

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, December 4, 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.

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

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 Presentation of District Annual Financial Audit

1.4 Approval of Additions or Corrections to Agenda

Action

1.5 Public Comment

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

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

1.6 Approval of Minutes – Regular meeting of November 13, 2017

Action

1.7 Approval of Consent Calendar

Action

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

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

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

Action

Board Policy 2305 (attached) requires that the board take specific actions at its annual organizational meeting:

-Election of Board Officers (President, Vice President, and Clerk) for the 2017-18 year

-Designation of secretary and assistant secretary

-The President of the Board shall appoint members and chairs to following board committees:

- Communications Committee
- Facilities Committee
- Fiscal and Audit Review Committee
- Legislative Committee
- Policy Committee
- Safety & Security Committee

-The President of the Board shall appoint representatives to the the following organizations:

- RSCCD Foundation
- Orange County Community College Legislative Task Force
- Orange County School Boards Association
- Nominating Committee on School District Organization

-Adoption of schedule of meeting dates for 2018 (attached)

-Reaffirmation of Board Policy 2200 – Board Duties and Responsibilities (attached)

-Reaffirmation of Board Policy 2715 – Code of Ethics/Standards of Practice (attached)

-Reaffirmation of Board Policy 2735 – Board Member Travel (attached)

-Reaffirmation of Board Policy 6320 - Investments (attached)

-Designation of specific days, weeks or months of observance, which relate to the educational mission of the district (attached)

3.0 **INFORMATIONAL ITEMS AND ORAL REPORTS**

3.1 Report from the Chancellor

- Accreditation

3.2 Reports from College Presidents

- Accreditation
- Enrollment
- Facilities
- College activities
- Upcoming events

3.3 Report from Student Trustee

3.4 Reports from Student Presidents

- Student activities

3.5 Report from Classified Representative

3.6 Reports from Academic Senate Presidents

- Senate meetings

3.7 Reports from Board Committees

- Board Safety & Security Committee

4.0 INSTRUCTION

- *4.1 Approval of Guided Pathways Self-Assessment Tool Action
The administration recommends approval of the Guided Pathways Self-Assessment Tool as presented.
- *4.2 Approval of Special Report Bachelor of Science in Occupational Studies for Accrediting Commission for Community and Junior Colleges (ACCJC) Action
The administration recommends approval of the Special Report Bachelor of Science in Occupational Studies for ACCJC as presented to be submitted before December 8, 2017.
- *4.3 Approval of Contract between City of Santa Ana and RSCCD on behalf of Santa Ana College (SAC) Action
The administration recommends approval of the contract between the City of Santa Ana and RSCCD on behalf of SAC as attached.
- 4.4 Approval of Memorandum of Understanding (MOU) for Use of Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council Action
The administration recommends approval of the MOU for use of the Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council for the apprenticeship program.
- 4.5 Approval of Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions Action
The administration recommends approval of the Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions.
- *4.6 Approval of Santa Ana College Memorandum of Understanding (MOU) with Mexican Consulate in Santa Ana, California Action
The administration recommends approval of the Santa Ana College MOU with the Mexican Consulate in Santa Ana.
- *4.7 Approval of 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for Santiago Canyon College (SCC) and Santa Ana College Action
The administration recommends approval of the 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for SCC and SAC as presented.
- *4.8 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.

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

- *4.9 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Addendum Action
The administration recommends approval of the proposed revisions for the 2017-2018 SCC catalog addendum.
- *4.10 Approval of Instructional Services Agreement with Goodwill Industries of Orange County Action
The administration recommends approval of the Instructional Services Agreement with Goodwill Industries of Orange County.
- *4.11 Approval of Continuing Education Cost Agreement with National Career Advancement Institute Action
The administration recommends approval of the Continuing Education Cost Agreement with National Career Advancement Institute.
- *4.12 Approval of Community Services Cost Agreement with National Career Advancement Institute Action
The administration recommends approval of the Community Services Cost Agreement with National Career Advancement Institute for the period of December 4, 2017, through June 30, 2019, as presented.
- *4.13 Approval of Revised Santiago Canyon College Mission Statement Action
The administration recommends approval of the revised SCC mission statement as presented.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases during November 1-17, 2017.
- 5.3 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2017 Action
The administration recommends the board receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2017, as presented.
- *5.4 Approval of Amendment to Agreement with Leland Saylor Associates for On-Call Cost Estimating Consulting Services for Various Projects District-wide Action
The administration recommends approval of the amendment to the agreement with Leland Saylor Associates for on-call cost estimating consulting services for various projects districtwide as presented.

- *5.5 Approval of Agreement with MTGL, Inc. for Geotechnical Testing and Inspection Consulting Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with MTGL, Inc. for geotechnical testing and inspection consulting services for the Science Center at SAC as presented.
- *5.6 Approval of Agreement with Twining, Inc. for Materials Testing and Special Inspection Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with Twining, Inc. for materials testing and special inspection services for the Science Center at SAC as presented.
- *5.7 Approval of Amendment to Agreement with Alta Environmental for Hazardous Materials Testing and Inspection Consulting Services for Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Alta Environmental for hazardous materials testing and inspection consulting services for the Central Plant, infrastructure and mechanical upgrades project at SAC as presented.
- *5.8 Approval of Amendment to Agreement with Lenax Construction Services, Inc. for Cost Estimating Consulting Services for new Johnson Student Center at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Lenax Construction Services, Inc. for cost estimating consulting services for the new Johnson Student Center at SAC as presented.
- *5.9 Acceptance of Completion of Bid #1334 for S Portables Removal 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.
- *5.10 Approval of Contract with Canon USA, Inc. Action
The administration recommends approval of the contract with Canon USA, Inc. and Authorized Resellers, Master Agreement #3091, California Participating Addendum #7-15-70-23, for the purchase and lease of Canon USA, Inc. copiers, printers and related software devices and services for the lease term of five (5) years and future addendums as presented.
- *5.11 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period October 22, 2017, through November 11, 2017.

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

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
- The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Board Financial Assistance Program (BFAP) (SAC/SCC) \$1,065,897
 - California Early Childhood Mentor Program (SAC/SCC) \$ 1,150
 - California Work Opportunity and Responsibility to Kids (CalWORKSs)/Work Study/Temporary Assistance for Needy Families (TANF) (SAC) \$ 492,350
 - Community College Completion Grant (SAC/SCC) \$ 273,000
 - Cooperative Agencies Resources for Education (CARE) (SAC) \$ 99,410
 - Early Head Start – Year 4 (District) \$1,857,336
 - Emergency Aid Funding for Dreamer Students (SAC/SCC) \$ 281,288
 - Extended Opportunity Programs & Services (EOPS) (SAC) \$1,656,321
 - Full-Time Student Success Grant (SAC/SCC) \$ 824,909
 - Santa Ana Middle College High School (SAC)–*Augmentation* \$ 1,000
 - Student Success and Support Program (SSSP) – Credit (SAC/SCC/District) \$6,978,297
 - Student Success and Support Program (SSSP) – Non-Credit (CEC) \$1,587,495
 - United States Small Business Administration/California State University, Fullerton – Orange County/Inland Empire Regional Small Business Development Center Network (District) \$ 350,000
 - Upward Bound V – Year 1 (SAC) – *Augmentation* \$ 7,510
- *6.2 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for Adult Education Block Grant – Data and Accountability (Assembly Bill No. 104) Action
- The administration recommends approval of the amendment to 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.
- *6.3 Approval of Purchase Requisition with CompTIA Certifications, LLC for Deputy Sector Navigator Information Communications Technology/Digital Media Grant Action
- The administration recommends approval of the purchase requisition 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 1.7.

- *6.4 Adoption of Resolution No. 17-26 Certifying Emergency Closure of SCC Child Development Center Action
The administration recommends adoption of Resolution No. 17-26 certifying that the SCC Child Development Center was closed due to the Canyon 2 Wildfire on October 10-11, 2017.
- *6.5 Authorization of Signatures Action
The administration recommends approval of the revised list of authorized signatures.
- 6.6 List of 2018 Conferences and Legislative Executive Visits for Board Members Information
Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.
- 6.7 Review of RSCCD Board of Trustees Self-Evaluation Action
It is recommended that the board review the evaluation responses and create annual unit goals for 2018.
- 6.8 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 Negotiators: Melanie L. Chaney, J.D., Partner – Liebert Cassidy Whitmore
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
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #2326813

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

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

Completion of the information on the form is voluntary. Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

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

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

Action

- Approval of Revised Job Descriptions
- Approval of Extension of Interim Assignments for Rehired Retired Public Employees' Retirement System (PERS) Member
- Ratification of Resignations/Retirements
- Approval of Changes of Classifications
- Approval of Leaves of Absence
- Approval of Adjusted Effective Dates for Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Service

7.2 Classified Personnel

Action

- Approval of Revised Interim Hourly Salary Schedule
- Approval of Revised Miscellaneous Pay Schedule
- Approval of New Appointments
- Approval of Hourly Ongoing to Contract
- Approval of Professional Growth Increment
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary to Hourly Ongoing
- Approval of Out of Class Assignment
- Approval of Temporary Assignment
- 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

7.3 Approval of Credit Instructional Calendar for 2018-2019

Action

The administration recommends approval of the 2018-2019 Credit Instructional Calendar.

8.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be announced after the 2018 board meeting calendar is approved. The meeting will be held at the District Office at 2323 North Broadway, Room #107, in Santa Ana, California.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

**Board of Trustees
(Regular meeting)**

Monday, November 13, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Mr. Phillip Yarbrough. Mr. Gregory Pierot 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 Mr. Emmanuel Gonzalez, Student, Santa Ana College (SAC).

Mr. Pierot arrived at this time.

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Mr. Emmanuel Gonzalez spoke regarding the SAC Dream Center petition and distributed the petition for board members to sign. Mr. Hanna asked the chancellor to contact Mr. Gonzalez and explain the proper protocol and board members' limitations regarding his request.

Mr. Ken Sill spoke regarding the district's proposal to FARSCCD.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held October 23, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez 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. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s vote was aye.

3.1 Approval of Clinical Training Affiliation Agreement Renewal with St. Joseph Home Health

The board approved the clinical training affiliation agreement renewal with St. Joseph Home Health located in Orange, California, as presented.

3.2 Approval of Clinical Affiliation Agreement with AmeriPharma

The board approved the clinical affiliation agreement with AmeriPharma located in Orange, California.

3.3 Approval of Department of Treasury-Internal Revenue Service Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) Partner Sponsor (VITA) Agreement and Orange County (OC) United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2017 Coalition Partner Participation Agreement

The board approved the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and OC United Way, OCFTP tax filing season 2017 coalition partner participation agreement as presented.

3.4 Approval of Terms of Donation and Indemnity Agreement And Covenant Not To Sue with City of Anaheim

The board approved the Terms of Donation and Indemnity Agreement And Covenant Not To Sue with the City of Anaheim, California.

3.5 Approval of Agreement with VisionPoint Media, Inc. for Strategic Brand Development

The board approved the agreement with VisionPoint Media, Inc. for strategic brand development as presented.

3.6 Confirmation of Santa Ana College Associate Degrees and Certificates for Summer 2017

The board confirmed the list of recipients of the SAC associate degrees and certificates for summer 2017 as presented.

1.6 Approval of Consent Calendar (cont.)

3.7 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Summer 2017

The board confirmed the list of recipients of the SCC associate degrees and certificates for summer 2017 as presented.

3.8 Approval of Santa Ana College Community Services Program for Spring 2018

The board approved the proposed SAC Community Services program for Spring 2018.

3.9 Approval of Santiago Canyon College Community Services Program for Spring 2018

The board approved the proposed SCC Community Services program for Spring 2018.

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 period of October 11, 2017 to October 31, 2017.

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2017

The board approved the CCFS-311Q for the quarter ended September 30, 2017, as presented.

4.6 Approval of Agreement with McCarthy Building Companies, Inc. – Lease-Leaseback Construction Services for Science Center at Santa Ana College

The board approved the agreement with McCarthy Building Companies, Inc. for Lease-Leaseback Construction Services for the Science Center at SAC as presented.

4.7 Approval of Change Order #1 for Stanley Access Technologies for Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) at Santa Ana College (SAC)

The board approved change order #1 for Stanley Access Technologies for Bid #1310 for door hardware replacement at Buildings C, H, L, R, and S at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

- 4.8 Approval of Change Order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 American with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College

The board approved change order #1 for Amtek Construction for Bid #1326 for Parking Lot 6 ADA stalls (Phase II) at SAC as presented.

- 4.9 Acceptance of Completion of Bid #1310 for Door Hardware Replacement at Buildings C (Fine Arts), H (Hammond Hall), L (Library), R (Russell Hall), and S (Administration) 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.

- 4.10 Acceptance of Completion of Bid #1326 for Parking Lot 6 ADA Stalls (Phase II) 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.

- 4.11 Approval Notice of Exemption for California Environmental Quality Act for Johnson Student Center at Santa Ana College

The board approved the Notice of Exemption for the project as presented.

- 4.12 Ratification of Award of Bid #1335 for Pool Building Roof Replacement at Santa Ana College

The board ratified the award of Bid #1335 for the pool building roof replacement at SAC as presented.

- 4.13 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables Certification Electrical at Santiago Canyon College

The board approved change order #1 for Minako America Corporation dba Minco Construction for Bid #1316 for U Portables certification electrical at SCC as presented.

- 4.14 Approval of Change Order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables Certification Interior Work at Santiago Canyon College

The board approved change order #1 for Minako America Corporation dba Minco Construction for Bid #1318 for U Portables certification interior work at SCC as presented.

1.6 Approval of Consent Calendar (cont.)

4.15 Acceptance of Completion of Bid #1315 for U Portables Certification Site Work at Santiago Canyon 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.

4.16 Acceptance of Completion of Bid #1316 for U Portables Certification Electrical at Santiago Canyon 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.

4.17 Acceptance of Completion of Bid #1318 for U Portables Certification Interior Work at Santiago Canyon 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.

4.18 Approval of Amendment to Agreement with Terracon Consultants, Inc. for Environmental Consulting Services for Orange Education Center (OEC) at Santiago Canyon College

The board approved the amendment to the agreement with Terracon Consultants, Inc. for environmental consulting services for OEC at SCC as presented.

4.19 Approval of Vendor Name Change

The board approved the vendor Hall & Foreman, Inc.'s name change to David Evans and Associates as presented.

4.20 Approval of Independent Contractor

The board approved the following independent contractor: Cambridge West Partnership, LLC to evaluate the Warehouse Department and formulate recommendations for improving the efficiency and effectiveness of the department. Dates of service are November 14, 2017, through March 31, 2108. The fee is estimated at \$38,400.

4.21 Approval of Purchase Orders

The board approved the purchase order listing for the period September 24, 2017, through October 21, 2017.

1.6 Approval of Consent Calendar (cont.)

5.1 Approval of Resource Development Items

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:

- Basic Skills initiative (SAC) - *Adjustment* -\$ 47,554
- Basic Skills initiative (SCC) - *Augmentation* \$ 31,403
- California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SCC) \$182,934
- Cooperative Agencies Resources for Education (CARE) (SCC) \$ 33,713
- Extended Opportunity Programs & Services (EOPS) (SCC) \$496,334
- Orange County Deputy Sector Navigator for Information Communications Technology (ICT)/Digital Media-ICT Apprenticeship Project (District Office) \$ 39,569

5.2 Approval of Sub-Agreement between RSCCD and SynED for Deputy Sector Navigator Information and Communications Technology/Digital Media Grant

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

5.3 Approval of Sub-Agreement between RSCCD and Moraine Valley Community College on behalf of Center for System Security and Information Assurance (CSSIA) for Deputy Sector Navigator Information and Communications Technology/Digital Media Grant

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

5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education (CTE) Data Unlocked Initiative

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.

5.5 Approval of Second Amendment to Sub-Agreement between RSCCD and Chaffey Community College District for Career Technical Education Data Unlocked Initiative

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.

1.6 Approval of Consent Calendar (cont.)

5.6 Approval of Agreement with Foundation for California Community Colleges for Strong Workforce Program – Regional Funds Initiative (#WL-031-17)

The board approved the 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.

1.7 Recognition of Faculty

The board recognized Ms. Lisa Camarco, Santiago Canyon College, and Ms. Catherine Emley, Santa Ana College, as being selected as their respective college's 2017 Distinguished Faculty Member.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, 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 the college presidents be attached to the minutes.

2.3 Report from Student Trustee

Mr. Pierot provided a report to the board.

2.4 Reports from Student Presidents

The following student representatives provided reports to the board on behalf of the Associated Student Government (ASG) organizations:

Mr. Juan Esqueda, Student President, Santa Ana College
Mr. Edward Hou, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Ms. Luisa Ruiz, High School & Community Outreach Specialist, Santa Ana College, provided a report to the board on behalf of the classified staff.

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
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons

Mr. Labrado provided a report on the November 9, 2017, Board Facilities Committee meeting.

Mr. Hernandez provided a report on the November 9, 2017, Orange County Community Colleges Legislative Task Force meeting.

2.8 Presentation on Unity Middle College High School (UMCHS)

Dr. Erin Craig, Founding Executive Director, UMCHS, provided a presentation on Unity Middle College High School. Board members received clarification on the presentation from Dr. Craig.

2.9 Presentation by Mariachi Heritage Society

Ms. Teresa Hernandez, Board member and Secretary, Mariachi Heritage Society, provided a presentation by the Mariachi Heritage Society. Board members received clarification on the presentation from Ms. Hernandez.

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, 4.4, and 4.6 through 4.21 were approved as part of Item 1.6 (Consent Calendar).

4.3 Adoption of Resolution No. 17-27 Authorizing the Issuance and Sale of Santa Ana College School Facility Improvement District (SFID) No. 1 Series B General Obligation Bonds in an Amount Not to Exceed \$71 Million

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 17-27 authorizing the issuance and sale of SAC SFID No. 1 Series B bonds in an amount not to exceed \$71 million and supporting documents as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.5 Quarterly Investment Report as of September 30, 2017

The quarterly investment report as of September 30, 2017, was presented as information.

5.0 **GENERAL**

Items 5.1 through 5.6 were approved as part of Item 1.6 (Consent Calendar).

5.7 Adoption of Board Policies

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to adopt the following revised policies:

Board Policy (BP) 3310 Records Retention and Destruction

BP 3821 Gift Ban Policy

BP 6330 Purchasing

BP 6332 Competitive Bidding, Quotations and Contracts

BP 6505 Inventory Order Quantity and Storage Controls

BP 7330 Communicable Disease

BP 7340 Leaves

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

5.8 Board of Trustees Express Interest in Board Officer Positions

The board president solicited expressions of interest from board members regarding service as president, vice president, clerk, and committee assignments for 2017-2018.

The following board members expressed interest in the following positions:

President – Ms. Nelida Mendoza

Clerk – Mr. Phillip Yarbrough

5.9 Review and Discussion of Self-Evaluation Responses from Community and Staff

The survey responses from community and staff were presented to the board for review and discussion. Mr. Hanna indicated that board members planned to review the responses and then complete their self-evaluation in the next few days.

5.10 Board Member Comments

Since the Thanksgiving holiday is approaching, Ms. Alvarez thanked staff for their contribution to a successful district.

Ms. Alvarez reported that she attended the Day of the Dead ceremony in Santa Ana and visited the SAC Art Gallery in the storefront of a building on Broadway. She indicated the art on display was amazing and she is hopeful the SAC Art Gallery could become a tenant at that location.

5.10 Board Member Comments (cont.)

Since Veterans Day was on November 11, Ms. Mendoza asked that the meeting be adjourned in honor of veterans. She reported that last week she attended a program entitled “Remembering America’s Heroes” at local high schools in Portland, Oregon. Ms. Mendoza indicated that the celebration focused on the heroes that made it possible for students to sit in classrooms and enjoy the freedom provided by many soldiers who have died for their country. She asked that veterans be honored at a future board meeting close to Veterans Day.

Mr. Pierot expressed appreciation for the mariachi presentation and is hopeful that a mariachi program can be offered at SAC and SCC.

Mr. Yarbrough thanked Mr. Hernandez, Mr. Labrado, and Ms. Mendoza for their service in the military which provided the freedoms that are enjoyed by so many.

Since no one had expressed interest in the position of vice president of the board during Item 5.8 (Board of Trustees Express Interest in Board Officer Positions), Mr. Yarbrough indicated that he planned to express interest in the position of vice president of the board at the next board meeting.

In addition to adjourning the meeting in honor of veterans, Ms. Barrios asked that the meeting also be adjourned in memory of Ms. Joanne Coontz, who died on November 4, 2017, and served as Chairman of the Orange Planning Commission, an Orange City Council Member, and the first woman Mayor of Orange.

Ms. Barrios indicated she does not plan to seek the board’s vice president position due to family commitments.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:51 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational and Classified Administrator Appointments
 - (1) Director
 - (2) Manager
 - (3) Project Manager

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

3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

Mr. Hanna and Mr. Pierot left the meeting at the beginning of closed session.

RECONVENE

The board reconvened at 7:52 p.m. with Ms. Mendoza serving as president in Mr. Hanna's absence.

Closed Session Report

Ms. Barrios reported that during closed session the board discussed public employment, labor negotiations, and postponed the public employee's performance evaluation until the next meeting when the board president will be present.

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

- Approve New Job Descriptions
- Approve Revised Job Descriptions
- Approve Revised Job Descriptions and Changes of Title
- Approve Appointments
- Approve Interim Appointments
- Approve Changes of Assignment/From Temporary Long-term Substitute (Education Code [E.C.] 87481 & 87482) to Temporary One-year Contract Employee (E.C. 87478)
- Approve Final Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Beyond Contract/Overload Stipends
- Approve Part-time New Hires/Rehires
- Approve Non-paid Instructors of Record

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in 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 Volunteers
- Approve Student Assistant Lists

6.3 Adoption of Resolution No. 17-25 – Rancho Santiago Community College District Hazard Mitigation Plan

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 17-25 – RSCCD Hazard Mitigation Plan. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.4 Approval of Auto-Renewal Clause in Administrator Agreements/Contracts

It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to postpone action on the existing administrator agreements/contracts with the auto-renewal clause, offering newly hired administrators a 2-year agreement/contract without the auto-renewal clause and adjusting the management salary schedule to be competitive with institutions with whom the district most often competes for employees. The motion to postpone action on Item 6.4 carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular and annual self-evaluation meeting of the Board of Trustees will be held on December 4, 2017.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:34 p.m., in memory of Ms. Joanne Coontz, who died on November 4, 2017, and served as Chairman of the Orange Planning Commission, an Orange City Council Member, and the first woman Mayor of Orange; and in honor of the American veterans for their unselfish service in making and keeping America great.

