

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, June 15, 2015
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.

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 Administration of Oath of Allegiance to Raquel Manriquez, 2015-2016 Student Trustee

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 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.

1.6 Approval of Minutes – Regular meeting of May 26, 2015

Action

1.7 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.

- 1.8 Presentation on the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Loss Control Award
- 1.9 Public Hearing – 2015-2016 Tentative Budget
- 1.10 Public Hearing - California School Employees Association Chapter 579 (CSEA) Initial Proposal to Rancho Santiago Community College District (RSCCD)
- 1.11 Public Hearing – Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District

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
- 2.6 Informational Presentation on the Budget
- 2.7 Reports from Board Committee Chairpersons
 - Board Facilities Committee

3.0 INSTRUCTION

- *3.1 Approval of New Topics Course Action
The administration recommends approval of the new topics course:
1 WELD 198 Topics.
- *3.2 Approval of Acceptance of Donation of James Russell Art Sculpture Action
The administration recommends approval of accepting the donation of
the James Russell Art Sculpture as presented.
- *3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training Action
The administration recommends approval of the instructional agreement
with SER, Jobs for Progress, Inc. for program year 2015-2016.

* Item is included on the Consent Calendar, Item 1.7.

- *3.4 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training Action
The administration recommends approval of the instructional agreement with SER, Jobs for Progress, Inc. for program year 2015-2016.
- *3.5 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal – Western Hand Center, Inc. Action
The administration recommends approval of the agreement renewal with Western Hand Center, Inc. in Downey, California.
- *3.6 Approval of Affiliation Agreement with University of California, Irvine (UCI) – Summer Scholars Transfer Institute (SSTI) Action
The administration recommends approval of the updated agreement with UCI for the Summer Scholars Transfer Institute.
- *3.7 Approval of Sub-Grant Agreement – Coast Community College District Action
The administration recommends approval of the sub-grant agreement as submitted with Coast Community College District in Costa Mesa, California.
- *3.8 Approval of Consulting Agreement with Orange Unified School District (OUSD) Action
The administration recommends approval of the consulting agreement with OUSD to authorize Santiago Canyon College (SCC) Orange Education Center to provide noncredit classes at OUSD facilities for the period of August 31, 2015, through June 2, 2016, as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers during the month of May 2015.
- *4.3 Approval of 2015-2016 Tentative Budget Action
The administration recommends approval of the 2015-2016 proposed Tentative Budget as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *4.4 Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo Action
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between RSCCD and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2015, through June 30, 2016, as presented.
- *4.5 Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC Action
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between RSCCD and Bergman Dacey Goldsmith, PLC for the period of July 1, 2015, through June 30, 2016, as presented.
- *4.6 Approval of Amendment to Legal Services Agreement – The Feldhake Law Firm Action
The administration recommends authorization be given to the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed amendment to the legal services agreement between RSCCD and The Feldhake Law Firm for the period of July 1, 2015, through June 30, 2016, as presented.
- *4.7 Approval of Amendment to Agreement with Facilities Planning & Consulting Services for FUSION Consulting Services Action
The administration recommends approval of the amendment with Facilities Planning & Consulting Services for FUSION consulting services as presented.
- *4.8 Approval of Five Year Construction Plan (2017-2021), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College (SAC) and Santiago Canyon College Action
The administration recommends approval of the Five Year Construction Plan (2017-2021); FPPs and IPPs for SAC and SCC as presented.
- *4.9 Approval of Amendment to Agreement with Westberg+White, Inc. for Architectural and Engineering Services for Central Plant, Infrastructure, Central Quad Upgrades and Mechanical Upgrades to Existing Buildings at Santa Ana College Action
The administration recommends approval of the amendment with Westberg+White, Inc. for redesign of the landscaping and irrigation systems, and an extension of time at SAC as presented.

- *4.10 Approval of Agreement with Disability Access Consultants (DAC) for Santa Ana College Americans with Disabilities Act (ADA) Transition Plan Update Action
The administration recommends approval of the agreement with Disability Access Consultants to update the ADA transition plan for SAC as presented.
- *4.11 Approval of Agreement with Salem Engineering Group, Inc. for Geotechnical Consulting Services for Chavez Building Project at Santa Ana College Action
The administration recommends approval of the agreement with Salem Engineering Group, Inc. for the geotechnical consulting services for the Chavez Building project at SAC as presented.
- *4.12 Approval of Notice of Completion for Bid #1242 for Roof Repairs for Building C (Fine Arts/Art Gallery), Building N (Music), Building P (Phillips Hall Theatre), and Building R (Russell Hall) at Santa Ana College Action
The administration recommends approval of the Notice of Completion with Letner Roofing Company, Inc. for Bid #1242 for roof repairs for Buildings C, N, P, and R at SAC as presented.
- *4.13 Ratification of Award of Bid #1266 – Hammond Hall Exterior Louvers Demolition and Painting at Santa Ana College Action
The administration recommends ratification of the award of Bid #1266 to Painting and Décor, Inc. for the Hammond Hall exterior louvers demolition and painting at SAC as presented.
- *4.14 Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for U Portable Certification and Renovation Project at Santiago Canyon College Action
The administration recommends approval of the amendment with WLC Architects, Inc. for architectural and engineering services for the U portable certification and renovation project at SCC as presented.
- *4.15 Ratification of Award of Bid #1267 for Child Development Center (CDC) Air Conditioning Units Replacement at Santiago Canyon College Action
The administration recommends ratification of the award of Bid #1267 to Bon Air, Inc. for the CDC air conditioning units replacement at SCC as presented.
- *4.16 Approval of Participation Addendum to Foundation for California Community Colleges (FCCC) Program Agreement for Symantec Academic Subscription Action
The administration recommends approval of the participation addendum to the FCCC program agreement for Symantec academic subscription as presented.

* Item is included on the Consent Calendar, Item 1.7.

- *4.17 Approval of Ellucian Maintenance Advantage Program – 5-year Maintenance Action
The administration recommends approval of Ellucian Maintenance Advantage Program – 5-year maintenance as presented.
- *4.18 Approval of 2015-2016 Contract Listing Action
The administration recommends approval of the 2015-2016 contract listing as presented.
- *4.19 Approval of Vendor Name Change Action
The administration recommends approval of the vendor Perceptive Software, Inc. name change to Lexmark Enterprise Software, LLC as presented.
- *4.20 Approval of Independent Contractors Action
The administration recommends approval of the following independent contractor: Nicole Sherman for consulting services to provide research curriculum inventory relative to Sector needs (i.e. Branded Pathways, ICT Model Curriculum) by college and assemble information (Regional Access Matrix) to be accessible on the Sector website. Dates of service are July 1, 2015, through June 30, 2016. The fee is estimated at \$36,000.
- *4.21 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period May 3, 2015, through May 30, 2015.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Career Technical Education (CTE) Pathway Program (SAC) \$ 13,360
 - Assessment, Remediation & Retention for Associate Degree Nursing Program – (SAC) \$ 91,200
 - Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC) \$1,133,551
 - Deputy Sector Navigator – Global Trade & Logistics (District) \$ 200,000
 - Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) \$ 200,000
 - Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) \$ 200,000
 - Deputy Sector Navigator – Small Business (District) \$ 200,000

* Item is included on the Consent Calendar, Item 1.7.

- *5.1 Approval of Resource Development Items – (cont.)
- Enrollment Growth for Associate Degree Nursing Program \$ 101,087
(SAC)
- Los Angeles/Orange County Regional Consortium (SCC) \$ 370,000
- Sector Navigator – Information Communications Technology \$ 372,500
ICT/Digital Media (District)
- *5.2 Approval of Sub-Agreement between RSCCD and Growth Sector Company for Santa Ana Workforce Investment Board’s H-1B Visa Technical Skills Training Grant: Orange County Bridge to Engineering Project Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and Coast Community College District on behalf of Golden West College for Deputy Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.4 Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.5 Approval of Service Contract Agreement between RSCCD and Listen to See, Inc. for Sector Navigator ICT/Digital Media Grant Action
The administration recommends approval of the service contract agreement and authorization be given to the Vice Chancellor, Business Operation/
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.6 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for AB 86 Adult Education Consortium Planning Grant Action
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operation/
Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

* Item is included on the Consent Calendar, Item 1.7.

- *5.7 Adoption of Resolution No. 15-15 – California Department of Education (CSPP-5321) Action
The administration recommends adoption of Resolution No. 15-15 with the California Department of Education and authorization be given to the Chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.8 Adoption of Resolution No. 15-16 – California Department of Education (CCTR-5160) Action
The administration recommends adoption of Resolution No. 15-16 with the California Department of Education and authorization be given to the Chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.9 Approval of Memorandum of Understanding (MOU) between RSCCD and Educational Testing Service (ETS) Action
The administration recommends approval of the MOU with Educational Testing Services and authorization be given to the Vice Chancellor, Business Operation/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.10 Adoption of Board Policies Action
The administration recommends adoption of the following new and revised board policies:
- BP 2410 Board Policies and Administrative Regulations
 - BP 3225 Institutional Effectiveness (New)
 - BP 3430 Prohibition of Harassment
 - BP 4040 Library and Learning Support Services
 - BP 5700 Intercollegiate Athletics
 - BP 6700 Civic Center and Other Facilities Use
 - BP 7130 Compensation
 - BP 7160 Professional Development (New)
 - BP 7340 Leaves
- 5.11 Approval of Extension of Ad Hoc Board Safety & Security Committee Action
The administration recommends an extension of the formation of an Ad Hoc Safety & Security Committee of the Board of Trustees through December 31, 2015.
- 5.12 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc. Action
It is recommended that the board approve the Supplement to Contract for Consulting Services (#5) with Townsend Public Affairs, Inc. as presented.

* Item is included on the Consent Calendar, Item 1.7.

5.13 Approval of Strategic Communications Services Agreement – Gladstone International, Inc. Action

It is recommended that the board approve the strategic communications services agreement with Gladstone International, Inc. in Laguna Beach, California, as presented.

5.14 Approval of Strategic Communications Services Agreement – Townsend Public Affairs, Inc. Action

It is recommended that the board approve the strategic communications services agreement with Townsend Public Affairs, Inc. in Newport Beach, California, as presented.

5.15 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a]) (1 case)

Guy Yocom Construction, Inc. v. Rancho Santiago Community College District et al, Orange County Superior Court Case No. 30-2014-00740749-CU-BC-CJC
3. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 15-530 DM
4. 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
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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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 2015-2016 Interim Cabinet Salary Schedule
- Approval of 2015-2016 Interim Management Salary Schedule
- Approval of 2015-2016 Administrator/Academic Supervisory Step Increases
- Approval of 2015-2016 Management/Classified Supervisory/Confidential Step Increases
- Approval of New Job Descriptions
- Approval of Employment Agreements
- Approval of Changes of Assignments
- Approval of Interim Assignments
- Approval of Extension of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of 2014-2015 Permanent CSEA Chapter 888 Salary Schedules
- Approval of 2015-2016 Interim CSEA Chapter 888 Salary Schedules
- Approval of 2015-2016 Interim FARSCCD Salary Schedules
- Approval of 2015-2016 Interim CEFA Salary Schedule
- Approval of 2015-2016 CSEA Chapter 888 Step Increases
- Approval of 2015-2016 FARSCCD 12-Month Faculty Step Increases
- Approval of 2014-2015 Contract Extension Days
- Approval of 2015-2016 Contract Extension Days
- Approval of Appointments
- Approval of Voluntary Workload Reductions
- Approval of Final Salary Placements
- Approval of Leaves of Absence
- Approval of Stipends
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

- 6.2 Classified Personnel Action
- Approval of 2015-2016 CSEA Interim Salary Schedule
 - Approval of 2015-2016 Miscellaneous Salary Schedule
 - Approval of 2015-2016 CSEA Step Increases
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Return to Regular Assignments
 - Approval of Changes in Position
 - Approval of Voluntary Furloughs
 - 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 Approval of Employee Calendar 2015-2016 Action
The administration recommends approval of the 2015-2016 Employee Calendar.
- 6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579 Action
It is recommended the board receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for July 20, 2015.
- 6.5 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers - CSEA Chapter 888 Action
It is recommended the board receive and file the district's initial bargaining proposal to the Child Development Centers - CSEA, Chapter 888 and schedule a public hearing for July 20, 2015.
- 6.6 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Continuing Education Faculty Association (CEFA) Action
It is recommended the board receive and file the district's initial bargaining proposal to CEFA and schedule a public hearing for July 20, 2015.

- 6.7 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD) Action
It is recommended the board receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for July 20, 2015.
- 6.8 Approval of Fringe Benefit Providers for Fiscal Year 2015-2016 Action
It is recommended that the board approve the renewal of the insurance programs at the negotiated rates and authorization be given to the chancellor or his designee to enter into appropriate agreements with Anthem BlueCross (PPO/HMO), Delta Dental (PPO/HMO), MetLife Basic Life Insurance, MetLife Voluntary Life Insurance, VSP Voluntary Vision, AFLAC, MetLife, American Fidelity, United Pet Care, and Health Advocate for July 1, 2015, through December 31, 2016.
- 6.9 Rejection of Claim Action
The district's claims administrator recommends the board authorize the chancellor or his designee to reject Claim #15-530 DM.
- 6.10 Adoption of Resolution No. 15-14 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Ms. Claudia C. Alvarez for her absence from the May 26, 2015, board meeting due to a business commitment.
- 6.11 Authorization for Board Travel/Conferences Action
It is recommended that the board authorize the submitted conference and travel by a board member.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on July 20, 2015.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Tuesday, May 26, 2015

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:36 p.m. by Mr. Larry Labrado. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, and Mr. Phillip Yarbrough. Ms. Claudia Alvarez was not in attendance due to a business commitment. Since Mr. Hector Soberano has a class on Tuesday evenings, he was not able to attend the meeting.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Dr. John Weispfenning. 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 Ms. Stacy Palencia, President, Veterans Student Association, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve addendums for Item 6.1 (Management/Academic Personnel) and Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

1.4 Public Comment

Mr. Tom Andrews, President, California School Employees Association (CSEA), Chapter 579, thanked the board for adopting Resolution No. 15-11 in honor of Classified School Employee Week, May 17-23, 2015, at its May 11th meeting. He also thanked the administrative staff for their support and celebration of classified week, and SchoolsFirst Federal Credit Union for its support.

Mr. Adrian Jarrin and Ms. Stacy Palencia spoke regarding the SAC Freedom Monument Rededication on May 29, 2015 and the SAC Veterans Student Association.

Mr. Solorio left the meeting at this time.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the minutes of the meeting held May 11, 2015. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.3 (Taller San Jose Instructional Services Agreement) removed from the Consent Calendar by Mr. Labrado, and Item 4.14 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough.

3.1 Approval of Amendment to Lease Agreement for Santa Ana College Arts Gallery Space in Santora Building in Santa Ana

The board approved the amendment to the lease agreement for the SAC Arts Gallery Space in the Santora Building in Santa Ana.

3.2 Approval of Agreement with University of California, Los Angeles (UCLA) for Santa Ana College Academic Talent Search Residential Program for 2015

The board approved the agreement with UCLA for the SAC Academic Talent Search Residential Program for 2015.

3.4 Approval of New Fire Technology Agreement: City of Glendale

The board approved the new fire technology agreement with the City of Glendale in California.

3.5 Approval of Criminal Justice Academy (CJA) Agreement Renewal: Asian Gang Investigators Association of California

The board approved the renewal of the CJA agreement with the Asian Gang Investigators Association of California in West Covina.

3.6 Approval of New Courses and Course Revisions for 2015-2016 Santa Ana College Catalog

The board approved new courses and course revisions for the 2015-2016 SAC catalog.

3.7 Approval of New Courses and Course Revisions for 2015-2016 Santiago Canyon College (SCC) Catalog

The board approved new courses and course revisions for the 2015-2016 SCC catalog.

1.6 Approval of Consent Calendar – (cont.)

- 3.8 Approval of California/Nevada Training Trust Master Cost Agreement
The board approved the California/Nevada Training Trust Master Cost Agreement for 2015-2016.
- 3.10 Approval of Metropolitan Water District of Southern California Master Cost Agreement
The board approved the Metropolitan Water District of Southern California Master Cost Agreement for 2015-2016 as presented.
- 3.11 Approval of Orange County Electrical Training Trust Master Cost Agreement
The board approved the Orange County Electrical Training Trust Master Cost Agreement for 2015-2016.
- 3.12 Approval of Operating Engineers Training Trust Joint Apprenticeship and Training Committee (JATC) Master Cost Agreement
The board approved the Operating Engineers Training Trust JATC Master Cost Agreement for 2015-2016.
- 3.13 Approval of JTS Services Master Cost Agreement
The board approved the JTS Services Master Cost Agreement for 2015-2016.
- 3.14 Approval of Amended Santa Ana Beauty Academy Vocational Cosmetology Agreement
The board approved the amended Vocational Cosmetology Agreement with Santa Ana Beauty Academy as presented.
- 3.15 Approval of Agreement with Smarthinking for Online Tutorial Services
The board approved the Online Tutorial Services Agreement with Smarthinking as presented.
- 4.1 Approval of Payment of Bills
The board approved payment of bills as submitted.
- 4.2 Approval of Budget Increases/Decreases and Budget Transfers
The board approved budget increases, decreases and transfers during the month of April 2015.
- 4.3 Approval of Public Hearing – 2015-2016 Tentative Budget
The board approved the board holding a public hearing on the 2015/2016 Tentative Budget at its meeting on June 15, 2015.

1.6 Approval of Consent Calendar – (cont.)

4.4 Adoption of Resolution No. 15-12 – Delegation of Authority to Vice Chancellor of Business Operations/Fiscal Services to Award Bid #1260 and Execute Necessary Agreements Contingent Upon City Approval for Centennial Education Center (CEC) Parking Lot Improvements Project

The board adopted Resolution No. 15-12 – Delegation of Authority to the Vice Chancellor of Business Operations/Fiscal Services to award Bid #1260 and execute the necessary agreements contingent upon city approval for the CEC parking lot improvements project as presented.

4.5 Approval of Amendment to Agreement with Xpera Group for Specialized Consulting Services for Chavez Building Renovation Project at Santa Ana College

The board approved the amendment to the agreement with Xpera Group for specialized consulting services for the Chavez Building renovation project as presented.

4.6 Award of Bid #1251 for Exterior Painting at Building E (Fitness), Building L (Library), Building T (Technology), Building R (Russell Hall), and Building B (Middle College) at Santa Ana College

The board approved awarding Bid #1251 to Painting & Décor, Inc. for the exterior painting at Buildings E, L, T, R, and B at SAC as presented.

4.7 Approval of Change Order #1 for Bid #1242 for Roof Repairs for Building C (Fine Arts/Art Gallery), Building N (Music), Building P (Phillips Hall Theatre), and Building R (Russell Hall) at Santa Ana College

The board approved change order #1 for Bid #1242 for roof repairs for Buildings C, N, P, and R at SAC as presented.

4.8 Ratification of Award of Bid #1264 for Chavez Hall Windows Repairs at Santa Ana College

The board ratified the award of Bid #1264 to Kitson Contracting, Inc. for the Chavez Hall windows repairs at SAC as presented.

4.9 Approval of Agreement with Enovity, Inc. for Commissioning Consulting Services for Energy Management Systems Upgrade at Santiago Canyon College

The board approved the contract with Enovity, Inc. for commissioning consulting services for the energy management systems upgrade at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

4.10 Approval of Agreement with HPI Architecture for Professional Design Services for Interim Publication/Warehouse Relocation Project from Orange Education Center (OEC) to Santiago Canyon College

The board approved the agreement with HPI Architecture for professional design services for the interim publication/warehouse relocation project from OEC to SCC as presented.

4.11 Approval of Change Order #1 for Agreement for Energy Conservation Services with Sun Industries, Inc. for LED Lighting Conversion Project at Santiago Canyon College and District Operations Building

The board approved change order #1 for the agreement for energy conservation services with Sun Industries, Inc. for the LED Lighting Conversion project at SCC and the District Operations building as presented.

4.12 Approval of Bid #1258 – Purchase of 3DGage Reverse Engineering & Inspection Tool Powered by Verisurf CAD Software Education Bundle

The board accepted the bid and approved awarding Bid #1258 – Purchase of 3DGage Reverse Engineering & Inspection Tool Powered by Verisurf CAD Software Education Bundle to Paton Miller LLC dba The Paton Group as presented.

4.13 Approval of Bid #1259 – Elevator Repair & Preventative Maintenance Service

The board accepted the bid and approved awarding the contract including renewals to GMS Elevator Services to provide repair and preventative maintenance service to district-owned elevators as presented.

5.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:

- Child Development Training Consortium (SAC/SCC) - \$3,537.50

Augmentation

5.2 Approval of Amendment to Sub-Agreements between Rancho Santiago Community College District (RSCCD) and Cerritos, Citrus and Los Angeles Community College Districts

The board approved the sub-agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Orange County Superintendent of Schools for AB 86 Adult Education Consortium Planning Grant

The board approved the first amendment to the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

1.6 Approval of Consent Calendar – (cont.)

5.4 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools/Central Orange County Career Technical Education Partnership (CTEp) for the Deputy Sector Navigator ICT/Digital Media Grant

The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

Mr. Solorio returned to the meeting at this time.

1.7 Recognition of Classified Staff by Board of Trustees

The board recognized Ms. Patricia Hall, Administrative Secretary at SCC Division of Continuing Education; Mr. Kalonji Saterfield, Student Services Coordinator at SAC; and Ms. Cecilia Schultz, Applications Specialist IV for the Information Technology Department at RSCCD; for their professional achievements, dedication, and service to the campus community and the Rancho Santiago Community College District.

1.8 Presentation on State Budget – May Revise

Mr. Hardash provided an informational presentation on the state budget relating to the May Revise. Board members received clarification on items related to the budget.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board, which included presenting Mr. Labrado with an award from the Community College League of California (CCLC) for providing leadership for over 20 years as a community college trustee.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College
Dr. John Weispfenning, President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Hector Soberano did not provide a report to the board since he has a class on Tuesday evenings.

2.4 Reports from Student Presidents

Mr. Daniel Rebolledo, SCC Student Supreme Justice, provided a report to the board on behalf of the SAC and SCC Associated Student Government organizations.

2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

2.6 Reports from Board Committee Chairpersons

Since the May 21, 2015, Board Facilities Committee meeting was cancelled, Mr. Solorio did not provide a report.

Ms. Barrios provided a report on the May 14, 2015, Board Policy Committee meeting.

3.0 INSTRUCTION

Items 3.1, 3.2, 3.4 through 3.8, and 3.10 through 3.15 were approved as part of Item 1.6 (Consent Calendar).

3.3 Approval of Taller San Jose Instructional Services Agreement

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the Taller San Jose Instructional Services Agreement. Mr. Solorio asked the board to consider postponing action on this item so he could further review it. It was moved by Mr. Solorio and seconded by Mr. Labrado to postpone action on the approval of the Taller San Jose Instructional Services Agreement

Mr. Yarbrough asked if there were a date Mr. Solorio proposed to return the item to the agenda; Mr. Solorio responded negatively. Mr. Yarbrough asked if the item was time-sensitive or interfered with the services provided by the contract; Dr. Martinez indicated the contract's start date is July 1, 2015, and would not currently interfere with the services provided by the contract.

The motion to postpone action carried with the following vote: Aye – Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Solorio; Nay - Ms. Barrios and Mr. Yarbrough.

3.9 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to approve the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement for 2015-2106. Mr. Hanna recused himself due to his employment with Southwest Regional Council of Carpenters. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough, and a vote of abstention from Mr. Hanna.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1 through 4.13 were approved as part of Item 1.6 (Consent Calendar).

4.14 Approval of Purchase Orders

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the purchase order listing for the period April 12, 2015, through May 2, 2015. Mr. Hanna asked that the answers to his questions relating to contracted services be attached to the minutes. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

5.0 GENERAL

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Approval of Revision to Child Development Services Tuition Structure

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the revised full-cost fee structure for the Child Development Centers effective August 1, 2015. Discussion ensued. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

5.6 First Reading of Board Policies

The following board policies were presented for a first reading as an informational item:

- BP 2410 ~~Setting Policy~~ Board Policies and Administrative Regulations
- BP 3225 Institutional Effectiveness (New)
- BP 3430 Prohibition of Harassment
- BP 4040 Library and Learning Support Services
- BP 5700 Intercollegiate Athletics
- BP 6700 Civic Center and Other Facilities Use
- BP 7130 Compensation
- BP 7160 Professional Development (New)
- BP 7340 Leaves

5.7 Board Member Comments

Ms. Barrios expressed appreciation to the staff on presenting awards to students as she recently was informed that her son's school does not offer awards to its high school students.

Ms. Barrios asked that Item 3.3 (Taller San Jose Instructional Services agreement) be included in the June 15, 2015, agenda.

5.7 Board Member Comments – (cont.)

Mr. Yarbrough congratulated Mr. Labrado on receiving the 20-years of service award from CCLC that was presented to him during Dr. Rodriguez' report.

Mr. Solorio asked that the Board Facilities Committee (BFC) include discussion of the SAC Science, Technology, Engineering and Mathematics (STEM) building at its next meeting.

Mr. Solorio asked what the future expectations are for the colleges regarding enrollment trajectories.

Ms. Mendoza Yanez reported she attended the College Assistance Migrant Program's (CAMP) End-of-the Year Banquet Celebration on May 20 and asked that the board meeting be adjourned in honor of the program and its staff.

Mr. Hanna congratulated the college presidents on the outstanding work of the foundations at each college. He indicated he was unable to attend the SAC Scholarship Ceremony on May 22 due to traffic delays.

In reference to Dr. Martinez' earlier report that Mr. Don Sneddon, former SAC baseball coach, was recently inducted into the California Community College Baseball Coaches Association Hall of Fame in Fresno; Mr. Hanna asked that Mr. Sneddon be honored at a future board meeting.

Mr. Hanna thanked Ms. Mendoza Yanez for working with the veterans at SAC and wished the veterans well in their educational endeavors.

Mr. Labrado thanked Dr. Rodriguez and the CCLC for the award given to him for his service as a community college trustee for 20 years.

Mr. Labrado thanked the staff for their hard work on the end-of-the year activities and expressed regret over not being able to attend every event.

Dr. Rodriguez reported the following will be discussed in closed session:

Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property Address: 500 W. Santa Ana Blvd., California

Agency Negotiator: Dr. Raúl Rodríguez, Chancellor

Negotiating Parties: CIM Urban Reit Properties I LP

Under Negotiation: Price and Terms of Payment

RECESS TO CLOSED SESSION

The board convened into closed session at 6:48 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. Educational Administrator Appointments
 - (1) Dean

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 (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiator: Dr. Raúl Rodríguez, Chancellor

Employees: Executive Vice Chancellor, Vice Chancellor, College Presidents

4. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)

Property Address: 500 W. Santa Ana Blvd., California

Agency Negotiator: Dr. Raúl Rodríguez, Chancellor

Negotiating Parties: CIM Urban Reit Properties I LP

Under Negotiation: Price and Terms of Payment

RECONVENE

The board reconvened at 8:17 p.m.

Closed Session Report

Mr. Hanna reported the board discussed public employment, labor negotiations, and real property negotiations, and the board took no reportable action during closed session.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve Appointments
- Approve Rehiring of Temporary Employees
- Ratify Resignations/Retirements
- Approve Final Salary Placements
- Approve 2014-2015 Contract Extension Days
- Approve Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve New Appointments
- Approve Longevity Increments
- Approve Leaves of Absence
- Approve Rescission of Retirements
- Approve Temporary Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to receive the initial proposal and schedule a public hearing for June 15, 2015. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.4 Presentation of CSEA Association Chapter 579 Initial Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to receive the initial proposal and schedule a public hearing for June 15, 2015. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

6.5 Approval of Revised Cabinet Salary Schedule

It was moved by Mr. Hanna and seconded by Ms. Mendoza Yanez to approve the revised Cabinet salary schedule effective January 1, 2015. Ms. Barrios asked that the motion be amended to include a review/update of district policies related to the Cabinet members' contracts to ensure future benefits are aligned with district policies. By unanimous consent, the board accepted Ms. Barrios request to amend the motion. Mr. Hanna called for the question. The amended motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez; Nay - Mr. Solorio and Mr. Yarbrough.

6.6 Adoption of Resolution No. 15-13 authorizing payment to Trustee Absent from Board Meetings

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize payment to Ms. Claudia C. Alvarez for her absence from the May 11, 2015, board meeting due to a business commitment. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. .

6.7 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, June 15, 2015.

There being no further business, Mr. Labrado asked Ms. Mendoza Yanez to adjourn the meeting. Ms. Mendoza Yanez declared the meeting adjourned at 8:21 p.m., in recognition and appreciation of the CAMP program and its staff at SCC.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: June 15, 2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: May 26, 2015

To: Dr. Raúl Rodríguez

From: Peter J. Hardash

Subject: Responses to Board of Trustees Requests/Questions

From Trustee John Hanna

Item 4.14 – Approval of Purchase Orders

QUESTION: Please describe the purpose and project for the contracted service and whether the service is provided to a District program, a college program (which college) or a District Foundation program).

PO #15-P0035594 – Constant Contact - \$297.00

This is a web-based marketing software product used to communicate with and market through the use of email to a contact list. Funding provided by the Center for International Trade Development (CITD), District Office.

PO #15-P0035630 – Robert Ferrilli LLC - \$14,000.00

Professional services for the creation electronic interface between colleague and the Orange County Department of Education payroll systems. Funding provided by ITS Department, District Office.

PO #15-P0035640 – Greg Hinckley - \$2,000.00

Independent Contractor providing a 6-hour presentation on professional development for faculty teaching basic skills. Funding provided by Academic Affairs Department, Santiago Canyon College.

PO #15-P0035649 – Promomaxx Inc - \$3,000.00

Independent Contractor providing consultant services to evaluate current social media strategies and activities. Funding provided by Public Affairs & Governmental Relations, District Office.

PO #15-P0035650 – Drex LLC - \$8,000.00

Independent Contractor providing graphic design services to create design layout for various marketing pieces for Santa Ana College. Funding provided by Public Affairs & Governmental Relations, District Office.

PO #15-P0035666 – Governet - \$7,500.00

Professional services providing curricUNET onsite training to Santa Ana College - Centennial Education Center. Funding provided by Centennial Education Center.

PO #15-P0035683 – Technical Safety Services Inc - \$1,447.00

Labor and materials to perform testing on fume hoods and biosafety cabinets in various rooms at Santiago Canyon College. Funding provided by Santiago Canyon College, Administrative Services.

PO #15-P0035753 – D4 Solutions Inc - \$879.86

Labor and materials for data routing and cabling installation in Bldg D-101-3 at Santiago Canyon College. Funding provided by Santiago Canyon College, Art Department.

PO #15-P0035779 – Vital Link of Orange County - \$10,431.43

Independent Contractor to facilitate a field trip and activities for 180 students to attend the CTE Career/College Day at Santiago Canyon College. Funding provided by Santiago Canyon College, CTE.

PO #15-P0035823 – Manchester Hotel - \$4,862.00

Lodging for Upward Bound students and chaperones for the Northern California college tour August 3-5, 2015. This is a Santa Ana College function. Funding provided by Santa Ana College, Upward Bound.

PO #15-P0035829 – Mommycomic Inc - \$500.00

Independent Contractor providing a motivational workshop for CARE/CalWORKS students at Santiago Canyon College. Funding provided by Santiago Canyon College, CalWORKS.

PO #15-P0035807 – Presidio Inc - \$14,275.00

Professional services to provide a test environment of virtualized windows machines. Funding provided by ITS, District Office.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE – ACADEMIC AFFAIRS

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of New Topics Course	
Action:	Request for Approval	

BACKGROUND

The attached memo is a summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2015. It only includes a new course through June 1, 2015.

ANALYSIS

Changes are recommended to the Board of Trustees by the council that has faculty representation from each academic division as well as administrative representation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the new topics course.

Fiscal Impact:	None	Board Date: June 15, 2015
Prepared by:	Omar Torres, Vice President of Academic Affairs, SAC	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: June 3, 2015
TO: Erlinda J. Martinez, Ed. D., President
FROM: Monica Porter, Chair of Curriculum & Instruction Council
RE: Approval of New Topics Course

This memorandum is a request for Curriculum Approval of a new topics course in the discipline of Welding. Changes have been reviewed by the division curriculum committee before action was taken by the Council.

The Curriculum & Instruction Council was chaired by Monica Porter, designee of the SAC Academic Senate. Membership included two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative and the Curriculum Specialist.

The following academic course has been reviewed and is now recommended by the Curriculum and Instruction Council:

NEW COURSE

One (1) new course was approved because of new and/or expanded programs in the discipline.

1 WELD 198 Topics

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – College Advancement/Foundation**

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Acceptance of Donation of the James Russell Art Sculpture	
Action: Request for Approval	

BACKGROUND

In Spring 2013, the Santa Ana College Foundation received a bequest from Santa Ana College alum Thomas Frederic “Fred” Humiston. Not only was he an alum of the college, Mr. Humiston was a great lover of arts and advocate for community colleges. A portion of his bequest, \$50,000, was designated for the purchase an art piece that would join the college’s permanent art collection. In consultation with the Santa Ana College Art Gallery, the Foundation embarked on a search for a piece that would complement the renovations of the college mall set for late spring of 2016, but most importantly honor the intent of the gift.

ANALYSIS

As the result of this generous gift, the SAC Foundation purchased a timeless metal sculpture, named “Infinite Spirit,” from Southern California artist James Russell, with a final purchase price of \$40,000 and has donated it to RSCCD, Santa Ana College. In order to insure this district asset, it is necessary for the Board of Trustees to accept the donation from the SAC Foundation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the acceptance of the donation of the James Russell Art Sculpture as presented.

Fiscal Impact:	None	Board Date:	June 15, 2015
Prepared by:	Christina Romero, Executive Director, College Advancement, SAC Michael T. Collins, Ed.D., Vice President, Administrative Services, SAC		
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		



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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Basic Skills/ESL training. The District collects state funding on the attendance generated under this Agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Basic Skills Training Agreement SAC-15-036, is effective July 1, 2015, to June 30, 2016.

ANALYSIS

For 2015-2016, Santa Ana College proposes to contract with SER to provide 172,500 student attendance hours in Basic Skills, ESL, and GED Preparation at the rate of \$2.17 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Instructional Agreement with SER, Jobs for Progress, Inc. for program year 2015-2016.

Fiscal Impact:	\$374,325.00	Board Date: June 15, 2015
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D. Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.

BASIC SKILLS TRAINING AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2015, between Rancho Santiago Community College District, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1243 E. Warner, Santa Ana, California 92705, a private, nonprofit community based organization herein referred to as "SER."

W I T N E S S E T H

WHEREAS, the Governing Board of the DISTRICT has approved the contracting out of this education program pursuant to Education Code 78015; and

WHEREAS, the DISTRICT is authorized under Section 78021 of the California Education Code to establish contract education programs by agreement with any public or private agency, corporation, or association to provide specific educational programs or training to meet the specific needs of these organizations; and

WHEREAS, the DISTRICT wishes to offer educational programs and services in SER's facilities located at 1243 E. Warner Avenue, Santa Ana, CA 92705; and

WHEREAS, SER, as a private nonprofit organization in the State of California, can enter into agreement with the DISTRICT for the provision of educational programs and services for participants in the facilities which it operates; and

WHEREAS, the District is authorized under Section 78021 of the California Education Code to claim state apportionment for units of full time equivalency students (FTES) generated in contract education classes if all statutory and regulatory conditions for generating FTES are met; and

WHEREAS, SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, prior educational status, or any other unreasonable basis for discrimination; and

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

WHEREAS, SER represents that it maintains current, accurate records of both student attendance and progress, and SER consents to inspection of these records by authorized representatives of the DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

All the above recitals are true and correct.

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A. TERM

The term of this Agreement shall be for one (1) year commencing July 1, 2015, and terminating June 30, 2016, unless earlier terminated by either party in the manner set forth herein.

B. OPTIONAL TERMINATION

SER or DISTRICT may terminate this Agreement, without cause, upon thirty (30) days written notice to the other party.

C. DISTRICT RESPONSIBILITIES

1. DISTRICT shall pay SER to provide instruction and training in SER'S facility at 1243 E. Warner, Santa Ana, CA 92705, and DISTRICT is responsible for this education program that is conducted at this site.
2. DISTRICT shall pay SER to provide instruction in the following subject areas:

Subject

- a) Basic Education
- b) English as a Second Language
- c) Preparation for GED Test (also includes)
 - English 083 Composition
 - English 084 Composition II
 - Mathematics 156 Essential Math I
 - Mathematics 157 Essential Math II

TOTAL STUDENT ATTENDANCE HOURS NOT TO EXCEED 172,500 HOURS.

3. In the event a DISTRICT student withdraws from the program of instruction, or because of failure to attend scheduled instruction is dropped from the program, the DISTRICT shall be responsible to SER for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
4. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of the DISTRICT, and the Chancellor's Office of the California Community Colleges. The DISTRICT's policy on open enrollment is published

in the DISTRICT's Catalog, together with the schedule of classes, (Title 5, Section 51006), along with descriptions of the courses. These courses offered by SER are all noncredit.

5. The DISTRICT shall collect state apportionment on the full time equivalent students (FTES) generated by this instructional program.
6. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in noncredit subjects in a California community college.
7. DISTRICT shall use selected SER staff as instructors to provide the instruction and training covered by this Agreement. In order to meet the Education Code requirement in Section 58050 (a) (7) of Title V of the California Code of Regulations, which states that students be under the immediate supervision of an "employee" of the DISTRICT, the DISTRICT will invoke the provisions of Title V Section 58058 (b). Accordingly, the SER staff who are used as instructors are required to enter into individual instructor services agreements with the District regarding their responsibilities for delivering the curriculum called for by this Agreement. DISTRICT has the primary right to control and direct the instructional activities of the instructors while they are teaching the classes that are the subject of this Agreement. DISTRICT will demonstrate its control and direction through such actions, where appropriate, as providing the instructor with an orientation, an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has minimum qualifications for instructors teaching these courses and those qualifications are consistent with requirements in other similar courses given at the DISTRICT.
9. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered

under the Agreement and the students are held to a comparable level of learning outcomes.

10. DISTRICT shall reimburse SER for use of its staff as instructors in the instructional program and for use of the facilities for instructional purposes according to the terms stated below in Section "E."
11. DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, awarding of completion certificates comparable to those maintained for any student of the DISTRICT.
12. Procedures, Terms, and Conditions. The enrollment period for these classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.

D. SER RESPONSIBILITIES

SER will provide staff and facilities for the DISTRICT to utilize in the operation of its instructional program.

1. SER staff who are used as instructors shall meet appropriate state and local minimum qualifications to teach in the subject areas covered by this Agreement.
2. Pursuant to Section 58058 (b) of Title V of the California Code of Regulations, SER staff who are used as instructors under this Agreement shall be required to enter into an individual agreement with the DISTRICT regarding his/her responsibility as an instructor for the DISTRICT specifically for delivery of the curriculum covered by this Agreement. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
3. The ONE HUNDRED AND SEVENTY-TWO THOUSAND FIVE HUNDRED (172,500) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the areas to be taught under this

Agreement in vocational programs in a community college or possessing equivalent qualifications as established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

4. SER shall maintain accurate records of attendance and progress for each student and evaluations of each student at the request of the DISTRICT, and shall submit to the DISTRICT, on a schedule developed by the DISTRICT, such information from such records as is requested by the authorized representatives of the DISTRICT. Records will be open for review at all times by officials of the DISTRICT.
5. DISTRICT shall not be obligated to make any payment to SER staff for services under the terms of this Agreement. It is agreed and understood that any and all salary and benefits payable or owing to SER staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of SER.
6. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
7. Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.
8. SER agrees to accept new students during each enrollment period established by the DISTRICT.
9. Should it become necessary for one or more DISTRICT student(s) to transfer to SER from schools or colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.

10. SER staff who shall conduct the classes governed by this Agreement shall do so according to the following schedule:
 - a. Basic Skills
Monday – Saturday
 - b. ESL
Monday – Saturday

11. SER shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
12. SER shall submit and certify statements and billings at least once a month to:

Rancho Santiago Community College District
Santa Ana College
School of Continuing Education
Centennial Education Center
2900 West Edinger Avenue
Santa Ana, CA 92704-3902
Attention: Dean of Instruction and Student Services

Billings shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given. Records of enrollees' attendance shall be maintained by the SER for a period of five (5) years and shall be available for review by the DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.

13. SER shall provide those administrative functions essential for the operation of its facilities.
14. SER will deliver a report regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.
15. SER's courses are held at facilities which are clearly identified as being open to the general public. (Title 5, Section 58051.5) Enrollment in the courses are open to any person who has been registered in the college's noncredit program and has met any applicable prerequisites. (Title 5, Sections 51006 and 58106)

E. RESPONSIBILITIES OF DISTRICT AND SER

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

F. PAYMENT

The DISTRICT shall reimburse SER for the use of staff and facilities at the rate of TWO DOLLARS AND SEVENTEEN CENTS (\$2.17) per student attendance hour, up to a maximum of 172,500 hours. The hours claimed under this Agreement must be certified to the DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of SER's contract cost of operating the instructional programs covered by this Agreement.

1. SER states that 69% of the above hourly rate represents actual costs of instructors including salaries and related benefits, 5% of the above hourly rate represents equipment costs, 20% represents facilities costs, and 6% represents other costs of operation.

G. CERTIFICATION BY DISTRICT

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

H. CERTIFICATION BY COUNTY

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

I. INSURANCE

1. SER shall maintain insurance for workers' compensation, required by law for its employees in the operation of this program.
2. SER provides, when required by law and at SER's own expense, workers' compensation insurance coverage for any student.
3. SER shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. Said coverage shall expressly name the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, and the STATE OF CALIFORNIA and their agents, employees, and officers as Additional Insured. SER shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
 - a. This coverage shall not be canceled or coverage reduced, until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until THIRTY (30) days have passed from date of receipt of such notice.
 - b. Such coverage as provided for the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA, and their officers, agents, and employees shall be primary and any coverage carried by the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA and their officers, agents, and employees shall be excess and noncontributory. Notice evidencing said coverage shall be at all times furnished to the DISTRICT.

J. INDEMNIFICATION

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

IN WITNESS WHEREOF, the parties have executed the Agreement in the County of Orange, State of California.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Zeke Hernandez, Interim Executive Director
SER, Jobs for Progress, Inc.
1243 E. Warner
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

- Tristen A. Auxier
- Esmeralda Godoy
- Jennifer Kapp
- Ryan A. Saucedo

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District contracts with SER, Jobs for Progress, Inc. to operate Career Technical Education training. The District collects state funding on the attendance generated under this agreement and pays SER an hourly rate per hour of attendance to provide the services. The SER, Jobs for Progress, Vocational Training Agreement SAC-15-037, is effective July 1, 2015, to June 30, 2016.

ANALYSIS

For 2015-2016, Santa Ana College proposes to contract with SER to provide 32,000 student attendance hours in Career Technical Education/Vocational Training at the rate of \$2.17 per attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the instructional agreement with SER, Jobs for Progress, Inc. for program year 2015-2016.

Fiscal Impact:	\$69,440.00	Board Date: June 15, 2015
Prepared by:	James Kennedy, Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

SER, JOBS FOR PROGRESS, INC.
VOCATIONAL TRAINING AGREEMENT

THIS AGREEMENT, made and entered into on the 1st day of July 2015, between Rancho Santiago Community College District, County of Orange, State of California, hereinafter called the "DISTRICT" and SER, JOBS FOR PROGRESS, INC., 1243 E. Warner, Santa Ana, California 92705, herein referred to as "SER."

W I T N E S S E T H

WHEREAS, the Governing Board of the District has approved the contracting out of the vocational education program for Clerical/Office occupations pursuant to Education Code 78015; and

WHEREAS, through this Agreement with the SER, the DISTRICT intends to provide a vocational education program for the benefit of eligible students of the DISTRICT, under the State Plan for Vocational Education and the Federal Carl D. Perkins Vocational and Technology Education Act of 1998, in order to prepare such students for a vocation in Clerical/Office occupations; and

WHEREAS, the DISTRICT also intends to limit the hours of instruction to a maximum of 32,000 student attendance hours for the Agreement. Other students may attend as private enrollees of SER, JOBS FOR PROGRESS, INC. but such enrollment shall not exceed a number at which the DISTRICT funded program may operate effectively; and

WHEREAS, SER represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds Course Approval under the provisions of Section 94312 of the Education Code of the State of California; and

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

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

WHEREAS, SER represents that its financial resources are adequate to insure operation for the duration of the student training period and that SER operates on the basis of sound administrative policies and adheres to nondiscriminatory practices and does not and shall not discriminate on the basis of race, ethnic or national origin, sex, age, disability, sexual orientation, or prior educational status or any other unreasonable basis for discrimination; and

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

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

WHEREAS, SER represents that it is free of any pending or existing proceedings against it or that of any of its instructors; or in the alternative, that it can show to the satisfaction to the DISTRICT by way of written evidence that such proceedings are without merit and will be disposed of in favor of SER;

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

All the above recitals are true and correct.

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1. SER RESPONSIBILITIES

SER shall provide vocational instruction, training, facility, equipment, supervision, and other services for all enrolled students not to exceed a maximum of 32,000 student hours during the 2015/2016 school year (7/1/2015 through 6/30/2016). The vocational instructional program will be Business Skills. Instruction time shall be provided by SER for all students who wish such instruction during school holidays (excluding legal holidays) and Christmas recess provided such instructional time does not exceed total hours stipulated within this Agreement.

- A. All students shall be under the direct supervision of instructors with a valid credential for community college services or meet minimum qualifications in the area to be taught, such credential to be registered with the Orange County Department of Education and the DISTRICT.
- B. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in vocational subjects in a California community college.
- C. Where the instructor is not a paid employee of DISTRICT, DISTRICT shall enter into a written agreement with each instructor who is conducting instruction for which FTES are to be reported. Instructors paid by SER shall enter into individual instructor services agreements with DISTRICT. These instructor agreements are included herein as APPENDIX A, and by this reference are incorporated into this Agreement.
- D. SER shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by SER shall remain the property of SER and shall not be removed from the premises without permission of SER.
- E. Except as noted in this Agreement, SER shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
- F. SER will provide those administrative functions essential for the operation of its facilities at its own expense.

- G. SER shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
- H. SER shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
- I. SER's courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.

2. CURRICULUM

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

3. DISTRICT RESPONSIBILITIES

- A. DISTRICT is responsible for the education program conducted at this site.
- B. The DISTRICT shall provide the normal administrative functions including admissions, counseling, registration, achievement records, and awarding of completion Certificates comparable to those maintained for any student of the DISTRICT.
- C. Procedures, Terms, and Conditions. The enrollment period for these vocational classes, the student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, the supervision and evaluation of students, and the withdrawal of students prior to completion of a course are determined by DISTRICT.
- D. Instruction to be claimed for apportionment under this contract is under the immediate supervision and control of an employee of DISTRICT who has met the minimum qualifications for instruction in a vocational subject in a California community college.

- E. DISTRICT shall demonstrate control and direction of SER instructors through such actions as providing the instructors, as appropriate, with an instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any other materials and services that DISTRICT would provide to its hourly instructors on campus.
- F. The DISTRICT's policy on open enrollment shall be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course. These courses offered by SER are all noncredit.
- G. The courses of instruction specified in this Agreement and the outlines of record for such courses have been approved by college's curriculum committee as meeting Title 5 course standards and the courses have been approved by the DISTRICT's Board of Trustees.
- H. DISTRICT uses procedures to assure that instructors teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course and those procedures are applied to courses and instructors covered under the Agreement and the students are held to a comparable level of rigor.

4. RESPONSIBILITIES OF SER AND DISTRICT

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

5. PAYMENT

The DISTRICT shall pay to SER on a monthly basis TWO DOLLARS AND SEVENTEEN CENTS (\$2.17) per hour for each student positive attendance hour certified to the DISTRICT for actual attendance during the preceding month at SER's place of instruction for all properly enrolled students who are in good standing with the DISTRICT. Such payment to be considered in full payment to cover all contract cost of operating said instructional program. Total hours shall not exceed a maximum of 32,000 actual student hours of attendance under this contract.

- A. SER states that 69% of the above hourly rate represents actual costs of instructors including all salary and related benefits, 5% of the above hourly rate represents

rental of equipment, 20% of the above hourly rate represents rental of facilities, and 6% of the above hourly rate represents other costs of operations.

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

6. COSTS PER STUDENT

Costs per student shall not exceed the total direct and indirect costs to provide the same training in public schools or the tuition the private post secondary school charges its private students, whichever is lower.

7. REIMBURSEMENT PER STUDENT

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

8. NEW STUDENTS

SER agrees to accept new students in programs during each enrollment period established by the DISTRICT and according to College enrollment procedures provided that 32,000 student attendance hours are not exceeded.

9. SUPERVISION

The seven hundred eighty (780) hours of approved instruction and training shall be given under the direct supervision of California licensed instructors holding valid California teaching credentials authorizing services in the area of clerical/office occupations in vocational programs in a community college or possessing equivalent qualifications established by the DISTRICT, and all DISTRICT students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors.

10. BILLING

SER shall submit and certify statements and billings every two weeks to: Rancho Santiago Community College District, Santa Ana College School of Continuing

Education, Centennial Education Center, 2900 W. Edinger, Santa Ana, CA 92704-3902,
Attention: Dean of Instruction and Student Services at the end of each month on the forms provided by the DISTRICT. Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction given.

11. ATTENDANCE

Records of enrollee attendance shall be maintained by SER for a period of five (5) years and shall be available for review by the DISTRICT, its staff, its auditor, the Office of Private Post Secondary Education, and the staff of the Vocational Support Unit of the Chancellor's Office, California Community Colleges.

12. RECORDS

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

13. REPORT

A report will be delivered regarding the accomplishment of the performance objectives for each instructional area at the end of the contract period.

14. TRANSFER STUDENTS

Should it become necessary for one or more DISTRICT students to transfer to the SER from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, vocational schools for instruction and training in the clerical office occupations, SER agrees to accredit each of such students with one hour for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.

15. CERTIFICATION BY DISTRICT

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

16. CERTIFICATION BY COUNTY

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

17. INSURANCE

- A. SER shall obtain and maintain insurance, at the expense of SER, all workers' compensation insurance required by law for its employees in the operation of this program. SER will provide, when required by law, and at SER's own expense, worker's compensation insurance coverage for the students in SER's program.
- B. SER shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. Said coverage shall expressly name the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, and the STATE OF CALIFORNIA and their agents, employees, and officers as Additional Insured. SER shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
 - a. This coverage shall not be canceled or coverage reduced until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.
 - b. Such coverage as provided for the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA, and their officers, agents, and employees shall be primary and any coverage carried by the DISTRICT, the BOARD OF GOVERNORS of the California Community Colleges, the STATE OF CALIFORNIA and their officers, agents, and employees shall be excess and non-contributory. Notice evidencing said coverage shall be at all times furnished to the DISTRICT.

18. INDEMNIFICATION

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

19. EFFECTIVE DATE

This Agreement shall become effective July 1, 2015, and shall be reviewed periodically by the parties hereto. Any amendment or adjustments reasonably necessary shall be made from time to time by mutual agreement. SER shall notify the DISTRICT of any change in facility location during the period of this Agreement. The DISTRICT reserves the right to terminate this Agreement due to a facility change that the DISTRICT determines to be inadequate for instructional purposes.

20. TERMINATION

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

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

21. NOTICE

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

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

TO CONTRACTOR: SER, JOBS FOR PROGRESS, INC.
1243 East Warner
Santa Ana, CA 92705

22. EXPIRATION DATE

This Agreement shall expire June 30, 2016.

23. APPROVAL

This Agreement is subject to the approval of the California Community Colleges
Chancellor's Office.

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

SER, JOBS FOR PROGRESS, INC.

Signature:

Date:

Zeke Hernandez, Interim Executive Director
SER, Jobs for Progress, Inc.
1243 E. Warner
Santa Ana, CA 92705
(714) 556-8741

APPENDIX A

INDIVIDUAL INSTRUCTOR SERVICES AGREEMENTS

- Tristen A. Auxier
- Esmeralda Godoy
- Jennifer Kapp
- Ryan A. Saucedo

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

To: Board of Trustees	Date: June 15, 2015
Re: Approval of OTA Agreement Renewal – Western Hand Center, Inc.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement renewal with Western Hand Center, Inc., in Downey, California.

Fiscal Impact:	None	Board Date: June 15, 2015
Prepared by:	Omar Torres, Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

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

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE COLLEGE

A. For the Program in General

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

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

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.

3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For publications

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

B. Insurance:

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

C. Indemnification

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

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

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

**District: Rancho Santiago Community
College District**

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

**Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services**

Date

Agency: Western Hand Center, Inc

**Western Hand Center, Inc.
8555 East Florence Avenue
Downey, CA 90240**

**Walter S. Buckley III, M.D.
Medical Director**

Date

5-18-15

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

To: Board of Trustees	Date: June 5, 2015
Re: Approval of Affiliation Agreement with University of California, Irvine – Summer Scholars Transfer Institute (SSTI)	
Action: Request for Approval	

BACKGROUND

SSTI is an intensive 10-day residential summer institute held at UC Irvine and is a nationally recognized learning community and model transfer initiative. The program allows students to complete a 3-4 unit transfer eligible course during the institute and exposes low income and underrepresented community college students and their parents to residential life at a U.C. campus. Instructional teams composed of Santa Ana College and UCI faculty, counselors, and teaching assistants (TA's) reside in the residence halls with the students during the program to facilitate the development of a learning community. The annual cost for the program varies depending on the number of courses being offered which varies from two to four each year.

ANALYSIS

The SSTI program has demonstrated overwhelming success in relation to student retention and transfer and is one of the driving forces in Santa Ana College's long-term university transfer success, which has risen from 1,761 in 2009-2010 to 2,075 in 2013-2014. The SSTI program has been nationally recognized as a "Learning Community" model and helps develop new and long-term partnerships with participating colleges.

RECOMMENDATION

It is recommended that the Board of Trustees approve this updated agreement with University of California, Irvine for the Summer Scholars Transfer Institute (SSTI).

Fiscal Impact:	Not to exceed \$75,000 annually for the period of this contract (grant funded)
Prepared by:	Lilia Tanakeyowma, Ed.D., Dean , Student Affairs, Santa Ana College Sara Lundquist, Ph.D., Vice President of Student Services
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College
Recommended by:	Dr. Raúl Rodriguez, Chancellor, RSCCD

AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

This agreement ("Agreement") is entered into this 16th day of June, 2015 by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, on behalf of its Irvine campus ("University") and Rancho Santiago Community College District ("Sponsor"), "University" and "Sponsor" will collectively be referred to as the Parties and agree as follows:

1. SCOPE OF WORK

The work to be performed by *University* under this Agreement shall be in accordance with the proposal, attached hereto as Exhibit A, ("Program"). Dr. Stephanie Reyes-Tuccio will be the University's Program Director and shall be responsible for the direction of all effort hereunder in accordance with applicable *University* policies.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement will be for a period of approximately five years effective from June 16, 2015 through June 30, 2020, unless extended by mutual written agreement.

3. TOTAL ESTIMATED COST

The total cost to the *Sponsor* for performance of this Agreement will not exceed \$1,750 per student participant. If at any time *University* has reason to believe that the cost of the program will be greater than estimated, *University* shall notify *Sponsor* in writing to that effect, giving a revised budget of the cost to complete the Program. *Sponsor* will not be obligated to reimburse *University* for the costs incurred in excess of the amount referenced above unless and until *Sponsor* has notified *University* in writing that additional funds will be provided.

4. PAYMENT AND BILLING

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

1. In triplicate (an original and two copies);
2. Referencing the agreement number; and,
3. Providing detail of expenditure in accordance with the budget categories listed,
4. Addressed to: Rancho Santiago Community College District
 c/o Sara Lundquist or her designee
 1530 West 17th Street
 Santa Ana, CA 92706-3398
5. Send Payment to: University of California, Irvine
 The Center for Educational Partnerships
 420 Social Science Tower
 Irvine, CA 92697-2505
6. Checks Payable to: The Center for Educational Partnerships

SAC 15-045

5. **ADVERTISING AND PUBLICITY**

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

6. **INDEMFICATION**

University, shall defend, indemnify and hold harmless Sponsor, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, employees, or agents. Sponsor, shall defend, indemnify and hold harmless University, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Sponsor, its officers, employees, or agents. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to indemnify as to any claims or cause of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

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

7. **NOTICE**

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

University: University of California, Irvine
The Center for Educational Partnerships
420 Social Science Tower
University of California, Irvine
Irvine, CA 92697-2505

Sponsor: Rancho Santiago Community College District
ATTN: Sara Lundquist, Vice President of Student Services
1530 West 17th Street
Santa Ana, CA 92706-3398

1530 West 17th Street
Santa Ana, CA 92706-3398

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

8. TERMINATION

University or *Sponsor* may terminate this Agreement upon giving thirty (30) days prior written notice to the other party. Upon receipt of such notice of termination, *University* shall exert its reasonable efforts to limit or terminate any outstanding financial commitments for which *Sponsor* is to be liable. *Sponsor* shall reimburse *University* for all costs incurred by it for the Program through the date of termination, including without limitation, all uncancelable obligations. However, *Sponsor* will not be liable for any costs that cumulatively exceed the amount referenced in Article 3.

9. APPLICABLE LAW

The laws of the State of California will govern this Agreement.

10. ENTIRE AGREEMENT

This Agreement represents the entire understanding of the Parties with respect to the subject matter. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

**THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA**

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

Title _____
(Signature)

Title _____
(Signature)

By _____

By Peter J. Hardash

Title _____

Title Vice Chancellor, Business Operations
and Fiscal Services

Date _____

Date _____

Exhibit A

SANTA ANA COLLEGE

June 16, 2015 – June 30, 2020

THE SCOPE OF WORK for Summer Scholars Transfer Institute (SSTI), a summer residential program housed at the University of California, Irvine, is detailed below.

The University of California, Irvine shall provide a residential institute Santa Ana College students. The costs paid by the Sponsor to the University include subsidies for dormitory accommodations, meals, and the use of classroom facilities. The payments made by the Sponsor to the University do not reflect the full and complete costs of the program, which are subsidized by the University of California, Irvine's Center for Educational Partnerships, and by Santa Ana College.

The purpose of this program is to provide participants with a community college UC transfer course in a residential environment in which students, counselors, and professors live together as part of a 24-7 learning community. Students will receive 3 or 4 units of transfer-eligible community college course credit upon successful completion of the institute. Courses vary year to year but include a wide range of offerings in disciplines such as Chemistry, Earth Science, English, Sociology, and Music. In addition to the academic heart of the program, students participate in a full array of co-curricular activities, including a closing program celebration that their families attend. The program was created by the Santa Ana Partnership as a strategic initiative to increase university transfer to the UC system.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Career Education and Workforce Development Division**

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Sub-Grant Agreement – Coast Community College District	
Action: Request for Approval	

BACKGROUND

Santa Ana College is participating in the Orange County SB1070 CTE Pathway Program grant led by Coast Community College District. The Orange County SB1070 grant is funding the development of regional summer boot camps to increase the readiness of high school students for post-secondary education and CTE careers. The two-week boot camp model will integrate CTE with basic skills in English and Math, providing students with an opportunity to improve college readiness and acquire college success skills. As the fiscal agent, Coast Community College District will provide funding and payment for Santa Ana College to host one English and one Math Boot Camp for high school students in the summer of 2015.

ANALYSIS

The Sub-Grant Agreement will have no fiscal impact and will provide high school students with the opportunity to improve their English and/or Math skills. Additionally, having these students attend these camps on our campus will introduce them to the extensive variety of high quality resources and programs available to Santa Ana College students. This Sub-Grant Agreement has been reviewed by Dean Simon B. Hoffman and college staff.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Sub-Grant Agreement as submitted with the Coast Community College District in Costa Mesa, California.

Fiscal Impact:	N/A	Board Date: June 15, 2015
Prepared by:	Omar Torres, Vice President of Academic Affairs Simon B. Hoffman, Dean of Career Education and Workforce Development	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor, RSCCD	

COAST COMMUNITY COLLEGE DISTRICT

SUB-GRANT AGREEMENT

THIS SUB-GRANT AGREEMENT entered into on **June 15, 2015** by and between the **Rancho Santiago Community College District, on behalf of Santa Ana College**, hereinafter referred to as SANTA ANA COLLEGE and the **Coast Community College District**, hereinafter referred to as DISTRICT.

WHEREAS the California Senate Bill SB 1070 Career Technical Education Pathways Program called for expanded career technical educational opportunities for middle school and high school students, and improved linkages between the career and technical curricula of the public schools and community colleges.

The mission of the Career Technical Education Pathways program is to contribute to California's job growth and economic vitality through collaboration and articulation between California's middle and high schools, postsecondary education, and regional business and labor organizations to increase student success in postsecondary education and careers in high growth, high need, or emerging regional economic sectors. Directives set forth in SB1070 Career Technical Education Pathways Program are to increase readiness of middle and high school pupils for postsecondary education and careers in regional economic sectors by:

1. Aligning existing postsecondary technical preparation programs and courses with high school career technical education curriculum to ensure seamless transitions for students.
2. Increasing attainment of industry recognized certificates.
3. Promoting productive partnerships between educational institutions and business and industry to build upon existing regional structures.
4. Promoting and tracking participation of high school and college students in articulated and dual enrolled courses, and the credit awarded.
5. Providing professional development to teachers and faculty.
6. Expanding student's opportunities in paid or unpaid work experience programs and internships.
7. Successful implementation of the State's existing career pathways.
8. Validating reliable measures to establish readiness for postsecondary education and career.

The primary objective of the SB1070 Career Technical Education Pathways Program grant is for consortia within regions to develop and implement sustainable policies and infrastructure that result in the measurable and successful transition of CTE students from high schools to postsecondary education and careers.

WHEREAS SANTA ANA COLLEGE is participating in the Orange County SB 1070 CTE Pathway Program Grant led by DISTRICT. The Orange County SB1070 Career Technical Education Pathways Program Grant is funding the development of regional summer boot camps to increase the readiness of high school students for post-secondary education and CTE careers. The two-week boot camp model will integrate CTE with basic skills in English and Math, providing students with an opportunity to improve college readiness and acquire college success skills.

WHEREAS, the Boot Camp will provide high school students with the opportunity to improve their English and/or Math skills. Additionally, having these students attend these camps at the Santa Ana College campus will introduce them to the extensive variety of high quality resources and programs available to Santa Ana College students; and

WHEREAS the Summer Boot Camp will be held from June 22, 2015 through July 30, 2015; and

WHEREAS, DISTRICT, as the fiscal agent will provide funding and payment for SANTA ANA COLLEGE to host one English and one Math Boot Camp for high school students in the summer of 2015; and

WHEREAS the costs for the English Boot Camp will be \$6,460 and the cost for the Math Boot Camp will be \$6,900. The total cost for both camps will be \$13,360 and will be paid for through the SB1070 Career Technical Education Pathways Program Grant #14-164-004.

WHEREAS the Chancellor's Office, California Community Colleges has provided funds to the DISTRICT for support of the SB 1070 Career Technical Education Pathways Program Grant, **Grant Agreement No. 14-164-004.**

THEREFORE, the parties to the Summer Boot Camp project agree as follows:

1. STATEMENT OF WORK

This Agreement is based on the SB 1070 Career Technical Education Pathways Program Grant, Grant Agreement No. 14-164-004, hereinafter referred to as the "Grant" funded through the Chancellor's Office, California Community Colleges attached hereto as Exhibit A and incorporated by reference. SANTA ANA COLLEGE agrees to carry out responsibilities as outlined in Exhibit B (Scope of Work) as approved for the Grant Activities by the Chancellor's Office, California Community Colleges. SANTA ANA COLLEGE agrees that performance under this Agreement shall be performed within the California Community Colleges Chancellor's Office, Career Technical Education Pathways Program Grant Request for Applications 2013-14 Instructions Terms and Conditions attached hereto as Exhibit C, including Article I (Career Technical Education Pathways Program-Specific Legal Terms and Conditions) and Article II (Standard Legal Terms and Conditions), and Appendix D Guidelines, Definitions and Allowable Expenditures which is incorporated herein by reference as well as comply with all additional provisions of the Grant. Any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized. **All performance shall be completed by September 4, 2015, except that the final invoice shall be due October 2, 2015.**

2. TERM

The effective term of this Sub-Grant Agreement shall be from the period beginning **June 15, 2015 to October 2, 2015**. The term dates are subject to early termination as outlined in sections 21 and 22 of this Agreement.

3. CONTINGENCY OF FUNDS

SANTA ANA COLLEGE acknowledges that approval of and funding for this Sub-Grant Agreement is contingent upon the Chancellor's Office, California Community Colleges approval, receipt of funds from, and obligation of funds by, the Chancellor's Office, California Community Colleges to DISTRICT. If such approval, funding, or appropriations are not forthcoming, or are otherwise limited, DISTRICT shall notify SANTA ANA COLLEGE immediately and in writing. Immediately upon such written notice SANTA ANA COLLEGE shall modify or cease operations as directed by DISTRICT. If modification of SANTA ANA COLLEGE'S operations hereunder is preferable to cessation of such operations, within thirty (30) days of said written notice, DISTRICT and SANTA ANA COLLEGE shall negotiate necessary modifications to this Agreement and/or reimbursement of costs incurred hereunder.

4. PAYMENTS AND INVOICING

The DISTRICT, under the terms of this Sub-Grant Agreement, shall reimburse SANTA ANA COLLEGE for only those expenses as outlined in Exhibit A, for a total amount **not to exceed \$13,360**. SANTA ANA COLLEGE shall be responsible for all other expenses incurred in connection with the performance of this Sub-Grant Agreement, and the DISTRICT shall not be responsible for payment of any such expenses or costs. SANTA ANA COLLEGE agrees that the expenditures of any and all funds under this Sub-Grant Agreement will be in accordance with the approved Sub-Grant Agreement and Budget (Exhibit A), and in accordance with all regulations required by the California Community Colleges Chancellor's Office, Career Technical Education Pathways Program Request for Applications 2013-14 Instructions Terms and Conditions (Exhibit B), including Article I (Career Technical Education Pathways Program-Specific Legal Terms and Conditions) and Article II (Standard Legal Terms and Conditions).

SANTA ANA COLLEGE shall submit invoices for the reimbursement of expenses of all eligible expenses as set forth in this Sub-Grant Agreement. Invoices shall be itemized and include a copy of the general ledger or other documents, acceptable to the DISTRICT, that details the eligible expenditures for reimbursement. Payment will be made upon approval by the DISTRICT of SANTA ANA COLLEGE invoice. SANTA ANA COLLEGE agrees to invoice no more than once a month and not less than once per quarter. SANTA ANA COLLEGE shall maintain accurate and complete records for a minimum of five (5) years after final payment under the Grant Agreement.

5. INDEPENDENT STATUS OF SANTA ANA COLLEGE

While engaged in carrying out and complying with any of the terms and conditions of this Agreement, SANTA ANA COLLEGE shall act in an independent capacity and not as an officer, agent or employee of the DISTRICT or of the State of California.

6. WORKERS' COMPENSATION INSURANCE

SANTA ANA COLLEGE shall provide workers' compensation insurance or self-insure its services for all of its employees who will be engaged in the performance of this Agreement and agrees to furnish to the DISTRICT satisfactory evidence thereof at any time the DISTRICT may request.

7. INDEMNIFICATION

SANTA ANA COLLEGE hereby agrees to defend, indemnify and hold harmless the DISTRICT, its parents, subsidiaries, directors, officers, attorneys, agents and their employees from and against claims, losses, liabilities, expenses (including reasonable attorneys' fees), judgments or settlements arising from injury to person or property including death arising from any negligence on the part of SANTA ANA COLLEGE, its instructors, agents or employees in connection with or arising out of the acts or omissions in services performed under this sub-grant agreement or any breach or default in performance of any of the SANTA ANA COLLEGE's obligations hereunder.

The DISTRICT hereby agrees to defend, indemnify and hold harmless SANTA ANA COLLEGE, its Board of Trustees, employees, agents, and officers from and against claims, losses, liabilities, expenses (including reasonable attorneys' fees), judgments or settlements arising from injury to person or property including death arising from any negligence on the part of DISTRICT, its parents subsidiaries, directors, officers, agents and employees in connection with or arising out of the acts or omissions in services performed under this sub-grant agreement or any breach or default in performance of any of the DISTRICT's obligations hereunder.

8. PRODUCTS AND DELIVERABLES

- a. Each deliverable to be provided under this Sub-Grant Agreement shall be submitted to and approved by the District and/or State Grant Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the District and/or State Grant Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by SANTA ANA COLLEGE, shall contain the Grant number and dollar amount of the Grant and subcontracts or sub-grants relating to the preparation of such document or written report. The Grant and subcontract or sub-grant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- c. When multiple documents or written reports are the subject or product of the Sub-Grant Agreement, the disclosure section must also contain a statement indicating that the total

Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)

- d. All products resulting from this Sub-Grant Agreement in whole or in part shall reference the Chancellor's Office, California Community Colleges and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the Chancellor's Office, California Community Colleges."
- f. Any products developed as a result of this grant must be made available to the DISTRICT and/or State Grant Project Monitor upon request and posted to a website location to be determined by the Chancellor's Office.

9. STATEWIDE OR REGIONAL PROJECTS

This Sub-Grant Agreement involves provision of coordination, technical assistance, or other services for the California Community College system, therefore, the following requirements shall apply:

- a. SANTA ANA COLLEGE agrees to consult regularly with the DISTRICT and the State Grant Project Monitor and other representatives to be served and to give every reasonable consideration to their views in the conduct of the project.

10. INTELLECTUAL PROPERTY

- a. SANTA ANA COLLEGE agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or service marks first created, developed or produced pursuant to the Sub-Grant Agreement shall be and are Work for Hire. All rights, title, and interest in and to the Work first developed under the Sub-Grant Agreement shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Sub-Grant Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. SANTA ANA COLLEGE's that produce copyright materials as required under the Sub-Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement to the Chancellor's Office. The Chancellor's Office shall acknowledge the SANTA ANA COLLEGE as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office may license SANTA ANA COLLEGE to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless DISTRICT and the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Sub-Grant Agreement, even if such derivative works compete with those created under this Sub-Grant Agreement.

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

- c. All technical communications and records originated or first prepared by SANTA ANA COLLEGE pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including SANTA ANA COLLEGE's administrative communications and records relating to this Sub-Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or SANTA ANA COLLEGE that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, SANTA ANA COLLEGE will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Sub-Grant Agreement shall be issued to the "Chancellor's Office, California Community Colleges." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to SANTA ANA COLLEGE or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to SANTA ANA COLLEGE. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Sub-Grant Agreement.
- e. All trademarks and service marks first created, developed or acquired pursuant to this Sub-Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or SANTA ANA COLLEGE that a trademark or service mark be registered with state or federal agencies, SANTA ANA COLLEGE will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and service marks obtained pursuant to this Sub-Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or service marks created, developed or obtained under this Sub-Grant Agreement to SANTA ANA COLLEGE.
- f. In connection with any license granted pursuant to the preceding paragraphs, SANTA ANA COLLEGE agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the DISTRICT and Chancellor's Office for any and all claims arising out of or in connection with such license.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or service marks created, developed or

produced pursuant to Sub-Grant Agreement that create works for this Grant are for and are the property of the Chancellor's Office. No unpaid volunteer or other person shall produce copyright materials under this Sub-Grant Agreement without entering into a subcontract between such person(s) and SANTA ANA COLLEGE giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

11. REAL PROPERTY AND EQUIPMENT

SANTA ANA COLLEGE agrees to obtain the permission of the DISTRICT prior to purchasing any real property and/or equipment with the Career Technical Education Pathways Program Grant funds.

12. SURVEYS

If this Sub-Grant Agreement involves a survey of community college faculty, staff, students, or administrators, SANTA ANA COLLEGE shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to SANTA ANA COLLEGE from the DISTRICT, Chancellor's Office or another source.

13. AUDIT

SANTA ANA COLLEGE agrees that the Chancellor's Office, the Bureau of State Audits, DISTRICT, or any other appropriate state or federal oversight agency, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement at any time during the Grant period (January, 2013 through December 31, 2016) and for a period of up to five (5) years after final payment under this Agreement. SANTA ANA COLLEGE agrees to maintain such records for possible audit for a minimum of five (5) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. SANTA ANA COLLEGE agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records

14. SUBCONTRACTS/SUBGRANTS

Any third or subsequent tier subcontracts or sub-grants are prohibited without additional written approval from the DISTRICT and the State Project Monitor.

15. NONDISCRIMINATION CLAUSE

- a. During the performance of this Sub-Grant Agreement, SANTA ANA COLLEGE shall not unlawfully discriminate, harass or allow harassment, against any employee or

applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. SANTA ANA COLLEGE shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

- b. SANTA ANA COLLEGE shall also comply with the provisions of Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Sub-Grant Agreement by reference and made a part hereof as if set forth in full.
- c. SANTA ANA COLLEGE shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.).
- d. SANTA ANA COLLEGE shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

16. PARTICIPATION IN GRANT-FUNDED ACTIVITIES

- a. During the performance of this Sub-Grant Agreement, SANTA ANA COLLEGE shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this Sub-Grant Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.
- b. Programs funded under this Sub-Grant Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Sub-Grant Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. Exceptions to this paragraph are possible with the approval of the Chancellor's Office. In order to be considered for such an exception, SANTA ANA COLLEGE shall submit to DISTRICT documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination. DISTRICT will then forward the documentation to the Chancellor's

Office for consideration and possible approval. DISTRICT will notify SANTA ANA COLLEGE as to the decision of the Chancellor's Office.

17. ACCESSIBILITY FOR PERSONS WITH DISABILITIES

- a. By signing this Sub-Grant Agreement, SANTA ANA COLLEGE assures DISTRICT that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et. seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. SANTA ANA COLLEGE shall, upon request by any person, make any materials produced with the funds generated by this Sub-Grant Agreement available in Braille, large print, electronic text, or other appropriate alternate format. SANTA ANA COLLEGE shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by SANTA ANA COLLEGE, whether purchased, leased or provided under some other arrangement for use in connection with this Sub-Grant Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. SANTA ANA COLLEGE shall respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et. seq.
- f. SANTA ANA COLLEGE shall indemnify, defend, and hold harmless DISTRICT and THE Chancellor's Office, their Board of Trustees, officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.

18. DRUG-FREE WORKPLACE CERTIFICATION

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

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

4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who work under this Sub-Grant Agreement will:
1. Receive a copy of the SANTA ANA COLLEGE drug-free policy statement; and,
 2. Agree to abide by the terms of the SANTA ANA COLLEGE's policy statement as a condition of this Sub-Grant Agreement.

Failure to comply with these requirements may result in suspension of payments under this Sub-Grant Agreement or termination of the Sub-Grant Agreement or both and SANTA ANA COLLEGE may be ineligible for award of any future DISTRICT funds and/or state grants if it is determined that any of the following has occurred: (1) SANTA ANA COLLEGE has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

19. ELIGIBILITY OF NONCITIZENS

Funds provided under this Sub-Grant Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). SANTA ANA COLLEGE certifies that all of its employees are qualified pursuant to these provisions.

20. CAPTIONS

The clause headings appearing in this Sub-Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

21. TERMINATIONS

Either party may at its option, terminate this Sub-Grant Agreement at any time upon giving 30 days advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, DISTRICT shall pay SANTA ANA COLLEGE for all satisfactory services rendered and expenses incurred including any non-cancelable obligations prior to such termination which could not by reasonable efforts of SANTA ANA COLLEGE have been avoided, but not in excess of the maximum payable under this Agreement. In such event, SANTA ANA COLLEGE agrees to relinquish possession of equipment purchased for this project to DISTRICT, or SANTA ANA COLLEGE may, with approval of DISTRICT, purchase said equipment.

22. BREACH - SANCTIONS

If, through any cause, SANTA ANA COLLEGE violates any of the terms and conditions of this Sub-Grant Agreement, whereby grant funds were received by SANTA ANA COLLEGE, or if SANTA ANA COLLEGE reports inaccurately, or if SANTA ANA COLLEGE offers gratuities in exchange for funding or consideration of funding, or if any audit reports makes disallowances, SANTA ANA COLLEGE shall promptly remedy its acts or omissions and/or repay DISTRICT all amounts due DISTRICT as a result thereof. For any such failures or violations DISTRICT shall also have the right, at its sole discretion, to: (1) immediately discontinue program support until such time as SANTA ANA COLLEGE fulfills its obligations or remedies all violations of this Agreement; and/or (2) collect outstanding amounts, as determined by DISTRICT to be due DISTRICT from SANTA ANA COLLEGE, by offsetting or debiting from current claims or invoices, if after thirty (30) days written notice SANTA ANA COLLEGE has failed to repay all sums outstanding, a repayment schedule has not been made; and/or (3) terminate this Sub-Grant Agreement in accordance with section 22 herein.

23. LAW GOVERNING

It is understood and agreed that this Sub-Grant Agreement shall be governed by the laws of the State of California both as to interpretation and performance. If any action is brought arising out of this Agreement, including but not limited, to any claim for breach of the same, interpretation of the same, cancellation or specific performance, said action shall be brought in the appropriate court in Orange County, California.

24. UNION ORGANIZING

SANTA ANA COLLEGE, by signing this Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Sub-Grant Agreement, and hereby certifies that none of the funding provided under this Sub-Grant Agreement will be used to assist, promote or deter union organizing.

If SANTA ANA COLLEGE incurs costs, or makes expenditures to assist, promote or deter union organizing, SANTA ANA COLLEGE will maintain records sufficient to show that no reimbursement from these funds has been sought for these costs, and SANTA ANA COLLEGE shall provide those records to DISTRICT upon request.

25. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

SUBGRANTEE agrees to comply with 34 CFR Part 85, Government wide Debarment and Suspension (Nonprocurement).

In addition, SANTA ANA COLLEGE certifies by signing this Agreement, to the best of SANTA ANA COLLEGE's knowledge and belief, that neither SANTA ANA COLLEGE nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Nor has SANTA ANA COLLEGE within a three-year period preceding this SANTA ANA COLLEGE Agreement been convicted of or had a civil judgment rendered against SANTA ANA COLLEGE for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Additionally, SANTA ANA COLLEGE certifies that SANTA ANA COLLEGE is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above and have not within a three-year period preceding this Sub-Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

26. SUB-GRANT AGREEMENT IS COMPLETE

Except as provided herein, no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

27. PROGRAM CONTACT INFORMATION

All program related questions and communication should be addressed to:

Project Director -

Stephanie Feger
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626
(714) 438-4834

Or

Vice Chancellor Education Services and Technology -

Andreea Serban, Ph.D.
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626
(714) 438-4698

i. NOTICES

All notices and other communications required or permitted to be given hereunder shall be deemed given when delivered in person or mailed by regular mail addressed to the recipient at the address specified below, unless that party shall have given such written notice of change of address to the sending party:

SANTA ANA COLLEGE Contact:

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
(714) 480-7370

DISTRICT Contact:

Richard A. Jones, Ed.D.
Interim Chancellor
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626
(714) 438-4888

With a copy to:

Project Director
Stephanie Feger
Coast Community College District
1370 Adams Avenue
Costa Mesa, CA 92626
(714) 438-4834

IN WITNESS WHEREOF, the parties hereto have executed this MOU of Work Scope as the date first written below:

District:
Coast Community College District

Santa Ana College:
Rancho Santiago Community College District
on behalf of Santa Ana College

By: _____

Richard A. Jones, Ed.D.
Interim Chancellor

By: _____

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Date: _____

Date: _____

EXHIBIT A

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>Coast CCD</u>	College: <u>N/A</u>

Grant Agreement		BOG-CCCCO USE ONLY	
Workforce and Economic Development Division Career Technical Education Pathways Program RFA # 13 - 164	Grant Agreement No.: 14 - 164 - 004		
	Funding Fiscal Year		
	<u>2014-15</u>	Total Amount Encumbered : \$	1,779,492


This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 09/14 and II, Rev.05/14), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from January 1, 2015 to December 31, 2016. The Final Report must be submitted within (30) days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: <u>Dejah Swingle</u>	Total Grant Funds Requested: \$ <u>1,779,492</u>
Signature, Chief Executive Officer (or authorized Designee) 	
	Date: <u>11/3/14</u>
Print Name/Title of Person Signing: <u>Tom Harris - Interim Chancellor</u>	District Address: <u>1370 Adams Ave Costa Mesa, CA 92626</u>

STATE OF CALIFORNIA

Project Monitor: <u>Laura Casillas</u>	Agency Address: <u>1102 Q Street, Suite 4554 Sacramento, CA 95811-6539</u>				
Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
<u>6870 - 680 - 0001</u>	<u>3235 - 751 - 40455</u>	<u>575</u>	<u>2012</u>	<u>2013-14</u>	<u>\$ 1,779,492</u>
Total Amount Encumbered : \$					1,779,492

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.		Date:
Signature, Deputy Chancellor (or authorized Designee)		Date:
Print Name/Title of Person Signing: <u>Erik Skinner, Deputy Chancellor</u>		

PROJECT: Career Technical Education Pathways Program

DISTRICT: Coast CCD

COLLEGE: #N/A

GRANT NUMBER: 14-164-004

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet which then populates to the Application Budget Summary.


Object of Expenditure	Classification	Line	FUNDS REQUESTED		
			2014/15 2nd Year	2015/16 3rd Year	TOTAL
			\$ 1,010,879	\$ 768,613	\$ 1,779,492
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 102,039	\$ 103,460	\$ 205,499
3000	EMPLOYEE BENEFITS	3	\$ 47,188	\$ 46,279	\$ 93,447
4000	SUPPLIES AND MATERIALS	4	\$ 3,191	\$ 3,089	\$ 6,280
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 819,601	\$ 586,223	\$ 1,405,824
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 971,999	\$ 739,051	\$ 1,711,050
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 38,879	\$ 29,562	\$ 68,441
TOTAL COSTS:		10	\$ 1,010,878	\$ 768,613	\$ 1,779,491

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

Project Director:

Name: Dejah Swingle

Title: SB1070 Project Director

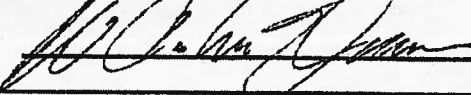
Authorized Signature: 

Date: 10/27/14

District Chief Business Officer (or authorized designee):

Name: W. Andrew Dunn

Title: Vice Chancellor Admin Services

Authorized Signature: 

Date: 10/30/14

Exhibit B

SANTA ANA COLLEGE
Summer Boot Camp Activity Work Scope--2015
SB 1070—Grant #14-164-004

Activities and Deliverables:

A. Design of the activity

The English boot camp will be held from June 22nd to July 2nd Mon-Thurs from 9am to noon in our Learning Center. This will be a pilot program with a maximum capacity of 30 students. Two instructors and 2 Instructional Assistants/Learning Facilitators will provide the instruction and learning support needed.

The Math boot camp will be held from July 20th to July 30th Mon-Thurs from 9am to noon in our Math Center. This camp can accommodate up to 60 students. Two instructors and up to 5 Instructional Assistants will provide students with the instruction and learning support needed.

B. Develop Content

Both camps will develop and structure the content so that CTE skills are integrated into the academic content. The disciplines that will be used to contextualize the Math and English content will be based on the students' responses to the survey they complete when they register in the boot camps. This survey will include questions about the CTE courses they have already taken and their career interests. Our faculty will adjust the curriculum to incorporate these CTE areas. Therefore, student interest will be used to refine the boot camp content to career fields. Additionally, video games developed by Coastline will be utilized to reinforce English and Math skills. Furthermore, the KeyTrain Assessment has been donated to assist students with their skills development. Students can access their results as soon as they complete modules and are moved into another module based on those results. We will also try to bring in guest speakers from CTE disciplines to share how they use English and/or Math skills in their career fields. These CTE instructors will work to align their presentations based on the curriculum topics. This relevancy will help to engage students so that they realize the necessity of competency in these subjects. Certificates of Completion will be given to students who attend at least 7 days of the boot camp. Listed below are the tentative schedules/outlines for the outline and curriculum deliverables.

Tentative Schedule for English Summer Boot Camp/Deliverables

Week 1: Establishing Basics

- Pre-Test of Grammar Skills
- Parts of Speech
- Simple and Compound Sentence Structures
- Establishing Topic Sentences and Closing Sentences for Paragraphs
- Punctuation refresher and Recognizing errors
- Beginning development of paragraphs

Week 2: Foundational Ideas of Academic Writing

- Complex and Compound Complex Sentence Structures
- Composing individual paragraphs
- Applying transitions
- Composing different paragraph types
- Introduction to essays

* Lessons will incorporate a variety of teaching methods including direct instruction, small group interaction, and isolated work with aid of computer programs and articles to contextualize information for students.

* Emphasis will be on students learning grammar rules and improving compositional skills through writing and developing ideas while responding to various prompts and scenarios.

Tentative Outline for Math Summer Boot Camp/Deliverables—this is how our 8-week camp has been structured, but adjustments will be made to accommodate the 2-week format.

On the first day of class the students will be asked to create a log in on “MyMathTest.” Once they create a log in, they will take an online assessment that will create a program of study for them. This will focus on areas that they need to improve, so each student’s “curriculum” is catered to each participant’s individual needs. Based on their study plan, students will then be placed into one of three groups. Pre-algebra (N06-N48), Elementary Algebra (N60-70, 80-81), and Intermediate or College Level Prep (105, 140, 145, 150, 160, 219). In rare cases, we will have a student who moves up during the boot camp and needs assistance in Math 170-180 Calculus. Students will work in these groups and move from station to station with each group. The focus of the boot camp is to refresh, not to gain mastery. There will be three stations. In Station one, instructors will teach content that the group is working on in their study plan. It should pertain directly to the level that the student is in. Each day will be different. In Station two, students will work on their “MyMathTest” study plan. They can work alone and ask for help from an instructional assistant that will be present. In Station three, the group works together at a table. The students can choose how they want to work. This will give the students an opportunity to ask each other questions and to learn from one another. Each student should move through each station at least once.

C. Timeline for pilot activity

Both camps will run for 8 days and students will receive a total of 24 hours of instruction. Once our work scope is accepted, we will begin to recruit students. After the boot camp, students will receive an evaluation survey. Furthermore, both a pre-session planning and post-session debriefing will be held for the instructors and assistants participating in these boot camps.

D. Student Recruitment

Junior and senior high school students will primarily be recruited from our local feeder high schools/districts. For Santa Ana College, this includes the Garden Grove, Orange, and Santa Ana Unified School Districts. A flyer will be developed to promote the SAC boot camps and parental consent will be received before students can participate in these camps. To spread the word to these districts, Central Orange County CTE Partnership (CTEp) will share this information with the directors and administrators who will then disperse the information to their counselors, career technicians, staff and students. For the other districts, Christine Olmstead, Assistant Superintendent, Instructional Services at OCDE runs an Assistant Superintendent of Curriculum & Instruction meeting on a monthly basis, and Brian Donnelly runs the OC Pathways Steering Committee Meeting. Both have offered to share information/flyers about SAC's summer boot camps. The Director of Special Programs/CTE will also share this information when she attends career fairs, visits classes for outreach, and holds articulation meetings with HS/ROP instructors. This Director will be the point of contact for the potential boot camp students. She will register the students into the boot camps and send them a pre-boot camp survey to be completed. This survey will include students' demographic information, English/Math levels, CTE participation and interest, and career interests.

E. Assessment of outcomes/impact/Plan for data collection and reporting on student outcomes

Both a pre-session planning and post-session debriefing will be held for the instructors and assistants participating in these boot camps. For the students, the KeyTrain Assessment has been donated to assist students with their skills development. Students can access their results as soon as they complete modules and are moved into another module based on those results. The demographic data collection will be gleaned from the survey that students will complete in order to register for the boot camp. Students will also take pre- and post-tests to gauge their improvement in the subject matter (English and/or Math). If these students subsequently enroll at Santa Ana College, they will be tracked and long-term data on course retention and completion will be reported.

Key Personnel

Attached are the resumes for the key personnel who have been involved with this project and are critical to the outcome of the project. Listed below are their names and titles.

Kimberly Mathews, Director of Special Programs/CTE

Elaine Pham, Math Center Instructional Specialist

Brandon Rocke, Assistant Professor of English

Kathy Walczak, Assistant Professor and Learning Center Coordinator

The other 3 faculty are still being identified. Two will be Santa Ana College Math department faculty members and one will be a Santa Ana College English department faculty member.

Budget

Total Cost for Both Camps = \$13,360

English Boot Camp— Cost is \$6460

\$2900 for 1 Lead F/T Instructor @ 24 hours teaching (\$87.51/hr plus benefits @ 13.78%) and 10 hours prep/meetings (\$43.76/hr plus benefits @ 13.78%)

\$2100 for 1 Adjunct Instructor @ 24 hours teaching (\$62.56/hr plus benefits @ 13.78%) and up to 10 hours prep/meetings (\$31.28/hr plus benefits @ 13.78%)

\$960 for 2 Instructional Assistants @ 24 hours each (\$480 for one IA)

\$150 for Printing, copying, laminating

\$350 for Other instructional materials and supply expenses—such as pens, pencils, paper, erasers, notebooks, binders, markers, and flash drives

Math Boot Camp— Cost is \$6900

\$2000 Stipend for each Instructor to include 24 hrs teaching and up to 16 hrs for meetings/prep (2 x \$2000 = **\$4000 total**)

\$480 for 1 Instructional Assistant (5, so **\$2400 total**)

\$500 for Other instructional materials and supply expenses—such as pens, pencils, paper, erasers, notebooks, binders, markers, flash drives, rulers, protractors, etc.

IN WITNESS WHEREOF, the parties hereto have executed this MOU of Work Scope as the date first written below:

District:
Coast Community College District

Santa Ana College:
Rancho Santiago Community College District
on behalf of Santa Ana College

By: _____
Richard A. Jones, Ed.D.
Interim Chancellor

By: _____
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Date: _____

Date: _____

EXHIBIT C

**Chancellor's Office
California Community Colleges**

Division of Workforce and Economic Development



**Request for Applications,
Instructions, Terms & Conditions**

**SB 1070 Career Technical Education
Pathways Program Grant**

Program and Funding Fiscal Year: 2013-2014

Funding Source:

Career Technical Education Pathways Program - SB 1070 (Steinberg)

Application Deadline: Applications must be received electronically at the
Chancellor's Office by 5:00 p.m. on **Monday, December 2, 2013**

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This section **MUST** be followed in developing the applications and implementing the projects.

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**Chancellor's Office
California Community Colleges**

Instructions

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting project applications to the Chancellor's Office of the California Community Colleges.

Applications must be submitted using the format and sequence described in these Instructions and address the Request for Applications (RFA) Specification for the project for which funding is sought.

B. Program Overview

SB 1070 Career Technical Education Pathways Program

Senate Bill 1070 (Steinberg) extended the Career Technical Education Pathways Program until June 30, 2015. The purpose of the bill is to engage K-16 in improving linkages, increasing readiness of secondary students for postsecondary education, and increasing student success and training in postsecondary education by developing career technical education pathways between high schools and community colleges (see section J. RFA Specification, Reference Materials for a link to the Senate Bill 1070).

The mission of the Career Technical Education Pathways program is to contribute to California's job growth and economic vitality through collaboration and articulation between California's middle and high schools, postsecondary education, and regional business and labor organizations to increase student success in postsecondary education and careers in high growth, high need, or emerging regional economic sectors. Directives set forth in SB 1070 are to increase readiness of middle and high school pupils for postsecondary education and careers in regional economic sectors by:

1. Aligning existing postsecondary technical preparation programs and courses with high school career technical education curriculum to ensure seamless transitions for students.
2. Increasing attainment of industry recognized certificates.
3. Promoting productive partnerships between educational institutions and business and industry to build upon existing regional structures.

4. Promoting and tracking participation of high school and college students in articulated and dual enrolled courses, and the credit awarded.
5. Providing professional development to teachers and faculty.
6. Expanding student's opportunities in paid or unpaid work experience programs and internships.
7. Successful implementation of the State's existing career pathways.
8. Validating reliable measures to establish readiness for postsecondary education and career.

The primary objective of this RFA is for consortia within regions to develop and implement sustainable policies and infrastructure that result in the measurable and successful transition of CTE students from high schools to postsecondary education and careers. Consortia will be required to identify and leverage regional resources, leadership, and investments utilizing multiple sources which may include CTE Transitions, Perkins IV, SB 70, SB 1070, and SB 1402 grant funding.

Consortia must be comprised of a minimum of community colleges (as specified in the SB 1070 CTE Pathways Program Allocation Table in Section C. Categories for Which Funding is Available) and a minimum of one high school district per community college within a consortium. Funding is allocated based upon a regional formula. Only a community college district is eligible to be the fiscal agent. The fiscal agent will follow its local district policies in regards to sub-contracting or awarding funds to other members of the consortium.

It is the intent of the Chancellor's Office for this RFA that:

- Existing career pathways, articulation agreements, dual enrollment and credit earned in courses is foundational for this work.
- Consortia within regions will establish a baseline measurement for articulated courses, dual enrollments, career pathways, and for the number of CTE students completing articulated courses, earning college credit, and matriculating from high schools to community colleges. This information will be used to design and implement plans that promote student success, student cohort completions, and program improvement.
- Activities will build long-term and locally sustainable infrastructure that is supported by the districts within the region.
- Strategies used will include work-based learning opportunities for high school and postsecondary students.
- As with all other CCCCO grants funded under the Doing What Matters for Jobs and the Economy, Common Metrics and Accountability

Measures (Appendix E), and student success metrics must be collected for the LaunchBoard and utilized for accountability.

- Consortia will use and build upon existing regional capacity including, Regional Consortia, Deputy Sector Navigators, CTE Transitions networks, and existing SB 70 funded Collaboratives.
- Applicants will address the implementation of success of pathways through strategies that may include dual enrollment, articulation agreements, and utilize credit by exam.

Applicants will demonstrate a comprehensive consortium and regional collaboration to create new pathways or course sequences that begin with foundational preparation, continue with high school level courses that combine rigorous academics with career education, and are articulated with local community college and four-year public postsecondary educational institutions, with meaningful involvement from regional industry and labor organizations, professional trade associations, and local workforce boards.

C. Categories for Which Funding Is Available

This RFA awards one-time funding for consortia within regions to be budgeted over three years January 15, 2014 to December 31, 2016 (the first year limited to \$200,000 for planning). See the SB 1070 CTE Pathways Program Allocation Table within this section for a regional breakout of community colleges, number of awards per region, minimum consortium of colleges required per award, and maximum funding per award. While consortia are made up of colleges, only a community college district is eligible to be the fiscal agent.

The intent of this three-year grant is as follows:

Year One

\$200,000 **ONLY** to be used to pay for project director salaries, benefits, travel, support staff and meeting costs in order to:

1. Develop a two-year consortium plan with regional key players that consists of: 1) anticipated policy changes; 2) consortium coordination of SB 1070 objectives that improve linkages and pathways or course sequences from secondary to postsecondary to work; and 3) consortium data collection, performance, reporting and analysis while using the LaunchBoard (see RFA Objective section for details).
2. Collect consortium baseline data to map and develop an inventory of articulated courses, career pathways, and to identify the number of CTE students completing articulated courses, earning college credit, and matriculating from high schools to community colleges. This information

will be used to design and implement the two-year plan that promotes student success and program improvement.

3. Convene the key players during the year to develop the two-year plan and to submit an estimated budget amount for year one of the plan by August 15, 2014 and a completed renewal application with a two-year plan to CCCCO by October 15, 2014.
4. Participate in LaunchBoard training and meetings with the expectation of coordinating the consortium LaunchBoard data collection in years two and three.

Year Two

\$150,000 to be used to pay for project director salaries, benefits, travel and support staff in addition to an allocation budget for the first year objectives for the regional plan in order to:

1. Implement year one of the two-year regional plan.
2. Coordinate the LaunchBoard data collection for the consortium.
3. Convene the key players during the year to evaluate the two-year plan and to update plan submissions for year-three.

Year Three

\$150,000 to be used to pay for project director salaries, benefits, travel and support staff in addition to an allocation budget for the second year objectives for the regional plan in order to:

1. Implement Year Two of the two-year regional plan.
2. Coordinate the LaunchBoard data collection for the consortium.
3. Completion of two-year plan outcomes and submittal of a final report that includes the close out of expenditures.

The following is a table that shows the regional breakout for statewide awards for the SB 1070 Career Technical Education Pathways Program Grant. The colleges listed within each region may choose to form a consortium to be included as part of an application consisting of a planning year and a two-year implementation plan. Colleges may choose not to participate in consortia within the region. However, in order to be eligible to apply, a consortium must have a minimum number of colleges that have agreed to participate. The following allocation table shows the RFA Specification number, funded regions with colleges listed, number of awards available per region, the minimum number of colleges required per consortium, and the maximum allocation allotted to each three-year grant. The awards available per region and the colleges required per consortium are based on a minimum of 60% participation per region.

SB 1070 Career Technical Education Pathways Program Allocation Table

RFA Specification Number	Funded Region Breakout	Number of Awards per Region	Minimum Consortium of Colleges per Award	Maximum 3-Year Allocation per Award
13-164	Northern Inland, Northern Coastal, Greater Sacramento Region American River College Butte College College of the Redwoods College of the Siskiyous Cosumnes River College Feather River College Folsom Lake College Lake Tahoe Community College Lassen College Mendocino College Sacramento City College Shasta College Sierra College Woodland Community College Yuba College	2	5	<i>1st Award</i> \$1,139,891
			5 (30% x 2 = 60%)	<i>2nd Award</i> \$1,139,891
13-164	San Francisco/San Mateo, East Bay, Silicon Valley, North Bay, Santa Cruz/Monterey Region Berkeley City College Cabrillo College Calistoga College Chabot College City College of San Francisco College of Alameda College of Marin College of San Mateo Contra Costa College DeAnza College Diablo Valley College Evergreen Valley College Foothill College Gavilan College Hartnell College Laney College Las Positas College Los Medanos College Merritt College Mission College Monterey Peninsula College Napa Valley College Ohlone College Santa Rosa Jr. College Solano Community College San Jose City College Skyline College West Valley College	2	9	<i>1st Award</i> \$1,839,884
			9 (30% x 2 = 60%)	<i>2nd Award</i> \$1,839,884

RFA Specification Number	Funded Region Breakout	Number of Awards per Region	Minimum Consortium of Colleges per Award	Maximum 3-Year Allocation per Award
13-164	Central Valley, Mother Lode Region Bakersfield College Cerro Coso Community College College of the Sequoias Columbia College Fresno City College Merced College Modesto Junior College Porterville College Reedley College San Joaquin Delta College Taft College West Hills College, Coalinga West Hills College, Lemoore	1	8 (60% x 1 = 60%)	\$1,704,945
13-164	South Central Region Allan Hancock College Antelope Valley College College of the Canyons Cuesta College Moorpark College Oxnard College Santa Barbara City College Ventura College	1	5 (60% x 1 = 60%)	\$1,294,215
13-164	San Diego/Imperial Region Cuyamaca College Grossmont College Imperial Valley College Mira Costa College Palomar College San Diego City College San Diego Mesa College San Diego Miramar College Southwestern College	1	5 (60% x 1 = 60%)	\$1,457,952

RFA Specification Number	Funded Region Breakout	Number of Awards per Region	Minimum Consortium of Colleges per Award	Maximum 3-Year Allocation per Award
13-164	Desert/Inland Empire Region Barstow Community College Chaffey College College of the Desert Copper Mountain College Crafton Hills College Moreno Valley College Mt. San Jacinto College Norco College Palo Verde College Riverside City College San Bernardino Valley College Victor Valley College	1	7 (60% x 1 = 60%)	\$1,474,251
13-164	LA County Region Cerritos College Citrus College East Los Angeles College El Camino College Glendale Community College Long Beach City College Los Angeles City College Los Angeles Harbor College Los Angeles Mission College Los Angeles Pierce College Los Angeles Southwest College Los Angeles Trade-Tech College Los Angeles Valley College Mt. San Antonio College Pasadena City College Rio Hondo College Santa Monica College West Los Angeles College	2	5 5 (30% x 2 = 60%)	<i>1st Award</i> \$1,614,769 <i>2nd Award</i> \$1,614,769
13-164	Orange County Region Coastline Community College Cypress College Fullerton College Golden West College Irvine Valley College Orange Coast College Saddleback College Santa Ana College Santiago Canyon College	1	5 (60% x 1 = 60%)	\$1,979,492

D. Eligibility

Only California Community College districts are eligible to apply as the fiscal agent. In addition, only those applicants that have the project director identified may apply. The identified project director will be required to be housed somewhere within the applying district. At the discretion of the Chancellor's Office, an interview with the project director may be required prior to final selection.

Consortia must be comprised of a minimum of community colleges (as specified in the SB 1070 CTE Pathways Program Allocation Table in Section C. Categories for Which Funding is Available) and a minimum of one high school district per community college within a consortium. No community college may be part of more than one consortium. However, K-12 and high school districts may belong to multiple consortia.

If an application does not meet a minimum score of 75 points deemed to meet the performance and viability standards, it will not be funded and the RFA can be reissued for competitive bid.

The Chancellor's Office will consider past performance of grantees prior to awarding additional funds to those reapplying for contracts and grants, and shall deny applications from grantees that exhibited unsatisfactory performance. Therefore past performance of other state grants will be a consideration prior to final selection.

E. Performance Period

The application will be awarded for a single year and renewed annually for up to an additional two years contingent on successful completion of required outcomes. All performance for the first year of this award shall be completed by December 31, 2014 with final performance expenditure and reporting due February 28, 2015. See listing of key dates on page 20 for quarterly and final report deadlines for the first year.

No extensions will be granted for this funding. Applications will not be renewed at the end of the three-year grant term.

F. RFA Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this RFA is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the RFA, without divulging the source of the request. Insofar as practical, the Chancellor's Office will give such notice to other interested parties, but the Chancellor's Office shall not be responsible for failure to do so.

Contact person for these Instructions and/or RFA Specification is:

Abigail Singleton
(916) 322-4285
asingleton@cccco.edu

G. Application Format and Instructions

A new Excel workbook (Appendix B) has been developed which contains a contact page, annual workplan, application budget summary, and an application budget detail sheet. This workbook must be used when submitting an application and has been designed in order to save the applicant time in filling out redundant information and contains formulas that will also prevent errors in allocation amount, indirect costs, etc. Narrative sections such as the cover letter, abstract, need, response to need, the management section and intent-to-participate letters are not part of this new workbook (an application checklist, CEO cover letter template, intent-to-participate form letter template and out-of-state travel form can be found in Appendix C Application Templates). The following instructions prescribe the format and order for the development and presentation of the application (for both the new Excel workbook and the narrative sections of the application). In order to receive the highest possible score and to prevent disqualification, the application format instructions must be followed, the application must follow the order prescribed below, all questions must be answered, and all requested data must be supplied. Applicants are expected to follow these instructions while using the RFA Specification (page 22) and the forms and templates provided in Appendix B and C.

The Chancellor's Office may require the applicant to make adjustments in the budget, annual workplan, or other aspects of the application prior to funding the grant. The Chancellor's Office reserves the right to review and approve the project director selection within the application.

Grant applications are scored based on a maximum of 100 points as indicated on sections listed below.

NOTE: A minimum averaged score of 75 must be obtained within the reading process in order to be considered for funding.

	Maximum points
Need	10
Response to Need	15
Annual Workplan	25
Application Budget Summary/Application Budget Detail Sheet	10
Project Management	20
Dissemination	5
Feasibility of the Project	15
Total Points	100

1. Face Sheet

NOTE: The completed application will be submitted electronically therefore no face sheet will be required. If an application is funded, an appropriate face sheet with instructions will be sent out for completion.

2. Cover Letter

The Chief Executive Officer/Designee of the applying Community College District will submit a cover letter with signature within the electronic submission stating that the Community College District is willing to be fiscal agent of a consortium and is submitting the application for Chancellor's Office review (see Appendix C Application Templates for CEO cover letter template).

3. Contact Page

An Excel workbook (Appendix B) contains the contact page, budget forms and annual workplan. The first tab "Do First" of the workbook requires the applicant to make selections from drop down menus accessed by clicking the applicable text box and clicking the arrow to the right of the box.

- Region – Select applicable region as shown in the SB 1070 CTE Pathways Program Allocation Table
- District – Select Community College District that is applying as fiscal agent.
- College – If a college within the district is housing the project director, then select applicable college. If the project director is working out of the district office, then select N/A.

After filling in the "Do First" tab, the district and college information populates the appropriate forms. The **Contact Page** tab must be filled in second. After filling in the contact page, the Project Director and the District Chief Business Officers' names and titles populate the Application Budget Summary. These auto fill features prevent incorrect and/or inconsistent information within the application.

4. **Application Abstract** (*Narrative – Limited to one page, 1" margins, single or double-spaced, 12 pt. Arial font*)

The abstract should concisely summarize the entire application and must not exceed one page. Include statements on the objectives, procedures, expected contribution or impact on the funding priorities of the RFA Specification, and deliverables (products/services/outcomes).

5. **Table of Contents**

The Table of Contents shall be on a separate page, with each component of the application listed and page numbers indicated.

6. **Need** **Maximum Points 10**
(*Narrative – Limited to 5 pages, 1" margins, single or double-spaced, 12 pt. Arial font*)

The purpose of the need section is so that the applicant can concisely describe the regional landscape as it currently exists and the gaps to effect policies pathways, and partnerships in a way that will build a long-term sustainable infrastructure and data collection mechanisms for effective CTE educational pathways from high schools to community colleges that lead to demonstrated student success (see RFA Needs section for details).

7. **Response to Need** **Maximum Points 15**
(*Narrative – Limited to 7 pages, 1" margins, single or double-spaced, 12 pt. Arial font*)

The response to the needs section responds to the objectives and identifies who will be a part of developing a two-year regional plan; how regions will develop sustainable policies and infrastructures that result in the measurable and successful transition of CTE students from high schools to community colleges; and specifies how regional resources, leadership, and investments will be leveraged (multiple funding sources utilized including CTE Transitions, Perkins, SB 70, SB 1070, and SB 1402 grant funding).

8. **Annual Workplan** **Maximum Points 25**

NOTE: While it is the intent of the RFA policy objectives to create regional policy changes, it will be up to the applicant to design the application annual workplan in such a way that within the two-year implementation plan, each policy objective chosen will be complete.

The annual workplan is found in Appendix B, Application Forms. As a courtesy, 5 tabs have been provided within the Excel workbook numbered Annual Workplan-1 to 5 as templates for up to the first five objectives. If your

workplan has more than five objectives and/or you need additional pages for a single objective the Excel workbook allows you to make more copies of any Annual Workplan tab.

(a) Objectives

Objectives should be based on the scope of the proposed project while remaining consistent with the Objectives of the RFA Specification.

List one objective per form, along with corresponding measurable outcomes, activities, timelines, and responsible individual. Label the objectives in sequential order: Objective #1.0 at the top of page one; Objective #2.0 at the top of page two, and so forth.

Additional copies of the form will be needed to address all of the project objectives. **NOTE:** While each object must be on its own form that does not preclude a single objective having activities that cover more than one page.

(b) Activities

Activities are the basic steps that need to be taken to implement the project and to achieve results. Major activities and tasks should be outlined in the activities section of the annual workplan for each objective.

(c) Timelines

Provide the projected completion date for key activities within the term of the grant. Identify the month and year in which activities will be completed. **NOTE:** As closely as possible, determine starting and ending month of each activity. It is not acceptable to make all activities year long or to state "ongoing."

(d) Responsible Person(s)

Identify, by position, individual(s) responsible for completing activities.

(e) Performance Outcomes

Each objective should result in measurable outcomes that clearly link to the objectives and activities. Describe the outcomes in qualitative and quantitative terms. Address any performance outcomes unique to this project that will result from the implementation of the objectives and activities listed in the Annual Workplan.

(f) Metric Number(s)

Identify which of the CCCCCO-provided Common Metrics & Accountability Measure(s) (Appendix E) this objective affects and place the corresponding number(s) in the Metric No. column.

**9. Application Budget Summary/
Application Budget Detail Sheet**

Maximum Points 10

This RFA awards one-time funding for consortia within regions to be budgeted over three years (the first year limited to \$200,000 for planning). No extensions will be granted for this funding. The application will have a planning year and be renewed annually for up to an additional two years contingent on successful completion of required outcomes. The following table is an example of how funding is allocated. Each region has a different allocation amount but the distribution formulas are the same. This table shows the three-year amount allocated to each region. It is required that that a base amount of \$200,000 for the project director be allocated out in year one and \$150,000 each year for years two and three. Therefore the total allocation minus the \$500,000 base for project director distribution equals the amount available for the two-year implementation plan. The consortium will determine how much of the amount available will be used in each of the two implementation years. In other words after subtracting the three-year base amount from the total grant allocation, the consortium will determine (based on the two-year implementation plan) the distribution of the remaining allocation.

