

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Tuesday, May 30, 2017
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 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of May 15, 2017

Action

1.6 Approval of Consent Calendar

Action

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

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

- 1.7 Presentation of Artwork of Santa Ana College (SAC) Graduate and United States Marine Corp Corporal Raphael Reynosa who was killed in action in Iraq War in 2004 to SAC Veterans Resource Center
- 1.8 Recognition of Classified Staff
- 1.9 Presentation to 2016-2017 Student Trustee

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 Report from Classified Representative
- 2.6 Reports from Academic Senate Presidents
 - Senate meetings
- 2.7 Informational Presentation on the Tentative Budget
- 2.8 Reports from Board Committee Chairpersons
 - Board Facilities Committee

3.0 INSTRUCTION

- *3.1 Approval of Purchase of Perceptive Transform Software Action

The administration recommends approval of the purchase of Perceptive Transform Software and related professional services (implementation and training costs) as presented.
- 3.2 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement Action

The administration recommends approval of the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement.
- *3.3 Approval of JTS Services Master Cost Agreement Action

The administration recommends approval of the JTS Services Master Cost Agreement.

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

- *3.4 Approval of Orange County Electrical Training Trust Master Cost Agreement Action
The administration recommends approval of the Orange County Electrical Training Trust Master Cost Agreement.
- *3.5 Approval of Metropolitan Water District of Southern California Master Cost Agreement Action
The administration recommends approval of the Metropolitan Water District of Southern California Master Cost Agreement.
- *3.6 Approval of Operating Engineers Training Trust Joint Apprenticeship Training Council (JATC) Master Cost Agreement Action
The administration recommends approval of the Operating Engineers Training Trust JATC Master Cost Agreement.
- *3.7 Approval of California/Nevada Training Trust Master Cost Agreement Action
The administration recommends approval of the California/Nevada Training Trust Master Cost Agreement.
- *3.8 Approval of Southern California Surveyors Master Cost Agreement Action
The administration recommends approval of the Southern California Surveyors Master Cost Agreement.
- *3.9 Approval of Renewal Agreement with Santa Ana Beauty Academy to operate Santiago Canyon College Cosmetology Program Action
The administration recommends approval of the renewal agreement with Santa Ana Beauty Academy to operate the SCC cosmetology program.

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 from May 1, 2017, to May 12, 2017.
- *4.3 Approval of Public Hearing – 2017-2018 Tentative Budget Action
The administration recommends approval of holding a public hearing on the 2017-2018 Tentative Budget at the meeting of June 12, 2017.
- *4.4 Approval of Agreement with RAVE Mobile Safety - Emergency Mass Communication Software and Services Action
The administration recommends approval of the agreement with RAVE Mobile Safety for single sign on emergency mass communication services with the RSCCD as presented.

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

- *4.5 Approval of Amendment to Agreement with Dougherty + Dougherty Architecture LLP for On-Call Architectural Design Services for Various Projects District-Wide Action
The administration recommends approval of the amendment to the agreement with Dougherty + Dougherty Architecture LLP for on-call architectural design services for various projects district-wide as presented.
- *4.6 Approval of Amendment to Agreement with NAC Architecture for On-Call Architectural Design Services for Various Projects District-Wide Action
The administration recommends approval of the amendment to the agreement with NAC Architecture for on-call architectural design services for various projects district-wide as presented.
- 4.7 Adoption of Resolution No. 17-14 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for Santa Ana College Science Center Project Action
The administration recommends adoption of Resolution No. 17-14 to adopt procedures for evaluating qualifications and proposals of lease-leaseback contractors for the SAC Science Center project.
- *4.8 Approval of Amendment to Agreement with Converse Consultants for Material Testing and Inspection Services for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy Action
The administration recommends approval of the amendment to the agreement with Converse Consultants for material testing and inspection services for the site wall/improvement project at SAC Orange County Sheriff's Regional Training Academy as presented.
- *4.9 Approval of Amendment to Agreement with Facilities Planning & Program Services (FPPS) for Program Planning & Management Consulting Services Action
The administration recommends approval of the amendment to the agreement with FPPS for program planning and management consulting services as presented.
- *4.10 Approval of Amendment to Agreement with HPI Architecture for Professional Design Services for new Johnson Student Center Project at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with HPI Architecture for the new Johnson Student Center Project at SAC as presented.

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

- *4.11 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Johnson Student Center Project at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the Johnson Student Center project at SAC as presented.
- *4.12 Approval of Amendment to Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for American with Disabilities Act (ADA) Upgrades Phase 1 Project at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Donald Krotee Partnership, Inc. for architectural design services for the ADA upgrades Phase 1 project at SCC as presented.
- *4.13 Approval of Change Order #1 for Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at Santiago Canyon College Action
The administration recommends approval of change order #1 for Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at SCC as presented.
- *4.14 Acceptance of Completion of Bid #1302 for Publication and Warehouse Relocation Project at Santiago Canyon College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.15 Approval of Payment - Cumming Construction Management, Inc. Action
The administration recommends approval of the payment of invoice to Cumming Construction Management, Inc. for professional services as presented.
- *4.16 Approval of Payment – Rodriguez Engineering, Inc. Action
The administration recommends approval of the payment of invoices to Rodriguez Engineering, Inc. for professional services as presented.
- *4.17 Approval of Payment - Westberg+White Action
The administration recommends approval of the payment of invoice to Westberg+White, Inc. for professional services as presented.

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

- *4.18 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the month of April, 2017.

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:
- Song-Brown Health Care Workforce Training Program - \$120,000
Registered Nurse Education: Capitation (SAC)
- *5.2 Approval of Sub-Agreement between RSCCD and Integrative Impact LLC for Sector Navigator Information & Communication Technologies/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/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 Listen to See, Inc. for Sector Navigator Information & Communication Technologies/Digital Media Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.4 Adoption of Resolution No. 17-13 – Office of Statewide Health Planning and Development for Song-Brown Health Care Workforce Training Program, Registered Nurse Education Capitation Grant (Agreement #17-8024) Action
The administration recommends adoption of Resolution No 17-13 with the Office of Statewide Health Planning and Development and authorization be given to the Vice Chancellor, Business Operations/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 1.6.

- 5.5 Approval of Letter of Support for Trustees Zeke Hernandez and Phillip Yarbrough to Provide a Presentation regarding Deferred Action for Childhood Arrivals (DACA) at Association of Community College Trustees (ACCT) Leadership Congress 2017 Action
- It is requested that the board approve a letter of support for Trustees Zeke Hernandez and Phillip Yarbrough to provide a presentation regarding DACA at the ACCT Leadership Congress 2017 on September 25-28, 2017, in Las Vegas, Nevada.
- 5.6 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 Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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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 Employment Agreements
 - Approval of Extensions of Interim Assignment
 - Approval of Interim Assignments
 - Ratification of Resignations/Retirements
 - Approval of Appointments
 - Approval of Sabbatical Leaves/80% of Contract
 - Approval of Leaves of Absence
 - Approval of Adjusted Locations
 - Approval of Part-time Hourly New Hires/Rehires
- 6.2 Classified Personnel Action
- Approval of New Classifications
 - Approval of New Appointments
 - Approval of Professional Growth Increments
 - Approval of Longevity Increments
 - Approval of Out of Class Assignments
 - Approval of Leaves of Absence
 - Approval of Returns from Leave
 - Ratification of Resignations/Retirements
 - Approval of Temporary to Hourly Ongoing Assignments
 - Approval of Changes in Position
 - Approval of Additional Hours for Ongoing Assignments
 - Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Student Assistant Lists
- 6.3 Approval of Public Disclosure of Tentative Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Continuing Education Faculty Association (CEFA) Action
It is recommended that the board approve the agreement with the RSCCD Continuing Education Faculty Association.
- 6.4 Presentation of Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to Rancho Santiago Community College District Action
It is recommended that the board schedule a public hearing for June 12, 2017.

6.5 Approval of Rancho Santiago Community College District Equal Opportunity Fund Multiple Method Allocation Model Certification Action

It is recommended that the board approve the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification form and authorize its transmission to the State Chancellor's Office.

6.6 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 June 12, 2017.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, May 15, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:34 p.m. by Mr. John Hanna. Other members present were Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Ms. Esther Chian. Ms. Claudia Alvarez arrived at the time noted.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Dr. Linda Rose. 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. Kristen Guzmán, Professor of History, Santa Ana College (SAC).

Mr. Hanna asked for a moment of silence for prayer or contemplation for the men and women who serve in the armed services and law enforcement areas, all of whom serve to protect us and our country.

Mr. Hanna asked that the meeting be adjourned in memory of Mr. Rene Guzman who died on April 22, 2017. He indicated that Mr. Guzman was a SAC student in the 1950s and most recently a member of the SAC Measure Q Citizens' Bond Oversight Committee. He was also an active participant on ComLink (Communication Linkage Forum), the West-COP (Community Oriented Policing), the Riverview West Neighborhood Association, a senior volunteer with the Santa Ana Police Dept. and two senior centers in Santa Ana. In addition, he served as a senior representative on the city of Santa Ana's Measure G Oversight Committee and received several awards and recognition for his volunteer efforts from President Obama, Congressman Correa, the Santa Ana City Council and the CA Legislature. He was a veteran who also participated in the United Mexican American Veterans' Association.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve an addendum to Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

1.4 Public Comment

Ms. Kristen Guzmán spoke regarding the achievements of the University Link (U-LINK) transfer program and the Honors program at Santa Ana College.

Mr. Morrie Barembaum spoke regarding the RSCCD budget.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the minutes of the meetings held on April 12, 2017, and April 24, 2017. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian’s advisory vote was aye.

3.1 Approval of Academic Talent Search Residential Program Contract with University of California, Los Angeles (UCLA)

The board approved the Academic Talent Search Residential Program contract with UCLA for 2017 as presented.

3.2 Approval of New Educational Affiliation Agreement for Occupational Therapy Assistant (OTA) Program with Life’s Toolbox

The board approved the new educational affiliation agreement for the OTA program with Life’s Toolbox in Huntington Beach, California.

3.3 Approval of New Educational Affiliation Agreement for Occupational Therapy Assistant Program with Gateways Rehab LLC

The board approved the new educational affiliation agreement for the OTA program with Gateways Rehab in Simi Valley, California.

1.6 Approval of Consent Calendar (contd.)

3.4 Approval of Educational Affiliation Agreement Renewal for Occupational Therapy Assistant Program with Abbott & Burkhart Therapy

The board approved the educational affiliation agreement renewal for the OTA program with Abbott & Burkhart Therapy in Ventura, California.

3.5 Approval of Instructional Services Agreement Renewal for Criminal Justice Academies with Fullerton Police Department

The board approved the instructional services agreement renewal for the criminal justice academies with the Fullerton Police Department in Fullerton, California.

3.6 Approval of Professional Services Agreement Renewal for Fire Technology Wellness Program with City of Burbank

The board approved the professional services agreement renewal for the fire technology wellness program with the City of Burbank, California.

3.7 Approval of Contract Services Agreement Amendment #2 for Fire Technology Wellness Program with City of Irvine

The board approved the contract services agreement amendment #2 for the fire technology wellness program with the City of Irvine, California.

3.8 Approval of First Amendment to Cooperative Agreement No. 14-Puente-CC-45

The board approved the first amendment to the Cooperative Agreement No. 14-Puente-CC-45 as presented.

3.9 Acceptance of Donation of Thirty-Two (32) Scott 4.5 Self-Contained Breathing Apparatus (SCBA) Packs for Fire Technology Program at Santa Ana College (SAC)

The board accepted the donation of thirty-two (32) Scott 4.5 SCBA packs for the fire technology program at SAC in accordance with Board Policy 3820/Administrative Regulation 3820 as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund Transfers

The board approved budget increases, decreases and transfers, and intrafund transfers from April 7, 2017, to April 28, 2017.

4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended March 31, 2017

The board approved the CCFS-311Q for the period ending March 31, 2017, as presented.

1.6 Approval of Consent Calendar (contd.)

4.5 Approval of Amendment to Agreement with Lenax Construction Services, Inc. for Cost Estimating Consulting Services for new Johnson Student Center at Santa Ana College

The board approved the amendment with Lenax Construction Services, Inc. for cost estimating consulting services for the new Johnson Student Center at SAC as presented.

4.6 Acceptance of Completion of Bid #1311 for Flooring Replacement at Chavez Building at Santa Ana College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.7 Rejection of all Bids for Bid #1321 – American with Disabilities Act (ADA) Improvements at 1937 West Chapman Avenue for Santiago Canyon College (SCC)

The board rejected all bids for Bid #1321 – ADA Improvements at 1937 West Chapman Avenue for SCC as presented.

4.8 Approval of Amendment to Agreement with Lionakis for Architectural Services for ADA Paper Towel Dispenser Replacement Project at Santiago Canyon College

The board approved the amendment to the agreement with Lionakis for architectural services for the ADA paper towel replacement project at SCC as presented.

4.9 Approval of Bid #1319 – Sports Field Maintenance – Santiago Canyon College

The board accepted the bids and approved awarding Bid #1319 – Sports Field Maintenance to So Cal Land Maintenance as presented.

4.10 Approval of Bid #1322 – Purchase of Bond Paper

The board accepted the bids and approved awarding Bid #1322 – Purchase of Bond Paper to Veritiv Operating Company and Kelly Paper Company as presented.

4.11 Approval of Proposal for Utilization of Contract with Transource Service Corporation for ExaGrid Backup Appliance

The board approved utilizing Master Price Agreement #MNWNC-130 with Transource Services Corporation for an ExaGrid Backup Appliance, including related peripherals and services and any future renewals, as presented.

1.6 Approval of Consent Calendar (contd.)

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:

- Center for International Trade Development (CITD) State Trade and Export Program (STEP) (District) \$51,462
- Next Generation Courseware Challenge Grant (SAC) - *Augmentation* \$15,000

5.2 Approval of Sub-Agreement between RSCCD and SCS Engineers for CalRecycle's Beverage Container Recycling Program Grant

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

5.3 Approval of Memorandum of Understanding between RSCCD and Santa Ana Unified School District (SAUSD)

The board approved the Memorandum of Understanding between RSCCD and SAUSD for preschool services at Sepulveda Elementary School.

5.4 Approval of Amendment #1 of Income Agreement between Orange County Superintendent of Schools and RSCCD

The board approved Amendment #1 of the Income Agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the agreement on behalf of the district.

1.7 Adoption of Resolution No. 17-11 in Honor of Classified School Employee Week – May 21-27, 2017

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to adopt Resolution No. 17-11. Mr. Hanna and Mr. Yarbrough thanked the classified staff for their hard work. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Chian's advisory vote was aye.

1.8 Presentation on Santa Ana College Baccalaureate Degree Program

Ms. Michelle Parolise, SAC Professor/Coordinator, Occupational Therapy Assistant Program, and Dr. Bonita Jaros, SAC Professor/Coordinator, Institutional Effectiveness & Assessment, provided a presentation on the SAC baccalaureate degree program to the board. Board members received clarification on items related to the Bachelor (formerly known as baccalaureate) of Science in Occupational Studies program from Ms. Parolise and Dr. Jaros.

Ms. Alvarez arrived during the presentation of the SAC baccalaureate degree program.

1.9 Informational Presentation on RSCCD Budget and Growth Strategies

Dr. Rodríguez and Mr. Hardash provided a presentation on RSCCD Budget and Growth Strategies.

Mr. Hanna called a recess at 7:39 p.m.

The board reconvened at 7:49 p.m.

Ms. Chitlik, Mr. Perez, and Dr. Rose, continued the presentation on the RSCCD budget and growth strategies.

Ms. Mendoza left the meeting at 9:11 p.m.

Dr. Rodríguez provided a summary of the presentation on RSCCD budget and growth strategies. Board members received clarification on items related to the presentation from Ms. Chitlik, Mr. Hardash, Dr. Hernandez, Mr. Perez, Dr. Rodríguez, and Dr. Rose.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

Due to the lateness of the meeting, Mr. Hanna asked the student trustee to provide the student trustee and student presidents' report at this time.

2.3 Report from Student Trustee

Ms. Chian provided a report to the board.

2.4 Reports from Student Presidents

Since Ms. Lisette Cervantes, Student President, Santa Ana College, left the meeting early to attend a class, Ms. Esther Chian, Student President, Santiago Canyon College, provided a report to the board on behalf of SAC and SCC Associated Student Governments.

2.1 Report from the Chancellor

Due to the lateness of the meeting, Dr. Raúl Rodríguez, Chancellor, provided a brief report to the board and indicated he would provide a report in written format to the board.

2.2 Reports from College Presidents

Due to the lateness of the meeting, the following college representatives provided brief reports to the board and indicated they would provide written reports to the board:

Dr. John Hernandez, Interim President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by each college president be attached to the minutes for each board of trustees' meeting.

Item 2.3 (Report from Student Trustee) and Item 2.4 (Reports from Student Presidents) were heard before Item 2.1 (Report from the Chancellor).

2.5 Report from Classified Representative

Due to the lateness of the meeting, Ms. Isabel Garcia, High School & Community Outreach Specialist, Student Services, Santiago Canyon College Division of Continuing Education, left the meeting; therefore, there was no report provided on behalf of classified staff. Ms. Garcia plans to a report on behalf of classified staff at the next board meeting.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College
Dr. Elliott Jones, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons

Ms. Alvarez provided a report on the May 11, 2017, Board Legislative Committee meeting.

Mr. Hernandez provided a report on the May 11, 2017, Orange County Community Colleges Legislative Task Force meeting.

3.0 INSTRUCTION

All items were approved as part of Item 1.6 (Consent Calendar).

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, and 4.5 through 4.11 were approved as part of Item 1.6 (Consent Calendar).

4.4 Quarterly Investment Report as of March 31, 2017

The quarterly investment report as of March 31, 2017, was presented as information.

5.0 **GENERAL**

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

5.5 Board Member Comments

Mr. Hernandez reported he attended the award dinner for the SAC Golf Tournament on May 8.

Mr. Hernandez indicated he and Mr. Yarbrough are working on a presentation regarding Deferred Action for Childhood Arrivals (DACA) students and asked for a letter of support for their presentation from the board.

Mr. Yarbrough and Ms. Alvarez shared kind memories of Mr. Rene Guzman. Ms. Alvarez indicated that an upcoming ComLink meeting will include a memorial for Mr. Guzman.

Mr. Yarbrough provided a report on the Community College League of California (CCLC) Annual Trustees conference he attended in Lake Tahoe/Truckee, California on May 4-7, 2017. He indicated he attended an Ethics Training Workshop and an Introduction to Fiscal Responsibilities workshop.

Ms. Alvarez thanked Ms. Chian for her service as student trustee and SCC student president for 2016-2017.

If there are long presentations on the agenda, Mr. Labrado asked that the student trustee and student presidents' reports be placed at the beginning of the agenda.

Ms. Barrios reported that she had her singing debut at SCC's fundraiser last week. She commended staff on their assistance, the campus, and the facilities, including the sound system in SCC's gym, especially for the Irvine Symphony's performance.

Mr. Hanna explained that Ms. Mendoza left the meeting early since she was in a lot of pain.

Since the board president reviews the board agenda before it is published, Mr. Hanna apologized to his colleagues for approving two long reports at the board meeting and asked that lengthy reports be placed under Item 2.0 (Informational Items and Oral Reports) on future agendas. Mr. Hanna explained he is not critical of the length or substance of the presentations.

Mr. Hanna reported that he plans to say a few words at the SAC Excellence Awards on May 18.

RECESS TO CLOSED SESSION

The board convened into closed session at 10:10 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) Administrative Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: California School Employees Association, Chapter 888

Ms. Chian left the meeting at this time.

RECONVENE

The board reconvened at 10:52 p.m.

Public Comment

There were no public comments.

Closed Session Report

Ms. Barrios reported during closed session the board discussed public employment, anticipated/potential litigation, and labor negotiations, and no reportable action was taken during closed session.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Appointments
- Ratify Resignations/Retirements
- Approve Leaves of Absence

6.1 Management/Academic Personnel

- Approve 2016-2017 Child Development Center Teachers CSEA Chapter 888 Salary Schedules
- Ratify Layoffs
- Approve Adjusted 2015-2016 Contract Extension Rates
- Approve Adjusted 2016-2017 Contract Extension Days
- Approve 2016-2017 Contract Extension Days
- Approve 2016-2017 Additional Contract Extension Days
- Approve Stipends
- Approve Adjusted Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Temporary to Hourly Ongoing Assignments
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

6.3 Approval of Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and California School Employees Association (CSEA) Chapter 888 (Child Development Teachers)

It was moved by Ms. Barrios and seconded by Mr. Yarbrough to approve the agreement with CSEA, Chapter 888 for the period of July 1, 2016, through June 30, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on Tuesday, May 30, 2017.

The next regular meeting of the Board of Trustees will be held on Tuesday, May 30, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 10:53 p.m., in memory of Mr. Rene Guzman, who was a SAC student in the 1950s and most recently a member of the RSCCD Measure Q Citizens' Bond Oversight Committee.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

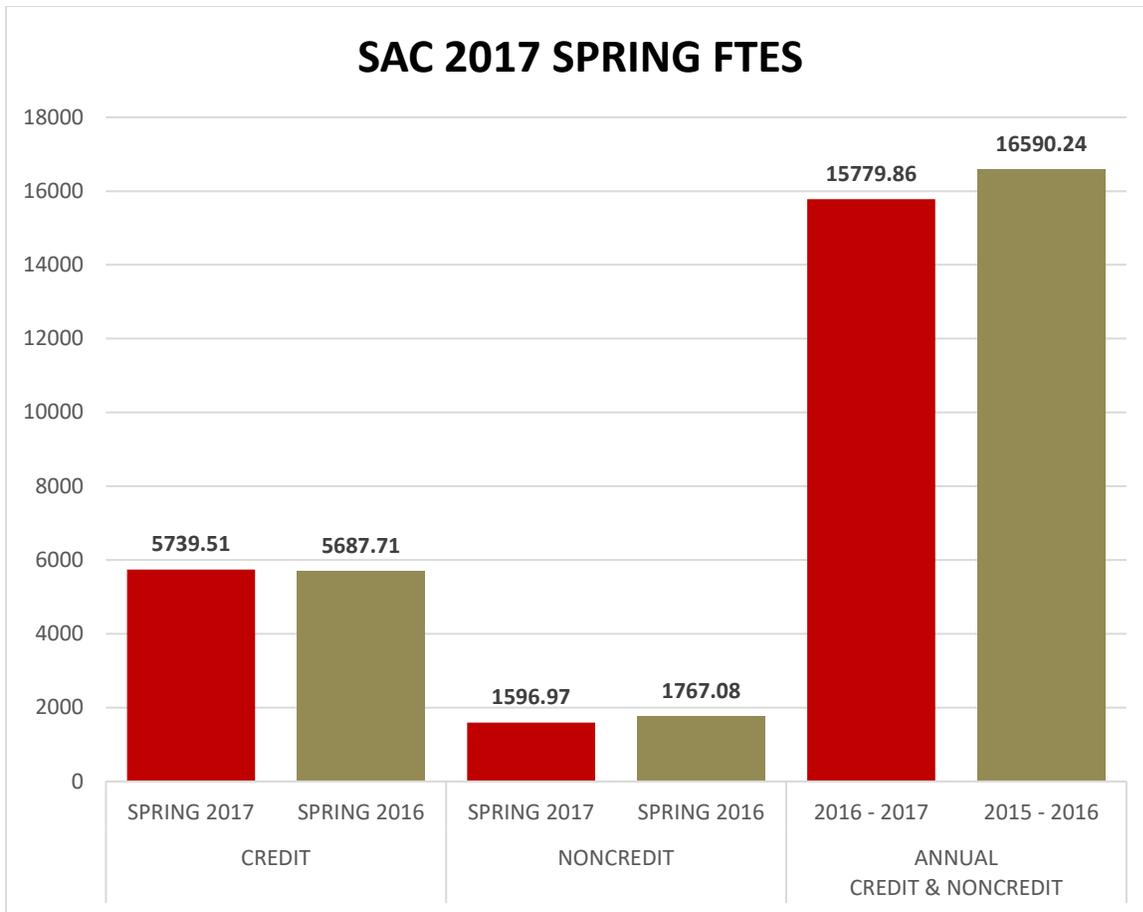
Approved: _____
Clerk of the Board

Minutes approved: May 30, 2017



SAC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 05/2/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	6754		
CREDIT PROJECTION	6608.97	-145.03	-2%
NONCREDIT TARGET	2465		
NONCREDIT PROJECTION	2074	-391	-16%
COMBINED ANNUAL TARGET	20362		
COMBINED ANNUAL PROJECTION	19078.57	-1283.4	-6%

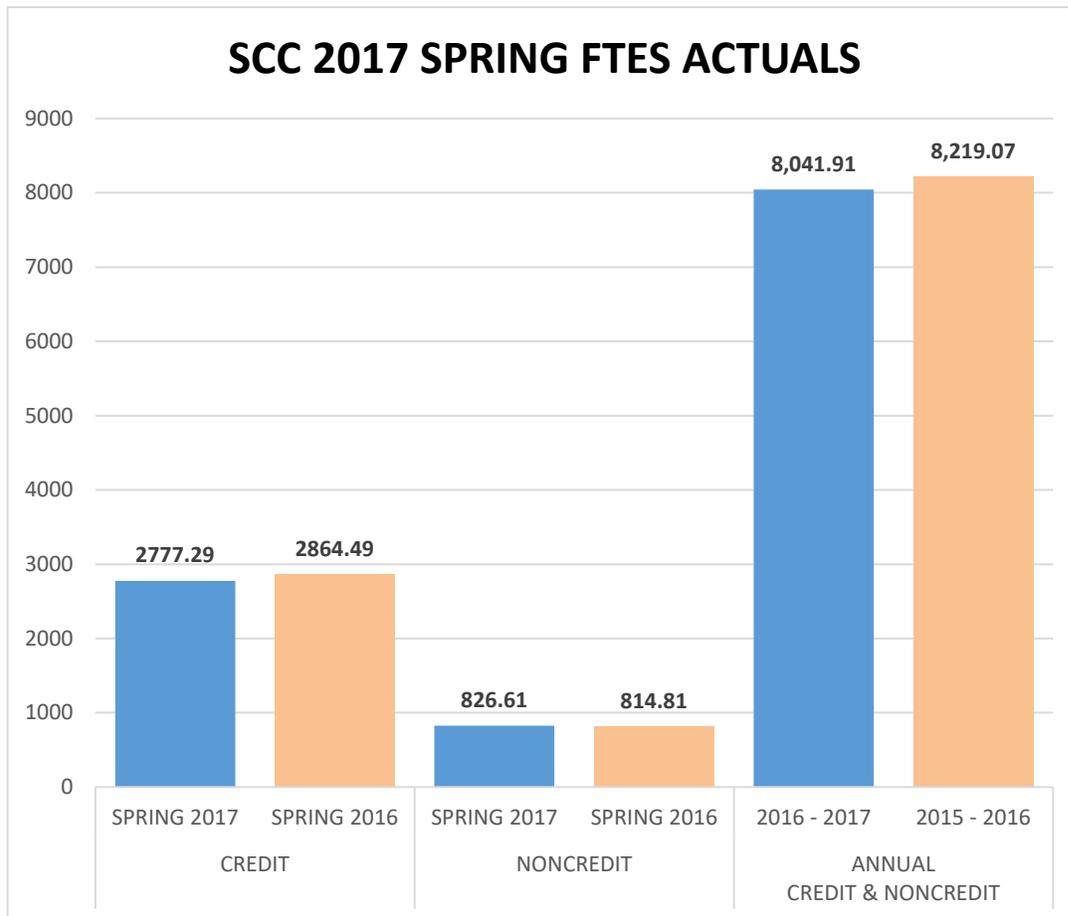
SOURCES:

Executive Dashboard
RG540 report



SCC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 05/12/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	2896		
CREDIT PROJECTION	2827.64	-68.36	-2%
NONCREDIT TARGET	1103		
NONCREDIT PROJECTION	1103	0	0%
COMBINED ANNUAL TARGET	8571		
COMBINED ANNUAL PROJECTION	8390.94	-180.06	-2%

SOURCES:

Executive Dashboard RG540 report

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College –Student Services

To: Board of Trustees	Date: May 30, 2017
Re: Approval of Purchase of Perceptive Transform Software	
Action: Request for Approval	

BACKGROUND

The Santa Ana College Financial Aid Office would like students to be able to submit their documentation on-line. This added service would benefit distance education students as well as students with transportation issues by allowing the students to easily and accurately submit documentation online. It would also reduce wait times in the office and insure greater accuracy in completing documentation. The procured software would need to work seamlessly with Ellucian Colleague, the new student portal, and our current document imaging system ImageNow. The software would need to be able to authenticate the student and parent completing the form and be rule-based to insure forms are completed completely and accurately. This vendor was developed in close coordination with ITS.

ANALYSIS

The district is currently using Ellucian Colleague as our primary student system and Perspective ImageNow as our primary document imaging and workflow system, which is a software partner with Ellucian. The Financial Aid department is searching for a new software package that would allow them to capture information directly from a student via a prepopulated electronic form to expedite processing for various required documents, in compliance with Federal and State Financial Aid guidelines. ImageNow provides an eDocument program that provides this functionality and allows us to leverage the integration between these products. This is the only software product that will meet the criteria outlined by Financial Aid because of the connection and partnership between these two products. The software license, for the period of July 1, 2017 – June 30, 2018 (exact date contingent upon the start-up of the portal), would be purchased using 100% Financial Aid Categorical funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase of the Perceptive Transform Software and the related professional services (implementation and training costs) as presented on the attached quote.

Fiscal Impact: \$66,320	Board Date: May 30, 2017
Prepared by: Sara Lundquist, Ph.D., Vice President of Student Services Robert Manson, Associate Dean, Financial Aid	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



Order Form	
Billing & Shipping Information	
Billing Contact: Billing Address: Rancho Santiago Community College District, Inc 2323 N Broadway FL 4 Santa Ana, California, 92706-1606, USA	License To: Shipping Address: Rancho Santiago Community College District, Inc 2323 N Broadway FL 4 Santa Ana, California, 92706-1606, USA
Quote Information	
Quote Number: 2017-301304 Currency: USD Sales Rep: Lori Malone	Current Date: 05/16/2017 Expiration Date: 06/23/2017 Phone Number: 303-550-9229

****Taxes :** Rancho Santiago Community College District, Inc shall be responsible for the payment of any applicable tax.

Executive Pricing Summary	
Description	Extended Price
Non-Recurring Costs	
Software	30,850.00
Professional Services T&M	25,000.00
Training	4,300.00
Total Non-Recurring Costs:	USD 60,150.00
Annual Recurring Costs	
Software Maintenance and Support	6,170.00
Total Annual Recurring Costs:	USD 6,170.00
Total First Year costs:	USD 66,320.00

Quote Detail - Perpetual

Software				
Description	UOM	Qty	Unit Price	Extended Price
TransForm Annual Submissions	25,000 EA	1	20,600.00	20,600.00
TransForm Server License	EA	1	10,250.00	10,250.00
Total:				USD 30,850.00

Software Maintenance and Support

Description	Extended Price
Software Maintenance and Support	6,170.00
Total:	USD 6,170.00

Professional Services (Time & Materials)

Total Estimated Hours	Solutions Overview
100	<ul style="list-style-type: none">• Custom Services (Transform Project) – See Statement of Work for Detailed Project Description. <p>-Install Transform server & software (2 environments) -(1) basic form implementation</p>
	Total: USD 25,000.00

Training

Description	Qty	Unit Price	Extended Price
Transform Online Training	2	2,150.00	4,300.00
		Total:	USD 4,300.00

Terms & Conditions

- Software is invoiced upon delivery.
- The Software Maintenance and Support Fees will be an annual fee equal to twenty percent (20%) of the price of the Licensed Software as provided in Supplier's then-current, published Price Book, such percentage which Supplier may increase from time to time upon prior notice to Customer; provided, however, that such Software Maintenance and Support Fees will not be applicable to Pacsgear brand products.
- Professional Service estimated project fees quoted will be billed as incurred on a monthly basis. Actual fees invoiced may be higher or lower than the estimate fees provided within. If scope or requirements change, additional services will be quoted accordingly. Travel and expenses are billed as incurred.

Unless stated otherwise in this document, this quotation is valid for 30 days. A binding agreement with Lexmark Enterprise Software will arise only upon the signature by both parties of written terms and conditions applicable to this transaction, whether in the form of a party's standard agreement or other written agreement between the parties already in place. In the absence of a standard agreement or pre-existing written agreement, the terms and conditions located at www.lexmark.com/enterprise-software-purchase-terms-and-conditions will apply which terms and conditions are incorporated herein by this reference. Acceptance and fulfillment of orders is at Lexmark Enterprise Software's discretion.

All amounts stated exclude any sales tax, goods and services tax, value added tax, consumption tax, withholding tax, duties, shipping charges or other third party taxes (“Taxes”). In addition to the quoted price, the buyer must at the same time the quoted price is paid, pay Lexmark Enterprise Software an additional amount on the account of Taxes. Any Taxes or fees will be calculated and specified on the invoice.

Purchase order notice

Is a Purchase Order required by the Customer?

Please enter Yes or No.

(Yes/No)

If a Purchase Order is required any terms and conditions appearing in any Purchase Order issued by Customer will have no effect unless agreed to in a separate writing signed by Supplier and Customer and specifically referencing and amending the terms of the Agreement.

If a Purchase Order is not required for purposes of purchasing goods and services, Customer further confirms that there is no other internal document required to be issued by Customer prior to making or releasing payment. The Agreement, and all schedules or orders entered into pursuant to the Agreement, are the equivalent of having a purchase order of record. In addition, the Customer confirms that the individual signing on behalf of Customer below is an authorized signatory and is authorized to commit Customer to purchasing the goods and services described herein. The Agreement, and all associated schedules and orders entered pursuant to the Agreement, represent firm and irrevocable orders which will be payable in full in accordance with the payment terms set forth in the Agreement. Customer has no additional invoicing requirements other than as set forth in the Agreement.

The invoice/bill to address and ship to address are as set forth below. Shipping terms (if applicable) are FOB Origin.

Bill to Address:

Ship to Address (if different from Bill To Address):

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written.

Lexmark Enterprise Software, LLC

Rancho Santiago Community College District, Inc

Signature _____

Signature _____

Name _____

Name Peter J. Hardash

Title _____

Title Vice Chancellor of Business
Operations and Fiscal Services

Date _____

Date _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College-Business & Career Technical Education**

To: Board of Trustees	Date: May 30, 2017
Re: Approval of the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long-standing, on-going relationship with Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC). Southwest Carpenters Training Fund and Southern California Carpentry JATC are formal training programs for students. The purpose for these programs is to provide entry to journey level skills training to SCTF and Southern California Carpentry JATC workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to receive Certificates of Achievement and Associate of Science Degrees in Carpentry.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement.

Fiscal Impact: Approximately \$204,277 to RSCCD-SCC.	Board Date: May 30, 2017
The RSCCD-SCC shall pay Southwest Carpenters Training Fund and Southern California Carpentry JATC an amount equal to eighty-five (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$1,244,765.	
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Hernandez, Ph.D., Interim President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

AND

SOUTHWEST CARPENTERS TRAINING FUND

AND

**SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD and SOUTHWEST CARPENTERS TRAINING FUND hereinafter referred to as FUND and SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE hereinafter referred to as SCCJATC:

WITNESSETH:

It is the intent of RSCCD and FUND/SCCJATC to enter into an agreement whereby RSCCD will reimburse the FUND/SCCJATC for instructional materials and curriculum development used by and for RSCCD indentured carpenter apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice carpenter in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, FUND/SCCJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and FUND/SCCJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice and journeyman carpenters duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCCJATC'S Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the FUND/SCCJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by FUND/SCCJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF FUND/SCCJATC

A. Instruction and Curriculum

1. FUND/SCCJATC shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. FUND/SCCJATC shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. FUND/SCCJATC shall provide clerical support to maintain training records.
4. FUND/SCCJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct instructors for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.
5. FUND/SCCJATC shall provide funds for and administer one (1) instructor workshop annually.

B. Facilities, Equipment and Supplies

1. FUND/SCCJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCCJATC will be responsible for the maintenance of these facilities.
2. FUND/SCCJATC shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. FUND/SCCJATC shall provide instructional supplies and materials.
4. RSCCD utilizes the following real property, 7111 Firestone Blvd. Suite 137, Buena Park, CA 90621 and 10015 Rose Hills Road #200, Whittier, CA 90601, costs of which are included in this Master Cost Agreement.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by FUND/SCCJATC and performing services for FUND/SCCJATC shall be solely employees of FUND/SCCJATC and not employees of RSCCD. FUND/SCCJATC shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay FUND/SCCJATC an amount equal to eighty-five percent (85%) of the amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Carpenters Joint Apprenticeship and Training Committee Fund for Southern California, 533 S. Fremont Ave., Suite 401, Los Angeles, California 90071-1706, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To FUND: Southwest Carpenters Training Fund
533 S. Fremont Ave., Suite 401
Los Angeles, CA 90071-1706

To SCCJATC: Southern California Carpentry Joint Apprenticeship and
Training Committee
533 S. Fremont Ave., Suite 401
Los Angeles, CA 90071-1706

- E. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
- G. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
1. Emergency conditions resulting from acts of God.
 2. Non-performance of the terms of this Agreement.
- I. RSCCD agrees to provide SCCJATC with records indicating attendance, income and expenditure data.
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

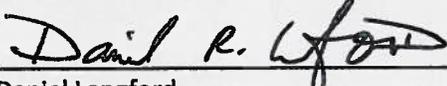
IN WITNESS THEREOF:
RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Affairs

Approved by Governing Board:

Date: _____

SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE



Daniel Langford
Date: 4/11/17

SOUTHWEST CARPENTERS TRAINING FUND



Louis Ontiveros
Date: 4/11/17

MASTER COST AGREEMENT

BETWEEN

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

AND

SOUTHWEST CARPENTERS TRAINING FUND

AND

**SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**

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WITNESSETH:

It is the intent of RSCCD and FUND/SCCJATC to enter into an agreement whereby RSCCD will reimburse the FUND/SCCJATC for instructional materials and curriculum development used by and for RSCCD indentured carpenter apprentices.

ARTICLE I - RECITALS

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Whereas, RSCCD and FUND/SCCJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

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2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCCJATC'S Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the FUND/SCCJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by FUND/SCCJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF FUND/SCCJATC

A. Instruction and Curriculum

1. FUND/SCCJATC shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. FUND/SCCJATC shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. FUND/SCCJATC shall provide clerical support to maintain training records.
4. FUND/SCCJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct instructors for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.
5. FUND/SCCJATC shall provide funds for and administer one (1) instructor workshop annually.

B. Facilities, Equipment and Supplies

1. FUND/SCCJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCCJATC will be responsible for the maintenance of these facilities.
2. FUND/SCCJATC shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. FUND/SCCJATC shall provide instructional supplies and materials.
4. RSCCD utilizes the following real property, 7111 Firestone Blvd. Suite 137, Buena Park, CA 90621 and 10015 Rose Hills Road #200, Whittier, CA 90601, costs of which are included in this Master Cost Agreement.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by FUND/SCCJATC and performing services for FUND/SCCJATC shall be solely employees of FUND/SCCJATC and not employees of RSCCD. FUND/SCCJATC shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay FUND/SCCJATC an amount equal to eighty-five percent (85%) of the amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Carpenters Joint Apprenticeship and Training Committee Fund for Southern California, 533 S. Fremont Ave., Suite 401, Los Angeles, California 90071-1706, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

**With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist**

**To FUND: Southwest Carpenters Training Fund
533 S. Fremont Ave., Suite 401
Los Angeles, CA 90071-1706**

**To SCCJATC: Southern California Carpentry Joint Apprenticeship and
Training Committee
533 S. Fremont Ave., Suite 401
Los Angeles, CA 90071-1706**

- E. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.**
- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.**
- G. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.**
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.**
 - 1. Emergency conditions resulting from acts of God.**
 - 2. Non-performance of the terms of this Agreement.**
- I. RSCCD agrees to provide SCCJATC with records indicating attendance, income and expenditure data.**
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.**

IN WITNESS THEREOF:
RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Affairs

Approved by Governing Board:

Date: _____

SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE

Daniel R. Langford

Daniel Langford
Date: 4/11/17

SOUTHWEST CARPENTERS TRAINING FUND

Louis Ontiveros

Louis Ontiveros
Date: 4/11/17

MASTER COST AGREEMENT

BETWEEN

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

AND

SOUTHWEST CARPENTERS TRAINING FUND

AND

**SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD and SOUTHWEST CARPENTERS TRAINING FUND hereinafter referred to as FUND and SOUTHERN CALIFORNIA CARPENTRY JOINT APPRENTICESHIP AND TRAINING COMMITTEE hereinafter referred to as SCCJATC:

WITNESSETH:

It is the intent of RSCCD and FUND/SCCJATC to enter into an agreement whereby RSCCD will reimburse the FUND/SCCJATC for instructional materials and curriculum development used by and for RSCCD indentured carpenter apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice carpenter in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, FUND/SCCJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and FUND/SCCJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice and journeyman carpenters duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCCJATC'S Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the FUND/SCCJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by FUND/SCCJATC.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF FUND/SCCJATC

A. Instruction and Curriculum

1. FUND/SCCJATC shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. FUND/SCCJATC shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. FUND/SCCJATC shall provide clerical support to maintain training records.
4. FUND/SCCJATC instructors will meet the minimum qualifications for instruction as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct instructors for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college-credit apprenticeship courses.
5. FUND/SCCJATC shall provide funds for and administer one (1) instructor workshop annually.

B. Facilities, Equipment and Supplies

1. FUND/SCCJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCCJATC will be responsible for the maintenance of these facilities.
2. FUND/SCCJATC shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. FUND/SCCJATC shall provide instructional supplies and materials.
4. RSCCD utilizes the following real property, 7111 Firestone Blvd. Suite 137, Buena Park, CA 90621 and 10015 Rose Hills Road #200, Whittier, CA 90601, costs of which are included in this Master Cost Agreement.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by FUND/SCCJATC and performing services for FUND/SCCJATC shall be solely employees of FUND/SCCJATC and not employees of RSCCD. FUND/SCCJATC shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay FUND/SCCJATC an amount equal to eighty-five percent (85%) of the amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Carpenters Joint Apprenticeship and Training Committee Fund for Southern California, 533 S. Fremont Ave., Suite 401, Los Angeles, California 90071-1706, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To FUND: Southwest Carpenters Training Fund
533 S. Fremont Ave., Suite 401
Los Angeles, CA 90071-1706

To SCCJATC: Southern California Carpentry Joint Apprenticeship and
Training Committee
533 S. Fremont Ave., Suite 401
Los Angeles, CA 90071-1706

- E. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
- G. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
1. Emergency conditions resulting from acts of God.
 2. Non-performance of the terms of this Agreement.
- I. RSCCD agrees to provide SCCJATC with records indicating attendance, income and expenditure data.
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:
RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Affairs

Approved by Governing Board:

Date: _____

SOUTHERN CALIFORNIA CARPENTRY JOINT
APPRENTICESHIP AND TRAINING COMMITTEE

Daniel R. Langford

Daniel Langford
Date: 4/11/17

SOUTHWEST CARPENTERS TRAINING FUND

Louis Ontiveros

Louis Ontiveros
Date: 4/11/17

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College – Business & Career Technical Education

To: Board of Trustees	Date: May 30, 2017
Re: Approval of JTS Services Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going with JTS Services. Cosmetology is one of the apprenticeship programs the college offers relationship students in preparation for the California Department of Consumer Affairs, Board of Barbering and Cosmetology license. At the conclusion of the apprenticeship program, students receive a Certificate of Achievement in Cosmetology making them eligible for state licensure.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplemental Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the JTS Services Master Cost Agreement.

Fiscal Impact: Approximately, \$6,676 to RSCCD-SCC	Board Date: May 30, 2017
The RSCCD-SCC shall pay JTS Services an amount equal to seventy-five percent (75%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$23,809.	
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Hernandez, Ph.D., Interim President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
JTS SERVICES TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the JTS SERVICES, hereinafter referred to as JTS:

WITNESSETH:

It is the intent of RSCCD and JTS to enter into an agreement whereby RSCCD will reimburse JTS for all instructional materials and curriculum development used by and for RSCCD indentured cosmetology apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the cosmetology apprentice in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, JTS has established a "unilateral apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and JTS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for cosmetology apprentices duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and JTS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the JTS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished JTS
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF JTS

A. Instruction and Curriculum

1. JTS shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. JTS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. JTS shall provide clerical support to maintain training records.
4. JTS instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. JTS shall provide funds for and administer one (1) instructor workshop annually.
6. JTS shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. JTS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, JTS will be responsible for the maintenance of these facilities.
2. JTS shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. JTS shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by JTS and performing services for their training committee shall be solely employees of JTS. JTS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay JTS an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the JTS Services, 1905 E. 17th St., #316, Santa Ana, CA, 92705, within sixty (60) days of receipt of final positive attendance hours and grades each semester.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To JTS: JTS Services
1905 E. 17th St., #316
Santa Ana, CA 92705
ATTN: John Sanders

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
JTS SERVICES TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the JTS SERVICES, hereinafter referred to as JTS:

WITNESSETH:

It is the intent of RSCCD and JTS to enter into an agreement whereby RSCCD will reimburse JTS for all instructional materials and curriculum development used by and for RSCCD indentured cosmetology apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the cosmetology apprentice in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, JTS has established a "unilateral apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and JTS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for cosmetology apprentices duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and JTS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the JTS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished JTS
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF JTS

A. Instruction and Curriculum

1. JTS shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. JTS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. JTS shall provide clerical support to maintain training records.
4. JTS instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. JTS shall provide funds for and administer one (1) instructor workshop annually.
6. JTS shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. JTS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, JTS will be responsible for the maintenance of these facilities.
2. JTS shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. JTS shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by JTS and performing services for their training committee shall be solely employees of JTS. JTS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay JTS an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the JTS Services, 1905 E. 17th St., #316, Santa Ana, CA, 92705, within sixty (60) days of receipt of final positive attendance hours and grades each semester.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

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8045 E. Chapman Avenue
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With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To JTS: JTS Services
1905 E. 17th St., #316
Santa Ana, CA 92705
ATTN: John Sanders

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
JTS SERVICES TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the **JTS SERVICES**, hereinafter referred to as JTS:

WITNESSETH:

It is the intent of RSCCD and JTS to enter into an agreement whereby RSCCD will reimburse JTS for all instructional materials and curriculum development used by and for RSCCD indentured cosmetology apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the cosmetology apprentice in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, JTS has established a "unilateral apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and JTS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for cosmetology apprentices duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and JTS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the JTS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished JTS
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF JTS

A. Instruction and Curriculum

1. JTS shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. JTS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. JTS shall provide clerical support to maintain training records.
4. JTS instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. JTS shall provide funds for and administer one (1) instructor workshop annually.
6. JTS shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. JTS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, JTS will be responsible for the maintenance of these facilities.
2. JTS shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. JTS shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by JTS and performing services for their training committee shall be solely employees of JTS. JTS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay JTS an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the JTS Services, 1905 E. 17th St., #316, Santa Ana, CA, 92705, within sixty (60) days of receipt of final positive attendance hours and grades each semester.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
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With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To JTS: JTS Services
1905 E. 17th St., #316
Santa Ana, CA 92705
ATTN: John Sanders

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: May 30, 2017
Re: Approval of The Orange County Electrical Training Trust Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

The Rancho Santiago Community College Districts-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with Orange County Electrical Training Trust (OCETT), Joint Apprenticeship and Training Committee (JATC). The Orange County Electrical Training Trust is a formal training program for the electrical, transportation and telecommunication students. The purpose for these programs is to provide entry to journey level skills training to the Orange County Electrical Training Trust workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Electrical-Industrial, Transportation, Power Lineman, Sound Installer and Sound Technician.

ANALYSIS

The Rancho Santiago Community College Districts-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Orange County Electrical Training Trust Master Cost Agreement.