Respectfully submitted,

Raúl Rodríguez, Ph.D., Chancellor

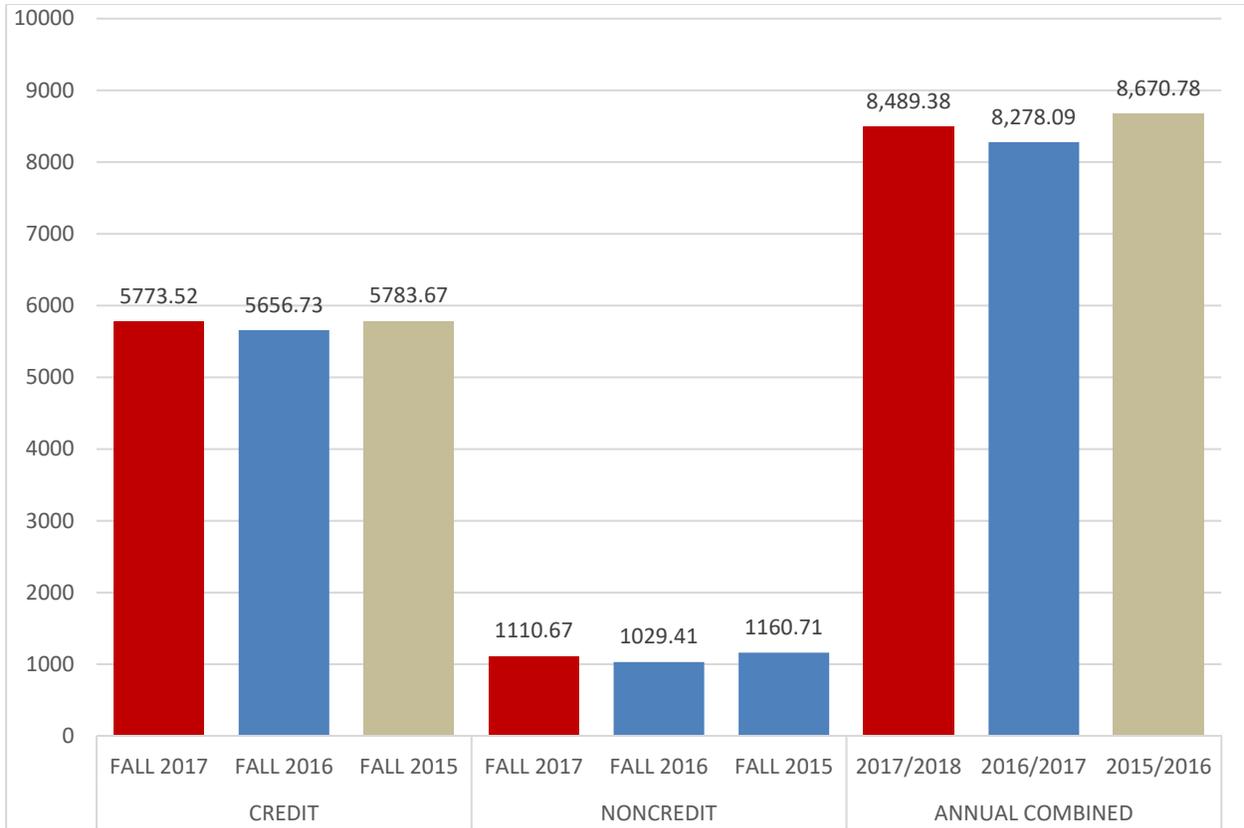
Approved: _____
Clerk of the Board

Minutes approved: December 4, 2017



SAC 2017 FALL ENROLLMENT SNAPSHOT

Date: 11/09/17



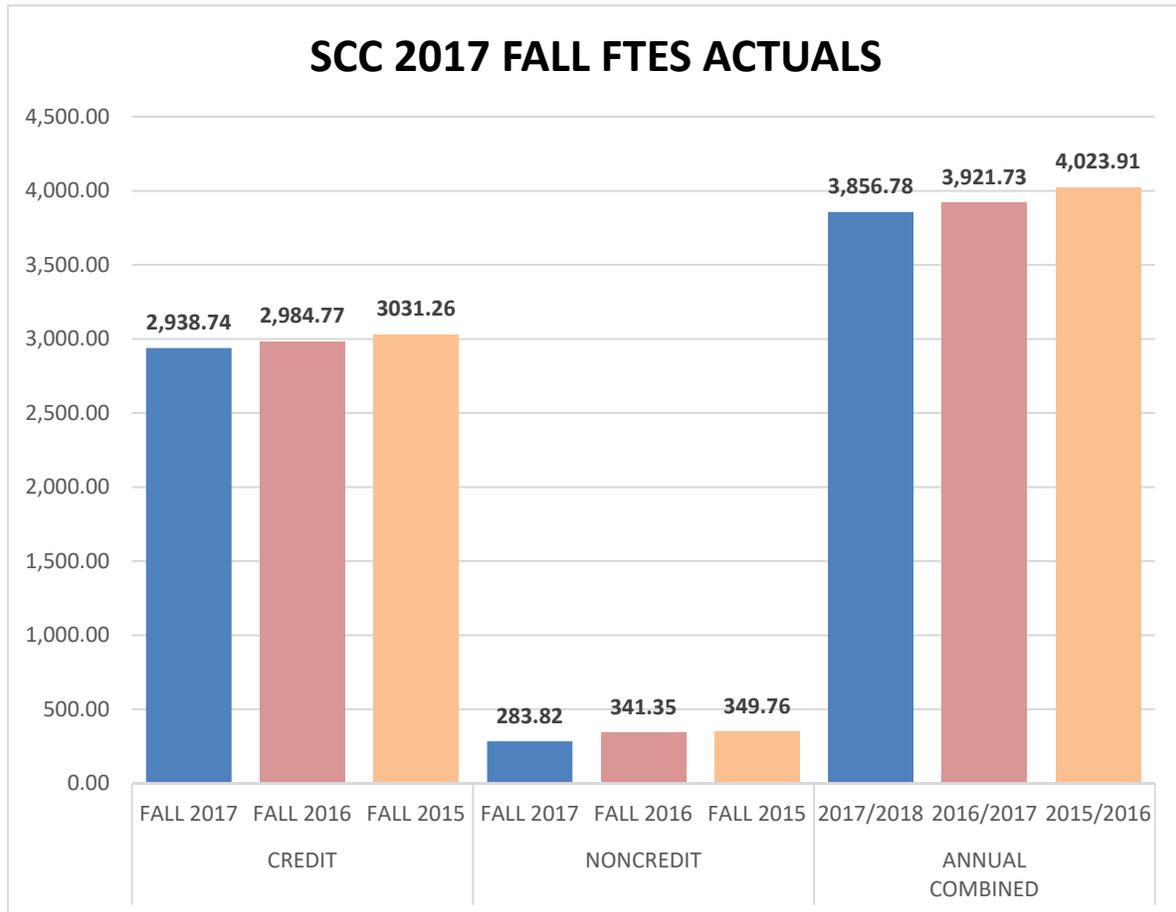
PROJECTED FTES

TERMS	2017/2018	DIFF	PC T
CREDIT FALL TARGET	6,882		
CREDIT FALL PROJECTION	6,826	56	.9%
NONCREDIT FALL TARGET	1,750		
NONCREDIT FALL PROJECTION	1,661	89	5%
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL PROJECTION	20,001	406	2%

SOURCES: Executive Dashboard, RG540 report

SCC 2017 FALL ENROLLMENT SNAPSHOT

11/13/2017



PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	3033		
CREDIT FALL PROJECTION	3008	-25	-0.8%
NONCREDIT FALL TARGET	400		
NONCREDIT FALL PROJECTION	400	0	0.0%
COMBINED ANNUAL TARGET	8502		
COMBINED ANNUAL PROJECTION	8502	0	0.0%

SOURCES:

Executive Dashboard

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Office of the Chancellor)

To:	Board of Trustees	Date:	December 4, 2017
Re:	Board Organization		
Action:	Request for Action		

BACKGROUND

Board Policy 2305 requires that the Board take specific actions at its annual organizational meeting.

ANALYSIS

Per Board Policy 2305, the Board shall:

- a) Elect the Board Officers (President, Vice President, and Clerk) for the 2017-2018 year
- b) Designate Secretary and Assistant Secretary to the board
- c) Appoint members and chairs of board committees:
 - Communications Committee
 - Facilities Committee
 - Fiscal and Audit Review Committee
 - Legislative Committee
 - Policy Committee
 - Safety & Security Committee
 Appoint members/representatives of committees:
 - Representative to the RSCCD Foundation
 - Representative to the Orange County Community College Legislative Task Force
 - Representative to the Orange County School Boards Association
 - Representative to the Nominating Committee on School District Organization
- d) Adopt a schedule of meeting dates for 2018 (attached)
- e) Reaffirm Board Policy 2200 – Board Duties and Responsibilities (attached)
- f) Reaffirm Board Policy 2715 - Code of Ethics/Standards of Practice (attached)
- g) Reaffirm Board Policy 2735 – Board Member Travel (attached)
- h) Reaffirm Board Policy 6320 - Investments (attached)
- g) Designate specific days, weeks or months of observance, which relate to the educational mission of the district

RECOMMENDATION

It is recommended that the Board take action on those items listed above.

Fiscal Impact: None	Board Date: December 4, 2017
Prepared and Submitted by: Anita Lucarelli, Executive Assistant to the RSCCD Board of Trustees	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

BP 2305 Annual Organizational Meeting

Reference:

Education Code Section 72000(c)(2)(A)

Revised: January 13, 2014 (Previously BP9013)

Reference:

Education Code Section 72000(c)(2)(A)

The following tasks shall be listed under Board Organization and included on the agenda of the Board's annual organizational meeting to be held in December each year:

- Election of Board officers
- Designation of secretary & assistant secretary
- Schedule of regular meeting dates and locations for the following year, including: Board Self-Evaluation (BP2745), Evaluation of the Chancellor (BP2435), Brown Act and Ethics Presentations, Review of District and College Foundations, and Preliminary Audit Discussion
- Authorization of signatures
- Appointment of trustees to committees by Board President
- Reaffirmation of Board Policy 2200 (Board Duties and Responsibilities)
- Reaffirmation of Board Policy 2735 (Board Member Travel)
- Reaffirmation of Board Policy 2715 (Code of Ethics/Standards of Practice)
- Reaffirmation of Board Policy 6320 (Investments)
- Designation of specific days, weeks or months of observance, which relate to the educational mission of the district

At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

Revised: March 14, 2016 (Previously BP9013)

Proposed Board Meetings – 2018

In following the guidelines that the board is to meet on the 2nd and 4th Mondays of the month (except for those months that the board meets once a month), I am proposing the following dates for 2018:

January 22

February 5, 26 (Board Planning Session & regular meeting)

March 12, 26

April 9, 23

May 14

June 11, 25

July 16

August 13

September 10, 24

October 15 (SAC), 29 (SCC)

November 13 (Tuesday)

December 3 (annual self-evaluation meeting & regular meeting)

For your information:

January 15, 2018 HOLIDAY - Martin Luther King Day

January 28-29, 2018 - CCLC Annual Legislative Conference, Sacramento

February 11-14, 2018 - ACCT National Legislative Summit, Washington, D.C.

February 19, 2018 – HOLIDAY - President’s Day

May 7, 2018 – SAC Golf Tournament

May 28, 2018 – HOLIDAY - Memorial Day

Nov. 12 – HOLIDAY – Veteran’s Day (Observed)

BP 2200 Board Duties and Responsibilities

Reference:

Accreditation Standard IVB.1.d

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Hire and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District except the board shall not delegate any power that is expressly made non-delegable by statute
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

Revised: October 8, 2012 (Previously BP9000)

References Updated: March 16, 2015

Reaffirmed: December 12, 2016

BP 2715 Code of Ethics/Standards of Practice

References:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h); Government Code Section 54956.3

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

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety, including adherence to Board Policy 3821 Gift Ban Policy.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees shall not disclose confidential information acquired in closed session or in confidential communications with the Chancellor and shall adhere to Board Policy 2315 and Government Code Section 54963.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

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

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

Revised: April 25, 2016 (Previously BP9002)

References Updated: March 16, 2015

Revised: October 24, 2016

Reaffirmed: December 12, 2016

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

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

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

The timely registration for conferences is required. The district will only reimburse conference registration fees at the published early registration rate.

The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.

Revised: October 8, 2012 (Previously BP9011)

Revised: October 24, 2016

Reaffirmed: December 12, 2016

BP 6320 Investments

Reference:

Government Code Sections 53600 et seq.

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

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

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

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

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

Revised: September 9, 2013 (Previously BP3211)

Reaffirmed: December 12, 2016

2018 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
American Indian Heritage Month	November
Anaheim Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Asian-Pacific Islander Month	May
Black History Month	February
California Coastal Cleanup Day	3rd Sat. of September
City of Anaheim	TBD
City of Garden Grove	TBD
City of Irvine	TBD
City of Orange	TBD
City of Santa Ana	TBD
City of Tustin	TBD
City of Villa Park	TBD
Classified Appreciation Week	May
Community College Month	April
Constitution Day/Citizenship Day	September 17
Constitution Week	September 16-22
Garden Grove Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Hispanic Heritage Month	September
Holocaust Remembrance Day	April 12
Immigrant Heritage Month	June
Irish American Heritage Month	March
Irvine Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Lesbian, Gay, Bisexual, & Transgender History Month	October
National Public Health Week	April
Nurses Recognition Week	May
Orange Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

2018 Designation of Specific Days, Weeks or Months of Observance, Which Relate to the Educational Mission of the District	
Occasion	Date
National Hispanic Women Business Association (NHWBA) Business Women of the Year	May
Orange County Labor Federation Solidarity Day Honoring of Individuals/Businesses/Unions	April
Peace Officer Memorial Day	May
POW/MIA Recognition Day	September 21
Recognition/honoring individuals who have served the RSCCD community	TBD
Santa Ana Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Small Business Week	April
Teacher Appreciation Week	May
Teacher of the Year	September/October
Tustin Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD
Veterans Appreciation Week	November
Villa Park Chamber of Commerce Honoring of Individuals/Businesses who have served the RSCCD community	TBD

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Academic Affairs**

To: Board of Trustees	Date: December 4, 2017
Re: Approval of Guided Pathways Self-Assessment Tool	
Action: Request for Approval	

BACKGROUND

The Guided Pathways framework creates a highly structured approach to student success that provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success. The Guided Pathways framework also integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.

The State of California’s \$150 million one-time investment in the Guided Pathways Award Program will give each of the 114 colleges the opportunity to begin implementation of the Guided Pathways framework. This investment will support an intensive five-year planning and implementation process at each participating college. Using the Guided Pathways framework, colleges will rethink and redesign programs and services into cohesive, campus-wide strategies to achieve the outcomes expected by the State, our system and our students. The award application process includes three requirements: attendance at an IEPI workshop on the self-assessment process, the completion of the Guided Pathways self-assessment tool and the completion of a Guided Pathways multi-year work plan. Funding will be allocated in spring of 2018.

ANALYSIS

The California Community College Chancellor’s Office (CCCCO) Self-Assessment tool was constructed based on the key elements of guided pathways to support the California Community College Guided Pathways (CCC GP) effort. While colleges can create Guided Pathways in different ways, this framework integrates a number of evidence-based practices to improve student completion that have emerged from the field and research over the last decade.

Santa Ana College Guided Pathways Steering Committee completed the Guided Pathways Self-Assessment tool, which included 14 key elements related to three categories - Inquiry, Design and Implementation. The Committee assessed the College is predominantly “Scaling in Progress” in the three categories.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Guided Pathways Self-Assessment Tool as presented.

Fiscal Impact: None	Board Date: December 4, 2017
Prepared by: Carol Comeau, Interim Vice President of Academic Affairs Shelly Jaffray, Dean of Humanities and Social Sciences	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

GUIDED PATHWAYS SELF-ASSESSMENT TOOL

Self-Assessment Outline

Key Element		Scale of Adoption			
		Pre-Adoption	Early Adoption	In Progress	Full Scale
Inquiry	1. Cross-Functional Inquiry			✓	
	2. Shared Metrics			✓	
	3. Integrated Planning		✓		
Design	4. Inclusive Decision-Making Structures			✓	
	5. Intersegmental Alignment				✓
	6. Guided Major and Career Exploration Opportunities		✓		
	7. Improved Basic Skills			✓	
	8. Clear Program Requirements		✓		
Implementation	9. Proactive and Integrated Academic and Student Supports			✓	
	10. Integrated Technology Infrastructure		✓		
	11. Strategic Professional Development		✓		
	12. Aligned Learning Outcomes			✓	
	13. Assessing and Documenting Learning				✓
	14. Applied Learning Opportunities			✓	
Overall Self-Assessment				✓	

Self-Assessment Items

INQUIRY (1-3)				
Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.				
KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>1. CROSS-FUNCTIONAL INQUIRY</p> <p>College constituents (including staff, faculty across disciplines and counselors, administrators, and students) examine research and local data on student success and discuss overarching strategies to improve student success.</p> <p>College engages in broad, deep and inclusive discussion and inquiry about the Guided Pathways approach, framework and evidence.</p>	<p>College currently does not have or is not planning to form cross-functional teams to regularly examine research and data on student success.</p>	<p>Inquiry around guided pathways and/or student outcomes is happening in areas of the college (e.g., by department, division, learning community, special project, initiative), but it is in siloes.</p> <p>Some programs have examined local data, agreed that improvement is necessary, and are engaged in actionable research but action is limited to solutions within programs.</p>	<ul style="list-style-type: none"> ● Inquiry is happening in cross- functional teams that include faculty, staff and administrators. <p>Student voice and/or research on student success and equity are not systematically included and/or focused on closing the equity gap(s).</p> <p>Guided pathways are consistently a topic of discussion.</p>	<p>Inquiry is happening in cross-functional teams that include faculty, staff and administrators.</p> <p>Student voice is brought in systematically through focus groups, interviews and representation of students in key meetings.</p> <p>Research on student success and equity are systematically included and focused on closing the equity gap(s).</p> <p>Guided Pathways are consistently a topic of discussion.</p>

4.1 (3)

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

Defined metrics, such as completion and persistence, are shared widely on regular basis. All campus constituents have the opportunity to review data related to student success and/or participate in the conversations to improve outcomes via:

- Dashboards that allow for disaggregation of data by demographics and program participation are available to all faculty and staff. Fifteen separate dashboard training sessions were held in 2017, Special trainings were held for the Teaching Learning Committee, Basic Skills Committee and Santa Ana Partnership Leadership Committee. These trainings provided attendees with the tools to access data regarding the academic outcomes of students.
- The campus Fact Book and other documents containing student outcomes data are widely distributed.
- The campus community is welcome to attend the Basic Skills Initiative Committee and Student Success & Equity Committee meetings.
- The process of determining which equity and student outcomes data to include in the Integrated plan (Student Equity, Student Success and Support Program and Basic Skills Initiative) involved faculty from every division, non-credit and credit staff, classified employees, administrators and students.
- IEPI

Attendees of Guided Pathways Institute #1 began disseminating the concepts to the campus immediately via:

- Campus wide introduction to Guided Pathways at the fall 2017 convocation.
- A newly established Guided Pathways Committee that includes participation of faculty from all divisions, administration, staff and faculty. The full Committee has assembled three times to review LaunchBoard data, establish procedures, and discuss how Guided Pathways will be shared with the campus.
- “Data forums” that introduced the Guided Pathways Launchboard, shared data similar to the “momentum points” reported by the guided pathways Launchboard and initiated discussions surrounding these metrics. As of the filing of this document, 49 faculty, staff and administrators attended a 2017 data forum and a summary of the event was emailed to all employees.
- The article “Guided Pathways Essential Practices” that was distributed campus-wide in an electronic newsletter.

We rate SAC at the “Scaling in progress” level for this key element because of the following:

- Institutional Set Standards (ISS) and Institutional Effectiveness & Program Improvement (IEPI) Student Success Goals were recently established but may not have been widely disseminated
 - The campus is just beginning to dig deeply into the reasons students succeed or fail and assess which programs should be scaled up
 - The participation rate of students and classified staff is not at the same level as the participation rate of faculty and administration
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - Introduction of Guided Pathways concepts occurred widely across campus by presentations, distribution of documents.
 - The awareness of student outcomes disaggregated by equity characteristics is widely known, demonstrably so by attendance rosters from trainings, flex day sessions and data forums.
 3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - Incorporating the voices of students and classified staff will require more attention.
 - Moving from data analysis to action will be challenging.
 - Deadlines can sometimes lead to insufficient time to recruit widely across the campus to participate on committees. The membership committees and initiatives are drawn from a small group of faculty and administrators that are willing to participate. Classified and student participation does not fully represent the campus body.
 4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

INQUIRY (1-3)

Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>2. SHARED METRICS</p> <p>College is using clearly identified benchmarks and student data to track progress on key activities and student academic and employment outcomes.</p> <p>Those benchmarks are shared across key initiatives.</p>	<p>College is currently not conducting or planning to conduct research on shared metrics that could be used by cross-functional teams to come to consensus on key issues.</p>	<p>Key benchmarks and progress on student data are used.</p> <p>They are beginning to be aligned across initiatives.</p>	<ul style="list-style-type: none"> ● College has defined metrics that are shared across its different initiatives. <p>But, student data are not systematically or regularly tracked to inform progress across initiatives.</p> <p>Data for all metrics are not disaggregated and are not systematically and consistently examined with a focus on promoting equitable outcomes for students.</p>	<p>College uses shared metrics across the different initiatives to understand how student success has improved.</p> <p>College regularly revises and revisits college plans in response to those findings.</p> <p>Data for all metrics are disaggregated.</p> <p>Data for all metrics are disaggregated and systematically and consistently examined with a focus on promoting equitable outcomes for students.</p> <p>Campus stakeholders meet regularly to examine progress on benchmarks, discuss strategies for improvement, and revise plans as needed.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - Santa Ana College has consistently tracked the same student progress metrics for several years. The progress with respect to many of these metrics is available to anyone to track with the use of publicly available dashboards. Campus constituents are continuously reminded of the need to disaggregate these metrics by race, gender, age, foster youth status, veteran status and a measure related to income. All key initiatives use data related to course completion, persistence, degree and certification completion, and transfer rates to track progress. A research data warehouse exists for the research office to provide this data.
 - Data related to employment outcomes has been harder to come by but plans are in the works for the systematic collection of data to correct this shortfall. The annual CTE survey does provide data related to the outcomes for Career and Technical majors but the college needs employment and post-college data regarding its non-CTE students also.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - Dashboards that allow for disaggregation of data by demographics and program participation are available to all faculty and staff.
 - Data is regularly shared at the meetings of the committees that oversee the Basic Skills Initiative and Student Success and Equity Initiative.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - While robust discussions happen around the issues of student success, moving from data to action needs to occur more often.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

INQUIRY (1-3)

Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>3. INTEGRATED PLANNING</p> <p>College-wide discussions are happening with all stakeholders and support/commitment has been expressed by key stakeholders to utilize the Guided Pathways framework as an overarching structure for the college’s main planning and resource allocation processes, leveraging existing initiatives and programs such as (but not limited to):</p> <ul style="list-style-type: none"> • Student Success and Support Program (SSSP) • Basic Skills Initiative/Basic Skills Student Outcomes and Transformation Program (BSI/BSSOT) • Equity Planning (Student Equity/SE) • Strong Workforce Program (SWF) 	<p>College is currently not integrating or planning to integrate planning in the next few months.</p>	<ul style="list-style-type: none"> ● Initial conversations have taken place, mostly among stakeholder leadership including administrators, faculty, and staff. <p>There is a commitment by constituency leaders to engage in institution-wide dialogue to improve student success and align different planning processes.</p> <p>College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning.</p>	<p>Some conversations have taken place, with all of the key constituency groups at the table.</p> <p>Consensus is building on main issues. Exploration of broad solutions to align different planning processes is still in progress.</p>	<p>College-wide conversations have taken place with all key constituency groups including: Instructional, counseling, and student support faculty and staff, administrators, and students.</p> <p>All stakeholders reach consensus or agree to move forward on main issues and have identified possible broad solutions.</p> <p>Research, evidence, student data and a Guided Pathways framework inform ongoing planning. Regular joint planning meetings revisit and revise existing plans and strategize about key overarching strategies across the main college initiatives.</p>

INQUIRY (1-3)

Engage campus stakeholders in actionable research and with local data; create consensus about core issues and broad solutions.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
3. INTEGRATED PLANNING (Cont.)			College governance bodies are routinely and formally apprised of opportunities to engage in integrated planning, and with the help of internal partners (i.e. Classified Senate and Academic Senate) are beginning to routinely inform and engage their constituents around integrated planning.	Integrated plans and overarching strategic goals drive program improvement, resource allocation, as well as professional development using a Guided Pathways framework. College governance structures are regularly used to discuss issues, vet solutions, and communicate efforts.

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

- The overlap in membership between established committees and governance bodies that advise College Council, such as the ones listed below, and the new Guided Pathways Committee, will allow for integration of the Guided Pathways framework into the campus' main planning and resource allocation process.
 - Academic Senate
 - Curriculum & Instruction Council
 - Teaching Learning Committee
 - Open Education Resources Task Force
 - Planning and Budget Committee
 - Technology Advisory Task Force
 - Facilities Committee
 - Health, Emergency Preparedness, Safety and Security Task Force
 - Student Success & Equity Committee
 - Basic Skills Task Force
 - Student Success & Support Program Task Force
 - University Transfer Task Force
 - Student Success Scholarship Task Force
- The inclusion, on the new Guided Pathways Committee, of many employees who are participating in the writing of the campus' Integrated Management Plan, Educational Master Plan, Technology Plan and other important college plans will allow for integration the Guided Pathways framework into the campus' main planning and resource allocation process
- We rank SAC's current level for this key element as "Initial conversations" because a college-wide introduction to the concepts and expectations of Guided Pathways is underway. In-depth conversations and consensus building are future goals.

2. Describe one or two accomplishments the college has achieved to date on this key element.

- The College President and Guided Pathways committee members have laid the foundation for the Guided Pathways Framework by introducing the college to the Guided Pathways via presentations, meeting announcements, opportunities to attend guided pathways trainings, and a newsletter.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

- Incorporating all voices into the discussions regarding Guided Pathways will be challenging.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

DESIGN (4-8)

Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>4. INCLUSIVE DECISION-MAKING STRUCTURES</p> <p>College has identified key leaders that represent diverse campus constituents to steer college-wide communication, input and decisions regarding the Guided Pathways framework.</p> <p>Constituents have developed transparent cross-functional work-teams to provide the Guided Pathways effort with momentum and regularly provide opportunities for broad college-wide input.</p> <p>In addition, this plan strategically engages college governance bodies college-wide.</p>	<p>College currently has not organized or is planning to organize cross-functional teams or share governance committees that will inform and guide the Guided Pathways effort.</p>	<p>Workgroups or teams have been created, but they are <i>not</i> yet inclusive of some key campus constituents: instructional, counseling, and student support faculty and staff, and administrators. The college plans to expand the teams through engaging governance structures and hosting broad, inclusive discussions and forums.</p>	<ul style="list-style-type: none"> ● Cross-functional workgroups or teams (representing campus constituents) exist but there are no mechanisms yet identified for gathering and infusing college-wide input (including student voice) into the workgroup decision making policies and processes. 	<p>Cross-functional workgroups or teams who steer the Guided Pathways design process utilize explicit and agreed upon processes for gathering college-wide input (including student voice).</p> <p>Cross-functional teams are in communication and collaboration with college governance bodies.</p>

4.1 (11)

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - An initial Steering Committee has been formed with College President, Academic Senate, Chair, Instructional Dean, Counseling Dean, Director of Research and Faculty member. A large Guided pathways committee has been formed with membership including faculty from every division, classified staff, administrators and students. We are still planning to host broad inclusive discussions and forums to include college-wide input.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - Developing two taskforces – one on developing a message to the campus community and a communication plan and the other to plan an event at our next Convocation in January to host a broad inclusive discussion and forum.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - Getting other campus faculty and staff that are not the usual individuals involved in campus committees.
 - Representatives from the large Guided pathways committee not reporting back on a regular basis on Guided Pathways.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

DESIGN (4-8)

Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>5. INTERSEGMENTAL ALIGNMENT <i>(Clarify the Path)</i></p> <p>College engages in systematic coordination with K-12, four-year institutions and industry partners to inform program requirements.</p>	<p>College is currently not partnering or planning to partner with their feeder and destination institutions and/or local industry to align program requirements.</p>	<p>Coordination between high school feeder district(s), four-year institutions, and industry partners have been established, but the partnerships are not strong and/or inconsistent across the college.</p>	<p>Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, and some partnerships are stronger than others, with some pipeline alignment from each partner established.</p>	<ul style="list-style-type: none"> ● Coordination between high school feeder district(s), four-year institutions, and industry partners is occurring across the college, with strong partnerships and pipeline alignments across the various partners.