RFA Specification Number	Funded Region Breakout	Year 1 Planning Year	Years 2 & 3 Implementation
13-164	Northern Inland, Northern Coastal, Greater Sacramento Region <i>(2 awards each with the same allocation formula)</i>	\$200,000 Base ONLY	(\$639,891) \$150,000 Base \$150,000 Base Total of \$1,139,891
13-164	San Francisco/San Mateo, East Bay, Silicon Valley, North Bay, Santa Cruz/ Monterey Region <i>(2 awards each with the same allocation formula)</i>	\$200,000 Base ONLY	(\$1,339,884) \$150,000 Base \$150,000 Base Total of \$1,839,884
13-164	Central Valley, Mother Lode Region	\$200,000 Base ONLY	(\$1,204,945) \$150,000 Base \$150,000 Base Total of \$1,704,945

RFA Specification Number	Funded Region Breakout	Year 1 Planning Year	Years 2 & 3 Implementation
13-164	South Central Region	\$200,000 Base ONLY	(\$794,215) \$150,000 Base \$150,000 Base Total of \$1,294,215
13-164	San Diego/Imperial Region	\$200,000 Base ONLY	(\$957,952) \$150,000 Base \$150,000 Base Total of \$1,457,952
13-164	Desert/Inland Empire Region	\$200,000 Base ONLY	(\$974,251) \$150,000 Base \$150,000 Base Total of \$1,474,251
13-164	LA County Region <i>(2 awards each with the same allocation formula)</i>	\$200,000 Base ONLY	(\$1,114,769) \$150,000 Base \$150,000 Base Total of \$1,614,769
13-164	Orange County Region	\$200,000 Base ONLY	(\$1,479,492) \$150,000 Base \$150,000 Base Total of \$1,979,492

In order to help allocation recipients plan objectives, activities and their corresponding budgets, Appendix D – Guidelines, Definitions and Allowable Expenditures has been developed. Please review these guidelines before completing your application budget summary and application budget detail sheet.

a. **Completion of Application Budget Detail Sheet/
Application Budget Summary**

The purpose of the budget is to indicate whether the project is well planned and reasonable in scope. Technical errors in the budget can be changed if the project is recommended for funding, as long as the request does not exceed the maximum amount allowable.

First year grant funding will provide \$200,000 to the grant recipient for salaries, travel, coordination of activities, indirect administrative costs at 4% in order to meet the first year objectives. Participants are expected to leverage additional regional resources to support planning efforts from multiple sources which including CTE Transitions, Perkins, SB 70, SB 1070, and SB 1402 grant funding.

Second- and third-year grant funding will provide \$150,000 per year to the grant recipient for salaries, travel, coordination of activities, indirect administrative costs at 4% in order to meet the second- and third-year objectives. The remainder of the grant for years two and three will be determined by the annual workplan and budget as developed during the planning year and approved by the Chancellor's Office.

Application Budget Detail Sheet: The application budget detail sheet is required within the application and must be filled in before the application budget summary as it populates and adds the application budget summary.

The application budget detail sheet and a sample budget detail sheet are included in the Excel workbook (Appendix B). The budget detail sheet is filled in *after completing* the "Do First and Contact Page" tabs within the workbook. These two tabs sheets will populate the applicable sections of the application budget detail sheet and application budget summary (preventing errors). The application budget detail sheet **must** include the cost of each budget classification requested indicating specific rates and amounts. It is expected that this breakdown will be highly detailed.

Application Budget Summary: After completing the application budget detail sheet, the application budget summary will be fully filled in via the auto fill features. The application budget summary is to be signed by the Project Director and the District Chief Business Officer/Designee (if chosen for funding 4 originals in an ink color other than black will be requested in hard copy).

b. Indirect Administrative Costs

Program funds are for direct services to the project only and are intended to supplement, not supplant existing programs. **NOTE:** The funding allocated under SB 1070 does not allow supervision/administration (beyond the 4% indirect administrative costs) to be charged to the grant.

An applicant may not propose to use grant funds to cover staff costs or to compensate outside individual or firm for services associated with preparing the grant application.

The indirect administrative costs (overhead) for this project cannot exceed four percent (4%) of the total grant (line 8 of the application budget summary). The application budget detail sheet and application

budget summary within the Excel workbook (Appendix B) will show an error message if more than 4% of line 8 is requested.

c. Travel

For Travel (Object 5000), district travel and reimbursement policies apply. Only travel necessary for the project is allowed. List travel purpose and estimated cost. Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request form found in Appendix C Application Templates.

In addition out-of-state travel must be disclosed on the application budget detail sheet. After the application has been fully executed, any further out-of-state travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit out-of-state travel. Out of country travel is not an allowable expenditure.

d. Equipment Purchases

While SB 1070 allows equipment purchases it is the intent of this funding to design and implement long-term effectiveness and sustainability (without the need for grant dollars) of secondary and postsecondary CTE educational pathways from high schools to community colleges. Therefore any equipment budgeted will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability. All equipment purchases must be attached to an annual workplan objective and highly detailed on the application budget detail sheet.

e. Regional Consortia Meetings

As part of Doing What Matters the Chancellor's Office has targeted investments into regions, sectors, and technical assistance. Two of those investments (Regional Consortia and Deputy Sector Navigators grants) have been funded within each region. It is required that the project director of this application attend all scheduled regional consortia meetings within their region in order to stay connected with these two investments. Attendance of these meetings must be listed in the application annual workplan and the travel section of the application budget detail.

f. Project Director Fund Allocation

The project director role is a key talent role for the system and expected to be a full time position (no less than 80%). For this reason no

individual can hold more than one key talent role for the system. Budgeting of 80-100% of a project director's time must be shown on the application budget detail sheet. This salary cannot be higher than the salary scale for an equivalent project director in the fiscal agent district. Time allocation between the district, the assignment of project director, and all other roles held by the project director (direct or indirect) with the California Community Colleges cannot exceed 100% time.

10. Project Management **Maximum Points 20**
(Narrative – Limited to five pages, 1" margins, single or double-spaced, 12 pt. Arial font)

See the RFA Specification for a complete description of management plan requirements. At a minimum the management plan requires a narrative consisting of a response to questions, an organizational chart, a governance chart, a project director resume, and a letter from the Regional Consortia Chair and Intent-to-Participate form letters per community college within the consortium. The organizational and governance charts, letters and resume do not count against the five page narrative limit.

NOTE: *Only those applications that have the project director identified may apply. The project director role is expected to be single individual equaling 80-100% time for this position.*

11. Dissemination **Maximum Points 5**
(Narrative – Limited to one page, 1" margins, single or double-spaced, 12 pt. Arial font)

Describe how the project director will distribute grant materials or products to all partner individuals and organizations. This narrative must not exceed one page. Project staff is encouraged to disseminate their findings and work products through State and regional venues.

12. Overall Feasibility of the Project **Maximum Points 15**

This is not a category to be addressed separately in the application, but rather is a rated area on the scoring sheet. The reviewers have an opportunity to consider whether the project is realistically capable of attaining the required and proposed outcomes. Reviewers will consider the entire application in the context of the RFA Specification to make a final, overall appraisal of the project proposal. The intent is to judge the cohesiveness and viability of the project.

13. Application Procedures

- a. The application must be received in a single PDF document in the order specified above. Instructions for submittal may also be found in Appendix C, Application Templates (Application Checklist). It is therefore anticipated the applicant will print out all sections of the application, get the required original signatures and copy and/or scan that completed application into a single PDF document (using the correct order) that will be attached to an e-mail and submitted electronically.

Assemble a single complete electronic copy of the application in PDF format and make sure all the following required signatures are received:

- (1) The cover letter must be signed by the district's Chief Executive Officer or authorized designee;
 - (2) Application Budget Summary must be signed by the district's Chief Business Officer (or authorized designee) and the Project Director;
 - (3) Letter signed by the Regional Consortia Chair; and
 - (4) Intent-to-Participate letter per college within the consortium signed by each college's Vice President of Career Technical Education or above (or authorized designee).
- b. Applications must be submitted electronically in a single PDF (no separate e-mails with pieces of applications will be accepted). The single PDF of the application must be e-mailed to **SB1070@cccco.edu** with the subject line reading: **WEDRFA2013-14SB1070** by 5:00 p.m. Monday, December 2, 1013. Applications e-mailed to any address other than listed above will not be accepted. Any questions should be addressed to:

Abigail Singleton
(916) 322-4285
asingleton@cccco.edu

The maximum size for all attachments sent within an individual e-mail to the Chancellor's Office is 10 mb. The Chancellor's Office suggests that applicants check to see what their servers allow for attachments when sending documents.

NOTE: Within two business days after receiving an application via e-mail the Chancellor's Office will send an e-mail receipt. If after this timeframe the applicant does not receive a receipt they should contact Abigail Singleton at the phone number or e-mail address above to confirm receipt of their application.

H. Rejection of Application

The Chancellor's Office reserves the right to reject any and all applications received.

A grant application shall be rejected prior to scoring if:

1. It is not received at the Chancellor's Office via electronic submittal later than 5:00 p.m. on Monday, December 2, 2013 or sent to the wrong e-mail address.
2. The RFA Specification Number is not correct on all the documents.
3. The Application Budget Detail Sheet or Application Budget Summary exceeds the amount allocated the region as detailed in the RFA Specification.
4. The application does not have an identified project director (as specified by management section resume).
5. The project director position does not meet the minimum 80% time requirement within the application budget detail sheet.
6. The Annual Workplan and/or Application Budget Detail Sheets do not show attendance at regional consortia meetings.
7. It does not include all required application documents submitted in a single e-mail.
 - a. A cover letter signed by the CEO or designee of the Community College District
 - b. Contact Page
 - c. Application Abstract (narrative limited to 1 page)
 - d. Table of Contents
 - e. Need (narrative limited to 5 pages)
 - f. Response to Need (limited to 7 pages)
 - g. Annual Workplan
 - h. Application Budget Summary
(Project Director's signature)
(Chief Business Officer's/Designee's signature)
 - i. Application Budget Detail Sheet
 - j. Out-of-State Travel Form(s) (if out-of-state travel is requested)
 - k. Project Management (narrative limited to 5 pages, plus an organizational chart, governance chart, project director resume, letter from Regional Consortia Chair, college intent-to-participate letters)
 - l. Dissemination (narrative limited to 1 page)

8. Contains facsimiles of forms and has changed language on those forms (this may cause a rejection).
9. Narrative sections of the application exceed the maximum page limit specified.

I. Calendar of Key/Reporting Dates

Key Dates

October 18, 2013	RFA Released
October 31, 2013	Bidder's Conference
December 2, 2013	Deadline for Submitting Application
December 13, 2013	Notification of Intent to Award
December 30, 2013	Appeal Deadline
January 13-14, 2014	Board of Governors Approval (grants over \$100,000)
January 15, 2014	Grant Commencement

Reporting Dates (Year One)

April 25, 2014	1 st Quarter Year-to-Date Expenditure and Progress Report due
July 25, 2014	2 nd Quarter Year-to-Date Expenditure and Progress Report due
October 25, 2014	3 rd Quarter Year-to-Date Expenditure and Progress Report due
January 25, 2015	4 th Quarter Year-to-Date Expenditure and Progress Report due
February 28, 2015	Final Claim of Expenditures and Final Report

**Chancellor's Office
California Community Colleges**

RFA Specification

RFA Specification Number	Funded Region Breakout	Number of Awards per Region	Minimum Consortium of Colleges per Award	Maximum 3-Year Allocation per Award
13-164	Northern Inland Northern Coastal Greater Sacramento	2	5 5	<i>1st Award</i> \$1,139,891 <i>2nd Award</i> \$1,139,891
13-164	San Francisco/San Mateo East Bay Silicon Valley North Bay Santa Cruz/Monterey	2	9 9	<i>1st Award</i> \$1,839,884 <i>2nd Award</i> \$1,839,884
13-164	Central Valley Mother Lode	1	8	\$1,704,945
13-164	South Central	1	5	\$1,294,215
13-164	San Diego/Imperial	1	5	\$1,457,952
13-164	Desert/Inland Empire	1	7	\$1,474,251
13-164	Los Angeles County	2	5	<i>1st Award</i> \$1,614,769 <i>2nd Award</i> \$1,614,769
13-164	Orange County	1	5	\$1,979,492
Total		11	68	\$17,099,943

RFA Title: SB 1070 Career Technical Education Pathways Program Grant

Funding Source: SB 1070 Career Technical Education Pathways Program

Funding Period: January 15, 2014 through December 31, 2016

Total Funds Available: \$17,099,943

Required Match: No match required

Number of Awards: 11

BACKGROUND

Framework for Doing What Matters for Jobs and the Economy

Within the reference materials section at the end of the RFA are links to the Doing What Matters website and Senate Bill SB 1070 for those that wish to research these documents for a full understanding of the system goals and or legal requirements for this RFA. The goals of Doing What Matters for Jobs and the Economy are as follows: to supply in-demand skills for employers, create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs. Key activities under this framework include: a focus on regional priority/emergent sectors and industry clusters (to be referred to simply as "sectors"); take effective practices to scale; integrate and leverage programming between funding streams; promote common metrics for student success; remove structural barriers to execution.

It is the intent of the division, wherever possible, to target the investment of incentive funds against three thematic areas in support of this framework: regions, sectors, and technical assistance.

NEED

(Narrative – Limited to five pages, 1" margins, single or double-spaced, 12 pt. Arial font)

The mission of the SB 1070 Career Technical Education Pathways program is to contribute to the State's job growth and economic vitality through collaboration and careful articulation between California's public middle schools, high schools, institutions of postsecondary education, and regional business and labor organizations to decrease school dropout rates and increase student success by aligning curricula to the needs of growing an emerging economic sectors and creating seamless pathways that connect middle and high school students to related community college programs.

The primary objective of this RFA is for regions to develop and implement sustainable policies and infrastructure that result in the measurable and successful transition of CTE students from high schools to community colleges. Regions will be required to identify and leverage regional resources, leadership, and investments utilizing multiple sources which may include CTE Transitions, Perkins, SB 70, SB 1070, and SB 1402 grant funding.

It is the intent of the Chancellor's Office for this RFA that:

- Existing career pathways, articulation agreements, dual enrollment and credits earned are foundational for this work.
- Consortia within regions will establish a baseline measurement for articulated courses, dual enrollments, career pathways, and for the number of CTE students completing articulated courses, earning college credit, and matriculating from high

schools to community colleges. This information will be used to design and implement plans that promote student success, student cohort completions and program improvement.

- Activities will build long-term and locally sustainable infrastructure that is supported by the colleges within the region.
- Strategies used will include work based learning opportunities for high school and postsecondary students.
- As with all other CCCCCO grants funded under the Doing What Matters for Jobs and the Economy, Common Metrics and Accountability Measures (Appendix E), and student success metrics must be collected for the LaunchBoard and utilized for accountability.
- Consortia will use and build upon existing regional capacity including, Regional Consortia, Deputy Sector Navigators, and existing SB 70 funded Collaboratives, and workforce entities.

This section identifies the regional need to build long-term sustainable infrastructure including articulation and matriculation strategies and policies that result in the measurable and successful transition of CTE students from high schools to community colleges. In addition, the section must include an analysis of the regional landscape including barriers and opportunities to leverage regional resources, leadership, and investments that utilize multiple funding sources necessary to affect policies, pathways, and partnerships.

RESPONSE TO NEED

(Narrative – Limited to 7 pages, 1" margins, single or double-spaced, 12 pt. Arial font)

Based upon the identified barriers and opportunities, this section must present a plan that will achieve the grant objectives and involve active participation of a consortium within a region. The response to the needs section responds to the objectives and identifies who will be a part of developing a two-year consortium plan; how consortia within regions will develop sustainable policies and infrastructures that result in the measurable and successful transition of CTE students from high schools to community colleges; and specifies how regional resources, leadership, and investments will be leveraged (multiple funding sources utilized including CTE Transitions, Perkins, SB 70, SB 1070, and SB 1402 grant funding).

OBJECTIVES

The primary objective of this RFA is for regions to develop sustainable policies and infrastructure that result in the measureable and successful transition of CTE student from high schools to postsecondary education and careers. Consortia within the regions will be required to identify and leverage regional resources, leadership and investments utilizing multiple sources which may include CTE Transitions, Perkins, SB 70, SB 1070, and SB 1402 grant funding. Year one of this three-year funding is to accomplish the following:

Consortia will be required to meet grant objectives that demonstrate comprehensive collaborations by building upon existing regional structures. Consortia will develop a two-year plan to accomplish the policy changes and objectives of SB 1070 that improve linkages and pathways and course sequences from secondary to postsecondary to work. Additionally consortia will be responsible for data collection, performance, reporting and analysis while using the LaunchBoard.

1. The project director will coordinate with the regional Deans, Deputy Sector Navigators, regional colleges, and SB 70 and CTE Transition Coordinators in order to develop a team to design a two-year consortium plan, to build upon existing regional structures, leverage regional resources, and accomplish data collection for the consortium.
2. The project director will collect baseline data to map the consortium and develop an inventory of articulated courses, career pathways, and to identify the number of CTE students completing articulated courses, earning college credit, and matriculating from high schools to community colleges. This information will be used to design and implement the two-year plan that promotes student success and program improvement.
3. The project director shall participate in LaunchBoard training and meetings with the expectation of coordinating the consortium LaunchBoard data collection in years two and three.
4. The project director will use the consortium team to develop a two-year plan to jointly accomplish policy changes within the region to meet the objectives of SB 1070 to improve linkages and pathways or course sequences from secondary to postsecondary to work and regional data collection, performance, reporting and analysis while using the LaunchBoard. The consortia must address the following:
 - a. ***Policy Changes***
 - Alignment of CTE curriculum with high school career technical education curriculum across the consortium to ensure seamless

transitions for students through articulation, C-ID, and regional programs of study.

- Alignment of dual enrollment practices and credit by examination within the consortium.
- Award of college credit with grades listed on the transcripts to high school students participating in CTE articulated courses.
- Provision of priority registration to graduating high school students who have successfully completed an articulated college level CTE course through their college (continuing or returning student status). College credit with grades earned in the articulated course must be listed on the college transcript.
- The provision of matriculation services to promote alignment with the student success initiative to high school seniors who have completed articulated CTE courses. Services may include orientation, assessment, development of an Individual Educational Plan (IEP), identification of program of study, and financial aid services and other student support services.

b. SB 1070 Objectives

The following are required objectives of SB 70 funding and must be a part of consortia planning:

- Increase the readiness of middle school and high school pupils for, and their access to, postsecondary education and careers in high-need, high-growth, or emerging regional economic sectors.
- Increase student success in postsecondary education and training for careers in high-need, high-growth, or emerging regional economic sectors.
- Align existing postsecondary technical preparation programs and courses with high school career technical education curriculum to ensure seamless transitions for pupils.
- Increase the attainment of industry-recognized certificates through community college and high school career technical education programs in high-need, high-growth, or emerging regional economic sectors.
- Promote productive partnerships between high school CTE programs, postsecondary educational institutions, emerging or growing regional

businesses and industries, and labor organizations connected to those businesses and industries.

- Provide professional development to high school teacher and community college faculty to improve their delivery of career-oriented academic and technical education.
- Expand middle and high school pupil and college student opportunities for work opportunities, paid or unpaid internships, and participation in career technical student organizations, and expand teacher and faculty opportunities for externships in high-need, high-growth, or emerging regional job sectors.
- Promote and track the participation of high school pupils and college student in articulated courses, and where appropriate four-year postsecondary educational institutions.

c. *Accountability Measures*

- SB 1070 requires establishment and validation of outcomes, including, but not limited to, research-based indicators and measurable pupil and student outcomes for academic performance, attendance, graduation, certificates or other credentials earned, direct transitions from high school to postsecondary education and training, college eligibility, college preparedness, wages of graduates or certificate recipients, and other indicators as appropriate. The outcome-based data shall specifically identify the impact of the Career Technical Education Pathways Program on the success of participants in achieving the goals. In addition as with all other CCCCO grants funded under the Doing What Matters for Jobs and the Economy, Common Metrics and Accountability Measures (Appendix E) must be collected for the LaunchBoard and utilized for accountability. Regional data collection, performance reporting and analysis while using the LaunchBoard will be included as part of the regional two-year plan.

PROJECT MANAGEMENT PLAN

Management is an important part of the success of any project. It is therefore necessary that the following be included as part of the management plan within the application:

The Project Director role is a key talent role for the system and expected to be a full-time position (no less than 80%). For this reason no individual can hold more than one key talent role for the system. Budgeting of 80-100% of a project director's time must be shown on the application budget detail sheet.

Management Narrative

(Narrative – Limited to five pages)

1. Explain the project director's professional experience in this field, including direct work experience, specific expertise, existing networks and partnerships; major accomplishments especially in bringing educational systems into alignment; and recognition or awards that serve as a testimony to subject matter expertise.
2. Describe the project director's past successes in convening stakeholders towards the purpose of shifting policies and/or practices. What needed to be achieved? What were the outcomes attributable to the project director's efforts?
3. Describe how the project director has taken a leadership role in creating a vision, identifying opportunities, and acquiring resources to organize cross-organizational and cross-functional teams to achieve a common set of goals.
4. Describe the project director's experience in outcome-centric environments/projects with strong emphasis on data collection, performance baselining, measurement, reporting and analysis.

Management (Misc.)

(The following does not count as part of the narrative page count.)

1. Provide an organizational chart for operating the project. Provide the governance chart showing the communication structure with the Regional Consortia and Deputy Sector Navigators.
2. Provide intent-to-participate form letters from all community colleges that will participate in the consortium. Consortia must be comprised of a minimum of community colleges (as specified in the SB 1070 CTE Pathways Program Allocation Table in Section C. Categories for Which Funding is Available) and a minimum of one high school district per community college within a consortium. No community college may be part of more than one consortium. It is therefore required to have a completed and signed intent-to-participate form letter from each community college at a level of (Vice President of Career Technical Education or above) and listed in that letter the high school district(s) that will be partnered with to meet the high school district requirement.
3. Provide the project director's resume.
4. Provide a letter from the Regional Consortia Chair that specifies the project director has met and discussed priority and emergent sector plans for the region in order to take advantage of the existing region infrastructure.

Permissive Activities and General Costs

Appendix D, *Guidelines, Definitions and Allowable Expenditures* provides detail of permissive activities, expenditures, and general costs that are allowable with the grant funding. Appendix D should be reviewed in detail before building the annual workplan and budget for this application.

The following is a brief overview of the permissive activities within Senate Bill 1070 and a listing of some general costs related to permissive activities:

Permissive Activities

- Pathways and Programs of Study;
- Dual enrollment;
- Professional Development;
- Articulation;
- Responsiveness to Industry Needs;
- High School Specific Activities;
- Counseling or Guidance;
- Work-based Learning;
- Curriculum Development; and
- Transitioning from Community Colleges to UC/CSU.

General Costs

- Communication Costs (telephone, telegrams, postage, messenger)
- Compensation for Personnel Services (salary, wages, fringe benefits)
- Equipment
- Indirect or Administrative Expenditures (4% of total direct costs)
- Materials & Supply Costs (only those actually used for performance of sponsored agreement)
- Meetings and Conferences
- Professional and Consultant Services
- Publication and Printing Costs (must be a direct cost, indirect cost can only use the 4%)
- Travel

REPORTING REQUIREMENTS

Year-to-Date Expenditures and Progress Report

Each allocation recipient is required to submit quarterly Year-to-Date Expenditure and Progress Reports via an online reporting system (see Calendar of Key Dates, Section I or Appendix A, Article I, Section 4, for quarterly reporting due dates and terms). No negative numbers are allowed within quarterly reports since the Chancellor's Office

allows for liberal budget movement quarterly (see Article I, Section 2, Budget Changes) and has an online process for those budget changes that require Project Monitor approval.

Accountability Reporting

The accountability for and measurement of grant activities administered through CCCCO's Workforce and Economic Development Division is based on the ARCC 2.0 framework and augments that work because the Division's grants span in scope from middle schools through community college as well as post community college into the workforce. Three categories of measures have been included:

- Quality of service;
- Leading indicators of curriculum alignment to labor market needs; and
- Student momentum points.

Depending on the performance requirements of the funding stream from which the grant originated, certain measures within these three categories will become more relevant, but the overriding objective of moving the needle on outcomes remains, rather than the prior practice of monitoring activities and outputs.

With this unified framework of common metrics and accountability measures, funding and program decisions can be more data-driven and evidence-based given what works in moving students towards success.

All applicants for this RFA agree that they have read the following document and its links, and will be able to set up systems in 2013-14 and report in 2014-15 in order to meet the accountability and measurement of grant activities.

Refer to the document entitled *Common Metrics and Accountability Measures* (see Appendix E).

REFERENCE MATERIALS

Legal Terms and Conditions Articles I and II (Appendix A)
Application Forms (Appendix B)
Application Templates (Appendix C)
Guidelines, Definitions and Allowable Expenditures (Appendix D)
Common Metrics and Accountability Measures (Appendix E)
SB 1070 – Career Technical Education Pathways Program
<http://www.leginfo.ca.gov/bilinfo.html>

The Chancellor's Office Doing What Matters website contains a variety of documents and input from the field used to design the RFAs going out competitive this year. If you are interested in reading these documents they may be found at:

<http://doingwhatmatters.cccco.edu/PromoteStudentSuccess/RFAProcess.aspx>

TERMS AND CONDITIONS

The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions, as set forth in the RFA Instructions are incorporated into this grant by reference.

APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

SB 1070 Career Technical Education Pathways Program Grant

Program-Specific Legal Terms and Conditions
(Effective October 15, 2013)

1. **Cost and Payments**

In consideration of satisfactory performance of the services described in the Grantee's application, the California Community Colleges, Chancellor's Office (hereinafter Chancellor's Office) agrees to pay the Grantee a total amount not to exceed the "Grant Funds" amount stated on the fully executed Grant Agreement face sheet, which shall be used as set forth in the Application Budget. Payment shall be made as follows:

- An advance payment of 40% of the total amount of first year budgeting of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed.
- Grantee may submit request for progress payments at the time that year-to-date quarterly and expenditures reports are submitted pursuant to section 4 of this Article. Payment will be made after review and approval of the quarterly reports by the Chancellor's Office. Progress payment(s) can only be made up to 90% of the total grant amount as the last 10% is withheld

pending satisfactory performance and submittal of final performance and expenditure reports.

- A final payment will be calculated based on the Final Performance and Expenditure Reports due by February 28, 2015. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount. If the final report is late and/or cannot be approved by April 30, 2015 the allocation recipient can lose up to 10% of their funding.

2. Budget Changes

- Grant recipient(s) may make changes to any budget category amounts without the approval of the Project Monitor so long as budget categories are not added or deleted, the total dollar amount of the Grant Agreement is not affected, the outcomes of the Grant Agreement will not be materially affected, and it is an allowable expenditure.
- Adding or deleting budget categories are subject to the prior approval of the Project Monitor. Prior approval for these additions and/or deletions is made through the Chancellor's Office on-line quarterly reporting system. Once the requested change is approved, the affected quarterly budget will be updated electronically.
- Grant amendments are required for budget changes when there are changes in the total dollar amount of the Grant Agreement and/or the outcomes of the Grant Agreement is materially affected.

3. Application Amendment Requests

If circumstances occur during the performance period that would materially affect outcomes(s) of the approved Grant Application, the grant recipient is required to contact the Project Monitor for further instructions.

4. Reporting

The Recipient shall prepare and submit to the Division of Workforce and Economic Development four quarterly "Year-to-Date Expenditure and Progress Reports" and a final claim of expenditures using the Chancellor's Office online reporting system. These reports are due on or before the following dates:

Year One

- 1st Quarter – April 25, 2014
- 2nd Quarter – July 25, 2014
- 3rd Quarter – October 25, 2014
- 4th Quarter – January 25, 2015
- Final Report – February 28, 2015

NOTE: If the above reporting dates fall on a weekend or a holiday the report shall be due by close of business on the last working day **prior to the reporting deadline.** Extensions of reporting deadlines require written approval of the Project Monitor.

5. The Chancellor's Office reserves the right to evaluate a grantees performance as follows:
 - Ability to affect Student Momentum Points & Leading Indicators of Curriculum Alignment to Labor Market Needs; and
 - Feedback from Quality of Service Measures using a CCCCCO-provided evaluation instrument.

6. The Chancellor's Office reserves the right to review and approve the Project Director selection within the application.

ARTICLE II

Standard Legal Terms and Conditions

(Revision November 19, 2012)

1. Work to be Performed

The Grantee shall complete the tasks described in the Grantee's application and funds shall be expended in compliance with the requirements for the funding source and category referenced in the Grant Agreement face sheet.

Grantee may request modifications to the work to be performed. All such requests must be submitted in writing to the Project Monitor prior to the modification being made. The Project Monitor may require that a Grant Amendment be processed, if the monitor determines that the change would materially affect the project outcomes or the term of this Grant Agreement.

Modifications or amendments to the Work to be Performed provisions of this Agreement involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no modification or amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any modification or amendment permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

2. Amendments

An amendment of this Grant Agreement is required when the Grantee wishes to extend the completion date or materially change the work to be performed or the budget (see Article I section 2 and Article II section 1). The request must be made on the appropriate form provided by the Chancellor's Office and must be submitted to the Project Monitor prior to making the desired alteration in the performance or expenditures under the Grant Agreement. Requests for amendments should be received 60 days before the end of the performance period.

Amendments involving an extension of time are subject to applicable program limitations. For grants funded under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, extensions of time are not allowed beyond June 30th of the year in which the funds were awarded. For other programs, no amendment may permit expenditures to be made after June 30th of the second year following the period for which the funds were appropriated. Any amendment

permitting funds to be spent beyond the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Unenforceable Provision

In the event that any provision of this Grant Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Grant Agreement remain in full force and effect and shall not be affected thereby.

4. Dispute

In the event of a dispute, Grantee agrees to file a "Notice of Dispute" with the Chancellor's Office, within ten (10) days of discovery of the problem. Within ten (10) days, the Chancellor or his or her designee shall meet with the Grantee, the Vice Chancellor for the division awarding the Grant Agreement, and the Project Monitor for purposes of resolving the dispute. The decision of the Chancellor shall be final.

In the event of a dispute, the language contained within this Grant Agreement shall prevail over any other language including that of the grant proposal.

Grantee shall continue with the responsibilities under this Grant Agreement during any dispute.

5. Notice

Either party may give notice to the other party by sending certified mail properly addressed, postage fully prepaid to the other party's business address. Notices to be sent to the Chancellor's Office shall be addressed to the Project Monitor at California Community Colleges, Chancellor's Office, 1102 Q Street, Suite 4554, Sacramento, CA 95811-6539. Notices to be sent to the Grantee shall be addressed to the Project Director at the Grantee's address as specified on the face sheet of this Grant Agreement. Such notice shall be effective when received, as indicated by post office records, or if deemed undeliverable by the post office, such notice shall be postponed 24 hours for each such intervening day.

6. Interpretation

In the interpretation of this Grant Agreement, any inconsistencies between the terms hereof and the Exhibits shall be resolved in favor of the terms hereof.

7. Project Director and Key Personnel

The Project Director is designated by the Grantee on the face sheet of the Grant Agreement, and the key personnel are identified in the application or proposal. The Grantee may change the Project Director or other key personnel, but the Grantee shall immediately notify the Project Monitor in writing of any such changes.

8. Project Monitor

The Project Monitor is designated by the Chancellor's Office on the face sheet of the Grant Agreement. The Project Monitor is responsible for overseeing the project and any questions or problems relating to the project should be directed to the Project Monitor. If necessary, the Chancellor's Office may change the Project Monitor by written notice sent to the Grantee.

9. Budget Concerns

- a. It is mutually understood between the parties that this Grant Agreement may have been written before ascertaining the availability of state or federal funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if this Grant Agreement were executed after the determination was made.
- b. It is mutually agreed that if the state or federal budget for the current year and/or any subsequent years covered under this Grant Agreement does not appropriate sufficient funds for the program, this Grant Agreement shall have no force and effect. In this event, the Chancellor's Office shall have no liability to pay any funds whatsoever to Grantee or to furnish any consideration under this Grant Agreement and Grantee shall not be obligated to perform any provisions of this Grant Agreement.
- c. Grantee shall inform any subcontractors and subgrantees that any work performed prior to approval of the state or federal budget, as applicable, will be rendered on a voluntary basis, and shall not be compensated unless and until funding is authorized.
- d. In no event may Grantee use Grant funds to pay any individual or organization for the work associated with preparing the Grant application. For breach or violation of this prohibition, the Chancellor's Office shall, in addition to other remedies provided by law, have the right to annul this Grant Agreement without liability, paying only for the value of the work actually performed, or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

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- e. In addition, this Grant Agreement is subject to any additional restrictions, funding reductions, limitations or conditions enacted in the state or federal budget, any amendments thereto, or in the laws and Executive Orders that may affect the provisions, term, or funding of this Grant Agreement in any manner. The parties hereby agree that the Chancellor's Office will notify Grantee of any such changes affecting the terms of this Grant Agreement, but need not execute an amendment to modify the Grant Agreement.

10. Assignment

Grantee may not transfer by assignment or novation the performance of this Grant Agreement or any part thereof except with the prior written approval of the Project Monitor. Nor may Grantee, without the prior written consent of the Project Monitor, assign any other right that Grantee may have under this Grant Agreement. Each assignment that is approved by the Project Monitor shall contain a provision prohibiting further assignments to any third or subsequent tier assignee without additional written approval by the Project Monitor. The Project Monitor's consent to one or more such assignments or novations shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent assignment or novation.

11. Subcontracts or Subgrants

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractors or subgrantees to perform services under this Grant Agreement, based upon a written request indicating compliance with the provisions set forth below. Except where prohibited by the Standards of Conduct provisions set forth in section 15 of this Article, subcontractors or subgrantees specifically identified in this Grant Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements and the provisions set forth below are deemed approved upon execution of this Grant Agreement.
- b. In any event, if the Grantee wishes to enter into a subcontract or subgrant agreement for performance of any part of the activities under this Grant Agreement, Grantee shall disclose the intended purpose and amount of the subcontracting, identify the proposed subcontractor or subgrantee, and certify that the subcontractor or subgrantee was selected according to locally applicable competitive bidding processes which are reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor or subgrantee is the best qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any subcontract or subgrant is terminated.

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- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
 - d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.
 - e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the competitive bidding procedures used or any other matter related to compliance with paragraphs (a) or (b).
 - f. Grantee shall not enter into any subgrant or subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
 - 1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant under this Grant Agreement with the Grantee if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal.Code Regs. tit. 5, §§ 18741.1 and 18747.)
 - 2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant with the Grantee, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
 - 3. The spouse or a member of the immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract or subgrant with the Grantee if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subcontract or subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the subcontract or subgrant. (Gov. Code, §§ 1090, et seq.; and 87100.)

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- g. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relationship between the Chancellor's Office and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors, subgrantees, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

12. Audit

Grantee agrees that the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant Agreement. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract or subgrant related to performance of this Grant Agreement.

13. Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by Grantee, or its subcontractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)

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- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
 - d. All products resulting from this Grant Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source.
 - e. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

14. Travel

For travel necessary to the performance of this Grant Agreement, Grantee travel and other expense reimbursement claims shall be governed by the travel policy and procedures adopted by the Grantee's governing board. Travel and other expenses shall be limited to those necessary for the performance of this Grant Agreement. For grants involving federal funds, any out-of-state travel must be approved in advance by the Project Monitor.

Grant funds may be used to pay for travel for Chancellor's Office staff provided that the travel is related to the purposes of the Grant Agreement, the travel is necessary to allow Chancellor's Office staff to provide services or technical assistance beyond the scope of normal Grant monitoring, the request is made by the Grantee without duress from Chancellor's Office staff, Grantee does not seek or receive any favorable treatment in exchange for paying for travel, travel is arranged and paid for through ordinary Chancellor's Office processes, and the Grant funds are used to reimburse those costs using Accounting Form RT-01 Request for Services/Agreement to Pay Travel Expenses

15. Standards of Conduct

Grantee hereby assures that, in administering this Grant Agreement, it will comply with the standards of conduct hereinafter set out, as well as the applicable state laws concerning conflicts of interests, in order to maintain the integrity of this Grant Agreement and to avoid any potential conflict of interests in its administration.

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations which give rise to

a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.

- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of subcontracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.
- d. **Avoidance of Conflicts of Economic Interests.**
 - 1. Grantee shall take all reasonable steps to ensure that its officers and employees, and members of its governing board, will avoid any actual or potential conflicts of interests, and that no officer, employee, or board member who exercises any functions or responsibilities in connection with this Grant Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Grant Agreement. The term "financial interest" shall include the financial interest of the officer, employee, or board member's spouse or dependent child.
 - 2. Grantee shall establish safeguards to prohibit officers, employees or board members from using their positions for a purpose which could result in private gain, or give the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
 - 3. An officer or employee of Grantee, an elected official in the area, or a member of the governing board, may not solicit or accept money or any other consideration from a third person for the performance of any act reimbursed, in whole or in part, by Grantee or the Chancellor's Office. Supplies, materials, equipment, or services purchased with Grant funds will be used solely for purposes allowed under this Grant Agreement.
 - 4. The governing board may not authorize the award of any subcontract or subgrant funded by this Grant Agreement, if that contract, subcontract or subgrant is for the provision of services or goods by any board member, or by any person or entity which is a source of income to a board member.

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- e. In the interest of avoiding conflicts of interests involving friends or associates of Chancellor's Office employees, in administering this Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates of Chancellor's Office employees.

16. Statewide or Regional Projects

If this Grant involves provision of coordination, technical assistance, or other services for the California Community College system or for a particular region or group of colleges, the following requirements shall apply:

- a. Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.
- b. Grantee shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.
- c. If the primary role of the Grantee under this agreement is to serve as a fiscal agent for distribution of funds, the Grantee agrees that it will not make any payment to subcontractors engaged to provide consulting services under this grant without the written approval of the Project Monitor and the Executive Vice Chancellor or the person he/she has designated to approve grants pursuant to subdivision (c) of section 3600 of the Chancellor's Office Contracts and Grants Manual. Grantee may, however, disburse funds as provided in the grant budget for other activities (including paying for expenses related to meetings of advisory bodies or travel expenses for site reviews) without prior approval.
- d. If this Grant exceeds \$750,000 and funds a full-time position to perform grant activities, Grantee hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. Grantee shall, in a timely manner, submit to the Personnel Office of the Chancellor's Office a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is

selected to fill the position, the Chancellor's Office may consider executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the Grantee.

- e. Consistent with the requirements of section 19 of this Article ("Real Property and Equipment"), the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

17. Time Is of the Essence

Time is of the essence in this Grant Agreement.

18. Intellectual Property

- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.
- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office may license Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created

under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

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

- c. All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.
- d. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.
- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued

to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.

- f. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

19. Real Property and Equipment

Where allowed by the funding source, real property and equipment (as defined in the California Community Colleges Budget and Accounting Manual, page 4.64) procured with Grant funds will be used for the purpose of the Grant in accordance with the following:

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures

and property accountability requirements as published by the Chancellor's Office.

- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 - 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 - 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 - 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.
- d. Equipment purchased with federal funds shall also comply with any additional or more stringent equipment management requirements applicable to the particular federal funding source.

20. Surveys

If this Grant Agreement involves a survey of community college faculty, staff, students, or administrators, Grantee shall ensure that the survey is developed, administered, tabulated, and summarized by a survey evaluator/specialist. Surveys shall conform to project goals, shall minimize the burden on the group being surveyed, and shall not collect data already available to the Grantee from the Chancellor's Office or another source.

21. Work by Chancellor's Office Personnel

- a. Chancellor's Office staff will be permitted to work side by side with Grantee's staff to the extent and under conditions that may be directed by the Project Monitor. In this connection, Chancellor's Office staff will be given access to all data, working papers, subcontracts, etc., which Grantee may seek to utilize.
- b. Grantee will not be permitted to utilize Chancellor's Office personnel for the performance of services which are the responsibility of Grantee unless such utilization is previously agreed to in writing by the Project Monitor, and any appropriate adjustment in price is made. No charge will be made to Grantee for the services of Chancellor's Office employees while performing, coordinating or monitoring functions, except where an Interjurisdictional Exchange agreement has been properly executed.

22. Termination

- a. **Termination Option.** Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. In such event, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. **Event of Breach.** In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee. In the event of such termination the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.

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- c. **Gratuities.** The Chancellor's Office may, by written notice to Grantee, terminate the right of Grantee to proceed under this Grant Agreement if it is found, after notice and hearing by the Chancellor or his or her duly authorized representative, that gratuities were offered or given by Grantee or any agent or representative of Grantee to any officer or employee of the Chancellor's Office with a view toward securing a grant or securing favorable treatment with respect to awarding or amending or making a determination with respect to the performance of such grant.

In the event this Grant Agreement is terminated as provided herein, the Chancellor's Office shall be entitled to (1) pursue the same remedies against Grantee as it could pursue in the event of the breach of the Grant Agreement by the Grantee, and (2) exemplary damages in an amount which shall be not less than three nor more than ten times the cost incurred by Grantee in providing any such gratuities to any such officer or employee, as a penalty in addition to any other damages to which it may be entitled by law.

The rights and remedies provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Grant Agreement.

23. Waiver

No waiver of any breach of this Grant Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in this Grant Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. The failure of the Chancellor's Office to enforce at any time any of the provisions of this Grant Agreement, or to require at any time performance by Grantee of any of the provisions thereof, shall in no way be construed to be a waiver of such provisions nor in any way affect the validity of this Grant Agreement or any part thereof or the right of Chancellor's Office to thereafter enforce each and every such provision.

24. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

25. Law Governing

It is understood and agreed that this Grant Agreement shall be governed by the laws of the State of California both as to interpretation and performance; venue of any action brought with regard to this Grant Agreement shall be in Sacramento County, Sacramento, California.

26. Participation in Grant-Funded Activities

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall ensure that no person is excluded from, denied the benefits of, or otherwise subjected to discrimination with respect to participation in, any program or activity funded under this Grant Agreement on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.
- b. Programs funded by this Grant Agreement should not be designed, administered, or advertised in a manner that discourages participation on any of the bases set forth above. Any informational, advertising, or promotional materials regarding such programs may not include any statements to the effect that a program is for, or designed for students of a particular race, color, national origin, ethnicity or gender. In the event that mentoring or counseling services are provided with funding provided by this Grant Agreement, students may not be paired with mentors or counselors based solely upon the race, color, national origin, ethnicity or gender of the students, mentors, or counselors. The Chancellor's Office may, by written approval of the Chancellor, grant an exception to the requirements of this paragraph where Grantee provides documentation clearly demonstrating that designing a program for a particular group of students is justified under applicable legal standards as a remedy for past discrimination.

27. Curriculum Development

If this Grant Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses initiated or substantially modified as a result of activities supported by this Grant Agreement must comply with all applicable provisions of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations (commencing with section 55000), including but not limited to, section 55002, which defines standards for degree-applicable credit, non-degree-applicable credit, and noncredit

courses. All such courses must be reviewed through the appropriate processes as described in the Program and Course Approval Handbook published by the Chancellor's Office.

- b. All programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Grant Agreement must be approved at the appropriate level and through the appropriate process as described in subchapter 1 (commencing with section 55000) and subchapter 2 (commencing with section 55100) of chapter 6 of division 6 of title 5 of the California Code of Regulations and the Program and Course Approval Handbook published by the Chancellor's Office.
- c. The fact that the Chancellor's Office has awarded funding through this Grant Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

28. Eligibility for Noncitizens

Funds provided under this Grant Agreement shall only be used to employ, contract with, or provide services to citizens of the United States or noncitizens who are eligible to receive public benefits pursuant to section 401 (with respect to federally funded activities) or section 411 (with respect to state funded activities) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193, codified at 42 U.S.C. §§ 601 and 611, respectively). Grantee certifies that all of its employees and/or subcontractors or subgrantees are qualified pursuant to these provisions.

29. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

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- b. Grantee and its subcontractors or subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.
 - c. Grantee and its subcontractors or subgrantees shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.); provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
 - d. Grantee and its subcontractors or subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
 - e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontract or subgrant agreements to perform work under this Grant Agreement.

30. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Grantee, whether purchased, leased or provided under some other arrangement for use in connection with this Grant Agreement, shall comply with the regulations implementing Section

508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.

- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.
- e. Grantee shall respond, and shall require its subcontractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.; provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- f. Grantee and its subcontractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all subcontract or subgrant agreements to perform work under this Grant Agreement.

31. Drug-Free Workplace Certification

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

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1. The dangers of drug abuse in the workplace;

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2. The organization's policy of maintaining a drug-free workplace;
 3. Any available counseling, rehabilitation, and employee assistance programs; and,
 4. Penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works under the Grant will:
1. Receive a copy of the Grantee's drug-free policy statement; and,
 2. Agree to abide by the terms of the Grantee's policy statement as a condition of employment under the Grant.

Failure to comply with these requirements may result in suspension of payments under the Grant Agreement or termination of the Grant Agreement or both and Grantee may be ineligible for award of any future state grants if the Chancellor's Office determines that any of the following has occurred: (1) Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above.

32. Captions

The clause headings appearing in this Grant Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they appertain.

33. Indemnification

Grantee agrees to indemnify, defend and save harmless the State, the Board of Governors of the California Community Colleges, the Chancellor's Office, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all employees, subcontractors, subgrantees, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with performance of this Grant Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Grantee in the performance of this Grant Agreement. Such defense and payment will be conditional upon the following:

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and

b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:

1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and
3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

34. Independent Status of Grantee

The Grantee, and the agents and employees of Grantee, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California or the Chancellor's Office.

35. Grant Agreement is Complete

No amendment, alteration or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in this Grant Agreement is binding on any of the parties.

36. Union Organizing

Grantee, by signing this Grant Agreement, hereby acknowledges the applicability of Government Code section 16645.2 to this Grant Agreement, and hereby certifies that none of the Grant funds will be used to assist, promote or deter union organizing.

If Grantee incurs costs, or makes expenditures to assist, promote or deter union organizing, Grantee will maintain records sufficient to show that no reimbursement from state funds has been sought for these costs, and Grantee shall provide those records to the Attorney General upon request.

37. Debarment, Suspension, and Other Responsibility Matters

If this Grant Agreement is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set

forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
 4. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

APPENDIX D

Guidelines, Definitions and Allowable Expenditures

Determining if a Cost is Allowable

All allowable costs, must meet three primary criteria: 1) Substantiate that the cost was necessary and reasonable for proper and effective administration of the allocations; 2) The cost must be allocable to the funding source activities; and 3) The cost must not be a general expense required to carry out the fiscal agent's overall responsibilities (not supplanting). However, even if the costs meet the prior three criteria, the costs must be approved within the application annual workplan/budget summary of the individual fiscal agent otherwise they are not allowable within that year without annual workplan/budget summary changes. Also the State has the discretion to impose special conditions above and beyond the funding source which would also determine allowability of cost.

While the proposed cost is allowable under the funding source is it also reasonable?

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision.

Systems that can guide this definition are: necessary for the performance of the grant; following sound business practices (procurement processes, follow state and local laws, follow the terms of the grant); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

What are the guidelines of Allocable?

Allocable is defined by the dictionary as: capable of being allocated or assigned. A cost is considered allocable to a particular funding source/program to the extent it actually benefits the objectives of that program. You can only charge in proportion to the value received by the funding source/program. An example would be that a Project Director works 80% on the funded program (only 80% of the salary and benefits can be charged in the grant application). Above and beyond this definition allocable also means that the cost must be related to the annual workplan/activities that have been approved by the Chancellor's Office Project Monitor.

What is supplanting?

SB 1070 Career Technical Education Pathways Program funding may not result in a decrease in state or local funding that would have been available to conduct the activity had these funds not been received. These grant funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without the funding. You must be able to demonstrate that the funds are added to the amount of state and local funds that would, in absence of the grant funds, be made available for uses specified in your plan.

Permissive Activities for SB 1070

The following activities are permissive activities within Senate Bill 1070. However, as stated in the allowable section above the State has the discretion to impose special conditions on the funding source and/or require certain objectives which also determines allowability of cost. The primary objectives of this RFA are to solidify the policies and regional infrastructure necessary to increase the effectiveness of CTE educational pathways from high schools to community colleges. The grant requires that secondary and postsecondary policies, infrastructure, practices, and data collection mechanisms be designed and implemented for long-term effectiveness and sustainability without need for ongoing grant dollars.

It is the intent of the Chancellor's Office for this RFA that:

- Existing career pathways, articulation agreements, dual enrollment and credits earned in courses is foundational for this work.
- Consortia within regions will establish a baseline measurement for articulated courses, dual enrollments, career pathways, and for the number of CTE students completing articulated courses, earning college credit, and matriculating from high schools to community colleges. This information will be used to design and implement plans that promote student success, student cohort completions, and program improvement.
- Activities will build long-term and locally sustainable infrastructure that is supported by the districts within the region.
- Strategies used will include work based learning opportunities for high school and postsecondary students.
- As with all other CCCCO grants funded under the Doing What Matters for Jobs and the Economy, Common Metrics and Accountability Measures (Appendix E), and student success metrics must be collected for the LaunchBoard and utilized for accountability.

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- Consortia will use and build upon existing regional capacity including, Regional Consortia, Deputy Sector Navigators, CTE Transitions networks, and existing SB 70 funded Collaboratives.
 - Applicants will address the implementation of success of pathways through strategies that may include dual enrollment, articulation agreements, and utilize credit by exam.

Pathways and Programs of Study

First priority on comprehensive regional collaboration to create new pathways or course sequences that start in middle school and lead up to articulating with postsecondary.

Professional Development (Middle & High School Teachers, Community College Faculty)

Curriculum development; model curriculum development.

Increasing academic knowledge & understanding of industry standards.

Improve delivery of career-oriented CTE education.

Provide faculty & teacher's access and opportunity to examine current research linked to improving student learning and achieving and maintaining learning communities.

Articulation

Establishing articulation agreements; career pathway, career lattice or stackable credential (includes articulations between secondary and postsecondary)

Responsive to Industry Needs

Increase attainment of industry recognized certificates

Middle School and High School Specific Activities

- Increase middle and high school readiness and access to postsecondary education and careers – Focused on high-need, high-growth, or emerging regional economic sectors; increase attainment of industry recognized certificates.
- Increase student success in postsecondary education and training – Focused on high-need, high-growth, or emerging regional economic sectors

-
- Align postsecondary CTE programs with high school CTE curriculum for seamless transitions through effective means including articulations.
 - Promote partnerships that will build on existing regional structures in CTE secondary, postsecondary, emerging and growing businesses and industry and associated labor organizations.
 - Promote and track the participation of middle school and high school pupils and college students in articulated courses developed to meet requirements for UC and CSU admission and align with high-priority industry sectors.

Counseling or Guidance

Permitted as connected with increasing middle school and high school readiness and access

Curriculum Development

Curriculum is permitted as related with aligning postsecondary CTE programs with high school CTE curriculum.

Transitioning from Community Colleges to UC/CSU

Articulation Agreements
Dual and Concurrent Enrollment

Allowability of General Costs

There are permissible activities within Senate Bill 1070 (as seen above). In addition there are criteria for what can be funded while doing those activities. The following table is a synopsis of rules to determining allowability of costs. The rules in their entirety can be found in (Title 2 Code of Federal Regulations (2 CFR Parts 215 and 220)
http://www.whitehouse.gov/sites/default/files/omb/fedreg/2005/083105_a21.pdf

The following table is an easy reference synopsis of allowability of general costs. As stated above in the permissive section, just because a cost is allowable via 2 CFR 215-220, the intent of the RFA must be followed, the cost must be necessary, reasonable, allocable and not supplanting, and any additional cost restrictions listed in the RFA would supersede allowable costs within this document.

Allowability of General Costs

Allowable	Allowable With Prior Approval	Unallowable
Advertising and Public Relations ¹		Advertising and Public Relations ¹
Advisory Councils (<i>if the RFA requires or allows Advisory Councils</i>)		
		Alcoholic Beverages
		Alumni Activities
Audit Costs (<i>required by Single Audit Act</i>)		
Audit Costs (<i>if not required by Single Audit Act can be included in indirect cost rate 4% of the proposal</i>)		
		Bad Debts
		Commencement and Convocation Costs
Communication Costs (<i>telephone, telegrams, postage, messenger</i>)		
Compensation for Personnel Services (<i>salary, wages, fringe benefits</i>)		
		Contingencies
Contributions or Donations Received (<i>cash, property, services</i>)		Contributions or Donations Rendered (<i>cash, property, services</i>)
		Entertainment Costs ²
Equipment ³		Equipment ³
Fines and Penalties ⁴		Fines and Penalties ⁴
		Fund Raising and Investment Costs
		Gifts of Public funds are never allowed (<i>memorabilia, honoraria, gifts, souvenirs, etc.</i>) ⁵
		Goods and Services for Personal Use
Improvements ⁶		Improvements ⁶
Indirect or Administrative Expenditures (<i>4% of total direct costs</i>)		
		Lobbying ⁷
		Losses on Other Sponsored Agreements or Contracts

Allowable	Allowable With Prior Approval	Unallowable
Materials & Supply Costs (only those actually used for performance of sponsored agreement)		
Meetings and Conferences ⁸		Meetings and Conferences ⁸
	Memberships ⁹	
Professional and Consultant Services		
Proposal Costs (only using 4% indirect)		
Publication and Printing Costs (must be a direct cost, indirect cost can only use the 4%)		
Maintenance & Repair Costs ¹⁰ (keeping in efficient operating condition)		Maintenance & Repair Costs ¹⁰ (construction, remodeling, increasing value)
		Student Expenses, Activities or Direct Services ¹¹
		Selling and Marketing ¹²
Travel ¹³	Out-of-State Travel ¹³	Out-of-Country Travel ¹³

¹ **Advertising and Public Relations:** The term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like. The term public relations includes community relations and means those activities dedicated to maintaining the image of the institution or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.

ALLOWABLE Advertising costs are those that are solely for: (1) The recruitment of personnel required for the performance by the institution of obligations arising under a sponsored; (2) The procurement of goods and services for the performance of a sponsored agreement; (3) The disposal of scrap or surplus materials acquired in the performance of a sponsored agreement except when non-Federal entities are reimbursed for disposal costs at a predetermined amount; or (4) Other specific purposes necessary to meet the requirements of the sponsored agreement.

ALLOWABLE Public Relations costs are those that are solely for: (1) Costs specifically required by the sponsored agreement; (2) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of sponsored agreements (these costs are considered necessary as part of the outreach effort for the sponsored agreement); or (3) Costs of conducting general liaison with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary keep the public informed on matters of public concern, such as notices of Federal contract/grant awards, financial matters, etc.

UNALLOWABLE: advertising and public relations costs include the following: (1) All advertising and public relations cost unless specified as allowable above; (2) Costs of meetings, conventions, convocations, or other events related to other activities of the institution, including: (a) Costs of displays, demonstrations, and exhibits; (b) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events; and (c) Salaries and wages of

employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings; (3) Costs of promotional items and memorabilia, including models, gifts, and souvenirs; (4) Costs of advertising and public relations designed solely to promote the institution.

² **Entertainment Costs:** Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

³ **Equipment:** Equipment means article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the institution for financial statement purpose, or \$5,000. Any equipment requested within the SB 1070 CTE Pathways Program Grant will be closely scrutinized to determine purchases meet the intent of the funding and show long-term sustainability.

General Purpose Equipment – General purpose equipment furnishings, modular offices, telephone, networks, information technology equipment systems, air conditioning equipment, reproduction and printing equipment, motor vehicles, etc. are unallowable unless the awarding agency approves them in advance. The Chancellor's Office considers general purpose equipment and furnishings to be the responsibility of the local education agency and as such it will not approve such expenditures.

⁴ **Fines and Penalties:** Costs resulting from violations of, or failure of the institution to comply with, Federal, State, and local or foreign laws and regulations are unallowable, except when incurred as a result of compliance with specific provisions of the sponsored agreement, or instructions in writing from the authorized official of the sponsoring agency authorizing in advance such payments.

⁵ **Gifts of Public Funds:** If it looks like a gift it is. You are not allowed to purchase pencils, pens, mouse pads, t-shirts, etc. and give them out (under the marketing banner). This would still be considered a gift of public funds. Awards and honorarium would also be considered a gift of public funds and not allowed.

⁶ **Improvements:** Improvements for land, buildings, or equipment which materially increases their value or useful life are unallowable as a direct cost except with the prior approval of the awarding agency. The Chancellor's Office will not approve improvements for land, building, or equipment with the following exception: If a piece of equipment has been approved for purchase and that piece of equipment has some building modification required in order to make it usable for the purpose for which it was acquired (upgraded plug/wiring etc.) then that improvement to the building is allowed.

⁷ **Lobbying:** Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

⁸ **Meetings and Conferences:** Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable. This includes costs of meals, transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Be aware not to cross over into entertainment costs.

NOTE: Food is only allowed at meetings that require a working breakfast, lunch or dinner and disseminate technical information to participants. The meeting must have an agenda that shows a working meal; must have a sign-in sheet for participants; and cannot go over the district's per diem guidelines for food purchases. The Chancellor's Office is not allowing the cost of food be charged for outreach and/or student events.

- ⁹ **Memberships:** OMB only allows institutional memberships (not individual memberships), the CCCCCO Budget and Accounting Manual allows individual memberships that are required within a job description. The CTE Pathways program grant is regional in its function and therefore if the Project Director requests any (individual, institutional, or regional) membership costs the application must justify why the regional workplan cannot be accomplished without paying for such membership(s). Business, technical and professional organization or periodical memberships are allowed. Civic or community, or country club or social or dining club memberships are not allowed.
- ¹⁰ **Maintenance and Repairs:** Activities such as construction and remodeling, which increase the value of an asset or appreciably extend its useful life, are not allowed unless authorized by the funding source. None of the current funding sources SB 1070, SB 1402, or Perkins IV authorized this type of expense. Maintenance of equipment which neither adds to the permanent value of the property nor appreciably prolongs its intended life, but keeps it in an efficient operating condition is allowable.
- ¹¹ **Student Expenses, Activities or Direct Services:** All forms of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency. SB 1070 does not specify providing training to select participants so no student expenses or direct services to students is allowed per this funding. Cost incurred for intramural activities, student publications, student clubs, and other student activities are unallowable.
- ¹² **Selling and marketing:** Cost of selling and marketing any products or services of the institution are unallowable unless the agreement requires this activity or if it is an allowable under public relations costs (see #1 above).
- ¹³ **Travel:** Only travel necessary for the project is allowed. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for the grant. Such costs (via Legal Article II attached to the application) will be based the fiscal agent's per diem rates. These costs shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operations as the result of the institution's written travel policy.

OUT-OF-STATE TRAVEL: Out-of-State travel will be closely scrutinized and requires completion of the Out-of-State Travel Request Form found within Appendix C of the application and must be disclosed on the Budget Detail sheet. After the application is fully executed, any further Out-of-State travel requires prior approval of the Project Monitor by sending in the above-mentioned form for approval. The state reserves the right to limit Out-of-State travel.

OUT-OF-COUNTRY TRAVEL: The Chancellor's Office has determined that Out-of-Country travel will not be an allowed via this funding source.

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

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Consulting Agreement with Orange Unified School District	
Action: Request for Approval	

BACKGROUND

Since 1986, RSCCD has provided college credit and noncredit courses in classrooms owned by the Orange Unified School District (OUSD). In some cases, RSCCD has leased classroom space and in other cases OUSD has provided the classrooms free of charge. This arrangement is to allow the SCC Orange Education Center (SCC-OEC) to provide noncredit classes at OUSD facilities free of charge to RSCCD for the period August 31, 2015 to June 2, 2016.

ANALYSIS

Through this agreement, the OUSD will provide classroom space, free-of-charge, to SCC-OEC to offer noncredit classes. It is anticipated that for the 2015-2016 academic year, the instructional cost to offer classes under this agreement will be approximately \$350,000 and the apportionment earned will be approximately \$1,030,000. Attached is a copy of the required OUSD Consulting Agreement and a copy of the Statement of Work. The details of the Criminal Records Check Fingerprinting Certification and Employee/Volunteer List will be completed as identified needed classes are determined and commence.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Consulting Agreement with OUSD to authorize SCC Orange Education Center to provide noncredit classes at OUSD facilities for the period of August 31, 2015 through June 2, 2016 as presented.

Fiscal Impact: Apportionment	Board Date: June 15, 2015
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Weispfenning, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	



CONSULTING AGREEMENT

THIS AGREEMENT is made effective on **August 31, 2015**, and it is made by and between **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereafter called "Consultant," and the Orange Unified School District, hereafter called "District."

RECITALS

- A. The District desires to obtain special services and advice regarding accounting, administrative, economic, engineering, financial, legal and like matters, as provided in this Agreement.
- B. The Consultant is specially trained, experienced, qualified, competent and authorized under State and Federal law as applicable, to provide the special services and advice required by the District.

Accordingly, the parties agree with the above and as follows:

AGREEMENTS

1. In consultation and cooperation with the District, the Consultant shall provide professional and diligent services consistent with generally acceptable industry practices or better as follows:

Describe Services Here

Attachments to this agreement – please check, if applicable:

- Statement of Work
- Proposal / Price Quotation
- Price / Fee Schedule
- Requirements Summary
- Other attachment described as: _____

Any attachment is hereby incorporated into this Agreement and made a part of it. In the event of any conflict between the language in this Agreement and any attachment incorporated herein, the language in this Agreement will govern and take precedence over any attachment.

2. The Consultant will commence providing services under this Agreement on **August 31, 2015**, and will diligently, properly and in full compliance perform as required and complete the performance of services by **June 2, 2016**. Time shall be of the essence in the performance of this Agreement. If the Consultant at any time during the term of this Agreement becomes noncompliant with any of the terms and conditions hereof or noncompliant with any applicable regulatory requirement including any suspension, revocation or termination of any permit, certification or license which is required in order for the Consultant to properly perform under this Agreement, then the Consultant shall immediately notify the District's Administrative Services or Purchasing Department in writing.
3. The Consultant is an independent contractor and will perform said services as an independent contractor and not as an employee of the District. Accordingly, nothing in this Agreement shall be construed as establishing a relationship of employer and employee, or principal and agent, between the District and the Consultant or between the District and any of Consultant's agents or employees. Consultant is solely responsible for its own acts and the acts of any of its agents or employees as they relate to any services provided. Consultant and its agents and employees shall not be entitled to any rights and or privileges of the District's employees and shall not be considered in any way to be the employees of the District. Each party acknowledges that the Consultant is not an employee for state or federal tax purposes or any other purpose.

4. The District will prepare and furnish to the Consultant upon request such existing information as is reasonably necessary for the performance of the Consultant. The Consultant shall provide its own equipment, vehicle, materials, supplies, food, incidentals and tools, etc. which may be required for the proper performance of this Agreement. Each party shall cooperate with the other party.
5. The total amount to be paid to the Consultant for any and all services satisfactorily rendered inclusive of all expenses, supplies and materials pursuant to this Agreement shall not exceed **\$-0.00**.

If this is an Agreement to pay the Consultant by the hour, then this box shall be checked and the hourly rate indicated as follows: \$. It is the sole obligation of the Consultant to ensure that the sum of the hours worked multiplied by the hourly rate does not exceed the total not to exceed amount authorized under this Agreement.

The total not to exceed amount and any hourly rate of the Consultant shall be inclusive of any and all expenses such as overhead and profit, fees, subcontract costs, automobile insurance to the amount required under California State law or more, materials, supplies, taxes, workers compensation, mileage, travel, incidentals, food and the like.

6. Payment shall be made to the Consultant within thirty (30) days after receipt of a fully supported and detailed invoice which clearly indicates as applicable any progress completed, milestones achieved, any reports (draft, preliminary or final) issued, dates worked, increments of hourly work (rounded to the nearest quarter hour increment), subcontract cost, etc. The District will not be obligated to make more than one (1) payment to the Consultant each month.
7. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, work products and other materials produced by Consultant under this Agreement shall be the sole and exclusive property of District. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by Consultant in the United States or in any country without the prior written consent of the District. The District shall have unrestricted authority to publish, disclose, distribute, transfer and use copyright or patent any such materials produced by Consultant under this Agreement.
8. The District may at any time and for any reason suspend performance by the Consultant or terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of such suspension or termination. Written notice by the District shall be sufficient to suspend or terminate any further performance of services by the Consultant. The notice shall be deemed given when received, upon electronic confirmation of a facsimile transmission, or no later than three days after the day of mailing, whichever is soonest. Upon receipt of any notification of termination by the District, the Consultant shall promptly provide and deliver to the District any and all work product in progress or completed to date including any reports, drafts, electronic information or the like to the District. Unless otherwise identified, notice will be provided to the address shown at the signature block area on the last page of this Agreement. Facsimile notices shall be accepted.
9. The Consultant agrees to and shall hold harmless and indemnify the District, its officers, agents, employees, and volunteers from every claim or demand made and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - (a) Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage or expense sustained by the Consultant or any person, firm or corporation employed by the Consultant upon or in connection with the services called for in this Agreement except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, agents, employees, or volunteers.
 - (b) Any injury to or death of persons or damage to property, sustained by any persons, firm or corporation, including the District, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or

off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, agents, employees, or volunteers.

The Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its 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 officers, agents, employees, or volunteers in any action, suit or other proceedings as a result thereof.

10. During the term of this Agreement, the Consultant shall maintain liability insurance in an amount not less than \$1,000,000 unless otherwise agreed in writing by the District, automobile liability insurance to the amount required under California State law or more, and Workers Compensation as required under California State law. The Consultant shall provide Certificates of Insurance, with Additional Insured Endorsements, indicating applicable insurance coverages prior to the commencement of work.
11. The Consultant shall maintain and preserve any and all written and electronic records relating to this Agreement, including without limitation, invoice support (e.g. hours and days worked and other detail) for a period of not less than three (3) years after final payment under this Agreement. The District, its employees and agents and the Office of the State Auditor shall have the right to audit, examine, inspect and copy any and all of Consultant's records relating to this Agreement at any time during normal business hours. Additionally, pursuant to Government Code Section 8546.7, the Consultant is hereby advised that every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000.00) shall be subject to examination and audit of the State Auditor as specified in the code.
12. This Agreement is not assignable or delegable by either party, except upon the prior written consent of the other party.
13. The Consultant shall comply with all applicable District, federal, state, and local laws, rules, regulations, policies and ordinances and workers' compensation laws. The Consultant represents and warrants that it does not have any potential, apparent or actual conflict of interest relating in any way to this Agreement.
14. The Consultant, if an employee of another public agency, certifies that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually performed pursuant to this Agreement.
15. Any modification of this Agreement shall be effective only if it is in writing and signed by the parties, except that the District may unilaterally amend this Agreement in writing to accomplish the following changes:
 - a) Increase dollar amounts;
 - b) Effect administrative changes; and
 - c) Effect other changes as required by law.
16. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior or contemporaneous oral or written Agreements.
17. This Agreement shall be governed and construed by the law of the State of California regardless of any conflicts of laws or rules that would require the application of the laws of another jurisdiction. Venue shall be in Orange County, California.
18. Consultant shall contemporaneously execute, as a part of this Agreement, the attached "Criminal Records Check Fingerprinting Certification" form and submit it to the District.

Authorized representatives of the parties have executed this Agreement as indicated below.

CONSULTANT:

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

DISTRICT:

Orange Unified School District
726 W. Collins Ave.
Orange, CA 92867

(Signature, Authorized Representative)
Peter Hardash, Vice Chancellor
Business Operations/Fiscal Services

(Signature, Authorized Representative)
Claudio (Joe) Sorrera
Assistant Superintendent/CBO
Business Services

(SSN or Federal ID number)

714-480-7340

(Telephone)

hardash_peter@rsccd.edu

(Email Address)

(Date)

(Date)

District Board of Education Approval Date:
Attachment: Criminal Records Check Fingerprinting Certification

NOTICE TO CONTRACTORS REGARDING CRIMINAL RECORDS CHECK

EDUCATION CODE SECTION 45125.1

Education Code Section 45125.1 provides if the employees of any entity that has a contract with a school district may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 1192.7(c), or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

PENAL CODE SECTION 667.5(c)

Penal Code Section 667.5(c) lists the following "violent" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person's genital or anal openings by foreign or unknown objects against the victim's will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

PENAL CODE SECTION 1192.7

Penal Code Section 1192.7 lists the following "serious" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd or lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a noninmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim's will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

The contractor shall not permit an employee to come in contact with pupils until BOTH the Department of Justice and the Federal Bureau of Investigation have ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing to the governing board of the school district that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

**CRIMINAL RECORDS CHECK
FINGERPRINTING CERTIFICATION**



To the Governing Board of the Orange Unified School District:

I _____, acknowledge and certify as follows:

(Name of Contractor)

1. I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks ("Notice") (Education Code section 45125.1) required by the passage of AB 1610, 1612, and 2102.
2. Due to the nature of the work to be performed, my employees and volunteers may have contact with students of the District
3. My employees and volunteers who may have contact with District students must complete background checks with the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
4. None of the employees or volunteers who will be performing the work has been convicted of a violent or serious felony as defined in the Notice and in Penal Code sections 667.5 and 1192.7. This determination was made by a background check through the DOJ and the FBI.

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

Executed at _____, California, on ____/____/____

Business Name (if applicable)

Address

Printed Name of Authorized Signer

City, State, Zip

Title of Authorized Signer

Telephone

Authorized Signature

E-Mail Address

CRIMINAL RECORDS CHECK

EMPLOYEE / VOLUNTEER LIST

(INSERT NAMES OF EMPLOYEES WHO MAY COME IN CONTACT WITH PUPILS)

Use additional copies of page as needed

Name of Contractor: _____

Name of Employee or Volunteer	Position

IMPORTANT! Changes to the criminal status of anyone listed on this form must be reported immediately.

**Statement of Work
Rancho Santiago Community College District
2015-2016**

DESCRIPTION OF SERVICE:

Santiago Canyon College will:

- Provide free continuing education (noncredit) courses to students through the Orange Education Center (SCC-OEC) at schools and sites operated by the Orange Unified School District (OUSD) during the 2015-2016 academic year, beginning on or after August 31, 2015 and ending by June 2, 2016, at no cost to OUSD. Each course offered is contingent upon continued state funding and a minimum of twenty (20) students in attendance.

- Provide and pay faculty to teach these courses at OUSD schools/sites

OUSD will:

- Provide classroom space at no cost to SCC-OEC

- Allow a minimum of twenty (20) students to be enrolled in each SCC-OEC continuing education (noncredit) course; attendees not to exceed the maximum capacity of the assigned classroom space

- Adhere to SCC-OEC's "Open Entry/Open Exit" course policy

- Permit students referred by SCC-OEC to enroll in SCC-OEC courses held at OUSD schools/sites on a space available basis

Rancho Santiago Comm Coll District

Board Meeting of 06/15/15

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 05/08/15 Thru 06/02/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62182	General Fund Unrestricted	59,672.50	0.00	59,672.50	92*0429131	92*0429228
62183	General Fund Unrestricted	94,825.50	0.00	94,825.50	92*0429229	92*0429328
62184	General Fund Unrestricted	82,024.00	0.00	82,024.00	92*0429329	92*0429428
62185	General Fund Unrestricted	92,515.00	0.00	92,515.00	92*0429429	92*0429528
62186	General Fund Unrestricted	95,702.00	0.00	95,702.00	92*0429529	92*0429628
62187	General Fund Unrestricted	97,680.50	0.00	97,680.50	92*0429629	92*0429728
62188	General Fund Unrestricted	90,881.37	0.00	90,881.37	92*0429729	92*0429828
62189	General Fund Unrestricted	91,645.00	0.00	91,645.00	92*0429829	92*0429928
62190	General Fund Unrestricted	104,621.00	0.00	104,621.00	92*0429929	92*0430028
62191	General Fund Unrestricted	108,509.50	0.00	108,509.50	92*0430029	92*0430128
62192	General Fund Unrestricted	106,660.50	0.00	106,660.50	92*0430129	92*0430228
62193	General Fund Unrestricted	110,585.00	0.00	110,585.00	92*0430229	92*0430328
62194	General Fund Unrestricted	112,278.78	0.00	112,278.78	92*0430329	92*0430428
62195	General Fund Unrestricted	105,984.00	0.00	105,984.00	92*0430429	92*0430528
62196	General Fund Unrestricted	105,144.00	0.00	105,144.00	92*0430529	92*0430628
62197	General Fund Unrestricted	109,859.00	0.00	109,859.00	92*0430629	92*0430728
62198	General Fund Unrestricted	103,192.00	0.00	103,192.00	92*0430729	92*0430828
62199	General Fund Unrestricted	107,724.00	0.00	107,724.00	92*0430829	92*0430928
62200	General Fund Unrestricted	114,394.00	0.00	114,394.00	92*0430929	92*0431028
62201	General Fund Unrestricted	109,440.77	0.00	109,440.77	92*0431029	92*0431128
62202	General Fund Unrestricted	113,074.50	0.00	113,074.50	92*0431129	92*0431228
62203	General Fund Unrestricted	117,071.00	0.00	117,071.00	92*0431229	92*0431328
62204	General Fund Unrestricted	108,083.50	0.00	108,083.50	92*0431329	92*0431428
62205	General Fund Unrestricted	112,033.00	0.00	112,033.00	92*0431429	92*0431528
62206	General Fund Unrestricted	113,936.50	0.00	113,936.50	92*0431529	92*0431628
62207	General Fund Unrestricted	108,122.00	0.00	108,122.00	92*0431629	92*0431728
62208	General Fund Unrestricted	111,045.00	0.00	111,045.00	92*0431729	92*0431828
62209	General Fund Unrestricted	114,200.50	0.00	114,200.50	92*0431829	92*0431928
62210	General Fund Unrestricted	117,248.00	0.00	117,248.00	92*0431929	92*0432028
62211	General Fund Unrestricted	103,300.00	0.00	103,300.00	92*0432029	92*0432128
62212	General Fund Unrestricted	109,711.00	0.00	109,711.00	92*0432129	92*0432228
62213	General Fund Unrestricted	104,793.00	0.00	104,793.00	92*0432229	92*0432328
62214	General Fund Unrestricted	100,877.00	0.00	100,877.00	92*0432329	92*0432428
62215	General Fund Unrestricted	52,090.92	0.00	52,090.92	92*0432429	92*0432518
62216	General Fund Unrestricted	33,428.50	0.00	33,428.50	92*0432519	92*0432561
62271	General Fund Unrestricted	140,791.00	0.00	140,791.00	92*0432866	92*0432950
62272	General Fund Unrestricted	225,144.85	0.00	225,144.85	92*0432951	92*0433044
62273	General Fund Unrestricted	156,989.80	0.00	156,989.80	92*0433045	92*0433122
62274	General Fund Unrestricted	17,533.04	0.00	17,533.04	92*0433123	92*0433129
62281	General Fund Unrestricted	3,101.58	0.00	3,101.58	92*0433154	92*0433160
62283	General Fund Unrestricted	177,168.87	0.00	177,168.87	92*0433164	92*0433169

Checks Written for Period 05/08/15 Thru 06/02/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62284	General Fund Unrestricted	1,318.61	0.00	1,318.61	92*0433171	92*0433176
62285	General Fund Unrestricted	11,242.40	0.00	11,242.40	92*0433179	92*0433184
62286	General Fund Unrestricted	648.00	0.00	648.00	92*0433191	92*0433191
62287	General Fund Unrestricted	7,939.86	0.00	7,939.86	92*0433197	92*0433202
62288	General Fund Unrestricted	2,116.81	0.00	2,116.81	92*0433204	92*0433211
62289	General Fund Unrestricted	13,236.79	0.00	13,236.79	92*0433213	92*0433215
62290	General Fund Unrestricted	245,956.99	0.00	245,956.99	92*0433217	92*0433217
62291	General Fund Unrestricted	6,818.45	0.00	6,818.45	92*0433218	92*0433222
62292	General Fund Unrestricted	3,193.80	0.00	3,193.80	92*0433223	92*0433231
62293	General Fund Unrestricted	1,591.40	0.00	1,591.40	92*0433232	92*0433241
62294	General Fund Unrestricted	4,998.40	0.00	4,998.40	92*0433242	92*0433261
62296	General Fund Unrestricted	14,140.07	0.00	14,140.07	92*0433267	92*0433271
62297	General Fund Unrestricted	129,461.82	0.00	129,461.82	92*0433272	92*0433275
62305	General Fund Unrestricted	5,898.42	0.00	5,898.42	92*0433322	92*0433322
62306	General Fund Unrestricted	11,847.99	0.00	11,847.99	92*0433328	92*0433336
62307	General Fund Unrestricted	543.29	0.00	543.29	92*0433337	92*0433344
62316	General Fund Unrestricted	338.74	0.00	338.74	92*0433387	92*0433391
62317	General Fund Unrestricted	37,067.16	0.00	37,067.16	92*0433392	92*0433392
62318	General Fund Unrestricted	5,483.05	0.00	5,483.05	92*0433394	92*0433399
62319	General Fund Unrestricted	156.45	0.00	156.45	92*0433409	92*0433410
62321	General Fund Unrestricted	3,630.30	0.00	3,630.30	92*0433420	92*0433431
62323	General Fund Unrestricted	44,420.70	0.00	44,420.70	92*0433435	92*0433437
62324	General Fund Unrestricted	4,342.95	0.00	4,342.95	92*0433439	92*0433449
62325	General Fund Unrestricted	3,318.03	0.00	3,318.03	92*0433450	92*0433457
62326	General Fund Unrestricted	2,668.30	0.00	2,668.30	92*0433458	92*0433468
62328	General Fund Unrestricted	9,201.89	0.00	9,201.89	92*0433477	92*0433480
62334	General Fund Unrestricted	1,015.08	0.00	1,015.08	92*0433496	92*0433501
62335	General Fund Unrestricted	615.84	0.00	615.84	92*0433507	92*0433508
62337	General Fund Unrestricted	7,120.00	0.00	7,120.00	92*0433521	92*0433521
62340	General Fund Unrestricted	4,073.54	0.00	4,073.54	92*0433537	92*0433546
62342	General Fund Unrestricted	37,890.75	0.00	37,890.75	92*0433556	92*0433559
62343	General Fund Unrestricted	4,141.63	0.00	4,141.63	92*0433560	92*0433566
62344	General Fund Unrestricted	2,872.15	0.00	2,872.15	92*0433567	92*0433573
62345	General Fund Unrestricted	2,638.09	0.00	2,638.09	92*0433574	92*0433583
62346	General Fund Unrestricted	3,305.57	0.00	3,305.57	92*0433584	92*0433592
62347	General Fund Unrestricted	2,740.59	0.00	2,740.59	92*0433595	92*0433599
62350	General Fund Unrestricted	63,022.53	0.00	63,022.53	92*0433605	92*0433608
62351	General Fund Unrestricted	15,415.00	0.00	15,415.00	92*0433609	92*0433613
62352	General Fund Unrestricted	1,207.68	0.00	1,207.68	92*0433616	92*0433618
62354	General Fund Unrestricted	2,491.39	0.00	2,491.39	92*0433620	92*0433627
62355	General Fund Unrestricted	481.97	0.00	481.97	92*0433632	92*0433632

Checks Written for Period 05/08/15 Thru 06/02/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62357	General Fund Unrestricted	4,057.81	0.00	4,057.81	92*0433645	92*0433647
62358	General Fund Unrestricted	2,404.50	0.00	2,404.50	92*0433651	92*0433659
62359	General Fund Unrestricted	2,658.50	0.00	2,658.50	92*0433660	92*0433669
62361	General Fund Unrestricted	120.84	0.00	120.84	92*0433671	92*0433671
62362	General Fund Unrestricted	59,454.39	0.00	59,454.39	92*0433672	92*0433726
62363	General Fund Unrestricted	27,363.00	0.00	27,363.00	92*0433727	92*0433826
62364	General Fund Unrestricted	40,524.21	0.00	40,524.21	92*0433827	92*0433923
62365	General Fund Unrestricted	32,543.61	0.00	32,543.61	92*0433924	92*0434023
62366	General Fund Unrestricted	24,678.84	0.00	24,678.84	92*0434024	92*0434083
62367	General Fund Unrestricted	5,084.00	0.00	5,084.00	92*0434084	92*0434086
62368	General Fund Unrestricted	477.42	0.00	477.42	92*0434091	92*0434091
62369	General Fund Unrestricted	2,488.68	0.00	2,488.68	92*0434093	92*0434097
62370	General Fund Unrestricted	5,724.32	0.00	5,724.32	92*0434099	92*0434104
62371	General Fund Unrestricted	7,000.00	0.00	7,000.00	92*0434107	92*0434107
62372	General Fund Unrestricted	1,500.79	0.00	1,500.79	92*0434108	92*0434112
62378	General Fund Unrestricted	703.50	0.00	703.50	92*0434128	92*0434129
62384	General Fund Unrestricted	15,654.80	0.00	15,654.80	92*0434154	92*0434163
62385	General Fund Unrestricted	106,741.70	0.00	106,741.70	92*0434164	92*0434204
62386	General Fund Unrestricted	1,798,028.18	0.00	1,798,028.18	92*0434205	92*0434206
62387	General Fund Unrestricted	106,617.79	0.00	106,617.79	92*0434207	92*0434209
62389	General Fund Unrestricted	1,485.00	0.00	1,485.00	92*0434211	92*0434213
62390	General Fund Unrestricted	14,837.50	0.00	14,837.50	92*0434215	92*0434215
62391	General Fund Unrestricted	7,764.23	0.00	7,764.23	92*0434221	92*0434227
62392	General Fund Unrestricted	962.34	0.00	962.34	92*0434229	92*0434232
62393	General Fund Unrestricted	1,446.92	0.00	1,446.92	92*0434236	92*0434241
62394	General Fund Unrestricted	3,467.64	0.00	3,467.64	92*0434244	92*0434250
62395	General Fund Unrestricted	2,887.12	0.00	2,887.12	92*0434253	92*0434256
62396	General Fund Unrestricted	7,008.34	0.00	7,008.34	92*0434260	92*0434263
62399	General Fund Unrestricted	11,187.85	0.00	11,187.85	92*0434285	92*0434285
62402	General Fund Unrestricted	10,876.80	0.00	10,876.80	92*0434304	92*0434310
62403	General Fund Unrestricted	720.90	0.00	720.90	92*0434317	92*0434317
62404	General Fund Unrestricted	1,101.66	0.00	1,101.66	92*0434318	92*0434323
62405	General Fund Unrestricted	928.80	0.00	928.80	92*0434327	92*0434327
62406	General Fund Unrestricted	9,237.00	0.00	9,237.00	92*0434328	92*0434334
62408	General Fund Unrestricted	106,184.19	0.00	106,184.19	92*0434340	92*0434343
62409	General Fund Unrestricted	816.38	0.00	816.38	92*0434347	92*0434347
62413	General Fund Unrestricted	20,710.94	0.00	20,710.94	92*0434369	92*0434372
62414	General Fund Unrestricted	4,760.69	0.00	4,760.69	92*0434373	92*0434379
62415	General Fund Unrestricted	4,493.26	0.00	4,493.26	92*0434380	92*0434388
62416	General Fund Unrestricted	2,258.42	0.00	2,258.42	92*0434389	92*0434394
62417	General Fund Unrestricted	362.34	0.00	362.34	92*0434398	92*0434405

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62418	General Fund Unrestricted	6,363.66	0.00	6,363.66	92*0434406	92*0434407
62419	General Fund Unrestricted	3,115.00	0.00	3,115.00	92*0434409	92*0434418
62420	General Fund Unrestricted	4,560.20	0.00	4,560.20	92*0434419	92*0434428
62421	General Fund Unrestricted	3,544.60	0.00	3,544.60	92*0434429	92*0434448
62428	General Fund Unrestricted	1,125.94	0.00	1,125.94	92*0434463	92*0434464
62430	General Fund Unrestricted	2,310.80	0.00	2,310.80	92*0434475	92*0434481
62431	General Fund Unrestricted	2,436.07	0.00	2,436.07	92*0434482	92*0434486
62433	General Fund Unrestricted	4,674.99	0.00	4,674.99	92*0434494	92*0434497
62434	General Fund Unrestricted	8,905.08	0.00	8,905.08	92*0434499	92*0434499
62435	General Fund Unrestricted	3,519.27	0.00	3,519.27	92*0434500	92*0434504
62438	General Fund Unrestricted	1,837.20	0.00	1,837.20	92*0434514	92*0434518
62440	General Fund Unrestricted	2,021.17	0.00	2,021.17	92*0434521	92*0434521
62442	General Fund Unrestricted	430,290.00	0.00	430,290.00	92*0434529	92*0434530
62443	General Fund Unrestricted	998.75	0.00	998.75	92*0434533	92*0434536
62444	General Fund Unrestricted	2,883.60	0.00	2,883.60	92*0434541	92*0434541
62445	General Fund Unrestricted	329.00	0.00	329.00	92*0434545	92*0434545
62446	General Fund Unrestricted	39,000.00	0.00	39,000.00	92*0434552	92*0434552
62447	General Fund Unrestricted	2,627.63	0.00	2,627.63	92*0434553	92*0434560
Total Fund 11 General Fund Unrestricted		<u>\$7,941,562.62</u>	<u>\$0.00</u>	<u>\$7,941,562.62</u>		

Checks Written for Period 05/08/15 Thru 06/02/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62275	General Fund Restricted	3,942.05	0.00	3,942.05	92*0433130	92*0433135
62276	General Fund Restricted	2,043.41	0.00	2,043.41	92*0433136	92*0433139
62281	General Fund Restricted	5.84	0.00	5.84	92*0433161	92*0433161
62283	General Fund Restricted	52,792.02	0.00	52,792.02	92*0433163	92*0433170
62284	General Fund Restricted	527.74	0.00	527.74	92*0433177	92*0433178
62285	General Fund Restricted	9,253.70	0.00	9,253.70	92*0433182	92*0433186
62286	General Fund Restricted	3,368.12	0.00	3,368.12	92*0433187	92*0433194
62287	General Fund Restricted	11,505.98	0.00	11,505.98	92*0433196	92*0433203
62289	General Fund Restricted	3,117.28	0.00	3,117.28	92*0433214	92*0433214
62291	General Fund Restricted	3,235.52	0.00	3,235.52	92*0433219	92*0433221
62298	General Fund Restricted	1,372.73	0.00	1,372.73	92*0433276	92*0433283
62299	General Fund Restricted	1,559.14	0.00	1,559.14	92*0433284	92*0433292
62300	General Fund Restricted	2,798.30	0.00	2,798.30	92*0433293	92*0433299
62301	General Fund Restricted	3,720.67	0.00	3,720.67	92*0433300	92*0433303
62302	General Fund Restricted	22,075.13	0.00	22,075.13	92*0433304	92*0433312
62303	General Fund Restricted	54,616.76	0.00	54,616.76	92*0433313	92*0433314
62305	General Fund Restricted	9,015.99	0.00	9,015.99	92*0433321	92*0433327
62307	General Fund Restricted	500.77	0.00	500.77	92*0433338	92*0433342
62308	General Fund Restricted	1,472.96	0.00	1,472.96	92*0433345	92*0433351
62309	General Fund Restricted	5,667.49	0.00	5,667.49	92*0433352	92*0433360
62310	General Fund Restricted	800.86	0.00	800.86	92*0433361	92*0433366
62311	General Fund Restricted	46,384.58	0.00	46,384.58	92*0433367	92*0433369
62316	General Fund Restricted	577.06	0.00	577.06	92*0433384	92*0433388
62318	General Fund Restricted	4,080.88	0.00	4,080.88	92*0433395	92*0433395
62319	General Fund Restricted	1,151.04	0.00	1,151.04	92*0433400	92*0433408
62320	General Fund Restricted	572.90	0.00	572.90	92*0433411	92*0433419
62323	General Fund Restricted	9,450.00	0.00	9,450.00	92*0433438	92*0433438
62325	General Fund Restricted	970.23	0.00	970.23	92*0433451	92*0433451
62327	General Fund Restricted	1,247.18	0.00	1,247.18	92*0433469	92*0433476
62328	General Fund Restricted	3,866.35	0.00	3,866.35	92*0433481	92*0433482
62335	General Fund Restricted	659.94	0.00	659.94	92*0433505	92*0433506
62336	General Fund Restricted	16,804.83	0.00	16,804.83	92*0433509	92*0433515
62337	General Fund Restricted	13,212.79	0.00	13,212.79	92*0433517	92*0433520
62338	General Fund Restricted	2,713.22	0.00	2,713.22	92*0433522	92*0433529
62339	General Fund Restricted	2,470.38	0.00	2,470.38	92*0433530	92*0433536
62340	General Fund Restricted	304.89	0.00	304.89	92*0433538	92*0433545
62341	General Fund Restricted	2,337.61	0.00	2,337.61	92*0433547	92*0433554
62342	General Fund Restricted	36,335.80	0.00	36,335.80	92*0433555	92*0433557
62345	General Fund Restricted	393.77	0.00	393.77	92*0433578	92*0433578
62352	General Fund Restricted	1,083.95	0.00	1,083.95	92*0433614	92*0433617
62353	General Fund Restricted	18,480.96	0.00	18,480.96	92*0433619	92*0433619

Checks Written for Period 05/08/15 Thru 06/02/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62355	General Fund Restricted	1,618.28	0.00	1,618.28	92*0433628	92*0433637
62356	General Fund Restricted	1,308.83	0.00	1,308.83	92*0433638	92*0433644
62357	General Fund Restricted	552.18	0.00	552.18	92*0433649	92*0433650
62368	General Fund Restricted	2,077.78	0.00	2,077.78	92*0434087	92*0434090
62369	General Fund Restricted	7,018.95	0.00	7,018.95	92*0434092	92*0434096
62370	General Fund Restricted	2,700.00	0.00	2,700.00	92*0434098	92*0434098
62371	General Fund Restricted	34,945.92	0.00	34,945.92	92*0434105	92*0434106
62379	General Fund Restricted	13,631.43	0.00	13,631.43	92*0434130	92*0434138
62389	General Fund Restricted	1,000.00	0.00	1,000.00	92*0434214	92*0434214
62390	General Fund Restricted	90,906.38	0.00	90,906.38	92*0434216	92*0434220
62392	General Fund Restricted	884.37	0.00	884.37	92*0434233	92*0434234
62393	General Fund Restricted	1,566.85	0.00	1,566.85	92*0434237	92*0434243
62395	General Fund Restricted	267.27	0.00	267.27	92*0434252	92*0434252
62396	General Fund Restricted	6,803.02	0.00	6,803.02	92*0434257	92*0434259
62397	General Fund Restricted	542.51	0.00	542.51	92*0434264	92*0434272
62398	General Fund Restricted	1,477.52	0.00	1,477.52	92*0434273	92*0434282
62399	General Fund Restricted	5,078.70	0.00	5,078.70	92*0434283	92*0434283
62400	General Fund Restricted	1,546.15	0.00	1,546.15	92*0434286	92*0434293
62401	General Fund Restricted	1,096.07	0.00	1,096.07	92*0434294	92*0434303
62402	General Fund Restricted	5,262.06	0.00	5,262.06	92*0434307	92*0434311
62403	General Fund Restricted	2,642.69	0.00	2,642.69	92*0434312	92*0434316
62404	General Fund Restricted	1,160.42	0.00	1,160.42	92*0434320	92*0434325
62405	General Fund Restricted	1,048.63	0.00	1,048.63	92*0434326	92*0434326
62409	General Fund Restricted	5,852.87	0.00	5,852.87	92*0434345	92*0434348
62410	General Fund Restricted	1,732.50	0.00	1,732.50	92*0434349	92*0434356
62411	General Fund Restricted	13,340.62	0.00	13,340.62	92*0434357	92*0434363
62412	General Fund Restricted	1,408.93	0.00	1,408.93	92*0434364	92*0434368
62416	General Fund Restricted	235.42	0.00	235.42	92*0434395	92*0434396
62417	General Fund Restricted	3,194.64	0.00	3,194.64	92*0434397	92*0434403
62418	General Fund Restricted	3,034.81	0.00	3,034.81	92*0434408	92*0434408
62428	General Fund Restricted	604.40	0.00	604.40	92*0434465	92*0434466
62429	General Fund Restricted	2,349.58	0.00	2,349.58	92*0434467	92*0434474
62432	General Fund Restricted	2,262.00	0.00	2,262.00	92*0434487	92*0434493
62433	General Fund Restricted	1,150.00	0.00	1,150.00	92*0434498	92*0434498
62435	General Fund Restricted	18,028.15	0.00	18,028.15	92*0434503	92*0434503
62437	General Fund Restricted	550.99	0.00	550.99	92*0434506	92*0434513
62440	General Fund Restricted	2,636.55	0.00	2,636.55	92*0434520	92*0434520
62443	General Fund Restricted	3,028.02	0.00	3,028.02	92*0434531	92*0434537
62444	General Fund Restricted	11,978.06	0.00	11,978.06	92*0434538	92*0434544
62445	General Fund Restricted	2,024.01	0.00	2,024.01	92*0434546	92*0434550
62446	General Fund Restricted	10,197.80	0.00	10,197.80	92*0434551	92*0434551

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62448	General Fund Restricted	640.95	0.00	640.95	92*0434561	92*0434567
Total Fund 12 General Fund Restricted		<u><u>\$625,877.13</u></u>	<u><u>\$0.00</u></u>	<u><u>\$625,877.13</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62282	GF Unrestricted One-Time Func	19,578.20	0.00	19,578.20	92*0433162	92*0433162
62287	GF Unrestricted One-Time Func	1,419.17	0.00	1,419.17	92*0433195	92*0433195
62288	GF Unrestricted One-Time Func	627.00	0.00	627.00	92*0433207	92*0433212
62289	GF Unrestricted One-Time Func	12,000.00	0.00	12,000.00	92*0433216	92*0433216
62317	GF Unrestricted One-Time Func	17,172.00	0.00	17,172.00	92*0433393	92*0433393
62318	GF Unrestricted One-Time Func	2,600.00	0.00	2,600.00	92*0433396	92*0433396
62319	GF Unrestricted One-Time Func	96.32	0.00	96.32	92*0433406	92*0433406
62335	GF Unrestricted One-Time Func	592.28	0.00	592.28	92*0433502	92*0433504
62337	GF Unrestricted One-Time Func	5,419.39	0.00	5,419.39	92*0433516	92*0433516
62347	GF Unrestricted One-Time Func	997.71	0.00	997.71	92*0433593	92*0433594
62357	GF Unrestricted One-Time Func	700.53	0.00	700.53	92*0433648	92*0433648
62388	GF Unrestricted One-Time Func	19,453.12	0.00	19,453.12	92*0434210	92*0434210
62391	GF Unrestricted One-Time Func	2,735.64	0.00	2,735.64	92*0434222	92*0434228
62392	GF Unrestricted One-Time Func	758.00	0.00	758.00	92*0434235	92*0434235
62395	GF Unrestricted One-Time Func	1,133.85	0.00	1,133.85	92*0434251	92*0434251
62399	GF Unrestricted One-Time Func	8,200.08	0.00	8,200.08	92*0434284	92*0434284
62401	GF Unrestricted One-Time Func	165.76	0.00	165.76	92*0434298	92*0434298
62409	GF Unrestricted One-Time Func	5,835.12	0.00	5,835.12	92*0434344	92*0434344
Total Fund 13 GF Unrestricted One-Time		<u>\$99,484.17</u>	<u>\$0.00</u>	<u>\$99,484.17</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62277	Child Development Fund	12,866.28	0.00	12,866.28	92*0433140	92*0433147
62295	Child Development Fund	4,336.33	0.00	4,336.33	92*0433262	92*0433266
62304	Child Development Fund	2,373.80	0.00	2,373.80	92*0433315	92*0433320
62312	Child Development Fund	16,204.23	0.00	16,204.23	92*0433370	92*0433377
62313	Child Development Fund	6,793.39	0.00	6,793.39	92*0433378	92*0433379
62329	Child Development Fund	3,820.26	0.00	3,820.26	92*0433483	92*0433488
62348	Child Development Fund	2,408.30	0.00	2,408.30	92*0433600	92*0433603
62360	Child Development Fund	3,663.00	0.00	3,663.00	92*0433670	92*0433670
62374	Child Development Fund	3,977.91	0.00	3,977.91	92*0434116	92*0434120
62380	Child Development Fund	5,882.23	0.00	5,882.23	92*0434139	92*0434142
62381	Child Development Fund	1,614.35	0.00	1,614.35	92*0434143	92*0434148
62407	Child Development Fund	2,673.85	0.00	2,673.85	92*0434335	92*0434339
62422	Child Development Fund	4,986.42	0.00	4,986.42	92*0434449	92*0434453
62441	Child Development Fund	526.41	0.00	526.41	92*0434522	92*0434528
Total Fund 33 Child Development Fund		<u>\$72,126.76</u>	<u>\$0.00</u>	<u>\$72,126.76</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62278	Capital Outlay Projects Fund	18,558.92	0.00	18,558.92	92*0433148	92*0433151
62322	Capital Outlay Projects Fund	27,275.46	0.00	27,275.46	92*0433432	92*0433434
62331	Capital Outlay Projects Fund	87,160.00	0.00	87,160.00	92*0433491	92*0433493
62377	Capital Outlay Projects Fund	19,300.00	0.00	19,300.00	92*0434126	92*0434127
62425	Capital Outlay Projects Fund	381,423.46	0.00	381,423.46	92*0434457	92*0434459
62426	Capital Outlay Projects Fund	10,611.63	0.00	10,611.63	92*0434460	92*0434461
Total Fund 41 Capital Outlay Projects Fu		<u>\$544,329.47</u>	<u>\$0.00</u>	<u>\$544,329.47</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62314	Bond Fund, Measure E	59,418.42	0.00	59,418.42	92*0433380	92*0433381
62330	Bond Fund, Measure E	76,555.10	0.00	76,555.10	92*0433489	92*0433490
62375	Bond Fund, Measure E	33,216.87	0.00	33,216.87	92*0434121	92*0434123
62382	Bond Fund, Measure E	6,354.00	0.00	6,354.00	92*0434149	92*0434150
62423	Bond Fund, Measure E	53,425.14	0.00	53,425.14	92*0434454	92*0434455
62436	Bond Fund, Measure E	25,623.40	0.00	25,623.40	92*0434505	92*0434505
Total Fund 42 Bond Fund, Measure E		<u>\$254,592.93</u>	<u>\$0.00</u>	<u>\$254,592.93</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62279	Bond Fund, Measure Q	841.24	0.00	841.24	92*0433152	92*0433152
62349	Bond Fund, Measure Q	85,700.00	0.00	85,700.00	92*0433604	92*0433604
62376	Bond Fund, Measure Q	15,918.32	0.00	15,918.32	92*0434124	92*0434125
62383	Bond Fund, Measure Q	134,456.00	0.00	134,456.00	92*0434151	92*0434153
62424	Bond Fund, Measure Q	1,801.89	0.00	1,801.89	92*0434456	92*0434456
62439	Bond Fund, Measure Q	1,424,583.03	0.00	1,424,583.03	92*0434519	92*0434519
Total Fund 43 Bond Fund, Measure Q		<u>\$1,663,300.48</u>	<u>\$0.00</u>	<u>\$1,663,300.48</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62315	Property and Liability Fund	15,717.04	0.00	15,717.04	92*0433382	92*0433383
62333	Property and Liability Fund	2,655.86	0.00	2,655.86	92*0433495	92*0433495
62427	Property and Liability Fund	354.10	0.00	354.10	92*0434462	92*0434462
Total Fund 61 Property and Liability Fund		<u>\$18,727.00</u>	<u>\$0.00</u>	<u>\$18,727.00</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62332	Workers' Compensation Fund	260.17	0.00	260.17	92*0433494	92*0433494
Total Fund 62 Workers' Compensation Fu		<u><u>\$260.17</u></u>	<u><u>\$0.00</u></u>	<u><u>\$260.17</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
62280	Student Financial Aid Fund	21.00	0.00	21.00	92*0433153	92*0433153
62373	Student Financial Aid Fund	1,952.03	0.00	1,952.03	92*0434113	92*0434115
Total Fund 74 Student Financial Aid Fund		<u><u>\$1,973.03</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,973.03</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	7,941,562.62
Total Fund 12 General Fund Restricted	625,877.13
Total Fund 13 GF Unrestricted One-Time Fund	99,484.17
Total Fund 33 Child Development Fund	72,126.76
Total Fund 41 Capital Outlay Projects Fund	544,329.47
Total Fund 42 Bond Fund, Measure E	254,592.93
Total Fund 43 Bond Fund, Measure Q	1,663,300.48
Total Fund 61 Property and Liability Fund	18,727.00
Total Fund 62 Workers' Compensation Fund	260.17
Total Fund 74 Student Financial Aid Fund	1,973.03
Grand Total:	<u><u>\$11,222,233.76</u></u>

Checks Written for Period 05/08/15 Thru 05/29/15

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311505316	Bookstore Fund	42,116.61	511.61	41,605.00	31*0105687	31*0105710
311505423	Bookstore Fund	50,102.27	511.61	49,590.66	31*0105711	31*0105737
Total Fund 31 Bookstore Fund		<u>\$92,218.88</u>	<u>\$1,023.22</u>	<u>\$91,195.66</u>		

Checks Written for Period 05/08/15 Thru 05/29/15

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
711505316	Associated Students Fund	2,518.75	0.00	2,518.75	71*0007428	71*0007433
711505423	Associated Students Fund	4,410.61	0.00	4,410.61	71*0007434	71*0007437
711505529	Associated Students Fund	3,268.76	0.00	3,268.76	71*0007438	71*0007443
Total Fund 71 Associated Students Fund		<u><u>\$10,198.12</u></u>	<u><u>\$0.00</u></u>	<u><u>\$10,198.12</u></u>		

Checks Written for Period 05/08/15 Thru 05/29/15

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761505316	Community Education Fund	2,822.61	0.00	2,822.61	76*0006706	76*0006708
761505423	Community Education Fund	9,439.43	0.00	9,439.43	76*0006709	76*0006714
Total Fund 76 Community Education Fund		<u><u>\$12,262.04</u></u>	<u><u>\$0.00</u></u>	<u><u>\$12,262.04</u></u>		

Checks Written for Period 05/08/15 Thru 05/29/15

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
791505316	Diversified Trust Fund	18,216.74	0.00	18,216.74	79*0019289	79*0019304
791505423	Diversified Trust Fund	17,633.45	0.00	17,633.45	79*0019305	79*0019324
791505529	Diversified Trust Fund	4,739.05	0.00	4,739.05	79*0019325	79*0019331
Total Fund 79 Diversified Trust Fund		<u><u>\$40,589.24</u></u>	<u><u>\$0.00</u></u>	<u><u>\$40,589.24</u></u>		

Checks Written for Period 05/08/15 Thru 05/29/15

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
811505316	Diversified Agency Fund	10,583.07	0.00	10,583.07	81*0045558	81*0045571
811505423	Diversified Agency Fund	8,310.91	0.00	8,310.91	81*0045572	81*0045592
811505529	Diversified Agency Fund	13,435.71	0.00	13,435.71	81*0045593	81*0045616
Total Fund 81 Diversified Agency Fund		<u><u>\$32,329.69</u></u>	<u><u>\$0.00</u></u>	<u><u>\$32,329.69</u></u>		

SUMMARY

Total Fund 31 Bookstore Fund	91,195.66
Total Fund 71 Associated Students Fund	10,198.12
Total Fund 76 Community Education Fund	12,262.04
Total Fund 79 Diversified Trust Fund	40,589.24
Total Fund 81 Diversified Agency Fund	32,329.69
Grand Total:	<u><u>\$186,574.75</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 05/01/2015 To 05/31/2015

Board Meeting on 06/15/2015

BACKGROUND

The California Administration Code, Title 5, §58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

ANALYSIS

This listing, broken down by fund, provides by major object code the total of budget transfers/adjustments for the period and fund indicated. Each budget transfer/adjustment supporting these totals is kept on file in the Business Operations and Fiscal Services department. Additional information will be provided upon request.