Fiscal Impact: Approximately, \$52,071 to RSCCD-SCC.	Board Date: May 30, 2017
The RSCCD-SCC shall pay Orange County Electrical Training Trust (OCETT) an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$295,067.	
Prepared by: Marilyn Flores, Ph.D., Vice-President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Hernandez, Ph.D., Interim President	
Recommended by: Dr. Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY ELECTRICAL TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the ORANGE COUNTY ELECTRICAL TRAINING TRUST, hereinafter referred to as OCETT:

WITNESSETH:

It is the intent of RSCCD and OCETT to enter into an agreement whereby RSCCD will reimburse OCETT for instructional materials and curriculum development used by and for RSCCD indentured electrical apprentices and electrical trainees.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplement instruction for the apprentice electrician and electrical trainee in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OCETT is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OCETT desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice electricians and electrical trainees duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and OCETT's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by OCETT under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OCETT.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OCETT

A. Instruction and Curriculum

1. OCETT shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. OCETT shall monitor the students, maintain records of work experience and be responsible for student evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. OCETT shall provide clerical support to maintain training records.
4. OCETT instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses or college credit electrical trainee courses.
5. OCETT shall provide funds for and administer one (1) instructor workshop annually.
6. OCETT shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OCETT shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OCETT will be responsible for the maintenance of these facilities.
2. OCETT shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OCETT shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018, unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OCETT and performing services for their training committee shall be solely employees of OCETT. OCETT will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OCETT an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Orange County Electrical Training Trust, 717 S. Lyon St., Santa Ana, CA 92705, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College

Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District

2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To OCETT:

Orange County Electrical Training Trust
717 S. Lyon St.
Santa Ana, CA 92705
ATTN: Coordinator

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide OCETT with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

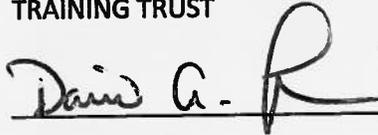
IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

ORANGE COUNTY ELECTRICAL
TRAINING TRUST



Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services



David Lawhorn
Coordinator

Approved by Governing Board:

Date: _____

Date: 4/7/17

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY ELECTRICAL TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the ORANGE COUNTY ELECTRICAL TRAINING TRUST, hereinafter referred to as OCETT:

WITNESSETH:

It is the intent of RSCCD and OCETT to enter into an agreement whereby RSCCD will reimburse OCETT for instructional materials and curriculum development used by and for RSCCD indentured electrical apprentices and electrical trainees.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplement instruction for the apprentice electrician and electrical trainee in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OCETT is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OCETT desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice electricians and electrical trainees duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and OCETT's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by OCETT under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OCETT.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OCETT

A. Instruction and Curriculum

1. OCETT shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. OCETT shall monitor the students, maintain records of work experience and be responsible for student evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. OCETT shall provide clerical support to maintain training records.
4. OCETT instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses or college credit electrical trainee courses.
5. OCETT shall provide funds for and administer one (1) instructor workshop annually.
6. OCETT shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OCETT shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OCETT will be responsible for the maintenance of these facilities.
2. OCETT shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OCETT shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018, unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OCETT and performing services for their training committee shall be solely employees of OCETT. OCETT will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OCETT an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Orange County Electrical Training Trust, 717 S. Lyon St., Santa Ana, CA 92705, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College

Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District

2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To OCETT:

Orange County Electrical Training Trust
717 S. Lyon St.
Santa Ana, CA 92705
ATTN: Coordinator

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) 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.
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8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide OCETT with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

ORANGE COUNTY ELECTRICAL
TRAINING TRUST

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

VL

David Lawhorn
Coordinator

David A. R

Approved by Governing Board:

Date: _____

Date: 4/7/17

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY ELECTRICAL TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

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WITNESSETH:

It is the intent of RSCCD and OCETT to enter into an agreement whereby RSCCD will reimburse OCETT for instructional materials and curriculum development used by and for RSCCD indentured electrical apprentices and electrical trainees.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplement instruction for the apprentice electrician and electrical trainee in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OCETT is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OCETT desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

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Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice electricians and electrical trainees duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and OCETT's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by OCETT under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OCETT.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OCETT

A. Instruction and Curriculum

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B. Facilities, Equipment and Supplies

1. OCETT shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OCETT will be responsible for the maintenance of these facilities.
2. OCETT shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
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ARTICLE IV - GENERAL PROVISIONS

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2. All persons employed by OCETT and performing services for their training committee shall be solely employees of OCETT. OCETT will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OCETT an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Orange County Electrical Training Trust, 717 S. Lyon St., Santa Ana, CA 92705, within sixty (60) days of receipt of positive attendance hours.
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To the College: Santiago Canyon College

Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District

2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To OCETT:

Orange County Electrical Training Trust
717 S. Lyon St.
Santa Ana, CA 92705
ATTN: Coordinator

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) 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.
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8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide OCETT with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

ORANGE COUNTY ELECTRICAL
TRAINING TRUST

VL
Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

David A. R
David Lawhorn
Coordinator

Approved by Governing Board:

Date: _____

Date: 4/7/17 _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College-Business & Career Technical Education**

To: Board of Trustees	Date: May 30, 2017
Re: Approval of The Metropolitan Water District of Southern California Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Metropolitan Water District (MWD) Joint Apprenticeship & Training Committee (JATC). Metropolitan's Apprenticeship Mechanical and Electrical Operations Technician Programs are formal structured training programs developed by MWD in collaboration with Santiago Canyon College. The purpose for these programs is to provide entry to journey level skills training to Metropolitan's workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Maintenance Mechanic Levels I & II.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Metropolitan Water District of Southern California Master Cost Agreement.

Fiscal Impact: Approximately, \$13,351 to RSCCD-SCC.	Board Date: May 30, 2017
The RSCCD-SCC shall pay the Metropolitan Water District an amount equal to seventy-five percent (75%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$49,687.	
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

This Agreement made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT hereinafter referred to as RSCCD, and METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, hereinafter referred to as MWD:

WITNESSETH:

It is the intent of RSCCD and MWD to enter into an agreement whereby RSCCD will reimburse MWD for instructional materials and curriculum development used by and for RSCCD indentured maintenance mechanic apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice maintenance mechanic in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, MWD has established a "joint apprenticeship training committee" (JATC) and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and MWD desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

SCC 17-0530D

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice maintenance mechanics duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and MWD's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the MWD under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the activities of the instructional staff furnished by MWD.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.
5. RSCCD will be responsible to secure related instruction funding for this program.

ARTICLE III - RESPONSIBILITIES OF MWD

A. Instruction and Curriculum

1. MWD shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. MWD shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California.
3. MWD shall provide clerical support to maintain training records.
4. MWD instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. MWD shall provide funds for and administer one (1) instructor workshop annually.

6. MWD shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors. They will assist the instructors in the restoring of the shop areas to a neat and orderly condition and in the return of tools, equipment and surplus materials to the proper storage areas after classes.

B. Facilities, Equipment and Supplies

1. MWD shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, MWD will be responsible for the maintenance of these facilities.
2. MWD shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. MWD shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018) unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by MWD and performing services for MWD shall be solely employees of MWD and not employees of RSCCD. MWD shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay MWD an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Metropolitan Water District, 700 N. Alameda St., Los Angeles, CA 90012, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

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8045 E. Chapman Avenue
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**With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist**

**To MWDJATC: Metropolitan Water District
Apprenticeship Program
33752 Newport Road
Winchester, CA 92596
ATTN: Coordinator**

- E. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.**
- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.**
- G. This Agreement and the rights and duties there under shall not be assigned in whole or in part without the written consent of both said parties.**
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.**
 - 1. Emergency conditions resulting from acts of God.**
 - 2. Non-performance of the terms of this Agreement.**
- I. RSCCD agrees to provide MWD with monthly accumulative reports indicating attendance, income and expenditure data.**

J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

VL

Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Services

[Signature]

James F. Green
Group Manager, Water System Operations

Date: 5/1/17

Approved by Governing Board

APPROVED AS TO FORM:

Date: _____

[Signature]

Marcia L. Scully, General Counsel

Date: 5/1/2017

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

This Agreement made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT hereinafter referred to as RSCCD, and METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, hereinafter referred to as MWD:

WITNESSETH:

It is the intent of RSCCD and MWD to enter into an agreement whereby RSCCD will reimburse MWD for instructional materials and curriculum development used by and for RSCCD indentured maintenance mechanic apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice maintenance mechanic in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, MWD has established a "joint apprenticeship training committee" (JATC) and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and MWD desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

SCC 17-0530D

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice maintenance mechanics duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and MWD's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the MWD under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the activities of the instructional staff furnished by MWD.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.
5. RSCCD will be responsible to secure related instruction funding for this program.

ARTICLE III - RESPONSIBILITIES OF MWD

A. Instruction and Curriculum

1. MWD shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. MWD shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California.
3. MWD shall provide clerical support to maintain training records.
4. MWD instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. MWD shall provide funds for and administer one (1) instructor workshop annually.

6. MWD shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors. They will assist the instructors in the restoring of the shop areas to a neat and orderly condition and in the return of tools, equipment and surplus materials to the proper storage areas after classes.

B. Facilities, Equipment and Supplies

1. MWD shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, MWD will be responsible for the maintenance of these facilities.
2. MWD shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. MWD shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018) unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by MWD and performing services for MWD shall be solely employees of MWD and not employees of RSCCD. MWD shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay MWD an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Metropolitan Water District, 700 N. Alameda St., Los Angeles, CA 90012, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

**With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist**

**To MWDJATC: Metropolitan Water District
Apprenticeship Program
33752 Newport Road
Winchester, CA 92596
ATTN: Coordinator**

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

- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.**

- G. This Agreement and the rights and duties there under shall not be assigned in whole or in part without the written consent of both said parties.**

- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.**
 - 1. Emergency conditions resulting from acts of God.**
 - 2. Non-performance of the terms of this Agreement.**

- I. RSCCD agrees to provide MWD with monthly accumulative reports indicating attendance, income and expenditure data.**

J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

VL

Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Services

[Signature]
James F. Green
Group Manager, Water System Operations

Date: 5/1/17

Approved by Governing Board

APPROVED AS TO FORM:

Date: _____

[Signature]
Marcia L. Scully, General Counsel

Date: 5/1/2017

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

This Agreement made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT hereinafter referred to as RSCCD, and METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, hereinafter referred to as MWD:

WITNESSETH:

It is the intent of RSCCD and MWD to enter into an agreement whereby RSCCD will reimburse MWD for instructional materials and curriculum development used by and for RSCCD indentured maintenance mechanic apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice maintenance mechanic in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, MWD has established a "joint apprenticeship training committee" (JATC) and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and MWD desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

SCC 17-0530D

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice maintenance mechanics duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and MWD's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the MWD under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the activities of the instructional staff furnished by MWD.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.
5. RSCCD will be responsible to secure related instruction funding for this program.

ARTICLE III - RESPONSIBILITIES OF MWD

A. Instruction and Curriculum

1. MWD shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. MWD shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California.
3. MWD shall provide clerical support to maintain training records.
4. MWD instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. MWD shall provide funds for and administer one (1) instructor workshop annually.

6. MWD shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors. They will assist the instructors in the restoring of the shop areas to a neat and orderly condition and in the return of tools, equipment and surplus materials to the proper storage areas after classes.

B. Facilities, Equipment and Supplies

1. MWD shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, MWD will be responsible for the maintenance of these facilities.
2. MWD shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. MWD shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018) unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by MWD and performing services for MWD shall be solely employees of MWD and not employees of RSCCD. MWD shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay MWD an amount equal to seventy-five percent (75%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Metropolitan Water District, 700 N. Alameda St., Los Angeles, CA 90012, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.
- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

**With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist**

**To MWDJATC: Metropolitan Water District
Apprenticeship Program
33752 Newport Road
Winchester, CA 92596
ATTN: Coordinator**

- E. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.**
- F. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.**
- G. This Agreement and the rights and duties there under shall not be assigned in whole or in part without the written consent of both said parties.**
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 - 1. Emergency conditions resulting from acts of God.**
 - 2. Non-performance of the terms of this Agreement.**
- I. RSCCD agrees to provide MWD with monthly accumulative reports indicating attendance, income and expenditure data.**

J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

VL

Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Services

METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA

James F. Green
Group Manager, Water System Operations

Date: 5/1/17

Approved by Governing Board

Date: _____

APPROVED AS TO FORM:

Marcia L. Scully, General Counsel

Date: 5/1/2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: May 30, 2017
Re: Approval of Operating Engineers Training Trust JATC Master Cost Agreement	
Action: Request Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Operating Engineers Training Trust Joint Apprenticeship and Training Committee (JATC). The Operating Engineers Training Trust JATC is a formal training program for the heavy-duty repairers, heavy equipment operators, and plant equipment/rock, sand and gravel and special inspector engineer students. The purpose for these programs is to provide entry to journey level skills training to the Operating Engineers Training Trust JATC workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Heavy-Duty Repairers, Heavy Equipment Operators, Plant Equipment/Rock, Sand and Gravel and Special Inspector Engineer.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Operating Engineers Training Trust JATC Master Cost Agreement.

Fiscal Impact: Approximately, \$56,076 to RSCCD-SCC.	Board Date: May 30, 2017
The RSCCD-SCC shall pay Operating Engineers Training Trust Joint Apprenticeship and Training Committee an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$317,764.	
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Hernandez, Ph.D., Interim President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
OPERATING ENGINEERS TRAINING TRUST JATC**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the
OPERATING ENGINEERS TRAINING TRUST JATC, hereinafter referred to as OETTJATC:**

WITNESSETH:

It is the intent of RSCCD and OETTJATC to enter into an agreement whereby RSCCD will reimburse OETTJATC for all instructional materials and curriculum development used by and for RSCCD indentured operating engineer apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice operating engineers in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OETTJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OETTJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will provide courses in related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. RSCCD shall arrange for utilizing the instructional staff employed by the OETTJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OETTJATC.
3. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OETTJATC

A. Instruction and Curriculum

1. OETTJATC will conduct classes and related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. OETTJATC will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the OETTJATC training committee standards.
3. OETTJATC shall provide manuals, instructional supplies, and other teaching aids necessary to instruct classes.
4. OETTJATC shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
5. OETTJATC shall provide clerical support to maintain training records.
6. OETTJATC instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
7. OETTJATC shall provide funds for and administer one (1) instructor workshop annually.
8. OETTJATC shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OETTJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OETTJATC will be responsible for the maintenance of these facilities.
2. OETTJATC shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OETTJATC shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OETTJATC and performing services for their training committee shall be solely employees of OETTJATC. OETTJATC will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OETTJATC an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Operating Engineers JATC, 2190 S. Pellissier Place, Whittier, CA 90601, within sixty (60) days of receipt of positive attendance hours.
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Business & Career Technical Education Office
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With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To OETTJATC: Operating Engineers JATC
2190 S. Pellissier Place
Whittier, CA 90601
ATTN: Administrator

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

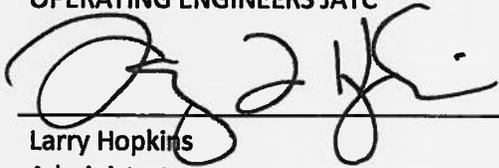
IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

OPERATING ENGINEERS JATC



Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services



Larry Hopkins
Administrator

Date: April 7, 2017

Approved by Governing Board:

Date: _____

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
OPERATING ENGINEERS TRAINING TRUST JATC**

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ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will provide courses in related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. RSCCD shall arrange for utilizing the instructional staff employed by the OETTJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OETTJATC.
3. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF OETTJATC

A. Instruction and Curriculum

1. OETTJATC will conduct classes and related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. OETTJATC will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the OETTJATC training committee standards.
3. OETTJATC shall provide manuals, instructional supplies, and other teaching aids necessary to instruct classes.
4. OETTJATC shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
5. OETTJATC shall provide clerical support to maintain training records.
6. OETTJATC instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
7. OETTJATC shall provide funds for and administer one (1) instructor workshop annually.
8. OETTJATC shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OETTJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OETTJATC will be responsible for the maintenance of these facilities.
2. OETTJATC shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OETTJATC shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by OETTJATC and performing services for their training committee shall be solely employees of OETTJATC. OETTJATC will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay OETTJATC an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Operating Engineers JATC, 2190 S. Pellissier Place, Whittier, CA 90601, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College

Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District

2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To OETTJATC: Operating Engineers JATC

2190 S. Pellissier Place
Whittier, CA 90601
ATTN: Administrator

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
OPERATING ENGINEERS TRAINING TRUST JATC**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the OPERATING ENGINEERS TRAINING TRUST JATC, hereinafter referred to as OETTJATC:

WITNESSETH:

It is the intent of RSCCD and OETTJATC to enter into an agreement whereby RSCCD will reimburse OETTJATC for all instructional materials and curriculum development used by and for RSCCD indentured operating engineer apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice operating engineers in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, OETTJATC is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and OETTJATC desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will provide courses in related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. RSCCD shall arrange for utilizing the instructional staff employed by the OETTJATC under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by OETTJATC.
3. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

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A. Instruction and Curriculum

1. OETTJATC will conduct classes and related instruction for apprentice and journeymen operating engineers duly registered with RSCCD.
2. OETTJATC will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD curriculum and the OETTJATC training committee standards.
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7. OETTJATC shall provide funds for and administer one (1) instructor workshop annually.
8. OETTJATC shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. OETTJATC shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, OETTJATC will be responsible for the maintenance of these facilities.
2. OETTJATC shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. OETTJATC shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

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3. RSCCD shall pay OETTJATC an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Operating Engineers JATC, 2190 S. Pellissier Place, Whittier, CA 90601, within sixty (60) days of receipt of positive attendance hours.
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Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To OETTJATC: Operating Engineers JATC
2190 S. Pellissier Place
Whittier, CA 90601
ATTN: Administrator

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.
9. RSCCD agrees to provide OETTJATC with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

OPERATING ENGINEERS JATC

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Larry Hopkins
Administrator

Date: April 7, 2017

Approved by Governing Board:

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College-Business & Career Technical Education**

To: Board of Trustees	Date: May 30, 2017
Re: Approval of California/Nevada Training Trust Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with California/Nevada Training Trust Joint Apprenticeship and Training Committee. The California/Nevada Training Trust is a formal training program for students. The purpose for these programs is to provide entry to journey level skills training to the California/Nevada Training Trust Joint Apprenticeship and Training Committee workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degree in Power Lineman.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the California/Nevada Training Trust Master Cost Agreement.

Fiscal Impact: Approximately, \$52,071 to RSCCD-SCC	Board Date: May 30, 2017
The RSCCD-SCC shall pay California/Nevada Training Trust an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$316,749	
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education	
Submitted by: John Hernandez, Ph.D., Interim President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA/NEVADA TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the CALIFORNIA/NEVADA TRAINING TRUST, hereinafter referred to as CAL/NEVA:

WITNESSETH:

It is the intent of RSCCD and CAL/NEVA to enter into an agreement whereby RSCCD will reimburse CAL/NEVA for all instructional materials and curriculum development used by and for RSCCD indentured power linemen apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice power lineman in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, CAL/NEVA is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and CAL/NEVA desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice power linemen duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and CAL/NEVA's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the CAL/NEVA under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by CAL/NEVA.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF CAL/NEVA

A. Instruction and Curriculum

1. CAL/NEVA shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. CAL/NEVA shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. CAL/NEVA shall provide clerical support to maintain training records.
4. CAL/NEVA instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. CAL/NEVA shall provide funds for and administer one (1) instructor workshop annually.
6. CAL/NEVA shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. CAL/NEVA shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, CAL/NEVA will be responsible for the maintenance of these facilities.

2. CAL/NEVA shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. CAL/NEVA shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by CAL/NEVA and performing services for their training committee shall be solely employees of CAL/NEVA. CAL/NEVA will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay CAL/NEVA an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the California/Nevada Training Trust, 9846 Limonite Ave., Riverside, CA 92509, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

**To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869**

**With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist**

**To CAL/NEVA: California/Nevada Training Trust
9846 Limonite Ave.
Riverside, CA 92509
ATTN: Director**

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA/NEVADA TRAINING TRUST**

This Agreement, made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the CALIFORNIA/NEVADA TRAINING TRUST, hereinafter referred to as CAL/NEVA:

WITNESSETH:

It is the intent of RSCCD and CAL/NEVA to enter into an agreement whereby RSCCD will reimburse CAL/NEVA for all instructional materials and curriculum development used by and for RSCCD indentured power linemen apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice power lineman in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, CAL/NEVA is a "joint apprenticeship training council" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and CAL/NEVA desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

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A. Instruction and Curriculum

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B. Facilities, Equipment and Supplies

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A. Instruction and Curriculum

1. CAL/NEVA shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.
2. CAL/NEVA shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and State of California.
3. CAL/NEVA shall provide clerical support to maintain training records.
4. CAL/NEVA instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. CAL/NEVA shall provide funds for and administer one (1) instructor workshop annually.
6. CAL/NEVA shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities, Equipment and Supplies

1. CAL/NEVA shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, CAL/NEVA will be responsible for the maintenance of these facilities.

2. CAL/NEVA shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. CAL/NEVA shall provide instructional supplies and materials.

ARTICLE IV - GENERAL PROVISIONS

1. This Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018), unless earlier terminated by either party in the manner set forth herein.
2. All persons employed by CAL/NEVA and performing services for their training committee shall be solely employees of CAL/NEVA. CAL/NEVA will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay CAL/NEVA an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the California/Nevada Training Trust, 9846 Limonite Ave., Riverside, CA 92509, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College: Santiago Canyon College
Business & Career Technical Education Office
8045 E. Chapman Avenue
Orange, CA 92869

With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To CAL/NEVA: California/Nevada Training Trust
9846 Limonite Ave.
Riverside, CA 92509
ATTN: Director

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College-Business & Career Technical Education**

To: Board of Trustees	Date: May 30, 2017
Re: Approval of Southern California Surveyors Master Cost Agreement	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Southern California Surveyors Joint Apprenticeship Training Committee. The Southern California Surveyors (SCS) is a formal training program for students. The purpose for these programs is to provide entry to journey level skills training to the SCS workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Surveying Chainman and Chief of Party.

ANALYSIS

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.71 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

RECOMMENDATION

It is recommended that the Board approve the Southern California Surveyors Master Cost Agreement.

Fiscal Impact: Approximately, \$24,033 to RSCCD-SCC. Board Date: May 30, 2017
The RSCCD-SCC shall pay Southern California Surveyors Joint Apprenticeship Training Committee an amount equal to eighty-five percent (85%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$136,185.
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education
Submitted by: John Hernandez, Ph.D., Interim President
Recommended by: Raúl Rodríguez, Ph.D., Chancellor

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SOUTHERN CALIFORNIA SURVEYORS**

This Agreement made and entered into this 1st day of July, 2017, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the SOUTHERN CALIFORNIA SURVEYORS, hereinafter referred to as SCS:

WITNESSETH:

It is the intent of RSCCD and SCS to enter into an agreement whereby RSCCD will reimburse the SCS for instructional materials and curriculum development used by and for RSCCD indentured surveyor apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice surveyors in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, SCS is a "joint apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and SCS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

SCC 17-0530G

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice surveyors duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the SCS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by SCS.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF FUND/SCS

A. Instruction, Supplies and Curriculum

1. SCS shall provide instructor, instructional supplies and materials, including but not limited to text and reference books and shall also provide the services of members of the SCS staff for the purpose of introducing the apprentices enrolled in the program to the functions of the SCS operations as they relate to the program. The cost of providing the specified instructional materials shall be included in the amount to be paid per clock hour of teaching time as set forth hereunder. No additional payments will be made by the RSCCD for instructional materials provided by the SCS.
2. SCS is responsible for the development of curriculum for instruction, and the administration and supervision of related and supplemental instruction for apprentices, coordination of instruction with job experiences, and in cooperation with the RSCCD, the selection and the training of teachers. SCS shall provide such coordinators as are required to implement and maintain the program as specified herein.
3. SCS shall monitor the students, maintain records of work experience and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California.
4. SCS shall provide clerical support to maintain training records.
5. SCS instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be instructors of record for RSCCD and will be certified as adjunct instructors for RSCCD. RSCCD will require the

instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.

6. SCS shall provide funds for and administer one (1) instructor workshop annually.
7. SCS shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors.

B. Facilities and Equipment

1. SCS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCS will be responsible for the maintenance of these facilities.
2. SCS shall provide, install and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.

ARTICLE IV - GENERAL PROVISIONS

1. This Master Cost Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018). This agreement may be amended by mutual consent of the parties and may be terminated by either party provided that either party issues a written notification to the other party prior to May 1st, of the current agreement year. The cancellation will become effective on June 30th of the current agreement year.
2. All persons employed by SCS and performing services for their training committee shall be solely employees of SCS. SCS will be responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
3. RSCCD shall pay SCS an amount equal to eighty-five percent (85%), amount specified for each clock hour of teaching time per apprentice. Payment shall be made to the Southern California Surveyors Joint Apprenticeship Committee, within sixty (60) days of receipt of positive attendance hours.
4. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

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Orange, CA 92869

With a Copy to: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706
ATTN: Vice Chancellor
Business Operations/Fiscal Services
c/o Contracts Specialist

To SCS: Southern California Surveyors Joint Apprenticeship Committee
9480 Utica Ave., Suite 604
Rancho Cucamonga, CA 91730
ATTN: Administrator:

5. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.
6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.
7. This Agreement and the rights and duties thereunder shall not be assigned in whole or in part without the written consent of both said parties.
8. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
 - a. Emergency conditions resulting from acts of God.
 - b. Non-performance of the terms of this Agreement.

9. RSCCD agrees to provide SCS with records indicating attendance, income and expenditure data.
10. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SOUTHERN CALIFORNIA SURVEYORS



Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Affairs



Raymond Diaz
Administrator

Date: _____

Date: APRIL 5 2017

Approved by Governing Board:

Date: _____

MASTER COST AGREEMENT

BETWEEN

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
SOUTHERN CALIFORNIA SURVEYORS**

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and the SOUTHERN CALIFORNIA SURVEYORS, hereinafter referred to as SCS:

WITNESSETH:

It is the intent of RSCCD and SCS to enter into an agreement whereby RSCCD will reimburse the SCS for instructional materials and curriculum development used by and for RSCCD indentured surveyor apprentices.

ARTICLE I - RECITALS

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice surveyors in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, SCS is a "joint apprenticeship training committee" and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code 3074, and

Whereas, RSCCD and SCS desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.

We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

SCC 17-0530G

ARTICLE II - RESPONSIBILITIES OF RSCCD

1. RSCCD will conduct classes and related instruction for apprentice surveyors duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and SCS's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the SCS under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the instructional activities of the instructional staff furnished by SCS.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.

ARTICLE III - RESPONSIBILITIES OF FUND/SCS

A. Instruction, Supplies and Curriculum

1. SCS shall provide instructor, instructional supplies and materials, including but not limited to text and reference books and shall also provide the services of members of the SCS staff for the purpose of introducing the apprentices enrolled in the program to the functions of the SCS operations as they relate to the program. The cost of providing the specified instructional materials shall be included in the amount to be paid per clock hour of teaching time as set forth hereunder. No additional payments will be made by the RSCCD for instructional materials provided by the SCS.
2. SCS is responsible for the development of curriculum for instruction, and the administration and supervision of related and supplemental instruction for apprentices, coordination of instruction with job experiences, and in cooperation with the RSCCD, the selection and the training of teachers. SCS shall provide such coordinators as are required to implement and maintain the program as specified herein.
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instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.

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B. Facilities and Equipment

1. SCS shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, SCS will be responsible for the maintenance of these facilities.
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ARTICLE IV - GENERAL PROVISIONS

1. This Master Cost Agreement shall commence with the beginning of the fiscal year (July 1, 2017) and will continue until the end of the fiscal year (June 30, 2018). This agreement may be amended by mutual consent of the parties and may be terminated by either party provided that either party issues a written notification to the other party prior to May 1st, of the current agreement year. The cancellation will become effective on June 30th of the current agreement year.
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COLLEGE DISTRICT

SOUTHERN CALIFORNIA SURVEYORS

VL

Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Affairs



Raymond Diaz
Administrator

Date: _____

Date: APRIL 5 2017

Approved by Governing Board:

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MASTER COST AGREEMENT

BETWEEN

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ATTN: Vice Chancellor
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- 6. Each party shall maintain and secure comprehensive general liability and property damage insurance 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.**
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RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

VL

Peter J. Hardash
Vice Chancellor,
Business Operations/Fiscal Affairs

Date: _____

SOUTHERN CALIFORNIA SURVEYORS



Raymond Diaz
Administrator

Date: APRIL 5 2017

Approved by Governing Board:

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: May 30, 2017
Re: Approval of Renewal Agreement with Santa Ana Beauty Academy to operate the Santiago Canyon College Cosmetology Program	
Action: Request for Approval	

BACKGROUND

Santiago Canyon College (SCC) seeks to renew its contract with Santa Ana Beauty Academy (SABA) to continue administering the Cosmetology and Esthetician programs. SCC in partnership with SABA offers the programs to Career Technical Education students. SABA is approved by the California Bureau for Private Postsecondary Education and nationally accredited by the National Accrediting Commission of Career Arts & Sciences. The cosmetology program will prepare students for careers as licensed Cosmetologist and Esthetician. This program may lead to a California State License in Cosmetology, Esthetician or Barbering.

ANALYSIS

The Rancho Santiago Community College District-Santiago Canyon College will receive apportionment for students enrolled in this program. The District will contract with SABA to provide the facility and instructional services. SABA will be compensated based on a revenue sharing formula of actual positive attendance hours generated on a per student basis. During this contract period, SCC will pay SABA \$4.35 per hour of instruction, not-to-exceed 50,574 hours between July 1, 2017- June 30, 2018. Billings will be managed on a monthly basis.

RECOMMENDATION

It is recommended that the Board approve the Renewal Agreement with Santa Ana Beauty Academy to operate the Santiago Canyon College Cosmetology Program.

Board Date: May 30, 2017
Fiscal Impact: A positive fiscal impact of revenues to the college is contingent upon student enrollments. RSCCD-SCC shall pay the above listed "Contractor" known as Santa Ana Beauty Academy (SABA) an amount not-to-exceed \$220,000 between July 1, 2017-June 30, 2018.
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs Von Lawson, Dean, Business & Career Technical Education Kari Irwin, Associate Dean, Business & Career Technical Education
Submitted by: John Hernandez, Ph.D., Interim President
Recommended by: Raúl Rodríguez, Ph.D, Chancellor

SANTA ANA BEAUTY ACADEMY
and
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

VOCATIONAL COSMETOLOGY EDUCATION AGREEMENT 2017-18

This Agreement is made and entered into this 1st day of July, 2017, by and between the Rancho Santiago Community College District – Santiago Canyon College (hereinafter referred to as “District”) and Santa Ana Beauty Academy (hereinafter referred to as “Contractor”) located at 2231 N. Tustin Avenue, Santa Ana, CA 92705.

WITNESSETH

WHEREAS, the District, through Santiago Canyon College, 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 Vocational and Technical Education Act of 1998, through this agreement with the Contractor in order to prepare such students for the vocations of licensed cosmetologist, and/or licensed Cosmetologist/Esthetician and it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology, or Cosmetologist/Esthetician for such students; and

WHEREAS, the Board of Trustees for Rancho Santiago Community College District has approved the contracting out of the cosmetology program pursuant to Education Code 78015; and

WHEREAS, the District has an obligation under Sections 55607, 55620, and 55630 of Title 5 to report on vocational education contracts with Private Postsecondary institutions to the State Chancellor’s Office; and

WHEREAS, the District also intends to limit the hours of instruction up to a maximum of 50,574 student positive attendance hours, the enrollment pattern may consist of full-time students (a maximum of 8 hours per day, forty hours per week) or part-time students attending less than 8 hours per day, but shall not exceed 50,574 total student attendance hours for the Agreement. The total number of students enrolled shall not exceed a number at which the District funded program may operate effectively; and

WHEREAS, Contractor represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds a current institutional approval issued by the Bureau for Private Post-secondary Education as required under California Education Code section 94893 and 94894 and Title 5 of the California Code of Regulations Code section 71660.

WHEREAS, Contractor represents that each instructor of the Contractor in this program possesses a certificate of authorization for service in a California Private Postsecondary Educational Institution pursuant to California Education Code Article 3, Division 10, Part 59, Chapter 8 (94948). "Licensure" includes any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field; and a valid license to teach issued by the State Board of Barbering and Cosmetology; and valid minimum qualifications for faculty to teach in cosmetology as stated and required by Administrative Regulations Title 5, Section 55530(e) and approved by the Rancho Santiago Community College Board of Trustees.

WHEREAS, Contractor represents that its financial resources are adequate to insure operation for the duration of the student training period and the Contractor operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of sex, race, color, religion, ancestry, national origin, age, citizenship, medical condition, physical handicap or marital status; and

WHEREAS, Contractor 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, Contractor represents that it maintains current, accurate records of both student attendance based on time cards and progress. The Contractor consents to inspection of these records by authorized representatives of the District, California Community College Board of Governors, other regulatory and administrative agencies and the California Board of Barbering and Cosmetology; and

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

WHEREAS, the District intends to provide, for the benefit of selected, eligible students of the District, a vocational education program under the State Plan for Vocational Education through this agreement with the Contractor, in order to prepare such students for the vocation of Cosmetology/Esthetician, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology/Esthetician for such students; and,

WHEREAS, the Contractor operates as a private, post-secondary, vocational school offering instruction and training in Cosmetology/Esthetician;

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

1. All of the above recitals are true and correct.
2. The Contractor shall comply with all provisions of The California Education Code and Title 5 of the California Code of Administrative Regulations applicable to said Contractor's school to which the District's students are to be assigned, including, but not limited to the holding by Contractor of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology; it being agreed that
 - a. The Contractor shall submit to the District evidence of compliance with this certificate and license requirement prior to the assignment by the District of any of its students to the Contractor's school; and
 - b. The Contractor shall continue to operate such a school during the term of this Contract.
 - c. The Contractor's school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
3. The Contractor shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statues including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in cosmetology.
4. The Contractor shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The Contractor shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance.
6. The Contractor shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964 and ADA (the Americans With Disabilities Act), and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance. Contractor agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person and shall provide reasonable accommodations.
7. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained,

arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

8. The District and the Contractor shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.

9. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.

10. The Contractor shall provide for sixteen hundred (1600) hours of approved instruction and training per student in Cosmetology, or six hundred (600) hours of approved Esthetician instruction per student constitutes the State prescribed educational program to be completed prior to the Board Examination and License of students. For each District student, Contractor shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the District authorized to attend the Contractor's school located at 2231 N. Tustin Avenue, Santa Ana, CA 92705 as established elsewhere in this contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the District shall be limited by the period of time between the enrollment date of the student and the final termination date of this contract and the limitations on hours of instruction as established elsewhere in this Contract.

- a. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician instruction as detailed above for the respective fields shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate and/or a license in those fields.
- b. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician shall be given in a proportionate manner over a period of three college semesters or two college semester and a summer session from the date of enrollment for a full-time forty (40) hours per week student. A student who attends part-time may complete the program in any other combination until a total of 1600 hours in cosmetology, or 600 hours in esthetician has been completed. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of 20-24 hours and a maximum of 40 hours in any calendar week. Instruction time shall be provided by the Contractor for all

students who wish such instruction during the school holidays (excluding legal holidays), winter recess and summer vacation provided such instructional time does not exceed the total hours stipulated within this Agreement.

- c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the District, it being understood that the District, acting through its representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
- d. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician shall be given under the direct supervision of California licensed cosmetology instructors holding valid California teaching credentials authorizing services in the area of cosmetology in career technical education programs in a community college or possessing equivalent qualifications as established by the District, proof of minimum qualifications to be maintained 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.
- e. Should it become necessary for one or more District student(s) to transfer to the Contractor from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, career technical education schools for instruction and training in cosmetology, the Contractor agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
- f. Any student of the District who completes sixteen hundred (1600) hours of approved instruction and training in Cosmetology, or six hundred (600) hours of approved Esthetician instruction, and has not had the minimum instruction and training required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the Contractor such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the District.
- g. The Contractor shall participate in a program review and validation conducted by the District and at the discretion of the District. Said program review shall include, but is not limited to, advisory committee minutes, student completion

statistics, student surveys, student evaluations, a review of Contractor's curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, record keeping process and practices, governance, and Contractor-District relationship. In the event a program review is requested, Contractor shall be given at least sixty (60) days written notice. Contractor shall complete a self-appraisal in the format supplied by District and submit said self-appraisal to District thirty (30) days prior to a site visitation by District representatives.

11. The Contractor shall provide, without additional charges to the District or the District's students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the District without cost to students in this or other career technical education offerings of said District; and may require students covered by this Contract to purchase such offerings of said types and/or kinds of instructional materials as the District ordinarily requires students in this or other vocational offerings of said District to furnish without cost to said District; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools and/or equipment and uniforms. All material and equipment supplied by the Contractor shall remain the property of the Contractor and shall not be removed from the Contractor's premises without the permission of the Contractor.

12. The District shall pay to the Contractor \$4.35 for each hour of approved positive attendance by authorized students of the District covered by this Contract, pursuant to the terms and conditions noted hereinafter.

- a. District payments shall be made upon completion of modules and mutually agreed upon by both District and Contractor. Payment shall be based upon a certification of the hours of such attendance during the previous calendar months at the Contractor's place of instruction and training; it being agreed that each certification shall be on forms supplied by the District, and shall be based upon daily attendance records maintained by the Contractor, and subject to review and/or audit by an authorized representative of the District.
- b. The Contractor shall submit and certify monthly positive attendance statements, rosters, and billings to Santiago Canyon College, 8045, E. Chapman Avenue, Orange CA 92869 Attention: Dean, Business & Career Technical Education or designee, within five business days preceding the previous months positive attendance. All positive attendance hours shall be submitted on District forms. 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, students college identification, social security number, date of birth, and number of actual hours of instruction given. It is the responsibility of Contractor to ensure that delivery is made to the appropriate office.
- c. Records of enrollee attendance shall be maintained by the Contractor 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 Education Unit of the California Community Colleges – Chancellor’s Office.

- d. The Contractor shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and/or training for any one student.
- e. 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 the Contractor for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
- f. In the event that the District determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the District, or the tuition the Contractor charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the Contractor agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
- g. Contractor states that 40% of the above hourly rate represents actual costs of instructors, including all salary related benefits, 20% of the above hourly rate represents rental of equipment, and 40% of the above hourly rate represents rental of facilities.
- h. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor’s school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor’s school at any time.
- i. Contractor shall submit with their monthly statement a copy of any site visitation reports made by the State Board of Cosmetology.

13. Except as noted in this Contract, the Contractor 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.

14. The Contractor agrees to accept new students during each enrollment period established by the District.

15. The District shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any District student is in

attendance in the Contractor's school, such student will be subject to the Contractor's rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a District student shall be taken only by the District after consultation with the Contractor.

16. The Contractor will provide those administrative functions essential for the operation of his/her facility at his/her own expense.

17. The Contractor and the District shall ensure that ancillary and support services as relating to counseling, guidance and placement are provided for the students.

18. The Contractor shall maintain accurate records of attendance, financial aid 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; it being understood that such submittals may be upon a regular schedule and /or upon special requests and it being further understood that there shall be no release of information from such records to any party other than such representative(s). Contractor shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the District.

19. The District shall be financially committed to the cosmetology program only for the amount of monies adopted by the Rancho Santiago Community College District Board of Trustees for this program during the 2017/2018 calendar year starting on July 1, 2017 and expires on June 30, 2018. In the event that monies are exhausted, the Contractor's school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the District or the student.

20. The Contractor shall permit inspections by authorized representatives of the District, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the Contractor's school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, is required, audit school records; interview students and others; and/or evaluate physical plant, instructional aide equipment, and classes in session.

21. Contractor will obtain and maintain all workers' compensation insurance required by law for employees in the operation of this program.

22. Contractor provides, when required by law and at the Contractor's own expense workers' compensation insurance coverage for any student.

23. The Contractor shall indemnify and hold harmless the District and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and

liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by Contractor.

- a. In satisfaction of this requirement, the Contractor, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the Contractor's expense, a policy of general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence for personal injury or death, and not less than twenty-five thousand dollars (\$25,000) for property damage.
 - i. Said policy shall be obtained from a reliable insurance carrier authorized to do such general liability and property damage insurance business in the State of California.
 - ii. Said policy shall expressly name District, its entities, officers, agents, and employees, the Board of Governors of the California Community Colleges and the State of California and their agents, employees, and officers as additional insured.
 - iii. Said policy shall provide that the District shall be given not less than ten (10) days written notice of any cancellation, modification, or reduction of policy coverage.
 - iv. Contractor shall provide to the District a certificate of insurance covering the contract period and stating the required coverage.
 - v. A copy of said policy shall be furnished at all times to the District; and said copy shall be kept up to date by the Contractor.
- b. In satisfaction of this requirement, the Contractor shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this contract by the Contractor.
- c. Such insurance afforded by this policy 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 insurance 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.

24. The Contractor shall not use, without prior written approval of the District, the name "Rancho Santiago Community College District" or "Santiago Canyon College" or any of said

District's administrative units, singly or in combination, in any printing or posted materials referring to the Contractor's school and/or the course of instruction.

25. This Contract shall automatically terminate July 1, 2018, it being agreed that either party to this Contract may terminate the Contract at the end of any enrollment term by giving thirty (30) days prior written notice to the other party; and it being agreed that at the time of termination of this Contract neither party shall have any obligation to the other party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination. The Contractor shall notify the District of any change in facility location during the period of this Agreement. Facilities must be within the geographical boundaries of the District. The District reserves the right to terminate this Agreement due to a facility change which the District determines to be inadequate for instructional purposes or is outside the district boundaries.

26. The District and the Contractor reserve the right to terminate this Agreement 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. Should a termination notice be provided, no new students will be accepted after the notice has been served on the other party.

27. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the parties hereto.

28. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the District or upon the Contractor, or when sent certified mail, return receipt requested and deposited in the mails of Orange County in a sealed envelope with postage thereon prepaid from one party to the other addressed as follows:

To District: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Attn: Vice Chancellor for Business Operations/Fiscal Services

To Contractor: Santa Ana Beauty Academy
2231 N. Tustin Avenue
Santa Ana, CA 92705
Attn: Owner – Phuong-Dung (Tammy) Nguyen
Tax Identification Number: 26-3764483

29. Contractor shall provide all students who complete the program and pass the State Board of Cosmetology examinations with job placement services. Such placement records shall be kept and recorded to the District annually.

30. Should the District exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current semester or summer school session at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees to be paid directly to the Contractor by the student.

31. The Contractor shall be in compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments to the Higher Education Act of 1972 as amended, Section 04 of the Rehabilitation Act of 1973 as amended, U.S. Presidential Executive Order 11246, and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, Title IV, Federal Student Financial Aid Regulations and all applicable local, state, and federal health and safety regulations.

32. This Contract shall be valid and effective upon the approval of the Chancellor of the California Community Colleges.

In Witness Hereof, the Parties hereto have executed this Contract as of the day and year first written above.

SANTA ANA BEAUTY ACADEMY

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

By: _____
Phuong-Dung (Tammy) Nguyen

By: _____
Peter J. Hardash

Title: Owner/Director _____

**Title: Vice Chancellor, Business
Operations/Fiscal Services** _____

Date: _____

Date: _____

SANTA ANA BEAUTY ACADEMY
and
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

VOCATIONAL COSMETOLOGY EDUCATION AGREEMENT 2017-18

This Agreement is made and entered into this 1st day of July, 2017, by and between the Rancho Santiago Community College District – Santiago Canyon College (hereinafter referred to as “District”) and Santa Ana Beauty Academy (hereinafter referred to as “Contractor”) located at 2231 N. Tustin Avenue, Santa Ana, CA 92705.

WITNESSETH

WHEREAS, the District, through Santiago Canyon College, 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 Vocational and Technical Education Act of 1998, through this agreement with the Contractor in order to prepare such students for the vocations of licensed cosmetologist, and/or licensed Cosmetologist/Esthetician and it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology, or Cosmetologist/Esthetician for such students; and

WHEREAS, the Board of Trustees for Rancho Santiago Community College District has approved the contracting out of the cosmetology program pursuant to Education Code 78015; and

WHEREAS, the District has an obligation under Sections 55607, 55620, and 55630 of Title 5 to report on vocational education contracts with Private Postsecondary institutions to the State Chancellor’s Office; and

WHEREAS, the District also intends to limit the hours of instruction up to a maximum of 50,574 student positive attendance hours, the enrollment pattern may consist of full-time students (a maximum of 8 hours per day, forty hours per week) or part-time students attending less than 8 hours per day, but shall not exceed 50,574 total student attendance hours for the Agreement. The total number of students enrolled shall not exceed a number at which the District funded program may operate effectively; and

WHEREAS, Contractor represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds a current institutional approval issued by the Bureau for Private Post-secondary Education as required under California Education Code section 94893 and 94894 and Title 5 of the California Code of Regulations Code section 71660.

WHEREAS, Contractor represents that each instructor of the Contractor in this program possesses a certificate of authorization for service in a California Private Postsecondary Educational Institution pursuant to California Education Code Article 3, Division 10, Part 59, Chapter 8 (94948). "Licensure" includes any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field; and a valid license to teach issued by the State Board of Barbering and Cosmetology; and valid minimum qualifications for faculty to teach in cosmetology as stated and required by Administrative Regulations Title 5, Section 55530(e) and approved by the Rancho Santiago Community College Board of Trustees.

WHEREAS, Contractor represents that its financial resources are adequate to insure operation for the duration of the student training period and the Contractor operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of sex, race, color, religion, ancestry, national origin, age, citizenship, medical condition, physical handicap or marital status; and

WHEREAS, Contractor 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, Contractor represents that it maintains current, accurate records of both student attendance based on time cards and progress. The Contractor consents to inspection of these records by authorized representatives of the District, California Community College Board of Governors, other regulatory and administrative agencies and the California Board of Barbering and Cosmetology; and

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

WHEREAS, the District intends to provide, for the benefit of selected, eligible students of the District, a vocational education program under the State Plan for Vocational Education through this agreement with the Contractor, in order to prepare such students for the vocation of Cosmetology/Esthetician, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology/Esthetician for such students; and,

WHEREAS, the Contractor operates as a private, post-secondary, vocational school offering instruction and training in Cosmetology/Esthetician;

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

1. All of the above recitals are true and correct.
2. The Contractor shall comply with all provisions of The California Education Code and Title 5 of the California Code of Administrative Regulations applicable to said Contractor's school to which the District's students are to be assigned, including, but not limited to the holding by Contractor of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology; it being agreed that
 - a. The Contractor shall submit to the District evidence of compliance with this certificate and license requirement prior to the assignment by the District of any of its students to the Contractor's school; and
 - b. The Contractor shall continue to operate such a school during the term of this Contract.
 - c. The Contractor's school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
3. The Contractor shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statues including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in cosmetology.
4. The Contractor shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The Contractor shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance.
6. The Contractor shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964 and ADA (the Americans With Disabilities Act), and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance. Contractor agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person and shall provide reasonable accommodations.
7. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained,

arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

8. The District and the Contractor shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.

9. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.

10. The Contractor shall provide for sixteen hundred (1600) hours of approved instruction and training per student in Cosmetology, or six hundred (600) hours of approved Esthetician instruction per student constitutes the State prescribed educational program to be completed prior to the Board Examination and License of students. For each District student, Contractor shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the District authorized to attend the Contractor's school located at 2231 N. Tustin Avenue, Santa Ana, CA 92705 as established elsewhere in this contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the District shall be limited by the period of time between the enrollment date of the student and the final termination date of this contract and the limitations on hours of instruction as established elsewhere in this Contract.

- a. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician instruction as detailed above for the respective fields shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate and/or a license in those fields.
- b. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician shall be given in a proportionate manner over a period of three college semesters or two college semester and a summer session from the date of enrollment for a full-time forty (40) hours per week student. A student who attends part-time may complete the program in any other combination until a total of 1600 hours in cosmetology, or 600 hours in esthetician has been completed. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of 20-24 hours and a maximum of 40 hours in any calendar week. Instruction time shall be provided by the Contractor for all

students who wish such instruction during the school holidays (excluding legal holidays), winter recess and summer vacation provided such instructional time does not exceed the total hours stipulated within this Agreement.

- c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the District, it being understood that the District, acting through its representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
- d. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician shall be given under the direct supervision of California licensed cosmetology instructors holding valid California teaching credentials authorizing services in the area of cosmetology in career technical education programs in a community college or possessing equivalent qualifications as established by the District, proof of minimum qualifications to be maintained 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.
- e. Should it become necessary for one or more District student(s) to transfer to the Contractor from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, career technical education schools for instruction and training in cosmetology, the Contractor agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
- f. Any student of the District who completes sixteen hundred (1600) hours of approved instruction and training in Cosmetology, or six hundred (600) hours of approved Esthetician instruction, and has not had the minimum instruction and training required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the Contractor such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the District.
- g. The Contractor shall participate in a program review and validation conducted by the District and at the discretion of the District. Said program review shall include, but is not limited to, advisory committee minutes, student completion

statistics, student surveys, student evaluations, a review of Contractor's curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, record keeping process and practices, governance, and Contractor-District relationship. In the event a program review is requested, Contractor shall be given at least sixty (60) days written notice. Contractor shall complete a self-appraisal in the format supplied by District and submit said self-appraisal to District thirty (30) days prior to a site visitation by District representatives.

11. The Contractor shall provide, without additional charges to the District or the District's students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the District without cost to students in this or other career technical education offerings of said District; and may require students covered by this Contract to purchase such offerings of said types and/or kinds of instructional materials as the District ordinarily requires students in this or other vocational offerings of said District to furnish without cost to said District; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools and/or equipment and uniforms. All material and equipment supplied by the Contractor shall remain the property of the Contractor and shall not be removed from the Contractor's premises without the permission of the Contractor.

12. The District shall pay to the Contractor \$4.35 for each hour of approved positive attendance by authorized students of the District covered by this Contract, pursuant to the terms and conditions noted hereinafter.

- a. District payments shall be made upon completion of modules and mutually agreed upon by both District and Contractor. Payment shall be based upon a certification of the hours of such attendance during the previous calendar months at the Contractor's place of instruction and training; it being agreed that each certification shall be on forms supplied by the District, and shall be based upon daily attendance records maintained by the Contractor, and subject to review and/or audit by an authorized representative of the District.
- b. The Contractor shall submit and certify monthly positive attendance statements, rosters, and billings to Santiago Canyon College, 8045, E. Chapman Avenue, Orange CA 92869 Attention: Dean, Business & Career Technical Education or designee, within five business days preceding the previous months positive attendance. All positive attendance hours shall be submitted on District forms. 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, students college identification, social security number, date of birth, and number of actual hours of instruction given. It is the responsibility of Contractor to ensure that delivery is made to the appropriate office.
- c. Records of enrollee attendance shall be maintained by the Contractor 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 Education Unit of the California Community Colleges – Chancellor’s Office.

- d. The Contractor shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and/or training for any one student.
- e. 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 the Contractor for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
- f. In the event that the District determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the District, or the tuition the Contractor charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the Contractor agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
- g. Contractor states that 40% of the above hourly rate represents actual costs of instructors, including all salary related benefits, 20% of the above hourly rate represents rental of equipment, and 40% of the above hourly rate represents rental of facilities.
- h. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor’s school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor’s school at any time.
- i. Contractor shall submit with their monthly statement a copy of any site visitation reports made by the State Board of Cosmetology.