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - Santa Ana College has a 40-year partnership with the local K-12 and four-year institutions. Established in 1983, the Santa Ana Partnership consists of strong relationships with governmental and industry partners. Santa Ana College, Santa Ana Unified School District, California State University Fullerton, and the University of California, Irvine have a long history of jointly promoting college attendance and completion through various activities, initiatives, programs and agreements. The Santa Ana Partnership team also includes leaders from the local public library, community organizations, business associations, credit unions, and local non-profits.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - The college has maintained a strong intersegmental partnership for more than 30 years.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - The Santa Ana Partnership Research and Evaluation Team focuses on persistence and transfer rates as measures of success. The focus will need to change the focus to include short-term metrics, such as units completed during the first term, to incorporate Guided Pathways Goals into its efforts.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

DESIGN (4-8)

Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>6. GUIDED MAJOR AND CAREER EXPLORATION OPPORTUNITIES <i>(Help Students Choose and Enter a Pathway)</i></p> <p>College has structures in place to scale major and career exploration early on in a student’s college experience.</p>	<p>College is currently not implementing or planning to implement structures to scale students’ early major and career exploration.</p>	<ul style="list-style-type: none"> ● Discussions are happening about ways to cluster programs of study into broad interest areas. 	<p>Programs of study have been clustered into broad interest areas (such as meta-majors or interest areas) that share competencies.</p> <p>College has not yet implemented meta-majors/interest areas.</p> <p>College has not yet created foundation courses, gateway courses or other scalable mechanisms for major and career exploration.</p>	<p>Programs of study have been clustered into broad interest areas (meta-majors) that share competencies.</p> <p>Foundation and/or gateway courses, career exploration courses, workshops and other scalable structures are designed to help students choose a major early on.</p> <p>Cross-functional teams including instructional, counseling, and student support faculty and staff from different departments and divisions collaborate on clustering programs. Student input is systematically included into the process.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - Currently having discussions about ways to cluster programs of study into broad interest areas in the Guided Pathways Committee.
 - Planning to have Meta-major grouping activity at the Spring Convocation Event in January 2018 which includes faculty and staff. In addition, the grouping activity will occur with student groups.
 - Also, having discussions of the Early Registration event with high school seniors and having them coming based on STEM and SLAM majors
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - Currently developed a taskforce working on the Spring Convocation event in planning the Meta-major activity.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - Not getting enough student input on the Meta-majors or clustering of programs.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

DESIGN (4-8)

Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>7. IMPROVED BASIC SKILLS <i>(Help Students Choose and Enter a Pathway; Ensure Students are Learning)</i></p> <p>College is implementing evidence-based practices to increase access and success in college and/or transfer-level math and English, including, but not limited to:</p> <ul style="list-style-type: none"> • The use of high school performance for placement (i.e. cumulative GPA, course grades, non-cognitive measures) for placement • Co-requisite remediation or shortening of developmental sequence • Curricular innovations including creation of math pathways to align with students’ field of study. 	<p>College is currently not engaging in or planning to develop strategies to improve student access and success in transfer-level math and English coursework.</p>	<p>College is currently piloting one or more of the evidence-based strategies listed in the “key element” description to increase access to and success in college and/or transfer-level English and math courses.</p>	<ul style="list-style-type: none"> ● College has scaled one or more instance of the evidence-based strategies listed under “key element,” but others are still in the pilot stage. 	<p>College has scaled relevant evidence-based strategies and has attained large improvements in the number of students that pass college and/or transfer-level English and math courses within a year of enrollment regardless of initial placement level.</p>

4.1 (17)

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

- The college is using high school performance as a multiple measure for placement into English (initiated fall 2016) and Math (initiated fall 2017) courses. Immediately we saw large gains in the percentage of students who were placing into college level English and smaller gains in the percentage of students who were placing into college level math rather than remedial level courses within these subjects.
- The Math Department considers their most significant curriculum change to be the combining of beginning and intermediate algebra courses, Math 083 and Math 084, and the elimination of beginning algebra course, Math 060, and intermediate algebra course, Math 080/081. By combining the beginning and intermediate algebra courses, they were able to eliminate the exit point between Math 060 and 080/081, and accelerate the students through their algebra requirements in one semester.
- The English Department is creating an accelerated English N60/061 course.
- Despite having made these major changes to our placement process and math curriculum, we rank Santa College at the “Scaling in progress” level because we are still tracking students through the curriculum to determine how much these changes have increased student success.

2. Describe one or two accomplishments the college has achieved to date on this key element.

- We have fully implemented multiple measures for English and Math placement. The college has accelerated all students through the basic skills math pipeline by combining elementary and intermediate algebra. These courses have also separated students into two pathways SLAM(Statistics and Liberal Arts Math) and BSTEM(Business and STEM). Elimination of these exit points and the creation of these pathways has doubled the 1-year basic skills completion rate for math from 12% to 24%.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

- Completing a campus-wide alignment of courses with majors will take time.
- Increasing the college’s IT capacity to implement technology would allow the campus to be more agile with respect to the long-term implementation of multiple measures and the creation of major pathways.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

DESIGN (4-8)

Establishing and using an inclusive process to make decisions about and design the key elements of Guided Pathways.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>8. CLEAR PROGRAM REQUIREMENTS <i>(Clarify the Path)</i></p> <p>College is clarifying course sequences for programs of study (including key milestones) and creating predictable schedules so that students can know what they need to take, plan course schedules over an extended period of time, and easily see how close they are to completion. College offers courses to meet student demand.</p> <p>In order to meet these objectives, college is engaging in backwards design with desired core competencies and/or student outcomes in mind (including time-to-goal completion and enhanced access to relevant transfer and career outcomes).</p>	<p>College is currently not providing or planning to provide clear program requirements for students.</p>	<ul style="list-style-type: none"> ● Some programs have worked to clarify course sequences, but teams do not represent cross-disciplinary teams of faculty. <p>A few course offerings and schedules are designed to meet student demand.</p> <p>Some courses are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.</p>	<p>Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have been convened and are mapping out course sequences.</p> <p>Some course offerings and schedules are designed to meet student demand and offered at times and in a manner that enable students to complete their programs of study in a timely fashion.</p>	<p>Cross-disciplinary teams of instructional (including math/English, GE, CTE) and counseling faculty have mapped course sequences.</p> <p>Key educational and career competencies (including transfer and major requirements and labor market information) are used to develop course sequences.</p> <p>Teams create default program maps and milestones for program completion/transfer, so that students can easily see how close they are to completion.</p> <p>Course offerings and schedules are designed to meet student demand and are offered at times, and in a manner, that enable students to complete their programs of study in a timely fashion.</p>

4.1 (19)

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - Some programs such as our CTE programs have course sequences but not all degree programs are sequenced.
 - More work needs to be done with the scheduling of courses to be offered in a timely fashion for students to complete programs of study.
 - The pathway information is not comprehensive and the format is not consistent to allow for easy comparison, also the courses in the CTE programs and academic programs are not broken down into sequence and/or key progress milestones.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - The formal mapping of CTE pathways in Biotechnology in summer 2016
 - ADT – Associate Degree in Transfer agreements with the California State University system
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - Providing detailed information on the college's website on the employment and further education opportunities targeted by each academic program.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>9. PROACTIVE AND INTEGRATED STUDENT SUPPORTS <i>(Help Students Stay on the Path)</i></p> <p>College provides academic and non-academic support services in a way that is proactive and aligned with instruction, so that all students are explicitly engaged in these services.</p>	<p>College is currently not implementing or planning to implement proactive and integrated student supports.</p>	<p>The college has begun conversations about increased coordination and collaboration between student supports, instruction, and counseling.</p> <p>Processes and tools are in place to monitor student progress and provide timely support; but are only used by a few staff and/or departments and are not used consistently.</p> <p>There are few and/or irregular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and support services.</p>	<ul style="list-style-type: none"> ● Collaboration between the instructional and support services occurs in specific programs. <p>Processes and tools are in place to monitor student progress and provide timely support; and are used by most staff and/or departments, but may not be used consistently.</p> <p>There are some structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>	<p>The college has been able to scale ways in which proactive supports are provided to most students. The college is able to track in which program each student is, and how far away students are to completion.</p> <p>Student progress is monitored; mechanisms are in place to intervene when needed to ensure students stay on track and complete their programs of study.</p> <p>There are several regular structures that allow for support services staff, counseling faculty, and instructional faculty to meet, collaborate, and discuss ideas, the challenges students face, and ways to improve coordination and supports.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - Special supports include STEM, Science Centers, the Learning Center, and the Math Center.
 - Some CTE programs and academic programs (e.g. OTA and Pharmacy Technology) have collaborated with the Learning Center and School of Continuing Education to provide special supports, but more resources are needed for a greater expansion of services.
 - There are also SI tutors embedded in key science courses such as astronomy, physics, biology, and chemistry.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - The Freshman Experience Program serves 800 students per semester in English, Math, and Counseling classes. DLAs are required in some English classes. Also, EOPS, DSPS, the Puente Program, and the TRIO Student Support Services Program are intensive support programs designed to assist those students.
 - The English, Math, and Reading Departments are redesigning their course sequences in order to provide better support for those students. DLAs and workshops are used in order to remediate their college skills, such as note-taking, time management, and organization.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - The current usage of resources and services need be assessed to identify deficiencies, such as proper facilities and adequate funding.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>10. INTEGRATED TECHNOLOGY INFRASTRUCTURE <i>(Help Students Choose and Enter a Pathway; Help Students Stay on the Path)</i></p> <p>College has the technology infrastructure to provide tools for students as well as instructional, counseling, and student support faculty and staff to support planning, tracking, and outcomes for Guided Pathways including:</p> <ul style="list-style-type: none"> • Link student demand to scheduling • Ability for students to monitor schedule and progress (e.g., Degree Audit) • System for counselors and faculty to monitor students' progress (e.g., Starfish, early alert system, etc.) • Data on career and employment opportunities including salary and requirements (e.g., SalarySurfer, other) • Others 	<p>College currently does not have or plan to build an integrated technology infrastructure.</p>	<ul style="list-style-type: none"> ● The college has in place technology tools to support academic planning and counseling, but these tools are not used consistently and/or do not provide timely planning, support, and tracking capabilities. 	<p>The college has in place technology tools that enable students, counselors, and faculty to track student progress through a defined pathway and provide some timely planning, support, and tracking capabilities.</p>	<p>The college has in place technology tools to support planning, implementation and ongoing assessment of guided pathways, including: academic planning; placement; advising; tracking; completion outcomes: career counseling, including employment and salary information; and transfer and bachelor's degree attainment data.</p> <p>College has the capacity to manage and connect course scheduling with student needs and default schedules. The technology infrastructure supports integrated reporting, auditing, and planning processes.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.

- The campus has invested in degree and certificate audit and online educational plans and these systems are currently being scaled and rolled out to the campus community. The college also has a nascent early alert system but is only used in 10% of the classes on campus. In addition, the campus redesigned the college's front page last year to allow students easier access to registration, application and financial aid.
- The Santa Ana College Technology plan has within it plans for the development of a portal to link campus LMS, email and web registration. In addition, the technology plan has requested that we improve data collection and disaggregation of SLO's. Extensive discussions in the Technology committee, Academic Senate, and the Student Success and Equity committee have recommended the development of a scheduler aligned with student completion needs and the addition of career exploration online for prospective students. We will add these to the goals of the college's tech plan. Lastly, a taskforce has been set up to revamp the campus' assessment and onboarding system to allow for easy multiple measures placement for students.
- Technology transformation is a major need for Santa Ana College. Our current systems must be redesigned to accommodate the technological needs of our students and campus. After discussions regarding these crucial needs, we selected Early Adoption; however, campus-wide development and implementation will take some time.

2. Describe one or two accomplishments the college has achieved to date on this key element.

- The campus has developed and implemented degree and certificate audit, which has provided thousands of degrees and certificates to students on a regular basis. We currently run these systems yearly and provide students with messaging so that they can apply for their degrees or let them know of the certificate awards.

3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.

- It is unclear to what extent the campus' systems are unprepared for our burgeoning technical needs, and to what extent we need to develop new practices to fully use our current technical resources. It is clear, however, our current technology/business practices system are designed for increasing enrollment and providing access, not insuring students' completion. By this we mean that the processes in place have allowed for students to apply and register in classes with as little interference as possible. In exchange, we lack the capabilities to provide students with timely educational planning, provide more equitable and completion related assessment, or to get our student services to the most students possible. The barrier is the unwillingness to build our technological infrastructure from the ground up.

4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>11. STRATEGIC PROFESSIONAL DEVELOPMENT <i>(Help Students Stay on the Path; Ensure Students are Learning)</i></p> <p>Professional Development (PD) is strategically, frequently, and consistently offered for staff, faculty and administrators and aligned with the college’s strategic goals, needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<p>College is currently not offering or planning to offer professional development (PD) opportunities aligned with needs and priorities identified in integrated plans, program review, and other intentional processes.</p>	<ul style="list-style-type: none"> ● Professional development is provided to faculty, staff and administrators but the development and offerings of PD is not aligned with the college’s strategic goals identified in an integrated planning process, or there are gaps in systematically identifying and meeting those goals. 	<p>Some but not all PD opportunities are developed to intentionally support the college’s strategic goals identified as part of an integrated planning process.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p> <ul style="list-style-type: none"> ● Using learning outcomes assessment results to support/improve teaching and learning. ● Providing updated information across the college to enable faculty and staff to refer students to academic and non-academic supports and services as necessary. 	<p>PD opportunities are available for staff, faculty and administrators and are strategically developed to meet the college’s overarching goals, shared across initiatives. Assessment of learning outcomes and other data driven processes are continuously used to identify the areas of greatest need for PD to help the college meet its overarching strategic goals.</p> <p>Strategic professional development includes systematic, frequent and strategic attention to:</p>

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>11. STRATEGIC PROFESSIONAL DEVELOPMENT (Cont.) <i>(Help Students Stay on the Path; Ensure Students are Learning)</i></p>			<ul style="list-style-type: none"> • Improvements in those college processes directly serving students. • Leadership capacity and stability for all areas on campus and the college as a whole. • Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need. 	<ul style="list-style-type: none"> • Using learning outcomes assessment results to support/improve teaching and learning • Providing updated information across the college to enable faculty and staff to refer students to academic and non-academic supports and services as necessary. • Improvements in those college processes. directly serving students. • Leadership capacity and stability for all areas on campus and the college as a whole. • Practice analyzing student data (qualitative and quantitative) and identifying structural decisions that can be based directly around student need. • Continued broad engagement in cross-functional decision-making. • Regular and consistent training on the use of technology to support academic programs and student services.

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - SAC has responded to accreditation assessments of its professional development efforts by creating a professional development team that has established of an online system for tracking faculty flex time, completed of convocations and mini-convocations focused on “Six Success Factors that Support Student Achievement”, completed a staff survey, and formed a Professional Development Advisory Committee. It also coordinates the offering of more than 100 professional development courses and flex day sessions each academic year. The College Research office also contributes to professional development by offering approximately 15 dashboard training sessions per year.
 - We rate SAC at the “Early adoption” level for this key element because the process of developing courses is not aligned with the college’s strategic goals as identified in the integrated planning process.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - The college has established a professional development team
 - The professional development team has created a series of courses that focus on the career aspiration and needs of classified employees.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - We anticipate the following changes with respect to making progress on this key element:
 - Increasing classified employee participation in professional development activities.
 - Keeping the momentum going when there is no employee assigned 100% to the professional development team.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>12. ALIGNED LEARNING OUTCOMES <i>(Ensure Students are Learning)</i></p> <p>Learning outcomes are aligned with the requirements targeted by each program and across all levels (i.e., course, program, institutional) to ensure students' success in subsequent educational, employment, and career goals.</p>	<p>College is currently not aligning or planning to align learning outcomes.</p>	<p>Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) have been developed, but they are not systematically reviewed to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are not linked with professional development or changes to the course or program content.</p>	<p>● Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are reviewed and revised for some outcomes to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessment are not consistently linked with professional development or changes to the course or program content.</p>	<p>Student Learning Outcomes (SLOs), Program Learning Outcomes (PLOs), and General Education Learning Outcomes (GELOs)/Institutional Learning Outcomes (ILOs) are regularly reviewed and revised to ensure alignment, academic rigor, integrity, relevance, and currency.</p> <p>Results of learning outcomes assessments are used to inform professional development, and are linked to changes to course and program content.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - We selected scaling in progress because while we assess SLO's on a regular basis and each department discusses their SLO's on a regular basis, key aspects of our integrated planning are not currently tied to our SLO's. SAC currently uses TracDat as a report repository and the Teaching and Learning Committee reviews all SLO's, PLO's and ILO's. The following will need to be addressed before we attain Full Scale:
 - Institutional Learning Outcomes are tied to the Strategic Plan and Educational Master Plan
 - Resource Allocation is tied to Student Learning Outcomes
 - Student Learning Outcomes are assessed in conjunction with Course Completion Rates
 - Student Learning Outcomes are tied consistently with Program Learning Outcomes
 - Program Learning Outcomes are tied to Degree and Certificate Completion and Transfer.
2. Describe one or two accomplishments the college has achieved to date on this key element.

We currently have SLO's for all courses and have regular assessments for SLO's, PLO's, and ILO's.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - The biggest barrier to this implementation is the lack of connection between the SLO's and the institutional planning and budget process. Currently, the SLO's are used to improve in classroom instruction, but we currently do not have a method to insure that resource allocation is tied to improvement in student learning outcomes.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>13. ASSESSING AND DOCUMENTING LEARNING <i>(Ensure Students are Learning)</i></p> <p>The college tracks attainment of learning outcomes and that information is easily accessible to students and faculty.</p> <p>Consistent and ongoing assessment of learning is taking place to assess whether students are mastering learning outcomes and building skills across each program and using results of learning outcomes assessment to improve the effectiveness of instruction in their programs.</p>	<p>College is currently not assessing and documenting or planning to assess and document individual student's learning.</p>	<p>Attainment of learning outcomes are not consistently tracked or made available to students and faculty.</p> <p>Only a few programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p>Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>Most programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>	<p>● Attainment of learning outcomes tracked or made available to students and faculty for most programs.</p> <p>All programs examine and use learning outcomes results to improve the effectiveness of instruction.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - We selected at scale because our program review process requires the assessment of student learning outcomes. Almost all departments are in compliance and there is regular discussion at the Teaching and Learning Committee about SLO's. There is also regular discussion about how learning outcomes can be used to improve instruction.
 - There is one area of needed improvement:
 - The ability to disaggregate data on the student level needs to be built into our research system to give faculty timely data to address SLO's and PLO's.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - Each and every department on the campus has SLO's and our program review process requires assessment and consideration of the SLO's. The vast majority of departments are in complete compliance and use the SLO's for consideration of ways to improve their courses and programs. Major initiatives on the campus, including math and English redesign and the development of pathways programs, have resulted from the assessment and consideration of student learning and program level outcomes.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - The process of collecting data for the assessment of SLO's can be improved. Currently, there is no easy way to assess SLO's on the student level basis across the institution. Processes and procedures for doing this will need to be developed.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

IMPLEMENTATION (9-14)

Adapting and implementing the key components of Guided Pathways to meet student needs at scale.

KEY ELEMENT	SCALE OF ADOPTION			
	Pre-Adoption	Early Adoption	Scaling in Progress	Full Scale
<p>14. APPLIED LEARNING OPPORTUNITIES <i>(Ensure Students are Learning)</i></p> <p>Students have ample opportunity for applied/contextualized learning and practice. Opportunities have been coordinated strategically within and/or amongst programs.</p>	<p>College is currently not offering or planning to offer applied learning opportunities.</p>	<p>Few courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, cooperative education (co-op), clinical placements, service learning, study abroad, etc.</p>	<ul style="list-style-type: none"> ● Some courses and programs systematically include applied/contextualized learning opportunities such as projects, internships, co-ops, clinical placements, service learning, study abroad, etc. Opportunities have been coordinated strategically within and/or amongst programs. 	<p>Students across most or all disciplines and degree areas have ample opportunity to apply and deepen knowledge and skills through projects, internships, co-ops, clinical placements, service learning, study abroad, and other active learning activities that program faculty intentionally embed into courses and programs.</p>

Please respond to the following items (500 word maximum per item)

1. Please briefly explain why you selected this rating.
 - We selected scaling in progress because many programs in the college have contextualized learning, but it is not systematic at all. Students are expected to seek out many of these opportunities and many of them are restricted to special populations, e.g. MESA, etc. Santa Ana College has recently worked towards expanding our internship and research opportunities programs, but they are not currently at a level where the majority of the campus has access to them. In addition, most programs do not have an experiential learning component.
2. Describe one or two accomplishments the college has achieved to date on this key element.
 - The campus's Career and Technical Education programs have significant contextualized learning and co-op experience incorporated into their degrees. The college has also developed an internship program that serves hundreds of students per semester.
3. Describe one or two challenges or barriers that you anticipate may hinder progress on this key element.
 - Providing funding and centralizing of these programs and activities will require significant planning and commitment on the part of the college. This is currently not a campus-wide conversation.
4. Comment (optional): is there any additional information that you want to add that is not addressed sufficiently in the questions above?

ADDITIONAL QUESTIONS (500 word maximum per item)

1. Based on the Self-Assessment above, what do you think best describes your college's guided pathways work overall?

- Pre-Adoption
- Early Adoption
- Scaling in Progress
- Full Scale

Please briefly explain why you selected this rating:

Most of the Key Elements were rated Scaling in Progress and was spread out between Inquiry, Design and Implementation.

2. What kinds of support would be most helpful to you as your campus begins or continues its work on guided pathways? Are there resources or supports that would most help your college progress on any particular element? Please describe:

- Clerical Support
- IT Support and Software
- Professional Development funding
- Travel funds for site visits

3. Comment (optional): Please share any guided pathways practices or processes that were particularly successful for your college.

4. Comment (optional): Are there any questions, comments and/or concerns or additional information that you want to provide that has not been addressed sufficiently in this tool?

Guided Pathways Award Program Self-Assessment Signature Page

In submitting this document to the Chancellor's Office, and by our signatures, we the undersigned certify the information outlined in our Guided Pathways Award Program Self-Assessment was informed by input and agreement among a cross-functional team that spans the constituencies of the college. With submission of this document, we indicate our commitment to adopt a guided pathways framework.

Santa Ana College

Self-Assessment Signatories

_____ Signature, President of the Governing Board	_____ Printed Name Linda D. Rose, Ed.D.	_____ Date signed
_____ Signature, Chief Executive Officer/President	_____ Printed Name Monica Zarske	_____ Date signed
_____ Signature, Academic Senate President	_____ Printed Name Carol Comeau	_____ Date signed
_____ Signature, Interim Vice President Academic Affairs	_____ Printed Name Frances Gusman	_____ Date signed
_____ Signature, Interim Vice President Student Services	_____ Printed Name	_____ Date signed

Please print, complete and mail this page to:
California Community Colleges Chancellor's Office
Attention: Mia Keeley
1102 Q Street
Sacramento, CA 95811

In lieu of mailing, a scanned copy may be emailed to: COGuidedPathways@cccco.edu

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of the Special Report Bachelor of Science in Occupational Studies for ACCJC	
Action:	Request for Approval	

BACKGROUND

Santa Ana College offers the Occupational Studies Bachelor of Science Degree in accordance with the California Community College Baccalaureate Degree Program. Santa Ana College is one of 15 community colleges in the State to offer a bachelor's degree program. The first cohort began in Fall 2017 with completion scheduled for Spring 2019. The attached Special Report on the Bachelor of Science Degree Program in Occupational Studies at Santa Ana College is attached for approval and submission to the Accrediting Commission for Community and Junior Colleges (ACCJC).

ANALYSIS

This special report complies with the guidelines issued by the ACCJC to allow Santa Ana College to operate as a post-secondary educational institution to award a baccalaureate degree in Occupational Studies. The special report addresses the standards, eligibility requirements, USDE Regulations and commission policies to support the accreditation of the Occupational Studies program. The ACCJC will appoint a team to visit Santa Ana College in Spring 2018 and utilize this special report to validate the program. A representative group of faculty, staff and administrators prepared the special report.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Special Report Bachelor of Science in Occupational Studies for ACCJC as presented to be submitted before December 8, 2017.