		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES		43,076
2000	CLASSIFIED SALARIES	43,749	
3000	EMPLOYEE BENEFITS	8,396	
4000	SUPPLIES & MATERIALS	3,526	
5000	OTHER OPERATING EXP & SERVICES	8,180	
6000	CAPITAL OUTLAY		20,775
Total Transfer Fund 11		\$63,851	\$63,851
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES	15,562	
2000	CLASSIFIED SALARIES	59,531	
3000	EMPLOYEE BENEFITS	5,258	
4000	SUPPLIES & MATERIALS		16,621
5000	OTHER OPERATING EXP & SERVICES	229,478	
6000	CAPITAL OUTLAY		251,980
7000	OTHER OUTGO		41,228
Total Transfer Fund 12		\$309,829	\$309,829
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
1000	ACADEMIC SALARIES		500
3000	EMPLOYEE BENEFITS		67
4000	SUPPLIES & MATERIALS		10
5000	OTHER OPERATING EXP & SERVICES		4,433
6000	CAPITAL OUTLAY	10	
7900	RESERVE FOR CONTINGENCIES	5,000	
Total Transfer Fund 13		\$5,010	\$5,010
<u>Fund 31: Bookstore Fund</u>			
4000	SUPPLIES & MATERIALS		24,000
7900	RESERVE FOR CONTINGENCIES	24,000	
Total Transfer Fund 31		\$24,000	\$24,000
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES	4,382	
2000	CLASSIFIED SALARIES		268
3000	EMPLOYEE BENEFITS	487	
4000	SUPPLIES & MATERIALS		24,330
5000	OTHER OPERATING EXP & SERVICES	19,709	
6000	CAPITAL OUTLAY	20	
Total Transfer Fund 33		\$24,598	\$24,598

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2015 To 05/31/2015
Board Meeting on 06/15/2015**

BUDGET TRANSFERS		From	To
<u>Fund 41: Capital Outlay Projects Fund</u>			
5000	OTHER OPERATING EXP & SERVICES		23,556
6000	CAPITAL OUTLAY		113,694
7900	RESERVE FOR CONTINGENCIES	137,250	
Total Transfer Fund 41		\$137,250	\$137,250
<u>Fund 61: Property and Liability Fund</u>			
4000	SUPPLIES & MATERIALS	36,000	
6000	CAPITAL OUTLAY		36,000
Total Transfer Fund 61		\$36,000	\$36,000
<u>Fund 71: Associated Students Fund</u>			
5000	OTHER OPERATING EXP & SERVICES	7,005	
7900	RESERVE FOR CONTINGENCIES		7,005
Total Transfer Fund 71		\$7,005	\$7,005
<u>Fund 76: Community Education Fund</u>			
3000	EMPLOYEE BENEFITS		1,491
5000	OTHER OPERATING EXP & SERVICES		35,000
7900	RESERVE FOR CONTINGENCIES	36,491	
Total Transfer Fund 76		\$36,491	\$36,491
<u>Fund 79: Diversified Trust Fund</u>			
4000	SUPPLIES & MATERIALS		3,000
5000	OTHER OPERATING EXP & SERVICES		12,000
6000	CAPITAL OUTLAY		4,800
7900	RESERVE FOR CONTINGENCIES	19,800	
Total Transfer Fund 79		\$19,800	\$19,800
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	7,500	
1000	ACADEMIC SALARIES		39,381
2000	CLASSIFIED SALARIES		(9,422)
3000	EMPLOYEE BENEFITS		(8,982)
4000	SUPPLIES & MATERIALS		25,859
5000	OTHER OPERATING EXP & SERVICES		(853,273)
6000	CAPITAL OUTLAY		810,937
7000	OTHER OUTGO		3,000
Total Transfer Fund 12		\$7,500	\$7,500

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 05/01/2015 To 05/31/2015

Board Meeting on 06/15/2015

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
8800	LOCAL REVENUES	11,936	
2000	CLASSIFIED SALARIES		6,952
3000	EMPLOYEE BENEFITS		817
4000	SUPPLIES & MATERIALS		3,303
5000	OTHER OPERATING EXP & SERVICES		864
Total Transfer Fund 13		\$11,936	\$11,936
<u>Fund 31: Bookstore Fund</u>			
8800	LOCAL REVENUES	172,584	
2000	CLASSIFIED SALARIES		20,996
3000	EMPLOYEE BENEFITS		56,150
7000	OTHER OUTGO		435,445
7900	RESERVE FOR CONTINGENCIES		(340,007)
Total Transfer Fund 31		\$172,584	\$172,584
<u>Fund 33: Child Development Fund</u>			
8600	STATE REVENUES	279,617	
4000	SUPPLIES & MATERIALS		89,617
5000	OTHER OPERATING EXP & SERVICES		60,000
6000	CAPITAL OUTLAY		130,000
Total Transfer Fund 33		\$279,617	\$279,617
<u>Fund 72: Representation Fee Trust Fund</u>			
8800	LOCAL REVENUES	10,000	
7900	RESERVE FOR CONTINGENCIES		10,000
Total Transfer Fund 72		\$10,000	\$10,000
<u>Fund 79: Diversified Trust Fund</u>			
8900	OTHER FINANCING SOURCES	314,327	
8800	LOCAL REVENUES	125,805	
2000	CLASSIFIED SALARIES		17,780
3000	EMPLOYEE BENEFITS		113
4000	SUPPLIES & MATERIALS		299
5000	OTHER OPERATING EXP & SERVICES		(87,657)
6000	CAPITAL OUTLAY		9,500
7000	OTHER OUTGO		(20,000)
7900	RESERVE FOR CONTINGENCIES		520,097
Total Transfer Fund 79		\$440,132	\$440,132

The attached listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 05/01/2015 To 05/31/2015

Board Meeting on 06/15/2015

This listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

BUDGET TRANSFERS

Fund 11: General Fund Unrestricted

		From	To
B015983	05/05/15		
1000	ACADEMIC SALARIES		28,827
2000	CLASSIFIED SALARIES	26,537	
3000	EMPLOYEE BENEFITS		678
5000	OTHER OPERATING EXP & SERVICES	2,968	

Total Reference B015983		\$29,505	\$29,505
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Reason: Adjustment

Description: To fund reorg 898 for FY 14/15 April thru June

Fund 12: General Fund Restricted

B015998	05/07/15		
5000	OTHER OPERATING EXP & SERVICES	52,101	
6000	CAPITAL OUTLAY		52,101

Total Reference B015998		\$52,101	\$52,101
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Reason: Special Project Adjustment

Description: Purchase 20 laptops & UV VIS spectrophotometer 4 Bio. dept

B016001	05/07/15		
4000	SUPPLIES & MATERIALS		14,532
5000	OTHER OPERATING EXP & SERVICES	96,011	
6000	CAPITAL OUTLAY		81,479

Total Reference B016001		\$96,011	\$96,011
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Reason: Special Project Adjustment

Description: To purchase mediation equip. for various classrooms at SAC

B016147	05/22/15		
2000	CLASSIFIED SALARIES	25,600	
7000	OTHER OUTGO		25,600

Total Reference B016147		\$25,600	\$25,600
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Reason: Special Project Adjustment

Description: Cover the cost of TMP stipends

Fund 13: GF Unrestricted One-Time Funds

B016185	05/28/15		
5000	OTHER OPERATING EXP & SERVICES		5,000
7900	RESERVE FOR CONTINGENCIES	5,000	

Total Reference B016185		\$5,000	\$5,000
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Reason: Special Project Adjustment

Description: To cover legal expenses

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2015 To 05/31/2015
Board Meeting on 06/15/2015**

BUDGET TRANSFERS	From	To
<u>Fund 31: Bookstore Fund</u>		
B015996 05/07/15		
4000 SUPPLIES & MATERIALS		24,000
7900 RESERVE FOR CONTINGENCIES	24,000	
Total Reference B015996	\$24,000	\$24,000
Reason: Adjustment		
Description: Adj budgets to cover 14/15 exp		
<u>Fund 41: Capital Outlay Projects Fund</u>		
B015956 05/01/15		
6000 CAPITAL OUTLAY		17,250
7900 RESERVE FOR CONTINGENCIES	17,250	
Total Reference B015956	\$17,250	\$17,250
Reason: New Budget		
Description: SAC Infinite Spirit Art Scptr		
B015968 05/04/15		
6000 CAPITAL OUTLAY		120,000
7900 RESERVE FOR CONTINGENCIES	120,000	
Total Reference B015968	\$120,000	\$120,000
Reason: Special Project Adjustment		
Description: Reallocate budgets accordingly		
<u>Fund 61: Property and Liability Fund</u>		
B016043 05/13/15		
4000 SUPPLIES & MATERIALS	36,000	
6000 CAPITAL OUTLAY		36,000
Total Reference B016043	\$36,000	\$36,000
Reason: Adjustment		
Description: Cover wind damaged fences at SCC		
<u>Fund 71: Associated Students Fund</u>		
B016020 05/11/15		
5000 OTHER OPERATING EXP & SERVICES	7,005	
7900 RESERVE FOR CONTINGENCIES		7,005
Total Reference B016020	\$7,005	\$7,005
Reason: Special Project Adjustment		
Description: Adj budgets to proj 14/15 exps		
<u>Fund 76: Community Education Fund</u>		
B015995 05/07/15		
5000 OTHER OPERATING EXP & SERVICES		35,000
7900 RESERVE FOR CONTINGENCIES	35,000	
Total Reference B015995	\$35,000	\$35,000
Reason: Adjustment		
Description: Adj budgets to cover 14/15 exp		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2015 To 05/31/2015
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BUDGET TRANSFERS	From	To
B016022 05/11/15		
3000 EMPLOYEE BENEFITS		1,491
7900 RESERVE FOR CONTINGENCIES	1,491	
	\$1,491	\$1,491

Total Reference B016022
Reason: Adjustment
Description: Adj budgets to proj 14/15 exps

Fund 79: Diversified Trust Fund

B016002 05/07/15		
4000 SUPPLIES & MATERIALS		3,000
5000 OTHER OPERATING EXP & SERVICES		12,000
6000 CAPITAL OUTLAY		4,800
7900 RESERVE FOR CONTINGENCIES	19,800	
	\$19,800	\$19,800

Total Reference B016002
Reason: Special Project Adjustment
Description: Adj budgets to cover 14/15 exp

BUDGET INCREASES AND DECREASES

Fund 12: General Fund Restricted

	Revenue	Appropriation
B015961 05/04/15		
8600 STATE REVENUES	25,764	
1000 ACADEMIC SALARIES		33,274
5000 OTHER OPERATING EXP & SERVICES		(5,430)
6000 CAPITAL OUTLAY		(2,080)
	\$25,764	\$25,764

Total Reference B015961
Reason: Special Project Adjustment
Description: To fund negative balance

B015963 05/04/15		
8600 STATE REVENUES	(25,764)	
2000 CLASSIFIED SALARIES		(15,566)
3000 EMPLOYEE BENEFITS		(10,198)
	\$(25,764)	\$(25,764)

Total Reference B015963
Reason: Special Project Adjustment
Description: To fund part-time counseling

B016131 05/21/15		
8600 STATE REVENUES	(691,165)	
5000 OTHER OPERATING EXP & SERVICES		(691,165)
	\$(691,165)	\$(691,165)

Total Reference B016131
Reason: Special Project Adjustment
Description: Career Tech. Edu. Enhancement fund budget for SAC

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2015 To 05/31/2015
Board Meeting on 06/15/2015**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B016132	05/21/15		
8600	STATE REVENUES	691,165	
4000	SUPPLIES & MATERIALS		18,000
5000	OTHER OPERATING EXP & SERVICES		5,000
6000	CAPITAL OUTLAY		668,165
Total Reference B016132		\$691,165	\$691,165
Reason:	Special Project Adjustment		
Description:	Career Tech. Edu. Enhancement fund budget for SAC		
B016133	05/21/15		
8600	STATE REVENUES	(184,178)	
5000	OTHER OPERATING EXP & SERVICES		(184,178)
Total Reference B016133		\$(184,178)	\$(184,178)
Reason:	Special Project Adjustment		
Description:	Career Tech. Edu. Enhancement fund budget for SCC		
B016136	05/22/15		
8600	STATE REVENUES	184,178	
1000	ACADEMIC SALARIES		6,107
2000	CLASSIFIED SALARIES		6,144
3000	EMPLOYEE BENEFITS		1,216
4000	SUPPLIES & MATERIALS		3,359
5000	OTHER OPERATING EXP & SERVICES		22,500
6000	CAPITAL OUTLAY		144,852
Total Reference B016136		\$184,178	\$184,178
Reason:	Special Project Adjustment		
Description:	Career Tech. Ed. Enhancement Fund budget for SCC-OC Biotech		
<u>Fund 31: Bookstore Fund</u>			
B016031	05/11/15		
8800	LOCAL REVENUES	172,584	
2000	CLASSIFIED SALARIES		20,996
3000	EMPLOYEE BENEFITS		56,150
7000	OTHER OUTGO		435,445
7900	RESERVE FOR CONTINGENCIES		(340,007)
Total Reference B016031		\$172,584	\$172,584
Reason:	Adjustment		
Description:	Adj budgets to proj 14/15 exps		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2015 To 05/31/2015
Board Meeting on 06/15/2015**

BUDGET INCREASES AND DECREASES **Revenue** **Appropriation**

Fund 33: Child Development Fund

B016122	05/21/15		
8600	STATE REVENUES	279,617	
4000	SUPPLIES & MATERIALS		89,617
5000	OTHER OPERATING EXP & SERVICES		60,000
6000	CAPITAL OUTLAY		130,000

Total Reference B016122	\$279,617	\$279,617
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Reason: Special Project Adjustment
Description: Increase to full contracts CCSP-4327/CCTR-4162

Fund 72: Representation Fee Trust Fund

B016019	05/11/15		
8800	LOCAL REVENUES	10,000	
7900	RESERVE FOR CONTINGENCIES		10,000

Total Reference B016019	\$10,000	\$10,000
--------------------------------	-----------------	-----------------

Reason: Special Project Adjustment
Description: Adj budgets to proj 14/15 exps

Fund 79: Diversified Trust Fund

B016021	05/11/15		
8900	OTHER FINANCING SOURCES	314,327	
8800	LOCAL REVENUES	125,805	
2000	CLASSIFIED SALARIES		17,780
3000	EMPLOYEE BENEFITS		113
4000	SUPPLIES & MATERIALS		299
5000	OTHER OPERATING EXP & SERVICES		(87,657)
6000	CAPITAL OUTLAY		9,500
7000	OTHER OUTGO		(20,000)
7900	RESERVE FOR CONTINGENCIES		520,097

Total Reference B016021	\$440,132	\$440,132
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Reason: Special Project Adjustment
Description: Adj budgets to proj 14/15 exps

RECOMMENDATION

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

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

To: Board of Trustees	Date: June 15, 2015
Re: Approval of the 2015-16 Tentative Budget	
Action: Request for Approval	

BACKGROUND

In accordance with the California Code of Regulations, Title 5, Section 58305, the governing board of each community college district shall adopt a tentative budget by July 1st of each year.

ANALYSIS

A bound copy of the proposed Tentative Budget has been provided for review. The electronic version is available on the website at <http://www.rscdd.edu/Departments/Business-Operations/Pages/Budget.aspx>. The Tentative Budget contains budgets for all of the funds under the District's purview including the following: General Fund (restricted and unrestricted), Bond Interest and Redemption Funds, Bookstore Fund, Child Development Fund, Capital Outlay Projects Fund, General Obligation Bond Funds, Self-Insurance Funds, Retiree Health Benefits Fund, Associated Students Fund, Representation Fee Trust Fund, Student Financial Aid Fund, Community Education Fund, and the Diversified Trust Fund.

The Tentative Budget is considered a placeholder budget for operational purposes and was prepared based on the best available information. The Tentative Budget was reviewed and recommended to District Council by the Fiscal Resources Committee (FRC) at the May 27, 2015 meeting, and was reviewed and recommended to the Chancellor by District Council at the June 1, 2015 meeting. The proposed Adopted Budget is scheduled to be presented for approval at the September 14, 2015 Board meeting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2015-16 proposed Tentative Budget as presented.

Fiscal Impact:	As identified in the Tentative Budget	Board Date: June 15, 2015
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



TENTATIVE BUDGET 2015 - 2016

4.3 (2)



**Santiago
Canyon
College**

**Rancho Santiago Community College District
2015-16**

TENTATIVE BUDGET

Submitted on June 15, 2015

by

Raúl Rodríguez, Ph.D., Chancellor

to the

BOARD OF TRUSTEES

Lawrence R. "Larry" Labrado, President

Claudia C. Alvarez, Vice President

John Hanna, Clerk

Arianna P. Barrios

Nelida Mendoza Yanez

Jose Solorio

Phillip E. Yarbrough

Raquel Manriquez, Student Trustee

Rancho Santiago Community College District
Tentative Budget

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**Chancellor's Message
Tentative Budget 2015-16**

The proposed 2015-16 Tentative Budget is the result of a process of participatory governance led by the Planning and Organizational Effectiveness (POE) Committee for general planning related to the budget and the Fiscal Resources Committee (FRC) for reviewing and endorsing the budget assumptions that were used as the basis for this budget. FRC also recommended the Tentative Budget to District Council, our primary participatory governance body, which in turn recommended the budget to me.

The assumptions used for the Tentative Budget are based on the Governor's May Revise. This revision acknowledges the continuing expansion of the state economy and a surge in state revenues in the current year well in excess of the level projected in January when the State Budget was first released and provides significant additional funding for community colleges in a number of areas.

Consistent with the May Revise, this budget assumes ongoing funds including a 1.02% Cost of Living Adjustment (COLA), a Base Allocation Increase of \$6 million, an additional \$7 million related to Career Development and College Preparation (CDCP) FTES rate equalization, an allocation to hire additional full-time faculty, along with several categorical allocations as well. It also includes \$15.5 million in unrestricted one-time funding as a Mandate Block Grant and a 5% contingency reserve consistent with Board Policy. Depending on the outcome of the enacted state budget in June, the district will make any necessary changes to its proposed Adopted Budget.

State law requires that districts have an approved budget in place prior to the start of the fiscal year regardless of whether or not the state has an approved budget by that date. The main purpose of the Tentative Budget is to have an approved budget in place by the July 1st deadline to allow the district to continue to spend funds to meet our financial obligations. Having reviewed and approved this Tentative Budget, I recommend your review and adoption.

Sincerely,

A handwritten signature in black ink, appearing to read "Raúl Rodríguez".

Raúl Rodríguez, Ph.D.
Chancellor

Rancho Santiago Community College District
Tentative Budget
2015-16

List of Funds Budgeted

General Fund		
Expenditures	\$ 224,366,675	
Board Policy Contingency (5%)	8,339,635	
Restricted Reserves	2,310,602	
Budget Stabilization	12,044,703	
Unrestricted Contingency	2,879,151	
	<hr/>	
Total General Fund		\$ 249,940,766
Bond Interest and Redemption Funds		43,649,433
Bookstore Fund		11,617,848
Child Development Fund		6,267,513
Capital Outlay Projects Fund		46,325,254
General Obligation Bond Fund - Measure E		9,092,521
General Obligation Bond Fund - Measure Q		165,887,426
Self-Insurance Fund - Property and Liability		4,144,497
Self-Insurance Fund - Workers' Compensation		9,512,998
Retiree Benefits Fund		(4,456,443)
Associated Students Fund		607,817
Representation Fee Trust Fund		137,436
Student Financial Aid Fund		29,873,811
Community Education Fund		1,008,076
Diversified Trust Fund		4,040,198
		<hr/>
Total All Funds		<u><u>\$ 577,649,151</u></u>

4.3 (6)

Rancho Santiago Community College District
Tentative Budget
2015-16

To ensure compliance with the California Community Colleges Budget and Accounting Manual, Title 5 of the California Code of Regulations and the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources, and all related liabilities, obligations and equities.

General Fund

The General Fund is maintained to account for the transactions that cover the full scope of operations for the District (instruction, administration, student services, maintenance and operations, capital improvements and other expenditures). All transactions that are not specifically required to be accounted for in other funds are recorded in the General Fund.

All monies received by or for a community college district from state apportionments or county or local property taxes shall be deposited in the General Fund.

For purposes of flexibility, the District may establish any number of accounts within the General Fund to facilitate reporting, management, and control.

The General Fund is divided into three subfunds: the Unrestricted Ongoing General Fund, Unrestricted One-time Funds, and the Restricted General Fund. This reflects the need to differentiate truly discretionary revenue from restricted revenue, while preserving a complete accounting of the financial operation and support of educational programs. Restricted monies such as those for categorically-funded programs are accounted for separately from other general purpose monies, but classified as a component of the total general fund that provides instructional and support services.

The ongoing unrestricted subfund shall be used to account for the ongoing resources that are available for the general purposes of each district's operation and support of its educational program. The governing board of the district may elect to set aside unrestricted monies for specific future operating purposes. The governing board may elect to transfer unrestricted monies to other funds. Similarly, the governing board may elect to return any balance of designated monies appearing in other fund groups to the General Fund. The unrestricted one-time funds subfund shall be used to account for one-time and carryover funds.

The restricted subfund shall be used to account for resources that are available for the operation and support of the educational programs that are specifically restricted by law, regulations, donors, or other outside agencies as to their expenditure. Such externally imposed restrictions are to be contrasted with internally created designations imposed by the governing board on unrestricted monies. Restricted monies are from a specific source that require monies to be used for specific purposes.

4.3 (7)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Revenue Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13

Revenues by Source		2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100	Federal Revenues					
8110	Forest Reserve	\$19,017	\$0	\$0	\$0	-
8120	Higher Education Act	3,626,935	5,159,256	3,524,956	3,979,044	12.88
8130	Workforce Investment Act (JTPA)	181,548	581,526	181,548	581,526	220.32
8140	Temporary Assistance for Needy Families (TANF)	97,055	96,904	90,160	96,904	7.48
8150	Student Financial Aid	4,308	90,167	3,280	90,167	2,648.99
8170	Vocational Technical Education Act (VTEA)	1,902,725	1,847,060	1,949,918	1,477,060	(24.25)
8199	Other Federal Revenues (ABE, CAMP, SBA, Gear Up, NSF)	5,598,539	6,640,682	6,056,620	5,864,432	(3.17)
	Total Federal Revenues	<u>11,430,127</u>	<u>14,415,595</u>	<u>11,806,482</u>	<u>12,089,133</u>	2.39
8600	State Revenues					
8611	Apprenticeship Allowance	1,389,973	1,389,971	1,389,971	1,389,971	-
8612	State General Apportionment	58,132,381	60,794,918	58,715,622	68,543,969	16.74
8612	State General Apportionment-Deficit	(2,323,893)	(2,385,181)	(2,385,181)	(2,385,181)	-
8612	State General Apportionment-prior year adjustment	2,328,847	0	3,215,276	0	(100.00)
8619	Other General Apportionments-Enrollment Fee Admin-2%	238,965	250,674	250,674	250,674	-
8619	Other General Apportionments-Part-Time Faculty Compensation	691,648	691,647	691,647	691,647	-
8619	Other General Apportionments-Full-time Faculty Allocation	0	0	0	1,875,000	-
8622	Extended Opportunity Programs & Services (EOPS)	1,541,889	1,545,432	1,545,432	1,545,432	-
8623	Disabled Students Programs & Services (DSPS)	1,399,963	2,090,940	1,463,917	2,084,914	42.42
8625	CalWORKS	394,197	415,534	415,534	415,534	-
8626	Telecomm./Technology Infrastructure Prog. (TTIP)	14,517	39,246	39,246	39,246	-
8629	Other Gen Categorical Apport-BSI	841,701	1,924,981	900,000	863,720	(4.03)
8629	Other Gen Categorical Apport-CARE	71,571	77,009	77,009	78,059	1.36
8629	Other Gen Categorical Apport-Equal Employment Opportunity	20,456	12,822	12,822	12,822	-
8629	Other Gen Categorical Apport-Instructional Equipment	381,216	1,146,811	1,146,811	0	(100.00)
8629	Other Gen Categorical Apport-Matriculation-Credit	1,772,481	5,223,464	2,000,000	4,856,165	142.81
8629	Other Gen Categorical Apport-Matriculation-Non-Credit	1,743,003	1,754,804	1,754,804	1,712,506	(2.41)
8629	Other Gen Categorical Apport-Student Equity	0	1,611,247	1,611,247	1,611,247	-
8629	Other Gen Categorical Apport-Student Financial Aid Admin	1,055,049	991,490	991,490	986,490	(0.50)

4.3 (8)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Revenue Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8630 Education Protection Account	20,419,045	21,783,177	21,783,177	21,341,471	(2.03)
8659 Other Reimb Categorical Allow-Career Tech Education	583,371	16,809,519	1,000,000	16,695,271	1,569.53
8659 Other Reimb Categorical Allow-Economic Development	1,740,284	1,947,109	1,947,109	1,500,959	(22.91)
8659 Other Reimb Categorical Allow-Other	905,314	7,952,823	1,000,000	7,633,610	663.36
8672 Homeowners' Property Tax Relief	299,914	310,913	310,913	309,658	(0.40)
8681 State Lottery Proceeds	4,783,708	4,708,549	4,708,549	4,795,811	1.85
8682 State Mandated Costs	788,436	2,087,869	2,087,869	16,240,000	677.83
Total State Revenues	99,214,036	133,175,768	106,673,938	153,088,995	43.51
8800 Local Revenues					
8809 RDA Funds - Other	1,316,893	1,365,189	1,365,189	1,359,678	(0.40)
8811 Tax Allocation, Secured Roll	38,030,727	39,425,461	39,425,461	39,266,322	(0.40)
8812 Tax Allocation, Supplement Roll	918,574	952,261	952,261	948,417	(0.40)
8813 Tax Allocation, Unsecured Roll	1,393,980	1,445,103	1,445,103	1,439,270	(0.40)
8816 Prior Years' Taxes	760,440	788,329	788,329	785,147	(0.40)
8817 Education Revenue Augmentation Fund (ERAF)	(7,795)	0	0	0	-
8818 RDA Funds - Pass Thru AB	213,891	221,735	221,735	220,840	(0.40)
8819 RDA Funds - Residuals	3,743,150	3,880,426	3,880,426	3,864,763	(0.40)
8820 Contrib, Gifts, Grants & Endowment	4,614	561	561	561	-
8831 Contract Instructional Service	10,420	169,861	0	169,861	-
8850 Rents and Leases	346,267	302,888	260,574	300,385	15.28
8860 Interest & Investment Income	173,852	120,000	163,221	120,000	(26.48)
8874 CCC Enrollment Fees	8,423,979	7,854,253	7,854,253	7,274,636	(7.38)
8876 Health Services Fees	1,128,987	1,139,844	1,139,844	1,139,844	-
8880 Nonresident Tuition	1,520,765	1,500,000	2,056,245	1,600,000	(22.19)
8882 Parking Fees & Bus Passes	930,964	935,000	935,000	935,000	-
8885 Student ID & ASB Fees	123,990	111,916	238,067	0	(100.00)
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	544,261	286,923	687,337	223,987	(67.41)

4.3 (9)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Revenue Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8891 Other Local Rev - Special Proj	438,520	628,292	300,000	630,192	110.06
Total Local Revenues	<u>60,016,479</u>	<u>61,128,042</u>	<u>61,713,606</u>	<u>60,278,903</u>	(2.32)
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	6,102	5,000	8,977	5,000	(44.30)
8981 Interfund Transfer In	94,565	0	0	0	-
8999 Revenue - Clearing	(6,180)	0	0	0	-
Total Other Sources	<u>94,487</u>	<u>5,000</u>	<u>8,977</u>	<u>5,000</u>	(44.30)
Total Revenues	<u>170,755,129</u>	<u>208,724,405</u>	<u>180,203,003</u>	<u>225,462,031</u>	25.12
Net Beginning Balance	39,069,034	29,603,923	29,603,923	24,478,735	(17.31)
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>39,069,034</u>	<u>29,603,923</u>	<u>29,603,923</u>	<u>24,478,735</u>	(17.31)
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$209,824,163</u>	<u>\$238,328,328</u>	<u>\$209,806,926</u>	<u>\$249,940,766</u>	19.13

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Expenditure Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$23,458,474	\$26,246,112	\$25,342,583	\$28,808,201	13.68
1200 Non-Instructional Salaries, Regular Contract	15,155,391	16,392,516	15,689,865	16,357,367	4.25
1300 Instructional Salaries, Other Non-Regular	22,570,798	18,161,454	22,689,110	21,354,113	(5.88)
1400 Non-Instructional Salaries, Other Non-Regular	4,551,670	6,248,931	5,171,436	4,995,859	(3.40)
Subtotal	<u>65,736,333</u>	<u>67,049,013</u>	<u>68,892,994</u>	<u>71,515,540</u>	3.81
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	30,305,388	34,460,930	31,380,777	33,969,209	8.25
2200 Instructional Aides, Regular Full Time	947,104	955,283	933,584	937,511	0.42
2300 Non-Instructional Salaries, Other	4,441,117	5,707,298	4,061,579	4,566,081	12.42
2400 Instructional Aides, Other	2,454,637	3,265,455	2,834,279	2,381,337	(15.98)
Subtotal	<u>38,148,246</u>	<u>44,388,966</u>	<u>39,210,219</u>	<u>41,854,138</u>	6.74
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	4,830,859	5,654,676	5,409,065	6,774,732	25.25
3200 Public Employees' Retirement System Fund	4,017,942	4,878,803	4,275,305	4,704,381	10.04
3300 Old Age, Survivors, Disability, and Health Ins.	3,716,852	4,265,071	3,886,409	4,143,033	6.60
3400 Health and Welfare Benefits	21,811,121	25,915,311	24,017,894	27,369,342	13.95
3500 State Unemployment Insurance	114,991	344,432	90,777	324,162	257.10
3600 Workers' Compensation Insurance	2,513,024	2,671,517	2,633,807	2,637,017	0.12
3900 Other Benefits	1,257,472	1,420,498	1,288,590	1,379,885	7.08
Subtotal	<u>38,262,261</u>	<u>45,150,308</u>	<u>41,601,847</u>	<u>47,332,552</u>	13.78
TOTAL SALARIES/BENEFITS	142,146,840	156,588,287	149,705,060	160,702,230	7.35
Salaries/Benefits Cost % of Total Expenditures	84%	74%	82%	73%	

4.3 (11)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Expenditure Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
4000 Books and Supplies					
4100 Textbooks	0	61	60	61	1.67
4200 Other Books	124,962	216,707	121,212	131,363	8.37
4300 Instructional Supplies	981,910	1,990,964	1,076,145	1,772,937	64.75
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	203,185	280,987	186,787	194,260	4.00
4600 Non-Instructional Supplies	913,477	1,242,625	879,632	934,784	6.27
4700 Food Supplies	104,394	221,654	122,229	156,594	28.12
Subtotal	2,327,928	3,952,998	2,386,065	3,189,999	33.69
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	3,068,900	22,858,482	5,842,408	22,806,858	290.37
5200 Travel & Conference Expenses	476,197	950,742	484,795	705,703	45.57
5300 Dues & Memberships	176,958	235,592	216,038	179,614	(16.86)
5400 Insurance	1,766,373	2,064,626	1,797,166	2,114,626	17.66
5500 Utilities & Housekeeping Svcs	4,339,861	4,304,430	4,661,585	3,181,879	(31.74)
5600 Rents, Leases & Repairs	3,257,502	3,918,695	3,231,397	3,709,249	14.79
5700 Legal, Election & Audit Exp	794,631	1,206,478	761,982	902,962	18.50
5800 Other Operating Exp & Services	5,020,573	6,325,874	5,492,331	3,093,439	(43.68)
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	1,430,002	3,420,276	991,019	16,390,109	1,553.86
Subtotal	20,330,997	45,285,195	23,478,721	53,084,439	126.10
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	45,426	35,315	76,514	0	(100.00)
6200 Buildings	1,763,141	8,100	1,760,017	5,000	(99.72)
6300 Library Books	59,802	148,192	78,271	112,011	43.11
6400 Equipment	3,523,691	5,965,872	4,460,197	3,130,764	(29.81)
Subtotal	5,392,060	6,157,479	6,374,999	3,247,775	(49.05)
Subtotal, Expenditures (1000 - 6000)	170,197,825	211,983,959	181,944,845	220,224,443	21.04

4.3 (12)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Expenditure Budget - Combined - Restricted and Unrestricted - Fund 11, 12, 13

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
7000 Other Outgo					
7200 Intrafund Transfers Out	0	0	(2,004)	0	(100.00)
7300 Interfund Transfers Out	9,257,238	1,600,000	2,600,000	3,350,000	28.85
7600 Other Student Aid	765,177	958,912	785,350	792,232	0.88
Subtotal	10,022,415	2,558,912	3,383,346	4,142,232	22.43
Subtotal, Expenditures (1000 - 7000)	180,220,240	214,542,871	185,328,191	224,366,675	21.06
7900 Reserve for Contingencies					
7910 Estimated COLA	0	258,876	0	1,450,000	-
7910 Estimated Restoration/Access/Growth	0	3,684,941	0	0	-
7920 Restricted Contingency-Campus Health Services-3250	0	170,132	0	170,132	-
7920 Restricted Contingency-Health Services-3450	0	477,053	0	477,053	-
7920 Restricted Contingency-Safety & Parking-3610	0	63,417	0	63,417	-
7920 Restricted Contingency-Veterans Affairs-3749	0	0	0	0	-
7930 Board Policy Contingency (5%)	0	7,445,802	0	8,339,635	-
7940 Revolving Cash Accounts	0	100,000	0	100,000	-
7940 Employee Emergency Vacation Payout	0	50,000	0	50,000	-
7950 Budget Stabilization	0	11,535,236	0	12,044,703	-
Total Designated	0	23,785,457	0	22,694,940	-
7910 Unrestricted Contingency	29,603,923	0	24,478,735	2,879,151	(88.24)
Subtotal Expenditures (7900)	29,603,923	23,785,457	24,478,735	25,574,091	4.47
Total Expenditures, Other Outgo and Ending Fund Balance	\$209,824,163	\$238,328,328	\$209,806,926	\$249,940,766	19.13

4.3 (13)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Revenue Budget - Combined - Unrestricted - Fund 11, 13

Revenues by Source		2014-15 Adopted Budget	2014-15 Allocated Budget	2014-15 Estimated Revenue	% change 14/15 Est/ 14/15 Budget	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100	Federal Revenues						
8110	Forest Reserve	\$0	\$0	\$0	-	\$0	-
	Total Federal Revenues	0	0	0	-	0	-
8600	State Revenues						
8611	Apprenticeship Allowance	1,389,971	1,389,971	1,389,971	-	1,389,971	-
8612	State General Apportionment	60,794,918	60,794,918	58,715,622	(3.42)	68,543,969	16.74
8612	State General Apportionment-Deficit	(2,385,181)	(2,385,181)	(2,385,181)	-	(2,385,181)	-
8612	State General Apportionment-prior year adjustment	0	0	3,215,276	-	0	(100.00)
8619	Other General Apportionments-Enroll Fee Admin-2%	250,674	250,674	250,674	-	250,674	-
8619	Other General Apportionments-Part-Time Fac Comp	691,647	691,647	691,647	-	691,647	-
8619	Other General Apportionments-Full-time Faculty Alloc	0	0	0	-	1,875,000	-
8630	Education Protection Account	21,783,177	21,783,177	21,783,177	-	21,341,471	(2.03)
8672	Homeowners' Property Tax Relief	310,913	310,913	310,913	-	309,658	(0.40)
8681	State Lottery Proceeds	3,720,335	3,720,335	3,720,335	-	3,807,597	2.35
8682	State Mandated Costs	1,640,000	2,087,869	2,087,869	-	16,240,000	677.83
	Total State Revenues	88,196,454	88,644,323	89,780,303	1.28	112,064,806	24.82
8800	Local Revenues						
8809	RDA Funds - Other	1,365,189	1,365,189	1,365,189	-	1,359,678	(0.40)
8810	Tax Allocation, Redevelopment	0	0	0	-	0	-
8811	Tax Allocation, Secured Roll	39,425,461	39,425,461	39,425,461	-	39,266,322	(0.40)
8812	Tax Allocation, Supplement Roll	952,261	952,261	952,261	-	948,417	(0.40)
8813	Tax Allocation, Unsecured Roll	1,445,103	1,445,103	1,445,103	-	1,439,270	(0.40)
8816	Prior Years' Taxes	788,329	788,329	788,329	-	785,147	(0.40)
8817	Education Revenue Augmentation Fund (ERAF)	0	0	0	-	0	-
8818	RDA Funds - Pass Thru AB	221,735	221,735	221,735	-	220,840	(0.40)
8819	RDA Funds - Residuals	3,880,426	3,880,426	3,880,426	-	3,864,763	(0.40)
8820	Contrib, Gifts, Grants & Endowment	0	0	0	-	0	-
8850	Rents and Leases	290,952	302,888	260,574	(13.97)	300,385	15.28

4.3 (14)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Revenue Budget - Combined - Unrestricted - Fund 11, 13

<u>Revenues by Source</u>	2014-15 Adopted Budget	2014-15 Allocated Budget	2014-15 Estimated Revenue	% change 14/15 Est/ 14/15 Budget	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8860 Interest & Investment Income	120,000	120,000	163,221	36.02	120,000	(26.48)
8874 CCC Enrollment Fees	7,854,253	7,854,253	7,854,253	-	7,274,636	(7.38)
8880 Nonresident Tuition	1,500,000	1,500,000	2,056,245	37.08	1,600,000	(22.19)
8885 Student ID & ASB Fees	0	111,916	238,067	112.72	0	(100.00)
8890 Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees,	41,195	107,994	508,408	370.77	45,058	(91.14)
8891 Other Local Rev - Special Proj	0	0	0	-	0	-
Total Local Revenues	<u>57,884,904</u>	<u>58,075,555</u>	<u>59,159,272</u>	1.87	<u>57,224,516</u>	(3.27)
8900 Other Financing Sources						
8910 Proceeds-Sale of Equip & Suppl	5,000	5,000	8,977	79.54	5,000	(44.30)
8981 Interfund Transfer In	0	0	0	-	0	-
Total Other Sources	<u>5,000</u>	<u>5,000</u>	<u>8,977</u>	79.54	<u>5,000</u>	(44.30)
Total Revenues	<u>146,086,358</u>	<u>146,724,878</u>	<u>148,948,552</u>	1.52	<u>169,294,322</u>	13.66
Net Beginning Balance	27,266,692	27,266,692	27,266,692	-	22,361,862	(17.99)
Adjustments to Beginning Balance	0	0	0	-	0	-
Adjusted Beginning Fund Balance	<u>27,266,692</u>	<u>27,266,692</u>	<u>27,266,692</u>	-	<u>22,361,862</u>	(17.99)
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$173,353,050</u>	<u>\$173,991,570</u>	<u>\$176,215,244</u>	1.28	<u>\$191,656,184</u>	8.76

4.3 (15)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13

<u>Expenditures by Object</u>	2014-15 Adopted Budget	2014-15 Allocated Budget	2014-15 Estimated Expenses	% change 14/15 Est/ 14/15 Budget	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries						
1100 Instructional Salaries, Regular Contract	\$26,011,381	\$25,857,603	\$25,074,453	(3.03)	\$28,419,692	13.34
1200 Non-Instructional Salaries, Regular Contract	13,773,625	13,796,692	13,605,371	(1.39)	13,707,419	0.75
1300 Instructional Salaries, Other Non-Regular	16,099,322	17,576,043	22,311,523	26.94	20,843,782	(6.58)
1400 Non-Instructional Salaries, Other Non-Regular	1,010,725	1,176,324	1,276,150	8.49	706,642	(44.63)
Subtotal	<u>56,895,053</u>	<u>58,406,662</u>	<u>62,267,497</u>	6.61	<u>63,677,535</u>	2.26
2000 Classified Salaries						
2100 Non-Instructional Salaries, Regular Full Time	27,204,024	26,583,662	25,781,780	(3.02)	26,467,621	2.66
2200 Instructional Aides, Regular Full Time	955,083	944,828	933,584	(1.19)	924,201	(1.01)
2300 Non-Instructional Salaries, Other	1,760,721	1,710,586	1,411,133	(17.51)	1,246,623	(11.66)
2400 Instructional Aides, Other	1,726,501	1,723,938	1,880,136	9.06	905,163	(51.86)
Subtotal	<u>31,646,329</u>	<u>30,963,014</u>	<u>30,006,633</u>	(3.09)	<u>29,543,608</u>	(1.54)
3000 Employee Benefits						
3100 State Teachers' Retirement System Fund	5,001,555	4,932,262	4,942,076	0.20	6,113,347	23.70
3200 Public Employees' Retirement System Fund	3,546,879	3,590,440	3,412,743	(4.95)	3,505,799	2.73
3300 Old Age, Survivors, Disability, and Health Ins.	3,205,723	3,210,646	3,175,140	(1.11)	3,170,317	(0.15)
3400 Health and Welfare Benefits	23,291,168	22,835,372	22,138,537	(3.05)	24,377,493	10.11
3500 State Unemployment Insurance	341,527	310,511	83,238	(73.19)	294,628	253.96
3600 Workers' Compensation Insurance	2,142,922	2,131,725	2,250,995	5.59	2,144,306	(4.74)
3900 Other Benefits	1,202,629	1,186,489	1,122,076	(5.43)	1,159,413	3.33
Subtotal	<u>38,732,403</u>	<u>38,197,445</u>	<u>37,124,805</u>	(2.81)	<u>40,765,303</u>	9.81
TOTAL SALARIES/BENEFITS	127,273,785	127,567,121	129,398,935	0.71	133,986,446	3.55
Salaries/Benefits Cost % of Total Expenditures	86%	85%	86%		82%	

4.3 (16)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13

Expenditures by Object	2014-15 Adopted Budget	2014-15 Allocated Budget	2014-15 Estimated Expenses	% change 14/15 Est/ 14/15 Budget	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
4000 Books and Supplies						
4100 Textbooks	0	0	0	-	0	-
4200 Other Books	5,903	5,916	4,918	(16.87)	5,243	6.61
4300 Instructional Supplies	134,084	19,421	11,132	(42.68)	464	(95.83)
4400 Media Supplies	0	0	0	-	0	-
4500 Maintenance Supplies	270,704	258,783	186,221	(28.04)	172,056	(7.61)
4600 Non-Instructional Supplies	717,594	660,094	514,827	(22.01)	517,473	0.51
4700 Food Supplies	17,514	21,298	11,634	(45.38)	13,637	17.22
Subtotal	<u>1,145,799</u>	<u>965,512</u>	<u>728,732</u>	(24.52)	<u>708,873</u>	(2.73)
5000 Services and Other Operating Expenses						
5100 Personal & Consultant Svcs	788,606	763,107	579,974	(24.00)	722,492	24.57
5200 Travel & Conference Expenses	255,877	241,904	128,190	(47.01)	157,430	22.81
5300 Dues & Memberships	179,630	186,651	167,013	(10.52)	151,217	(9.46)
5400 Insurance	2,003,033	2,003,033	1,735,573	(13.35)	2,053,033	18.29
5500 Utilities & Housekeeping Svcs	4,308,136	4,300,270	4,659,705	8.36	3,178,019	(31.80)
5600 Rents, Leases & Repairs	3,878,100	3,609,095	2,994,702	(17.02)	3,414,222	14.01
5700 Legal, Election & Audit Exp	1,166,490	1,206,478	761,982	(36.84)	902,962	18.50
5800 Other Operating Exp & Services	4,515,744	5,445,922	5,022,474	(7.78)	2,375,924	(52.69)
5900 Other (Transp., Postge, Reprod., Spec. Proj., etc.)	972,048	1,482,340	534,797	(63.92)	14,398,706	2,592.37
Subtotal	<u>18,067,664</u>	<u>19,238,800</u>	<u>16,584,410</u>	(13.80)	<u>27,354,005</u>	64.94
6000 Sites, Buildings, Books, and Equipment						
6100 Sites & Site Improvements	0	35,315	76,514	116.66	0	(100.00)
6200 Buildings	8,100	8,100	1,760,017	21,628.60	5,000	(99.72)
6300 Library Books	34,801	25,962	30,302	16.72	443	(98.54)
6400 Equipment	1,285,890	1,475,905	2,676,476	81.34	1,387,928	(48.14)
Subtotal	<u>1,328,791</u>	<u>1,545,282</u>	<u>4,543,309</u>	194.01	<u>1,393,371</u>	(69.33)
Subtotal, Expenditures (1000 - 6000)	<u>147,816,039</u>	<u>149,316,715</u>	<u>151,255,386</u>	1.30	<u>163,442,695</u>	8.06

4.3 (17)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Fund Expenditure Budget - Combined - Unrestricted - Fund 11, 13

<u>Expenditures by Object</u>	2014-15 Adopted Budget	2014-15 Allocated Budget	2014-15 Estimated Expenses	% change 14/15 Est/ 14/15 Budget	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
7000 Other Outgo						
7200 Intrafund Transfers Out	0	0	(2,004)	-	0	(100.00)
7300 Interfund Transfers Out	1,100,000	1,600,000	2,600,000	62.50	3,350,000	28.85
7600 Other Student Aid	0	0	0	-	0	-
Subtotal	<u>1,100,000</u>	<u>1,600,000</u>	<u>2,597,996</u>	62.37	<u>3,350,000</u>	28.95
Subtotal, Expenditures (1000 - 7000)	<u>148,916,039</u>	<u>150,916,715</u>	<u>153,853,382</u>	1.95	<u>166,792,695</u>	8.41
7900 Reserve for Contingencies						
7910 Estimated COLA	1,138,982	258,876	0	(100.00)	1,450,000	-
7910 Estimated Restoration/Access/Growth	3,684,941	3,684,941	0	(100.00)	0	-
7930 Board Policy Contingency (5%)	7,445,802	7,445,802	0	(100.00)	8,339,635	-
7940 Revolving Cash Accounts	100,000	100,000	0	(100.00)	100,000	-
7940 Vacation Payout	50,000	50,000	0	(100.00)	50,000	-
7950 Budget Stabilization	10,794,318	11,535,236	0	(100.00)	12,044,703	-
Total Designated	<u>23,214,043</u>	<u>23,074,855</u>	<u>0</u>	(100.00)	<u>21,984,338</u>	-
7910 Unrestricted Contingency	1,222,968	0	22,361,862	-	2,879,151	(87.12)
Subtotal Expenditures (7900)	<u>24,437,011</u>	<u>23,074,855</u>	<u>22,361,862</u>	(3.09)	<u>24,863,489</u>	11.19
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$173,353,050</u>	<u>\$173,991,570</u>	<u>\$176,215,244</u>	1.28	<u>\$191,656,184</u>	8.76

4.3 (18)

Rancho Santiago Community College District
Tentative Budget
2015-16

Santa Ana College	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	42,633,790		317,845		42,951,635		4,828,857		47,780,492	
Classified Salaries	11,003,270		21,947		11,025,217		7,094,787		18,120,004	
Employee Benefits	17,727,993		6,366		17,734,359		3,822,809		21,557,168	
Supplies & Materials	389,024		7,600		396,624		1,431,358		1,827,982	
Other Operating Exp & Services	3,725,164		818,841		4,544,005		3,913,968		8,457,973	
Capital Outlay	0		0		0		1,396,728		1,396,728	
Other Outgo	0		6,878		6,878		1,135,488		1,142,366	
Grand Total	\$75,479,241	54.18%	\$1,179,477	80.08%	\$76,658,718	54.45%	\$23,623,995	40.53%	\$100,282,713	50.37%

Santiago Canyon College	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	19,872,402		0		19,872,402		3,007,148		22,879,550	
Classified Salaries	5,421,953		0		5,421,953		3,275,738		8,697,691	
Employee Benefits	8,818,924		0		8,818,924		1,985,482		10,804,406	
Supplies & Materials	16,026		0		16,026		902,443		918,469	
Other Operating Exp & Services	1,107,966		0		1,107,966		4,622,715		5,730,681	
Capital Outlay	2,691		0		2,691		310,716		313,407	
Other Outgo	0		0		0		303,929		303,929	
Grand Total	\$35,239,962	25.29%	\$0	0.00%	\$35,239,962	25.03%	\$14,408,171	24.72%	\$49,648,133	24.94%

District Services	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Academic Salaries	853,498		0		853,498		2,000		855,498	
Classified Salaries	13,096,438		0		13,096,438		1,940,005		15,036,443	
Employee Benefits	6,854,578		0		6,854,578		758,958		7,613,536	
Supplies & Materials	285,641		10,582		296,223		147,325		443,548	
Other Operating Exp & Services	6,116,245		32,756		6,149,001		17,193,751		23,342,752	
Capital Outlay	1,390,680		0		1,390,680		146,960		1,537,640	
Other Outgo	0		250,000		250,000		63,417		313,417	
Grand Total	\$28,597,080	20.53%	\$293,338	19.92%	\$28,890,418	20.52%	\$20,252,416	34.75%	\$49,142,834	24.69%

Total Expenditures-excludes Institutional Costs	\$139,316,283	100.00%	\$1,472,815	100.00%	\$140,789,098	100.00%	\$58,284,582	100.00%	\$199,073,680	100.00%
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Institutional Costs	Fund 11 Unrestricted	%	Fund 13 One-Time	%	Fund 11/13 Unrestricted	%	Fund 12 Restricted	%	Fund 11/12/13 Combined	%
Employee Benefits-retiree benefits/local experience charge	7,357,442		0		7,357,442		0		7,357,442	
Election	0		0		0		0		0	
Other Operating Exp & Services-prop&liability ins	2,053,033		13,500,000		15,553,033		0		15,553,033	
Other Outgo-Interfund Transfers	1,850,000		1,500,000		3,350,000		0		3,350,000	
Other Outgo-Board Policy Contingency	0		8,339,635		8,339,635		0		8,339,635	
Other Outgo-Reserves	4,072,273		12,194,703		16,266,976		0		16,266,976	
Grand Total	\$15,332,748		\$35,534,338		\$50,867,086		\$0		\$50,867,086	

Total Expenditures-includes Institutional Costs	\$154,649,031		\$37,007,153		\$191,656,184		\$58,284,582		\$249,940,766	
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Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted General Fund Revenue Budget - Fund 11

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100 Federal Revenues					
8110 Forest Reserve	\$19,017	\$0	\$0	\$0	-
Total Federal Revenues	<u>19,017</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
8600 State Revenues					
8611 Apprenticeship Allowance	1,389,973	1,389,971	1,389,971	1,389,971	-
8612 State General Apportionment	58,132,381	60,794,918	58,715,622	68,543,969	16.74
8612 State General Apportionment-Deficit	(2,323,893)	(2,385,181)	(2,385,181)	(2,385,181)	-
8612 State General Apportionment&EPA-prior year adjustment	2,328,847	0	3,215,276	0	(100.00)
8619 Other General Apportionments-Enrollment Fee Admin-2%	238,965	250,674	250,674	250,674	-
8619 Other General Apportionments-Part-Time Faculty Compensation	691,648	691,647	691,647	691,647	-
8619 Other General Apportionments-Full-time Faculty Allocation	0	0	0	1,875,000	-
8630 Education Protection Account	20,419,045	21,783,177	21,783,177	21,341,471	(2.03)
8672 Homeowners' Property Tax Relief	299,914	310,913	310,913	309,658	(0.40)
8681 State Lottery Proceeds	3,758,209	3,720,335	3,720,335	3,807,597	2.35
8682 State Mandated Costs	0	2,087,869	2,087,869	1,640,000	(21.45)
Total State Revenues	<u>84,935,089</u>	<u>88,644,323</u>	<u>89,780,303</u>	<u>97,464,806</u>	8.56
8800 Local Revenues					
8809 RDA Funds - Other	1,316,893	1,365,189	1,365,189	1,359,678	(0.40)
8811 Tax Allocation, Secured Roll	38,030,727	39,425,461	39,425,461	39,266,322	(0.40)
8812 Tax Allocation, Supplement Roll	918,574	952,261	952,261	948,417	(0.40)
8813 Tax Allocation, Unsecured Roll	1,393,980	1,445,103	1,445,103	1,439,270	(0.40)
8816 Prior Years' Taxes	760,440	788,329	788,329	785,147	(0.40)
8817 Education Revenue Augmentation Fund (ERAF)	(7,795)	0	0	0	-
8818 RDA Funds - Pass Thru AB	213,891	221,735	221,735	220,840	(0.40)
8819 RDA Funds - Residuals	3,743,150	3,880,426	3,880,426	3,864,763	(0.40)
8820 Contrib, Gifts, Grants & Endowment	0	0	0	0	-
8850 Rents and Leases	326,941	275,952	214,255	275,952	28.80
8860 Interest & Investment Income	173,852	120,000	163,221	120,000	(26.48)

4.3 (20)

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted General Fund Revenue Budget - Fund 11

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8867 Gain(Loss)on Invest-Unrealized	0	0	0	0	-
8874 CCC Enrollment Fees	8,423,979	7,854,253	7,854,253	7,274,636	(7.38)
8880 Nonresident Tuition	1,520,765	1,500,000	2,056,245	1,600,000	(22.19)
8885 Student ID & ASB Fees	32,080	0	0	0	-
8890 Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	188,076	24,200	303,251	24,200	(92.02)
8891 Other Local Rev - Special Proj	230,737	0	0	0	-
Total Local Revenues	<u>57,266,290</u>	<u>57,852,909</u>	<u>58,669,729</u>	<u>57,179,225</u>	(2.54)
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	6,102	5,000	8,977	5,000	(44.30)
8981 Interfund Transfer In	0	0	0	0	-
Total Other Sources	<u>6,102</u>	<u>5,000</u>	<u>8,977</u>	<u>5,000</u>	(44.30)
Total Revenues	<u>142,226,498</u>	<u>146,502,232</u>	<u>148,459,009</u>	<u>154,649,031</u>	4.17
Net Beginning Balance	0	0	0	0	-
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$142,226,498</u>	<u>\$146,502,232</u>	<u>\$148,459,009</u>	<u>\$154,649,031</u>	4.17

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted General Fund Expenditure Budget - Fund 11

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$23,233,447	\$25,857,603	\$25,074,453	\$28,419,692	13.34
1200 Non-Instructional Salaries, Regular Contract	13,490,860	13,796,692	13,605,371	13,707,419	0.75
1300 Instructional Salaries, Other Non-Regular	22,158,558	17,202,091	22,311,523	20,525,937	(8.00)
1400 Non-Instructional Salaries, Other Non-Regular	1,078,781	1,047,602	1,184,238	706,642	(40.33)
Subtotal	<u>59,961,646</u>	<u>57,903,988</u>	<u>62,175,585</u>	<u>63,359,690</u>	1.90
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	24,819,328	26,563,075	25,764,056	26,455,174	2.68
2200 Instructional Aides, Regular Full Time	947,104	944,828	933,584	924,201	(1.01)
2300 Non-Instructional Salaries, Other	1,572,256	1,684,132	1,390,194	1,237,123	(11.01)
2400 Instructional Aides, Other	923,932	1,723,396	1,862,241	905,163	(51.39)
Subtotal	<u>28,262,620</u>	<u>30,915,431</u>	<u>29,950,075</u>	<u>29,521,661</u>	(1.43)
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	4,448,973	4,921,124	4,934,251	6,113,347	23.90
3200 Public Employees' Retirement System Fund	3,189,009	3,588,016	3,410,587	3,504,324	2.75
3300 Old Age, Survivors, Disability, and Health Ins.	3,006,332	3,205,784	3,170,843	3,168,619	(0.07)
3400 Health and Welfare Benefits	20,091,733	22,831,469	22,135,273	24,375,094	10.12
3500 State Unemployment Insurance	107,479	310,418	83,165	294,617	254.26
3600 Workers' Compensation Insurance	2,134,179	2,127,480	2,247,427	2,143,773	(4.61)
3900 Other Benefits	1,101,670	1,186,239	1,121,888	1,159,163	3.32
Subtotal	<u>34,079,375</u>	<u>38,170,530</u>	<u>37,103,434</u>	<u>40,758,937</u>	9.85
TOTAL SALARIES/BENEFITS	122,303,641	126,989,949	129,229,094	133,640,288	3.41

4.3 (22)

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted General Fund Expenditure Budget - Fund 11

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	3,910	5,916	4,918	5,243	6.61
4300 Instructional Supplies	70,795	9,256	10,338	464	(95.51)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	189,178	258,227	185,834	171,456	(7.74)
4600 Non-Instructional Supplies	527,867	640,248	510,354	499,891	(2.05)
4700 Food Supplies	7,753	19,633	10,175	13,637	34.02
Subtotal	799,503	933,280	721,619	690,691	(4.29)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	541,890	678,378	508,777	722,492	42.01
5200 Travel & Conference Expenses	105,019	189,606	113,279	151,430	33.68
5300 Dues & Memberships	131,973	181,651	163,518	151,217	(7.52)
5400 Insurance	1,700,000	2,003,033	1,735,573	2,053,033	18.29
5500 Utilities & Housekeeping Svcs	410,855	4,300,270	4,659,705	3,178,019	(31.80)
5600 Rents, Leases & Repairs	2,670,199	3,576,339	2,968,810	3,381,466	13.90
5700 Legal, Election & Audit Exp	414,515	1,205,178	760,703	902,962	18.70
5800 Other Operating Exp & Services	(104,656)	3,575,201	3,455,726	1,595,983	(53.82)
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	902,547	1,328,649	429,487	865,806	101.59
Subtotal	6,772,342	17,038,305	14,795,578	13,002,408	(12.12)
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	0	0	58,081	0	(100.00)
6200 Buildings	1,760,016	8,100	1,760,017	5,000	(99.72)
6300 Library Books	38,814	25,962	30,302	443	(98.54)
6400 Equipment	1,785,173	1,395,673	2,666,294	1,387,928	(47.95)
Subtotal	3,584,003	1,429,735	4,514,694	1,393,371	(69.14)
Subtotal, Expenditures (1000 - 6000)	133,459,489	146,391,269	149,260,985	148,726,758	(0.36)

4.3 (23)

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted General Fund Expenditure Budget - Fund 11

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
7000 Other Outgo					
7200 Intrafund Transfers Out	(2,004)	0	(2,004)	0	(100.00)
7300 Interfund Transfers Out	20,000	0	0	1,850,000	-
7600 Other Student Aid	(946)	0	0	0	-
Subtotal	<u>17,050</u>	<u>0</u>	<u>(2,004)</u>	<u>1,850,000</u>	<u>(92,415.37)</u>
Subtotal, Expenditures (1000 - 7000)	<u>133,476,539</u>	<u>146,391,269</u>	<u>149,258,981</u>	<u>150,576,758</u>	<u>0.88</u>
7900 Reserve for Contingencies					
7910 Estimated COLA	0	258,876	0	1,450,000	-
7910 Estimated Restoration/Access/Growth	0	3,684,941	0	0	-
7950 Budget Stabilization	0	(3,832,854)	0	0	-
Total Designated	<u>0</u>	<u>110,963</u>	<u>0</u>	<u>1,450,000</u>	<u>-</u>
7910 Unrestricted Contingency	8,749,959	0	(799,972)	2,622,273	(427.80)
Subtotal Expenditures (7900)	<u>8,749,959</u>	<u>110,963</u>	<u>(799,972)</u>	<u>4,072,273</u>	<u>(609.05)</u>
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$142,226,498</u>	<u>\$146,502,232</u>	<u>\$148,459,009</u>	<u>\$154,649,031</u>	<u>4.17</u>

4.3 (24)

Rancho Santiago Community College District
Tentative Budget
2015-16

Restricted General Fund Revenue Budget - Fund 12

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100 Federal Revenues					
8120 Higher Education Act	\$3,626,935	\$5,159,256	\$3,524,956	\$3,979,044	12.88
8130 Workforce Investment Act (JTPA)	181,548	581,526	181,548	581,526	220.32
8140 Temporary Assistance for Needy Families (TANF)	97,055	96,904	90,160	96,904	7.48
8150 Student Financial Aid	4,308	90,167	3,280	90,167	2,648.99
8160 Veterans Education	0	0		0	-
8170 Vocational Technical Education Act (VTEA)	1,902,725	1,847,060	1,949,918	1,477,060	(24.25)
8199 Other Federal Revenues (ABE, CAMP, SBA, Gear Up, NSF)	5,598,539	6,640,682	6,056,620	5,864,432	(3.17)
Total Federal Revenues	11,411,110	14,415,595	11,806,482	12,089,133	2.39
8600 State Revenues					
8622 Extended Opportunity Programs & Services (EOPS)	1,541,889	1,545,432	1,545,432	1,545,432	-
8623 Disabled Students Programs & Services (DSPS)	1,399,963	2,090,940	1,463,917	2,084,914	42.42
8625 CalWORKS	394,197	415,534	415,534	415,534	-
8626 Telecomm./Technology Infrastructure Prog. (TTIP)	14,517	39,246	39,246	39,246	-
8629 Other Gen Categorical Apport-BSI	841,701	1,924,981	900,000	863,720	(4.03)
8629 Other Gen Categorical Apport-CARE	71,571	77,009	77,009	78,059	1.36
8629 Other Gen Categorical Apport-Equal Employment Opportunity	20,456	12,822	12,822	12,822	-
8629 Other Gen Categorical Apport-Instructional Equipment	381,216	1,146,811	1,146,811	0	(100.00)
8629 Other Gen Categorical Apport-Matriculation-Credit	1,772,481	5,223,464	2,000,000	4,856,165	142.81
8629 Other Gen Categorical Apport-Matriculation-Non-Credit	1,743,003	1,754,804	1,754,804	1,712,506	(2.41)
8629 Other Gen Categorical Apport-Student Equity	0	1,611,247	1,611,247	1,611,247	-
8629 Other Gen Categorical Apport-Student Financial Aid Admin	1,055,049	991,490	991,490	986,490	(0.50)
8659 Other Reimb Categorical Allow-Career Tech Education	583,371	16,809,519	1,000,000	16,695,271	1,569.53
8659 Other Reimb Categorical Allow-Economic Development	1,740,284	1,947,109	1,947,109	1,500,959	(22.91)
8659 Other Reimb Categorical Allow-Other	905,314	7,952,823	1,000,000	7,633,610	663.36
8681 State Lottery Proceeds	1,025,499	988,214	988,214	988,214	-
Total State Revenues	13,490,511	44,531,445	16,893,635	41,024,189	142.84

4.3 (25)

Rancho Santiago Community College District
Tentative Budget
2015-16

Restricted General Fund Revenue Budget - Fund 12

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8820 Contrib, Gifts, Grants & Endowment	4,614	561	561	561	-
8831 Contract Instructional Service	10,420	169,861	0	169,861	-
8876 Health Services Fees	1,128,987	1,139,844	1,139,844	1,139,844	-
8882 Parking Fees & Bus Passes	930,964	935,000	935,000	935,000	-
8890 Other Local Revenues (Instr. Mat./Health Serv. Use Fees, etc.)	151,003	178,929	178,929	178,929	-
8891 Other Local Rev - Special Proj	207,783	628,292	300,000	630,192	110.06
Total Local Revenues	<u>2,433,771</u>	<u>3,052,487</u>	<u>2,554,334</u>	<u>3,054,387</u>	19.58
8900 Other Financing Sources					
8910 Proceeds-Sale of Equip & Suppl	0	0	0	0	-
8981 Interfund Transfer In	0	0	0	0	-
8999 Revenue - Clearing	(6,180)	0	0	0	-
Total Other Sources	<u>(6,180)</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Total Revenues	<u>27,329,212</u>	<u>61,999,527</u>	<u>31,254,451</u>	<u>56,167,709</u>	79.71
Net Beginning Balance	1,435,844	2,337,231	2,337,231	2,116,873	(9.43)
Adjustments to Beginning Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>1,435,844</u>	<u>2,337,231</u>	<u>2,337,231</u>	<u>2,116,873</u>	(9.43)
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$28,765,056</u>	<u>\$64,336,758</u>	<u>\$33,591,682</u>	<u>\$58,284,582</u>	73.51

4.3 (26)

Rancho Santiago Community College District
Tentative Budget
2015-16

Restricted General Fund Expenditure Budget - Fund 12

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$225,027	\$388,509	\$268,130	\$388,509	44.90
1200 Non-Instructional Salaries, Regular Contract	1,664,531	2,595,824	2,084,494	2,649,948	27.13
1300 Instructional Salaries, Other Non-Regular	405,712	585,411	377,587	510,331	35.16
1400 Non-Instructional Salaries, Other Non-Regular	3,443,192	5,072,607	3,895,286	4,289,217	10.11
Subtotal	<u>5,738,462</u>	<u>8,642,351</u>	<u>6,625,497</u>	<u>7,838,005</u>	18.30
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	5,333,782	7,877,268	5,598,997	7,501,588	33.98
2200 Instructional Aides, Regular Full Time	0	10,455	0	13,310	-
2300 Non-Instructional Salaries, Other	2,830,632	3,996,712	2,650,446	3,319,458	25.24
2400 Instructional Aides, Other	843,811	1,541,517	954,143	1,476,174	54.71
Subtotal	<u>9,008,225</u>	<u>13,425,952</u>	<u>9,203,586</u>	<u>12,310,530</u>	33.76
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	380,184	722,414	466,989	661,385	41.63
3200 Public Employees' Retirement System Fund	808,131	1,288,363	862,562	1,198,582	38.96
3300 Old Age, Survivors, Disability, and Health Ins.	677,175	1,054,425	711,269	972,716	36.76
3400 Health and Welfare Benefits	1,672,969	3,079,939	1,879,357	2,991,849	59.20
3500 State Unemployment Insurance	7,058	33,921	7,539	29,534	291.75
3600 Workers' Compensation Insurance	356,833	539,792	382,812	492,711	28.71
3900 Other Benefits	152,933	234,009	166,514	220,472	32.40
Subtotal	<u>4,055,283</u>	<u>6,952,863</u>	<u>4,477,042</u>	<u>6,567,249</u>	46.69
TOTAL SALARIES/BENEFITS	18,801,970	29,021,166	20,306,125	26,715,784	31.57

4.3 (27)

Rancho Santiago Community College District
Tentative Budget
2015-16

Restricted General Fund Expenditure Budget - Fund 12

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
4000 Books and Supplies					
4100 Textbooks	0	61	60	61	1.67
4200 Other Books	121,052	210,791	116,294	126,120	8.45
4300 Instructional Supplies	911,115	1,971,543	1,065,013	1,772,473	66.43
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	14,007	22,204	566	22,204	3,822.97
4600 Non-Instructional Supplies	379,968	582,531	364,805	417,311	14.39
4700 Food Supplies	96,641	200,356	110,595	142,957	29.26
Subtotal	1,522,783	2,987,486	1,657,333	2,481,126	49.71
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	2,350,508	22,095,375	5,262,434	22,084,366	319.66
5200 Travel & Conference Expenses	369,864	708,838	356,605	548,273	53.75
5300 Dues & Memberships	29,586	48,941	49,025	28,397	(42.08)
5400 Insurance	66,373	61,593	61,593	61,593	-
5500 Utilities & Housekeeping Svcs	3,042	4,160	1,880	3,860	105.32
5600 Rents, Leases & Repairs	246,686	309,600	236,695	295,027	24.64
5700 Legal, Election & Audit Exp	0	0	0	0	-
5800 Other Operating Exp & Services	490,183	879,952	469,857	717,515	52.71
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	336,539	1,937,936	456,222	1,991,403	336.50
Subtotal	3,892,781	26,046,395	6,894,311	25,730,434	273.21
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	0	0	0	0	-
6200 Buildings	2,725	0	0	0	-
6300 Library Books	20,988	122,230	47,969	111,568	132.58
6400 Equipment	1,460,451	4,489,967	1,783,721	1,742,836	(2.29)
Subtotal	1,484,164	4,612,197	1,831,690	1,854,404	1.24
Subtotal, Expenditures (1000 - 6000)	25,701,698	62,667,244	30,689,459	56,781,748	85.02

4.3 (28)

Rancho Santiago Community College District
Tentative Budget
2015-16

Restricted General Fund Expenditure Budget - Fund 12

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
7000 Other Outgo					
7200 Intrafund Transfers Out	2,004	0	0	0	-
7300 Interfund Transfers Out	0	0	0	0	-
7600 Other Student Aid	724,123	958,912	785,350	792,232	0.88
Subtotal	<u>726,127</u>	<u>958,912</u>	<u>785,350</u>	<u>792,232</u>	0.88
Subtotal, Expenditures (1000 - 7000)	<u>26,427,825</u>	<u>63,626,156</u>	<u>31,474,809</u>	<u>57,573,980</u>	82.92
7900 Reserve for Contingencies					
7920 Restricted Contingency-Campus Health Services-3250	0	170,132	0	170,132	-
7920 Restricted Contingency-Health Services-3450	0	477,053	0	477,053	-
7920 Restricted Contingency-Safety & Parking-3610	0	63,417	0	63,417	-
7920 Restricted Contingency-Veterans Affairs-3749	0	0	0	0	-
Total Designated	<u>0</u>	<u>710,602</u>	<u>0</u>	<u>710,602</u>	-
7910 Unrestricted Contingency	2,337,231	0	2,116,873	0	(100.00)
Subtotal Expenditures (7900)	<u>2,337,231</u>	<u>710,602</u>	<u>2,116,873</u>	<u>710,602</u>	(66.43)
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$28,765,056</u>	<u>\$64,336,758</u>	<u>\$33,591,682</u>	<u>\$58,284,582</u>	73.51

4.3 (29)

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted - One-Time - General Fund Revenue Budget - Fund 13

<u>Revenues by Source</u>		2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100	Federal Revenues					
	Total Federal Revenues	\$0	\$0	\$0	\$0	-
8600	State Revenues					
8682	State Mandated Costs	788,436	0	0	14,600,000	-
	Total State Revenues	788,436	0	0	14,600,000	-
8800	Local Revenues					
8850	Rentals Short-term	19,326	26,936	46,319	24,433	(47.25)
8885	Student ID & ASB Fees	91,910	111,916	238,067	0	(100.00)
8890	Other Local Revenues (Student Transcript/Representation/ Discounts/Fines/Instr. Mat./Health Serv. Use Fees, etc.)	205,182	83,794	205,157	20,858	(89.83)
8891	Other Local Rev - Special Proj	0	0	0	0	-
	Total Local Revenues	316,418	222,646	489,543	45,291	(90.75)
8900	Other Financing Sources					
8981	Interfund Transfer In	94,565	0	0	0	-
	Total Revenues	1,199,419	222,646	489,543	14,645,291	2,891.63
	Net Beginning Balance	37,633,190	27,266,692	27,266,692	22,361,862	(17.99)
	Adjustments to Beginning Balance	0	0	0	0	-
	Adjusted Beginning Fund Balance	37,633,190	27,266,692	27,266,692	22,361,862	(17.99)
	Total Revenues, Other Financing Sources and Beginning Fund Balance	\$38,832,609	\$27,489,338	\$27,756,235	\$37,007,153	33.33

4.3 (30)

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries					
1100 Instructional Salaries, Regular Contract	\$0	\$0	\$0	\$0	-
1200 Non-Instructional Salaries, Regular Contract	0	0	0	0	-
1300 Instructional Salaries, Other Non-Regular	6,528	373,952	0	317,845	-
1400 Non-Instructional Salaries, Other Non-Regular	29,697	128,722	91,912	0	(100.00)
Subtotal	<u>36,225</u>	<u>502,674</u>	<u>91,912</u>	<u>317,845</u>	245.81
2000 Classified Salaries					
2100 Non-Instructional Salaries, Regular Full Time	152,278	20,587	17,724	12,447	(29.77)
2200 Instructional Aides, Regular Full Time	0	0	0	0	-
2300 Non-Instructional Salaries, Other	38,229	26,454	20,939	9,500	(54.63)
2400 Instructional Aides, Other	686,894	542	17,895	0	(100.00)
Subtotal	<u>877,401</u>	<u>47,583</u>	<u>56,558</u>	<u>21,947</u>	(61.20)
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	1,702	11,138	7,825	0	(100.00)
3200 Public Employees' Retirement System Fund	20,802	2,424	2,156	1,475	(31.59)
3300 Old Age, Survivors, Disability, and Health Ins.	33,345	4,862	4,297	1,698	(60.48)
3400 Health and Welfare Benefits	46,419	3,903	3,264	2,399	(26.50)
3500 State Unemployment Insurance	454	93	73	11	(84.93)
3600 Workers' Compensation Insurance	22,012	4,245	3,568	533	(85.06)
3900 Other Benefits	2,869	250	188	250	32.98
Subtotal	<u>127,603</u>	<u>26,915</u>	<u>21,371</u>	<u>6,366</u>	(70.21)
TOTAL SALARIES/BENEFITS	1,041,229	577,172	169,841	346,158	103.81

4.3 (31)

Rancho Santiago Community College District
Tentative Budget
2015-16

Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
4000 Books and Supplies					
4100 Textbooks	0	0	0	0	-
4200 Other Books	0	0	0	0	-
4300 Instructional Supplies	0	10,165	794	0	(100.00)
4400 Media Supplies	0	0	0	0	-
4500 Maintenance Supplies	0	556	387	600	55.04
4600 Non-Instructional Supplies	5,642	19,846	4,473	17,582	293.07
4700 Food Supplies	0	1,665	1,459	0	(100.00)
Subtotal	5,642	32,232	7,113	18,182	155.62
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	176,502	84,729	71,197	-	(100.00)
5200 Travel & Conference Expenses	1,314	52,298	14,911	6,000	(59.76)
5300 Dues & Memberships	15,399	5,000	3,495	0	(100.00)
5400 Insurance	0	0	0	0	-
5500 Utilities & Housekeeping Svcs	3,925,964	0	0	0	-
5600 Rents, Leases & Repairs	340,617	32,756	25,892	32,756	26.51
5700 Legal, Election & Audit Exp	380,116	1,300	1,279	0	(100.00)
5800 Other Operating Exp & Services	4,635,046	1,870,721	1,566,748	779,941	(50.22)
5900 Other (Transp., Postage, Reproduction, Special Proj., etc.)	190,916	153,691	105,310	13,532,900	12,750.54
Subtotal	9,665,874	2,200,495	1,788,832	14,351,597	702.29
6000 Sites, Buildings, Books, and Equipment					
6100 Sites & Site Improvements	45,426	35,315	18,433	0	(100.00)
6200 Buildings	400	0	0	0	-
6300 Library Books	0	0	0	0	-
6400 Equipment	278,067	80,232	10,182	0	(100.00)
Subtotal	323,893	115,547	28,615	0	(100.00)
Subtotal, Expenditures (1000 - 6000)	11,036,638	2,925,446	1,994,401	14,715,937	637.86

4.3 (32)

Rancho Santiago Community College District
Tentative Budget
2015-16

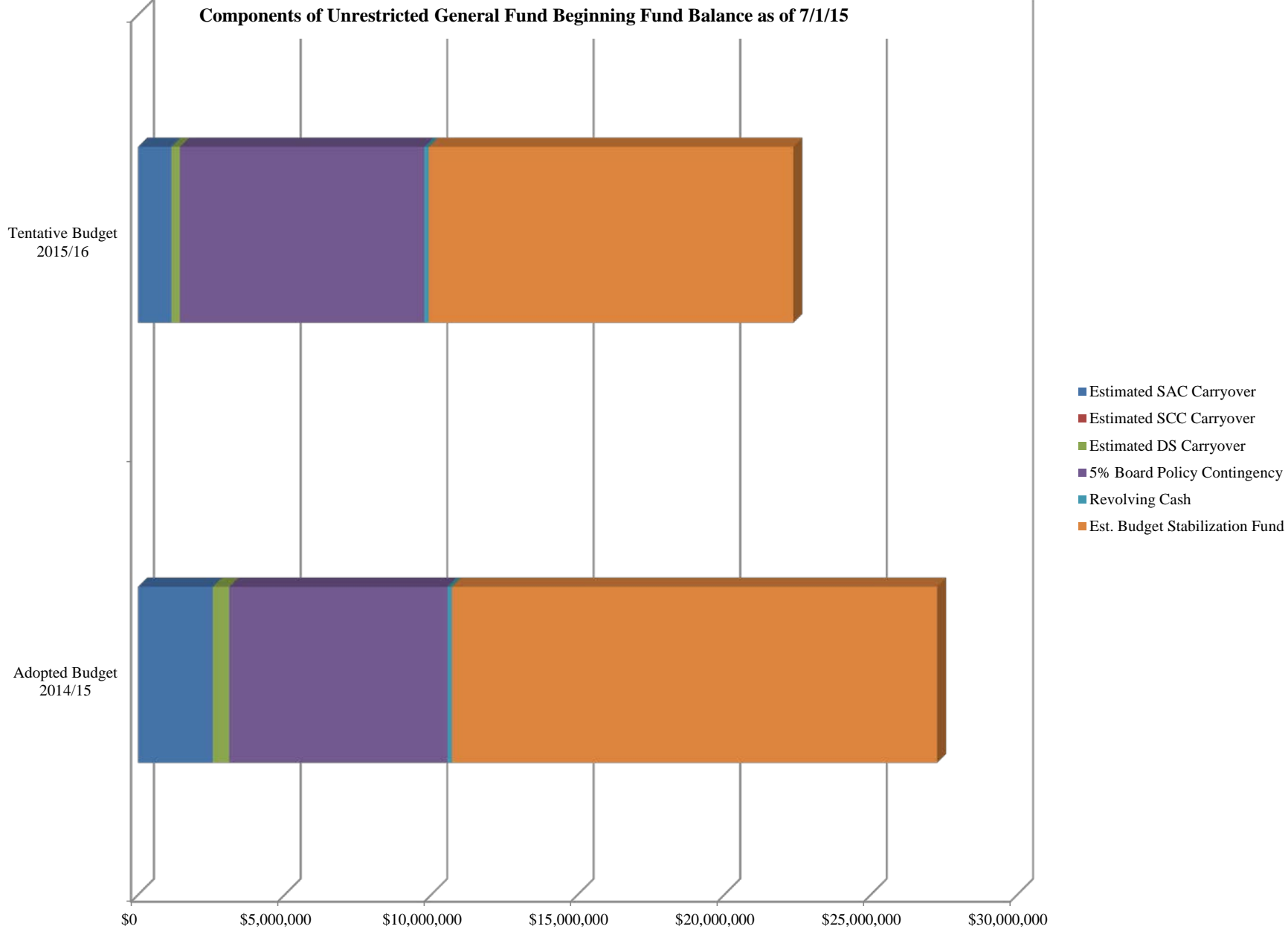
Unrestricted - One-Time - General Fund Expenditure Budget - Fund 13

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
7000 Other Outgo					
7200 Intrafund Transfers Out	0	0	0	0	-
7300 Interfund Transfers Out	9,237,238	1,600,000	2,600,000	1,500,000	(42.31)
7600 Other Student Aid	42,000	0	0	0	-
Subtotal	<u>9,279,238</u>	<u>1,600,000</u>	<u>2,600,000</u>	<u>1,500,000</u>	(42.31)
Subtotal, Expenditures (1000 - 7000)	<u>20,315,876</u>	<u>4,525,446</u>	<u>4,594,401</u>	<u>16,215,937</u>	252.95
7900 Reserve for Contingencies					
7930 Board Policy Contingency (5%)	0	7,445,802	0	8,339,635	-
7940 Revolving Cash Accounts	0	100,000	0	100,000	-
7940 Employee Emergency Vacation Payout	0	50,000	0	50,000	-
7950 Budget Stabilization	0	15,368,090	0	12,044,703	-
Total Designated	<u>0</u>	<u>22,963,892</u>	<u>0</u>	<u>20,534,338</u>	-
7910 Unrestricted Contingency	18,516,733	0	23,161,834	256,878	(98.89)
Subtotal Expenditures (7900)	<u>18,516,733</u>	<u>22,963,892</u>	<u>23,161,834</u>	<u>20,791,216</u>	(10.24)
Total Expenditures, Other Outgo and Ending Fund Balance	<u>\$38,832,609</u>	<u>\$27,489,338</u>	<u>\$27,756,235</u>	<u>\$37,007,153</u>	33.33

4.3 (33)

Rancho Santiago Community College District
Tentative Budget
2015-16

Components of Unrestricted General Fund Beginning Fund Balance as of 7/1/15



4.3 (34)

**RSCCD - 2015-16 Tentative Budget SB 361 Revenue Allocation Simulation for Unrestricted General Fund -- FD 11
Based on 14-15 Second Period Reported FTES**

	SAC/CEC	SAC	CEC	SCC/OEC	SCC	OEC	District Services	Institutional Cost	TOTAL
APPORTIONMENT REVENUE									
Base Allocation	\$ 4,755,545	\$ 4,755,545		\$ 3,566,659	\$ 3,566,659				\$ 8,322,204
Grandfathered or Approved Center	\$ 1,188,887		\$ 1,188,887	\$ 1,188,887		\$ 1,188,887			\$ 2,377,774
FTES Base	\$ 93,553,744	\$ 73,242,458	\$ 20,311,286	\$ 39,650,449	\$ 32,165,761	\$ 7,484,689			\$ 133,204,193
Subtotal	\$ 99,498,176	\$ 77,998,003	\$ 21,500,173	\$ 44,405,995	\$ 35,732,420	\$ 8,673,576	\$ -	\$ -	\$ 143,904,171
Projected COLA - 1.02%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Estimated Restoration/Access/Growth - 0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Deficit Coefficient -	\$ (1,677,463)	\$ (1,278,512)	\$ (398,952)	\$ (707,718)	\$ (561,482)	\$ (146,236)			\$ (2,385,181)
Allocation for Full-time Faculty	\$ 1,312,500	\$ 1,312,500	\$ -	\$ 562,500	\$ 562,500	\$ -			\$ 1,875,000
Property Tax Deficit Factor (ERAF)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
Enrollment Fee Deficit Factor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -
TOTAL ESTIMATED APPORTIONMENT REVENUE	\$ 99,133,212	\$ 78,031,991	\$ 21,101,221	\$ 44,260,778	\$ 35,733,438	\$ 8,527,340	\$ -	\$ -	\$ 143,393,990
<i>Percentages</i>	<i>69.13%</i>	<i>54.42%</i>	<i>14.72%</i>	<i>30.87%</i>	<i>24.92%</i>	<i>5.95%</i>			
OTHER STATE REVENUE									
Lottery, Unrestricted	\$ 2,688,280	\$ 2,063,406	\$ 624,874	\$ 1,119,317	\$ 890,270	\$ 229,048			\$ 3,807,597
State Mandate Cost	\$ 1,147,494	\$ 1,147,494	\$ -	\$ 492,506	\$ 492,506	\$ -			\$ 1,640,000
Part-Time Faculty Compensation	\$ 486,425	\$ 370,739	\$ 115,687	\$ 205,222	\$ 162,817	\$ 42,405			\$ 691,647
Subtotal, Other State Revenue	\$ 4,322,199	\$ 3,581,639	\$ 740,560	\$ 1,817,045	\$ 1,545,592	\$ 271,453	\$ -	\$ -	\$ 6,139,244
TOTAL ESTIMATED REVENUE	\$ 103,455,412	\$ 81,613,630	\$ 21,841,782	\$ 46,077,822	\$ 37,279,030	\$ 8,798,792	\$ -	\$ -	\$ 149,533,234
<i>Percentages</i>	<i>69.19%</i>	<i>54.58%</i>	<i>14.61%</i>	<i>30.81%</i>	<i>24.93%</i>	<i>5.88%</i>			
Less Institutional Cost Expenditures									\$ 11,260,475
Less Net District Services Expenditure									\$ 27,992,206
									\$ 110,280,553
ESTIMATED REVENUE	\$ 76,298,223	\$ 60,189,939	\$ 16,108,284	\$ 33,982,330	\$ 27,493,233	\$ 6,489,097			\$ 110,280,553
BUDGET EXPENDITURES FOR FY 2015-16									
SAC/CEC Expenses	\$ 75,479,241	\$ 66,207,717	\$ 9,271,524						\$ 75,479,241
SCC/OEC Expenses				\$ 35,239,962	\$ 30,010,482	\$ 5,229,480			\$ 35,239,962
District Services Expenses							\$ 28,597,080		\$ 28,597,080
Institutional Cost									
Retirees Instructional/local experience charge								\$ 3,586,709	\$ 3,586,709
Retirees Non-Instructional/local experience charge								\$ 3,770,733	\$ 3,770,733
All Risks Insurance								\$ 203,033	\$ 203,033
Property & Liability								\$ 1,850,000	\$ 1,850,000
Election								\$ -	\$ -
Interfund Transfer								\$ 1,850,000	\$ 1,850,000
TOTAL ESTIMATED EXPENDITURES	\$ 75,479,241	\$ 66,207,717	\$ 9,271,524	\$ 35,239,962	\$ 30,010,482	\$ 5,229,480	\$ 28,597,080	\$ 11,260,475	\$ 150,576,758
Percent of Total Estimated Expenditures	50.13%	43.97%	6.16%	23.40%	19.93%	3.47%	18.99%	7.48%	
ESTIMATED EXPENSES UNDER/(OVER) REVENUE	\$ 818,982	\$ (6,017,778)	\$ 6,836,760	\$ (1,257,632)	\$ (2,517,249)	\$ 1,259,617			\$ (438,650)
OTHER STATE REVENUE									
Apprenticeship				\$ 1,389,971	\$ 1,389,971				\$ 1,389,971
Enrollment Fees 2%								\$ 250,674	\$ 250,674
LOCAL REVENUE									
Non Resident Tuition	\$ 1,342,688	\$ 1,342,688		\$ 257,312	\$ 257,312				\$ 1,600,000
Interest/Investments	\$ -	\$ -		\$ -	\$ -			\$ 120,000	\$ 120,000
Rents/Leases	\$ 48,480	\$ 48,480		\$ 22,472	\$ 22,472		\$ 205,000		\$ 275,952
Proceeds-Sale of Equipment	\$ -	\$ -		\$ -	\$ -			\$ 5,000	\$ 5,000
Other Local	\$ -	\$ -		\$ -	\$ -			\$ 24,200	\$ 24,200
Subtotal, Other Local Revenue	\$ 1,391,168	\$ 1,391,168	\$ -	\$ 1,669,755	\$ 1,669,755	\$ -	\$ 205,000	\$ 399,874	\$ 3,665,797
ESTIMATED ENDING BALANCE FOR 6/30/16	\$ 2,210,150	\$ (4,626,610)	\$ 6,836,760	\$ 412,123	\$ (847,494)	\$ 1,259,617			\$ 2,622,273

4.3 (35)

Rancho Santiago Community College District
Tentative Budget
2015-16

Bond Interest and Redemption Funds

The Bond Interest and Redemption Fund is the designated fund referred to as the interest and sinking fund. These funds are to be used only for transactions related to the receipt and expenditure of local revenues derived from the property tax levied for the payment of the principal and interest on outstanding bonds of the district. Each separate issuance will be accounted for in its own project code. For budgeting and reporting purposes, we have combined all issuances into one fund for presentation only.

4.3 (36)

Rancho Santiago Community College District
Tentative Budget
2015-16

Bond Interest and Redemption Funds - Combined - Fund 24					
Revenue Budget					
<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8600 State Revenues					
8671 Voted Indebtedness Levies-HOPTR	\$145,626	\$0	\$0	\$0	-
8800 Local Revenues					
8814 Voted Indebtedness Levies-Secured	18,587,774	19,105,737	19,105,737	27,801,737	45.52
8815 Voted Indebtedness Levies-Unsecured	1,935,108	666,879	666,879	970,879	45.59
8860 Interest & Investment Income	37,726	37,784	37,784	37,784	-
Total Local Revenues	<u>20,560,608</u>	<u>19,810,400</u>	<u>19,810,400</u>	<u>28,810,400</u>	45.43
8900 Other Financing Sources					
8981 Interfund Transfers In	1,183,700	0	0	0	-
Total Revenues and Other Financing Sources	<u>21,889,934</u>	<u>19,810,400</u>	<u>19,810,400</u>	<u>28,810,400</u>	45.43
Beginning Fund Balance	<u>15,743,779</u>	<u>16,065,547</u>	<u>16,065,547</u>	<u>14,839,033</u>	(7.63)
Adjustment to Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Adjusted Beginning Fund Balance	<u>15,743,779</u>	<u>16,065,547</u>	<u>16,065,547</u>	<u>14,839,033</u>	(7.63)
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u><u>\$37,633,713</u></u>	<u><u>\$35,875,947</u></u>	<u><u>\$35,875,947</u></u>	<u><u>\$43,649,433</u></u>	21.67

4.3 (37)

Rancho Santiago Community College District
Tentative Budget
2015-16

Bond Interest and Redemption Funds - Combined - Fund 24					
Expenditure Budget					
<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
5000 Other Operating Expenses					
5885 Investment & Interest Expense	\$7,671	\$7,728	\$7,728	\$7,728	-
7000 Other Outgo					
7110 Debt Payment - Principal	8,348,880	8,139,758	8,139,758	15,582,544	91.44
7120 Debt Payment - Interest	12,027,915	12,889,428	12,889,428	14,146,003	9.75
7300 Interfund Transfers Out	1,183,700	0	0	0	-
Subtotal	<u>21,560,495</u>	<u>21,029,186</u>	<u>21,029,186</u>	<u>29,728,547</u>	41.37
Subtotal, Expenditures (1000 - 7000)	<u>21,568,166</u>	<u>21,036,914</u>	<u>21,036,914</u>	<u>29,736,275</u>	41.35
7900 Reserve for Contingencies					
7920 Restricted Contingency	16,065,547	14,839,033	14,839,033	13,913,158	(6.24)
Total Fund Balance	<u>16,065,547</u>	<u>14,839,033</u>	<u>14,839,033</u>	<u>13,913,158</u>	(6.24)
Total Expenditures, Other Outgo and Ending Fund Balance	<u><u>\$37,633,713</u></u>	<u><u>\$35,875,947</u></u>	<u><u>\$35,875,947</u></u>	<u><u>\$43,649,433</u></u>	21.67

4.3 (38)

Rancho Santiago Community College District
Tentative Budget
2015-16

Bookstore Fund

The Bookstore Fund is a special revenue fund designated to receive the proceeds derived from the District's operation of a community college bookstore pursuant to EC 81676. All necessary expenses, including salaries, wages, operating expenses, cost of goods sold, and cost of capital improvements for the bookstore may be paid from generated revenue.

Rancho Santiago Community College District
Tentative Budget
2015-16

Bookstore Fund - Fund 31					
Revenue Budget					
<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8843 Sales-Miscellaneous	\$6,850,031	\$6,850,000	\$7,257,683	\$7,473,307	2.97
8850 Rentals Short-Term	212,342	214,188	46,019	46,019	-
8890 Other Local Revenues	39,607	101,819	34,889	51,834	48.57
Total Revenues	7,101,980	7,166,007	7,338,591	7,571,160	3.17
Beginning Fund Balance	3,651,179	4,192,775	4,192,775	4,046,688	(3.48)
Total Revenues and Beginning Fund Balance	\$10,753,159	\$11,358,782	\$11,531,366	\$11,617,848	0.75

4.3 (40)

Rancho Santiago Community College District
Tentative Budget
2015-16

Bookstore Fund - Fund 31
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
2000 Classified Salaries	\$912,976	\$992,875	\$1,013,871	\$1,039,508	2.53
3000 Employee Benefits	363,974	322,830	380,575	389,169	2.26
4000 Books and Supplies	4,970,215	5,222,480	5,263,140	5,552,900	5.51
5000 Services and Other Operating Expenses	192,165	368,342	314,657	364,032	15.69
6000 Sites, Buildings, Books, and Equipment	82,054	102,896	52,990	55,000	3.79
Subtotal, Expenditures (1000 - 6000)	6,521,384	7,009,423	7,025,233	7,400,609	5.34
7300 Interfund Transfers Out	39,000	24,000	459,445	284,124	(38.16)
Subtotal, Expenditures (1000 - 7000)	6,560,384	7,033,423	7,484,678	7,684,733	2.67
7900 Reserve for Contingencies					
7910 Unrestricted Contingency	4,192,775	4,325,359	4,046,688	3,933,115	(2.81)
Total Expenditures and Ending Fund Balance	\$10,753,159	\$11,358,782	\$11,531,366	\$11,617,848	0.75

Total of \$1,000,000 of inventory is budgeted in the Reserve for Contingency Account

4.3 (41)

Rancho Santiago Community College District
Tentative Budget
2015-16

Child Development Fund

The Child Development Fund is a special revenue fund designated to account for all revenues for or from the operation of child care and development services, including federal, state or local grants and student fees for child development services.

Costs incurred in the operation and maintenance of the child care and development services are paid from this fund. However, those segments of child care and development activities that are part of the instructional activity of the district must be accounted for in the General Fund.

The District currently operates five Child Development Centers at Santa Ana College, Santiago Canyon College, Centennial Education Center and Orange Education Center and Santa Ana East Campus.

Due to the reimbursement basis of certain grants within the Child Development Fund, as part of the approval of the budget by the Board of Trustees, authorization is given, as needed throughout the fiscal year, for temporary intra-year borrowing from the General Fund up to \$1 million for cash flow purposes.

In addition, with the approval of this budget, authorization is given for an amount not to exceed \$350,000 as a contribution from the Unrestricted General Fund to the Child Development Fund if needed.

Rancho Santiago Community College District
Tentative Budget
2015-16

Child Development Fund - Fund 33
Revenue Budget

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100 Federal Revenues					
8199 Other Federal Revenue	\$2,073,871	\$3,273,330	\$2,144,231	\$2,301,729	7.35
8600 State Revenues					
8621 Child Development Apportionment	2,656,019	2,571,481	2,935,863	2,692,586	(8.29)
8629 Other Categorical Apportionment	231,076	231,076	231,076	231,076	-
8659 Other Reimb Categorical	57,762	82,137	13,892	82,137	491.25
8699 Other Miscellaneous State Revenue	22,538	183,659	109,541	119,165	8.79
Total State Revenues	<u>2,967,395</u>	<u>3,068,353</u>	<u>3,290,372</u>	<u>3,124,964</u>	(5.03)
8800 Local Revenues					
8860 Interest & Investment Income	746	1,000	500	1,000	100.00
8871 Child Development Services	487,624	434,692	416,735	441,815	6.02
8890 Other Local Rev	18,250	0	0	0	-
8891 Other Local Rev - Special Proj	5,932	0	34,000	0	(100.00)
8893 Outlawed Checks	49	0	0	0	-
Total Local Revenues	<u>512,601</u>	<u>435,692</u>	<u>451,235</u>	<u>442,815</u>	(1.87)
8900 Other Financing Sources					
8981 Interfund Transfers In	337,238	350,000	350,000	350,000	-
Total Other Financing Sources	<u>337,238</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	-
Total Revenues	<u>5,891,105</u>	<u>7,127,375</u>	<u>6,235,838</u>	<u>6,219,508</u>	(0.26)
Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>48,005</u>	-
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u>\$5,891,105</u>	<u>\$7,127,375</u>	<u>\$6,235,838</u>	<u>\$6,267,513</u>	0.51

4.3 (43)

Rancho Santiago Community College District
Tentative Budget
2015-16

Child Development Fund - Fund 33					
Expenditure Budget					
<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries					
1200 Non-instructional Salaries, Regular Contract	2,145,947	2,415,267	2,108,565	2,206,966	4.67
1400 Non-instructional Salaries, Other Non-Regular	111,674	59,047	61,902	48,925	(20.96)
Subtotal	<u>2,257,621</u>	<u>2,474,314</u>	<u>2,170,467</u>	<u>2,255,891</u>	3.94
2000 Classified Salaries					
2100 Non-instructional Salaries, Regular Full Time	655,585	756,534	651,610	652,036	0.07
2300 Non-instructional Salaries, Other	660,008	822,342	738,451	781,283	5.80
Subtotal	<u>1,315,593</u>	<u>1,578,876</u>	<u>1,390,061</u>	<u>1,433,319</u>	3.11
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	191,479	234,186	198,637	211,354	6.40
3200 Public Employees' Retirement System Fund	93,725	128,912	111,177	115,290	3.70
3300 Old Age, Survivors, Disability, and Health Ins.	105,748	126,775	107,609	113,251	5.24
3400 Health and Welfare Benefits	829,191	966,067	798,036	866,159	8.54
3500 State Unemployment Insurance	1,711	1,933	1,684	1,730	2.73
3600 Workers' Compensation Insurance	88,675	101,259	87,569	90,919	3.83
3900 Other Benefits	119,813	129,320	107,919	116,935	8.35
Subtotal	<u>1,430,342</u>	<u>1,688,452</u>	<u>1,412,631</u>	<u>1,515,638</u>	7.29
4000 Books and Supplies					
4200 Books, Mags & Ref Mat	1,238	2,900	2,899	0	(100.00)
4300 Instructional Supplies	45,623	55,041	63,300	29,011	(54.17)
4600 Non-Instructional Supplies	51,034	60,211	37,442	42,394	13.23
4700 Food Supplies	138,755	177,697	340,041	173,565	(48.96)
Subtotal	<u>236,650</u>	<u>295,849</u>	<u>443,682</u>	<u>244,970</u>	(44.79)

4.3 (44)

Rancho Santiago Community College District
Tentative Budget
2015-16

Child Development Fund - Fund 33
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	357,758	704,088	333,164	414,245	24.34
5200 Travel & Conference Expenses	64,343	75,111	58,386	48,340	(17.21)
5300 Dues & Memberships	3,400	6,800	3,400	3,400	-
5500 Utilities & Housekeeping Svcs	11,400	12,000	12,000	12,000	-
5600 Rents, Leases & Repairs	84,826	90,673	88,416	130,673	47.79
5800 Other Operating Exp & Services	70,558	117,322	62,596	82,877	32.40
5900 Other	6,446	15,055	12,051	5,400	(55.19)
Subtotal	<u>598,731</u>	<u>1,021,049</u>	<u>570,013</u>	<u>696,935</u>	22.27
6000 Sites, Buildings, Books, and Equipment					
6400 Equipment	45,862	38,580	78,811	42,500	(46.07)
Subtotal	<u>45,862</u>	<u>38,580</u>	<u>78,811</u>	<u>42,500</u>	(46.07)
7000 Other Outgo					
7110 Debt Payment - Principal	0	0	0	0	-
7670 Other Exp Paid for Students	6,306	30,255	122,168	30,255	(75.23)
Subtotal	<u>6,306</u>	<u>30,255</u>	<u>122,168</u>	<u>30,255</u>	(75.23)
Subtotal, Expenditures (1000 - 7000)	<u>5,891,105</u>	<u>7,127,375</u>	<u>6,187,833</u>	<u>6,219,508</u>	0.51
7900 Reserve for Contingencies					
7920 Restricted Contingency	0	0	48,005	48,005	-
Total Expenditures, Other Outgo and Ending Fund Balance	<u><u>\$5,891,105</u></u>	<u><u>\$7,127,375</u></u>	<u><u>\$6,235,838</u></u>	<u><u>\$6,267,513</u></u>	0.51

4.3 (45)

Rancho Santiago Community College District
Tentative Budget
2015-16

Capital Outlay Projects Fund

The Capital Outlay Projects Fund is used to account for the accumulation of moneys for the acquisition or construction of capital outlay items including scheduled maintenance projects exceeding \$5,000, sites, site improvements, buildings, and initial building contents such as library books, furniture, fixtures, equipment, etc.

This fund may provide for the accumulation of monies over a period of years for specific capital outlay purposes (including district match for Scheduled Maintenance and Special Repairs (SMSR) projects as defined in EC 84660 through interfund transfers of general purpose monies to the Capital Outlay Projects Fund. State monies for SMSR projects are recorded directly into this fund. SMSR is defined in EC 84660 as "unusual, nonrecurring work to restore a facility to a safe and continually usable condition for which it was intended." These items are divided into five funding categories: roofs, utilities, mechanical, exterior, and other.

Rancho Santiago Community College District
Tentative Budget
2015-16

Capital Outlay Projects Fund - Fund 41
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8600 State Revenues					
8652 Scheduled Maintenance & Special Rep. Prog.	\$381,223	\$2,675,892	\$2,675,892	\$3,700,000	38.27
8654 Prop 39 Clean Energy	480,033	1,353,576	1,353,576	900,000	(33.51)
State Revenues	<u>861,256</u>	<u>4,029,468</u>	<u>4,029,468</u>	<u>4,600,000</u>	14.16
8800 Local Revenues					
8851 Leases-Facilities/Land/Bldg	12,339	7,839	0	7,839	-
8860 Interest & Investment Income	95,234	85,000	119,096	140,000	17.55
8881 Nonresident Tuition-Capital	214,765	207,640	313,288	300,000	(4.24)
8888 Utility Rebate Incentives	0	0	429,859	0	(100.00)
8890 Other Local Revenue	1,465	12,418	8,150	12,418	52.37
8893 Outlawed Checks	1,000	0	0	0	-
8894 Discounts Taken	0	72	0	72	-
8897 Redevelopmnt Rev/Health&Safety	2,347,190	2,235,021	1,468,545	2,235,021	52.19
Local Revenues	<u>2,671,993</u>	<u>2,547,990</u>	<u>2,338,938</u>	<u>2,695,350</u>	15.24
8900 Other Financing Sources					
8981 Interfund Transfers - In	8,920,000	1,250,000	2,250,000	3,000,000	33.33
Total Other Financing Sources	<u>8,920,000</u>	<u>1,250,000</u>	<u>2,250,000</u>	<u>3,000,000</u>	33.33
Total Revenues and Other Financing Sources	12,453,249	7,827,458	8,618,406	10,295,350	19.46
Beginning Fund Balance	26,672,852	34,754,824	34,754,824	36,029,904	3.67
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u><u>\$39,126,101</u></u>	<u><u>\$42,582,282</u></u>	<u><u>\$43,373,230</u></u>	<u><u>\$46,325,254</u></u>	6.81

4.3 (47)

Rancho Santiago Community College District
Tentative Budget
2015-16

Capital Outlay Projects Fund - Fund 41
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000 Academic Salaries					
1400 Non-instructional Salaries, Other Non-Reg	(\$26)	\$0	\$0	\$0	-
Subtotal	(26)	0	0	0	-
2000 Classified Salaries					
2300 Non-instructional Salaries, Other	0	0	0	0	-
Subtotal	0	0	0	0	-
3000 Employee Benefits					
3100 State Teachers' Retirement System Fund	0	0	0	0	-
3200 Public Employees' Retirement System Fund	(3)	0	0	0	-
3300 Old Age, Survivors, Disability, and Health	(2)	0	0	0	-
3400 Health and Welfare Benefits	0	0	0	0	-
3500 State Unemployment Insurance	0	0	0	0	-
3600 Workers' Compensation Insurance	(1)	0	0	0	-
Subtotal	(6)	0	0	0	-
4000 Supplies					
4600 Non-Instructional Supplies	0	2,000	1,660	340	(79.52)
Subtotal	0	2,000	1,660	340	(79.52)
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	57,402	228,655	192,892	73,954	(61.66)
5200 Travel & Conference Exp	0	2,250	0	2,250	-
5500 Utilities & Housekeeping	32,230	46,191	46,191	46,191	-

4.3 (48)

Rancho Santiago Community College District
Tentative Budget
2015-16

Capital Outlay Projects Fund - Fund 41
Expenditure Budget

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
5600 Rents, Leases & Repairs	51,942	101,666	76,926	39,431	(48.74)
5800 Other Operating Exp & Services	21,299	15,750	21,603	15,750	(27.09)
Subtotal	162,873	394,512	337,612	177,576	(47.40)
6000 Sites, Buildings, Books, and Equipment					
6115 Sites - Contracted Services	20,530	13,278	8,970	13,278	48.03
6116 Sites - Licenses, Fees & Taxes	0	21,361	0	21,361	-
6120 Site Improvements	0	6,494	6,494	0	(100.00)
6121 Site Improv - Legal	0	7,333	710	6,623	832.82
6122 Site Improv - Contract	1,005,503	1,368,124	530,624	973,428	83.45
6123 Site Improv - Archit	0	205,197	96,697	108,500	12.21
6124 Site Improv - Blueprint/Reproduction	0	4,000	1,477	2,523	70.82
6125 Site Improv - Construction Mgmt	0	43,000	0	43,000	-
6126 Site Improv - Construction Tests	0	7,500	0	7,500	-
6127 Site Improv - Demoli	0	1,115	0	1,115	-
6128 Site Improv - DSA Fees	0	18,950	0	18,950	-
6129 Site Improv - Engineer	13,998	0	0	0	-
6134 Site Improv - Labor Compliance	0	7,500	0	7,500	-
6136 Site Imp-Modular, Lease	0	167,715	40,115	127,600	218.09
6141 Site Improv - Spcl Ins/Mat Tes	0	56,000	0	56,000	-
6142 Site Improv - DSA Project Insp	0	78,100	0	78,100	-
6145 Site Improv - Geotech/Geohaz	0	23,030	5,530	17,500	216.46
6147 Site Improv - SWPPP	0	10,000	0	10,000	-
6148 Site Improv - Utility	0	1,000	0	1,000	-

4.3 (49)

Rancho Santiago Community College District
Tentative Budget
2015-16

Capital Outlay Projects Fund - Fund 41
Expenditure Budget

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6149 Site Improv - Land Sur	0	1,500	0	1,500	-
6152 Site Improv - Utility Fees	0	8,120	0	8,120	-
6153 Site Improv - City Permit/Fees	0	2,000	0	2,000	-
6201 Buildings - Architects Fee	55,734	361,195	232,378	155,524	(33.07)
6202 Buildings - Blueprint/Reprod	1,524	12,665	8,784	7,902	(10.04)
6203 Buildings - Construction Mgmt	(1,988)	18,128	1,278	16,850	1,218.47
6204 Buildings - Construction Tests	42,081	17,900	7,831	12,780	63.20
6205 Buildings - Contracted Svcs	240,117	2,262,046	1,050,399	1,706,536	62.47
6206 Buildings - Demolition Costs	32,750	6,495	0	6,495	-
6207 Buildings - DSA Fees	609	3,940	0	3,940	-
6208 Buildings - Engineering Costs	58,910	23,767	3,875	24,462	531.28
6211 Buildings - Facilities	214,532	200,754	200,726	200,754	0.01
6213 Buildings - Labor Compliance	0	4,000	0	4,000	-
6214 Buildings - Legal Expenses	6,540	10,932	9,006	1,926	(78.61)
6215 Buildings - Licenses, Taxes	17,355	289	0	289	-
6217 Buildings - Relocation	30,538	858,082	5,217	852,865	16,247.81
6220 Building Improvements	2,331,025	3,072,321	2,256,931	0	(100.00)
6250 Bldg Impr - AE Fee	0	573,600	65,600	508,000	674.39
6251 Bldg Impr - Blueprint/Repro	0	12,140	5,935	7,007	18.06
6252 Bldg Impr - Construction	0	50,000	0	50,000	-
6253 Bldg Impr - Contractor Svcs	0	13,355,900	2,071,658	11,656,392	462.66
6255 Bldg Impr - DSA Fees	0	4,500	0	4,500	-
6256 Bldg Impr - Engineering Costs	0	65,000	64,801	200	(99.69)
6262 Bldg Impr - Legal Expenses	0	8,500	0	8,500	-

4.3 (50)

Rancho Santiago Community College District
Tentative Budget
2015-16

Capital Outlay Projects Fund - Fund 41
Expenditure Budget

Expenditures by Object	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6269 Bldg Impr - Commissioning	0	65,200	0	65,200	-
6270 Bldg Impr - Spcl Ins/Mat Tes	0	9,000	1,775	7,225	307.04
6271 Bldg Impr - DSA Project Insp	0	10,000	4,800	5,200	8.33
6272 Bldg Impr - Cost Estimating	0	0	0	0	-
6273 Bldg Impr - Haz Mat	0	14,950	8,793	6,157	(29.98)
6283 Bldg Impr - Other Services	0	62,000	0	62,000	-
6284 Bldg Impr - Materials	0	225,499	207,184	18,245	(91.19)
6400 Equipment	138,678	226,168	106,466	122,050	14.64
6900 Project Contingencies	0	203,795	0	203,795	-
Subtotal	<u>4,208,436</u>	<u>23,790,083</u>	<u>7,004,054</u>	<u>17,224,392</u>	145.92
Subtotal, Expenditures (1000 - 6000)	<u>4,371,277</u>	<u>24,186,595</u>	<u>7,343,326</u>	<u>17,402,308</u>	136.98
7000 Other Outgo					
7300 Interfund Transfers Out	0	0	0	0	-
Subtotal	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Subtotal, Expenditures (1000 - 7000)	<u>4,371,277</u>	<u>24,186,595</u>	<u>7,343,326</u>	<u>17,402,308</u>	136.98
7900 Reserve for Contingencies					
7910 Unrestricted Contingency	34,754,824	15,841,694	36,029,904	15,841,694	(56.03)
7920 Restricted Contingency	0	2,553,993	0	13,081,252	-
	<u>34,754,824</u>	<u>18,395,687</u>	<u>36,029,904</u>	<u>28,922,946</u>	(19.73)
Total Expenditures, Other Outgo and Ending Fund Balance	<u><u>\$39,126,101</u></u>	<u><u>\$42,582,282</u></u>	<u><u>\$43,373,230</u></u>	<u><u>\$46,325,254</u></u>	6.81

4.3 (51)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund
Measure E

This General Obligation Bond Fund is used exclusively to account for activity associated with Measure E, an initiative approved by local voters in November 2002. Total bonds issued totalled \$337,000,000. The first issuance in March 2003 totaling \$96,125,000 and the second issuance in March 2005 totaling \$119,999,867 have been fully expended. Activities in this fund reflect the expenditures from the remaining issuances and refunding.

These bond funds are used for property acquisitions, planning, infrastructure creation and enhancements, new capital construction projects, equipment acquisitions, and remodeling projects.

Under the requirements of the bond, an oversight committee meets regularly to ensure the District meets all requirements set forth in the bond.

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure E - Fund 42
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8860 Interest & Investment Income	\$124,689	\$85,000	\$48,750	\$50,000	2.56
8890 Other Local Revenues	0	1,929	1,363	1,929	41.53
8894 Discounts Taken	279	265	0	265	-
Total Local Revenues	<u>124,968</u>	<u>87,194</u>	<u>50,113</u>	<u>52,194</u>	4.15
8900 Other Financing Sources					
8940 Proceeds-Sale of Bonds	0	0	0	0	-
Total Other Financing Sources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Total Revenues and Other Financing Sources	<u>124,968</u>	<u>87,194</u>	<u>50,113</u>	<u>52,194</u>	4.15
Beginning Fund Balance	45,667,699	18,472,841	18,472,841	9,040,327	(51.06)
Adjustments to Beginning Fund Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>45,667,699</u>	<u>18,472,841</u>	<u>18,472,841</u>	<u>9,040,327</u>	(51.06)
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u><u>\$45,792,667</u></u>	<u><u>\$18,560,035</u></u>	<u><u>\$18,522,954</u></u>	<u><u>\$9,092,521</u></u>	(50.91)

4.3 (53)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure E - Fund 42
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
5000 Other Operating Expenses					
5885 Investment & Interest Expense	\$30,439	\$46,200	\$8,517	\$46,200	442.44
Subtotal	<u>30,439</u>	<u>46,200</u>	<u>8,517</u>	<u>46,200</u>	442.44
6100 Sites and Site Improvements					
6110 Sites	5,011,512	11,512	0	11,512	-
6115 Sites - Contracted Services	93,018	223,470	(12,611)	187,737	(1,588.68)
6116 Sites - Licenses, Fees & Taxes	10,944	(3,600)	(3,640)	0	(100.00)
6121 Site Improv - Legal Expenses	6,362	3,978	215	3,763	1,650.23
6122 Site Improv - Contracted Svcs	10,197,321	7,525,280	5,847,209	2,199,704	(62.38)
6123 Site Improv - Architect Fee	224,555	(12,006)	(149,000)	136,994	(191.94)
6124 Site Improv - Blueprint	9,582	10,353	6,085	4,268	(29.86)
6125 Site Improv - Construction Mgmt	297,913	197,026	151,905	45,122	(70.30)
6126 Site Improv - Construct	245,079	285,101	186,765	98,336	(47.35)
6127 Site Improv - Demolition	0	72	0	72	-
6128 Site Improv - DSA Fees	4,703	79,400	36,878	42,522	15.30
6129 Site Improv - Engineer	187,563	(21,955)	(26,405)	4,450	(116.85)
6131 Site Improv - Equipment Rental	38,550	2,500	0	2,500	-
6132 Site Improv - Facility Lease	26,100	0	0	0	-
6134 Site Improv - Labor Compliance	0	25,000	0	25,000	-
6136 Site Improv - Modular, Lease Purchase	2,292,828	695,906	196,175	19,001	(90.31)
6137 Site Improv - Relocation/Moving	0	20,000	0	20,000	-
6139 Site Improv - Precon	0	7,000	0	3,485	-
6141 Site Improv - Spcl Ins/Mat Tes	0	4,000	0	4,000	-
6142 Site Improv - DSA Project Insp	0	20,000	0	20,000	-
Subtotal	<u>18,646,030</u>	<u>9,073,037</u>	<u>6,233,576</u>	<u>2,828,466</u>	(54.63)

4.3 (54)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure E - Fund 42
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6200 Buildings					
6201 Buildings - Architects Fee	1,790,648	254,563	(441,298)	695,861	(257.69)
6202 Buildings - Blueprint/Reprod	7,669	16,861	13,272	3,581	(73.02)
6203 Buildings - Construction Mgmt	506,823	993,062	68,757	917,440	1,234.32
6204 Buildings - Construction Tests	164,281	434,517	219,600	214,917	(2.13)
6205 Buildings - Contracted Svcs	3,805,054	1,060,989	145,990	946,944	548.64
6207 Buildings - DSA Fees	86,579	(1,484)	(2,536)	1,052	(141.48)
6208 Buildings - Engineering Costs	120,656	26,056	215	25,841	11,919.07
6214 Buildings - Legal Expenses	6,244	35	0	35	-
6215 Buildings - Licenses, Taxes	8	15,010	15,010	0	(100.00)
6217 Buildings - Relocation/Moving	16,980	148,150	114,137	34,013	(70.20)
6220 Building Improvements	396,048	13,709	0	13,709	-
6224 Buildings - Spcl Ins/Mat Tes	0	1,050	1,050	0	(100.00)
6250 Bldg Impr - AE Fee	0	3,151,488	1,723,200	1,428,288	(17.11)
6251 Bldg Impr - Blueprint/Repro	0	14,800	0	14,800	-
6252 Bldg Impr - Construct	0	70,000	0	70,000	-
6253 Bldg Impr - Contractor Svcs	0	969,776	27,751	942,025	3,294.56
6254 Bldg Impr - Demolition	0	50,000	0	50,000	-
6255 Bldg Impr - DSA Fees	0	84,000	2,000	82,000	4,000.00
6263 Bldg Impr - Lic/Tax/A	0	4,159	4,159	0	(100.00)
6265 Bldg Impr - Relocation	0	21,000	0	21,000	-
6268 Bldg Impr - Precon Services	0	464,640	404,640	60,000	(85.17)
6270 Bldg Impr - Spcl Ins/Mat Tes	0	300,000	74,539	225,461	202.47
6271 Bldg Impr - DSA Project Insp	0	192,600	14,925	177,675	1,090.45
6272 Bldg Impr - Cost Esti	0	59,590	59,590	0	(100.00)

4.3 (55)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure E - Fund 42
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6273 Bldg Impr - Haz Mat	0	29,250	0	29,250	-
6274 Bldg Impr - Geotech/Geohaz	0	11,000	0	11,000	-
6283 Bldg Impr - Other Ser	0	38,000	38,000	0	(100.00)
Subtotal	<u>6,900,990</u>	<u>8,422,821</u>	<u>2,483,001</u>	<u>5,964,892</u>	140.23
6400 Equipment	1,742,367	949,977	757,533	184,963	(75.58)
6900 Project Contingency	0	68,000	0	68,000	-
Subtotal (6000)	<u>27,289,387</u>	<u>18,513,835</u>	<u>9,474,110</u>	<u>9,046,321</u>	(4.52)
7000 Other Outgo					
7100 Debt Payment Principal and Interest	0	0	0	0	-
Subtotal (7000)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Subtotal Expenditures (1000 - 7000)	<u>27,319,826</u>	<u>18,560,035</u>	<u>9,482,627</u>	<u>9,092,521</u>	(4.11)
7900 Reserve for Contingencies					
7920 Restricted Contingency	18,472,841	0	9,040,327	0	(100.00)
Total Expenditures, Other Outgo and Ending Fund Balance	<u><u>\$45,792,667</u></u>	<u><u>\$18,560,035</u></u>	<u><u>\$18,522,954</u></u>	<u><u>\$9,092,521</u></u>	(50.91)

4.3 (56)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund
Measure Q

This General Obligation Bond Fund is used exclusively to account for activity associated with Measure Q, an initiative approved by the electorate of the Santa Ana College Facilities Improvement District No. 1 in November 2012. This measure authorizes the District to issue up to \$198 million in general obligation bonds to finance renovation, repair and construction at Santa Ana College. The first issuance of \$70,585,000 was issued October of 2014.