13. Except as noted in this Contract, the Contractor 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.

14. The Contractor agrees to accept new students during each enrollment period established by the District.

15. The District shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any District student is in

attendance in the Contractor's school, such student will be subject to the Contractor's rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a District student shall be taken only by the District after consultation with the Contractor.

16. The Contractor will provide those administrative functions essential for the operation of his/her facility at his/her own expense.

17. The Contractor and the District shall ensure that ancillary and support services as relating to counseling, guidance and placement are provided for the students.

18. The Contractor shall maintain accurate records of attendance, financial aid 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; it being understood that such submittals may be upon a regular schedule and /or upon special requests and it being further understood that there shall be no release of information from such records to any party other than such representative(s). Contractor shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the District.

19. The District shall be financially committed to the cosmetology program only for the amount of monies adopted by the Rancho Santiago Community College District Board of Trustees for this program during the 2017/2018 calendar year starting on July 1, 2017 and expires on June 30, 2018. In the event that monies are exhausted, the Contractor's school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the District or the student.

20. The Contractor shall permit inspections by authorized representatives of the District, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the Contractor's school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, is required, audit school records; interview students and others; and/or evaluate physical plant, instructional aide equipment, and classes in session.

21. Contractor will obtain and maintain all workers' compensation insurance required by law for employees in the operation of this program.

22. Contractor provides, when required by law and at the Contractor's own expense workers' compensation insurance coverage for any student.

23. The Contractor shall indemnify and hold harmless the District and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and

liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by Contractor.

- a. In satisfaction of this requirement, the Contractor, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the Contractor's expense, a policy of general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence for personal injury or death, and not less than twenty-five thousand dollars (\$25,000) for property damage.
 - i. Said policy shall be obtained from a reliable insurance carrier authorized to do such general liability and property damage insurance business in the State of California.
 - ii. Said policy shall expressly name District, its entities, officers, agents, and employees, the Board of Governors of the California Community Colleges and the State of California and their agents, employees, and officers as additional insured.
 - iii. Said policy shall provide that the District shall be given not less than ten (10) days written notice of any cancellation, modification, or reduction of policy coverage.
 - iv. Contractor shall provide to the District a certificate of insurance covering the contract period and stating the required coverage.
 - v. A copy of said policy shall be furnished at all times to the District; and said copy shall be kept up to date by the Contractor.
- b. In satisfaction of this requirement, the Contractor shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this contract by the Contractor.
- c. Such insurance afforded by this policy 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 insurance 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.

24. The Contractor shall not use, without prior written approval of the District, the name "Rancho Santiago Community College District" or "Santiago Canyon College" or any of said

District's administrative units, singly or in combination, in any printing or posted materials referring to the Contractor's school and/or the course of instruction.

25. This Contract shall automatically terminate July 1, 2018, it being agreed that either party to this Contract may terminate the Contract at the end of any enrollment term by giving thirty (30) days prior written notice to the other party; and it being agreed that at the time of termination of this Contract neither party shall have any obligation to the other party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination. The Contractor shall notify the District of any change in facility location during the period of this Agreement. Facilities must be within the geographical boundaries of the District. The District reserves the right to terminate this Agreement due to a facility change which the District determines to be inadequate for instructional purposes or is outside the district boundaries.

26. The District and the Contractor reserve the right to terminate this Agreement 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. Should a termination notice be provided, no new students will be accepted after the notice has been served on the other party.

27. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the parties hereto.

28. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the District or upon the Contractor, or when sent certified mail, return receipt requested and deposited in the mails of Orange County in a sealed envelope with postage thereon prepaid from one party to the other addressed as follows:

To District: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Attn: Vice Chancellor for Business Operations/Fiscal Services

To Contractor: Santa Ana Beauty Academy
2231 N. Tustin Avenue
Santa Ana, CA 92705
Attn: Owner – Phuong-Dung (Tammy) Nguyen
Tax Identification Number: 26-3764483

29. Contractor shall provide all students who complete the program and pass the State Board of Cosmetology examinations with job placement services. Such placement records shall be kept and recorded to the District annually.

30. Should the District exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current semester or summer school session at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees to be paid directly to the Contractor by the student.

31. The Contractor shall be in compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments to the Higher Education Act of 1972 as amended, Section 04 of the Rehabilitation Act of 1973 as amended, U.S. Presidential Executive Order 11246, and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, Title IV, Federal Student Financial Aid Regulations and all applicable local, state, and federal health and safety regulations.

32. This Contract shall be valid and effective upon the approval of the Chancellor of the California Community Colleges.

In Witness Hereof, the Parties hereto have executed this Contract as of the day and year first written above.

SANTA ANA BEAUTY ACADEMY

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

By: _____
Phuong-Dung (Tammy) Nguyen

By: _____
Peter J. Hardash

Title: Owner/Director _____

**Title: Vice Chancellor, Business
Operations/Fiscal Services** _____

Date: _____

Date: _____

SANTA ANA BEAUTY ACADEMY
and
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

VOCATIONAL COSMETOLOGY EDUCATION AGREEMENT 2017-18

This Agreement is made and entered into this 1st day of July, 2017, by and between the Rancho Santiago Community College District – Santiago Canyon College (hereinafter referred to as “District”) and Santa Ana Beauty Academy (hereinafter referred to as “Contractor”) located at 2231 N. Tustin Avenue, Santa Ana, CA 92705.

WITNESSETH

WHEREAS, the District, through Santiago Canyon College, 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 Vocational and Technical Education Act of 1998, through this agreement with the Contractor in order to prepare such students for the vocations of licensed cosmetologist, and/or licensed Cosmetologist/Esthetician and it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology, or Cosmetologist/Esthetician for such students; and

WHEREAS, the Board of Trustees for Rancho Santiago Community College District has approved the contracting out of the cosmetology program pursuant to Education Code 78015; and

WHEREAS, the District has an obligation under Sections 55607, 55620, and 55630 of Title 5 to report on vocational education contracts with Private Postsecondary institutions to the State Chancellor’s Office; and

WHEREAS, the District also intends to limit the hours of instruction up to a maximum of 50,574 student positive attendance hours, the enrollment pattern may consist of full-time students (a maximum of 8 hours per day, forty hours per week) or part-time students attending less than 8 hours per day, but shall not exceed 50,574 total student attendance hours for the Agreement. The total number of students enrolled shall not exceed a number at which the District funded program may operate effectively; and

WHEREAS, Contractor represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds a current institutional approval issued by the Bureau for Private Post-secondary Education as required under California Education Code section 94893 and 94894 and Title 5 of the California Code of Regulations Code section 71660.

WHEREAS, Contractor represents that each instructor of the Contractor in this program possesses a certificate of authorization for service in a California Private Postsecondary Educational Institution pursuant to California Education Code Article 3, Division 10, Part 59, Chapter 8 (94948). "Licensure" includes any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field; and a valid license to teach issued by the State Board of Barbering and Cosmetology; and valid minimum qualifications for faculty to teach in cosmetology as stated and required by Administrative Regulations Title 5, Section 55530(e) and approved by the Rancho Santiago Community College Board of Trustees.

WHEREAS, Contractor represents that its financial resources are adequate to insure operation for the duration of the student training period and the Contractor operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of sex, race, color, religion, ancestry, national origin, age, citizenship, medical condition, physical handicap or marital status; and

WHEREAS, Contractor 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, Contractor represents that it maintains current, accurate records of both student attendance based on time cards and progress. The Contractor consents to inspection of these records by authorized representatives of the District, California Community College Board of Governors, other regulatory and administrative agencies and the California Board of Barbering and Cosmetology; and

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

WHEREAS, the District intends to provide, for the benefit of selected, eligible students of the District, a vocational education program under the State Plan for Vocational Education through this agreement with the Contractor, in order to prepare such students for the vocation of Cosmetology/Esthetician, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology/Esthetician for such students; and,

WHEREAS, the Contractor operates as a private, post-secondary, vocational school offering instruction and training in Cosmetology/Esthetician;

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

1. All of the above recitals are true and correct.
2. The Contractor shall comply with all provisions of The California Education Code and Title 5 of the California Code of Administrative Regulations applicable to said Contractor's school to which the District's students are to be assigned, including, but not limited to the holding by Contractor of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology; it being agreed that
 - a. The Contractor shall submit to the District evidence of compliance with this certificate and license requirement prior to the assignment by the District of any of its students to the Contractor's school; and
 - b. The Contractor shall continue to operate such a school during the term of this Contract.
 - c. The Contractor's school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
3. The Contractor shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statues including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in cosmetology.
4. The Contractor shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The Contractor shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance.
6. The Contractor shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964 and ADA (the Americans With Disabilities Act), and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance. Contractor agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person and shall provide reasonable accommodations.
7. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained,

arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

8. The District and the Contractor shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.

9. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.

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- b. The approved instruction and training for sixteen hundred (1600) hours per student in Cosmetology, or six hundred (600) hours per student in Esthetician shall be given in a proportionate manner over a period of three college semesters or two college semester and a summer session from the date of enrollment for a full-time forty (40) hours per week student. A student who attends part-time may complete the program in any other combination until a total of 1600 hours in cosmetology, or 600 hours in esthetician has been completed. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of 20-24 hours and a maximum of 40 hours in any calendar week. Instruction time shall be provided by the Contractor for all

students who wish such instruction during the school holidays (excluding legal holidays), winter recess and summer vacation provided such instructional time does not exceed the total hours stipulated within this Agreement.

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- e. Should it become necessary for one or more District student(s) to transfer to the Contractor from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, career technical education schools for instruction and training in cosmetology, the Contractor agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
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- g. The Contractor shall participate in a program review and validation conducted by the District and at the discretion of the District. Said program review shall include, but is not limited to, advisory committee minutes, student completion

statistics, student surveys, student evaluations, a review of Contractor's curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, record keeping process and practices, governance, and Contractor-District relationship. In the event a program review is requested, Contractor shall be given at least sixty (60) days written notice. Contractor shall complete a self-appraisal in the format supplied by District and submit said self-appraisal to District thirty (30) days prior to a site visitation by District representatives.

11. The Contractor shall provide, without additional charges to the District or the District's students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the District without cost to students in this or other career technical education offerings of said District; and may require students covered by this Contract to purchase such offerings of said types and/or kinds of instructional materials as the District ordinarily requires students in this or other vocational offerings of said District to furnish without cost to said District; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools and/or equipment and uniforms. All material and equipment supplied by the Contractor shall remain the property of the Contractor and shall not be removed from the Contractor's premises without the permission of the Contractor.

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- b. The Contractor shall submit and certify monthly positive attendance statements, rosters, and billings to Santiago Canyon College, 8045, E. Chapman Avenue, Orange CA 92869 Attention: Dean, Business & Career Technical Education or designee, within five business days preceding the previous months positive attendance. All positive attendance hours shall be submitted on District forms. 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, students college identification, social security number, date of birth, and number of actual hours of instruction given. It is the responsibility of Contractor to ensure that delivery is made to the appropriate office.
- c. Records of enrollee attendance shall be maintained by the Contractor 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 Education Unit of the California Community Colleges – Chancellor's Office.

- d. The Contractor shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and/or training for any one student.
 - e. 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 the Contractor for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
 - f. In the event that the District determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the District, or the tuition the Contractor charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the Contractor agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
 - g. Contractor states that 40% of the above hourly rate represents actual costs of instructors, including all salary related benefits, 20% of the above hourly rate represents rental of equipment, and 40% of the above hourly rate represents rental of facilities.
 - h. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.
 - i. Contractor shall submit with their monthly statement a copy of any site visitation reports made by the State Board of Cosmetology.
13. Except as noted in this Contract, the Contractor 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.
14. The Contractor agrees to accept new students during each enrollment period established by the District.
15. The District shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any District student is in

attendance in the Contractor's school, such student will be subject to the Contractor's rules and regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a District student shall be taken only by the District after consultation with the Contractor.

16. The Contractor will provide those administrative functions essential for the operation of his/her facility at his/her own expense.

17. The Contractor and the District shall ensure that ancillary and support services as relating to counseling, guidance and placement are provided for the students.

18. The Contractor shall maintain accurate records of attendance, financial aid 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; it being understood that such submittals may be upon a regular schedule and /or upon special requests and it being further understood that there shall be no release of information from such records to any party other than such representative(s). Contractor shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the District.

19. The District shall be financially committed to the cosmetology program only for the amount of monies adopted by the Rancho Santiago Community College District Board of Trustees for this program during the 2017/2018 calendar year starting on July 1, 2017 and expires on June 30, 2018. In the event that monies are exhausted, the Contractor's school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the District or the student.

20. The Contractor shall permit inspections by authorized representatives of the District, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the Contractor's school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, is required, audit school records; interview students and others; and/or evaluate physical plant, instructional aide equipment, and classes in session.

21. Contractor will obtain and maintain all workers' compensation insurance required by law for employees in the operation of this program.

22. Contractor provides, when required by law and at the Contractor's own expense workers' compensation insurance coverage for any student.

23. The Contractor shall indemnify and hold harmless the District and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and

liabilities for death or injury to any person and/or loss, and/or damage to any property arising out of, or in any manner connected with the making of and/or performance of this Contract by Contractor.

- a. In satisfaction of this requirement, the Contractor, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the Contractor's expense, a policy of general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence for personal injury or death, and not less than twenty-five thousand dollars (\$25,000) for property damage.
 - i. Said policy shall be obtained from a reliable insurance carrier authorized to do such general liability and property damage insurance business in the State of California.
 - ii. Said policy shall expressly name District, its entities, officers, agents, and employees, the Board of Governors of the California Community Colleges and the State of California and their agents, employees, and officers as additional insured.
 - iii. Said policy shall provide that the District shall be given not less than ten (10) days written notice of any cancellation, modification, or reduction of policy coverage.
 - iv. Contractor shall provide to the District a certificate of insurance covering the contract period and stating the required coverage.
 - v. A copy of said policy shall be furnished at all times to the District; and said copy shall be kept up to date by the Contractor.
- b. In satisfaction of this requirement, the Contractor shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this contract by the Contractor.
- c. Such insurance afforded by this policy 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 insurance 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.

24. The Contractor shall not use, without prior written approval of the District, the name "Rancho Santiago Community College District" or "Santiago Canyon College" or any of said

District's administrative units, singly or in combination, in any printing or posted materials referring to the Contractor's school and/or the course of instruction.

25. This Contract shall automatically terminate July 1, 2018, it being agreed that either party to this Contract may terminate the Contract at the end of any enrollment term by giving thirty (30) days prior written notice to the other party; and it being agreed that at the time of termination of this Contract neither party shall have any obligation to the other party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination. The Contractor shall notify the District of any change in facility location during the period of this Agreement. Facilities must be within the geographical boundaries of the District. The District reserves the right to terminate this Agreement due to a facility change which the District determines to be inadequate for instructional purposes or is outside the district boundaries.

26. The District and the Contractor reserve the right to terminate this Agreement 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. Should a termination notice be provided, no new students will be accepted after the notice has been served on the other party.

27. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the parties hereto.

28. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the District or upon the Contractor, or when sent certified mail, return receipt requested and deposited in the mails of Orange County in a sealed envelope with postage thereon prepaid from one party to the other addressed as follows:

To District: Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Attn: Vice Chancellor for Business Operations/Fiscal Services

To Contractor: Santa Ana Beauty Academy
2231 N. Tustin Avenue
Santa Ana, CA 92705
Attn: Owner – Phuong-Dung (Tammy) Nguyen
Tax Identification Number: 26-3764483

29. Contractor shall provide all students who complete the program and pass the State Board of Cosmetology examinations with job placement services. Such placement records shall be kept and recorded to the District annually.

30. Should the District exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current semester or summer school session at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees to be paid directly to the Contractor by the student.

31. The Contractor shall be in compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments to the Higher Education Act of 1972 as amended, Section 04 of the Rehabilitation Act of 1973 as amended, U.S. Presidential Executive Order 11246, and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, Title IV, Federal Student Financial Aid Regulations and all applicable local, state, and federal health and safety regulations.

32. This Contract shall be valid and effective upon the approval of the Chancellor of the California Community Colleges.

In Witness Hereof, the Parties hereto have executed this Contract as of the day and year first written above.

SANTA ANA BEAUTY ACADEMY

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

By: _____
Phuong-Dung (Tammy) Nguyen

By: _____
Peter J. Hardash

Title: Owner/Director _____

**Title: Vice Chancellor, Business
Operations/Fiscal Services** _____

Date: _____

Date: _____

Rancho Santiago Comm Coll District

Board Meeting of 05/30/17

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 05/03/17 Thru 05/16/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64588	General Fund Unrestricted	0.00	174.00	-174.00	92*0479933	92*0479933
65005	General Fund Unrestricted	12,164.16	0.00	12,164.16	92*0486435	92*0486446
65006	General Fund Unrestricted	36,555.83	0.00	36,555.83	92*0486451	92*0486471
65010	General Fund Unrestricted	78,297.29	0.00	78,297.29	92*0486492	92*0486510
65011	General Fund Unrestricted	11,459.20	0.00	11,459.20	92*0486517	92*0486527
65012	General Fund Unrestricted	23,216.87	0.00	23,216.87	92*0486536	92*0486564
65014	General Fund Unrestricted	2,094,456.76	0.00	2,094,456.76	92*0486572	92*0486597
65015	General Fund Unrestricted	60.00	0.00	60.00	92*0486598	92*0486600
65016	General Fund Unrestricted	20,740.50	0.00	20,740.50	92*0486601	92*0486687
65017	General Fund Unrestricted	10,589.91	0.00	10,589.91	92*0486688	92*0486769
65021	General Fund Unrestricted	19,866.22	0.00	19,866.22	92*0486787	92*0486813
65022	General Fund Unrestricted	8,163.51	0.00	8,163.51	92*0486814	92*0486832
65026	General Fund Unrestricted	33,179.51	0.00	33,179.51	92*0486847	92*0486863
65028	General Fund Unrestricted	19,436.14	0.00	19,436.14	92*0486889	92*0486910
65032	General Fund Unrestricted	37,815.35	0.00	37,815.35	92*0486932	92*0486952
65033	General Fund Unrestricted	28,069.91	0.00	28,069.91	92*0486971	92*0486980
65035	General Fund Unrestricted	12,661.80	0.00	12,661.80	92*0486988	92*0487001
65036	General Fund Unrestricted	4,471.73	0.00	4,471.73	92*0487005	92*0487028
65039	General Fund Unrestricted	7,723.89	0.00	7,723.89	92*0487033	92*0487051
65041	General Fund Unrestricted	20,498.71	0.00	20,498.71	92*0487081	92*0487101
65043	General Fund Unrestricted	108,698.77	0.00	108,698.77	92*0487111	92*0487136
65044	General Fund Unrestricted	31,954.80	0.00	31,954.80	92*0487137	92*0487187
65045	General Fund Unrestricted	19,637.80	0.00	19,637.80	92*0487188	92*0487256
65049	General Fund Unrestricted	2,811.72	0.00	2,811.72	92*0487267	92*0487275
65050	General Fund Unrestricted	25,417.75	0.00	25,417.75	92*0487281	92*0487307
65051	General Fund Unrestricted	62.00	0.00	62.00	92*0487314	92*0487314
65052	General Fund Unrestricted	174.00	0.00	174.00	92*0487325	92*0487325
65053	General Fund Unrestricted	3,248.20	0.00	3,248.20	92*0487326	92*0487348
Total Fund 11 General Fund Unrestricted		\$2,671,432.33	\$174.00	\$2,671,258.33		

Checks Written for Period 05/03/17 Thru 05/16/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64896	General Fund Restricted	0.00	90.00	-90.00	92*0484861	92*0484861
64996	General Fund Restricted	0.00	2,500.00	-2,500.00	92*0486283	92*0486283
64997	General Fund Restricted	0.00	194.25	-194.25	92*0486299	92*0486299
65005	General Fund Unrestricted	80,077.06	0.00	80,077.06	92*0486436	92*0486450
65006	General Fund Restricted	44,071.57	0.00	44,071.57	92*0486456	92*0486466
65010	General Fund Restricted	4,013.00	0.00	4,013.00	92*0486504	92*0486509
65011	General Fund Restricted	48,050.49	0.00	48,050.49	92*0486511	92*0486535
65012	General Fund Restricted	136,052.29	0.00	136,052.29	92*0486538	92*0486567
65014	General Fund Restricted	176,549.93	0.00	176,549.93	92*0486587	92*0486595
65021	General Fund Restricted	4,810.87	0.00	4,810.87	92*0486785	92*0486809
65022	General Fund Restricted	16,616.47	0.00	16,616.47	92*0486816	92*0486835
65026	General Fund Restricted	4,675.00	0.00	4,675.00	92*0486860	92*0486860
65027	General Fund Restricted	165,965.34	0.00	165,965.34	92*0486864	92*0486888
65028	General Fund Restricted	2,405.46	0.00	2,405.46	92*0486890	92*0486906
65029	General Fund Restricted	60,466.51	0.00	60,466.51	92*0486911	92*0486923
65032	General Fund Unrestricted	48,062.93	0.00	48,062.93	92*0486936	92*0486954
65033	General Fund Restricted	52,807.71	0.00	52,807.71	92*0486955	92*0486979
65035	General Fund Restricted	5,856.47	0.00	5,856.47	92*0486983	92*0487002
65036	General Fund Restricted	3,286.08	0.00	3,286.08	92*0487003	92*0487024
65039	General Fund Restricted	9,108.18	0.00	9,108.18	92*0487032	92*0487057
65040	General Fund Restricted	21,229.36	0.00	21,229.36	92*0487058	92*0487080
65041	General Fund Restricted	2,156.72	0.00	2,156.72	92*0487086	92*0487096
65043	General Fund Restricted	20,200.95	0.00	20,200.95	92*0487104	92*0487135
65049	General Fund Restricted	158,189.64	0.00	158,189.64	92*0487265	92*0487280
65050	General Fund Restricted	32,403.64	0.00	32,403.64	92*0487284	92*0487312
65051	General Fund Restricted	5,168.90	0.00	5,168.90	92*0487313	92*0487324
Total Fund 12 General Fund Restricted		\$1,102,224.57	\$2,784.25	\$1,099,440.32		

Checks Written for Period 05/03/17 Thru 05/16/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65005	GF Unrestricted One-Time Func	24,729.78	0.00	24,729.78	92*0486434	92*0486440
65006	GF Unrestricted One-Time Func	6,195.55	0.00	6,195.55	92*0486452	92*0486455
65010	GF Unrestricted One-Time Func	3,108.45	0.00	3,108.45	92*0486495	92*0486495
65021	General Fund Unrestricted	27,757.45	0.00	27,757.45	92*0486796	92*0486812
65022	GF Unrestricted One-Time Func	10,278.84	0.00	10,278.84	92*0486825	92*0486837
65028	GF Unrestricted One-Time Func	39,142.30	0.00	39,142.30	92*0486891	92*0486899
65029	GF Unrestricted One-Time Func	3,636.52	0.00	3,636.52	92*0486918	92*0486918
65033	General Fund Unrestricted	95,572.87	0.00	95,572.87	92*0486957	92*0486957
65035	GF Unrestricted One-Time Func	25,611.41	0.00	25,611.41	92*0486986	92*0486989
65036	GF Unrestricted One-Time Func	7,364.26	0.00	7,364.26	92*0487022	92*0487026
65041	GF Unrestricted One-Time Func	475.00	0.00	475.00	92*0487087	92*0487098
65043	GF Unrestricted One-Time Func	1,248.90	0.00	1,248.90	92*0487114	92*0487133
65049	General Fund Unrestricted	3,119.66	0.00	3,119.66	92*0487279	92*0487279
65050	GF Unrestricted One-Time Func	8,261.69	0.00	8,261.69	92*0487285	92*0487286
65051	GF Unrestricted One-Time Func	9,397.93	0.00	9,397.93	92*0487318	92*0487321
Total Fund 13 GF Unrestricted One-Time		\$265,900.61	\$0.00	\$265,900.61		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64913	Child Development Fund	0.00	5.62	-5.62	92*0485194	92*0485194
65004	Child Development Fund	249.83	0.00	249.83	92*0486433	92*0486433
65009	Child Development Fund	5,747.15	0.00	5,747.15	92*0486482	92*0486491
65013	Child Development Fund	3,061.63	0.00	3,061.63	92*0486568	92*0486571
65020	Child Development Fund	55.09	0.00	55.09	92*0486784	92*0486784
65025	Child Development Fund	2,669.14	0.00	2,669.14	92*0486841	92*0486846
65031	Child Development Fund	3,274.03	0.00	3,274.03	92*0486925	92*0486931
65038	Child Development Fund	880.22	0.00	880.22	92*0487031	92*0487031
65042	Child Development Fund	672.69	0.00	672.69	92*0487102	92*0487103
65048	Child Development Fund	658.60	0.00	658.60	92*0487262	92*0487264
Total Fund 33 Child Development Fund		\$17,268.38	\$5.62	\$17,262.76		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
64886	Capital Outlay Projects Fund	0.00	4,830.00	-4,830.00	92*0484692	92*0484692
65003	Capital Outlay Projects Fund	182,793.55	0.00	182,793.55	92*0486430	92*0486432
65008	Capital Outlay Projects Fund	29,384.72	0.00	29,384.72	92*0486476	92*0486481
65019	Capital Outlay Projects Fund	354,594.32	0.00	354,594.32	92*0486773	92*0486783
65024	Capital Outlay Projects Fund	772.57	0.00	772.57	92*0486840	92*0486840
65034	Capital Outlay Projects Fund	10,552.15	0.00	10,552.15	92*0486981	92*0486982
65037	Capital Outlay Projects Fund	5,002.00	0.00	5,002.00	92*0487029	92*0487030
65047	Capital Outlay Projects Fund	206,091.89	0.00	206,091.89	92*0487258	92*0487261
Total Fund 41 Capital Outlay Projects Fun		\$789,191.20	\$4,830.00	\$784,361.20		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65018	Bond Fund, Measure Q	17,686.39	0.00	17,686.39	92*0486770	92*0486772
65023	Bond Fund, Measure Q	3,207.12	0.00	3,207.12	92*0486838	92*0486839
Total Fund 43 Bond Fund, Measure Q		\$20,893.51	\$0.00	\$20,893.51		

Checks Written for Period 05/03/17 Thru 05/16/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65007	Workers' Compensation Fund	166.52	0.00	166.52	92*0486475	92*0486475
65030	Workers' Compensation Fund	2,457.13	0.00	2,457.13	92*0486924	92*0486924
65046	Workers' Compensation Fund	106.67	0.00	106.67	92*0487257	92*0487257
Total Fund 62 Workers' Compensation Fu		<u>\$2,730.32</u>	<u>\$0.00</u>	<u>\$2,730.32</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,671,258.33
Total Fund 12 General Fund Restricted	1,099,440.32
Total Fund 13 GF Unrestricted One-Time Fund	265,900.61
Total Fund 33 Child Development Fund	17,262.76
Total Fund 41 Capital Outlay Projects Fund	784,361.20
Total Fund 43 Bond Fund, Measure Q	20,893.51
Total Fund 62 Workers' Compensation Fund	2,730.32
Grand Total:	<u><u>\$4,861,847.05</u></u>

Checks Written for Period 05/02/17 Thru 05/11/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311705106	Bookstore Fund	75,016.28	0.00	75,016.28	31*0107842	31*0107868
311705211	Bookstore Fund	173,988.61	59,345.98	114,642.63	31*0107869	31*0107932
Total Fund 31 Bookstore Fund		<u>\$249,004.89</u>	<u>\$59,345.98</u>	<u>\$189,658.91</u>		

Checks Written for Period 05/02/17 Thru 05/11/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711705106	Associated Students Fund	2,555.93	72.73	2,483.20	71*0007987	71*0007994
Total Fund 71 Associated Students Fund		<u>\$2,555.93</u>	<u>\$72.73</u>	<u>\$2,483.20</u>		

Checks Written for Period 05/02/17 Thru 05/11/17

<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>
721705106	Representation Fee Trust Fund	4,848.88	0.00	4,848.88	72*0000107	72*0000109
Total Fund 72 Representation Fee Trust Fun		<u>\$4,848.88</u>	<u>\$0.00</u>	<u>\$4,848.88</u>		

Checks Written for Period 05/02/17 Thru 05/11/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
761705106	Community Education Fund	2,852.97	0.00	2,852.97	76*0007159	76*0007162
Total Fund 76 Community Education Fund		<u>2,852.97</u>	<u>\$0.00</u>	<u>2,852.97</u>		

Checks Written for Period 05/02/17 Thru 05/11/17

<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>
791705106	Diversified Trust Fund	14,491.85	80.00	14,411.85	79*0020703	79*0020717
791705211	Diversified Trust Fund	7,033.94	3,846.40	3,187.54	79*0020718	79*0020732
Total Fund 79 Diversified Trust Fund		<u><u>\$21,525.79</u></u>	<u><u>\$3,926.40</u></u>	<u><u>\$17,599.39</u></u>		

Checks Written for Period 05/02/17 Thru 05/11/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811705106	Diversified Agency Fund	13,990.23	0.00	13,990.23	81*0047665	81*0047689
811705211	Diversified Agency Fund	2,124.85	0.00	2,124.85	81*0047690	81*0047690
Total Fund 81 Diversified Agency Fund		<u>\$16,115.08</u>	<u>\$0.00</u>	<u>\$16,115.08</u>		

SUMMARY

Total Fund 31 Bookstore Fund	189,658.91
Total Fund 71 Associated Students Fund	2,483.20
Total Fund 72 Representation Fee Trust Fund	4,848.88
Total Fund 76 Community Education Fund	2,852.97
Total Fund 79 Diversified Trust Fund	17,599.39
Total Fund 81 Diversified Agency Fund	16,115.08
Grand Total:	<u><u>\$233,558.43</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2017 To 05/12/2017
Board Meeting on 05/30/2017

No. 4.2

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		55
3000	EMPLOYEE BENEFITS	390,878	
4000	SUPPLIES & MATERIALS	9,327	
5000	OTHER OPERATING EXP & SERVICES	728,246	
6000	CAPITAL OUTLAY		133,537
7900	RESERVE FOR CONTINGENCIES		994,859
Total Transfer Fund 11		\$1,128,451	\$1,128,451
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		9,915
2000	CLASSIFIED SALARIES	100,937	
3000	EMPLOYEE BENEFITS	13,254	
4000	SUPPLIES & MATERIALS		10,343
5000	OTHER OPERATING EXP & SERVICES		89,981
6000	CAPITAL OUTLAY		51,237
7000	OTHER OUTGO		9,971
7900	RESERVE FOR CONTINGENCIES	57,256	
Total Transfer Fund 12		\$171,447	\$171,447
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS	4,683	
5000	OTHER OPERATING EXP & SERVICES	60,204	
6000	CAPITAL OUTLAY		64,887
Total Transfer Fund 13		\$64,887	\$64,887
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES	418	
2000	CLASSIFIED SALARIES		3,328
3000	EMPLOYEE BENEFITS		1,260
4000	SUPPLIES & MATERIALS	186	
5000	OTHER OPERATING EXP & SERVICES	544	
6000	CAPITAL OUTLAY	440	
7900	RESERVE FOR CONTINGENCIES	3,000	
Total Transfer Fund 33		\$4,588	\$4,588
<u>Fund 41: Capital Outlay Projects Fund</u>			
5000	OTHER OPERATING EXP & SERVICES	10,000	
7900	RESERVE FOR CONTINGENCIES		10,000
Total Transfer Fund 41		\$10,000	\$10,000
<u>Fund 43: Bond Fund, Measure Q</u>			
6000	CAPITAL OUTLAY	61	
7900	RESERVE FOR CONTINGENCIES		61
Total Transfer Fund 43		\$61	\$61

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 05/01/2017 To 05/12/2017
Board Meeting on 05/30/2017**

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.

BUDGET TRANSFERS		From	To
<u>Fund 79: Diversified Trust Fund</u>			
4000	SUPPLIES & MATERIALS		61,862
5000	OTHER OPERATING EXP & SERVICES	52,000	
6000	CAPITAL OUTLAY	8,000	
7900	RESERVE FOR CONTINGENCIES	1,862	
Total Transfer Fund 79		\$61,862	\$61,862

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	(68,827)	
8600	STATE REVENUES	611	
1000	ACADEMIC SALARIES		675
2000	CLASSIFIED SALARIES		120,541
3000	EMPLOYEE BENEFITS		132,914
4000	SUPPLIES & MATERIALS		3,700
5000	OTHER OPERATING EXP & SERVICES		(342,617)
6000	CAPITAL OUTLAY		4,000
7000	OTHER OUTGO		12,571
Total Transfer Fund 12		\$(68,216)	\$(68,216)

<u>Fund 74: Student Financial Aid Fund</u>			
8100	FEDERAL REVENUES	82,190	
7000	OTHER OUTGO		82,190
Total Transfer Fund 74		\$82,190	\$82,190

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.

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		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B021006	05/02/17		
5000	OTHER OPERATING EXP & SERVICES	110,600	
6000	CAPITAL OUTLAY		110,600
Total Reference B021006		\$110,600	\$110,600
Reason:	Adjustment		
Description:	Purchase storage, servers, exagrid backup district wide		
B021077	05/09/17		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 05/01/2017 To 05/12/2017

Board Meeting on 05/30/2017

5000	OTHER OPERATING EXP & SERVICES	3,978	
7900	RESERVE FOR CONTINGENCIES		3,978
Total Reference B021077		\$3,978	\$3,978

Reason: Adjustment

Description: Set aside funds for potential FARSCCD settlement

B021081	05/09/17		
3000	EMPLOYEE BENEFITS	390,881	
5000	OTHER OPERATING EXP & SERVICES	600,000	
7900	RESERVE FOR CONTINGENCIES		990,881
Total Reference B021081		\$990,881	\$990,881

Reason: Adjustment

Description: Set aside funds for potential FRSCCD settlement

Fund 12: General Fund Restricted

B021011	05/02/17		
2000	CLASSIFIED SALARIES	52,736	
5000	OTHER OPERATING EXP & SERVICES		52,736
Total Reference B021011		\$52,736	\$52,736

Reason: Special Project Adjustment

Description: Tsf funds:cover neg bal and Sheraton Cerritos contract for LAOCRCs 4/17 mtg.

B021013	05/04/17		
2000	CLASSIFIED SALARIES	9,728	
3000	EMPLOYEE BENEFITS	17,000	
4000	SUPPLIES & MATERIALS	10,000	
5000	OTHER OPERATING EXP & SERVICES		45,264
6000	CAPITAL OUTLAY	8,536	
Total Reference B021013		\$45,264	\$45,264

Reason: Special Project Adjustment

Description: Purchase e-forms software from Lexmark.

B021040	05/04/17		
6000	CAPITAL OUTLAY		57,256
7900	RESERVE FOR CONTINGENCIES	57,256	
Total Reference B021040		\$57,256	\$57,256

Reason: Special Project Adjustment

Description: Transfer funds to cover expenses for 2 new vehicles

Fund 13: GF Unrestricted One-Time Funds

BUDGET TRANSFERS		From	To
B021070	05/09/17		
5000	OTHER OPERATING EXP & SERVICES	29,049	
6000	CAPITAL OUTLAY		29,049
Total Reference B021070		\$29,049	\$29,049

Reason: Adjustment

Description: Transfer to cover insufficient balances for PR #50812

Fund 33: Child Development Fund

B021014	05/04/17		
4000	SUPPLIES & MATERIALS		2,000
7900	RESERVE FOR CONTINGENCIES	2,000	
Total Reference B021014		\$2,000	\$2,000

Reason: Special Project Adjustment

Description: Staff appreciation event

B021067 05/09/17

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 05/01/2017 To 05/12/2017

Board Meeting on 05/30/2017

4000	SUPPLIES & MATERIALS		1,000
7900	RESERVE FOR CONTINGENCIES	1,000	

Total Reference B021067 **\$1,000** **\$1,000**

Reason: Special Project Adjustment

Description: Staff appreciation event

Fund 41: Capital Outlay Projects Fund

B021017 05/04/17

5000	OTHER OPERATING EXP & SERVICES	10,000	
7900	RESERVE FOR CONTINGENCIES		10,000

Total Reference B021017 **\$10,000** **\$10,000**

Reason: Adjustment

Description: SCC CDC leak repair deductible

Fund 43: Bond Fund, Measure Q

B021068 05/09/17

6000	CAPITAL OUTLAY	61	
7900	RESERVE FOR CONTINGENCIES		61

Total Reference B021068 **\$61** **\$61**

Reason: Special Project Adjustment

Description: Adjust budget to actual/correct rollover discrepancy

Fund 79: Diversified Trust Fund

B021000 05/02/17

4000	SUPPLIES & MATERIALS		60,000
5000	OTHER OPERATING EXP & SERVICES	52,000	
6000	CAPITAL OUTLAY	8,000	

Total Reference B021000 **\$60,000** **\$60,000**

Reason: Adjustment

Description: Allocate funds for food expenses: Student Athlete events.

B021096 05/11/17

4000	SUPPLIES & MATERIALS		1,862
7900	RESERVE FOR CONTINGENCIES	1,862	

Total Reference B021096 **\$1,862** **\$1,862**

Reason: Adjustment

Description: Awards for Excellence expenses, SBO office FY 16/17

BUDGET INCREASES AND DECREASES

Revenue Appropriation

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 12: General Fund Restricted

B021035 05/04/17

8100	FEDERAL REVENUES	(82,190)	
2000	CLASSIFIED SALARIES		(82,190)

Total Reference B021035 **\$(82,190)** **\$(82,190)**

Reason: Special Project Adjustment

Description: 25% Transfer from FWS to FSEOG 16/17

B021094 05/11/17

8600	STATE REVENUES	(350,000)	
5000	OTHER OPERATING EXP & SERVICES		(350,000)

Total Reference B021094 **\$(350,000)** **\$(350,000)**

Reason: Special Project Adjustment

Description: SWP regional share - SAC Seamless Student Pathways

B021098 05/11/17

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT**

From 05/01/2017 To 05/12/2017

Board Meeting on 05/30/2017

8600	STATE REVENUES	350,000	
2000	CLASSIFIED SALARIES		202,731
3000	EMPLOYEE BENEFITS		132,797
4000	SUPPLIES & MATERIALS		3,700
5000	OTHER OPERATING EXP & SERVICES		6,772
6000	CAPITAL OUTLAY		4,000
Total Reference B021098		\$350,000	\$350,000

Reason: New Budget

Description: SWP regional share - SAC Seamless Student Pathways

Fund 74: Student Financial Aid Fund

B021034 05/04/17

8100	FEDERAL REVENUES	82,190	
7000	OTHER OUTGO		82,190
Total Reference B021034		\$82,190	\$82,190

Reason: Special Project Adjustment

Description: 25% transfer from FWS to FSEOG 16/17

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: May 30, 2017
Re:	Approval of Public Hearing – 2017/2018 Tentative Budget	
Action:	Request for Approval	

BACKGROUND

The California Code of Regulations, Title 5, Section 58305 requires adoption of a Tentative Budget on or before the first day of July each year. This is operationally necessary to continue timely payments to employees and vendors until a State Budget Act is approved by the legislature.

ANALYSIS

In so doing, we request that the District hold a public hearing on the Tentative Budget for the 2017/2018 fiscal year at the June 12, 2017 Board of Trustees meeting prior to approving the Tentative Budget. Although the California Code of Regulations, Title 5, Section 58305, does not require that the Board of Trustees conduct a public hearing on the Tentative Budget, it is our District's practice to hold a public hearing for both the Tentative and Adopted Budgets.

The budget will be available for public display and review June 7th through June 9th at the District Office, 2323 N. Broadway, on the 4th floor reception area between the hours of 8:00 a.m. and 5:00 p.m.

It is anticipated that the proposed Adopted Budget will be presented at the September 11, 2017 Board of Trustees meeting.

RECOMMENDATION

It is recommended the Board of Trustees hold a public hearing on the 2017/2018 Tentative Budget at the meeting on June 12, 2017.

Fiscal Impact:	None	Board Date: May 30, 2017
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	

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Agreement with RAVE Mobile Safety – Emergency Mass Communication Software and Services	
Action:	Request for Approval	

BACKGROUND

The ability to deliver timely warning and emergency notifications is a Clery Act requirement. In 2014, the District began utilizing Blackboard Connect as our emergency mass communication software. Since the inception of the program, customer service from the company has been nonexistent and any changes to the program are difficult.

ANALYSIS

The Blackboard Connect software program is an inefficient use of resources since the system does not offer priority texting in the event of an emergency or a partnered application for students, staff and visitors. In an effort for continuous improvement of safety resources, we evaluated several options including RAVE Mobile Safety, Re-Group, Blackboard Connect and LiveSafe. Our evaluation determined the RAVE Mobile Safety software could provide better emergency mass communication service to the District. The RAVE Mobile Safety software is a single sign on emergency mass communication system and offers the widest possible range of communication channels. Communication will reach our audience by recorded voice, text to speech, SMS, TTY, RSS, email, social media, and common alerting protocol (CAP). During an emergency, RAVE Mobile Safety software includes a premier communication feature, which allows cellular phones carriers to send text messages through priority routing saving valuable time during an emergency. RAVE Mobile Safety software also includes a cellular phone application (app) for students, staff and visitors called RAVE Guardian. The app is a secure software that allows users to share information with campus safety through tip texting. The app also includes a panic button and a guardian timer activated by the user. The system has a proven record of success in the area of emergency mass communication. The RAVE Mobile Safety software is an easy transition from our current software and cost less. At \$36,100 annually, Blackboard Connect does not offer the overall performance as RAVE Mobile System software, which is \$27,658.00 year one with an optional second year at \$32,700.00. The cost reduction for the first year is free use of the Guardian app. If approved, all currently active students, faculty, and staff will be enrolled for emergency notifications. If users prefer not to receive emergency notifications and timely warning, they can opt-out of the system. The software system will be used exclusively by RSCCD and will never be used by any third parties or for sending spam messages. Text messages receive by individuals will be subject to normal text message rates depending on the users plan.

Nationally, hundreds of colleges, universities, and 911 centers currently use RAVE Mobile Safety software. State-wide college Districts such as the Riverside Community College District, Foothill-De-Anza Community College District, Los Rios Community College District, San Jose Evergreen Community College District, and the West-Valley Mission Community College District utilize the software. Additionally, colleges such as Pasadena City College, Allan Hancock College, Antelope Valley College, Barstow Community College, Shasta College, Gavilan College, Sierra College, Citrus College, College of the Desert, and Victor Valley College to name a few also use RAVE Mobile Safety Software.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Agreement with RAVE Mobile Safety for single sign on emergency mass communication services with Rancho Santiago Community College District as presented.

Fiscal Impact:	\$27,658.00 (year one)	Board Date: May 30, 2017
Prepared by:	Toni Bland, Interim Chief, District Safety/Security	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



LICENSE & SERVICES ORDER FORM ("ORDER FORM")

CLIENT INFORMATION:

CLIENT NAME ("CLIENT"):	Rancho Santiago Community College District
ADDRESS:	2323 North Broadway
	Santa Ana, CA 92706
CONTACT NAME/TITLE:	Toni Bland / Director Safety & Security
PHONE:	(714) 480-7333
EMAIL:	bland_toni@rsccd.edu

INITIAL LICENSE TERM:	June 1, 2017 through June 30, 2018
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FEES INFORMATION:

ANNUAL LICENSE FEES:

Product Description	Unit	Qty	Annual License Fee
Rave Guardian (< 20,000 FTE)	FTE	19,000.00	\$8,000.00
Rave Smart Loader Annual Integration	Each	1.00	\$1,800.00
CAP inbound/outbound API for Rave Alert	FTE	19,000.00	\$1,000.00
Premium SMS Messaging for Rave Alert	FTE	19,000.00	\$1,900.00
Rave Alert Basic	FTE	19,000.00	\$19,000.00
Rave Alert Social Media Integration	FTE	19,000.00	\$1,000.00

Annual License Fee(s):	\$32,700.00
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PROFESSIONAL SERVICES FEES:

One-Time Service Description	One-Time Fee
Premium SMS Messaging Setup	\$0.00
Rave Alert Set-up (Basic)	\$900.00
Rave Alert Social Media Integration Setup	\$0.00
Rave Guardian Set-up	\$0.00

Total Set-Up Fee(s):	\$900.00
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FEE SCHEDULE:

	Year 1 (6/1/17-6/30/18)	Year 2 – Optional (7/1/18-6/30/19)
Fees Due By:	Net 30 Days	5/14/2018
Amount Due:	\$27,658.00	\$32,700.00

STANDARD CONDITIONS:

- Effective Date.** The effective date of this Order Form will be the date of last execution as set forth in the signature block below ("Effective Date").
- Master License and Services Agreement.** By signing this Order Form, Client agrees to be bound by all of the standard terms and conditions of the Rave Mobile Safety Master License and Services Agreement which is expressly incorporated by reference in this Order Form as set forth in the following URL of Rave:
https://www.getrave.com/termspdf/RaveMLSA_v.5.pdf ("Agreement") or as otherwise attached hereto. Any capitalized



AGREED AND ACCEPTED:

RAVE WIRELESS, INC. d/b/a Rave Mobile Safety

Signature:

Printed Name:

Title:

Date:

CLIENT: Rancho Santiago Community College District

Signature:

A handwritten signature in blue ink, appearing to read "Peter Hardash".

Printed Name: Peter Hardash

Title: Vice Chancellor

Date:

5/16/17

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Amendment to Agreement with Dougherty + Dougherty Architecture LLP for On-Call Architectural Design Services for Various Projects District-Wide	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On November 9, 2015, the Board of Trustees approved an agreement with Dougherty + Dougherty Architecture LLP for On-Call Architectural Design Services for Various Projects District-Wide – to see original agreement, please [click here](#).

In order for the District to be able to timely evaluate and assess scope of work that is urgent due to fire life safety or other imminent investigations that are required, District staff is in need of having assistance from a licensed architect. The District has had to undertake and address a variety of projects, campus requests, and requests from other entities which requires District staff to evaluate, investigate and develop project scope of work in a proper manner to determine the necessary requirements should the project proceed. Annually, the District re-reviews all on-call services, typically, at the end of the fiscal year, to determine if such services need to continue. This architect is currently working on existing small requested projects such as wayfinding and signage. The District continues to have several available on-call firms who can respond timely and have adequate resources to provide services on an as-needed basis.

ANALYSIS:

The services covered by this agreement commenced on November 10, 2015 and the new end date has been revised to June 30, 2018. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$82,500. The amendment to this agreement is to extend the contract duration only.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Dougherty + Dougherty Architecture LLP for On-Call Architectural Design Services for Various Projects District-Wide as presented.

Fiscal Impact:	N/A	Board Date: May 30, 2017
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: 5/30/17

Project: Various Facility Improvement projects

Site: **District-Wide**

Consultants: **Dougherty + Dougherty Architecture LLP**

Type of Service: Architectural Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
					End
Original Contract Amount	\$80,000.00	\$2,500.00	11/10/2015		6/30/2017
Amendment #1	N/A		11/10/2016		6/30/2018
Total Agreement Amount	\$82,500.00				

AGREEMENT NO: #0165.00/DESCRIPTION:

Amendment #1 to extend for time only.

The agreement #0165.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

6/30/2018

FIRST AMENDMENT TO ON-CALL ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **31st** day of **May** in the year **2017**, between **DOUGHERTY + DOUGHERTY ARCHITECTS LLP**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0164.00 entered into on November 9, 2015 to provide on-call architectural services. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2017 to be through June 30, 2018.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 00163.00, effective November 10, 2015, shall remain in full force and effect.

**DOUGHERTY + DOUGHERTY
ARCHITECTURE**

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT OF ORANGE COUNTY**

By _____

By _____

Print Name _____

Peter Hardash
Vice Chancellor, Business Operations and Fiscal
Services

Title _____

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Tracy Conner-Crabbe, Director of Purchasing

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Amendment to Agreement with NAC Architecture for On-Call Architectural Design Services for Various Projects District-Wide	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On November 9, 2015, the Board of Trustees approved an agreement with NAC Architecture for On-Call Architectural Design Services for Various Projects District-Wide – to see original agreement, please [click here](#).

In order for the District to be able to timely evaluate and assess scope of work that is urgent due to fire life safety or other imminent investigations that are required, District staff is in need of having assistance from a licensed architect. The District has had to undertake and address a variety of projects, campus requests, and requests from other entities which requires District staff to evaluate, investigate and develop project scope of work in a proper manner to determine the necessary requirements should the project proceed. Annually, the District re-reviews all on-call services, typically, at the end of the fiscal year, to determine if such services need to continue. This architect is currently working on existing small requested projects such as minor ADA (Americans with Disabilities Act) improvements. The District continues to have several available on-call firms who can respond timely and have adequate resources to provide services on an as-needed basis.

ANALYSIS:

The services covered by this agreement commenced on November 10, 2015 and the new end date has been revised from June 30, 2017 to June 30, 2018. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$82,500. The amendment to this agreement is to extend the contract duration only.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with NAC Architecture for On-Call Architectural Design Services for Various Projects District-Wide as presented.

Fiscal Impact:	N/A	Board Date: May 30, 2017
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: 5/30/17

Project: Various Facility Improvement projects

Site: **District-Wide**

Consultants: **NAC Architecture**

Type of Service: Architectural Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$80,000.00	\$2,500.00	11/10/2015	6/30/2017
Amendment #1	N/A		11/10/2015	6/30/2018
Total Agreement Amount	\$82,500.00			

AGREEMENT NO: 0163.00/DESCRIPTION:

Amendment #1 to extend for time only.

The agreement #0165.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

6/30/2018

FIRST AMENDMENT TO ON-CALL ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **31st** day of **May** in the year **2017**, between **NAC ARCHITECTURE** , hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0163.00 entered into on November 9, 2015 to provide on-call architectural services. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2017 to be through June 30, 2018.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 00163.00, effective November 10, 2015, shall remain in full force and effect.