Fiscal Impact:	None	Board Date: December 4, 2017
Prepared by:	Carol Comeau, Interim Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



SANTA ANA COLLEGE

Special Report Bachelor of Science in Occupational Studies

Submitted to:

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

Submitted by:

**Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706**

December 4, 2017

**Prepared by: Michelle Parolise, Coordinator, Baccalaureate Occupational Science
Bonita Nahoum Jaros, Ph.D., Accreditation Liaison Officer (retired July 1, 2017)
Shelly Jaffray, Dean Humanities and Social Sciences**

ACKNOWLEDGMENTS

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Michelle Parolise, Faculty Coordinator, Bachelor of Science Occupational Studies Program
Kennethia Vega, Assistant to the President
Monica Zarske, Academic Senate President

**To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges**

From:

Linda D. Rose., Ed.D., President, Santa Ana College

**Santa Ana College
1530 West 17th Street; Santa Ana, CA 92706**

I certify there was broad participation/review by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

John R. Hanna, President, Rancho Santiago Community College District **Date**
Board of Trustees

Raúl Rodríguez, Ph.D., Chancellor, Rancho Santiago Community College District **Date**

Monica Zarske, President, Academic Senate **Date**

Sheryl Martin, Representative, California School Employees Association, Chapter 579 **Date**

Juan Esqueda, President, Associated Student Government **Date**

Carol Comeau, Interim Vice President, Academic Affairs **Date**

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PROTOCOL AND POLICY ON THE ACCREDITATION OF BACCALAUREATE DEGREES

Eligibility Requirements

- **Authority:** *The institution is authorized or licensed to operate as a post-secondary educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.
Private institutions, if required by the appropriate statutory regulatory body, must submit evidence of authorization, licensure, or approved by that body. If incorporated, the institution shall submit a copy of its articles of incorporation.*

Specified Baccalaureate Degree Program Evaluation Criteria

- Authority requires that an institution be authorized or licensed as a post-secondary institution to award degrees. An institution wishing to gain approval for a baccalaureate degree will have to provide evidence of the institution's authorization to offer the degree, as required by each of the jurisdictions or regions in which it operates.

College: Provide a description and supporting documentation demonstrating how the College meets this Eligibility Requirement and the associated criterion.

Santa Ana College (SAC) has authority under its Board of Trustees to operate as a degree granting institution due to continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accreditation body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. This authority is noted on the first page of the Santa Ana Catalog ([SAC-1](#)).

The Baccalaureate Program in Occupational Studies has been authorized by the Board of Governors. In March of 2016, the California Community College Board of Governors voted unanimously to approve Santa Ana College's Occupational Studies (OS) Bachelor of Science degree. This program is one of fifteen community college bachelor degree programs that have been approved in the State. Accreditation for this program is granted by the Accrediting Commission for Community and Junior College (ACCJC), Western Association of Schools and Colleges (WASC). In addition, the U.S. Department of Education (USDE) has granted to ACCJC the scope of approving one baccalaureate degree at each member institution through the substantive change process.

The required Substantive Change Report for this program was approved by ACCJC in May 2015, and the California Community Colleges Chancellor's Office (CCCCO) approved the program March 1, 2017 ([SAC-2](#), [SAC-3](#), [SAC-4](#)).

Evidence:

[SAC-1 Authorization to Offer a Degree](#)

[SAC-2 ACCJC Substantive Change Actions](#)

[SAC-3 Substantive Change Addendum](#)

[SAC-4 Baccalaureate Degree Approval Letters](#)

Accreditation Standards

The Accreditation Standards listed below apply to the institution as a whole and to each baccalaureate program. As appropriate, the list includes criteria indicating how the Standards specifically apply to baccalaureate programs. In addressing the standards, the institution must also address and provide evidence of its practices for the baccalaureate program-specific evaluation criteria identified below.

Standard I.A Mission (ER 6)

Standard I.A.1: *The mission describes the institution’s broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Baccalaureate degrees generally extend beyond previously identified credentials, service areas, and intended student populations. Member institutions may need to make changes within the institutional mission to reflect these differences.
- The baccalaureate degree program must align with the Institutional mission.
- Student demand for the baccalaureate should demonstrate its correlation with the institutional mission.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

After several months of dialogue at the participatory governance and constituency levels, the SAC mission statement was revised. On May 31, 2017 College Council refined all input related to the mission statement (SAC-5). Then through an all-college digital survey, it was determined that an elegant brief mission statement would best serve the college (SAC-6).

The mission of SAC was revised as follows: “Santa Ana College inspires, transforms, and empowers a diverse community of learners.”

The SAC mission reflects the mission of the Rancho Santiago Community College District (RSCCD), which is “...to provide quality educational programs and services that address the needs of our diverse students and communities.” The SAC mission statement reflects its commitment to student learning and achievement. Student achievement is measured annually through program review and analysis of data from both the RSCCD Office of Research and the Santa Ana College Research Office (SAC-7, SAC-8).

Santa Ana College serves a diverse population of over 700,000 residents from the surrounding communities of Anaheim, Garden Grove, Irvine, Orange, Santa Ana, Tustin, and Villa Park. SAC has been named one of the top two-year colleges awarding associate degrees to Latino students by Community College Week (June 24, 2013). Diversity and equity is monitored by Santa Ana College Factbook, several integrative dashboards, and visualization tools for faculty and staff use (e.g., certificate and degrees—Santa Ana College Research Dashboards). (SAC-9, SAC-10)

Commitment to student learning is also reflected by the addition of the Bachelor of Science degree in Occupational Studies. Prior to submitting any proposal to participate in the

Baccalaureate Pilot Project, Santa Ana College (in consultation with its sister institution, Santiago Canyon College) investigated all CTE programs to determine if any would be appropriate to the mission of the District and the College. The OTA program was selected as a viable option. At that point, the faculty coordinator of the OTA program volunteered to contact ACOTE in order to confirm there was no conflict and to ensure that ACOTE was still considering transitioning OTA education from the Associate's level to the Baccalaureate level. After affirming this, the OTA coordinator investigated current OT graduate program requirements, reviewed labor market data, and consulted with SAC's OTA professional advisory committee to solicit their recommendations and support. The collective information was shared with the Santa Ana College President, the RSCCD Chancellor, the Vice President of Academic Affairs, the Dean of Human Services and Technology, and the Academic Senate President. After the concept received unanimous support, a formal proposal was written for presentation to College Council, which serves as the participatory governance communication tool for all constituent groups at Santa Ana College and provides advice to the President on College issues, board item submissions as well as policies and administrative regulations, recommendations from other campus committees, and requests from council members for special consideration.

Evidence:

SAC-5 [SAC College Council Minutes 05-31-17](#)

SAC-6 Survey of Draft Mission Statement for College Voting and Results

SAC-7 [RSCCD Office of Research](#)

SAC-8 [Santa Ana College Research Office](#)

SAC-9 [Santa Ana College Factbook](#)

SAC-10 [Santa Ana College Research Dashboards](#)

Standard I.A.2: *The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.*

Specified Baccalaureate Degree Program Evaluation Criteria

- The assessment of data, in addition to measuring institution effectiveness, must also demonstrate the effectiveness and success of the baccalaureate program.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Santa Ana College conducts regular assessments of programs in academic and student services areas to support ongoing and systematic efforts centered on student learning and achievement. Quadrennial course review is overseen by the Teaching and Learning Committee, which reports to the Curriculum and Instruction Council. In addition, annual Department Planning Portfolio development with quadrennial capstone program review of academic programs use student learning outcomes (SLOs) assessment results to initiate and support programmatic improvement through means that include curriculum updates or changes, enhanced academic and student support services, and resource allocation requests through budget review (**SAC-11**). All programs and services continue to work toward sustainable, continuous quality improvement by linking identified course and program student learning outcomes to the

broader seven Institutional Learning Outcomes (SAC-12) (i.e., formerly Core Competencies) of the College. Through program review processes, SLOs are revised as needed in academic programs. Direct SLO assessment is conducted in a course-embedded program assessment approach in conjunction with analysis of indirect and direct data supplied by the Research Department (SAC-13).

Changes made in the SAC Strategic Plan (SAC-14) are then based on the program review work of departments and broad-based interdisciplinary dialogue that occurs through the Teaching and Learning Committee (TLC). (SAC-15)

The SAC Academic Program Review (SAC-16) in OTA, at the associate-degree level, is replete with data that has indicated a contiguous baccalaureate program would be beneficial. Occupational Therapy Assistants provide service to individuals with physical, mental, or developmental disabilities across the lifespan to perform self-care, work and/or leisure activities that provide a greater quality of life. The in-depth instruction in the Bachelor of Science degree in Occupational Studies will prepare students to provide more effective treatment, work in settings that require a bachelor's degree, to take OTA leadership positions and to continue on to graduate level Occupational Therapy education. It will also prepare students to have careers in other areas such as home modification, durable medical equipment development and sales, and innovative programs for older adults.

The coordinator of the OTA program, in consultation with the other faculty in the discipline, has developed Program Learning Outcomes for the new baccalaureate degree in Occupational Studies (SAC-17):

- 1) Demonstrate advanced mastery of OTA clinical skills, including clinical reasoning, which follow the guidelines established in the Frameworks for Occupational Therapy Practice;
- 2) Relate theory and research to clinical practice areas;
- 3) Demonstrate ability to provide OTA services that meets the community needs of diverse populations, demonstrating sensitivity and empathy; and
- 4) Advocate for clients in clinical and community settings.

The OTA program and the Bachelor of Science program in Occupational Studies both address several elements of the mission statement: to inspire, transform, and empower a diverse community of learners. In addition, the program addresses the fact that the program prepares students for transfer and for careers. The program prepares students for further education and graduate studies (i.e., Master's degree) as well as career opportunities (i.e., COTA leadership opportunities, home modification, durable medical equipment development and sales, and innovative programs for older adults in community settings). (SAC-18)

Evidence:

SAC-11 [Sample RAR](#)

SAC-12 [Institutional Learning Outcomes](#)

SAC-13 [Research Department](#)

SAC-14 [SAC Strategic Plan](#)

SAC-15 [Teaching and Learning Committee \(TLC\)](#)

[SAC-16 SAC Academic Program Review](#)

[SAC-17 Occupations Studies PLOs](#)

[SAC-18 Research link](#)

Standard I.A.3: *The institution's programs and services are aligned with its mission. The mission guides institutional decision-making, planning, and resource allocation and informs institutional goals for student learning and achievement.*

Specified Baccalaureate Degree Program Evaluation Criteria

- The baccalaureate is clearly aligned with the institutional mission.
- The institution has included the baccalaureate degree in its decision making and planning processes, and in setting its goals for student learning achievement.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

All Santa Ana College programs are consistent with the college mission. The philosophy of the baccalaureate degree in Occupational Studies aligns with the college mission statement ([SAC- 19](#)). Occupational Studies BS degree recipients will be more profoundly trained as practitioners with a focus on direct patient care as a result.

The President ensures that educational planning is integrated with resource planning and distribution to achieve student learning outcomes. This includes program development; professional development for faculty and staff; human resources planning; facilities planning; technology planning; and budget allocation. After all approvals were received to offer the BS in Occupational Studies, the President supported all aspects of the program (e.g., adding a full-time faculty member, facilities enhancement, student services enhancement). The baccalaureate Leadership Committee, with representation from lead faculty, curriculum chair, Academic Senate president, the ALO; student services representatives (e.g., counseling, admissions, financial aid); and administration (VP Academic Affairs, VP Student Services, Dean of Human Services and Technology, Dean of Counseling) guided the development of the program. Recently, the President of the college has redesigned the committee, and she co-chairs the meeting with program coordinator. The Baccalaureate Leadership Committee meets regularly to address all aspects of educational planning and resource allocation for the BS program. As a result, the baccalaureate degree has been included in ongoing decision-making and planning processes and in setting its goals for student learning of the college.

Evidence:

[SAC-19 OS Program Philosophy](#)

ASSURING ACADEMIC QUALITY AND INSTITUTIONAL EFFECTIVENESS

Standard I.B.2: *The institution defines and assesses student learning outcomes for all instructional programs and student and learning support services. (ER 11)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Student learning outcomes for upper division baccalaureate courses reflect higher levels of depth and rigor generally expected in higher education.
- Assessment must be accurate and distinguish the baccalaureate degree outcomes from those of other programs

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

As mentioned in Standard I.A.2, Santa Ana College conducts regular assessment of programs in academic and student services areas to support ongoing and systematic efforts centered on student learning and achievement. For the baccalaureate program, the College has developed a specific evaluation criteria to define and assesses student outcomes (SAC-20).

Upper division courses in the baccalaureate program have identified rigorous student learning outcomes consistent with requirement of higher education (SAC-21).

Individual/group projects and assignments require a higher level of rigor with advanced problem solving and critical thinking. These projects are distinguished from those in lower-level OTA courses in terms of research, independent analysis, and evidence. Written assignments also require research, evidence, and analysis of the role of OT in terms of trends in healthcare and legislation. In addition, class discussions require ethical analysis. Selected projects in the program require the student to access statistical data, collaborate with peers, and assess needs in specific client populations (SAC-22).

Evidence:

SAC-20 Course descriptions and SLOs Mapped to PSOs and ISLOs

SAC-21 Course syllabus with SLOs

SAC-22 Sample assignments and student work

Standard I.B.3 *The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The Institution has institution-set standards for the baccalaureate program and assesses performance related to those standards. It uses this assessment to improve the quality of the baccalaureate program.
- Student Achievement standards are separately identified and assessed for baccalaureate programs to distinguish them from associate degree programs.
- The research department collects data on student demographics, course completion, program completion, and job placement.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The institution set standards for the Occupational Studies program completion were established from historic data of student success in the OTA program (SAC-23). This data includes course completion, program completion, pass rates on National Certification Testing, and job placement (SAC-24, SAC-25).

A process has been developed for the SAC Research Department to conduct ongoing research to analyze student success in the OS program related to course/program completion and grades (SAC-26, SAC-27, SAC-28).

Evidence:

- SAC-23 OTA Course and program completion
- SAC-24 OTA pass rates on National Certification Testing
- SAC-25 OTA student survey of job placement
- SAC-26 Research plans for OS students
- SAC-27 Projections for growth in the OT/OTA field
- SAC-28 Rankings of OTA as a best support job in the allied health field

Standard I.B.7 *The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The institutional evaluation policies and practices recognize the unique aspects and requirements of the baccalaureate program in relation to learning and student support services and resource allocation and management.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria

Santa Ana College utilized the California Community College Chancellor's Office *Baccalaureate Degree Pilot Program Handbook* as a guide in the development of student support services and resource allocation/management specific to the unique needs of the OS baccalaureate program (SAC-29).

Santa Ana College has developed a new OS Program Handbook that contains information on program policies, curriculum scheduling, fees, access to financial aid, and support services specific to the program (SAC-30). This information was given to the students at a mandatory information meeting prior to the first week of classes (SAC-31).

Evidence:

- SAC-29 CCCC Baccalaureate Degree Pilot Program Handbook
- SAC-30 OS Program Handbook
- SAC-31 Meeting agenda, tour outline, and student sign-in sheet

INSTITUTIONAL INTEGRITY

Standard I.C.1: *The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Information related to baccalaureate programs are clear and accurate in all aspects of this Standard, especially in regard to learning outcomes, program requirements, and student support services.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Santa Ana College provides clear and accurate documentation of all aspects of this Standard, especially in regard to learning outcomes, program requirements, and student support services. The 20187-18 college catalog has information about the baccalaureate program. Students and the public can access the catalog online or in hard copy (SAC-32).

Clear and accurate information can also be obtained through the OS program website, informational flyers, and monthly information sessions held on campus (SAC-33, SAC-34, SAC-35).

Evidence:

SAC-32 Link to online college catalog

SAC-33 Link to OS website

SAC-34 OS flyer

SAC-35 Schedule of campus information sessions

Standard I.C.3: *The institution uses documented assessment of student learning and evaluation of student achievement to communicate matters of academic quality to appropriate constituencies, including current and prospective students and the public. (ER 19)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The assessment result of student learning and student achievement in the baccalaureate programs are used in the communication of academic quality.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The Santa Ana College OS program admitted their first cohort of students in the fall semester of 2017. At this time there is not yet assessment of student learning in the upper division courses. However, the freshman and sophomore years of the OS program are comprised of the student coursework in the OTA program. Therefore, there is assessment of student performance in these years.

Plans have been developed to assess the OS student success. These include the following:

- Students entering the baccalaureate program will be closely monitored for success by the faculty teaching each course. Two systems are in place to identify students having difficulty or requiring support.
 - For students having identified as having difficulty early in the semester the faculty will use the SAC early alert system
 - Faculty will closely monitor student progress and a student advisement form will be used as the basis of an individual meeting with the student. The purpose of this meeting will be to identify solutions to the problems (SAC-36).
- Referrals will be made for support services as needed to the following areas:
 - Tutoring
 - Learning Center
 - Librarian
 - Psychological services
 - DSPS services
- SLOs will be evaluated at the end of each course and results of this will be posted in TracDac (SAC-37)
- Program completion rates will be posted on the OS website
- The OS program will use a continuous quality improvement system based on student surveys, success rates, and feedback from the community to make ongoing improvement. Results of program evaluation are posted on the College website. Program review for OS students will be available October 2018 (SAC-38).
- The research department will collect data on student outcomes and posts the results in an annual “Fact Book”. (SAC-39)

Evidence:

SAC-36 Student advisement form

SAC-37 Link TracDac

SAC-38 Link to OS Program website

SAC-39 Link to research fact book

Standard I.C.4: *The institution describes its certificates and degrees in terms of their purpose, content, course requirements, and expected learning outcomes.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The purpose, content, course requirements and learning outcomes of the baccalaureate programs are clearly described.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The Santa Ana College baccalaureate program purpose, content, course requirements, and learning outcomes of the baccalaureate programs are clearly described. This information can be found in the college catalog, the OS website, and individual course outlines of record (SAC-40, SAC-41, SAC-42).

Evidence:

SAC-40 Link to college catalog

SAC-41 Link to OS website

SAC-42 Link to division website (for CORs)

INSTRUCTIONAL PROGRAMS

Standard II.A.1: *All instructional programs, regardless of location or means of delivery, including distance education and correspondence education, are offered in fields of study consistent with the institution's mission, are appropriate to higher education, and culminate in student attainment of identified student learning outcomes, and achievement of degrees, certificates, employment, or transfer to other higher education programs. (ER 9 and ER 11)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The baccalaureate degree field of study aligns with the institutional mission.
- Student demand for the baccalaureate degree program demonstrates its correlation with the institutional mission

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Santa Ana College ensures that all instructional programs, including the baccalaureate program, inspire, transform, and empower its students.

The student population Santa Ana College serves is 66% Hispanic. The city of Santa Ana has the lowest median income of the surrounding Orange County cities, at \$52,253. In addition, Santa Ana has one of the highest unemployment rates in the county at 4.2%. In a 2015-16 survey of high school seniors, 23% expressed a career interest in education and health services, the highest level of all career areas (**SAC-43**).

The demand to enter all level of OT/OTA education is high. The current OTA program is impacted with a large number of applicants that are unable to gain admission to the program (**SAC-44**).

This program is a pathway for students moving from the OTA program to the OS program. In completing the OS degree, students will be more highly skilled practitioners who are prepared to take leadership roles. To continue the pathway, students will be prepared to apply to Master's level Occupational Therapy programs.

Evidence:

SAC-43 SAC Fact Book

SAC-44 Applicant pool

Standard II.A.3: *The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning*

outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline.

Specified Baccalaureate Degree Program Evaluation Criteria:

- Learning outcomes for baccalaureate courses, programs, and degrees are identified and assessed consistent with institutional processes.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

As mentioned in Standard I.A.2, the College conducts regular assessment of the program to support ongoing and systemic efforts centered on student learning and achievement.

Individual instructors assess student learning outcomes every semester, and the program assesses its student learning outcomes annually through the program review process (SAC- 45).

The College has officially approved current course outlines of record for each course in the baccalaureate program. All course outlines of record identify specific student learning outcomes (SAC-46). Also, all course syllabi in the baccalaureate program display student learning outcomes, various assessment methods, and grading policies (SAC-47).

Evidence:

SAC-45 6 Link to the TLC

SAC-46 Course outline of record

SAC-47 Course syllabi

Standard II.A.5: *The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level. (ER 12)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- A Minimum of 40 semester credits or equivalent of total upper division coursework including the major and general education is required.
- The academic credit awarded for upper division courses within baccalaureate programs is clearly distinguished from that of lower division courses.
- The instructional level and curriculum of the upper division courses in the baccalaureate degree are comparable to those commonly accepted among like degrees in higher education and reflect the higher levels of knowledge and intellectual inquiry expected at the baccalaureate level.
- Student expectations, including learning outcomes, assignments and examinations of the upper division courses demonstrate the rigor commonly accepted among like degrees in higher education.
- The program length and delivery mode of instruction are appropriate for the expected level of rigor.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The baccalaureate program consists of 40 semester units of upper division coursework with 30 of those units specific to the major and 10 units of general education. Students graduating from the baccalaureate will complete either the IGETC or CSU-Breadth pattern of general education (SAC-48). Upper division courses will be clearly marked on the students' transcripts (SAC-49).

As mentioned in Standard 1.A.2, upper division courses in the baccalaureate program have identified rigorous student learning outcomes consistent with higher levels of knowledge expected with upper division courses (SAC-50). Assignments require a higher level of rigor with advanced problem solving, critical thinking, and clinical reasoning skills (SAC-51). The program requires 124 total units, 40 of which are upper division, consistent with what is required at the baccalaureate level. The program length is two years as the students move through a cohort model with guaranteed enrollment in all required classes. The delivery mode is face-to-face, hybrid, or distance education depending on pedagogical need (SAC-52).

Evidence:

SAC-48 Curriculum

SAC-49 A&R documents to prove identification of transcripts

SAC-50 Sample syllabi with assignment

SAC-51 Sample assignments

SAC-52 OS handbook

Standard II.A.6: *The institution schedules courses in a manner that allows students to complete certificate and degree programs within a period of time consistent with established expectations in higher education. (ER 9)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Baccalaureate courses are scheduled to ensure that students will complete those programs in a reasonable period of time.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Before starting the program all students are required to meet with a designated counselor to have transcripts reviewed to determine completion of all lower division general education and devise an education plan. In addition, in an effort to minimize financial concerns during the program, all students are required to meet with a designated financial aid representative to determine any aid they may be entitled to (SAC-53).

The OS program is using a cohort model for the courses that will ensure congruity of the sequence of courses and a coordinated schedule for all of the classes (SAC-54). Classes are offered in a variety of formats including on campus (traditional face-to-face) and distance mode, both completely online and hybrid. The classes scheduled on campus are being held one evening per week and on Saturdays to accommodate work schedules (SAC-55).

Evidence:

SAC-53 OS Website with counseling contact information and link to financial aid
SAC-54 Documents (screening form) developed by Paula Canzona
SAC-55 Sample schedule

Standard II.A.9: *The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for clock-to-credit- hour conversions. (ER 10)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Baccalaureate Degrees and the course credit in those programs are based on student learning outcomes. These outcomes are consistent with generally accepted norms and equivalencies in higher education, especially in relation to upper division courses.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Course credit is based on assessment of SLOs in each course in the Bachelor of Science program. The evaluation criteria utilized is consistent with accepted norms and equivalencies in higher education (**SAC-56**). All upper division courses have explicitly stated SLOs and assessment activities to determine if SLOs have been met so that course credit may be granted (**SAC-57**).

Evidence:

SAC-56 COR
SAC-57 Course syllabi

Standard II.A.10: *The institution makes available to its students clearly stated transfer-of-credit policies in order to facilitate the mobility of students without penalty. In accepting transfer credits to fulfill degree requirements, the institution certifies that the expected learning outcomes for transferred courses are comparable to the learning outcomes of its own courses. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements as appropriate to its mission. (ER 10)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Policies for student transfer into the baccalaureate program ensure that all program requirements are fulfilled, including completion of the minimum required semester units, prerequisites, experiential activities, and general education.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The application process includes a mandatory assessment of the student's transcripts by a designated counselor (**SAC-58**). A screening form has been developed to identify areas of

completion and need for general education as well as meeting prerequisites and ensuring adequate units (SAC-59). Students entering the program will have graduated from an accredited OTA program, which includes clinical rotations, to ensure experiential activities. In addition, students will have passed a national certification exam demonstrating foundational OTA concepts and have received a license from the California Board of Occupational Therapy (SAC-60).

Evidence:

SAC-58 Forms from counseling

SAC-59 Program application form

SAC-60 List of students and COTA license numbers

Standard II.A.11: *The institution includes in all of its programs, student learning outcomes, appropriate to the program level, in communication competency, information competency, quantitative competency, analytic inquiry skills, ethical reasoning, the ability to engage diverse perspectives, and other program-specific learning outcomes.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Student learning outcomes in baccalaureate programs are consistent with generally accepted norms in higher education and reflect the higher levels expected at the baccalaureate level.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

All courses and programs at Santa Ana College have identified learning outcomes that align with the institutional learning outcomes: Communication Skills; Thinking and Reasoning; Information Management; Diversity; Civic Responsibility; Life Skills; and Careers (SAC-61). Student learning outcomes in the baccalaureate degree courses reflect the higher levels of outcomes required of upper-division coursework (SAC-62). Upper division general education courses include statistics, communication studies, and sociology. Assessment of the student learning outcomes include such activities as statistical analysis, research assignments, and oral presentations (SAC-63).