These bond funds are used for property acquisitions, planning, infrastructure creation and enhancements, new capital construction projects, equipment acquisitions, and remodeling projects.

Under the requirements of the bond, an oversight committee meets regularly to ensure the District meets all requirements set forth in the bond.

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure Q - Fund 43
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8860 Interest & Investment Income	\$0	\$175,000	\$131,792	\$175,000	32.78
Total Local Revenues	<u>0</u>	<u>175,000</u>	<u>131,792</u>	<u>175,000</u>	32.78
8900 Other Financing Sources					
8940 Proceeds-Sale of Bonds	0	198,000,000	70,000,000	128,000,000	82.86
Total Other Financing Sources	<u>0</u>	<u>198,000,000</u>	<u>70,000,000</u>	<u>128,000,000</u>	82.86
Total Revenues and Other Financing Sources	<u>0</u>	<u>198,175,000</u>	<u>70,131,792</u>	<u>128,175,000</u>	82.76
Beginning Fund Balance	0	0	0	37,712,426	-
Adjustments to Beginning Fund Balance	0	0	0	0	-
Adjusted Beginning Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>	<u>37,712,426</u>	-
Total Revenues, Other Financing Sources and Beginning Fund Balance	<u><u>\$0</u></u>	<u><u>\$198,175,000</u></u>	<u><u>\$70,131,792</u></u>	<u><u>\$165,887,426</u></u>	136.54

4.3 (58)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure Q - Fund 43
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
5000 Other Operating Expenses					
5885 Investment & Interest Expense	\$0	\$65,000	\$23,646	\$65,000	174.89
Subtotal	<u>0</u>	<u>65,000</u>	<u>23,646</u>	<u>65,000</u>	174.89
6100 Sites and Site Improvements					
6115 Sites - Contracted Services	0	0	52,800	0	(100.00)
6116 Sites - Licenses, Fees & Taxes	0	0	3,600	0	(100.00)
6121 Site Improv - Legal Expenses	0	5,000	0	5,000	-
6122 Site Improv - Contracted Svcs	0	1,050,000	6,800	1,042,985	15,238.01
6123 Site Improv - Architect Fee	0	100,000	48,112	18,000	(62.59)
6124 Site Improv - Blueprint	0	5,000	200	4,800	2,300.00
6125 Site Improv - Construction Mgmt	0	50,000	0	50,000	-
6126 Site Improv - Construct	0	40,000	1,540	38,460	2,397.40
6127 Site Improv - Demolition	0	100,000	0	100,000	-
6128 Site Improv - DSA Fees	0	20,000	0	20,000	-
6129 Site Improv - Engineer	0	30,000	34,991	30,000	(14.26)
6143 Site Improv - Cost Est	0	4,415	0	0	-
Subtotal	<u>0</u>	<u>1,404,415</u>	<u>148,043</u>	<u>1,309,245</u>	784.37
6200 Buildings					
6201 Buildings - Architects Fee	0	10,826,163	7,791,592	2,644,908	(66.05)
6202 Buildings - Blueprint/Reprod	0	118,000	1,343	113,000	8,314.00
6203 Buildings - Construction Mgmt	0	8,892,970	4,572,300	3,610,000	(21.05)
6204 Buildings - Construction Tests	0	1,750,000	52,233	1,750,000	3,250.37
6205 Buildings - Contracted Svcs	0	98,782,149	362,202	98,782,149	27,172.67
6206 Buildings - Demolition	0	1,200,000	0	1,200,000	-

4.3 (59)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure Q - Fund 43
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6200 Buildings - continued...					
6207 Buildings - DSA Fees	0	800,000	255,275	544,725	113.39
6213 Buildings - Labor Compliance	0	385,978	115,504	42,409	(63.28)
6214 Buildings - Legal Expenses	0	80,000	0	80,000	-
6215 Buildings - Licenses, Taxes	0	28,600	0	28,600	-
6217 Buildings - Relocation/Moving	0	71,000	0	71,000	-
6220 Building Improvements	0	0	2,688,634	0	(100.00)
6222 Buildings - Precon Services	0	1,080,264	982,547	0	(100.00)
6223 Buildings - Commissioning	0	239,200	23,195	60,200	159.54
6224 Buildings - Spcl Ins/Mat Tes	0	874,500	0	874,500	-
6225 Buildings - DSA Project Insp	0	1,026,000	0	1,026,000	-
6226 Buildings - Cost Estimating	0	191,400	50,222	94,258	87.68
6227 Buildings - Haz Mat	0	183,634	16,687	142,950	756.65
6228 Buildings - Geotech/Geohaz	0	105,000	0	80,817	-
6230 Buildings - OCIP	0	2,524,300	0	2,524,300	-
6231 Buildings - SWPPP	0	100,000	0	100,000	-
6232 Buildings - Utility Locating	0	20,000	0	20,000	-
6233 Buildings - Land Survey	0	55,000	0	55,000	-
6236 Buildings - Utility Fees	0	330,000	0	330,000	-
6237 Buildings - City Permit/Fees	0	45,000	0	45,000	-
6238 Buildings - Other Ser	0	15,500	0	0	-
6250 Bldg Impr - AE Fee	0	3,686,651	2,344,056	638,737	(72.75)
6251 Bldg Impr - Blueprint/Repro	0	15,000	0	15,000	-
6252 Bldg Impr - Construction Mgmt	0	1,698,049	436,561	1,009,350	131.20
6253 Bldg Impr - Contractor Svcs	0	32,883,268	12,251,169	20,456,694	66.98

4.3 (60)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure Q - Fund 43
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6200 Buildings - continued...					
6254 Bldg Impr - Demolition Costs	0	2,069,000	0	2,069,000	-
6255 Bldg Impr - DSA Fees	0	130,000	0	130,000	-
6259 Bldg Impr - Facility Lease	0	0	0	0	-
6261 Bldg Impr - Labor Comp/CSWPA	0	104,000	0	6,400	-
6262 Bldg Impr - Legal Expenses	0	10,000	0	10,000	-
6263 Bldg Impr - Lic/Tax/Agcy Fees	0	4,159	559	3,600	544.01
6265 Bldg Impr - Relocation/Moving	0	21,000	0	21,000	-
6268 Bldg Impr - Precon Services	0	220,320	220,320	0	(100.00)
6269 Bldg Impr - Commissioning	0	33,600	0	33,600	-
6270 Bldg Impr - Spcl Ins/Mat Tes	0	485,664	71,518	363,941	408.88
6271 Bldg Impr - DSA Project Insp	0	280,560	11,760	268,800	2,185.71
6272 Bldg Impr - Cost Estimating	0	61,200	0	61,200	-
6273 Bldg Impr - Haz Mat	0	50,000	0	50,000	-
6274 Bldg Impr - Geotech/Geohaz	0	30,000	0	16,087	-
6275 Bldg Impr - OCIP	0	499,800	0	499,800	-
6276 Bldg Impr - SWPPP	0	25,000	0	25,000	-
6277 Bldg Impr - Utility Locating	0	20,000	0	20,000	-
6278 Bldg Impr - Land Survey	0	30,000	0	30,000	-
6281 Bldg Impr - Utility Fees	0	30,000	0	30,000	-
6282 Bldg Impr - City Permit/Fees	0	20,000	0	20,000	-
6283 Bldg Impr - Other Ser	0	58,500	0	0	-
Subtotal	0	172,190,429	32,247,677	139,998,025	334.13

4.3 (61)

Rancho Santiago Community College District
Tentative Budget
2015-16

General Obligation Bond Fund - Measure Q - Fund 43
Expenditure Budget

<u>Expenditures by Object</u>		2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6400	Equipment	0	9,797,500	0	9,797,500	-
6900	Project Contingency	0	14,607,656	0	14,607,656	
	Subtotal (6000)	0	198,000,000	32,395,720	165,712,426	411.53
7000	Other Outgo					
7100	Debt Payment Principal and Interest	0	0	0	0	-
	Subtotal (7000)	0	0	0	0	-
	Subtotal Expenditures (1000 - 7000)	0	198,065,000	32,419,366	165,777,426	411.35
7900	Reserve for Contingencies					
7920	Restricted Contingency	0	110,000	37,712,426	110,000	(99.71)
	Total Expenditures, Other Outgo and Ending Fund Balance	\$0	\$198,175,000	\$70,131,792	\$165,887,426	136.54

4.3 (62)

Rancho Santiago Community College District
Tentative Budget
2015-16

Self-Insurance Funds

The internal Self-Insurance Funds are used to account for the financing of goods or services provided by one department or organizational unit to other units. The Self-Insurance Funds are the funds designated to account for income and expenditures of self-insurance programs.

The fund shall account for all activities of the self-insurance program and shall be operated as an internal service fund. In accordance with Internal Service Fund accounting, the Self-Insurance Funds shall charge other funds for their proportionate share of the estimated claims and expenses incurred plus contingencies and reflect the receipt of monies as revenue.

The District has established separate Self-Insurance Funds for two types of self-insurance activity: property and liability insurance (Fund 61) and worker's compensation (Fund 62). All losses or claims covered by the Self-Insurance Funds are paid directly from the respective Self-Insurance Fund. If all funds of a district are combined to reflect total district revenues and expenditures, the Self-Insurance Funds revenues and expenditures are excluded since inclusion would overstate the totals, however, aggregate balance sheets would include the Self-Insurance Funds.

4.3 (63)

Rancho Santiago Community College District
Tentative Budget
2015-16

Self-Insurance Fund - Property and Liability - Fund 61
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8839 All Other Contract Services	\$1,700,000	\$1,800,000	\$1,800,000	\$1,850,000	2.78
8860 Interest & Investment Income	4,599	3,500	4,716	3,500	(25.78)
8890 Other Local Revenues	545	0	0	0	-
Total Local Revenues	<u>1,705,144</u>	<u>1,803,500</u>	<u>1,804,716</u>	<u>1,853,500</u>	2.70
8900 Other Financing Sources					
8981 Interfund Transfers In	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
Total Revenues and Other Financing Sources	1,705,144	1,803,500	1,804,716	1,853,500	2.70
Beginning Fund Balance	1,559,215	2,290,997	2,290,997	2,290,997	-
Total Revenues and Beginning Fund Balance	<u><u>\$3,264,359</u></u>	<u><u>\$4,094,497</u></u>	<u><u>\$4,095,713</u></u>	<u><u>\$4,144,497</u></u>	1.19

4.3 (64)

Rancho Santiago Community College District
Tentative Budget
2015-16

Self-Insurance Fund - Property and Liability - Fund 61
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
4000 Supplies					
4310 Instructional Supplies	\$0	\$4,000	\$36,258	\$40,000	10.32
4610 Non-instructional Supplies	0	4,515	1,478	4,515	205.48
Subtotal	<u>0</u>	<u>8,515</u>	<u>37,736</u>	<u>44,515</u>	17.96
5000 Services and Other Operating Expenses					
5100 Personal & Consultant Svcs	18,439	67,500	67,500	67,500	-
5400 Insurance	859,825	1,106,306	1,101,071	1,106,306	0.48
5600 Rents, Leases, Repairs	0	0	0	0	-
5700 Legal, Election & Audit Exp	85,661	588,500	551,345	588,500	6.74
5800 Other Operating Exp & Services	7,126	39,300	6,079	39,300	546.49
5900 Other	0	10,500	4,405	10,500	138.37
Subtotal	<u>971,051</u>	<u>1,812,106</u>	<u>1,730,400</u>	<u>1,812,106</u>	4.72
6000 Capital Outlay					
6100 Sites & Sites Improvement	0	71,000	32,039	35,000	9.24
6400 Equipment	2,311	34,750	4,541	34,750	665.25
7000 Other Outgo					
7300 Interfund Transfer Out	0	0	0	0	-
Subtotal, Expenditures (1000 - 7000)	<u>973,362</u>	<u>1,926,371</u>	<u>1,804,716</u>	<u>1,926,371</u>	6.74
7900 Reserve for Contingencies					
7940 Reserved for Special Purposes	2,290,997	2,168,126	2,290,997	2,218,126	(3.18)
Total Expenditures and Ending Fund Balance	<u><u>\$3,264,359</u></u>	<u><u>\$4,094,497</u></u>	<u><u>\$4,095,713</u></u>	<u><u>\$4,144,497</u></u>	1.19

4.3 (65)

Rancho Santiago Community College District
Tentative Budget
2015-16

Self-Insurance Fund - Workers' Compensation - Fund 62
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8839 All Other Contract Services	\$2,642,672	\$2,643,725	\$2,500,000	\$2,643,725	5.75
8860 Interest & Investment Income	18,105	15,000	16,961	15,000	(11.56)
8890 Other Local Revenues	0	0	0	0	-
Total Revenues	2,660,777	2,658,725	2,516,961	2,658,725	5.63
Beginning Fund Balance	5,982,496	6,620,679	6,620,679	6,854,273	3.53
Total Revenues and Beginning Fund Balance	\$8,643,273	\$9,279,404	\$9,137,640	\$9,512,998	4.11

4.3 (66)

Rancho Santiago Community College District
Tentative Budget
2015-16

Self-Insurance Fund - Workers' Compensation - Fund 62
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
2000 Classified Salaries					
2100 Non-instructional Salaries, Regular Full Time	\$158,024	\$158,024	\$158,024	\$159,368	0.85
3000 Employee Benefits					
3200 Public Employees' Retirement System Fund	18,081	18,601	18,082	18,881	4.42
3300 Old Age, Survivors, Disability, and Health Ins.	12,334	12,386	12,336	12,490	1.25
3400 Health and Welfare Benefits	41,736	42,134	41,736	46,069	10.38
3500 State Unemployment Insurance	81	81	82	81	(0.74)
3600 Workers' Compensation Insurance	3,886	3,886	3,886	3,918	0.83
3900 Other Benefits	3,880	3,880	3,880	3,880	0.01
Subtotal	<u>79,998</u>	<u>80,968</u>	<u>80,000</u>	<u>85,319</u>	6.65
4000 Supplies					
4600 Non-Instructional Supplies	898	3,374	1,116	3,374	202.33
5000 Services and Other Operating Expenses					
5100 Consultants and Contracted Services	7,350	13,750	9,583	13,750	43.48
5200 Conference Expenses	0	600	0	600	-
5400 Insurance	1,676,725	2,369,589	2,029,760	2,369,589	16.74
5800 Other Operating Exp & Services	4,153	2,500	3,038	2,500	(17.71)
Subtotal	<u>1,688,228</u>	<u>2,386,439</u>	<u>2,042,381</u>	<u>2,386,439</u>	16.85

4.3 (67)

Rancho Santiago Community College District
Tentative Budget
2015-16

Self-Insurance Fund - Workers' Compensation - Fund 62
Expenditure Budget

<u>Expenditures by Object</u>		2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
6000	Capital Outlay	881	10,000	1,845	10,000	442.01
	Subtotal, Expenditures (1000 - 6000)	1,928,029	2,638,805	2,283,367	2,644,500	15.82
7000						
7300	Interfund Transfer Out	94,565	0	0	0	-
7900	Reserve for Contingencies					
7940	Reserved for Special Purposes	6,620,679	6,640,599	6,854,273	6,868,498	0.21
	Total Expenditures and Ending Fund Balance	\$8,643,273	\$9,279,404	\$9,137,640	\$9,512,998	4.11

4.3 (68)

Rancho Santiago Community College District
Tentative Budget
2015-16

Retiree Benefits Fund

As part of the collective bargaining agreements and Board policies, the District offers benefits to eligible employees for their post-employment healthcare benefits. Every two years, the District is required to calculate this cost, through an independent actuarial assessment, associated with current employees and retired employees in order to properly record this liability within the District's annual financial statements and to determine the annual funding requirement.

This fund is used to account for the monies transferred in and invested to pay the district's future obligation for retirees' benefits as determined by the actuarial assessments performed. Accounting principles provide that the cost of retiree benefits should be "accrued" over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in 2004 Accounting Statements 43 and 45 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees.

Rather than sequestering the funds in an irrevocable trust, the District accounts for 100% of the cost of the current year premiums for eligible employees as well as the estimated liability, and accumulates deposits within a separate fund of the District.

Estimated cash balance as of June 30, 2015 is \$41,257,756

Rancho Santiago Community College District
Tentative Budget
2015-16

Retiree Benefits Fund - Fund 63
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8839 All Other Contract Services	\$8,350,167	\$8,100,355	\$8,100,355	\$8,100,355	-
8860 Interest & Investment Income	122,113	100,000	132,450	100,000	(24.50)
8890 Other Local Revenues	313,256	100,000	311,658	100,000	(67.91)
Total Revenues	<u>8,785,536</u>	<u>8,300,355</u>	<u>8,544,463</u>	<u>8,300,355</u>	(2.86)
Beginning Fund Balance	(13,334,341)	(12,927,145)	(12,927,145)	(12,756,798)	(1.32)
Total Revenues and Beginning Fund Balance	<u><u>(\$4,548,805)</u></u>	<u><u>(\$4,626,790)</u></u>	<u><u>(\$4,382,682)</u></u>	<u><u>(\$4,456,443)</u></u>	1.68

4.3 (70)

Rancho Santiago Community College District
Tentative Budget
2015-16

		Retiree Benefits Fund - Fund 63				
		Expenditure Budget				
<u>Expenditures by Object</u>		2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
3000	Employee Benefits					
3400	Net Post-Retirement Benefits	\$8,350,167	\$8,350,167	\$8,350,167	\$8,350,167	-
5000	Other Operating Exp & Services					
5885	Investment & Interest Expense	28,173	30,000	23,949	30,000	25.27
	Subtotal, Expenditures (1000 - 5000)	8,378,340	8,380,167	8,374,116	8,380,167	0.07
7900	Reserve for Contingencies					
7940	Reserved for Special Purposes	(12,927,145)	(13,006,957)	(12,756,798)	(12,836,610)	0.63
	Total Expenditures and Ending Fund Balance	(\$4,548,805)	(\$4,626,790)	(\$4,382,682)	(\$4,456,443)	1.68

4.3 (71)

Rancho Santiago Community College District
Tentative Budget
2015-16

Associated Students Fund

The Associated Students Fund is designated to account for the monies held in trust by the district for organized student body associations. In a multi-college district, such a fund may be established for each college's student body. This fund is used for raising and expending money to promote the general welfare, morale, and educational experience of the student body.

4.3 (72)

Rancho Santiago Community College District
Tentative Budget
2015-16

Associated Students Fund - Fund 71
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8860 Interest & Investment Income	\$2	\$0	\$0	\$0	-
8870 Other Student Fees and Charges	90,290	188,000	172,000	188,000	9.30
8890 Other Local Revenues	6,387	10,000	3,000	10,000	233.33
Total Local Revenues	96,679	198,000	175,000	198,000	13.14
8900 Other Financing Sources					
8981 Interfund Transfers In	0	0	0	0	-
Total Revenues and Other Financing Sources	96,679	198,000	175,000	198,000	13.14
Beginning Fund Balance	313,236	319,117	319,117	409,817	28.42
Total Revenues, Other Financing Sources and Beginning Fund Balance	\$409,915	\$517,117	\$494,117	\$607,817	23.01

4.3 (73)

Rancho Santiago Community College District
Tentative Budget
2015-16

Associated Students Fund - Fund 71
Expenditure Budget

<u>Expenditures by Object</u>		2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
2000	Classified Salaries	\$10,263	\$12,000	\$12,000	\$12,000	-
3000	Employee Benefits	565	500	300	500	66.67
5000	Other Operating Exp & Services	79,970	138,780	72,000	131,775	83.02
6000	Capital Outlay	0	0	0	0	-
	Subtotal, Expenditures (1000 - 6000)	90,798	151,280	84,300	144,275	71.14
7300	Interfund Transfers Out	0	0	0	0	-
	Subtotal Expenditures (1000 - 7000)	90,798	151,280	84,300	144,275	71.14
7900	Reserve for Contingencies					
7910	Unrestricted Contingency	319,117	365,837	409,817	463,542	13.11
	Subtotal	319,117	365,837	409,817	463,542	13.11
	Total Expenditures and Ending Fund Balance	\$409,915	\$517,117	\$494,117	\$607,817	23.01

4.3 (74)

Rancho Santiago Community College District
Tentative Budget
2015-16

Representation Fee Trust Fund

The Student Representation Fee Trust Fund is used to account for moneys collected pursuant to *EC § 76060.5* that provides for a student representation fee if approved by two-thirds of the students voting in the election.

Santiago Canyon College has approved a \$1 fee and Santa Ana College has approved a \$2 fee. The fee is to be expended to provide for the support of governmental affairs representatives who may be stating their positions and viewpoints before city, county, and district governments and before offices and agencies of the State government. Student Representation Fee Trust Fund moneys shall be expended in accordance with procedures established by the student body organization consistent with the requirements of *EC § 76063*.

4.3 (75)

Rancho Santiago Community College District
Tentative Budget
2015-16

Representation Fee Trust Fund - Fund 72
Revenue Budget

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8877 Student Representation	\$21,332	\$63,000	\$73,000	\$73,000	-
Total Revenues	21,332	63,000	73,000	73,000	-
Beginning Fund Balance	34,496	34,436	34,436	64,436	87.12
Total Revenues and Beginning Fund Balance	\$55,828	\$97,436	\$107,436	\$137,436	27.92

4.3 (76)

Rancho Santiago Community College District
Tentative Budget
2015-16

Representation Fee Trust Fund - Fund 72						
Expenditure Budget						
<u>Expenditures by Object</u>		2013-14	2014-15	2014-15	2015-16	% change
		Actual	Revised	Estimated	Tentative	15/16 Tent/ 14/15 Est
		Expenses	Budget	Expenses	Budget	
5000	Other Operating Exp & Services	\$21,392	\$69,900	\$43,000	\$73,900	71.86
	Subtotal, Expenditures (1000 - 7000)	21,392	69,900	43,000	73,900	71.86
7900	Reserve for Contingencies					
7910	Unrestricted Contingency	34,436	27,536	64,436	63,536	(1.40)
		34,436	27,536	64,436	63,536	(1.40)
	Total Expenditures and Ending Fund Balance	\$55,828	\$97,436	\$107,436	\$137,436	27.92

4.3 (77)

Rancho Santiago Community College District
Tentative Budget
2015-16

Student Financial Aid Fund

The Student Financial Aid Fund is the fund designated to account for the deposit and direct payment of government-funded student financial aid, including grants and loans or other similar purposes and the required district matching share of payments to students.

4.3 (78)

Rancho Santiago Community College District
Tentative Budget
2015-16

Student Financial Aid Fund - Fund 74
Revenue Budget

<u>Revenue by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8100 Federal Revenues					
8120 Higher Education Act	\$50,500	\$35,671	\$16,671	\$30,000	79.95
8150 Student Financial Aid	23,416,975	26,608,670	23,359,931	26,608,670	13.91
8199 Other Federal Revenue	21,500	21,794	10,000	21,794	117.94
Total Federal Revenue	<u>23,488,975</u>	<u>26,666,135</u>	<u>23,386,602</u>	<u>26,660,464</u>	14.00
8600 State Revenues					
8629 Other Categorical Apportionment-CARE	2,350	1,250	0	200	-
8659 Cal Grant & Other Reimb Categorical Allow	1,781,383	1,894,000	2,089,250	1,894,000	(9.35)
Total State Revenues	<u>1,783,733</u>	<u>1,895,250</u>	<u>2,089,250</u>	<u>1,894,200</u>	(9.34)
8800 Local Revenues					
8860 Interest & Investment Income	9,520	9,622	4,490	9,622	114.30
8865 Interest Income - Perkins Loan	2,995	6,500	1,754	6,500	270.58
8868 Int Adj-Perkins/Nursing Loans	0	100	0	100	-
8869 Int-Loans Assigned to DOE	1,309	2,000	443	2,000	351.47
8896 Penalties/Late Fees/Returned	77	600	30	600	1,900.00
Total Local Revenues	<u>13,901</u>	<u>18,822</u>	<u>6,717</u>	<u>18,822</u>	180.21
Total Revenues	25,286,609	28,580,207	25,482,569	28,573,486	12.13
Beginning Fund Balance	<u>1,324,165</u>	<u>1,300,325</u>	<u>1,300,325</u>	<u>1,300,325</u>	-
Total Revenues and Beginning Fund Balance	<u><u>\$26,610,774</u></u>	<u><u>\$29,880,532</u></u>	<u><u>\$26,782,894</u></u>	<u><u>\$29,873,811</u></u>	11.54

4.3 (79)

Rancho Santiago Community College District
Tentative Budget
2015-16

Student Financial Aid Fund - Fund 74
Expenditure Budget

<u>Expenditures by Object</u>	2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
5000 Services and Other Operating Expenses					
5810 Bank/Credit Card Use	\$0	\$25	\$0	\$25	-
5885 Investment & Interest Expense	2,058	2,532	1,186	2,532	113.49
5900 Other	33,467	47,522	5,431	47,522	775.01
Subtotal	35,525	50,079	6,617	50,079	656.82
7500 Student Financial Aid					
7502 Cal Grant B	1,781,383	1,894,000	2,145,210	1,894,000	(11.71)
7504 CARE Grant	2,350	1,250	1,250	200	(84.00)
7506 F S E O G	381,400	449,170	395,000	449,170	13.71
7508 Pell Grant	20,804,665	23,170,000	21,136,707	23,170,000	9.62
7509 SSS Grant	50,500	35,671	16,600	30,000	80.72
7523 Pell Grant Overawards	3,100	8,500	10,000	8,500	(15.00)
7542 Federal Direct Loan	2,230,026	3,000,000	1,751,391	3,000,000	71.29
7590 Student Scholarships	21,500	19,794	19,794	19,794	-
Subtotal	25,274,924	28,578,385	25,475,952	28,571,664	12.15
Subtotal, Expenditures (1000 - 7000)	25,310,449	28,628,464	25,482,569	28,621,743	12.32
7900 Reserve for Contingencies					
9755 Federal Capital Contribution	531,533	491,533	511,534	511,534	-
9760 Institutional Capital Contrib	297,610	297,610	297,610	297,610	-
Subtotal	829,143	789,143	809,144	809,144	-
7910 Unrestricted Contingency	471,182	462,925	491,181	442,924	(9.82)
Total Fund Balance	1,300,325	1,252,068	1,300,325	1,252,068	(3.71)
Total Expenditures and Ending Fund Balance	\$26,610,774	\$29,880,532	\$26,782,894	\$29,873,811	11.54

4.3 (80)

Rancho Santiago Community College District
Tentative Budget
2015-16

Community Education Fund

The Community Education Fund is used to account for the revenues and expenditures related to the operation of classes for the Community Services Programs.

Rancho Santiago Community College District
Tentative Budget
2015-16

Community Education Fund - Fund 76
Revenue Budget

<u>Revenues by Source</u>	2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800 Local Revenues					
8860 Interest & Investment Income	\$0	\$0	\$0	\$0	-
8872 Community Education Classes Fees	755,289	800,100	743,000	743,000	-
Total Revenues	755,289	800,100	743,000	743,000	-
Beginning Fund Balance	205,766	234,420	234,420	265,076	13.08
Total Revenues and Beginning Fund Balance	\$961,055	\$1,034,520	\$977,420	\$1,008,076	3.14

Rancho Santiago Community College District
Tentative Budget
2015-16

Community Education Fund - Fund 76
Expenditure Budget

<u>Expenditures by Object</u>		2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
2000	Classified Salaries	\$335,315	\$332,275	\$310,176	\$332,275	7.12
3000	Employee Benefits	84,873	71,677	73,168	75,200	2.78
4000	Supplies & Materials	0	500	0	500	-
5000	Other Operating Exp & Services	306,447	341,000	329,000	341,000	3.65
6000	Capital Outlay	0	0	0	0	-
	Subtotal, Expenditures (1000 - 6000)	<u>726,635</u>	<u>745,452</u>	<u>712,344</u>	<u>748,975</u>	5.14
7300	Interfund Transfers Out	0	0	0	0	-
	Subtotal, Expenditures (1000 - 7000)	<u>726,635</u>	<u>745,452</u>	<u>712,344</u>	<u>748,975</u>	5.14
7900	Reserve for Contingencies					
7910	Unrestricted Contingency	234,420	289,068	265,076	259,101	(2.25)
	Total Expenditures and Ending Fund Balance	<u><u>\$961,055</u></u>	<u><u>\$1,034,520</u></u>	<u><u>\$977,420</u></u>	<u><u>\$1,008,076</u></u>	3.14

4.3 (83)

Rancho Santiago Community College District
Tentative Budget
2015-16

Diversified Trust Fund

The Diversified Trust Fund is used to account for monies collected for field trips, student clubs, trusts, food services, and Adult Education vending revenues that will be disbursed for the educational and co-curricular experiences of the students.

4.3 (84)

Rancho Santiago Community College District
Tentative Budget
2015-16

Diversified Trust Fund - Fund 79
Revenue Budget

<u>Revenue by Source</u>		2013-14 Actual Revenue	2014-15 Revised Budget	2014-15 Estimated Revenue	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
8800	Local Revenues	\$1,264,049	\$1,788,355	\$1,788,355	\$1,770,355	(1.01)
8900	Other Financing Sources					
8981/8983	Interfund/Intrafund Transfers In	39,000	459,445	459,445	308,079	(32.95)
	Total Revenue and Other Financing Sources	1,303,049	2,247,800	2,247,800	2,078,434	(7.53)
	Beginning Fund Balance	1,041,178	1,236,000	1,236,000	1,961,764	58.72
	Total Revenues, Other Financing Sources and Beginning Fund Balance	\$2,344,227	\$3,483,800	\$3,483,800	\$4,040,198	15.97

Rancho Santiago Community College District
Tentative Budget
2015-16

Diversified Trust Fund - Fund 79
Expenditure Budget

<u>Expenditures by Object</u>		2013-14 Actual Expenses	2014-15 Revised Budget	2014-15 Estimated Expenses	2015-16 Tentative Budget	% change 15/16 Tent/ 14/15 Est
1000	Academic Salaries	\$0	\$4,012	\$0	\$4,012	-
2000	Classified Salaries	232,924	286,223	286,223	322,852	12.80
3000	Employee Benefits	66,436	68,303	68,303	77,530	13.51
4000	Supplies & Materials	63,818	59,459	56,459	49,759	(11.87)
5000	Services and Other Operating Expenses	622,913	1,100,532	932,000	1,158,613	24.31
6000	Sites, Buildings, Books, and Equipment	122,136	218,568	179,051	130,968	(26.85)
	Subtotal Expenditures (1000 - 6000)	<u>1,108,227</u>	<u>1,737,097</u>	<u>1,522,036</u>	<u>1,743,734</u>	14.57
7300	Interfund Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	-
	Subtotal Expenditures (1000 - 7000)	1,108,227	1,737,097	1,522,036	1,743,734	14.57
7900	Reserve for Contingencies					
	7910 Unrestricted Contingency	1,236,000	1,735,225	1,961,764	2,274,140	15.92
	7940 Reserved for Special Purposes	0	11,478	0	22,324	-
	Total Expenditures and Ending Fund Balance	<u><u>\$2,344,227</u></u>	<u><u>\$3,483,800</u></u>	<u><u>\$3,483,800</u></u>	<u><u>\$4,040,198</u></u>	15.97

4.3 (86)

Rancho Santiago Community College District
Tentative Budget
2015-16

SUPPLEMENTAL DATA

4.3 (87)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2015-16 Tentative Budget Assumptions
May 27, 2015**

I. State Revenue

A. Budgeting will continue to utilize the District's Budget Allocation Model Based on SB 361.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2011/12	28,182.19	27,711.41	27,711.41	-9.95%
2012/13	27,711.41	28,185.04	28,185.04	1.71%
2013/14	28,185.04	28,688.93 a	28,688.93 a	1.79%
2014/15	P1 28,688.93	28,975.82 b	28,975.82 b	1.00%

a - based on 2013/14 Recalculation received 2/19/2015

b - based on College Presidents' estimate as of 2/17/2015

The Governor's May Revision includes 3% Restoration/Access/Growth funding, 1.02% COLA, new full time faculty allocation, an unrestricted increase to the Base Allocation and equalizing the CDCP FTES funding rate at the credit FTES rate.

Base Allocation Increase	\$6,000,000
CDCP Funding Enhancement	\$7,000,000
Projected COLA of 1.02%	\$1,450,000
Projected Restoration/Access/Growth -0-	\$0
Allocation for Full-time Faculty	\$1,875,000
Projected Deficit (Estimated at 1.72%)	(\$2,400,000)
Base Increase for 2015/16	<u>\$13,925,000</u>

2015/16 Potential Growth at 1.57% based on 3% system 29,431

- C. Education Protection Account (EPA) funding estimated at \$21,341,471 based actual on 2014/15 P1. These are not additional funds, rather the EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. Our intention is to charge a portion of faculty salaries against this funding source in compliance with EPA requirements.
- D. Unrestricted lottery is projected at \$128 per FTES (\$3,807,597). Restricted lottery at \$34 per FTES (\$1,011,393). (2014/15 P1 of resident & nonresident factored FTES, 29,746.85 x 128 = \$3,807,597 unrestricted lottery; 29,746.85 x 34 = \$1,011,393. These rates are increased and with an increase in FTES there is a slight increase in revenue.
- E. Estimated reimbursement for part-time faculty compensation is estimated at \$691,647 (2014/15 P1). Unchanged.
- F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA has now been proposed by the Governor to be added for categorical programs. This hasn't happened in a number of years. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds. There is no increased match requirements for SSSP funds beginning in 2015/16.
- G. BOG fee waivers 2% administration funding estimated at 2014/15 P1 of \$250,674. Unchanged
- H. Mandates Block Grant estimated at a total budget of \$740,000. Unchanged. In addition, with a one-time \$626 million allocation statewide for past Mandated Cost reimbursement, we expect approximately \$15.5 million, an increase from \$900,000. These funds can be used for any one-time purposes and will require additional discussion before allocation.

II. Other Revenue

- I. Non-Resident Tuition budgeted at \$1,600,000. Increase of \$100,000.
- J. Interest earnings estimated at \$120,000. Unchanged
- K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$350,000. Unchanged
- L. Apprenticeship revenue estimated at \$1,389,971 (2014/15 P1). Unchanged. There is a proposal to increase the allocation for Apprenticeship, but at this time it is not known how this might affect our budget.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
2015-16 Tentative Budget Assumptions
May 27, 2015**

III. Appropriations and Expenditures

- A. The Tentative Base Budget for 2015/16 will begin with a rollover in total 2014/15 Adopted Budget by site, as allocated by budget center. The 2015/16 Tentative Budget will be balanced if necessary by using a portion of the Budget Stabilization Fund.
- B. The Cost of Living Allowance (COLA) estimated at 1.02%, \$1.45 million.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.4 million including benefits. (FARSCCD approximate cost \$475,000, CSEA approximate cost \$480,000, Management/Other approximate cost \$445,000)
- D. Health and Welfare benefit premium cost increase is estimated at 2.2% for an additional cost of approximately \$332,000 for active employees and an additional cost of \$143,000 for retirees, for a combined increase of \$475,000. State Unemployment Insurance local experience charges are estimated at \$250,000 (2014/15 budgeted amount). Unchanged. CalPERS employer contribution rate will increase in 2015/16 from 11.771% to 11.847% for an increase of \$23,484
(Note: The cost of each 1% increase in the PERS rate is approximately \$300,000.)
CalSTRS employer contribution rate will increase in 2015/16 from 8.88% to 10.73% for an increase of \$1,048,025.
(Note: The cost of each 1% increase in the STRS rate is approximately \$550,000.)
- E. The full-time faculty obligation (FON) for Fall 2015 is estimated at 346.80. The District is currently recruiting 34 faculty positions (two of which do not count toward the FON) for an estimated total of 32 positions counting toward the obligation. The District expects to meet its obligation. Penalties for not meeting the obligation amount to approximately \$74,000 per FTE not filled.

The additional cost of new full-time faculty being hired for Fall 2015 is estimated at \$1.5 million. SAC is filling 16 vacancies and adding six new positions. SCC is filling four vacancies and adding eight new positions. (The cost of the 14 new positions, along with shifts from categorical funding, is budgeted at Class VI, Step 10 at approximately \$125,000 each, including benefits.)

Ongoing cuts are being made by the two colleges to pay for the 2014/15 and 2015/16 full-time faculty hires (SAC reductions total \$2,802,540 and SCC reductions total \$587,621)

In addition, with the state special allocation for full-time faculty, we are budgeting to fully spend this \$1.875 million revenue to hire 10 - 26 additional faculty.

- F. The current rate per Lecture Hour Equivalent (LHE) effective 1/1/15 for hourly faculty is \$1,243. Incr. of 5.88% from 2013/14
- G. Retiree Health Benefit Fund (OPEB/GASB 45 Obligation) - The District will continue to contribute 1% of total salaries plus a minimum of \$500,000 (approx. \$1.5 million) to fund the total actuarially determined Annual Required Contribution (ARC). The actual ARC for 2015/16 is \$8,350,167.
- H. Capital Outlay Fund - As indicated in I.H above, there is no specific state allocation for Scheduled Maintenance however the district will address capital outlay needs using a portion of the one-time mandated cost reimbursement.
- I. Utilities cost increases of 5%, estimated at \$200,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000, plus cost of OneCampus license \$22,000 for at total increase of \$147,000.
- K. Property and Liability Insurance cost estimated at \$1,850,000. Slight increase of \$50,000 due to additional FTES.
- L. Partial implementation of the Public Safety Task Force recommendations including increased cost of Chief and Lieutenant positions and three new Sergeant positions, estimated at \$432,137. **These new costs will be offset with cuts from other District Services.**
- M. Other additional DS/Institutional Cost expenses:
 - Trustee Election Expense \$-0- for 15/16 (reduction of \$400,000)
 - Legal Expenses of \$250,000 (in addition to \$250k PY)
 - International Student Recruitment China Office \$-0- additional (PY \$24,000 remains)
- N. Child Development Fund - Program staff continues to develop a plan to reduce the budget deficit. At this time a contribution of \$350,000 will continue to be budgeted as an interfund transfer from the unrestricted general fund.

Rancho Santiago Community College District
Unrestricted General Fund Summary
2015-16 Tentative Budget Assumptions Analysis
May 27, 2015

*	<u>New Revenues</u>	Ongoing Only	One-Time
B	Base Allocation Increase	1 \$6,000,000	
B	CDCP FTES Funding Equalization	1 \$7,000,000	
B	COLA 1.02%	\$1,450,000	
B	Growth -0-	\$0	
B	Allocation for Full-time Faculty	\$1,875,000	
D	Unrestricted Lottery	\$87,262	
H	Mandates Block Grant (one-time)	2	\$14,600,000
I	Non-Resident Tuition	\$100,000	
J	Interest Earnings		
K	Misc Income		
	Total	<u>\$16,512,262</u>	<u>\$14,600,000</u>
	<u>New Expenditures</u>		
B	COLA 1.02%	\$1,450,000	
C	Step/Column	\$1,400,000	
D	Health and Welfare/Benefits at 2.2%	\$475,000	
D	CalPERS Increase	\$23,484	
D	CalSTRS Increase	\$1,048,025	
E	Full Time Faculty Obligation Hires	\$1,462,500	
E	College Budget Cuts for Faculty Hires	(\$3,390,161)	
E	Allocation for Full-time Faculty	\$1,875,000	
E/F	Hourly Faculty Budgets (Convert to Full Time)	\$0	
I.F	SSSP Match	\$0	
H	Capital Outlay/Scheduled Maintenance Match	\$750,000	\$1,500,000
I	Utilities Increase	\$200,000	
J	ITS Licensing/Contract Escalation Cost	\$147,000	
K	Property and Liability Insurance	\$50,000	
L	Public Safety Task Force Recommendations	\$0	
M	Election Expense		(\$400,000)
M	Other Additional DS/Institutional Costs	\$250,000	
I.H	Holding for Allocation of One-Time Expense		<u>\$13,500,000</u>
	Total	<u>\$5,740,848</u>	<u>\$14,600,000</u>
	2015-16 Budget Year Surplus (Deficit)	\$10,771,414	
	2014-15 Ongoing Base Structural Deficit	<u>(\$8,394,806)</u>	
	Total 2015-16 Net Revenue (Deficit)	<u><u>\$2,376,608</u></u>	

Note: Budget Stabilization Fund Balance at 6/30/2015 is estimated at \$8,678,885.

1 At this time, these revenues are budgeted 100% unrestricted with NO specifically-related additional expenditures budgeted.

2 Budgeted 100% unrestricted but is not guaranteed. There is concern that this allocation might be reduced significantly if there is an increase in Prop 98 funding in 2014/15.



Rancho Santiago Community College District **Budget Allocation Model** **Based on SB 361**

- The “*Rancho Santiago Community College District Budget Allocation Model Based on SB361, February 8, 2012*” was approved at the February 22, 2012 Budget Allocation and Planning Review Committee Meeting

Introduction

In 2008, both colleges were visited by ACCJC Accreditation Teams in the normal accreditation cycle. The Teams noticed that the district’s budget allocation model that was in place for approximately ten years had not been annually reviewed as to its effectiveness as stated in the model documents. The existing revenue allocation model was developed when the district transformed into a multi college district. The visiting Team recommended a review of the existing budget allocation model and recommended changes as necessary.

The Budget Allocation and Planning Review Committee (BAPR) charged the BAPR Workgroup, a technical subgroup of BAPR, with the task of reviewing the ten year old model. In the process, the Workgroup requested to evaluate other California Community College multi-campus budget allocation models. Approximately twenty models were reviewed. Ultimately, the Workgroup focused on a revenue allocation model as opposed to an expenditure allocation model. A revenue allocation model allocates revenues (state and local) generated in a budget year to the college campuses in the district based on the state funding model that allocates state apportionment revenues to districts. An expenditure allocation model allocates, by agreed upon formulas, expenditure appropriations for full-time faculty staffing, adjunct faculty staffing, classified and administrative staffing, associated health and welfare benefit costs, supply and equipment budgets, utility costs, legal and other services. The BAPR Workgroup ultimately decided on a revenue allocation formula in order to provide the greatest amount of flexibility for the campuses.

Senate Bill 361, passed in 2006, changed the formula of earned state apportionment revenues to essentially two elements, 1) Basic Allocations for college/center base funding rates based on FTES size of the college and center and 2) Full Time Equivalent Students (FTES) based on earned and funded FTES. The BAPR Workgroup determined that since this is how our primary funding comes from the state this model should be used for distribution on earned revenues to the colleges. The colleges and centers are the only entities in the district that generates this type of funding. Revenue earned and funded by the state will be earned and funded at the colleges. The Budget Allocation Model (BAM) described in this document provides the guidelines, formulas, and basic steps for the development of an annual district budget including the allocation of budget expenditure responsibilities for Santa Ana College, Santiago Canyon College and District Services referred to as the three

district Budget Centers. The budget is the financial plan for the district, and application of this model should be utilized to implement the district's vision, mission statement, district strategic plan and the technology strategic plan as well as the colleges' mission statements, educational master plans, facilities master plans and other planning resources. The annual implementation of the budget allocation model is to be aligned with all of these plans. To ensure that budget allocation is tied to planning, it is the responsibility of District Council to review budget and planning during the fiscal year and, if necessary, recommend adjustments to the budget allocation model to keep the two aligned for the coming year. The Chancellor and the Board of Trustees are ultimately responsible for the annual budget and the expenditures associated with the budget. In February of 2013, the Board of Trustees adopted a new planning design manual. This document eliminated BAPR and created the Fiscal Resources Committee (FRC). FRC is responsible for recommending the annual budget to the District Council for its recommendation to the Chancellor and Board of Trustees. FRC is also responsible for annual review of the model for accreditation and can recommend any modifications to the guidelines. The goal of the BAM is to create a documented revenue allocation process that provides financial stability and encourages fiscal accountability at all levels in times of either increasing or decreasing revenue streams. It is also intended to be simple, transparent, easy to understand, fair, predictable and consistent, using quantitative, verifiable factors with performance incentives. District Council should conduct a review(s) during each fiscal year to assess if the operation of the budget allocation model is meeting the goal.

Under state law, the District is the legal entity and is ultimately responsible for actions, decisions and legal obligations of the entire organization. The Board of Trustees of the Rancho Santiago Community College District has clear statutory authority and responsibility and, ultimately, makes all final decisions. Likewise, the Chancellor, under the direction of the Board of Trustees, is responsible for the successful operation, reputation, and fiscal integrity of the entire District. The funding model does not supplant the Chancellor's role, nor does it reduce the responsibility of the District Services staff to fulfill their fiduciary role of providing appropriate oversight of the operations of the entire District. It is important that guidelines, procedures and responsibility be clear with regard to District compliance with any and all laws and regulations such as the 50% Law, full-time/part-time faculty requirements, Faculty Obligation Number (FON), attendance accounting, audit requirements, fiscal and related accounting standards, procurement and contract law, employment relations and collective bargaining, payroll processing and related reporting requirements, etc. The oversight of these requirements are to be maintained by District Services, which has a responsibility to provide direction and data to the colleges to assure they have appropriate information for decision making with regard to resource allocation at the local level, thus, assuring District compliance with legal and regulatory requirements.

All revenue is considered District revenue because the district is the legal entity authorized by the State of California to receive and expend income and to incur expenses. However, the majority of revenue is provided by the taxpayers of California for the sole purpose of providing educational services to the communities and students served by the District. Services such as classes, programs, and student services are, with few exceptions, the responsibility of the colleges. It is the intent of the Revenue Allocation Model to allocate the majority of funds to the colleges in order to provide those educational services. The model intends to provide an opportunity to maximize resource allocation decisions at the local college level. Each college president is responsible for the successful operation and performance of his/her college as it relates to resource allocation and utilization. The purpose and function of the District Services in this structure is to maintain the fiscal and operational integrity of the District and its individual colleges and centers and to facilitate college operations so that their needs are met and fiscal stability is assured. District Services has responsibility for providing certain centralized functions, both to provide efficient operations as well as to assist in coordination between District Services and the colleges. Examples of these services include human resources, business operations, fiscal and budgetary oversight, procurement, construction and capital outlay, and information technology. On the broadest level, the goal of this partnership is to encourage and support collaboration between the colleges and District Services.

Implementation

A detailed transition plan for the implementation of the new BAM should include:

- Standards and milestones for the initial year
- An evaluation process to determine if the standards and milestones have been achieved or if there is adequate progress
- A process to ensure planning is driving the budget

The 2012-2013 fiscal year is the transitional year from the old budget allocation model to the new SB 361 model. Essentially, the first year (2012-2013) of the new model is a rollover of expenditure appropriations from the prior year 2011-2012. Therefore the 2011/12 ending balance funds are used on a one time basis to cover the structural deficit spending in the 2012/13 fiscal year.

An SB 361 Budget Allocation Model Implementation Technical Committee (BAMIT) was established by the Budget Allocation and Planning Review Committee (BAPR) and began meeting in April 2012. The team included:

District Office:	
Peter Hardash	Vice Chancellor, Business Operations/Fiscal Services
John Didion	Executive Vice Chancellor
Adam O'Connor	Assistant Vice Chancellor, Fiscal Services
Gina Huegli	Budget Analyst
Thao Nguyen	Budget Analyst
Santa Ana College:	
Linda Rose	Vice President, Academic Affairs
Jim Kennedy	Interim Vice President, Administrative Services
Michael Collins	Vice President, Administrative Services
Santiago Canyon College:	
Aracely Mora	Vice President, Academic Affairs
Steve Kawa	Vice President, Administrative Services

BAMIT was tasked with evaluating any foreseeable implementation issues transitioning from the old model and to make recommendations on possible solutions.

The team spent the next five months meeting to discuss and agree on recommendations for implementing the transition to new model using a series of discussion topics. These agreements are either documented directly in this model narrative or included in an appendix if the topic was related solely to the transition year.

It was also agreed by BAMIT that any unforeseen issue that would arise should be brought back to FRC for review and recommendation.

Revenue Allocation

The SB 361 funding model essentially allocates revenues to the colleges in the same manner as received by the District from the State of California. This method allocates all earned revenues to the colleges.

College and District Services Budgets and Expenditure Responsibilities

Since the BAM is a revenue allocation model, all expenditures and allocation of revenues under the model are the responsibilities of the colleges and centers. Expenditure responsibilities for the colleges, District Services and Institutional Costs are summarized in Table 1.

Revenue and budget responsibilities are summarized on Table 2. The total annual revenue to each college will be the sum of base funding for each college and center as defined by SB 361 and applying the current FTES rates for credit base, noncredit base, career development and college preparation noncredit base revenues as well as any local unrestricted or restricted revenues earned by the college.

The revenue allocations will be regularly reviewed by FRC. In reviewing the allocation of general funds, FRC should take into consideration all revenues, including restricted revenues, available to each of the Budget Centers less any apportionment deficits, property tax shortfalls or uncollected student fees or shortfalls. If necessary, FRC will recommend adjustments to District Council for submission to the Chancellor.

The expenditures allocated for District Services and for Institutional Costs will be developed based on the projected levels of expenditure for the prior fiscal year, taking into account unusual or one-time anomalies, reviewed by FRC and the District Council and approved by the Chancellor and the Board of Trustees.

DISTRICT SERVICES – Examples are those expenses associated with the operations of the Chancellor’s Office, Board of Trustees, Public Affairs, Human Resources, Risk Management, Educational Services, Institutional Research, Business Operations, Internal Auditing, Fiscal Services, Payroll, Purchasing, Facilities Planning, ITS and Safety Services. Economic Development expenditures are to be included in the District Services budget but clearly delineated from other District expenditures.

INSTITUTIONAL COSTS – Examples are those expenses associated with State and Federal regulatory issues, property, liability and other insurances, board election, interfund transfers and Retiree Health Benefit Costs.

An annual review of District Services and Institutional Costs will be conducted by District Council each fall in order to give time to complete the evaluation in time to prepare for the following fiscal year budget cycle and implement any suggestions. The review will include an evaluation of the effectiveness of the services provided to assure the District is appropriately funded. If District Council believes a change to the allocation is necessary, it will submit its recommendation to FRC for funding consideration and recommendation to the Chancellor.

District Reserves and Deficits

The Board of Trustees will establish a reserve through board policy, state guidelines and budget assumptions.

The Chancellor reserves the right to adjust allocations as necessary.

The Board of Trustees is solely responsible for labor negotiations with employee groups. Nothing in this budget model shall be interpreted to infringe upon the Board’s ability to collectively bargain and negotiate in good faith with employee organizations and meet and confer with unrepresented employees.

College Budget and Expenditure Responsibilities

Colleges will be responsible for funding the current programs and services that they operate as part of their budget plans. There are some basic guidelines the colleges must follow:

- Allocating resources to achieve the state funded level of FTES is a primary objective for all colleges.

- Requirements of the collective bargaining agreements apply to college level decisions.
- The FON (Faculty Obligation Number) must be maintained by each college. Full-time faculty hiring recommendations by the colleges are monitored on an institutional basis. Any financial penalties imposed by the state due to FON non-compliance will be borne proportionately by the campus not in compliance.
- In making expenditure decisions, the impact upon the 50% law calculation must be considered and budgeted appropriately. Any financial penalties imposed by the state due to 50% law non-compliance will be borne proportionally (by FTES split) by both campuses.
- With unpredictable state funding, the cost of physical plant maintenance is especially important. Lack of maintenance of the operations and district facilities and grounds will have a significant impact on the campuses and therefore needs to be addressed with a detailed plan and dedicated budget whether or not funds are allocated from the state.

Budget Center Reserves and Deficits

It is strongly recommended that the colleges and District Services budget centers set aside at least a 1% contingency reserve to handle unplanned and unforeseen expenses. If unspent by year end, this reserve falls into the year-end balance and is included in the Budget Centers' beginning balance for the following fiscal year.

If a Budget Center incurs an overall deficit for any given year, the following sequential steps will be implemented:

The Budget Center reserve shall first be used to cover any deficit. If reserves are not sufficient to cover budget expenses and/or reserves are not able to be replenished the following year, then the Budget Center is to prepare an expenditure reduction plan and/or submit a request for the use of District Reserves to help offset the deficit. The expenditure reduction plan and/or a request to use District Reserves is to be submitted to FRC. If FRC agrees with the expenditure reduction plan and/or the request to use District Reserves, it will forward the recommendation to District Council for review and recommendation to the Chancellor who will make the final determination.

Revenue Modifications

Apportionment Revenue Adjustments

It is very likely each fiscal year that the District's revenues from state apportionment could be adjusted after the close of the fiscal year in the fall, but most likely at the P1 recalculation, which occurs eight months after the close of the fiscal year. This budget model therefore will be fluid, with changes made throughout the fiscal year (P-1, P-2, P-annual) as necessary. Any increase or decrease to prior year revenues is treated as a onetime addition or reduction to the colleges' current budget year and distributed in the model based on the most up to date FTES split reported by the District and funded by the state.

An example of revenue allocation and FTES change:

\$100,000,000 is originally split 70% Santa Ana College (\$70,000,000) and 30% Santiago Canyon College (\$30,000,000) based on FTES split at the time. At the final FTES recalculation for that year, the District earns an additional \$500,000 based on the total funded FTES. In addition, the split of FTES changes to 71%/29%. The total revenue of \$100,500,000 is then redistributed \$71,355,000 to Santa Ana College and \$29,145,000 to Santiago Canyon College which would result in a shift of \$855,000 between the colleges. A reduction in funding will follow the same calculation

It is necessary in this model to set a base level of FTES for each college. Per agreement by the Chancellor and college Presidents, the base FTES split of 70.80% SAC and 29.20% SCC will be utilized for the 2013/14 tentative budget. Similar to how the state sets a base for district FTES, this will be the beginning base level for each college. Each year through the planning process there will be a determination made if the district has growth potential for the coming fiscal year. Each college will determine what level of growth they believe they can achieve and targets will be discussed and established through Chancellor's Cabinet. For example, if the district believes it has the opportunity for 2% growth, the colleges will determine the level of growth they wish to pursue. If both colleges decide to pursue and earn 2% growth and the district is funded for 2% growth, then each college's base would increase 2% the following year. In this case the split would still remain 70.80%/29.20% as both colleges moved up proportionately (Scenario #1). If instead, one college decides not to pursue growth and the other college pursues and earns the entire district 2% growth, all of these FTES will be added to that college's base and therefore its base will grow more than 2% and the split will then be adjusted (Scenario #2).

Using this same example in which the district believes it has the opportunity for 2% growth, and both colleges decide to pursue 2% growth, however one college generates 3% growth and the other generates 2%, the college generating more FTES would have unfunded over cap FTES. The outcome would be that each college is credited for 2% growth, each base increases 2% and the split remains (Scenario #3). If instead, one college generates 3% and the other college less than 2%, the college generating the additional FTES can earn its 2% target plus up to the difference between the other college's lost FTES opportunity and the total amount funded by the district (Scenario #4).

This model should also include a stability mechanism. In a year in which a college earns less FTES than its base, the base FTES will remain intact following the state method for stabilization. That college is in funding stability for one year, but has up to three years in which to earn back to its base FTES. The funding for this stability will be from available district Budget Stabilization Funds. If this fund has been exhausted, the Chancellor will determine the source of funding. If the college does not earn back to its base during this period, then the new lower FTES base will be established. As an example (Scenario #5), year one there is 2% growth opportunity. One of the colleges earns 2% growth but the other college declines by 1%, going into stability. This year the college that declined is held at their base level of FTES while the other college is credited for their growth. In the second year of the example, there is no growth opportunity, but the college that declined recaptures FTES to the previous year base to emerge from stability. Note that since the other college grew in year one, the percentage split has now changed.

All of these examples exclude the effect of statewide apportionment deficits. In the case of any statewide deficits, the college revenues will be reduced accordingly. In addition, the Chancellor reserves the right to make changes to the base FTES as deemed necessary in the best interest of the district as a whole.

	Base FTES	% split	Scenario #1	New FTES	% split
SAC	19,824	70.80%	2.00%	20,220.48	70.80%
SCC	8,176	29.20%	2.00%	8,339.52	29.20%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
	Base FTES	% split	Scenario #2	New FTES	% split
SAC	19,824	70.80%	2.82%	20,384.00	71.37%
SCC	8,176	29.20%	0.00%	8,176.00	28.63%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
	Base FTES	% split	Scenario #3	New FTES	% split
SAC	19,824		3.00%	20,418.72	
unfunded				(198.24)	
SAC	19,824	70.80%	2.00%	20,220.48	70.80%
SCC	8,176	29.20%	2.00%	8,339.52	29.20%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
	Base FTES	% split	Scenario #4	New FTES	% split
SAC	19,824		3.00%	20,418.72	
unfunded				(136.92)	
SAC	19,824	70.80%	2.31%	20,281.80	71.01%
SCC	8,176	29.20%	1.25%	8,278.20	28.99%
	<u>28,000</u>		2.00%	<u>28,560.00</u>	
YEAR 1	Base FTES	% split	Scenario #5	New FTES	% split
Actual Generated:					
SAC	19,824	70.80%	-1.00%	19,625.76	70.18%
SCC	8,176	29.20%	2.00%	8,339.52	29.82%
	<u>28,000</u>		-0.124%	<u>27,965.28</u>	
Calculated for Stability:					
SAC	19,824		-1.00%	19,625.76	
stabilization				282.24	
SAC	19,824	70.80%	0.42%	19,908.00	70.48%
SCC	8,176	29.20%	2.00%	8,339.52	29.52%
	<u>28,000</u>		0.884%	<u>28,247.52</u>	
YEAR 2					
Actual Generated:					
SAC	19,625.76	70.18%	1.44%	19,908.00	70.48%
SCC	8,339.52	29.82%	0.00%	8,339.52	29.52%
	<u>27,965.28</u>		1.009%	<u>28,247.52</u>	

Allocation of New State Revenues

Growth Funding: Plans from the Planning and Organizational Effectiveness Committee (POE) to seek growth funding requires FRC recommendation and approval by the Chancellor, and the plans should include how growth funds will be distributed if one of the colleges does not reach its growth target. A college seeking the opportunity for growth funding will utilize its own carryover funds to offer a schedule to achieve the desired growth. Once the growth has been confirmed as earned and funded by the state and distributed to the district, the appropriate allocation will be made to the college(s) generating the funded growth back through the model. Growth/Restoration Funds will be allocated to the colleges when they are actually earned.

Revenues which are not college specific (for example, student fees that cannot be identified by college), will be allocated based on total funded FTES percentage split between the campuses.

After consultation with district's independent audit firm, the implementation team agreed that any unpaid uncollected student fees will be written off as uncollectible at each year end. This way, only actual collected revenues are distributed in this model. At P-1, P-2 and P-annual, uncollected fee revenues will be adjusted.

Due to the instability of revenues, such as interest income, discounts earned, auction proceeds, vendor rebates (not including utility rebates which are budgeted in Fund 41 for the particular budget center) and mandated cost reimbursements, revenues from these sources will **not** be part of the revenue allocation formula. Income derived from these sources will be deposited to the institutional reserves. If an allocation is made to the colleges from mandated cost reimbursements and the claims are later challenged and require repayment, the colleges receiving the funds will be responsible for repayment at the time of repayment or withholding of funds from the state.

Cost of Living Adjustments: COLAs included in the tentative and adopted budgets shall be sequestered and not allocated for expenditure until after collective bargaining for all groups have been finalized.

Lottery Revenue: Income for current year lottery income is received based on the prior fiscal year's FTES split. At Tentative Budget, the allocation will be made based on projected FTES without carryover. At Adopted Budget, final FTES will be used and carryovers will be included.

Other Modifications

Salary and Benefits Cost

All authorized full time and ongoing part time positions shall be budgeted with corresponding and appropriate fixed cost and health and welfare benefits. Vacant positions will be budgeted at the beginning of the fiscal year or when newly created at the ninth place ranking level (Class VI, Step 10) for full-time faculty and at the mid-level for other positions (ex. Step 3 for CSEA, Step 4 for Management, and AA step 6 for teachers and BA step 6 for master teachers in child development), with the district's contractual cap for the health and welfare benefits. The full cost of all positions, regardless of the budgeted amount, including step and column movement costs, longevity increment costs and any additional collective bargaining agreement costs, will be charged to the particular Budget Center. The colleges are responsible for this entire cost, including any increases or adjustments to salary or benefits throughout the year. If a position becomes vacant during a fiscal year, the Budget Center has the discretion to move unused and available budget from the previous employee's position for other one-time costs until filled or defunded. Any payoffs of accrued vacation, or any additional costs incurred at separation from employment with the district, will be borne by the particular Budget Center. When there is a vacancy that won't be filled immediately, Human Resources should be consulted as to how long it can remain vacant. The colleges should also consult Human Resources regarding the FON when recommending to defund faculty positions.

Grants/Special Projects

Due to the timeliness issues related to grants, approvals rest with the respective Chancellor's Cabinet member, through established processes, in all cases except for Economic Development grants in which a new grant opportunity presents itself which requires an increase to the District Office budget due to match or other unrestricted general fund cost. In these cases, the grant will be reviewed by Chancellor's Cabinet with final approval made by the Chancellor.

Some grants allow for charges of indirect costs. These charges will accumulate by Budget Center during each fiscal year. At fiscal year end, once earned, each college will be allocated 100% of the total indirect earned by that college and transferred into Fund 13 the following year to be used for one-time expenses. The indirect earned by district projects will roll into the institutional ending fund balance.

It is the district's goal to fully expend grants and other special project allocations by the end of the term, however sometimes projects end with a small overage or can be under spent. For any overage or allowable amount remaining, these amounts will close into the respective Budget Center's Fund 13 using 7200 transfers.

Banked LHE Load Liability

Beginning in 2012/13, the liability for banked LHE will be accounted for in separate college accounts. The cost of faculty banking load will be charged to the college during the semester the course is taught and added to the liability. When an instructor takes banked leave, they will be paid their regular salary and district office will make a transfer from the liability to the college 1300 account to pay the backfill cost of teaching the load. A college cannot permanently fill a faculty position at the time someone takes their final year or semester off before retirement. Filling a vacancy cannot occur until the position is actually vacant. In consultation with Human Resources and Fiscal Services, a college can request to swap another faculty vacancy they may have in another discipline or pay the cost differential if they determine programmatically it needs to be filled sooner.

This method will appropriately account for the costs of each semester offerings and ensure an appropriate liability. Although the liability amounts will be accounted for by college, only District Fiscal Services will be able to make transfers from these accounts. Each year end a report will be run to reconcile the total cost of the liability and if any additional transfers are required, the colleges will be charged for the differences.

Other Possible Strategic Modifications

Summer FTES

There may be times when it is in the best financial interest of the District to shift summer FTES between fiscal years. When this occurs, the first goal will be to shift FTES from both colleges in the same proportion as the total funded FTES for each of the colleges. If this is not possible, then care needs to be exercised to ensure that any such shift does not create a disadvantage to either college. If a disadvantage is apparent, then steps to mitigate this occurrence will be addressed by FRC.

Borrowing of summer FTES is not a college-level decision, but rather it is a District-level determination. It is not a mechanism available to individual colleges to sustain their internal FTES levels.

Long-Term Plans

Colleges: Each college has a long-term plan for facilities and programs. The Chancellor, in consultation with the Presidents, will evaluate additional funding that may accrue to the colleges beyond what the model provides. The source of this funding will also have to be identified.

Santa Ana College utilizes the Educational Master Plan in concert with the SAC Strategic Plan to determine the long-term plans for the college. Long-term facilities plans are outlined in the latest Facilities Master Plan, and are rooted in the Educational Master Plan. SAC links planning to budget through the use of the SAC Comprehensive Budget Calendar, which includes planning milestones linked to the college's program review

process, Resource Allocation Request (RAR) process, and to the District's planning and budget calendar. As a result of the Program Review Process, resource allocation needs are requested via the RAR process, which identifies specific resources required to achieve specific intended outcomes. The budget augmentation requests are then prioritized at the department, division, and area level in accordance with established budget criteria. The college's Planning and Budget Committee reviews the prioritized RARs, and they are posted to the campus Planning and Budget web page for the campus community to review. As available resources are realized, the previously prioritized RAR are funded.

At Santiago Canyon College, long-term plans are developed similarly to short-term plans, and exist in a variety of interconnected processes and documents. Department Planning Portfolios (DPP) and Program Reviews are the root documents that form the college's Educational Master Plan and serve to align planning with resource allocation. The allocation of resources is determined through a formal participatory governance process. The Planning and Institutional Effectiveness (PIE) committee is the participatory governance committee that is charged with the task of ensuring resource allocation is tied to planning. Through its planning cycle, the PIE committee receives resource requests from all college units and ensures that each request aligns with the college mission, college goals, program reviews, and DPPs. All requests are then ranked by the PIE committee, placed on a college-wide prioritized list of resource requests, and forwarded to the college budget committee for review. If the budget committee identifies available funds, those funds are noted on the prioritized list, and sent back to the PIE committee. The PIE committee then forwards the prioritized list, along with the budget committee's identification of available funds, to College Council for approval of the annual budget.

District Services: District Services and Institutional Costs may also require additional funding to implement new initiatives in support of the colleges and the district as a whole. POE will evaluate budget augmentation requests and forward a recommendation to District Council. District Council may then refer such requests to FRC for funding consideration.

Full-Time Faculty Obligation Number (FON)

To ensure that the District complies with the State required full-time Faculty Obligation Number (FON), the Chancellor will establish a FON for each college. Each college shall be required to fund at least that number of full-time faculty positions. If the District falls below the FON and is penalized, the amount of the penalty will be deducted from the revenues of the college(s) causing the penalty. FRC, along with the District Enrollment Management Committee, should regularly review the FON targets and actuals and determine if any budget adjustment is necessary. If an adjustment is needed, FRC should develop a proposal and forward it to POE Committee for review and recommendation to the Chancellor.

Budget Input

Using a system for Position Control, Fiscal Services will budget 100% of all regular personnel cost of salary and benefits, and notify the Budget Centers of the difference between the computational total budget from the Budget Allocation Model and the cost of regular personnel. The remaining line item budgets will roll over from one year to the next so the Budget Centers are not required to input every line item. The Budget Centers can make any allowable budget changes at their discretion and will also be required to make changes to reconcile to the total allowable budget per the model.

Appendix Attached

A. Definition of Terms

TABLE 1 Expenditure and Budget Responsibilities		Santa Ana College & CEC <input checked="" type="checkbox"/>	Santiago Canyon College & OEC <input checked="" type="checkbox"/>	District Services <input checked="" type="checkbox"/>	Institutional or Districtwide monitoring <input checked="" type="checkbox"/>
Academic Salaries- (1XXX)					
1	State required full-time Faculty Obligation Number (FON)	✓	✓	✓	✓
2	Bank Leave	✓	✓		✓
3	Impact upon the 50% law calculation	✓	✓	✓	✓
4	Faculty Release Time	✓	✓		✓
5	Faculty Vacancy, Temporary or Permanent	✓	✓		
6	Faculty Load Banking Liability	✓	✓		✓
7	Adjunct Faculty Cost/Production	✓	✓		
8	Department Chair Reassigned Time	✓	✓		✓
9	Management of Sabbaticals (Budgeted at colleges)	✓	✓		✓
10	Sick Leave Accrual Cost	✓	✓		✓
11	AB1725	✓	✓		
12	Administrator Vacation	✓	✓	✓	
Classified Salaries- (2XXX)					
1	Classified Vacancy, Temporary or Permanent	✓	✓	✓	
2	Working Out of Class	✓	✓	✓	
3	Vacation Accrual Cost	✓	✓	✓	
4	Overtime	✓	✓	✓	
5	Sick Leave Accrual Cost	✓	✓	✓	
6	Compensation Time taken	✓	✓	✓	
Employee Benefits-(3XXX)					
1	STRS Employer Contribution Rates, Increase/(Decrease)	✓	✓	✓	
2	PERS Employer Contribution Rates, Increase/(Decrease)	✓	✓	✓	
3	OASDI Employer Rates, Increase/(Decrease)	✓	✓	✓	
4	Medicare Employer Rates, Increase/(Decrease)	✓	✓	✓	
5	Health and Welfare Benefits, Increases/(Decrease)	✓	✓	✓	
6	SUI Rates, Increase/(Decrease)	✓	✓	✓	
7	Workers' Comp. Rates, Increase/(Decrease)	✓	✓	✓	
8	Retiree Health Benefit Cost				
	-OPEB Liability vs. "Pay-as-you-go"				✓
9	Cash Benefit Fluctuation, Increase/(Decrease)	✓	✓	✓	
Other Operating Exp & Services-(5XXX)					
1	Property and Liability Insurance Cost				✓
2	Waiver of Cash Benefits	✓	✓	✓	
3	Utilities				
	-Gas	✓	✓	✓	

	-Water	✓	✓	✓	
	-Electricity	✓	✓	✓	
	-Waste Management	✓	✓	✓	
	-Water District, Sewer Fees	✓	✓	✓	
4	Audit			✓	✓
5	Board of Trustee Elections				✓
6	Scheduled Maintenance	✓	✓		✓
7	Copyrights/Royalties Expenses	✓	✓		
Capital Outlay-(6XXX)					
1	Equipment Budget				
	-Instructional	✓	✓	✓	✓
	-Non-Instructional	✓	✓	✓	✓
2	Improvement to Buildings	✓	✓	✓	✓
3	Improvement to Sites	✓	✓	✓	✓

TABLE 2 Revenue and Budget Responsibilities		Santa Ana College & CEC ✓	Santiago Canyon College & OEC ✓	District Services ✓	Institutional or Districtwide monitoring ✓
Federal Revenue- (81XX)					
1	Grants Agreements	✓	✓	✓	
2	General Fund Matching Requirement	✓	✓	✓	
3	In-Kind Contribution (no additional cost to general fund)	✓	✓	✓	
4	Indirect Cost (overhead)	✓	✓		✓
State Revenue- (86XX)					
1	Base Funding	✓	✓		✓
2	Apportionment	✓	✓		✓
3	COLA or Negative COLA	✓	✓	✓	✓ subject to collective bargaining
4	Growth, Work Load Measure Reduction, Negative Growth	✓	✓	✓	✓
5	Categorical Augmentation/Reduction	✓	✓	✓	
6	General Fund Matching Requirement	✓	✓	✓	
7	Apprenticeship	✓	✓		
8	In-Kind Contribution	✓	✓	✓	
9	Indirect Cost	✓	✓		✓
10	Lottery				
	- Unrestricted (abate cost of utilities)	✓	✓	✓	
	- Restricted-Proposition 20	✓	✓		

11	Instructional Equipment Matches (3:1)	✓	✓		✓ and will have chargeback to site proportionally
12	Scheduled Maintenance Matches (1:1)	✓	✓	✓	✓ and will have chargeback to site proportionally
13	Part time Faculty Compensation Funding	✓	✓		✓ subject to collective bargaining
14	State Mandated Cost	✓	✓		✓
Local Revenue- (88XX)					
1	Contributions	✓	✓	✓	
2	Fundraising	✓	✓	✓	
3	Proceed of Sales	✓	✓	✓	
4	Health Services Fees	✓	✓		
5	Rents and Leases	✓	✓	✓	
6	Enrollment Fees	✓	✓		
7	Non-Resident Tuition	✓	✓		
8	Student ID and ASB Fees	✓	✓		
9	Parking Fees			✓	✓

Rancho Santiago Community College District

Budget Allocation Model Based on SB 361

Appendix A – Definition of Terms

AB 1725 – Comprehensive California community college reform legislation passed in 1988, that covers community college mission, governance, finance, employment, accountability, staff diversity and staff development.

Accreditation – The review of the quality of higher education institutions and programs by an association comprised of institutional representatives. The Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) accredits California's community colleges.

Apportionments – Allocations of state or federal aid, local taxes, or other monies among school districts or other governmental units. The district's base revenue provides most of the district's revenue. The state general apportionment is equal to the base revenue less budgeted property taxes and student fees. There are other smaller apportionments for programs such as apprenticeship and EOPS.

Augmentation – An increased appropriation of budget for an intended purpose.

Bank Leave – Faculty have the option to “bank” their beyond contract teaching load instead of getting paid during that semester. They can later request a leave of absence using the banked LHE.

BAM – Budget Allocation Model.

BAPR – Budget and Planning Review Committee.

Base FTES – The amount of funded actual FTES from the prior year becomes the base FTES for the following year. For the tentative budget preparation, the prior year P1 will be used. For the proposed adopted budget, the prior year P2 will be used. At the annual certification at the end of February, an adjustment to actual will be made.

Budget Center – The three Budget Centers of the district are Santa Ana College, Santiago Canyon College and the District Services.

Budget Stabilization Fund – The portion of the district's ending fund balance, in excess of the 5% reserve, budget center carryovers and any restricted balances, used for one-time needs in the subsequent year.

Cap – An enrollment limit beyond which districts do not receive funds for additional students.

Capital Outlay – Capital outlay expenditures are those that result in the acquisition of, or addition to, fixed assets. They are expenditures for land or existing buildings, improvement of sites, construction of buildings, additions to buildings, remodeling of buildings, or initial or additional equipment. Construction-related salaries and expenses are included.

Categorical Funds – Money from the state or federal government granted to qualifying districts for special programs, such as Matriculation or Vocational Education. Expenditure of categorical funds is restricted to the fund's particular purpose. The funds are granted to districts in addition to their general apportionment.

Center – An off-campus site administered by a parent college that offers programs leading to certificates or degrees that are conferred by the parent institution. The district centers are Centennial Education Center and Orange Education Center.

COLA – Cost of Living Adjustment allocated from the state calculated by a change in the Consumer Price Index (CPI).

Defund – Permanently eliminating a position and related cost from the budget.

Fifty Percent Law (50% Law) – Section 84362 of the Education Code, commonly known as the Fifty Percent Law, requires each community college district to spend at least half of its “current expense of education” each fiscal year on the “salaries of classroom instructors.” Salaries include benefits and the salaries of instructional aides.

Fiscal Year – Twelve calendar months; in California, it is the period beginning July 1 and ending June 30. Some special projects use a fiscal year beginning October 1 and ending September 30, which is consistent with the federal government’s fiscal year.

FON – Faculty Obligation Number, the number of full time faculty the district is required to employ as set forth in title 5, section 53308.

FRC – Fiscal Resources Committee.

FTES – Full Time Equivalent Students. The number of students in attendance as determined by actual count for each class hour of attendance or by prescribed census periods. Every 525 hours of actual attendance counts as one FTES. The number 525 is derived from the fact that 175 days of instruction are required each year, and students attending classes three hours per day for 175 days will be in attendance for 525 hours. That is, three times 175 equals 525.

Fund 11 – The unrestricted general fund used to account for ongoing revenue and expenditures.

Fund 12 – The restricted general fund used to account for categorical and special projects.

Fund 13 – The unrestricted general fund used to account for unrestricted carryovers and one-time revenues and expenses.

Growth – Funds provided in the state budget to support the enrollment of additional FTE students.

In-Kind Contributions – Project-specific contributions of a service or a product provided by the organization or a third-party where the cost cannot be tracked back to a cash transaction which, if allowable by a particular grant, can be used to meet matching requirements if properly documented. In-kind expenses generally involve donated labor or other expense.

Indirect Cost – Indirect costs are institutional, general management costs (i.e., activities for the direction and control of the district as a whole) which would be very difficult to be charged directly to a particular project. General management costs consist of administrative activities necessary for the general operation of the agency, such as accounting, budgeting, payroll preparation, personnel services, purchasing, and centralized data processing. An indirect cost rate is the percentage of a district’s indirect costs to its direct costs and is a standardized method of charging individual programs for their share of indirect costs.

LHE – Lecture Hour Equivalent. The standard instructional work week for faculty is fifteen (15) LHE of classroom assignments, fifteen (15) hours of preparation, five (5) office hours, and five (5) hours of institutional service. The normal teaching load for faculty is thirty (30) LHE per school year.

Mandated Costs – District expenses which occur because of federal or state laws, decisions of federal or state courts, federal or state administrative regulations, or initiative measures.

Modification – The act of changing something.

POE – Planning and Organizational Effectiveness Committee.

Proposition 98 – Proposition 98 refers to an initiative constitutional amendment adopted by California’s voters at the November 1988 general election which created a minimum funding guarantee for K-14 education and also required that schools receive a portion of state revenues that exceed the state’s appropriations limit.

Reserves – Funds set aside to provide for estimated future expenditures or deficits, for working capital, economic uncertainty, or for other purposes. Districts that have less than a 5% reserve are subject to a fiscal ‘watch’ to monitor their financial condition.

SB 361 – The New Community College Funding Model (Senate Bill 361), effective October 1, 2006, includes funding base allocations depending on the number of FTES served, credit FTES funded at an equalized rate, noncredit FTES funded at an equalized rate, and enhanced noncredit FTES funded at an equalized rate. The intent of the formula is to provide a more equitable allocation of system wide resources, and to eliminate the complexities of the previous Program Based Funding model while still retaining focus on the primary component of that model, instruction. In addition, the formula provides base operational allocations for colleges and centers scaled for size.

Seventy-five/twenty-five (75/25) – Refers to policy enacted as part of AB 1725 that sets 75 percent of the hours of credit instruction as a goal for classes to be taught by full-time faculty.

Target FTES – The estimated amount of agreed upon FTES the district or college anticipates the opportunity to earn growth/restoration funding during a fiscal year.

Title 5 – The portion of the California Code of Regulations containing regulations adopted by the Board of Governors which are applicable to community college districts.

1300 accounts – Object Codes 13XX designated to account for part time teaching and beyond contract salary cost.

7200 Transfers – Intrafund transfers made between the restricted and unrestricted general fund to close a categorical or other special project at the end of the fiscal year or term of the project.

Rancho Santiago Community College District

Sound Fiscal Management Self-Assessment Checklist 2015/2016

1. Deficit Spending - Is this area acceptable? **NO**

Is the district spending within their revenue budget in the current year? **No**

The district had budgeted deficit spending (current year expenditures exceeding current year revenue) of its Budget Stabilization Fund in 2011/12 of \$8.3 million (with an actual spend down of \$3 million) and deficit spending in the adopted budget for 2012/13 of \$7.2 million (with an actual spend down of \$5.7 million). The adopted budget for 2013/14 planned to utilize the Budget Stabilization Fund by an additional \$2.7 million (with an actual spend down of \$10.3 million). The adopted budget for 2014/15 estimated an additional spend down of \$5.8 million leaving a balance of \$10 million. Once one-time budget stabilization funds are exhausted, significant reductions in unrestricted current year ongoing costs will be necessary to bring costs in line with current year revenue.

Has the district controlled deficit spending over multiple years? **No, not since prior to 2011/12.**

Is deficit spending addressed by fund balance, ongoing revenue increases, or expenditure reductions? **Currently addressed using one-time funding through the Budget Stabilization Fund.**

Are district revenue estimates based upon past history? **Revenue estimates are based on a number of factors including State Chancellor's Office and Department of Finance estimates and local revenue estimates which are evaluated each year.**

Does the district automatically build in growth revenue estimates? **No, FTES growth opportunities must be carefully considered and earned before the revenue is budgeted.**

2. Fund Balance – Is this area acceptable? **NO**

Is the district's fund balance stable or consistently increasing? **No, the balance has been decreasing since 2011/12 however is still above the minimum 5% reserve level.**

Is the fund balance increasing due to on-going revenue increases and/or expenditure reductions? **No.**

3. Enrollment - Is this area acceptable? **YES/NO**

Has the district's enrollment been increasing or stable for multiple years? **Overall, enrollment has slightly grown the last three years and additional minor growth has been planned for 2015/16. However, in 2013/14 the district planned for 2.63% growth (1% over the statewide growth opportunity of 1.63%), but only generated actual funded growth of 1.57%. The district estimates 2014/15 growth less than planned for as well.**

Are the district's enrollment projections updated at least semiannually? **Yes.**

Are staffing adjustments consistent with the enrollment trends? **Campuses and centers manage enrollment trends and staffing.**

Does the district analyze enrollment and full time equivalent students (FTES) data? **The district office prepares 320 reports for submission to the State Chancellor's Office. The campuses manage and analyze enrollment and FTES data.**

Does the district track historical data to establish future trends between P-1 and annual for projection purposes? **The district prepares FTES information in spreadsheets for the colleges to utilize.**

Has the district avoided stabilization funding? **In the past several years, yes.**

4. Unrestricted General Fund Balance – Is this area acceptable? **YES**

Is the district's unrestricted general fund balance consistently maintained at or above the recommended minimum prudent level (5% of the total unrestricted general fund expenditures)? **Yes, the unrestricted ending fund balance has not been below 8% since 2006/07.**

Is the district's unrestricted fund balance maintained throughout the year? **Yes, although Budget Stabilization Funds are temporarily being used to offset the current year budgeted deficit spending.**

5. Cash Flow Borrowing - Is this area acceptable? YES

Can the district manage its cash flow without interfund borrowing? **Yes. Currently the district is managing its cash flow without the need for interfund borrowing.**

Is the district repaying TRANS and/or borrowed funds within the required statutory period? **N/A**

6. Bargaining Agreements - Is this area acceptable? NO

Has the district settled bargaining agreements within new revenue sources during the past three years? **No, salary and benefit increases have been negotiated even though total compensation increases well exceed new unrestricted revenues. The faculty collective bargaining agreement includes a 9th place ranking formula.**

Did the district conduct a pre-settlement analysis identifying an ongoing revenue source to support the agreement? **Fiscal Services prepared a total compensation cost analysis after the negotiated settlement; however no ongoing revenue source could be identified as of yet to cover the additional ongoing salary and benefits costs. One-time Budget Stabilization Funds are being utilized to offset this ongoing cost increase.**

Did the district correctly identify the related costs? **Both the salary and related benefits costs were identified after the settlement.**

Did the district address budget reductions necessary to sustain the total compensation increase? **No, one-time Budget Stabilization Funds are being utilized to offset this ongoing cost increase. Significant future ongoing reductions will be necessary without additional ongoing unrestricted revenue sources.**

7. Unrestricted General Fund Staffing - Is this area acceptable? NO

Is the district ensuring it is not using one-time funds to pay for permanent staff or other ongoing expenses? **No, the district has hired several full-time positions without identifying ongoing funding or corresponding reductions to fund these positions. In 2012/13 the district established a new fund (Fund 13) to account for one-time, and carryover unrestricted general funds separately from Fund 11. Fund 11 will account for ongoing unrestricted general funds to balance current year revenues with current year expenses. As the 2015/16 tentative budget again calls for deficit spending, one-time funds are being used for ongoing costs.**

Is the percentage of district general fund budget allocated to salaries and benefits at or less than the statewide average (i.e. the statewide average for 2003-04 is 85%)? **No. The 2014/15 adopted budget is slightly above at 86%.**

8. Internal Controls - Is this area acceptable? YES

Does the district have adequate internal controls to insure the integrity of the general ledger? **Yes.**

Does the district have adequate internal controls to safeguard the district's assets? **Yes.**

Both of these are evidenced by unmodified audit opinions with no material weaknesses or significant deficiencies noted recently, with only minor federal and state compliance issues noted.

9. Management Information Systems - Is this area acceptable? YES

Is the district data accurate and timely? **Yes.**

Are the county and state reports filed in a timely manner? **Yes.**

Are key fiscal reports readily available and understandable? **Yes.**

10. Position Control – Is this area acceptable? NO

Is position control integrated with payroll? **No. The district has been in the process of creating and programming a position control system for several years. Phase I went live in 2012/13 and includes only a salary encumbrance system for full- and part-time staff salaries. A consultant has been engaged to assist the district with determining a course of action for including encumbrances for benefits costs and directly tying total compensation of positions to budget.**

Does the district control unauthorized hiring? **Human Resources processes all hiring in accordance with board policies and procedures.**

Does the district have controls over part-time academic staff hiring? **Human Resources processes all hiring in accordance with board policies and procedures.**

11. Budget Monitoring - Is this area acceptable? YES

Is there sufficient consideration to the budget, related to long-term bargaining agreements? **The district is implementing three and five year Multi-Year Projection models (MYP) for use in collective bargaining and budget preparation.**

Are budget revisions completed in a timely manner? **Yes, monthly.**

Does the district openly discuss the impact of budget revisions at the board level? **Budget updates are presented to and discussed with the Board of Trustees at regularly scheduled public meetings.**

Are budget revisions made or confirmed by the board in a timely manner after the collective bargaining agreements are ratified? **Yes.**

Has the district's long-term debt decreased from the prior fiscal year? **Yes.**

Has the district identified the repayment sources for the long-term debt? **The district's budget assumptions include funding the OPEB liability at 1% of salaries plus a minimum of \$500,000 each year with the goal of funding the full Annual Required Contribution (ARC). In 2011/12, 2012/13 and 2013/14, the district contributed the full ARC and expects to for 2014/15.**

Does the district compile annualized revenue and expenditure projections throughout the year? **Yes, district Fiscal Services does make projections throughout the year. In the new revenue allocation budget model, it is imperative for the colleges to do their own frequent projections as well.**

12. Retiree Health Benefits - Is this area acceptable? YES

Has the district completed an actuarial calculation to determine the unfunded liability? **Yes, the district contracts for a new actuarial study every other year. The most recent report is as of February 1, 2014.**

Does the district have a plan for addressing the retiree benefits liabilities? **Yes, the district's budget assumptions call for funding the OPEB liability at 1% of salaries plus a minimum of \$500,000 each year with the goal of funding the full Annual Required Contribution (ARC). The district has taken significant steps toward funding this long-term liability by contributing additional funds to the Retiree Benefits Fund, although this still poses a large burden on future budgets, primarily the annual premium cost increases for lifetime health benefits.**

13. Leadership/Stability - Is this area acceptable? YES

Has the district experienced recent turnover in its management team (including the Chief Executive Officer, Chief Business Officer, and Board of Trustees)? **The only cabinet-level change recently has been the President of Santiago Canyon College in August of 2014 due to a retirement.**

14. District Liability – Is this area acceptable? YES

Has the district performed the proper legal analysis regarding potential lawsuits that may require the district to maintain increased reserve levels? **Yes. The district belongs to a Joint Powers Authority (JPA) for property and liability insurance, which helps analyze and monitor liability.**

Has the district set up contingent liabilities for anticipated settlements, legal fees, etc? **Yes.**

15. Reporting – Is this area acceptable? YES

Has the district filed the annual audit report with the System Office on a timely basis? **Yes.**

Has the district taken appropriate actions to address material findings cited in their annual audit report? **Yes, the district takes audit findings seriously and promptly corrects any issues.**

Has the district met the requirements of the 50 percent law? **Yes, to date the district is slightly above 50%.**

Have the Quarterly Financial Status Reports (CCFS-311Q), Annual Financial and Budget Reports (CCFS-311), and Apportionment Attendance Reports (CCFS-320) been submitted to the System Office on or before the stated deadlines? **Yes.**

Rancho Santiago Community College District
Tentative Budget
2015-16

Budget Allocation Model
FTES Credit vs. Non-Credit Breakdown

<u>Full-Time Equivalent Students</u>	Santa Ana College		Santiago Canyon College		Total FTES
	FTES	%	FTES	%	
2014/15 Estimated Annual @ P2					
Credit	15,573	69.49%	6,839	30.51%	22,412
Non-Credit	4,860	73.18%	1,781	26.82%	6,641
Total	20,433	70.33%	8,620	29.67%	29,053
2015/16 Projected					
Credit	15,573	69.49%	6,839	30.51%	22,412
Non-Credit	4,860	73.18%	1,781	26.82%	6,641
Total	20,433	70.33%	8,620	29.67%	29,053

Expenditures by Major Object (2 Colleges Only) (Fund 11)

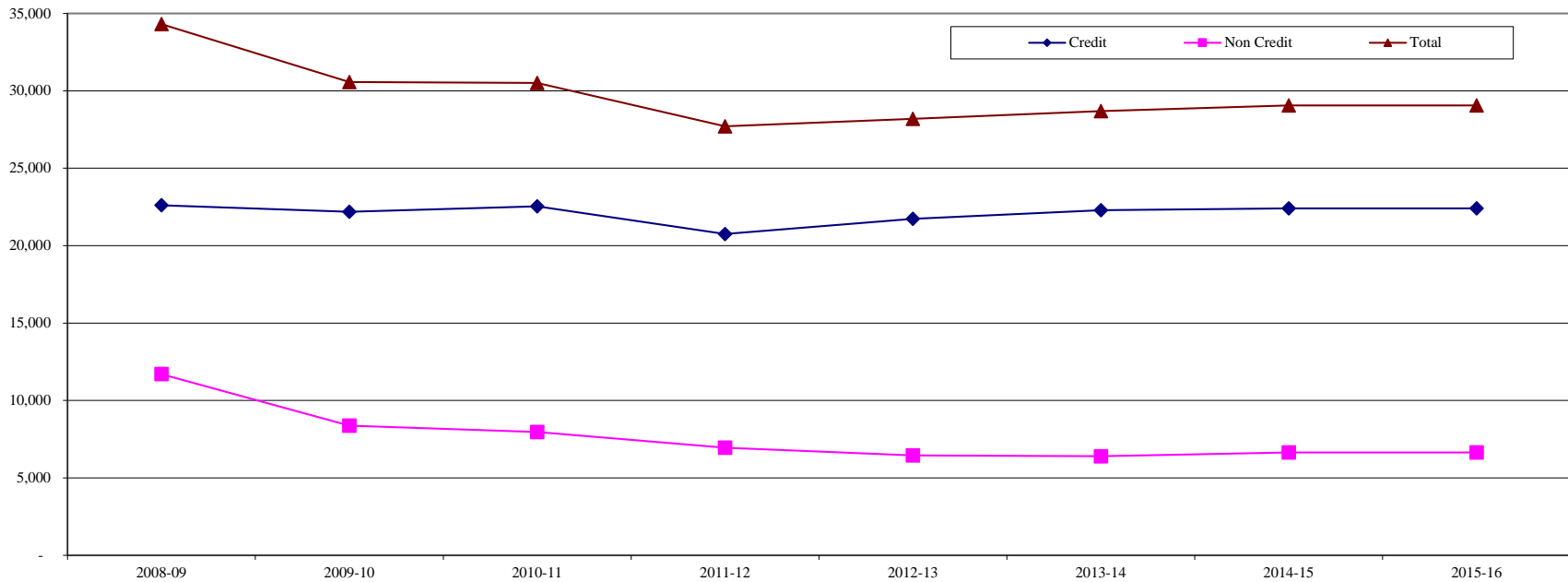
<u>Expenditures by Object</u>	Santa Ana College		Santiago Canyon College		Tentative Budget
	\$	%	\$	%	
1000 Academic Salaries	\$42,633,790	68.21%	\$19,872,402	31.79%	\$62,506,192
2000 Classified Salaries	11,003,270	66.99%	5,421,953	33.01%	16,425,223
3000 Employee Benefits	17,727,993	66.78%	8,818,924	33.22%	26,546,917
4000 Books and Supplies	389,024	96.04%	16,026	3.96%	405,050
5000 Services and Other Operating Expenses	3,725,164	77.08%	1,107,966	22.92%	4,833,130
6000 Sites, Buildings, Books, and Equipment	-	0.00%	2,691	100.00%	2,691
7000 Other Outgo and Contingencies	-	0.00%	-	0.00%	-
Total Expenditures	\$75,479,241	68.17%	\$35,239,962	31.83%	\$110,719,203

4.3 (110)

Rancho Santiago Community College District
Tentative Budget
2015-16

Recap of Full-Time Equivalent Students

	2008-09 Actual		2009-10 Actual		2010-11 Actual		2011-12 Actual		2012-13 Actual		2013-14 Actual		2014-15 Est. Actual*		2015-16 Projected	
SAC																
Credit	15,888															
Non-Credit	8,582															
Total	24,470	71.32%	21,689	70.96%	21,717	71.17%	19,420	70.08%	19,933	70.72%	20,087	70.02%	20,433	70.33%	20,433	70.33%
SCC																
Credit	6,720															
Non-Credit	3,120															
Total	9,840	28.68%	8,875	29.04%	8,798	28.83%	8,291	29.92%	8,252	29.28%	8,602	29.98%	8,620	29.67%	8,620	29.67%
Total																
Credit	22,608															
Non-Credit	11,702															
Total	34,310	100.00%	30,564	100.00%	30,515	100.00%	27,711	100.00%	28,185	100.00%	28,689	100.00%	29,053	100.00%	29,053	100.00%



* Estimated Actual FTES - based on reported 14/15 at P2

Rancho Santiago Community College District
Tentative Budget
2015-16

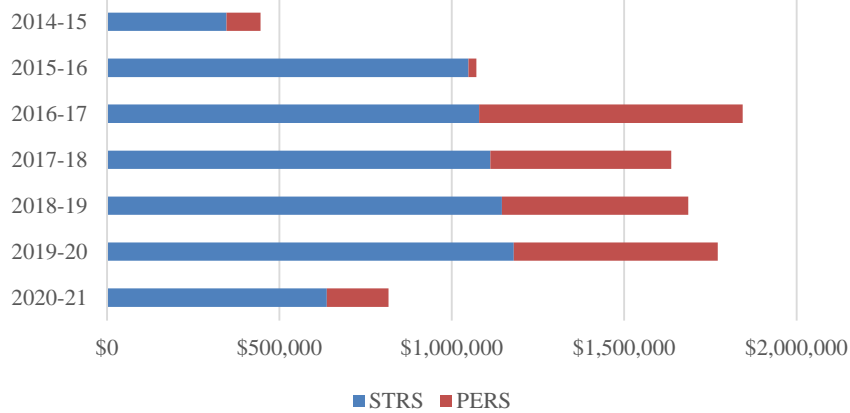
STRS & PERS - Future Employer Rates and Additional Ongoing Costs

	STRS				PERS				Combined Cumulative Impact
	Annual Change	Rate	Annual Impact ¹	Cumulative Impact	Annual Change	Rate	Annual Impact ²	Cumulative Impact	
2013-14		8.250%				11.442%			
2014-15	0.630	8.880%	\$346,500	\$346,500	0.329	11.771%	\$98,700	\$98,700	\$445,200
2015-16	1.850	10.730%	\$1,048,025	\$1,394,525	0.076	11.847%	\$23,484	\$122,184	\$1,516,709
2016-17	1.850	12.580%	\$1,079,466	\$2,473,991	2.400	15.000%	\$763,848	\$886,032	\$3,360,023
2017-18	1.850	14.430%	\$1,111,850	\$3,585,840	1.600	16.600%	\$524,509	\$1,410,541	\$4,996,381
2018-19	1.850	16.280%	\$1,145,205	\$4,731,046	1.600	18.200%	\$540,244	\$1,950,785	\$6,681,831
2019-20	1.850	18.130%	\$1,179,561	\$5,910,607	1.700	19.900%	\$591,230	\$2,542,015	\$8,452,622
2020-21	0.970	19.100%	\$637,027	\$6,547,634	0.500	20.400%	\$179,108	\$2,721,123	\$9,268,757

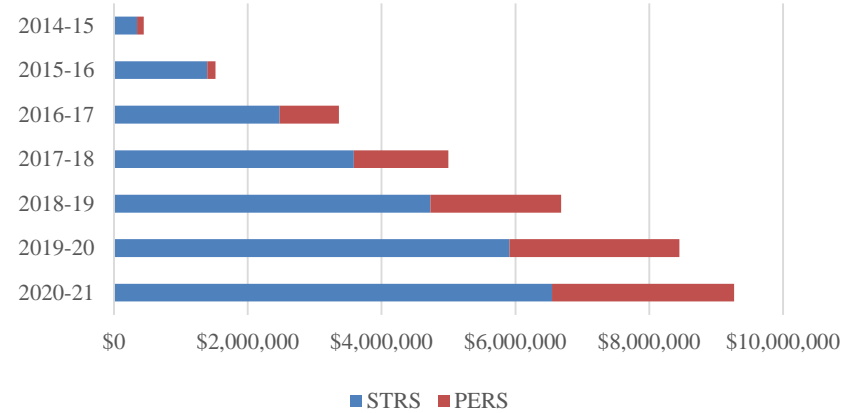
¹ Each 1% increase in STRS rate is approximately \$550,000

² Each 1% increase in PERS rate is approximately \$300,000

STRS & PERS Annual Increases



STRS & PERS Cumulative Impact



4.3 (112)

Rancho Santiago Community College District
Tentative Budget
2015-16

Cost-of-Living Adjustment

The Cost-of-Living Adjustment (COLA) is a reflection of the percentage change of the Implicit Price Deflator for state and local government purchases of goods and services for the United States, as published by the United States Department of Commerce. Although a COLA is specified in statute for the system, the recent history of the community colleges clearly demonstrates that during the recession of the early 1990's no COLA was received for three consecutive years, and in the most recent recession, 2012-13 represents the fifth year in a row without an allocation for COLA.

California Community Colleges COLA History Since 1992-93

<u>Fiscal Year</u>	<u>Statutory</u>	<u>Funded COLA</u>	<u>Negotiated COLA</u>	
1992-93	2.18	0.00	0.000	
1993-94	2.05	0.00	2.530	
1994-95	1.99	0.00	0.000	
1995-96	3.07	3.07	3.070	
1996-97	3.06	3.06	5.750	
1997-98	2.97	2.97	2.790	
1998-99	2.26	2.26	3.260	
1999-00	1.41	1.41	1.520	
2000-01	3.17	4.17	6.900	
2001-02	3.87	3.87	4.260	
2002-03	1.66	2.00	3.750	
2003-04	1.86	0.00	0.000	
2004-05	2.41	2.41	0.000	
2005-06	4.23	4.23	4.000	
2006-07	5.92	5.92	4.000	
2007-08	4.53	4.53	5.000	
2008-09	5.66	0.00	0.000	
2009-10	5.02	0.00	0.000	
2010-11	(0.38)	0.00	0.000	
2011-12	2.24	0.00	1.053	
2012-13	3.24	0.00	1.000	
2013-14	1.57	1.57	1.570	
2014-15	0.85	0.85	0.850	
* Estimated	2015-16	1.02*	1.02*	unknown

4.3 (113)

Rancho Santiago Community College District
Tentative Budget
2015-16

Recap of Revenue and Expenses - General Fund (Combined Fund 11, 12 & 13)

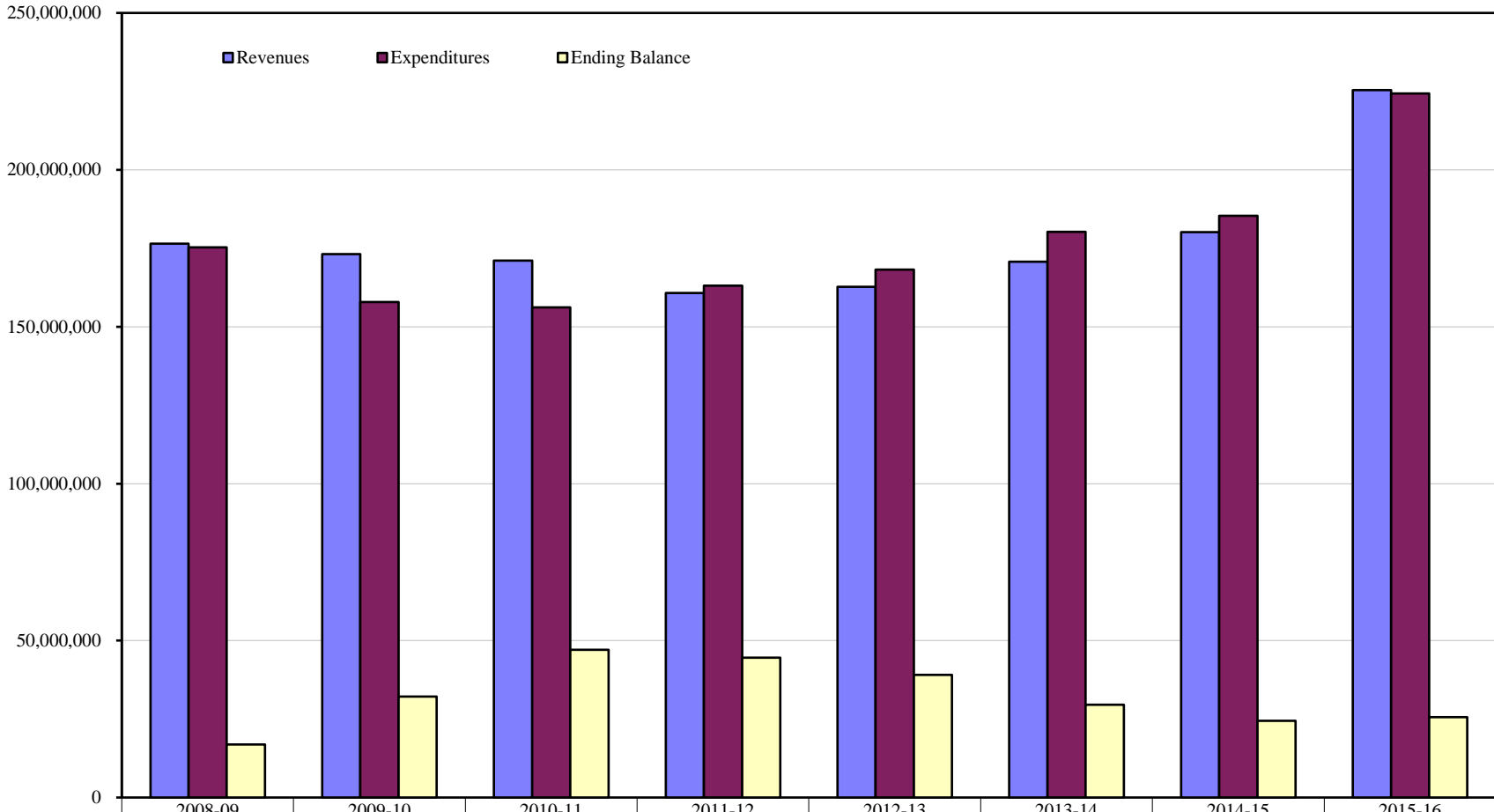
The table of multi-year financial information allows a comparison of prior fiscal years to projections for the current fiscal year. The table covers the following periods: fiscal years 2008-09 through 2015-16

	Actual 08-09	Actual 09-10	% Change	Actual 10-11	% Change	Actual 11-12	% Change	Actual 12-13	% Change	Actual 13-14	% Change	Est. Actual 14-15	% Change	Tentative Budget 15-16	% Change
Adj. Beg. Balance	15,687,397	16,867,113	7.52%	32,190,876	90.85%	47,079,378	46.25%	44,540,063	-5.39%	39,069,034	-12.28%	29,603,923	-24.23%	24,478,735	-17.31%
Revenues:															
Federal Income	10,575,709	12,374,630	17.01%	12,408,972	0.28%	11,990,326	-3.37%	11,982,940	-0.06%	11,430,127	-4.61%	11,806,482	3.29%	12,089,133	2.39%
State Income:															
General Apportionment	88,971,056	84,219,852	-5.34%	89,168,017	5.88%	81,597,569	-8.49%	50,719,320	-37.84%	58,137,335	14.63%	59,545,717	2.42%	66,158,788	11.11%
Lottery	4,258,436	4,639,793	8.96%	3,610,301	-22.19%	4,732,850	31.09%	3,958,881	-16.35%	4,783,708	20.83%	4,708,549	-1.57%	4,795,811	1.85%
EPA								20,761,952	0.00%	20,419,045	-165.16%	21,783,177	6.68%	21,341,471	-2.03%
Other State	18,448,073	12,865,904	-30.26%	12,507,790	-2.78%	12,759,457	2.01%	13,798,672	8.14%	15,873,948	15.04%	20,636,495	30.00%	60,792,925	194.59%
Total State	111,677,565	101,725,549	-8.91%	105,286,108	3.50%	99,089,876	-5.89%	89,238,825	-9.94%	99,214,036	11.18%	106,673,938	7.52%	153,088,995	43.51%
Local Income:															
Property Taxes	42,297,526	40,655,149	-3.88%	39,353,393	-3.20%	39,879,978	1.34%	48,279,423	21.06%	46,377,655	-3.94%	48,078,504	3.67%	47,884,437	-0.40%
ERAF	459,606	4,616,440	904.43%	2,600,754	-43.66%	(2,511,684)	-196.58%	(346,907)	-86.19%	(7,795)	-97.75%	-	-100.00%	-	0.00%
Interest	493,561	934,152	89.27%	353,849	-62.12%	315,940	-10.71%	188,517	-40.33%	173,852	-7.78%	163,221	-6.11%	120,000	-26.48%
Enrollment Fees	5,210,027	7,043,658	35.19%	6,248,695	-11.29%	7,588,394	21.44%	8,621,927	13.62%	8,423,979	-2.30%	7,854,253	-6.76%	7,274,636	-7.38%
Non-resident Tuition	2,686,602	2,576,914	-4.08%	1,971,055	-23.51%	1,616,463	-17.99%	1,495,417	-7.49%	1,520,765	1.70%	2,056,245	35.21%	1,600,000	-22.19%
Other Local	3,100,530	3,251,065	4.86%	2,870,211	-11.71%	2,723,589	-5.11%	3,293,645	20.93%	3,528,023	7.12%	3,561,383	0.95%	3,399,830	-4.54%
Total Local	54,247,852	59,077,378	8.90%	53,397,957	-9.61%	49,612,680	-7.09%	61,532,022	24.02%	60,016,479	-2.46%	61,713,606	2.83%	60,278,903	-2.32%
Transfers/Others	16,237	18,428	13.49%	17,279	-6.24%	41,176	138.30%	26,187	-36.40%	94,487	260.82%	8,977	-90.50%	5,000	-44.30%
Total Revenues	176,517,363	173,195,985	-1.88%	171,110,316	-1.20%	160,734,058	-6.06%	162,779,974	1.27%	170,755,129	4.90%	180,203,003	5.53%	225,462,031	25.12%
Total Available	192,204,760	190,063,098	-1.11%	203,301,192	6.97%	207,813,436	2.22%	207,320,037	-0.24%	209,824,163	1.21%	209,806,926	-0.01%	249,940,766	19.13%
Expenditures:															
Academic Salaries	68,289,247	61,398,378	-10.09%	60,834,168	-0.92%	60,223,279	-1.00%	60,876,240	1.08%	65,736,333	7.98%	68,892,994	4.80%	71,515,540	3.81%
Classified Salaries	43,352,135	36,992,259	-14.67%	35,215,305	-4.80%	36,201,050	2.80%	36,398,291	0.54%	38,148,246	4.81%	39,210,219	2.78%	41,854,138	6.74%
Employee Benefits	33,833,185	32,190,311	-4.86%	34,326,565	6.64%	39,578,475	15.30%	40,462,677	2.23%	38,262,261	-5.44%	41,601,847	8.73%	47,332,552	13.78%
Supplies & Materials	2,359,885	1,986,601	-15.82%	2,451,654	23.41%	2,116,044	-13.69%	2,226,077	5.20%	2,327,928	4.58%	2,386,065	2.50%	3,189,999	33.69%
Other Operating	23,107,916	20,111,331	-12.97%	18,451,139	-8.26%	19,283,667	4.51%	18,741,928	-2.81%	20,330,997	8.48%	23,478,721	15.48%	53,084,439	126.10%
Capital Outlay	2,197,807	2,947,418	34.11%	2,885,151	-2.11%	2,900,442	0.53%	5,440,462	87.57%	5,392,060	-0.89%	6,374,999	18.23%	3,247,775	-49.05%
Transfers	2,197,472	2,245,924	2.20%	2,057,832	-8.37%	2,757,844	34.02%	4,105,328	48.86%	10,022,415	144.13%	3,383,346	-66.24%	4,142,232	22.43%
Total Expenditures	175,337,647	157,872,222	-9.96%	156,221,814	-1.05%	163,060,801	4.38%	168,251,003	3.18%	180,220,240	7.11%	185,328,191	2.83%	224,366,675	21.06%
Ending Balance	16,867,113	32,190,876	90.85%	47,079,378	46.25%	44,752,635	-4.94%	39,069,034	-12.70%	29,603,923	-24.23%	24,478,735	-17.31%	25,574,091	4.47%
Adjustments to Beginning Balance	-	-		-		(212,572)		-		-		-		-	
Adjusted Beginning Fund Balance	16,867,113	32,190,876		47,079,378		44,540,063		39,069,034		29,603,923		24,478,735		25,574,091	
Ending Balance (% of Exp)	9.62%	20.39%		30.14%		27.32%		23.22%		16.43%		13.21%		11.40%	

Ending Balance is for both restricted and unrestricted general fund
5% reserve was set for unrestricted general fund only

Rancho Santiago Community College District
Tentative Budget
2015-16

Recap of Revenues and Expenditures
 General Fund (Combined Fund 11, 12 & 13)
 2008-09 to 2015-16



Revenues	176,517,363	173,195,985	171,110,316	160,734,058	162,779,974	170,755,129	180,203,003	225,462,031
Expenditures	175,337,647	157,872,222	156,221,814	163,060,801	168,251,003	180,220,240	185,328,191	224,366,675
Ending Balance	16,867,113	32,190,876	47,079,378	44,540,063	39,069,034	29,603,923	24,478,735	25,574,091

4.3 (115)

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo	
Action:	Request for Approval	

BACKGROUND

The district utilizes a number of law firms for specialized legal services. The law firm of Atkinson, Andelson, Loya, Ruud & Romo (AALRR) specializes in the representation of California educational agencies.

ANALYSIS

The current contract with AALRR expires on June 30, 2015. The firm is currently representing the district on some construction matters and various other projects as needed. The proposed agreement for services between the district and AALRR for the period of 2015/16 includes a slight increase in rates. The administration recommends that this agreement be renewed for an additional twelve month period through June 30, 2016.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between Rancho Santiago Community College District and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2015 through June 30, 2016 as presented.

Fiscal Impact:	Based upon utilization	Board Date: June 15, 2015
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	

AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2015, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the "Law Firm," and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District."