NAC ARCHITECTURE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____
Print Name _____
Title _____
Date _____

By _____
Peter Hardash
Vice Chancellor, Business Operations and Fiscal Services
Date _____

COPIES TO:
GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Tracy Conner-Crabbe, Director of Purchasing

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Adoption of Resolution No. 17-14 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for the Santa Ana College Science Center Project	
Action:	Request for Adoption	

BACKGROUND:

The District anticipates that the new Santa Ana College Science Center project will receive an approval of plans from the Division of the State Architect (DSA) at the end of June and has a target construction start in December 2017. In anticipation of starting construction on the project, the District has been assessing construction delivery methods for the project. Education Code section 81335 is the authorizing statute for community colleges interested in the lease-leaseback construction delivery of projects. Lease-leaseback is an alternative project delivery method that is available to community college districts in lieu of formal public bidding. This delivery method is recognized by the state legislature as a proven method to deliver education facilities on time, on budget and with a reduced level of public agency risk associated with design issues, delays and cost overruns.

Therefore, at this time the District is interested in developing a competitive process and procedure for the evaluation of qualifications and proposals for lease-leaseback contractors for the new Santa Ana College Science Center project. The attached Resolution No. 17-14 is a request to adopt procedures to evaluate potential lease-leaseback contractors and create a pool of prequalified contractors. Exhibit A of the Resolution is the Request for Qualifications (RFQ), which will be advertised and includes the prequalification application, the process for evaluation and the scoring criteria to be utilized by the District. The District intends to establish a pool of prequalified contractors who can then bid the project in the next phase of the Request for Proposal (RFP) once the plans have been DSA approved. The process of prequalification will assist the District in identifying qualified contractors for the construction of the Science Center project.

If the Board approves the Resolution, the prequalification process is anticipated to be completed and a pool of contractors will be established in July 2017 with an immediate RFP to follow. The qualified contractors will then be required to retain bids on the project and then submit the final proposal to the District in September 2017. The District is targeting a construction contract award in October-November 2017 in order to begin construction in December 2017 to stay on schedule.

ANALYSIS:

In recent years, there have been legal developments in the use of the alternative delivery method on certain K-12 school district projects. Consequently, in January 2017, a new law went into effect for California K-12 school districts that clarified the use of the delivery method and now requires districts to choose the contractor that provides the "best value" to the district. Districts have now developed procedures and a competitive process that contractors must prequalify and submit a statement of qualifications, each of which are scored. The qualifications score is then

considered in conjunction with price factors in making a best value determination and recommendation for the selected contractor.

With the recent clarification in law and legal guidance, the establishment of a competitive selection process is required for school districts and advisable for community college districts. The procedure and process for prequalification of contractors is considered prudent and a best practice for community college districts interested in utilizing the lease-leaseback delivery method. Therefore, district staff along with legal counsel, Philip Henderson of Orbach Huff Suarez & Henderson, LLP have reviewed and developed a “best value” competitive selection process as detailed in the attached Resolution and RFQ attached hereto. It is recommended that the Board of Trustees approve the attached Resolution and outlined qualifications process and procedure for the determination of prequalified lease-leaseback contractors for the new Science Center at Santa Ana College.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Resolution No. 17-14 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for the Santa Ana College Science Center Project.

Fiscal Impact:	N/A	Board Date: May 30, 2017
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	

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADOPTING PROCEDURES FOR EVALUATING QUALIFICATIONS OF
LEASE-LEASEBACK CONTRACTORS
(SANTA ANA COLLEGE SCIENCE CENTER PROJECT)**

RESOLUTION NO. 17-14

WHEREAS, pursuant to Education Code section 81335, the governing board of a community college district may let, at a minimum rental of one dollar (\$1) a year, to any person, firm, or corporation any real property which belongs to the district if the instrument by which such property is let requires the lessee therein to construct on the demised premises, or provide for the construction thereon of, a building or buildings for the use of the community college district during the term thereof, and provides that title to such building shall vest in the community college district at the expiration of such term (“**Lease-Leaseback**”); and

WHEREAS, the Rancho Santiago Community College District (“**District**”) desires to use the Lease-Leaseback delivery method of Section 81335 for the construction of the Santa Ana College Science Center Project (“**Project**”), as further identified in Attachment No. 1 to **Exhibit A**; and

WHEREAS, to ensure that contractors on Lease-Leaseback projects are selected in a fair and impartial manner, District staff intends to implement a selection process in which Lease-Leaseback projects are awarded to the contractor providing the best value to the District. The process includes procedures and guidelines for evaluating the qualifications of prospective Lease-Leaseback contractors (“**Evaluation Procedures**”).

WHEREAS, District staff has developed the Evaluation Procedures, which are included in the District’s Request to Prequalify and for Statement of Qualifications for Construction Services (Lease-Leaseback), an exemplar of which is attached hereto as **Exhibit A**;

WHEREAS, the District desires to adopt the Evaluation Procedures for the Project.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. The Board adopts the Evaluation Procedures as set forth in **Exhibit A** to this Resolution for the Santa Ana College Science Center Project.

Section 3. As part of the Evaluation Procedures, the Board adopts the prequalification application and applicable scoring and authorizes District staff to utilize that prequalification procedure to prequalify contractors and subcontractors for this Project.

Section 4. That the District’s Chancellor, or his/her designee, is authorized to implement the Evaluation Procedures and is authorized to revise the criteria, provided the revisions do not impact the overall fair and impartial solicitation process (for example, changing the size and number of past projects in the prequalification, etc.)

APPROVED, PASSED AND ADOPTED by the Board of Trustees of Rancho Santiago Community College District on this 30th day of May, 2017, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

I, John R. Hanna, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, Arianna P. Barrios, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 30th day of May, 2017, by the above described vote of the Governing Board;

Clerk of the Board of Trustees
Rancho Santiago Community College District

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 30th day of May, 2017.

EXHIBIT “A”

**DISTRICT’S REQUEST TO PREQUALIFY AND FOR STATEMENT OF
QUALIFICATIONS FOR CONSTRUCTION SERVICES (LEASE-LEASEBACK) FOR
THE SANTA ANA COLLEGE SCIENCE CENTER PROJECT**

**REQUEST TO PREQUALIFY AND FOR STATEMENT OF
QUALIFICATIONS FOR CONSTRUCTION SERVICES
(LEASE-LEASEBACK)
(RFQ) #1617-168**

for Science Center at Santa Ana College



Response must be received no later than

June 29, 2017 at 3:00 PM

LATE RESPONSES WILL NOT BE CONSIDERED

Submit Response To: RSCCD Facility Planning, District Construction and Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
**Attention: Carri M. Matsumoto,
Assistant Vice Chancellor**

Questions or Clarifications: All questions must be submitted in writing, via email to: Allison Coburn, Coburn_Allison@rsccd.edu

**REQUEST TO PREQUALIFY AND FOR STATEMENT OF QUALIFICATIONS FOR
CONSTRUCTION SERVICES (LEASE-LEASEBACK)**

The Rancho Santiago Community College District (“**District**”) is requesting submission of:

- A prequalification application (“**Prequalification Application(s)**”), and
- A statement of qualifications (“**SOQ(s)**”)

(together, “**Response(s)**”), from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Contractor(s)**” or “**Firm(s)**”) to perform construction services for a project pursuant to a lease-leaseback structure. (Education Code section 81335.)

Pool. This request is not a formal request for bids or an offer by the District to contract with any Contractor responding to this Request to Prequalify and for Statement of Qualifications (“**RFQ**”). The District intends to create a pool of qualified Contractors that the District intends to request proposals for the project as identified in **Attachment 1** to this RFQ (“**Project**”). Contractors that intend to submit a Response must:

- Hold a Class B Contractors License, which is current, valid, and in good standing with the California Contractor's State License Board; and
- Prequalify through the District’s prequalification process.

Responses. Interested Contractors are invited to submit a Response as described below,

- **Prequalification Applications and SOQs must be received** by the date indicated in the RFQ Schedule, with one (1) original and six (6) copies of requested materials as well as one (1) electronic copy, in PDF format with bookmarks on a thumb drive.

Questions. Questions regarding this RFQ must be in writing and directed only to **Allison Coburn, Facilities Project Manager** at **Coburn_Allison@rsccd.edu** by the date indicated in the RFQ Schedule. Contractors are directed to not contact any other person regarding this RFQ.

RFQ Addenda. If the District issues addenda to this RFQ, Contractors are solely responsible for and must acknowledge receipt of addenda in the Contractor’s SOQ. Failure to acknowledge and respond to any addenda issued by the District may, in the District’s sole discretion, render the Contractor’s SOQ to be deemed non-responsive and may be rejected.

RFQ Schedule. The District has set the following RFQ Schedule that all Contractors must adhere to. Late responses will not be considered. The District reserves the right to modify this RFQ Schedule and will issue an addendum if it modifies this RFQ Schedule.

Event / Occurrence	Date / Deadline
District Issues RFQ	May 31, 2017
Deadline for Contractors to submit questions regarding this RFQ	3:00 PM, June 20, 2017
District to respond to Contractors’ questions regarding this RFQ	June 22, 2017
Deadline for Contractors to submit Prequalification Application and SOQ	3:00 PM, June 29, 2017
District to interview qualified Contractors	July 17, 2017 or July 18 th , 2017

Thank you for your interest in working with the Rancho Santiago Community College District.

1. **General Information.**

- 1.1. **General Services.** The District invites qualified Contractors to submit a Response related to its ability to provide the Services, as more fully indicated herein. Contractors must have extensive experience with the International Building Code (“IBC”), California Building Standards Code (California Code of Regulations, Title 24), Americans with Disabilities Act, and the Division of the State Architect (“DSA”). Contractors must have extensive experience in the construction of public community college and/or school facilities, working with California public community college and/or school district representatives, working with architects, contractors and other facility related consultants, and bidding procedures under both the Public Contract Code’s formal bidding process and under alternative construction delivery methods.
- 1.2. **Lease-Leaseback Structure.** The Project may be funded from various sources, and any agreement reached will conform to the statutory framework for the lease-leaseback delivery method. (Education Code section 81335.) **The Contractor will be responsible for financing a portion of the construction of the Project.** During construction, the District shall pay tenant improvement payments. Once the Project is complete, the Contractor shall lease the facilities constructed back to the District for a pre-determined monthly lease payment amount and lease period.
- 1.3. **Scope of Services.** The selected Contractor for the Project must be willing and able to, in good faith, propose to construct the Project listed in **Attachment 1 (“Services”)**, including the subcontractor procurement process that all Contractors are required to follow which will be detailed then. Those processes(s) shall comply with the District’s Subcontractor procurement process as indicated in **Attachment 4 (“Subcontractor Procurement Process”)**.
- 1.4. **Gift Ban.** The Board of Trustees adopted Board Policy 3821 Gift Ban Policy. Contractors shall adhere to Board Policy 3821 as there are strict prohibitions outlined in the policy. For further reference and information please read BP 3821 located on the RSCCD website at <http://www.rsccd.edu/Trustees/Pages/BP-3821.aspx>.

2. **Prequalification.**

- 2.1. **Contractor Prequalification.** A completed Prequalification Application must be submitted by all contractors by the date indicated in this RFQ. The Prequalification Application is related to a contractor’s ability to provide the Services as indicated herein and must be maintained for the duration of the time frame for the Project identified in this RFQ. (Public Contract Code section 20651.5.) The District’s Prequalification Application is hereto as **Attachment 2 (“Prequalification Application”)**. All Contractors must prequalify by completing the Prequalification Application available at that location; other district’s prequalification documents are not sufficient for this Project.
- 2.2. **Subcontractor Prequalification.** Some or all of the subcontractors that will be utilized on each Project must also be prequalified, but that subcontractor prequalification process will **not** be part of this RFQ step. The District will implement the subcontractor prequalification process when the District requests proposals for each Project and may, at that time, prescribe the dollar limit for each prequalified subcontractor per project.

3. **Contractors’ SOQs.** Contractors’ SOQs must be concise, well-organized, and consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. The Contractors’ SOQ shall **be no longer than fifty (50) single sided pages, on 8½” x 11” paper**, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below. Each Contractor’s SOQ must demonstrate Contractor’s qualifications, and shall include the following items and information:

- 3.1. Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Contractor, address, telephone, emails, and the name, title, and signature of the person authorized to submit the SOQ on behalf of the Contractor. The Letter of Interest should provide a brief statement of the Contractor's experience indicating the unique background and qualities of the Contractor, its personnel, and what will make the Contractor a good fit for work in the District.
- 3.2. Table of Contents.** A table of contents of the material contained in the SOQ must follow the letter of interest.
- 3.3. Executive Summary.** An executive summary that outlines the Contractor's philosophy, along with a brief summary of the Contractor's qualifications.
- 3.4. Proposed Personnel/Contractor Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate each person's availability to provide the Services.
- 3.5. Contractor's History.** Provide a brief history of the Contractor, and, if a joint venture, of each participating entity.
- 3.6. Contractor's Financial Stability.** Provide a brief explanation of the Contractor's financial stability to manage a two-year construction project.
- 3.7. Contractor's Experience with Lease-Leaseback.** Describe the Contractor's experience performing projects pursuant to a lease-leaseback structure. In addition, for all projects that you identify in "Contractor Project References" on the **Prequalification Application** attached hereto as **Attachment 2**, indicate all of those that were performed pursuant to a lease-leaseback structure.
- 3.8. Contractor's Approach to Work.** Describe how the Contractor intends to work with the District's administration officials to perform the Services, including assistant vice chancellors, vice presidents, deans, instructors, facilities directors, and maintenance staff to develop management techniques and responses related to the unique challenges of the District's educational program requirements.
- 3.9. Letters of References.** Include letters of reference or testimonials, if available. Contractor should limit letters of references or testimonials to no more than ten (10).
- 3.10. Professional Development.** Indicate ongoing commitment to professional education of staff, total number of permanent employees, and any other data that may assist the District in understanding Contractor's qualifications and expertise.
- 3.11. Schedule.** Discuss the Contractor's ability to prepare and meet achievable construction schedules for lease-leaseback projects, Contractor's schedule management procedures, and how the Contractor has successfully handled potential delays.
- 3.12. Budget.** Discuss the Contractor's ability to manage costs and stay within budgets on comparable projects.
- 3.13. Community Student Workforce Project Agreement (CSWPA) and Local Community / Student Outreach.** Describe the Contractor's involvement on previous projects on which a project labor agreement, project stabilization agreement, community workforce agreement, or similar arrangement was in place. Provide a plan for implementing local outreach, student outreach,

including local trade contractors, veterans, and apprenticeship involvement.

- 3.14. Safety.** Discuss the Contractor’s safety program, the content and frequency of its safety meetings, the basis for its current EMR number, its Injury and Illness Prevention Program and who the Contractor’s safety officer would be and his/her qualifications for that position.
- 3.15. Environmental.** Describe the Contractor’s experience and ability to ensure that it can perform its construction activities in an environmentally responsible manner. Also, describe the Contractor’s experience in constructing LEED certified buildings.
- 3.16. Contractor’s Current Work Commitments/Project Limitations.**
 - 3.16.1. Specify the current and projected workload of Contractor over the anticipated duration of the Project. If applicable, provide a statement of all recent, current, or anticipated contractual obligations that relate in any way to similar work for the District that may have a potential to impede Contractor’s ability to provide the Services described herein to the District.
 - 3.16.2. Indicate Contractor’s limitation or Surety restrictions related to the size of Project that Contractor can contract for and can effectively perform.
- 3.17. Additional Data.** Provide additional information about the Contractor as it may relate to Contractor’s SOQ.
- 3.18. Compensation.** The District is not asking in this RFQ that Contractors provide a specific proposal for the Project or for a final price to construct the Project. At this time, Contractors must provide the following information only, which shall be the maximum amount that the selected Contractor will be permitted to charge for the Project:

Item	Amount
Staffing that would be part of General Conditions	
Project Executive (hourly rate)	\$ _____
Project Manager (hourly rate)	\$ _____
Project Superintendent (hourly rate)	\$ _____
Project Engineer (hourly rate)	\$ _____
Safety Officer (hourly rate)	\$ _____
Estimator (hourly rate)	\$ _____
Scheduler (hourly rate)	\$ _____
Mark-up on Subcontractor work	_____ %
Mark-up on self-performed work	_____ %
Mark-up on Subcontractor change order work	_____ %

Mark-up on self-performed change order work	_____ %
Fee / overhead & profit (as a percentage of direct costs)	_____ %
Bond & insurance cost (as a percentage of direct costs)	_____ %
Other costs (identify in sufficient detail for evaluation, either as a lump sum or a percentage of direct costs)	\$ ____ or ____ %

3.19. Contract Form. The District intends to use a Lease-Leaseback contract form that the District will provide via addendum (“**Contract**”). Contractor will be required to review and provide any comments or objections to the Contract in its SOQ. Contractors will be required to substantially accept the form of Contract, including the indemnification provision(s) therein. **PLEASE NOTE: The District will not consider any substantive changes to the form of Contract if they are not submitted at or before the time the SOQ is due.**

4. District’s Evaluation / Best Value Selection Process. The District shall evaluate Firms’ Responses based on a best value determination process

4.1. Criteria for Best Value Selection Process. The District wishes to retain Contractors that have the financial strength, management and expertise to deliver the Project within a proposed schedule and within an established budget. The District reserves the right to choose any Contractor for the Project. The Contractor will be selected based on qualifications and demonstrated competence that include relevant experience with California public community college and/or school district construction, with State of California’s School Facilities Program, and a proven track record for cost-efficient and timely construction projects.

4.2. Scoring. The following table indicates how the District will score steps 1 – 4. The scoring and criteria for all steps are included in **Attachment 3** to this RFQ. Only Firms that receive the minimum qualification points as required at each step will move to the next step.

STEP 1: Scoring of Prequalification Application	Minimum points required in STEP 1 for Firms to proceed to STEP 2: <u>40</u> Total combined maximum possible points at the end of STEP 2 is <u>54</u> . The District will only score SOQs of Firms that have the required minimum score after STEP 1.
STEP 2: Scoring of SOQ	Minimum points required in STEP 2 for Firms to proceed to STEP 3: <u>330</u> Total combined maximum possible points at the end of STEP 2 is <u>405</u> . The District will only contact references of Firms that have the required minimum score after STEP 2.
STEP 3: Scoring of Reference Checks	Minimum points required in STEP 3 for Firms to proceed to STEP 4: <u>80</u> Total combined maximum possible points at the end of STEP 3 is <u>130</u> The District will only interview Firms (if it interviews any Firms) that have the required minimum score after STEP 3.
STEP 4: Scoring of Interviews	The District, at its discretion, may elect to forego conducting interviews. If the District conducts interviews, then the following shall apply:

	<p>Minimum points required in STEP 4 to be placed in pool of firms from which proposals on the Project will be solicited: <u>80</u></p> <p>Total maximum possible points from Interview is <u>110</u>.</p>
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<p>BEST VALUE DETERMINATION</p> <p>If the District conducts interviews, the District shall determine the Best Value by the points from STEP 4.</p> <p>If the District does not conduct interviews, the District shall determine the Best Value by the adding the points from STEP 2 and STEP 3 for the Firms that made it to STEP 3.</p>

- 4.3. **Notification.** The District will notify Firms of their status upon completion of the process via a written letter from the District.
- 4.4. During the evaluation of the Responses, contact shall only be through the individual identified in the RFQ. Firms shall neither contact nor lobby evaluators during the evaluation process. Attempts by a Firm to contact and/or influence the District may result in disqualification of that Firm.
- 4.5. The District reserves the right to contract with any Contractor responding to this RFQ for the Project, to reject any Response as non-responsive, and not to contract with any Contractor for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek Responses from or to contract with any Contractor not participating in this process. The District shall in no event be responsible for the cost of preparing any SOQ. The District reserves the right to adjust the structure of the Project and to request a successful Contractor provide initial pricing information, general conditions, partial construction services, etc., by phase within the Project.
- 4.6. All SOQs will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in an SOQ that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Contractor that indiscriminately identifies all or most of its SOQ as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of an SOQ marked "Confidential," "Proprietary," or "Trade Secret," the Contractor agrees, by submission of its SOQ, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Attachment 1

PROJECT DESCRIPTION, ANTICIPATED SCHEDULE, AND ANTICIPATED CONSTRUCTION (HARD COST) BUDGETS

The new Science Center will be located at Santa Ana College Campus, 1530 West 17th Street, Santa Ana, CA 92706. The building is a new three (3) story building, approximately 67,000 square feet. It will house modern laboratories, classrooms, lecture classrooms and Division/Faculty offices. Programs include:

- Division Office
- Faculty Offices
- (2) Standard Classrooms
- (1) Large Classroom
- (1) Divisible Classroom
- (1) Computer Lab
- (1) Engineering Lab & Support Space
- (6) Biology Labs & Support Spaces
- (2) Geology Labs & Support Space
- (5) Chemistry Labs & Support Spaces
- (1) Physics Lab & Support Space
- (1) Science Learning Center
- Student Collaboration Areas

Please use the link below to download a copy of the DSA submission drawings and specifications for your information.

<https://www.dropbox.com/sh/ftac5ckpodqc882/AAC37p-FEMJaL1i3hrSImp1a?dl=0>

The anticipated Project schedule is as follows (subject to change):

DSA approval of Project plans and specifications	June 20, 2017
District selects pool of Contractors	July 18, 2017
District issues RFP to pool of Contractors	July 19, 2017
Deadline for Contractors to submit Proposal with complete Guaranteed Project Cost	September 15, 2017
District's Board awards contract to successful Contractor	October 23, 2017
District issues Notice to Proceed to Contractor for Project	October 30, 2017
Contractor completes construction of the Project	April 2020

The anticipated construction costs (hard costs) for the Project are \$48 million.

Attachment 2

PREQUALIFICATION APPLICATION

CONTRACTOR (OR "FIRM") INFORMATION		
Contractor's company name:		
Address:		
Telephone:	Mobile telephone:	
E-mail:		
Years in business under current company name:		
Types of work performed with own forces:		
Gross revenue of the Firm for the past three (3) years:		
\$	\$	\$
Submit an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.		
Number of years this accounting firm has prepared financial statements for the Firm:		
Number of years this accounting firm has prepared tax returns for the Firm:		
Name of license holder exactly as on file with the California State License Board:		
License classification(s):		
License Number(s):		
License expiration date(s):		
Department of Industrial Relations registration number (Per Labor Code section 1725.5):		
Number of years license holder has held the listed license(s):		
Number of years Contractor has done business in California under contractor's license law:		
Number of years Contractor has done business in California under <u>current</u> Contractor's license:		
Has your Firm changed name(s) or license number(s) in the past five (5) years? (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.		
Has there been any change in ownership of the Firm at any time in the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.		
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. (Y / N). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.		
Indicate the form of Contractor's firm (type of business entity):		
<input type="checkbox"/> Individual		
<input type="checkbox"/> Sole Proprietorship		
<input type="checkbox"/> Partnership		
<input type="checkbox"/> Limited Partnership		
<input type="checkbox"/> Corporation, State: _____		
<input type="checkbox"/> Limited Liability Company		

Joint Venture
 Other: _____

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

Identify every construction firm, contractor and/or construction management firm that the Contractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address(es) of those bonding company(ies):

Number of years Contractor has been with those bonding company/surety:

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Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Contractor's total current bonding capacity: \$

CONTRACTOR'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address of those insurance company(ies):

"Best" rating(s) for those insurance company(ies):

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Number of years Contractor has been with those insurance company(ies):

--	--	--

Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Contractor's current insurance limits for the following types of coverage:

Commercial General Liability	Combined Single Limit (per occurrence)	\$
	Combined Single Limit (aggregate)	\$
Product Liability & Completed Operations	(aggregate)	\$
	(per occurrence)	\$
Automobile Liability – Any Auto	Combined Single Limit (aggregate)	\$
Automobile Liability – Any Auto	Combined Single Limit (per occurrence)	\$
Employers' Liability		\$
Builder's Risk (Course of Construction)		\$

Workers' Compensation Experience Modification Rate for the past five (5) premium years:

(1) Current year:	(2)	(3)
	(4)	(5)

QUESTIONS

Pass/Fail Questions (Essential Criteria)

1.	<p>Has your Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) Division of the State Architect-approved construction projects, • Each with a value of at least \$10,000,000, and • All within the past five (5) years? (Please circle "YES" or "NO"). <p>NOTE: You must list these projects in the "Contractor Project References" Section.</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
2.	<p>Has your Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) California community college, or other university or college (higher education) projects, • Each with a value of at least \$20,000,000, and • All within the past seven (7) years? (Please circle "YES" or "NO"). <p>NOTE: You must list these projects in the "Contractor Project References" Section.</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
3.	<p>Does your Firm currently hold all contractors' license necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
4.	<p>Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
5.	<p>Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
6.	<p>Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving:</p> <ul style="list-style-type: none"> (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty <p>to any contracting party within the past ten (10) years? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
7.	<p>Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to:</p> <ul style="list-style-type: none"> (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, <p>related to construction activities of your Firm or an Associated Firm within the past five (5) years? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>



If you answered:
"NO" to questions 1-2 or
"YES" to questions 3-6, then STOP.
You are not eligible for prequalification at this time.

Scored Questions

1.	<p>Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).</p>	<u>YES</u> <u>NO</u>
2.	<p>Has your Firm paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).</p>	<u>YES</u> <u>NO</u>
3.	<p>Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).</p>	<u>YES</u> <u>NO</u>
4.	<p>Has your Firm's Workers' Compensation Experience Modification Rate exceeded 1.0 at any time for the past five (5) premium years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).</p>	<u>YES</u> <u>NO</u>
5.	<p>Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).</p>	<u>YES</u> <u>NO</u>
6.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).</p>	<u>YES</u> <u>NO</u>
7.	<p>Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.</p>	<u>YES</u> <u>NO</u>
8.	<p>Has a project owner, general contractor, architect, or construction manager filed claim(s) in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager in the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).</p>	<u>YES</u> <u>NO</u>

9.	<p>Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>	<p><u>YES</u> <u>NO</u></p>
10.	<p>Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.</p>	<p><u>YES</u> <u>NO</u></p>
11.	<p>Does your Firm or an Associated Firm have any pending claims for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations? (Please circle "YES" or "NO").</p> <p>If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s), the date(s) of claim(s) and the status of the claim(s).</p>	<p><u>YES</u> <u>NO</u></p>
12.	<p>Has your Firm been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<p><u>YES</u> <u>NO</u></p>
13.	<p>Has Cal/OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>	<p><u>YES</u> <u>NO</u></p>
14.	<p>Does your Firm require weekly, documented safety meetings to be held for construction employees and field supervisors during the course of a project? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u></p>
15.	<p>Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any public work project for which you are awarded a contract by the District.</p>	

CONTRACTOR PROJECT REFERENCES

List **ALL** projects in which your Firm has participated as a contractor or first-tier subcontractor during the past **seven (7) years** with a Firm contract value of more than **\$5,000,000**.

- You may limit your response to the **thirty (30)** most-recently completed projects, but you **must** include all projects that satisfy the “**Pass/Fail Questions (Essential Criteria)**” requirements above.
- Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary

Project name/identification:
Project address/location:
Project owner, contact person, and telephone:
Project architect name and telephone number:
If contractor was a subcontractor on the project, name of general contractor and telephone number:
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:
Scope of work:
Original completion date:
Date completed:
Initial contract value (as of time of bid award):
Final contract value:

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Contractor: _____

Signature: _____

By: _____ (Print Name)

Title: _____

Attachment 3

DISTRICT’S SCORING OF BEST VALUE SELECTION PROCESS FOR CONTRACTORS

STEP 1 – PREQUALIFICATION SCORING

1. **Confirm Firm has passing answers for the “Pass/Fail Questions.”**
2. **Confirm Firm has submitted the required financial statements.** If not, notify Firm in writing that its SOQ is non-responsive for failing to include the required financial statements.
3. **Score the “Evaluated Questions.”**

Topic/Question	Scoring & Max. Poss. Score		Score
1. Liquidated Damages	No = 8 points; Yes = 0 points	8	
2. Surety Premium	No = 2 points; Yes = 0 points	2	
3. Insurer Pay	No = 2 points; Yes = 0 points	2	
4. EMR	No = 2 points; Yes = 0 points	2	
5. Workers’ Comp.	No = 2 points; Yes = 0 points	2	
6. Bankruptcy	No = 8 points; Yes = 0 points	8	
7. Denied Bond	No = 8 points; Yes = 0 points	8	
8. Filed Claims	No = 8 points; Yes = 0 points	8	
9. Labor Code Citations	No = 2 points; Yes = 0 points	2	
10. Back Wages or Penalties	No = 2 points; Yes = 0 points	2	
11. Pending DIR Claims	No = 2 points; Yes = 0 points	2	
12. EPA Citations	No = 2 points; Yes = 0 points	2	
13. OSHA Citations	No = 2 points; Yes = 0 points	2	
14. Safety Meetings	Yes = 2 points; No = 0 points	2	
15. Apprenticeship Program	Listed = 2 points; None listed = 0 points	2	
Total Score		54	

STEP 2 – SOQ SCORING

The following scoring will be used in evaluating the Firm’s SOQ responses to the following criteria, which will be determined by reviewing all portions of the SOQ, including the “Content of SOQs” section of the RFQ.

Item	Description	Maximum Qualification Points	Firm’s Qualification Points
1. Science Center Projects	Firm demonstrates past experience with laboratory features including complicated mechanical, electrical and plumbing systems.	80	
2. Past Projects	Firm demonstrates past experience on K-14 projects.	70	
3. Compensation	Firm’s Compensation information provided is competitive and within the District’s past experience for compensation for similar construction projects.	60	
4. LLB Projects	Firm demonstrates past experience and expertise with LLB process.	50	
5. Personnel	Firm’s team members, especially team leaders, demonstrate applicable experience and expertise to perform Services.	30	
6. CSWPA / Local Community / Student Outreach	Firm demonstrates involvement in community and efforts at community, student, and veteran outreach. Past experience with project labor agreements, workforce agreements, etc..	25	
7. Budget	Firm demonstrates past experience and expertise to manage costs and stay within budgets on LLB projects.	20	
8. Schedule	Firm demonstrates ability on LLB projects to prepare and meet achievable construction schedules schedule management procedures, and successful handling of potential delays.	20	
9. Financial Capability	Firm demonstrates financial stability for the Project.	20	
10. Approach to Work	Firm demonstrates how it intends to work with the District and develop management techniques related to the District’s educational program requirements.	10	
11. Environmental	Firm indicates its past experience performing in an environmentally responsible manner.	5	
12. Firm Education	Firm describes its commitment to ongoing professional education.	5	
13. Current Work Commitments	Firm describes current and projected workload.	5	
14. Additional Information	Strength of additional information provided by Firm.	5	
Total Score		405	

STEP 3 – REFERENCES SCORING

1. Contacts references from the Firm’s response to the “**Contractor Project References**” section of the Prequalification Application and scores those responses.
2. Fill out the information in Section I of the Qualification Evaluation – Reference Form and then call the contact person.
3. Ask the questions in Section II of the Qualification Evaluation – Reference Form. Ensure that you obtain the information regarding whether the Firm’s performance in that area was “unsatisfactory,” “below average,” “average” or “above average.” Assign the corresponding score for each answer in Section III.
4. Complete Section III of the Qualification Evaluation – Reference Form with the information received during the call.
5. Use a separate Qualification Evaluation – Reference Form for each call.
6. Make three (3) complete reference calls for each Firm.
7. Enter the “Total Score for This Project” of all the Qualification Evaluation – Reference Forms for that Firm into an “Averaging” Worksheet.

Sample “Averaging” Worksheet for 3 reference calls per Firm – See next page	
“Total Score For This Project” from first call	
“Total Score For This Project” from second call	
“Total Score For This Project” from third call	
Total	
Total divided by three (÷ 3) [DIVIDE SCORE BY NUMBER OF CALLS]	
This is the score for the Firm for the References Step in the evaluation process.	

STEP 3 – REFERENCES SCORING (CONTINUED)

References – Qualification Evaluation Form

Section I - General Project Information

Name of Firm:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

Section II – Telephone Interview Questions

1. **Quality of Work.** Were there quality-related problems on the project? Were these problems attributable to the Firm? Was the Firm cooperative in trying to resolve problems?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

2. **Scheduling.** Rate the Firm's performance with regard to adhering to project schedules. Did the Firm meet the project schedule? If not, was the delay attributable to the Firm?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

3. **Subcontractor (Project) Management.** Rate the Firm's ability to manage and coordinate subcontractors (if no subcontractors, rate the Firm's overall project management). Was the Firm able to effectively resolve problems?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

STEP 3 – REFERENCES SCORING (CONTINUED)

4. **Change Orders.** Rate the Firm's performance with regard to change orders and extras. Did the Firm unreasonably claim change orders or extras? Were the Firm's prices on change orders and extras reasonable?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

5. **Working Relationships.** Rate the Firm's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Firm relate to other parties in a professional manner?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

6. **Responsiveness.** Rate the Firm's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Firm respond to inquiries promptly and substantively?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

7. **On-Site Firm Staff.** Rate the Firm's on-site staff relating to their management of the site, communication and interaction with owner's staff, and familiarity with project scope and status.

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

8. **Paperwork Processing.** Rate the Firm's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Firm submit the required paperwork promptly and in proper form?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

STEP 3 – REFERENCES SCORING (CONTINUED)

Section III - Numerical Rating

If the contact person rates the Firm unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Firm's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	5	15	20	
2. Scheduling	0	5	10	15	
3. Subcontractor (Project) Mgt.	0	5	10	15	
4. Change Orders	0	5	10	15	
5. Working Relationship	0	5	10	15	
6. Responsiveness	0	5	10	15	
7. On-Site Staff	0	5	10	15	
8. Paperwork Processing	0	2	5	10	
9. Value Engineering	0	2	5	10	
Total Score for This Project					

STEP 4 – INTERVIEW SCORING

Firms meeting or exceeding the minimum total qualification points through Step 3 will be invited to interview with the District. The subject matter for the interview will be at the District’s discretion but shall include, at a minimum, the following topics.

Item	Maximum Qualification Points	Qualification Points
<p>1. Past Projects/Experience: Firm’s articulation of Firm’s history, education, and background; Firm’s experiences working with similar, past projects; issues faced and how addressed (i.e. claims, bonding/surety involvement, owner relations, citations, etc.); and questions, concerns, and highlights from the SOQ.</p>	<p>35</p>	
<p>2. Current Project: Firm’s articulation of how it will construct the Project, its ideas related to constructability, and other construction-specific ideas, concerns, or related issues (i.e. schedules, budgets, subcontractor selection, etc.).</p>	<p>30</p>	
<p>3. Overall Ability and General Suitability. Firm’s articulation of its overall skills, ability to complete the Project, and general suitability for the District’s purposes (i.e. implementation of District policies and procedures, compliance with District Programs, political atmosphere, additional information, etc.)</p>	<p>25</p>	
<p>4. Personnel/Leadership: Firm’s articulation of its Project-designated personnel, leadership, subcontractor relations, apprenticeship program, etc.</p>	<p>20</p>	
<p>SUBTOTAL QUALIFICATION POINTS FROM STEP 4</p>	<p>110</p>	

Attachment 4

SUBCONTRACTOR PROCUREMENT PROCESS
(CONTRACTORS MUST FOLLOW FOR SUBSEQUENT RFPs)

Note – District reserves the right to make revisions to the form as necessary prior to issuance of the RFP.

Bidding for Subcontractor Work. A request for proposal (“RFP”) that is later issued by the District shall require the Contractor to prequalify some or all subcontractors and to comply with the requirements for the procurement of Subcontractors set forth herein and as further detailed in the RFP. The Subcontractor procurement process may be adapted by the District as needed for the Project. The Subcontractor procurement process may be one or a combination of the following processes:

- **One Step Process of Low-Bid or Best-Value or Combination of Both.** The RFP may ask for a lump-sum cost for the Project and the District will select the Contractor on a low-bid basis, a best-value basis, or a combination of both. All Contractors’ subcontractors in excess of ½ of 1% of that lump sum cost shall be identified in the Contractors’ proposal and shall be afforded the protections of the Subletting and Subcontracting Fair Practices Act. (Public Contract Code § 4100, et seq.)

- **Two-Step Process of Low-Bid or Best-Value or Combination of Both.**
 - Step 1.** The RFP may ask Contractors to provide 1) some initial pricing information (e.g., general conditions, partial construction services, etc.) and 2) some subcontractors be identified in the proposal. The District will select the Contractor on a low-bid basis, a best-value basis, or a combination of both.

 - Step 2.** The selected Contractor, when directed later by the District, shall provide a final lump sum guaranteed project cost. At that time, the District will inform the Contractor whether the Contractor will award the subcontracts on a low-bid basis, a best-value basis, or a combination of both. Also at that time, the successful Contractor shall provide notice of bidding for all remaining subcontractors “in accordance with the publication requirements applicable to the District’s competitive selection process.” **The District intends to work with the successful Contractor for each Project to issue an advertisement to solicit Subcontractors in compliance with statutory requirements and the District’s process.**

Best-Value Process for Subcontractor Selection. If the District directs the selected Contractor to award some or all of its subcontracts on a best value basis, the Contractor shall utilize at a minimum the following best value criteria and process:

Best Value Criteria for Subcontractors	Required Response for a Subcontractor to Qualify
1. Has the subcontractor performed at least two (2) public works subcontracts for at least 90% of the value of the current subcontract?	Yes
2. Has the subcontractor (MEP only) performed at least two (2) subcontracts for similar laboratory building typology?	Yes
3. Has the subcontractor been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years?	No
4. Has the subcontractor defaulted on a contract, been substituted off a project after beginning performance, or been terminated for cause by any prime contractor or public agency on any project within California during the past five (5) years and has that default, substitution or termination been upheld by a court or an arbitrator?	No

5. Has the subcontractor paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years?	No
6. Has the subcontractor's Workers' Compensation Experience Modification Rate exceeded 1.25 at any time for the past five (5) premium years?	No

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Amendment to Agreement with Converse Consultants for Material Testing and Inspection Services for the Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional material testing and inspection services. On January 31, 2017, the District entered into an agreement with Converse Consultants for material testing and inspection services for the site wall/improvement project at the Orange County Sheriff's Regional Training Academy to see original agreement, please [click here](#).

The project consists of the removal of a temporary windscreen, demolition of existing ornamental steel and chain link fences, and installation of an 8-foot high precast panel perimeter wall along Warner Avenue and Armstrong Avenue. The installation of the perimeter wall is approximately 1,065 linear feet, including necessary site improvements and is an added safety measure for screening purposes to secure the regional training facility located at 15991 Armstrong Avenue in Tustin at the request of the Orange County Sheriff's Department. Materials testing and inspection services are required by the Division of the State Architect (DSA) during the course of construction for specific scopes of work. The amendment is needed for additional time associated with the inspection of the fabrication of the precast wall panels at the manufacturing plant.

ANALYSIS:

The amendment is to increase the contract by \$11,000. The revised total contract amount is \$25,720. The District has reviewed the fee, and it is reasonable and within industry standards. The contract duration for this agreement remains through December 30, 2017.

The project is funded by Capital Outlay and Redevelopment Agency Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Converse Consultants for material testing and inspection services for the site wall/improvement project at Santa Ana College Orange County Sheriff's Regional Training Academy as presented.

Fiscal Impact:	\$11,000	Board Date: May 30, 2017
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: 5/30/17

Project: Site Wall/Improvement

Site: **Orange County Sheriff's
Regional Training Academy**

Consultants: **Converse Consultants**

Type of Service: Material Testing and Inspection Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$14,720.00		1/31/2017	12/31/2017
Amendment #1	\$11,000.00		1/31/2017	12/31/2017
Total Agreement Amount	\$25,720.00			

AGREEMENT NO: 0165.00/DESCRIPTION:

Amendment #1 for additional time to inspect the pre-cast panels.

The agreement #0165.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$11,000.00**

Contract End Date: **12/31/2017**

**FIRST AMENDMENT TO MATERIAL TESTING AND SPECIAL INSPECTION
CONSULTANT SERVICES AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this 31st day of MAY in the year 2017, between CONVERSE CONSULTANTS, hereinafter referred to as "CONSULTANT", and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT".

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0223.00 entered into on January 31, 2017 to provide material testing and special inspection services for the site/wall improvement project at Santa Ana College Orange County Sheriff's Regional Training Academy. Please amend the AGREEMENT to include the following:
 - a. By adding additional inspection per Exhibit A; and
 - b. By increasing the AGREEMENT amount by ELEVEN THOUSAND DOLLARS ONLY (\$11,000) from FOURTEEN THOUSAND SEVEN HUNDRED TWENTY DOLLARS (\$14,720) for a total AGREEMENT amount of TWENTY-FIVE THOUSAND SEVEN HUNDRED DOLLARS TWENTY DOLLARS (\$25,720).
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0223.00, effective January 31, 2017, shall remain in full force and effect.

CONVERSE CONSULTANTS

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT OF ORANGE COUNTY**

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT
attn: Tracey Conner-Crabbe, Director of Purchasing
2323 N. Broadway, Suite 109
Santa Ana, CA 92706

EXHIBIT "A"

A. Project Scope:

Increase in field testing services, laboratory testing services and office services for inspection of panels at the manufacturing plant, and close-out of project.

B. Compensation:

Total amended not-to-exceed fee is **ELEVEN THOUSAND DOLLARS (\$11,000)**.

C. Fee Schedule

FIELD TESTING SERVICES			
Task	Unit	No. of Unit	Unit Rate (\$)
Soil / Special Inspector for Concrete / Plant	hour	85	\$95.00

LABORATORY TESTING SERVICES			
Test	Unit	No. of Unit	Unit Rate (\$)
Compression Strength: Concrete & Shotcrete	test	68	\$25.00

OFFICE SERVICES			
Task	Unit	No. of Unit	Unit Rate (\$)
Office support-clerical or word processing	hour	8	\$75.00
Project manager	hour	2	\$150.00
Principal professional	hour	2	\$170.00

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Amendment to Agreement with Facilities Planning & Program Services for Program Planning & Management Consulting Services	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for program planning and management consulting services to extend time only for one additional month through July 31, 2017. There are no additional costs for this amendment. Facilities Planning & Program Services' (FPPS) contract was previously approved by the Board of Trustees on June 9, 2014 – to see original agreement, please [click here](#).

The current and projected volume of work, planning and execution of projects requires continued planning and on-going project consultant services. There are a number of scheduled maintenance projects, capital facility projects, Proposition 39 projects, and energy and water conservation projects currently under way that the consultant is assisting the District in managing. The department currently has over 80 active projects in progress. In addition, the District has recently advertised a new RFQ for program planning and project management services and that review is underway. These services need to be extended at minimum by one month to continue the continuity with on-going work in progress for summer.

ANALYSIS:

The amendment to this agreement is to extend the contract duration by one month only. The services covered by this agreement commenced on July 1, 2014 and the new end date has been revised from June 30, 2017 through July 31, 2017. There are no additional costs for this amendment. The agreement amount remains the same at a not-to-exceed of \$3,369,520.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with FPPS for Program Planning & Management Consulting Services as presented.

Fiscal Impact:	N/A	Board Date: May 30, 2017
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: 5/30/17

Project: Program Planning & Management Consulting Services Site: District Office

Consultant: **Facilities Planning & Programming Services**

Type of Service: Planning and Programming Service

Agreement Summary	Amount	Reimbursables	Duration		Board Approved
			Start	End	
Contract Amount	\$969,720.00	\$2,500.00	7/1/2014	6/30/2015	6/9/2015
Amendment #1	\$1,976,960.00	\$2,500.00	7/1/2014	6/30/2017	5/11/2015
Amendment #2	\$127,440.00	N/A	N/A	N/A	10/26/2015
Amendment #3	\$290,400.00	N/A	N/A	N/A	8/25/2016
Amendment #4	N/A	N/A	7/1/2014	7/31/2017	
Total Agreement Amount	\$3,369,520.00				
	<i>(Not to exceed)</i>				

AGREEMENT NO:0062.00/ DESCRIPTION:

Amendment #4 extend contract duration

This agreement #0062.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

7/31/2017

FOURTH AMENDMENT TO PROJECT MANAGEMENT AND PLANNING CONSULTING SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **31st** day of **May** in the year **2017**, between **FACILITIES PLANNING AND PROGRAM SERVICES, INC.**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0062.00 entered into on June 9, 2014, amended on May 11, 2015, October 26, 2015, and August 25, 2016 to provide project management and planning consulting services. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2017 to be through July 31, 2017.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0062.00, effective June 10, 2014, shall remain in full force and effect.

FACILITIES PLANNING & PROGRAM SERVICES, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Tracy Conner-Crabbe, Director of Purchasing

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

To:	Board of Trustees	Date:	May 30, 2017
Re:	Approval of Amendment to Agreement with HPI Architecture for Professional Design Services for the new Johnson Student Center Project at Santa Ana College		
Action:	Request for Approval		

BACKGROUND:

This is an amendment to an existing agreement for additional architectural design services. On September 8, 2014 the Board of Trustees approved an agreement with HPI Architecture for architectural services related to the new Johnson Student Center Project at Santa Ana College – to see original agreement, please [click here](#):

Additional design services are now required as a result of the last round of plan review comments received during the design development phase and the incorporation of new and reconciled scope of work requests within the building by the college. The project is now in its last phase of design, the construction document phase, which is prior to the submittal to the Division of the State Architect (DSA) for plan review. The DSA has provided feedback to the District solidifying direction which requires an incremental submittal for the subsurface demolition bid package. Therefore, the additional scope of work includes: 1) updating the campus wide Water Quality Management Plan (WQMP); 2) revision of the Johnson demolition bid package as requested by DSA; 3) preparation of a second phase demolition bid package specifically for the demolition of all underground structures, utilities and earthwork; and 4) design services to add a kitchen hood range to the coffee/juice bar preparation room to now allow for hot meal preparations in the new Johnson Student Center. The agreement needs to be amended to add the scope of work so that the architect can complete the construction document phase of design in order to submit plans to the DSA.

ANALYSIS:

The amendment is to increase the contract by \$79,809. The revised total contract amount is \$3,051,218.80. The District has reviewed the fee and it is reasonable and within industry standards.

Construction costs estimates are currently underway. The District anticipates the overall construction budget will need to increase based on upcoming estimates but the amounts will be determined upon thorough review and validation of the cost estimates. The total project budget is currently \$40.7 million and remains unchanged at this point in time until the cost estimates are completed. Another estimate will need to be completed after the construction document phase of design is completed with these additions in scope of work to determine if an adjustment is needed. In order to develop options for the project that include these additions, it is

recommended to move forward with the additional design work now to add the project scope for the architect.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with HPI Architecture for the new Johnson Student Center Project at Santa Ana College as presented.

Fiscal Impact:	\$79,809	Board Date: May 30, 2017
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: 5/30/17

Project: Johnson Student Center

Site: **Santa Ana College**

Consultants: **HPI Architecture**

Type of Service: Professional Design Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$2,105,735.00		9/9/2014	6/30/2019
Amendment #1	\$25,000.00		N/A	N/A
Amendment #2	\$471,755.80		9/9/2014	12/31/2020
Amendment #3	\$368,919.00		9/9/2014	6/30/2021
Amendment #4	\$79,809.00		N/A	N/A
Total Agreement Amount	\$3,051,218.80			

AGREEMENT NO 0076.00/DESCRIPTION:

Amendment #4 for additional architectural design services.

This agreement #0076.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$79,809.00**

Contract End Date: **6/30/2021**

FOURTH AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **31st** day of **MAY** in the year **2017**, between **HPI ARCHITECTURE** hereinafter referred to as “**CONSULTANT**” and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT #00076.00 entered into on September 8, 2014, and amended on January 12, 2015, January 11, 2016, and April 12, 2017 to provide architectural services for the new Johnson Student Center at Santa Ana College for the Rancho Santiago Community College District. Please amend the AGREEMENT to include the following:
 - A. By adding additional project scope per the attached Exhibit A; and
 - B. By increasing the AGREEMENT amount by SEVENTY NINE THOUSAND EIGHT HUNDRED NINE DOLLARS (\$79,809) from TWO MILLION NINE HUNDRED SEVENTY-ONE THOUSAND FOUR HUNDRED NINE DOLLARS AND 80/100 (\$2,971,409.80); for a total AGREEMENT amount of THREE MILLION FIFTY-ONE THOUSAND TWO HUNDRED EIGHTEEN DOLLARS AND 80/100 (\$3,051,218.80).
2. Except as amended herein, the terms and conditions of AGREEMENT #00076.00 effective September 8, 2014, shall remain in full force and effect.

HPI ARCHITECTURE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By _____
Print Name _____
Title _____
Date _____
Email _____

By _____
Peter J. Hardash
Vice Chancellor, Business Operations and Fiscal Services
Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Tracy Conner-Crabbe, Director of Purchasing

EXHIBIT “A”

A. Project Scope:

The following four items are the scope additions included in this Amendment:

1. Update WQMP: Design team shall update the campus wide WQMP, previously completed by BKF in 2013, with all current projects on campus and impacts the projects have to the WQMP and existing retention basin facility. Design team shall reconfirm the existing retention basin is appropriately sized to accommodate the new Johnson Student Center.
2. Revise Demolition Package: Design team shall revise the Johnson Demolition bid package to exclude demolition of all underground structures and utilities.
3. Increment 1 Demolition / Earthwork Package: Design team shall provide a new design package which will include the demolition of all underground structures and utilities and earthwork for the new Johnson Student Center.
4. Kitchen Hood Range: Design team shall add (1) range hood to the Coffee/Juice Bar Prep Room J118-1. The hood will be incorporated into the 100% construction document package for the Johnson Student Center project and will be submitted under the same DSA application number. Basic Services will include usual and customary architectural, foodservice, structural, mechanical, plumbing and electrical engineering services.