Evidence:

SAC-61 Catalog page 4 in 2017-18

SAC-62 COR for general education

SAC-63 Sample course syllabi from stats and communication

Standard II.A.12: *The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad*

comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences. (ER 12)

Specified Baccalaureate Degree Program Evaluation Criteria:

- At least 36 semester units or equivalent of lower and upper division general education is required, including at least 9 semester units or equivalent of upper division general education coursework.
- At least 9 semester units or equivalent of upper division general education coursework is required.
- The general education requirements are integrated and distributed to both lower division and upper division courses.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The OTA AS degree followed a local pattern of general education. Additional lower division general education courses were added to the program to meet the IGETC/CSU Breadth requirements. Four additional lower division general education courses include two classes that are upper division prerequisites (statistics and sociology) and two classes that were recommended by the OTA Professional Advisory Committee (physics and ethics). Ten semester units of upper-division general education are included in the program as follows: Quantitative Research Methods for Healthcare Professionals (4), Health Communication (3), and The Sociology of Health, Illness, and Healing (3). (SAC-64)

Evidence:

SAC-64 2017-18 Catalog page 43

Standard II.A.13: *All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core is based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The baccalaureate degree programs include a focused study on one area of inquiry or discipline at the baccalaureate level and include key theories and practices appropriate to the baccalaureate degree level.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The OS program is focused on the discipline of occupational therapy. The American Occupational Therapy Association (AOTA) has identified six key practice areas for the 21st century – Children & Youth, Health & Wellness, Mental Health, Productive Aging, Rehabilitation & Disability, and Work & Industry (SAC-65). Within each practice area, there is a focus on providing evidence-based treatment. The OS program provides an advanced level of clinical education with an in-depth study of occupational therapy theory and principles

related to select key practice areas. The OS program also focuses on obtaining, understanding, and using evidence in providing OT treatment in various settings. This includes using clinical analysis and critical reasoning skills. Students also learn about the impact of healthcare policy on the field of OT (SAC-66). Graduates of the OS program are also prepared for career advancement as a COTA including the ability to take leadership positions, e.g. Director of Rehab in a skilled nursing facility. Graduates will also be prepared to take teaching roles in both the clinical setting and community college OTA programs. Finally, the graduates will be able to apply to Master's OT programs.

Evidence:

SAC-65 AOTA website with outlined key practice area

SAC-66 OS curriculum aligned to practice areas/healthcare policy

Standard II.A.14: *Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The CTE baccalaureate degree ensures students will be able to meet employment standards and licensure or certification as required in the field of study.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Students entering the OS program are graduates of an OTA program and are certified and licensed to practice. With the education provided in the OS program, the students will become more highly skilled practitioners who will be able to understand and apply research to their clinical practice.

The Accreditation Council for Occupational Therapy Education (ACOTE) provides accreditation to all OT/OTA education (SAC-67). For several years ACOTE has been in discussion to move OT education from the Masters to the Doctorate level and OTA education from the Associates to the Bachelor's level. The decisions to do this has vacillated between OTA education being at both the Associates and Bachelor's levels or at the Bachelor's level only. Students graduating from the OS program will have educational preparation equal to those OTAs graduating with Bachelor's degrees (SAC-68).

Evidence:

SAC-67 ACOTE site

SAC-68 List of students and license numbers

LIBRARY AND LEARNING SUPPORT SERVICES

Standard II.B.1: *The institution supports student learning and achievement by providing library and other learning support services to students and to personnel responsible for student learning and support. These services are sufficient in quantity, currency, depth, and variety to support educational programs, regardless of location or means of delivery, including distance education and correspondence education. Learning support services include, but are not limited to, library collections, tutoring, learning centers, computer laboratories, learning technology, and ongoing instruction for users of library and other learning support services.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Library and learning support services to support the baccalaureate program are sufficient to support the quality, currency, rigor and depth of the baccalaureate degree and reflect the unique needs of this program.
- Resource collections are sufficient in regard to the rigor, currency, and depth expected of baccalaureate programs.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Santa Ana College supports learning and achievement through the integration of a variety of learning support services such as Learning Center; Math Center; Science Center; and embedded supplemental education in some courses (SAC-69).

The designated classroom is equipped with an adapted bathroom; kitchen; therapy mats; hospital bed; wheelchairs; adaptive equipment; and supplies used in a variety of practice areas from pediatrics through geriatrics to teach application of clinical skills (SAC-70).

A designated librarian has been assigned to work with the students entering the OS program. The librarian meets with the cohort of students prior to their starting the OS program to orient them to the library. She is available to conduct small group and individual Assignment-Based Research Consultations (ABRA) and is also available to meet individually with students as needed (SAC-71). The library also hosts OS and OTA discipline-specific and program-related databases (SAC-72).

Evidence:

SAC-69 information from Kathy and Michelle Priest

SAC-70 list of OTA equipment, assessment tools, and supplies

SAC-71 ABRA flyer and sign-up form

SAC-72 list of databases

STUDENT SUPPORT SERVICES

Standard II.C.6: *The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificate and transfer goals. (ER 16)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The prerequisites and other qualifications for the baccalaureate are appropriately

- communicated and applied to students.
- The advising of students related to the baccalaureate degree appropriately identifies course sequencing and pathways.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Admission criteria has been developed to determine the most qualified applicants for successful completion of the program (SAC-73). This criteria includes the following: overall GPA from the student's OTA program; grades from selected courses; and an in-class writing sample to evaluate writing skills and attitude toward helping others (SAC-74). Students not selected for the program are provided with specific feedback of what they can do to increase their score on the admission criteria. Admission criteria are listed on the OS website (SAC-75).

Evidence:

- SAC-73 counselor screening form
- SAC-74 OS website
- SAC-75 Sample writing prompts and rubric for scoring

HUMAN RESOURCES

Standard III.A.1: *The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated and address the needs of the institution in serving its student population. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The job descriptions for faculty members teaching in the baccalaureate degree accurately reflect the duties and responsibilities associated with the position.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The job descriptions for faculty members teaching in the OS baccalaureate degree accurately reflect the duties and responsibilities associated with the position (SAC-76).

Evidence:

- SAC-76 Job flyer

Standard III.A.2: *Faculty qualifications include knowledge of the subject matter and requisite skills for the service to be performed. Factors of qualification include appropriate degrees, professional experience, discipline expertise, level of assignment, teaching skills, scholarly*

activities, and potential to contribute to the mission of the institution. Faculty job descriptions include development and review of curriculum as well as assessment of learning. (ER 14)

Specified Baccalaureate Degree Program Evaluation Criteria:

- The qualifications for faculty teaching upper division courses in the baccalaureate degree include the requirement for a master's degree (or academic credentials at least one level higher than the baccalaureate degree) or doctoral degree, in an appropriate discipline.
- In cases where no Master's degree is available for the field of study, the qualifications for faculty teaching upper division courses in the baccalaureate degree include a bachelor's degree in the discipline, or closely related discipline, and a Master's degree in any discipline and demonstrated industry work experience in the field for a minimum of 6 years and commonly required industry-recognized certification or professional licensure.
- The Commission may require some faculty in non-career technical education baccalaureate programs to have the recognized terminal degree in the field of study.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Faculty teaching of upper division OS courses and general education courses hold a Master's degree. In addition, all faculty teaching OS courses are licensed to practice Occupational Therapy by the California State Board of Occupational Therapy. Current OS faculty all have a minimum of 16 years of industry experience (SAC-77).

Evidence:

SAC-77 Resumes of OS Faculty

Standard III.A.7: *The institution maintains a sufficient number of qualified faculty, which includes full-time faculty and may include part-time and adjunct faculty, to assure the fulfillment of faculty responsibilities essential to the quality of educational programs and services to achieve institutional mission and purposes.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- There is at least one full-time faculty member assigned to the baccalaureate program.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

There are 3 full-time faculty in the OTA/OS programs. In addition, there are 3 adjunct faculty assigned to these programs (SAC-78).

There are sufficient qualified faculty for the baccalaureate program.

Evidence:

SAC-78 Chart of OS faculty workload

PHYSICAL RESOURCES

Standard III.B.3: *To assure the feasibility and effectiveness of physical resources in supporting institutional programs and services, the institution plans and evaluates its facilities and equipment on a regular basis, taking utilization and other relevant data into account.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The facilities and other physical resources utilized by the baccalaureate program are evaluated for feasibility and effectiveness for the program on a regular basis.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The OTA/OS program has a designated classroom with adequate space for lecture and lab activities. The entire classroom was renovated in fall 2016. The lab area includes a kitchen, bathroom, hospital bed and therapeutic mats for simulated OT activities. The classroom lecture and lab areas comprise 1,129 square feet.

SAC annually evaluates the feasibility and effectiveness of the physical resources dedicated to the OTA/OS program through its planning and resource allocation processes as described in the RSCCD Planning Design Manual and the SAC Budget and Planning Manual (**SAC-79, SAC-80**). Facilities and equipment needs are identified in program review and prioritized in the OTA/OS program's Resource Allocation Request (**SAC-81**). SAC allocates funding and services to assure the feasibility and effectiveness of the facilities and other physical resources supporting the program.

As part of SAC's Facilities Master plan, the college is planning for the long-term feasibility and effectiveness of the OTA/OS program's physical resources through its inclusion as an occupant of a new health sciences building (**SAC-82, SAC-83**). This new facility will provide the OTA/OS program with double the classroom space: 2,300 square feet. The lecture and lab space can be divided into two separate classrooms and will contain state-of-the-art equipment for student learning and effectiveness. The new health sciences building is slated for completion in 2022.

Evidence:

SAC-79 RSCCD Planning Design Manual

SAC-80 Budget and Planning Manual

SAC-81 Facilities Master Plan

SAC-82 OTA RAR

SAC-83 Health sciences building planning documents

TECHNOLOGY RESOURCES

Standard III.C.1: *Technology services, professional support, facilities, hardware, and software are appropriate and adequate to support the institution's management and operational functions, academic programs, teaching and learning, and support services.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- Technology services, support, facilities, hardware and software utilized by the baccalaureate program are appropriate and adequate for the program.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Technology services, support, facilities, hardware and software utilized by the baccalaureate program are appropriate and adequate for the program. Institutional support is provided by the College and the District to meet all technology needs of the program.

The College is in migration with its Learning Management Systems (LMS) from Blackboard to Canvas (SAC-84). The Distance Education office provided faculty training in the use of this new system. Faculty teaching in the OS program have been trained in online instruction. The Distance Education office provides ongoing support for faculty and students using this program.

Evidence:

SAC-84 [Canvas Migration](#)

FINANCIAL RESOURCES

Standard III.D.1: *Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The financial resources allocated to the baccalaureate program are sufficient to support and sustain program student learning and effectiveness.
- Financial resources allocated to the baccalaureate program ensure the financial stability of the program.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

The OS program is an extension of SAC's longstanding OTA program. The college provides sufficient financial support to sustain OS program student learning and effectiveness through a resource allocation process designed to ensure the financial stability of the program.

Planning drives the resource allocation process. SAC maintains several planning documents including an Education Master plan/Strategic Plan, Facilities Master Plan, and Technology Master Plan that inform the process in accordance with RSCCD's Planning Design, a cyclical planning methodology described in the RSCCD Planning Design Manual (SAC-85, SAC-81, SAC-86, SAC-79). This planning methodology utilizes RSCCD and SAC mission statements and goals as guiding principles for the allocation of resources based on program needs

identified during the annual review of academic, student services, and administrative programs. The OS program is included in this process. The OS program coordinator is responsible for submitting a Resource Allocation Request (RAR) to the dean of the Human Services & Technology Division for inclusion in the division's annual RAR. This budget process is defined in the SAC Planning & Budget Manual (SAC-89, SAC-80). The RAR process resulted in an OTA/OS program budget that leveraged its General Fund allocation with grant funds provided by the CCCCO to develop and implement the OS program. Faculty and staff are supported by the General Fund. Grant funds financed the renovation of the OTA/OS lab and the development of upper division curriculum. Moreover, the OS upper division student tuition fees are designated for use by the OS program to ensure the stability and sustainability of the program (SAC-91).

Evidence:

SAC-85 Education Master Plan/Strategic Plan
SAC-81 Facilities Master Plan
SAC-86 Technology Master Plan
SAC-79 RSCCD Planning Design Manual
SAC-87 Sample RAR
SAC-80 Budget and Planning Manual
SAC-88 2016/2017 OTA/OS Budget

DECISION-MAKING ROLES AND PROCESSES

Standard IV.A.4: *Faculty and academic administrators, through policy and procedures, and through well-defined structures, have responsibility for recommendations about curriculum and student learning programs and services.*

Specified Baccalaureate Degree Program Evaluation Criteria:

- The faculty and academic administrators assigned to the baccalaureate program have responsibility for making recommendations to appropriate governance and decision-making bodies about the curriculum, student learning programs, and services for the program.

College: Provide a description and supporting documentation demonstrating how the College meets this Standard and the associated criteria.

Academic administrators and faculty are assigned to work in the baccalaureate collaborate to make recommendations to the appropriate governance and decision-making bodies related to the curriculum and services for the program. The outline of the curriculum was developed by the OTA faculty with input from the OTA Professional Advisory Committee and standards of practice from the American Occupational Therapy Association (SAC-89).

Courses were developed by faculty with discipline knowledge. For each class, the course of record was approved by the Human Services & Technology division and then by the Curriculum and Instruction Council.

Upper division general education courses were developed by discipline experts in the respective fields and approved by respective division curriculum committees and Curriculum and Instruction Council.

In addition to the curriculum process, the faculty and administrators have worked collaboratively and reported regularly to participatory governance committees such as the Academic Senate and College Council.

Evidence:

SAC-89 Minutes from academic senate, OTA professional advisory committee, and college council.

Catalog Requirements

The institution assures that the Catalog provides the following information about the baccalaureate degree program:

- General Information
 - Course Program and Degree Offerings
 - Student Learning Outcomes for Programs and Degrees
- Requirements for
 - Degrees, Certificates, Graduation and Transfer

The above information can be found on page 144 of the Catalog.

Certification of Continued Institutional Compliance with Commission Policies

In preparing its Institutional Self-Evaluation Report, an institution with one or more ACCJC-accredited baccalaureate degrees must, for the evaluation criteria cited in the Checklist for Evaluating Institutional Compliance with Federal Regulations and Related Commission Policies in the categories identified below, specifically address and provide evidence of its practices as to the baccalaureate degree and how those practices meet the criteria.

Standards and Performance with Respect to Student Achievement

Santa Ana College has standards for student achievement that include course completion rates, grade distribution, and attainment of degrees and certificates. This information can be found in the [Santa Ana College Factbook](#).

This is one tool that guides decision-making at the college. The program review process integrates outcomes assessment and achievement data to drive planning and resource allocation decisions.

Course level success and retention rates for the baccalaureate degree will be collected by the Research Department who will provide summaries of this data. In addition, the Research Department will collect and analyze job placement rates for the Baccalaureate Degree Program.

Credits, Program Length, and Tuition

Santa Ana College conforms to the commonly accepted minimum program length for 60 semester units for the Associates degree and 120 semester units for the Bachelor's degree. Tuition for upper-division coursework is mandated by Senate Bill 850 at \$130 per unit (\$46 per unit for apportionment and \$84 per unit designated for upper division) for all California Community College Pilot Baccalaureate program.

Transfer Policies

The college transfer policies are published in the Santa Ana College 2017-18 Catalog, page 35.

Distance Education and Correspondence Education

Santa Ana College has developed, implemented, and evaluated all courses and programs according to the institution's total educational mission, including those delivered through distance education, in consultation with its faculty, Curriculum and Instruction Council and Academic Senate, and Board of Trustees. The curriculum review process at the College ensures that all distance education courses are taught to standards consistent with the official course outline of record and feature regular, effective instructor-initiated student contact (**SAC-90, SAC-91, SAC-92**). In particular, distance education courses are examined to ensure: (1) methods of evaluation match those in the face-to-face course, (2) accessibility is addressed via Section 508 compliance, and (3) peer and student evaluations are conducted to ensure the quality of online courses is continuously maintained.

The College clearly defines appropriate student learning outcomes for all courses and programs, including those delivered through distance education. It also provides the resources and structure needed to accomplish these outcomes and to demonstrate that its students achieve these outcomes through application of appropriate assessment.

Academic integrity and student authentication are addressed in a number of ways. The Distance Education office makes resources available to faculty on how to promote academic integrity in online classes (**SAC-93, SAC-94, SAC-95**). Workshops on the topic of promoting academic integrity in the online classroom as well as opportunities for instructors to become online certified are a regular feature of professional development. In accordance with the Higher Education Opportunities Act of 2008, in order to maintain user privacy in the online setting, students must use a unique username and a password of their own creation, hosted by the College, to ensure the same person who participates every time in and completes a course or program receives the appropriate academic credit. All classes offered in an online format utilize the District-selected learning management system (Blackboard), so that the College can ensure integrity of the online classroom, including student grades and usage data. In addition, arrangements for proctored examinations are made with other colleges and universities nationwide to ensure equal access and support for all online students.

In compliance with Federal and State law, Santa Ana College has established procedures governing student records and the control of personally identifiable information. The College adheres to strict confidentiality standards as stated in the Family Educational Rights and Privacy Act (FERPA) and California Education Code. No student records, other than directory information, will be released without written consent by the student,

except as authorized by the law (SAC-96). In addition, no directory information will be released regarding any student who has notified the Admissions & Records office in writing that such information should not be released. There is no charge associated with verification of student identity.

Since spring 2013, Santa Ana College has not offered Correspondence Education courses.

Evidence:

- [SAC-90 Santa Ana College Distance Education Handbook](#)
- [SAC-91 Curriculum Online Learning Addendum Sample](#)
- [SAC-92 Santa Ana College Regular Effective Contact Policy](#)
- [SAC-93 Distance Education Beginning-of-Semester Checklist](#)
- [SAC-94 Distance Education Captioning Guidance](#)
- [SAC-95 Online Course Test Proctoring Form](#)
- [SAC-96 Board Policy 5040: Student Records, Directory Information, and Privacy](#)

Institutional Disclosure and Advertising and Recruitment Materials

Advertising, Publications, Promotional Literature

Santa Ana College provides clear and accurate information to students and the public in all College publications and through its website. The College utilizes the College catalog and Schedule of Classes as primary outreach tools available through the College website and certain print formats. The District Public Information Office works with College offices to ensure that content, style, and format are reviewed for accuracy. Required information in the catalog, class schedule, and website is found as shown in Table 6:

Table 6. Required Institutional Advertising in Catalog, Schedule of Classes and Website

Required Information	Catalog ⁵⁸	Schedule of Classes ⁵⁹	Website ⁸⁴
Official Name, Address, Phone, Website	✓	✓	✓
Mission, Purpose, Objectives, Entrance	✓	✓	✓
Information on Programs and Courses	✓	✓	✓
Degree, Certificate, and Program Completion	✓	✓	✓
Faculty with Degrees Held	✓		✓
Facilities Available	✓	✓	✓
Rules and Regulations for Conduct	✓	✓	✓
Academic Freedom Policy	✓		✓
Tuition, Fees, Program Costs	✓	✓	✓
Financial Aid Opportunities	✓	✓	✓
Refund Policy and Procedures	✓	✓	✓
Transfer of Credit Policies	✓	✓	✓
Nondiscrimination Policy	✓	✓	✓
Other Locations for Policies	✓	✓	✓
Governing Board	✓		✓
Accreditation Status	✓		✓

The College catalog, website, and other official institutional publications describe career opportunities as well as clear and accurate information on national and/or state legal requirements for licensure eligibility and entry into an occupation or profession for which education and training are offered. The College also publishes occupational programs with licensure information as well as state certification requirements and external accreditation information. Gainful employment information is also included for occupational program

Student Recruitment for Admissions

The College complies with all legal and regulatory practices relating to recruitment and admissions. In addition to word-of-mouth tactics to recruit students for the fall 2017 cohort, a flyer was produced and distributed prior to the spring 2017 application deadline. This flyer was distributed via email to a network of contacts in the occupational therapy field, including hospitals and higher education institutions with an associate's degree program in OTA.

To recruit for the second cohort of students (fall 2018), the SAC bachelor's degree webpages (www.sac.edu/OS) are being redesigned to better serve potential applicants. A visual hierarchy, including easier navigation, and clearer step-by-step process of how to apply, will be included in this redesign.

In addition, a short video was produced to highlight the field of occupational therapy and the bachelor's degree in occupational studies at SAC. This video (<https://www.youtube.com/watch?v=fOgBcx30CXY>) is accessible on the College's YouTube channel, and will be used during outreach events, on social media, and on the bachelor's degree website. The video serves two purposes: 1) to educate the general public about the field of occupational therapy and attract students to the associate's degree program, creating a pipeline to the bachelor's degree, and 2) inform the public and COTAs that SAC now has a bachelor's degree program.

A paid Facebook social media campaign will launch mid-November 2017 and run through January 2018, to advertise the application period for the fall 2018 cohort. Posts are targeted by zipcodes, income, keywords, and age. A second campaign will occur in early spring 2018 utilizing boosted posts on Facebook and Instagram.

Though collateral materials were discussed early on, it was decided not to pursue and to use funds in other key areas for advertising since OTA/Occupational Studies outreach in-person outreach was limited due to staffing. However, after further discussion it was decided that printed collateral materials are still valuable for our College Outreach teams to have on hand when meeting with the community and potential students. Flyers, brochures, posters, and postcards are all in the development stages.

A photoshoot was also discussed to highlight the Occupational Studies program, but it was decided to use current photos for now, and plan for a photoshoot in the future.

A breakdown of the expenditures of the one-time \$15,000 marketing funds is below:

	Debit	Balance
		\$15,000.00
Video	\$3,000.00	\$12,000.00
Publications: <ul style="list-style-type: none"> • flyer • brochure • posters • postcard 	\$505.00	\$11,495.00
OS webpages	\$9,000.00	\$2,495.00
Tablecloth and pull up banner for future outreach events	\$662.66	\$1,832.34
Photoshoot <ul style="list-style-type: none"> • Photos not yet scheduled 	n/a	n/a
Online/social media advertising <ul style="list-style-type: none"> • Nov 2017-Jan 2018 		\$2,500
Balance:		-\$667.66 (College Public Affairs Office has covered the difference)

Evidentiary Documents

- SAC-1 [Authorization to Offer a Degree](#)
- SAC-2 ACCJC Substantive Change Actions
- SAC-3 Substantive Change Addendum
- SAC-4 Baccalaureate Degree Approval Letters
- SAC-5 [SAC College Council Minutes 05-31-17](#)
- SAC-6 Survey of Draft Mission Statement for College Voting and Results
- SAC-7 [RSCCD Office of Research](#)
- SAC-8 [Santa Ana College Research Office](#)
- SAC-9 [Santa Ana College Factbook](#)
- SAC-10 [Santa Ana College Research Dashboards](#)
- SAC-11 Sample RAR
- SAC-12 [Institutional Learning Outcomes](#)
- SAC-13 [Research Department](#)
- SAC-14 [SAC Strategic Plan](#)
- SAC-15 [Teaching and Learning Committee \(TLC\)](#)
- SAC-16 [SAC Academic Program Review](#)
- SAC-17 Occupations Studies PLOs
- SAC-18 Research link
- SAC-19 [OS Program Philosophy](#)
- SAC-20 Course descriptions and SLOs Mapped to PSOs and ISLOs
- SAC-21 Course syllabus with SLOs
- SAC-22 Sample assignments and student work
- SAC-23 OTA Course and program completion
- SAC-24 OTA pass rates on National Certification Testing
- SAC-25 OTA student survey of job placement
- SAC-26 Research plans for OS students
- SAC-27 Projections for growth in the OT/OTA field
- SAC-28 Rankings of OTA as a best support job in the allied health field
- SAC-29 CCCC Baccalaureate Degree Pilot Program Handbook
- SAC-30 OS Program Handbook
- SAC-31 Meeting agenda, tour outline, and student sign-in sheet
- SAC-32 Link to online college catalog
- SAC-33 Link to OS website
- SAC-34 OS flyer
- SAC-35 Schedule of campus information sessions
- SAC-36 Student advisement form
- SAC-37 Link TracDac
- SAC-38 Link to OS Program website
- SAC-39 Link to research fact book
- SAC-40 Link to college catalog
- SAC-41 Link to OS website
- SAC-42 Link to division website (for CORs)
- SAC-43 SAC Fact Book
- SAC-44 Applicant pool

SAC-45 6 Link to the TLC
SAC-46 Course outline of record
SAC-47 Course syllabi
SAC-48 Curriculum
SAC-49 A&R documents to prove identification of transcripts
SAC-50 Sample syllabi with assignment
SAC-51 Sample assignments
SAC-52 OS handbook
SAC-53 OS Website with counseling contact information and link to financial aid
SAC-54 Documents (screening form) developed by Paula Canzona
SAC-55 Sample schedule
SAC-56 COR
SAC-57 Course syllabi
SAC-58 Forms from counseling
SAC-59 Program application form
SAC-60 List of students and COTA license numbers
SAC-61 Catalog page 4 in 2017-18
SAC-62 COR for general education
SAC-63 Sample course syllabi from stats and communication
SAC-64 2017-18 Catalog page 43
SAC-65 AOTA website with outlined key practice area
SAC-66 OS curriculum aligned to practice areas/healthcare policy
SAC-67 ACOTE site
SAC-68 List of students and license numbers
SAC-69 information from Kathy and Michelle Priest
SAC-70 list of OTA equipment, assessment tools, and supplies
SAC-71 ABRA flyer and sign-up form
SAC-72 list of databases
SAC-73 counselor screening form
SAC-74 OS website
SAC-75 Sample writing prompts and rubric for scoring
SAC-76 Job flyer
SAC-77 Resumes of OS Faculty
SAC-78 Chart of OS faculty workload
SAC-79 RSCCD Planning Design Manual
SAC-80 Budget and Planning Manual
SAC-81 Facilities Master Plan
SAC-82 OTA RAR
SAC-83 Health sciences building planning documents
SAC-84 [Canvas Migration](#)
SAC-85 Education Master Plan/Strategic Plan
SAC-86 Technology Master Plan
SAC-87 Sample RAR
SAC-88 2016/2017 OTA/OS Budget
SAC-89 Minutes from academic senate, OTA professional advisory committee, and college council

- SAC-90 [Santa Ana College Distance Education Handbook](#)
- SAC-91 [Curriculum Online Learning Addendum Sample](#)
- SAC-92 [Santa Ana College Regular Effective Contact Policy](#)
- SAC-93 [Distance Education Beginning-of-Semester Checklist](#)
- SAC-94 [Distance Education Captioning Guidance](#)
- SAC-95 [Online Course Test Proctoring Form](#)
- SAC-96 [Board Policy 5040: Student Records, Directory Information, and Privacy](#)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Student Services**

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College	
Action:	Request For Approval	

BACKGROUND

The City of Santa Ana has been partnering with Santa Ana College to offer college-credit classes and dedicated counseling to students from their Seeds to Trees youth program in digital media and business since 2015. Santa Ana College has a history of working with high school youth in pre-college activities and early college opportunity. Due to SAC's strong partnership with the City of Santa Ana, the Santa Ana Public Library requests that Santa Ana College continue as their postsecondary partner in providing their youth the opportunities to achieve career goals that will allow them to successfully compete in the labor market and prepare them for higher education.