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for one year, commencing July 1, 2015, through June 30, 2016. For the period July 1, 2015, through June 30, 2016, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

Senior Partners	\$295.00
Partners/Senior Counsel	\$280.00
Senior Associates	\$270.00
Associates	\$260.00
Electronic Technology Litigation Specialist	\$260.00
Non-Legal Consultants	\$200.00
Senior Paralegals/Law Clerks	\$175.00
Paralegals/Legal Assistants	\$155.00

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the District.

B. In addition, the District hereby agrees to pay a 5% per month administrative charge calculated and based on monthly fees billed to cover related operational expenses incurred by the Law Firm. This administrative fee is in lieu of charging the District for Westlaw,

photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage. This does not include items listed in paragraph D below.

C. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

D. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent's or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs, bonds, witness fees, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

E. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

F. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

G. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

H. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law

Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

I. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

J. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

K. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

L. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. SPECIALIZED LEGAL SERVICES

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, and appellate law, the District agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Superintendent or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

V. CONSENT TO JOINT REPRESENTATION

The District acknowledges that from time to time the Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, the Law Firm shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, pursuant to Education Code section 7, the Governing Board of the District hereby delegates to the Superintendent or designee authority to consent to joint representation in the circumstances described in this paragraph.

VI. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/ superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purposes of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

VII. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

VIII. ARBITRATION

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

IX. DURATION

This Agreement shall be effective July 1, 2015, through June 30, 2016, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

X. EXECUTION DATE

This Agreement is entered into this ___ day of _____, 2015.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _____

By: _____
WARREN S. KINSLER

“District”

RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT

Dated: _____

By: _____

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Legal Services Agreement – Bergman Dacey Goldsmith, PLC	
Action:	Request for Approval	

BACKGROUND

Bergman Dacey Goldsmith, PLC is a civil litigation firm providing legal services, with an emphasis on construction and real estate matters and has offices in Los Angeles and Orange Counties.

ANALYSIS

Experienced legal counsel is requested to assist and represent the RSCCD on construction and real estate related matters.

Hourly rates for Bergman Dacey Goldsmith, PLC range from \$250 per hour for shareholders or of counsel; \$220 for associates and \$150 for paralegals, this rate has not increased from the previous agreement. Word processing, clerical and staff overtime, telephone and facsimile charges are included in hourly rates. Outside costs such as deposition fees, experts, messengers, outside copying projects etc. are charged at actual invoiced cost.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between Rancho Santiago Community College District and Bergman Dacey Goldsmith, PLC for the period of July 1, 2015 through June 30, 2016 as presented.

Fiscal Impact:	Per fee schedule	Board Date: June 15, 2015
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	

AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
BERGMAN DACEY GOLDSMITH, PLC.
(Attorneys At Law)

This agreement is made and entered into as of the date it is approved by the governing board of the Rancho Santiago Community College District (hereinafter referred to as "District"), by and between the District and Bergman Dacey Goldsmith, PLC., Attorneys at Law (hereinafter referred to as "FIRM"). The District and FIRM are hereinafter also referred to as the "Parties".

RECITALS

WHEREAS, the District is authorized to contract for the procurement of professional services as authorized by law; and

WHEREAS, the FIRM is specially licensed, trained, experienced, and competent to perform the services described herein pursuant to this agreement;

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereby agree as follows:

AGREEMENT

1. **SERVICES PERFORMED BY FIRM:** The FIRM, as a consultant and legal counsel, shall perform the services set forth in EXHIBIT "A" entitled "SERVICES TO BE PROVIDED" which is attached to and incorporated in this Agreement as a part hereof. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written agreement between the parties.
2. **WARRANTIES.** The FIRM warrants and represents that it is specially trained, qualified, duly licensed, experienced, and competent to provide the Services. The FIRM warrants that Services furnished hereunder will conform to the requirements of this Agreement.
3. **FEES.** For services satisfactorily performed by the FIRM under this Agreement, District shall pay the FIRM as set forth in EXHIBIT "B" entitled "FEE AND RATE SCHEDULE" which is attached to and incorporated in this Agreement as a part hereof. Payment shall be made by the District upon submittal of invoice(s) approved by the District.
4. **EXPENSES.** The FIRM shall assume all expenses incurred in connection with performance except as otherwise provided in EXHIBIT "B" to this Agreement.

5. **TERM AND TERMINATION OF THIS AGREEMENT:** This Agreement will become effective on July 1, 2015 and terminate on June 30, 2016. Additionally, either the District or the FIRM may, with or without cause, terminate this Agreement upon ten (10) days written notice to the other, as provided herein.
6. **RIGHTS IN DATA.** All technical communications and records originated or prepared by the FIRM pursuant to this Agreement including papers, reports, charts, and other documentation, relating to this Agreement shall be delivered to and shall become the exclusive property of the District, and the District may use all or any portion of the work submitted by the FIRM as the District deems appropriate.
7. **RELATIONSHIP OF PARTIES.** With regard to performance hereunder, the FIRM is an independent contractor and not an officer, agent, partner, joint venture partner, or employee of the District. The FIRM shall not, at any time, or in any manner, represent that it, or any of its agents or employees, is in any manner an agent or employee of the District.
8. **DISTRICT REPRESENTATIVE.** A contact person, as determined by the District shall represent the District in the implementation of this Agreement. That person is, unless the FIRM is notified hereinafter differently in writing, Peter J. Hardash, Vice Chancellor, Business Operations & Fiscal Services.
9. **DISPUTE RESOLUTION.** Any dispute between the parties to this Agreement regarding attorneys' fees and/or costs charged by the FIRM shall be resolved as follows: if a fees and/or costs dispute arises, the FIRM will provide the District with written notice of the District's right to arbitrate under Sections 6200, et seq of the California Business and Professions Code. The District and the FIRM may thereafter agree that the arbitration will be binding or that the dispute will ultimately be resolved in another manner. Parties to any arbitration proceeding shall have the right to discovery as provided under Section 2016, et seq. of the California Code of Civil Procedure and the parties hereto agree that in the event of an arbitration, any dispute as to discovery shall be determined by the arbitrator. These provisions shall not restrict, however, either party's right to obtain injunctive relief to enforce any provision of this Agreement in any court of competent jurisdiction.
10. **INDEMNITY.** The FIRM agrees to defend, indemnify, and hold harmless the District, the Board of Trustees, and as applicable, its and their members, trustees, officers, employees, agents and representatives, from any and all loss, liability, claim, suit or action brought by any third person(s) for personal injury or property damage caused by the negligence of the FIRM or any person employed by the FIRM in the performance of this Agreement.
11. **INSURANCE.** Without limiting the FIRM indemnification of the District and as a material condition of this agreement, the FIRM shall procure and maintain at its sole expense, for the duration of this agreement, insurance coverage with limits, terms and

conditions at least as broad as set forth in this section. The FIRM shall secure and maintain, at a minimum, insurance as set forth below, with insurance companies acceptable to the District to protect the District from claims which may arise from operations under this agreement, whether such operations be by the FIRM or any subcontractor or anyone directly or indirectly employed by any of them. As a material condition of this agreement, the FIRM shall furnish to the District certificates of such insurance and endorsements, which shall include a provision for a minimum of 30 days notice to the District prior to cancellation of or a material change in coverage.

General Liability Comprehensive Form Products/Completed Operations	Bodily Injury and Property Damage	Per Occurrence \$ 1,000,000
Professional Liability Errors & Omissions		Per Occurrence \$ 2,000,000

The FIRM shall file, with the District, Certificates of Insurance indicating a thirty-day (30) cancellation notice. The Certificates will also name the District as a additional insured. Furthermore, all the FIRM attorneys working for the District pursuant to this Agreement shall secure and maintain automobile insurance, at a minimum, as required by California law.

- 12. **ASSIGNMENT.** This agreement may not be assigned or otherwise transferred, in whole or in part, by either the District or the FIRM without prior written consent of the other.
- 13. **COMPLIANCE WITH LAWS.** In performing services under this Agreement, the FIRM not only agrees to comply with all terms of this Agreement, but also agrees, represents and warrants that he/she/it will confirm to the standard of care in his/her/its field in which he/she/it is performing services per this Agreement and will comply with all applicable laws concerning such services.
- 14. **GOVERNING LAW.** This Agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the parties hereunder, and any action arising from or relating to this agreement, shall be construed and enforced in accordance with, and governed by, the laws of the State of California or United States law, without giving effect to conflict of laws principles. Any action or proceeding arising out of or relating to this agreement shall be brought in the county of Los Angeles, State of California, and each party hereto irrevocably consents to such jurisdiction and venue, and waives any claim of inconvenient forum.
- 15. **NONDISCRIMINATION.** The FIRM hereby certifies that in performing work or providing services for the District, there shall be no discrimination in its hiring, employment practices, or operation because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section 12940 of the Government Code. The

FIRM shall comply with applicable federal and California anti-discrimination laws. The FIRM agrees to require compliance with this nondiscrimination policy by all subcontractors employed in connection with this agreement.

16. **EQUAL OPPORTUNITY EMPLOYER.** The FIRM, in the execution of this agreement, certifies that it is an equal employment opportunity employer.
17. **ATTORNEYS' FEES AND COSTS.** If either party shall bring any action or proceeding against the other party arising from or relating to this Agreement, the prevailing party in such action or proceeding shall be entitled to recover, in addition to any other amounts, reasonable attorneys' fees and cost of such an action.
18. **SEVRABILITY.** The FIRM and the District agree that if any part, term, or provision of this Agreement is found to be invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect other parts, terms, or provisions of this Agreement, which shall be given effect without the portion held invalid, illegal, or unenforceable, and to that extent the parts, terms, and provisions of this agreement are severable.
19. **CONFLICTS OF INTEREST.** The FIRM agrees not to accept any employment or representation during the term of this Agreement which is or may likely make the FIRM financially interested (as provided in California Government Code Sections 1090 and 87100) in any decision made by the District on any matter in connection with which the FIRM has been retained pursuant to this Agreement.
20. **WAIVER.** Any party's failure to enforce any provision or provisions of this Agreement shall not in any way be construed as a waiver of any such provision or provisions, or prevent that party thereafter from enforcing each and every other provision of this Agreement. The rights granted to each of the parties herein are cumulative and shall not constitute a waiver of said party's right to assert all other legal remedies available to it under the circumstances.
21. **NOTICES.** All notices required to be given hereunder shall be given in writing and shall be personally delivered or sent by registered or certified mail, postage prepaid, return receipt requested, at the following addresses, unless a written notice of a change of address has been provided to the District or FIRM by the other, in which case notice will be given to the latest identified address:

NOTICE TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

Peter J. Hardash
Vice Chancellor, Business Operations & Fiscal Services
2323 North Broadway
Suite, #404-1
Santa Ana, CA 92706

NOTICE TO BERGMAN DACEY GOLDSMITH, PLC.

John P. Dacey, Esq.
Bergman Dacey Goldsmith, PLC.
10880 Wilshire Blvd., Suite 900
Los Angeles, CA 90024

22. The Parties agree that electronic signatures are the same as “original wet signatures” and will be treated as same for the purpose of binding the Parties to this Agreement.
23. **ENTIRE AGREEMENT.** This Agreement, including EXHIBITS “A”, and “B” comprises the entire Agreement between the parties as to its subject matter and supersedes all prior or contemporaneous understandings, negotiations or agreements between the parties, whether written or oral, with respect thereto. This Agreement may be amended only in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the dates set forth herein below.

DISTRICT:
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway
Suite #404-1
Santa Ana, CA 92706

By: _____

Date: _____

Name: _____

Title: _____

FIRM:
BERGMAN DACEY GOLDSMITH, PLC.
10880 Wilshire Blvd., Suite 900
Los Angeles, CA 90024
(Attorneys at Law)

By: *John P. Dacey, Esq.*

Date: May 15, 2015

Name: John P. Dacey

Title: Senior Shareholder

EXHIBIT “A”

SERVICES TO BE PROVIDED

The FIRM shall provide legal advice and representation as may be requested by the District (hereinafter, the “Services”). The FIRM shall represent the District in providing legal advice and representation in preventative risk counseling, negotiations, mediations, arbitrations, litigation, related to construction contracting and construction related contracting matters regarding the District’s building program(s) and/or construction project(s), and as otherwise requested by the District.

The District shall have the right to direct changes to the Services To Be Provided hereunder and as later agreed upon by the District and the FIRM. Any adjustment to fees, rate schedules, or schedule of performance can only be adjusted pursuant to written amendment of this Agreement.

Services shall be performed as requested by the District and at the hourly rate(s) set forth in Exhibit “B”.

EXHIBIT “B”

BERGMAN DACEY GOLDSMITH

www.bdgfirm.com

FEE AND RATE SCHEDULE

SHAREHOLDER/ OF COUNSEL	\$250.00/hr
ASSOCIATES	\$220.00/hr
PARALEGAL	\$150.00/hr

Word processing, clerical and staff overtime, telephone and facsimile charges are included in our hourly rates quoted above. Photocopies are charged at \$.10 per page and postage at cost. Outside costs, such as deposition fees, experts, messengers, outside copying projects, etc., are charged at actual invoiced cost. The FIRM does not “markup” outside costs. The FIRM actively negotiates with all outside vendors to maintain the best possible prices. Rates will not be increased without notice and the express written consent of the District.

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Amendment to Legal Services Agreement – The Feldhake Law Firm	
Action:	Request for Approval	

BACKGROUND

On October 10, 2000 the Board of Trustees approved the legal services retention agreement with The Feldhake Law Firm to provide specialized legal advisory services. The Feldhake Law Firm is a well-regarded firm with expertise in dealing with matters relating to labor, employer-employee relations, facilities and personnel matters including representation in administrative court proceedings.

ANALYSIS

The attached amendment to the existing legal services agreement is for the fiscal year July 1, 2015 through June 30, 2016. There are no changes in fees from the prior year.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed amendment to the legal services agreement between Rancho Santiago Community College District and The Feldhake Law Firm for the period of July 1, 2015 through June 30, 2016 as presented.

Fiscal Impact:	N/A	Board Date: June 15, 2015
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	

THE FELDHAKÉ LAW FIRM

A PROFESSIONAL CORPORATION

650 Town Center Drive, Suite 1590
Costa Mesa, CA 92626

Telephone
(714) 352-8230

Facsimile
(714) 352-8270

Website
www.far-law.com

June 3, 2015

PRIVILEGED AND CONFIDENTIAL

[By Email - Only]

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 N. Broadway Street
Santa Ana, CA 92706

Re: Amendment No. 8 to Retention Agreement
Rancho Santiago Community College District

Dear Peter:

Per your request, this letter will serve as an Amendment No. 8 to our Retention Agreement dated October 10, 2000 (a true and correct copy of which is appended as Exhibit "A"), regarding the continued representation of the Rancho Santiago Community College District ("RSCCD") by the Feldhake Law Firm, APC (the "Firm"). Except as modified by this Amendment No. 8, the terms and provisions of our original Retention Agreement, as later amended, remain in full force and effect. Further, this Amendment No. 8 will only be controlling on our receipt of your executed signature page (facsimile signatures being acceptable).

With these observations, this letter will serve as Amendment No. 8 to our existing Retention Agreement, as previously amended, and will modify and supersede the current Retention Agreement and Amendments in the following respects only:

1. Effective Date. The effective date of this Amendment No. 1 is July 1, 2015, continuing through June 30, 2016 unless otherwise extended in a signed writing by RSCCD and our Firm.
2. Scope of Services. The Feldhake Law Firm, APC (the "Firm"), for services commencing July 1, 2015 forward, will represent and continue to represent RSCCD in regard to Brown Act and California Public Records Act issues, Board process and procedure, pursuing of RSCCD's claims against GKK relating to the Orange Education Center, in connection with recently filed mandate proceeding titled *Tustin Community Redevelopment Agency vs. Cohen, et al.* which is a recent matter already in resolution without any exposure to RSCCD, and such other matters as RSCCD may request. Should

post-execution matters arise where RSCCD would like us to represent its interests, those shall be confirmed in writing between our Firm and RSCCD, and will then be governed by, and under the terms of this Amendment No. 8.

- 3. Rates. Effective July 1, 2015, the Firm will continue to extend discounted rates to RSCCD. For attorneys, the rate will be \$265.00 per hour; paralegals will be \$150.00 per hour; legal assistants will be billed at \$35.00 per hour.
- 4. Integration. Except as set forth in this Amendment No. 8, all other provisions of the original Retention Agreement, as previously amended, remain in full force and effect.

If acceptable to you, please date and sign where indicated, and return signature pages to us by facsimile. Once we receive your signature pages, a fully executed copy (in accordance with State Bar guidelines) will be forwarded to you for your file.

Best regards.

Yours very truly,



Robert J. Feldhake

RJF/dj
Attachment: Retention Agreement (10/10/00)

* * * * *

REVIEWED AND AGREED:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Dated: June ____, 2015

By: _____
Mr. Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Amendment to Agreement with Facilities Planning & Consulting Services for FUSION Consulting Services	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement with Facilities Planning & Consulting Services for FUSION Consulting Services to continue consulting services through the next fiscal year. The District is required to annually update the following reports for the State Chancellor's Office: Space Inventory, Five Year Scheduled Maintenance, Energy Calculator, Five Year Capital Outlay (Construction) Plan, and corresponding Final Project Proposals (FPP) and Initial Project Proposals (IPP) to the state through the statewide FUSION system. The Board previously approved an agreement with Facilities Planning & Consulting Services on August 18, 2014 based on Request for Qualification/Request for Proposal RFQ/RFP #1314-62 for FUSION Facility Planning.

Education Code Sections 81820-81823 require the governing board of each community college district to annually prepare and submit to the Facilities Planning and Utilization Unit of the Chancellor's Office (FPU) a five-year plan for capital construction. California Code of Regulations, Title 5, Section 57014 requires districts to receive approval of their five-year capital outlay plans from the FPU prior to receiving state funding for projects. Districts are also required to complete district and campus master plans before preparing their five-year capital outlay plans. The districts' five-year capital outlay plans are submitted to the FPU on July 1 of each year.

ANALYSIS:

The amendment of this agreement is to extend the contract duration for an additional year for ongoing and continuing services to complete the following scope: updating and creating the annual space inventory report, assisting in the creation and updating the District's Five Year Scheduled Maintenance Plan for submission to the State Chancellor's Office, conduct direct training for district staff, preparation of the district's Five Year Capital Outlay (Construction) Plan for submission to the State Chancellor's Office and assisting in the evaluation and recommendations for developing IPP and FPP submissions for state funding consideration. District staff needs assistance to complete these reports to meet state deadlines. The District staff went through one full day of training this past year but will need on-going training in the upcoming year.

The services covered by this agreement commenced on August 19, 2014 and the new end date has been revised from June 30, 2015 to July 30, 2016. The additional services for this amendment is for a not-to-exceed amount of \$40,000.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Facilities Planning & Consulting Services for FUSION Consulting Services as presented.

Fiscal Impact:	\$40,000	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 6/15/15

Project: FUSION Facilities Planning

Site: District-Wide

Consultants: Facilities Planning & Consulting Services

Type of Service: Specialized Consulting

Agreement Summary	No.	Amount	Reimbursables	Start	Duration End
Original Contract Amount		\$40,000.00	\$ 2,500.00	8/19/2014	6/30/2015
Amendment #1		\$40,000.00	none	8/19/2014	7/30/2016
Total Agreement Amount		\$82,500.00			

DESCRIPTION:

Amendment #1 for time and additional annual consulting services

\$40,000.00

Total Proposed Amount:

Contract End Date:

7/30/2016

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Five Year Construction Plan (2017-2021), Final Project Proposals (FPPs) and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

Education Code Sections 81820-81823 require the governing board of each community college district to annually prepare and submit to the Facilities Planning and Utilization Unit of the Chancellor's Office (FPU) a five-year plan for capital construction. California Code of Regulations, Title 5, Section 57014 requires districts to receive approval of their five-year capital outlay plans from the FPU prior to receiving state funding for projects. Districts are also required to complete district and campus master plans before preparing their five-year capital outlay plans. The districts' five-year capital outlay plans are submitted to the FPU on July 1 of each year.

All potential projects (in excess of \$400,000) are to be included, regardless of funding source (i.e. state funding, special grants, district resources, local bonds, etc.).

ANALYSIS:

The District is resubmitting projects for State funding in its Five Year Construction Plan 2017-2021. A detailed list is attached showing the projects outlined in the Five Year Construction Plan.

For the next two year period of 2016-2017 and 2017-2018 the State Chancellor's Office has already accepted the district's following two previously Board approved Final Project Proposals (FPPs): Russell Hall Replacement (for the Health Sciences Building) at Santa Ana College and the Fine and Performing Arts Center for Santiago Canyon College. These two FPPs have already rolled forward for these two planning years and are included in the Five Year Construction Plan.

Additionally, the FPP Fine and Performing Arts Center project at Santiago Canyon College is on the proposed 2016-2017 Community College Capital Outlay Spending Plan, and the first phase of working drawings would be funded by the State contingent upon a new state general obligation bond issuance being approved by the voters in a November 2016 election.

For 2018-2019, the District is submitting Initial Project Proposals (IPPs) for the following projects as attached: Santa Ana College – Fine and Performing Arts Complex Replacement, Vocational Technology Complex, Library/Learning Resource Center, Santiago Canyon College – Student Services Building. These IPPs need to be approved along with the Five Year Construction Plan covering the period of 2017-2021.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Five Year Construction Plan (2017-2021); Final Project Proposals (FPPs), and Initial Project Proposals (IPPs) for Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	Varies with each project	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

District Projects Priority Order

Rancho Santiago CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	
1	DUNLAP HALL RENOVATION										
0		2015/2016									
		\$18,785,000	NonState	\$1,300,000							
2	CENTRAL PLANT AND INFRASTRUCTU										
		2017/2018									
		\$68,169,000	NonState	\$63,160,000							
3	OEC RENOVATION										
		2018/2019									
		\$21,000,000	NonState		\$20,023,100						
4	JOHNSON NEW STUDENT CENTER										
-10,577		2019/2020									
		\$30,094,600	NonState		\$26,794,600	\$1,000,000					
5	STEM BUILDING										
40,598		2019/2020									
		\$62,940,000	NonState	\$4,488,000		\$58,452,000					
6	Fine and Performing Arts Center										
-672		2020/2021									
		\$23,057,000	State		\$1,604,000	\$21,453,000					
		\$24,491,000	NonState		\$1,736,000	\$22,755,000					
7	17TH AND BRISTOL PARKING LOT										
		2020/2021									
		\$1,650,000	NonState						(C)	\$1,485,000	
8	RUSSELL HALL REPLACEMENT										
-10,825		2021/2022									
		\$20,666,000	State			(P)(W)	\$1,617,000	(C)(E)	\$19,049,000		
		\$20,152,000	NonState				\$1,411,000		\$18,741,000		
9	CENTRAL PLANT AND INFRASTRUCTU										
		2021/2022									
		\$10,000,000	NonState					(P)(W)	\$913,000	(C)	\$9,087,000
10	STUDENT SERVICES BUILDING										
13,036		2021/2022									
		\$16,072,000	State					(P)(W)	\$760,000	(C)(E)	\$15,312,000
		\$4,018,000	NonState						\$818,000		\$3,200,000
11	FINE AND PERFORMING ARTS COMPL										
1,091		2022/2023									
		\$13,883,000	State					(P)(W)	\$1,251,000	(C)(E)	\$12,632,000
		\$13,883,000	NonState						\$1,251,000		\$12,632,000
12	VOCATIONAL TECHNOLOGY COMPLEX										
2,422		2022/2023									
		\$17,890,000	State					(P)(W)	\$1,330,000	(C)(E)	\$16,560,000
		\$17,890,000	NonState						\$1,330,000		\$16,560,000
13	LIBRARY/LRC										
25,916		2022/2023									
		\$41,329,000	State					(P)(W)	\$3,108,000	(C)(E)	\$38,221,000
		\$10,331,000	NonState						\$510,000		\$9,821,000

District Projects Priority Order

Rancho Santiago CCD

No.	Project	Occupancy	Source	Schedule of Funds							
				2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	
14	PARKING STRUCTURE	2022/2023	NonState					(P)(W)	(C)		
		\$20,841,975						\$1,784,475	\$19,057,500		

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: FINE AND PERFORMING ARTS COMPLEX REPLACEMENT
 Project Type: New Construction, Reconstruction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2018
Prelim. Plans:	\$601,000	\$601,000	Const. Cost Index: 5977
Working Draw. :	\$650,000	\$650,000	5 yr. Plan Priority: 11
Construction:	\$12,529,000	\$12,529,000	Net ASF: 1,091
Equipment:	\$103,000	\$103,000	Total GSF: 52,685
	\$13,883,000	\$13,883,000	
Total Cost:	\$27,766,000		

Project Description: Phillips Hall (# 14), Music Buiding (#25) and Art Building (#29) are aging facilities that have gone beyond their useful lives, no longer support the insructional programs that are housed in this complex and are in need of replacement. This project involves the replacement of 33,154 ASF that is currently housed in the building complex that was constructed in 1955, 1970 and 1972. FACILITIES PROBLEMS INCLUDE: - Inefficient configuration of labs, services and support spaces are not adequate to support instruction. - There is insufficient technology infrastructure throughout the building to support current instructional methods. The existing projectors are used for transparencies; there are no capabilities for powerpoint presentations or internet access. - Current instructional programs are not adequately supported by old and failing mechanical, electrical and plumbing systems, including: insufficient electrical capacity; inoperable ventilation, cooling and heating systems. - Hazardous material, including asbestos, is present in the building. - The instructional spaces withing the complex do not comply with current ADA requirements for access for students and instructors with disabilities. - The restroom capacity in the existing building does not meet current codes. PROPOSED PROJECT: - Replace space in Phillips Hall (# 14), Music Buiding (#25) and Art Building (#29) to adequately serve instructional and support functions. - Replace mechanical, electrical and plumbing systems to meet current codes and to exceed Title 24 Energy Codes by at least 15%. - Construct new building to meet current code requirements for structural, ADA, fire and life safety.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

This project supports Santa Ana College's 2010 Educational and Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to provide a local contribution of 50%.
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact: Phone No. : --
 Date: 5/16/2015 FAX No. : --
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title
Signature / Date

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: VOCATIONAL TECHNOLOGY COMPLEX
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2018
Prelim. Plans:	\$629,000	\$629,000	Const. Cost Index: 5977
Working Draw. :	\$701,000	\$701,000	5 yr. Plan Priority: 12
Construction:	\$16,264,000	\$16,264,000	Net ASF: 2,422
Equipment:	\$296,000	\$296,000	Total GSF: 78,000
	<u>\$17,890,000</u>	<u>\$17,890,000</u>	
Total Cost:	\$35,780,000		

Project Description: The current diesel technology, automotive technology, manufacturing, industrial technology, engineering and construction crafts programs are housed in 1950's era facilities with inadequate space and are spread throughout the campus. This prevents interdisciplinary collaboration and natural synergies that occur within these areas. In addition, outdated building systems and aged infrastructure do not support the current program needs. This project will consolidate and expand the vocational programs and provide state of the art facilities for students to learn in. As part of this project the Auto Diesel (Bldg 18), Diesel (Bldg 19), Technical Building (Bldg 24) and Hammond Hall (Bldg 9) will be demolished.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

The 2011 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The Auto Diesel Building, Diesel Building, Technical Building and Hammond Hall meet this criteria.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center <input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts <input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project. Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District intends to pay for 50% of the State supportable costs for this project.
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact: Phone No. : --
 Date: 5/16/2015 FAX No. : --
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title
Signature / Date

District: Rancho Santiago Community College District
 College / Center: Santa Ana College
 Project Name: LIBRARY/LRC
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2018
Prelim. Plans:	\$1,400,000	\$300,000	Const. Cost Index: 5977
Working Draw. :	\$1,708,000	\$210,000	5 yr. Plan Priority: 13
Construction:	\$36,838,000	\$8,438,000	Net ASF: 25,916
Equipment:	\$1,383,000	\$1,383,000	Total GSF: 94,000
	\$41,329,000	\$10,331,000	
Total Cost:	\$51,660,000		

Project Description: The current Library at Santa Ana College is too small which causes constant overcrowding and long waits for students doing research in the electronic computer area. Although there was a minor renovation in 1994, the facility has never had major modifications, so mechanical and electrical systems have outlived their usefulness. The current facility was constructed before the computer was invented, which has caused major issues to get data and electrical infrastructure installed throughout the building. In addition, this added heat load has overtaxed the HVAC system. This project will demolish the existing 57 year old undersized facility and construct a real "LRC" with combined library and tutorial services in a central location to improve student's access to support services which will lead to increased student success.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

The 2011 Facilities Master Plan supports teaching and educational goals along with standards of the District. The Facilities Master Plan lists replacement of the oldest facilities on campus as a priority. The existing Library Building meets this criteria.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input checked="" type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input checked="" type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The districts intends to pay for 20% of the State supportable costs.
			- Total construction period in number of Months: <input type="text" value="24"/>

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact: Phone No. : --
 Date: 5/16/2015 FAX No. : --
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title
Signature / Date

District: Rancho Santiago Community College District
 College / Center: Santiago Canyon College
 Project Name: STUDENT SERVICES BUILDING
 Project Type: New Construction

Project Funding

	<u>State</u>	<u>Non-state</u>	
Land Acquisition:	\$0	\$0	Budget Year: 2018
Prelim. Plans:	\$249,000	\$500,000	Const. Cost Index: 5977
Working Draw. :	\$511,000	\$318,000	5 yr. Plan Priority: 10
Construction:	\$14,910,000	\$3,000,000	Net ASF: 13,036
Equipment:	\$402,000	\$200,000	Total GSF: 43,500
	<hr/>	<hr/>	
Total Cost:	\$16,072,000	\$4,018,000	
	\$20,090,000		

Project Description: Santiago Canyon College's student services programs are scattered throughout campus making it difficult for students to cohesively access the programs to ensure student success and accountability. This Category E project constructs a new 43,500 gross square feet (gsf) building for the consolidation of the college's student services programs. The new 27,436 assignable square feet (asf) facility plans for 10,442 asf office, 11,498 asf library, and 5,496 asf other (including meeting rooms, student wellness center, assembly, and support) spaces. The proposed building's associated site development and utilities are also a part of the project scope. The secondary effects include vacating Building E, Admissions/Cashier, 1,499 (asf) office; Financial Aid, 1,260 (asf), office; DSFS, 742 (asf), office and 543 (asf) Clinic St Care; Testing Center, 1,036 (asf), classroom; EOPS/CARE/CalWorks, 887 (asf) office and 160 (asf) Clinic St Care and 128 (asf) Public waiting. Building D, Student Placement, 1,380 (asf) office; Counseling/ Career Services, 1,992 (asf), office; Career Transfer/ Adult re-entry, 1,080(asf) office; Building T, Health Center, 192 (asf) office and 900 (asf) Treatment; and Building A, CAMP, 417 (asf) office and 860 (asf) shops; Outreach/AmeriCorps and 1,324 (asf) office. The project's secondary effects will be funded by district funds and are not included in this project's cost estimate.

Describe how this project supports the district's educational and facility Master Plan and Five-Year Construction Plan:

This project supports Santiago Canyon College's 2010 Educational and Facilities Master Plan which recommends the replacement of these aging facilities in order to address the infrastructure and code deficiencies and support the instructional programs that are housed there.

Provide the CEQA Status of the project. Check all that apply.

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initial Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Negative Declaration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Draft EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Final EIR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Type of Project and Qualifying Information:

Please answer all questions. Unanswered questions will be considered not applicable

Yes	No	N/A	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Life Safety Project - Required Supporting report is attached to establish imminent danger
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Project Design - Constuction and equipment design conform with State design and cost guidelines
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Infrastructure
			Check type of project: <input type="checkbox"/> New Construction <input type="checkbox"/> Reconstruction <input type="checkbox"/> Replacement
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- Loss or failure of infrastructure is imminent.
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Instructional Space
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Academic Support, Student Services or Adminstrative Space
			Check type of space: <input checked="" type="checkbox"/> New Construction <input checked="" type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check major ASF: <input type="checkbox"/> Classroom <input type="checkbox"/> Teaching Lab <input type="checkbox"/> Lib/Learning Center
			<input checked="" type="checkbox"/> Office <input type="checkbox"/> AVTV <input type="checkbox"/> Other
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Other Facility Projects
			Check type of space: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement <input type="checkbox"/> Alteration
			Check primary ASF of request space: <input type="checkbox"/> Physical Educ. <input type="checkbox"/> Performing Arts
			<input type="checkbox"/> Child Develop. <input type="checkbox"/> Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Cafeteria
			<input type="checkbox"/> Other facilities (to complete a balance campus)
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility building in use for this proposed project.
			Supplemental Information and Alternatives Explored
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- There is an existing facility in use for this proposed project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Cost to reconstruct existing building is more than 50% of cost of a new building.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Usage in the new building will be the same as usage in the building replaced.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Replaced building will be demolished and costs are include in the project.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Alternative instructional delivery system, distance learning, other such means.
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- District or private funding sources
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	- Other: The District will supply a 20% local contribution for this project.
			- Total construction period in number of Months: <input type="text" value="22"/>

Yes No N/A

Additional Forms/Pages enclosed:

- District Five-Year Construction Plan or project related pages of said document
- Critical Life-safety third party justification
- Engineering test or other related documents
- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
- Other FPP related forms:

District Contact: Phone No. : --
 Date: 5/16/2015 FAX No. : --
 Prepared by: Eric Mittlestead E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

Name / Title
Signature / Date

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Amendment to Agreement with Westberg+White Inc. for Architectural and Engineering Services for the Central Plant, Infrastructure, Central Quad Upgrades and Mechanical Upgrades to existing Buildings at the Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional services and an extension for time. On November 17, 2014 the Board of Trustees approved an agreement with Westberg + White, Inc. to provide Architectural and Engineering Services for the Central Plant Project at Santa Ana College. The District is in need of additional services for redesign of the landscaping and irrigation systems to address Governor Brown's Executive Order B-29-15 dated April 1, 2015 which imposes water usage restrictions to achieve a statewide 25% reduction in potable urban water usage.

ANALYSIS:

The District is in need of evaluating additional options for landscaping improvements and mitigate impacts to increased water consumption. The amendment of this agreement is to: (1) redesign the landscape palette to provide various options which includes a new drought resistant design, (2) redesign the irrigation system to replace the current spray head system with a drip system wherever feasible based on the new design, and (3) provide data calculations to compare and contrast water consumption and savings between the two irrigation systems as well as savings from changes in landscape materials. The services covered by the existing agreement commenced on November 17, 2014 and were to be completed by December 23, 2017. The new end date has been revised from December 23, 2017 to January 31, 2018. The additional services covered by this amendment is for a not-to-exceed amount of \$50,000. The revised contract amount is \$4,100,000.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Westberg+White, Inc. for redesign of the landscaping and irrigation systems, and an extension of time at Santa Ana College as presented.

Fiscal Impact:	\$50,000	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date:6/15/14

Project:Central Plant, Infrastructure and Mechanical Project

Site: **Santa Ana College**

Consultants: **Westberg+White, Inc.**

Type of Service: Architectural Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$4,050,000.00		7/18/2013	12/23/2017
Amendment #1		\$50,000.00		7/18/2013	1/31/2018
Total New Agreement		\$4,100,000.00			

DESCRIPTION:

Amendment to agreement for landscaping and irrigation system services

Total Proposed Amount:

\$50,000.00

Contract End Date:

1/31/2018

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Agreement with Disability Access Consultants (DAC) for the Santa Ana College Americans with Disabilities Act Transition Plan Update	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement to update the American with Disabilities Act (ADA) Transition Plan for Santa Ana College. The District is in need of a consultant specializing in providing assistance in updating the Transition Plan and to ensure compliance with Title II of the ADA and Title 24 of the California Building Standards Code.

ANALYSIS:

A Request for Proposal #1415-84 for Consultant Services to update the ADA Transition Plan for Santa Ana College was released and advertised. The District received three responses from Disability Access Consultants (DAC) (Cerritos), Donald Krotee Partnership (Santa Ana), and NAC Architecture (Los Angeles). A selection committee convened on April 17, 2015, to review the proposals and held an interview with DAC on May 20, 2015. The selection committee recommends DAC after a thorough review based upon the culmination of their RFP response, experience, team members, approach to the project, positive reference checks, fee, schedule, and familiarity with similar projects as outlined in the RFP. It is recommended that the District enter into an agreement with DAC to provide consulting services to update the Santa Ana College ADA Transition Plan.

The services covered by this agreement shall commence on June 16, 2015, and ends December 31, 2016. The services are based on a not-to-exceed fee in the amount of \$80,000.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Disability Access Consultants to update the American with Disabilities Act Transition Plan for Santa Ana College as presented.

Fiscal Impact:	\$80,000	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 6/15/15

Project: ADA Transition Plan

Site: **Santa Ana College**

Consultants: **Disabilty Access Consultants**

Type of Service: American with Disabilities Act Consulting Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$80,000.00	Zero	6/16/2015	12/31/2016
Total Agreement Amount		\$80,000.00			

DESCRIPTION:

Agreement for consulting services to upgrade the American with Disabilities Act Transition Plan for Santa Ana College

\$80,000.00

Total Proposed Amount:

Contract End Date:

12/31/2016

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Agreement with Salem Engineering Group, Inc. for Geotechnical Consulting Services for the Chavez Building Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for a preliminary geotechnical investigation at Chavez Building at Santa Ana College. The District is in need of professional services for the investigation and development of a test pilot project to identify potential sources of water vapor beneath the concrete building slab and to develop a remediation test pilot project. The Chavez Building has been exhibiting signs of water vapor beneath the slab in certain areas of the building. This work is part of the District's on-going investigation of the existing building conditions.

ANALYSIS:

A Request for Proposal (RFP) #1415-101 for a Sub-Slab Moisture Removal System for the Cesar Chavez Building Project was released on April 7, 2015 with a due date of May 6, 2015. The District sent out the RFP to all ten pre-qualified geotechnical firms (RFQ #1314-14 and RFQ #1415-81) and received only one response from Salem Engineering Group, Inc. (Rancho Cucamonga). A selection committee reviewed the proposal on May 11, 2015 and recommends Salem Engineering Group, Inc. by consensus. The criteria utilized to make a recommendation were based on an evaluation of the proposal, qualifications and responsiveness to the RFP. The committee reviewed the timeliness and completeness of response; technical qualifications and competence; record of past performance; positive reference checks; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures.

The fiscal impact and budget for the project was based upon the list of scope of services, schedule of activities, and the labor rates range from \$45/hr to \$195/hr. The services covered by this agreement shall commence June 16, 2015 and ends December 31, 2016. The contract is a not to exceed fee of \$34,519 and there are no reimbursable expenses.

This project is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Salem Engineering Group, Inc. for the Geotechnical Consulting Services for the Chavez Building Project at Santa Ana College as presented.

Fiscal Impact:	\$34,519	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 6/15/15

Project: Chavez Hall Renovation

Site: **Santa Ana College**

Consultants: **Salem Engineering Group, Incorporated**

Type of Service: Geotechnical Consulting Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$34,519.00	Zero	6/16/2015	12/31/2016
Total Agreement Amount		\$34,519.00			

DESCRIPTION:

Agreement for geotechnical investigation for a sub-slab moisture removal system

\$34,519.00

Total Proposed Amount:

Contract End Date:

12/31/2016

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Notice of Completion: Bid #1242 for Roof Repairs for Building C (Fine Arts/Art Gallery), Building N (Music), Building P (Phillips Hall Theatre) and Building R (Russell Hall) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On September 8, 2014, the Board of Trustees approved a contract with Letner Roofing Company, Inc. for the Roof Repairs for Fine Arts/Art Gallery (C), Music (N), Phillips Hall Theatre (P) and Russell Hall (R) Buildings at Santa Ana College.

ANALYSIS:

The project was substantially completed on April 20, 2015, as defined per California Civil Code sections 3086 and 8180. The District, upon approval by the Board of Trustees will record a Notice of Completion with the office of The Orange County Clerk-Recorder, as outlined under California Civil Code sections 3093 and 8182. Total cost of the project is \$401,106.

This contract was funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Letner Roofing Company, Inc. for Bid #1242 for Roof Repairs for Buildings C (Fine Arts/Art Gallery), Building N (Music), Building P (Phillips Hall Theatre) and Building R (Russell Hall) at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, 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:

Carri Matsumoto
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 17th Street, Santa Ana, California, caused improvements to be made to the property to with: Bid #1242 for Roof Repairs for Buildings C, N, P and R, the contract for the doing of which was heretofore entered into on September 8, 2014, which contract was made with Letner Roofing Company, Inc. PO# 15-0033528 as contractor; that said improvements were completed on the April 20, 2015 and accepted by formal action of the governing Board of said District on the 15th day of June, 2015; 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 Western Surety Company.

I, the undersigned, say: I am the Vice Chancellor of Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on June 15, 2015 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
 §
County of Orange)

Subscribed and sworn to (or affirmed) before me on this
_____ day of _____, 20____
by _____

proved to me on the basis of satisfactory evidence to be the person who appeared before me.

Signature _____

Place Notary Seal Above

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Ratification of Award of Bid #1266 Hammond Hall Exterior Louvers Demolition and Painting at Santa Ana College	
Action:	Request for Ratification	

BACKGROUND:

This project is part of Santa Ana College's Five Year Scheduled Maintenance Plan, which includes roof repairs, exterior painting and new windows for Hammond Hall. The roofing replacement was completed in August 2014. As a component of the building enhancement, the exterior finishes of Hammond Hall building requires re-painting including removal of the existing aluminum louvers. New windows will be installed at a later date as a separate project due to the schedule constraints as not all work can be completed during this current project duration and needs to be phased.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1266 Hammond Hall Exterior Louvers Demolition and Painting at Santa Ana College was advertised on May 5, 2016, and a Notice Calling for Bids was sent to 11 (eleven) contractors from the District's qualified contractors list. A mandatory job walk was conducted on May 12, 2015.

Bids were opened on May 21, 2015, as noted on the attached bid result form. The District received 6 (six) bids for the project. Painting and Décor, Inc. (Orange) submitted the lowest responsive bid in the amount of \$35,700. District staff conducted a due diligence review to ensure compliance with license requirements. After review of the bids received, the District recommends approval of award of Bid #1266 to Painting and Décor, Inc. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCAA, to Painting and Décor, Inc.

The anticipated construction start will be July 6, 2015, with an estimated construction duration of 28 days. The anticipated completion of construction is August 3, 2015.

The project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1266 to Painting and Décor, Inc. for the Hammond Hall Exterior Louver Demolition & Painting at Santa Ana College as presented.

Fiscal Impact:	\$35,700	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



RANCHO SANTIAGO

Community College District

Facility Planning

2323 North Broadway, Rm 112

Santa Ana, CA 92706-1640

BID RESULTS

BID #1266

Addendums Issued: 0

PROJECT: Hammond Hall Exterior Louvers

Demolition and Painting at Santa Ana College

DUE DATE: May 21, 2015

At 2:00 PM

BIDDERS

TOTAL BID AMOUNT

Painting and Décor, Incorporated

P.O. Box 5926

Orange, CA 92863

\$35,700

GDL Best Contractors, Incorporated

7611 Greenleaf Avenue

Whittier, CA 90602

\$62,000

Omega Construction Company, Incorporated

15718 Larkspur Street

Sylmar, CA 91342

\$67,000

Astra Builders, Incorporated

1227 South Dale Avenue

Anaheim, CA 92804

\$74,540

ENL Services, Incorporated

13440 Paramount Boulevard, #E

South Gate, CA 90280

\$72,400

Dalke & Sons Construction, Incorporated

4585 Allstate Drive

Riverside, CA 92501

\$86,890

6 TOTAL BIDDERS

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Amendment to Agreement with WLC Architects, Inc. for Architectural and Engineering Services for the U Portable Certification and Renovation Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional services and to extend time. On November 17, 2014 the Board of Trustees approved an agreement with WLC Architects, Inc. for the U Portable Certification and Renovations Project at Santiago Canyon College. The District is in need of additional services for specific topographic survey work for project site engineering and to address multiple accessibility upgrades. Topographic survey work will provide above grade information on the location of existing utilities within the project area. Additionally, new accessibility upgrades will be required for the fire alarm, fire alarm strobes, plumbing fixtures, interior finishes and equipment in the portable restroom.

ANALYSIS:

The amendment to this agreement is to extend the contract duration for supplemental topographic survey work, site engineering, and electrical engineering services. The services covered by this agreement commenced on November 18, 2014 and the new end date has been revised from December 31, 2015 to December 31, 2016. The additional services covered by this amendment are for a fixed fee in the amount of \$16,665 with no reimbursable expenses. The revised contract amount is \$82,665.

An analysis of hours and associated tasks was provided and evaluated to justify the additional fee requested. The District has reviewed the additional hours and found the added service fee to be fair and reasonable.

This agreement is funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with WLC Architects, Inc. for Architectural and Engineering Services for the U Portable Certification and Renovation Project at Santiago Canyon College as presented.

Fiscal Impact:	\$16,665	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Board Agreement Summary

Board Date: 6/15/15

Project: Portable U Certification

Site: **Santiago Canyon College**

Consultants: **WLC Architects, Inc.**

Type of Service: Architectural and Engineering Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$65,000.00	\$ 1,000.00	11/18/2014	12/31/2015
Amendment #1		\$16,665.00		11/18/2014	12/31/2016
Total Agreement Amount		\$82,665.00			

DESCRIPTION:

Amendment #1 for Architectural services for "U" portable certification and renovations project

\$16,665.00

Total Proposed Amount:

Contract End Date:

12/31/2016

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Ratification of Award of Bid #1267 for Child Development Center A/C Units Replacement at Santiago Canyon College	
Action:	Request for Ratification	

BACKGROUND:

The Child Development Center was constructed in 1991, as a 6,102 square feet, single-story building. The multiple HVAC units are currently located inside and outside of the Child Development Center. The air conditioning equipment is vintage 1990's, and has been contributing to recurring failures which impacts maintenance support and adds costs to the campus. This air conditioning project is part of Santiago Canyon College's Five Year Scheduled Maintenance Plan.

The new HVAC replacement project will update the equipment and overall system operations to meet current mechanical codes. The project will improve the HVAC operating system by connecting the system to the campus-wide energy management system (EMS) to optimize system controls, scheduling, and maintenance alerts.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act, Bid #1267 was advertised on May 8, 2015 and a Notice Calling for Bids was sent to 24 (twenty four) contractors from the District's qualified contractors list.

A mandatory job walk was conducted on May 18, 2015. Bids were opened on May 27, 2015 as noted on the attached bid result form. The District received 2 (two) bids for the project. Bon Air, Inc. (Los Angeles) submitted the lowest responsive bid in the amount of \$113,000. District staff conducted a due diligence review to ensure compliance with license requirements. After review of the bids received, the District recommends approval of award of Bid #1267 to Bon Air, Inc. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCAA, to Bon Air, Inc.

The anticipated construction start will be June 16, 2015, with an estimated construction duration of 136 days. The anticipated completion of construction is October 30, 2015.

The project is funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board ratify the award of Bid #1267 to Bon Air, Inc. for the Child Development Center A/C Units Replacement at Santiago Canyon College as presented.

Fiscal Impact:	\$113,000	Board Date: June 15, 2015
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



Community College District

Facility Planning

2323 North Broadway, Rm 112
Santa Ana, CA 92706-1640

BID RESULTS

BID #1267

Addendum Issued: 1

PROJECT: Child Development Center A/C Units
Replacement at Santiago Canyon College

DUE DATE: May 27, 2015
At 2PM

BIDDER

TOTAL BID AMOUNT

Bon Air, Incorporated
11340 West Olympic Boulevard, Suite 302
Los Angeles, CA 90064

\$113,000

All Star Air Systems, Incorporated
18627 Brookhurst Street, #315
Fountain Valley, CA 92708

\$153,480

2 TOTAL BIDDERS

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Participation Addendum to Foundation for California Community Colleges (FCCC) Program Agreement for Symantec Academic Subscription	
Action:	Request for Approval	

BACKGROUND

The District currently utilizes antivirus protection software from Symantec Corporation on various desktops, laptops, and servers under an educational full time equivalent (FTE) license program called SymEd. On March 20, 2015 the Foundation for California Community Colleges (FCCC) entered into an agreement with Symantec for the same SymEd program at a discounted rate. This agreement is offered to all California community colleges at the same terms & conditions and discounted rate. To participate in this agreement, Board approval is required.

ANALYSIS

The District will pay approximately \$17.27 per FTE with our existing providers. The FCCC agreement offers additional discounts at a price of \$16.00 per FTE.

The FTE count for entering into the July 1, 2015 agreement is 1,311, which will bring the FY 15-16 cost \$20,976. The District is expected to save approximately \$1,665 with the approval of the agreement. The FTE count will be adjusted annually, therefore, the annual cost will fluctuate slightly.

This agreement is for a three year term commencing July 1, 2015 and ending April 1, 2018.

RECOMMENDATION

It is recommended that the Board of Trustees approve the participation addendum to the FCCC program agreement for Symantec academic subscription as presented.

Fiscal Impact:	\$22,000 annually (estimated)	Board Date: June 15, 2015
Prepared by:	Lee Krichmar, Assistant Vice Chancellor of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	




**PARTICIPATION ADDENDUM
TO THE SYMANTEC ACADEMIC PROGRAM AGREEMENT FOR
Rancho Santiago Community College District**

Participant Licensee Name:	Rancho Santiago Community College District									
Participant Licensee Address:	Contact Name:	Lee Krichmar								
	Email:	Krichmar_Lee@rscdd.edu								
	Address:	2323 N. Broadway #249, Santa Ana, CA 92706								
	Country:	USA								
Effective Date of this Participation Addendum: <i>(to be filled in by Symantec upon signature)</i>										
Symantec Agreement Number (SAN) of this Addendum:							A	S	P	
Name of Original/Parent Licensee:	The Foundation for California Community Colleges									
SAN of the Agreement adopted by this Addendum:	L	S	Z	X	1	D	A	S	P	

This Participation Addendum ("PA") is entered by and between the Participant Licensee named above ("Participant Licensee") and Symantec, as defined below ("Symantec") as of the Effective Date set forth above. This PA incorporates by reference all of the terms and conditions of the Academic Program Agreement for ("Agreement") referenced by SAN above by and between Symantec and the original Licensee named above ("Original Licensee"), as amended from time to time.

- Adoption of Agreement Terms.** Symantec and Participant Licensee each hereby adopt and agree to the terms of the Agreement, as modified hereby, as if Licensee were a party thereto.
- Separate Agreement.** Symantec and Participant Licensee agree that this PA, together with the Agreement terms incorporated by reference herein, constitute a separate agreement between Symantec and Participant Licensee governing Licensee's acquisition and use of Symantec Products.
- Termination.** This PA shall be effective until the End Date of the Agreement, or, until terminated. This PA shall terminate (a) automatically with the Agreement, upon any expiration or termination of the Agreement, and (b) separately from the Agreement, if the Agreement is terminated according to its terms as to Licensee only.

Agreed and accepted as of the Effective Date.

SYMANTEC CORPORATION	PARTICIPANT LICENSEE: Rancho Santiago Community College District
By:	By:
Name:	Name:
Title:	Title:
Date Signed:	Date Signed: 



Academic Subscription Program Worksheet

Participant Licensee Institution Name:	Rancho Santiago Community College District								
School or Campus:	School: <input type="checkbox"/>		Campus: <input checked="" type="checkbox"/>						
Symantec Agreement Number (SAN):							A	S	P

This worksheet needs to be completed and submitted with your initial order, when adding count during a subscription period, and with each renewal order to set the base count for each new subscription period.

Please select one of the following reasons for submitting the worksheet:

Initial Contract Order: Subsequent Order for Additional Count: Renewal Count:

All subsequent orders must run to the anniversary date set by the initial or renewal order.

The following calculation should be utilized when determining the total Full Time Equivalent (FTE)* for Enrollments in the Academic Subscription Program.

<p>Faculty/Staff Count:</p> <p>Full-time Faculty (= to 1 FTE) Part-Time Faculty (= 1/3 of a FTE) Full-Time Staff (= to 1 FTE) Part-Time Staff (= to 1/2 of a FTE) FTE Faculty/Staff Baseline</p>	<p>Student Count for Student Use Option or Managed Software for Student Coverage:</p> <p>Full-Time Students (= to 1 FTE) Part-Time Students (= 1/3 of a FTE) FTE Student Baseline</p>
--	---

Total PA Calculations:
Total Eligible Faculty/Staff FTE: 1311
Total Eligible Student FTE: 0
Total Eligible Servers: 0
Total Eligible Workstations: 0

TO PREVENT DELAYS IN PROCESSING YOUR ORDERS, PLEASE SUBMIT BOTH YOUR PURCHASE ORDER AND COMPLETED WORKSHEET AT THE SAME TIME.



Attachment 2 to Participation Addendum

Authorized Third Party Replicator Addendum

Participant Licensee selects the following Symantec authorized third party replicator(s) to manufacture Symantec Product media on behalf of Participant Licensee under the Agreement:

Participant Licensee understands and agrees that if an above-listed replicator ceases to be authorized by Symantec, Participant Licensee will select another Symantec-authorized replicator and shall notify Symantec in writing of such election.

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Ellucian Maintenance Advantage Program – 5 year Maintenance	
Action:	Request for Approval	

BACKGROUND

The District currently pays for Ellucian maintenance on an annual basis, which includes an annual increase of up to 6.5%. The Ellucian Maintenance Advantage Program will cap our annual increase at 5% for 5 years.

ANALYSIS

In Fiscal Year 2014/15 our annual maintenance was \$392,665. Estimating an annual increase of 6.5% would cause our maintenance to increase to \$537,985 by Fiscal Year 2019/20. An annual increase of 5% would cause our maintenance to increase to \$501,151 by Fiscal Year 2019/20. Therefore, our estimated savings over 5 years would be approximately \$102,806.

This agreement is for a five year term commencing July 1, 2015 and ending June 30, 2020.

RECOMMENDATION

The administration recommends approval of Ellucian Maintenance Advantage Program – 5 year Maintenance as presented.

Fiscal Impact:	\$412,300 FY 15/16 \$432,913 FY 16/17 \$454,559 FY 17/18 \$477,287 FY 18/19 \$501,151 FY 19/20	Board Date: June 15, 2015
Prepared by:	Lee Krichmar, Assistant Vice Chancellor of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



ENHANCEMENT AND SUPPORT SERVICES

Rancho Santiago Community College District (“Licensee”) and Ellucian Inc. (formerly named Datatel, Inc. and hereinafter referred to as “Ellucian”) agree on this 1st day of July, 2015, that subject to the Ellucian General Terms and Conditions Agreement separately signed and expressly incorporated by reference herein, Ellucian will provide Enhancement and Support Services (the "Services") to Licensee and Licensee will purchase stated Services. The Services period is a committed five year term.

Ellucian Maintenance Advantage Program – Advantage Level: All enhancement and support services set forth in this Agreement will be provided under Ellucian’s Maintenance Advantage Program, at the “Advantage” Level. Ellucian’s Maintenance Advantage Program is described in further detail in the Resource Library Section at: <http://www.ellucian.com/Solutions/Ellucian-Client-Support/>.

Start Date/First Contract Year Fee Date: July 1, 2015
Expiration Date: June 30, 2020

Description	Amount
CORE	\$68,350
ACCOUNTS RECEIVABLE, CASH RECEIPTS, GENERAL LEDGER, DEMOGRAPHICS, COMMUNICATIONS MANAGEMENT, FACILITIES PROFILE, SCHEDULING & STAFF/VOLUNTEER INFORMATION, ELECTRONIC FILE IMPORT/EXPORT, WORKFLOW MANAGEMENT SYSTEM, WEBADVISOR BASE SOFTWARE 3 MAINTENANCE, COLLEAGUE DATA DEFENSE, CORE COLLEAGUE MAINTENANCE	
STUDENT	\$104,890
ACADEMIC RECORDS, RECRUITMENT/ADMISSION MANAGEMENT, CURRICULUM MANAGEMENT, FACULTY INFORMATION, FINANCIAL AID, REGISTRATION, WEBADVISOR- FA AWARD ACCEPTANCE & LOAN CHANGE MAINTENANCE, STUDENT PLANNING MAINTENANCE, WEBADVISOR- INSTANT ENROLLMENT MAINTENANCE, CAMPUS ORGANIZATION MAINTENANCE, CALIFORNIA GOLD MAINTENANCE, STUDENT SYSTEM -1 MAINTENANCE	
FINANCE	\$33,527
ACCOUNTS PAYABLE, PURCHASING, WEBADVISOR- REQUISITION MAINTENANCE, COLLEAGUE FINANCE SYSTEM -3 MAINTENANCE, FIXED ASSETS IMPORT UTILITY MAINTENANCE, WEBADVISOR- PURCHASE ORDER MAINTENANCE, FIXED ASSETS MAINTENANCE, WEBADVISOR WORKFLOW WORK ORDER MAINTENANCE	
HUMAN RESOURCES	\$23,657
HUMAN RESOURCES, HUMAN RESOURCES MAINTENANCE, HR POSITION BUDGETING MAINTENANCE, EMPLOYMENT ACTIONS MAINTENANCE, PAYROLL MAINTENANCE, WEBADVISOR- TIME ENTRY & APPROVAL MAINTENANCE	
PER USER	\$89,985
APPLICATION DEVELOPMENT ENVIRONMENT	\$25,442
OTHER	
ELECTRONIC APPLICATION UTILITY ANNUAL LICENSE	\$5,187
OFFICIAL PAYMENT ECOMMERCE MAINTENANCE	\$12,899
MOBILE	
ELLUCIAN MOBILE APPLICATION EDITION MAINTENANCE	\$17,808
PARTNER	
APPLICATION SERVER 0-100 PARTNER MAINTENANCE	\$9,450
APPLICATION SERVER 101-200 PARTNER MAINTENANCE	\$8,190
APPLICATION SERVER 201-300 PARTNER MAINTENANCE	\$7,035
APPLICATION SERVER 301-400 PARTNER MAINTENANCE	\$5,880
First Contract Year Fee for the period July 1, 2015 through June 30, 2016	\$412,300

For the Services set forth in the table above, the "First Contract Year Fee" represents the amount due on the First Contract Year Fee Date for Services for the first full Contract Year. Fees for Services for each subsequent Contract Year are payable on the anniversary of the First Contract Year Fee Date. Services fees for the second Contract Year and for each subsequent Contract Year prior to the Expiration Date will be specified by Ellucian in an annual invoice and will increase by not more than 5% over the amount payable for Services for the immediately preceding Contract Year. Services fees for any Contract Year subsequent to the Expiration Date will be specified by Ellucian in an annual invoice and will increase by not more than 7% over the amount payable for Services for the immediately preceding Contract Year.

Licensee

Ellucian

By: _____
Authorized Signature

By: _____
Authorized Signature

Name: Peter J. Hardash
Printed

Name: _____
Printed

Title: Vice Chancellor Business Operations
and Fiscal Services

Title: _____

Date: _____

Date: _____

Elucian Confidential and Proprietary Information

Rancho Santiago Community College District 5 Year Maintenance Proposal

	01-Jul-14 To 30-Jun-15	01-Jul-15 To 30-Jun-16	01-Jul-16 To 30-Jun-17	01-Jul-17 To 30-Jun-18	01-Jul-18 To 30-Jun-19	01-Jul-19 To 30-Jun-20
CORE						
ACCOUNTS RECEIVABLE, CASH RECEIPTS, GENERAL LEDGER, DEMOGRAPHICS, COMMUNICATIONS MANAGEMENT, FACILITIES PROFILE, SCHEDULING & STAFF/VOLUNTEER INFORMATION, ELECTRONIC FILE IMPORT/EXPORT, WORKFLOW MANAGEMENT SYSTEM, WEBADVISOR BASE SOFTWARE 3 MAINTENANCE, COLLEAGUE DATA DEFENSE, CORE COLLEAGUE MAINTENANCE	\$65,095	\$68,350	\$71,767	\$75,356	\$79,123	\$83,080
STUDENT						
ACADEMIC RECORDS, RECRUITMENT/ADMISSION MANAGEMENT, CURRICULUM MANAGEMENT, FACULTY INFORMATION, FINANCIAL AID, REGISTRATION, WEBADVISOR-FA AWARD ACCEPTANCE & LOAN CHANGE MAINTENANCE, STUDENT PLANNING MAINTENANCE, WEBADVISOR- INSTANT ENROLLMENT MAINTENANCE, CAMPUS ORGANIZATION MAINTENANCE, CALIFORNIA GOLD MAINTENANCE, STUDENT SYSTEM -1 MAINTENANCE	\$99,895	\$104,890	\$110,134	\$115,641	\$121,423	\$127,494
FINANCE						
ACCOUNTS PAYABLE, PURCHASING, WEBADVISOR-REQUISITION MAINTENANCE, COLLEAGUE FINANCE SYSTEM -3 MAINTENANCE, FIXED ASSETS IMPORT UTILITY MAINTENANCE, WEBADVISOR- PURCHASE ORDER MAINTENANCE, FIXED ASSETS MAINTENANCE, WEBADVISOR WORKFLOW WORK ORDER MAINTENANCE	\$31,930	\$33,527	\$35,203	\$36,963	\$38,811	\$40,752
HUMAN RESOURCES						
HUMAN RESOURCES, HUMAN RESOURCES MAINTENANCE, HR POSITION BUDGETING MAINTENANCE, EMPLOYMENT ACTIONS MAINTENANCE, PAYROLL MAINTENANCE, WEBADVISOR- TIME ENTRY & APPROVAL MAINTENANCE	\$22,530	\$23,657	\$24,839	\$26,081	\$27,385	\$28,755
PER USER	\$85,700	\$89,985	\$94,484	\$99,208	\$104,169	\$109,377
APPLICATION DEVELOPMENT ENVIRONMENT	\$24,230	\$25,442	\$26,714	\$28,049	\$29,452	\$30,924
OTHER						
ELECTRONIC APPLICATION UTILITY ANNUAL LICENSE	\$4,940	\$5,187	\$5,446	\$5,719	\$6,005	\$6,305
OFFICIAL PAYMENT ECOMMERCE MAINTENANCE	\$12,285	\$12,899	\$13,544	\$14,221	\$14,932	\$15,679
ELLUCIAN MOBILE-APPLICATION EDITION MAINTENANCE	\$16,960	\$17,808	\$18,698	\$19,633	\$20,615	\$21,646
Subtotal ESSA	\$363,565	\$381,743	\$400,830	\$420,872	\$441,916	\$464,011
PARTNER						
APPLICATION SERVER 0-100 PARTNER MAINTENANCE	\$9,000	\$9,450	\$9,923	\$10,419	\$10,940	\$11,487
APPLICATION SERVER 101-200 PARTNER MAINTENANCE	\$7,800	\$8,190	\$8,600	\$9,029	\$9,481	\$9,955
APPLICATION SERVER 201-300 PARTNER MAINTENANCE	\$6,700	\$7,035	\$7,387	\$7,756	\$8,144	\$8,551
APPLICATION SERVER 301-400 PARTNER MAINTENANCE	\$5,600	\$5,880	\$6,174	\$6,483	\$6,807	\$7,147
Subtotal PARTNER	\$29,100	\$30,555	\$32,083	\$33,687	\$35,371	\$37,140
GRAND TOTAL	\$392,665	\$412,298	\$432,913	\$454,559	\$477,287	\$501,151

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of the 2015-2016 Contract Listing	
Action:	Request for Approval	

BACKGROUND

As per Board Policy No. 3306, all contracts over \$15,000.00 require Board of Trustees approval in advance.

ANALYSIS

Contract and contract renewals are solicited in the spring of each year for departments throughout the District. The attached list of contracts are those renewals that have been requested this year and exceed the \$15,000 limit. Multi-year contracts that do not expire on June 30, 2015, are not included in this listing.

It is the desire of the District to have all contracts run concurrently with the fiscal year. Other contracts that expire mid-fiscal year along with new contracts will be brought to the Board of Trustees for approval at a later date.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2015-2016 contract listing as presented.

Fiscal Impact:	Estimated: \$1,159,057.85	Date: June 15, 2015
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**District Contract Renewals For 2015-2016
15,000 Above**

Vendor	Department	Service	Estimated		Period	
			Cost for 15-16	Term	From	To
Accuvant	ITS	Palo Alto Premium Support, Threat prevention and URL filtering subscription	39,383.68	1	07-01-15	06-30-16
Case Systems Inc	Environmental Safety & Emergency Services - DO	Maintenance plan for District emergency call boxes at SAC, SCC and CEC plus repair allowance	17,000.00	1	07-01-15	06-30-16
Community College League of California	Library - SCC	Electronic (online) library resources (i.e. subscriptions, magazine, periodicals, books)	31,305.00	1	07-01-15	06-30-16
Community College League of California	Library - SAC	Electronic (online) library resources (i.e. subscriptions, magazine, periodicals, books)	18,739.00	1	07-01-15	06-30-16
Computerland of Silicon Valley	ITS	Adobe-Creative Cloud Enterprise	72,105.00	1	07-01-15	06-30-16
Ellucian Inc	ITS	Software maintenance & licenses: (Colleague for Core, Student, HR & Financial modules), Application Dev Environment, E-commerce, Mobile Application Edition & Application Service Partner	417,014.00	1	07-01-15	06-30-16
Foundation for California Community Colleges	ITS	Blackboard licenses, software upgrade & support for ASP hosting	248,761.00	1	07-01-15	06-30-16
Foundation for California Community Colleges	Facility Planning	Fusion license	17,355.16	1	07-01-15	06-30-16
Lexmark Enterprise Software LLC (Formerly Perceptive Software)	ITS	ImageNow licenses for document management solutions and services	32,876.00	1	07-01-15	06-30-16
OCLC Online Computer Library Center	Library - SAC	Intergrated Library Systems (ILS)	26,852.88	1	07-01-15	06-30-16
Presidio dba INX LLC	ITS	Cisco Smartnet and VOIP maintenance - Data & Voice network	85,666.13	1	07-01-15	06-30-16
SectorPoint Inc	ITS	Software support - School Web Services (SWS) Dynamic Web Suite for SAC, SCC & District websites and District intranet	60,000.00	1	07-01-15	06-30-16
SectorPoint Inc	ITS	Remote service provision (RSP) for District websites	72,000.00	1	07-01-15	06-30-16
Taskstream LLC	Academic Affairs - SCC	License Subscription for The Accountability Management System (AMS)	20,000.00	1	07-01-15	06-30-16
		Grand Total	1,159,057.85			

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

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

BACKGROUND

On February 22, 2011, the Board of Trustees approved Perceptive Software, Inc. as the sole source provider for Document Management Solutions and Services including future upgrades, additions and enhancements that integrates with the Datatel software. On April 7, 2015, the company changed its name to Lexmark Enterprise Software, LLC.

ANALYSIS

In order to avoid interruption of service and continue doing business, it is necessary to seek Board approval to change the vendor name to Lexmark Enterprise Software, LLC. The name change does not change the current services previously provided by Perceptive Software, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees approve the vendor Perceptive Software, Inc. name change to Lexmark Enterprise Software, LLC as presented.

Fiscal Impact:	N/A	Board Date: June 15, 2015
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



To the Customers of Perceptive Software

As you may know, effective April 7, 2015 Perceptive Software, LLC changed its name to Lexmark Enterprise Software, LLC as part of the combination of the brands of Perceptive Software and Lexmark International, Inc., our parent company, into one unified global technology brand. To learn more about the Lexmark brand, please visit www.perceptivesoftware.com.

We are providing this letter to explain this legal entity name change and to provide assurance to you, our customer, that this name change will not affect your agreements with Perceptive Software.

Our customers are important to us and we are mindful to cause this name change to be as seamless as possible. If you have any questions, or concerns regarding the name change, please direct them to escontracts@lexmark.com or contracts@perceptivesoftware.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Greg J. Mermis", with a stylized flourish at the end.

Greg J. Mermis
General Counsel
Lexmark Enterprise Software, LLC

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: June 15, 2015

INDEPENDENT CONTRACTORS

Nicole Sherman

Attachment A – Independent Contractor Agreement

Attachment B – Proposal

Attachment C - Biography

Service: Consultant services to provide research curriculum inventory relative to Sector needs (i.e. Branded Pathways, ICT Model Curriculum) by college and assemble information (Regional Access Matrix) to be accessible on the Sector website.

Date(s) of Service: July 1, 2015 through June 30, 2016

Fee: Estimated at \$36,000.00

Requested by: Enrique Perez/John Didion

Funded by: Educational Services
12-2537-679000-53305-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this 16th of June, 2015 by and between Nicole Sherman herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTANT SERVICES TO PROVIDE RESEARCH CURRICULUM INVENTORY RELATIVE TO SECTOR NEEDS (I.E. BRANDED PATHWAYS, ICT MODEL CURRICULUM) BY COLLEGE AND ASSEMBLE INFORMATION (REGIONAL ACCESS MATRIX) TO BE ACCESSIBLE ON THE SECTOR WEBSITE

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at Thirty Six Thousand Dollars & No Cents (\$36,000.00).

The contracted services are to commence on or about July 1, 2015 and to be completed on or about, but not later than June 30, 2016.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor of Business Operations/
Fiscal Services
Title

Address City/State

Date

Date

Nicole Sherman

10061 Merrimac Drive, Huntington Beach, CA 92646 | (714) 334-0042 | sherman.nicole@hotmail.com

April 13, 2015

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

Dear Steve,

Per our discussion about your needs for the upcoming fiscal year, I have included a proposal for my services as an independent contractor for 2015-2016 as follows:

Length of Contract:	July 1, 2015 – June 30, 2016
Services to be Performed:	<p><u>Branded Pathways:</u> Develop promotional materials, perform outreach to colleges and industry as appropriate, research curriculum inventory and assemble information (Regional Access Matrix) to be provided to Deputy Sector Navigators and made accessible on the sector website</p> <p><u>Committee Support:</u> Participate on committees and task teams (Digital Badge, Entertainment Collaboration, DSN Team); maintain listing of action items for response and follow through by each group; create reports and perform event management tasks as necessary</p> <p><u>Sector Marketing:</u> Develop regional newsletters for sector and work with team to continually update sector website content and address design modifications as necessary</p>
Compensation:	\$36,000 to be billed in monthly installments

I look forward to working with you this coming year.

Sincerely,

Nicole Sherman

Attachment “C”

Nicole Sherman

Grant Program Specialist

Nicole Sherman has been providing grant program services for the California Community Colleges for more than 15 years. Her work with a variety of economic and workforce development programs has given her an in depth knowledge of and experience with many system processes, including curriculum development, report writing, and grant application and renewal procedures. Her specialties include designing and writing copy for program brochures, websites, and promotional communications.

Nicole has been instrumental in the promotion and adoption of the Information Communications Technologies/Digital Media (ICT-DM) Business Information Worker pathway by colleges statewide. The program trifold she designed and developed has been distributed by the hundreds statewide and continues to be printed and used as a marketing tool by more than 25 colleges. Nicole continues to create and implement marketing strategies for deliverables offered by the ICT-DM Sector. Through her outreach efforts she has developed positive relationships with faculty and administrators which allow her to showcase the Sector’s value to students, businesses, and community colleges.

A graduate of the California Community Colleges, Nicole received an A.A. in Business Management from Cosumnes River College and a B.A. in Communicative Disorders from California State University, Long Beach. She has formerly worked with the Advanced Transportation and Renewables, Small Business, and Health Sectors.

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-P0035839	10,250.53	CN SCHOOL AND OFFICE SOLUTIONS INC	Instructional Supplies	SP		5/4/2015
* 15-P0035840	6,933.42	CN SCHOOL AND OFFICE SOLUTIONS INC	Instructional Supplies	SP		5/4/2015
15-P0035841	2,457.54	CN SCHOOL AND OFFICE SOLUTIONS INC	Instructional Supplies	SP		5/4/2015
15-P0035842	1,315.44	CN SCHOOL AND OFFICE SOLUTIONS INC	Instructional Supplies	SP		5/4/2015
15-P0035843	2,767.66	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			5/4/2015
15-P0035844	2,171.85	VERNIER SOFTWARE & TECHNOLOGY LLC	Equipment - All Other > \$1,000	SP		5/4/2015
15-P0035845	590.98	STAPLES CONTRACT & COMMERCIAL INC	Instructional Supplies	SP		5/4/2015
15-P0035846	1,500.00	INDUSTRIAL TECHNICAL SERVICES	Contracted Repair Services			5/5/2015
15-P0035847	1,745.00	HEIBERG CONSULTING INC	Software License and Fees	SP		5/5/2015
15-P0035848	582.12	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/5/2015
15-P0035849	2,000.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			5/5/2015
15-P0035851	280.96	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/5/2015
* 15-P0035852	1,064.04	AMAZON COM	Advertising	SP		5/5/2015
15-P0035853	850.00	BLUERAY MANAGEMENT	Maint/Oper Service Agreements			5/5/2015
15-P0035854	8,745.00	ALLEY CAT DEVELOPMENT INC	Contracted Services	SP		5/5/2015
15-P0035855	210.60	CPP INC	Software License and Fees	SP		5/5/2015
* 15-P0035856	215.46	WELLS FARGO BANK	Site Improv - Legal Expenses	SP		5/5/2015
15-P0035857	2,000.00	FOUNDATION FOR CALIFORNIA	Software License and Fees	SP		5/5/2015
15-P0035858	477.42	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000			5/5/2015
15-P0035859	2,100.60	SEHI COMPUTER PRODUCTS	Equip/Software - >\$200 <\$1,000	SP		5/5/2015
* 15-P0035860	2,345.49	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		5/6/2015
15-P0035861	982.80	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/6/2015
15-P0035862	96.95	DON BOOKSTORE	Non-Instructional Supplies	SP		5/6/2015
15-P0035863	3,860.77	MICROTECH SCIENTIFIC	Instructional Supplies	SP		5/6/2015
15-P0035864	149.94	CHARLIE M. MALONE	Instructional Supplies	SP		5/6/2015
15-P0035865	5,898.42	ALL AMERICAN SPORTS CORP	Repair & Replacement Parts			5/6/2015
15-P0035866	1,154.39	FITNESS REPAIR SHOP	Repair & Replacement Parts			5/6/2015
15-P0035867	1,932.19	CYNTHIA C FAGREY	Non-Instructional Supplies	SP		5/6/2015
15-P0035868	489.40	ALADDIN GIFT FLOWERS	Non-Instructional Supplies	SP		5/6/2015
15-P0035869	7,876.00	DON BOOKSTORE	Books Paid for Students	SP		5/6/2015
15-P0035870	2,600.00	QUIDSI RETAIL LLC	Non-Instructional Supplies	SP		5/6/2015
15-P0035871	3,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/6/2015
15-P0035872	60.00	DON BOOKSTORE	Supplies Paid for Students	SP		5/6/2015
15-P0035873	181.22	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/6/2015

4.21 (1)

No. 4.21

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0035874	92.02	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/6/2015
15-P0035875	510.00	MARRIOTT HOTEL & RESORT	Contracted Services	SP		5/6/2015
15-P0035876	72.02	COSSIO-MUNIZ RUTH JACQUELINE	Food and Food Service Supplies	SP		5/6/2015
15-P0035877	2,094.98	SUNSTONE CENTER CT LESSEE	Contracted Services	SP		5/6/2015
15-P0035878	93.60	DORA I. CONTRERAS-BRIGHT	Food and Food Service Supplies	SP		5/6/2015
15-P0035879	1,235.54	VWR FUNDING INC	Instructional Supplies	SP		5/6/2015
15-P0035880	130.50	EVERETT COMMUNITY COLLEGE	Food and Food Service Supplies	SP		5/6/2015
15-P0035881	307.97	CYNTHIA C FAGREY	Other Exp Paid for Students	SP		5/6/2015
15-P0035882	303.40	CYNTHIA C FAGREY	Other Exp Paid for Students	SP		5/6/2015
15-P0035883	562.45	JAY'S CATERING	Food and Food Service Supplies	SP		5/6/2015
15-P0035884	715.17	MEDIA EDUCATION FOUNDATION	Library Books - Comp Software	SP		5/6/2015
15-P0035885	834.46	CYNTHIA C FAGREY	Other Exp Paid for Students	SP		5/6/2015
15-P0035886	3,630.10	CYNTHIA C FAGREY	Other Exp Paid for Students	SP		5/6/2015
15-P0035887	7,973.72	DAVE SMITH ENTERPRISES INC	Non-Instructional Supplies	SP		5/6/2015
15-P0035888	796.88	WELLS FARGO BANK	Food and Food Service Supplies	SP		5/6/2015
15-P0035889	1,937.52	ONE SOURCE PRINT SOLUTIONS	Reproduction/Printing Expenses	SP		5/6/2015
15-P0035890	169.89	HERFF JONES INC.	Non-Instructional Supplies			5/6/2015
15-P0035891	3,900.00	GEOTECHNICAL SOLUTIONS INC	Site Improv - Geotech/Geohaz	SP		5/6/2015
15-P0035892	8,945.00	CUATRO CREATIVE LLC	Contracted Services	SP		5/6/2015
15-P0035893	150.00	BLANKENSHIP, SHARLENE	Buildings - Relocation/Moving	SP		5/6/2015
15-P0035894	175.00	EMPIRE PARKING LOT SERVICES	Contracted Services			5/6/2015
15-P0035895	1,975.00	EMPIRE PARKING LOT SERVICES	Contracted Services			5/6/2015
15-P0035896	3,808.60	HANNEMAN TIM	Contracted Services			5/6/2015
15-P0035897	119.60	WELLS FARGO BANK	Instructional Supplies	SP		5/6/2015
15-P0035898	3,176.11	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/6/2015
15-P0035899	474.12	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/6/2015
* 15-P0035900	1,425.96	SPINITAR PRESENTATION PRODUCTS	Equipment - All Other > \$1,000	SP		5/6/2015
* 15-P0035901	5,742.20	B & H PHOTO VIDEO INC	Equip/Software - >\$200 <\$1,000	SP		5/6/2015
15-P0035902	262.50	MCT TECHNOLOGY INC.	Software Support Service	SP		5/7/2015
15-P0035903	878.53	ENVIRONMENTS INC	Non-Instructional Supplies	SP		5/7/2015
15-P0035904	120.84	SCAQMD	Other Licenses & Fees	SP		5/7/2015
15-P0035905	500.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		5/7/2015
15-P0035906	5,000.00	FERGUSON ENTERPRISES INC.	Non-Instructional Supplies			5/7/2015
15-P0035907	2.96	B & H PHOTO VIDEO INC	Non-Instructional Supplies	SP		5/7/2015

4.21 (2)

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0035908	31.76	BOATMAN MARKING INC	Repair & Replacement Parts			5/7/2015
15-P0035909	122.75	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		5/7/2015
* 15-P0035910	2,000.00	TANAKEYOWMA LILIA MARGARITA	Food and Food Service Supplies	SP		5/7/2015
15-P0035911	370.27	PEARSON ED	Instructional Supplies	SP		5/7/2015
15-P0035912	70.96	APPERSON	Instructional Supplies	SP		5/7/2015
15-P0035913	3,304.80	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/7/2015
15-P0035914	76.16	HAGGARTY PRINTING INC	Instructional Supplies	SP		5/7/2015
15-P0035915	1,976.30	WELLS FARGO BANK	Food and Food Service Supplies	SP		5/7/2015
15-P0035916	129.33	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/7/2015
15-P0035917	242.35	BAUDIN BAKERY INC	Food and Food Service Supplies	SP		5/7/2015
15-P0035918	598.50	ORANGE COUNTY TRANSPORTATION	Other Participant Prog Svc/Exp	SP		5/7/2015
15-P0035919	4,145.99	CENGAGE LEARNING/ EDUC. TO GO	Books Paid for Students	SP		5/7/2015
* 15-P0035920	91.85	WELLS FARGO BANK	Non-Instructional Supplies			5/7/2015
15-P0035921	192.00	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		5/7/2015
15-P0035922	1,500.00	WELLS FARGO BANK	Software License and Fees			5/7/2015
15-P0035923	104.40	FILMTOOLS	Instructional Supplies	SP		5/7/2015
15-P0035924	135.01	CHERYL COBBINA	Food and Food Service Supplies	SP		5/7/2015
15-P0035925	1,165.38	FISHER SCIENTIFIC	Equip/Software - >\$200 <\$1,000			5/7/2015
15-P0035926	1,037.29	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies			5/7/2015
* 15-P0035928	745.84	BIO EXPRESS LLC	Instructional Supplies	SP		5/7/2015
15-P0035929	1,500.01	AUTOMOTIVE ELECTRONIC SVCS	Instructional Supplies	SP		5/7/2015
15-P0035930	1,213.00	D3 SPORTS INC.	Instructional Supplies	SP		5/7/2015
15-P0035931	431.14	LIVESCRIBE INC	Instructional Supplies	SP		5/7/2015
* 15-P0035932	945.14	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/8/2015
15-P0035933	7,250.00	THE DOLINKA GROUP LLC	Contracted Services			5/8/2015
15-P0035934	6,700.00	VAVRINEK TRINE DAY & CO LLP	Contracted Services			5/8/2015
15-P0035935	4,830.00	ROSS VIDEO LTD	Equipment - Federal Progs >200	SP		5/8/2015
15-P0035936	1,600.00	ROSS VIDEO LTD	Software License and Fees	SP		5/8/2015
* 15-P0035937	4,273.84	TREND OFFSET PRINTING	Class Schedules/Printing	SP		5/8/2015
15-P0035938	500.00	PACIFIC RADIO ELECTRONICS	Instructional Supplies	SP		5/8/2015
15-P0035939	505.21	B & H PHOTO VIDEO INC	Instructional Supplies	SP		5/8/2015
15-P0035940	7,197.35	STERIS CORP	Equipment - All Other > \$1,000	SP		5/8/2015
* 15-P0035941	2,995.35	LAKESHORE LEARNING MATERIALS	Equip/Software - >\$200 <\$1,000	SP		5/8/2015
15-P0035942	117.10	B & H PHOTO VIDEO INC	Non-Instructional Supplies			5/8/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0035943	777.50	B & H PHOTO VIDEO INC	Repair & Replacement Parts			5/8/2015
15-P0035944	6,125.41	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/8/2015
15-P0035945	1,329.23	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/8/2015
15-P0035946	2,750.00	IMMEDIATE FEEDBACK ASSESSMENT TECHNIQUES	Instructional Supplies	SP		5/8/2015
15-P0035947	146.87	DELL COMPUTER	Non-Instructional Supplies	SP		5/8/2015
15-P0035948	10,316.66	HOUGHTON MIFFLIN HARCOURT PUBL	Instructional Supplies	SP		5/8/2015
* 15-P0035949	3,648.51	VWR FUNDING INC	Instructional Supplies			5/8/2015
15-P0035950	2,349.58	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/8/2015
* 15-P0035951	734.35	CYRGUS COMPANY INC	Equip/Software - >\$200 <\$1,000			5/8/2015
15-P0035952	51.78	APPERSON	Instructional Supplies	SP		5/8/2015
15-P0035953	1,854.36	GOLDEN STAR TECHNOLOGY, INC.	Non-Instructional Supplies			5/8/2015
15-P0035954	1,662.60	EAGLE GRAPHICS INC	Advertising	SP		5/8/2015
15-P0035955	2,152.36	GALE GROUP	Library Books	SP		5/8/2015
15-P0035956	816.70	VILLAGE NURSERIES	Non-Instructional Supplies	SP		5/8/2015
15-P0035957	226.05	MICHAEL J MACKENZIE	Non-Instructional Supplies	SP		5/8/2015
15-P0035958	1,355.27	MATHUR ROOPA	Conference Expenses	SP		5/8/2015
15-P0035959	1,500.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			5/8/2015
15-P0035960	133.64	TASA GRAPHIC ARTS INC	Software License and Fees	SP		5/8/2015
15-P0035961	5,419.39	ACCJC ACCREDITING COMMISSION	Other Licenses & Fees	SP		5/11/2015
15-P0035962	431.20	XEROX CORP	Instructional Supplies	SP		5/11/2015
15-P0035963	400.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/11/2015
15-P0035964	315.97	WOLF & ASSOCIATES INC	Instructional Supplies	SP		5/11/2015
15-P0035965	66.00	SIMBIOTIC SOFTWARE	Software License and Fees			5/11/2015
15-P0035966	29.10	DELL COMPUTER	Non-Instructional Supplies			5/11/2015
* 15-P0035967	537.84	APPLE COMPUTER INC	Instructional Supplies	SP		5/11/2015
15-P0035969	95.90	SCANTRON CORP	Non-Instructional Supplies	SP		5/11/2015
15-P0035970	179.28	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		5/11/2015
15-P0035972	86.24	JIST PUB	Books, Mags & Ref Mat, Non-Lib	SP		5/11/2015
15-P0035973	400.00	ALSHAMALI MEERA KHALIL	Contracted Services	SP		5/11/2015
15-P0035974	200.00	VU MICHELLE DUNG	Contracted Services	SP		5/11/2015
15-P0035975	847.12	TRI-SIGNAL INTEGRATION INC	Contracted Repair Services			5/11/2015
15-P0035976	110.00	BOYD & ASSOCIATES	Contracted Repair Services			5/11/2015
15-P0035977	259.00	PROFESSIONAL PLUMBING &	Contracted Repair Services			5/11/2015
15-P0035978	1,739.50	ALTA ENVIRONMENTAL	Buildings - Construction Tests	SP	BOND	5/11/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0035979	383.00	SAN DIEGO WILD ANIMAL PARK	Fees Paid for Students	SP		5/11/2015
15-P0035980	495.00	UNIVERSITY ECONOMIC DEVELOPMENT ASS	Inst Dues & Memberships			5/11/2015
15-P0035981	680.40	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		5/11/2015
15-P0035982	1,821.14	VWR FUNDING INC	Instructional Supplies	SP		5/11/2015
15-P0035983	258.12	RON P. KESSLER	Food and Food Service Supplies	SP		5/11/2015
15-P0035984	458.68	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		5/11/2015
15-P0035985	145.96	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		5/11/2015
15-P0035986	1,216.84	MCKESSON GENERAL MEDICAL CORP	Instructional Supplies	SP		5/11/2015
15-P0035987	637.08	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		5/11/2015
15-P0035988	248.28	NAT'L SPORTS APPAREL LLC	Instructional Supplies	SP		5/11/2015
15-P0035989	230.00	JOHN WILEY & SONS	Books, Mags & Ref Mat, Non-Lib	SP		5/11/2015
15-P0035990	807.90	NCS PEARSON INC	Instructional Supplies	SP		5/11/2015
15-P0035991	37,067.16	CITY OF ORANGE	Public Agencies' Assess & Fees			5/11/2015
15-P0035992	4,080.39	GOLD COAST TOURS	Transportation - Student	SP		5/11/2015
15-P0035993	1,605.03	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/12/2015
15-P0035994	105.83	B & H PHOTO VIDEO INC	Software License and Fees			5/12/2015
15-P0035995	1,318.10	B & H PHOTO VIDEO INC	Software License and Fees	SP		5/12/2015
15-P0035996	1,738.13	WAXIE SANITARY SUPPLY	Contracted Repair Services			5/12/2015
* 15-P0035997	259,496.52	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		5/12/2015
15-P0035998	3,000.00	KURZWEIL INTELLITOOLS INC	Software License and Fees	SP		5/12/2015
15-P0035999	385.00	ORANGE COUNTY FIRE AUTHORITY	Security Systems & Services			5/12/2015
15-P0036000	499.00	WELLS FARGO BANK	Contracted Repair Services			5/12/2015
* 15-P0036001	1,782.65	GOLDEN STAR TECHNOLOGY, INC.	Non-Instructional Supplies			5/12/2015
* 15-P0036002	2,158.92	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies			5/12/2015
15-P0036003	328.42	CARD INTEGRATORS INC	Non-Instructional Supplies	SP		5/12/2015
15-P0036004	5,000.00	WEATHERITE CORP	Contracted Repair Services			5/13/2015
15-P0036005	166.85	JUAN POLLO 24	Food and Food Service Supplies	SP		5/13/2015
15-P0036006	1,500.00	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		5/13/2015
* 15-P0036007	4,110.44	FISHER SCIENTIFIC	Instructional Supplies	SP		5/13/2015
15-P0036008	542.88	LIFE TECHNOLOGIES CORP	Instructional Supplies	SP		5/13/2015
* 15-P0036009	1,641.48	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/13/2015
15-P0036010	500.00	CERRITOS COLLEGE FOUNDATION	Conference Expenses	SP		5/13/2015
15-P0036011	207.54	THERAPY SHOPPE INC	Instructional Supplies	SP		5/13/2015
15-P0036012	850.00	DON BOOKSTORE	Supplies Paid for Students	SP		5/13/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0036013	1,643.03	UNITED SITE SERVICES OF CALIF INC	Sites - Contractor Services	SP	BOND	5/13/2015
15-P0036014	104.93	VWR FUNDING INC	Instructional Supplies	SP		5/13/2015
15-P0036015	12,684.93	VWR FUNDING INC	Equipment - All Other > \$1,000	SP		5/13/2015
15-P0036016	218.00	DAVID J. MCDONALD	Food and Food Service Supplies	SP		5/13/2015
15-P0036017	1,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/13/2015
15-P0036018	1,000.00	OFFICE DEPOT BUSINESS SVCS	Other Exp Paid for Students	SP		5/13/2015
15-P0036019	1,500.00	MICHELANGELO LEASING INC	Transportation - Student	SP		5/13/2015
15-P0036020	600.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/13/2015
15-P0036021	2,485.37	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/13/2015
15-P0036022	2,100.00	VWR FUNDING INC	Instructional Supplies	SP		5/13/2015
15-P0036023	998.23	KELLY PAPER	Non-Instructional Supplies	SP		5/13/2015
15-P0036024	3,192.48	STAPLES CONTRACT & COMMERCIAL INC	Non-Instructional Supplies			5/13/2015
15-P0036025	332.04	APPERSON	Instructional Supplies	SP		5/13/2015
15-P0036026	128.40	CI BUSINESS EQUIPMENT INC	Non-Instructional Supplies			5/13/2015
15-P0036027	4,415.00	LELAND SAYLOR ASSOCIATES INC	Site Improv - Cost Estimating	SP		5/13/2015
15-P0036028	59,590.00	LELAND SAYLOR ASSOCIATES INC	Bldg Impr - Cost Estimating	SP	BOND	5/13/2015
15-P0036029	1,102.00	MICHELANGELO LEASING INC	Transportation - Student	SP		5/13/2015
15-P0036030	14,925.00	INSPECTION SERVICE OF CALIF INC	Bldg Impr - DSA Project Insp	SP	BOND	5/13/2015
15-P0036031	1,483.49	UNISOURCE PAPER CO	Non-Instructional Supplies			5/13/2015
15-P0036032	454.77	HMH SUPPLEMENTAL PUBL	Instructional Supplies	SP		5/13/2015
15-P0036033	618.00	ERIC A. HARSEN	Conference Expenses			5/14/2015
15-P0036034	600.00	NALEO	Conference Expenses			5/14/2015
15-P0036035	5,000.00	MENTORMINT LLC	Contracted Services	SP		5/14/2015
15-P0036036	4,633.20	EDDY CONSULTING LLC	Equipment - All Other > \$1,000	SP		5/14/2015
15-P0036037	418,923.00	CLIMATEC LLC	Bldg Impr - Contractor Svcs	SP		5/14/2015
* 15-P0036038	34,243.22	SHI INTERNATIONAL CORP	Equipment - All Other > \$1,000	SP		5/14/2015
15-P0036039	5,984.77	GOLDEN STAR TECHNOLOGY, INC.	Instructional Supplies	SP		5/14/2015
15-P0036040	855.36	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		5/15/2015
15-P0036041	802.00	VARIDESK LLC	Non-Instructional Supplies	SP		5/15/2015
15-P0036042	428.00	VARIDESK LLC	Non-Instructional Supplies	SP		5/15/2015
* 15-P0036043	2,177.71	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - All Other > \$1,000	SP		5/15/2015
* 15-P0036044	14,341.10	NOVA SOLUTIONS INC	Equipment - All Other > \$1,000	SP		5/15/2015
15-P0036045	24,829.20	BIO RAD LABORATORIES	Equipment - All Other > \$1,000	SP		5/15/2015
15-P0036046	1,485.00	ACADEMIC SENATE FOR	Conference Expenses			5/18/2015

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

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0036047	3,111.66	DON BOOKSTORE	Non-Instructional Supplies	SP		5/18/2015
15-P0036048	1,967.22	DON BOOKSTORE	Non-Instructional Supplies	SP		5/18/2015
15-P0036049	489.59	DON BOOKSTORE	Non-Instructional Supplies	SP		5/18/2015
15-P0036050	22.59	JULIE A. PEEKEN	Food and Food Service Supplies	SP		5/18/2015
15-P0036051	601.01	CDW GOVERNMENT INC.	Instructional Supplies	SP		5/18/2015
15-P0036053	6,320.12	DELL COMPUTER	Equipment - All Other > \$1,000	SP		5/18/2015
15-P0036054	333.48	VIRGINIA M. WITMER	Instructional Supplies	SP		5/18/2015
15-P0036055	1,300.00	PLURALSIGHT LLC	Software License and Fees	SP		5/18/2015
15-P0036056	285.09	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/18/2015
15-P0036057	2,313.04	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		5/18/2015
15-P0036058	140.00	EVENT PHOTOGRAPHY GROUP INC	Contracted Services	SP		5/18/2015
15-P0036059	1,775.00	ABM ELECTRICAL POWER SERVICES LLC	Bldg Impr - Spcl Ins/Mat Tes	SP		5/18/2015
15-P0036060	37,000.00	FLEWELLING & MOODY ASSOCIATES INC	Bldg Impr - AE Fee	SP		5/18/2015
15-P0036061	1,685.09	WAXIE SANITARY SUPPLY	Contracted Repair Services			5/18/2015
15-P0036062	1,798.85	TROPICAL PLAZA NURSERY	Contracted Repair Services			5/18/2015
15-P0036063	126.59	AMERICAN REPROGRAPHICS CO LLC	Reproduction/Printing Expenses			5/19/2015
15-P0036064	630.00	MARCO A. RAMIREZ	Food and Food Service Supplies	SP		5/19/2015
15-P0036065	21,007.00	SARTORIUS STEDIM NORTH AMERICA INC	Equipment - Federal Progs >200	SP		5/19/2015
15-P0036066	2,062.06	FISHER SCIENTIFIC	Instructional Supplies	SP		5/19/2015
* 15-P0036067	1,684.77	APOTHECARY PRODUCTS INC	Instructional Supplies	SP		5/19/2015
* 15-P0036068	3,673.30	DUMMIES UNLIMITED INC	Instructional Supplies	SP		5/19/2015
15-P0036069	282.72	PACIFIC FIBRE & ROPE	Instructional Supplies	SP		5/19/2015
15-P0036070	2,475.42	TITLE BOXING, LLC	Instructional Supplies	SP		5/19/2015
15-P0036071	2,029.27	DUMMIES UNLIMITED INC	Instructional Supplies	SP		5/19/2015
15-P0036072	4,037.20	DUMMIES UNLIMITED INC	Instructional Supplies	SP		5/19/2015
15-P0036073	496.00	RALPH'S GROCERY CO	Food and Food Service Supplies	SP		5/19/2015
15-P0036074	14,837.50	ACCJC ACCREDITING COMMISSION	Other Licenses & Fees			5/19/2015
15-P0036075	4,245.69	SVM LP	Supplies Paid for Students	SP		5/19/2015
15-P0036076	900.00	EDUCATIONAL GLOBAL TECH INC	Software License and Fees	SP		5/19/2015
15-P0036077	120.84	SCAQMD	Other Licenses & Fees			5/19/2015
* 15-P0036078	17,087.04	APPLE COMPUTER INC	Equip/Software - >\$200 <\$1,000	SP		5/19/2015
15-P0036079	62,821.72	TRANSTAR INDUSTRIES INC	Equipment - Federal Progs >200	SP		5/19/2015
15-P0036080	1,580.76	TECHQUIPMENT	Equipment - Federal Progs >200	SP		5/19/2015
* 15-P0036081	1,233.26	DELL COMPUTER	Instructional Supplies			5/19/2015

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

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-P0036082	3,319.84	GOLDEN STAR TECHNOLOGY, INC.	Instructional Supplies			5/19/2015
15-P0036083	165.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		5/20/2015
15-P0036084	1,217.33	CDW GOVERNMENT INC.	Instructional Supplies	SP		5/20/2015
15-P0036085	3,243.25	MCT TECHNOLOGY INC.	Software Support Service	SP		5/20/2015
15-P0036086	12,725.16	CCS PRESENTATION SYSTEMS	Equipment - All Other > \$1,000	SP		5/20/2015
* 15-P0036087	5,808.67	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - Federal Progs >200	SP		5/20/2015
15-P0036088	50.00	SMART & FINAL	Food and Food Service Supplies	SP		5/20/2015
15-P0036090	719.08	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/20/2015
15-P0036091	2,307.84	DELL COMPUTER	Equipment - Federal Progs >200	SP		5/20/2015
15-P0036092	970.92	MATTER HACKERS INC	Equipment - Federal Progs >200	SP		5/20/2015
15-P0036093	29,190.13	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		5/20/2015
* 15-P0036094	21,396.46	RLJ HYH EMERYVILLE LESSEE	Conference Expenses	SP		5/21/2015
15-P0036095	1,700.00	MARTHA C. VARGAS	Food and Food Service Supplies	SP		5/21/2015
15-P0036096	108.00	KIMBERLY M. MATHEWS	Food and Food Service Supplies	SP		5/21/2015
15-P0036097	2,165.13	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - Federal Progs >200	SP		5/21/2015
15-P0036098	420.00	LASCARIS RESTAURANT GROUP INC	Food and Food Service Supplies	SP		5/21/2015
15-P0036099	1,339.33	VWR FUNDING INC	Instructional Supplies	SP		5/21/2015
15-P0036100	1,603.44	AMERICAN LABORATORY TRADING INC	Equipment - Federal Progs >200	SP		5/21/2015
15-P0036101	55.97	HERFF JONES INC.	Non-Instructional Supplies			5/21/2015
15-P0036102	528.70	SVM LP	Other Participant Prog Svc/Exp	SP		5/21/2015
15-P0036103	1,086.05	THROWDOWN INDUSTRIES HOLDINGS LLC	Instructional Supplies	SP		5/21/2015
15-P0036104	720.90	TOP HAT PRODUCTIONS	Food and Food Service Supplies			5/21/2015
15-P0036105	8,875.10	CLAWA ENTERPRISES INC	Equipment - All Other > \$1,000	SP		5/21/2015
* 15-P0036107	4,986.36	FITNESS SUPERSTORE INC	Instructional Supplies	SP		5/21/2015
15-P0036108	76.85	CRAIG D. TAKAHASHI	Instructional Supplies	SP		5/21/2015
15-P0036109	3,288.60	IMAGE PRINTING SOLUTIONS	Reproduction/Printing Expenses			5/21/2015
15-P0036110	440.29	DEMCO INC	Non-Instructional Supplies	SP		5/21/2015
15-P0036111	23,433.47	DELL COMPUTER	Equipment - All Other > \$1,000	SP		5/21/2015
15-P0036112	300.00	AMERICAN REPROGRAPHICS CO LLC	Reproduction/Printing Expenses			5/21/2015
15-P0036113	1,250.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/21/2015
15-P0036114	750.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/21/2015
15-P0036115	12,373.60	DELL COMPUTER	Equipment - All Other > \$1,000	SP		5/21/2015
15-P0036116	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/21/2015
15-P0036117	600.00	VOYAGER FLEET SYSTEM INC	Gasoline			5/21/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-P0036118	112,000.00	PAL ID STUDIO INC	Buildings - Other Services	SP	BOND	5/21/2015
15-P0036119	12,000.00	ISAACS LELENG T	Contracted Services	SP		5/21/2015
15-P0036120	729.10	PRECISION REFRIGERATION SERVICES	Contracted Services			5/21/2015
15-P0036121	65.02	DON BOOKSTORE	Instructional Supplies	SP		5/21/2015
15-P0036122	150.00	AMERICAN REPROGRAPHICS CO LLC	Bldg Impr-Blueprint/Reprod/Adv	SP		5/21/2015
15-P0036123	150.00	AMERICAN REPROGRAPHICS CO LLC	Bldgs - Blueprint/Reprod/Adver	SP		5/21/2015
15-P0036124	7,100.00	SANDY BOYD INC	Bldg Impr - Contractor Svcs	SP		5/22/2015
15-P0036125	10,350.00	TREESMITH ENTERPRISES INC	Landscaping			5/22/2015
15-P0036126	29,279.67	HACH CO	Equipment - All Other > \$1,000	SP		5/22/2015
* 15-P0036127	5,700.78	ADVANCED WEB OFFSET INC	Class Schedules/Printing	SP		5/22/2015
* 15-P0036128	613.75	CONTROL AIR CONDITIONING CORP	Repair & Replacement Parts			5/22/2015
15-P0036129	2,229.19	WEATHERITE CORP	Contracted Repair Services			5/22/2015
15-P0036130	8,022.83	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		5/22/2015
15-P0036131	125,755.58	THE GARLAND CO INC	Bldg Impr - Materials OFIBO	SP		5/22/2015
15-P0036133	786.58	SCHOOL OUTFITTERS	Equip/Software - >\$200 <\$1,000	SP		5/22/2015
15-P0036134	12.89	BADGE EXPRESS	Non-Instructional Supplies			5/26/2015
15-P0036135	4,320.00	UNISOURCE PAPER CO	Instructional Supplies	SP		5/26/2015
15-P0036136	2,629.37	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		5/26/2015
15-P0036137	540.00	DON BOOKSTORE	Non-Instructional Supplies	SP		5/27/2015
15-P0036138	560.00	REGION 9 HEAD START ASSOC.	Conference Expenses	SP		5/27/2015
15-P0036139	367.53	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/27/2015
15-P0036140	928.80	EVERHARVEST INVESTMENTS INC	Food and Food Service Supplies			5/27/2015
15-P0036141	272.08	MEDI DOSE INC	Instructional Supplies			5/27/2015
15-P0036142	7,614.00	DOLLAMUR LP	Equipment - All Other > \$1,000	SP		5/27/2015
15-P0036143	1,683.93	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/27/2015
15-P0036144	333.00	DON BOOKSTORE	Food and Food Service Supplies	SP		5/27/2015
15-P0036145	21,441.97	VWR FUNDING INC	Instructional Supplies	SP		5/28/2015
* 15-P0036146	12,791.70	GOLDEN STAR TECHNOLOGY, INC.	Contracted Services	SP		5/28/2015
* 15-P0036147	1,358.32	TROXELL COMM INC	Instructional Supplies	SP		5/28/2015
15-P0036148	431.20	XEROX CORP	Instructional Supplies	SP		5/28/2015
15-P0036149	2,376.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees			5/28/2015
15-P0036150	2,564.18	XPEDX PAPER CO	Equip/Software - >\$200 <\$1,000			5/28/2015
15-P0036151	4,475.28	APPLE COMPUTER INC	Equipment - All Other > \$1,000			5/28/2015
* 15-P0036152	12,248.50	GOLDEN STAR TECHNOLOGY, INC.	Instructional Supplies	SP		5/28/2015

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

4.21 (10)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-P0036153	15,234.04	DELL COMPUTER	Equipment - All Other > \$1,000			5/28/2015
15-P0036154	5,887.27	DELL COMPUTER	Equipment - All Other > \$1,000			5/28/2015
* 15-P0036155	7,643.94	GOLDEN STAR TECHNOLOGY, INC.	Software Support Service-Fixed			5/28/2015
15-P0036156	1,824.60	DENNIS JAMES CLEEK	Instructional Supplies	SP		5/28/2015
* 15-P0036157	702.00	SYLVIA V. SANCHEZ	Food and Food Service Supplies	SP		5/29/2015
* 15-P0036158	993.00	SYLVIA V. SANCHEZ	Food and Food Service Supplies	SP		5/29/2015
15-P0036159	1,090.05	BIO RAD LABORATORIES	Instructional Supplies	SP		5/29/2015
15-P0036160	1,007.46	SIGMA ALDRICH INC	Instructional Supplies	SP		5/29/2015
* 15-P0036161	346.74	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		5/29/2015
15-P0036162	2,980.28	SUNSTONE CENTER CT LESSEE	Contracted Services	SP		5/29/2015
15-P0036163	700.00	NALEO	Conference Expenses			5/29/2015
15-P0036164	200.00	PYRO-COMM SYSTEMS INC	Maint Contract - Other Equip			5/29/2015
15-P0036165	200.00	ENVIRONMENTAL MANAGEMENT TECH INC	Contracted Services			5/29/2015
15-P0036166	323.69	SCANTRON CORP	Non-Instructional Supplies	SP		5/29/2015
15-P0036167	150.00	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		5/29/2015
15-P0036168	51.84	SUSAN BLACKWOOD LEEDY	Non-Instructional Supplies	SP		5/29/2015
15-P0036169	5,500.00	COMMUNITY COLLEGE OF BALTIMORE	Conference Expenses	SP		5/29/2015
15-P0036170	5,130.00	NCCEP NAT'L COUNCIL FOR	Conference Expenses	SP		5/29/2015
15-P0036171	2,735.41	SF HILTON, LLC	Conference Expenses	SP		5/29/2015
15-P0036172	8,905.08	CITY OF SANTA ANA	Rental - Other (Short-term)	SP		5/29/2015
15-P0036173	1,105.00	PRO-LINE INSPECTION LLC	Contracted Services			5/29/2015
15-P0036174	8,309.80	PYRO-COMM SYSTEMS INC	Site Improv - Contractor Svcs	SP	BOND	5/29/2015
15-P0036175	157,734.00	KITSON CONTRACTING INC	Bldg Impr - Contractor Svcs	SP		5/29/2015
15-P0036176	6,000.00	BUSCHE DONALD	Contracted Services	SP		5/29/2015
15-P0036177	12,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/29/2015
15-P0036178	550.00	DESIGN PRINT BANNER LLC	Instructional Supplies	SP		5/29/2015
15-P0036179	21,426.34	UNITED SCOPE LLC	Equip/Software - >\$200 <\$1,000	SP		5/29/2015
15-P0036180	1,250.00	SCHOTT INDEXING	Contracted Services	SP		5/29/2015
15-P0036181	2,500.00	KAISER ROBERT	Contracted Repair Services			5/29/2015
15-P0036182	887.74	HANNEMAN TIM	Contracted Repair Services			5/29/2015
15-P0036183	399.40	CHEM PRO LABORATORY INC	Contracted Repair Services			5/29/2015
15-P0036184	944.36	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			5/29/2015
15-P0036185	701.47	4 IMPRINT	Non-Instructional Supplies	SP		5/29/2015
15-P0159339	7,000.00	AUTOMATION DYNAMICS INC	Software Support Service-Fixed			5/13/2015

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P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 15-P0159340	442.27	XEROX CORP	Excess/Copies Useage	SP		5/18/2015
15-P0159341	24,720.00	CSU FULLERTON AUXILIARY SVCS CORP	Contracted Services	SP		5/21/2015
15-P0159342	422,201.00	PASADENA AREA COMMUNITY COLLEGE DIS	Contracted Services	SP		5/22/2015
15-P0159343	5,000.00	SAN DIEGO COMMUNITY COLLEGE DIST	Contracted Services	SP		5/22/2015
15-P0159344	1,420.13	OUR LADY OF THE PILLAR CHURCH	Rental - Facility (Short-term)	SP		5/21/2015
15-P0159345	3,129.00	EL SOL SCIENCE & ART'S	Rental - Facility (Short-term)	SP		5/21/2015
15-PO032648	1,074.19	INTERLINE BRANDS INC	Non-Instructional Supplies			5/13/2015
		Grand Total:	\$2,685,464.99			

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

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 3, 2015 THROUGH MAY 30, 2015
BOARD MEETING OF JUNE 15, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0035991	\$37,067.16	Annual maintenance cost estimate for parkway landscaping at Santiago Canyon College	SCC-Administrative Services	Board approved: June 27, 2007
15-P0035997	\$259,496.52	Dell computers and related components	SCC-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
15-P0036028	\$59,590.00	Consultant to provide cost estimating consulting services for the Orange Education Center project	DO-Facility Planning	RFP #1415-96 Board approved: May 11, 2015
15-P0036037	\$418,923.00	Consultant to provide energy conservation services for the Energy Management Systems Upgrade project at the Santiago Canyon College	DO-Facility Planning	RFP #1415-94 Board approved: April 27, 2015
15-P0036038	\$34,243.22	Panasonic LCD high definition video projectors	SAC-Media Systems	Received Quotations: 1) * SHI International Corp 2) Golden Star Technology, Inc. * Successful Bidder
15-P0036045	\$24,829.20	Chemidoc Touch Gel imaging system and related components	SCC-Biology Department	Received Quotations: 1) * Bio-Rad Laboratories 2) Fotodyne, Inc. 3) GE Healthcare Bio-Sciences Corp * Successful Bidder
15-P0036060	\$37,000.00	Architectural/engineering services related to the roof replacement project at Santa Ana College - Dunlap Hall	DO-Facility Planning	RFP #1415-98 Board approved: May 11, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 3, 2015 THROUGH MAY 30, 2015
BOARD MEETING OF JUNE 15, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0036065	\$21,007.00	Biostat UniVessel footprint bioreactor	SAC-Biotechnology Department	Received Quotations: 1) * Sartorius Stedim N.A. 2) Photon Systems Instruments 3) Eppendorf * Successful Bidder
15-P0036078	\$17,087.04	Apple iPad Air and Learning Lab	CEC	
15-P0036079	\$62,821.72	Solenoid tester, test blocks, wiring harnesses, kits and related equipment	SAC-Auto Technology Lab	Received Quotations: 1) * Transtar Industries, Inc. 2) SuperFlow Technologies Group 3) Mac Tools * Successful Bidder
15-P0036093	\$29,190.13	Dell computers and related components	SAC-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
15-P0036094	\$21,396.46	Lodging for (90) students and (4) district staff members to attend the Counseling 110/Northern Trip 2015 to be held June 9-12, 2015	SAC-Counseling	
15-P0036111	\$23,433.47	Dell laptop computers, storage carts and related components	SAC-Biology Department	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 3, 2015 THROUGH MAY 30, 2015
BOARD MEETING OF JUNE 15, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0036118	\$112,000.00	Consultant to provide Furniture and Equipment Design Services for the new Johnson Student Center	DO-Facility Planning	RFP #1415-97 Board approved: May 11, 2015
15-P0036126	\$29,279.67	Benchtop spectrophotometers and related components	SAC-Biology Department	Received Quotations: 1) * Hach Co. 2) VWR International 3) ThermoFisher Scientific 4) Shimadzu * Successful Bidder
15-P0036131	\$125,755.58	Roofing materials for the Dunlap Hall Roof Replacement project	DO-Facility Planning	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-01-56-0006A Board approved: June 17, 2013
15-P0036145	\$21,441.97	Various anatomy models	SCC-Biology Department	Received Quotations: 1) * VWR Funding, Inc. 2) Fisher Scientific 3) Carolina Biological Supply Co. * Successful Bidder
15-P0036153	\$15,234.04	Dell laptop, desktop computers and related components	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
15-P0036175	\$157,734.00	Windows Repair project at Santa Ana College - Chavez Hall	DO-Facility Planning	Bid #1264 Board approved: May 26, 2015