B. Compensation / Fee Schedule:

1. Total amended fixed fee is **SEVENTY-NINE THOUSAND EIGHT HUNDRED NINE DOLLARS (\$79,809)**. Included in this fixed fee is the following:

- a) Compensation for Basic Services of Updated WQMP: The District shall compensate the Architect for performing Basic Services as described in Paragraph A.1 above a fixed fee of **TWO THOUSAND SEVEN HUNDRED FIFTY DOLLARS (\$2,750)**, billed upon completion and acceptance of the report by the District.
- b) Compensation for Basic Services of the Revised Demolition Package: The District shall compensate the Architect for performing Basic Services as described in Paragraph A.2 above a fixed fee of **ELEVEN-THOUSAND EIGHT HUNDRED NINETY-FOUR DOLLARS (\$11,894)**, billed monthly based on the effort completed in accordance with the following fee schedule:

Revised Bid Docs	62%	\$	7,374
Bid Phase	8%	\$	951
Construction Administration	24%	\$	2,855
Closeout	6%	\$	<u>714</u>
TOTAL		\$	11,894

- c) Compensation for Basic Services of the Increment 1 Demolition / Earthwork Package: The District shall compensate the Architect for performing Basic Services as described in Paragraph A.3 above a fixed fee of **FORTY-FIVE THOUSAND FIVE HUNDRED TWENTY DOLLARS (\$45,520)**, billed monthly based on the effort completed in accordance with the following fee schedule:

Construction Document Phase	62%	\$	28,222
Agency Phase	5%	\$	2,276
Bid Phase	3%	\$	1,366
Construction Administration	24%	\$	10,925
Closeout	6%	\$	<u>2,731</u>
TOTAL		\$	45,520

- d) Compensation for Basic Services of the Kitchen Hood Range: The District shall compensate the Architect for performing Basic Services as described in Paragraph A.4 above a fixed fee of **NINETEEN THOUSAND SIX HUNDRED FORTY-FIVE DOLLARS (\$19,645)**, billed monthly based on the effort completed in accordance with the following fee schedule:

Construction Document Phase	62%	\$	12,180
Agency Phase	5%	\$	982
Bid Phase	3%	\$	589
Construction Administration	24%		4,715
Closeout	6%	\$	<u>1,179</u>
TOTAL		\$	19,645

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Amendment to Agreement with Terracon Consultants, Inc. for the Phase II Environmental, Geohazard, Geotechnical Inspection Services for the Johnson Student Center Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional geotechnical services and an extension for time. The District is in need of having five additional geotechnical borings due to a proposed MCHS (Middle College High School) shade/serving structure located in a small plaza west of the Johnson Student Center and the service roadway that extends south of the Johnson Student Center. Soil borings are required to occur within the building footprint and there shall be 1 boring per 5,000 square feet of footprint. The additional samples are required to ensure compliance with code and to amend the existing geohazard and geotechnical soils report for review and approval by the Department of the California Geological Survey (CGS). To see original agreement, please [click here](#).

ANALYSIS:

This amendment for additional services increases the contract by \$10,909. The revised total not-to-exceed contract amount is \$40,141.20. The services covered by this agreement commenced on January 13, 2015 and the end date has been extended to December 31, 2017.

An analysis of proposed hours and associated tasks was provided to evaluate justify the additional fee requested. The District has reviewed the additional work proposed and found the add service fee to be fair and reasonable.

This project is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Terracon Consultants, Inc. for the Phase II Environmental, Geohazard, Geotechnical Inspection services for the Johnson Student Center project at Santa Ana College as presented.

Fiscal Impact:	\$10,909	Board Date: May 30, 2017
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: 5/30/2017

Project: Johnson Student Center

Site: **Santa Ana College**

Consultants: **Terracon Consultants, Inc.**

Type of Service: Geotechnical

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$13,913.20	none	1/13/2015	12/31/2015
Amendment #1	\$15,319.00		1/13/2015	6/30/2017
Amendment #2	\$10,909.00		1/13/2015	12/31/2017
Total Agreement Amount	\$40,141.20			

AGREEMENT NO: 0098.00/DESCRIPTION:

Amendment for additional services for Environmental, Geohazard, Geotechnical Inspection Services for the investigation and design for the construction of the Johnson Student Center

The agreement #0098.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$10,909.00**

Contract End Date: **12/31/2017**

**SECOND AMENDMENT PHASE II ENVIRONMENTAL, GEOTECHNICAL AND
GEOHAZARD ENGINEERING AND
CONSULTANT SERVICES AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this **31st** day of **May** in the year **2017**, between **TERRACON CONSULTANTS, INC.**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0098.00 entered into on January 13, 2015, and amended on July 18, 2016 to provide Phase II Environmental, Geotechnical and Geohazard engineering and consulting services for the Johnson Student Center project at Santa Ana College. Please amend the AGREEMENT to include the following:
 - 1. By adding scope as detailed per the attached exhibit A;
 - 2. By increasing the AGREEMENT amount by TEN THOUSAND NINE HUNDRED NINE DOLLARS ONLY (\$10,909) from TWENTY-NINE THOUSAND TWO HUNDRED THIRTY-TWO AND 20/100 DOLLARS (\$29,232.20) for a total agreement of FORTY THOUSAND ONE HUNDRED FORTY-ONE AND 20/100 DOLLARS (\$40,141.20).
 - 3. By extending the contract completion date from June 30, 2017 to be through December 31, 2017.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0098.00, effective January 13, 2015, shall remain in full force and effect.

TERRACON CONSULTANTS, INC.

**RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT OF ORANGE COUNTY**

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

EXHIBIT "A"

1. Scope of Services:

Perform additional geotechnical exploration and laboratory services for the proposed shade/serving structure located in a small plaza west of the Johnson Student Center and the service roadway that extends south of the Johnson Student Center. The additional services include the following:

- a. Perform utility clearance for additional borings including private utility locating.
- b. Drill (1) boring to 20 feet and (1) boring to 50 feet within/near the footprint of the proposed serving/structure building using limited access drilling rig.
- c. Perform (2) borings to depths of 5 to 10 feet and utilize these borings for percolation testing.
- d. Perform (2) borings in the service roadway to depths of 5 feet.
- e. Perform laboratory testing for the additional borings.
- f. Perform additional engineering and provide an addendum to geotechnical engineering report for these structures and pavement considerations.

COPIES TO:

GENERATING OFFICE

Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT

Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Tracy Conner-Crabbe, Director of Purchasing

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Amendment to Agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for the ADA Upgrades Phase 1 Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On January 25, 2016, the Board of Trustees approved an agreement with Donald Krotee Partnership, Inc. for Architectural Design Services for the Americans with Disabilities Act (ADA) Upgrades Phase 1 Project at Santiago Canyon College – to see original agreement, please [click here](#).

The project addresses scope of work associated with an accessibility lawsuit. ADA Upgrades Phase 1 consists of upgrades to the parking stalls and path of travel at parking lots 1 and 6 as well as upgrades to the pedestrian switchback ramp located south of the gymnasium/aquatics center leading to the Walk of Champions. The architect requires additional time for close out and Division of State Architect (DSA) project certification.

ANALYSIS:

The services covered by this agreement commenced on January 26, 2016 and the new end date has been revised to December 31, 2017. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$22,700. The amendment to this agreement is to extend the contract duration only.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Donald Krotee Partnership, Inc. for Architectural Design Services for the ADA Upgrades Phase 1 Project at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: May 30, 2017
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: 5/30/17

Project: ADA Upgrades Phase I

Site: **Santiago Canyon College**

Consultants: **Donald Krotee Partnership, Inc.**

Type of Service: Architectural Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$19,200.00	\$3,500.00	1/26/2016	12/31/2016
Amendment #1	N/A		1/26/2016	12/31/2017
Total Agreement Amount	\$22,700.00			

AGREEMENT NO: 0165.00/DESCRIPTION:

Amendment #1 to extend for time only.

The agreement #0165.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **N/A**

Contract End Date: **12/31/2017**

FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this 31st day of **MAY** in the year **2017**, between **DONALD KROTEE PARTNERSHIP, INC.**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0165.00 entered into on January 25, 2016 to provide architectural and engineering services for the ADA UPGRADES PHASE 1 Project at Santiago Canyon College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date to be through December 31, 2017.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0165.00, effective January 26, 2016, shall remain in full force and effect.

DONALD KROTEE PARTNERSHIP, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE

Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
Facilities Planning, District Construction and Support Services

PURCHASING DEPARTMENT

Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Tracy Conner-Crabbe, Director of Purchasing

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Change Order #1 for Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On October 24, 2016, the Board of Trustees approved a contract with Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at Santiago Canyon College. The project consisted of minor alterations of the existing Maintenance and Operations Building at Santiago Canyon College, including minor architectural, mechanical, electrical and structural modifications, ADA upgrades to the bathrooms, and minor parking modifications. These tenant improvements were required for the repurposing of the Santiago Canyon College (SCC) Maintenance and Operations Building (M&O) to support the Publications and Warehousing operations as they have been relocated to the M&O building.

ANALYSIS:

The project was completed on May 19, 2017. The Deductive Change Order #1 decreases the contract by \$5,767.34 which is a credit back to the District for unused unforeseen conditions allowance expenditures. The revised contract amount is \$669,232.66. Pursuant to Administrative Regulation 6600, staff is recommending approval of this change order. A Notice of Completion has been scheduled for approval by the Board of Trustees on the same agenda of May 30, 2017.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for Patriot Contracting & Engineering, Inc. for Bid #1302 Publication and Warehouse Relocation Project at Santiago Canyon College as presented.

Fiscal Impact:	\$5,767.34	Board Date: May 30, 2017
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	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: May 12, 2017
 Project/Bid No. 1308
 Site: Santiago Canyon College
 Change Order (CO) No. : 1

Project Name: Publication and Warehouse Relocation
 Contractor: Patriot Contracting and Engineering, Inc.
 Contract #: 17-P0043855

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
11/16/16	125	03/21/17	0	59	5/19/2017

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$675,000.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	1	-\$5,767.34	-0.9%
Total Change Order (s)		-\$5,767.34	-0.9%
Revised Contract Amount		\$669,232.66	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order also extends the formal completion date to May 19, 2017. The change order will result in a credit to the contract amount.	Owner	5	59	(\$5,767.34)	\$0.00	(\$5,767.34)
Subtotal					(\$5,767.34)	\$0.00	(\$5,767.34)
Grand Total							(\$5,767.34)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Accept the Completion of Bid #1302 for Publication and Warehouse Relocation Project at Santiago Canyon College and Approve a Recording of a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On October 24, 2016, the Board of Trustees approved a contract with Patriot Contracting & Engineering, Inc. for Bid #1302 for Publication and Warehouse Relocation at Santiago Canyon College. The project was completed on May 19, 2017.

ANALYSIS:

The District, upon approval by the Board of Trustees may record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$669,232.66.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees Accept the Project as Complete and Approve the Filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: May 30, 2017
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. College District
2323 N. Broadway
Santa Ana, CA 92706-1640

NO FEES CHARGED PER GOVERNMENT CODE §27383

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 §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located 1845 Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1302 for Publication and Warehouse Relocation at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 24th day of October, 2016, which contract was made with Patriot Contracting & Engineering PO 17-P0043855 as contractor; that said improvements were completed on the 19th day of May, 2017 and accepted by formal action of the governing Board of said District on the 30th day of May, 2017; 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 United Fire & Casualty Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the 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 _____, 2017 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by _____

Peter J. Hardash, Vice Chancellor
Rancho Santiago Community College District

State of California
County of Orange

Subscribed and sworn to (or affirmed) before me on this _____ day of _____ 20_____, by _____, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature _____ (Seal)

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.

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Payment – Cumming Construction Management, Inc.	
Action:	Request for Approval	

BACKGROUND

Cumming Construction Management, Inc. is assisting the Rancho Santiago Community College District with cost estimating services for the Orange Education Center project.

ANALYSIS

Attached is the monthly invoice for services:

1. Invoice 52976 - \$5,553.63

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of invoice to Cumming Construction Management, Inc. for professional services as presented.

Fiscal Impact:	\$5,553.63	Board Date: May 30, 2017
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	

CUMMING

INVOICE

Rancho Santiago CCD
 Attn: Accounts Payable
 2323 N. Broadway
 Santa Ana, CA 92706

April 30, 2017
 Project No: 13-00624.00
 Invoice No: 52976
 Profit Center 010:CMA:ORA

Project 13-00624.00 Orange Education Center Project

Professional Services from March 1, 2017 to April 30, 2017

Task 01 Consulting Expert

Billing Limits	Current	Prior	To-Date	
Labor	0.00	10,486.25	10,486.25	
Limit			14,351.25	
Remaining			3,865.00	
Total this Task				0.00

Task 02 Consulting Expert San Diego

Professional Personnel

	Hours	Rate	Amount	
Director	21.00	210.00	4,410.00	
Senior Cost Manager	6.00	175.00	1,050.00	
Totals	27.00		5,460.00	
Total Labor				5,460.00

Reimbursable Expenses

Patel, Ashok			93.63	
Total Reimbursables		1.0 times	93.63	93.63
Total this Task				\$5,553.63
Total this Invoice				\$5,553.63

CUMMING CONSTRUCTION MANAGEMENT, INC.
 25220 Hancock Ave., Suite 440 | Murrieta, CA 92562
 Phone: 951.252.8555 | Fax: 951.252.8560
 ccorpusa.com

ACH / Wire Payment:

Fifth Third Bank
 Cumming Construction Management Inc.
 Account No: 7027049696
 ABA No: 042000314

Tax ID: 20-8782096

4.15 (2)

Billing Backup

Thursday, May 4, 2017

CUMMING

Invoice 52976 Dated 4/30/2017

10:55:33 AM

Project	13-00624.00	Orange Education Center Project
Task	02	Consulting Expert San Diego

Professional Personnel

			Hours	Rate	Amount	
Director						
100144	Patel, Ashok	3/13/2017	2.00	210.00	420.00	
100144	Patel, Ashok	3/15/2017	2.00	210.00	420.00	
100144	Patel, Ashok	3/31/2017	12.00	210.00	2,520.00	
100144	Patel, Ashok	4/25/2017	2.00	210.00	420.00	
100144	Patel, Ashok	4/26/2017	2.00	210.00	420.00	
100144	Patel, Ashok	4/27/2017	1.00	210.00	210.00	
Senior Cost Manager						
100006	Antony, Mario	3/10/2017	6.00	175.00	1,050.00	
	Totals		27.00		5,460.00	
	Total Labor					5,460.00

Reimbursable Expenses

Patel, Ashok						
EX	000000042143	3/31/2017	Patel, Ashok / Mileage, SD office -Orange County, RT		93.63	
	Total Reimbursables			1.0 times	93.63	93.63
				Total this Task		\$5,553.63
				Total this Project		\$5,553.63
				Total this Report		\$5,553.63

CUMMING CONSTRUCTION MANAGEMENT, INC.

25220 Hancock Ave., Suite 440 | Murrieta, CA 92562
 Phone: 951.252.8555 | Fax: 951.252.8560
 ccorpUSA.com

ACH / Wire Payment:

Fifth Third Bank
 Cumming Construction Management Inc.
 Account No: 7027049696
 ABA No: 042000314

Tax ID: 20-8782096

4.15 (3)

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

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Payment – Rodriguez Engineering, Inc.	
Action:	Request for Approval	

BACKGROUND

Rodriguez Engineering is assisting the Rancho Santiago Community College District with structural, forensic evaluation and engineering services for the Orange Education Center project.

ANALYSIS

Attached are the monthly invoices for services:

1. Invoice 6353 - \$5,890.00
2. Invoice 6425 - \$10,355.00
3. Invoice 6433 - \$4,275.00

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of invoices to Rodriguez Engineering, Inc. for professional services as presented.

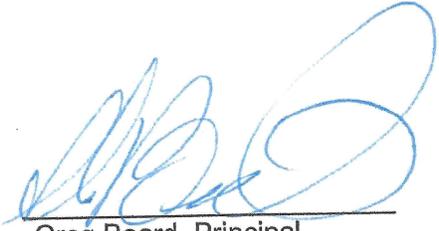
Fiscal Impact:	\$20,520	Board Date: May 30, 2017
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Invoice

Rodriguez Engineering, Inc.
 641 S. Covered Wagon Trail
 Anaheim, CA 92807

Date	Invoice #
9/8/2016	6353

Rancho Santiago Comm. College District
 2323 N. Broadway - Room 109
 Santa Ana, CA 92706-1640
 Attn: Accounts Payable

Description	Terms		
	Qty	Rate	Amount
Project: RSCCD Orange Education Center Structural Design Deficiencies Investigation			
Structural engineering services performed on a Time and Expense basis. Progress monthly billing for June 1, 2016 to August 31, 2016 period.			
ERIC RODRIGUEZ- PRINCIPAL ENGINEER			
6/29: Preparation and teleconference call with team.	3	190.00	570.00
7/13: Review of case documents and mediation preparation.	8	190.00	1,520.00
7/14: Review of case documents and mediation preparation.	6	190.00	1,140.00
7/15: Review of case documents and mediation preparation.	4	190.00	760.00
8/24: Review of case documents and mediation preparation.	5	190.00	950.00
8/25: Preparation and teleconference call with T.Weyna.	5	190.00	950.00
 Eric Rodriguez, Principal Rodriguez Engineering, Inc.		 Greg Beard, Principal Westberg + White	
Total			\$5,890.00

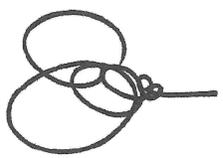
Invoice

Rodriguez Engineering, Inc.
 641 S. Covered Wagon Trail
 Anaheim, CA 92807

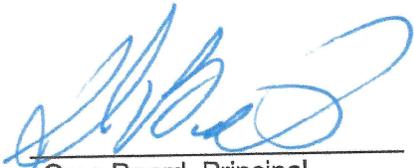
Date	Invoice #
4/5/2017	6425

Rancho Santiago Comm. College District
 2323 N. Broadway - Room 109
 Santa Ana, CA 92706-1640
 Attn: Accounts Payable

Description	Terms		
	Qty	Rate	Amount
Project: RSCCD Orange Education Center Structural Design Deficiencies Investigation Structural engineering services performed on a Time and Expense basis. Progress monthly billing for September 1, 2016 to March 31, 2017 period. ***ERIC RODRIGUEZ- PRINCIPAL ENGINEER***			
10/31/2016: GKK and NYA file research and request (4 files)	2.5	190.00	475.00
2/25/2017: Record documentation and information request	3	190.00	570.00
3/9/2017: Meeting at Feldhake office (including travel)	5	190.00	950.00
3/10/2017: Preliminary structural calculations	5	190.00	950.00
3/17/2017: Preliminary structural calculations	4	190.00	760.00
3/18/2017: Preliminary structural calculations	6	190.00	1,140.00
3/24/2017: Preliminary structural calculation	7	190.00	1,330.00
3/25/2017: Preparation of mediation documents	5	190.00	950.00
3/26/2017: Preparation of mediation documents	7	190.00	1,330.00
3/31/2017: Mediation at JAMS-Orange (including travel)	10	190.00	1,900.00
		Total	\$10,355.00



Eric Rodriguez, Principal
 Rodriguez Engineering, Inc.



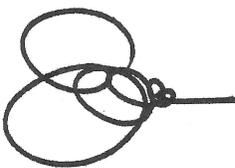
Greg Beard, Principal
 Westberg + White

Invoice

Rodriguez Engineering, Inc.
 641 S. Covered Wagon Trail
 Anaheim, CA 92807

Date	Invoice #
5/1/2017	6433

Rancho Santiago Comm. College District
 2323 N. Broadway - Room 109
 Santa Ana, CA 92706-1640
 Attn: Accounts Payable

Description	Terms		
	Qty	Rate	Amount
Project: RSCCD Orange Education Center Structural Design Deficiencies Investigation Structural engineering services performed on a Time and Expense basis. Progress monthly billing for April 1, 2017 to April 30, 2017 period. ***ERIC RODRIGUEZ- PRINCIPAL ENGINEER*** 4/4: Teleconference call with T.Weyna & R.Feldhake 4/15: Seismic Evaluation Procedure Preparation 4/17: Seismic Evaluation Procedure Preparation 4/18: Seismic Evaluation Procedure Preparation 4/23: Updated Cost Estimate Review 4/24: Updated Cost Estimate Review and T.Weyna Inquiries			
	0.25	190.00	47.50
	6	190.00	1,140.00
	6	190.00	1,140.00
	5.5	190.00	1,045.00
	2.75	190.00	522.50
	2	190.00	380.00
 Eric Rodriguez, Principal Rodriguez Engineering, Inc.			 Greg Beard, Principal Westberg + White
			Total \$4,275.00

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

To: Board of Trustees	Date: May 30, 2017
Re: Approval of Payment – Westberg+White	
Action: Request for Approval	

BACKGROUND

Westberg+White is assisting the Rancho Santiago Community College District with architectural services for the Orange Education Center project.

ANALYSIS

Attached are the monthly invoices for services:

1. Invoice 12962 - \$11,727.50
2. Invoice 12962-B - \$6,931.25

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of invoice to Westberg+White, Inc. for professional services as presented.

Fiscal Impact: \$18,658.75	Board Date: May 30, 2017
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	



Westberg + White, Inc.
 14471 Chambers Road Suite 210
 Tustin, CA 92780
 714-508-1780

Invoice

Date	Invoice #
4/30/2017	12962

Bill To
Rancho Santiago Community College Dist Attn: Accounts Payable 1st Floor, Room 109 2323 N. Broadway Santa Ana, Ca 92706-1640

Project
W+W Project 13035 Feldhake Law Firm OEC Confidential

Description	Rate	Hours	Amount
Service Dates 2/06/14-04/30/17			
Professional Services-Senior Project Architect Robert Bender	150.00	44.5	6,675.00
Professional Services-Partner/Principal Greg Beard	215.00	20	4,300.00
Professional Services-Partner/Principal Paul Westberg	215.00	3.5	752.50
 Approval Signature			

Please remit to above address.	4.17 (2)	Total	\$11,727.50
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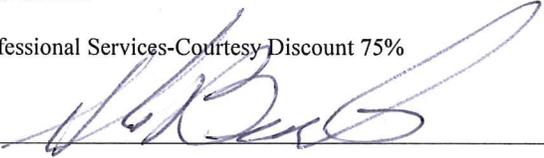
Westberg + White, Inc.
 14471 Chambers Road Suite 210
 Tustin, CA 92780
 714-508-1780

Invoice

Date	Invoice #
4/30/2017	12962-B

Bill To
Rancho Santiago Community College Dist Attn: Accounts Payable 1st Floor, Room 109 2323 N. Broadway Santa Ana, Ca 92706-1640

Project
W+W Project 13035 Feldhake Law Firm OEC Confidential

Description	Rate	Hours	Amount
Service Dates 2/06/14-04/30/17			
Professional Services-Senior Project Architect Robert Bender	150.00	23	3,450.00
Professional Services-Partner/Principal Greg Beard	215.00	94.75	20,371.25
Professional Services-Project Manager Ryan Richter	130.00	24.5	3,185.00
Professional Services-Job Captain Chris Arnold	120.00	6	720.00
Professional Services-Courtesy Discount 75%	-20,795.00		-20,795.00
			
Approval Signature			

Please remit to above address.	4.17 (3)	Total	\$6,931.25
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Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045742	4/3/2017	12	Student Activities	Contracted Services	GARCIA MICHELLE M.	250.00
17-P0045743	4/3/2017	12	Student Equity	Contracted Services	MUJERES DE MAIZ	500.00
17-P0045744	4/3/2017	12	Safety & Parking - DO	Contracted Services	WAYNE BENNETT	1,098.90
17-P0045745	4/3/2017	12	Fine & Performing Arts Office	Instructional Supplies	SAMY'S CAMERA	1,800.00
17-P0045746	4/3/2017	11	Digital Media Center	Contracted Services	ORANGE COUNTY FIRE PROTECTION	200.00
17-P0045747	4/3/2017	11	Maintenance	Contracted Services	ABBA TERMITE & PEST CONTROL INC	195.00
17-P0045748	4/3/2017	12	DSPS Office	Contracted Services	QUALITY OFFICE FURNISHINGS INC	1,350.00
17-P0045749	4/3/2017	11	Maintenance	Maint/Oper Service Agreements	CHEROKEE CHEMICAL CO INC	1,000.00
17-P0045750	4/3/2017	12	Humanities & Social Sci Office	Instructional Supplies	FREY SCIENTIFIC/EDUC PUBL SERVICE	3,758.98
17-P0045751	4/3/2017	12	Humanities & Social Sci Office	Instructional Supplies	DON BOOKSTORE	463.33
17-P0045752	4/3/2017	12	Humanities & Social Sci Office	Instructional Supplies	APPERSON	342.72
17-P0045753	4/3/2017	13	Distance Education	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	447.90
17-P0045754	4/3/2017	12	LA/OC Regional Consortia	Reproduction/Printing Expenses	VERCHES RICHARD	211.73
17-P0045755	4/3/2017	13	Administrative Services Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	18,294.23
17-P0045756	4/3/2017	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	101.20
17-P0045757	4/3/2017	12	Biology	Instructional Supplies	DAIGGER SCIENTIFIC INC	647.31
17-P0045758	4/3/2017	12	Biology	Instructional Supplies	HARDY DIAGNOSTICS	315.98
17-P0045759	4/4/2017	11	Purchasing	Contracted Services	SCS ENGINEERS	5,600.00
17-P0045760	4/4/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	PASCO SCIENTIFIC	6,021.06
17-P0045761	4/4/2017	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	147.64
17-P0045762	4/4/2017	13	Public Affairs/Gov Rel Office	Advertising	PROFESSIONAL SPECIALTY PUBLICATIONS LLC	9,000.00
17-P0045763	4/4/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0045764	4/4/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	DON BOOKSTORE	285.54
17-P0045765	4/4/2017	12	Diesel	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	436.99
17-P0045766	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	9,898.19
17-P0045767	4/4/2017	12	Biology	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	398.41
17-P0045768	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,602.16
17-P0045769	4/4/2017	12	Corporate Training Institute	Contracted Services	EDUCATIONAL TESTING SVC	774.50
17-P0045770	4/4/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	1,358.01
17-P0045771	4/4/2017	12	Biology	Instructional Supplies	SIGMA ALDRICH INC	1,001.34
17-P0045772	4/4/2017	11	Risk Management	Conference Expenses	ASCIP	180.00
17-P0045773	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	11,030.91
17-P0045774	4/4/2017	12	Distance Education	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,723.12
17-P0045775	4/4/2017	33	CDC Santiago Canyon College	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	300.00
17-P0045776	4/4/2017	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	1,089.97

4.18(1)

No. 4.18

Legend: * = Multiple Funds for this P.O.

Printed: 5/9/2017 1:12:54PM

Environment: Colleague

LoginID: DR21189

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 17-P0045777	4/4/2017	11	Safety & Security Office	Non-Instructional Supplies	ENTENMANN ROVIN CO	14.00
* 17-P0045777	4/4/2017	12	Safety & Parking - DO	Non-Instructional Supplies	ENTENMANN ROVIN CO	82.43
PO Amt Total for *17-P0045777 :						96.43
17-P0045778	4/4/2017	12	Digital Media Center	Transportation - Student	PLACENTIA YORBA LINDA	1,230.00
17-P0045779	4/4/2017	12	Financial Aid Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	37.71
17-P0045780	4/4/2017	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	600.55
17-P0045781	4/4/2017	13	Publications	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,215.42
17-P0045782	4/4/2017	12	Biology	Equip-All Other >\$200 < \$1,000	BIO SURPLUS INC	1,075.34
17-P0045783	4/4/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,216.96
17-P0045784	4/4/2017	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	298.31
17-P0045785	4/4/2017	13	Human Svcs & Technology Office	Rental - Facility (Short-term)	WELLS FARGO BANK	4,016.00
17-P0045786	4/4/2017	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	3,372.46
17-P0045787	4/4/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	CFED LLC	782.27
17-P0045788	4/4/2017	12	MESA	Awards & Incentives	TJM PROMOS INC	740.89
17-P0045789	4/4/2017	12	Student Services Office	Food and Food Service Supplies	PESAH CORP	4,941.00
17-P0045790	4/4/2017	12	CJ/Academies	Instructional Supplies	RUBBER-CAL INC	645.82
17-P0045791	4/4/2017	12	Upward Bound	Fees Paid for Students	USS MIDWAY MUSEUM	180.00
17-P0045792	4/4/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	947.36
17-P0045793	4/4/2017	12	Humanities & Social Sci Office	Instructional Supplies	GALAN PRODUCTIONS INC	605.25
17-P0045794	4/4/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	902.25
17-P0045795	4/5/2017	13	Human Svcs & Technology Office	Contracted Services	OWENS STEVE	1,200.00
17-P0045796	4/5/2017	41	Admin Services Office	Contracted Repair Services	WEATHERITE CORP	3,650.00
17-P0045797	4/5/2017	11	Maintenance	Contracted Services	WEATHERITE CORP	2,900.00
17-P0045798	4/5/2017	12	Student Development	Conference Expenses	WEST HILLS COMMUNITY COLLEGE DISTRICT	255.00
17-P0045799	4/5/2017	12	Student Development	Conference Expenses	ANAND INVESTMENTS LLC	204.12
17-P0045800	4/5/2017	12	Student Development	Conference Expenses	WEST HILLS COMMUNITY COLLEGE DISTRICT	255.00
17-P0045801	4/5/2017	12	Student Development	Conference Expenses	ANAND INVESTMENTS LLC	204.12
17-P0045802	4/5/2017	11	Maintenance	Maint/Oper Service Agreements	VORTEX INDUSTRIES	3,910.00
17-P0045803	4/5/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	COAST ELECTRIC	980.52
17-P0045804	4/5/2017	41	Facility Planning Office	Bldg Impr - Relocation/Moving	AMERICAN RELOCATION & LOGISTICS INC	3,940.00
17-P0045805	4/5/2017	12	Financial Aid Office	Contracted Services	D4 SOLUTIONS INC.	1,456.98
17-P0045806	4/5/2017	11	Maintenance	Contracted Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	3,737.50
17-P0045807	4/5/2017	11	Maintenance	Contracted Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	5,290.00
17-P0045808	4/5/2017	12	Continuing Education Division	Contracted Services	IMMEL DESIGN INC	432.82
17-P0045809	4/5/2017	12	Safety & Parking - DO	Inst Dues & Memberships	CCUPCA CALIFORNIA COLLEGE AND	299.00

4.18 (2)

Legend: * = Multiple Funds for this P.O.

Printed: 5/9/2017 1:12:54PM

Environment: Colleague

LoginID: DR21189

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
17-P0045810	4/5/2017	1	41	Facility Planning Office	Bldg Impr - Contractor Svcs	COASTAL FLOORING SURFACES INC.	53,500.00
17-P0045812	4/5/2017	1	12	Upward Bound	Other Participant Travel Exp	WESTOP	1,260.00
17-P0045813	4/5/2017	1	13	Transportation	Equip-Vehicles >\$5,000	72 HOURS LLC	32,542.40
17-P0045814	4/5/2017	1	11	District Wide Technology	Building Improvements	COAST ELECTRIC	1,632.59
17-P0045815	4/5/2017	1	11	District Wide Technology	Building Improvements	D4 SOLUTIONS INC.	1,081.56
17-P0045816	4/5/2017	1	11	District Wide Technology	Building Improvements	D4 SOLUTIONS INC.	1,886.32
17-P0045817	4/5/2017	1	11	District Wide Technology	Contracted Services	SADA SYSTEMS INC	2,925.00
17-P0045818	4/5/2017	1	11	District Wide Technology	Software Support Service-Fixed	MONOTYPE IMAGING	220.00
17-P0045819	4/5/2017	1	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	144,400.00
17-P0045820	4/5/2017	1	12	Student Activities	Contracted Services	SERRANO BRIANNA	250.00
17-P0045821	4/5/2017	1	12	Safety & Parking - DO	Non-Instructional Supplies	PHOENIX GROUP INFORMATION SYSTEMS	1,196.68
17-P0045822	4/5/2017	1	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CABLE EXPRESS CORP	1,296.23
17-P0045823	4/6/2017	1	12	Continuing Education Division	Rental - Facility (Short-term)	OC CHILDREN'S THERAPEUTIC ART CTR	922.25
17-P0045824	4/6/2017	1	12	Continuing Education Division	Rental - Facility (Short-term)	CITY OF SANTA ANA	1,258.12
17-P0045825	4/6/2017	1	11	Maintenance & Operations	Contracted Services	SUNBELT CONTROLS INC	6,000.00
17-P0045826	4/6/2017	1	11	Broadcast Journalism	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	370.00
17-P0045827	4/6/2017	1	12	Automotive Technology/Engine	Instructional Supplies	CARQUEST AUTO PARTS	970.00
17-P0045828	4/6/2017	1	12	Music	Instructional Supplies	JW PEPPER & SON INC.	1,400.00
17-P0045829	4/6/2017	1	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
17-P0045830	4/6/2017	1	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	100.00
17-P0045831	4/6/2017	1	11	Maintenance	Non-Instructional Supplies	MONTGOMERY HARDWARE CO	3,000.00
17-P0045832	4/6/2017	1	12	Graphics	Instructional Supplies	ART SUPPLY WAREHOUSE	300.00
17-P0045833	4/6/2017	1	12	Graphics	Instructional Supplies	KELLY PAPER	450.00
17-P0045834	4/6/2017	1	12	Graphics	Instructional Supplies	KUTTING EDGE DESIGN LLC	200.00
17-P0045835	4/6/2017	1	11	Publications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	150.00
17-P0045836	4/6/2017	1	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
17-P0045837	4/6/2017	1	12	MESA	Awards & Incentives	DON BOOKSTORE	2,300.00
17-P0045838	4/6/2017	1	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	10,000.00
17-P0045839	4/6/2017	1	11	Publications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	27.45
17-P0045840	4/6/2017	1	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	453.95
17-P0045841	4/6/2017	1	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00
17-P0045842	4/6/2017	1	12	Communications & Media Studies	Reproduction/Printing Expenses	SAN DIEGUITO PUBLISHER'S INC	10,000.00
17-P0045843	4/6/2017	1	12	Financial Aid Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	45.26
17-P0045844	4/6/2017	1	12	Fine & Performing Arts Office	Instructional Supplies	EBSCO SUBSCRIPTION SVCS	14,500.00
17-P0045845	4/6/2017	1	12	Fine & Performing Arts Office	Instructional Supplies	GALE GROUP	10,000.00
17-P0045846	4/6/2017	1	41	Facility Planning Office	Bldg Impr - Other Services	DRISCOLL ENTERPRISES	18,500.00
17-P0045847	4/6/2017	1	12	DSPS Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	66.53

4.18 (3)

Legend: * = Multiple Funds for this P.O.

Printed: 5/9/2017 1:12:54PM

Environment: Colleague

LoginID: DR21189

Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045848	4/6/2017	12	Television (TV/Film/Video)	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	398.84
17-P0045849	4/6/2017	13	Publications	Non-Instructional Supplies	KELLY PAPER	1,236.97
17-P0045850	4/6/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	988.83
17-P0045851	4/6/2017	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	368.06
17-P0045852	4/6/2017	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0045853	4/6/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	LAURIE SALLINGER	1,298.07
17-P0045854	4/6/2017	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	1,094.16
17-P0045855	4/6/2017	12	Nursing	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	839.27
17-P0045856	4/6/2017	33	CDC Centennial Education Ctr	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	250.00
17-P0045857	4/6/2017	12	Career Ed & Work Dev Office	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	2,411.54
17-P0045858	4/6/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	883.99
17-P0045859	4/6/2017	13	Administrative Services Office	Equip-Mod Furn > \$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	21,618.05
17-P0045860	4/6/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	735.00
17-P0045861	4/6/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	865.53
17-P0045862	4/6/2017	12	Reprographics	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	253.21
17-P0045863	4/6/2017	13	Publications	Non-Instructional Supplies	KELLY PAPER	2,216.20
17-P0045864	4/6/2017	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	14,500.00
17-P0045865	4/6/2017	12	Diesel	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	790.00
17-P0045866	4/6/2017	13	Transportation	Equip-All Other > \$5,000	YALE CHASE	51,325.63
17-P0045867	4/6/2017	13	Transportation	Equip-Vehicles >\$5,000	TOM'S TRUCK CENTER INC	51,780.97
17-P0045868	4/6/2017	12	Distance Education	Instructional Supplies	AMAZON COM	2,154.78
17-P0045869	4/7/2017	13	Public Affairs/Gov Rel Office	Other Licenses & Fees	AAA FLAG AND BANNER	4,110.08
17-P0045870	4/7/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	DELL COMPUTER	3,784.32
17-P0045871	4/7/2017	12	Financial Aid Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	523.41
17-P0045872	4/7/2017	12	Financial Aid Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	2,463.32
17-P0045873	4/7/2017	12	Music	Instructional Supplies	INTERMEDIA INC	1,039.64
17-P0045874	4/7/2017	12	Music	Instructional Supplies	B & H PHOTO VIDEO INC	1,057.61
17-P0045875	4/7/2017	12	Music	Instructional Supplies	WOODWIND & BRASSWIND	1,892.73
17-P0045876	4/7/2017	11	Maintenance & Operations	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	3,890.00
17-P0045877	4/7/2017	12	Public Affairs/Gov Rel Office	Equip-All Other >\$200 < \$1,000	AAA FLAG AND BANNER	15,723.19
17-P0045878	4/7/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	CONSTRUCTION HARDWARE CO	28,005.35
17-P0045879	4/7/2017	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	20,662.24
17-P0045880	4/7/2017	11	Computer Science	Other Participant Travel Exp	VITAL LINK OF ORANGE COUNTY	1,500.00
17-P0045881	4/7/2017	12	Continuing Education Division	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	9,470.14
17-P0045882	4/7/2017	12	Fine & Performing Arts Office	Instructional Supplies	SWEETWATER SOUND	5,526.35
17-P0045883	4/7/2017	12	Engineering	Software License and Fees	PATON GROUP	500.00
17-P0045884	4/7/2017	12	Professional Development	Other Participant Travel Exp	CCLC COMMUNITY COLLEGE LEAGUE	3,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045885	4/7/2017	12	Nursing	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	310.69
17-P0045886	4/7/2017	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	681.77
17-P0045887	4/7/2017	12	Small Business Dev Ctr Office	Non-Instructional Supplies	B & H PHOTO VIDEO INC	478.38
17-P0045888	4/7/2017	11	Kinesiology - Physical Educ	Contracted Repair Services	CALIFORNIA FACILITY SPECIALTIES, INC.	5,800.00
17-P0045889	4/7/2017	12	Counseling	Equip-All Other >\$200 < \$1,000	CDW GOVERNMENT INC.	4,653.83
17-P0045890	4/7/2017	12	Business Division Office	Instructional Supplies	AMAZON COM	75.40
17-P0045891	4/7/2017	12	Admin Services Office	Instructional Supplies	XEROX CORP	1,655.04
17-P0045892	4/7/2017	12	Diesel	Instructional Supplies	CARQUEST AUTO PARTS	2,000.00
17-P0045893	4/10/2017	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	1,685.00
17-P0045894	4/10/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	4,730.00
* 17-P0045895	4/10/2017	12	Continuing Education Division	Contracted Services	PAUL GALLAGHER	9,790.00
* 17-P0045895	4/10/2017	13	Continuing Education Division	Contracted Services	PAUL GALLAGHER	5,170.00
PO Amt Total for *17-P0045895 :						14,960.00
17-P0045896	4/25/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	38,920.76
17-P0045897	4/25/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	29,538.81
17-P0045898	4/10/2017	11	Accounting	Software License and Fees	NETOP	880.00
17-P0045899	4/10/2017	12	Distance Education	Software License and Fees	INTELECOM	1,500.00
17-P0045900	4/10/2017	13	Academic Affairs Office	Contracted Services	KRUEGER INTERNATIONAL INC.	6,808.46
17-P0045901	4/10/2017	12	Paralegal	Software License and Fees	LEXIS NEXIS	3,600.00
17-P0045902	4/10/2017	12	Upward Bound	Software License and Fees	HEIBERG CONSULTING INC	499.00
17-P0045903	4/10/2017	11	Admissions & Records	Software License and Fees	SCRIP SAFE SECURITY PRODUCTS	300.00
17-P0045904	4/10/2017	12	Pathways to Teaching	Other Licenses & Fees	PROJECT TOMORROW	7,680.00
17-P0045905	4/10/2017	11	Educational Multimedia Service	Repair & Replacement Parts	B & H PHOTO VIDEO INC	333.96
17-P0045906	4/10/2017	13	Administrative Services Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	503.78
17-P0045907	4/10/2017	11	International Student Program	Conference Expenses	JETZAMINA J. TORRES	2,475.00
17-P0045908	4/10/2017	11	Administrative Services Office	Non-Instructional Supplies	BLANKENSHIP, SHARLENE	362.04
17-P0045909	4/10/2017	12	Family & Consumer Studies	Equip-All Other >\$200 < \$1,000	HOME DEPOT	1,610.84
17-P0045910	4/11/2017	12	SAC Continuing Ed-Instruction	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	12,879.10
17-P0045911	4/11/2017	12	EOPS	Other Exp Paid for Students	CCC EOPS REGION VIII	2,625.00
17-P0045912	4/11/2017	12	Student Equity	Conference Expenses	UC REGENTS	1,410.00
17-P0045913	4/11/2017	12	Family & Consumer Studies	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	430.99
17-P0045914	4/11/2017	12	Family & Consumer Studies	Equip-All Other >\$1,000<\$5,000	LOWE'S HOME IMPROVEMENT	2,693.74
17-P0045915	4/11/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	POCKET NURSE	3,803.03
17-P0045916	4/11/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	1,867.28
17-P0045917	4/11/2017	13	Administrative Services Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,346.80

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045918	4/11/2017	12	Nursing	Equip-Tablet/Laptop>\$200<\$1000	GOLDEN STAR TECHNOLOGY, INC.	2,230.26
17-P0045919	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	LIGHT BULBS ETC	152.00
17-P0045920	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	AUSTIN ORANGE COUNTY HARDWOODS INC	3,000.00
17-P0045921	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	4,720.00
17-P0045922	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	2,500.00
17-P0045923	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	NOVAL COLORS	1,500.00
17-P0045924	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	ART SUPPLY WAREHOUSE	1,700.00
17-P0045925	4/11/2017	11	Custodial	Non-Instructional Supplies	BUCKEYE INTERNATIONAL INC	500.00
17-P0045926	4/11/2017	12	Phillips Hall	Instructional Supplies	APEX AUDIO INC	1,285.00
17-P0045927	4/11/2017	12	Fine & Performing Arts Office	Instructional Supplies	AARDVARK CLAY & SUPPLIES	2,560.00
17-P0045928	4/11/2017	12	Nursing	Instructional Supplies	MMS MEDICAL SUPPLY CO	1,172.96
17-P0045929	4/11/2017	12	Health Sciences Education	Instructional Supplies	POCKET NURSE	198.83
17-P0045930	4/12/2017	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	940.00
17-P0045931	4/12/2017	12	Student Equity	Contracted Services	KEITH THOMAS	1,000.00
17-P0045932	4/12/2017	11	Maintenance	Contracted Repair Services	ACTION DOOR CONTROLS INC	172.50
17-P0045934	4/12/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	KYA SERVICES LLC	1,107.99
17-P0045935	4/12/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	KYA SERVICES LLC	9,200.25
17-P0045936	4/12/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	KYA SERVICES LLC	1,838.06
17-P0045937	4/12/2017	11	Maintenance	Contracted Repair Services	ADVANCED AQUATIC TECH INC	995.00
17-P0045938	4/12/2017	12	Continuing Education Division	Rental - Facility (Short-term)	DELHI CENTER	866.25
17-P0045939	4/12/2017	11	Maintenance	Contracted Services	TROPICAL PLAZA NURSERY	3,009.92
17-P0045940	4/12/2017	13	Kinesiology - Admin Office	Non-Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,250.00
17-P0045941	4/12/2017	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
17-P0045942	4/12/2017	12	EOPS	Conference Expenses	BOARD OF GOVERNORS	110.00
17-P0045943	4/12/2017	12	LA/OC Regional Consortia	Conference Expenses	MARIA V. MADRIGAL	236.96
17-P0045944	4/12/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	1,256.06
17-P0045945	4/12/2017	12	Student Equity	Conference Expenses	STIR FRY SEMINAR & CONSULTING INC	500.00
17-P0045946	4/12/2017	13	Kinesiology - Physical Educ	Instructional Supplies	WBC GROUP LLC	1,781.27
17-P0045947	4/12/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	BALLON DIXIE	278.80
17-P0045948	4/12/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	DON BOOKSTORE	432.08
17-P0045949	4/12/2017	11	International Student Program	Contracted Services	DREX LLC	960.00
17-P0045950	4/12/2017	12	Student Equity	Food and Food Service Supplies	HART COMMUNITY HOMES INC	226.32
17-P0045951	4/12/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	RAMPF GROUP INC	2,753.68
17-P0045952	4/12/2017	12	Special Services Office	Food and Food Service Supplies	CHEFS CATERING AND EVENT PLANNING	853.92
17-P0045953	4/12/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	308.17
17-P0045954	4/12/2017	12	Counseling	Contracted Services	CYRKIN, SHARON A	600.00
17-P0045955	4/12/2017	12	EOPS	Advertising	EAGLE GRAPHICS INC	1,399.18

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0045956	4/12/2017	13	Santa Ana College	Advertising	SARAH RAFAEL GARCIA	300.00
17-P0045957	4/12/2017	13	Kinesiology - Intercol Athlet	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	460.09
17-P0045958	4/12/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	74,000.00
17-P0045959	4/12/2017	12	Counseling	Reproduction/Printing Expenses	IMMEL DESIGN INC	518.90
17-P0045960	4/12/2017	12	Small Business Dev Ctr Office	Contracted Services	GROOMS MARK EDWARD	12.84
17-P0045961	4/17/2017	13	Human Svcs & Technology Office	Contracted Repair Services	COAST ELECTRIC	406.79
17-P0045962	4/17/2017	41	Facility Planning Office	Bldg Impr - AE Fee	WESTBERG & WHITE INC	9,700.00
17-P0045963	4/17/2017	11	Maintenance & Operations	Contracted Repair Services	PRECISION REFRIGERATION SERVICES	309.50
17-P0045964	4/17/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	D4 SOLUTIONS INC.	1,544.69
17-P0045965	4/17/2017	41	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	3,750.00
17-P0045966	4/17/2017	41	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	1,575.00
17-P0045967	4/17/2017	12	Corporate Training Institute	Food and Food Service Supplies	LAUGH FACTORY INC	1,262.00
17-P0045968	4/17/2017	11	International Student Program	Non-Instructional Supplies	MAP SHOP LLC	489.39
17-P0045969	4/17/2017	13	Counseling Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	949.71
17-P0045970	4/17/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	DON BOOKSTORE	4,105.28
17-P0045971	4/17/2017	12	Special Services Office	Supplies Paid for Students	EAGLE GRAPHICS INC	700.38
17-P0045972	4/17/2017	12	Corporate Training Institute	Contracted Services	PETERS MICHELE A.	3,200.00
17-P0045973	4/17/2017	11	International Student Program	Advertising	STUDY IN THE USA	13,980.00
17-P0045974	4/17/2017	11	International Student Program	Reproduction/Printing Expenses	WE DO GRAPHICS INC	2,052.64
17-P0045975	4/17/2017	11	International Student Program	Advertising	ELS EDUCATIONAL SERVICES INC	3,000.00
17-P0045976	4/17/2017	11	International Student Program	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0045977	4/17/2017	12	Small Business Dev Ctr Office	Food and Food Service Supplies	SAGE RESTAURANT GROUP INC	240.00
17-P0045978	4/17/2017	12	Corporate Training Institute	Food and Food Service Supplies	RUTH J. COSSIO-MUNIZ	643.31
17-P0045979	4/17/2017	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	1,336.10
17-P0045980	4/17/2017	12	Real Estate	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	605.66
17-P0045981	4/17/2017	13	Santiago Canyon College	Advertising	ABEL TORRES	800.00
17-P0045982	4/17/2017	13	Santiago Canyon College	Advertising	NGUOI VIET DAILY NEWS	1,411.20
17-P0045983	4/17/2017	12	Small Business Dev Ctr Office	Contracted Services	GROOMS MARK EDWARD	818.41
17-P0045984	4/17/2017	12	Student Equity	Non-Instructional Supplies	KAUSAR INDUSTRIES	764.49
17-P0045985	4/17/2017	12	Upward Bound	Contracted Services	TRIED & TRUE TUTORING LLC	4,500.00
17-P0045986	4/17/2017	12	Biology	Contracted Services	VITAL LINK OF ORANGE COUNTY	5,750.00
17-P0045987	4/17/2017	11	Digital Media Center	Contracted Services	CONTROL AIR CONDITIONING CORP	1,517.00
17-P0045988	4/17/2017	12	Counseling	Other Exp Paid for Students	ROCHELLE J. ZOOK	2,008.00
17-P0045989	4/17/2017	12	Health & Wellness Center	Non-Instructional Supplies	NOVA DISPLAY SYSTEMS INC	2,397.29
17-P0045990	4/17/2017	13	Santiago Canyon College	Advertising	REACHLOCAL INC	16,500.00
17-P0045991	4/17/2017	13	Santiago Canyon College	Advertising	ORANGE MAGAZINE	900.00
17-P0045992	4/17/2017	12	Diesel	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	195.15

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17-P0045993	4/17/2017	12	Professional Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0045994	4/17/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
17-P0045995	4/17/2017	12	Student Services Office	Food and Food Service Supplies	JAY'S CATERING	237.00
17-P0045996	4/17/2017	12	Student Services Office	Food and Food Service Supplies	SMART & FINAL	500.00
17-P0045997	4/17/2017	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	750.00
17-P0045998	4/17/2017	13	Santiago Canyon College	Advertising	CSU FULLERTON	1,072.50
17-P0045999	4/17/2017	13	Santiago Canyon College	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	4,671.36
17-P0046000	4/17/2017	13	Santiago Canyon College	Advertising	VIET BAO DAILY NEWS INC	1,050.00
17-P0046001	4/17/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0046002	4/17/2017	11	Kinesiology - Admin Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	867.00
17-P0046003	4/17/2017	11	Kinesiology - Intercol Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	3,374.10
17-P0046004	4/17/2017	13	Kinesiology - Physical Educ	Instructional Supplies	SPORTS PAGE SOCCER WAREHOUSE	1,060.33
17-P0046005	4/17/2017	13	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	2,161.13
17-P0046006	4/17/2017	12	Student Development	Transportation - Student	AIRPORT VAN RENTAL INC	668.24
17-P0046007	4/17/2017	12	Honors Program	Conference Expenses	HONORS TRANSFER COUNCIL OF CALIF	450.00
17-P0046008	4/18/2017	11	Maintenance	Contracted Services	COAST ELECTRIC	947.38
17-P0046009	4/18/2017	11	Maintenance	Contracted Services	D4 SOLUTIONS INC.	1,572.67
17-P0046010	4/18/2017	11	Maintenance	Contracted Services	SOCAL COMPLIANCE SVCS	4,230.00
17-P0046011	4/18/2017	11	Admin Services Office	Contracted Services	GLOBAL WORKS INC	3,000.00
17-P0046012	4/18/2017	11	Admin Services Office	Contracted Services	QUICK CAPTION	3,000.00
17-P0046013	4/18/2017	13	CJ/Academies	Rental-Equipment (Short-term)	EBERHARD EQUIPMENT	296.31
17-P0046018	4/18/2017	11	CJ/Academies	Contracted Repair Services	AMERICAN ALARM SYSTEMS, INC	2,500.00
17-P0046019	4/19/2017	12	Human Svcs & Technology Office	Instructional Supplies	AMAZON COM	346.66
17-P0046020	4/19/2017	33	CDC Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,020.00
17-P0046021	4/19/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0046022	4/19/2017	12	Orientation/Coord/Training	Rental - Other (Short-term)	CLASSIC PARTY RENTALS	13,549.15
17-P0046023	4/19/2017	11	Facility Planning Office	Non-Instructional Supplies	AMAZON COM	58.16
17-P0046024	4/19/2017	12	EOPS	Other Exp Paid for Students	HOTEL LAGUNA	348.00
17-P0046025	4/19/2017	12	EOPS	Other Exp Paid for Students	NENA BALDIZON-RIOS	950.00
17-P0046026	4/19/2017	12	CJ/Academies	Instructional Supplies	PACIFIC FIBRE & ROPE	607.72
17-P0046027	4/19/2017	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	395.00
17-P0046028	4/19/2017	12	Digital Media Center	District Business/Sponsorships	COLLEGE OF THE CANYONS	5,000.00
17-P0046029	4/19/2017	12	Pathways to Teaching	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,904.48
17-P0046030	4/19/2017	12	Biology	Equip-Fed Prgm >\$1,000< \$5,000	BIO RAD LABORATORIES	6,677.18
17-P0046031	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	A STITCH ABOVE LLC	785.03
17-P0046032	4/19/2017	12	Health & Wellness Center	Inst Dues & Memberships	APPIC ASSOC OF PSYCHOLOGICAL	600.00
17-P0046033	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	PROMOTIONAL DESIGN CONCEPTS INC	5,257.97

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046034	4/19/2017	12	Library Services	Instructional Supplies	YANKEE BOOK PEDDLER INC	1,367.39
17-P0046035	4/19/2017	12	Nursing	Instructional Supplies	POCKET NURSE	1,445.44
17-P0046036	4/19/2017	41	Facility Planning Office	Site Improv - DSA Project Insp	SANDY PRINGLE ASSOCIATES	30,680.00
17-P0046037	4/19/2017	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	438.72
17-P0046038	4/19/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	7,515.57
17-P0046039	4/19/2017	12	Athletics	Instructional Supplies	KAI ATHLETIC	3,258.36
17-P0046040	4/19/2017	12	Exercise Science	Instructional Supplies	D3 SPORTS INC.	230.59
17-P0046041	4/19/2017	12	Center for Teacher Education	Other Participant Travel Exp	SARA L. CONEY	138.00
17-P0046042	4/19/2017	11	Maintenance	Contracted Repair Services	JOHNSON CONTROLS	2,562.00
17-P0046043	4/19/2017	12	Center for Teacher Education	Books Paid for Students	DON BOOKSTORE	19,630.02
17-P0046044	4/19/2017	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	380.00
17-P0046045	4/19/2017	12	Modern Languages	Instructional Supplies	AMAZON COM	19.14
17-P0046046	4/19/2017	12	Distance Education	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,804.30
17-P0046048	4/19/2017	12	Small Business Dev Ctr Office	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	425.61
17-P0046049	4/19/2017	33	EHS Administration	Non-Instructional Supplies	AKERS THOMAS	235.87
17-P0046050	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	SABERS RENA	6,422.03
17-P0046051	4/19/2017	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	95.23
17-P0046052	4/19/2017	12	Manufacturing Technology	Instructional Supplies	DIX METALS	3,221.20
17-P0046053	4/19/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	HENRY SCHEIN INC	618.04
17-P0046054	4/19/2017	12	Reprographics	Instructional Supplies	KELLY PAPER	4,934.95
17-P0046055	4/19/2017	12	Center for Teacher Education	Fingerprinting	RODRIGUEZ VALERIE I	12.00
17-P0046056	4/19/2017	11	Digital Media Center	Maint Contract - Other Equip	PYRO-COMM SYSTEMS INC	285.00
17-P0046057	4/19/2017	12	Biology	Instructional Supplies	NASCO	951.30
17-P0046058	4/19/2017	12	Center for Teacher Education	Other Participant Travel Exp	DON BOOKSTORE	3,399.00
* 17-P0046059	4/19/2017	12	Nursing	Equip-All Other >\$200 < \$1,000	POCKET NURSE	1,583.93
* 17-P0046059	4/19/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	POCKET NURSE	2,261.47
PO Amt Total for *17-P0046059 :						3,845.40
17-P0046060	4/19/2017	12	Reprographics	Instructional Supplies	SPINITAR PRESENTATION PRODUCTS	2,103.72
17-P0046061	4/19/2017	12	Family & Consumer Studies	Instructional Supplies	ART SUPPLY WAREHOUSE	53.83
17-P0046062	4/19/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	17,500.00
* 17-P0046063	4/19/2017	12	Nursing	Equip-All Other >\$200 < \$1,000	POCKET NURSE	2,882.32
* 17-P0046063	4/19/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	POCKET NURSE	3,040.27
PO Amt Total for *17-P0046063 :						5,922.59

Legend: * = Multiple Funds for this P.O.