ANALYSIS

The Santa Ana Public Library and the Santa Ana College will partner to provide digital media art classes leading to transferable college credit and certification and college counseling for up to 22 youth. Santa Ana College will provide the college credit training component, while the Library will provide work experience and required social and educational support. Santa Ana College will procure, manage and compensate experienced teachers to provide each of the youth with a general introductory course in digital media art. As part of this program students will be enrolled in a college course at no cost to the student. Students will receive three units of college credit for the course once completed. Students will have their own dedicated college counselor they will meet with throughout duration of the program. Santa Ana College will also provide the curriculum development required to provide effective training in an accelerated environment, Santa Ana Public library will provide training materials and textbooks to support curricula in subject area. The City of Santa Ana will also pay the mandatory student fees of \$19 per student.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the contract between the City of Santa Ana and RSCCD on behalf of Santa Ana College as attached.

Fiscal Impact:	None (estimated net income after expenses)	Board Date: December 4, 2017
Prepared by:	Frances Gusman, Interim Vice President of Student Services Alicia Kruizenga, Dean of Student Affairs	
Submitted by:	Linda D. Rose, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATION SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 1st day of January, 2018, by and between the Rancho Santiago Community College District, on behalf of Santa Ana College (“Provider”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

RECITALS

- A.** The City and Provider will partner to provide Digital Media Art classes leading to transferable college credit and certification and College Counselling for up to 22 youth. Santa Ana College will provide the college credit training component, while the Library will provide work experience and required social and educational support.
- B.** Provider represents that Provider is able and willing to provide such services to the City.
- C.** In undertaking the performance of this Agreement, Provider represents that it is knowledgeable in its field and that any services performed by Provider under this Agreement will be performed in compliance with such standards as may reasonably be expected.

NOW THEREFORE, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

1. SCOPE OF SERVICES

Provider shall perform those services as set forth in Exhibit A to this Agreement.

2. COMPENSATION

City agrees to pay, and Provider agrees to accept as total payment for its services, the rates and charges identified in Exhibit B to this Agreement. The total sum to be expended under this Agreement shall not exceed Six Thousand Eight Hundred and Twenty-Five Dollars and Fifty-Two Cents (\$6,825.52) during the term of this Agreement.

3. TERM

This Agreement shall commence on the date first written above, and terminate on December 31, 2018, unless terminated earlier in accordance with Section 12, below. The term of this Agreement may be extended upon a writing executed by the Provider, as well as the City Manager and the City Attorney on behalf of the City.

4. INDEPENDENT CONTRACTOR

Provider shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or

to allow the City to exercise discretion or control over the manner in which Provider performs the services which are the subject matter of this Agreement; however, the services to be provided by Provider shall be provided in a manner consistent with all applicable standards and regulations governing such services. Provider shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes. Provider is not an agent, representative or employee of City and Provider shall have no authority to act on behalf of the City.

5. INSURANCE

Prior to undertaking performance of work under this Agreement, Provider shall maintain and shall require its subcontractors, if any, to obtain and maintain insurance as described below:

a. **Commercial General Liability Insurance.** Provider shall maintain commercial general liability insurance which shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Provider's negligent operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary and not contributory with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insured provisions.

b. **Worker's Compensation Insurance.** In accordance with California State law, Provider, if Provider has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Provider agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.

c. The following requirements apply to the insurance to be provided by Provider pursuant to this section:

- (i) Provider shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
- (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved in form by the City.
- (iii) Certificates and policies shall state that the policies shall not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the City.

d. If Provider fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to terminate this

Agreement. Such termination shall not affect Provider's right to be paid for its time and materials expended prior to notification of termination. Provider waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

6. INDEMNIFICATION

Each party agrees to and shall defend, indemnify and hold harmless the other party, its officers, agents, employees, consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the indemnifying party or its contractors, subcontractors, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement.

7. CONFLICT OF INTEREST

Provider covenants that it presently has no interests and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

8. LIVE SCAN BACKGROUND CHECK

Providers, and any employees, subcontractors or substitutes, in contact with minors under eighteen (18) years of age shall arrange for and submit to a Live Scan electronic background check for criminal history available through the California Department of Justice as a condition of this Agreement and provide proof of compliance, including any criminal history identified, prior to performing services hereunder. The background check shall include at a minimum a state and county criminal history investigation where such individual resides and a search of the National and California State Sex Offender Registries.

9. NOTICE

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City: Clerk of the Council
City of Santa Ana
20 Civic Center Plaza (M-30)
P.O. Box 1988

Santa Ana, CA 92702-1988
Fax (714) 647-6956

With copy to: Executive Director of Parks, Recreation and Community Services
City of Santa Ana
26 Civic Center Plaza (M-23)
P.O. Box 1988
Santa Ana, California 92702
Fax (714) 571-4211

To Provider: Rancho Santiago Community College District
Santa Ana College
1530 W. Seventeenth Street
Santa Ana, CA 92706

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these time frames, weekends, federal, state, County or City holidays shall be excluded.

10. EXCLUSIVITY AND AMENDMENT

This Agreement represents the complete and exclusive statement between the City and Provider regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Provider. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Provider or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which is not embodied herein.

11. ASSIGNMENT

The experience, knowledge, capability and reputation of Provider were a substantial inducement for City to enter into this Agreement. Therefore, Provider may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void.

12. TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice of termination. In such event, Provider shall be entitled to receive, and City shall pay Provider, compensation for all services rendered prior to the effective date of termination.

13. RECORDS

Provider shall use attendance sheets generated and supplied by the City to record attendance in each class. Provider shall keep these and any other records in connection with the work to be performed under this Agreement and shall permit City, upon request, to review such records for a period of three (3) years from the date of final payment to Provider under this Agreement.

14. NON-DISCRIMINATION

Provider shall not discriminate because of race, color, creed, religion, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, teaching, training, utilization, promotion, termination or other employment related activities, or in any activities under this Agreement. Provider affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

15. JURISDICTION – VENUE

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

16. LICENSES

Provider shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies.

17. SEVERABILITY

In the event that one or more of the phrases, sentences, clauses, paragraphs or sections contained in this Agreement shall be declared invalid or unenforceable by valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs or sections of this Agreement, which shall be interpreted to carry out the intent of the parties hereunder.

18. EXHIBITS

All Exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

19. AUTHORITY

The person(s) executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that be so executing this Agreement, the parties hereto are formally bound to the provisions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

ATTEST:

CITY OF SANTA ANA

MARIA D. HUIZAR
Clerk of the Council

RAUL GODINEZ II
City Manager

APPROVED AS TO FORM:

PROVIDER:

SONIA R. CARVALHO
City Attorney

By: _____
Laura A. Rossini

Name: Rancho Santiago Community
College District
Title: Peter J. Hardash
Vice Chancellor
Business Operations and Fiscal Services

Senior Assistant City Attorney

RECOMMENDED FOR APPROVAL:

GERARDO MOUET
Executive Director of Parks,
Recreation and Community Services Agency

EXHIBIT A – Specification of Services to Be Provided by Santa Ana Community College

The Santa Ana Public Library and the Santa Ana Community College will partner to provide Digital Media Art classes leading to transferable college credit and certification and College Counselling for up to 22 youth. Santa Ana College will provide the college credit training component, while the Library will provide work experience and required social and educational support.

Santa Ana College will procure, manage and compensate experienced teachers to provide each of the youth with a general introductory course in digital media art. As part of this program Students will be enrolled in a college course at no cost to the student. Students will receive 3 units of college credit for the course once completed. Students will have their own dedicated college counselor they will meet with throughout duration of the program. Santa Ana Community College will also provide the curriculum development required to provide effective training in an accelerated environment, Santa Ana Public library will provide training materials and textbooks to support curricula in subject area. Santa Ana will also pay the mandatory student fees of \$19 per student.

EXHIBIT B – Seeds to Trees SAC Course Budget

Digital Media Art Instructor	
3.9 Unit Lecture and Lab Digital Media Class LHE with Benefits	\$4,331.48
One-on-One Educational Counseling	
30 hours of Counseling X \$59.98 per hour	\$1,769.40
Estimated Benefits @ 17.33%	\$306.64
Total Educational Counseling	\$2,076.04
Mandatory Student Fees	
\$19.00 x 22 students	\$418.00
GRAND TOTAL	\$6,825.52

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Memorandum of Understanding for Use of the Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council	
Action:	Request for Approval	

BACKGROUND

Students who enroll in Santa Ana College School of Continuing Education Construction Technology Certificate Program will receive instruction using the Multi-Craft Core Curriculum (MC3) owned by the North America Building Trades Unions. This will prepare students to be considered for apprenticeship programs.

ANALYSIS

Santa Ana College School of Continuing Education (SAC SCE) proposes to contract with North America's Building Trades Unions to offer the MC3 Multi-Craft Core Curriculum (MC3). SAC SCE MOU with Los Angeles/Orange Counties Building and Construction Trades Council will ensure students enrolled in the SAC SCE Construction Technology Certificate Program will have the apprenticeship readiness skills to enter into apprenticeship programs affiliated with the Los Angeles/Orange Counties Building and Construction Trades Council.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding for Use of the Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council for the apprenticeship program.

Fiscal Impact:	\$ 0	Board Date: December 4, 2017
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**Memorandum of Understanding
for
Use of the Multi-Craft Core Curriculum (MC3)**

The **Rancho Santiago Community College District** (hereinafter “District”) and the **Los Angeles/Orange Counties Building and Construction Trades Council** (hereinafter “Council”) (hereinafter the District and the Council shall be referred to as the “Partners”) are parties to that certain Rancho Santiago Community College District Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded By Measure Q (hereinafter “PLA”).

By signing this MOU, Partners signify their commitment to train instructors in the Multi-Craft Core Curriculum (MC3) (hereinafter “Program”), by providing the following modules in the pre-apprenticeship training curriculum, according to the terms and conditions of the Licensing Agreement between North American’s Building Trades Unions and the District:

1. *Safety Training*. Safety training on all aspects of the job – from tool use, to hazard recognition, fall protection and personal protective equipment – is critical both in the preparatory program and on a jobsite. Most students will need to learn more specific skills once they enter an apprenticeship, but they should be taught the basics of workplace safety and health.
2. *Focus on employability* - Incorporate basic workplace skills such as showing up on time, wearing the right clothes, bringing a lunch, working on a team and being responsive to a supervisor. Show evidence of communication with the registered apprenticeship program(s) about expectations and practices on the job site or within a given occupation, and how these practices are incorporated into the preparatory program.
3. *Physical fitness* - Incorporate into the preparatory program physical work that will be done in the apprenticeship career path, so students will be physically prepared. May include stretching, strength, flexibility and cardiovascular conditioning to the extent necessary for the trade or occupation the student is pursuing.
4. *Math skills* - Evidence of applied mathematical concepts relevant to the level of math the student will need to meet or exceed minimum qualifications and be a successful candidate in the apprenticeship program. Applied math concepts should identify common scenarios involving math for the trade or occupation to use in the classroom.
5. *Heritage of the American Worker* – Incorporate into curriculum, so students can show a solid foundation in understanding the history of the building and construction trades unions, apprenticeship programs, and workplace safety and construction industry standards, and the rights of the American worker.

In order to ensure that students successfully learn the MC3, labor apprenticeship partners agree to:

1. Serve an advisory role, to evaluate student success through awarding the Certificate of Completion.
2. Representatives of the Joint Apprenticeship and Training Committee (JATC) may sit on any optional and mutually formed Advisory Committees, including contractor representatives, for real industry input.
3. Give trade-related presentations to students; apprentices, journey-persons, and contractors.

Consistent with the Values contained in the MC3 Program, Heritage of the American Worker, and consistent with maximizing opportunities for Apprenticeship, partners further agree to follow the Policy below with regards to the College's Facilities:

Partners agree and understand that the commitment on the part of the Council and its affiliated unions to permit the use of the Program by the District is based upon the District having entered into the PLA with the Council. Should the PLA between the District and the Council expire, with no successor PLA having been negotiated, the permission of the Council to allow the District to utilize the Program shall be rescinded with the Program being disbanded as it applies to the District. However, the District shall be permitted to continue to use the Program for all existing and currently enrolled students, and said rescission shall take effect after students' completion of the existing classes.

Partner training organizations will include the following language on student documents:

NOTICE: This program is an apprenticeship-readiness program only. Participation in and/or completion of the program does not guarantee admission into an apprenticeship program, admission into a union, or employment in the construction industry. Decisions on such admissions or employment are made by the individual apprenticeship program, union, or employer, and not by this program. By signing this application and participating in this program, you indicate your agreement and understanding that no promises or guarantees of admission to an apprenticeship program, or a union, or employment in the construction industry have been made to you, and that no one representing this program has the authority to make such promises or guarantees.

In order to ensure that training does not occur in excess of job opportunities in the region, training organizations will share apprenticeship placement data and be in constant communication with the local Building Trades Council and apprenticeship community to ensure that the numbers of individuals being trained is consistent with existing employment opportunities. The MC3 Curriculum will only be used and taught on College Property (Santa Ana College and Centennial Education Center), Hope Builders located at 810 N. Poinsettia St., Santa Ana, CA 92701 or other mutually agreed upon locations. This Agreement shall become effective on November 14, 2017, and shall remain in full force and effect until cancelled by either **Rancho Santiago Community College District** or the Council upon the giving of ninety (90) days written notice to the other party.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

**LOS ANGELES/ORANGE COUNTIES
BUILDING & CONSTRUCTION TRADES COUNCIL AFL-CIO**

Signature:

Date:

Ron Miller
Executive Secretary
Los Angeles/Orange Counties
Building and Construction Trades Council, AFL-CIO
1626 Beverly Boulevard
Los Angeles, CA 90026
(213) 483-4222
rmiller@laocbuildinggrades.org

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions	
Action:	Request for Approval	

BACKGROUND

This agreement supports our state-approved certificate program in Construction Technology that Santa Ana College School of Continuing Education started offering at Hope Builders in April 2015. This proposed agreement with North America's Building Trades Unions will allow noncredit students access to utilize the Multi-Craft Core Curriculum (MC3). As a result of the inclusion of this program in the Santa Ana College coursework, students will be more prepared to meet the requirements for participation in established industry programs. Santa Ana College School of Continuing Education (SAC SCE) would like to include the use of this program as this is an area of high employment potential in our community, and there is a high student demand for these courses. This agreement is associated with the Los Angeles/Orange County Building and Construction Trades Council MOU designed to provide pre-apprenticeship opportunities to SAC SCE students.

ANALYSIS

Santa Ana College proposes to contract with North America's Building Trades Unions for noncredit students to use the Multi-Craft Core Curriculum at the cost of \$75.00 per student. This agreement will not exceed 200 students per year without a Board approved amendment.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions.

Fiscal Impact:	Not to exceed \$15,000.00 per year	Board Date: December 4, 2017
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	

**MULTI-CRAFT CORE CURRICULUM ONLINE FORMAT
LICENSING AGREEMENT**

THIS AGREEMENT (the “Agreement”) is made and entered into effective as of December 5, 2017 (the “Effective Date”), by and between North America’s Building Trades Unions (the “Licensor”), and Rancho Santiago Community College District (the “Licensee”).

RECITALS:

A. Licensor owns all proprietary rights in and to the copyrightable and/or copyrighted material known as the Multi-Craft Core Curriculum (“MC3”), including, but not limited to all text, editorial content, images, graphics, logos, illustrations, photographs, video, audio, and other materials, as well as the designs, icons, layout, “look and feel,” and all other graphical elements and all related code and software, hereinafter collectively known as the “Work” and has the exclusive right to license to others the right to produce, copy, make, sublicense or sell the Work.

B. Licensor owns all rights in and to the Work and retains all rights to the Work, which are not transferred herein, and retains all common law copyrights and all federal copyrights which have been, or which may be, granted.

C. Licensee desires to obtain, and Licensor has agreed to grant, a license authorizing the use of the Work by Licensee in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter set forth and for other good and valuable consideration as set forth herein, Licensor and Licensee agree as follows:

1. Grant of License.

A. Licensor hereby grants to Licensee, in accordance with the terms and conditions of this Agreement, a non-exclusive, non-transferrable license to use the Work in the course of teaching the MC3 and for no other purpose whatsoever without the express written permission of the Licensor.

B. No part of the MC3 may be sold, sub-licensed, reproduced, or distributed in any form or by any means, or stored in a database or retrieval system by the Licensee without the prior written permission of the Licensor.

C. Licensee will respect the Licensor’s copyright protections of the Work by utilizing only original MC3 materials and will not reproduce or digitize the MC3 materials for distribution or classroom use without the prior written permission of the Licensor.

D. Licensee hereby accepts such license and agrees that Licensee shall not use the Work except in accordance with the terms and conditions of this Agreement. Licensee acknowledges and agrees that the license granted herein is non-exclusive and that Licensor may license others to use the Work.

2. Ownership of the Work.

A. Licensee acknowledges that Licensor is the sole and exclusive owner of the Work and of all associated federal intellectual property rights and Licensee shall do nothing inconsistent with such ownership. Licensee further agrees that it will not claim ownership rights to the Work, or any derivative, compilation, sequel or series, or related Work owned by or used by Licensor. Licensee agrees that nothing in this Agreement shall give Licensee any right, title, or interest in the Work other than the right to use the same in accordance with the terms of this Agreement. Licensee agrees not to make similar derivatives of the Work. Licensee admits the validity of all copyrights for the Work and all associated intellectual property rights and acknowledges that any and all rights that might be acquired by Licensee because of its use of the Work shall inure to the sole benefit of Licensor.

B. Licensee expressly acknowledges Licensor's ownership of all rights, title and interest, including copyrights, in the Work, except where the copyright of another party is expressly noted. All materials, including but not limited to all text, editorial content, images, graphics, logos, illustrations, photographs, video, audio, and other materials, as well as the designs, icons, layout, "look and feel," and all other graphical elements and all related code and software, and all copyrights, trademarks, service marks, tradenames, patents, and other intellectual property rights in any of the foregoing are the sole and exclusive property of Licensor and are protected by U.S. laws and international treaties.

3. Term and Termination.

A. This Agreement shall commence as of the Effective Date and shall continue in full force and effect for a period of one year, and shall automatically renew for additional one-year periods, unless either party provides written notice of non-renewal to the other party, not less than sixty days prior to the expiration of any one-year term.

B. In the event that Licensee fails to pay when due the fees provided for in this Agreement, Licensor, at its discretion, may immediately terminate this Agreement.

C. In the event that Licensee sells all of its assets to a third party, or otherwise ceases to exist in its current form, Licensor, at its discretion, may immediately terminate this Agreement.

D. Upon termination or expiration of the license granted under this Agreement by operation of law, the terms of this Agreement or otherwise, all rights, including the right to use the Work, privileges and obligations arising from this Agreement shall cease to exist and all copies of the Work shall be destroyed or promptly returned to Licensor.

E. The following provisions shall survive any termination or expiration of this Agreement: Section 2 (Ownership of the Work); Section 6 (Indemnification); Section 9 (Dispute Resolution); and Section 10 (Governing Law, Jurisdiction, Venue).

4. Fees.

Licensee agrees to pay Licensor a fee of seventy-five dollars (\$75.00) for each student utilizing the Work. The per student fee shall be due and payable no later than ten (10) business days from the start of each class in which the Work is to be used. If a student attends more than one class, a new licensing fee must be paid for each class students attend. Renewals or extensions of this Agreement are subject to increases in the fee and/or additional fees, to be agreed upon by the Parties prior to renewal or extension. Once a class begins and a student is registered, Licensee shall be responsible for payment of the student fee and no refunds will be made regardless of whether a student completes the course.

5. Use of the Work.

A. Licensor shall have control over the quality of use of the Work. At the option of Licensor, Licensor will provide to Licensee an approved End User License Agreement that must be accepted prior to Licensor allowing students online access to the Work. For any portion of the Work that Licensee is authorized to download and distribute to students, Licensee agrees to mark such parts of the Work with any reasonable copyright and/or trademark notices provided by Licensor and comply with any reasonable standards promulgated by Licensor that relate to the intellectual property protection and use of the Work by Licensee and its instructors and students.

B. Licensee shall provide Licensor, upon Licensor's request, with representative samples of how Licensee is using the Work. If, at any time, any use of the Work fails to conform to Licensor's standards, Licensor may provide to Licensee notice of said failure. Licensee shall cure said failure within fifteen (15) days from the date of such notice. In the event that said failure is not cured within the period described in the preceding sentence, Licensor may then terminate this Agreement immediately and all non-conforming copies of the Work destroyed or promptly submitted to Licensor.

C. Licensee shall be solely responsible for all logistical details in connection with presenting the Work, including, but not limited to, classroom facilities, hiring and compensation of instructors, audio-visual equipment, computers, and internet access.

6. Indemnification.

A. Licensee shall fully indemnify, defend, and hold harmless Licensor, its officers, employees, agents, and affiliated organizations from and against any and all claims, losses, damages, expenses, and liability arising from Licensee's use of the work or from this Agreement, other than those for infringement, including without limitation, suits arising from offering, promoting, advertising, sale, or use by Licensee, or any of its authorized sublicenses, of the Work, whether or not such use conforms to standards set by Licensor, provided that such claim, loss, damage, expense, or liability does not arise from the negligence of Licensor.

B. In the event that Licensee becomes aware of any claimed or alleged infringement of the Work by a third party, Licensee shall promptly advise Licensor in writing of the nature and extent of such infringement or dilution. Licensor has no obligation to take any action whatsoever in the

event that any infringement or dilution occurs with respect to the Work, but Licensor shall have the sole right to determine whether any action shall be taken. In the event Licensor sues or takes other action, legal, equitable, administrative, or otherwise, to stop an infringement or dilution of the Work, Licensee shall cooperate fully with Licensor. Licensee has no right to enforce the Work through litigation without prior written authorization of Licensor. In any legal action arising from use, or ownership rights of the Work, where both Licensor and Licensee are co-parties, Licensor retains the right to control the litigation, including any and all settlement negotiations.

7. Assignment.

This Agreement (including, without limitation, the license granted hereunder) is personal to Licensee and shall not be assigned or transferred by Licensee, including, without limitation, by operation of law except upon written approval by the Licensor. Any attempt on the part of Licensee to assign, sub-license, or transfer Licensee's rights under this Agreement, except as provided herein, shall be invalid and void. Licensor shall have the right to assign and/or license its rights and obligations under this Agreement and all its right, title, and interest in the Work without the consent of Licensee.

8. Notices.

Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and delivered by courier, reputable overnight delivery service or by registered or certified mail, return receipt requested, with postage prepaid and addressed to the following persons and addresses, or to such other addresses or persons as any party may subsequently request by notice in writing to the other party:

Licensor:

Tom Kriger
North America's Building Trades Unions
815 16th Street, NW, Suite 600, Washington, DC 20006
202-756-4672
tkriger@buildingtrades.org

Licensee:

Raul Rodriguez, Ph.D.
Chancellor
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7300
Rodriguez_raul@rsccd.edu

Any such notice shall be effective when received.

9. Dispute Resolution.

Prior to initiating a lawsuit involving a dispute arising out of or relating to this Agreement, the initiating party shall deliver such party's disputed position(s) in a written notice to the other party, and the parties shall attempt in a good faith effort to arrive at a mutual resolution of any such dispute, *provided, however*, that if no resolution is reached within ten (10) business days of delivery of such notice, then neither party shall be restricted from initiating legal proceedings.