4.21 (14)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 3, 2015 THROUGH MAY 30, 2015
BOARD MEETING OF JUNE 15, 2015**

P.O. #	Amount	Description	Department	Comment
15-P0036179	\$21,426.34	Binocular and trinocular compound microscopes	SAC-Biology Department	Received Quotations: 1) * United Scope LLC 2) Southland Instruments, Inc. 3) JH Technologies 4) MicroscopeNet.com * Successful Bidder
15-P0159341	\$24,720.00	Payment for 2015 Upward Bound Math and Science Summer Residential Program to provide educational services to academically at-risk students	SCC-Upward Bound	Board approved: April 13, 2015
15-P0159342	\$422,201.00	Sub-agreement with Pasadena CCD-Pasadena City College to implement the Career Technical Education Enhancement Fund program	DO-Educational Services	Board approved: January 12, 2015

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
15-B0000863	1,846.83	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			5/4/2015
* 15-B0000864	1,907.43	RYAN DISTRIBUTORS	Purchases - Taxable			5/5/2015
15-B0000865	93.20	PROMOTIONAL DESIGN CONCEPTS INC	Non-Instructional Supplies			5/5/2015
15-B0000866	462.56	CALUMET CARTON CO	Non-Instructional Supplies			5/5/2015
* 15-B0000867	6,257.05	RYAN DISTRIBUTORS	Purchases – Gen Merch			5/5/2015
15-B0000868	86.39	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			5/5/2015
* 15-B0000869	11,580.72	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			5/5/2015
15-B0000870	940.56	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			5/11/2015
15-B0000871	684.97	DELL COMPUTER	Equipment - All Other > \$1,000			5/12/2015
15-B0000872	1,288.18	DELL COMPUTER	Other Operating Exp & Services			5/12/2015
* 15-B0000873	5,474.97	RYAN DISTRIBUTORS	Purchases – Gen Merch			5/12/2015
* 15-B0000874	1,433.71	RYAN DISTRIBUTORS	Purchases - Taxable			5/13/2015
* 15-B0000875	1,650.87	RYAN DISTRIBUTORS	Purchases – Gen Merch			5/13/2015
15-B0000876	466.36	CHANNING L BETE CO INC	Other Operating Exp & Services			5/14/2015
15-B0000877	193.67	M-F ATHLETIC	Other Operating Exp & Services			5/14/2015
15-B0000878	886.00	EDUCATIONAL TESTING SVC	Other Operating Exp & Services			5/15/2015
* 15-B0000879	6,253.10	RYAN DISTRIBUTORS	Purchases – Gen Merch			5/18/2015
15-B0000880	3,763.08	DIGITAL NETWORKS GROUP INC	Equipment - All Other > \$1,000			5/19/2015
15-B0000881	1,036.00	STAPLES CONTRACT & COMMERCIAL INC	Equipment - All Other > \$1,000			5/19/2015
15-B0000882	852.66	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			5/19/2015
15-B0000883	628.19	BUSINESS MACHINES SECURITY	Diversified Agency Fund Expens			5/26/2015
15-B0000884	1,671.30	GOLDEN STAR TECHNOLOGY, INC.	Diversified Agency Fund Expens			5/26/2015
15-B0000885	800.00	MICHAEL J MACKENZIE	Other Operating Exp & Services			5/27/2015
* 15-B0000886	2,817.77	RYAN DISTRIBUTORS	Purchases – Gen Merch			5/28/2015
15-B0000887	753.45	RYAN DISTRIBUTORS	Purchases – Gen Merch			5/28/2015
15-B0000888	473.62	BROWN BAG SANDWICH CO. INC.	Purchases – Gen Merch			5/28/2015
15-B0000889	1,983.96	ISLAND COLOR, INC.	Other Operating Exp & Services			5/29/2015
15-B0000890	2,968.65	CN SCHOOL AND OFFICE SOLUTIONS INC	Equipment - All Other > \$1,000			5/29/2015
* 15-B0000891	2,717.90	RYAN DISTRIBUTORS	Purchases - Taxable			5/29/2015
Grand Total:		\$61,973.15				

4.21 (16)

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

P.O. #	Amount	Vendor Name	Classification	Date
GM-CAF000024	\$1,198.42	BROWN BAG SANDWICH CO	General Merchandise	5/19/2015
GM-CAF000025	\$874.06	BROWN BAG SANDWICH CO	General Merchandise	5/20/2015
GM-CAF000026	\$1,699.45	BROWN BAG SANDWICH CO	General Merchandise	5/28/2015
GM-CAF000027	\$5.20	BROWN BAG SANDWICH CO	General Merchandise	5/28/2015
GM-DON001995	\$483.76	PENS ETC.	General Merchandise	5/4/2015
GM-DON001997	\$135.00	APPERSON EDUCATION PROD.	General Merchandise	5/4/2015
GM-DON002003	\$464.00	R&D SPECIALTY CO,INC+	General Merchandise	5/6/2015
GM-DON002013	\$651.37	C2F	General Merchandise	5/13/2015
GM-DON002015	\$501.38	BROWN BAG SANDWICH CO	General Merchandise	5/19/2015
GM-DON002016	\$374.22	BROWN BAG SANDWICH CO	General Merchandise	5/19/2015
GM-DON002021	\$335.12	BROWN BAG SANDWICH CO	General Merchandise	5/28/2015
GM-DON002022	\$1,292.50	DR. INSTRUMENTS	General Merchandise	5/29/2015
GM-DONCX0002	\$148.75	CDI CORP	General Merchandise	5/11/2015
GM-DONCX0024	\$278.40	RICHARDSON	General Merchandise	5/11/2015
GM-DONCX0025	\$235.20	RICHARDSON	General Merchandise	5/11/2015
GM-DONCX0026	\$302.40	RICHARDSON	General Merchandise	5/11/2015
GM-DONCX0027	\$314.40	RICHARDSON	General Merchandise	5/11/2015
GM-EXPR000942	\$265.29	BROWN BAG SANDWICH CO	General Merchandise	5/19/2015
GM-EXPR000943	\$319.70	BROWN BAG SANDWICH CO	General Merchandise	5/28/2015
GM-HAWK001633	\$322.50	4IMPRINT	General Merchandise	5/5/2015
GM-HAWK001634	\$519.44	EL DORADO TRADING GROUP	General Merchandise	5/5/2015
GM-HAWK001635	\$300.66	DOUGLAS STEWART CO.	General Merchandise	5/5/2015
GM-HAWK001636	\$414.06	PENS ETC.	General Merchandise	5/5/2015
GM-HAWK001637	\$100.00	GRAD AWARDS	General Merchandise	5/5/2015
GM-HAWK001639	\$5,277.75	OAK HALL CAP & GOWNS	General Merchandise	5/7/2015
GM-HAWK001640	\$1,922.50	OAK HALL CAP & GOWNS	General Merchandise	5/7/2015
GM-HAWK001641	\$495.80	TLC	General Merchandise	5/12/2015
GM-HAWK001642	\$87.50	GRAD AWARDS	General Merchandise	5/12/2015
GM-HAWK001643	\$12.50	GRAD AWARDS	General Merchandise	5/12/2015
GM-HAWK001644	\$2,955.00	SCANTRON CORP	General Merchandise	5/18/2015
TR-DON000043	\$154.17	DAVID R. GODINE PUBLISHER	Trade Book	5/5/2015
TX-CEC000284	\$389.85	PEARSON EDUCATION	Textbook	5/4/2015
TX-CEC000285	\$300.00	CENGAGE LEARNING	Textbook	5/4/2015
TX-CEC000286	\$105.00	CAMBRIDGE UNIVERSITY PRES	Textbook	5/4/2015
TX-CEC000287	\$421.75	OXFORD UNIVERSITY PRESS,	Textbook	5/4/2015
TX-CEC000288	\$371.25	OXFORD UNIVERSITY PRESS,	Textbook	5/6/2015
TX-CEC000289	\$300.00	CAMBRIDGE UNIVERSITY PRES	Textbook	5/6/2015

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P.O. #	Amount	Vendor Name	Classification	Date
TX-CEC000290	\$285.50	STECK VAUGHN PUBLISHING	Textbook	5/20/2015
TX-CEC000291	\$19,395.00	CAMBRIDGE UNIVERSITY PRES	Textbook	5/21/2015
TX-CEC000292	\$1,889.25	OXFORD UNIVERSITY PRESS,	Textbook	5/21/2015
TX-CEC000293	\$2,575.00	CENGAGE LEARNING	Textbook	5/21/2015
TX-CEC000294	\$3,550.20	PEARSON EDUCATION	Textbook	5/21/2015
TX-DON003051	\$1,337.42	NEBRASKA BOOK COMPANY	Textbook	5/8/2015
TX-DON003052	\$5,450.43	MBS TEXTBOOK EXCHANGE	Textbook	5/8/2015
TX-DON003053	\$3,030.63	CEC BOOKSTORE	Textbook	5/11/2015
TX-DON003054	\$4,810.00	DON BOOKSTORE	Textbook	5/11/2015
TX-DON003055	\$367.50	NORTON, INC.	Textbook	5/13/2015
TX-DON003056	\$728.00	SOUTHWEST ED ENTERPRISES	Textbook	5/13/2015
TX-DON003057	\$358.50	HAYDEN-MCNEIL	Textbook	5/13/2015
TX-DON003058	\$180.00	ACS DIVCHED EXAM INST.	Textbook	5/13/2015
TX-DON003059	\$3,297.36	NACSCORP	Textbook	5/13/2015
TX-DON003060	\$1,064.32	MONTEZUMA PUBLISHING	Textbook	5/13/2015
TX-DON003061	\$20,956.74	PEARSON EDUCATION	Textbook	5/13/2015
TX-DON003062	\$8,826.05	CENGAGE LEARNING	Textbook	5/13/2015
TX-DON003063	\$791.00	KENDALL PUBLISHING	Textbook	5/13/2015
TX-DON003064	\$26,856.20	MCGRAW-HILL PUBLISHING CO	Textbook	5/13/2015
TX-DON003065	\$552.65	PARADIGM PUBLISHING CO.	Textbook	5/13/2015
TX-DON003066	\$1,387.00	EINSTRUCTION	Textbook	5/13/2015
TX-DON003067	\$7,479.00	JOHN WILEY & SONS, INC	Textbook	5/13/2015
TX-DON003068	\$1,918.56	OXFORD UNIVERSITY PRESS,	Textbook	5/13/2015
TX-DON003069	\$1,834.80	IFSTA	Textbook	5/13/2015
TX-DON003070	\$75.00	FOUN. FOR CRITICAL THINKING	Textbook	5/13/2015
TX-DON003071	\$1,835.32	ASPEN PUBLISHERS INC.	Textbook	5/13/2015
TX-DON003072	\$2,349.60	STAR PUBLISHING CO.	Textbook	5/13/2015
TX-DON003073	\$1,649.34	GOODHEART-WILLCOX CO.,INC	Textbook	5/13/2015
TX-DON003074	\$330.00	JONES & BARTLETT LEARNING	Textbook	5/13/2015
TX-DON003075	\$1,800.00	BVT PUBLISHING	Textbook	5/13/2015
TX-DON003077	\$1,722.00	MPS FORMERLY VHPS	Textbook	5/13/2015
TX-DON003078	\$741.00	SCHROFF DEVELOPMENT CORP	Textbook	5/13/2015
TX-DON003080	\$146.73	NEBRASKA BOOK COMPANY	Textbook	5/13/2015
TX-DON003081	\$396.58	MBS TEXTBOOK EXCHANGE	Textbook	5/13/2015
TX-DON003082	\$9.80	NEBRASKA BOOK COMPANY	Textbook	5/14/2015
TX-DON003083	\$10,354.19	BOOKBYTEDIRECT.COM	Textbook	5/22/2015
TX-DON003085	\$5,613.44	VERBA	Textbook	5/22/2015
TX-DON003086	\$1,179.60	NEBRASKA BOOK COMPANY	Textbook	5/26/2015

P.O. #	Amount	Vendor Name	Classification	Date
TX-DON003087	\$38,635.06	NEBRASKA BOOK COMPANY	Textbook	5/27/2015
TX-HAWK002307	\$45.64	NEBRASKA BOOK COMPANY	Textbook	5/5/2015
TX-HAWK002308	\$3,085.22	NEBRASKA BOOK COMPANY	Textbook	5/7/2015
TX-HAWK002309	\$829.46	MBS TEXTBOOK EXCHANGE	Textbook	5/7/2015
TX-HAWK002310	\$104.64	AMAZON	Textbook	5/7/2015
TX-HAWK002311	\$250.95	HAYDEN-MCNEIL	Textbook	5/7/2015
TX-HAWK002312	\$472.35	NACSCORP	Textbook	5/7/2015
TX-HAWK002313	\$1,100.64	KENDALL PUBLISHING	Textbook	5/7/2015
TX-HAWK002314	\$4,862.50	CENGAGE LEARNING	Textbook	5/7/2015
TX-HAWK002315	\$60.00	BAVCO	Textbook	5/7/2015
TX-HAWK002316	\$2,627.00	BLUEDOOR	Textbook	5/7/2015
TX-HAWK002317	\$7,652.15	PEARSON EDUCATION	Textbook	5/7/2015
TX-HAWK002318	\$11,318.75	MCGRAW-HILL PUBLISHING CO	Textbook	5/7/2015
TX-HAWK002319	\$400.35	DEARBORN	Textbook	5/7/2015
TX-HAWK002320	\$562.94	MONTEZUMA PUBLISHING	Textbook	5/7/2015
TX-HAWK002321	\$940.50	MCGRAW-HILL CREATE (PRIMIS)	Textbook	5/7/2015
TX-HAWK002322	\$1,782.00	JOHN WILEY & SONS, INC	Textbook	5/7/2015
TX-HAWK002323	\$3,270.85	DAWN SIGN PRESS	Textbook	5/7/2015
TX-HAWK002324	\$107.26	AMAZON	Textbook	5/13/2015
TX-HAWK002325	\$4.99	AMAZON	Textbook	5/20/2015
TX-HAWK002326	\$1,888.47	NEBRASKA BOOK COMPANY	Textbook	5/20/2015
TX-HAWK002328	\$2,800.00	CENGAGE LEARNING	Textbook	5/20/2015
TX-HAWK002329	\$97.60	TRIPLE M PRESS	Textbook	5/20/2015
TX-HAWK002330	\$1,875.00	PEARSON EDUCATION	Textbook	5/26/2015
TX-HAWK002331	\$1,313.28	MCGRAW-HILL CREATE (PRIMIS)	Textbook	5/26/2015
TX-HAWK002332	\$13.22	AMAZON	Textbook	5/27/2015

Grand Total : \$234,722.53

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 2, 2015 THROUGH MAY 29, 2015
BOARD MEETING OF JUNE 15, 2015**

P.O. #	Amount	Description	Department	Comment
TX-CEC000291	\$19,395.00	Textbooks for Resale: Summer 2015	CENTENNIAL BOOKSTORE	Purchased from Cambridge University Press. Manager Review and Approval - Thomas Bonetati - 5/21/15
TX-DON003061	\$20,956.74	Textbooks for Resale: Summer 2015	DON BOOKSTORE	Purchased from Pearson Education. Manager review and approval - Thomas Bonetati - 5/13/2015
TX-DON003064	\$26,856.20	Textbooks for Resale: Summer 2015	DON BOOKSTORE	Purchased from McGraw-Hill Publishing. Manager review and approval - Thomas Bonetati - 5/13/2015
TX-DON003087	\$38,635.06	Textbooks for Resale: Summer 2015	DON BOOKSTORE	Purchased from Nebraska Book Co. Manager review and approval - Thomas Bonetati - 5/27/2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 15, 2015
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>
	<u>Fiscal Year 2014/2015</u>		
1.	CTE Pathway Program (SAC) Sub-award from the SB1070 Career Technical Education Pathway Program Grant through Coast Community College District to develop regional summer boot camps to increase the readiness of high school students for post-secondary education and CTE careers. (14/15). <i>No match required.</i>	06/01/2015	\$13,360
	<u>Fiscal Year 2015/2016</u>		
2.	Assessment, Remediation & Retention for Associate Degree Nursing Program – (SAC) Grant award from the California Community Colleges Chancellor’s Office to the Santa Ana College Nursing Program to provide pre-nursing preparation for students who do not achieve the diagnostic assessment; provide support to students to increase the program retention and completion rates; and increase the number of students who complete the ADN program and pass the national licensure exam. (15/16). <i>No match is required.</i>	07/01/2015	\$91,200
3.	Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC) Funds from the California Community Colleges Chancellor’s Office - Carl D. Perkins Career and Education Act of 2006 (Perkins IV) federal funds to develop and strengthen career and technical education programs at the postsecondary level. (15/16). <i>No match required.</i>	07/01/2015	\$1,133,551

Fiscal Impact: \$2,881,698	Board Date: June 15, 2015
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
4.	<p>Deputy Sector Navigator - Global Trade & Logistics (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Global Trade and Logistics Deputy Sector Navigator; to provide in-region investments within education and industry partners to develop faculty collaboratives, certificate programs, and articulation within educational systems in sector career pathways; and provide work-based learning, internship opportunities and professional development opportunities. (15/16). <i>The match required is \$200,000 that consists of district funded staff at \$128,606, unclaimed indirect at \$56,490 and third party in-kind contributions at \$14,904.</i></p>	07/01/2015	\$200,000
5.	<p>Deputy Sector Navigator – Information & Communication Technologies (ICT)/Digital Media (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the ICT/Digital Media Deputy Sector Navigator to improve workforce training within the sector. (15/16). <i>The match required is \$200,000 that consists of district funded staff at \$161,475 and inkind contributions from industry partners at \$39,000.</i></p>	07/01/2015	\$200,000
6.	<p>Deputy Sector Navigator – Retail Hospitality/Tourism/Learn and Earn (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Retail Hospitality/Tourism/Learn and Earn Deputy Sector Navigator. (15/16). <i>The match required is \$200,000 that consists of district funded staff at \$72,153 and in-kind contributions from contract education and industry partners at \$127,847.</i></p>	07/01/2015	\$200,000
7.	<p>Deputy Sector Navigator – Small Business (District) Grant award from the California Community Colleges Chancellor's Office Workforce & Economic Development Division to support the Small Business Deputy Sector Navigator; to focus on business development and job creation within this sector; to provide in-region investments within education and industry partners, to develop curriculum and programs that meet the needs of entrepreneurs through entrepreneurial studies, informational workshops/seminars, and one-on-one consulting and support services with subject matter business experts, all within a fully braided model leveraging resources and capabilities of the Orange County SBDC. (14/15). <i>The match required is \$200,000. We proposed a fully-integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of district funded staff at \$36,682 and leveraged resources from the Orange County SBDC (SBA/CSUF federal-funds) at \$481,078. The total match is \$517,760.</i></p>	07/01/2015	\$200,000

Fiscal Impact: \$2,881,698	Board Date: June 15, 2015
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
8. Enrollment Growth for Associate Degree Nursing Program - (SAC) Grant award from the California Community Colleges Chancellor's Office to increase Santa Ana College's Nursing Program's enrollment capacity, retention and program completion rates, and the number of students who pass the state licensing exam. (15/16). <i>No match is required.</i>	07/01/2015	\$101,087
9. Los Angeles/Orange County Regional Consortium (SCC) Grant award from the California Community Colleges Chancellor's Office to operate the regional consortium for community college Career Technical Education leaders in Los Angeles and Orange County. (15/16) <i>No match required.</i>	07/01/2015	\$370,000
10. Sector Navigator – Information Communications Technology (ICT)/Digital Media (DO) Grant award from the California Community Colleges Chancellor's Office to develop ICT/Digital Media programs throughout the state by providing up-to-date information on industry trends and workforce needs, as well as providing in-region investments for professional development and faculty lead projects to develop CTE programs in these fields. (15/16) <i>The match required is \$322,500 that will be met entirely by third party in-kind contributions.</i>	07/01/2015	\$372,500

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

Fiscal Impact: \$2,881,698	Board Date: June 15, 2015
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET # 2xxx
NAME: CTE Pathway Program (Sub-award from Coast Community College District)
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 6/1/15 - 10/02/15
 CONTRACT INCOME: \$13,360

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Coast Community College District
Grant Agreement # 14-164-004

Date: 06/04/15

GL Account	Description	Debit	Credit
12-2xxx-000000-10000-8699	Other Misc State Revenue : Santa Ana College		13,360.00
12-2xxx-170100-16201-2420	Inst Assistant - Hourly : Mathematics	2,400.00	
12-2xxx-170100-16201-3211	PERS - Instructional : Mathematics	125.00	
12-2xxx-170100-16201-3311	OASDHI - Instructional : Mathematics	64.00	
12-2xxx-170100-16201-3321	Medicare - Instructional : Mathematics	35.00	
12-2xxx-170100-16201-3331	PARS - Instructional : Mathematics	31.00	
12-2xxx-170100-16201-3431	H & W - Retiree Fund Inst : Mathematics	24.00	
12-2xxx-170100-16201-3511	SUI - Instructional : Mathematics	1.00	
12-2xxx-170100-16201-3611	WCI - Instructional : Mathematics	58.00	
12-2xxx-150100-15620-1314	Int/Sum-Beyond Contract : English	2,100.00	
12-2xxx-150100-15620-1315	Int/Sum-Instructors,Part-Time : English	438.00	
12-2xxx-150100-15620-2420	Inst Assistant - Hourly : English	960.00	
12-2xxx-150100-15620-3111	STRS - Instructional : English	272.00	
12-2xxx-150100-15620-3211	PERS - Instructional : English	114.00	
12-2xxx-150100-15620-3311	OASDHI - Instructional : English	60.00	
12-2xxx-150100-15620-3321	Medicare - Instructional : English	51.00	
12-2xxx-150100-15620-3331	PARS - Instructional : English	12.00	
12-2xxx-150100-15620-3431	H & W - Retiree Fund Inst : English	35.00	
12-2xxx-150100-15620-3511	SUI - Instructional : English	2.00	
12-2xxx-150100-15620-3611	WCI - Instructional : English	84.00	
12-2xxx-619000-15205-1484	Int/Sum Beyond Contract-Reassigned Time : Career Ed & Work Dev	4,438.00	
12-2xxx-619000-15205-1485	Int/Sum - Reassigned Time, PT : Career Ed & Work Dev	313.00	
12-2xxx-619000-15205-3115	STRS - Non-Instructional : Career Ed & Work D	510.00	
12-2xxx-619000-15205-3321	Medicare - Non-Instructional : Career Ed & Work Dev	69.00	

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET # 2xxx
NAME: CTE Pathway Program (Sub-award from Coast Community College District)
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 6/1/15 - 10/02/15
 CONTRACT INCOME: \$13,360

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Coast Community College District
Grant Agreement # 14-164-004

Date: 06/04/15

GL Account	Description	Debit	Credit
12-2xxx-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	48.00	
12-2xxx-619000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	2.00	
12-2xxx-619000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	114.00	
12-2xxx-619000-15205-4610	Non-Instructional Supplies : Career Ed & Work Dev	850.00	
12-2xxx-619000-15205-5940	Reproduction/Printing Expenses : Career Ed & Work Dev	150.00	
Total Project: 2xxx	SB1070 CTE Pathways Program	13,360.00	13,360.00

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2212

**NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College
FISCAL YEAR 2015/2016**

CONTRACT TERM: 07/01/2015 - 06/30/2016
CONTRACT AWARD: \$91,200
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 15-180-027
CFDA #: N/A

PROJ ADM.: Cheryl Carrera
PROJ. DIR.: Rebecca Miller
Date: 06/04/2015

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2212-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		91,200		91,200		0
12-2212-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	3,507		3,508		1	
12-2212-123010-16640-1310	Part-Time Instructors : Nursing Summer 2015: 8 hours x \$106.14/hour	5,279		849			4,430
12-2212-123010-16640-2420	Inst Assistant - Hourly : Nursing Learning Facilitator, Hourly, Nursing Department Fall 2015: 175 hours x \$18.33/hour Spring 2016: 175 hours x \$18.33/hour	2,753		6,416		3,663	
12-2212-123010-16640-3111	STRS - Instructional : Nursing	435		76			359
12-2212-123010-16640-3321	Medicare - Instructional : Nursing	116		105			11
12-2212-123010-16640-3331	PARS - Instructional : Nursing	36		83		47	
12-2212-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	80		73			7
12-2212-123010-16640-3511	SUI - Instructional : Nursing	4		4		0	
12-2212-123010-16640-3611	WCI - Instructional : Nursing	192		174			18
12-2212-649000-16640-2130	Classified Employees : Nursing Elva Negrete, Student Services Coordinator Yearly Salary: 76,732 x 30% = \$23,020 Dawn Williams, Intermediate Clerk Yearly Salary: 43,827 x 80% = \$35,061	56,061		58,081		2,020	
12-2212-649000-16640-3215	PERS - Non-Instructional : Nursing	6,599		6,837		238	
12-2212-649000-16640-3315	OASDHI - Non-Instructional : Nursing	3,560		3,693		133	
12-2212-649000-16640-3325	Medicare - Non-Instructional : Nursing	832		864		32	
12-2212-649000-16640-3415	H & W - Non-Instructional : Nursing	8,415		6,896			1,519
12-2212-649000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	574		596		22	

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2212

**NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College
FISCAL YEAR 2015/2016**

CONTRACT TERM: 07/01/2015 - 06/30/2016

CONTRACT AWARD: \$91,200

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 15-180-027

CFDA #: N/A

PROJ ADM.: Cheryl Carrera

PROJ. DIR.: Rebecca Miller

Date: 06/04/2015

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2212-649000-16640-3515	<i>SUI - Non-Instructional : Nursing</i>	29		30		1	
12-2212-649000-16640-3615	<i>WCI - Non-Instructional : Nursing</i>	1,378		1,430		52	
12-2212-649000-16640-3915	<i>Other Benefits - Non-Instruct : Nursing</i>	1,350		1,485		135	
	Total 2212 -Nursing AR & R ADN Program (SAC)	91,200	91,200	91,200	91,200	6,344	6,344

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #1800
NAME: CTE IC - Accountability/Evaluations
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$31,301

PROJ. ADM. John Didion
 PROJ. DIR. Nga Pham

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1800-000000-50000-8170	VTEA : District Operations		44,427		31,301	13,126	
12-1800-679000-53340-2130	Classified Employees : Research	29,725		18,952			10,773
12-1800-679000-53340-3215	PERS - Non-Instructional : Research	3,500		2,245			1,255
12-1800-679000-53340-3315	OASDHI - Non-Instructional : Research	1,843		1,175			668
12-1800-679000-53340-3325	Medicare - Non-Instructional : Research	431		275			156
12-1800-679000-53340-3415	H & W - Non-Instructional : Research	7,413		6,773			640
12-1800-679000-53340-3435	H & W - Retiree Fund Non-Inst : Research	302		194			108
12-1800-679000-53340-3515	SUI - Non-Instructional : Research	15		10			5
12-1800-679000-53340-3615	WCI - Non-Instructional : Research	725		465			260
12-1800-679000-53340-3915	Other Benefits - Non-Instruct : Research	473		405			68
12-1800-679000-53340-4610	Non-Instructional Supplies : Research	-		200		200	
12-1800-679000-53340-5660	Software Support Service : Research	-		607		607	
Total Project 1800 VTEA/CTE IC-Accountability		44,427	44,427	31,301	31,301	13,933	13,933

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #1801
NAME: CTE IC - Administration & Partnership Development
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$52,165

PROJ. ADM. John Didion
 PROJ. DIR. Sarah Santoyo

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1801-000000-50000-8170	VTEA : District Operations		70,477		52,165	18,312	
12-1801-675000-53345-5210	Conference Expenses : Resource Development	2,071		1,500			571
12-1801-679000-53345-2130	Classified Employees : Resource Development	43,927		34,846			9,081
12-1801-679000-53345-3215	PERS - Non-Instructional : Resource Developme	5,619		4,128			1,491
12-1801-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	2,960		2,160			800
12-1801-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	692		505			187
12-1801-679000-53345-3415	H & W - Non-Instructional : Resource Developm	7,493		6,703			790
12-1801-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	486		355			131
12-1801-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	24		18			6
12-1801-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	1,167		851			316
12-1801-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	878		614			264
12-1801-679000-53345-4210	Books, Mags & Ref Mat, Non-Lib : Resource Dev	-		100		100	
12-1801-679000-53345-4610	Non-Instructional Supplies : Resource Develop	320		385		65	
12-1801-679000-53345-5215	Online Training Courses : Resource Developmen	598		-			598
12-1801-679000-53345-5950	Software License and Fees : Resource Developm	429		-			429
12-1801-679000-53345-6411	Equipment - Federal Progs >200 : Resource Dev	3,813		-			3,813
Total Project 1801 VTEA/CTE IC-Adm Partnership Dev		70,477	70,477	52,165	52,165	18,477	18,477

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #1802
NAME: CTE IC - Automotive Technology (SAC-0948.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$84,000

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Glen Hammonds

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1802-000000-10000-8170	VTEA : Santa Ana College		114,100		84,000	30,100	
12-1802-094800-15751-4310	Instructional Supplies : Automotive Technolog	11,100		3,000			8,100
12-1802-094800-15751-6411	Equipment - Federal Progs >200 : Automotive T	103,000		-			103,000
12-1802-094800-15751-6413	Equipment - Federal Program ≥ \$5,000	-		81,000		81,000	
Total Project 1802 VTEA/CTE IC-C/I Auto Tech		114,100	114,100	84,000	84,000	111,100	111,100

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #1805
NAME: CTE IC - Digital Media - Animation (SAC-0614.40)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$4,200

PROJ. ADM. Eve Kikawa
 PROJ. DIR. Patricia Waterman

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-1805-000000-10000-8170	VTEA : Santa Ana College		4,200
12-1805-061440-15510-4310	Instructional Supplies	-	
12-1805-061440-15510-4320	Instructional Software	4,200	
12-1805-061440-15510-6412	Equipment - Federal Program \geq \$1,000 < \$5,000	-	
12-1805-061440-15510-6413	Equipment - Federal Program \geq \$5,000	-	
Total Project 1805 - CTE IC - Digital Media - Animation		4,200	4,200

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #1808
NAME: CTE IC (VTEA) - Gemology (SCC-0599.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$4,880

PROJ. ADM. Von Lawson/Kari Irwin
 PROJ. DIR. Kari Irwin

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1808-000000-20000-8170	VTEA : Santiago Canyon College		2,270		4,880		2,610
12-1808-059900-25225-4310	Instructional Supplies : Gemology	-		1,880		1,880	
12-1808-059900-25225-6412	Equipment - Federal Program ≥ \$1,000 < \$5,000	-		3,000		3,000	
12-1808-619000-25225-1480	Part-Time Reassigned Time : Gemology	2,138		-			2,138
12-1808-619000-25225-3325	Medicare - Non-Instructional : Gemology	31		-			31
12-1808-619000-25225-3335	PARS - Non-Instructional : Gemology	28		-			28
12-1808-619000-25225-3435	H & W - Retiree Fund Non-Inst : Gemology	21		-			21
12-1808-619000-25225-3515	SUI - Non-Instructional : Gemology	1		-			1
12-1808-619000-25225-3615	WCI - Non-Instructional : Gemology	51		-			51
Total Project 1808 VTEA/CTE IC-C/I Gemology		2,270	2,270	4,880	4,880	4,880	4,880

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #1810
NAME: CTE IC - Registered Nursing (SAC-1230.10)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$9,000

PROJ. ADM. Cheryl Carrera
 PROJ. DIR. Rosemarie Hirsch

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1810-000000-10000-8170	VTEA : Santa Ana College		23,637		9,000	14,637	
12-1810-123010-16640-2420	Inst Assistant - Hourly : Nursing	5,000		5,760		760	
12-1810-123010-16640-3321	Medicare - Instructional : Nursing	73		84		11	
12-1810-123010-16640-3331	PARS - Instructional : Nursing	65		75		10	
12-1810-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	50		58		8	
12-1810-123010-16640-3511	SUI - Instructional : Nursing	3		3		-	-
12-1810-123010-16640-3611	WCI - Instructional : Nursing	119		80			39
12-1810-123010-16640-4310	Instructional Supplies : Nursing	2,067		2,090		23	
12-1810-123010-16640-5950	Software License and Fees : Nursing	16,260		-			16,260
12-1810-123010-16640-6411	Equipment - Federal Progs >200 : Nursing	-		850		850	
Total Project 1810 VTEA/CTE IC-C/I Nursing RN		23,637	23,637	9,000	9,000	16,299	16,299

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET #1811
NAME: CTE IC - Occupational Therapy Assistant (SAC-1218.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$11,344

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Deborah Hyman

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-1811-000000-10000-8170	VTEA : Santa Ana College		11,344
12-1811-619000-15718-2320	Classified Employees - Hourly : Occupational	10,681	
12-1811-619000-15718-3325	Medicare - Non-Instructional : Occupational T	156	
12-1811-619000-15718-3335	PARS - Non-Instructional : Occupational Thera	139	
12-1811-619000-15718-3435	H & W - Retiree Fund Non-Inst : Occupational	107	
12-1811-619000-15718-3515	SUI - Non-Instructional : Occupational Therap	5	
12-1811-619000-15718-3615	WCI - Non-Instructional : Occupational Therap	256	
Total Project 1811 VTEA/CTE IC-C/I Occ Therapy		11,344	11,344

5.1 (14)

SPECIAL PROJECT DETAILED BUDGET #1812
NAME: CTE IC - Pharmacy Technology (SAC-1221.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$100,254

PROJ. ADM. Bart Hoffman
 PROJ. DIR. KC Huynh

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-1812-000000-10000-8170	VTEA : Santa Ana College		100,254
12-1812-122100-15719-4310	Instructional Supplies : Pharmacy Technology	23,216	
12-1812-122100-15719-5950	Software License and Fees : Pharmacy Technolo	750	
12-1812-122100-15719-6412	Equipment - Federal Program \geq \$1,000 < \$5,000	56,288	
12-1812-122100-15719-6413	Equipment - Federal Program \geq \$5,000	20,000	
Total Project 1812 VTEA/CTE IC-C/I Pharmacy Tech		100,254	100,254

5.1 (15)

SPECIAL PROJECT DETAILED BUDGET #1814
NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs (SCC)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$96,360

PROJ. ADM. Von Lawson
 PROJ. DIR. Kari Irwin

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-000000-20000-8170	VTEA : Santiago Canyon College		108,431		96,360	12,071	
12-1814-619000-25205-2130	Classified Employees : Career Education Offic	8,998		12,249		3,251	
12-1814-619000-25205-2320	Classified Employees - Hourly : Career Educat	3,170		7,617		4,447	
12-1814-619000-25205-3215	PERS - Non-Instructional : Career Education O	1,059		1,451		392	
12-1814-619000-25205-3315	OASDHI - Non-Instructional : Career Education	577		786		209	
12-1814-619000-25205-3325	Medicare - Non-Instructional : Career Educati	180		184		4	
12-1814-619000-25205-3335	PARS - Non-Instructional : Career Education O	41		-			41
12-1814-619000-25205-3415	H & W - Non-Instructional : Career Education	26		36		10	
12-1814-619000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	124		127		3	
12-1814-619000-25205-3515	SUI - Non-Instructional : Career Education Of	7		6			1
12-1814-619000-25205-3615	WCI - Non-Instructional : Career Education Of	299		304		5	
12-1814-619000-25205-3915	Other Benefits - Non-Instruct : Career Educat	304		432		128	
12-1814-619000-25205-4310	Instructional Supplies : Career Education Off	2,505		-			2,505
12-1814-619000-25205-4610	Non-Instructional Supplies : Career Education	2,846		2,846		-	-
12-1814-619000-25205-5100	Contracted Services : Career Education Office	16,999		1,252			15,747
12-1814-619000-25205-5300	Inst Dues & Memberships : Career Education Of	1,250		1,250		-	-
12-1814-619000-25205-5610	Lease Agreement - Equipment : Career Educatio	3,310		3,310		-	-
12-1814-619000-25205-5845	Excess/Copies Usage : Career Education Offic	798		798		-	-
12-1814-619000-25205-5950	Software License and Fees : Career Education	7,650		7,600			50
12-1814-619000-25205-6411	Equipment - Federal Progs >200 : Career Educa	5,000		500			4,500
12-1814-631000-29325-1430	Part-Time Counselors : Counseling	2,011		3,000		989	
12-1814-631000-29325-3115	STRS - Non-Instructional : Counseling	179		322		143	
12-1814-631000-29325-3325	Medicare - Non-Instructional : Counseling	30		44		14	

5.1 (16)

SPECIAL PROJECT DETAILED BUDGET #1814
NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs (SCC)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$96,360

PROJ. ADM. Von Lawson
 PROJ. DIR. Kari Irwin

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	21		30		9	
12-1814-631000-29325-3515	SUI - Non-Instructional : Counseling	1		2		1	
12-1814-631000-29325-3615	WCI - Non-Instructional : Counseling	49		72		23	
12-1814-632000-25205-5800	Advertising : Career Education Office	1,400		1,400		-	-
12-1814-632000-25205-5915	Packaging/Mail Prep/Processing : Career Educa	1,500		1,500		-	-
12-1814-632000-25205-5940	Reproduction/Printing Expenses : Career Educa	500		500		-	-
12-1814-634000-25205-2130	Classified Employees : Career Education Offic	16,322		17,134		812	
12-1814-634000-25205-3215	PERS - Non-Instructional : Career Education O	1,921		136			1,785
12-1814-634000-25205-3315	OASDHI - Non-Instructional : Career Education	1,033		1,083		50	
12-1814-634000-25205-3325	Medicare - Non-Instructional : Career Educati	242		253		11	
12-1814-634000-25205-3415	H & W - Non-Instructional : Career Education	1,791		1,791		-	-
12-1814-634000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	166		175		9	
12-1814-634000-25205-3515	SUI - Non-Instructional : Career Education Of	9		9		-	-
12-1814-634000-25205-3615	WCI - Non-Instructional : Career Education Of	400		419		19	
12-1814-634000-25205-3915	Other Benefits - Non-Instruct : Career Educat	338		338		-	-
12-1814-675000-25205-4610	Non-Instructional Supplies : Career Education	1,182		3,211		2,029	
12-1814-675000-25205-4710	Food and Food Service Supplies : Career Educa	2,443		2,443		-	-
12-1814-675000-25205-5100	Contracted Services : Career Education Office	4,778		4,778		-	-
12-1814-675000-25205-5210	Conference Expenses : Career Education Office	15,072		15,072		-	-
12-1814-675000-25205-5220	Mileage/Parking Expenses : Career Education O	1,900		1,900		-	-
Total Project 1814 VTEA/CTE IC-C/I Support Svcs		108,431	108,431	96,360	96,360	24,629	24,629

5.1 (17)

SPECIAL PROJECT DETAILED BUDGET #1815
NAME: CTE IC (VTEA) - Surveying and Mapping Sciences (SCC-0957.30)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$12,295

PROJ. ADM. Von Lawson/Kari Irwin
 PROJ. DIR.

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1815-000000-20000-8170	VTEA : Santiago Canyon College		33,173		12,295	20,878	
12-1815-095730-25245-2420	Inst Assistant - Hourly : Survey/Mapping Scie	1,896		675			1,221
12-1815-095730-25245-3321	Medicare - Instructional : Survey/Mapping Sci	28		-			28
12-1815-095730-25245-3331	PARS - Instructional : Survey/Mapping Science	25		-			25
12-1815-095730-25245-3431	H & W - Retiree Fund Inst : Survey/Mapping Sc	19		-			19
12-1815-095730-25245-3511	SUI - Instructional : Survey/Mapping Sciences	1		-			1
12-1815-095730-25245-3611	WCI - Instructional : Survey/Mapping Sciences	46		-			46
12-1815-095730-25245-4310	Instructional Supplies : Survey/Mapping Scien	-		8,050		8,050	
12-1815-095730-25245-6411	Equipment - Federal Progs >200 : Survey/Mappi	26,618		-			26,618
12-1815-619000-25245-1480	Part-Time Reassigned Time : Survey/Mapping Sc	4,276		3,570			706
12-1815-619000-25245-3325	Medicare - Non-Instructional : Survey/Mapping	62		-			62
12-1815-619000-25245-3335	PARS - Non-Instructional : Survey/Mapping Sci	55		-			55
12-1815-619000-25245-3435	H & W - Retiree Fund Non-Inst : Survey/Mappin	43		-			43
12-1815-619000-25245-3515	SUI - Non-Instructional : Survey/Mapping Scie	2		-			2
12-1815-619000-25245-3615	WCI - Non-Instructional : Survey/Mapping Scie	102		-			102
Total Project 1815 VTEA/CTE IC-C/I Surveying GIS		33,173	33,173	12,295	12,295	28,928	28,928

5.1 (18)

SPECIAL PROJECT DETAILED BUDGET #1821
NAME: CTE IC (VTEA) - Human Dev. Preschool Age Children (SCC-1305.40)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$39,500

PROJ. ADM. Von Lawson/Kari Irwin
 PROJ. DIR.

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-1821-000000-20000-8170	VTEA : Santiago Canyon College		39,500
12-1821-130540-25230-4310	Instructional Supplies : Human Development	27,500	
12-1821-619000-25230-1480	Part-Time Reassigned Time : Human Development	5,000	
12-1821-619000-25230-1483	Beyond Contr - Reassigned Time : Human Develo	5,550	
12-1821-619000-25230-3115	STRS - Non-Instructional : Human Development	933	
12-1821-619000-25230-3325	Medicare - Non-Instructional : Human Developm	153	
12-1821-619000-25230-3435	H & W - Retiree Fund Non-Inst : Human Develop	106	
12-1821-619000-25230-3515	SUI - Non-Instructional : Human Development	5	
12-1821-619000-25230-3615	WCI - Non-Instructional : Human Development	253	
Total Project 1821 VTEA/CTE IC-Human/Child Dev		39,500	39,500

5.1 (19)

SPECIAL PROJECT DETAILED BUDGET #1823
NAME: CTE IC (VTEA) - Office Technology/Office Computer Application (OEC-0514.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$17,032

PROJ. ADM. Lori Fasbinder
 PROJ. DIR.

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1823-000000-20000-8170	VTEA : Santiago Canyon College		14,242		17,032		2,790
12-1823-051400-28200-5950	Software License and Fees : Orange Educ Ctr-I	3,330		6,120		2,790	
12-1823-602000-28200-1480	Part-Time Reassigned Time : Orange Educ Ctr-I	4,667		5,000		333	
12-1823-602000-28200-1485	Int/Sum - Reassigned Time, PT : Orange Educ C	333		-			333
12-1823-602000-28200-3325	Medicare - Non-Instructional : Orange Educ Ct	73		73		-	-
12-1823-602000-28200-3335	PARS - Non-Instructional : Orange Educ Ctr-In	65		65		-	-
12-1823-602000-28200-3435	H & W - Retiree Fund Non-Inst : Orange Educ C	50		50		-	-
12-1823-602000-28200-3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	3		3		-	-
12-1823-602000-28200-3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	119		119		-	-
12-1823-619000-28100-1450	Part-Time Coordinators : Continuing Education	-		5,275		5,275	
12-1823-619000-28100-1480	Part-Time Reassigned Time : Continuing Educat	5,275		-			5,275
12-1823-619000-28100-3325	Medicare - Non-Instructional : Continuing Edu	76		76		-	-
12-1823-619000-28100-3335	PARS - Non-Instructional : Continuing Educati	69		69		-	-
12-1823-619000-28100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	53		53		-	-
12-1823-619000-28100-3515	SUI - Non-Instructional : Continuing Educatio	3		3		-	-
12-1823-619000-28100-3615	WCI - Non-Instructional : Continuing Educatio	126		126		-	-
Total Project 1823 VTEA/CTE IC-Office Technology		14,242	14,242	17,032	17,032	8,398	8,398

5.1 (20)

SPECIAL PROJECT DETAILED BUDGET #1824

NAME: CTE IC - College-Wide CTEA Admin & Professional Development - Across CTE Programs (SAC)

FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16

CONTRACT INCOME: \$170,786

PROJ. ADM. Bart Hoffman

PROJ. DIR. Kimberly Mathews

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1824-000000-10000-8170	VTEA : Santa Ana College		125,420		170,786		45,366
12-1824-619000-15205-2110	Classified Management : Career Ed & Work Dev	65,043		70,214		5,171	
12-1824-619000-15205-2320	Classified Employees - Hourly : Career Ed & W	-		21,677		21,677	
12-1824-619000-15205-3215	PERS - Non-Instructional : Career Ed & Work D	7,442		10,818		3,376	
12-1824-619000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work	4,033		5,697		1,664	
12-1824-619000-15205-3325	Medicare - Non-Instructional : Career Ed & Wo	943		1,332		389	
12-1824-619000-15205-3415	H & W - Non-Instructional : Career Ed & Work	5,264		6,041		777	
12-1824-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	671		945		274	
12-1824-619000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	34		47		13	
12-1824-619000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	1,609		2,269		660	
12-1824-619000-15205-3915	Other Benefits - Non-Instruct : Career Ed & W	2,016		2,650		634	
12-1824-619000-15205-4710	Food and Food Service Supplies : Career Ed &	300		-			300
12-1824-675000-15205-4610	Non-Instructional Supplies : Career Ed & Work	-		846		846	
12-1824-675000-15205-4710	Food and Food Service Supplies : Career Ed &	400		-			400
12-1824-675000-15205-5100	Contracted Services : Career Ed & Work Dev Of	3,500		-			3,500
12-1824-675000-15205-5210	Conference Expenses : Career Ed & Work Dev Of	33,565		47,650		14,085	
12-1824-675000-15205-5220	Mileage/Parking Expenses : Career Ed & Work D	600		600		-	-
Total Project 1824 VTEA/CTE IC-Professional Dev		125,420	125,420	170,786	170,786	49,566	49,566

5.1 (21)

Original Budget

Prepared by: H. Nguyen

Board Approval Date: 06/15/2015

Accountant: Dolly Paguirigan

SPECIAL PROJECT DETAILED BUDGET #1825
NAME: CTE IC - Deaf & Hard of Hearing - Across CTE Programs (SAC)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$24,238

PROJ. ADM. Sherry DeRosa
 PROJ. DIR. Sherry DeRosa

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1825-000000-10000-8170	VTEA : Santa Ana College		24,000		24,238		238
12-1825-649000-19523-2320	Classified Employees - Hourly : Deaf & Hard o	22,000		22,735		735	
12-1825-649000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	404		-			404
12-1825-649000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	232		-			232
12-1825-649000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	319		330		11	
12-1825-649000-19523-3335	PARS - Non-Instructional : Deaf & Hard of Hea	286		389		103	
12-1825-649000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	220		227		7	
12-1825-649000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	11		11		-	-
12-1825-649000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	528		546		18	
Total Project 1825 VTEA/CTE IC- Deaf/Hard of Hear		24,000	24,000	24,238	24,238	874	874

5.1 (22)

SPECIAL PROJECT DETAILED BUDGET #1826

NAME: CTE IC - CTE Counseling, Career & Employment Services - Across CTE Programs (SAC)

FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16

CONTRACT INCOME: \$50,036

PROJ. ADM. Micki Bryant

PROJ. DIR. Sandy Morris

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1826-000000-10000-8170	VTEA : Santa Ana College		56,000		50,036	5,964	
12-1826-647000-19540-2310	Classified Employees - Ongoing : Job/Career P	44,388		23,967			20,421
12-1826-647000-19540-2320	Classified Employees - Hourly : Job/Career Pl	1,188		16,588		15,400	
12-1826-647000-19540-3215	PERS - Non-Instructional : Job/Career Placeme	1,470		4,438		2,968	
12-1826-647000-19540-3315	OASDHI - Non-Instructional : Job/Career Place	763		2,514		1,751	
12-1826-647000-19540-3325	Medicare - Non-Instructional : Job/Career Pla	661		588			73
12-1826-647000-19540-3335	PARS - Non-Instructional : Job/Career Placeme	592		336			256
12-1826-647000-19540-3415	H & W - Non-Instructional : Job/Career Placem	5,365		-			5,365
12-1826-647000-19540-3435	H & W - Retiree Fund Non-Inst : Job/Career Pl	456		406			50
12-1826-647000-19540-3515	SUI - Non-Instructional : Job/Career Placemen	23		20			3
12-1826-647000-19540-3615	WCI - Non-Instructional : Job/Career Placemen	1,094		973			121
12-1826-647000-19540-4610	Non-Instructional Supplies : Job/Career Place	-		206		206	
Total Project 1826 VTEA/CTE IC-Placement/Workstudy		56,000	56,000	50,036	50,036	26,289	26,289

5.1 (23)

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: CTE IC - CTE Transitions (Tech Prep)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$90,238

PROJ. ADM. Bart Hoffman/Kari Irwin
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

5.1 (24)

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-10000-8170	VTEA : Santa Ana College		41,338		42,864		1,526
12-1827-619000-15205-1480	Part-Time Reassigned Time : Career Ed & Work	3,513		2,560			953
12-1827-619000-15205-1483	Beyond Contr - Reassigned Time : Career Ed &	2,000		-			2,000
12-1827-619000-15205-2110	Classified Management : Career Ed & Work Dev	16,261		17,554		1,293	
12-1827-619000-15205-2320	Classified Employees - Hourly : Career Ed & W	9,855		8,698			1,157
12-1827-619000-15205-3115	STRS - Non-Instructional : Career Ed & Work D	100		275		175	
12-1827-619000-15205-3215	PERS - Non-Instructional : Career Ed & Work D	1,336		2,080		744	
12-1827-619000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work	1,664		1,088			576
12-1827-619000-15205-3325	Medicare - Non-Instructional : Career Ed & Wo	465		418			47
12-1827-619000-15205-3335	PARS - Non-Instructional : Career Ed & Work D	-		113		113	
12-1827-619000-15205-3415	H & W - Non-Instructional : Career Ed & Work	1,385		1,687		302	
12-1827-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	351		295			56
12-1827-619000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	18		15			3
12-1827-619000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	841		707			134
12-1827-619000-15205-3915	Other Benefits - Non-Instruct : Career Ed & W	504		437			67
12-1827-619000-15205-4710	Food and Food Service Supplies : Career Ed &	400		500		100	
12-1827-619000-15205-5100	Contracted Services : Career Ed & Work Dev Of	1,000		1,000		-	-
12-1827-619000-15205-5940	Reproduction/Printing Expenses : Career Ed &	400		500		100	
12-1827-675000-15205-5210	Conference Expenses : Career Ed & Work Dev Of	1,245		1,245		-	-
12-1827-631000-15205-1430	Part-Time Counselors : Career Ed & Work	-		3,192		3,192	
12-1827-631000-15205-3115	STRS - Non-Instructional : Career Ed & Work D	-		343		343	
12-1827-631000-15205-3325	Medicare - Non-Instructional : Career Ed & Wo	-		46		46	
12-1827-631000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	-		32		32	

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: CTE IC - CTE Transitions (Tech Prep)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$90,238

PROJ. ADM. Bart Hoffman/Kari Irwin
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-631000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	-		2		2	
12-1827-631000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	-		77		77	
CTE Transitions	Santa Ana College	41,338	41,338	42,864	42,864	6,519	6,519

5.1 (25)

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: CTE IC - CTE Transitions (Tech Prep)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$90,238

PROJ. ADM. Bart Hoffman/Kari Irwin
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-20000-8170	VTEA : Santiago Canyon College		41,538		42,864		1,326
12-1827-619000-25205-4610	Non-Instructional Supplies : Career Education	5,184		950			4,234
12-1827-619000-25205-4710	Food and Food Service Supplies : Career Educa	150		150		-	-
12-1827-619000-25205-5100	Contracted Services : Career Education Office	7,549		8,957		1,408	
12-1827-619000-25205-6411	Equipment - Federal Progs >200 : Career Educa	1,500		1,000			500
12-1827-631000-29325-1430	Part-Time Counselors : Counseling	19,910		24,000		4,090	
12-1827-631000-29325-3115	STRS - Non-Instructional : Counseling	1,768		2,131		363	
12-1827-631000-29325-3325	Medicare - Non-Instructional : Counseling	289		348		59	
12-1827-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	200		240		40	
12-1827-631000-29325-3515	SUI - Non-Instructional : Counseling	10		12		2	
12-1827-631000-29325-3615	WCI - Non-Instructional : Counseling	478		576		98	
12-1827-675000-25205-5210	Conference Expenses : Career Education Office	4,500		4,500		-	-
CTE Transitions	Santiago Canyon College	41,538	41,538	42,864	42,864	6,060	6,060

5.1 (26)

SPECIAL PROJECT DETAILED BUDGET #1827
NAME: CTE IC - CTE Transitions (Tech Prep)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$90,238

PROJ. ADM. Bart Hoffman/Kari Irwin
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-50000-8170	VTEA : District Operations		-		4,510		4,510
12-1827-679000-53345-2130	Classified Employees : Resource Dev.	-		2,846		2,846	
12-1827-679000-53345-3215	PERS - Non-Instructional : Resource Dev.	-		337		337	
12-1827-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	-		176		176	
12-1827-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	-		41		41	
12-1827-679000-53345-3415	H & W - Non-Instructional : Resource Developm	-		791		791	
12-1827-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	-		29		29	
12-1827-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	-		1		1	
12-1827-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	-		70		70	
12-1827-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	-		47		47	
12-1827-679000-53345-4610	Non-Instructional Supplies : Resource Dev.	-		172		172	
CTE Transitions	District Operations	-	-	4,510	4,510	4,510	4,510
Total Project 1827 VTEA/CTE IC-Tech Prp-Consortm		82,876	82,876	90,238	90,238	17,089	17,089

5.1 (27)

SPECIAL PROJECT DETAILED BUDGET #1829
NAME: CTE IC - Accounting (SAC-0502.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$20,000

PROJ. ADM. Madeline Grant
 PROJ. DIR. Mark McCallick

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-1829-000000-10000-8170	VTEA : Santa Ana College		20,000
12-1829-050200-15115-2420	Inst Assistant - Hourly : Accounting	12,160	
12-1829-050200-15115-3321	Medicare - Instructional : Accounting	176	
12-1829-050200-15115-3331	PARS - Instructional : Accounting	158	
12-1829-050200-15115-3431	H & W - Retiree Fund Inst : Accounting	122	
12-1829-050200-15115-3511	SUI - Instructional : Accounting	6	
12-1829-050200-15115-3611	WCI - Instructional : Accounting	292	
12-1829-602000-15115-1480	Part-Time Reassigned Time : Accounting	5,200	
12-1829-602000-15115-3115	STRS - Non-Instructional : Accounting	187	
12-1829-602000-15115-3325	Medicare - Non-Instructional : Accounting	75	
12-1829-602000-15115-3335	PARS - Non-Instructional : Accounting	68	
12-1829-602000-15115-3435	H & W - Retiree Fund Non-Inst : Accounting	52	
12-1829-602000-15115-3515	SUI - Non-Instructional : Accounting	3	
12-1829-602000-15115-3615	WCI - Non-Instructional : Accounting	125	
12-1829-619000-15115-4610	Non-instructional Supplies : Accounting	1,376	
Total Project 1829 VTEA/CTE IC-Accounting		20,000	20,000

5.1 (28)

SPECIAL PROJECT DETAILED BUDGET #1837

NAME: CTE IC - CTE Continuum Between Non-Credit and Credit - Across CTE Programs (SAC)

FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16

CONTRACT INCOME: \$38,309

PROJ. ADM. Nilo Lipiz

PROJ. DIR. Mariella Baldo

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1837-000000-10000-8170	VTEA : Santa Ana College		36,922		38,309		1,387
12-1837-619000-18100-1450	Part-Time Coordinators : Continuing Education	32,399		33,672		1,273	
12-1837-619000-18100-3115	STRS - Non-Instructional : Continuing Educati	2,935		2,549			386
12-1837-619000-18100-3325	Medicare - Non-Instructional : Continuing Edu	470		488		18	
12-1837-619000-18100-3335	PARS - Non-Instructional : Continuing Educati	-		438		438	
12-1837-619000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	324		337		13	
12-1837-619000-18100-3515	SUI - Non-Instructional : Continuing Educatio	16		17		1	
12-1837-619000-18100-3615	WCI - Non-Instructional : Continuing Educatio	778		808		30	
Total Project 1837 VTEA/CTE IC-Office Tech/Comptr		36,922	36,922	38,309	38,309	1,773	1,773

5.1 (29)

Original Budget

Prepared by: H. Nguyen

Board Approval Date: 06/15/2015

Accountant: Dolly Paguirigan

SPECIAL PROJECT DETAILED BUDGET #1839
NAME: CTE IC - Welding Technology (SAC-0956.50)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$35,000

PROJ. ADM. Bart Hoffman
 PROJ. DIR. George Moreno

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1839-000000-10000-8170	VTEA : Santa Ana College		160,100		35,000	125,100	
12-1839-095650-15756-4310	Instructional Supplies : Welding	1,433		4,000		2,567	
12-1839-095650-15756-5100	Contracted Services : Welding	4,150		-			4,150
12-1839-095650-15756-6411	Equipment - Federal Progs >200 : Welding	154,517		-			154,517
12-1839-095650-15756-6413	Equipment - Federal Program ≥ \$5,000	-		31,000		31,000	
Total Project 1839 VTEA/CTE IC-Welding Technology		160,100	160,100	35,000	35,000	158,667	158,667

5.1 (30)

SPECIAL PROJECT DETAILED BUDGET #1848

NAME: CTE IC - Student Success Through Pratical Education - Across CTE Programs (SAC)

FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16

CONTRACT INCOME: \$51,403

PROJ. ADM. M. Grant & B. Hoffman

PROJ. DIR. Gabriel Shweiri

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1848-000000-10000-8170	VTEA : Santa Ana College		31,405		51,403		19,998
12-1848-619000-15170-1480	Part-Time Reassigned Time : Marketing	2,370		-			2,370
12-1848-619000-15170-1483	Beyond Contr - Reassigned Time : Marketing	2,485		5,200		2,715	
12-1848-619000-15170-3115	STRS - Non-Instructional : Marketing	398		447		49	
12-1848-619000-15170-3325	Medicare - Non-Instructional : Marketing	70		75		5	
12-1848-619000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	48		52		4	
12-1848-619000-15170-3515	SUI - Non-Instructional : Marketing	2		3		1	
12-1848-619000-15170-3615	WCI - Non-Instructional : Marketing	115		125		10	
12-1848-619000-15170-4610	Non-Instructional Supplies: Marketing	-		500		500	
12-1848-619000-15170-5660	Software Support Service : Marketing	259		500		241	
12-1848-649000-15170-2320	Classified Employees - Hourly : Marketing	24,000		41,432		17,432	
12-1848-649000-15170-3325	Medicare - Non-Instructional : Marketing	331		601		270	
12-1848-649000-15170-3335	PARS - Non-Instructional : Marketing	296		539		243	
12-1848-649000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	228		414		186	
12-1848-649000-15170-3515	SUI - Non-Instructional : Marketing	11		21		10	
12-1848-649000-15170-3615	WCI - Non-Instructional : Marketing	547		994		447	
12-1848-649000-15170-4610	Non-Instructional Supplies : Marketing	245		-			245
12-1848-649000-15170-5940	Reproduction/Printing Expenses : Marketing	-		500		500	
Total Project 1848 CTE-IC Student Success Thru Pr		31,405	31,405	51,403	51,403	22,613	22,613

5.1 (31)

SPECIAL PROJECT DETAILED BUDGET #1850
NAME: CTE IC (VTEA) - Biotechnology (SCC-0430.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$61,249

PROJ. ADM. Von Lawson/Kari Irwin
 PROJ. DIR. Denise Foley

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1850-000000-20000-8170	VTEA : Santiago Canyon College		109,720		61,259	48,461	
12-1850-043000-25162-1310	Part-Time Instructors : Biology	9,386		-			9,386
12-1850-043000-25162-1314	Int/Sum-Beyond Contract : Biology	4,726		-			4,726
12-1850-043000-25162-2420	Inst Assistant - Hourly : Biology	5,229		-			5,229
12-1850-043000-25162-3111	STRS - Instructional : Biology	1,144		-			1,144
12-1850-043000-25162-3321	Medicare - Instructional : Biology	301		-			301
12-1850-043000-25162-3331	PARS - Instructional : Biology	68		-			68
12-1850-043000-25162-3431	H & W - Retiree Fund Inst : Biology	207		-			207
12-1850-043000-25162-3511	SUI - Instructional : Biology	10		-			10
12-1850-043000-25162-3611	WCI - Instructional : Biology	498		-			498
12-1850-043000-25162-4310	Instructional Supplies : Biology	11,956		-			11,956
12-1850-043000-25162-4710	Food and Food Service Supplies : Biology	500		-			500
12-1850-043000-25162-5950	Software License and Fees : Biology	2,127		-			2,127
12-1850-043000-25162-6411	Equipment - Federal Progs >200 : Biology	73,568		-			73,568
12-1850-043000-25162-6412	Equipment - Federal Program ≥ \$1,000 < \$5,000	-		20,000		20,000	
12-1850-043000-25162-6413	Equipment - Federal Program ≥ \$5,000	-		41,259		41,259	
Total Project 1850 CTE-IC (VTEA) Biotechnology		109,720	109,720	61,259	61,259	109,720	109,720

5.1 (32)

SPECIAL PROJECT DETAILED BUDGET #1851
NAME: CTE IC (VTEA) - American Sign Language (SCC-0850.10)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$28,789

PROJ. ADM. Marilyn Flores
 PROJ. DIR. Lourdes Fajardo

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1851-000000-20000-8170	VTEA : Santiago Canyon College		19,552		28,789		9,237
12-1851-085010-29805-4210	Books, Mags & Ref Mat, Non-Lib : Sign Languag	890		-			890
12-1851-085010-29805-4310	Instructional Supplies : Sign Language	4,433		7,000		2,567	
12-1851-085010-29805-5950	Software License and Fees : Sign Language	2,500		2,000			500
12-1851-085010-29805-6411	Equipment - Federal Progs >200 : Sign Languag	3,642		-			3,642
12-1851-085010-29805-6412	Equipment - Federal Program ≥ \$1,000 < \$5,000	-		2,000		2,000	
12-1851-602000-29805-1480	Part-Time Reassigned Time : Sign Language	3,200		3,000			200
12-1851-602000-29805-3115	STRS - Non-Instructional : Sign Language	284		-			284
12-1851-602000-29805-3325	Medicare - Non-Instructional : Sign Language	47		43			4
12-1851-602000-29805-3335	PARS - Non-Instructional : Sign Language	-		39		39	
12-1851-602000-29805-3435	H & W - Retiree Fund Non-Inst : Sign Language	32		30			2
12-1851-602000-29805-3515	SUI - Non-Instructional : Sign Language	2		2		-	-
12-1851-602000-29805-3615	WCI - Non-Instructional : Sign Language	77		72			5
12-1851-619000-29805-1483	Beyond Contr - Reassigned Time : Sign Languag	2,000		3,000		1,000	
12-1851-619000-29805-2320	Classified Employees - hourly	-		7,400		7,400	
12-1851-619000-29805-2340	Student Assistants - Hourly : Sign Language	-		2,600		2,600	
12-1851-619000-29805-3115	STRS - Non-Instructional : Sign Language	190		-			190
12-1851-619000-29805-3325	Medicare - Non-Instructional : Sign Language	29		120		91	
12-1851-619000-29805-3335	PARS - Non-Instructional : Sign Language	-		39		39	
12-1851-619000-29805-3435	H & W - Retiree Fund Non-Inst : Sign Language	20		130		110	
12-1851-619000-29805-3515	SUI - Non-Instructional : Sign Language	1		2		1	
12-1851-619000-29805-3615	WCI - Non-Instructional : Sign Language	48		312		264	
12-1851-675000-29805-5210	Conference Expenses : Sign Language	2,084		1,000			1,084

5.1 (33)

SPECIAL PROJECT DETAILED BUDGET #1851
NAME: CTE IC (VTEA) - American Sign Language (SCC-0850.10)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$28,789

PROJ. ADM. Marilyn Flores
 PROJ. DIR. Lourdes Fajardo

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1851-675000-29805-5220	Mileage/Parking Expenses : Sign Language	73		-			73
Total Project 1851 CTE-IC American Sign Language		19,552	19,552	28,789	28,789	16,111	16,111

5.1 (34)

SPECIAL PROJECT DETAILED BUDGET #1854
NAME: CTE IC (VTEA) - Website Design and Development (OEC-0614.30)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$10,912

PROJ. ADM. Lori Fasbinder
 PROJ. DIR.

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1854-000000-20000-8170	VTEA : Santiago Canyon College		67,832		10,912	56,920	
12-1854-061430-28200-5950	Software License and Fees : Orange Educ Ctr-I	3,996		-			3,996
12-1854-061430-28200-6411	Equipment - Federal Progs >200 : Orange Educ	51,944		-			51,944
12-1854-602000-28100-1480	Part-Time Reassigned Time : Continuing Educat	5,000		-			5,000
12-1854-602000-28100-3325	Medicare - Non-Instructional : Continuing Edu	73		-			73
12-1854-602000-28100-3335	PARS - Non-Instructional : Continuing Educati	65		-			65
12-1854-602000-28100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	50		-			50
12-1854-602000-28100-3515	SUI - Non-Instructional : Continuing Educatio	3		-			3
12-1854-602000-28100-3615	WCI - Non-Instructional : Continuing Educatio	118		-			118
12-1854-619000-28100-1450	Part-Time Coordinators : Continuing Education	-		10,275		10,275	
12-1854-619000-28100-1480	Part-Time Reassigned Time : Continuing Educat	5,275		-			5,275
12-1854-619000-28100-3325	Medicare - Non-Instructional : Continuing Edu	76		148		72	
12-1854-619000-28100-3335	PARS - Non-Instructional : Continuing Educati	69		134		65	
12-1854-619000-28100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	53		103		50	
12-1854-619000-28100-3515	SUI - Non-Instructional : Continuing Educatio	3		5		2	
12-1854-619000-28100-3615	WCI - Non-Instructional : Continuing Educatio	127		247		120	
12-1854-619000-28100-4610	Non-Instructional Supplies : Continuing Educa	147		-			147
12-1854-619000-28100-5940	Reproduction/Printing Expenses : Continuing E	833		-			833
Total Project 1854 CTE-IC Website Design NCR		67,832	67,832	10,912	10,912	67,504	67,504

5.1 (35)

SPECIAL PROJECT DETAILED BUDGET #18xx
NAME: CTE IC - Diesel Technology (SAC-0947.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$45,000

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Noemi English

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-18xx-000000-10000-8170	VTEA : Santa Ana College		45,000
12-18xx-094700-15752-4310	Instructional Supplies	-	
12-18xx-094700-15752-6412	Equipment - Federal Program \geq \$1,000 < \$5,000	-	
12-18xx-094700-15752-6413	Equipment - Federal Program \geq \$5,000	45,000	
Total Project 18xx - CTE IC - Diesel Technology		45,000	45,000

5.1 (36)

SPECIAL PROJECT DETAILED BUDGET #18xx
NAME: CTE IC - Electro-mechanical Technology (SAC-0935.00)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: 35,000

PROJ. ADM. Madeline Grant
 PROJ. DIR. Craig Takahashi

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-18xx-000000-10000-8170	VTEA : Santa Ana College		35,000
12-18xx-093500-15150-4310	Instructional Supplies	6,128	
12-18xx-093500-15150-5940	Reproduction/Printing Expenses	497	
12-18xx-093500-15150-5950	Software License & Fees	-	
12-18xx-093500-15150-6412	Equipment - Federal Program \geq \$1,000 < \$5,000	4,191	
12-18xx-093500-15150-6413	Equipment - Federal Program \geq \$5,000	24,184	
Total Project 18xx - CTE IC - Electro-mechanical Technology		35,000	35,000

5.1 (37)

SPECIAL PROJECT DETAILED BUDGET #18xx
NAME: CTE IC - Computer Graphics/Digital Imagery (SAC-0614.60)
FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16
 CONTRACT INCOME: \$10,160

PROJ. ADM. Eve Kikawa
 PROJ. DIR. Stephanie Clark

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 15-C01-042

Date: 06/03/15

GL Accounts	Description	Debit	Credit
12-18xx-000000-10000-8170	VTEA : Santa Ana College		10,160
12-18xx-061460-15510-4310	Instructional Supplies	3,160	
12-18xx-061460-15510-6412	Equipment - Federal Program \geq \$1,000 < \$5,000	7,000	
12-18xx-061460-15510-6413	Equipment - Federal Program \geq \$5,000	-	
Total Project 18xx - CTE IC - Computer Graphics/Digital Imagery		10,160	10,160

5.1 (38)

SPECIAL PROJECT DETAILED BUDGET #2326
NAME: Deputy Sector Navigator - Global Trade & Logistics (District)
FISCAL YEAR 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 15-157-008
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Lynn Stewart
Date: 6/4/2015

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		106,936
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		21,670
11-0000-672000-50000-5865	Indirect Costs : District Operations		56,490
11-2326-672000-50000-5865	Indirect Costs : District Operations RSCCD is applying the maximum indirect rate at 20% allowed for this grant as listed below: -Unclaimed indirect costs on grant-funded direct costs @ 16%: \$192,308 grant direct costs x 16% unclaimed indirect rate = \$30,769 -Unclaimed indirect costs on district-funded direct costs (cash-match) @ 20%: \$128,606 district direct costs x 20% unclaimed indirect rate = \$25,721	56,490	
11-2326-684000-53210-2110	Classified Management : Ctr for Intl Trade Dev Offi Global Trade & Logistics Deputy Sector Navigator Lynn Stewart (20%): \$98,837/year x 20% = \$19,767	19,767	
11-2326-684000-53210-2130	Classified Employees : Ctr for Intl Trade Dev Offic Business Services Coordinator (full-time) Alejandra Landa (30%): \$50,887/year x 30% = \$15,266	15,266	
11-2326-684000-53210-2320	Classified Employees - Hourly : Ctr for Intl Trade Marketing Specialist (Hourly) TBD \$21.94/hour x 25 hours/week x 39 weeks = \$21,392 Intermediate Clerk (Hourly) TBD \$16.35/hour x 17 hours/week x 39 weeks = \$10,840	32,232	
11-2326-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	4,124	
11-2326-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	2,238	
11-2326-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	991	
11-2326-684000-53210-3335	PARS - Non-Instructional : Ctr for Intl Trade Dev O	419	
11-2326-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	3,679	
11-2326-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	683	
11-2326-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	34	
11-2326-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	1,640	
11-2326-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	1,069	
11-2326-679000-53345-2130	Classified Employees : Resource Development Resource Development Coordinator Maria Gil (20%): \$72,356/year x 20% = \$14,471	14,471	
11-2326-679000-53345-3215	PERS - Non-Instructional : Resource Development	1,703	
11-2326-679000-53345-3315	OASDHI - Non-Instructional : Resource Development	914	
11-2326-679000-53345-3325	Medicare - Non-Instructional : Resource Development	214	
11-2326-679000-53345-3415	H & W - Non-Instructional : Resource Development	1,620	
11-2326-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Developmen	147	
11-2326-679000-53345-3515	SUI - Non-Instructional : Resource Development	8	
11-2326-679000-53345-3615	WCI - Non-Instructional : Resource Development	354	

SPECIAL PROJECT DETAILED BUDGET #2326
NAME: Deputy Sector Navigator - Global Trade & Logistics (District)
FISCAL YEAR 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 15-157-008
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Lynn Stewart
Date: 6/4/2015

GL Account String	Description	New Budget	
		Debit	Credit
11-2326-679000-53345-3915	Other Benefits - Non-Instruct : Resource Developmen	270	
11-2326-684000-53410-2320	Classified Employees - Hourly : Small Business Dev Business Experts/International Trade (Hourly) TBD \$45/hour x 560 hours = \$25,200	25,200	
11-2326-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	365	
11-2326-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	328	
11-2326-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	252	
11-2326-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	13	
11-2326-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	605	
Total 2326 - GTL DSN Yr. 3 FY 15-16 (Match)		185,096	185,096

Match required is 1:1 at \$200,000 that consists of District funded staff at \$128,606 (equal to the current fiscal year 2014/15 match allocation), unclaimed indirect in-kind match at \$56,490 and third-party in-kind match at \$14,904 as listed below:

District (cash-match)	Project Staff salary and benefits as listed on the Match budget	128,606
District (in-kind match)	Unclaimed indirect costs as listed on the match budget	56,490
In-kind (third-party)	The International Consortium for Educational and Economic Development (ICEED) is a non-profit organization comprised of community colleges from Canada, Mexico, and the United States. ICEED will be offering free membership to five community colleges in the Orange/LA counties. Five colleges x \$800/membership = \$4,000	4,000
In-kind (third-party)	The DSN Global Trade & Logistics Advisory Committee comprised of ten businesses/industry leaders engaged in international business participate in meetings to support DSN and other educators; members provide information on industry trends, share their expertise about work skills, knowledge, and abilities required for positions in the sector, work together with educators and other stakeholders to identify workforce skill gaps, challenges, and help us find solutions. We anticipate having at least four GTL Advisory Committee meetings in FY 2015/16. 10 members x 4 Meetings x \$272.60/average = \$10,904	10,904
Total Match - DSN Global Trade & Logistics (yr. 3)		200,000

SPECIAL PROJECT DETAILED BUDGET #2326
NAME: Deputy Sector Navigator - Global Trade & Logistics (District)
FISCAL YEAR 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016
CONTRACT AWARD: \$200,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: 15-157-008
CFDA #: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Lynn Stewart
Date: 6/4/2015

GL Account String	Description	New Budget	
		Debit	Credit
12-2326-000000-50000-8659	Other Reimb Categorical Allow : District Operations		200,000
12-2326-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2326-675000-53210-5210	Conference Expenses : Ctr for Intl Trade Dev Office (Out-of-State travel) - Select USA Investment Summit, Washington, D.C., dates TBD, One attendee at \$2,800 - NASBITE Annual Conference, Newport, RI, 4/416 - 4/8/16, Two attendees x \$2,300/each = \$4,600 (In-State travel) - CCCAOE Conferences, San Diego, CA (Fall 2015, Spring 2016), dates TBD Two attendees x \$1,500/each = \$3,000 - Future conferences TBD : 2 x \$2,000/each = \$4,000	14,400	
12-2326-684000-53210-2110	Classified Management : Ctr for Intl Trade Dev Offi Global Trade & Logistics Deputy Sector Navigator Lynn Stewart (80%): \$98,837 x 80% = \$79,070	79,070	
12-2326-684000-53210-2130	Classified Employees : Ctr for Intl Trade Dev Offic Business Services Coordinator (full-time) Alejandra Landa (70%): \$50,887 x 70% = \$35,621	35,621	
12-2326-684000-53210-3215	PERS - Non-Instructional : Ctr for Intl Trade Dev O	13,500	
12-2326-684000-53210-3315	OASDHI - Non-Instructional : Ctr for Intl Trade Dev	7,334	
12-2326-684000-53210-3325	Medicare - Non-Instructional : Ctr for Intl Trade D	1,715	
12-2326-684000-53210-3415	H & W - Non-Instructional : Ctr for Intl Trade Dev	8,660	
12-2326-684000-53210-3435	H & W - Retiree Fund Non-Inst : Ctr for Intl Trade	1,183	
12-2326-684000-53210-3515	SUI - Non-Instructional : Ctr for Intl Trade Dev Of	59	
12-2326-684000-53210-3615	WCI - Non-Instructional : Ctr for Intl Trade Dev Of	2,839	
12-2326-684000-53210-3915	Other Benefits - Non-Instruct : Ctr for Intl Trade	3,601	
12-2326-684000-53210-4610	Non-Instructional Supplies : Ctr for Intl Trade Dev	1,250	
12-2326-684000-53210-4710	Food and Food Service Supplies : Ctr for Intl Trade DSN advisory meetings, faculty trainings and workshops	3,000	
12-2326-684000-53210-5100	Contracted Services : Ctr for Intl Trade Dev Office Speakers/business professional experts for training or workshops, outreach and specialized services, surveys, website developments, curriculum development, business/sponsorships.	10,000	
12-2326-684000-53210-5220	Mileage/Parking Expenses : Ctr for Intl Trade Dev Rate at \$0.575 per mile x 1,040 miles	598	
12-2326-684000-53210-5845	Excess/Copies Usage : Ctr for Intl Trade Dev Offic	1,253	
12-2326-684000-53210-5895	Other Licenses & Fees : Ctr for Intl Trade Dev Offi - CGBP exam fee for 5 participants x \$395/each = \$1,975 - Subscriptions/software license fee at \$5,500	7,475	
12-2326-684000-53210-5940	Reproduction/Printing Expenses : Ctr for Intl Trade	750	
Total 2326 - GTL DSN Yr. 3 FY 15-16 (Funded)		200,000	200,000

SPECIAL PROJECT DETAILED BUDGET # 2327

NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant
FISCAL YEAR: 2015/16

CONTRACT PERIOD: 07/01/15 - 06/30/16

CONTRACT AWARD: \$200,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: 15-158-006

CFDA #: N/A

PROJ ADM: Enrique Perez

PROJ DIR: Gustavo Chamorro

Date: 06/04/2015

		New Budget	
GL Accounts	Description	Debit	Credit
12-2327-000000-50000-8659	Other Reimb Categorical Allow : District Oper		200,000
12-2327-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2327-675000-53330-5210	Conference Expenses : Digital Media Center	13,050	
12-2327-684000-53330-2110	Classified Management : Digital Media Center - Gustovo Chamorro (80%)	103,429	
12-2327-684000-53330-2310	Classified Employees - Ongoing : Digital Medi - Administrative Clerk - Sara Landa (19 hrs/wk) - Business Services Coordinator - Marbella Gonzalez (5.9%)	22,831	
12-2327-684000-53330-3215	PERS - Non-Instructional : Digital Media Cent	14,861	
12-2327-684000-53330-3315	OASDHI - Non-Instructional : Digital Media Ce	7,996	
12-2327-684000-53330-3325	Medicare - Non-Instructional : Digital Media	1,869	
12-2327-684000-53330-3415	H & W - Non-Instructional : Digital Media Cen	19,682	
12-2327-684000-53330-3435	H & W - Retiree Fund Non-Inst : Digital Media	1,288	
12-2327-684000-53330-3515	SUI - Non-Instructional : Digital Media Cente	64	
12-2327-684000-53330-3615	WCI - Non-Instructional : Digital Media Cente	3,095	
12-2327-684000-53330-3915	Other Benefits - Non-Instruct : Digital Media	2,719	
12-2327-684000-53330-4610	Non-Instructional Supplies : Digital Media Ce	335	
12-2327-684000-53330-5220	Mileage/Parking Expenses : Digital Media Cent	500	
12-2327-684000-53330-5300	Inst Dues & Memberships:	589	
Total Project 2305 Econ Dev-DSN ICT/Digital Media		200,000	200,000

SPECIAL PROJECT DETAILED BUDGET # 2327

NAME: Deputy Sector Navigator - Information & Communication Technologies (ICT)/Digital Media Sector Grant
FISCAL YEAR: 2015/16

CONTRACT PERIOD: 07/01/15 - 06/30/16

CONTRACT AWARD: \$200,000

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: 15-158-006

CFDA #: N/A

PROJ ADM: Enrique Perez

PROJ DIR: Gustavo Chamorro

Date: 06/04/2015

		New Budget	
GL Accounts	Description	Debit	Credit
11-0000-000004-50000-2130	<i>Classified Employees : District Operations</i>		98,711
11-0000-000004-50000-3415	<i>H & W - Non-Instructional : District Operations</i>		62,764
11-2327-679000-53345-2130	Classified Employees : Resource Development <i>- Francisco Villasenor (40%)</i>	24,969	
11-2327-679000-53345-3215	PERS - Non-Instructional : Resource Developme	2,939	
11-2327-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	1,581	
11-2327-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	370	
11-2327-679000-53345-3415	H & W - Non-Instructional : Resource Developm	9,277	
11-2327-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	255	
11-2327-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	13	
11-2327-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	612	
11-2327-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	540	
11-2327-684000-53330-2110	Classified Management : Digital Media Center <i>- Gustavo Chamorro (20%)</i>	25,857	
11-2327-684000-53330-2130	Classified Employees : Digital Media Center <i>- Business Services Coordinator - Marbella Gonzalez (94.1%)</i>	47,885	
11-2327-684000-53330-3215	PERS - Non-Instructional : Digital Media Cent	8,679	
11-2327-684000-53330-3315	OASDHI - Non-Instructional : Digital Media Ce	4,691	
11-2327-684000-53330-3325	Medicare - Non-Instructional : Digital Media	1,096	
11-2327-684000-53330-3415	H & W - Non-Instructional : Digital Media Cen	28,173	
11-2327-684000-53330-3435	H & W - Retiree Fund Non-Inst : Digital Media	756	
11-2327-684000-53330-3515	SUI - Non-Instructional : Digital Media Cente	37	
11-2327-684000-53330-3615	WCI - Non-Instructional : Digital Media Cente	1,815	
11-2327-684000-53330-3915	Other Benefits - Non-Instruct : Digital Media	1,930	
TOTAL RSCCD Contribution - Direct Costs (Match)		161,475	161,475
Source of Funds: In-Kind Contributions from Industry			
5000	IEEE Region 6 - Volunteer my personal time and to ask several of my IEEE colleagues to volunteer their time to support you and your ICT/DM programs.	15,000	
5000	Nueva Vista Media, Inc. - will be providing 150 hours of consulting and project oversight using the DMC's "Mobile Studio".	24,000	
TOTAL In-Kind Industry Contribution (Match)		39,000	
TOTAL Match Contribution		200,475	

SPECIAL PROJECT DETAILED BUDGET # 2328

**NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT) Sector Grant
FISCAL YEAR: 2015/16**

CONTRACT PERIOD: 07/01/15 - 06/30/16

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Ruth Cossio-Muniz

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 06/04/2015

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: 15-161-002

CFDA #: N/A

GL Accounts	Description	New Budget	
		Debit	Credit
12-2328-000000-50000-8659	Other Reimb Categorical Allow : District Oper		200,000
12-2328-672000-50000-5865	Indirect Costs : District Operations	7,692	
12-2328-675000-53360-5210	Conference Expenses : Corporate Training Inst	6,400	
12-2328-679000-53360-2320	Classified Employees - Hourly : Corporate Tra - Intermediate Clerk \$16,019 - Business Services Coordinator \$4,620 - Marketing Specialist \$10,005	30,644	
12-2328-679000-53360-3325	Medicare - Non-Instructional : Corporate Trai	444	
12-2328-679000-53360-3335	PARS - Non-Instructional : Corporate Training	398	
12-2328-679000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	306	
12-2328-679000-53360-3515	SUI - Non-Instructional : Corporate Training	15	
12-2328-679000-53360-3615	WCI - Non-Instructional : Corporate Training	736	
12-2328-684000-53360-2110	Classified Management : Corporate Training In - Ruth Cossio-Muniz (80%)	91,536	
12-2328-684000-53360-3215	PERS - Non-Instructional : Corporate Training	10,775	
12-2328-684000-53360-3315	OASDHI - Non-Instructional : Corporate Traini	5,839	
12-2328-684000-53360-3325	Medicare - Non-Instructional : Corporate Trai	1,366	
12-2328-684000-53360-3415	H & W - Non-Instructional : Corporate Trainin	18,118	
12-2328-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	942	
12-2328-684000-53360-3515	SUI - Non-Instructional : Corporate Training	47	
12-2328-684000-53360-3615	WCI - Non-Instructional : Corporate Training	2,260	
12-2328-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Tra	2,640	
12-2328-684000-53360-4610	Non-Instructional Supplies : Corporate Traini	4,346	
12-2319-684000-53360-4710	Food and Food Service Supplies:	2,000	
12-2328-684000-53360-5100	Contracted Services : Corporate Training Inst	5,000	
12-2328-684000-53360-5220	Mileage/Parking Expenses : Corporate Training	497	
12-2328-684000-53360-5300	Inst Dues & Memberships : Corporate Training	2,000	
12-2328-684000-53360-5845	Excess/Copies Usage : Corporate Training Ins	1,000	
12-2328-684000-53360-5940	Reproduction/Printing Expenses : Corporate Tr	5,000	
Total Project 2328 Econ Dev-DSN RHT Retail/Hospit		200,000	200,000

SPECIAL PROJECT DETAILED BUDGET # 2328

NAME: Deputy Sector Navigator - Retail Hospitality/Tourism/Learn and Earn (RHT) Sector Grant
FISCAL YEAR: 2015/16

CONTRACT PERIOD: 07/01/15 - 06/30/16

PROJ ADM: Enrique Perez

CONTRACT AWARD: \$200,000

PROJ DIR: Ruth Cossio-Muniz

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 06/04/2015

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: 15-161-002

CFDA #: N/A

GL Accounts	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	<i>Classified Employees : District Operations</i>		56,806
11-0000-000004-50000-3415	<i>H & W - Non-Instructional : District Operations</i>		15,347
11-2328-679000-53360-2320	Classified Employees - Hourly : Corporate Tra <i>- Business Services Coordinator</i>	17,903	
11-2328-679000-53360-3325	Medicare - Non-Instructional : Corporate Trai	259	
11-2328-679000-53360-3335	PARS - Non-Instructional : Corporate Training	233	
11-2328-679000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	179	
11-2328-679000-53360-3515	SUI - Non-Instructional : Corporate Training	9	
11-2328-679000-53360-3615	WCI - Non-Instructional : Corporate Training	430	
11-2328-684000-53360-2110	Classified Management : Corporate Training In <i>- Ruth Cossio-Muniz (20%)</i>	22,884	
11-2328-684000-53360-2320	Classified Employees - Hourly : Corporate Tra <i>- Intermediate Clerk</i>	16,019	
11-2328-684000-53360-3215	PERS - Non-Instructional : Corporate Training	4,620	
11-2328-684000-53360-3315	OASDHI - Non-Instructional : Corporate Traini	2,453	
11-2328-684000-53360-3325	Medicare - Non-Instructional : Corporate Trai	573	
11-2328-684000-53360-3415	H & W - Non-Instructional : Corporate Trainin	4,560	
11-2328-684000-53360-3435	H & W - Retiree Fund Non-Inst : Corporate Tra	395	
11-2328-684000-53360-3515	SUI - Non-Instructional : Corporate Training	27	
11-2328-684000-53360-3615	WCI - Non-Instructional : Corporate Training	949	
11-2328-684000-53360-3915	Other Benefits - Non-Instruct : Corporate Tra	660	
	TOTAL RSCCD Contributions - Direct Costs (Match)	72,153	72,153
Source of Funds: In-Kind Contributions from contract education and industry partners			
5000	In-Kind: RSCCD's Corporate Training Institute will waive KeyTrain assessment fees	51,600	
5000	In-Kind: Orange County Hispanic Chamber of Commerce	7,100	
5000	In-Kind: The DSN RHT Advisory Committee participate in meetings to support DSN & other educators. We anticipate having at least 4 meetings: 15 members x 4 RHT Advisory Committee Meetings x \$249/average.	14,947	
5000	In-Kind: Hosting facilities provide facility space for 4 Job Shadow events (including use of equipment AV system, projector/screen, staff, parking, etc.) (\$4,500/each event x 2 = \$9,000)	9,000	
5000	In-Kind: Source of Funds: Rancho Santiago CCD - Unclaimed indirect of operating general administrative and general overhead expenses RSCCD's federally approved indirect rate is 28%. RSCCD is applying a maximum indirect rate of 20% allowed for this grant as listed below: - Unclaimed indirect costs on grant-funded direct costs applied at 16%: \$192,308 grantfunded direct costs x 16% unclaimed indirect rate = \$30,769 - Unclaimed indirect costs on RSCCD funded direct costs (cash-match) applied at 20%: \$73,153 district-funded direct costs x 20% unclaimed indirect rate = \$14,430 (\$30,769 + \$14,130 = \$45,200)	45,200	
	Total In-Kind Industry Contributions	127,847	
	TOTAL Match Contribution	200,000	

SPECIAL PROJECT DETAILED BUDGET #2329
NAME: Deputy Sector Navigator - Small Business (District)
FISCAL YEAR 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

PROJ ADM: Leila Mozaffari

CONTRACT AWARD: \$200,000

PROJ DIR: Elizabeth Arteaga

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 6/4/2015

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 15-159-006

CFDA #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
11-0000-000004-50000-2130	Classified Employees : District Operations		29,880
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations		6,802
11-2329-684000-53410-2320	Classified Employees - Hourly : Small Business Dev Hourly Business Experts, \$45/hr. x 664 hrs.	29,880	
11-2329-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	3,485	
11-2329-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	1,853	
11-2329-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	433	
11-2329-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O		
11-2329-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	299	
11-2329-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	15	
11-2329-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	717	
	Total 2329 - Small Business DSN yr. 3 (Match)	36,682	36,682

Match required is 1:1 at \$200,000. We proposed a fully-integrated Small Business DSN project with the Orange County SBDC, as they will each serve as match to the other. Therefore, the match for the Small Business DSN consists of \$36,682 of general funds (equal to the current fiscal year 2014/15 match allocation) and the SBDC federal project funds at \$163,318. Please refer to match summary below.

District (cash-match)	Project Staff salary and benefits as listed on the match budget	36,682
Sources of Braided Funds: SBA/CSUF SBDC (federal funds) CFDA #59.037		
12-1319 (in-kind)	Orange County SBDC, Business Services Coordinator David Calderon, Salary and Benefits (100%)	76,206
12-1319 (in-kind)	Orange County SBDC, Administrative Clerk Luis Kings, Salary and Benefits (100%)	87,112
	Total Match - Small Business DSN, Yr. 3	200,000

SPECIAL PROJECT DETAILED BUDGET #2329
NAME: Deputy Sector Navigator - Small Business (District)
FISCAL YEAR 2015/2016

CONTRACT PERIOD: 07/01/2015 - 06/30/2016

PROJ ADM: Leila Mozaffari

CONTRACT AWARD: \$200,000

PROJ DIR: Elizabeth Arteaga

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 6/4/2015

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 15-159-006

CFDA #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-2329-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		3,072
12-2329-602000-15170-1483	Beyond Contr - Reassigned Time : Marketing Faculty Advisor/Liaison stipend to integrate instructional component for Small Business Sector. Stipend at \$2,700.	2,700	
12-2329-602000-15170-3115	STRS - Non-Instructional : Marketing	240	
12-2329-602000-15170-3325	Medicare - Non-Instructional : Marketing	39	
12-2329-602000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	27	
12-2329-602000-15170-3515	SUI - Non-Instructional : Marketing	1	
12-2329-602000-15170-3615	WCI - Non-Instructional : Marketing	65	
12-2329-000000-50000-8659	Other Reimb Categorical Allow : District Operations		196,928
12-2329-672000-50000-5865	Indirect Costs : District Operations (4%)	7,692	
12-2329-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office	9,900	
12-2329-684000-53410-2110	Classified Management : Small Business Dev Ctr Offi Deputy Sector Navigator Elizabeth Arteaga (100%): \$94,134/year x 100%	94,134	
12-2329-684000-53410-2320	Classified Employees - Hourly : Small Business Dev Business Services Coordinator (Hourly) TBD \$23.10/hour x 25 hours/week x 44 weeks	25,410	
12-2329-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	11,081	
12-2329-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	5,993	
12-2329-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	1,770	
12-2329-684000-53410-3335	PARS - Non-Instructional : Small Business Dev Ctr O	330	
12-2329-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	22,657	
12-2329-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	1,221	
12-2329-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	61	
12-2329-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	2,930	
12-2329-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	2,530	
12-2329-684000-53410-4610	Non-Instructional Supplies : Small Business Dev Ctr	750	
12-2329-684000-53410-4710	Food and Food Services : Small Business Dev Ctr	1,000	
12-2329-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr O	1,311	
12-2329-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office	5,000	
12-2329-684000-53410-5300	Inst Dues & Memberships : Small Business Dev Ctr	700	
12-2329-684000-53410-5845	Excess/Copies Usage : Small Business Dev Ctr Offi	1,000	
12-2329-684000-53410-5940	Reproduction/Printing Expenses : Small Business Dev	458	
12-2329-684000-53410-5950	Software License and Fees : Small Business Dev	500	
12-2329-684000-53410-6419	Equip/Software - >\$200 <\$1,000 : Small Business Dev	500	
	Total 2329 - Small Business DSN yr. 3 (Funded)	200,000	200,000

SPECIAL PROJECT DETAILED BUDGET #2213

NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College
FISCAL YEAR 2015/2016

CONTRACT TERM: 07/01/2015 - 06/30/2016

CONTRACT AWARD: \$101,087

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD #: 15-179-030

CFDA #: N/A

PROJ ADM.: Cheryl Carrera

PROJ. DIR.: Rebecca Miller

Date: 06/04/2015

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2213-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		101,087		101,087		0
12-2213-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	3,887		3,888		1	
12-2213-123010-16640-1310	Part-Time Instructors : Nursing Fall 2015: 7.59 LHE x \$62.12/hour lab rate Spring 2016: 8.10 LHE x \$62.12/hour lab rate	8,099		17,544		9,445	
12-2213-123010-16640-2420	Inst Assistant - Hourly : Nursing	2,753		0			2,753
12-2213-123010-16640-3111	<i>STRS - Instructional : Nursing</i>	668		1,558		890	
12-2213-123010-16640-3321	<i>Medicare - Instructional : Nursing</i>	157		254		97	
12-2213-123010-16640-3331	<i>PARS - Instructional : Nursing</i>	35		0			35
12-2213-123010-16640-3431	<i>H & W - Retiree Fund Inst : Nursing</i>	108		176		68	
12-2213-123010-16640-3511	<i>SUI - Instructional : Nursing</i>	5		9		4	
12-2213-123010-16640-3611	<i>WCI - Instructional : Nursing</i>	260		421		161	
12-2213-123010-16640-4310	Instructional Supplies : Nursing Test - TEAS at \$51/each x 80 tests	6,440		4,080			2,360
12-2213-123010-16640-5630	Maint Contract - Office Equip : Nursing	300		0			300
12-2213-123010-16640-5845	Excess/Copies Usage : Nursing	350		0			350
12-2213-123010-16640-6419	Equip/Software - >\$200 <\$1,000 : Nursing One (1) printer @ \$250/unit	250		250		0	
12-2213-649000-16640-2130	Classified Employees : Nursing Elva Negrete, Student Services Coordinator Yearly Salary: 76,732 x 51% = \$39,134 Dawn Williams, Intermediate Clerk Yearly Salary: 43,827 x 20% = \$8,765	51,337		47,899			3,438
12-2213-649000-16640-3215	<i>PERS - Non-Instructional : Nursing</i>	6,043		5,638			405

5.1 (48)

SPECIAL PROJECT DETAILED BUDGET #2213

NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College
FISCAL YEAR 2015/2016

CONTRACT TERM: 07/01/2015 - 06/30/2016
 CONTRACT AWARD: \$101,087
 PRIME SPONSOR: California Community Colleges Chancellor's Office
 FISCAL AGENT: Rancho Santiago CCD
 PRIME AWARD #: 15-179-030
 CFDA #: N/A

PROJ ADM.: Cheryl Carrera
 PROJ. DIR.: Rebecca Miller
 Date: 06/04/2015

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2213-649000-16640-3315	<i>OASDHI - Non-Instructional : Nursing</i>	3,246		3,029			217
12-2213-649000-16640-3325	<i>Medicare - Non-Instructional : Nursing</i>	759		708			51
12-2213-649000-16640-3415	<i>H & W - Non-Instructional : Nursing</i>	12,572		11,388			1,184
12-2213-649000-16640-3435	<i>H & W - Retiree Fund Non-Inst : Nursing</i>	523		489			34
12-2213-649000-16640-3515	<i>SUI - Non-Instructional : Nursing</i>	26		24			2
12-2213-649000-16640-3615	<i>WCI - Non-Instructional : Nursing</i>	1,256		1,173			83
12-2213-649000-16640-3915	<i>Other Benefits - Non-Instruct : Nursing</i>	1,013		959			54
12-2213-675000-16640-5210	Conference Expenses : Nursing	500		500		0	
12-2213-732000-16640-7610	Books Paid for Students : Nursing Books for Students - ATI Review 10 books @ \$110/each	500		1,100		600	
	Total 2213 - Enrollment Growth ADN Prg. (SAC)	101,087	101,087	101,087	101,087	11,266	11,266

5.1 (49)

SPECIAL PROJECT DETAILED BUDGET: #1591

NAME: LA/OC Regional Consortium

FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 7/1/15 - 6/30/16

CONTRACT INCOME: \$370,000

PROJ ADM: Kari Irwin

PROJ DIR: Steve Glycer

Prime Sponsor: US Dept. of Education

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 15-150-003

Date: 06/04/15

GL Accounts	Description	Debit	Credit
12-1591-000000-20000-8170	VTEA : Santiago Canyon College		370,000
12-1591-675000-25205-5210	Conference Expenses : Career Education Office	26,320	
12-1591-679000-20000-5865	Indirect Costs : Santiago Canyon College	14,230	
12-1591-679000-25205-1410	Part-Time Academic Management : Career Educat	65,723	
12-1591-679000-25205-2130	Classified Employees : Career Education Offic	70,412	
12-1591-679000-25205-2320	Classified Employees - Hourly : Career Educat	65,280	
12-1591-679000-25205-3115	STRS - Non-Instructional : Career Education O	5,836	
12-1591-679000-25205-3215	PERS - Non-Instructional : Career Education O	15,972	
12-1591-679000-25205-3315	OASDHI - Non-Instructional : Career Education	8,413	
12-1591-679000-25205-3325	Medicare - Non-Instructional : Career Educati	2,921	
12-1591-679000-25205-3415	H & W - Non-Instructional : Career Education	19,350	
12-1591-679000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	2,034	
12-1591-679000-25205-3515	SUI - Non-Instructional : Career Education Of	102	
12-1591-679000-25205-3615	WCI - Non-Instructional : Career Education Of	4,883	
12-1591-679000-25205-3915	Other Benefits - Non-Instruct : Career Educat	2,025	
12-1591-679000-25205-4610	Non-Instructional Supplies : Career Education	6,250	
12-1591-679000-25205-4710	Food and Food Service Supplies : Career Educa	14,490	
12-1591-679000-25205-5100	Contracted Services : Career Education Office	33,359	
12-1591-679000-25205-5220	Mileage/Parking Expenses : Career Education O	7,400	
12-1591-679000-25205-5300	Inst Dues & Memberships : Career Education Of	500	
12-1591-679000-25205-5630	Maint Contract - Office Equip : Career Educat	1,000	
12-1591-679000-25205-5940	Reproduction/Printing Expenses : Career Educa	1,000	
12-1591-679000-25205-5950	Software License and Fees : Career Education	500	
12-1591-679000-25205-6412	Equipment - Federal Program ≥ \$1,000 < \$5,000	2,000	
Total Project 1591 LA/OC Regional Consortium		370,000	370,000

5.1 (50)

SPECIAL PROJECT DETAILED BUDGET: #2537

NAME: Information Communications Technology (ICT)/Digital Media Sector Navigator

FISCAL YEAR: 2015/2016

CONTRACT PERIOD: 07/01/15 - 06/30/16

CONTRACT AWARD: \$372,500

PRIME SPONSOR: California Community Colleges Chancellor's Office

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD: 15-151-006

CFDA #: N/A

PROJ ADM: Enrique Perez

PROJ DIR: Stephen A. Wright

Date: 06/04/2015

Account String	Description	New Budget	
		Debit	Credit
12-2537-000000-50000-8659	Other Reimb Categorical Allow : District Operations		372,500
12-2537-672000-50000-5865	Indirect Costs : District Operations @ 4%	14,326	
12-2537-679000-53305-4610	Non-Instructional Supplies : Educational Services O	6,000	
12-2537-679000-53305-5100	Contracted Services : Educational Services Office - Independent Contractor, Steve Wright \$145,000 - Conferences/Expos/Meetings \$11,284 -Project Mgmt of collaborative curriculum alignment in LA, Software in Bay, Model Curriculum and Netlabs support \$1,000 -Content development for web site (LTS) \$51,900 -Research expenses (N. Sherman) \$36,000 -Faculty development on-line tuition and reporting \$20,000 -Contract education \$26,156	291,340	
12-2537-679000-53345-2130	Classified Employees : Reso - Francisco Villaseñor @ 60%	37,453	
12-2537-679000-53345-3215	PERS - Non-Instructional :	4,409	
12-2537-679000-53345-3315	OASDHI - Non-Instructional	2,372	
12-2537-679000-53345-3325	Medicare - Non-Instructiona	555	
12-2537-679000-53345-3415	H & W - Non-Instructional :	13,915	
12-2537-679000-53345-3435	H & W - Retiree Fund Non-In	383	
12-2537-679000-53345-3515	SUI - Non-Instructional : R	19	
12-2537-679000-53345-3615	WCI - Non-Instructional : R	918	
12-2537-679000-53345-3915	Other Benefits - Non-Instru	810	
	Total - 2537 ICT/Digital Media Sector Navigator	372,500	372,500

The match required is \$322,500 that will be met entirely by third party in-kind contributions.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Sub-Agreement between RSCCD and Growth Sector Company for the Santa Ana Workforce Investment Board's H-1B Visa Technical Skills Training Grant: Orange County Bridge to Engineering Project	
Action:	Request for Approval	

BACKGROUND

In 2011, The Santa Ana Workforce Investment Board (SA WIB) received an H-1B Technical Skills Training grant from the Department of Labor. Santa Ana College is part of the SA WIB consortium and was awarded a four-year sub-contract from the City of Santa Ana to implement the Orange County Bridge to Engineering Program to recruit students enrolled in STEM (Science, Technology, Engineering, Math) courses and provide accelerated math, supported engineering cohorts, and academic and personal supports. The performance period of the grant is December 1, 2011 through November 30, 2015.

ANALYSIS

Santa Ana College submitted a request to the SA WIB for a one-year extension of the grant project to support an additional student cohort and the College will sub-contract with Growth Sector Company to continue to provide key services that are part of the project's strategies for success and completion of outcomes. Specifically, Growth Sector Company will utilize their industry expertise and experience to facilitate workshops, field trips and internships for students to their key partners. The enclosed sub-agreement between RSCCD and Growth Sector Company (#SAC-15-1030-01) outlines the terms of the project. The performance period is July 1, 2015 through November 30, 2015, and the sub-award shall not exceed \$30,000.

The Project Director is Dr. Craig Takahashi and the Project Administrator is Madeline Grant.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$30,000	Board Date: June 15, 2015
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
GROWTH SECTOR COMPANY**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 15th day of June, 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and *Growth Sector Company* (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a Federal sub-award from the City of Santa Ana Workforce Investment Area (Sub-Award No. A-2012-013) with an award date of February 6, 2012, CFDA No. 17.268, for its “H-1B Technical Skills Training Grant: Orange County Bridge to Engineering” (hereinafter “Grant”) from the United States Department of Labor (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to design and implement the Core Engineering Bridge Curriculum and to develop and provide an articulated pathway to post-secondary education to better prepare economically disadvantaged students and provide real-world experience and hands-on learning for students;

WHEREAS, RSCCD will serve as Fiscal Agent for the Federal sub-award funds received under this Grant;

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of this Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE RSCCD and SUBCONTRACTOR do covenant and agree as follows:

ARTICLE I

1. Statement of Work
SUBCONTRACTOR agrees to perform the work described in the Scope of Work (*Exhibit A*) which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.
2. Period of Performance
The period of performance for this Agreement shall be from July 1, 2015 through November 30, 2015.
3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed **\$30,000** USD.

4. Compliance with Law

In its performance under this Agreement, SUBCONTRACTOR shall fully comply with the requirements of the following, which by reference is incorporated into this Agreement:

- a. The Workforce Investment Act of 1998, Public Law 105-220 and all applicable federal statutes, regulations, policies, procedures and directives, including but not limited to, 20 CFR 652 and 660 through 671; 2 CFR 25.110 System for Award Management (SAM) formerly Central Contractor Registration (CCR) and DATA Universal Number System (DUNS); Federal Financial Accountability and Transparency Act (FFATA) of 2006 executive compensation reporting requirements; OMB Circular A-110 Uniform Administrative Requirements for Awards and Sub-Awards With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (relocated to 2 CFR, Part 215); OMB Circular A-122 Cost Principles for Non-Profit Organizations (relocated to 2 CFR, Part 230) and OMB Circular A-133 Appendix B Audits of States, Local Governments and Non-Profit Organizations, Compliance Supplement; subject to the requirements of the U.S. Department of Labor regulations and policies;
- b. All applicable State statutes, regulations, policies, procedures and directives;
- c. All applicable City policies, procedures, and directives;
- d. All applicable local ordinances and requirements, including use permits and licensing;
- e. Court orders applicable to its operation; and
- f. The terms and conditions of this Agreement.

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

5. Budget, Payment and Invoicing

(a) Budget. SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with activities outlined in the Budget Narrative (*Exhibit B*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations. SUBCONTRACTOR has the ability to adjust line item amounts in the Budget Narrative so long as the "Total Cost" (refer to Article I.3.) does not increase.

SUBCONTRACTOR agrees that any equipment or software purchase must be prior approved in writing and should be coordinated through RSCCD for submission to the City of Santa Ana. Any equipment purchased with the funding hereunder shall remain the property of the City of Santa Ana upon termination of this Agreement.

(b) Payments. Beginning upon execution of this Agreement, no more often than once per month, and upon receipt and approval by RSCCD of SUBCONTRACTOR'S invoice requesting payment of eligible expenditures, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed on Article I.3. "Total Cost". This is a cash reimbursement Agreement.

(c) Invoices. Invoices must be itemized and detailed, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Back-up documentation includes, but is not limited to, ledgers, journals, time sheets, payroll records

and job duty statements, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided. Final payment is contingent upon successful completion (or very significant progress towards completion) of Scope of Work (*Exhibit A*). SUBCONTRACTOR shall submit invoices on or before the 15th day of the month following the month in which SUBCONTRACTOR'S services are performed. Submit original signed invoices to the following address:

**ATTN: Rancho Santiago Community College District
Santa Ana College – Business Division
RE: H1-B Bridge to Engineering Project
1530 W. 17th Street
Santa Ana, CA 92706-1640**

6. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit monthly progress reports outlining and describing the activities and progress of its project based on SUBCONTRACTOR'S Scope of Work (*Exhibit A*). Additional data may also be requested to meet RSCCD's and/or City of Santa Ana requirements for reporting.
- (b) Final Report. SUBCONTRACTOR agrees to submit a final expenditure report and an end-of-year project report summarizing completion of the project consistent with the Scope of Work (*Exhibit A*). The final report is due **December 15, 2015**.

7. Expenditure of Grant Funds.

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds. SUBCONTRACTOR shall comply with the provisions of OMB Circular A-122 – Cost Principles for Non-Profit Organizations, Relocated to 2 CFR Part 230.

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work (*Exhibit A*) may be modified so long as the "Total Cost" under this Agreement is not increased and the Scope of Work and objectives of the program are not significantly altered. However, any such modification shall not be made without the prior written notification of RSCCD and acceptance by SUBCONTRACTOR. Any requests for changes in the Scope of Work and objectives require written approval and should be coordinated through RSCCD for submission to the City of Santa Ana.

9. Time Extensions

As Grant funds are only available from July 1, 2015 to November 30, 2015, time extensions for use of Grant funds beyond this period of performance should be coordinated through RSCCD and require written approval by the City of Santa Ana and/or PRIME SPONSOR.

10. Sub-Contract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or

assigned to any agency, consultant, or person without the prior written consent of RSCCD. No sub-contract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all sub-contracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR policies.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR shall arrange independently for an audit in accordance with the Workforce Investment Act of 1998, Public Law 105-220, 20 CFR Section 667.200 and OMB Circular A-133. SUBCONTRACTOR shall submit one original of each required audit report to RSCCD within (30) days after the date received by SUBCONTRACTOR. Should SUBCONTRACTOR fail to comply with these requirements, RSCCD may at its option withhold payment of funds, or disallow funds or suspend additional grant funds.

SUBCONTRACTOR agrees that RSCCD, the City of Santa Ana, the PRIME SPONSOR, the United States Government and/or their representative(s), and other appropriate federal or state oversight agency and/or their representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. SUBCONTRACTOR agrees to include a similar right of RSCCD, the City of Santa Ana, the PRIME SPONSOR, the United States Government and/or their representative(s), and other appropriate federal or state oversight agency and/or their representative(s), to audit records and interview staff in any subcontract related to performance of this Agreement.

13. Debarment and Suspension

SUBCONTRACTOR certifies that it is not debarred or suspended or otherwise excluded from or ineligible for participation in Federal programs in accordance with 45 CFR Part 74.13.

14. Mutual Indemnification

Both Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other

Party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence of the non-indemnifying Party or any of its agents or employees.