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046064	4/19/2017	12	EOPS	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	2,542.92
17-P0046065	4/19/2017	12	EOPS	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	567.00
17-P0046066	4/19/2017	11	Kinesiology - Admin Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	809.69
17-P0046067	4/19/2017	12	Library Services	Library Books	AMAZON COM	6,000.00
17-P0046068	4/19/2017	12	Nursing	Equip-Fed Prgm >\$1,000< \$5,000	LAERDAL MEDICAL CORP	9,572.17
17-P0046069	4/19/2017	12	Nursing	Instructional Supplies	REBECCA L. MILLER	1,007.00
17-P0046070	4/19/2017	13	Kinesiology - Intercol Athlet	Equip-Vehicles >\$5,000	YALE CHASE	11,529.05
17-P0046071	4/19/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	SCHICK RECORDS MGMT	37.71
17-P0046072	4/19/2017	11	Kinesiology - Admin Office	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	2,287.55
17-P0046073	4/19/2017	13	Kinesiology - Intercol Athlet	Equip-All Other >\$200 < \$1,000	TROXELL COMM INC	696.61
17-P0046074	4/19/2017	33	CDC Santa Ana College	Instructional Supplies	HOME DEPOT	200.00
17-P0046075	4/19/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	DENNIS JAMES CLEEK	662.45
17-P0046076	4/20/2017	12	Safety & Parking - DO	Contracted Services	EMPIRE PARKING LOT SERVICES	5,450.00
17-P0046077	4/20/2017	12	EOPS	Other Exp Paid for Students	THE DRIP COFFEE	100.00
17-P0046078	4/20/2017	33	CDC Santiago Canyon College	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	830.00
17-P0046079	4/20/2017	11	Student Activities	Non-Instructional Supplies	MICHAEL J MACKENZIE	219.81
17-P0046080	4/20/2017	11	Student Activities	Non-Instructional Supplies	VILLAGE NURSERIES	1,114.46
17-P0046081	4/20/2017	11	Student Activities	Non-Instructional Supplies	ALADDIN GIFT FLOWERS	530.00
17-P0046082	4/20/2017	11	Student Activities	Rental - Other (Short-term)	BAKER PARTY RENTALS	2,038.75
17-P0046083	4/20/2017	11	Mailroom	Equip-Vehicles >\$5,000	YALE CHASE	16,371.27
17-P0046085	4/20/2017	12	Manufacturing Technology	Instructional Supplies	BRYANT V. TRINH	3,550.17
17-P0046086	4/20/2017	12	Transfer Center	Food and Food Service Supplies	CSU FULLERTON	310.00
17-P0046087	4/20/2017	12	Academic Affairs Office	Inst Dues & Memberships	CCCDECO	100.00
17-P0046088	4/20/2017	12	Financial Aid Office	Contracted Repair Services	HITT MARKING DEVICES	16.16
17-P0046089	4/20/2017	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,937.04
17-P0046090	4/20/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	300.00
17-P0046091	4/20/2017	12	Welding	Instructional Supplies	HOME DEPOT	1,000.00
17-P0046092	4/20/2017	12	Welding	Instructional Supplies	BENNER METALS CORP	3,000.00
17-P0046093	4/20/2017	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
17-P0046094	4/20/2017	12	Media Systems	Instructional Supplies	TROXELL COMM INC	5,000.00
17-P0046095	4/20/2017	12	Fine & Performing Arts Office	Instructional Supplies	GRAINGER	250.00
17-P0046096	4/20/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	3,714.14
17-P0046097	4/20/2017	12	Pharmacy Technology	Equip-All Other > \$5,000	ACCU-CHART PLUS HEALTH CARE SYSTEMS INC	17,835.49
17-P0046098	4/21/2017	12	Counseling	Contracted Services	PARK DEBORAH	400.00
17-P0046099	4/21/2017	11	Maintenance & Operations	Contracted Services	SIMPLEXGRINNELL	212.00
17-P0046100	4/21/2017	11	CJ/Academies	Non-Instructional Supplies	ORANGE COUNTY FARM SUPPLY	149.95
17-P0046101	4/21/2017	33	CDC Santa Ana College - East	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	283.69

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Legend: * = Multiple Funds for this P.O.

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046102	4/21/2017	11	Student Activities	Rental - Other (Short-term)	WHITE DOVE RELEASE	425.00
17-P0046103	4/21/2017	33	CDC Centennial Education Ctr	Instructional Supplies	LAKESHORE LEARNING MATERIALS	93.49
17-P0046104	4/21/2017	11	Student Activities	Contracted Services	SANTA ANA UNIFIED SCHOOL DIST	700.00
17-P0046105	4/21/2017	11	Student Activities	Contracted Services	VIDEO ENGINEERING SERVICES	200.00
17-P0046106	4/21/2017	13	CJ/Academies	Non-Instructional Supplies	VILLAGE NURSERIES	387.87
17-P0046107	4/21/2017	12	Fine & Performing Arts Office	Instructional Supplies	B & H PHOTO VIDEO INC	373.09
17-P0046108	4/21/2017	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	8,774.21
17-P0046109	4/21/2017	12	Media Systems	Instructional Supplies	MAR VAC ELECTRONICS	2,200.00
17-P0046111	4/21/2017	41	Facility Planning Office	Equip-w/Contr Svc > \$5,000	GOLDEN STAR TECHNOLOGY, INC.	6,231.13
17-P0046112	4/21/2017	11	Resource Development	District Business/Sponsorships	OC HISPANIC CHAMBER OF COMMERCE	2,000.00
17-P0046113	4/21/2017	12	EOPS	Equip-All Other >\$1,000<\$5,000	DELL COMPUTER	2,572.27
17-P0046114	4/24/2017	12	LA/OC Regional Consortia	Contracted Services	WILSON MARCIA RENE	6,000.00
17-P0046115	4/24/2017	12	Counseling	Contracted Services	PEREZ APOLINARIO ERWIN	400.00
17-P0046116	4/24/2017	12	CJ/Academies	Instructional Supplies	PEYTON VENTURES LLC	689.29
17-P0046117	4/24/2017	12	Academic Affairs Office	Instructional Supplies	COPELAND TAPE LLC	1,060.43
17-P0046119	4/24/2017	12	Special Services Office	Advertising	EAGLE GRAPHICS INC	3,149.21
17-P0046120	4/24/2017	12	EOPS	Other Exp Paid for Students	CYNTHIA C FAGREY	1,102.29
17-P0046121	4/24/2017	61	Risk Management	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	938.13
17-P0046122	4/24/2017	13	Learning Support Center	Contracted Services	KRUEGER INTERNATIONAL INC.	24,369.38
17-P0046123	4/24/2017	12	Corporate Training Institute	District Business/Sponsorships	FULLERTON COLLEGE FOUNDATION INC	2,000.00
17-P0046124	4/24/2017	12	Counseling	Non-Instructional Supplies	ERGODIRECT INC	199.21
17-P0046125	4/24/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	NILES BIOLOGICAL INC	84.04
17-P0046126	4/24/2017	12	Athletics	Instructional Supplies	UNIVERSAL ATHLETIC SERVICES INC	3,355.78
17-P0046127	4/24/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	SMUSH BALLS INC	592.63
17-P0046128	4/24/2017	33	CDC Santa Ana College - East	Non-Instructional Supplies	SMART & FINAL	200.00
17-P0046129	4/24/2017	13	Santiago Canyon College	Advertising	TREND OFFSET PRINTING	6,732.00
17-P0046130	4/24/2017	12	Manufacturing Technology	Instructional Supplies	BRYANT V. TRINH	1,611.03
17-P0046131	4/24/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,258.75
17-P0046132	4/24/2017	12	Biology	Equip-All Other >\$1,000<\$5,000	WHITE BEAR PHOTONICS LLC	5,118.13
17-P0046133	4/24/2017	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	3,938.13
17-P0046134	4/24/2017	12	Library Services	Library Books - Databases	PROQUEST LLC	497.00
17-P0046135	4/24/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	2,258.75
17-P0046136	4/24/2017	12	Small Business Dev Ctr Office	Software License and Fees	CERTIPORT INC	8,780.00
17-P0046137	4/24/2017	12	Geology	Instructional Supplies	CIRCUIT SPECIALISTS	1,674.11
17-P0046138	4/24/2017	12	Special Services Office	Food and Food Service Supplies	PJ OF ORANGE COUNTY ONE LP	74.82
17-P0046139	4/24/2017	11	Safety & Security Office	Non-Instructional Supplies	WAYNE BENNETT	605.88
17-P0046140	4/24/2017	12	EOPS	Other Exp Paid for Students	HAVE KITCHEN WILL TRAVEL, INC.	581.85

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046141	4/24/2017	13	Administrative Services Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	1,064.82
17-P0046142	4/24/2017	12	Business Division Office	Instructional Supplies	MCMASTER CARR SUPPLY CO	2,686.19
17-P0046143	4/24/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	850.00
17-P0046144	4/24/2017	11	Warehouse	Non-Instructional Supplies	TONER JOSE ARMANDO	77.52
17-P0046145	4/24/2017	12	Health & Wellness	Awards & Incentives	DON BOOKSTORE	108.00
17-P0046146	4/24/2017	11	Occupational Therapy	Inst Dues & Memberships	CALIF OCCUPATIONAL THERAPY	200.00
17-P0046147	4/24/2017	12	Corporate Training Institute	District Business/Sponsorships	FULLERTON COLLEGE FOUNDATION INC	500.00
* 17-P0046148	4/24/2017	12	Health Sciences Education	Instructional Supplies	SCHOOL NURSE SUPPLY INC	2,288.34
* 17-P0046148	4/24/2017	13	Sci, Math, Health Sci Office	Non-Instructional Supplies	SCHOOL NURSE SUPPLY INC	984.84
PO Amt Total for *17-P0046148 :						3,273.18
17-P0046149	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	391.10
17-P0046150	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	125.63
17-P0046151	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	LAKESHORE LEARNING MATERIALS	34.63
17-P0046152	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	ART SUPPLY WAREHOUSE	208.78
17-P0046153	4/24/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	SEHI COMPUTER PRODUCTS	693.91
17-P0046154	4/25/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	39,610.00
17-P0046155	4/25/2017	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	1,113.00
17-P0046156	4/25/2017	12	Corporate Training Institute	Inst Dues & Memberships	CALIFORNIA HOTEL & LODGING ASSOC	525.00
17-P0046157	4/25/2017	12	Professional Development	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	239.18
17-P0046158	4/25/2017	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,300.00
17-P0046159	4/25/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	60,000.00
17-P0046160	4/25/2017	12	EOPS	Other Exp Paid for Students	RANCHO SANTIAGO COMMUNITY COLL. DIST.	4,600.00
17-P0046161	4/25/2017	12	EOPS	Transportation - Student	SVM LP	1,271.95
17-P0046162	4/25/2017	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	1,481.56
17-P0046163	4/25/2017	12	EOPS	Instructional Supplies	DON BOOKSTORE	500.00
17-P0046164	4/25/2017	12	Fire Academy	Equip-All Other >\$200 < \$1,000	ALLSTAR FIRE EQUIPMENT	2,594.31
17-P0046165	4/25/2017	12	Upward Bound	Other Participant Travel Exp	MANCHESTER HOTEL	5,148.00
17-P0046166	4/25/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	3,881.93
17-P0046167	4/25/2017	12	EOPS	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	765.46
17-P0046168	4/25/2017	12	EOPS	Non-Instructional Supplies	DON BOOKSTORE	377.13
17-P0046169	4/25/2017	12	Fire Technology	Instructional Supplies	GALLS QUARTERMASTER LLC	284.76
17-P0046170	4/25/2017	12	Fire Academy	Instructional Supplies	ALLSTAR FIRE EQUIPMENT	5,756.88
17-P0046171	4/25/2017	13	Business Division Office	Equip-Mod Furn>\$1,000 < \$5,000	KRUEGER INTERNATIONAL INC.	3,558.84
17-P0046172	4/26/2017	12	Library Services	Instructional Supplies	AMAZON COM	2,958.72
17-P0046173	4/26/2017	12	LA/OC Regional Consortia	Contracted Services	VERCHES RICHARD	71,109.23

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 05/30/2017

Purchase Order List

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PU0010

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046174	4/26/2017	11	Board of Trustees	Conference Expenses	OCSBA ORANGE CO SCHOOL BOARD ASSOC	35.00
17-P0046175	4/26/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MARATHON BUSINESS SOLUTIONS, INC	7,888.09
17-P0046176	4/26/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MARATHON BUSINESS SOLUTIONS, INC	938.42
17-P0046177	4/26/2017	13	Biology	Equip-All Other >\$200 < \$1,000	KRUEGER INTERNATIONAL INC.	72,520.14
17-P0046178	4/26/2017	12	Business Division Office	Instructional Supplies	AMAZON COM	116.36
17-P0046179	4/26/2017	12	Fine & Performing Arts Office	Instructional Supplies	B & H PHOTO VIDEO INC	1,993.16
17-P0046180	4/26/2017	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	128.24
17-P0046181	4/26/2017	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	20,458.75
17-P0046182	4/26/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	ART SUPPLY WAREHOUSE	300.00
17-P0046183	4/26/2017	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	2,869.00
17-P0046184	4/26/2017	11	District Wide Technology	Non-Instructional Supplies	AMAZON COM	9.29
17-P0046185	4/27/2017	12	Talent Search	Food and Food Service Supplies	MARCO A. RAMIREZ	140.00
17-P0046186	4/27/2017	12	Talent Search	Food and Food Service Supplies	MARCO A. RAMIREZ	550.00
17-P0046187	4/27/2017	12	Talent Search	Fees Paid for Students	SAN DIEGO WILD ANIMAL PARK	550.00
17-P0046188	4/27/2017	13	Santiago Canyon College	Contracted Services	STRAZIS SHELLY	3,000.00
17-P0046189	4/27/2017	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	2,320.43
17-P0046190	4/27/2017	11	Fire Academy	Lease Agreement - Facility	NORTH NET FIRE TRAINING CTR	560.00
17-P0046191	4/27/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	5,789.14
17-P0046192	4/27/2017	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	2,816.00
17-P0046193	4/27/2017	13	Administrative Services Office	Bldg Impr - Contractor Svcs	CENTER WALLCOVERING & PAINTING, INC	625.00
17-P0046194	4/27/2017	11	Maintenance	Contracted Repair Services	ABBA TERMITE & PEST CONTROL INC	225.00
17-P0046195	4/27/2017	11	District Wide Technology	Contracted Services	ELLUCIAN INC.	10,000.00
17-P0046196	4/27/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	ACADEMY ELECTRIC INC	5,739.03
17-P0046197	4/27/2017	11	Accounts Payable	Maint Contract - Office Equip	CI BUSINESS EQUIPMENT INC	218.00
17-P0046198	4/27/2017	11	Maintenance	Contracted Services	TRI-SIGNAL INTEGRATION INC	1,110.00
17-P0046199	4/27/2017	12	Resource Development	Contracted Services	SAN BERNARDINO COMMUNITY CLG DIST	50,000.00
17-P0046200	4/27/2017	12	EOPS	Other Exp Paid for Students	SCHOOL DATEBOOKS	893.33
17-P0046201	4/27/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	244.32
17-P0046202	4/27/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	248.18
17-P0046203	4/27/2017	12	Engineering	Transportation - Student	CERTIFIED TRANSPORTATIONS	482.56
17-P0046204	4/27/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	SADDLEBACK COLLEGE	2,500.00
17-P0046205	4/27/2017	12	Special Services Office	Non-Instructional Supplies	DON BOOKSTORE	989.96
17-P0046206	4/27/2017	12	Veterans Resource Center	Other Participant Prog Svc/Exp	CITY OF LA MIRADA	480.00
17-P0046207	4/27/2017	12	Special Services Office	Advertising	DON BOOKSTORE	2,591.39
17-P0046208	4/27/2017	12	Biology	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,790.98
17-P0046209	4/27/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,236.30
17-P0046210	4/27/2017	12	Chemistry	Equip-All Other >\$200 < \$1,000	FISHER SCIENTIFIC	2,386.52

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Purchase Order List

04/01/2017 thru 04/30/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046211	4/27/2017	12	Digital Media Center	Transportation - Student	PLACENTIA YORBA LINDA	410.00
17-P0046212	4/27/2017	43	Facility Planning Office	Site Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,041.12
17-P0046213	4/27/2017	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	1,973.98
17-P0046214	4/27/2017	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	3,000.00
17-P0046215	4/27/2017	11	Library Services	Non-Instructional Supplies	MEDIA EDUCATION FOUNDATION	207.75
17-P0046216	4/27/2017	13	CJ/Academies	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	4,000.00
17-P0046217	4/27/2017	11	Maintenance	Repair & Replacement Parts	WATERLINE TECHNOLOGIES	1,000.00
17-P0046218	4/27/2017	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	176.96
17-P0046219	4/27/2017	12	Digital Media Center	District Business/Sponsorships	IRVINE VALLEY COLLEGE FOUNDATION	20,000.00
17-P0046220	4/27/2017	11	District Wide Technology	Contracted Services	VPLS SOLUTIONS LLC	14,950.00
17-P0046221	4/27/2017	41	Facility Planning Office	Equip-All Other >\$200 < \$1,000	ZORO TOOLS INC	772.57
17-P0046222	4/27/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	109.42
17-P0046223	4/27/2017	11	Safety & Security Office	Non-Instructional Supplies	PARAGON TACTICAL INC	2,272.76
17-P0046224	4/27/2017	11	Admin Services Office	Public Agencies' Assess & Fees	CITY OF ORANGE	39,236.09
17-P0046225	4/27/2017	13	Occupational Therapy	Advertising	MICHELLE R. PAROLISE	479.00
17-P0046226	4/27/2017	12	Fire Academy	Contracted Services	TSI INC	1,990.00
17-P0046227	4/27/2017	12	Special Services Office	Supplies Paid for Students	DON BOOKSTORE	4,468.39
17-P0046228	4/27/2017	11	Maintenance	Maint/Oper Service Agreements	THYSSENKRUPP ELEVATOR CORP	2,970.00
17-P0046229	4/28/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	VERITIV OPERATING COMPANY	1,530.05
17-P0046230	4/28/2017	12	Foster Youth	Other Exp Paid for Students	MILE HIGH PINES CAMP	2,825.00
17-P0046231	4/28/2017	12	Foster Youth	Non-Instructional Supplies	SYLVIA V. SANCHEZ	200.00
17-P0046232	4/28/2017	12	Family & Consumer Studies	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	646.49
17-P0046233	4/28/2017	41	Facility Planning Office	Bldg Impr - AE Fee	SILLMAN WRIGHT ARCHITECTS	280,000.00
17-P0046234	4/28/2017	11	Maintenance	Contracted Services	PAINTING & DECOR INC	1,850.00
17-P0046236	4/28/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	510.00
17-P0046237	4/28/2017	13	Family & Consumer Studies	Non-Instructional Supplies	AMAZON COM	394.44
17-P0046238	4/28/2017	33	EHS Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	750.00
17-P0046239	4/28/2017	12	Orange Educ Ctr-Instruction	Repair & Replacement Parts	ORANGE COUNTY INDUSTRIAL YSEWING MACHINE CO	500.00
17-P0046240	4/28/2017	11	Maintenance	Contracted Repair Services	ACTION DOOR CONTROLS INC	155.00
17-P0046241	4/28/2017	13	Maintenance	Contracted Services	FIELDTURF USA INC	2,442.91
17-P0046242	4/28/2017	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	2,500.00
17-P0046243	4/28/2017	12	Student Equity	Books Paid for Students	DON BOOKSTORE	10,000.00
17-P0046244	4/28/2017	12	Student Equity	Food and Food Service Supplies	LITTLE CAESARS PIZZA	180.00
17-P0046245	4/28/2017	12	Orientation/Coord/Training	Food and Food Service Supplies	SMART & FINAL	1,500.00
17-P0046246	4/28/2017	12	Talent Search	Transportation - Student	MICHELANGELO LEASING INC	724.50
17-P0046247	4/28/2017	12	Reprographics	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	8,000.00
17-P0046248	4/28/2017	12	Human Svcs & Technology Office	Instructional Supplies	SMART & FINAL	1,600.00

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Legend: * = Multiple Funds for this P.O.

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Rancho Santiago Community College District

AP Types: ('0011', '0012', '0013', '0033', '0041', '0042', '0043', '0061', '0062')

Board Meeting of 05/30/2017

Purchase Order List

04/01/2017 thru 04/30/2017

PU0010

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0046249	4/28/2017	12	Human Svcs & Technology Office	Instructional Supplies	STATER BROS	1,000.00
17-P0046250	4/28/2017	12	Upward Bound	Contracted Services	CHAPMAN UNIVERSITY	42,740.00
17-P0046251	4/28/2017	13	Publications	Non-Instructional Supplies	KELLY PAPER	1,483.72
17-P0046252	4/28/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	450.00
17-P0046253	4/28/2017	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	350.00
17-P0046254	4/28/2017	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	14,500.00
17-P0046255	4/28/2017	12	Fine & Performing Arts Office	Instructional Supplies	NOVAL COLORS	200.00
17-P0046256	4/28/2017	11	Nursing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	700.00
17-P0046257	4/28/2017	12	Upward Bound	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0046258	4/28/2017	12	MESA	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
17-P0046259	4/28/2017	11	Educational Multimedia Service	Software License and Fees	WELLS FARGO BANK	94.19
17-P0046261	4/28/2017	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	9,928.13
17-P0046262	4/28/2017	12	Fine & Performing Arts Office	Instructional Supplies	METAL ART OF CALIFORNIA, INC	500.00
17-P0046263	4/28/2017	12	Business Division Office	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	431.99
17-P0046264	4/28/2017	11	Business Division Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	518.75
17-P0179449	4/5/2017 1	11	District Wide Technology	Software Support Service-Fixed	SHI INTERNATIONAL CORP	418.23
17-P0179450	4/18/2017	12	Safety & Parking - DO	Software License and Fees	MAXIENT LLC	10,000.00
17-P0179451	4/17/2017	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	ORANGE UNIFIED SCHOOL DISTRICT	11,424.00
17-P0179452	4/18/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179453	4/18/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179454	4/19/2017	13	SAC Continuing Ed-Instruction	Lease Agreement - Facility	OCR LAND, LLC	37,584.00
17-P0179455	4/21/2017	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	22,500.00
17-P0179456	4/21/2017	11	CJ/Academies	Instructional Agrmt - Salary	COUNTY OF ORANGE	107,900.00
17-P0179457	4/21/2017	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	9,310.00
17-P0179458	4/28/2017	12	Resource Development	Software License and Fees	LOOKER DATA SCIENCES, INC.	58,500.00
17-P0179459	4/28/2017	12	Continuing Education Division	Rental - Facility (Short-term)	SANTA ANA UNIFIED SCHOOL DIST	23,001.00
17-PO44271	4/12/2017	12	Resource Development	Bldg Impr - Contractor Svcs	TAE GON PARK	5,825.00
Grand Total :						2,802,464.27

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Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvt
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

Legend: * = Multiple Funds for this P.O.

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LoginID: DR21189

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 1, 2017 THROUGH APRIL 30, 2017
BOARD MEETING OF MAY 30, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0045755	\$18,294.23	Outdoor tables with seating at Santa Ana College	SAC-Admin Services	Purchased from the Hawthorne School District Bid #13-14-1 Board Approved: March 24, 2014
17-P0045810	\$53,500.00	Dance floor replacement at Santa Ana College - building G (Cook Gym)	DO-Facility Planning	Bid #1314 Board Approved: April 12, 2017
17-P0045813	\$32,542.40	Ford F-250 truck	SAC-Maintenance and Operations	Received Quotations: * 1. National Auto Fleet Group 2. Ford of Orange * Successful Bidder
17-P0045819	\$144,400.00	Reconfiguration of Congressman Correa's office and minor improvements to the 4th floor of District Office	DO-Facility Planning	Bid #1320 Board Approved: April 12, 2017
17-P0045846	\$18,500.00	Termite fumigation in building P at Santa Ana College	DO-Facility Planning	Received Quotations: * 1. Integrity Termite Company 2. Orkin Pest Control * Successful Bidder
17-P0045859	\$21,618.05	Modular workstations, lateral files and installation for building S-204 and S-212 at Santa Ana College	SAC-Admin Services	Purchased from the Hawthorne School District Bid #13-14-1 Board Approved: March 24, 2014
17-P0045866	\$51,325.63	Three (3) Taylor Dunn electric burden carrier/carts	SAC-Maintenance and Operations	Received Quotations: * 1. Yale Chase 2. Saddleback Golf Cars * Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 1, 2017 THROUGH APRIL 30, 2017
BOARD MEETING OF MAY 30, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0045867	\$51,780.97	Ford F450 stakebed truck	SAC-Maintenance and Operations	Received Quotations: * 1. Carmenita Truck Center 2. National Auto Fleet Group * Successful Bidder
17-P0045877	\$15,723.19	Santa Ana Unified School District and Santa Ana College joint pole banner project for advertising the College Promise Program	SAC-Admin Services	
17-P0045878	\$28,005.35	Unisex restroom door hardware project	DO-Facility Planning	Received Quotations: * 1. Construction Hardware Company 2. Hill's Bros Lock & Safe, Incorporated 3. GDL Best Contractors, Incorporated * Successful Bidder
17-P0045879	\$20,662.24	HP laptop computers, HP desktop computers, monitors and extended warranty	CEC-Career Center	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
17-P0045896	\$38,920.76	Miscellaneous science equipment and supplies	SAC-Biology	Purchased from the NASPO ValuePoint Master Agreement #MA16000234-2 and DGSMaster Agreement #7-16-99-26-01 Board Approved: April 24, 2017
17-P0045897	\$29,538.81	Miscellaneous science equipment and supplies	SAC-Chemistry	Purchased from the NASPO ValuePoint Master Agreement #MA16000234-1 and DGSMaster Agreement #7-16-99-26-02 Board Approved: April 24, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 1, 2017 THROUGH APRIL 30, 2017
BOARD MEETING OF MAY 30, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0045958	\$74,000.00	Textbooks for EOPS Students for Spring 2017	SAC-EOPS	
17-P0045990	\$16,500.00	Santiago Canyon College digital marketing campaign for Summer and Fall 2017	SCC-Marketing Task Force	
17-P0046036	\$30,680.00	Inspector of Record services for the U Portables Certification project at Santiago Canyon College	DO-Facility Planning	Board Approved: April 12, 2017
17-P0046043	\$19,630.02	Textbooks and supplies for OC Teacher Pathway Partnership program students during Spring 2017	SAC-Counseling	
17-P0046062	\$17,500.00	Don Bookstore debit cards for EOPS students for Summer 2017	SAC-EOPS	
17-P0046083	\$16,371.27	Taylor Dunn electric burden carrier/cart	DO-Warehouse	Received Quotations: * 1. Yale Chase 2. Saddleback Golf Cars * Successful Bidder
17-P0046097	\$17,835.49	Unit dose packaging machine	SAC- Pharm-Tech	Received Quotations: * 1. Accu Chart Plus Healthcare 2. Medical Packaging Inc. * Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 1, 2017 THROUGH APRIL 30, 2017
BOARD MEETING OF MAY 30, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046122	\$24,369.38	Student task chairs	SAC-Learning Center	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-09-71-0073B Board Approved: June 19, 2014
17-P0046154	\$39,610.00	Textbook vouchers EOPS students for Spring 2017	SCC-EOPS	
17-P0046159	\$60,000.00	Textbook vouchers EOPS students for 2016/2017	SAC-EOPS	
17-P0046173	\$71,109.23	Independent Contractor to provide leadership and long range economic and workforce planning in consultation with Career Technical Education (CTE).	DO-Educational Services	Board Approved: April 24, 2017
17-P0046177	\$72,520.14	Miscellaneous furniture and installation for Santa Ana College computer lab testing area	SAC-Computer Lab	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-09-71-0073B Board Approved: June 19, 2014
17-P0046181	\$20,458.75	Miscellaneous IT equipment (i.e. servers, processors, memory modules, network adapters, controllers) and hardware support	DO-ITS	Purchased from the NASPO Valuepoint Contract Master Agreement #MNNVP-134 Board Approved: November 9, 2015

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 1, 2017 THROUGH APRIL 30, 2017
BOARD MEETING OF MAY 30, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0046199	\$50,000.00	Agreement with San Bernardino CCD on behalf of the San Bernardino Valley College, Grant #15-197-001 from CCCCCO to implement the Career Technical Education Data Unlocked Program	DO-Grants	Board Approved: September 26, 2016
17-P0046219	\$20,000.00	C-STEM Robotic and Video Competition Event sponsorship	DMC	
17-P0046224	\$39,236.09	Maintenance of parkways at Santiago Canyon College	SCC-Admin Services	Board Approved: June 25, 2007
17-P0046233	\$280,000.00	Architectural consultant design services for barrier removal projects Districtwide	DO-Facility Planning	Board Approved: April 24, 2017
17-P0046250	\$42,740.00	Upward Bound 2017 Summer Residential Program for 35 students and 5 staff	SAC-Student Affairs	Board Approved: April 12, 2017
17-P0179452	\$50,000.00	Agreement with Los Angeles CCD on behalf of the Los Angeles Valley College, Grant #15-197-001 from CCCCCO to implement the Career Technical Education Data Unlocked Program	DO-Grants	Board Approved: September 12, 2016
17-P0179453	\$50,000.00	Agreement with Los Angeles CCD on behalf of the West Los Angeles College, Grant #15-197-001 from CCCCCO to implement the Career Technical Education Data Unlocked Program	DO-Grants	Board Approved: October 10, 2016

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM APRIL 1, 2017 THROUGH APRIL 30, 2017
BOARD MEETING OF MAY 30, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0179454	\$37,584.00	Security deposit for parking lot lease of 144 reserved vehicle parking spaces in Lot 4 at 523 N. Grand, Santa Ana, CA 92706	CEC	Board Approved: April 12, 2017
17-P0179455	\$22,500.00	Law enforcement training	OCSRTA	Board Approved: February 27, 2017
17-P0179456	\$107,900.00	Information Technician and Facilities Maintenance Specialist	OCSRTA	Board Approved: February 27, 2017
17-P0179458	\$58,500.00	Grant funded subscription license for California Community Colleges Chancellor's Office	DO-Grants	Board Approved: May 31, 2016
17-P0179459	\$23,001.00	Rental of classrooms at various Santa Ana Unified School Distirct sites for Fall 2016	CEC	Board Approved: November 20, 2006

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-B0001183	4/10/2017	79	Admissions & Records	Non-Instructional Supplies	COAST ELECTRIC	380.00
17-B0001184	4/18/2017	79	Admissions & Records	Non-Instructional Supplies	SMART & FINAL	300.00
17-B0001185	4/18/2017	79	Auxiliary Services Office	Other Operating Exp & Services	NAT'L SPORTS APPAREL LLC	6,705.86
17-B0001186	4/18/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	OFFICE DEPOT	500.00
17-B0001187	4/19/2017	31	Bookstore - SAC	Freight Expense	FEDEX	10,000.00
17-B0001188	4/24/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	WELLSPRING SOFTWARE INC	384.47
17-B0001198	4/24/2017	31	Bookstore - CEC	Freight Expense	JET DELIVERY INC	2,000.00
17-B0001199	4/25/2017	79	A&R Office - Credit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	800.00
17-B0001200	4/25/2017	79	Auxiliary Services Office	Non-Instructional Supplies	CHAMPION TROPHY	150.85
17-B0001201	4/26/2017	79	Admissions & Records	Equip-Tablet/Laptop>\$200<\$1000	CDW GOVERNMENT INC.	3,152.42
17-B0001202	4/26/2017	79	Auxiliary Services Office	Other Operating Exp & Services	NAT'L SPORTS APPAREL LLC	517.48
17-B0001203	4/26/2017	79	Auxiliary Services Office	Other Operating Exp & Services	NAT'L SPORTS APPAREL LLC	2,223.34
17-B0001204	4/26/2017	79	Auxiliary Services Office	Other Participant Travel Exp	NAT'L SPORTS APPAREL LLC	650.64
17-B0001205	4/26/2017	81	Auxiliary Services Office	Diversified Agency Fund Expens	DON BOOKSTORE	500.00
17-B0001207	5/1/2017 1	79	Auxiliary Services Office	Conference Expenses	SILVERADO STAGES INC	780.00
17-B0001208	5/3/2017 1	79	Auxiliary Services Office	Non-Instructional Supplies	EDUCATIONAL TESTING SVC	776.00
17-B0001210	5/3/2017 1	79	Auxiliary Services Office	Food and Food Service Supplies	NAT'L SPORTS APPAREL LLC	3,742.96
17-B0001211	5/5/2017 1	71	Student Activities	Other Operating Exp & Services	SKULLS UNLIMITED INTERNATIONAL INC	992.00
17-B0001212	5/5/2017 1	71	Student Activities	Other Operating Exp & Services	HOME DEPOT	444.18
17-B0001213	5/9/2017 1	31	Bookstore - Don Express	Other Operating Exp & Services	BOYD & ASSOCIATES	1,000.00
17-B0001214	5/9/2017 1	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	4 IMPRINT	919.78

Grand Total : 36,919.98

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-CEC000401	4/13/2017	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$941.25
GM-CAF000425	4/7/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$965.22
GM-CAF000426	4/7/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,391.49
GM-CAF000427	4/7/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,456.65
GM-CAF000428	4/7/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,543.08
GM-CAF000429	4/17/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1.45
GM-CAF000430	4/20/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$169.44
GM-CAF000431	4/20/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,513.02
GM-CAF000432	4/20/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,969.92
GM-CAF000433	4/20/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,086.34
GM-CAF000434	4/25/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,107.43
GM-CAF000435	4/25/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,300.60
GM-CAF000436	4/28/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$139.50
GM-CAF000437	4/28/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$2,397.99
GM-CAF000438	4/28/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,485.80
GM-CAF000439	5/1/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$194.88
GM-CAF000440	5/1/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,106.08
GM-CAF000441	5/1/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,464.19
GM-CAF000442	5/4/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$890.88
GM-CAF000443	5/4/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,757.87
GM-CAF000447	5/9/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,631.52
GM-CAF000448	5/9/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,820.49
GM-CAF000449	5/9/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$187.26
GM-CAF000450	5/9/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,494.91
GM-CAF000451	5/9/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$863.12
GM-CAF000452	5/10/2017	31	SAC Café	General Merchandise	COAST EMS	\$175.00
GM-CAF000453	5/10/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,400.38
GM-CAF000454	5/10/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,278.84
GM-DON002696	4/7/2017	31	SAC Bookstore	General Merchandise	TEAMWORK	\$318.40
GM-DON002700	4/27/2017	31	SAC Bookstore	General Merchandise	JANSPORT CO	\$3,803.90
GM-DON002701	4/28/2017	31	SAC Bookstore	General Merchandise	LXG	\$638.75
GM-DON002715	5/11/2017	31	SAC Bookstore	General Merchandise	UNIVERSITY FRAMES	\$652.10
GM-DON002716	5/11/2017	31	SAC Bookstore	General Merchandise	CASEMETRO LLC, SMASHDISCOUNT	\$854.64
GM-EXPR001140	4/7/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,383.37
GM-EXPR001141	4/7/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,977.18
GM-EXPR001142	4/7/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,336.06
GM-EXPR001143	4/17/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,078.03

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001144	4/17/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,212.92
GM-EXPR001145	4/20/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$103.50
GM-EXPR001146	4/20/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,894.93
GM-EXPR001147	4/20/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,177.28
GM-EXPR001148	4/20/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,171.48
GM-EXPR001149	4/20/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,960.80
GM-EXPR001154	4/25/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,452.57
GM-EXPR001155	4/28/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,212.92
GM-EXPR001156	4/28/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$250.08
GM-EXPR001157	4/28/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$912.33
GM-EXPR001158	4/28/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,329.88
GM-EXPR001159	5/1/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$898.57
GM-EXPR001160	5/4/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$160.26
GM-EXPR001161	5/4/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,448.18
GM-EXPR001162	5/3/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$659.07
GM-EXPR001163	5/9/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,780.11
GM-EXPR001164	5/9/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,728.47
GM-EXPR001165	5/9/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$218.94
GM-EXPR001166	5/9/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$919.19
GM-EXPR001167	5/9/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$881.42
GM-EXPR001168	5/9/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$809.34
GM-EXPR001169	5/10/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,594.94
GM-EXPR001170	5/10/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,151.00
GM-HAWK002277	4/17/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$200.76
GM-HAWK002278	4/17/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$875.26
GM-HAWK002279	4/17/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,292.36
GM-HAWK002280	4/17/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,171.54
GM-HAWK002281	4/18/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$100.74
GM-HAWK002282	4/18/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$100.74
GM-HAWK002284	4/20/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$396.89
GM-HAWK002285	4/20/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$470.56
GM-HAWK002291	4/24/2017	31	SCC Bookstore	General Merchandise	C2F	\$845.40
GM-HAWK002296	4/24/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$810.01
GM-HAWK002297	4/24/2017	31	SCC Bookstore	General Merchandise	NACSCORP	\$197.56
GM-HAWK002298	4/26/2017	31	SCC Bookstore	General Merchandise	CACS	\$105.24
GM-HAWK002300	4/26/2017	31	SCC Bookstore	General Merchandise	MANHATTAN MARKETING INTER	\$72.00
GM-HAWK002301	4/26/2017	31	SCC Bookstore	General Merchandise	RESEARCH & EDUCATION ASSN	\$165.15

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK002302	4/26/2017	31	SCC Bookstore	General Merchandise	DOVER	\$61.50
GM-HAWK002303	4/26/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$105.24
GM-HAWK002304	4/26/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$80.00
GM-HAWK002305	4/26/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$600.46
GM-HAWK002306	4/26/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,620.69
GM-HAWK002307	4/27/2017	31	SCC Bookstore	General Merchandise	BALLOONS EVERYWHERE	\$134.35
GM-HAWK002308	4/27/2017	31	SCC Bookstore	General Merchandise	Leanin Tree Greeting Cards	\$123.60
GM-HAWK002309	4/27/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,099.60
GM-HAWK002310	5/1/2017	31	SCC Bookstore	General Merchandise	PENS ETC.	\$617.05
GM-HAWK002311	5/1/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$700.96
GM-HAWK002312	5/2/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$177.60
GM-HAWK002313	5/2/2017	31	SCC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$163.90
GM-HAWK002314	5/3/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$523.40
GM-HAWK002315	5/4/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$746.26
GM-HAWK002316	5/4/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,020.35
GM-HAWK002317	5/8/2017	31	SCC Bookstore	General Merchandise	MELODEE ICE CREAM	\$172.20
GM-HAWK002318	5/8/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$86.11
GM-HAWK002319	5/8/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$552.67
GM-HAWK002321	5/9/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$174.48
GM-HAWK002322	5/9/2017	31	SCC Bookstore	General Merchandise	GRAD AWARDS	\$187.50
GM-HAWK002323	5/10/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$648.28
GM-HAWK002324	5/10/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,167.77
GM-HAWK002325	5/11/2017	31	SCC Bookstore	General Merchandise	UNIVERSITY FRAMES	\$2,239.00
GM-HAWK002326	5/11/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$959.43
GM-HAWK002327	5/11/2017	31	SCC Bookstore	General Merchandise	THE GAME, INC - MV SPORT	\$228.00
TR-CEC000051	4/18/2017	31	CEC Bookstore	Trade Book	OXFORD UNIVERSITY PRESS,	\$123.00
TX-CEC000402	4/25/2017	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$399.00
TX-CEC000403	5/10/2017	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$343.10
TX-DON004385	4/10/2017	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$290.75
TX-DON004386	4/10/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$810.00
TX-DON004387	4/10/2017	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$973.15
TX-DON004388	4/10/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,716.09
TX-DON004389	4/10/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,136.30
TX-DON004390	4/10/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$1,384.90
TX-DON004391	4/10/2017	31	SAC Bookstore	Textbook	NORTON, INC.	\$420.00
TX-DON004392	4/10/2017	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,020.00
TX-DON004393	4/10/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,359.75

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON004394	4/10/2017	31	SAC Bookstore	Textbook	NACSCORP	\$123.40
TX-DON004395	4/10/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$3,142.47
TX-DON004397	4/12/2017	31	SAC Bookstore	Textbook	BAKER & TAYLOR	\$261.46
TX-DON004398	4/17/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$106.58
TX-DON004399	4/18/2017	31	SAC Bookstore	Textbook	NACSCORP	\$23.20
TX-DON004400	4/18/2017	31	SAC Bookstore	Textbook	AMAZON	\$504.00
TX-DON004401	4/18/2017	31	SAC Bookstore	Textbook	NACSCORP	\$71.80
TX-DON004402	4/18/2017	31	SAC Bookstore	Textbook	NORTON, INC.	\$940.00
TX-DON004403	4/18/2017	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$227.00
TX-DON004404	4/18/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$267.43
TX-DON004405	4/18/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$177.50
TX-DON004406	4/18/2017	31	SAC Bookstore	Textbook	NACSCORP	\$191.40
TX-DON004407	4/18/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$38.55
TX-DON004409	4/18/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$418.46
TX-DON004410	4/19/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$20.92
TX-DON004411	4/20/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$222.15
TX-DON004412	4/24/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$219.00
TX-DON004413	4/24/2017	31	SAC Bookstore	Textbook	JONES & BARTLETT LEARNING	\$220.00
TX-DON004414	4/26/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$326.67
TX-DON004415	4/26/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$616.80
TX-DON004416	4/27/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$573.72
TX-DON004417	5/3/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$148.56
TX-DON004418	5/8/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,975.00
TX-HAWK003298	4/18/2017	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS,	\$657.00
TX-HAWK003299	4/18/2017	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$142.14
TX-HAWK003300	4/18/2017	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$360.05
TX-HAWK003301	4/20/2017	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$360.05
TX-HAWK003302	4/26/2017	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$14.65
TX-HAWK003303	4/27/2017	31	SCC Bookstore	Textbook	NACSCORP	\$518.80
TX-HAWK003304	4/27/2017	31	SCC Bookstore	Textbook	AMAZON	\$20.00

Grand Total:

\$118,564.62

Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvt
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

Legend: * = Multiple Funds for this P.O.