10. Governing Law; Jurisdiction; Venue.

This Agreement shall be deemed to have been entered into in the State of California and all questions concerning the validity, interpretation, or performance of any of its terms or provisions, or of any rights or obligations of the parties, shall be governed and resolved in accordance with the laws of the State of California. Venue for any action under this Agreement shall be in Orange County, California.

11. Independent Business Relationship.

Licensor and Licensee are independent entities and are not and shall not be construed as joint venturers, partners, employer/employee, or agents of the other, and neither shall have the power to bind or obligate the other, except as set forth in this Agreement.

12. Miscellaneous.

A. The waiver by either party of any provision of this Agreement on any occasion and under any particular circumstances will not operate as a waiver of such provision on any other occasion or under any other circumstances.

B. This Agreement constitutes the entire agreement and understanding of the Licensor and Licensee with respect to the subject matter hereof, superseding any and all prior agreements, understandings, negotiations, and discussions. No amendment, alteration, modification, or waiver of this Agreement shall be effective or binding unless it is set forth in writing and signed by both parties.

C. If any provision of this Agreement, or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement, or the application of such provisions to any other persons or circumstances, shall not be affected thereby.

D. This Agreement may be executed in several counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same document.

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

For the Licensor: **NORTH AMERICA’S BUILDING TRADES UNIONS**

Signature:

Date:

Tom Kriger
Director of Research and Education
North America’s Building Trades Unions
815 16th Street, NW, Suite 600
Washington, DC 20006
(202) 756-4672
tkruger@buildinggrades.org

For the Licensee: **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Signature:

Date:

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Student Affairs**

To:	Board of Trustees	Date:	December 4, 2017
Re:	Approval of Santa Ana College Memorandum of Understanding (MOU) with the Mexican Consulate in Santa Ana, California		
Action:	Request for Approval		

BACKGROUND

The Mexican Consulate in Santa Ana is requesting Santa Ana College establish a Higher Education Center in their facility located at 2100 E. Fourth Street, Santa Ana, CA 92705. Approximately 300 Mexican nationals living in Orange County visit the Consulate on a daily basis. The Consul is most interested in seeing that their clients become aware of the educational opportunities available at Santa Ana College for them and their children. The Board of Trustees approved the original agreement in January 2017 with an amendment approved in July of 2017. After this approval, the Consulate requested additional changes that Santa Ana College fully supports

ANALYSIS

According to the US Census (2010) American Community Survey data, and estimated 918,000 foreign-born people live in Orange County. Of these, Mexican nationals make up 40 percent. Creating a permanent outreach zone within the Mexican Consulate will serve to easily disseminate information about Santa Ana College academic and support programs to this highly immigrant community. This effort will be supported by a \$25,000 commitment from the Mexican Consulate, with the aim of increasing the number of adults who enroll in and earn a college degree. Santa Ana College outreach staff from both credit and non-credit will identify this location as one of their regular community recruitment sites.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Santa Ana College Memorandum of Understanding (MOU) with the Mexican Consulate in Santa Ana.

Fiscal Impact:	\$25,000 (Revenue)	Board Date:	December 4, 2017
Prepared by:	Frances Gusman., Interim Vice President of Student Services Alicia Kruizenga, Dean, Student Affairs		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		

MEMORANDUM OF UNDERSTANDING BETWEEN THE CONSULATE OF CAREER OF MEXICO IN SANTA ANA AND THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF THE UNITED STATES OF AMERICA ON BEHALF OF SANTA ANA COLLEGE FOR THE ESTABLISHMENT OF THE “EDUCATIONAL ORIENTATION WINDOW”

The Consulate of Career of Mexico in Santa Ana (“the Consulate”) and the Rancho Santiago Community College District of the United States of America on behalf of Santa Ana College, hereinafter referred to as “the Parties”;

CONSIDERING that the functions of the “Consulate” are established in the Vienna Convention on Consular Relations of 1963 and in the Consular Convention between the United Mexican States and the United States of America of 1942;

CONSIDERING that the Government of Mexico, through the Institute of Mexicans Abroad (IME) and its Consulates, has taken an active role in promoting the rights and well-being of Mexican nationals in the United States of America;

CONSIDERING that the promotion of education is part of the consular function of “helping and assisting nationals, both individuals and bodies corporate, of the sending State”;

CONSIDERING that consular offices are an auspicious space for the promotion of education;

CONSIDERING that the mission of the Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.;

CONSIDERING that the Santa Ana College works in partnership with educational institutions, civil organizations and government agencies;

Have agreed as follows:

ARTICLE I
Objective

The objective of this Memorandum of Understanding is to establish the terms for the implementation of the “Educational Orientation Window” (VOE, as in Spanish) at the Consulate, to increase the information and advice provided to the Mexican migrant community on educational matters, both of the opportunities in California, United States of America (USA) and in Mexico.

In order to comply with the objective of this Memorandum of Understanding, “the Parties” shall promote the educational development of the Mexican nationals residing within the jurisdiction of “the Consulate”, through the following actions:

- a) Provide information on access to education in Mexico for students returning from California, USA;
- b) Facilitate access to higher education and provide students from Mexico with information regarding the services and opportunities available at all three of the Santa Ana Partnership colleges.
- c) Dissemination of the educational opportunities of the Government of Mexico for Mexicans in California, USA;
- d) Provide information on local educational services in California, USA;
- e) Develop courses for immigrant parents; and
- f) Any other activity agreed by “the Parties” to strengthen the objective of this Memorandum of Understanding.

The Parties agree that this Memorandum of Understanding does not provide any exclusivity with respect to the activities established therein and that "the Parties" may collaborate, without restriction, in similar activities with other persons or institutions.

ARTICLE II Responsibilities of “the Parties”

1. The Santa Ana College commits to:

- a) Be responsible for guaranteeing the quality of the VOE services in the “Consulate”;
- b) Develop strategies to disseminate the aforementioned actions;
- c) Identify and propose to the “Consulate” the participation in the VOE of other educational institutions, civil organizations and governmental agencies (Collaborating Institutions);
- d) Coordinate the participation of the Collaborating Institutions, as necessary;
- e) Provide the “Consulate” with the quarterly reports referred in Article IV concerning the progress achieved; and
- f) Hold biannual meetings with the Collaborating Institutions with the participation of the staff of the “Consulate”.

2. The “Consulate” commits to:

- a) Supervise the effectiveness, efficiency and quality of VOE services;
- b) Designate an area for the VOE within the facilities of the “Consulate”, where the Santa Ana College has access to the public;
- c) Allow the use of the facilities of the “Consulate” (bathrooms, kitchen, public services and other unrestricted areas) to the staff of the Santa Ana College;
- d) Establish the hours of operation of the VOE and communicate any changes in advance to the Santa Ana College and to the Collaborating Institutions;
- e) Inform the Collaborating Institutions about the rules and norms in the “Consulate”;
- f) Provide teaching materials available for use and distribution in the VOE;
- g) Collect the quarterly reports referred in Article IV and send them to the IME.

ARTICLE III Funding

In accordance with the resources assigned in their respective budgets, their availability, budgetary allocation and the provisions of their national legislation, "the Parties" undertake to finance the VOE, according to the following terms:

1. The “Consulate” shall deliver to the Santa Ana College by December 19, 2017 an initial contribution of the amount of \$ 25,000.00, (Twenty five thousand US dollars) resources provided for the VOE by the Government of the United Mexican States, in order to comply with the objectives of this Memorandum of Understanding.
2. The Santa Ana College shall issue a receipt for the amount provided by "the Consulate", on letterhead paper of the Santa Ana College and duly signed, as well as deliver a copy of an official identification with photograph of the signatory of the receipt.
3. Any remaining resources identified in the final report of activities, mentioned in Article IV, must be returned to the “Consulate” within fifteen (15) days after the delivery of such report.

4. The "Consulate" shall ensure the exercise of all the resources allocated to the operation of the VOE in strict fulfillment and compliance with the manuals, guidelines and other regulations applicable to the SRE.
5. "The Parties" shall endeavor to obtain additional local resources, from organizations or social welfare foundations, private or governmental, to supplement the resources of the VOE.

ARTICLE IV Follow up Mechanism

To achieve the objective of this Memorandum of Understanding, each Party agrees to appoint a coordinator, who will oversee the compliance of the responsibilities of "the Parties", established in this Instrument.

The "Consulate" appoints the Head of the Department for Economic and Academic Promotion and the Santa Ana College appoints the Vice President's Office, Student Services of the Santa Ana College as coordinators, who shall meet at least two (2) times per year, as needed.

Both coordinators shall be responsible for develop the following:

1. **Annual Goals Projection**, which includes the distribution of the budget, the actions to carry out within the framework of the considered basic services and the schedule of activities for the VOE.
2. **Four (4) quarterly reports** of outcomes in compliance with the matrix of indicators, as well as the lists of evidence of the attended Mexican community and of the original documentation proving the expenditures.
3. **Final report of activities**, which includes an analysis of the outcomes of the four (4) quarterly reports, including a photographic memory of the events broadcasting VOE services.

ARTICLE V Transparency and Information Management

"The Parties" may use the information obtained through collaborative activities under this Memorandum of Understanding exclusively for the purposes for which it was provided by the other Party. The private information of the users of the VOE will be handled under the strictest confidentiality criteria, as outlined in the applicable federal and local laws.

ARTICLE VI Publicity and Media Coverage

1. "The Parties" shall review all printed and electronic materials related to this Memorandum of Understanding prior to its publication and distribution. Both Parties will previously approve in writing any communication with the press, television, radio or any other media, as well as any publication in any social media or web page related to the VOE.
2. "The Parties" shall seek to comment on documents submitted by the other Party without undue delay. If, as a result of such revision, modifications are necessary, the drafting Party shall carry out the suggested editions and forward the drafts to the objecting Party for final approval.
3. "The Parties" may decide whether to include as authors in any document submitted for publication and which individual(s) within their organization will be cited as authors.

ARTICLE VII Labor Relationship

To fulfill the objective of this Memorandum of Understanding, the personnel provided by "the Parties" shall be understood to be exclusively related to the Party that employs it, so that in no case the other Party may be considered as a substitute or joint employer. Consequently, there will be no relationship of a labor, civil or social security nature with the other Party, reason why at all times the personnel will carry out their work under the direction and dependence of the Party that contracted it.

The personnel of the Santa Ana College, during their work inside of the "Consulate" or other activities related to the same, shall at all times carry an identification and shall not display themselves as an officer, employee or representative of the "Consulate". The personnel of the Santa Ana College will not be considered part of the personnel of the "Consulate" and likewise in the opposite direction. Neither "Party" has explicit authority to designate or create any kind of obligation or liability on behalf of the Other.

ARTICLE VIII Dispute Resolution

Any dispute arising from the interpretation or application of this Memorandum of Understanding will be resolved by "the Parties" by mutual written agreement.

ARTICLE IX Final Provisions

This Memorandum of Understanding shall enter into force from the date of its signature and will remain in force for up to one year, and may be terminated by written notice addressed to the other Party with sixty (60) days in advance to the proposed day for termination.

The early termination of this Memorandum of Understanding will not affect the conclusion of the cooperation activities that have been formalized during its validity.

This Memorandum of Understanding may be modified by mutual consent of "the Parties", formalized through written communications specifying the date of entry into force of such modifications.

Signed at Santa Ana, California, the ___ of _____, 201_, in two originals, each in the Spanish and English languages, being both texts equally authentic.

**FOR THE CONSULATE OF CAREER
OF MEXICO IN SANTA ANA**

**FOR THE RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT OF
THE UNITED STATES OF AMERICA
ON BEHALF OF SANTA ANA
COLLEGE**

**MARIO CUEVAS ZAMORA
Consul**

**PETER J. HARDASH
Vice Chancellor
Business Operations and Fiscal
Services**

**LINDA D. ROSE, Ed. D.
President
Santa Ana College**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**Santiago Canyon College and Santa Ana College
Student Services**

To: Board of Trustees	Date: December 4, 2017
Re: Approval of the 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for Santiago Canyon College and Santa Ana College	
Action: Request for Approval	

BACKGROUND

The Chancellor’s Office of the California Community Colleges has requested that the Basic Skills Initiative (BSI), Credit and Noncredit Student Success and Support Programs (SSSP), and Student Equity (SE) categorical initiatives combine their plans to create a two-year (2017-2019) comprehensive plan that represents integrated goals and activities. These “Integrated Plans” frame a course of action for improving student success and closing achievement gaps. The colleges receive annual allocations for each categorical initiative and have two full years to expend funds and submit budget accountability reports.

ANALYSIS

Santiago Canyon College and Santa Ana College have engaged a broad group of college stakeholders to create plans for improving student success and reducing equity gaps. Based on extensive data analysis, these strategically developed plans seek to meet the needs of each unique college environment. The scope of work proposed and the strategic efforts that drive the plans will be transformational for the Rancho Santiago Community College District and beneficial to the students it serves.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for Santiago Canyon College and Santa Ana College as presented.

Fiscal Impact: Together the colleges will receive \$13,202,592.00 Board Date: December 4, 2017
Prepared by: Ruth Babeshoff, Interim Vice President of Student Services, SCC Frances Gusman, Interim Vice President of Student Services, SAC
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SANTA ANA COLLEGE

**2017-19 Integrated Plan:
Basic Skills Initiative, Student Equity,
and Student Success and Support Program**

2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

1. Assess your college's previous program efforts:
 - a. In the table below, list progress made toward achieving the goals outlined in your 2015-16 SSSP, Student Equity, and BSI plans. Expand the table as needed so that all of your goals are included.

2015-16 Success Goals- From the 2015-16 Student Equity Plan	Progress
1. Create an integrated plan for SSSP, BSI, and Student Equity plans, including comprehensive budget and evaluation plan for all three.	<ul style="list-style-type: none"> • Completed as of Fall 2017
2. Implement a series of college-wide efforts that are expected to engage all constituency groups at SAC to improve equality of opportunity across all of the five specific areas for students from all target groups.	<ul style="list-style-type: none"> • Ongoing
3. Create a program and institutional review process that fosters an equity mindset on the campus.	<ul style="list-style-type: none"> • Completed as of Fall 2017 • Disaggregation and analysis of student achievement data required in Annual Program Review
4. There will be an increase in the percentage of students under the age of 20 enrolling at SAC by increasing the number of Santa Ana and Garden Grove Unified High School students by 10%.	<ul style="list-style-type: none"> • Number of SAUSD and GG students in Fall 2013- 3409 • Number of SAUSD and GG students in Fall 2016- 3802 • 11.5% increase
5. There will be a 20% decrease in the gap of successful course completion between Latino students and the highest performing student sub-group.	<ul style="list-style-type: none"> • Gap between Asian and Latino students in Fall 2013- 19.1% • Gap between Asian and Latino students in Fall 2016-16.9% • Decrease of 11.5%
6. There will be an increase in the English basic skills completion rate for Latinos by 10% by 2020.	<ul style="list-style-type: none"> • BSC for Latinos in 2011- 37.8% • BSC for Latinos in 2014-38.1% • Increase of 1%
7. There will be an increase in the Math basic skills completion rate for Latinos by 20% by 2020.	<ul style="list-style-type: none"> • BSC for Latinos in 2011- 21.2% • BSC for Latinos in 2014- 24.2% • Increase by 14.2%
8. The gap in certificate attainment between the Santa Ana College population and certificate attainment for Veterans and Foster Youth will be eliminated.	<ul style="list-style-type: none"> • Foster Youth- 2009- 22.2% (18), 2011- 6.5% • Veteran- 2009- 27.8% (18), 2011- 27.2% (11) • Gap is still significant.

<p>9. There will be a 20% decrease in the transfer gap between Latino students and the highest performing subgroup.</p>	<ul style="list-style-type: none"> • Transfer Gap - Gap has decreased from 33% to 30%. However, the number of overall transfers has decreased with the overall percentage also decreasing.
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Goal	Progress
<p>SSSP - Orientation Total of first time college students receiving orientation: 8,241 Target was 6,823; 120% of population served (exceeded target)</p>	<ul style="list-style-type: none"> • Increased # of orientation sessions throughout the year • Increased length and staffing for orientation sessions • Increased # of N45 Orientation Classes
<p>SSSP - Assessment Total of first time college students receiving placement testing: 6,516 Target was 6,823; 95% of target served</p>	<ul style="list-style-type: none"> • Increased/improved space for computer based and pencil/paper placement testing • Added equipment to increase computer stations • Added personnel to help accommodate increased placement testing • Follow up emails were sent to students who did not complete placement testing, and holds were placed on their records
<p>SSSP -Counseling, Advising and Education Planning Services Total of first time college students receiving counseling/advising services: 8,406 (excluding "other services") Target was 6,823; 123% of target population met (exceeded target) Total 10,164 education plans were developed (5,107 abbreviated; 5,051 comprehensive) Target for education plans was 6,823; 75% of target met for abbreviated; 74% of target met for comprehensive education plans</p>	<ul style="list-style-type: none"> • Continued efforts to add more FT counselors and adjunct counseling hours • Increased "in-reach" of counseling services by locating counselors where students can more readily engage their services (Examples of new locations included the Assessment Center, Learning Center, Math Center, Career/CTE Center) • Holds placed for abbreviated education plan; however, only notices are sent for comprehensive education plans
<p>SSSP – Follow-Up Targeted populations included:</p> <ul style="list-style-type: none"> • At-risk entering freshmen • Students on Probation • Undecided Majors • Guardian Scholars • S4S Peer Mentor Program 	<ul style="list-style-type: none"> • Initiated Special Projects to follow up with at-risk populations, led by a counselor/facilitator for up to 25 hours/week

Goal	Progress
<p>BSI</p> <p>1. Create and implement integrated academic support services for all students with standardized training and evaluation of tutors in the Learning Center, Math Center and non-credit tutoring. (credit & non-credit)</p>	<ul style="list-style-type: none"> • Partially accomplished. There is a need to extend integration and standardization. Integrated academic support services available at SAC Learning Center. Online tutor training modules have been developed and customized as needed for specific disciplines. All SAC tutors are evaluated annually according to standards provided by the Student Business Office
<p>BSI</p> <p>2. We will see a five-year increase of 5% in the number of students who advance from 2 or fewer levels below transfer to qualify for transfer-level mathematics.</p> <p>3. We will see a five-year increase of 2% in the number of students who advance from 2 or fewer levels below transfer to qualify for transfer-level English. (credit)</p> <p>4. We will see a five-year increase of 2% in the number of students enrolled in EMLS classes who advance to transfer-level English. (credit)</p>	<ul style="list-style-type: none"> • Math <ul style="list-style-type: none"> • 1-year cohort +64% • 2-year cohort +29% • English <ul style="list-style-type: none"> • 1-year cohort -10.8% • 2-year cohort -10% • EMLS <ul style="list-style-type: none"> • 1-year cohort -2% • 2-year cohort -3%
<p>BSI</p> <p>5. Increase transition of non-credit students to credit programs. (non-credit)</p> <p>6. Increase completion and persistence through the non-credit ESL, English and math developmental sequences. (non-credit)</p> <p>7. Increase comprehensive counseling services to non-credit students. (non-credit)</p>	<ul style="list-style-type: none"> • Progress: Non-credit Academic ESL track created. Non-credit Transition to College course offered 2016-17. Held articulation discussions with credit ESL faculty. • Progress: Non-credit Academic ESL track created. • Progress: Comprehensive counseling services expanded in non-credit to include ESL embedded lessons for students.

b. To what do you attribute your overall success or lack thereof? (This answer can be in narrative or bullet; 100 words maximum)

- Long-standing, college-wide mindset and eagerness to see students be successful.
- Interest in inquiry and recent increase in support for inquiry with SAC’s new Research Office.
- Intentionality and transparency in departmental cross-dialog. Breaking away from silos.
- BSI funding to start many initiatives, i.e. Math Redesign, embedded counseling in ESL and basic skills classes and in learning centers.
- Opportunity to engage in planning and coordination efforts due to new requirement to do integrated planning.

c. In the table below, identify one goal from your 2015-16 plans that intersects SSSP, Student Equity, and BSI and describe the integration activities. (Note: For the 2017-19 plan, integrated goals are required.)

- Overall Coordination: The Dean of Counseling, Student Equity Coordinator and BSI/Faculty Professional Development Coordinator have worked in close collaboration on Multiple Measures through joint participation on the Student Success & Equity Committee and Basic Skills Strand A. These individuals also regularly attend budget meetings to coordinate SSSP, Student Equity and BSI expenditures.
- The coordinators of SSSP, BSI and Student Equity have met regularly with the head of the Assessment Center to evaluate and determine courses of action for the implementation of multiple measures.

Goal	Activities in each program that serve the goal listed		
	SSSP	Student Equity	BSI
<u>EPP#1 Multiple Measures</u> : Improve the accuracy of placement to reduce the number of students who place below college-level English and Math by developing Multiple	Pre-assessment workshops are done at feeder high schools by assessment counselor to prepare and inform students of resources available	Provided introductory workshop with John Hetts and CAI workshops with SAC Assessment Coordinator and credit and non-credit basic skills	Co-funded some Student Equity activities.. Finalized direct articulation agreements between SAC School of Continuing Education high school courses and college courses.

<p>Measures models for English, Math, ESL, and Reading and use high school grades and non-credit Math course grades to inform Math, ESL and English course placement.</p>	<p>and changes in assessment. An updated assessment letter was created to inform students of final placement after multiple measures is applied.</p>	<p>and ESL faculty. Intersegmental meetings with SAC Math and English faculty and area high school faculty leading to direct articulation of high school math and English courses to SAC Math and English programs. Boot camps and assessment retesting for math placement. Funded overtime for admissions and records to process waivers and allow students access to new placements.</p>	<p>Centralized assessment services for ABE, ESL, and ASE. Multiple measures is one of the primary goals of the Basic Skills and Student Outcomes Transformation Grant.</p>
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2. Describe one strategy or activity that your college has implemented that is resulting in significant gains in student completion or closing of achievement gaps. The Chancellor’s Office will use this information to assist in dissemination of effective practices to other colleges.

In Fall of 2011, the Santa Ana College Math Department, in conjunction with Strand A of our Basic Skills Initiative, began an inquiry into the redesign of its elementary and intermediate algebra pathways. The department noted that a large proportion of students who began in Basic Skills would not complete Intermediate Algebra or transfer level math within three years of their first math course. Students were routinely completing the transfer pathway at a rate of approximately 12% if they were placed in basic skills. Rates of completion of intermediate algebra were similarly depressed. Consequently, these students would not complete degrees.

The math department noted maintaining the traditional elementary and intermediate algebra sequence would mean that only 75% of all students would ever attempt intermediate algebra after successfully completing elementary. Only 25% of successful elementary completers would take intermediate algebra in the immediately following complete semester. The mathematics was simple: 50% completion in elementary times 25% throughput to intermediate algebra

times 55% successful completion of intermediate algebra meant that there was a 6.9% chance that a student who started in elementary algebra would successfully complete intermediate in a school year. So the first challenge was structural, improving successful completion of intermediate algebra required eliminating the exit point between elementary and intermediate algebra.

The second major change was pedagogical. The department noted that the skills for STEM students was not the same as for those entering the social sciences. . Furthermore, the mathematics required for these two different pathways was different. Hence, the preparation for those courses needed to be different. So, the math department created two separate courses that emphasized the different mathematics for statistics (Humanities and Social Sciences) and for algebra-intensive programs of study (Business and STEM). In addition to this major departure, the department also began using technology to individualize instruction to students depending on their areas of need and including instructional assistants in the classroom.

In Fall 2015, Santa Ana College went to full scale and eliminated elementary algebra. In Spring 2016, intermediate algebra was eliminated and all algebra courses were Redesign. The results have been overwhelmingly positive. Students completing a transfer-level course after starting in basic skills math have increased from 8.2% to 12.8%. Completion of intermediate algebra in a single year has increased from 30.3% to 49.7%. In addition, two-year basic skills completion rates have risen from 17% to 22.7%. When we compare only students who began in elementary or intermediate algebra, the results are even more impressive. Traditionally, between 63% and 65% of all basic skills math students started in elementary or intermediate algebra. One-year Intermediate Algebra completion rates for these students increased from 43.5% to 63.1% from Fall 2014 to Fall 2015. One-year transfer course completion rates increased from 12.7% to 19.1% for the same students. Two-year intermediate algebra completion rates rose from 63.8% to 79.2%. And two-year basic skills completion rates increased from 22.7% to 43.4%.

The work of the Elementary and Intermediate Algebra was a collaborative transformation that included all of the members of the campus. The math department spent 5 years researching, planning, developing and advocating for the proposed change. Counseling and Outreach have engaged in a systematic process to inform our campus community and our local high schools of the important change and its implications. Our administration has embraced the whole scale change in scheduling and outfitting of rooms that this endeavor required. And each year, almost 4000 students are impacted by the change.