15. Insurance

SUBCONTRACTOR shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. SUBCONTRACTOR shall deliver certificate(s) of insurance under SUBCONTRACTOR'S comprehensive general liability insurance policy on or before the date of execution of this Agreement. SUBCONTRACTOR shall provide workers' compensation coverage for each of its employees.

16. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days prior written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of Federal funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination and RSCCD shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in Scope of Work (*Exhibit A*).

17. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the City of Santa Ana. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the

appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the City of Santa Ana, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

18. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Rancho Santiago Community College District

Attn: Peter J. Hardash, Vice Chancellor
Business Operations and Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340
hardash_peter@rsccd.edu

Santa Ana College

Attn: Dr. Craig Takahashi, Project Director
1530 W. 17th Street, SAC A-107-8
Santa Ana, CA 92706-3398
(714) 564-6306
Takahashi_Craig@sac.edu

Santa Ana College

Attn: Madeline Grant, Project Administrator
1530 W. 17th Street, A-107-1
Santa Ana, CA 92706-3398
(714) 564-6789
Grant_Madeline@sac.edu

SUBCONTRACTOR:

Growth Sector Inc.
David Gruber, Director
2625 Polk Street
San Francisco, CA 94109
(415) 235-2494
David@growthsector.org

Growth Sector Inc.
Caz Pereira, Director
2625 Polk Street
San Francisco, CA 94109
(415) 902-6951
Caz@growthsector.org

19. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in the Grant Notice of Award, Request for Application Specifications, standards and requirements set forth in the Workforce Investment Act of 1998, Public Law 105-220; and all applicable U.S. Department of Labor regulations and policies as set forth and incorporated into this

Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the Federal and State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed.

2. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 15th day of June, 2015.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Growth Sector
Company*

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: June 15, 2015

26-0376769

Employer/Taxpayer Identification Number (EIN)

01-999-7828

Data Universal Numbering System (DUNS#)

EXHIBIT A

Growth Sector Company Scope of Work

For the H1-B Bridge to Engineering (B2E) project, Growth Sector will be provide their expertise in developing career pathway programs to high wage, high growth jobs for the disadvantaged and dislocated; developed partnerships of employers, educational institutions, and workforce agencies; and provided support services as required to meet the outcomes of the B2E Grant Objectives.

Santa Ana College requested a one-year extension of the grant project to support an additional cohort of students. The college will subcontract with Growth Sector to continue to provide key services that are part of the project's strategies for success. Specifically, Growth Sector will utilize their industry expertise and experience to facilitate workshops, field trips and internships for students to their key partners at NASA Dryden, NASA JPL, SWIFT Engineering, Republic Services, Viewsonic, etc.

Growth Sector Company Director Biographies

David Gruber, Director has developed and implemented career pathways in the bio-tech, energy, utility, education and engineering sectors. David is currently directing Growth Sector efforts in the statewide Accelerated Math Gateway and STEM Teacher Pathway. Prior to founding Growth Sector, Mr. Gruber served as an advisor to Genentech, Manpower, Pacific Gas and Electric, Public Private Ventures, the Annie E. Casey Foundation, the Mott Foundation, Jobs for the Future, MDRC, the Packard Foundation, the states of Pennsylvania, Delaware, and Missouri and a large number of communities in creating more effective workforce and education strategies. Mr. Gruber also co-founded the Workforce Strategy Center, and is an author of Generations of Challenge published by the Sar Levitan Center at Johns Hopkins University. Mr. Gruber received the 2011 International Association of Workforce Professionals Individual Recognition award for his work in California.

Caz Pereira, Director has developed and implemented career pathways in the bio-tech, energy, utility and engineering sectors, and is currently directing Growth Sector efforts in the Orange County Bridge to Engineering. Prior to founding Growth Sector, Caz co-founded Gruber and Pereira Associates, to assist cities and states in planning and managing workforce and economic development initiatives. From 2004 -2006, while with Gruber & Pereira, Caz, in partnership with Alameda County WIB, helped develop and implement the Department of Labor High Growth High Wage Biotech Regional Initiative. He was successful in generating support from industry leaders to support this public private venture. Prior to GPA, Caz worked with Workforce Strategy Center as Senior Consultant where he coordinated and developed customized training programs in information technology and biotechnology with public workforce agencies, private firms and national and California foundations. Caz also served as Vice President for Training and Employment for San Francisco Works, a partnership with the San Francisco Chamber of Commerce. In this role, Caz developed public and private workforce partnerships focused on customized training programs to prepare low income and dislocated individuals for employment.

Exhibit B

**Growth Sector Company
Description of Services (Budget Narrative)**

Services/Activities
<ul style="list-style-type: none"> • Growth Sector will manage the data collection, prepare and submit required monthly reports to Directors, Directors of Operations, and Santa Ana WIB while acting as the facilitator and liaison between Santa Ana & Saddleback College, CSU and UC Campuses, the Santa Ana WIB, and the U.S. Department of Labor.
<ul style="list-style-type: none"> • Growth Sector will provide support services as required to meet the outcomes of the B2E Grant Objectives.
<ul style="list-style-type: none"> • Utilizing their industry expertise and experience, Growth Sector will facilitate the following with their key partners NASA Dryden, NASA JPL, SWIFT Engineering, Republic Services, Viewsonic, etc: <ul style="list-style-type: none"> ○ Workshops ○ Field trips ○ Internships for students.
<ul style="list-style-type: none"> • Identify and train Supplemental Instruction (SI) leaders, schedule SI sections and track SI student attendance.
<ul style="list-style-type: none"> • Identify tutors, schedule tutoring sessions and track student attendance.
<ul style="list-style-type: none"> • Coordinate and conduct program outreach, recruitment for student cohorts, orientations, career workshops and panels, field trips and job skills trainings.
<ul style="list-style-type: none"> • Conduct monthly individual sessions to record academic progress, and establish personal and academic goals.
<ul style="list-style-type: none"> • Design and conduct evaluation to improve effectiveness of events and programming.
<ul style="list-style-type: none"> • Collaborate with related Santa Ana College programs and student organizations (MESA, SWE, Engineering Club, SHPE), to offer programs, trips, conference etc.
<ul style="list-style-type: none"> • Create various marketing materials including program newsletters outlining program updates, as well as a promotional video to share the students' academic/personal journey before and throughout B2E including faculty perspectives.
<p>Total: \$30,000.00</p>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Sub-Agreement between RSCCD and the Coast Community College District on behalf of Golden West College for the Deputy Sector Navigator ICT/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #14-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

The DSN ICT has identified partners that will provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within Orange County Region. The purpose of the ICT/DM grant is to focus its efforts on helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

DO-15-2323-02 – Coast Community College District on behalf of Golden West College (\$36,000)

The project administrator is Enrique Perez and the project director is Gustavo Chamorro.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreement on behalf of the district.

Fiscal Impact: \$36,000	Board Date: June 15, 2015
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Coast Community College District***

This Grant Sub-Agreement (hereinafter “**Agreement**”) is entered into between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the *Coast Community College District on behalf of Golden West College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded a “Information and Communications Technology/ Digital Media” grant, (hereinafter “**Grant**”), #14-158-006, from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to disseminate funds to community colleges for them to implement the “Information and Communications Technology/ Digital Media” (hereinafter “**Program**”), to ensure a skilled workforce in support of the regional economy and industry sector and to establish career pathways for the regional community into those regional economies.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of the Grant, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

Provide Information and Communications Technology/ Digital Media grant (ICT/DM) services within **Orange County Region** (refer to **Exhibit A**). The purpose of the ICT/DM grant is to focus its efforts on helping to close the state’s skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

2. Period of Performance

The period of performance for this Agreement shall be from June 16th 2015 through December 31st 2015.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$36,000.00 USD.

4. Payment

Ninety percent (90%) of the award amount will be provided to **SUBCONTRACTOR**, upon **RSCCD**’s receipt of the fully executed Agreement and invoice for this disbursement. The remaining 10% of the award amount will be paid upon RSCCD’s approval of the final invoice for payment. Invoices referencing the Agreement contract number (refer to footer in this agreement) should be submitted to the following address:

Digital Media Center
ATTN: Sara Landa (Administrative Clerk)
1300 S. Bristol Street Santa Ana, CA 92704
sl40352@rsccd.edu

5. Reporting
SUBCONTRACTOR is responsible for completion and submission of all activity report related to the Information and Communications Technology/ Digital Media Grant to **Sara Landa at sl40352@rsccd.edu**
6. Expenditure of Grant Funds.
SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.
7. Independent Contractor
SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of **RSCCD**, nor shall its employees be entitled to any personnel benefits of **RSCCD** whatsoever.
8. Subcontract Assignment
None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines. **SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this Agreement **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

9. Record Keeping
SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

As this agreement is to provide a series of workshop, records to be kept by the **SUBONCRACTOR** include, workshop attendance sheets, workshop materials (flyers, announcements, agenda), and purchase orders and invoices related to hosting and conducting these events.

10. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement.

11. Mutual Indemnification

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

12. Termination

Either party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

Digital Media Center
Gustavo Chamorro
Deputy Sector Navigator/Project Director
1300 S. Bristol Street
Santa Ana, CA 92704
(714) 241-5810
chamorro_gustavo@rsccd.edu

Sub-agreement between RSCCD and Coast Community College District

Golden West College
Project Director: Dorsie Brooks
15744 Goldenwest Street
Huntington Beach, CA 92647
(714)895-8216
Dbrooks28 @gwc.cccd.edu

ARTICLE II

1. Legal Terms and Conditions

Both parties, **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth and incorporated into this Agreement by reference. As the **Grant** is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This Agreement represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

*Golden West /Coast Community College
District*

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: June 15, 2015



1. Introduction

This proposed Scope of Work (Scope) describes the tasks and responsibilities to be performed by Golden West College (SUBCONTRACTOR) and, to provide an overall understanding of the services to be provided under the ICT/DM grant.

1.1 Background

Golden West College was awarded an ICT/DM grant to provide ten (10) workshops on in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.)

The ten (10) agreed upon workshop topics and tentative dates (pending approval of the sub agreement):

1. Introduction to Video Production	Friday	July 17	9- 4pm
2. Introduction to Editing	Saturday	July 18	9-4 pm
3. Introduction to Photoshop	Saturday	July 25,	9-4pm
4. Introduction to WordPress	Saturday	August 8	9-4pm
5. Introduction to Adobe Illustrator	Saturday	September 19	9-4pm
6. SEO and Social Media Integrating Google Drive and Tools	Saturday	September 26	9-4pm
7. Introduction to Adobe Acrobat	Saturday	October 10	9-4pm
8. Building Your YouTube Channel and how to Promote It	Saturday	October 24	9-4pm
9. Introduction to Adobe InDesign	Saturday	November 7	9-4pm
10. Online Marketing and E-Commerce	Saturday	November 14	9-4pm
Makeup date (As needed)	Saturday	December 5	9-4pm

1.2 Scope of Work

Following items to be initiated by Golden West College following the execution of the sub-agreement

- A. Development of flyer which provides summary of workshop topics, dates and times.
Brochure to published and distributed electronically via emailed, and hard copies distributed to schools, DSN's and worksites.
DSN's to provide email lists for distribution
- B. Promotion of workshops at ICT-Digital Media Conference June 11-12 (Pending approval of the sub-agreement)
- C. Online promotions and outreach of workshops.
- D. Establishment of Event-Brite site for online ticketing and registration
Each workshop is limited to 30 participants.
Sign-up and ticketing will be conducted through Event-Brite website.
Each of the three DSN's are allocated 10 seats.
In the event the DSN's are unable to fill their quota of participant the event will be open to general public.
- E. Provide facilities and qualified instructors for each of the ten workshops.
- F. ACA testing and monitoring during working lunch and at the conclusion of each workshop
- G. Working lunch provided at each workshop



H. Coffee, water and snacks shall be provided during workshop

I. Day of event coordination

J. Instructors to provide participants with agenda, handouts, and/or links to prepared materials online

1.3 Project Management

Project Planning and Coordination

Warren Carter

Golden West College

15744 Golden West St

Huntington Beach, Ca. 92647

wrcarter@gwc.cccd.edu

714-895-8798

Fiscal and Grant Monitoring

Dorsie Brooks

15744 Goldenwest Street

Huntington Beach, CA 92647

(714)895-8216

Dbrooks28@gwc.cccd.edu

2. Project Deliverables

Report due on or before December 31 which details:

- the number of participants served,
- number of ACA testing conducted,
- number of certificates and or badges awarded,
- workshop participant demographics
- budget expenditures

3. Project Timeline

June 16 (or execution of sub-agreement) – December 31, 2015



DSN Professional Development

Workshops Calendar

1. **Introduction to Video Editing, Writing, and Production**

2. **(this is two workshops back to back)**

Warren Carter

July 17, Friday 9-4pm

July 18, Saturday 9-4pm

3. **Introduction to Photoshop**

Angela Gomez-Holbrook

July 25, Saturday 9-4pm

4. **Introduction to WordPress**

Instructor TBD

August 8, Saturday 9-4pm

5. **Introduction to Adobe Illustrator**

Darren Hostetter

September 19, Saturday 9-4pm

6. **SEO and Social Media**

Integrating Google Drive and Tools

Instructor TBD

September 26, Saturday 9-4pm

7. **Introduction to Adobe Acrobat**

Instructor TBD

October 10, Saturday 9-4pm

8. **Building Your YouTube Channel and how to Promote It**

Warren Carter

October 24, Saturday 9-4pm

9. **Introduction to Adobe InDesign**

Ed Hansbury

November 7, Saturday 9-4pm

10. **Online Marketing and E-Commerce**

Perry Goldstein

November 14, Saturday 9-4pm

Makeup date (As needed)

Instructor & Title TBD

December 5, Saturday 9-4pm

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Sub-Agreement between RSCCD and Opportunity Development Enterprises, LLC for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District will be awarded a fiscal year 2015/16 renewal (year 3) Sector Navigator – Information Communications Technology/Digital Media grant, RFA #13-151, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

RSCCD developed this project in cooperation with Opportunity Development Enterprises, LLC, which will continue to implement the ICT/Digital Media Sector Navigator project under the terms and conditions of sub-agreement #DO-15-2537-01 for this renewal grand-funded term. The Chancellor’s Office selected our District based upon the expertise and qualifications of District staff and Opportunity Development Enterprises, LLC. The performance period of the sub-agreement is July 1, 2015 through June 30, 2016, with an amount not to exceed \$162,000.

The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$162,000	Board Date: June 15, 2015
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Opportunity Development Enterprises, LLC***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 16th day of June 2015, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Opportunity Development Enterprises, LLC (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded the “Sector Navigator – Information Communications Technology/Digital Media” grant RFA #13-151 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to implement a statewide project to develop California community colleges information communications technology and digital media programs to improve alignment with employers and industry and ensure students’ preparation for careers and continued study in these fields.

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of this **Grant**, and

WHEREAS, **RSCCD** has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees,

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR will implement the **Grant** as described in the attached Statement of Work, Exhibit A – Fiscal Year 2015/16 Information Communications Technology/Digital Media Sector Navigator Application. **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this **Agreement** and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this **Agreement** shall be from July 1, 2015, through June 30, 2016.

3. Total Cost

The total cost to **RSCCD** for performance of this **Agreement** shall not exceed \$162,000 USD.

4. Payment

SUBCONTRACTOR will submit a monthly invoice for payment, with appropriate back-up documentation, as required by **RSCCD**. The Project Administrator will review and certify the invoice, and submit invoice to Accounts Payable for disbursement. Final payment is

contingent upon successful completion (or very significant progress towards completion) of all workplan activities and outcomes as described in the Statement of Work, Exhibit A, and of all applicable performance and expenditure final reports, which will be reviewed and certified by the Project Administrator. Submit invoice(s) referencing the **Agreement** contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite #330
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR will be responsible for completion and submission of project reports as required by the **Grant** Legal Terms and Conditions, and summarized below:

Quarterly Reports are due: 1st Quarter – October 25th; 2nd Quarter – January 25th; 3rd Quarter – April 25th; and 4th Quarter – July 25th.

Final Report is due August 31, 2016.

6. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all **Grant** requirements and is solely responsible for the appropriate expenditure of all **Grant** funds received and for any misappropriation or dis-allowment of **Grant** funds.

7. Time Extensions

RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this **Agreement** within the timeframe of the **Agreement**.

8. Independent Contractor

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

9. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this **Agreement** shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this **Agreement**.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this **Agreement** **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of

all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this **Agreement**.

10. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

11. Audit

SUBCONTRACTOR agrees that **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. **SUBCONTRACTOR** agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, **SUBCONTRACTOR** agrees to include a similar right of **RSCCD**, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this agreement.

12. Mutual Indemnification

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

13. Termination

Either party may terminate this **Agreement**, with or without cause upon thirty (30) days written notice served upon the other party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of **RSCCD** under this **Agreement** are contingent upon the availability of State funds, as applicable, for the reimbursement of **SUBCONTRACTOR** expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the **RSCCD** Board of Trustees each fiscal year this **Agreement** remains in effect. In the event that such funding is terminated or reduced, **RSCCD** shall provide **SUBCONTRACTOR** with written notification of such determination.

11. Notices

All notices, reports and correspondence between the parties hereto respecting this **Agreement** shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Enrique Perez, J.D., Project Administrator
Rancho Santiago Community College District
2323 North Broadway, Ste. 350
Santa Ana, CA 92706-1640
perez_enrique@rsccd.edu
(714) 480-7460

SUBCONTRACTOR: Opportunity Development Enterprises, LLC
Attn: Stephen A. Wright
1696 La Jolla Drive
Thousand Oaks, CA 91362
Steve@wrightca.com
(805) 231-8444

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the **Agreement**, RFA Specifications, Appendix A: Legal Terms and Conditions (Articles I, Rev. 07/15), Appendix C: Guidelines, Definitions and Allowable Expenditures for the Economic and Workforce Development Program, and Appendix D: Common Metrics & Accountability Measures, as set forth in the RFA Renewal Instructions and incorporated into this **Agreement** by reference. Final payment is contingent upon successful completion (or very significant progress towards completion) of activities and outcomes. As the is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this **Agreement** in any manner, **RSCCD** may modify this **Agreement** through an amendment, as needed.

This **Agreement** represents the entire understanding between **RSCCD** and **SUBCONTRACTOR** with respect to the **Grant**. No change, modification, extension, termination or waiver of this **Agreement**, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the parties hereto.

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this **Agreement** to be executed as of this 26th day of May 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Opportunity
Development Enterprises, LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Steven A. Wright

Title: Business Operations/Fiscal Services

Title: Managing Partner

Date: _____

Date: _____

Board Approval Date: June 15, 1015

EIN/TIN: 26-2009439

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>Rancho Santiago CCD</u>	
College: <u>N/A</u>		
Grant Agreement		BOG-CCCCO USE ONLY
Workforce and Economic Development Division	Grant Agreement No.: 15 - 151 - 006	
Sector Navigator -Info & Comm Tech (ICT)/Digital Media	Funding Fiscal Year	
RFA # 13 - 151	<u>2015-16</u>	Total Amount Encumbered : \$ <u>372,500</u>


This grant is made and entered into, by and between, the BOG, California Community Colleges Chancellor's Office and the aforementioned district, hereafter referred to as the Grantee. The grant shall consist of this Grant Agreement face sheet and the Grantee's application, with all required forms. The RFA Specification and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/15 and II, Rev. 5/14), as set forth in the RFA Instructions are incorporated into this grant by reference.

The total amount payable for this grant shall not exceed the amount specified above as "Amount Encumbered".

The term of this grant shall be from July 1, 2015 to June 30, 2016. The Final Report must be submitted within (60) days of the grant end date.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.

GRANTEE

Project Director: Steve Wright	Total Grant Funds Requested: \$ <u>372,500</u>
Signature, Chief Executive Officer (or authorized Designee)	
	Date: <u>4.30.15</u>
Print Name/Title of Person Signing: Raúl Rodríguez, Ph.D., Chancellor	District Address: 2323 N. Broadway Santa Ana, CA 92706-1640

STATE OF CALIFORNIA

Project Monitor: Jean Claude Mbomeda	Agency Address: 1102 Q Street, Suite 4554 Sacramento, CA 95811-6539				
Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
6870 - 101 - 0001	3235 - 751 - 23505		2015	2015-16	\$ 372,500
-	-				
Total Amount Encumbered : \$					372,500

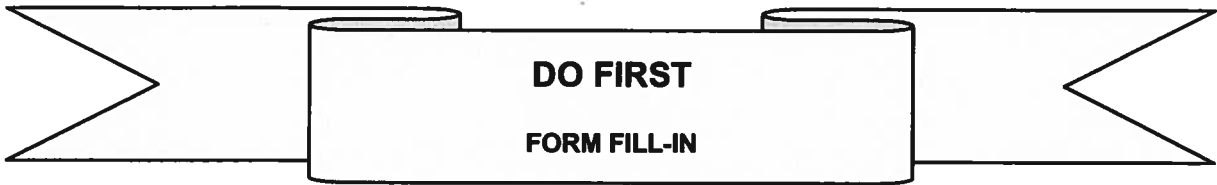
Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above.

Date:

Signature, Deputy Chancellor (or authorized Designee)

Date:

Print Name/Title of Person Signing:
Erik Skinner, Deputy Chancellor



FY 2015 GRANT RENEWALS - YEAR 3 OF 5

THIS FORM MAY NOT BE REPLICATED

The following information are linked throughout the forms package:

DISTRICT (Grantee): Rancho Santiago CCD

COLLEGE: N/A

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

FISCAL YEAR: 2015/16

RFA Number: 13 - 151

FUNDING SOURCE: SB1402 (EWD)

Requested Amount: \$ 372,500

OBJECTIVES:

1	Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills
2	Establish Conceptual Pathway curriculum for Sector Occupations in demand
3	Establish 'branded' career pathway training guidance for corresponding entry level in demand opportunities
4	Market CCC Graduates (fundamental credential holders) to Business as brand and a renewable resource (stackable credentials)
5	3rd Party Industry Credentials Support
6	Transfer Support
7	
8	
9	
10	5.4 (8)

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA Number: 13-151

CONTACT PAGE

District:	<u>Rancho Santiago CCD</u>				
Address:	<u>2323 N. Broadway</u>				
City:	<u>Santa Ana, CA</u>	State:	<u>CA</u>	Zip:	<u>92706-1 640</u>

District Superintendent/President (or authorized designee)			
Name:	<u>Raül Rodriguez, Ph.D.</u>	Phone:	<u>(714) 480-7450</u>
Title:	<u>Chancellor</u>	Fax:	<u>(714) 796-3915</u>
E-mail Address:	<u>rodriguez_raul@rscdd.edu</u>		

Responsible Administrator (Should not be the same as Project Director)			
Name:	<u>Enrique Perez, J.D.</u>	Phone:	<u>(714) 480-7460</u>
Title:	<u>Asst. Vice Chancellor, Educational Svcs</u>	Fax:	<u>(714) 796-3921</u>
E-mail Address:	<u>perez_enrique@rscdd.edu</u>		

Project Director (Person responsible for conducting the daily operation of the grant)			
Name:	<u>Stephen (Steve) Wright (Contractor)</u>	Phone:	<u>(805) 496-8583</u>
Title:	<u>Project Director</u>	Fax:	<u>(714) 796-3921</u>
E-mail Address:	<u>Steve@wrightca.com</u>		

Person Responsible for Data Entry			
Name:	<u>Melissa Tran</u>	Phone:	<u>(714) 480-7362</u>
Title:	<u>Accountant</u>	Fax:	<u>(714) 796-3933</u>
E-mail Address:	<u>tran_melissa@rscdd.edu</u>		

District Chief Business Officer (or authorized designee)			
Name:	<u>Peter J. Hardash</u>	Phone:	<u>(714) 480-7340</u>
Title:	<u>Vice Chancellor, Bus. Op. & Fiscal Svcs</u>	Fax:	<u>(714) 976-3935</u>
E-mail Address:	<u>hardash_peter@rscdd.edu</u>		

Person Responsible for Budget Certification			
Name:	<u>Adam O'Connor</u>	Phone:	<u>(714) 480-7320</u>
Title:	<u>Asst Vice Chancellor, Bus Op/Fiscal Svcs</u>	Fax:	<u>(714) 976-3935</u>
E-mail Address:	<u>oconnor_adam@rscdd.edu</u>		

BOG, California Community Colleges
Chancellor's Office (CCCCO)

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	MATCH
				Match Required
			\$ 372,500	\$ 372,500
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 37,453	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 23,381	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 6,000	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 291,340	\$ 385,850
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
TOTAL DIRECT COSTS:		8	\$ 358,174	\$ 385,850
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 14,326	
TOTAL COSTS:		10	\$ 372,500	\$ 385,850

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

Project Director:

Name: Stephen (Steve) Wright (Contractor)

Title: Project Director

Authorized Signature: 

Date: _____

District Chief Business Officer (or authorized designee):

Name: Peter J. Hardash

Title: Vice Chancellor, Bus. Op. & Fiscal Svcs

Authorized Signature: 

Date: 5/1/15

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator
 Info & Comm Tech (ICT)/Digital
 MEDIA
 DISTRICT: Rancho Santiago CCD
 COLLEGE: N/A
 FISCAL YEAR: 2015/16
 RFA NUMBER: 13-151

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	
		\$	372,500
1000		\$	-
2000	2100 Classified Salaries, Non-instructional (Regular, Full-time) Francisco Villasenor/Accountant at 60% \$5,201.85/month X 12 months = \$62,422.25/year at 60% = \$37,453.35	\$	37,453
3000	Employee Benefits Accountant, classified benefit rate is 22.871%: consisting of PERS 11.771%, OASDHI 6.2%, Medicare 1.45% Health & Welfare Retire Fund 1.0%, SUI .05%, WCI 2.4%. Plus fringe, \$1,350 per year, and health cost averaged at \$38,967.85/year at 60% = \$23,381	\$	23,381
4000	Supplies and Materials ICT/DM marketing and outreach materials: pathways Trifolds BIW and others. \$5,000 Program supplies: paper, toner, binders, folders, USB storage, easels, etc \$1,000	\$	6,000
5000	Other Operating Expenses and Services Travel ICT/DM Conferences/Expos: 4 events per year @ \$500/event, including registration, travel, hotel. \$2,000 So. by SW(SXSW) Conf. Austin, TX: \$650 air+(\$150/night x 6 nights)+(\$71/diem x 7 days)+ pkg & transport 300, S700 reg \$3,000 ICT/DM Statewide Advisory Meetings: 2 times per year Meeting refreshmentst \$500; \$1,000 Chancellor's Office Meetings: 4 times per year @ \$500 for travel costs \$2,000 Attend 4 Regional Consortia Meetings@ \$500ea \$2,000 ICT/DM Statewide Advisory Meetings: 2 times per year Meeting refreshments \$1,284 Consultant Services Project Mgmt. of collaborative curriculum allignemnt Ent in LA, Software in Bay, Model Curriculum and NetLabs support \$1,000 ListenToSee: portal development, hosting, maintenance, support & other services. \$51,900 Research expenses for curriculum inventory relative to branded pathways,3rd party credentials, by region to be assembles in interactive database for webuse (N. Sherman) \$36,000 Subcontractors Steve Wright to serve as full-time 100% Sector Navigator \$145,000 Faculty Development on-line tuition and reporting (Host site MPICT/SynED \$10,000 and Service agent Degreed \$10,000) total \$20,000 WASC Conf/Cisco Academy \$5,000 DMEC annual conf at COC \$20,000 xVoucher promotion \$1,156	\$	11,284
		\$	88,900
		\$	191,156
6000	Capital Outlay	\$	-
7000	Other Outgo		
TOTAL DIRECT COSTS:		\$	358,174
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	14,326
TOTAL COSTS:		\$	372,500

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

Funding Requires Dollar-for-Dollar Match

**APPLICATION BUDGET DETAIL SHEET
MATCH**

Object of Expenditure	Classification	Match
1000		\$ -
2000		\$ -
3000		\$ -
4000		\$ -
5000	<p>IN-KIND Mid-Pacific information Communications Technology Center (MPICT) will partner with Rancho Santiago CCD by providing the following contributions to the project: Share resources and collaborate to research employment trends in industries related to ICT/DM. Conduct outreach efforts to ICT/DM faculty, business and industry, using contact lists and media channels MPICT has developed for ICT/DM a faculty, business and industry representatives. Leverage existing resources and information acquired and developed through MPICT's National Science Foundation grant, in particular its website and its mailing list.</p>	\$ 300,000
	<p>IN-KIND Consult with ICT/DM Sector Navigators on best practices and projects to improve ICT education and workforce development. ListenToSee, Inc. (LTS) will partner with Rancho Santiago CCD to improve Information Communications Technology/Digital Media training and pathways. LTS will provide strategic developmental consulting for the web-based workforce development activities proposed for the project. LST will continue to contribute 3- 4 hours per week of one-on-one consulting and follow-up research in support of the Sector Navigator. Based on the market rate of \$150/hour, this represents a \$35,850 in-kind contribution.</p>	\$ 35,850
	<p>IN-KIND Capital Academies & Pathways (CAP) will partner with Rancho Santiago CCD by providing the following contributions to the project: •Training high school teachers through the Western Academy Support and Training Center (WASTC), so they can achieve the Cisco Certified Academy Instructor (CCAI) designation. •Providing seed funding for the development of the NetLabs Regional Hub that will be utilized for cyber security competitions in conjunction with the CyberPatriot competitions.</p>	\$ 50,000
6000		\$ -
TOTAL DIRECT COSTS:		\$ 385,850
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):		
TOTAL COSTS:		\$ 385,850

April 17, 2015

California Community Colleges
Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811



Dear Sector Navigator Selection Committee:

Should Rancho Santiago Community College District's Information Communications Technology and Digital Media Sector Navigator application be awarded, Mid Pacific Information Communications Technology (MPICT) is dedicated to collaboration with them to address the ICT/Digital Media workforce development needs in the state. MPICT will partner with RSCCD by providing the following contributions to the project:

- Share resources and collaborate to research employment trends in industries related to ICT/DM.
- Conduct outreach efforts to ICT/DM faculty, business and industry, using contact lists and media channels MPICT has developed for ICT/DM a faculty, business and industry representatives.
- Leverage existing resources and information acquired and developed through MPICT's National Science Foundation grant, in particular its website and its mailing list.
- Consult with ICT/DM Sector Navigators on best practices and projects to improve ICT education and workforce development.

Based on our budget analysis for these activities, this represents a \$300,000 in-kind contribution of time and expense for these mutual objectives.

We look forward to participating in the state's efforts to address the important workforce development needs in the ICT and Digital Media industries, and value and respect RSCCD's leadership and initiative in this area.

Sincerely,

James Jones
Executive Director

Pierre Thiry
Principal Investigator



California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811

Dear Sector Navigator Selection Committee:

ListenToSee, Inc. (LTS) supports Rancho Santiago Community College District's proposal for the Statewide ICT/Digital Media Sector Navigator grant, and looks forward to partnering with RSCCD to improve Information Communications Technology/Digital Media training and pathways. LTS will provide strategic developmental consulting for the web-based workforce development activities proposed for the project.

I will continue to contribute three to four hours per week for one-on one consulting and follow-up research in support of the Sector Navigator. Based upon my market rate of \$150/hour, this represents a \$35,850.00 in-kind contribution.

Sincerely

Scott Young

ListenToSee, Inc.
2060-D Avenida de Los Arboles, Suite 113
Thousand Oaks, CA 91362



April 20, 2015

California Community Colleges Chancellor's Office
Workforce and Economic Development Division
1102 Q Street
Sacramento, CA 95811
Attn: Van Ton-Quinlivan

Dear Vice-Chancellor Ton-Quinlivan:

We have been asked by Steve Linthicum, the Deputy Sector Navigator for Information and Communication Technology / Digital Media sector if we can support his grant application by identifying specific matching resources relative to our joint activities with Professor Linthicum and with the CRANE Consortium. Capital Academies and Pathways (CAP) is a partnership composed of Sacramento City Unified School District, Elk Grove Unified School District and Sacramento Employment and Training Agency and a recipient of a \$6 million California Career Pathways Trust Grant. Both CRANE and CAP have as one of their sector focuses, Information and Communication Technologies (ICT).

Professor Linthicum has been an effective partner with CAP and CRANE, providing support for our Regional efforts and serving a critical role in advancing a number of joint efforts that include:

- Middle school and high school students participating in CyberPatriot cyber security after school programs.
- Cyber security summer camps being held this summer at the Region's community colleges for middle school and high school students that will serve our students.
- The development of articulation and dual enrollment courses with the Region's high schools.
- Pathway and curriculum development with the Region's high schools.

Professor Linthicum has requested that we provide you with a letter indicating what we anticipate our monetary contribution will be for efforts that we are currently jointly working on and anticipate working on in the next academic year. While an exact figure would be challenging to provide, based upon the DSN's work plan that involves the above identified activities, we believe our sector support will exceed \$100,000 for the 2015-16 academic year.

Additionally, Professor Linthicum has helped us in identifying other key supports that we have received from Steven Wright, the Sector Navigator. This support includes:

- Training high school teachers through the Western Academy Support and Training Center (WASTC), so they can achieve the Cisco Certified Academy Instructor (CCAI) designation.
- Providing seed funding for the development of the NetLabs Regional Hub that will be utilized for cyber security competitions in conjunction with the CyberPatriot competitions.

We believe these activities are supportive of our efforts over the next academic year, and relative to each of these activities our sector support will exceed \$50,000 for academic year 2015-16. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Sue Hubbard
Project Manager
Capital Academies & Pathways
Elk Grove Unified School District
9510 Elk Grove-Florin Rd #211
Elk Grove, CA 95624
916-686-7797 Ext: 5360

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator
SECTOR (if applicable): Info & Comm Tech (ICT)/Digital
Media
DISTRICT: Rancho Santiago CCD
COLLEGE: N/A
FISCAL YEAR: 2015/16
RFA NUMBER: 13-151

Collaborative Regional Workplan Certification

In accordance with the 2015-16 required grant renewal process, I certify that I have conducted collaborative regional planning with other regional key talent to develop common workplan objectives (where possible), associated with the required common metrics of leading indicators and momentum points.

Print Name: Enrique Perez, J.D. (Project Administrator)

Signature: 

Date: 4.30.15

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 1
Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills

Metric Number*:
Leading Indicator: LI 1 Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Support statewide development of 'Digital Media for Business' pathway that meets small-medium business office needs.	Develop branded pathway	2nd Qtr	SN DSN
1.2	Collaborate with team members on LMI research methodology to assure quality representation of workforce needs.	Assure multidimensional 'reality based' forecast	1st Qtr	SN DSN
5.4 (18) 1.3	Identify and convene faculty champions within regions that serve as guides, sounding-boards and advocates for mutually agreeable sectors activities in region.	Faculty participation in web based support programs	1st	SN DSN

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 1
Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills

Metric Number*:
Leading Indicator: LI 1 Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.4	Develop statewide value statement for specific target groups and ensure outgoing communications reflect the needs of targeted audience.	Assure communications register with intended audiences	1st	SN DSN
1.5	Participate in the development of statewide and regional components to a CCC Counselor Toolkit for effective workforce opportunity ICT-DM guidance.	Assure Counselors have current job -curriculum pathways at their disposal	2nd	SN DSN
5.4 (19) 1.6	Collaborate w/MPICT and assure transition	Assure collaboration partners assets are realigned for continued use in state	2nd	SN

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 1
Identify Advanced and Entry Level ICT-DM Regional Labor Market Needs & Skills

Metric Number*:
Leading Indicator: LI 1 Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.7	Support statewide design and roll out(w/Trifolds) of the IT Technology and Sales Tree	Communicate allignemnt at conferences and among faculty	2nd	SN DSN
1.8				
5.4 (20) 1.9				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 2
Establish Conceptual Pathway curriculum for Sector Occupations in demand

Metric Number*:
Leading Indicator: LI 6 **Updating the skills of faculty, teachers, counselors, and/or 'supporting staff to student' to reflect labor market needs**
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Support faculty professional development by identifying and sharing free and fee- based opportunities online (Degreed & Tuition at website).	400 Faculty participation	2nd Qtr	SN DSN
2.2	Support the production of the 2016 Digital Media Educator's Conference.	250 Faculty participation	2nd Qtr	SN DSN
5.4 (2.1) 2.3	Encourage faculty participation in NetLabs+ User Group and collaboration among colleges in existing and new lab applications.(support WASC Conf)	50 Faculty Participation	2nd Qtr	SN DSN

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 2
Establish Conceptual Pathway curriculum for Sector Occupations in demand

Metric Number*:
Leading Indicator: LI 6 Updating the skills of faculty, teachers, counselors, and/or 'supporting staff to student' to reflect labor market needs
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.4				
2.5				
5.4 (22) 2.6				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 3
Establish 'branded' career pathway training guidance for corresponding entry level in demand opportunities

Metric Number*:
Leading Indicator: _____
Momentum Point: **MP 15** Completed two courses in the same CTE Pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	(BIW) Support statewide roll out of the Business Information Worker 1 and 2.(flyers)	Increase enrollment in 80% of participating colleges	3rd Qtr	SN DSN RCC
3.2	Promote the BIW pathway at local/regional high schools utilizing statewide marketing plan.	Increase of non degree bound HS students into BIW pathway	3rd Qtr	SN DSN RCC
5.4 (23) 3.3	Support the development of a statewide communications and organizational plan to bundle cybersecurity efforts.	Increase the participation in CyberPatriot pathways as a funnel for IT CTE Pathways	3rd Qtr	SN DSN RCC

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 3
Establish 'branded' career pathway training guidance for corresponding entry level in demand opportunities

Metric Number*:
Leading Indicator: _____
Momentum Point: **MP 15** Completed two courses in the same CTE Pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.4				
3.5				
5.4 (24) 3.6				

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 4
Market CCC Graduates (fundamental credential holders) to Business as brand and a renewable resource (stackable credentials)

Metric Number*:
Leading Indicator: _____
Momentum Point: **MP 25** Transferred from community college to a four-year university in the same CTE Pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	(BP-IT) Participate in the statewide development of tools that promote the statewide conversion of IT curriculum to the approved IT Model Curriculum C-ID standard, with certification linkage.	Increased number of CCC's with IT MC	3rd Qtr	SN DSN RCC
4.2	(BP-Transfer) Facilitate and promote articulation agreements for ICT-DM priority pathways higher ed partners (non CSU).	Increased articulations with non CSU 4 year institutions	3rd Qtr	SN DSN RCC
5.4 (25) 4.3	(BP-Transfer) Support robust access and communication for TMC pathways; Computer Science, Entertainment, as well as workforce relevant ICT/DM IGETC pathways for specific colleges in a region.	Enhanced student awareness of relevant electives and IGETC choices relative to ICT pathways	3rd Qtr	SN DSN RCC

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 4
Market CCC Graduates (fundamental credential holders) to Business as brand and a renewable resource (stackable credentials)

Metric Number*:
Leading Indicator: _____
Momentum Point: **MP 25** Transferred from community college to a four-year university in the same CTE Pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.4	(BP-BAS) Research/support CCC applied science, (BAS) ICT degrees that build on the Model Curriculum, e.g., the COC BS in Network Technology or other sector relevant pilots like the SMCC Interactive Design BA.	Increased number of CCC Pilot Bachelors degrees	3rd Qtr	SN DSN RCC
4.5				
5.4 (26) 4.6				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 5
3rd Party Industry Credentials Support

Metric Number*:
Leading Indicator: LI 5 Curriculum articulation along a career or multi-career educational pathway
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.1	(PD-NL+) Identify NetLab enhancements that are appropriate for potential funding and document for sharing on the NetLabs+ UG site.(PM intervention)	Improve alignment and student success with related Certifications	2nd Qtr	SN DSN
5.2	(BP-Cyber) Support the implementation and growth of CyberPatriot programs and expand articulation and dual enrollment (e.g., C-ID ITIS 110 class in preparation for A+ Certification)	Increased A+ Certifications at CCC entry	2nd Qtr	SN DSN
5.4 (27) 5.3	(BP-IT) Follow up with faculty/deans to ensure students have access to relevant Certification testing (e.g., utilization of XVoucher Certification program).	Increased student access to Certification test due to lower price	2nd Qtr	SN DSN

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 5
3rd Party Industry Credentials Support

Metric Number*:
Leading Indicator: LI 5 Curriculum articulation along a career or multi-career educational pathway
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
5.4				
5.5				
5.4 (28) 5.6				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 6
Transfer Support

Metric Number*:
Leading Indicator: LI 1 Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
Momentum Point: MP 33 Participated in incumbent worker training or contract education in a CTE pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.1	(BP-SD) Participate in CCC Software Development-Network San Francisco Pilot.(BP-SD) Identify and facilitate CCC ancillary programs that support community software development efforts (e.g., Hack the Hood, #YesWeCode, etc.) to provide educational continuity when/where these programs drop their efforts.	Increased attendance and FTEs in software courses in CCC w/ incumbent workers		SN DSN RCC
6.2	(BP-Ent) Participate in CCC Entertainment-Network Los Angeles Pilot.	Increased attendance an dFTE in entertainment related courses w/ incumbent workers		SN DSN RCC
5.4 (29) 6.3				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (If applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 6
Transfer Support

Metric Number*:
 Leading Indicator: LI 1 Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
 Momentum Point: MP 33 Participated in incumbent worker training or contract education in a CTE pathway

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
6.4				
6.5				
5.4 (30) 6.6				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points

Objective: 7

Metric Number*:
 Leading Indicator: _____
 Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.1				
7.2				
5.4 (31) 7.3				

THIS FORM MAY NOT BE REPLICATED

PROJECT: Sector Navigator

SECTOR (if applicable): Info & Comm Tech (ICT)/Digital Media

DISTRICT: Rancho Santiago CCD

COLLEGE: N/A

FISCAL YEAR: 2015/16

RFA NUMBER: 13-151

**Statement of Work (Annual Workplan)
Objectives/Leading Indicators/Momentum Points**

Objective: 7

Metric Number*:
Leading Indicator: _____
Momentum Point: _____

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
7.4				
7.5				
5.4 (32) 7.6				

CCCCO/CTE Out-of-State Travel Request Form [Revised Oct. 2011]

NO OUT-OF STATE TRAVEL REQUEST FORM WILL BE ACCEPTED AFTER TRAVEL HAS OCCURRED

Agreement/Grant Number	15-151-006
District/College Name	Rancho Santiago CCD
Traveler Name(s)	Steve Wright
Traveler Position(s)	Project Director
Event Title	South by Southwest (SXSW) Conference
Event Website Address	http://sxsw.com/
Event Location	Austin, Texas
Travel Dates	Estimated March 9 – 16, 2016
Perkins Title IC Funds Only: Travel pertains to and is included in the respective budget summary.	(Check One) <input type="checkbox"/> List Top Code(s) that are addressed <input type="checkbox"/> Across CTE Programs
Using Title IC funds: Describe the purpose for attending the event	n/a
Title IB Funds Only: Explain how attendance will have regional or statewide impact.	SXSW Edu/Interactive is the most comprehensive future oriented conference of this type in the world. In a seven-day conference, hundreds of panels are available that address educational technology and interactive (ICT) technology that is emerging. The impact will be on the scope and direction of our emerging ICT curriculum efforts.
State "SB 70" Funds Only: Explain how attendance is related to project.	n/a
All: Explain how this attendance will contribute to the success of the program/project.	SXSW is a powerful recruiting ground for business advisors for the California ICT/DM Sector. Many prominent California business leaders attend, speak and meet with attendees. Being in a 'give back mood' it is the best time to gain commitment for our community college programs.
Maximum reimbursable costs¹	
Incidentals, parking, tolls, etc.	\$173
Registration	\$700
Meals (not covered by the conference, at district rates)	\$497
Airfare ²	\$650
Conference Shuttle service	\$80
Lodging ³ (not including non-discretionary taxes and fees)	\$900
ESTIMATED TOTAL	\$3000.

¹ Costs must reflect the most cost effective and prudent use of state/federal funds.

² For airfare costs, use California State Government rates as a "reasonableness" guide, most recent management memo (<http://www.travel.dgs.ca.gov/default.htm>) [See "Airlines" tab.]

³ For lodging costs, use U.S. Govt. "CONUS" rates as a "reasonableness" guide (<http://www.gsa.gov>) [See "Policy and Regulations" tab.]

To submit, e-mail completed form (as an attachment) from responsible Administrator to your Project Monitor.

1) In the e-mail subject line, type: **Out-of-state travel request.**

2) In e-mail body, state EITHER that the request (a) **complies** with the cost guidelines per the request form footnotes or (b) **provide a justification for non-compliance.** Monitor will review the request and email a response back to you. Keep a copy of the approval document and/or email in your audit files.

3) Gather and keep information such as the agenda, handouts from sessions of the conference/professional development session which adequately records the purpose of the event. Keep documentation with the project audit file.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Service Contract Agreement between RSCCD and Listen to See, Inc. for the Sector Navigator ICT/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a fiscal year 2015/16 renewal (year 3) Sector Navigator – Information Communications Technology/Digital Media grant, Grant #15-151, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires RSCCD to implement a statewide project that will strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

Enclosed for your approval is a service contract agreement with Listen to See, Inc. to configure and customize the website and associated content for the Sector Navigator project. The work will include ICT-DM web hosting and content services, video editing post production, professional conference support, and online digital résumé component. The performance period of the service contract is July 1, 2015 – June 30, 2016. The total cost will not exceed \$51,900.

The Project Administrator is Enrique Perez.

RECOMMENDATION

It is recommended that the Board approve this service contract agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$51,900	Board Date: June 15, 2015
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Certification of Independent Contractor/Guest Lecturer

Subject Individual: ListenToSee, Inc.

Position Title: Independent Contractor

This document certifies that I and my assigns have reviewed the appropriate legal and procedural guidelines pertinent to determination of Independent Contractor/Guest Lecturer status, including IRS Revenue Ruling 87-41, have analyzed their application to the position described on the accompanying documents, and have concluded that the hiring of the subject individual to perform the functions described does indeed constitute correct and legal Independent Contractor/Guest Lecturer status.

CERTIFICATION



Signature

*Assistant Vice Chancellor, Human Resources
Rancho Santiago Community College District*

5/21/15
Date

Distribution:
White - Human Resources
Yellow - Accounting
Pink - Purchasing

5/21/15
(R)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Request for Independent Contractor/Guest Lecturer Certification Form
(To be submitted for Board approval prior to date(s) of service if over \$15,000.00)

NOTE: This form is to be completely filled out by the requisitioner, not the Independent Contractor

To: PURCHASING DEPARTMENT/District Office • 2323 N. Broadway, Santa Ana, CA 92706 • (714) 480-7372

From (Print name): Enrique Perez Ext: 07460

Department: Educational Services

Fill this section out in accordance with how the Independent Contractor fills out their W9 and 590:

Consultant Name: (Please Print): ListenToSee, Inc.

Mailing Address: 2060-D Avenida De Los Arboles, Suite 113

Thousand Oaks, CA 91362
City State Zip

Social Security #: [][][] - [][][] - [][][][][] OR Employer #: 2 6 - 3 4 5 6 2 1 1

Consultant's Phone Number: (310) 613-4534 Fax: (866) 313-0492

Date(s) of Service: July 01, 2015 - June 30, 2016

Description of Services (Attach a Cost Proposal with a detailed scope of service and if applicable, a Biography must be provided for services \$15,000 or more): To provide the infrastructure and services to support the ICT-DM initiative. Will work with the Sector Navigator to create tools and media to help the team accomplish their objectives of Curriculum alignment to labor markets needs; Student related momentum points, and Quality of service to all customers. (Please see attached proposal.)

What are the technical reasons that this person is being hired as an Independent Contractor/Guest Lecturer rather than an employee? Subject matter expert.

Service Cost \$ 51,900 Plus Expenses? Yes No Maximum Amount of Expenses: \$ 0.00
(Price Estimate & Breakdown of such expenses must be included in the Cost Proposal)

When is/are payment(s) to be made: Upon receipt of invoice and quarterly thereafter.

Is it possible that this Independent Contractor/Guest Lecturer may provide future services in the amount of \$600.00 or more in the current or next calendar year? Yes No

Account Number: 1 2 - 2 5 3 7 - 6 7 9 0 0 0 - 5 3 3 0 5 - 5 1 0 0
(Datatel String) Fund Project Tops Department Object (5100)

Requested by: [Signature] Enrique Perez, J.D. X07460 Date: 5/5/15
Signature of Person Initiating Project Print Name Ext.

Approved by: [Signature] John Didion X07489 Date: 5/5/15
Administrator/Manager or Vice Chancellor Print Name Ext.

CURRENT EMPLOYEES OF THE DISTRICT MAY NOT BE EMPLOYED AS INDEPENDENT CONTRACTORS/GUEST LECTURERS

TO BE COMPLETED BY PURCHASING DEPARTMENT

Vendor #: _____ PR #: _____ PO #: _____

*Distribution: Make 3 copies (Purchasing, Accounting & Human Resources) and submit along with the I.C. packet to H/R.

5/12/15
M

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR/GUEST LECTURER CERTIFICATION FORM & CHECKLIST
Common-Law Factors**

(IRS Revenue Ruling 87-41)

Subject Individual: Jay Scott Young

Position Title: President, ListenToSee, Incorporated

Check items that are true for the Independent Contractor/Guest Lecturer you intend to hire:

1. No Instructions: The worker will not be required to follow explicit instructions to accomplish the job. The employer may provide job specifications, however.
2. No Training: The worker will not receive training provided by the employer. The worker will use independent methods to accomplish the work.
3. Work Not Essential to the Employer: The employer's success or continuation does not depend on the services of the worker.
4. Right to Hire Others: The worker is being hired to provide a result, and will have the right to hire others for actual work.
5. Control of Assistants: Assistants hired at worker's discretion; worker responsible for hiring, supervising, paying of assistants.
6. Not a Continuing Relationship: If frequent, will be at irregular intervals, on call, or whenever work is available.
7. Own Work Hours: Worker will establish work hours for the job.
8. Time to Pursue Other Work: Since specific hours are not required, worker may work for other employers simultaneously.
9. Job Location: Worker controls job location. No direction or supervision, whether on employer's site or not.
10. Order of Work: Worker, rather than employer, determines order or sequence of steps in performance of work.
11. No Interim Reports: Only specific pre-determined reports defined in the contract document.
12. Basis of Payment: Worker paid by the job rather than time expended. Total compensation determined in advance of starting the job.

- 13. Business Expenses: Worker is responsible for incidental or special business expenses.
- 14. Tools and Equipment: Worker furnishes the tools and equipment needed for the job.
- 15. Significant Investment: Worker can perform services without using the employer's facilities. Worker's investment in own trade is real, essential, and adequate.
- 16. Possible Profit or Loss: Worker does these: (Check valid items)
 - (a) Hires, directs, pays assistants
 - (b) Has equipment, facilitates
 - (c) Has continuing and recurring liabilities
 - (d) Performs specific jobs for prices negotiated in advance
 - (e) Worker's services affect own business reputation
- 17. Work for Multiple Employers: Worker may perform services for more than one employer simultaneously.
- 18. Services Available to the General Public: (Check valid items)
 - (a) Maintains an office
 - (b) Business license
 - (c) Business signs
 - (d) Advertises services
 - (e) Lists services in business directory
 - (f) Other (explain) _____
- 19. Limited Right to Discharge: Worker not subject to termination as long as contract specifications are met.
- 20. No Compensation for Non-Completion: Responsible for satisfactory completion of job; no compensation for non-completion.

To be filled out by Requestor:	
Enrique Perez, J.D. <hr/> Print Name	 Signature
Assistant Vice Chancellor, Educational Services <hr/> Requestor's Title	5/7/15 <hr/> Date

*Distribution: Make 3 copies (Purchasing, Accounting & Human Resources) and submit along with the I.C. packet to H/R.

**INFORMATION FOR PROSPECTIVE
INDEPENDENT CONTRACTOR**

Tentative Agreement

1. Service to be provided (Attach a Cost Proposal with a detailed scope of service and if applicable, a Biography must be provided for services \$15,000 or more):

ListenToSee, Inc. will provide an infrastructure that is effective, easy to use, and flexible enough for the ICT-DM team to bring best practices throughout the CCC system and successfully and efficiently address the objectives of the initiative.

2. Service Cost: 51,900 Plus Expenses? Yes No Maximum Amount of Expenses: \$ 0.00
(Price Estimate and Breakdown of such expenses must be included in the Cost Proposal)

3. Service to commence on or about July 01, 2015.

4. Service to be completed on or about June 30, 2016.

5. Is it possible that this Independent Contractor may provide future services in the amount of \$600.00 or more in the current or next calendar year?
Yes No

6. Independent Contractor shall assume all expenses unless otherwise noted.

7. Independent Contractor shall provide worker's compensation insurance or self-insurance service, and indemnify and/or hold harmless the District, its officers and agents employees and volunteers by reason of liability for damages for (1) death or bodily injury to persons, (2) injury to, loss, or theft of property, and (3) any other damage or expense arising under the above sustained by the Independent Contractor.

8. Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working at the college.

The above are excerpts from the District's standard Independent Contractor agreement and are intended to be used during the negotiation process with the prospective contractor. A signature or initial attached hereto means simply that the prospective Independent Contractor acknowledges that the District's requirements are understood and that after the District's Board approval if required, a signature on the Independent Contractor agreement shall be executed.

INDEPENDENT CONTRACTOR


Signature

2060-D Avenida de los Arboles, Suite 113

Address

Thousand Oaks, CA 91362

City/State/Zip

President

Title

Date

4/30/15

DISTRICT REQUESTOR


Signature

Enrique Perez, J. D.

Printed Name

Assistant Vice Chancellor, Ed. Services

Title

Date

5/5/15

Date Mailed: / /

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do NOT
send to the IRS.**

Please print or type

Name (If a joint account or you changed your name, see **Specific Instructions** on page 2.)
Jay Scott Young

Business name, if different from above. (See **Specific Instructions** on page 2.)
ListenToSee, Incorporated

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other ▶

Address (number, street, and apt. or suite no.)

2060-D Avenida De Los Arboles, Suite 113

City, state, and ZIP code

Thousand Oaks, CA 91362

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--

OR

Employer identification number

2	6	+	3	4	5	6	2	1	1
---	---	---	---	---	---	---	---	---	---

List account number(s) here (optional)

Part II For Payees Exempt From Backup Withholding

(See the instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
- I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here

Signature ▶

Date ▶ 12/08/2009

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are an exempt payee.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What Is Backup Withholding?—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding

include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive **will** be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

5. You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN.—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding.—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information.—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs.—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

ListenToSee, Inc.
2060-D Avenida de Los Arboles
Suite 113
Thousand Oaks, CA 91362

Scott Young
(310) 613-4534
scott@listentosee.com
www.ListenToSee.com



PROPOSAL

ICT-DM SECTOR NAVIGATOR SUPPORT

Providing support services for ICT-DM Sector Navigator initiatives and activities.

Prepared for:

Enrique Perez

Rancho Santiago Community College District
2323 North Broadway
Suite 350
Santa Ana, CA 92706-1640

Proposal Issued:

April 14, 2015

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of Oomph. These materials may be printed or photocopied for use in evaluating the proposed project, but are not to be shared with other parties.



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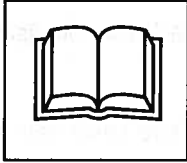
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Executive Summary



In an effort to ensure that the direction of the ICT-Digital Media Sector Navigator are communicated to the ICT-Digital Media team, we have been selected to provide supporting services that will enable clear, concise, and timely collaboration across the team and their constituency. This will be accomplished by using online tools to host team data, and provide an easy and enjoyable environment for gathering and sharing data and best practices from the California Community College system. This will help focus the Sector Navigator and Deputy Sector Navigator's objectives to fill state, local and student needs for ICT-Digital Media education.

Communication and collaboration are foundational components of implementing a system-wide adoption of ICT-DM curriculum and best practices to prepare students for transitioning into jobs or four year degree programs. ListenToSee, Inc. will provide tools and support to give the ICT-DM initiative a platform to help the Sector Navigator (NS) and Deputy Sector Navigators (DSN) keep focused on the crucial momentum points (MP) and leading indicators (LI) at the core of this initiative.

Most of the effort this year will focus on outward facing activities designed to market the strengths of the CCC system and help fill any capacity gaps discovered. This phase will be targeted at students, community college faculty and administrators, businesses and employers, Secondary/ROP ICT-DM educators and workforce partners.

This proposal will detail the supporting infrastructure and services that ListenToSee, Inc. will provide to support the ICT-DM initiative. We will work with the Sector Navigator to create tools and media to help the team accomplish their objectives of

1. Curriculum alignment to labor market needs
2. Student related momentum points, and
3. Quality of service to all customers.



Project Benefits

By utilizing the portal and tools outlined in this proposal the ICT-DM initiative will see the following benefits:

- Enhanced communication and collaboration between the Sector Navigator and the Deputy Sector Navigators.
- Collection and consolidation of region by region “best of the best” nodes in the CCC network.
- Public facing tools to help students and faculty navigate curriculum offerings at the CCC to best prepare for entering the job market.
- Specialized search and reporting for ICT-DM focusing on the momentum points and leading indicators identified by the initiative.
- Keeping the Sector Navigator and Deputy Sector Navigators focused on doing what matters and what is most effective to address momentum points and leading indicators.

Project Objective

The primary objective of this project is to provide an infrastructure that is effective, easy to use, and flexible enough for the ICT-DM team to bring best practices throughout the CCC system and successfully and efficiently address the objectives of the initiative.

Site Target Audience

Internal - ICT-DM Sector Navigator and Deputy Sector Navigators.

Public - Target audience includes the above as well as students, community college faculty and administration, industry and employers, Secondary/ROP ICT-DM educators and workforce partners.



Project Definition

This section will delineate all the relevant information pertaining to this project.

Project Management

All successful projects have defined personnel in responsible roles. This project will have the following individuals as project managers:

ICT-Digital Media's Project Manager:

Steven Wright – ICT-DM Sector Navigator

ListenToSee, Inc.'s Project Manager:

Scott Young - President

Project Profile

This section will give a detailed description of the components being implemented, the configuration, customizations, and graphic requirements in the project.

Curriculum Pathways (Online Application)

With the successful roll-out of the Business Information Worker pathway program, the functionality of this web application was developed and proven. We are moving into the growth period where we will deploy and support additional Curriculum Pathways, provide extended services for students, counselors and faculty and expand the hosting resources to support increased traffic and data demands.

Key features of this web based application will be:

- Learning path listings
- Curriculum availability at each CCC location
- Student profiles that allow students to track their completion progress through their chosen path.
- Ability for a Student to print or create a digital resume that contains a definition of their learning path and lists their completed courses. This can then be used to target specific employers.
- API for interfacing with Mozilla's Open Badge initiative so students can generate a "Digital Badge" for their completed pathway.



- Extensive searching and reporting capabilities.
- Scalable infrastructure for future and rapid growth if needed.

Conference Support

The ICT-Digital Media sector sponsors professional development and public facing conferences throughout the year to promote its initiatives and educate faculty and the public on the need for digital literacy and the Community College System's unique ability to deliver those skills.

ListenToSee will provide conference support services for each conference to include:

- Web Site
- Promotional material design
- Registration (payment processing if needed)
- Email communication services
- Pre and post conference survey
- Post conference support to provide presentation materials for on-line access.

Video Editing Post Production

We will provide video editing post production services to support the internal and external marketing, training and communication needs for the ICT-DM Sector conferences. This will include:

- Standard post production editing services,
- Animated info graphics, and special effects
- Graphic design
- Audio engineering



Print and Digital Communication Support

We will provide graphic design and copy writing services to support communication efforts of the ICT-DM Sector. This will include but not be restricted to:

- Curriculum Pathways promotions,
- Consultation with Sector Navigator and DSNs regarding targeted messaging.
- Attendance of planning meetings as needed.

CCC NetLabs+ User Group Support

We will provide hosting support for the CCCNetLabs User group information portal to include:

- Fully managed hosting services as outlined below
- Editing and posting of material received from members of the user group and the group chair.
- Newsletter preparation and sending
- General content support activity such as survey preparation, ad-hock content as needed to support user group activities.

ICT-DM Hosting and Content Services

ListenToSee, Inc. offers fully managed hosting services for our customer's web applications. Features of a fully managed hosting package include:

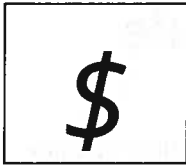
- Unlimited server resources
- 24/7 Service monitoring. In many instances we identify and correct problems before you are aware of them.
- Continual server and web application software updates. We insure that all your base applications and plug-ins are up to date and functional.
- Regular web site and data backups and archiving.
- Optional access to CDN (Content Distribution Network) deployment. CDN deployment distributes your web site across a worldwide



network of data centers/servers to provide redundant and rapid access from anywhere in the world. CDN deployment also provides an additional layer of security to help prevent hacker intrusion.

Content support services include:

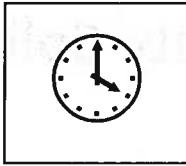
- Editing and posting of material received from Sector Navigator and Deputy Sector Navigators.
- Newsletter preparation and sending
- General content support activity such as survey preparation, ad-hock content as needed to support ICT-DM sector activities.



Rancho Santiago Community College District's Investment

This is a fixed bid project. ListenToSee makes every attempt to be as accurate and professional as possible in the bidding process. Should the scope or requirements of this project change, whether by customer request or by items uncovered by ListenToSee, ListenToSee will issue a request for a change order, which must be approved by customer before proceeding.

Task	Amount
Portal development, hosting maintenance, support and other services.	\$12,900.00
Curriculum Pathways Portal (Support and expansion)	\$23,000.00
Professional Development Conference support services, video production and communication support services	\$16,000.00
Total Cost	\$51,900.00



Preliminary Project Schedule

This section proposes a project schedule. This schedule is preliminary and will most likely be adjusted for actual dates before or after the project is approved.

Sign Letter of Engagement

Customer will provide a purchase order or contract by July 1, 2015.

Commence work on project

Work on the project will commence on **July 1, 2015**

Project Duration

Activities outlined in this document will be provided during the fiscal year

July 1, 2015 – June 30, 2016

NOTE: Delays in getting content or approvals will cause these proposed dates to be extended by the length of the delay.



Appendix A – ListenToSee, Inc.

As a full-service business consulting firm, ListenToSee is dedicated to helping clients “fast-forward” to achieving their goals and building effective organizations. To accomplish this, ListenToSee works closely with its clients to identify their core strengths and market opportunities, and creates strategies that maximize these strengths and opportunities so companies can expand their presence both locally and abroad, increase profits, and remain competitive. Additionally, as the business environment becomes more virtual, ListenToSee helps organizations implement the appropriate technology so they are able to conduct business and support customers in multiple time zones and on a worldwide scale.

Strategic Planning and Coaching

Just as athletic coaches provide guidance and counsel to their players, as a business coach ListenToSee provides guidance and counsel to its clients, offering suggestions as to the best technologies, tools, and resources that will most effectively help them achieve their objectives.

ListenToSee has the technological expertise and experience to help your business succeed in any economic climate. From website development, community-based portals, web or server-based applications, and graphic design, to comprehensive online corporate or general public learning systems and comprehensive marketing strategies, ListenToSee has the ability to develop large multi-platform or cloud-based applications for organizations of any scope and size.

We believe that "if you are not measuring your efforts you will never know if they are effective." We work with our clients to develop measurement metrics and implement tools that gauge the effectiveness of any strategic plan. Only by tracking and measuring these results will you be able to determine if one of more of these programs is positively affecting your business' bottom line.

System Integration and Application Development

ListenToSee employs a teams of programmers who have experience developing applications for web, cloud based and mobile platforms. We also integrate ecommerce solutions with back office business applications, which helps clients conduct business more efficiently and reduces the cost of providing service to their customers.

While good programmers are the creative builders behind successful software programs, business analysts are the architects behind the solution. Our team of business analysts has worked with Fortune™ 500 companies and sole proprietorships. We start by analyzing a company's needs and then design solutions to fit their specific need and budget. Many times our analysts have found that an off-the-shelf program would fit better than one that is customized, which has saved our customers thousands of dollars and countless hours of designing, creating, and maintaining their own custom software solutions.

INDEPENDENT CONTRACTORS

ListenToSee, Inc.

Attachment A – Independent Contractor Agreement

Attachment B – Proposal

Service: Consultant services to provide the infrastructure and services to support the ICT-Digital Media initiative and work with the Sector Navigator to create tools and media to help accomplish project objectives.

Date(s) of Service: July 1, 2015 through June 30, 2016

Fee: Estimated at \$51,900.00

Requested by: Enrique Perez/John Didion

Funded by: Educational Services
12-2193-679000-53305-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **16th of June, 2015** by and between **ListenToSee Inc.** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

CONSULTANT SERVICES TO PROVIDE THE INFRASTRUCTURE AND SERVICES TO SUPPORT THE ICT-DIGITAL MEDIA INITIATIVE AND WORK WITH THE SECTOR NAVIGATOR TO CREATE TOOLS AND MEDIA TO HELP ACCOMPLISH PROJECT OBJECTIVES PER PROPOSAL DATED 4/14/15

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services at **Fifty One Thousand Dollars & No Cents (\$51,000.00).**

The contracted services are to commence on or about **July 1, 2015** and to be completed on or about, but not later than **June 30, 2016.**

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash
Printed Name

Title

Vice Chancellor of Business Operations/
Fiscal Services
Title

Address City/State

Date

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: June 15, 2015
Re: Approval of the First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for the AB 86 Adult Education Consortium Planning Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the AB 86 Adult Education Consortium Planning Grant (No. 13-328-043) from the Workforce and Economic Development Division of the California Community Colleges Chancellor's Office. The grant requires that RSCCD's adult education centers that include Centennial Education Center (CEC) and Orange Education Center (OEC) develop consortia to engage in regional planning for adult education. The consortia include RSCCD as the lead applicant and fiscal agent, and two school districts, Santa Ana Unified School District (SAUSD) and Orange Unified School District (OUSD), located within the geographical boundaries of the college district. The award amount is \$326,047 and the project performance period of March 5, 2014 through June 30, 2015 was extended to December 31, 2015.

ANALYSIS

The enclosed sub-agreement amendment (#DO-15-2259-001.01) between RSCCD and the Garden Grove Unified School District is to amend the performance period of June 10, 2014 through June 30, 2015, to be extended to December 31, 2015.

The project director is Mary Walker and the project administrators are James Kennedy, Vice President of Continuing Education/CEC and Jose Vargas, Vice President of Continuing Education/OEC.

RECOMMENDATION

It is recommended that the Board approve the first amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: None	Board Date: June 15, 2015
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
GARDEN GROVE UNIFIED SCHOOL DISTRICT**

This **FIRST AMENDMENT** is entered into this 15th day of June 2015, between Rancho Santiago Community College District (hereinafter “RSCCD”) and the Garden Grove Unified School District (hereinafter “SUBCONTRACTOR”), RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement, to amend that certain Agreement between the parties dated July 21, 2014, with a term of June 10, 2014, through June 30, 2015, (hereinafter “Term”); and

WHEREAS, RSCCD was awarded a “AB 86 Adult Education Consortium Planning Grant,” grant agreement #13-328-043 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate planning and implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to develop regional plans to better serve the educational needs of adults; and

WHEREAS, SUBCONTRACTOR agreed to participate in the purpose of this Grant; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees;

NOW, THEREFORE it is mutually agreed by the Parties to amend the following:

ARTICLE I

2. **Period of Performance**

The Term for this Agreement of June 10, 2014, through June 30, 2015, shall be extended to December 31, 2015.

5. **Reporting**

SUBCONTRACTOR is responsible for completion and submission of a Final Summary Report on or before December 31, 2015. Reports related to this Agreement should be submitted to Mary Walker, Project Director via email at walker_mary@sccollege.edu.

7. **Time Extensions**

RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor’s Office. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend up to the maximum amount of funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred prior to December 31, 2015.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 15th day of June 2015.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: GARDEN GROVE
UNIFIED SCHOOL DISTRICT

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)
95-2378800

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Adoption of Resolution No. 15-15 – California Department of Education (CSPP-5321)	
Action:	Request for Adoption of Resolution No. 15-15	

BACKGROUND

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing preschool program services during the performance period of July 1, 2015 through June 30, 2016, in accordance with the funding terms and conditions of Contract No. CSPP-5321.

ANALYSIS

The California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any contract and amendment documents related to this contract agreement.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

RECOMMENDATION

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: June 15, 2015
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing preschool program services **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2015/2016.**

RESOLUTION NO. 15-15

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into contract agreement number **CSPP-5321** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 15th day of June, 2015, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, John Hanna, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Adoption of Resolution No. 15-16 – California Department of Education (CCTR-5160)	
Action:	Request for Adoption of Resolution No. 15-16	

BACKGROUND

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing child care and development services during the performance period of July 1, 2015 through June 30, 2016, in accordance with the funding terms and conditions of Contract No. CCTR-5160.

ANALYSIS

The California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any contract and amendment documents related to this contract agreement.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

RECOMMENDATION

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: June 15, 2015
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2015/2016.**

RESOLUTION NO. 15-16

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into contract agreement number **CCTR-5160** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 15th day of June, 2015, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, John Hanna, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Memorandum of Understanding between RSCCD and Educational Testing Service (ETS)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District (RSCCD) Corporate Training Institute (CTI) provides students, and the community, opportunities to prepare and test for licensure and certification through various industry- and state-approved exams administered in the ACT Center. RSCCD/CTI has a long-standing relationship with Educational Testing Service (ETS) to administer the Test of English as a Foreign Language (TOEFL) and would like to expand its partnership to include the offering of the alternative High School Equivalency Test (HiSET) in both the paper-and-pencil and computer-based formats. This HiSET exam will benefit students from Santa Ana College and Santiago Canyon College continuing education centers, and the Inmate Education Program.

ANALYSIS

Under this Memorandum of Understanding (MOU), ETS will provide services for online registration and collection of fees from test takers, as well as access to the ETS web-based portal. RSCCD/CTI will receive compensation for each test administered, per the enclosed MOU on a monthly basis. Term of agreement is from July 1, 2015 through December 31, 2016.

RECOMMENDATION

It is recommended that the Board approve the Memorandum of Understanding and that the Vice Chancellor, Business Operations/Fiscal Services, or his designee, be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: Compensation from ETS of approx. \$3,500 for the term specified in the MOU.	Board Date: June 15, 2015
Prepared by: Ruth Cossio-Muniz, Director, Corporate Training Institute and ACT Center	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MEMORANDUM OF UNDERSTANDING

BETWEEN

EDUCATIONAL TESTING SERVICE

AND

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CORPORATE TRAINING INSTITUTE

This Memorandum of Understanding (MOU) is between Educational Testing Service (ETS), a non-stock, non-profit corporation organized and existing under the Education Law of New York with principal offices located at Rosedale Road, Princeton, New Jersey 08541, and Rancho Santiago Community College District Corporate Training Institute located at 2323 N. Broadway, Suite 328, Santa Ana, California, 92706, together known as the Parties. This MOU establishes the understandings of the Parties as related to the services provided by ETS in support of the California High School Equivalency Certification Program.

WHEREAS, the California State Board of Education has approved Educational Testing Service, a non-stock, non-profit organization with principal offices in Princeton, New Jersey, as one of the providers of the HiSET® High School Equivalency Test for California Test Takers; and

WHEREAS, the California Department of Education recommended and approved the Test Center to administer the ETS-owned HiSET assessments; and

WHEREAS, this MOU defines the terms and conditions for the use and administration of the HiSET;

NOW, THEREFORE, in consideration of the mutual covenants and undertakings hereinafter set forth, the Parties hereby agree as follows:

1. Definitions.

- 1.1 “**Administration**” shall mean the Test Center’s responsibilities related to the administration of the ETS-owned HiSET to Test Takers in California.
- 1.2 “**Alternate Test Forms**” shall mean the HiSET forms in alternative formats such as Braille, large print, or audio.
- 1.3 “**Agreement**” shall mean the terms and conditions agreed to between the Parties in writing, all of which are incorporated herein by reference and made an integral part hereof.
- 1.4 “**CBT**” is an acronym for computer-based testing or the delivery of a HiSET via the Internet.
- 1.5 “**Confidential Information**” shall mean any information or data that is disclosed by one party (a disclosing party) to the other party (a receiving party) pursuant to this Agreement. “Confidential Information,” however, does not include information that the receiving party can demonstrate by documents that (i) is or becomes publicly

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- known or available without breach of this Agreement, (ii) is received by a receiving party from a third party without breach of any obligation of confidentiality by such other third party, (iii) was previously known by the receiving party as demonstrated by its written records, or (iv) is independently developed by the receiving party without access to or use of such Confidential Information as demonstrated by contemporaneously prepared documentation.
- 1.6 “ETS” is a trade name for Educational Testing Service, a non-profit, non-stock research and testing organization that is providing HiSET, the high school equivalency testing program.
- 1.7 “ETS-owned Technologies” shall mean ETS’s pre-existing hardware and software systems used to deliver HiSET test materials to the Test Center and/or record test taker responses, including but not limited to the ETS portal for registering HiSET Test Takers and for delivering final score reports.
- 1.8 “ETS Proprietary Materials” shall mean all HiSET test materials, including but not limited to, test books, test items, reports, data, answer sheets, instructional manuals and directions, ETS pre-existing proprietary software, and all derivative works of such ETS Proprietary Materials adapted for use for the high school equivalency program provided by ETS to the Test Center for the delivery and/or administration of the HiSET.
- 1.9 “ETS Trademarks” shall mean the trademarks and/or service marks of ETS, including without limitation ETS®, HiSET® and the modernized ETS logo.
- 1.10 “Equipment” shall mean any equipment necessary for the administration of the HiSET tests at the Test Center, including but not limited to an appropriate testing room, accommodations, desks, lighting, pens/pencils, etc. Such Equipment shall be dedicated solely to the administration of the HiSET test for the duration of the HiSET test.
- 1.11 “HiSET®” is the brand name for the ETS High School Equivalency Testing program owned and licensed for use by ETS.
- 1.12 “Intellectual Property Rights” shall mean (i) copyrights and copyright applications or registrations, including any renewals, in either the United States or any other country; (ii) trademarks, service marks, trade names, and applications or registrations for any of the foregoing in the United States or any other country; (iii) trade secrets or any data or information which provides value or a competitive advantage to its holder by not being publicly known; and (iv) patents, patent applications, continuations, divisional, reexaminations, reissues, continuations-in-part, and foreign equivalents of the foregoing, in the United States, or any other country.
- 1.13 “PBT” is an acronym for paper-based testing or the delivery of a HiSET test via paper format.
- 1.14 “Returnable Test Materials” shall mean the paper version of all used and unused test booklets and answer sheets for the HiSET test.
- 1.15 “Subtests” shall mean the content area (or subject area) tests that constitute the full HiSET battery of assessments.
- 1.16 “Term” shall have the meaning specified in Section 2.1 hereof.

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- 1.17 “**Test(s)**” shall mean the ETS-owned and copyrighted HiSET test, developed and provided by ETS in paper and/or electronic format for use in the high school equivalency testing program.
- 1.18 “**Test Materials**” shall mean all HiSET test materials, including test booklets, test items, reports, data, answer sheets, and related materials including administration instruction manuals and directions provided to the Test Center by ETS in print, electronic, or other format.
- 1.19 “**Test Center**” shall mean facilities selected and approved by the California Department of Education to deliver the HiSET tests in CBT and/or PBT formats to pre-registered Test Takers.
- 1.20 “**Test Taker(s)**” shall mean the individual(s) sitting for a HiSET test at the Test Center. Other titles for the Test Taker may be examinee or candidate.
- 1.21 “**Test Taker Data**” shall mean any and all information obtained/accessed by, or disclosed to the Test Center about the Test Taker, including (i) information regarding a Test Taker’s name, addresses, or other personally identifiable information (e.g., passport or social security numbers); (ii) any list or grouping of Test Takers, regardless of whether such list also includes publicly available information; and (iii) test scores.
- 1.22 “**Testing Fees**” shall have the meaning specified in Section 6.1 hereof.

2. Term and Termination of Agreement.

- 2.1 This Memorandum of Understanding shall be effective from July 1, 2015 through December 31, 2016 (the “**Term**”), with the option for negotiated renewals every year thereafter. The policies and procedures for the newly-introduced HiSET program are in development and changes to such policies and procedures during their development will not impact the prices specified in this MOU.
- 2.2 This MOU may be terminated as follows:
 - (a) In the event of a material breach by either Party that is not cured within 30 days after written notice by the non-breaching party; and
 - (b) For convenience, upon 120 days prior written notice, provided that in the event of such termination the Parties agree to complete all services that are in progress pursuant to the terms and conditions set forth in this MOU.

3. ETS Responsibilities.

- 3.1 Under the terms of this MOU, ETS is responsible for:
 - a. Providing the ETS-owned Test (in PBT and CBT formats, including Alternate Test Forms) as one of the high school equivalency tests approved by CDE for California residents seeking a high school equivalency certificate.
 - b. Delivering the Test to the approved Test Center in PBT and CBT formats for testing purposes;
 - c. Scheduling and providing training for appropriate staff and approved test administrators;

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- d. Providing access to the ETS web-based portal for Test Takers and the pre-approved Test Center with appropriate user identification and password permissions;
- e. Registering Test Takers for PBT or CBT assessments (based on individual Test Taker choice) via an ETS-managed, web-based portal;
- f. Retaining Test Taker Data online on the web-based site;
- g. Shipping secure PBT Test Materials to the Test Center;
- h. Reviewing and approving or denying requests for accommodations from Test Takers with disabilities. and confirming the details (including test date and location) and accommodation requirements with the Test Taker based on your approval;
- i. Providing Alternate Test Form(s) (including Braille, large print, audio versions) and/or additional testing time, and communicating approved accommodations for Test Takers with disabilities to the Test Center;
- j. Providing pre-paid return mailing labels and envelopes to the Test Center for the secure return to ETS of Returnable Test Materials;
- k. Notifying ETS of any incident occurring at the Test Center within 3 business days of ETS becoming aware of the incident;
- l. Pending receipt of a properly submitted answer sheet at ETS for PBT and receipt of electronic answers for CBT, providing results of multiple choice test scoring within 3 to 5 business days, with constructed response results within 5 to 10 business days;
- m. Posting final score report data online for Test Taker and Test Center access;
- n. Collecting the required California \$20.00 per test taker fee and remitting to the State in conformance with California regulations; and
- o. Conducting Test Center compliance audits.

3.2 ETS will not be responsible for:

- a. Paying or subsidizing the Test Center for the use of facilities and personnel;
- b. Hiring or managing Test Center personnel or compensating them in any way;
- c. Printing or mailing individual score reports directly to Test Takers;
- d. Any actions taken by Test Center personnel or occurring at the Test Center;
- e. Any delays, accidents, incidents, any actions by Test Takers or other unforeseen circumstances occurring at the Test Center;
- f. Any security breaches, directly or indirectly caused by Test Takers or Test Center personnel and/or by the failure of equipment at the Test Center; and
- g. Collecting or paying for any operational costs that may be imposed for use of the Test Center facilities.

4. The Rancho Santiago Community College District Corporate Training Institute Responsibilities.

4.1 Under the terms of this MOU, the Test Center is responsible for:

- a. Establishing policies for the admission of Test Takers at the Test Center in conformance with applicable State policies;

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- b. Hiring, training, and paying all salaries or fees associated with Test Center personnel;
- c. Establishing testing guidelines and policies, including ADA compliance policies and procedures, and conducting Test Center compliance audits in accordance with State requirements;
- d. Enforcing ETS's guidelines for secure test administrations;
- e. Notifying ETS of a Test Center incident, security breach, Equipment failure, or other related incident impacting testing within 24 hours of its occurrence;
- f. Notifying ETS of a Test Center closing; and
- g. Supporting Test Takers with help (if needed) in registering for the HiSET and with directions on how to prepay for testing. All Test Takers must prepay online when registering for the HiSET.

5. Limitation of Liability.

ETS WILL NOT BE LIABLE TO THE TEST CENTER OR TO ANY TEST-TAKER FOR ANY DAMAGES ARISING OUT OF THE TEST CENTER'S ACCESS TO, OR INABILITY TO ACCESS OR USE, THE TEST MATERIALS HEREIN, INCLUDING DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES, AND WITHOUT LIMITATION DAMAGES FOR LOST PROFITS, LOSS OF PRIVACY, SECURITY OF DATA, FAILURE TO MEET ANY DUTY (INCLUDING BUT NOT LIMITED TO NEGLIGENCE OR LACK OF PROFESSIONAL EFFORT), OR FOR ANY OTHER INDIRECT DAMAGES WHATSOEVER, THAT ARISE OUT OF OR ARE RELATED TO THE ETS PROPRIETARY MATERIALS OR THE TEST ADMINISTRATIONS, EVEN IF ETS (OR AN AFFILIATE, SERVICE PROVIDER, OR AGENT) HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IN THE EVENT OF FAULT, TORT (INCLUDING NEGLIGENCE), OR STRICT OR PRODUCT LIABILITY OR MISREPRESENTATION. ETS IS NOT RESPONSIBLE FOR PHYSICAL INJURY OR PROPERTY DAMAGE SUFFERED BY OR CAUSED BY A TEST-TAKER SITTING FOR THE HISET ASSESSMENT. ETS DOES NOT WARRANT THAT THE HISET OR ANY TEST MATERIALS WILL BE UNINTERRUPTED OR ERROR FREE AT THE TEST CENTER.

6. Compensation and Payment.

- 6.1 As full and complete compensation for the services provided under this MOU, the Test Taker will prepay ETS in accordance with Exhibit 1, attached. All payments are made online. ETS is not responsible for the payment of any State or local taxes that may be incurred through the collection of Test Center or State fees. If such taxes are levied against ETS, the Test Center is responsible for payment.
- 6.2 The Test Center may collect or charge separate operational fees for the use of their facilities. These fees are not payable to or by ETS, and shall be incurred by the Test Center or the individual Test Takers. Advertising and establishing fees or expenses associated with the use of the Test Center's testing facilities are the

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responsibility of the Test Center and/or the Test Center. Test Center personnel who administer the Test are not employees of ETS.

7. Test Taker Retest Policy.

Test Takers who register for all five Subtests in one purchase will be permitted to take the full battery Test again at no additional cost up to two times in a 12 month period beginning on the date of the original battery purchase. After the 12 month expiration, a \$15 subtest fee will apply, if a Test Taker is taking individual Subtests. Test Takers have the option to purchase a new test battery after expiration of the original battery period.

8. Intellectual Property.

- 8.1 ETS shall own all right, title and interest in and to the ETS Proprietary Materials and the ETS-owned Technologies, including all Intellectual Property Rights therein.
- 8.2 The California Department of Education shall own all right, title and interest in and to the Test Taker Data.
- 8.3 Except as permitted in section 10.1 of this MOU, neither Party may use the other Party's trade name, trademark, service mark, logo or other designations for promotional or marketing activities without the express written permission of the other Party. However, the Parties may list each other as clients or vendors respectively.

9. Confidentiality.

- 9.1 The Parties agree to keep Confidential Information, including but not limited to performance, financial, contractual and technical information which may be exchanged during the Term of this MOU, in confidence at least to the extent it uses to protect its own confidential information. Such Confidential Information shall not be disclosed to any third party without the prior written approval of the Party whose Confidential Information may be disclosed. Restrictions as to the disclosure and use of Confidential Information shall continue for five years beyond the expiration date of this MOU.
- 9.2 The Test Center agrees to protect the privacy of the confidential personally identifiable information contained in the Test Taker Data such as, but not limited to, names, addresses, telephone numbers, dates of birth, test scores, and any other information provided by the Test Takers in strictest confidence, in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Federal law that protects the privacy of student education records.

10. ETS Trademarks.

- 10.1 Notwithstanding the limitations set forth in Section 8.2 of this MOU, ETS grants to the Test Center a limited, non-exclusive, non-transferable, revocable license to use the ETS Trademarks in order to fulfill its responsibilities to the (Client Name) in this MOU, and to reproduce or create promotional materials and signage to inform the public about the Test and the locations of Test Center, provided that (i) the Test Center shall comply with all ETS standards for quality in delivering and administering the Test, (ii) the Test Center shall comply with all trademark and branding guidelines developed for use of the ETS Trademarks, and (iii) the Test Center shall submit all promotional materials for review and prior approval by the Office of the General Counsel of ETS before production and distribution of such promotional materials. The Test Center shall submit such promotional materials for review and approval by email to mshpherd@ets.org, or by mail or fax to: Mary Shepherd, Senior Trademark Administrator, Office of the General Counsel – TDI Group, 660 Rosedale Rd, MS 05-C, Princeton, NJ 08541; Fax: +1 (609) 734-1700.
- 10.2 Except for ETS-approved promotional materials and/or signage provided to authorized Test Center by ETS the Test Center, the Test Center acknowledges and agrees that (i) its Test Center are not authorized to use, reproduce, copy or create materials for promotional purposes or to register and use any Internet Domain Name bearing the ETS name, trademarks or service marks, or the marks of ETS or its service providers, whether such marks or names now exist or may exist during the Term of this Agreement, without the prior written approval and review of such materials by the Office of the General Counsel of ETS, and (ii) that the Test Center will assist ETS in taking corrective action in the event ETS identifies a violation of ETS's trademark rights by any Test Center. Notwithstanding anything to the contrary in this Agreement, no trademark license is hereby granted to any Test Center.

11. Rights upon Expiration or Termination.

Upon expiration or termination of this MOU, the Test Center shall return to ETS all ETS Confidential Information in its control and/or possession, or destroy the Confidential Information and provide ETS with a confirmation signed by a duly authorized officer or representative of the Test Center.

12. Force Majeure.

Neither Party shall be liable to the other for delays in performance caused by fires, floods, civil riots, strikes, labor controversies, acts of God, acts of war, acts of terrorism, governmental restrictions, or inability to obtain transportation or transmission facilities or other circumstances similar or dissimilar which are beyond the control of the Parties. In the event of any delay in performance due to any such event, the Parties shall promptly notify

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each other and give a date for completion of services as reasonably extended to overcome the effects of such cause.

13. Governing Law.

The terms and conditions of this MOU shall be governed by the laws of California, without regard to its conflict of laws and principles. The Parties agree and hereby submit to the exclusive personal jurisdiction and venue of Test Center and federal courts in California for the resolution of any disputes arising from this MOU's terms and conditions.

14. Entire Agreement.

This MOU constitutes the entire understanding and agreement between the Parties as to the subject matter hereof and supersedes any prior terms and conditions, agreements, and understandings, whether oral or written. Any modification or amendment of any provisions of this Agreement shall not be binding on either Party unless in writing and signed by the authorized representatives of both Parties.

This MOU has been entered into by the Parties by signature of each Party's respective duly authorized representative.

EDUCATIONAL TESTING SERVICE

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT CORPORATE
TRAINING INSTITUTE

By: _____

By: _____

Name: Anne Rockey

Name: Peter J. Hardash

Title: VP of Operations

Title: Vice Chancellor, Business
Operations & Fiscal Services

Date: _____

Date: _____

Attached
Exhibit 1 – The California HiSET Fee Schedule

Rancho Santiago Community College District Corporate Training Institute & ETS
 HiSET MOU

Exhibit 1
 The California HiSET Fee Schedule

In accordance with Paragraph 6.0 Compensation and Payment, ETS will collect payment from Test Takers as follows:

Description	Unit of Measure	Fee
Paper-based full test battery*	Each	\$50.00 per test taker
Computer-based full test battery*	Each	\$50.00 per test taker
Paper-based sub-test*	Each	\$15.00 per test taker
Computer-based sub-test* (including Alternate Test Forms at no additional fee)	Each	\$15.00 per test taker
California State Testing Fee: \$20.00 per Test Taker		
Additional Test Center Fee **		
Full test battery	Each	\$70.00 per test taker
Sub-test	Each	\$14.00 per test taker
Retest Policy		
In the year of 1 st test attempt	Up to two additional attempts included in full test battery fee	No additional cost*
	Sub-test fee	\$15.00 per test taker per sub-test
Practice Tests		
Paper-based practice test	Each	\$7.50 per sub-test
Computer-based practice test	Each	Price to be determined

*The retest attempts must be completed within 12 months from the date of test battery purchase. The retest fee waiver is only applicable to Test Takers purchasing the full battery. Individuals purchasing Subtests rather than full battery testing cannot take advantage of the retest fee waiver.

Practice Tests

Additional provisions regarding practice tests follow:

- a) ETS will offer one practice test in all five subject areas (Subtests) at no additional charge as a downloadable PDF on the informational website.
- b) ETS will offer a second practice test in each of the five subject areas (Subtests) which is available for purchase on the informational website.
- c) ETS will offer a Computer-based practice test at a price to be determined.
- d) ETS will work with Test Center to enable them to be of assistance to Test Takers who are not able to download practice tests independently.

General Policies and Procedures

Collection and payment of Testing Fees will be guided by the following policies:

- a) ETS will not accept mail-in applications for scheduling.
- b) ETS will provide a Computer-based, online registration system for Test Taker registration.
- c) ETS will not collect individual fees that are payable to the State and/or the Test Center for operational purposes.

General Payment and refund policies are as follows:

- a) All fees are paid in U.S. dollars.
- b) Taxes must be included where acceptable.
- c) Refunds will be made in U.S. dollars.
- d) Services may be withheld for non-payment of fees.
- e) ETS reserves the right to add or remove criteria regarding online payment methods at its own discretion and without notice.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL SERVICES**

To:	Board of Trustees	Date: June 15, 2015
Re:	Adoption of Board Policies	
Action:	Request for Approval	

BACKGROUND

The Board Policy Committee met on May 14, 2015 and reviewed a recommended new and revised policies. These policies were presented to the Board for First Reading on May 26, 2015 and are now presented for adoption.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. The Board Policy Committee is recommending that the attached policies be updated and revised to conform to the CCLC recommendations.

RECOMMENDATION

It is recommended that the Board adopt these new and revised policies.

Fiscal Impact: None	Board Date: June 15, 2015
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

BP 2410 Board Policies and Administrative Regulations

Reference: Education Code Section 70902;
ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to, or amended at any regular board meeting by a majority vote. Any adoption and/or approval of new Board policies or changes to existing Board policies must take place as part of a two meeting approval process. The first meeting will be considered the "**FIRST READING, INFORMATION ONLY**" of the policy or change to existing policy for the purpose of review, questions and answers, and other considerations of the recommendation. At the second meeting, it will be considered the "**SECOND READING, ACTION ITEM.**" The Board will consider the item for action, which may have been modified at either the first or second reading. If the modification at the second reading is major, as determined by the Board, such a reading will be termed a first reading and introduced at a subsequent Board meeting as a second reading. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

The Chancellor is authorized to amend policies without Board approval for the following reasons:

- Correction of typographical errors,
- Revisions/additions to statutory and regulatory references.

The Chancellor shall notify the Board when these corrections or revisions are made.

The RSCCD Board of Trustees believes that a major trustee role is to set policy for the District. In setting policy, the Board wants to create and work within a participatory environment with respect for students and all employee groups. For developing policies regarding the academic and professional matters numbered 1, 2, 3, 5, and 8, the Board will consult collegially with the faculty by relying primarily on the advice and judgment of the Academic Senate (per previous agreement with the Senate).*

For developing policy regarding the other five academic and professional matters, the Board will consult with the faculty through the mutual agreement process previously agreed upon. At RSCCD, the mutual agreement process is the use of the shared governance structure consisting of councils, committees, and the District Council. Further, representatives of staff and student groups are encouraged to work within the established processes to address the issues of the District.

The Board of Trustees values consensus building; however, it realizes its legal responsibility to make final decisions regarding policy.

*For the following items the Board of Trustees will rely primarily upon the advice of the Academic Senate:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements; 3) Grading policies; 5) Standard or policies regarding student preparation and success; 8) Policies for faculty professional development activities;

For the following items, the Board of Trustees will come to mutual agreement with the Academic Senate:

4) Educational program development; 6) District and college governance structures, as related to faculty roles; 7) Faculty roles and involvement in accreditation processes, including self study and annual reports; 9) Processes for program review; 10) Processes for institutional planning and budget development.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board reserves the right to direct revisions of the administrative regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all board policies and administrative regulations shall be readily available to District employees through the District website.

Revised and Retitled: June 15, 2015 (Previously BP9001 and BP9023)

BP 3225 Institutional Effectiveness

References:

Education Code Sections 78210 et seq., and 84754.6;

ACCJC Accreditation Standard I.B.5 - 9

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness.

Adopted: June 15, 2015

BP 3430 Prohibition of Harassment

Reference: Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Sections 12940 and 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, or employee, unpaid intern, or volunteer who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, and employees, unpaid interns and volunteers in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.

Adopted: August 19, 2013; Revised June 15, 2015

BP 4040 Library and Learning Support Services

Reference: Education Code Section 78100; Civil Code Section 1798.90; ACCJC Accreditation Standard II

The District shall have library and learning support_services that are an integral part of the institution's educational program and will comply with the requirements of the Reader Privacy Act.

Adopted July 21, 2014; Revised and Retitled June 15, 2015

BP 5700 Intercollegiate Athletics

References: Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq.; 20 U.S. Code Sections 1681 et seq.; ACCJC Accreditation Standard II.C.4

The District's colleges shall maintain organized programs for men and women in intercollegiate athletics. The District will offer opportunities for participation in athletics equally to male and female students consistent with state and federal law.

The Chancellor shall assure that the athletics programs comply with state law, the California Community College Athletic Association (CCCAA) and Sport Championship Handbooks, and appropriate Conference Constitution regarding student athlete participation.

Revised and Retitled June 15, 2015 (Previously BP6127)

BP 6700 Civic Center and Other Facilities Use

Reference: Education Code Sections 82537 and 82542

There is a Civic Center at each of the colleges and the District Office. The Civic Centers are the classrooms and public meeting areas at each location. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of District property and facilities, including property designated by the District as a Civic Center, by community groups, outside contractors, and others.

The administrative procedure shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The procedures shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, sex (i.e., gender), gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

Revised: June 15, 2015 (Previously BP1330)

BP 7130 Compensation

Reference: Education Code Sections 70902(b)(4), 72411, 87801, and 88160; Government Code Section 53200; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and administrator employed pursuant to a contract under Education Code section 72411 shall be established by the Board.

Payroll warrants will be processed for employees and Board of Trustees in accordance with federal, state and local laws and requirements.

Prohibition of Incentive Compensation

The District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy. This prohibition is not applicable to circumstances pertaining to foreign students residing in foreign countries who are not eligible to receive federal student assistance.

Revised June 15, 2015 (Previously BP3219)

BP 7160 Professional Development

Reference: ACCJC Accreditation Standard III.A.14

It is the intent of the District to provide appropriate professional development opportunities for its employees.

Adopted June 15, 2015

BP 7340 Leaves

Reference: Education Code Sections 87763 et seq. and 88190 et seq. and citations below; Labor Code Sections 245 et seq.

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness or injury leaves for all classes of permanent employees (Education Code Sections 87781 and 88192);
- paid sick leave (Labor Code Section 246);
- vacation leave for members of the classified bargaining unit and managers;
- leave for service as an elected official of a community college District public employee organization, or of any statewide or national employee organization with which the local organization is affiliated or leave for a reasonable number of unelected classified employees for the purpose of enabling an employee to attend important organizational activities authorized by the public employee organization (Education Code Sections 87768.5 and 88210);
- leave of absence to serve as an elected member of the legislature (Education Code Section 87701);
- pregnancy leave (Education Code Sections 87766 and 88193; Government Code Section 12945);
- leave to bond with a new child (Education Code Sections 87784.5 and 88207.5);
- use of illness leave for personal necessity (Education Code Sections 87784; 88207);
- industrial accident and illness leave (Education Code Sections 87787 and 88192);
- bereavement leave (Education Code Sections 87788 and 88194);
- jury service or appearance as a witness in court (Education Code Sections 87036 and 87037);
- military service (Education Code Section 87700); and
- sabbatical leaves for permanent faculty

Management employees earn 2.25 days of vacation a month. Any use of vacation time requires advanced approval by the immediate supervisor. An employee may not have more than fifty-four (54) days of unused vacation on July 1st of any given year.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Revised June 15, 2015

(Previously BP 4114; 4115; 4404; 4405; 4406; 4407; 4408; 4409; 4410; 4412 and 4413)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Chancellor's Office)

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Extension of Ad Hoc Board Safety & Security Committee	
Action:	Request for Action	

BACKGROUND

Per **Board Policy 2220 Committees of the Board**, a standing or ad hoc committee of the Board of Trustees “may be limited and/or created as deemed necessary by a majority of the Board.” Rather than create a full standing committee, it is often prudent to begin with an ad hoc structure to determine if there are really a sufficient number of issues to warrant status as a standing committee.

At its March 11, 2013 meeting, the Board approved the formation of an Ad Hoc Safety & Security Committee to review issues related to the safety and security of district students, personnel, and facilities for a trial period of nine (9) months. At its meeting of August 18, 2014 the Board approved an extension of the Ad Hoc Safety and Security Committee through June 30, 2015.

ANALYSIS

The district is in the process of implementing the recommendations of the Public Safety Task Force which were presented to the Board at its meeting of July 21, 2014. The Board may wish to continue monitoring this implementation with the assistance of the Ad Hoc Board Safety & Security Committee

RECOMMENDATION

The administration recommends an extension of the formation of an Ad Hoc Safety & Security Committee of the Board of Trustees through December 31, 2015.

Fiscal Impact:	None	Board Date: June 15, 2015
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date:	June 15, 2015
Re:	Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.		
Action:	Request for Approval		

BACKGROUND

On December 6, 2010 the Board of Trustees approved the contract to engage the consulting services of Townsend Public Affairs, Inc. to assist the district in the areas of government and community relations and various other projects as assigned by staff.

ANALYSIS

Townsend Public Affairs, Inc. has assisted the district with the arrangement of meetings with legislators, communication with both Federal and State legislators relating to RSCCD and its interests, and provided an ongoing update of legislation and legislative action. The original approved contract for consulting services expired and the most recent subsequent contract supplement will expire on June 30, 2015. In order to maintain the momentum on various projects, it is requested that the current contract for consulting services be extended from July 1, 2015 through June 30, 2016 as outlined in the attached Supplement to Contract for Consulting Services (#5). There are no changes to the current contract with the exception of the term.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Supplement to Contract for Consulting Services (#5) with Townsend Public Affairs, Inc. as presented.

Fiscal Impact:	\$6,000/mo plus reimbursable expenses	Board Date:	June 15, 2015
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**SUPPLEMENT TO
CONTRACT FOR CONSULTING SERVICES (#5)**

THIS SUPPLEMENT TO CONTRACT FOR CONSULTANT SERVICES ("Supplement") is made and entered into this 16th day of June, 2015 by and between Rancho Santiago Community College District, a non-profit corporation ("Client") and Townsend Public Affairs, Inc., a California corporation ("Consultant").

RECITALS

- A. Client and Consultant have entered into that certain Contract for Consultant Services dated as of October 21, 2010 ("Contract"), July 26, 2011 ("Amendment #1"), July 26, 2012, July 01, 2013, and July 22, 2014 ("Amendments").
- B. The parties to this Supplement desire to change the term of the Contract as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto supplement and amend the Contract as hereinafter set forth.

- 1. The term is extended from July 1, 2015 through June 30, 2016
- 2. All other terms and conditions of the Contract, except as set forth herein, shall remain in full force and effect.

WHEREFORE, this Supplement is executed by the parties as of the date set forth above.

CLIENT: RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT, a non-profit corporation

By: _____
Raul Rodriguez, PhD Chancellor

CONSULTANT: TOWNSEND PUBLIC AFFAIRS, INC.
a California corporation

By: _____
Christopher Townsend, President

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Strategic Communications Services Agreement – Gladstone International, Inc.	
Action:	Request for Approval	

BACKGROUND

The 2015-2016 budget year appears to be a banner year for community colleges. However, one year does not make a trend and the trend both nationally and in California has been toward less funding for higher education. In an effort to supplement the increasing expenses and obligations of the District, an effort has been initiated to explore alternative funding sources to provide supplemental discretionary revenue for the district and its colleges. Many of these alternative activities are new to the district and require new approaches to how these projects are described and presented to the public. It is critical to promote better understanding district-wide and within the community about why the district is pursuing alternative funding sources and what measure are being implemented to do so.

ANALYSIS

The development of this new approach requires certain work to be done by specialized professionals who possess expertise in areas not currently employed by the district. Gladstone International, Inc. is a nationally recognized communications firm who has assisted clients throughout the West in developing and implementing communication strategies. Clients include Suzuki, UCI, Claim Jumper and the County of Orange.

It is proposed to hire Gladstone International, Inc. on an as-needed basis to provide strategic public relations plans, media relations guidance, writing and editing, and media and presentation training and related services on an hourly basis. Hourly rates are \$350 per hour for issues, crisis and strategic communications and \$325 per hour for media and presentation training.

RECOMMENDATION

It is recommended that the Board of Trustees approve the strategic communications services agreement with Gladstone International, Inc. in Laguna Beach, California as presented.

Fiscal Impact:	Not to exceed \$22,500	Board Date:	June 15, 2015
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		



1278 Glenneyre Street
Laguna Beach, CA 92651
O: (949) 475-6979
C: (949) 633-9900
www.gladstonepr.com

May 22, 2015

Raul Rodriguez, Ph.D.
Chancellor
Rancho Santiago Community College District
2323 North Broadway, Suite 410
Santa Ana, CA 92706

Dear Chancellor Rodriguez:

We are pleased to provide strategic communications services to the Rancho Santiago Community College District as of May 26, 2015. In this letter of agreement, we set out the terms of our arrangement with you. "We," "us," and "our" refer to Gladstone International, Inc. and "you" and "your" refer to the Rancho Santiago Community College District.

We will provide you with issues and crisis communications counseling, strategic public relations plans, media relations guidance, writing and editing, media and presentation training and related services on an hourly basis. We are sensitive of the need to manage and control costs. Whenever possible, we will provide written cost estimates before proceeding to execute major ideas, plans, programs or campaigns. We agree that we will not incur charges greater than 15 percent above written project estimates without your approval.

Charges for our services will be made at the following hourly rates: media and presentation training, \$325; issues, crisis and strategic communications, \$350.

Invoices will be payable within 30 days of receipt of invoice. Failure to pay our invoices within 30 days after the date of invoice may, at our discretion, result in suspension of any or all service to you until payment is received, and may result in termination of the agreement. We shall incur no liability of any kind to you for such suspension or termination. In the event that we must retain counsel or other services to enforce this agreement, you shall be responsible for all such costs and expenses including reasonable attorney's fees.

We take seriously our duty to preserve your confidences and proprietary matters. We shall not disclose information you designate as confidential without your written permission, other than to our team members, counsel and other professional advisors we believe necessary to fully meet our obligations under this agreement, or as required by applicable law or judicial or administrative order. We may, however, disclose our representation of you to other actual and potential clients.

We hope and trust that our relationship with you will be long and valued. Nevertheless, either of us may terminate our services for any reason with thirty (30) days' prior written notice. You remain liable for all fees, disbursements and other related charges incurred up to the date of termination, as well as all amounts that we must pay to third parties pursuant to non-cancelable agreements we entered into in performance of this contract. Provisions in the agreement related to payment, confidentiality, indemnification, dispute resolution and waiver shall survive termination of the agreement.

You acknowledge that we cannot undertake to verify facts, information or materials supplied by you to us or factual matters included in material prepared by us and approved by you. You shall have the sole responsibility for authorizing and approving the dissemination of all information and materials released on your behalf.

You shall be solely responsible for the accuracy, completeness and legal compliance of the information about you that you provide or approve for our use. Accordingly, you agree to defend, indemnify and hold us harmless from and against any and all losses, claims, damages, expenses (including reasonable attorneys' fees and disbursements) or liabilities which we may incur:

- (i) as a result of any false materials, releases, reports or information supplied to us by or on behalf of you or prepared by us and approved by you prior to its dissemination;
- (ii) resulting from disputes between us and third parties related to and/or within the scope of this agreement, except if due to our negligence or misconduct; and
- (iii) arising out of the nature or use of your products or services.

This provision will survive the expiration or earlier termination of this agreement.

The Code of Professional Standards, as adopted by the Public Relations Society of America, guides our firm's operations for the practice of public relations.

You agree that during the term of this Agreement, and for one year following its termination, you will not solicit or encourage any employee or independent contractor of ours to end his or her relationship with us. Further you agree that during such period you will not hire, retain or otherwise contract with any employee or independent contractor of ours (or anyone who has been so associated with us within one year prior to the proposed hiring or retention).

If we get into a dispute, we will first try to settle the dispute amicably through discussion and negotiation. If that fails, any claim arising out of or related to this contract shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator or arbitrators may be entered in any court having jurisdiction thereof. The arbitration shall take place in Orange County, California.

Notwithstanding anything else in this letter, in no event shall either of us be liable to the other for any punitive, incidental, consequential, or other special damages in connection with any claim arising out of or related to this contract. In no event will the aggregate liability which either party may be obligated to pay to the other as a result of any action or proceeding exceed \$50,000, plus any attorneys' fees that may be awarded.

This agreement (1) may not be assigned by either of us without prior written consent of the other; (2) shall bind and benefit each of us and our respective permitted successors or assigns; (3) supersedes any previous contracts, understandings, or discussions with respect to its subject matter, (4) is an integrated contract that may be amended only in a written document signed by the parties, and (5) the parties consent to the exclusive jurisdiction of the courts (and AAA arbitration panel) located in Orange County, California.

Please contact us immediately if there should be any question or concern of any kind about any of our billings. Open and candid communication about billings is critical, and you should not harbor any unexpressed concern. Often we can answer billing questions from our notes, memories or other materials if the question is promptly raised. Unless promptly contacted by you upon receipt of one of our billings, it will be understood that our billing is acceptable.

If this agreement is acceptable to you, please sign below return one copy to us. We will start work upon receipt of a \$2,500 retainer for initial fees incurred as we commence our working relationship. Once the retainer funds are applied, we will invoice on a monthly basis.

We thank you for this opportunity to be a part of your team and look forward to working with you.

Sincerely,

GLADSTONE INTERNATIONAL, INC.

By _____ Date _____
Joan Gladstone
President and CEO

ACCEPTED AND APPROVED:

By _____ Date _____
Raul Rodriguez, Ph.D.
Chancellor

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Strategic Communications Services Agreement – Townsend Public Affairs, Inc.	
Action:	Request for Approval	

BACKGROUND

In an effort to supplement the revenues of the district and the fluctuating financial support from the State of California, the Rancho Santiago Community College District has begun exploring both traditional and non-traditional methods of generating new funding sources to support selected activities of the district and its colleges. These new activities require a fresh communication strategy to explain these activities and how best to garner the support of the federal officials and of the public.

ANALYSIS

Although the District has a separate ongoing contract with Townsend Public Affairs, this contract is for services beyond those provided in the monthly contract and is of limited duration. It differs from the ongoing contract in that it is focused on gathering information and implementing new communication strategies with federal agencies and federally elected officials. It is proposed that Townsend Public Affairs, Inc. be engaged at the rate of \$2,000 per month for a period of three months to undertake these strategic activities.

RECOMMENDATION

It is recommended that the Board of Trustees approve the strategic communications services agreement with Townsend Public Affairs, Inc. in Newport Beach, California as presented.

Fiscal Impact:	\$6,000	Board Date:	June 15, 2015
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

CONTRACT FOR CONSULTANT SERVICES

THIS CONTRACT ("Contract") is made and entered into this 16th day of June 2015, by and between Rancho Santiago Community College District ("Client"), and Townsend Public Affairs, Inc., a California corporation ("Consultant"). For valuable consideration, Client and Consultant agree:

1. Term.
This Contract is effective as of the date above. The terms and conditions of this Contract shall remain in full force for the period set forth in Exhibit "A."
2. Services.
Consultant will, in accordance with the terms of this Contract, perform the services described in Exhibit "A," ("Services").
3. Fees.
Client agrees to pay Consultant for the services in the amount described in Exhibit "A" in accordance with the provisions of the Fee Schedule in Exhibit "A." The Consultant will submit a monthly invoice to Client reflecting the fee and including any expenses incurred for such month. Client shall pay each billing within thirty (30) days of receipt thereof.
4. Expenses.
Client shall reimburse Consultant for all reimbursable itemized expenses with third party vendors, including local transportation, meals and entertainment, and travel incurred while transacting business as defined herein on behalf of Client. Such expenses shall be billed to the Client on a monthly basis and will be due upon receipt.
5. Laws, Rules and Regulations.
Consultant shall perform the Services in accordance with all applicable local, state and federal laws and regulations, exercising the standard of care applicable to Consultant's profession.
6. Lobbyist Registration
As a lobbyist employer, you are required to file a Form 602 with the California Secretary of State as well as a quarterly Form 635. As a courtesy to our clients, we will prepare all forms for your signature and will file accordingly, on your behalf. All filing fees will be Client's responsibility.
7. No Condition to Payment.
It is the intention of the parties to this Contract that the Services rendered hereunder and the payments made hereunder and the payments made therefore are not in any way contingent upon the defeat or enactment of any legislative or administrative proposal or the achievement of any specific result. The parties hereto agree that such sums as are paid pursuant to this Contract shall be deemed to be the reasonable value of services rendered hereunder.
8. Independent Contractor.
It is the intention of the parties to this Contract that the Services rendered hereunder shall be so rendered by Consultant as an independent contractor and not as an employee, agent, joint venturer or partner of Client. Nothing in this Contract shall be interpreted or construed as creating or establishing the relationship of employer and employee between Client and Consultant or any employee or agent of Consultant. Both parties acknowledge that Consultant is not an employee for state or federal tax purposes. Consultant shall retain the right to perform services for others under the terms of this Contract during the entire term hereof.