Printed: 5/12/2017 8:12:01PM

Environment: Colleague

LoginID: KW83000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: May 30, 2017
Re:	Approval of Resource Development Item	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical program were developed:

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
	<u>Fiscal Year 2017/2018</u>		
1.	Song-Brown Health Care Workforce Training Program – Registered Nurse Education: Capitation (SAC) Grant award from the Office of Statewide Health Planning and Development to the Santa Ana College Nursing Program to provide a nurse education program to six (6) full-time Associate Degree in Nursing students during a two-year funding cycle. The SAC Nursing Program is to be paid a capitated rate of \$10,000 per student per contract year. (17/18, 18/19). <i>No match is required.</i>	05/02/2017	\$120,000

RECOMMENDATION

It is recommended that the Board approve this item and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$120,000	Board Date: May 30, 2017
Item Prepared by: Maria N. Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2555

NAME: Song-Brown Health Care Workforce Training Program - Registered Nurse Education

Capitation Grant (Santa Ana College)

FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 07/01/2017 - 08/15/2019

PROJ ADM.: Michelle Priest

CONTRACT INCOME: \$120,000

PROJ. DIR.: Becky Miller

PRIME SPONSOR: State of California, Health and Human Services Agency

Date: 05/12/2017

FISCAL AGENT: Office of Statewide Health Planning & Development

PRIME AWARD No.: n/a

SUB-AWARD No.: 17-8024

CFDA No.: n/a

GL Account String	Description	Year 1	Year 2	New Budget	
				Debit	Credit
12-2555-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College				120,000
12-2555-123010-16640-1310	Part-Time Instructors : Nursing Yr. 1: \$64.25/hr. x FA17 @ 16.86 LHE, SP18 @ 10 LHE Yr. 2: \$65.20/hr. x FA18 @ 16.86 LHE, SP19 @ 10 LHE	31,064	31,523	62,587	
12-2555-123010-16640-2420	Inst Assistant - Hourly : Nursing Yr. 1: \$18.81/hr. x 75 hrs. (Learning Facilitators) Yr. 2: \$19.09/hr. x 75 hrs. (Learning Facilitators)	1,411	1,432	2,843	
12-2555-123010-16640-3111	STRS - Instructional : Nursing	4,482	5,132	9,614	
12-2555-123010-16640-3321	Medicare - Instructional : Nursing	471	478	949	
12-2555-123010-16640-3331	PARS - Instructional : Nursing	18	19	37	
12-2555-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	1,179	1,196	2,375	
12-2555-123010-16640-3511	SUI - Instructional : Nursing	16	16	32	
12-2555-123010-16640-3611	WCI - Instructional : Nursing	731	741	1,472	
12-2555-123010-16640-4310	Instructional Supplies : Nursing	453	258	711	
12-2555-123010-16640-6409	Equip-All Other >\$200 < \$1,000 : Nursing	500	400	900	
12-2555-123010-16640-6410	Equip-All Other >\$1,000<\$5,000 : Nursing	1,130	0	1,130	
12-2555-649000-16640-2310	Classified Employees - Ongoing : Nursing Patient Care Simulation Technician (new) est. Grade 14 @ 0.475 FTE Yr. 1: \$24.99/hr. x 19 hrs./wk. x 34 wks. Yr. 2: \$25.36/hr. x 19 hrs./wk. x 34 wks.	16,144	16,382	32,526	
12-2555-649000-16640-3325	Medicare - Non-Instructional : Nursing	234	238	472	
12-2555-649000-16640-3335	PARS - Non-Instructional : Nursing	210	213	423	
12-2555-649000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	586	595	1,181	
12-2555-649000-16640-3515	SUI - Non-Instructional : Nursing	8	8	16	
12-2555-649000-16640-3615	WCI - Non-Instructional : Nursing	363	369	732	
12-2555-675000-16640-5210	Conference Expenses : Nursing	1,000	1,000	2,000	
	Total 2555 - Song-Brown Capitation (SAC)	60,000	60,000	120,000	120,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 16, 2017
Re: Approval of Sub-Agreement between RSCCD and Integrative Impact LLC for the Sector Navigator Information & Communication Technologies/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a fiscal year 2017/18 renewal (year 5) Sector Navigator – Information Communications Technology/Digital Media grant, Grant #17-151-006, 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

For the Sector Navigator project Integrative Impact LLC will develop and arrange for printing of promotional materials; perform outreach to colleges, industry and internal teams; perform website administrative functions and updates; coordinate shipping of marketing materials to colleges; participate on committees and task teams (BIW Digital Badge, DSN Team, NETLAB+ User Group); maintain listing of action items for response and follow through by each group; create reports and perform event planning/management tasks as necessary. The performance period of the service contract is July 01, 2017 – June 30, 2018. The total cost will not exceed \$40,000.

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: \$40,000 (grant-funded)	Board Date: May 30, 2017
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
INTEGRATIVE IMPACT LLC**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 30th day of May, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Integrative Impact LLC (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #17-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**
SUBCONTRACTOR agrees to perform the work as 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 as 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 01, 2017 through June 30, 2018.
3. **Total Cost**
The total cost to RSCCD for performance of this Agreement shall not exceed \$40,000 USD.
4. **Budget**
SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A*) submitted by the

SUBCONTRACTOR and approved by RSCCD, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit upon RSCCD's receipt invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

SUBCONTRACTOR will submit invoices to receive payment for work performed for this Agreement. Invoices should include the Agreement number (refer to footer) and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706

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.

8. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. 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. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2018**.

9. Independent Contractor

SUBCONTRACTOR agrees that the services 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.

10. Subcontract 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 approval by 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.

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 agrees that RSCCD, the PRIME SPONSOR, 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 PRIME SPONSOR, 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 the performance of this Agreement.

13. 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.

14. 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.

15. 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 PRIME SPONSOR. 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 PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. 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: Rancho Santiago Community College District
Enrique Perez, Program Administrator ICT Sector Navigator
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7460; Perez.Enrique@rsccd.edu
(805) 231-8444; Steve@wrightca.com

SUBCONTRACTOR: Integrative Impact LLC
Nicole Sherman
10061 Merrimac Drive
Huntington Beach, CA 92646
Phone: (714) 334-0042
Email: Sherman.nicole@hotmail.com

17. 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.

18. 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 Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/2017 and Article II, Rev. 04/2016), as set forth and incorporated into this Agreement by reference. As the 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, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

[NOTE: Articles I and II (Exhibit C) serve as a reference for the general Grant terms and conditions. The payment and reporting terms in the Articles pertain only to RSCCD. The payment terms and reporting requirements for the SUBCONTRACTOR are in this Agreement under Articles I.5. "Payment" and I.7. "Reporting".]

2. Assurances

By signing this Agreement, the Parties certify that they comply with the Legal Terms and Conditions as described in Article II (Rev. 4/2016) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Non-discrimination Clause, Accessibility for Person with Disabilities and Drug-Free Workplace Certification.

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 the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Integrative Impact
LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Nicole Sherman

Title: Business Operations/Fiscal Services

Title: Manager

Date: _____

Date: _____

81-1279311

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: May 30, 2017

EXHIBIT A



May 15, 2017

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 2017-2018 as follows:

Length of Contract:	July 1, 2017 – June 30, 2018
Services to be Performed:	<p><u>Sector Communications Strategy and Support</u>: Support sector goals by building relevant internal communities around sector products; encourage product adoption statewide through targeted email campaigns, sector newsletters, and conference materials; provide email campaign support for WASTC sponsored events; Constant Contact list maintenance</p> <p><u>Committee Support</u>: Participate on committees and task teams (BIW Digital Badge, DSN Team, NETLAB+ User Group); maintain listing of action items for response and follow through by each group; create reports and perform event planning/management tasks as necessary</p> <p><u>Branded Pathways</u>: Develop and arrange for printing of promotional materials, perform outreach to colleges, industry and internal team, perform website administrative functions and updates, coordinate shipping of marketing materials to colleges</p>
Compensation:	\$40,000 to be billed in quarterly installments, beginning July 1, 2017

I look forward to working with you this coming year.

Sincerely,

Nicole Sherman
Owner, Integrative Impact LLC

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 16, 2017
Re: Approval of Sub-Agreement between RSCCD and Listen to See, Inc. for the Sector Navigator Information & Communication Technologies/Digital Media Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a fiscal year 2017/18 renewal (year 5) Sector Navigator – Information Communications Technology/Digital Media grant, Grant #17-151-006, 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

For the Sector Navigator project Listen to See, Inc. will configure and customize the website and associated content. The work will include ICT-DM web hosting and content services, video editing post production, professional conference support, and an online digital résumé component. The performance period of the service contract is July 1, 2017 – June 30, 2018. The total cost will not exceed \$51,900.

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: \$51,900 (grant-funded)	Board Date: May 30, 2017
Prepared by: Sarah Santoyo, Director of Grants	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
LISTEN TO SEE, INC.**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 30th day of May, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and ListenToSee, Inc. (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” grant #17-151-006, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. Statement of Work
SUBCONTRACTOR agrees to perform the work as 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 as 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, 2017 through June 30, 2018.
3. Total Cost
The total cost to RSCCD for performance of this Agreement shall not exceed \$51,900 USD.
4. Budget
SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by RSCCD, which by reference is incorporated into this

Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

SUBCONTRACTOR will submit upon RSCCD's receipt invoice for that disbursement. RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

6. Invoices

SUBCONTRACTOR will submit invoices to receive payment for work performed for this Agreement. RSCCD may require back-up documentation, if required for compliance with grant terms and conditions. Invoices should include the Agreement number (refer to footer) and be submitted no more frequently than monthly, and, preferably, at least on a quarterly basis. Invoices should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706

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.

8. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. 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. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to June 30, 2018.

9. Independent Contractor

SUBCONTRACTOR agrees that the services 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.

10. Subcontract 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 approval by RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state SUBCONTRACTOR guidelines. 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 subcontracts 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 agrees that RSCCD, the PRIME SPONSOR, 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 PRIME SPONSOR, 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 the performance of this Agreement.

13. 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.

14. 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.

15. 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 PRIME SPONSOR. 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 PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. 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: Rancho Santiago Community College District
Enrique Perez, Program Administrator ICT Sector Navigator
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7460; Perez_Enrique@rsccd.edu
(805) 231-8444; Steve@wrightca.com

SUBCONTRACTOR: ListenToSee, Inc.
Jay Scott Young
2060-D Avenida De Los Arboles, Suite 113
Thousand Oaks, CA 91362
Phone: (310) 613-4534
Email: Scott@listentosee.com

17. 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.

18. 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 Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/2017 and Article II, Rev. 04/2016), as set forth and incorporated into this Agreement by reference. As the 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, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

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By signing this Agreement, the Parties certify that they comply with the Legal Terms and Conditions as described in Article II (Rev. 4/2016) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Non-discrimination Clause, Accessibility for Person with Disabilities and Drug-Free Workplace Certification.

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 the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: ListenToSee, Inc.

By: _____

By: _____

Name: Peter J. Hardash

Name: Jay Scott Young

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: President

Date: _____

Date: _____

26-3456211

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: May 30, 2017

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



P R O P O S A L

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:

May 16, 2017

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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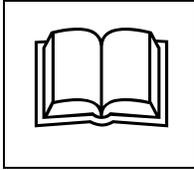
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Executive Summary



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:

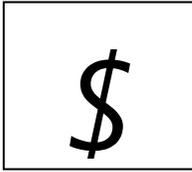
- Unlimited server resources
- 24/7 Service monitoring. In many instances we identify and correct problems before you are aware of them.
- Continual server and web application software updates. We insure that all your base applications and plug-ins are up to date and functional.
- Regular web site and 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:

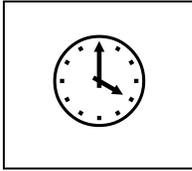
- Editing and posting of material received from Sector Navigator and Deputy Sector Navigators.
- Newsletter preparation and sending
- General content support activity such as survey preparation, ad-hock content as needed to support ICT-DM sector activities.



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, 2017.

Commence work on project

Work on the project will commence on **July 1, 2017**

Project Duration

Activities outlined in this document will be provided during the fiscal year

July 1, 2017 – June 30, 2018

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.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 30, 2017
Re:	Adoption of Resolution No. 17-13 – Office of Statewide Health Planning and Development for the Song-Brown Health Care Workforce Training Program, Registered Nurse Education Capitation Grant (Agreement #17-8024)	
Action:	Request for Adoption of Resolution No. 17-13	

BACKGROUND

Santa Ana College's Nursing Program was awarded a Song-Brown Registered Nurse Education Capitation grant from the Office of Statewide Health Planning and Development in recognition of SAC's successful and innovative strategy to provide the highest quality of instruction for students. The award amount is \$120,000 for a two-year funding cycle from July 1, 2017 through August 15, 2019, in accordance with the funding terms and conditions as set forth and incorporated into grant agreement #17-8024. Funds are provided for the Associate's degree nurse education of six (6) full-time nursing students per contract year in 2017-2018 and 2018-2019 for a total of twelve (12) nursing students at Santa Ana College. The SAC Nursing Program is to be paid a capitated rate of \$10,000 per nursing student per contract year.

ANALYSIS

The Office of Statewide Health Planning and Development requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any related contractual and amendment documents related to grant agreement #17-8024.

The project administrator is Dr. Michelle Priest and the project director is Rebecca Miller.

RECOMMENDATION

It is recommended that the Board adopt this resolution with the Office of Statewide Health Planning and Development 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: May 30, 2017
Prepared by: Maria N. Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., 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 grant agreement with the State of California, Office of Statewide Health Planning and Development for the purpose of Santa Ana College’s Nursing Program to implement the Song-Brown Health Care Workforce Training Program, Registered Nurse Education Capitation Grant **and to authorize the designated personnel to sign related contractual documents for fiscal years 2017/2018 and 2018/2019.**

RESOLUTION NO. 17-13

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into and executing the grant agreement number **17-8024** with the State of California, Office of Statewide Health Planning and Development to implement the Song-Brown Registered Nurse Education Capitation Grant and authorizes the person(s) listed below to sign the grant agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez, Ph.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 30th day of May, 2017, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Arianna P. Barrios, 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

Board of Trustees

To:	Board of Trustees	Date:	May 30, 2017
Re:	Approval of Letter of Support for Trustees Zeke Hernandez and Phillip Yarbrough to Provide a Presentation regarding Deferred Action for Childhood Arrivals (DACA) at the Association of Community College Trustees Leadership Congress 2017		
Action:	Request for Action		

BACKGROUND

The Association of Community College Trustees (ACCT) is seeking presentations for its Trustees Leadership Congress 2017 to be held on September 25-28, 2017, in Las Vegas, Nevada.

ANALYSIS

Trustees Zeke Hernandez and Phillip Yarbrough are proposing that they provide a presentation regarding Deferred Action for Childhood Arrivals at the ACCT Trustees Leadership Congress 2017 to be held on September 25-28, 2017, in Las Vegas, Nevada and have requested a letter of support from the RSCCD board.

RECOMMENDATION

It is requested that the board approve a letter of support for Trustees Zeke Hernandez and Phillip Yarbrough to provide a presentation regarding Deferred Action for Childhood Arrivals (DACA) at the Association of Community College Trustees Leadership Congress 2017 on September 25-28, 2017, in Las Vegas, Nevada.

Fiscal Impact: None	Board Date: May 30, 2017
Prepared by: Anita Lucarelli, Executive Assistant to the Board	
Submitted by: Anita Lucarelli, Executive Assistant to the Board	
Recommended by: John Hanna, President, Board of Trustees	



2323 North Broadway • Santa Ana, CA 92706 -1640 • (714) 480-7300 • www.rsccd.edu

Santa Ana College • Santiago Canyon College

May 30, 2017

Association of Community College Trustees
1101 17th Street
Suite 300
Washington, DC 20036

The Board of Trustees of the Rancho Santiago Community College District hereby express support for Trustees Zeke Hernandez and Phillip Yarbrough to provide a presentation regarding Deferred Action for Childhood Arrivals (DACA) at the Association of Community College Trustees Leadership Congress 2017 on September 25-28, 2017, in Las Vegas, Nevada.

If further information is needed, please contact me at (714) 480-7452.

Sincerely,

John R. Hanna
President
Board of Trustees

/al

BOARD OF TRUSTEES:

Claudia C. Álvarez • Arianna P. Barrios • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Nelida Mendoza • Phillip E. Yarbrough

CHANCELLOR:

Raúl Rodríguez, Ph.D.

A RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
May 30, 2017

MANAGEMENT

Employment Agreements/Attachments #1-3

Grant, Madeline A.
Dean, Business Division
Santa Ana College

Manning, R. Douglas
Dean, Kinesiology, Health & Athletics Division
Santa Ana College

Vakil, David
Dean, Arts, Humanities & Social Sciences Division
Santiago Canyon College

Extension of Interim Assignment

Bland, Antoinette
Interim Chief, District Safety & Security
Business Operations & Fiscal Services
District

Effective: July 1 – September 30, 2017
Salary Placement: D-7 \$138,433.66/Year

Interim Assignment

Mozaffari, Leila
Executive Director, Institute for
Workforce Development
Educational Services
District

Effective: May 1, 2017 – June 30, 2018
Salary Placement: E-7 \$132,021.83/Year

Sanchez, Angelo
Facilities Manager
Administrative Services
Santa Ana College

Effective: May 15 – June 30, 2017
Salary Placement: I-3 \$84,692.76/Year

Ratification of Resignation/Retirement

Lundquist, Sara
Vice President, Student Services
Santa Ana College

Effective: August 1, 2017 (Last Day)
Reason: Retirement

FACULTY

Appointment

Lange, Megan
Assistant Professor, History
Humanities & Social Sciences Division
Santa Ana College

Effective: August 21, 2017
Interim Salary Placement: II-3 \$59,559.05/Year
(Requisition #AC16-0590)

Quinn, Nicole
Assistant Professor of Anthropology
Humanities & Social Sciences Division
Santa Ana College

Effective: August 21, 2017
Tentative Placement: II-3 \$59,559.05/Year
(Requisition #AC16-0589)

Sabbatical Leave/80% of Contract

Trone, Jinhee
Professor, Accounting
Business Division
Santa Ana College

Effective: August 21, 2017 – June 2, 2018
Purpose of Sabbatical Leave: Academic Study
Salary Placement: III-15 \$92,937.19/Year
(Teaching 3 LHE/20% Concurrent with Leave)

Leave of Absence

Tran, Melissa L.
Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: May 3 – June 8, 2017
Reason: Unpaid Family Medical Leave

Adjusted Location

Atayan, Sami Z.
Instructor, Vocational/Business Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: May 30, 2017
From: CEC
To: OEC

Kwong, Tiffany C.
Instructor, Physics
Student Affairs/Upward Bound Program
Santa Ana College

Effective: July 1, 2017
From: CEC
To: SAC

Part-time Hourly New Hires/Rehires

Cedeno, Jose M
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 19, 2017
Hourly Lecture/Lab Rates: II-5 \$64.25/\$57.83

FACULTY (CONT'D)

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

Fazeli, Farimah
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: June 19, 2017
Hourly Lecture/Lab Rates: II-5 \$64.25/\$57.83

Meginnis, Paul D.
Instructor, Criminal Justice/Report Writing
Human Services & Technology Division
Santa Ana College

Effective: May 30, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Madeline A. Grant** (“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 of Business Division** (“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 **July 1, 2017** and ending **June 30, 2019**. 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 **\$160,437.30** 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 is 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

Board Approval Date: May 15, 2017

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **R. Douglas Manning** (“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 of Kinesiology, Health and Athletics Division** (“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 **June 19, 2017** and ending **June 30, 2018**. 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 **\$126,807.39** 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 is 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

Board Approval Date: May 15, 2017

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **David Vakil** (“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 of Arts, Humanities and Social Sciences Division** (“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 22, 2017** and ending **June 30, 2018**. 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 **\$160,437.30** 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 is 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

Board Approval Date: May 15, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MAY 30, 2017**

CLASSIFIEDNew ClassificationAttachment #1

Lead Central Plant Operator	Grade 14
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New Appointment

Giles, Veronica Audit Specialist (CL17-0945) Fiscal Services/ District	Effective: May 31, 2017
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Professional Growth Increments

Dinh, Anh Applications Specialist III/ ITS	Effective: June 1, 2017 Grade 19, Step 6 + 2.5%L + 3PG (1500) \$93,232.56
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White, Kathleen Sr. Accountant/ Auxiliary Services/ SAC	Effective: June 1, 2017 Grade 15, Step 6 + 5%L + 10PG (5000) \$78,853.80
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Longevity Increments

Andrade, Jose Accountant/ Continuing Ed./ CEC	Effective: April 1, 2017 Grade 13, Step 3 + 6PG (3000) + 2.5%L \$58,929.02
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Cain, Beatrice Admissions Records Tech. Specialist/ Admissions/ SAC	Effective: April 1, 2017 Grade 15, Step 6 + 12.5%L \$79,129.07
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Castrejon, Orlando Custodian/ Admin. Services/ SAC	Effective: June 1, 2017 Grade 4, Step 6 + 5%SW + 2.5%L \$46,574.26
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Chau, Howard Applications Specialist III/ Orange Education Center /SCC	Effective: May 1, 2017 Grade 19, Step 5 + 1PG (500) + 5%L \$89,968.15
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Longevity Increments cont'd

DeLa Torre, Irma Administrative Clerk/ Admin. Services/ SCC	Effective: May 1, 2017 Grade 10, Step 6 + 5%L \$57,347.22
Diaz, Ana Special Project Specialist/ Academic Affairs/ SAC	Effective: May 1, 2017 Grade 11, Step 2 + 3PG (750) + 2.5%L \$48,839.98
Ediss, Michael Automotive Mechanic/ Admin. Services/ SAC	Effective: April 1, 2017 Grade 11, Step 5 + 7PG (3500) + 2.5%L \$59,217.86
Gutierrez Lucero, Maria Student Services Specialist/ Counseling/ SCC	Effective: May 1, 2017 Grade 10, Step 6 + 2.5%L Bil + 2.5%L \$57,347.22
Guillen Flores, Jabin Custodian/ Admin. Services/ SAC	Effective: April 1, 2017 Grade 4, Step 6 + 5%SW + 2PG (1000) + 2.5%L \$47,574.26
Hayes, Charles Custodian/ Admin. Serices/ SAC	Effective: April 1, 2017 Grade 4, Step 6 + 7.5%GY + 2.5%L \$47,657.38
Pinon, Elizabeth Administrative Secretary/ Admissions/ SAC	Effective: June 1, 2017 Grade 12, Step 6 + 12.5%L \$67,599.39
Quinonez, Raul Bookstore Storekeeper/ Bookstore/ SAC	Effective: May 1, 2017 Grade 8, Step 6 + 1PG (500) + 5%L \$53,223.74
Sok, Long Custodian/ Admin. Services/ SCC	Effective: May 1, 2017 Grade 4, Step 6 + 7.5%GY + 2.5%L \$47,657.38

Out of Class Assignment

Chamness, Gregory Maintenance Supervisor <i>Supervisory</i>	Effective: 05/16/17 – 06/30/17 Grade O, Step 4 \$66,603.17
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Out of Class Assignment cont'd

Easter, Candi Sr. Accountant/ Fiscal Services/ District	Effective: 06/06/17 – 06/30/17 Grade 15, Step 5 + 2.5%L + 3PG(1000) \$69,677.38
Kay, Trevor Administrative Secretary/ Counseling/ SAC	Effective: 04/04/17 – 06/30/17 Grade 12, Step 6 + 5%L + 6PG(1750) \$64,842.77
Lopez Mercedes, Jose Electronic Media Specialist/ Continuing Ed./ CEC	Effective: 05/29/17 – 06/30/18 Grade 15, Step 4 + 2PG (1000) \$64,770.64
Nevils, Marcelina Exec. Sec./ ITS	Effective: 07/01/17 – 06/30/18 Grade 14, Step 5 + 5%L + 2PG (1000) \$67,648.23
Rivera, Frank Student Services Coordinator/ Student Services/ SCC	Effective: 07/03/17 -06/29/18 Grade 15, Step 1 \$55,105.65
Truong, James International Student Program Specialist/ Student Services/ SCC	Effective: 07/03/17 – 12/29/17 Grade 11, Step 1 \$44,689.66

Leave of Absence

Espinosa, Laura Administrative Clerk/ Academic Affairs/ SCC	Effective: 05/05/17 – 05/05/18 Reason: FMLA – Intermittent
Lopez, Sonia Financial Aid Tech/ SAC	Effective: 04/05/17 – 06/28/17 Reason: FMLA

Return from Leave

Pleitez, Roxana Sr. Account Clerk/ Fiscal Services/ District	Effective: 05/15/17 Grade 10, Step 2 + 2PG (1000) \$45,947.16
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Ratification of Resignation/Retirement

Alluis, Elizabeth Administrative Secretary/ Science & Math/ SCC	Effective: May 6, 2017 Reason: Resignation
Elzea, Lynn Technical Specialist I/ ITS	Effective: August 24, 2017 Reason: Retirement
Lusk, Eugenia Executive Secretary/ Admin. Services/ SAC	Effective: May 19, 2017 Reason: Retirement
Smith, Kaye Administrative Secretary/ Kinesiology/ SAC	Effective: August 27, 2017 Reason: Retirement

CLASSIFIED HOURLY

New Appointment

Carino, Laura Instructional Assistant (CL16-847) Continuing Ed./ OEC	Effective: May 15, 2017 Up to 19 Hours/Week School Session Grade 5, Step A \$16.78/Hour
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Temporary to Hourly Ongoing

Jordan, Greg Instructional Assistant (CL17-0955) Continuing Ed./ CEC	Effective: May 11, 2017 Up to 19 Hours/week School Session Grade 5, Step A \$16.78/Hour
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Change in Position

Huyne, Thu Instructional Assistant From: CEC- ESL To: CEC- HSS (CL17-0955)	Effective: May 22, 2017 Up to 19 Hours/Week School Session Grade 5, Step A \$16.78/Hour
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Longevity Increments

Hernandez, Louis Cashier/ Bookstore/ SAC	Effective: April 1, 2017 Grade 3, Step A + 2.5%L \$16.14/hour
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Longevity Increments cont'd

Mendoza, Elena
Instructional Assistant/ Business Div./
SAC

Effective: May 1, 2017
Grade 5, Step A + 5%L
\$17.62/Hour

Nguyen, Joseph
Instructional Assistant/ Business Div./
SAC

Effective: May 1, 2017
Grade 5, Step A + 1PG (250) + 5%L
\$17.62/Hour + \$20.83/Mo. PG

Leave of Absence

Bellis, Barbara
Library Tech/ SCC

Effective: 07/17/17 – 07/28/17
08/21/17 – 08/25/17
11/20/17 – 11/24/17
12/25/17 – 01/05/18
01/08/18 – 01/12/18
04/09/18 – 04/13/18
05/21/18 – 05/25/18
Reason: Non Work Days for 10 Month
Contract

Ratification of Resignation/Retirement

Alcaraz, Arasha
Instructional Assistant/ Continuing Ed./
CEC

Effective: April 29, 2017
Reason: Resignation

TEMPORARY ASSIGNMENT

Additional Hours for Ongoing Assignment

Jordan, Gregory
Instructional Assistant/ School of
Continuing Ed./ CEC

Effective: 05/11/17 – 06/30/17
Not to exceed 19 consecutive working
days in any given period.

Lopez, Mayra
Counseling Assistant/ EOPS/ SAC

Effective: 04/28/17 – 06/30/17
Not to exceed 19 consecutive working
days in any given period.

Valdez, Juan
Counseling Assistant/ School of
Continuing Ed./ CEC

Effective: 04/11/17 – 06/30/17
Not to exceed 19 consecutive working
days in any given period.

Substitute Assignments

Uicab Noh, Jose Custodian/ School of Continuing Ed./ CEC	Effective: 05/01/17 – 06/30/17
Xu, Xiaofei Sr. Accountant/ Fiscal Services/ District	Effective: 05/19/17 – 06/30/17

MISCELLANEOUS POSITIONS

Foroughi, Thomas Community Services Presenter/ SCC	Effective: 05/01/17
Gomez, Evelyn Coaching Assistant/ Kinesiology/ SCC	Effective: 05/05/17
McGee, Morgan Coaching Assistant/ Kinesiology/ SCC	Effective: 04/26/17
Mendoza, David Coaching Assistant/ Kinesiology/ SCC	Effective: 05/08/17
Plummer, Claine Coaching Assistant/ Kinesiology/ SCC	Effective: 05/31/17

Instructional Associates/Associate Assistants

Criminal Justice Harnden, Kenneth	Effective: 05/31/17
Ostash, Scott	Effective: 05/31/17
Vago, Andrew	Effective: 05/31/17

COMMUNITY SERVICE PRESENTERS

Stipends Effective March 11 – April 10, 2017

Diebolt Price, Julie	Amount: \$ 1,113.17
Fischer militar u, Mariana	Amount: \$ 573.50
Friebert, Martin	Amount: \$ 660.00

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective March 11 – April 10, 2017

Goldman, Deborah	Amount: \$ 146.16
Gorman, Ron	Amount: \$ 559.85
Jackson, Michelle	Amount: \$ 158.34
Krivoshaya, Diana	Amount: \$ 465.86
Lazaris, Nicholas	Amount: \$ 63.08
Mack, Karen	Amount: \$ 246.38
Morgan, Analisa	Amount: \$ 300.00
Nolasco, Jeffrey	Amount: \$ 225.00
Pagones, Kimberly	Amount: \$ 352.87
Perreault, Elizabeth	Amount: \$ 139.20
Raslan, Nayrouz	Amount: \$ 2,340.00
Rivera, Rodrigo	Amount: \$ 287.45
Rowan, Charles	Amount: \$ 40.72
Rudd, James	Amount: \$ 789.60
Smith, Teddine	Amount: \$ 2,160.00
Williams, Ronald	Amount: \$ 619.44

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Alcocer, Arthur R.	Effective:	05/15/17-06/30/17
Cadena, Daisy	Effective:	05/15/17-06/30/17
Carlos, Norely	Effective:	05/15/17-06/30/17
Castillo, Beatrice M.	Effective:	05/15/17-06/30/17
Cruz, Sandra	Effective:	05/15/17-06/30/17
Lopez, Celia	Effective:	05/16/17-06/30/17
Lopez, Mark B.	Effective:	05/15/17-06/30/17
Miller, Marvin L.	Effective:	05/15/17-06/30/17
Munoz, Annette M.	Effective:	05/15/17-06/30/17
Munoz De La Rosa, Brenda S.	Effective:	05/15/17-06/30/17
Nguyen, Chloe	Effective:	05/08/17-06/30/17
Nguyen, Danh T.	Effective:	05/03/17-06/30/17
Nguyen, Thuy T.	Effective:	05/15/17-06/30/17
Pope, Brandon J.	Effective:	05/15/17-06/30/17
Rivera Montelongo, Mayra G.	Effective:	05/15/17-06/30/17
Rodriguez Rosiles, Luis E.	Effective:	05/15/17-06/30/17
Rosete, Fidelia	Effective:	05/16/17-06/30/17
Tellez, Mario R.	Effective:	05/15/17-06/30/17
Valdovinos Alvarez, Irving	Effective:	05/15/17-06/30/17
Vasquez, Serena A.	Effective:	05/16/17-06/30/17
Vi, Thuan N.	Effective:	05/15/17-06/30/17

Attachment #1

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA CALIFORNIA MAY 2017

**LEAD CENTRAL PLANT
OPERATOR**

CLASS SUMMARY

Under direction of the Facilities Manager, is responsible for startup, maintenance and shut down procedures of Central Utility Plant and all associated controls and equipment. Performs skilled work involved in the repair and calibration of all building system controls, (pneumatic/electric/ digital), temperature and pressure indicators, automatic valves, damper controls, terminal equipment controllers, pumps, fans, etc. Maintains work records and performs related duties as required. Provide leadership and direction to subordinate employees.

REPRESENTATIVE DUTIES

Lead responsibilities constitute about 40- 50% of the workload. Coordinates, schedules, supervises and inspects the work performed by HVAC employees. Performs maintenance and repair of HVAC equipment in the Central Plant including, but not limited to pumps, chillers, boilers, air compressors, exhaust fans and cooling towers. The Lead Plant Operator is required to review EMS reporting, review critical alarms, run trends to analyze performance and generate a report to the Facilities Manager. Performs daily inspections of all related plant systems and effectively documents and repairs all discrepancies. Oversees all work performed by sub-contractors on the chiller plant and informs Facilities Manager of problems as they are anticipated or develop. Orders preventative maintenance and parts as needed. Uses a variety of hand tools and computers/devices for performing and documenting work.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator and is responsible for performing journey level work in one of the construction or mechanical trades for 40-50% of the time, in addition to lead responsibilities. Work is often required to be performed independently, and may from time to time have helper assistance. Some work may be performed in small crews on larger projects. Some work may be assigned that is outside the field of specialization, in related fields, requiring aptitude, willingness and adaptability.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA CALIFORNIA MAY 2017

LEAD CENTRAL PLANT OPERATOR (continued)

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Attainment of journey level skill and status in HVAC. Four years of highly specialized training and experience in a Central Utility Plant, and achievement of operational level skills; and knowledge and abilities essential to the successful performance of the duties as assigned.

Knowledge and Abilities

Journey level knowledge of: the skilled trade for which applying, including construction repair and installation; plans, blueprints and diagrams; tools and equipment; materials, supplies and related items; estimating time and materials for varying jobs and work order; preventive maintenance, methods and procedures; construction safety practices.

General working knowledge of: related building construction or mechanical trades; inter- relation of various school and public building construction and repair; sources of information and training related to new materials, methods and procedures.

Ability to: make working sketches; read blueprints, drawings and specifications; estimate time and materials efficiently; work in a safe manner; follow written and oral instructions; utilize tools of the trade skillfully; diagnose problems; and prepare simple records;

License: a valid California Motor Vehicle Operator's License.

Physical Requirements: regularly perform light and heavy manual work involving lifting and climbing.

Knowledge and Abilities

Journey level knowledge of: the skilled trade for which applying, including construction repair and installation; plans, blueprints and diagrams; tools and equipment; materials, supplies and related items; estimating time and materials for varying jobs and work order; preventive maintenance, methods and procedures; construction safety practices.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA MAY 2017

LEAD CENTRAL PLANT OPERATOR (continued)

General working knowledge of: related building construction or mechanical trades; inter- relation of various school and public building construction and repair; sources of information and training related to new materials, methods and procedures.

Ability to: make working sketches; read blueprints, drawings and specifications; estimate time and materials efficiently; work in a safe manner; follow written and oral instructions; utilize tools of the trade skillfully; diagnose problems; and prepare simple records;

License: a valid California Motor Vehicle Operator's License.

Physical Requirements: regularly perform light and heavy manual work involving lifting and climbing.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Public Disclosure of Tentative Agreement between the Rancho Santiago Community College District and the Rancho Santiago Community College District Continuing Education Faculty Association (CEFA)	
Action:	Request for Action	

BACKGROUND

The District and the Rancho Santiago Community College District Continuing Education Faculty Association (CEFA) have reached tentative agreement to pay unit members by Lecture Hour Equivalent (LHE) instead of unit members submitting time cards.

ANALYSIS

The proposed agreement is presented to the Board of Trustees for approval. There is no fiscal impact.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with the Rancho Santiago Community College District Continuing Education Faculty Association (CEFA).

Fiscal Impact: None	Board Date: May 30, 2017
Item Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Tentative Agreement
Between
Rancho Santiago Community College District
And the
Rancho Santiago Community College District Continuing Education Faculty Association/CCA/CTA/NEA
April 25, 2017

Effective Fall Semester 2017, Rancho Santiago Community College District Continuing Education Faculty Association/CCA/CTA/NEA (“CEFA”) unit members who perform work as: classroom teachers; counselors; hourly coordinators will be paid by Lecture Hour Equivalent (“LHE”) and will not be required to submit time cards. Unit Member Work Load will be 20 LHE total for Fall and Spring Semesters. This is 67% of full-time faculty LHE, which is 30 LHE total for Fall and Spring Semesters. Winter and Summer are excluded from this 20 LHE total.

The LHE formula is based on the number of hours a full-time faculty member doing the same assignment must work to achieve a full workload, divided by the standard number of hours for a credit full-time faculty member. The standard number of hours for full-time credit faculty is 15. The standard number of hours for full-time non-credit classroom teachers is 25. The standard number of hours for full-time coordinators is 40. The standard number of hours for full-time counselors is 34 hours

To calculate the equivalent hours to LHE the following formula is used:

Maximum hours available (maximum hours per week X 35 weeks (contract limit)) which is divided by the maximum annual LHE (20 LHE) to obtain the hours per one (1) LHE.

Therefore, the LHE pay rate will be:

Instructors: 30 hours equals one (1) LHE.

Coordinators: 47 hours equals one (1) LHE.

Counselors: 42 hours equals one (1) LHE.

Total Hours Divided by 30 =	Teaching LHE
Total Hours Divided by 47 =	Coordinator LHE
Total Hours Divided by 42 =	Counselor LHE

LHE Multiplied by 30 =	Teaching Hours
LHE Multiplied by 47 =	Coordinator Hours
LHE Multiplied by 42 =	Counselor Hours

Example Calculation: Tom Smith is assigned 10 hours per week as a Coordinator and 3 hours per week as a Continuing Education Instructor for the Fall semester (15 weeks). Calculating his Hours to LHE is as follows:

Coordinator 10 hours per week (x 15 weeks) divided by 47 Factor	=	3.19 LHE
C.E. Instructor 3 hours per week (x 15 weeks) divided by 30 Factor	=	1.50 LHE
Total LHE		4.69 LHE

CEFA, Article II, and Section 11.4 Ancillary Activities: Per Education Code 87482.5 c (1) unit members may be assigned ancillary activities, such as but not limited to governance, staff development, grant writing, staff meetings, and advising student organizations and that all hours worked in ancillary activities are NOT used in calculating hourly assignment limits.

Evelyn Elmore 4/26/17

Evelyn Elmore Date

Chapter President for RSCCD CEFA

Judy Chitlik 4/25/17

Judy Chitlik Date

Vice Chancellor Human Resources RSCCD

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 30, 2017
Re:	Presentation of the Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to the Rancho Santiago Community College District	
Action:	Request for Approval to Schedule Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a) the Faculty Association of Rancho Santiago Community College District's initial bargaining proposal to the Rancho Santiago Community College District is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its June 12, 2017.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for June 12, 2017.

Fiscal Impact: To be Determined	Board Date: May 30, 2017
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



FARSCCD Initial Bargaining Proposal for Sunshine on the May 30, 2017 BOT Docket
May 17, 2017

Pursuant to Section 3547 of the California Education Code and current PERB guidelines, the Faculty Association of the Rancho Santiago Community College District hereby submits the following initial proposal for a successor collective bargaining agreement with the Rancho Santiago Community College District.

All agreements reached on individual items shall be tentative, subject to a final tentative agreement on the contract. Absent a final agreement modifying the contract, the existing contract language shall remain in full effect.

The Faculty Association of the Rancho Santiago Community College District reserves the right to create, add to, delete from, amend, and modify its proposals and/or open articles of the contract during the negotiations process.

Unless otherwise indicated, proposals (and all relevant appendixes) are in conceptual format.

I. Contract duration: Multi-year agreement

II. Leaves

Clarification, expansion and improvement of language and policies governing all leaves.

- B. 4.1.4- Sabbatical Leave- terms and timelines
- C. 4.4 – Personal Leave- reassessment and clarification
- D. 4.7- Sick Leave- terms and timelines
- E. 4.18 - Association Released Time- reassessment

III. Health and Welfare Benefits:

Clarification, expansion and improvement of language and policies governing all health and welfare benefits.

- A. 5.1- Eligibility- Adjunct inclusion in District Health/Dental plans
- B. 5.2 – Benefits- Update and clarification of Joint Benefits Committee
- C. 5.3 - Retiree Coverage- Update and clarification on alternative programs for retiree benefits.

IV. Instructional Hours, Duties and Workload:

Clarification, expansion and improvement of language and policies governing all instructional hours, duties and workload.

- A. 6.1 – Workload
 - 1. Part-time (Adjunct) Faculty (Pursuant SB 1379)

Provision for reaching parity in the following:

- a. Salary
 - b. Office Hours
 - c. Rehire rights, in-house interview for full time positions and seniority
 - d. Health benefits
2. 6.1 Intersession & Summer PT cap: clarify LHE cap for PT faculty
 3. 6.1.2 Scheduled Assignments: clarify workload requirements
 4. 6.1.3 Work Week: revise number of days faculty work on campus
 5. 6.1.9 Maximum Class Size: the Faculty Association shall negotiate with the District on the subject of maximum class size.
 6. 6.2 - Other Duties: revise and assess
 7. 6.2.5 Summer Chair Duties: clarify duties of department chairs during unpaid months

V. Article 7. Salaries (and all relevant appendixes): Maintain 9th place ranking

Clarification, expansion and improvement of language and policies governing all salaries. Adjustment and modification of all salary schedules for all faculty and salary schedules to incorporate across the board salary increases and equal pay for equal work provisions.

- A. 7.1 - Salary Schedules - Contract Year
- B. 7.2 - Salary Schedules - Summer School
- C. 7.3 - Beyond Contract and Part-Time Assignments
- D. 7.6 - Repayment of Overpayment

VI. Article 8. 8 - Evaluation of Contract I, II, III Faculty:

Improve transparency and equity at both colleges for all faculty. Clarification, expansion and improvement of language and policies governing the entire tenure review process, including timelines.

- A. 8.12 - Definitions
- B. 8.13 - Evaluation of Non-Contract Faculty
- C. 8.14 - Evaluation of Temporary Faculty
- D. 8.15 - Evaluation of Tenured Teaching Faculty
- E. 8.16 - Evaluation of Tenured Non-Teaching Faculty
- F. 8.17 - Additional Evaluations
- G. 8.18 - Evaluation Timetable

VII. Article 9. Grievance Procedures:

Clarification, expansion and improvement of language and policies governing all grievances and the grievance process.

- A. Revise timelines that allow for resolutions in a timely manner
- B. Clarification of the process and notification of faculty investigations

VIII. Letters of Reprimand and Suspension:

Clarification, expansion and improvement of language and policies governing all letters of reprimand and suspensions.

- A. Discuss language such that verbal and written reprimands be subject to the grievance procedure
- B. Provisions and clarification for faculty investigations

IX. Learning Management System Transfer:

Clarification, expansion and improvement of language and policies governing the proposed plan to convert from Blackboard to Canvas.

- A. Proposed plan to convert from Blackboard to Canvas (possible MOU)
- B. One-time compensation for Canvas training and “green” campus conversion

X. Professional Development:

Clarification, expansion and improvement of language and policies governing all professional development.

- A. Implement funding for ongoing professional development, such as conferences, workshops, etc.
- B. Shared Governance Service Fund- Compensation for adjunct faculty for their participation in shared governance activities and departmental tasks

XI. Privacy Rights:

Clarification, expansion and improvement of language and policies governing privacy rights of faculty.

- A. Protect the privacy rights of faculty from managerial over-reach

XII. Retirement Incentives:

Faculty who retire within the next 11 months (following the signing of the MOU) will receive the annual sum of \$2750 for each year of service (for a maximum up to 35 years), to be paid once a year each July 1, until July 1, 2023, at which time, all the remaining balance of their retirement incentive will be paid in full, not to exceed a maximum of \$100,000 in total.

****Any additional items within the scope of the EERA.**

FARSCCD proposes to review contract articles and memorandums of understanding that may have become obsolete, need updating, be eliminated, or incorporated into the collective bargaining agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 30, 2017
Re:	Approval of Rancho Santiago Community College District (RSCCD) Equal Employment Opportunity Fund Multiple Method Allocation Model Certification	
Action:	Request for Approval	

BACKGROUND

The Chancellor's Office has implemented a new procedure for the allocation of equal employment opportunity funds. This process requires each district to certify its activities with respect to nine various methods to improve diversity of the workforce.

ANALYSIS

The attached certification form was reviewed and approved through the District's participatory governance process. The Human Resources Committee, which also serves at the District's Equal Employment Opportunity Advisory Committee, approved this certification form on May 17, 2017.

RECOMMENDATION

It is recommended that the Board approve the Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form and authorize its transmission to the state Chancellor's Office.

Fiscal Impact: None	Board Date: May 30, 2017
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

District Name: Rancho Santiago Community College District

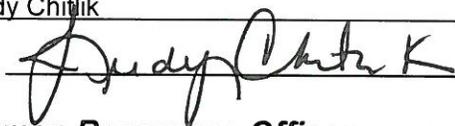
The district met Multiple Method #1 (Mandatory for Funding): District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.
 Yes

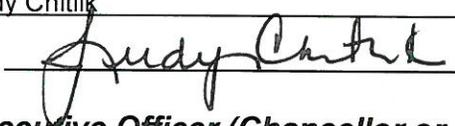
The district met at least 5 of the remaining 8 Multiple Methods? (Please mark your answers.)
 Yes

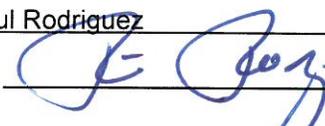
- Method 2 (Board policies and adopted resolutions)
- Method 3 (Incentives for hard-to-hire areas/disciplines)
- Method 4 (Focused outreach and publications)
- Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
- Method 6 (Consistent and ongoing training for hiring committees)
- Method 7 (Professional development focused on diversity)
- Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
- Method 9 (Grow-Your-Own programs)

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda of when District's EEO Advisory Committee certified this report form.

Chair, Equal Employment Opportunity Advisory Committee.

Name: Judy Chitlik Title: Vice Chancellor, Human Resources
Signature:  Date: 5/17/17
Chief Human Resources Officer

Name: Judy Chitlik Title: Vice Chancellor, Human Resources
Signature:  Date: 5/17/17
Chief Executive Officer (Chancellor or President/Superintendent)

Name: Raul Rodriguez Title: Chancellor
Signature:  Date: 5/18/17

***President/Chair, District Board of Trustees
Date of governing board's approval/certification:***

Name: _____ Title: President/Chair, Board of Trustees
Signature: _____ Date: _____

Date Due at the Chancellor's Office: June 1, 2017
Return to: Leslie LeBlanc leblanc@cccco.edu Chancellor's Office California Community Colleges
1102 Q Street, Ste. 4400, Sacramento, CA 95811

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 *Multiple Methods*.

When providing explanation(s) and evidence of your district's success in implementing the *Multiple Methods*, please keep narrative to no more than one page per *Multiple Method*. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does district meet Multiple Method #1 (District's EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance Reports for prior year)?

Yes

Under the *Multiple Method* allocation model, districts must minimally have an operational District EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor's Office. (Title 5, Section 53003).
- EEO Plans are considered active for three years from the date of when the District's Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, Section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Please provide an explanation and evidence of meeting this Multiple Method, #1.

The District's EEO Plan was approved by the RSCCD Board of Trustees on January 12, 2015 and submitted to the Chancellor's Office on January 28, 2015. A copy of the minutes of the January 12, 2015 board meeting are attached. Page 4 of the EEO Plan designates the District's Human Resources committee as the EEO Advisory Committee. This committee meets on a monthly schedule and has members from the various campuses and education centers of RSCCD including faculty, classified and management representatives. The Expenditure /Performance report for the 2015/2016 fiscal year was submitted on 9/26/16.

To receive funding for this year's allocation amount, districts are also required to meet 5 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #2.

The District subscribes to CCLC's Policy/Procedure service and maintains updated policies and administrative regulations on EEO and Diversity. Those polices and regulations were reproduced on pages 1 - 3 of the EEO Plan. They can also be viewed on the RSCCD website:

<https://rsccd.edu/Trustees/Pages/Board-Policies.aspx>

<https://www.rsccd.edu/Trustees/Pages/Administrative-regulations.aspx>

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #3.

In August 2016, the Vice Chancellor, Human Resources researched and produced "A Report on Faculty Diversity" in an effort to improve RSCCD's faculty diversity. The Vice Chancellor contacted

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

colleges that had higher rates of success in recruiting diverse candidates to discuss their recruiting strategies (See attached report). A number of recommendations came from this report, which are in the process of being implemented.

Some academic disciplines can be problematic to fill due to demands from industry or shortage of qualified and available candidates within the local area. RSCCD advertises both locally, nationally and via social media for these types of positions and provides travel reimbursement for candidates for faculty and administrative positions. The purpose is to encourage applicants from hard to reach groups and from wider geographic areas. This year, we have provided reimbursement for 20 candidates in both faculty and administrative positions.

Does the District meet Method #4 (Focused outreach and publications)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #4.

We advertised faculty and administrative positions in discipline related publications, subscribed to CareerBuilder Network and Monster Board that expanded our job postings nationally and globally through countless websites associated with the network. This Fiscal year, we advertised in the Inside Higher Ed, which is considered as higher education's most innovative recruiting site; we continued our unlimited posting contract with Chronicle of Higher Education website; we also purchased unlimited advertising for one year in ccjn.org, CCJobs.Com, CommunityColleges.AcademicKeys.com, CCJobsNow.com, ACCCA and Edjoin. From the data we collected, we have also received hundreds of applications through our postings in the CCC Registry.

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #5.

RSCCD provides an EEO/Diversity officer to all hiring committees and has commenced a rigorous training schedule, which trains EEO officers in Legal Requirements of Title V, Unconscious Bias and Best Practice for Screening Committees. A nationally recognized expert who was involved in drafting CCCCO Title V regulations in California conducts this training. Additionally, the specific directions for our hiring committees are codified in our Administrative Regulations for Faculty, Classified and Management Hiring. These regulations are reviewed and revised as necessary by the Human

Equal Employment Opportunity Fund *Multiple Method* Allocation Model Certification Form, Fiscal Year 2016-17

Resource (EEO Advisory) Committee. They can be found on the RSCCD website:

<https://rsccd.edu/Trustees/Pages/AR7120.aspx> <https://rsccd.edu/Trustees/Pages/AR-7120.1-Administrative-Regulations---Human-Resources.aspx>
<https://rsccd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.2.aspx>
<https://rsccd.edu/Trustees/Administrative-Regulations/Pages/7000/AR-7120.3.aspx>

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #6.

In 2017, RSCCD has commenced a comprehensive training schedule with the aim of having everyone who serves on a hiring committee trained in EEO/Diversity, Legal Requirements of Title V, Unconscious Bias and Best Practice for Screening Committees. A statewide expert who was involved in drafting the CCCCCO Title V regulations in California conducts this training. This is one of the recommendations of a recent report by the Vice Chancellor, Human Resources. Once we have completed training for a majority of staff, it is proposed to update Administrative Regulations in order to mandate that everyone who serves on Screening Committee must have to complete this training and be retrained on a regular basis. We expect this to be in place by June 2018.

Does the District meet Method #7 (Professional development focused on diversity)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #7.

In addition to RSCCD being a member of a Management Training Consortium, which is operated by Leibert Cassidy Whitmore, which regularly offers diversity training for our management teams, each campus offers Diversity Training for faculty and staff. For example in August 2016 there was a Joint SCC/SAC Equity Institute "The Neuroscience and Psychology of Decision Making in Higher Education" with Kimberly Papillon, Esq. In addition, in March 2017 there was a "Mujeres de Maiz: Movmynt' Pains: Dealing with Sexism and Fleshing Feminism in Social Justice Circles" this workshop was a beginning of dialogue regarding sexism, gender politics (See Attached flyer). Other events included a series of workshops during Black History Month (See Attached Flyer). In addition to these highlighted professional development opportunities there are additional opportunities listed at this link to the Equity Professional Development sessions:
<https://www.sccollege.edu/StudentServices/StudentEquitySuccess/Pages/Equity-Professional->

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

[Development.aspx](#)

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Currently the evaluation criteria for the District's management employees includes equal employment opportunity and cultural diversity.

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

Please provide an explanation and evidence of meeting this Multiple Method, #9.

The District currently offers separate programs to classified staff and faculty. Newly hired faculty are placed in a cohort class for the first year called the "Faculty Institute", this institute offers training and classes on various subjects which are pertinent to the new faculty such as the Tenure Review process, Safety & Security, Title IX and Risk Management. The local faculty union are given an opportunity to introduce their Union and speak to the cohort. Also, administrators present on the main aspects of their Collective Bargaining Agreement. Please see attached program for the 2016/17 academic year.

Also, for our faculty and our classified staff, we offer professional development classes at the campuses to build capacity within their classified staff, to encourage career growth and to increase their knowledge, skills and abilities. Please see the attached link for the professional development calendars and web page on each of our campuses:

<https://www.sac.edu/FacultyStaff/professional-development/Pages/default.aspx>

<https://www.sccollege.edu/Departments/PDC/Pages/Welcome-.aspx>

Initially, for our newly hired classified staff we offer an orientation class. In this class, new staff are given an overview to many aspects of the District, and are given presentations on the main aspects of their Collective Bargaining Agreement. We conduct at least two of these seminars each fiscal year. To encourage professional development for our classified staff, we offer a Professional Growth Program, this acknowledges attendance at classes, seminars, and further education etc. with points based on the units gained or hours attended. Once an employee attains 12 points, they are given a Professional Growth step on their salary. There is a maximum of 12 Professional Growth steps available, each worth an additional \$500 on the employee's annual salary. Safety & Security, Title IX

**Equal Employment Opportunity Fund *Multiple Method* Allocation Model
Certification Form, Fiscal Year 2016-17**

responsibilities, Risk Management and the classified union are given an opportunity to present to the class.

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

Board of Trustees (Regular meeting)

Monday, January 12, 2015

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Mr. Larry Labrado. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, and Mr. Phillip Yarbrough. Ms. Nelida Mendoza Yanez and Mr. Jose Solorio arrived at the time noted. Ms. Alana Voechting was not in attendance due to illness.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and 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. Corinna Evett, Academic Senate President, Santiago Canyon College (SCC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve a revised page for Item 4.6 (Agreement with Onuma for Districtwide Work Order Tracking System), and a revised page and addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held December 8, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez 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 4.15 (Purchase Orders), removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, and Mr. Yarbrough.

- 3.1 Approval of New Pharmacy Technology Agreement – People’s Pharmacy “Compounding Specialists”
The board approved the agreement with People’s Pharmacy “Compounding Specialists” in Trabuco Canyon, California.
- 3.2 Approval of Occupational Therapy Assistant (OTA) Agreement Renewal - Villa Esperanza Services
The board approved the agreement renewal with Villa Esperanza Services in Pasadena, California.
- 3.3 Approval of Renewal for Nursing and Pharmacy Technician Programs Agreement – Hoag Memorial Hospital Presbyterian
The board approved of the clinical affiliation agreement with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California.
- 3.4 Approval of Revenue Contract MA-026-15010828 with County of Orange Office of the District Attorney for Santa Ana College Community Services Program
The board approved the Revenue Contract MA-026-15010828 between County of Orange Office of the District Attorney and Rancho Santiago Community College District (RSCCD) on behalf of the SAC Community Services Program.
- 3.5 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Deferred Entry of Judgment Deferred Dismissal Drug Program)
The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.
- 3.6 Approval of Revenue Contract with Associates Adults and Adolescents Alternative Program for Santa Ana College Community Services Program (Drug and Alcohol Awareness)
The board approved the Revenue Contract between Associates Adults and Adolescents Alternative Program and RSCCD on behalf of the SAC Community Services Program.

1.6 Approval of Consent Calendar – (cont.)

3.7 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD)

The board approved the Santiago Canyon College (SCC) Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2014, through June 30, 2015, 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 November 2014.

4.3 Adoption of Resolution No. 15-01 – Separate Bank and Investment Accounts

The board adopted Resolution No. 15-01 regarding separate bank and investment accounts as presented.

4.4 Approval of City of Garden Grove Successor Agency Property Transfer Compensation Agreement

The board approved the City of Garden Grove Successor Agency Property Transfer Compensation Agreement as presented.

4.5 Approval of Nonresident Fees for 2015-2016

The board established the nonresident tuition fee at \$209 per unit, the capital outlay fee at \$31 per unit, and the application fee at \$25 for 2015-2016 as presented.

4.6 Approval of Agreement with Onuma for Districtwide Work Order Tracking System

The board approved the agreement with Onuma for a districtwide work order tracking system as presented.

4.7 Approval of Agreement with WLC Architects, Inc. for Professional Design Services for American with Disabilities Act (ADA) Compliance and Tenant Improvements at District Office

The board approved the agreement with WLC Architects, Inc. for professional design services for ADA compliance and tenant improvements at the district office as presented.

4.8 Approval of Amendment #1 with HPI Architecture for Professional Design Services for Johnson Student Center Project at Santa Ana College

The board approved the amendment with HPI Architecture for the Johnson Student Center Project at SAC as presented.

1.6 Approval of Consent Calendar – (cont.)

- 4.9 Approval of Agreement with Terracon Consultants, Inc. for Phase II Environmental, Geohazard, Geotechnical Inspection Services for Science, Technology, Engineering and Math (STEM) Project at Santa Ana College
The board approved the contract with Terracon Consultants, Inc. for Phase II environmental, geohazard, geotechnical inspection services for the STEM project at SAC as presented.
- 4.10 Ratification of Award of Bid #1249 for Parking Lots 1-5 Slurry and Striping at Santa Ana College
The board ratified award of Bid #1249 to JB Bostick Company, Inc. as presented.
- 4.12 Ratification of Award of Bid #1231 for Exterior Signage at Building G (Athletics), Building H (Humanities), and Building SC (Science Center) at Santiago Canyon College
The board ratified the award of Bid #1231 to A Good Sign and Graphics Co. as presented.
- 4.13 Approval of Independent Contractors
The board approved the following independent contractor: Public Health Foundation Enterprises (PHFE) for consulting services to provide fiscal support for Early Head Start (EHS) parental reimbursement, training and translation services. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$16,000.
- 4.14 Approval of Independent Contractors
The board approved the following independent contractor: Jennifer Walsvick for consulting services to provide mental health education, service coordination, record keeping/documentation to ensure compliance with the Early Head Start standards for RSCCD Child Development Services at the rate of \$50 an hour. Dates of service are January 13, 2015, through December 31, 2015. The fee is estimated at \$21,000.
- 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) | \$ 17,000 |
| - Faculty Entrepreneurship Champion Mini-Grant (CEC) | \$ 5,000 |
| - Student Success and Support Program (SSSP) – Non-Credit (CEC) | \$1,158,027 |
| - Student Success and Support Program – Non-Credit (OEC) | \$ 554,479 |

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Children’s Hospital of Orange County (CHOC)/Help Me Grow for Early Head Start Program

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

5.3 Approval of Sub-Agreements between RSCCD and Career Technical Education Enhancement Fund (CTE EF) Partnership Colleges in Los Angeles and Orange County

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.

5.4 Approval of RSCCD Equal Employment Opportunity and Human Resources Plan

The board approved the Equal Employment Opportunity and Human Resources Plan and authorized transmittal of the plan to the State Chancellor’s Office.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Rodríguez provided a report to the board which included informing board members that he attended the Accrediting Commission for Community and Junior Colleges (ACCJC) Commission meeting last week in Sacramento. He indicated he recused himself from the presentations/discussions related to Dr. Martinez’ and Dr. Weispfenning’s presentations on behalf of SAC and SCC.

Mr. Solorio arrived at this time.

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

Dr. Martinez reported that after months of preparing for the accreditation team’s visit to the college, she was given five minutes to address the Commission. She stated that the presentation was crucial in giving the accrediting commission something to consider regarding the accreditation status for SAC. She believes the exit report was more favorable than the written report that was received, and it was worth the time/expense of the trip to present evidence of the facts, and render her professional opinion as someone who has been

2.2 Reports from College Presidents – (cont.)

with institutions for over 30 years. Dr. Martinez indicated that the commission will advise the college of its accreditation standard by the end of January or beginning of February. She reported that her testimony will be posted on the SAC website under accreditation standards.

Dr. Weispfenning reported that he addressed the Commission last week by expressing his concern over inconsistencies in the accreditation teams' report and the inconsistent interpretations of technical issues. He indicated that the Commission asked targeted questions at the end of his presentation. He noted that Dr. Martinez and he did not discuss their presentation beforehand, but afterwards, they discovered both presentations were in alignment with one another. He is hopeful that the outcome will be reaffirmation of accreditation, but if it is a warning, staff is confident that they will be able to take care of any issue within the one-year timeframe.

2.3 Report from Student Trustee

Ms. Alana Voechting, Student Trustee, did not provide a report to the board due to her absence.

2.4 Reports from Student Presidents

Since Ms. Raquel Manriquez, Student President, Santa Ana College, arrived late to the meeting due to an intersession class, Mr. Hector Soberano, Student President, Santiago Canyon College, provided a report to the board on behalf of SAC and SCC Associated Student Governments.

Ms. Mendoza Yanez arrived at this time.

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 Informational Presentation on the Budget

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

2.7 Informational Presentation on Student Success Scorecard

Dr. Sara Lundquist, Vice President, Student Services, SAC; Mr. Omar Torres, Vice President, Academic Affairs, SAC; and Mr. Aaron Voelcker, Dean of Institutional Effectiveness, Library and Learning Support Services, SCC, provided a report on the 2014 Student Success Scorecard for Santa Ana College and Santiago Canyon

2.7 Informational Presentation on Student Success Scorecard – (cont.)

College. The annual report is based upon college data submitted to the state through the Chancellor's Office management information system. Dr. Lundquist reviewed the background of the report including Assembly Bill 1417 and legislation authorizing the California Community Colleges Chancellor's Office (CCCCO) to design and implement a performance measurement system. The outcomes of the report are for the system as a whole and for individual colleges, but do not rank colleges. The report is available to the public on the CCCCCO website. Dr. Lundquist, Mr. Torres, and Mr. Voelcker reviewed the information provided for each college including a description of the college; annual unduplicated headcount of students, gender, age, and ethnicity of students; full-time equivalent student information (FTES); course sections (credit and non-credit); median credit section size; the percentage of full-time faculty; and student counseling ratio. They also reviewed the five performance indicators: (1) remedial, (2) persistence, (3) 30+ units, (4) completion, and (5) career technical education, and data for each indicator as described according to those who are "prepared" and those who are "unprepared" for college work.

Ms. Barrios asked for clarification of the meaning of "4 levels below" pertaining to English, math, and English as a Second Language (ESL) courses for the remedial education progress rates. Mr. Voelcker indicated that it means four levels below college level.

Mr. Labrado asked for clarification of "unprepared." Mr. Voelcker indicated it stands for the students who are not taking college-level courses, but the lowest level of math/English courses.

Ms. Barrios asked if Mr. Voelcker was surprised that the data from both colleges was almost identical. Mr. Voelcker indicated he was not surprised since last year's figures were similar.

Ms. Alvarez asked if the persistence figures increase every year. Mr. Voelcker indicated that last year's cohorts pertained to a different time period (2007/2008 to 2013/2014); therefore, the figures would not increase every year. He stated that the State Chancellor's Office began defining the metrics for use with the 2013 and 2014 scorecards, and it is possible to review data as far back as 2003/2004. Mr. Voelcker reported that overall the district has improved its scorecard figures.

In response to Ms. Alvarez earlier email request regarding ways the colleges are trying to improve the success rate in the areas that need the most improvement, Mr. Torres stated that the colleges use many strategies, such as accelerating entry into a particular program of study; minimizing the time necessary for students to become college-ready; ensuring students know the requirements needed for their course of study; customizing and contextualizing instruction; integrating student support with instruction or academic affairs; monitoring student progress; alerting students when

2.7 Informational Presentation on Student Success Scorecard – (cont.)

they are not doing well through systems such as “Early Alert;” rewarding behaviors that lend support and promote completion; and utilizing technology to promote and support instruction to ensure that RSCCD students are successful.

The Student Success Scorecard is one tool, among many, that the district uses to assess the effectiveness of its institutions. The district also uses comprehensive and continuous assessment which includes data from different local sources and different perspectives, such as on-going classroom assessment; on-going planning and program review; and on-going research conducted by the District Research Department.

Ms. Alvarez asked how the colleges are publicizing the accolades of student success at the colleges. Mr. Torres indicated the SAC Academic Affairs website is being renovated to include updates to the departments’ pages and student success information. In addition, staff is working with the public relations department at the district to publicize student opportunities. He explained that due to limited marketing funds, other ways to reach the community involve the ¡Adelante! and Freshman Experience programs with Santa Ana Unified School District.

Mr. Yarbrough asked what the legislature plan to do with the information on the student success scorecard. Dr. Lundquist indicated the scorecard results challenge districts to apply resources in the best possible way for student success. Mr. Yarbrough asked if the legislature is comparing the results of the student success scorecard with other districts, and if so, how does RSCCD compare to other college districts? Dr. Lundquist indicated SAC and SCC perform above the statewide average in the student success scorecard.

Referring to the Remedial ESL figures given in the presentation, Mr. Yarbrough asked if demographics are considered regarding the difference in ESL figures at SAC (25.2%) and SCC (66.7%). Mr. Voelcker indicated the expansion of the cohort term may be an explanation of the high figures for SCC. In the past the Accountability Reporting for the Community Colleges report used a 3-year period and the scorecard uses a 6-year period. Mr. Voelcker stated next year the scorecard will include the number of students within the cohort. Since the SCC population for non-credit ESL has dwindled at SCC, another explanation for the large fluctuation in numbers is the sample size.

In response to Mr. Yarbrough’s inquiry regarding the legislation, Mr. Torres indicated that AACJC requires colleges to set “institution set standards” for terms of success, completion, persistence, and the number of students that have completed the CTE programs and secured jobs in their respective fields.

3.0 INSTRUCTION

All items were approved as part of Item 1.6 (Consent Calendar).

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1 through 4.10, 4.12, 4.13, and 4.14 were approved as part of Item 1.6 (Consent Calendar). (Item 4.11 was removed from the agenda in error.)

4.15 Approval of Purchase Orders

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the purchase order listing for the period November 20, 2014, through December 13, 2014. Mr. Hanna asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

5.0 GENERAL

Items 5.1, 5.2, 5.3, and 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Reports from Board Committees

Mr. Solorio provided a report on the January 8, 2015, Board Facilities Committee meeting.

5.6 Board Member Comments

Mr. Yarbrough expressed optimism regarding the upcoming year as being a good year for opportunities for the students at both colleges.

Ms. Alvarez received clarification that the District Safety Officer positions listed on the Human Resources Classified Addendum are additional temporary positions. As chairperson of the Board Safety & Security Committee, Ms. Alvarez indicated she is ready to call another meeting for this committee if changes have occurred that need to be reported.

Board members wished everyone a “Happy New Year.”

Mr. Hanna, Ms. Mendoza Yanez, and Mr. Solorio expressed appreciation to staff for the Student Success Scorecard presentation. Mr. Solorio indicated he was in the legislature when the Student Success Scorecard was approved and it was hopeful that this scorecard would increase the efficiency in taxpayers’ dollars being spent wisely. He reported other items were included in the legislation such as creating priority enrollment for veterans/others and the advantage of districts throughout the state collaborating on best practices from each district to better serve students and taxpayers.

Mr. Solorio reported he was recently appointed to the California Student Aid Commission and offered his services regarding Cash for College, Cal Grants, etc.

5.6 Board Member Comments – (cont.)

Mr. Hanna asks that the Board Policy Committee meet within two months to discuss public/private partnerships and issues relating to 30-hour-per-week employees. Mr. Hanna asked for an update on the standards/criteria for 30-hour positions at the meeting. In addition, Mr. Hanna asks that the policy and administrative regulation for the student trustee be reviewed by the Board Policy Committee during the summer.

Mr. Solorio asked that Townsend Public Affairs assist the trustees by providing a list of items to advocate for and recommending legislative meetings for trustees to attend during the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C. in February.

Mr. Labrado asked staff to complete the “Impact of Federal Education Dollars on Your Campus” form provided by ACCT to assist the trustees in meetings with legislators.

Mr. Labrado asked that Townsend Public Affairs assist the trustees during the upcoming Sacramento and Washington, D.C. conferences.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:40 p.m. to consider the following items:

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

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: California School Employees Association, Chapter 888
Continuing Education Faculty Association

Mr. Hanna left the meeting at this time.

RECONVENE

The board reconvened at 6:40 p.m.

Closed Session Report

Ms. Alvarez reported the board discussed public employment and labor negotiations, and that 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. Alvarez to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve Job Descriptions
- Approve Permission to Accept Outside Assignments
- Approve Extension of Interim Assignments
- Approve Adjusted Hourly Rates for Interim Assignments
- Approve Adjusted Hourly Rates for Short-term Assignments
- Ratify Resignations/Retirements
- Approve FARSCCD Beyond Contract/Overload Column Changes/Effective January 1, 2015
- Approve FARSCCD Part-time Column Changes Effective January 1, 2015
- Approve Hiring of Temporary Long-term Substitutes per E.C. 87481 and 87482
- Approve Final Salary Placements
- Approve Changes of Classification
- Approve Additional Contract Extension Days for 2014-2015
- Approve Stipends
- Approve Adjusted Column Placements
- 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. Alvarez to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough.

- Approve 2014-2015 CSEA Permanent Salary Schedules
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Ratify Resignations/Retirements
- Approve New Appointments

6.2 Classified Personnel – (cont.)

- Approve Temporary to Hourly On Going Assignments
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Adoption of Resolution No. 15-02 regarding Reduction in Force of Classified Staff

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 15-02. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, 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 February 2, 2015.

There being no further business, Mr. Labrado declared this meeting adjourned at 6:51 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 2, 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: January 12, 2015

To: Dr. Raúl Rodríguez

From: Peter J. Hardash

Subject: Responses to Board of Trustees Requests/Questions

From Trustee John Hanna

4.15(4) 15-P0034160 \$12,000 for Nixon Peabody. What was this legal expense? What office is handling this for the firm?

- Nixon Peabody is the district bond counsel for Measure Q bonds. The U.S. Securities and Exchange Commission's (SEC) Municipalities Continuing Disclosure Cooperation (MCDC) Initiative, launched in March of 2014, required municipal bond issuers and underwriter's to self-report any past violations of Rule 15c2-12 (continuing disclosure requirement). Through the MCDC initiative, the SEC offered amnesty for entities that self-report past violations by the deadline of December 1, 2014. The district engaged the services of Nixon Peabody to review all Measure E bond issuances and refundings to evaluate and verify continuing disclosure compliance and the need to report any deficiencies to the SEC. As bond counsel, they coordinated their evaluation with The Dolinka Group evaluation in reviewing and verifying any reportable items and any disclosures that were necessary in the Official Statement for the issuance of Series A of Measure Q bonds. The legal services necessary in reviewing and researching all Measure E bonds and refundings were outside of the scope of work included for bond counsel services for Measure Q. The purchase order was issued in the amount of \$12,000. The cost of this service, year to date, was \$6,119.50.

Lisalee (Lisel) Wells from the Los Angeles office services as bond counsel to the District.



Rancho Santiago Community District Report on Faculty Diversity

August 2016

Prepared by:

Judyanne Chitlik
Interim Vice Chancellor, Human Resources

Rancho Santiago Community College District Report on Faculty Diversity

In early 2016, the Assistant Vice Chancellor of Human Resources met with the Chancellor to discuss faculty recruitment efforts and RSCCD's commitment to improving its rate of faculty diversity. Included as Attachment #1 to this report is a graph which was presented to the Board of Trustees showing the percentages of non-white full-time faculty hired for the fall 2014 and served as the basis for the discussion. While RSCCD had a reasonable percentage of hiring diverse faculty for 2014, it was clear that other districts were able to effectively recruit and hire larger percentages of diverse faculty in 2014.

After meeting with the Chancellor, the Assistant Vice Chancellor of Human Resources completely reviewed RSCCD's faculty hiring procedures with RSCCD's Recruitment Manager and a meeting was convened with the Chancellor to discuss these procedures and, in particular, agencies and sources, etc. where the district was placing information about faculty job opportunities.

RSCCD practices and procedures appeared sound. However, in an effort to improve RSCCD's faculty diversity, it was decided to contact a number of the colleges that had higher rates of success as indicated on the chart for 2014 to discuss their recruiting strategies. Of particular interest was Pasadena City College with a 76.7% rating which was the most exceptional by all measures of any other community college in the state. Also contacted were Rio Hondo College (49.2%), Citrus College (41.8%) and Santa Monica College (41.1%). Los Angeles CCD (51.4%) was not contacted because that district is so unlike any other district in the state with nine (9) separate colleges spread over an enormous area and wasn't comparable to RSCCD. Contact was made with the Human Resources Departments at the four (4) colleges indicated above to set up interviews with their key human resources personnel. Pasadena City College, Rio Hondo College and Santa Monica College all responded to the request to discuss faculty hiring practices. Citrus College never responded, even after repeated outreach.

Rio Hondo College

Staff first interviewed Ms. Yolanda Emerson, Director of Human Resources at Rio Hondo College. She indicated that when she became Director, their faculty diversity numbers were very low. However, the Board of Trustees took this on as a goal and she was given monetary and personnel resources to begin to change these numbers. She reported that the most important step was a change in the College Mission Statement that included the high value the district placed on diversity and embracing the idea that "Hiring the best faculty for the position" was important, but that diversity added a dimension to the educational experience that was essential to the community and the district. Ms. Emerson stated that she then proceeded to build a relationship with the Academic Senate with the purpose of having the Senate embrace the importance of faculty diversity and partnering with them to promote this in their hiring practices.

Subsequently, Human Resources and the Academic Senate put in place a practice that required all members of a faculty hiring committee be EEO/Diversity trained each time they serve on each committee. In addition, initially the requirement was put in place for placement of an EEO Monitor from Human Resources on each hiring committee. So, Human Resources did all the EEO monitoring on the faculty hiring committees. This practice was not sustainable and they now train all members of their management team to be EEO monitors. They do not allow faculty to serve as EEO monitors on faculty hiring committees. In addition to all the required training for committee members, the EEO monitor on each hiring committee must further advise and admonish the entire committee about what they can and can't do in the hiring process before the committee can begin screening applications.

Questions were posed to Ms. Emerson about the Rio Hondo College advertising budget and advertisement placements to insure as diverse a pool as possible. The list of Rio Hondo College advertisement placements was compared with the RSCCD list and the lists were nearly identical. Ms. Emerson also indicated that participating in the traditional job fairs did not produce much benefit, which is consistent with RSCCD's experience as well.

Finally, Ms. Emerson reported that "It took a lot of years to change the numbers. It will not happen overnight." She further reported that without the commitment of appropriate monetary and personnel resources, they would not have had the tools needed to make a difference.

Santa Monica College

Staff next interviewed Ms. Sherri Lewis, Dean of Human Resources for Santa Monica College. She reported that the Board of Trustees made a commitment to increase faculty diversity but that commitment included appropriate staffing for Human Resources and additional \$50,000.00 to augment their advertising budget. According to Ms. Lewis "this made a world of difference" which allowed her to "dig deeper into diversity in our hiring process."

Santa Monica College advertises in the same places that RSCCD does, but Ms. Lewis began working with the Academic Senate to involve faculty in helping find places to advertise. Through the faculty and their networking, the college has connected with graduate programs at many of the universities/colleges in their area and this has been very effective in recruiting recent graduates directly out of those programs. Also, faculty attend and network at conferences such as the Hispanic Association of Colleges and Universities or National Black Association, etc. and this has proven to be an effective recruitment strategy.

One unique strategy employed by Santa Monica College is that recruitment begins in August for the following academic year. This means that they are recruiting year round to staff for the following academic year.

Similar to what Rio Hondo College requires, everyone on the faculty hiring committee must participate in EEO training prior to serving on a committee to insure that the interview pool

is diverse. At Santa Monica College, once a screening committee is identified, the entire committee is brought together for a detailed training session. The EEO monitors are separately trained in addition to the committee training.

Finally, it is interesting to note that Santa Monica College has evidence that supports their belief that requiring two (2) letters of recommendations in the application process creates an artificial barrier for diverse candidates. They have stopped this practice and the number of diverse candidates applying for faculty positions has increased.

Pasadena City College

The final interview conducted was with Ms. Annette Loria, Executive Director of Human Resources at Pasadena City College (PCC). As illustrated in Attachment #1, in 2014 PCC had an astounding hiring rate of diverse faculty of 76.7%. There are numerous reasons for their success, but the most compelling factor is that they have allocated significant monetary and staff resources to support their recruitment effort. They have a substantial outreach effort which includes partnering with local four year colleges and universities to market to their recent graduate students. This includes having appropriate deans and lead department faculty directly making contact with the various departments within the four-year institutions and creating on-going relationships that they tap into to recruit for the department/discipline that is hiring.

Pasadena City College holds their own job fairs on the college campus which is heavily advertised to the surrounding community. At these on-site job fairs, the deans and faculty are available to meet with prospective applicants to answer questions about new faculty positions and encourage community members to apply. Workshops on how to write resumes, how to navigate the application process and how to interview are also conducted by the college. Again, these activities are all heavily marketed to their surrounding community, which is significantly diverse, and this results in a larger diverse applicant pool.

In addition, Pasadena City College participates in the Registry Job Fair and they sponsor a hospitality suite where the deans and faculty leadership promote the college and encourage prospective faculty members to apply.

All of these strategies allow for Pasadena City College to connect with their own community and/or promote the college to a broad-based diverse applicant pool.

Another area where Pasadena City College been aggressive is in the training of their EEO monitors and all the faculty who sit on the hiring committees. All faculty must go through EEO diversity training every two years. PCC conducts these training sessions every fall and spring semester and faculty members cannot participate in a faculty hiring process unless they are up to date with their training certification. This rigorous training requirement is outsourced to Liebert, Cassidy and Whitmore who conducts these training sessions twice a year.

In addition to the Liebert, Cassidy and Whitmore trainings, Pasadena City College has an on-going lecture/workshop program throughout the year. The spring 2016 semester training and lectures that were provided to the academic faculty and management team and also offered to anyone who wanted to attend is included as Attachment #2 to this report.

The institutional intention is to provide a systemic culture of inclusivity and diversity that reflects the community that they serve. This necessitated a commitment from the Board and President/Superintendent to promote and implement this institutional goal and provide money and staff resources to allow for the implementation of the activities described above.

Analysis

In the 2014 graph depicting the success percentages in hiring diverse faculty (Attachment #1), Pasadena City College, Rio Hondo College and Santa Monica College were shown as more successful than the Rancho Santiago Community College District. The purpose of contacting other institutions was to find out why this was occurring and what RSCCD could use as takeaways to better its success in attracting a more diverse pool of faculty applicants. All three of the organizations interviewed were adamant that change in this area took time and patience and that sufficient monetary resources were essential. Two areas became the focus for improvement:

1. More aggressive marketing strategies which allowed for extensive and direct interaction and recruitment within the diverse communities that each college served.
2. An aggressive cultural shift within the institution itself, which included significant changes in EEO/Diversity and cultural competency trainings. Not only were faculty expected to attend and be routinely trained in their roles and obligations on a hiring committee but they also were expected to participate in activities that promoted inclusivity and a more open perspective on diversity and inclusivity.

During the past two years (2015/2016 and 2016/2017) the RSCCD Human Resources Department has become more systematic in EEO monitor training and two or three sessions are held each academic year. RSCCD numbers have improved significantly in regard to hiring diverse faculty at both colleges and within the Continuing Education Division as well. Included as Attachment #3 of this report are the results of RSCCD faculty hiring for 2015/2016 (50%) and for the just completed 2016/2017 hiring (53%). While there is significant improvement since 2014, there are a number of things RSCCD can do to maintain and exceed its current rate of diverse hiring.

Recommendations

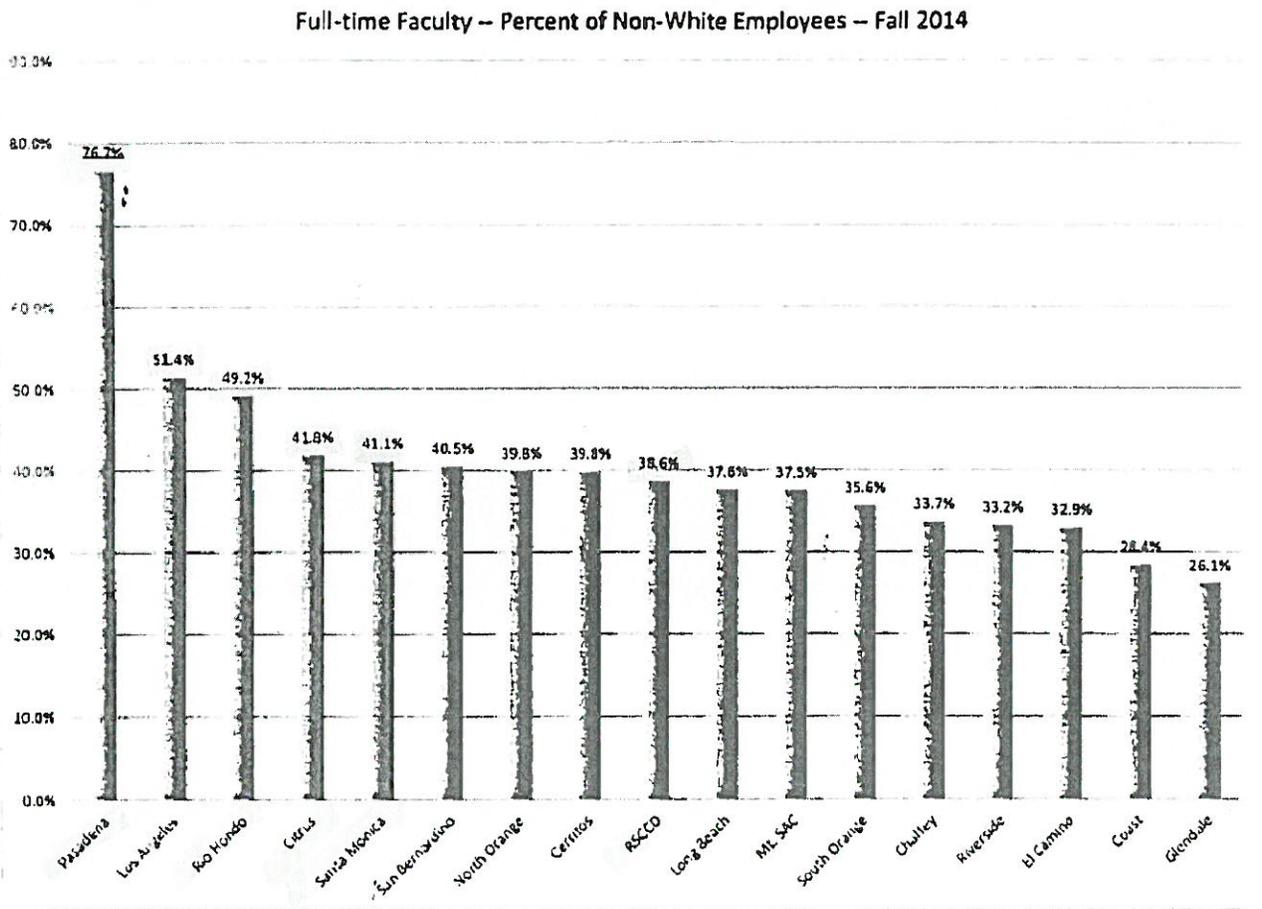
1. Human Resources should partner with the Academic Senates to put in place a program that includes connecting with departments at four year institutions for the express purpose of creating faculty-to-faculty relationships for marketing RSCCD faculty positions to their recent graduates.



2. Consider holding job fairs on the college campuses, heavily marketed to the RSCCD community and staffed with the dean/faculty from each department/discipline who are hiring for that academic year. RSCCD should partner with the Academic Senates to begin a dialogue about the scope of this activity.
3. Consider having a lecture/training program similar to Pasadena City College, bringing professional speakers to the colleges to talk about the cultural, social, and psychological issues that are topical today and which have broad implications for faculty hiring and the shaping of the colleges and district. The Academic Senates are central to these discussions.
4. Consider a more intense and aggressive EEO/Diversity monitor training, ensuring that all employees who serve in this role are well trained and able to provide this vital leadership in the faculty hiring process.
5. Consider, as well, requiring all faculty who serve on a faculty hiring committee go through the same training as the EEO monitor, ensuring that all members of faculty hiring committee are equally responsible for delivering a fair and equitable screening and interviewing process.
6. Integrate training in cultural competency into the RSCCD Faculty Institute and all faculty orientations.

At least some of these recommendations will require additional funding and a significant institutional commitment. It is critical that the management team be trained and comfortable with articulating a consistent message of inclusivity and cultural competency to faculty and staff in our hiring process. The district has already made some adjustments to its hiring process in the area of EEO training; but, by incorporating some of the strategies used by other institutions, there is the opportunity for even more success in hiring faculty who more closely reflect the district's students and community.

Most recently Human Resources reviewed, rewrote, and re-rated the Manager of Employment Services position and created the new position of Director of Employment Services, Equity, and Diversity, consistent with what many other Districts have been doing around the state. This latter position includes job duties that include planning, organizing and providing leadership for programs and activities designed to foster a district climate of respect, equity, inclusion and diversity, which will then provide the foundation for conducting Screening Committee, Diversity, and EEO trainings. This updated position will help insure that the values of diversity and inclusivity are valued and promoted within the institution and are appropriately reflected in the district's hiring procedures, underscoring the RSCCD's belief that faculty diversity adds an important dimension to the educational experience and is an essential value for the students and community that we serve.



Chitlik, Judy

Subject: Faculty Diversity report

Hi Judy,

It was a pleasure speaking with you this morning regarding our faculty hiring practices and procedures. Both Juli and I were delighted to learn that Pasadena City College has the highest ranking in terms of faculty diversity. I look forward to receiving a copy of the report from you so that I may share with others at PCC. Here is also a list of the trainings on campus that have occurred or scheduled to occur this semester:

Diversity Training

Presenter: Diane Goodman
January 26 – February 1, 2016

Unintentional Bias

Presenter: Dr. Pedro Noguera
February 16, 2016

Criminalization of Youth and Incarceration

Presenter: Victor Rios
February 25, 2016

Faculty Hiring Committee Training

Cultural Competency in Questions and Evaluation

Presenter: Cris Cullinan
March 18, 2016

Entrepreneurship and Business in the Art world

Presenter: Jeremy Quant/RedDot
March 2016

Evaluating the course syllabi for equity

Presenter: Cristina Salazar-Romo
April 2016

Please let me or Juli know if you have any questions or need additional information, we are glad to help.

Annette
Interim Executive Director, Human Resources
Pasadena City College

New Hires 3 FY as of 7/27/16

FACULTY (Excluding CDC)

	FY 14/15		FY 15/16		FY 16/17	
	Total	Diverse	Total	Diverse	Total	Diverse
Selected/Hired	34	13	36	18	47	25
		38%		50%		53%

FACULTY (Including CDC)

	FY 14/15		FY 15/16		FY 16/17	
	Total	Diverse	Total	Diverse	Total	Diverse
Selected/Hired	34	13	43	23	51	28
		38%		53%		55%

MANAGEMENT

	FY 14/15		FY 15/16		FY 16/17	
	Total	Diverse	Total	Diverse	Total	Diverse
Selected/Hired	14	7	15	9	5	4
		50%		60%		80%



Santiago Canyon College

DEPARTMENT OF WOMEN'S STUDIES

With the Office of Student Equity and Success is Proud to Present:

MUJERES DE MAIZ

Presents:

"'Movmynt' Pains: Dealing with Sexism and Fleshing Feminism in Social Justice Circles"

WHEN?

WEDNESDAY, MARCH 29TH

1:00-2:30 P.M.

WHERE?

SCC, Room H-106

Questions? Contact: Govea_Melissa@sccollege.edu



This workshop is a beginning dialogue regarding sexism, gender politics, and issues within movement organizing, as well as sharing of resources to begin to not only challenge patriarchy, but also to flesh out and embody feminism and create spaces of healing and empowerment of all peoples.

 **Office of Student
Equity & Success**

6.5 (31)

BLACK HISTORY AWARENESS MONTH



FEBRUARY EVENTS



FEB. 14-15: BLACK HISTORY MONTH KICKOFF EVENT

**TAKE A PICTURE WITH A 3-D ART AND
ENTER FOR AN OPPORTUNITY DRAWING
ROSE GARDEN, 9:00 AM - 2:00 PM**



FEB. 21: KNAPSACK DISCUSSION + EQUITY PANEL

**TAKE THE PEGGY MCINTOSH PRIVILEGE TEST AND
THEN DISCUSS + HAVE YOUR QUESTIONS ANSWERED
STRENGER PLAZA, 9:00 AM - 2:00 PM**



FEB. 22: DEBUNKING STEREOTYPES

**PARTICIPATE IN THE DEBUNKING
STEREOTYPES AWARENESS ACTIVITY. FREE FOOD!
ROSE GARDEN, 9:00 AM - 2:00 PM**



MAR. 2: MOVIE NIGHT

**WATCH A MOVIE COMMEMORATING
BLACK HISTORY MONTH
E-203, 6:00 PM - 9:00 PM**

**"Darkness cannot drive out darkness;
only light can do that.
Hate cannot drive out hate;
only love can do that."
- Dr. Martin Luther King, Jr.**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

FACULTY INSTITUTE

Fall 2016 – Spring 2017

FLEX WEEK AUGUST 15 – 19, 2016

Monday, August 15, 2016

DISTRICT OFFICES

8:00 a.m. – 12 Noon District Office/Board Room 107

District Orientation

Judyane Chitlik, Vice Chancellor, Human Resources

- **Welcome by Chancellor** – Dr. Raúl Rodríguez
- **HR Orientation**
- **Payroll Process**, Diane Kincheloe, Payroll Manager
- **Benefits**, Diane Loya, Benefits Analyst
- **District Safety and Security/Title IX**, Alistair Winter, Assistant Vice Chancellor, Human Resources
- **SchoolsFirst Federal Credit Union**
- **Tour of the District Offices**

12 Noon – 1:00 p.m. Luncheon with the Chancellor

1:00 p.m. – 3:00 p.m. **Afternoon Session**

- **Welcome by College Presidents – College Mission and Goals**
Dr. Linda Rose, Santa Ana College
Dr. John Hernandez, Santiago Canyon College
- **Welcome by Academic Senate Presidents- Introduction to the Academic Senate/Participatory Governance**
Dr. Elliott Jones, Santa Ana College
Michael DeCarbo, Santiago Canyon College
- **Welcome by the Faculty Association of the Rancho Santiago Community College District (FARSCCD)**
Narges Rabii-Rakin, President
- **Admissions and Records**
Tuyen Nguyen, Assistant Dean of Admissions and Records/SCC
Mark Liang, Dean of Enrollment and Support Services/SAC
 - How to Access Rosters/Grades
 - How to Add and Drop Students
 - Wait Lists

4:00 p.m. – 4:30 p.m. **Welcome Reception with the Board of Trustees** District Office/Board Room 107

PLEASE REMAIN AFTER THE RECEPTION TO BE FORMALLY PRESENTED TO THE BOARD OF TRUSTEES AT THE BOARD MEETING

Tuesday, August 16, 2016

Santiago Canyon College

9:00 a.m. – 2:00 p.m. **Joint SCC/SAC Equity Institute “The Neuroscience and Psychology of Decision Making in Higher Education”**
with Kimberly Papillon, Esq. Room E-204

Joseph Alonzo, Director of Student Equity and Success/SCC

Dr. George Sweeney, Student Equity Coordinator/SAC

Dr. Melinda Womack, Professor of Communication/SCC

Dr. Christine Umali-Kopp, Professor of Psychology/SCC

Wednesday, August 17, 2016

ACADEMIC SENATE RETREATS

Santiago Canyon College

Room E – 203

9:00 a.m. – 12 Noon Senate Meeting

12:30 p.m. – 1:15 p.m. Faculty Potluck

Santa Ana College

Location TBA

9:00 a.m. – 11:00 p.m. Research Office Open House

Janice Love, Director of Research

11:30 a.m. – 12:30 p.m. Lunch with Academic Senate and Department Chairs

1:00 p.m. – 3:00 p.m. Student Success: It's Personal: Classroom Support and Management

Carlos Lopez, Vice President of Academic Affairs

Dr. Sara Lundquist, Vice President of Student Services

Faculty Partners

- Student Success: It's Personal and the 6 Student Success Factors
- Setting Expectations in the Course Syllabus and Course Orientation
- Keeping Students Focused/Maintaining Classroom Decorum
- Student Code of Conduct, key resources and protocols
- DSPS and VAWA Supports

Thursday, August 18, 2016

Department/Division Meetings (TBD by specific Departments)

Please contact your Department Chair or Division Deans for meeting time and location

Friday, August 19, 2016

COLLEGE CONVOCATIONS

Santa Ana College

8:00 a.m. – 10:00 a.m. Phillips Hall Theatre/Building P

12 Noon – 1:00 p.m. Catered Lunch Room TBA

1:00 p.m. – 2:00 p.m. **Tour of Campus and Facilities** Cesar Chavez Building/Room A-130

Carlos Lopez, Vice President of Academic Affairs

Dr. Sara Lundquist, Vice President of Student Services

Santiago Canyon College

10:30 a.m. – 12 Noon Lunch Humanities Building/H-114

Catered Lunch to immediately follow Convocation

1:00 p.m. – 2:00 p.m. **Setting Expectations for Classroom Decorum** Room H-114

Dr. Marilyn Flores, Vice President of Academic Affairs

Ruth Babeshoff, Vice President of Student Services

- Classroom and Student Management
- Student Code of Conduct
- Disruptive Student Behavior
- Academic Dishonesty

2:00 p.m. – 4:00 p.m. **Tour of Campus and Facilities**

Ruth Babeshoff, Vice President of Student Services

SEPTEMBER 2016 MEETING

Friday, September 9, 2016

DISTRICT OFFICES

9:00 a.m. – 12 Noon District Offices/Board Room 107

Tenure Review Process and Faculty Portfolios

Judyanne Chitlik, Vice Chancellor of Human Resources

Narges Rabii-Rakin, FARSCCD President

Shelly Jaffray, Dean of Humanities and Social Sciences

Carolyn Breedon, Dean of Arts, Humanities, and Social Sciences

- **Tenure Review Process**
- **Self-Evaluation**
- **Creation of Faculty Portfolios**
- **Faculty Panel/ Q&A/ Myths and Misconceptions in the Tenure Review Process**

OCTOBER 2016 MEETING

Friday, October 14, 2016

Santa Ana College

9:00 a.m. – 12 Noon Cesar Chavez Building/ Room A-210

Cherylee Kushida, Coordinator of Distance Education/SAC

- **On-Line/Educational Technology/Distance Education**
- **Learning Management Systems**
- **Using Technology (Review of On-Line Resources at SAC)**
- **Blackboard**

Santiago Canyon College

9:00 a.m. – 12 Noon Room H-114

- **Discussion: Best Practices in Teaching and Learning Techniques with 2015-2016 Faculty Cohorts**
Dr. Marilyn Flores, Vice-President of Academic Affairs/SCC
Michael DeCarbo, Academic Senate President, SCC

NOVEMBER 2016 MEETING

Friday, November 18, 2016

Santa Ana College

9:00 a.m. – 12 Noon Cesar Chavez Building/Room A-210

- **Discussion: Best Practices in Teaching and Learning Techniques with 2015-2016 Faculty Cohorts**
Carlos Lopez, Vice President of Academic Affairs/SAC
Dr. Elliott Jones, Academic Senate President/SAC

Santiago Canyon College

9:00 a.m. – 12 Noon Building B/Room 208

Scott James, Coordinator of Distance Education/SCC

- **On-Line/Educational Technology/Distance Education**
- **Learning Management Systems**
- **Using Technology**
- **Blackboard**

DECEMBER 2016 MEETING

Friday, December 2, 2016

DISTRICT OFFICES

9:00 a.m. – 12 Noon District Offices/Board Room 107

- **End of Semester Debrief Discussion**
Dr. Marilyn Flores, Vice President of Academic Affairs/SCC
Carlos Lopez, Vice President of Academic Affairs/SAC
Ruth Babeshoff, Vice President of Student Services/SCC
Dr. Sara Lundquist, Vice President of Student Services/SAC
Michael DeCarbo, President of the Academic Senate/SCC
Dr. Elliott Jones, President of the Academic Senate/SAC
- **Turning in Grades**
Tuyen Nguyen, Assistant Dean of Admissions and Records/SCC
Mark Liang, Dean of Enrollment and Support Services/SAC

12 Noon – 1:00 p.m.

Lunch with the Chancellor

FLEX WEEK FEBRUARY 6 – 10, 2017

Monday, February 6, 2017

9:00 a.m. – 12:00 p.m. **Santiago Canyon College** Room H-114

- **Innovative Teaching Strategies That Promote Student Success**
Discussion of On-Course and other strategies to assist student of all levels of preparation
Dr. Marilyn Flores, Vice President of Academic Affairs/SCC
Michael DeCarbo, President of the Academic Senate/SCC

- **Instructional and Student Support Services Site Visit**

Tour and learn about the following areas: MASH Center, STAR Center, Tutoring Center, Academic Success Center, Counseling, Transfer Center, Library, Writing Center and BSI.

Dr. Marilyn Flores, Vice President of Academic Affairs/SCC

Michael DeCarbo, President of the Academic Senate/SCC

9:00 a.m. – 12 Noon **Santa Ana College** Cesar Chavez Building/Room A-130

- **Student Equity**

Dr. George Sweeney, Student Equity Coordinator

- **SSSP**

Dr. Micki Bryant, Dean of Counseling

- **Instructional Support Service**

Luis Pedroza, Librarian

Kathy Walczak, Learning Center Coordinator

- **Basic Skills Initiative and Professional Development**

Mary Huebsch, BSI and Professional Development Coordinator

Wednesday, February 8, 2017

ACADEMIC SENATE RETREATS

Santiago Canyon College

Building E/Room 204

9:30 a.m. – 2:30 p.m.

Michael DeCarbo, President of the Academic Senate/SCC

Santa Ana College Room/TBD

9:30 a.m. – 12:30 p.m.

Dr. Elliott Jones, President of the Academic Senate/SAC

Thursday, February 9, 2017

Department/Division Meetings

(TBD by specific Departments)

Please contact your Department Chair or Division Dean for time and location.

Friday, February 10, 2017

COLLEGE CONVOCATIONS

Santa Ana College

8:00 a.m. – 10:00 a.m.

Phillips Hall Theatre/Building P

Santiago Canyon College

10:30 a.m. – 12 Noon

Santiago Canyon College/Room H-106

Department/Division Faculty Meeting

(TBD by specific Division)

Please contact your Division Dean for time and location.

FEBRUARY 2017 Meeting

Friday, February 24, 2017

Santa Ana College

9:00 a.m. – 12 Noon

Cesar Chavez Building/Room A-130

Accreditation and Institutional Effectiveness

Dr. Bonita Jaros, Coordinator of Institutional Effectiveness/Accreditation Liaison Officer/SAC

Dr. Jarek Janio, SLO Coordinator

Carlos Lopez, Vice President of Academic Affairs

Dr. Sara Lundquist, Vice President of Student Services

- **Faculty Role and Responsibilities**

Santiago Canyon College

9:00 a.m. – 12 Noon

Room H-114

Accreditation and Institutional Effectiveness

Aaron Voelcker, Dean of Institutional Effectiveness/Library/Academic Support/SCC

- **Faculty Role and Responsibilities**

MARCH 2017 MEETING

Friday, March 17, 2017

DISTRICT OFFICES

9:00 a.m. – 12 Noon District Offices/Boardroom 107

Interdisciplinary Discussion on Integrated Learning

Carlos Lopez, Vice President of Academic Affairs/SAC
Dr. Marilyn Flores, Vice President of Academic Affairs/SCC
Michael DeCarbo, President of the Academic Senate/SCC
Dr. Elliott Jones, President of the Academic Senate/SAC

APRIL 2017 MEETING

Friday, April 21, 2017

9:00 a.m. – 12 Noon **Santa Ana College** Cesar Chavez Building/Room A 128

Continuation: Discussion of Best Practices in Teaching and Learning Technologies

Carlos Lopez, Vice President of Academic Affairs/SAC
Dr. Elliott Jones, President of Academic Senate/SAC

9:00 a.m. – 12 Noon **Santiago Canyon College** Room H-114

Continuation: Discussion of Best Practices in Teaching and Learning Technologies

Dr. Marilyn Flores, Vice President of Academic Affairs/SCC
Michael DeCarbo, President of Academic Senate/SCC

MAY 2017 MEETING

Friday, May 12, 2017

DISTRICT OFFICES

9:00 a.m. – 1:00 p.m. District Offices/Boardroom 107

End of the Academic Year Debrief

9:00 a.m. – 12 Noon **End of the Academic Year Debrief/Evaluation**

Dr. Marilyn Flores, Vice President of Academic Affairs/SCC
Carlos Lopez, Vice President of Academic Affairs/SAC
Dr. Sara Lundquist, Vice President of Student Services/SAC
Ruth Babeshoff, Vice President of Student Services/SCC
Michael DeCarbo, President of Academic Senate President/SCC
Dr. Elliott Jones, President of Academic Senate President/SAC

12 Noon – 1:00 p.m. **Lunch with the Chancellor**

Board of Trustees
May 30, 2017

Conference Docket
No. 6.6

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 33rd ANNUAL
CONFERENCE
Dallas, Texas – June 21-25, 2017

1 Board Member
(Zeke Hernandez)