9. Work Product
Any tangible work product that is developed by Consultant shall be the property of the Client.
10. Confidentiality.
Consultant agrees to maintain the confidentiality of files or other information it is provided or develops during the course of its work for Client. It is understood, however, that disclosure of certain information provided by Client may be necessary or appropriate in the course of its representation of Client. Such disclosures shall be made upon consultation with Client or Client's designated representative and with written consent from the Client
11. Termination.
This Contract may be terminated by either party upon thirty (30) days written notice to the other party specifying desired date of termination.
12. Contract Modifications.
Client and Consultant agree that the terms and conditions of this Contract shall constitute the entire agreement between the parties signatory hereto as to the matters set forth herein. Client and Consultant may modify the terms of this Contract only by executing a written Contract Addendum, which shall reference this Contract and shall be executed by the parties' signatory hereto.
13. Attorneys Fees.
Client and Consultant agree that the prevailing party in any dispute under this Agreement shall be entitled to an award of attorneys' fees and costs as ordered by a court of competent jurisdiction.
14. Certification of Non-Discrimination.
By signing this Contract, Consultant certifies that it does not discriminate in hiring on the basis of race, color, creed, religion, sex, age, marital status, national origin, ancestry, physical handicap or medical conditions.
15. Notice.
Notice and written communications sent by one party to the other shall be personally delivered or sent by U.S. Mail, postage prepaid, to the following addresses:

To Client: Rancho Santiago Community College District
Attention: Raul Rodriguez, PhD Chancellor
2323 North Broadway
Santa Ana, CA 92706

To Consultant: Townsend Public Affairs, Inc.
Attention: Christopher Townsend, President
1401 Dove Street, Ste. 330
Newport Beach, CA 92660

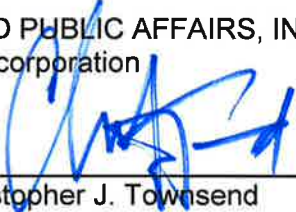
16. Execution.

The representatives of Client and Consultant warrant that they have authority to sign on behalf of and bind their principals and have caused this Contract to be duly executed the day and year first above written.

"CONSULTANT"

TOWNSEND PUBLIC AFFAIRS, INC.,
a California corporation

By:



Christopher J. Townsend
President

"CLIENT"

Rancho Santiago Community College District
a non-profit corporation

By: _____

Title: _____

EXHIBIT "A"
TO
CONTRACT FOR CONSULTING SERVICES

TERM: June 16, 2015 through September 16, 2015

FEE SCHEDULE: \$2,000 per month

SERVICES: Strategic communication services

Client Initials _____

Consultant Initials _____



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

June 15, 2015

MANAGEMENT

2015/2016 Interim Cabinet Salary Schedule/Attachment #1

2015/2016 Interim Management Salary Schedule/Attachment #2

2015/2016 Administrator/Academic Supervisory Step Increases/Attachment #3

2015/2016 Management/Classified Supervisory/Confidential Step Increases/Attachment #4

New Job Description/Attachment #5

Director, Small Business Initiative
Classified Supervisory
Grade F

Employment Agreement/Attachment #6

Kikawa, Eve
Dean, Fine & Performing Arts Division
Santa Ana College

Change of Assignment

Winter, Alistair
From: Interim District Safety &
Security Supervisor
To: Chief, District Safety &
Security
Business Operations & Fiscal Services
District Office

Effective: June 16, 2015
Salary Placement: D-1 \$106,600.40/Year
(Requisition #CL15-0657)

Interim Assignment

Grant, Madeline
Interim Dean, Business Division
Santa Ana College

Effective: July 1, 2015 – June 30, 2016
Salary Placement: B-5 \$144,525.90/Year

Extension of Interim Assignment

Shaw, Lynn
Director, Workforce Education
Business & Career Technical
Education Division
Santiago Canyon College

Effective: July 1, 2015 – June 30, 2016
Part-time Rate: C-1 \$59.21/Hour
(29 Hours/Week; Project #1591)

MANAGEMENT (CONT'D)

Ratification of Resignation/Retirement

Lyle, Phillip
Director, Network & Communications
Information Technology Services
District Office

Effective: June 10, 2015
Reason: Resignation
(Last Day in Paid Status)

Torres, Omar
Vice President, Academic Affairs
Santa Ana College

Effective: July 1, 2015
(Last Day in Paid Status)
Reason: Resignation

FACULTY

2014/2015 Permanent CSEA Chapter 888 Salary Schedules/Attachments #7-8

2015/2016 Interim CSEA Chapter 888 Salary Schedules/Attachments #9-10

2015/2016 Interim FARSCCD Salary Schedules/Attachments #11-16

2015/2016 Interim CEFA Salary Schedule/Attachment #17

2015/2016 CSEA Chapter 888 Step Increases/Attachment #18

2015/2016 FARSCCD 12 Month Faculty Step Increases/Attachment #19

2014/2015 Contract Extension Days

Nguyen, Thu Van
Counselor
Counseling Division
Santa Ana College

Effective: June 8 – June 14, 2015
Contract Extension Rate: VI-B \$541.06/Day
Contract Extension: 4 Days

2015/2016 Contract Extension Days

Abbey, Troy
Professor/Head Coach
Kinesiology, Health &
Athletics Division
Santa Ana College

Effective: July 1, 2015 - June 30, 2016
Contract Extension Rate: VI-B \$542.41/Day
Contract Extension: 20 Days

Appointments

Hoang, Susan
Assistant Professor/Librarian
Fine & Performing Arts Division
Santa Ana College

Effective: August 17, 2015
Tentative Salary Placement: II-3 \$58,029.41/Year
(Requisition #AC15-0425)

REVISED PAGE

FACULTY (CONT'D)

Appointments (cont'd)

Martin, Linda
Assistant Professor, Library &
Information Science
Institutional Effectiveness, Library,
& Learning Support Services
Santiago Canyon College

Effective: August 17, 2015
Tentative Salary Placement: II-3 \$58,029.41/Year
(Requisition #AC15-0430)

Change of Assignment

Aguilar Beltran, Maria
From: Associate Professor/
Coordinator, DSPS
Disabled Students Programs & Services
Santa Ana College
To: Associate Professor/Counselor/
Coordinator, Assessment Center
Counseling Division
Santa Ana College

Effective: July 30, 2015
Salary Placement: V-13 \$99,723.89/Year
(No Coordinator Stipend)
(Requisition #AC15-0432)

Voluntary Workload Reduction

Camson, Marian
Master Teacher
CEC Child Development Center
Child Development Services
District Office

Effective: June 23 – June 30, 2016
From: 212 Days
To: 206 Days

Final Salary Placement

Bootman, Ashly
Assistant Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: August 17, 2015
Salary Placement: II-11 \$77,939.84/Year

Leaves of Absence

Frias, Rodolfo
Professor/Counselor
Continuing Education Division
Santiago Canyon College

July 30, 2015 – June 30, 2016
Reason: Banked Leave (12 LHE)
(Concurrent with Sabbatical Leave)

FACULTY (CONT'D)

Leaves of Absence (cont'd)

Ramirez, Alicia
Master Teacher
Early Head Start
Child Development Services
District Office

Effective: June 4 – July 31, 2015
Reason: Maternity Leave

Vu, Dahlia
Professor, Mathematics
Science, Mathematics, &
Health Sciences Division
Santa Ana College

Effective: August 17 – December 12, 2015
Reason: Banked Leave (4 LHE)

Stipends

Kehdi, Norma
Psychology Intern
Student Affairs
Santa Ana College

Effective: June 16, 2015
Amount: \$200.00
Reason: YESS/TAFY Program

Parolise, Michelle
Coordinator, Occupational
Therapy Assistant Program
Human Services & Technology Division
Santa Ana College

Effective: December 10, 2014
Amount: \$240.00
Reason: Staff Development
(BSI Project #2098)

Quach, Long
Psychology Intern
Student Affairs
Santa Ana College

Effective: June 16, 2015
Amount: \$200.00
Reason: YESS/TAFY Program

Part-time Hourly New Hires/Rehires

Berger, Nicolas
Instructor, Nutrition
Human Services & Technology Division
Santa Ana College

Effective: August 17, 2015
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Bjerke, Jennifer
Instructor, Geography
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: June 15, 2015
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

FACULTY (CONT'D)

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

Enterzampour, Mohammad
Instructor, Biology
Mathematics & Sciences Division
Santiago Canyon College
Effective: June 15, 2015
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

Farahat, Elaf
Instructor, Nutrition
Mathematics & Sciences Division
Santiago Canyon College
Effective: June 15, 2015
Hourly Lecture Rate: IV-3 \$62.60

Hoopii, Ryan K
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College
Effective: June 15, 2015
Hourly Lecture/Lab Rates: I-3 \$54.08/\$48.67

Lee, Edward H
Instructor, Culinary Arts
Human Services & Technology Division
Santa Ana College
Effective: August 17, 2015
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Lin, Chimin
Instructor, Modern Language/Chinese (equivalency)
Humanities & Social Sciences Division
Santa Ana College
Effective: August 24, 2015
Hourly Lecture Rate: IV-3 \$62.60

Melendez, Luz Maria
Instructor, Human Development
Business & Career Technical Education Division
Santiago Canyon College
Effective: June 15, 2015
Hourly Lecture Rate: II-3 \$56.79

Rickrode, Taylor
Instructor, Nutrition
Human Services & Technology Division
Santa Ana College
Effective: August 17, 2015
Hourly Lecture/Lab Rates: II-3 \$56.79/\$51.11

Yukse, Kamile
Instructor, Biology
Science, Math & Health Sciences Division
Santa Ana College
Effective: August 17, 2015
Hourly Lecture/Lab Rates: IV-3 \$62.60/\$56.35

FACULTY (CONT'D)

Non-paid Instructors of Record

Bristol, Nathan R
Instructor, Fire Technology (equivalency)
Redlands Fire Department
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

Chappell, Dempsy L
Instructor, Fire Technology (equivalency)
Redlands Fire Department
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

Conway, William Daniel
Instructor, Fire Technology (equivalency)
Redlands Fire Department
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

Hicks, Steven Christopher
Instructor, Fire Technology (equivalency)
California State Parks, Life Guard
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

Randolph, Christopher M
Instructor, Fire Technology (equivalency)
Redlands Fire Department
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

Segaar, Aaron Timothy
Instructor, Fire Technology (equivalency)
Rancho Cucamonga Fire Department
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

Sessler, Richard
Instructor, Fire Technology (equivalency)
Redlands Fire Department
Human Services & Technology Division
Santa Ana College
Effective: May 26, 2015

FACULTY (CONT'D)

Non-paid Intern Service

Diercks, Rebecca
Psychological Services Intern
Health & Wellness Center
Enrollment & Support Services
Santiago Canyon College

Effective: August 3, 2015 – June 30, 2016
College Affiliation: Azusa Pacific University
Discipline: Clinical Psychology

Sierra, Mayra
Education Intern
Student Affairs
Santa Ana College

Effective: June 1 – June 30, 2015
College Affiliation: Azusa Pacific
Discipline: College Counseling &
Student Development

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

2014/2015 INTERIM CABINET SALARY SCHEDULE

Effective January 1, 2015

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
Exec. Vice Chancellor, HR & Educational Services	\$172,058.34	\$178,770.27	\$185,745.65	\$193,022.12	\$200,587.14	\$208,453.28	\$216,633.04
Vice Chancellor, Business Operations & Fiscal Services	\$172,058.34	\$178,770.27	\$185,745.65	\$193,022.12	\$200,587.14	\$208,453.28	\$216,633.04
President, Santa Ana College	\$172,058.34	\$178,770.27	\$185,745.65	\$193,022.12	\$200,587.14	\$208,453.28	\$216,633.04
President, Santiago Canyon College	\$172,058.34	\$178,770.27	\$185,745.65	\$193,022.12	\$200,587.14	\$208,453.28	\$216,633.04

ADDITIONAL COMPENSATION

Tax Sheltered Annuity: \$549.36 per month

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
INTERIM MANAGEMENT SALARY SCHEDULE
Effective July 1, 2015

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
A	\$131,992.78	\$137,261.96	\$142,769.50	\$148,477.76	\$154,399.31	\$160,584.32	\$167,007.69
B	\$123,562.12	\$128,492.55	\$133,636.27	\$138,968.17	\$144,525.90	\$150,309.44	\$156,331.36
C	\$115,106.34	\$119,698.06	\$124,477.94	\$129,458.57	\$134,639.92	\$140,022.00	\$145,629.92
D	\$106,600.40	\$110,865.92	\$115,307.07	\$119,911.34	\$124,716.30	\$129,696.93	\$134,890.84
E	\$95,986.77	\$100,791.76	\$105,835.11	\$111,129.37	\$116,674.56	\$122,520.82	\$128,643.11
F	\$89,187.02	\$93,665.82	\$98,345.36	\$103,263.25	\$108,432.05	\$113,851.78	\$119,534.96
G	\$83,980.58	\$88,183.37	\$92,586.91	\$97,216.24	\$102,071.40	\$107,190.05	\$112,547.04
H	\$79,200.69	\$83,165.13	\$87,330.27	\$91,696.17	\$96,275.33	\$101,092.85	\$106,148.75
I	\$74,847.35	\$78,585.96	\$82,525.29	\$86,640.27	\$90,968.52	\$95,535.12	\$100,302.48
J	\$70,995.84	\$74,533.71	\$78,272.31	\$82,174.01	\$86,288.97	\$90,604.69	\$95,133.67
K	\$67,382.70	\$70,757.47	\$74,270.25	\$77,983.76	\$81,885.46	\$86,000.43	\$90,303.60
L	\$64,133.36	\$67,332.50	\$70,707.28	\$74,232.62	\$77,933.58	\$81,835.28	\$85,937.71
M	\$61,147.50	\$64,221.19	\$67,420.32	\$70,795.11	\$74,332.97	\$78,046.49	\$81,948.18
N	\$58,563.10	\$61,498.77	\$64,559.91	\$67,796.69	\$71,184.02	\$74,746.98	\$78,485.59
O	\$56,079.06	\$58,876.74	\$61,824.96	\$64,898.65	\$68,147.98	\$71,572.93	\$75,148.45
P	\$53,908.66	\$56,605.98	\$59,441.29	\$62,402.07	\$65,525.94	\$68,812.89	\$72,262.95
Q	\$51,951.54	\$54,535.94	\$57,258.35	\$60,143.85	\$63,154.81	\$66,303.76	\$69,628.36
R	\$50,082.23	\$52,591.37	\$55,213.41	\$57,973.45	\$60,846.42	\$63,907.55	\$67,094.13

Title	Grade	Position	Designation	Title	Grade	Position	Designation
Accounting Manager - Accounts Payable	G	Classified	Supervisory	Dean, Science, Mathematics & Health Science	B	Academic	Administrative
Accounting Manager - Payroll	G	Classified	Supervisory	Dean, Student Affairs	B	Academic	Administrative
Assistant Dean, Admissions & Records	E	Academic	Administrative	Director I, Child Development Center	L	Academic	Supervisory
Assistant Dean, Financial Aid, Scholarship & Veterans	E	Academic	Administrative	Director II, Child Development Center	J	Academic	Supervisory
Assistant Dean, Criminal Justice Academies	F	Academic	Administrative	Director of Grants	F	Classified	Supervisory
Assistant Dean, Fire Technology	F	Academic	Administrative	Director, Academic Support	D	Classified	Supervisory
Assistant Dean, Student Services	E	Academic	Administrative	Director, ACT/Corporate Training	F	Classified	Supervisory
Assistant Director, Athletics & Sports Information	I	Classified	Supervisory	Director, Auxiliary Services	F	Classified	Supervisory
Assistant Director, OC Small Business Development Center	L	Classified	Supervisory	Director, Business & Career Technical Education	H	Classified	Supervisory
Assistant Director, Small Business Initiative	L	Classified	Supervisory	Director, Continuing Education Support Services	H	Classified	Supervisory
Assistant to the Executive Vice Chancellor	M	Classified	Confidential	Director, Digital Media Center	E	Classified	Supervisory
Assistant to the President	M	Classified	Confidential	Director, Facility Planning, District Construction & Support Services	C	Classified	Administrative
Assistant to the Vice Chancellor	M	Classified	Confidential	Director, Fire Instruction	H	Academic	Supervisory
Assistant Vice Chancellor, Educational Services	A	Classified	Administrative	Director, Global Trade & Logistics Initiative	F	Classified	Supervisory
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	A	Classified	Administrative	Director, Information Systems	D	Classified	Supervisory
Assistant Vice Chancellor, Fiscal Services	A	Classified	Administrative	Director, Network & Communications	D	Classified	Supervisory
Assistant Vice Chancellor, Human Resources	A	Academic	Administrative	Director, Public Affairs & Publications	E	Classified	Supervisory
Assistant Vice Chancellor, Information Technologies Services	A	Classified	Administrative	Director, Purchasing Services	F	Classified	Supervisory
Associate Dean, Business & Career Technical Education	D	Academic	Administrative	Director, Research	F	Classified	Supervisory
Associate Dean, Disabled Student Programs & Services	D	Academic	Administrative	Director, Small Business Development Center	E	Classified	Supervisory
Associate Dean, EOPS	D	Academic	Administrative	Director, Special Programs	H	Classified	Supervisory
Associate Dean, Financial Aid	D	Academic	Administrative	District Support Services Supervisor	I	Classified	Supervisory
Associate Dean, Health Science & Nursing	D	Academic	Administrative	Director, Workforce Education	C	Academic	Administrative
Associate Dean, Instructional & Student Services	D	Academic	Administrative	Employment Services Manager	H	Classified	Supervisory
Associate Dean, Student Development	D	Academic	Administrative	Enrollment Reporting Manager	G	Classified	Supervisory
Associate Director I, Child Development Center	Q	Academic	Supervisory	Executive Assistant to the Board of Trustees	K	Classified	Confidential
Associate Director II, Child Development Center	O	Academic	Supervisory	Executive Assistant to the Chancellor	J	Classified	Confidential
Associate Registrar	K	Classified	Supervisory	Executive Director, Child Development Services	E	Academic	Administrative
Benefits Analyst	L	Classified	Confidential	Executive Director, College Advancement	C	Classified	Supervisory
Bookstore Manager	J	Classified	Supervisory	Facilities Manager	I	Classified	Supervisory
Budget Analyst	X	Classified	Confidential	Facilities Project Manager	E	Classified	Supervisory
Campus Budget Manager	H	Classified	Supervisory	Graphic Communications Manager	H	Classified	Supervisory
Chief District Safety & Security	D	Classified	Supervisory	Human Resources Analyst	L	Classified	Confidential
Custodial Supervisor	O	Classified	Supervisory	Internal Audit Manager	G	Classified	Supervisory
Dean, Arts, Humanities & Social Sciences	B	Academic	Administrative	Inventory, Delivery & Storage Supervisor	L	Classified	Supervisory
Dean, Business	B	Academic	Administrative	Lieutenant District Safety & Security	H	Classified	Supervisory
Dean, Business & Career Technical Education	B	Academic	Administrative	Maintenance Supervisor	O	Classified	Supervisory
Dean, Counseling	B	Academic	Administrative	Manager, Fiscal Services	E	Classified	Supervisory
Dean, Counseling & Student Support Services	B	Academic	Administrative	Project Manager	E	Classified	Supervisory
Dean, Enrollment & Support Services	B	Academic	Administrative	Publications and Electronic Media Manager	H	Classified	Supervisory
Dean, Kinesiology, Health & Athletics	B	Academic	Administrative	Registrar	G	Classified	Supervisory
Dean, Fine & Performing Arts	B	Academic	Administrative	Risk Manager	H	Classified	Supervisory
Dean, Human Services & Technology	B	Academic	Administrative	Sergeant District Safety & Security	K	Classified	Supervisory
Dean, Humanities & Social Sciences	B	Academic	Administrative	Vice President, Academic Affairs	A	Academic	Administrative
Dean, Institutional Effectiveness, Library & Learning Support Services	B	Academic	Administrative	Vice President, Administrative Services	A	Classified	Administrative
Dean, Instruction & Student Services	B	Academic	Administrative	Vice President, Continuing Education	A	Academic	Administrative
Dean, Mathematics & Sciences	B	Academic	Administrative	Vice President, Student Services	A	Academic	Administrative

Revised June 15 2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT **ATTACHMENT #3**
15/16 ADMINISTRATOR/ACADEMIC SUPERVISORY STEP INCREASES
EFFECTIVE JULY 1, 2015

LAST NAME	FIRST NAME	TITLE	ASSIGNMENT	SITE	GRADE	15/16 STEP	15/16 SALARY
Carrera	Cheryl	Dean	Science, Math & Health Sci	SAC	B	4	\$138,968.17
Castellon	Maria	Director I	SAC Early Childhood Education Center (preschool)	SAC ECEC	L	5	\$77,933.58
Collins	Michael	Vice President	Administrative Svcs	SAC	A	7	\$167,007.69
DeRosa	Sherry	Assoc Dean	DSPS	SAC	D	3	\$115,307.07
Dominguez	Gary	Director	Fire Instruction	SAC	H	4	\$91,696.17
Gonzalez	Zeferina	Director I	SAC E Child Development Center	SAC E	L	6	\$81,835.28
Isais	Enriqueta	Director I	SAC Early Childhood Education Center (infant/toddler)	SAC ECEC	L	6	\$81,835.28
Jaffray	Shelly	Dean	Humanities & Social Sci Div	SAC	B	7	\$156,331.36
Kennedy	James	Vice President	Continuing Education	CEC	A	7	\$167,007.69
Kikawa	Eve	Dean	Fine & Performing Arts	SAC	B	3	\$133,636.27
Kosko	Christine	Assoc Dean	Instructional & Student Services	CEC	D	5	\$124,716.30
Linnell	Janneth	Executive Director	Child Development Services	DO	E	4	\$111,129.37
Martinez-Flores	Marilyn	Dean	Arts, Humanities & Social Sciences	SCC	B	7	\$156,331.36
Pruznick	Jennifer	Assoc Director II	Early Head Start	DO	O	3	\$61,824.96
Satele	Arleen	Vice President	Administrative Svcs	SCC	A	6	\$160,584.32
Stringer	Martin	Dean	Mathematics & Sciences	SCC	B	7	\$156,331.36
Taylor	Darryl	Director	Facility Planning & District Construction & Support Svc	DO	C	6	\$140,022.00
Torres	Omar	Vice President	Santa Ana College	SAC	A	6	\$160,584.32
Van	Connie	Assoc Director II	Early Head Start	DO	O	5	\$68,147.98

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
MANAGEMENT/CLASSIFIED SUPERVISORY/CONFIDENTIAL
EFFECTIVE JULY 1, 2015**

Note: A Management/ Supervisory/Confidential employee must be employed or receive a promotion before January 1st of a fiscal year to receive a step increment on July 1st of the next fiscal year. (Reference Section 7131 of the Board Policy)

	NAME	Grade	STEP	CURRENT RATE	New Step		New Total
1	ABEJAR, ESMERALDA	H	2	\$83,165.13	3		\$87,330.27
2	ALVANO, PATRICIA G.	H	6	\$101,092.85	7		\$106,148.75
3	ARTEAGA, ELIZABETH	L	6	\$81,835.28	7		\$85,937.71
4	BONETATI, THOMAS	J	4	\$82,174.01	5		\$86,288.97
5	CHAMORRO, GUSTAVO	E	6	\$122,520.82	7		\$128,643.11
6	COBURN, ALLISON	E	1	\$95,986.77	2		\$100,791.76
7	COSSIO MUNIZ, RUTH	F	5	\$108,432.05	6		\$113,851.78
8	COVARUBIAS, DEISY	H	3	\$87,330.27	4		\$91,696.17
9	DAVIS, STUART	D	1	\$106,600.40	2		\$110,865.92
10	DUENAS, GABRIEL N.	O	6	\$71,572.93	7	7.5% GY	\$80,784.58
11	GERARD, DEBRA	J	6	\$90,604.69	7		\$95,133.67
12	HARSEN, ERIC A.	H	2	\$83,165.13	3		\$87,330.27
13	HONDA, LINDA	L	5	\$77,933.58	6		\$81,835.28
14	HOPKINS, DEAN A.	H	2	\$83,165.13	3		\$87,330.27
15	JOHNSON, DOUGLAS	D	3	\$115,307.07	4		\$119,911.34
16	LUCARELLI, Anita	K	6	\$86,000.43	7		\$90,303.60
17	MARSHALL, STEVEN	E	3	\$105,835.11	4		\$111,129.37
18	MATHEWS, KIMBERLY	H	2	\$83,165.13	3		\$87,330.27
19	RODRIGUEZ, SERGIO A.	E	6	\$122,520.82	7		\$128,643.11
20	ROMERO, CHRISTINA R.	C	2	\$119,698.06	3		\$124,477.94
21	SANTOYO, SARAH	F	5	\$108,432.05	6		\$113,851.78
22	STEWART, LYNN	F	2	\$93,665.82	3		\$98,345.36
23	WHEELER, MARK	I	3	\$82,525.29	4		\$86,640.27

DIRECTOR, SMALL BUSINESS INITIATIVE

CLASS SUMMARY

Under supervision of and in integrated collaboration with the Director, Small Business Development Center (SBDC), responsible for implementing small business workforce and economic development operations as the Deputy Sector Navigator-Small Business in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

REPRESENTATIVE DUTIES

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector employers with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaborative, connect small business education and Small Business Development Center program and business owners, and promote and strengthen curriculum and program alignment. Works with employers, industry associations, business organizations, education, and Workforce Investment Boards to determine gaps.

Promotes integration of small business job creation, workforce training, and employment/self-employment. Strengthens programs within the Small Business Sector at regional colleges and high schools, through such activities, including but not limited to career/entrepreneurial exploration, stackable credentials career pathways, small business education and dual enrollment. Promotes faculty professional growth and access to appropriate pedagogy. Identifies and prioritizes gaps in the small business curriculum continuum, and develops strategies to address them. Works with representatives of business and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. Provides counseling and connects SBDC's services to qualifying small business owners and individuals starting and/or growing a business. This technical assistance may include, but not be limited to: 1) business plan development, 2) on-line and traditional marketing, 3) market research, 4) growth strategies, 5) buying / starting a business, 6) getting contacts with corporations and the government, and 7) possible avenues of finance. Serves on appropriate business and educational committees at the local and state level. Makes presentations, conducts classes and/or workshops as appropriate. Develops and maintains small business referral service.

Supervise budget, auditing timelines, and evaluations. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
JUNE 2015

ORGANIZATIONAL RELATIONSHIPS

This position reports to Director, Small Business Development Center and manages the Deputy Sector Navigator-Small Business grant program and supervises the program staff.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Bachelor's Degree or higher from an accredited institution in a business area, minimum of five years' experience in management, administration or delivery of programs in small business development or economic development.

Knowledge and Abilities

Knowledge of: entrepreneurship, self-employment and small business activities in the community and the ability to participate in those activities. Ability to: perform counseling for clients of the Center, market the program, participate in organizations which promote small business development and other community based small business activities, seek professionals willing to act as referrals on a volunteer and reduced fee basis, and follow the guidelines of the grant.

Board Approval Date is 06/15/15

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Eve Kikawa** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Fine and Performing Arts, Santa Ana College** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **May 27, 2015** and ending **June 30, 2016**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$128,492.55** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California

in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the

Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

Rancho Santiago Community College District
2014/2015 CSEA CHAPTER 888
PERMANENT ANNUAL SALARY SCHEDULE
 Effective July 1, 2014

TEACHER

STEP	ASSOCIATE			
	TEACHER	PERMIT	AA	BA
1	\$23,266.65	\$30,424.25	\$31,947.34	\$33,544.66
2	\$23,996.31	\$31,215.59	\$32,736.60	\$34,333.91
3	\$24,725.98	\$32,006.93	\$33,528.97	\$35,126.29
4	\$25,453.54	\$32,799.31	\$34,319.27	\$35,916.58
5	\$26,184.26	\$33,588.56	\$35,109.57	\$36,707.92
6	\$26,913.92	\$34,380.94	\$35,901.94	\$37,499.26
7	\$27,641.48	\$35,172.28	\$36,692.24	\$38,290.60
8	\$28,372.19	\$35,962.58	\$37,484.62	\$39,081.94
9	\$29,099.76	\$36,753.92	\$38,273.88	\$39,872.24
10	\$29,829.43	\$37,544.21	\$39,065.22	\$40,663.58
11	\$30,557.01	\$38,336.60	\$39,858.65	\$41,454.92
12	\$31,287.71	\$39,126.90	\$40,648.94	\$42,244.17

MASTER TEACHER

STEP	AA	BA	MA
1	\$36,968.21	\$38,816.42	\$40,758.70
2	\$37,794.05	\$39,642.26	\$41,581.40
3	\$38,618.84	\$40,468.10	\$42,407.24
4	\$39,443.64	\$41,292.89	\$43,233.08
5	\$40,270.52	\$42,118.72	\$44,059.96
6	\$41,096.36	\$42,944.55	\$44,884.75
7	\$41,921.15	\$43,769.34	\$45,710.60
8	\$42,745.94	\$44,593.10	\$46,536.43
9	\$43,571.78	\$45,421.02	\$47,361.22
10	\$44,396.57	\$46,246.87	\$48,187.05
11	\$45,224.50	\$47,071.66	\$49,012.89
12	\$46,051.38	\$47,897.49	\$49,836.64

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

Rancho Santiago Community College District
2014/2015 CSEA CHAPTER 888
PERMANENT HOURLY SALARY SCHEDULE
 Effective July 1, 2014

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$14.05	\$18.38	\$19.30	\$20.26
2	\$14.49	\$18.85	\$19.77	\$20.73
3	\$14.93	\$19.33	\$20.25	\$21.21
4	\$15.37	\$19.81	\$20.73	\$21.69
5	\$15.82	\$20.28	\$21.20	\$22.17
6	\$16.26	\$20.76	\$21.68	\$22.64
7	\$16.69	\$21.24	\$22.16	\$23.12
8	\$17.33	\$21.71	\$22.63	\$23.60
9	\$17.57	\$22.19	\$23.11	\$24.07
10	\$18.01	\$22.67	\$23.59	\$24.56
11	\$18.45	\$23.15	\$24.07	\$25.04
12	\$18.89	\$23.63	\$24.55	\$25.51

MASTER TEACHER

STEP	AA	BA	MA
1	\$22.33	\$23.44	\$24.62
2	\$22.82	\$23.94	\$25.11
3	\$23.32	\$24.44	\$25.61
4	\$23.82	\$24.93	\$26.10
5	\$24.32	\$25.43	\$26.60
6	\$24.82	\$25.94	\$27.11
7	\$25.32	\$26.43	\$27.61
8	\$25.81	\$26.93	\$28.10
9	\$26.31	\$27.43	\$28.60
10	\$26.81	\$27.93	\$29.10
11	\$27.30	\$28.42	\$29.59
12	\$27.81	\$28.93	\$30.10

Rancho Santiago Community College District
2015/2016 CSEA CHAPTER 888
INTERIM ANNUAL SALARY SCHEDULE
 Effective July 1, 2015

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$23,266.65	\$30,424.25	\$31,947.34	\$33,544.66
2	\$23,996.31	\$31,215.59	\$32,736.60	\$34,333.91
3	\$24,725.98	\$32,006.93	\$33,528.97	\$35,126.29
4	\$25,453.54	\$32,799.31	\$34,319.27	\$35,916.58
5	\$26,184.26	\$33,588.56	\$35,109.57	\$36,707.92
6	\$26,913.92	\$34,380.94	\$35,901.94	\$37,499.26
7	\$27,641.48	\$35,172.28	\$36,692.24	\$38,290.60
8	\$28,372.19	\$35,962.58	\$37,484.62	\$39,081.94
9	\$29,099.76	\$36,753.92	\$38,273.88	\$39,872.24
10	\$29,829.43	\$37,544.21	\$39,065.22	\$40,663.58
11	\$30,557.01	\$38,336.60	\$39,858.65	\$41,454.92
12	\$31,287.71	\$39,126.90	\$40,648.94	\$42,244.17

MASTER TEACHER

STEP	AA	BA	MA
1	\$36,968.21	\$38,816.42	\$40,758.70
2	\$37,794.05	\$39,642.26	\$41,581.40
3	\$38,618.84	\$40,468.10	\$42,407.24
4	\$39,443.64	\$41,292.89	\$43,233.08
5	\$40,270.52	\$42,118.72	\$44,059.96
6	\$41,096.36	\$42,944.55	\$44,884.75
7	\$41,921.15	\$43,769.34	\$45,710.60
8	\$42,745.94	\$44,593.10	\$46,536.43
9	\$43,571.78	\$45,421.02	\$47,361.22
10	\$44,396.57	\$46,246.87	\$48,187.05
11	\$45,224.50	\$47,071.66	\$49,012.89
12	\$46,051.38	\$47,897.49	\$49,836.64

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Rancho Santiago Community College District
2015/2016 CSEA CHAPTER 888
INTERIM HOURLY SALARY SCHEDULE
 Effective July 1, 2015

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$14.05	\$18.38	\$19.30	\$20.26
2	\$14.49	\$18.85	\$19.77	\$20.73
3	\$14.93	\$19.33	\$20.25	\$21.21
4	\$15.37	\$19.81	\$20.73	\$21.69
5	\$15.82	\$20.28	\$21.20	\$22.17
6	\$16.26	\$20.76	\$21.68	\$22.64
7	\$16.69	\$21.24	\$22.16	\$23.12
8	\$17.33	\$21.71	\$22.63	\$23.60
9	\$17.57	\$22.19	\$23.11	\$24.07
10	\$18.01	\$22.67	\$23.59	\$24.56
11	\$18.45	\$23.15	\$24.07	\$25.04
12	\$18.89	\$23.63	\$24.55	\$25.51

MASTER TEACHER

STEP	AA	BA	MA
1	\$22.33	\$23.44	\$24.62
2	\$22.82	\$23.94	\$25.11
3	\$23.32	\$24.44	\$25.61
4	\$23.82	\$24.93	\$26.10
5	\$24.32	\$25.43	\$26.60
6	\$24.82	\$25.94	\$27.11
7	\$25.32	\$26.43	\$27.61
8	\$25.81	\$26.93	\$28.10
9	\$26.31	\$27.43	\$28.60
10	\$26.81	\$27.93	\$29.10
11	\$27.30	\$28.42	\$29.59
12	\$27.81	\$28.93	\$30.10

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE
175 Day Contract Faculty
EFFECTIVE JULY 1, 2015

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$54,010.08	\$58,029.41	\$60,691.38	\$63,352.31	\$66,013.24	\$68,674.17	\$71,448.91
4	\$56,501.34	\$60,520.67	\$63,184.70	\$65,841.51	\$68,504.50	\$71,154.05	\$73,931.89
5	\$58,983.29	\$63,009.86	\$65,668.73	\$68,332.76	\$70,980.25	\$73,645.31	\$76,422.11
6	\$61,471.45	\$65,496.98	\$68,156.88	\$70,813.67	\$73,473.57	\$76,135.54	\$78,909.25
7	\$63,956.50	\$67,985.14	\$70,649.18	\$73,315.29	\$75,965.87	\$78,628.87	\$81,396.37
8	\$66,447.77	\$70,469.16	\$73,133.20	\$75,788.96	\$78,451.96	\$81,114.96	\$83,883.49
9	\$68,936.96	\$72,961.46	\$75,628.59	\$78,278.15	\$80,943.22	\$83,597.94	\$86,369.57
10	\$71,425.12	\$75,452.72	\$78,112.62	\$80,765.27	\$83,427.23	\$86,086.10	\$88,858.76
11	\$73,913.27	\$77,939.84	\$80,593.53	\$83,258.60	\$85,917.46	\$88,575.29	\$91,348.99
12	\$76,402.46	\$80,429.03	\$83,085.83	\$85,743.66	\$88,399.41	\$91,062.42	\$93,835.08
13		\$82,915.12	\$85,571.91	\$88,234.92	\$90,893.78	\$93,552.65	\$96,323.24
14		\$85,403.28	\$88,061.11	\$90,723.08	\$93,382.97	\$96,043.90	\$98,812.43
15		\$87,891.44	\$90,550.30	\$93,213.30	\$95,869.06	\$98,529.99	\$101,299.55
16				\$95,702.49	\$98,354.11	\$101,017.11	\$103,787.71
A						\$104,744.70	\$107,518.39
B						\$108,481.58	\$111,249.08
C						\$112,215.37	\$114,981.31

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree plus 30 approved semester units or 95 approved semester units plus nine years approved work experience credit
 2. Bachelor's degree plus six years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE
175 Day Contract Faculty
EFFECTIVE JULY 1, 2015

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE
192 Day Contract Faculty
EFFECTIVE JULY 1, 2015

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$59,257.45	\$63,666.82	\$66,587.43	\$69,507.01	\$72,426.59	\$75,346.15	\$78,389.88
4	\$61,990.81	\$66,400.17	\$69,322.85	\$72,238.29	\$75,159.93	\$78,067.10	\$81,113.93
5	\$64,713.81	\$69,131.45	\$72,048.96	\$74,971.64	\$77,875.69	\$80,800.45	\$83,846.24
6	\$67,443.02	\$71,859.64	\$74,778.18	\$77,693.61	\$80,611.12	\$83,531.73	\$86,575.46
7	\$70,170.17	\$74,589.88	\$77,512.56	\$80,438.34	\$83,345.51	\$86,267.15	\$89,303.63
8	\$72,903.53	\$77,314.96	\$80,237.64	\$83,152.04	\$86,073.68	\$88,995.32	\$92,032.85
9	\$75,633.77	\$80,049.34	\$82,976.16	\$85,883.33	\$88,807.04	\$91,719.37	\$94,759.99
10	\$78,364.02	\$82,782.69	\$85,701.24	\$88,611.50	\$91,532.12	\$94,449.62	\$97,491.27
11	\$81,094.27	\$85,511.91	\$88,423.21	\$91,346.92	\$94,264.42	\$97,179.87	\$100,223.59
12	\$83,824.51	\$88,242.16	\$91,157.60	\$94,074.07	\$96,987.43	\$99,909.08	\$102,950.74
13		\$90,970.34	\$93,884.74	\$96,806.39	\$99,723.89	\$102,641.40	\$105,680.99
14		\$93,700.58	\$96,616.02	\$99,536.63	\$102,455.17	\$105,374.75	\$108,412.27
15		\$96,429.79	\$99,347.30	\$102,268.95	\$105,182.31	\$108,101.89	\$111,140.44
16				\$105,000.23	\$107,909.46	\$110,831.10	\$113,870.69
A						\$114,920.28	\$117,962.96
B						\$119,020.31	\$122,056.79
C						\$123,117.23	\$126,150.61

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
 - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
 - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree or 65 approved semester units plus six years approved work experience credit
 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 49 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 2. Bachelor's degree plus six years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE
192 Day Contract Faculty
EFFECTIVE JULY 1, 2015

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 64 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus nine years approved work experience credit
 - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 79 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 - 2. Master's degree plus nine years approved work experience credit
 - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
 - b) Bachelor's degree plus 94 approved semester units including a master's degree
 - c) CTE placement - appropriate minimum qualifications plus one of the following:
 - 1. Master's degree plus 15 approved semester units plus nine years
 - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE
225 Day Contract Faculty
 EFFECTIVE JULY 1, 2015

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$69,441.83	\$74,609.54	\$78,031.92	\$81,453.27	\$84,874.61	\$88,295.96	\$91,863.18
4	\$72,644.88	\$77,812.59	\$81,238.07	\$84,654.25	\$88,077.66	\$91,484.52	\$95,055.89
5	\$75,836.55	\$81,013.57	\$84,431.81	\$87,857.29	\$91,261.05	\$94,687.57	\$98,257.89
6	\$79,035.46	\$84,210.42	\$87,630.72	\$91,046.90	\$94,466.17	\$97,888.55	\$101,454.74
7	\$82,230.24	\$87,410.36	\$90,834.81	\$94,263.40	\$97,671.29	\$101,094.70	\$104,652.61
8	\$85,433.28	\$90,604.09	\$94,028.55	\$97,443.68	\$100,867.09	\$104,291.55	\$107,850.49
9	\$88,633.23	\$93,808.18	\$97,236.77	\$100,643.63	\$104,070.15	\$107,483.22	\$111,047.34
10	\$91,833.17	\$97,011.24	\$100,430.50	\$103,841.50	\$107,263.89	\$110,682.13	\$114,247.28
11	\$95,032.08	\$100,209.11	\$103,621.15	\$107,047.66	\$110,465.91	\$113,883.11	\$117,449.29
12	\$98,232.03	\$103,409.05	\$106,825.22	\$110,242.43	\$113,656.54	\$117,080.98	\$120,645.10
13		\$106,605.89	\$110,021.04	\$113,445.48	\$116,863.73	\$120,281.97	\$123,845.05
14		\$109,804.80	\$113,222.02	\$116,644.39	\$120,064.71	\$123,485.02	\$127,044.99
15		\$113,003.72	\$116,421.96	\$119,846.41	\$123,260.51	\$126,681.86	\$130,242.87
16				\$123,046.36	\$126,455.29	\$129,879.73	\$133,441.79
A						\$134,671.89	\$138,238.60
B						\$139,476.47	\$143,035.41
C						\$144,277.94	\$147,833.78

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- Bachelor's degree
 - Vocational placement - appropriate minimum qualifications
- CLASS II**
- Master's degree
 - Bachelor's degree plus 45 approved semester units earned after award of the degree
 - Vocational placement - appropriate minimum qualifications plus one of the following:
 - Associate degree or 65 approved semester units plus six years approved work experience credit
 - Bachelor's degree plus three years approved work experience credit
- CLASS III**
- Master's degree plus 15 approved semester units earned after award of the degree
 - Bachelor's degree plus 49 approved semester units including a master's degree
 - Vocational placement - appropriate minimum qualifications plus one of the following:
 - Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
 - Bachelor's degree plus six years approved work experience credit
 - Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE
225 Day Contract Faculty
EFFECTIVE JULY 1, 2015

CLASS IV a) Master's degree plus 30 approved semester units earned after award of the degree
b) Bachelor's degree plus 64 approved semester units including a master's degree
c) Vocational placement - appropriate minimum qualifications plus one of the following:
 1. Bachelor's degree plus nine years approved work experience credit
 2. Completion of 15 approved semester units after initial placement on Class III

CLASS V a) Master's degree plus 45 approved semester units earned after award of the degree
b) Bachelor's degree plus 79 approved semester units including a master's degree
c) Vocational placement - appropriate minimum qualifications plus one of the following:
 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
 2. Master's degree plus nine years approved work experience credit
 3. Completion of 15 approved semester units after initial placement on Class IV

CLASS VI a) Master's degree plus 60 approved semester units earned after award of the degree
b) Bachelor's degree plus 94 approved semester units including a master's degree
c) Vocational placement - appropriate minimum qualifications plus one of the following:
 1. Master's degree plus 15 approved semester units plus nine years
 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V

CLASS VII a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 FARSCCD INTERIM SALARY SCHEDULE "B"
PART-TIME/BEYOND CONTRACT (Overload)
 EFFECTIVE JULY 1, 2015

TEACHING		Column I	Column II	Column III	Column IV
		(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
STEP		LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1					
2					
3		\$54.08	\$56.79	\$59.62	\$62.60
4		\$56.79	\$59.62	\$62.60	\$65.73
5		\$59.62	\$62.60	\$65.73	\$69.02

LAB		(Equivalent to 0.90 of a lecture hour)			
	STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1					
2					
3		\$48.67	\$51.11	\$53.67	\$56.35
4		\$51.11	\$53.67	\$56.35	\$59.16
5		\$53.67	\$56.35	\$59.16	\$62.12

COUNSELING/ LIBRARIAN/NURSING		(equivalent to 0.85 of a lecture hour)			
	STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1					
2					
3		\$45.97	\$48.27	\$50.68	\$53.21
4		\$48.27	\$50.68	\$53.21	\$55.88
5		\$50.68	\$53.21	\$55.88	\$58.67

NON-TEACHING		(equivalent to 0.5 of a lecture hour)			
	STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1					
2					
3		\$27.05	\$28.40	\$29.82	\$31.30
4		\$28.40	\$29.82	\$31.30	\$32.87
5		\$29.82	\$31.30	\$32.87	\$34.51

Schedule B applies to all non-contract college credit academic employees. Extra pay assignments beyond the regular contract load during the fall and spring semesters shall be paid at the established lecture hour equivalent (LHE) or fraction thereof. Part-time laboratory assignments shall be paid at 0.90 of the LHE rate. Part-time assignments in library, health services, and counseling shall be paid at 0.85 of the LHE rate.

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$72.57**.

Initial placement for faculty is at step 3, with advancement occurring every two (2) semesters of part-time/beyond contract work.

2015/2016 FARSCCD INTERIM CREDIT SUMMER SALARY SCHEDULE "A"

EFFECTIVE JUNE 13, 2016

TEACHING

(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$75.02	\$80.59	\$84.30	\$87.99	\$91.68	\$95.38	\$99.24
4	\$78.47	\$84.06	\$87.75	\$91.45	\$95.15	\$98.82	\$102.68
5	\$81.92	\$87.51	\$91.21	\$94.90	\$98.58	\$102.29	\$106.14

LAB

(Equivalent to 0.90 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$67.52	\$72.54	\$75.87	\$79.19	\$82.52	\$85.84	\$89.32
4	\$70.63	\$75.66	\$78.99	\$82.30	\$85.64	\$88.94	\$92.42
5	\$73.73	\$78.77	\$82.10	\$85.42	\$88.74	\$92.07	\$95.53

**COUNSELING/
LIBRARIAN/NURSING**

(Equivalent to .085 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$63.76	\$68.51	\$71.65	\$74.79	\$77.93	\$81.07	\$84.35
4	\$66.70	\$71.45	\$74.59	\$77.73	\$80.87	\$84.00	\$87.28
5	\$69.63	\$74.39	\$77.53	\$80.67	\$83.80	\$86.95	\$90.22

NON-TEACHING

(Equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$37.51	\$40.30	\$42.15	\$44.00	\$45.84	\$47.69	\$49.62
4	\$39.24	\$42.03	\$43.88	\$45.73	\$47.58	\$49.41	\$51.35
5	\$40.96	\$43.76	\$45.60	\$47.46	\$49.30	\$51.15	\$53.07

Schedule A applies to all academic college credit faculty who were employed on contract during the preceding academic year. All laboratory classes will be compensated at 0.90 of a lecture hour. Compensation for health services faculty, counselors, and librarian assignments will be computed at .85 of a lecture hour.

Placement on Schedule A is according to class and step placement as of the spring semester immediately preceding summer school.

A maximum assignment of 1.5 LHE per week will be allowed for all instructors, up to a maximum of 12 LHE for the summer program. This is a weekly assigned maximum, not an average or aggregate of total weeks taught during a summer session.

A maximum of twenty seven (27) hours per week will be allowed for all counselors. Combined counseling and instructional assignments shall be subject to the 27 hour limit. Assignments during the summer session shall be 100% student contact unless modified by mutual agreement with the appropriate administrator.

2015/2016 FARSCCD INTERIM NON-CREDIT SUMMER SALARY SCHEDULE "C"

EFFECTIVE JUNE 6, 2016

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$84.39	\$90.67	\$94.83	\$98.99	\$103.15	\$107.31	\$111.64
4	\$88.28	\$94.56	\$98.73	\$102.88	\$107.04	\$111.18	\$115.52
5	\$92.16	\$98.45	\$102.61	\$106.77	\$110.91	\$115.08	\$119.41

Schedule C applies to all college non-credit full-time employees who were employed on contract during the preceding academic year and are continuing on contract for the ensuing academic year.

Placement on Schedule C is according to class and step placement as of the spring semester immediately preceding summer school.

Full-time instructors assigned to teach the course, Learning Disabilities Laboratory, shall be paid at 0.85 of the appropriate rate on this schedule.

A summer session assignment shall not exceed a total of 170 hours.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2015/2016 CEFA INTERIM SALARY SCHEDULE
EFFECTIVE JULY 1, 2015**

INSTRUCTION	I	II
STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$42.83	\$43.88
3	\$43.88	\$45.03
4	\$45.03	\$46.15

Non-credit counselors salary paid by the district during 2008-2009 shall continue at the same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit counselors leave the unit and return at a later date, their rate of pay will continue at what it was as of 2008-2009, or the schedule below, whichever is greater.

COUNSELING	I	II
STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$36.40	\$37.29
3	\$37.29	\$38.27
4	\$38.27	\$39.23

NON-INSTRUCTION	I	II
STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1		
2	\$21.42	\$21.94
3	\$21.94	\$22.52
4	\$22.52	\$23.07

COORDINATION	I	II
STEP	LESS THAN MASTER'S	MASTER'S OR GREATER
1	\$35.70	\$36.61

New employees shall be placed on Step 1 or 2 of the appropriate class. Advancement to the next step shall occur upon completion of three (3) semesters of service. A semester of service means that an instructor teaches at least 75% of the semester length. Continuing employees shall receive a step advancement upon completion of three (3) semesters of service subsequent to their last step advancement.

Time worked as a substitute, summer school employee, site administrator or in the credit program shall not count toward step placement.

**15/16 CSEA CHAPTER 888 STEP INCREASES
EFFECTIVE JULY 1, 2015**

NAME	TITLE	CTR/SITE	LOC	GRADE	15/16 STEP	15/16 SALARY	15/16 HRLY
Arreguin, Marybel	Master Teacher	EHS	DO	MT/BA (2)	4	\$41,292.89	\$24.93
Barcelona, Rosie	Master Teacher	SAC E	DO	MT/AA (1)	8	\$42,745.94	\$25.81
Cahill, Mary	Teacher	SAC ECEC	DO	T/AA (3)	7	\$36,692.24	\$22.16
Camson, Marian	Master Teacher	CEC	DO	MT/BA (2)	10	\$46,246.87	\$27.93
Candela, Catherine	Master Teacher	EHS	DO	MT/BA (2)	4	\$41,292.89	\$24.93
Castaneda, Daisy	Master Teacher	SAC ECEC	DO	MT/BA (2)	8	\$44,593.10	\$26.93
Cervantes, Isela	Master Teacher	EHS	DO	MT/BA (2)	4	\$41,292.89	\$24.93
Cordoba, Luz	Master Teacher	SAC ECEC	DO	MT/BA (2)	6	\$42,944.55	\$25.94
Daniels, Alisa	Master Teacher	CEC	DO	MT/BA (2)	6	\$42,944.55	\$25.94
Escalera, Juana	Master Teacher	SAC ECEC	DO	MT/AA (1)	3	\$38,618.84	\$23.32
Gasca, Yolanda	Master Teacher	CEC	DO	MT/BA (2)	9	\$45,421.02	\$27.43
Guerra, Maria	Master Teacher	SAC E	DO	MT/BA (2)	6	\$42,944.55	\$25.94
Higuera, Imelda	Master Teacher	SAC ECEC	DO	MT/AA (1)	6	\$41,096.36	\$24.82
Jorquera, Paz	Master Teacher	SAC ECEC	DO	MT/AA (1)	5	\$40,270.52	\$24.32
Lemus Vallejo, Cristina	Teacher	EHS	DO	T/P (2)	5	\$33,588.56	\$20.28
Mangali, Colleen	Master Teacher	SAC ECEC	DO	MT/BA (2)	5	\$42,118.72	\$25.43
McCann, Kathleen	Master Teacher	SCC	DO	MT/AA (1)	11	\$45,224.50	\$27.30
Nichols, Teresa	Teacher	SCC	DO	T/AA (3)	7	\$36,692.24	\$22.16
Paz-Lugo, Artemisa	Master Teacher	CEC	DO	MT/AA (1)	5	\$40,270.52	\$24.32
Perez Zuniga, Elvia	Associate Teacher	CEC	DO	T/AT (1)	5	\$26,184.26	\$15.82
Racca, Lyn	Master Teacher	SAC ECEC (preschool)	DO	MT/BA (2)	9	\$45,421.02	\$27.43
Ramirez, Alicia	Master Teacher	EHS	DO	MT/BA (2)	6	\$42,944.55	\$25.94
Salinas, Keo	Master Teacher	SAC ECEC	DO	MT/MA (3)	6	\$44,884.75	\$27.11
Santamaria, Sandra	Master Teacher	EHS	DO	MT/AA (1)	4	\$39,443.64	\$23.82
Shinn, Sandra	Master Teacher	SAC ECEC (infant/toddler)	DO	MT/BA (2)	6	\$42,944.55	\$25.94
Springfield, Amber	Master Teacher	SAC ECEC	DO	MT/AA (1)	12(M)	\$46,051.38	\$27.81
Waugh, Susan	Teacher	SAC ECEC (preschool)	DO	T/BA (4)	9	\$39,872.24	\$24.07

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
15/16 FARSCCD 12 MONTH FACULTY STEP INCREASES
EFFECTIVE JULY 1, 2015

ATTACHMENT # 19

LAST NAME	FIRST NAME	DIVISION	LOC	CLASS	15/16 STEP	15/16 SALARY
Aguilar Beltran	Maria	Student Svcs	SAC	V	13	\$99,723.89
Baldizon-Rios	Nena	Counseling & Student Support Svcs	SCC	VII	C(M)	\$126,150.61
Barnard	Rebecca	Student Svcs	SAC	II	15(M)	\$96,429.79
Campitelli-Smith	Melissa	Student Svcs	SCC	VII	14	\$108,412.27
Crabill	Phillip	Counseling & Student Support Svcs	SCC	VII	11	\$100,223.59
Frias	Rodolfo	Continuing Ed	OEC/SCC	VII	B(1)	\$122,056.79
James	Scott	Academic Affairs	SCC	II	10	\$78,364.02
Lockhart	Ann	Student Svcs	SAC	III	15(M)	\$99,347.30
Nguyen	Madeleine	Student Svcs	SAC	VI	A(1)	\$114,920.28
Nguyen	Thu T.	Counseling	SAC	III	12	\$91,157.60
Pastrana	Leo	Counseling	SAC	II	8	\$72,903.53
Robledo	Joanna	Counseling	SAC	VI	13	\$102,641.40
Robledo	Reymundo	Counseling	SAC	VI	13	\$102,641.40
Salgado	Susana	Student Svcs	SAC	VII	14	\$108,412.27
Sanabria	Reina	Counseling	SAC	VI	A(1)	\$114,920.28

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

JUNE 15, 2015

CLASSIFIED2015-2016 CSEA Interim Salary Schedule Attachment #12015-2016 Miscellaneous Salary Schedule Attachment #22015-2016 CSEA Step Increases Attachment #3Professional Growth Increments

Campbell, Amanda Effective: July 1, 2015
Transfer Center Specialist/ Counseling/
SCC Grade 11, Step 3 + 1PG (500) \$48,499.65

Nguyen, Quynh Effective: July 1, 2015
Administrative Secretary/ Student Affairs/
SAC Grade 12, Step 3 + 3PG (1500) \$52,071.51

Out of Class Assignment

Briceno, Yasmina Effective: 07/01/15 – 06/30/16
Information Systems Specialist/ Auxiliary
Services/ SAC Grade 11, Step 6 + 5%L \$58,295.60

Cervantes, Guadalupe Effective: 05/01/15 – 06/30/15
High School & Community Outreach
Specialist/ Admissions/ SCC Grade 13, Step 1 + 2.5%L \$49,443.98

Dao, Quynh Gao Effective: 07/01/15 – 07/20/15
Sr. Account Clerk/ Fiscal Services/ District
Grade 10, Step 3 \$45,992.36

Duenez, Patricia Effective: 07/01/15 – 06/30/16
Administrative Secretary/ Educational
Services/ District Grade 12, Step 1 + 2.5%Bil \$46,975.00

Johnson, Maureen Effective: 07/01/15 – 07/20/15
Payroll Specialist/ Payroll/ District
Grade 11, Step 6 + 7.5%L \$59,785.97

Palmer, Jason Effective: 05/26/15 – 09/30/15
Dir. Network & Communications/ ITS/
District Grade D, Step 1 \$106,600.40
Supervisory

Out of Class Assignment cont'd

Torres, Jetzamina
Dir. Special Programs/ Educational
Services/ District

Effective: 07/01/15 – 06/30/16
Grade H, Step 1 \$78,533.16
Supervisory

Return to Regular Assignment

Sandoval, Maricela
High School & Comm. Outreach
Specialist/ Student Services/ SCC

Effective: July 1, 2015
Grade 13, Step 6 \$61,611.69

Change in Position

Easter, Candi
From: Sr. Account Clerk
To: Accountant/ Fiscal Services/ District

Effective: May 27, 2015
Grade 13, Step 5 + 2.5%L + 1PG (500)
\$60,617.18

Le, Hang
From: Administrative Secretary
To: Business Systems Analyst
(CL15-0639) Admissions/ SAC

Effective: June 1, 2015
Grade 15, Step 4 \$62,138.61

Pov, Tina
From: Data Entry Clerk/Financial Aid/
SAC
To: Graduation Specialist (CL15-0638)/
Admissions & Records/ SAC

Effective: June 1, 2015
Grade 15, Step 1 + 3PG (1500)
\$55,195.38

Suarez, Francisco
From: Student Program Specialist
To: Graduation Specialist (CL15-0651)
School of Continuing Education/ SAC

Effective: July 1, 2015
Grade 15, Step 2 + 2.5% L + 5PG (2500)
\$60,276.81

Tjptahadi, Rudy
From: Research Specialist
To: Research Analyst (CL15-0636)
Student Services/ SCC

Effective: May 29, 2015
Grade 16, Step 4 + 2.5%L + 6PG(3000)
\$70,601.29

Traslavina, Pilar
From: Administrative Secretary
To: Admissions & Records Tech. Spec.
(CL15-0640) Admissions/ SAC

Effective: May 26, 2015
Grade 15, Step 4 \$62,138.61

Voluntary Furlough

Selby, Nadine Admissions & Records Spec. III/ SCC	Effective: 06/08/15 – 08/06/15 Grade 10, Step 6 + 5%L + 6PG (3000) @ 90% VF \$53,291.63
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Leave of Absence

McAdam, Veronica Administrative Clerk/ Child Development Services. Services/ SAC	Effective: 05/26/15 – 08/19/15 Reason: Maternity Leave/FMLA
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Tran, Anh Phuong Curriculum Specialist/ Academic Affairs/ SAC	Effective: 04/06/15 – 6/29/15 Reason: Maternity Leave <i>Corrected effective date</i>
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Ratification of Resignation/Retirement

Frederick, Linda Administrative Secretary/ Continuing Ed./ SCC	Effective: July 9, 2015 Reason: Resignation
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McCall, Velan Auxiliary Services Specialist/ Auxiliary Services/ SAC	Effective: August 3, 2015 Reason: Retirement
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Morrow, Linda Program Specialist/ Student Services/ SAC	Effective: July 31, 2015 Reason: Resignation
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CLASSIFIED HOURLY

New Appointments

Pena Arias, Marisol Assessment Assistant (CL14-0539) School of Continuing Education/ SAC	Effective: June 8, 2015 Up to 19 Hours/Week School Session Grade 5, Step A \$16.35/Hour
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Leave of Absence

Hermen, Lisa Sr. Clerk/ Kinesiology/ SCC	Effective: 09/21/15 – 09/25/15 10/19/15 – 10/23/15 11/16/15 – 11/20/15 02/22/16 – 02/26/16 03/21/16 – 03/25/16 04/18/16 – 04/22/16 05/09/16 – 05/13/16 06/13/16 – 06/24/16 Reason: Non Work Days 10 Month Contract
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Ratification of Resignation/Retirement

Cartwright, Tasha Instructional Assistant/ Math & Science/ SAC	Effective: June 11, 2015 Reason: Resignation
Castellanos, Margie Counseling Assistant/ Counseling/ SAC	Effective: June 5, 2015 Reason: Resignation
Vo, Hong Ha Instructional Assistant/ Business Div./ SAC	Effective: May 4, 2015 Reason: Resignation

TEMPORARY ASSIGNMENT

Aoun, Doris Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Arizaga, Jennifer Instructional Assistant/ School of Continuing Ed./ SAC	Effective: 07/01/15 – 04/02/16
Arriaga, Alfredo Instructional Assistant/ Math & Science/ SCC	Effective: 06/16/15 – 06/30/15 07/01/15 – 08/06/15
Bianzon, Felipe Custodian/ School of Continuing Education/ SAC	Effective: 07/01/15 – 04/02/16

TEMPORARY ASSIGNMENT cont'd

Billszar, Brittney Student Services Specialist/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Bonilla, Jesse Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Budean Zunila, Bianca Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Caudillo, Margaret Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 04/02/16
Ceron, Jessica Senior Clerk/ EOPS/ SAC	Effective: 07/01/15 – 06/30/16
Cervantes, Cynthia Counseling Assistant/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Contreras, Gerardo Student Services Coord./ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Cordova, Juan Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Crabb, Emily Library Tech./ Library/ SCC	Effective: 07/01/15 – 06/30/16
Davalos, Leonel Custodian/ Admin. Services/ SCC	Effective: 07/01/15 – 06/30/16
Flores, Edgar Instructional Assistant/ Student Affairs/ SAC	Effective: 07/01/15 – 06/30/16
Flores, Ruby Student Services Coordinator/ Student Affairs/ SAC	Effective: 09/07/15 – 06/30/16

TEMPORARY ASSIGNMENT cont'd

Ford, Michelle Intermediate Account Clerk/ Fiscal Services/ District	Effective: 07/01/15 – 10/31/15
Fregoso, Julio Job Developer/ Student Services/ SAC	Effective: 07/01/15 – 06/30/16
Gamboa, Dillon Cashier/ Auxiliary Services/ SCC	Effective: 07/06/15 – 06/30/16
Goodman, Irene Instructional Assistant/ Math & Science/ SCC	Effective: 08/03/15 – 06/30/16
Gray, Malcolm Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Herrera, Abel Custodian/ School of Continuing Education/ SAC	Effective: 07/01/15 – 04/02/16
Hess, Jodi Cashier/ Auxiliary Services/ SCC	Effective: 07/06/15 – 06/30/16
Ho, Thi Instructional Assistant/ Math & Science/ SAC	Effective: 07/01/15 – 07/23/15
Hoang, Jayden Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Kammen, Carl Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Landeros, Cristina Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16

TEMPORARY ASSIGNMENT cont'd

Le, Sophia Student Services Specialist/ Student Services/ SAC	Effective: 07/01/15 – 06/30/16
Lee, Alfred Instructional Assistant/ Science & Math/ sAC	Effective: 08/24/15 – 06/05/16
Leija Jeronimo, Lorena Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Lopez De La Luz, Basti Transfer Center Specialist/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Lopez, Brenda Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Luna, Theresa Student Services Specialist/ Counseling/ SCC	Effective: 07/01/15 – 12/31/15
Macias, Anthony Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Merino Campos, Guadalupe Instructional Assistant/ Science & Math/ SAC	Effective: 07/01/15 – 07/23/15
Milhem, Suha Counseling Assistant/ Counseling/ SCC	Effective: 08/24/15 – 12/31/15
Moreno, Monique Cashier/ Auxiliary Services/ SAC	Effective: 07/06/15 – 06/30/16
Nguyen, Kiet Instructional Assistant/ Student Affairs/ SAC	Effective: 06/16/15 – 06/30/15

TEMPORARY ASSIGNMENT cont'd

Nunez, Erika Test Proctor/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Ontiveros, Tara Assesment Assistant/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Orozco, Priscilla Admissions Assistant/ School of Continuing Education/ SAC	Effective: 06/16/15 – 06/30/15 07/01/15 – 04/02/16
Ortiz Ruiz, Maria Instructional Assistant/ Math & Science/ SCC	Effective: 08/17/15 – 12/11/15
Ramirez, Diana Transfer Center Specialist/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Ramos, Doria Instructional Assistant/ Science & Math/ SAC	Effective: 08/24/15 – 06/05/16
Rodriguez, Edwing Custodian/ Admin. Services/ SCC	Effective: 07/01/15 – 06/30/16
Ruesga, Elias Custodian/ Admin. Services/ SCC	Effective: 07/01/15 – 06/30/16
Saavedra, Nicolas Instructional Assistant/ Math & Science/ SAC	Effective: 07/01/15 – 07/23/15
Salazar, Stephanie Instructional Assistant/ Student Affairs/ SAC	Effective: 07/01/15 – 06/30/16
Saldana, Mariana Learning Facilitator/ School of Continuing Education/ SAC	Effective: 07/01/15 – 04/02/16

TEMPORARY ASSIGNMENT cont'd

Santiago, Joshua
Instructional Assistant/ Science & Math/
SAC

Effective: 08/24/15 – 06/05/16

Torres, Kevin
Instructional Assistant/ Science & Math/
SAC

Effective: 08/24/15 – 06/05/16

Tran, Ana Mai
Instructional Assistant/ Science & Math/
SAC

Effective: 08/24/15 – 06/05/16

Tran, Van
Instructional Assistant/ Science & Math/
SAC

Effective: 08/24/15 – 06/05/16

Uicab Noh, Jose
Custodian/ School of Continuing
Education/ SAC

Effective: 07/01/15 – 04/02/16

Zamora, Cristina
Auxiliary Services Specialist/ Auxiliary
Services/ SAC

Effective: 07/06/15 – 06/30/16

Change in Temporary Assignment

Centeno, Karla
General Office Clerk/ Child Development
Services. /District

Effective: 05/14/15 – 6/30/15
Substitute Assignment

Pun, Nancy
Support Services Assistant/ Business Div./
SAC

Effective: 04/20/15 – 06/21/15

Additional Hours for On Going Assignment

Bui, Annette
Learning Facilitator/ EOPS/ SAC

Effective: 07/01/15 – 07/23/15
Not to exceed 19 consecutive days in any
given period.

Additional Hours for On Going Assignment cont'd

Cabrera, Juan Learning Facilitator/ EOPS/ SAC	Effective: 07/01/15 – 7/23/15 Not to exceed 19 consecutive days in any given period.
Canadya, Tawny Auxiliary Services Specialist/ Auxiliary Services/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Chang, Mary Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Cole, Stephanie Special Projects Specialist/ Academic Affairs/ SCC	Effective: 05/01/15 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Diaz, Ana Administrative Clerk/ Admin. Services/ SAC	Effective: 05/26/15 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Flores, Juan Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Gallegos, Nicole Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Guillen, Patricia Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Heiland, Daneille Lifeguard/ Kinesiology/ SCC	Effective: 06/15/15 – 06/30/15 07/01/15 – 08/06/15 Not to exceed 19 consecutive days in any given period.
Hernandez, Louis Test Proctor/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.

Additional Hours for On Going Assignment cont'd

Kramer, Jessica Instructional Assistant/ Math & Science/ SCC	Effective: 06/15/15 – 06/30/15 07/01/15 – 12/12/15 Not to exceed 19 consecutive days in any given period.
Lopez, Olivia Intermediate Clerk/ School of Continuing Education/ SAC	Effective: 04/11/15 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Morones, Cristina Senior Account Clerk/ Community Services/ SCC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Nguyen, Johnny Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Nguyen, Trinity Instructional Assistant/ Math & Science/ SCC	Effective: 06/15/15 – 06/30/15 07/01/15 – 08/07/15 Not to exceed 19 consecutive days in any given period.
Ramirez, Liliana Student Program Specialist/ Student Affairs/ SAC	Effective: 07/01/15 – 08/30/15 Not to exceed 19 consecutive days in any given period.
Romero Bravo, Guadalupe Learning Facilitator/ EOPS/ SAC	Effective: 07/01/15 – 07/23/15 Not to exceed 19 consecutive days in any given period.
Siegel, Sue Test Proctor/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.
Villalovos, David Instructional Assistant/ School of Continuing Education/ SCC	Effective: 04/30/15 – 06/06/15 Not to exceed 19 consecutive days in any given period.
Wilson, Robert Instructional Assistant/ School of Continuing Education/ SAC	Effective: 07/01/15 – 06/30/16 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Khan, Khadija Student Program Specialist/ Student Services/ SAC	Effective: 07/01/115 – 07/20/15
Nguyen, Helen Admissions/Records Spec I/ School of Continuing Education/ SAC	Effective: 05/12/15 – 06/30/15
Plascencia, Cynthia Auxiliary Services Specialist/ Bookstore/ SAC	Effective: 04/14/15 – 06/30/15

MISCELLANEOUS POSITIONS

Colli, Victor Residential Assistant I/ Student Affairs/ SAC	Effective: 07/01/15 – 08/08/15
Flores, Ruby Residential Assistant III/ Student Affairs/ SAC	Effective: 07/01/15 – 08/08/15
Flores, Ruby Residential Assistant III/ Student Affairs/ SAC	Effective: 07/01/15 – 08/08/15
Grahlman, Amber Coaching Assistant/ Kinesiology/SAC	Effective: 06/16/15 – 08/31/15
Kuhn, Anna Residential Assistant I/ Student Affairs/ SAC	Effective: 07/01/15 – 08/08/15
Ramirez, Israel Residential Assistant I/ Student Affairs/ SAC	Effective: 07/01/15 – 08/08/15
Rodriguez, Jasmin Residential Assistant I/ Student Affairs/ SAC	Effective: 07/01/15 – 08/08/15

MISCELLANEOUS POSITIONS cont'd

Rowan, Charles Community Services Presenter/ Community Services/ SCC	Effective: 06/09/15
Smith, Elizabeth Sign Language Interpreter V/ DSPTS/ SAC	Effective: 05/26/15 – 06/30/15
Zarate, Leticia Child Development Intern I/ Child Development Services/ SAC	Effective: 05/26/15 – 06/30/15

Instructional Associates/Associate Assistants

Criminal Justice

Grumbles, Aron	Effective: 06/16/15
Vasquez, Anthony	Effective: 06/16/15

COMMUNITY SERVICE PRESENTERS

Stipends Effective April 11 – May 10, 2015

Conley, Dana	Amount: \$ 500.00
Diebolt Price, Julie	Amount: \$ 264.92
Dumon, Dori	Amount: \$ 260.00
Dutton, Don	Amount: \$ 292.50
Fischer Militaru, Mariana	Amount: \$ 800.00
Friebert, Martin	Amount: \$ 660.00
Goldman, Deborah	Amount: \$ 172.26
Gorman, Ron	Amount: \$ 309.29
Hardy, Kamilia	Amount: \$ 603.43
Jackson, Michelle	Amount: \$ 246.73
Kibbe, Joseph	Amount: \$ 855.00

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective April 11 – May 10, 2015

Krusemark, LeeAnne	Amount: \$ 141.64
Larsen, JoEllen	Amount: \$ 261.70
Lazaris, Nick	Amount: \$ 50.46
Munoz, Jayne	Amount: \$ 280.00
Nolasco, Jeff	Amount: \$ 420.00
Sobel, Barbara	Amount: \$ 161.47

VOLUNTEERS

Heredia, Evelyn Non Student Volunteer/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16
Rocke, Victoria Non Student Volunteer/ Kinesiology/ SAC	Effective: 07/01/15 – 06/30/16
Sotelo, Sophia Non Student Volunteer/ Continuing Educ./ SCC	Effective: 07/01/15 – 12/31/15
Torres, Angel Non Student Volunteer/ Counseling/ SAC	Effective: 07/01/15 – 06/30/16

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Canova, Alejandro	Effective: 05/26/15-06/30/15
Pineda, Reyna	Effective: 05/26/15-06/30/15

**Santiago Canyon College
STUDENT ASSISTANT LIST**

Gaughan, Sydney	Effective: 06/15/2015 – 06/30/2015
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						Attachment #1
Rancho Santiago Community College District						
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION						
INTERIM CONTRACT SALARY SCHEDULE						
Effective: JULY 1 , 2015						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	\$30,272.66	\$31,815.76	\$33,409.07	\$35,090.18	\$36,846.58	\$38,703.34
2	\$31,138.31	\$32,681.42	\$34,324.90	\$36,056.19	\$37,875.32	\$39,794.80
3	\$32,016.50	\$33,572.16	\$35,290.91	\$37,084.95	\$38,954.24	\$40,911.37
4	\$33,070.33	\$34,701.27	\$36,432.57	\$38,276.78	\$40,208.80	\$42,216.11
5	\$34,149.26	\$35,868.01	\$37,662.04	\$39,543.89	\$41,526.10	\$43,608.68
6	\$35,353.64	\$37,147.66	\$39,029.52	\$40,986.64	\$43,056.68	\$45,201.98
7	\$36,783.85	\$38,640.61	\$40,572.64	\$42,630.11	\$44,787.98	\$47,008.54
8	\$38,276.78	\$40,208.80	\$42,216.11	\$44,373.97	\$46,594.55	\$48,928.03
9	\$39,882.63	\$41,902.47	\$44,022.69	\$46,243.26	\$48,551.66	\$50,985.53
10	\$41,689.19	\$43,796.87	\$45,992.36	\$48,288.21	\$50,684.42	\$53,218.65
11	\$43,545.96	\$45,716.35	\$47,999.65	\$50,433.52	\$52,967.73	\$55,614.86
12	\$45,829.27	\$48,162.75	\$50,571.51	\$53,093.20	\$55,790.50	\$58,550.56
13	\$48,238.03	\$50,634.24	\$53,168.47	\$55,865.79	\$58,650.91	\$61,611.69
14	\$50,834.98	\$53,381.74	\$56,066.51	\$58,864.19	\$61,850.05	\$64,948.83
15	\$53,695.38	\$56,367.62	\$59,202.92	\$62,138.61	\$65,287.58	\$68,536.88
16	\$56,969.80	\$59,830.21	\$62,790.97	\$65,952.48	\$69,264.54	\$72,714.58
17	\$60,344.58	\$63,368.08	\$66,542.12	\$69,879.28	\$73,392.05	\$77,093.02
18	\$64,058.08	\$67,282.33	\$70,669.66	\$74,207.52	\$77,933.58	\$81,822.73
19	\$68,273.43	\$71,685.84	\$75,298.99	\$79,087.78	\$83,027.11	\$87,204.81
20	\$72,927.87	\$76,578.64	\$80,405.07	\$84,407.13	\$88,685.20	\$93,101.28
21	\$77,971.22	\$81,872.92	\$85,987.89	\$90,316.15	\$94,794.95	\$99,549.74
22	\$84,607.87	\$88,823.21	\$93,276.91	\$97,968.99	\$102,849.24	\$108,005.50
Based on 12 Month/Year						
Service Recognition:				Differential Pay:		
10 Years	2.5%			Bilingual Requirement	2.5%	
15 Years	5.0%			Swing Shift	5%	
18 Years	7.5%			Graveyard Shift	7.5%	
30 Years	10 %					
Board Approved: JUNE 15, 2015						

**Rancho Santiago Community College District
CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION
INTERIM HOURLY SALARY SCHEDULE
Effective July 1, 2015**

GRADE	STEP 1	2.50%	5.00%	7.50%	10.00%
C	\$9.17	\$9.40	\$9.63	\$9.86	\$10.09
B	\$12.24	\$12.55	\$12.86	\$13.16	\$13.47
A	\$14.05	\$14.41	\$14.75	\$15.11	\$15.45
1	\$14.50	\$14.87	\$15.22	\$15.59	\$15.95
2	\$14.91	\$15.28	\$15.65	\$16.03	\$16.40
3	\$15.34	\$15.72	\$16.10	\$16.49	\$16.87
4	\$15.84	\$16.24	\$16.63	\$17.03	\$17.43
5	\$16.35	\$16.76	\$17.17	\$17.57	\$17.98
6	\$16.94	\$17.37	\$17.78	\$18.21	\$18.63
7	\$17.62	\$18.06	\$18.49	\$18.93	\$19.38
8	\$18.33	\$18.79	\$19.25	\$19.71	\$20.16
9	\$19.10	\$19.58	\$20.05	\$20.53	\$21.01
10	\$19.97	\$20.47	\$20.97	\$21.46	\$21.97
11	\$20.86	\$21.38	\$21.90	\$22.43	\$22.95
12	\$21.94	\$22.50	\$23.04	\$23.59	\$24.14
13	\$23.10	\$23.68	\$24.27	\$24.84	\$25.42
14	\$24.35	\$24.96	\$25.57	\$26.18	\$26.79
15	\$25.72	\$26.37	\$27.00	\$27.65	\$28.29
16	\$27.29	\$27.97	\$28.66	\$29.34	\$30.02
17	\$28.90	\$29.62	\$30.34	\$31.06	\$31.78
18	\$30.67	\$31.44	\$32.21	\$32.97	\$33.74
19	\$32.70	\$33.52	\$34.33	\$35.16	\$35.97
20	\$34.93	\$35.81	\$36.68	\$37.55	\$38.42
21	\$37.34	\$38.27	\$39.22	\$40.15	\$41.08
22	\$40.52	\$41.54	\$42.55	\$43.56	\$44.58

SERVICE RECOGNITION:

10 Years	2.50%
15 Years	5.00%
18 Years	7.50%
30 Years	10.00%

DIFFERENTIAL PAY:

Bilingual Requirement 2.5%

* Longevity granted to on-going employees only.

Board Approved: JUNE 15, 2015

HUMAN RESOURCES CLASSIFIED DOCKET
JUNE 15, 2015

10	Accompanist	14	Executive Secretary	9	Offset Lithographer
13	Accountant	8	Expeditor	4	Parking Attendant
4	Account Clerk	11	Facilities Coordinator	11	Payroll Specialist
10	Administrative Clerk	17	Facility Planning Specialist	8	Phototypesetting Technician I
12	Administrative Secretary	17	Facility Systems Engineer	11	Phototypesetting Technician II
3	Admissions Assistant	13	Financial Aid Computer Analyst	12	Placement Specialist
6	Admissions/Records Specialist I	10	Financial Aid Computer Technician	8	Printing/Reprographics/Bindery Technician
8	Admissions/Records Specialist II	15	Financial Aid Coordinator	8	Program Specialist
10	Admissions/Records Specialist III	11	Financial Aid Analyst	10	Property Facilitator
15	Admissions & Records Technology Specialist	11	Financial Aid Senior Account Clerk	13	Public Access Television Coordinator
13	Alternate Media Specialist	8	Financial Aid Technician	5	Publications Assistant
13	Applications Specialist I	A	Fine & Performing Arts Technician	14	Publications Specialist
15	Applications Specialist II	9	Fine Arts & Theater Facilities Technician	11	Purchasing Assistant
19	Applications Specialist III	C	Food Service Aide	5	Purchasing Clerk
22	Applications Specialist IV	3	Food Service Worker	5	Receptionist/President's Office
11	Art Gallery Coordinator	8	Gardener/Utility Worker	9	Reprographics Technician
5	Assessment Assistant	3	General Office Clerk	16	Research Analyst
14	Assistant Athletic Trainer/Therapist	15	Graduation Specialist	12	Research Assistant
9	Athletic Field Grounds Worker	9	Grants Assistant	17	Research Coordinator
3	Athletic/PE Equipment Assistant	14	Graphic Designer	13	Research Specialist
12	Athletic Equipment Coordinator	13	Help Desk Analyst	16	Resource Development Coordinator
15	Athletic Trainer/Therapist	13	High School & Community Outreach Specialist	14	Scholarship Coordinator
16	Audit Specialist	11	Human Resources Technician	13	Science Laboratory Coordinator
11	Automotive Mechanic	13	HVAC Mechanic	7	Science Storekeeper/Lab Technician
10	Auxiliary Services Specialist	11	Information Systems Specialist	10	Senior Account Clerk
10	Bookstore Buyer	5	Instructional Assistant	15	Senior Accountant
13	Bookstore Operations Specialist	6	Instructional Assistant/DSPS	11	Senior Admissions/Records Specialist
8	Bookstore Storekeeper	12	Instructional Center Specialist	6	Senior Cashier
13	Business Services Coordinator	7	Instructional Center Technician	8	Senior Clerk
15	Business Systems Analyst	13	Instructional Coordinator/Analyst	8	Senior Clerk/Communications Ctr. Dispatcher
14	Buyer	9	Instructional Equipment Coordinator	7	Senior Custodian/Utility Worker
11	CARE Program Coordinator	15	Instructional Media Producer	11	Senior District Safety Officer
13	Career Guidance Coordinator	6	Intermediate Account Clerk	10	Senior EOPS Specialist
11	Career Guidance Specialist	5	Intermediate Clerk	5	Senior Food Service Worker
10	Career Technician	10	Intermediate District Safety Officer	9	Senior Mailroom Clerk
3	Cashier/Bookstore	16	International Student Coordinator	12	Senior Media Systems Electronic Tech
C	Child Development Aide	11	International Student Program Specialist	12	Senior Payroll Specialist
6	Child Development Center Cook/Nutrition Specialist	14	Interpreter/Beginning	8	Senior Purchasing Clerk
15	Communications Specialist	16	Interpreter/Intermediate	18	Senior Resource Development Coord.
12	Community Services Coordinator I	20	Interpreter/Senior	11	Skilled Maintenance Worker
15	Community Services Coordinator II	12	Job Developer	19	Small Business Specialist
8	Community Services Field Coordinator	13	Job Placement Coordinator	11	Special Projects Specialist
9	Community Services Program Developer	8	Lead Custodian	13	Sports Information Coordinator
8	Community Services Technician	10	Lead Gardener	13	Stage Manager/Master Carpenter
10	Computer Lab Technician	14	Lead Maintenance Worker	6	Student Activities Assistant
16	Computer Operations Coordinator	6	Lead Publications Assistant	13	Student Activities Coordinator
15	Computer Operations Specialist	10	Learning Assistant	8	Student Activities Specialist
13	Computer Programmer	8	Learning Center Specialist	10	Student Program Specialist
13	Contract Education Coordinator	8	Learning Facilitator	10	Student Services Specialist
15	Contracts Specialist	14	Learning Resources Specialist	15	Student Services Coordinator
14	Coordinator of Community Relations	7	Learning Specialist	13	Student Support Services Program Specialist
4	Costume Technician	6	Library Clerk	11	Support Services Assistant
5	Counseling Assistant	13	Library Systems Specialist	10	Success Center Specialist
13	Curriculum Specialist	9	Library Technician	20	Technical Specialist IV
4	Custodian	12	Library Technician II	13	Technical Specialist I
5	Data Entry Clerk	5	Lifeguard	15	Technical Specialist II
12	Desktop Publishing Technician	4	Mail & Delivery Clerk	17	Technical Specialist III
15	Development Coordinator	8	Mail/Warehouse Assistant	15	Technology and Production Coordinator
7	Disabled Student Center Specialist	5	Maintenance Assistant	7	Technology Storekeeper
15	Distance Education Services Specialist	8	Maintenance/Utility Worker	B	Television Payout Operator
9	District Safety Officer	12	Marketing Specialist	5	Telephone Operator/Receptionist
10	District Scheduling Coordinator	8	Media Systems Assistant	3	Test Proctor
11	DSPS Specialist	13	Media Systems Electronic Technician	7	Theatre Facilities Technician
11	Electronic & Computer Technician I	15	Media Systems Electronic Technician, Lead	11	Transfer Center Specialist
13	Electronic & Computer Technician II	8	Media Systems Technical Assistant	12	Veterans Affairs Coordinator
15	Electronic Media Specialist	15	Network Specialist I	8	Video Technician
8	Electronics Storekeeper/Repair Technician	17	Network Specialist II	5	Warehouse Delivery Driver
11	Electronic Technician	19	Network Specialist III	8	Warehouse Storekeeper
6	EOPS Specialist	22	Network Specialist IV		
	Approved: July 21, 2014				

<i>Attachment #2</i>			
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT MISCELLANEOUS PAY SCHEDULE 2015 - 2016			
PROFESSIONAL EXPERTS:			
CHILD DEVELOPMENT			
Child Care Associate I		(Effect: 7/1/09)	\$10.00
Child Care Associate II		(Effect: 7/1/09)	\$12.00
Child Care Associate III		(Effect: 7/1/09)	\$15.00
Child Development Intern I		(Effect: 1/1/08)	\$9.00
Child Development Intern II		(Effect: 1/1/08)	\$10.00
Child Development Intern III		(Effect: 1/1/08)	\$11.00
Child Development Center Associate Substitute Teacher		(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher		(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator		(Effect: 7/1/09)	\$25.00
COMMUNITY SERVICES			
Community Services Presenter I		(Effect: 1/24/00)	\$38.50
Community Services Presenter II		(Effect: 1/24/00)	\$42.00
Community Services Presenter III		(Effect: 8/27/96)	\$100/stipend unit
CONTRACT EDUCATION			
Presenter I		(Effect: 1/1/07)	\$29.50
Presenter II		(Effect: 1/1/07)	\$39.00
Presenter III		(Effect: 1/1/07)	\$52.20
Presenter IV		(Effect: 1/1/07)	\$63.00
Presenter V		(Effect: 1/1/07)	\$68.25
INSTRUCTIONAL SUPPORT			
Coaching Assistant		(Effect: 8/19/14)	\$18.00
Instructional Associate Assistant			
Exercise Science/ Fine & Perf. Arts/ Real Est.		(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA		(Effect: 7/1/12)	\$25.00
Instructional Associate			
Exercise Science/ Fine & Perf. Arts/ Real Est.		(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing		(Effect: 1/1/07)	\$35.00
Real Time Captionist I		(Effect: 8/1/10)	\$27.00
Real Time Captionist II		(Effect: 8/1/10)	\$32.00
Real Time Captionist III		(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I		(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II		(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III		(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV		(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V		(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI		(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII		(Effect: 8/1/10)	\$45.00
SMALL BUSINESS DEVELOPMENT CENTER			
Business Expert Professional		(Effect: 7/1/04)	\$40.00
Business Expert Professional II		(Effect: 04/17/07)	\$45.00
MISCELLANEOUS			
Clerical Assistant		(Effect: 7/01/14)	\$9.00
Facility Planner I		(Effect: 1/1/07)	\$75.00
Facility Planner II		(Effect: 7/1/08)	\$115.00
Health Educator		(Effect: 1/1/07)	\$23.00
Model		(Effect: 1/1/07)	\$22.00
Physician/Psychiatrist		(Effect: 1/1/07)	\$70.00
Pre-Employment Articulation Testing		(Effect: 7/1/96)	\$24.50
Scorekeeper		(Effect: 1/1/07)	\$15.00
Regional Consortia Chair		(Effect: 7/1/13)	\$68.00
Residential Assistant I		(Effect: 7/01/14)	\$9.00
Residential Assistant II		(Effect: 6/18/13)	\$10.00
Residential Assistant III		(Effect: 6/18/13)	\$12.00
Site Director I		(Effect: 7/1/12)	\$43.38
Site Director II		(Effect: 7/1/12)	\$48.63
Sports Information Assistant		(Effect: 1/1/07)	\$20.00
Stage Assistant		(Effect: 1/1/07)	\$18.00
Translator		(Effect: 1/1/07)	\$35.00
STUDENT WORKERS			
Student Assistant I		(Effect: 7/1/14)	\$9.00
Student Assistant II		(Effect: 7/1/14)	\$9.75
Student Assistant III		(Effect: 7/1/14)	\$10.50
Student Assistant IV		(Effect: 7/1/14)	\$11.25
Student Assistant V		(Effect: 7/1/14)	\$12.00
Student Assistant VI		(Effect: 7/1/14)	\$13.25
Board approved: 06/15/15			

**HUMAN RESOURCES CLASSIFIED DOCKET
JUNE 15, 2015**

Attachment #3

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

EFFECTIVE JULY 1, 2015

Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2014) in the same classification to be eligible for a step increase in that classification effective July 1, 2015. This 60% requirement applied to new hires and promotional appointments. For further clarification see Section 14.15 of the CSEA Contract.

	COLLEAGUE_ID	NAME	GRADE	STEP	CURRENT RATE	Longevity %	BIL	Shift %	Prof Growth Increments	Prof. Growth Total	New Step	New Base	New Total	Effective 7/1/15 or Retro. To:
1	1761488	ABRAHAM, LAWRENCE	12	5	\$55,790.50						6	\$58,550.56	\$58,550.56	
2	1025558	AGUIRRE, ROSA	10	5	\$50,684.42	5	2.5				6	\$53,218.65	\$57,210.05	
3	1030968	ANDRADE, JOSE	7	4	\$42,630.11		2.5		6	3000.00	5	\$44,787.98	\$48,907.68	
4	1030824	ARVIZU ALVAREZ, GLORIA	8	4	\$44,373.97	2.5			3	1500.00	5	\$46,594.55	\$49,259.41	
5	1984061	ATTANASIO, ALEXANDRIA	8	1	\$38,276.78						2	\$40,208.80	\$40,208.80	
6	1754656	AVALOS, JESSICA	10	2	\$43,796.87		2.5		2	1000.00	3	\$45,992.36	\$48,142.17	
7	1060931	BAILEY, DEBRA	5	5	\$41,526.10						6	\$43,608.68	\$43,608.68	
8	1027283	BELMAREZ, DAVID	13	5	\$58,650.91	2.5			2	1000.00	6	\$61,611.69	\$64,151.98	
9	1346774	BENNETT, LAURA	14	4	\$58,864.19						5	\$61,850.05	\$61,850.05	
10	1983650	BLANCAS, CRYSTAL	4	1	\$33,070.33			7.5			2	\$34,701.27	\$37,303.86	
11	2041944	BORBOA, KENNETH	13	2	\$50,634.24						3	\$53,168.47	\$53,168.47	
12	1035206	BUDGETT, MARIA	10	5	\$50,684.42		2.5				6	\$53,218.65	\$54,549.12	
13	1718608	CALDERON, DAVID	13	3	\$53,168.47						4	\$55,865.79	\$55,865.79	
14	1978972	CAMPBELL, AMANDA	11	2	\$45,716.35						3	\$47,999.65	\$47,999.65	
15	1997421	CARD, MARGARET	14	2	\$53,381.74						3	\$56,066.51	\$56,066.51	
16	1532757	CARDENAS, RAUL	13	3	\$53,168.47						4	\$55,865.79	\$55,865.79	
17	1542709	CARPENTER, AMANDA	10	1	\$41,689.19						2	\$43,796.87	\$43,796.87	
18	2077188	CARROLL, RYAN	19	4	\$79,087.78						5	\$83,027.11	\$83,027.11	2/1/2015
19	1100167	CEJA, DANIEL	4	4	\$38,276.78			7.5			5	\$40,208.80	\$43,224.46	
20	1027095	CONNALLY, CHRISTOPHER	12	5	\$55,790.50	2.5					6	\$58,550.56	\$60,014.32	5/1/2015
21	1035107	COTTRELL, TAMMY	15	5	\$65,287.58						6	\$68,536.88	\$68,536.88	
22	1000003	DINH, BAY	22	5	\$102,849.24	5					6	\$108,005.50	\$113,405.77	
23	2139710	DORMAN, JOSHUA	16	1	\$56,969.80						2	\$59,830.21	\$59,830.21	
24	1174259	DUCLOS, CHELSEA	12	1	\$45,829.27						2	\$48,162.75	\$48,162.75	5/1/2015
25	1027174	DUENEZ, PATRICIA	5	1	\$34,149.26		2.5				2	\$35,868.01	\$36,764.71	5/1/2015
26	1028135	DUONG, LINDA	13	3	\$53,168.47				7	2000.00	4	\$56,865.79	\$56,865.79	
27	1028508	EDISS, MICHAEL	11	3	\$47,999.65				7	3500.00	4	\$50,433.52	\$53,933.52	
28	1030855	FERNANDEZ GONZALEZ, IRMA	5	5	\$41,526.10	2.5			6	1500.00	6	\$43,608.68	\$46,198.90	
29	1841986	FLORES, ALBERT	9	4	\$46,243.26						5	\$48,551.66	\$48,551.66	
30	1107246	FLORES, RODRIGO	4	1	\$33,070.33			7.5			2	\$34,701.27	\$37,303.86	
31	1030241	GARBIS, TIFFANY	13	3	\$53,168.47	2.5			6	1500.00	4	\$55,865.79	\$58,762.43	1/1/2015
32	1055506	GARCIA, ANDREA	15	4	\$62,138.61				6	3000.00	5	\$65,287.58	\$68,287.58	
33	1832232	GAYOTIN, NEORAY	8	2	\$40,208.80						3	\$42,216.11	\$42,216.11	
34	1030104	GAYTAN, RAFAELA 75% FTE	6	5	\$43,056.68						6	\$45,201.98	\$33,901.48	
35	1030578	GHEORGHE, MARTA	13	5	\$58,650.91				5	1250.00	6	\$61,611.69	\$62,861.69	
36	1028109	GIL, MARIA	16	4	\$65,952.48	2.5			2	1000.00	5	\$69,264.54	\$71,996.15	
37	1030388	GITONGA, KANANA	16	3	\$62,790.97	5			5	2500.00	4	\$66,952.48	\$71,750.10	
38	1460377	GONZALEZ, MARBELLA	13	1	\$48,238.03						2	\$50,634.24	\$50,634.24	5/1/2015
39	1027482	GORLATO, CHRISTINE E.	15	5	\$65,287.58	5			1	500.00	6	\$68,536.88	\$72,463.72	
40	2063455	GREENHALGH, SCOTT	9	1	\$39,882.63			5			2	\$41,902.47	\$43,997.59	
41	1030911	GUTIERREZ LUCERO, MARIA	10	4	\$48,288.21	2.5					5	\$50,684.42	\$51,951.53	
42	1390479	GUZMAN, NOEMI	15	4	\$62,138.61						5	\$65,287.58	\$65,287.58	
43	1025185	HEIDT, DAVID C.	22	4	\$97,969.99	5					5	\$102,849.24	\$107,991.70	
44	1492326	HERNANDEZ, GUADALUPE	4	4	\$38,276.78			7.5			5	\$40,208.80	\$43,224.46	
45	1027651	HERRERA, MELVEN	4	1	\$33,070.33	7.5		7.5			2	\$34,701.27	\$39,906.46	2/1/2015
46	1061090	HOHNSTEIN, BRENDA	15	5	\$65,287.58						6	\$68,536.88	\$68,536.88	
47	1028126	JENSEN, ASHLEY	13	1	\$48,238.03						2	\$50,634.24	\$50,634.24	2/1/2015
48	1030800	KAY, TREVOR	10	4	\$48,288.21	5			6	1750.00	5	\$50,684.42	\$54,968.64	
49	1030718	KRZEMINSKI, IAN	8	3	\$42,216.11						4	\$44,373.97	\$44,373.97	
50	1646867	LANDA, ALEJANDRA	13	1	\$48,238.03						2	\$50,634.24	\$50,634.24	2/1/2015
51	1066944	LE, VU	22	5	\$102,849.24						6	\$108,005.50	\$108,005.50	
52	1448517	LIEVANOS, SELINA	3	5	\$38,954.24						6	\$40,911.37	\$40,911.37	
53	1027162	LOPEZ, FELIPE	8	5	\$46,594.55	7.5					6	\$48,928.03	\$52,597.63	
54	1061446	LOPEZ, SONIA	5	5	\$43,608.68						6	\$43,608.68	\$43,608.68	
55	1503145	LORDANICH, JOSEPH	9	2	\$41,902.47						3	\$44,022.69	\$44,022.69	
56	1511949	LOZANO ARRIAGA, ERICK	13	1	\$48,238.03						2	\$50,634.24	\$50,634.24	
57	2098323	LUNA, MIGUEL	11	1	\$43,545.96						2	\$45,716.35	\$45,716.35	5/1/2015
58	1062361	MARQUEZ, DANIEL	15	5	\$65,287.58						6	\$68,536.88	\$68,536.88	
59	1991584	MARQUEZ, JUAN	4	2	\$34,701.27			7.5			3	\$36,432.57	\$39,165.01	
60	1208048	MCADAM, JUSTIN	4	5	\$40,208.80			5	1	500.00	6	\$42,216.11	\$44,826.92	
61	1027237	MCADAM, VERONICA	10	5	\$50,684.42	2.5					6	\$53,218.65	\$54,549.12	
62	1181555	MCCOY, KAREN	12	2	\$48,162.75						3	\$50,571.51	\$50,571.51	
63	1030275	MEADE, ESTHER	8	1	\$38,276.78						2	\$40,208.80	\$40,208.80	
64	1030217	MEDINA, ALFONSO H.	4	5	\$40,208.80	7.5		7.5			6	\$42,216.11	\$48,548.53	
65	1672795	MEDINA, FAUSTA 75% FTE	6	5	\$43,056.68						6	\$45,201.98	\$33,901.48	
66	1933132	MEDRANO, MIRANDA	14	3	\$56,066.51						4	\$58,864.19	\$58,864.19	
67	1233047	MEJIA, JOANNE	10	2	\$43,796.87						3	\$45,992.36	\$45,992.36	
68	1055577	MELGOZA HURTADO, ANGELIC	13	1	\$48,238.03	2.5					2	\$50,634.24	\$51,900.10	6/1/2015
69	1028041	MEZA, RENISE R.	10	5	\$50,684.42	2.5			4	2000.00	6	\$53,218.65	\$56,549.12	
70	1982974	MORALES, MICHELLE	13	3	\$53,168.47						4	\$55,865.79	\$55,865.79	
71	1028079	MORIN, MARTHA	12	2	\$48,162.75						3	\$50,571.51	\$50,571.51	
72	1026229	NGUYEN, DAO	11	1	\$43,545.96				4	1000.00	2	\$45,716.35	\$46,716.35	1/1/2015
73	1031005	NGUYEN, JIMMY	12	2	\$48,162.75	2.5			7	2000.00	3	\$50,571.51	\$53,835.80	
74	1029267	NGUYEN, MAI	8	1	\$38,276.78						2	\$40,208.80	\$40,208.80	2/1/2015
75	2027405	NGUYEN, MAN	13	5	\$58,650.91						6	\$61,611.69	\$61,611.69	
76	1489996	NGUYEN, QUYEN	12	2	\$48,162.75				2	1000.00	3	\$50,571.51	\$51,571.51	
77	1028531	ODEGARD, ESTHER	12	5	\$55,790.50						6	\$58,550.56	\$58,550.56	
78	1030836	OROZCO, VANESSA	15	2	\$56,367.62						3	\$59,202.92	\$59,202.92	
79	2100670	ORTIZ, BRENDA	9	1	\$39,882.63						2	\$41,902.47	\$41,902.47	5/1/2015
80	1807160	PACKARD, ROXANNE	10	2	\$43,796.87						3	\$45,992.36	\$45,992.36	
81	1930927	PADRON, BALTIMORE	11	1	\$43,545.96						2	\$45,716.35	\$45,716.35	5/1/2015
82	1988998	PAZ, BLYTHE	12	3	\$50,571.51						4	\$53,093.20	\$53,093.20	
83	1056225	PECH, MANUEL	4	1	\$33,070.33			7.5			2	\$34,701.27	\$37,303.86	
84	1061058	PHAM, ELAINE	12	3	\$50,571.51						4	\$53,093.20	\$53,093.20	
85	1035100	PRAJAPATI, JITESH	8	4	\$44,373.97				1	500.00	5	\$46,594.55	\$47,094.55	
86	1358959	QUINONEZ TAPIA, EDGAR	9	2	\$41,902.47			5			3	\$44,022.69	\$46,223.82	

**HUMAN RESOURCES CLASSIFIED DOCKET
JUNE 15, 2015**

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION													Attachment #3	
EFFECTIVE JULY 1, 2015														
Note: A classified employee must have completed 60% of assigned work year (hired or promoted before November 24, 2014) in the same classification to be eligible for a step increase in that classification effective July 1, 2015. This 60% requirement applied to new hires and promotional appointments. For further clarification see Section 14.15 of the CSEA Contract.														
COLLEAGUE_ID	NAME	GRADE	STEP	CURRENT RATE	Longevity %	BIL	Shift %	Prof Growth Increments	Prof. Growth Total	New Step	New Base	New Total	Effective 7/1/15 or Retro. To:	
87	1734010	RABIOLA, ANTHONY	9	3	\$44,022.69		5			4	\$46,243.26	\$48,555.42		
88	1058640	RAMIREZ, MARTHA	12	5	\$55,790.50					6	\$58,550.56	\$58,550.56		
89	1028178	RODRIGUEZ, HECTOR	10	2	\$43,796.87					3	\$45,992.36	\$45,992.36		
90	1029133	RODRIGUEZ, MARIA	15	1	\$53,695.38	2.5		7	3500.00	2	\$56,367.62	\$61,276.81	6/1/2015	
91	1025851	ROMERO, ISADORA	5	1	\$34,149.26					2	\$35,868.01	\$35,868.01		
92	2070455	SALINAS, JOSE	7	1	\$36,783.85					2	\$38,640.61	\$38,640.61	12/1/2014	
93	2039925	SANCHEZ, MARISOL	8	1	\$38,276.78					2	\$40,208.80	\$40,208.80		
94	1715394	SEHM KELLETT, MARY	12	1	\$45,829.27					2	\$48,162.75	\$48,162.75	2/1/2015	
95	1180643	SERRANO ARRIOLA, RAUL	4	1	\$33,070.33		7.5			2	\$34,701.27	\$37,303.86	2/1/2015	
96	1030713	SOK, LONG	4	5	\$40,208.80		7.5			6	\$42,216.11	\$45,382.32		
97	2084798	STEWART, REUBEN	4	1	\$33,070.33		7.5			2	\$34,701.27	\$37,303.86	3/1/2015	
98	1030200	SURA, ALMA	7	4	\$42,630.11			4	1250.00	5	\$44,787.98	\$46,037.98		
99	1030587	TRAN, ANH-PHUONG T.	13	4	\$55,865.79	2.5		5	2500.00	5	\$58,650.91	\$62,617.18	1/1/2015	
100	1062340	TRAN, ANNA	11	5	\$52,967.73			1	500.00	6	\$55,614.86	\$56,114.86		
101	2049514	TRAN, PHILIP	13	1	\$48,238.03					2	\$50,634.24	\$50,634.24		
102	1030148	TRAN, TRINI THUNHI	22	4	\$97,968.99					5	\$102,849.24	\$102,849.24		
103	1029104	TRUJILLO ZUNIGA, BEATRICE	8	1	\$38,276.78					2	\$40,208.80	\$40,208.80		
104	1532992	URBINA, THOMAS	9	3	\$44,022.69		7.5			4	\$46,243.26	\$49,711.50		
105	1067136	VALENCIA, JENNIFER	12	5	\$55,790.50					6	\$58,550.56	\$58,550.56		
106	2099310	VANCHEZWARAN, ASHA	19	3	\$75,298.99					4	\$79,087.78	\$79,087.78	5/1/2015	
107	1030726	VASQUEZ, PILAR	10	1	\$41,689.19					2	\$43,796.87	\$43,796.87	6/1/2015	
108	1099453	VELA SAAVEDRA, MARIO	4	1	\$33,070.33		7.5			2	\$34,701.27	\$37,303.86		
109	1028803	VILLASENOR, FRANCISCO	13	5	\$58,650.91			1	500.00	6	\$61,611.69	\$62,111.69		
110	1030349	VU, RUBY N	8	5	\$46,594.55			6	3000.00	6	\$48,928.03	\$51,928.03		
111	1991578	WEEKES, PATRICIA	8	3	\$42,216.11					4	\$44,373.97	\$44,373.97		
112	2033285	WICKMAN, ANNETTE	19	2	\$71,685.84					3	\$75,298.99	\$75,298.99		
113	1028331	WILSON, GINA L.	15	5	\$65,287.58	2.5		6	2000.00	6	\$68,536.88	\$72,250.30		
114	1282942	WOLF SANDOVAL, LAURA	15	5	\$65,287.58			2	1000.00	6	\$68,536.88	\$69,536.88		
115	2075987	YAMOTO, SEC STEPHANIE	17	1	\$60,344.58					2	\$63,368.08	\$63,368.08	2/1/2015	
APPROVED BOARD DOCKET 6/15/15														

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To: Board of Trustees	Date: June 15, 2015
Re: Approval of Employee Calendar 2015-2016	
Action: Request for Approval	

BACKGROUND

In accordance with the negotiated holidays specified in the Agreement between the District and California School Employees Association (CSEA) and its Chapter 579, the 2015-2016 Employee Calendar has been developed.

ANALYSIS

The calendar reflects the holidays designated in the Education Code, plus all additional holidays listed in the CSEA bargaining agreement.

RECOMMENDATION

The administration recommends approval of the 2015-2016 Employee Calendar.

Fiscal Impact: None	Board Date: June 15, 2015
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Re. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT EMPLOYEE CALENDAR 2015 - 2016

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JULY				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
AUGUST	26	27	28	29	30	31	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
SEPTEMBER	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
OCTOBER	20	21	22	23	24	25	26
	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
NOVEMBER	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
DECEMBER	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
JANUARY	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
FEBRUARY	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
MARCH	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	1	2	3	4	5
APRIL	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
MAY	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
JUNE	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19C	20C	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

Independence Day: July 3 (observed)

Labor Day: September 7

Veterans Day: November 11

Thanksgiving: November 26-27

Holiday Recess: December 21-25

New Year's Day: January 1

Martin Luther King Holiday: January 18

Lincoln's Birthday: February 12

President's Day: February 15

Cesar Chavez Day Observed: April 1

Spring Break: April 7 - 8

Memorial Day: May 30

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the California School Employees Association (CSEA) Chapter 579.	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

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

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the California School Employees Association (CSEA) Chapter 579 and schedule a public hearing for July 20, 2015.

Fiscal Impact: To be Determined	Board Date: June 15, 2015
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 579
JUNE 15, 2015**

Article 10 –Leaves

Review catastrophic sick leave provisions.

Article 12 – Vacation Leave

Review vacation accrual limits and procedures.

Article 14 – Wages and Hours

Maintain current salary schedule

Article 19 – Health and Welfare

Maintain district contributions at current level. Review language regarding annual percentage increases.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Child Development Centers - CSEA Chapter 888	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a) the Rancho Santiago Community College District's initial bargaining proposal to the Child Development Centers, CSEA Chapter 888, is presented for information and public review. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the Child Development Centers – CSEA Chapter 888 and schedule a public hearing for July 20, 2015.

Fiscal Impact: TBD	Board Date: June 15, 2015
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BARGAINING PROPOSAL TO THE
CHILD DEVELOPMENT CENTERS - CSEA CHAPTER 888
June 15, 2015**

Article 8 – Wages and Hours

8.1 Salary

Maintain current salary schedule.

8.2 Calendar

Adjust annual work days to match college credit and continuing education instructional calendars.

Article 11 – Health and Welfare

Maintain current district contributions.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Continuing Education Faculty Association (CEFA).	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

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

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the Continuing Education Faculty Association (CEFA) and schedule a public hearing for July 20, 2015.

Fiscal Impact: None	Board Date: June 15, 2015
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BARGAINING PROPOSAL TO THE
CONTINUING EDUCATION FACULTY ASSOCIATION (CEFA)
June 15, 2015**

Article 6 – Evaluation Procedures

Modify procedures for delivery and receipt of evaluations.

Modify Professional Responsibilities listed on Classroom/Worksite Observation Report

Article 9 – Association Rights

Clarify language and procedures regarding complaints.

Article 11 – Wages and Hours

Maintain current salary schedule.

Provide 0.5% on schedule salary increase if 2015-16 funded growth equals or exceeds 2.5%.

Article 12 – Assignments

Revise assignment procedures to enhance ability to serve student needs.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources and Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD).	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

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

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees receive and file the district's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) and schedule a public hearing for July 20, 2015.

Fiscal Impact: To Be Determined	Board Date: June 15, 2015
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TO THE FACULTY ASSOCIATION OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JUNE 15, 2015**

Article 5 – Health and Welfare Benefits

Maintain district contributions at current levels. Review language regarding annual percentage increases.

Article 6 – Instructional Hours, Duties and Workload

Develop 2016 – 2017 Instructional Calendar

Article 7 – Salaries

Maintain 9th Place Ranking

Provide Step and Column Movement

Provide 0.5% on schedule salary increase if 2015-16 funded growth equals or exceeds 2.5%.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: June 15, 2015
Re:	Approval of Fringe Benefit Providers for Fiscal Year 2015/2016	
Action:	Request for Authorization	

BACKGROUND

The Joint Benefits Committee annually reviews fringe benefit coverage and renewal proposals for District employees and retirees. This year the committee recommended that the district go out to bid for our medical, dental, and vision providers. The bids were received and thoroughly discussed and the committee recommends that the District join the ASCIP insurance pool for these benefits. All other fringe benefit providers would stay the same. The committee also recommends that our benefit plan year switch to a calendar year basis to coincide with the ASCIP renewal process. In order to do this, the benefit renewal period for this year will be July 1, 2015 – December 31, 2016.

ANALYSIS

The negotiated renewal rates for the district-paid benefits through the insurance pool resulted in an increase of only 1.4% over the prior year. The recommended benefit providers are:

<u>Company</u>	<u>Coverage</u>
Anthem BlueCross (PPO/HMO)	Health Care
Delta Dental (PPO/HMO)	Dental Care
MetLife Basic Life Insurance	District Paid Life Insurance
MetLife Voluntary Life Insurance	Voluntary Life Insurance
VSP Voluntary Vision	Voluntary Vision Plan
AFLAC	Voluntary Cancer; Personal Short-Term Accident Indemnity; Personal Recovery
MetLife	Auto/Home/Pet Insurance
American Fidelity	Hyatt Legal Plans
	Section 125 Plan Administrator
	Voluntary Cancer, Accident Insurance, & Disability Insurance.
United Pet Care	Voluntary veterinary discount plan.
Health Advocate	Employee Assistance Program

RECOMMENDATION

It is recommended that the Board of Trustees approve the renewal of these insurance programs at the negotiated rates and authorize the Chancellor, or his designee, to enter into the appropriate agreements with the above companies for July 1, 2015 – December 31, 2016.

Fiscal Impact: \$22,646,502	Board Date: June 15, 2015
Prepared by: Don Maus, Risk Manager	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: Jun 15, 2015
Re:	Rejection of Claim	File # 15-530 DM
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 15-530 DM.

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

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 15-14

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 May 26, 2015, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Claudia C. Alvarez was not present at the board meeting; and

Whereas, the board has determined that Trustee Alvarez’s absence was due to a business commitment;

NOW, THEREFORE, BE IT RESOLVED that Trustee Alvarez shall be paid at the regular rate of compensation for the board meeting on May 26, 2015.

Dated this 15th day of June 2015.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

NATIONAL ASSOCIATION OF LATINO ELECTED
AND APPOINTED OFFICIALS 32ND ANNUAL
CONFERENCE

Las Vegas, Nevada – June 16-20, 2015

1 Board Member
(Jose Solorio)