- 3. Establish integrated student success goals to be completed/achieved by June 30, 2019, along with corresponding activities designed to achieve those goals. Goals must be outcomes-based, using system-wide outcomes metrics. (Please see separate chart for this question.)**

Goal	Activities in each program that serve the goal listed			Goal Area
	SSSP	Student Equity	BSI	
<p>Goal 1: Increase number of students who transition from SAC non-credit (School of Continuing Education) High School Diploma programs (ABE, GED, Tuition Free High School Diploma, CTE, ESL, and GED) to SAC credit (Activities include SCE Career Center activities) or who are prepared to successfully enter the workforce</p>	<ul style="list-style-type: none"> • Funding of Outreach Staff • Early Decision Counseling • Dedicated EMLS Counseling Hours • Student for Student (S4S) Peer mentor program • Non-credit to credit transition workshops • Develop comprehensive Ed Plans to include student transition goals • Develop waiver processes for articulated SCE courses. • Provide placement testing services at SCE. 	<ul style="list-style-type: none"> • Funding of CalWorks student assistants to provide outreach and peer mentorship. 	<ul style="list-style-type: none"> • Funding of curriculum revision to streamline pathways into credit courses. • Articulated pathways from non-credit to credit in English, math, CTE and VBUS. • Embedded non-credit counseling in ASE, ESL, and ABE to assist in transition activities and pathways. • Facilitate the transition activities and articulation agreements between non-credit and credit ESL/EMLS curricula and HS • Faculty Inquiry Group with Composition and Academic ESL teachers to determine an entry point for ESL 	<ul style="list-style-type: none"> <input type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input checked="" type="checkbox"/> Other: Transition

			students into the Composition courses which lead to a pathway to English 101.	
<p>Goal 2: Increase the percentage of students who complete an English or mathematics transfer-level course within the first year of college.</p>	<ul style="list-style-type: none"> • Assessment Center work with Multiple Measures • Counseling hours in the Math Center • Counselor presentation in Basic Skills classrooms • Assessment Center Counselors at the High Schools • Early Decision Counseling • Freshmen Experience Program 	<ul style="list-style-type: none"> • Outreach to high school campuses to supply guidance on math coursework • Multiple Measures development and implementation • Development and implementation of SAC Days to foster student success for incoming freshmen • Redesign of Elementary and Intermediate Algebra courses to accelerate students and provide better defined pathways. • Dual Enrollment 	<ul style="list-style-type: none"> • Provide & evaluate highly integrated academic support services with standardized tutoring, including supplemental instruction & embedded tutoring. • Participate in coordinating recruitment of high school seniors to Freshman Experience Program (FEP) • Continue FEP cohort activities and collaborative faculty planning in linked math-counseling and English counseling 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____

		<ul style="list-style-type: none"> • Funding for increased services in the Santa Ana College Math Center. • Continue professional development for math faculty teaching redesigned beginning & intermediate algebras pathways • Monitor success in redesigned math courses. • Student Assistants are provided for all Elementary/Intermediate Algebra classes. • Faculty Inquiry Group for STEM Redesign 	<p>courses. Provide professional development for FEP faculty.</p> <ul style="list-style-type: none"> • Redesign & accelerate basic skills English courses • Explore options for redesigning credit ESL (EMLS) curricula. 	
<p>Goal 3: Increase percentage of students who make an informed decision to declare a major by the third semester or by the attainment of fifteen degree-applicable units</p>	<ul style="list-style-type: none"> • Let's Decide program of one-on-one counseling sessions with undecided majors culminating with a comprehensive education plan. • Provide Career workshops 	<ul style="list-style-type: none"> • Funding for peer mentors and ambassadors to guide incoming students. 		<input type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____

	<p>targeted towards undecided majors.</p> <ul style="list-style-type: none"> • S4S peer mentor follow up from orientations • Classroom presentations on the Let's Decide program • N45 Freshmen Orientation course to follow up on Education plan made during Early Decision 			
<p>Goal 4: Decrease the average amount of time that it takes for students to complete degrees or certificates.</p>	<ul style="list-style-type: none"> • Comprehensive Educational Plan Counseling • Counseling provided at Learning Center, Math Center, Athletics, Bridge to Engineering • On Track to Success program targeting Probation students • Probation Workshops 	<ul style="list-style-type: none"> • Expansion of EOPS and EOPS services • Digital Dons technology program • Dual Enrollment • Freshmen Experience Program 		<ul style="list-style-type: none"> <input type="checkbox"/> Access <input type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input checked="" type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____

<p>Goal 5: Increase the percentage of students who become transfer-ready, attain transfer degrees, or transfer.</p>	<ul style="list-style-type: none"> • Puente Program • ULink Program • Counseling hours to provide follow up services and educational plans at Math Center, Learning Center, Athletics, Bridge to Engineering, MESA, University Transfer Center, Center for Teacher Education 	<ul style="list-style-type: none"> • Expansion of EOPS and EOPS services • MESA Research and Transfer Trips • Transfer Trips for at-risk students • Summer Scholars Transfer Institute (SSTI) • Freshman Experience Program 		<ul style="list-style-type: none"> <input type="checkbox"/> Access <input type="checkbox"/> Retention <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> ESL/Basic Skills Completion <input checked="" type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____
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4. How will your college accomplish integration of matriculation, instruction, and student support to accomplish you student success goals? Include in your answer how your college will ensure coordination across student equity-related categorical programs or campus-based programs. (500 words max)

The Santa Ana College Student Success and Equity Committee is a shared governance committee that integrates broad college-wide efforts towards fundamental and transformative change and seeks to weave student success and equity into the fabric of our institution. This committee will ensure the integration of matriculation, instruction and student support to complete student success goals. The committee is co-chaired by the Dean of Student Affairs and the Student Equity Coordinator . Three foundational pillars of this committee are the Student Success and Support Program, the Student Equity program and the Basic Skills Initiative program, creating a synergy of faculty, staff and students and administrators working at a common purpose towards both program specifics and shared goals.

Further program coordination necessary to implement specific objectives and budget planning is facilitated by the co-chairs of the Student Success and Equity Committee and the coordinators of each of these programs. These members

meet and collaborate frequently as they also lead their respective task forces in implementation of goals and objectives governed by specific program mandates and regulations.

Significant overlap of institution wide goals allows for a more integrated approach. The College Council is the governing committee to oversee the institution wide goals and have approved the 2017-2019 Integrated Plan. Also, to ensure the campus is aware of and receives feedback on the 2017-2019 Integrated Plan, presentations will be made to the Academic Senate, Associated Student Government and Board of Trustees.

In addition, the Coordinators of Student Equity and Student Success Support Program are part of the campus steering committee for Guided Pathways. Santa Ana College is one of 20 colleges chosen to be part of the Guided Pathways Demonstration Project. In participating in the Project, Santa Ana College has started campus meetings to design and implement Guided Pathways. Guided Pathways is a planning framework for colleges to bring together and scale effective programs, services, activities that currently exist into structures that include all students. The Guided Pathways framework will help colleges integrate the best aspects of all initiatives into cohesive strategies that will help more students get to and through college. The work of this integrated plan and the Student Success and Equity Committee will facilitate our campus' transition to Guided Pathways.

5. If your college has noncredit offerings, describe how you are including these offerings in moving students through to their goals, including post-secondary transitions and employment (250 words max)

Noncredit has developed two articulated courses to prepare and transition students to math and English credit courses. These new courses were partially supported by BSI funds for curriculum development and instructional materials. BSI also supports embedded counseling lessons for ESL, ABE, and HSS students. Counselors provide individual counseling sessions in the ESL classrooms to enhance the integration of proactive counseling support services with instruction. The goal of the lessons is to inform students about their educational options at noncredit and credit focusing on creating transition pathways. Students are given information to assist them develop their personal, career, and academic goals, which will eventually lead into a comprehensive Educational Plan. Educational Plans are developed in the classroom with each counselor assigned individual students to assist in identifying academic goals. According to our SARS, in 2016-17 a total of 2323 student contacts were made during the six-week lesson. A total of 21 classrooms developed educational plans in the classroom for a total of 318 educational plans. In addition to ESL embedded lessons, Student Success Lessons were given in the HSS/ABE/GED labs during the spring 2017 semester. At Centennial Education Center, CEC, 700 students participated in these counselor-led lessons. At Adult Education Center,

AEC, (SAC B33), 264 students participated in these lessons. Counselors provided individual counseling sessions in the classrooms to enhance the integration of proactive counseling support services with instruction. At CEC, 488 students received individual counseling services and at AEC 79 students received individual counseling services.

6. Describe your professional development plans to achieve your student success goals. (100 words max)

- Foster a more inclusive, student-centered culture through equity-focused professional development.
- Foster learner-centered instructional practices through classroom research, faculty-driven workshops, peer coaching and attendance at targeted professional conferences
- Provide professional development by SAC experts in redesigned math and English courses that are one-level below transfer.
- Provide data forums by SAC Research Office.
- Provide faculty trainings by SAC experts in Reading Apprenticeship and Distance Education, including use of OER and Canvas.
- Develop standardized tutor training and evaluation in all learning centers.
- Introduce and implement strengths-based education.
- Improve student completion rates through activities conducted by a professional learning community.

7. How and how often will you evaluate progress toward meeting your student success goals for both credit and noncredit students? You could analyze milestones, momentum points, leading indicators, or any other metric you find appropriate for your college. (100 words max)

We will be collecting and evaluating data at the end of each semester and school year. Programs that are funded by SSSP, BSI and Equity will be evaluated based upon the momentum points that have been prescribed according to our longer term goals and the key progress indicators for the Guided Pathways. The SAC Research Department will aid in the collection and dissemination of the results. The Student Success and Equity Committee and the College Council will be responsible for reviewing our evaluated progress towards our goals.

8. For multi-college districts, how will you coordinate your efforts for SSSP, Student Equity and BSI with other colleges in your district to achieve your student success goals? (100 words max)

Since the inception of the statewide student success and student equity initiatives, collaboration between the two colleges of the Rancho Santiago Community College District, Santa Ana College and Santiago Canyon College, has been an integral part of the planning process. The two colleges continue to collaborate on joint issues such as admissions and registration procedures, probation and dismissal policies, MIS data collection, degree audit, electronic Student Educational Plan development and changes in board policies and administrative regulations. In addition, both colleges have worked together in the Common Assessment Initiative (CAI) with joint meetings and workgroups across the two colleges of Math and English faculty as well as administrators, IT, research and counselors.

- 9. Using the document “BSI SE SSSP Integrated Budget Plan 2017-2018” and your 2017-2018 annual allocation amounts, provide a budget plan specifying how you will utilize your BSI, SE, and SSSP funds to help achieve your student success goals.**

Please see attached budget template.

- 10. Each college must create an executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities. The executive summary for this plan must also include an accounting of how Student Equity funding for 2014-15, 2015-16, and 2016-17 was expended and an assessment of the progress made in achieving the identified goals from prior year plans. The summary must also include the name of the college or district official to contact for further information. The executive summary must be posted to the college website. Provide a link to your college’s executive summary below:**

We are privileged to serve Santa Ana and its surrounding communities. Educators, community and business leaders, municipal partners, entrepreneurs, and philanthropists coordinate to create a college that has as its mission the attainment of the educational goals and dreams of an entire region. The work of Student Equity at Santa Ana is to make the attainment of these dreams and goals incumbent upon the hard work and content of the character of our students and not income, gender, ethnicity, disability status, previous military service, or any other qualifying characteristic. The goal is to have a campus where student success is the center of our every activity and is the measure by which we determine the college’s success.

The Santa Ana College Integrated Plan represents a year-long process of inquiry, coordination and planning conducted by the entirety of the Santa Ana College community. Hundreds of faculty, staff, students and administrators supplied

input as to how to make our college a more equitable and student-success centered campus. The new Integrated Plan brings together plans and activities from every academic, student service and administrative division. It is the promise of the members of our institution to work together across all boundaries to supply the best possible campus for our students to receive an education. Many of the activities presented within the plan cross between Research, Continuing Education, Student Services, Academic Affairs, and Administrative Affairs in order to eliminate boundaries and provide support to our students.

As detailed in question 1, progress has been made towards the closing of our equity gaps. This is particularly the case for Basic Skills math and course completion. However, the changes that we have made are only now really beginning to take effect on an institutional level. The changes that are needed, the advent of multiple measures, the wholesale redesign of our basic skills program, and our future work with Guided Pathways are either in the planning stages or, as is the case with multiple measures and basic skills, have yet to make an impact on degree and certificate attainment. Furthermore, Student Equity has made large investments in technology and bridging the digital divide and these investments are providing the infrastructure that will eventually change our campus culture.

The 2017-19 Integrated Plan is a continuation of a promise and the planning activities set forth in 2014-16 Student Equity, SSSP and BSI plans. But it is a significant expansion as well. Whereas, the Santa Ana community was only becoming aware of what equity was and how it played a role in our students' success, we have a far greater understanding and many more tools to conduct the work of equity. The Integrated Plan was written by faculty and administrative leaders of SSSP, Student Equity, BSI, non-credit BSI and non-credit SSSP.

The following enumerate the activities and expenditures for Student Equity at Santa Ana:

Success Indicator: Access	
14-15 Goals	
SAC expert faculty and staff will provide annual training to outside agencies staff (Veterans Services Agency; OCDE; OC Social Services Agency; Dept. of Rehabilitation etc.) and feeder schools, including articulation meetings with SCE faculty regarding the matriculation process at SAC for historically underserved populations (foster youth, special needs, and veterans).	Produce increased quality written and electronic materials for use by agencies and schools working with these targeted populations. Outcome: Marketing materials specifically targeting historically underserved populations will be developed for use by agencies and schools. Materials and Website will be focus tested prior to implementation. Outcomes will be measured by analytics annually.

15-16 Goals		
A1. Improve access to SAC for historically underserved populations through interaction with outside agencies and schools (including SCE) serving these populations.	A2. Increase information, awareness about SAC and its specialized programs by building a more robust pre-orientation process to historically underserved populations complementing the Student Success and Support Program (3SP) efforts.	
Activity	Funding Year	Total Funding
Provide wrap-around services for Foster Youth	14-18	\$33,137
Development and implementation of Universal ID's for all RSCCD students	16-18	\$79,632
Increase Access in Continuing Education for undocumented students	17-18	\$7,183
Provide bus passes and laptop use for Upward Bound students to increase matriculation to college.	16-17	\$34,470
Fund cultural and consciousness raising activities for students via Associated Students and Interclub Council	16-18	\$300,762
Provide opportunity for high school students to earn college credit while in high school with counseling and pathways courses offered at their school site.	15-18	\$401,659
Outreach to disproportionately impacted subgroups within the community and at community high schools	14-18	\$266,380
Improve accessibility to electronic and instructional resources for disabled students by bringing in personnel to insure compliance and access to electronic and instructional resources	14-18	\$39,468
Increase access to resources for veterans in the Veterans Resource Center by bringing staffing to capacity	15-18	\$114,380
Improve the ability of the scholarship office to find and deliver awards to disproportionately impacted students by conducting systematic research and using that research to target and pursue disproportionately impacted subgroups	15-18	\$76,074
Make the conditions in welding labs more equitable for female welders by providing female instructional assistants	15-17	\$36,957
Expand the hours of operation for the Learning Center, Library, Math Center and Academic Computing Center to provide low-income and working students access to study areas, computers and instructional support	15-17	\$82,060
Increase matriculation to the campus of low-income, Latinos by providing a summer life-writing program	15-16	\$4,478
SAC expert faculty and staff will provide annual training to outside agencies staff (Veterans Services Agency; OCDE; OC Social Services Agency; Dept. of Rehabilitation etc.) and feeder schools, including articulation meetings with SCE faculty, regarding the matriculation process at SAC for historically underserved populations (foster youth, special needs, and veterans).	14-17	\$17,382

Success Indicator: Course Completion		
14-15 Goals		
Provide academic support services for target population students to increase retention and successful course completion.	Create accelerated developmental education pathways.	
15-16 Goals		
Provide academic support services for target population students to increase retention and successful course completion.	Create accelerated developmental education pathways.	
To provide an equity-centered process for at-risk students allowing students to have all course materials at the start of classes by providing Open Educational Resources (OER). A no cost solution for students to have access to all materials necessary for course success on day-one would improve their course engagement, retention, and success.		
Activity	Funding Year	Total Funding
Provide for supplemental instruction for STEM courses	17-18	\$20,339
Increase resources in the Learning Center to provide instructional support to disproportionately impacted students in gatekeeper courses	14-18	\$261,741
Increase resources in the Math Center to provide instructional support to disproportionately impacted students in mathematics	14-18	\$218,656
Expand experiential opportunities to students in sciences, business and math	15-16	\$11,050
Expand and refine the Online Educational Resources at the campus to provide students and faculty with low-cost or no-cost textbook options	15-18	\$252,489
Expand and improve distance education offerings for disproportionately impacted groups non-traditional students	15-18	\$80,670
Conduct a pre-semester Math Jam to prepare disproportionately impacted students to be successful in difficult transfer-level math course	15-17	\$33,913
Increase books in SAC library that are associated with gatekeeper courses and courses with the highest disproportionate impact.	14-15	\$14,479

Success Indicator: Basic Skills Completion	
14-15 Goals	
To determine why students are not succeeding in Basic Skills and ESL classes through the student voice.	To improve student equity in degree-applicable course completion by students who completed Basic Skills Math, English or ESL levels below transfer

15-16 Goals		
Develop an equitable and student-success centered assessment and placement system.	Improve student equity in degree-applicable course completion by students who completed Basic Skills Math, English, or ESL levels below transfer.	
Activity	Funding Year	Total Funding
Improve ESL education at Continuing Education off-site locations by providing for laptop carts for areas without technology access	16-17	\$51,564
Bring the redesigned elementary and intermediate algebra pathway to full implementation providing impacted students with an accelerated and more targeted pathway to course completion	14-18	\$888,878
Bring together non-credit ESL, EMLS and English faculty to discuss and plan strategies for improving transition from non-credit to credit ESL and develop a comprehensive English reading, writing and language program	14-17	\$44,654
Offer Math Boot Camps (2 weeks) to high school students, veterans, and other equity impacted populations to ensure accurate assessment and placement of students. (See Pasadena City College Pathways Program)	15-16	\$7,039

Success Indicator: Degree and Certificate Completion		
14-15 Goals		
Provide training to all PT/FT counselors regarding degree and certificate requirements and career opportunities.	To develop best practices for increasing degree and certificate completion.	
Activity	Funding Year	Total Funding
Create and disseminate Career Pathways templates for upcoming Guided Pathways Initiative	16-17	\$34,325
Provide informed and compassionate counselling to disproportionately impacted communities including foster youth	15-16	\$186,784
Provide peer mentoring to students who are struggling academically in order to improve persistence to degree and certificate completion	15-18	\$29,450
Improve Instructional Assistance in Human and Manufacturing Technology to improve instruction and increase student involvement	15-17	\$46,480
Improve experiential learning by improving and expanding SAC internship program for disproportionately impacted students	15-18	\$59,453
Provide training to all PT/FT counselors regarding degree and certificate requirements and career opportunities.	14-15	Completed using SSSP
Increase use of degree and certificate audit program to support target student completion.	14-15	Completed
Implement a program to help onboard incoming freshmen into college life called SAC Days	16-18	\$6,483

Success Indicator: Transfer		
14-15 Goals		
Bring staffing and staff/counselor training in the University Transfer Center to adequate levels to support equity initiatives.	Provide enhanced financial aid application and follow-up assistance to students in the targeted subgroups as they work toward and achieve transfer.	
Expand support services to targeted subgroups needing alternatives to the traditional educational model.	Develop effective, early, and sustained college-wide and community communication regarding opportunities in higher education, purposefully reaching out to targeted subgroups.	
Increase transfer to universities for all groups, specifically among the targeted subgroups		
15-16 Goals		
Bring staffing and staff/counselor training in the University Transfer Center to adequate levels to support equity initiatives.	Provide enhanced financial aid application and follow-up assistance to students in the targeted subgroups as they work toward and achieve transfer.	
Expand support services to targeted subgroups needing alternatives to the traditional educational model.	Develop effective, early, and sustained college-wide and community communication regarding opportunities in higher education, purposefully reaching out to targeted subgroups.	
Increase transfer to universities for all groups, specifically among the targeted subgroups.		
Activity	Funding Year	Total Funding
Expand EOPS to 200 more students, thereby improving transfer success to disproportionately impacted communities	14-15 15-16 16-18	\$375,249
Coordinate with MESA to provide opportunities for leadership, research and mentoring to improve transfer for disproportionately impacted communities in STEM 3	14-15 15-16 16-17	\$350,366
Expand Transfer Center Activities to support impacted students in exploring transfer opportunities and developing skills necessary to succeed at 4-year institutions	15-16	\$878,818
Support Freshmen Experience in improving outcomes and persistence for first-year students	15-16	\$250,922
Assist the honors program in helping impacted students towards transfer	15-16	\$4,887
Expand the Transfer Mentor Program by 25% each year to a goal of 150 annually, targeting identified equity subgroups.	14-15	\$32,289
Fund the Summer Scholars Transfer Institute	14-15	\$167,371
Expansion of services for the Bridge to Engineering Program which takes disproportionately impacted students and progresses them towards degrees and transfer in engineering	15-16	\$78,043

Overall and Multiple Success Indicator Activities		
Student Equity at Santa Ana College is committed to providing the necessary technology, marketing and research infrastructure necessary to conduct the work of Equity.		
Activity	Funding Year	Total Funding
Student Equity Coordination <ul style="list-style-type: none"> • Student Equity Coordinator • Student Equity Staff • Conferences • Hospitality and Non-Instructional Supplies • Marketing and Printing 	14-18	\$1,130,669
Professional Development <ul style="list-style-type: none"> • Professional Development Coordinator • Professional Development support • Speakers • Conferences and travel • Faculty Stipends • Hospitality and Non-Instructional Supplies • Marketing and Printing 	14-18	\$1,012,582
Research Analysis <ul style="list-style-type: none"> • Research Director • 2 Research Analysts • Research Software and Hardware • Conference and Travel • Non-Instructional Supplies • Marketing and Printing 	14-18	\$714,642
Marketing <ul style="list-style-type: none"> • Outreach to low-income and non-traditional groups 	14-18	\$357,999
Technology and Software <ul style="list-style-type: none"> • Technological Project Manager • Digital Dons Laptop Loan Program • Universal ID program • Student Portal 	14-18	\$961,870
CEC Equity Coordination <ul style="list-style-type: none"> • CEC Student Equity Coordinator • Outreach to Undocumented students • Technology Update for Off-site program 	15-18	\$190,869

If you need more information regarding Student Equity at Santa Ana or Santa Ana's integrated plan, then please contact George Sweeney at Sweeney_george@sac.edu.

11. What support is needed from the Chancellor's Office (e.g., webinars, workshops, site visits, etc.) and on what topics (e.g., budget, goal setting, expenditures, data visualization, etc.) would help you to accomplish your goals for student success and the closing of achievement gaps?

- a. System-wide discussion of how to preserve the holistic and exploratory mission of education in the pathways model.
- b. Continuation of webinars and workshops that support cultural competence and growth mindset for the entire college community.
- c. Site visit or webinars on evaluating campus culture and institutional processes that may be barriers to student success and equity.
- d. Models for assessing progress on above topics.
- e. Advising on ways to align campus research to metrics in the Student Success Scorecard.

12. Identify one individual to serve as the point of contact for our college (with an alternate) for the Integrated Plan and provide the following information for that person:

Name: George Sweeney
Title: Student Equity Coordinator
Email Address : Sweeney_George@sac.edu
Phone: (714) 564-6527

Alternate Point of Contact:
Name: Maria Dela Cruz
Title: Associate Dean of Counseling
Email Address: DeLa_Cruz_Maria@sac.edu
Phone: (714) 564-6093



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Part III – Approval and Signature Page

College: Santa Ana College District: Rancho Santiago Community College District

Board of Trustees Approval Date: December 4, 2017

We certify the review and approval of the 2017-19 Integrated Plan by the district board of trustees on the date shown above. We also certify that the goals, strategies and activities represented in this plan meet the legislative and regulatory intent of the Student Success and Support (credit and noncredit), Student Equity, and Basic Skills programs and that funds allocated will be spent according to law, regulation and expenditure guidelines published by the California Community College Chancellor’s Office.

		Rose_Linda@sac.edu
Linda D. Rose, Ed.D Chancellor/President	Date	Email Address

		Collins_MichaelT@sac.edu
Michael T. Collins, Ed.D Chief Business Officer	Date	Email Address

		Comeau_Carol@sac.edu
Carol Comeau Chief Instructional Officer	Date	Email Address

		Gusman_Frances@sac.edu
Frances Gusman Chief Student Services Officer	Date	Email Address

		Porter_Monica@sac.edu
Monica Zarske President, Academic Senate	Date	Email Address

Instructions Page

Integrated Budget Template: BSI, Student Equity, and SSSP for fiscal reporting period July 1, 2017 - June 30, 2018

Colleges must include anticipated district expenditures in their budget and program plan.

For assistance in completing this report, please email:

integratedplanning@cccco.edu

This workbook contains two spreadsheets in the following order:

- 1 Instructions
- 2 Planned Expenditures

Basic instructions:

You may enter data in the Planned Expenditures spreadsheet only. Use the tab key to move around in each spreadsheet. You will be able to enter whole numbers only (no cents).

Be careful not to delete any formulas as it will impact the entire spreadsheet.

If you need additional assistance, please contact the Chancellor's Office using the email address above.

-  Yellow-colored cells indicate where you need to input data.
-  Gray-colored cells indicate a formula and cannot be modified.

To print entire workbook: Go to File, Print, Entire Workbook. Select double-sided.

**Integrated Budget Template: BSI, Student Equity, and SSSP
for fiscal reporting period July 1, 2017 - June 30, 2018**

Rancho Santiago CCD
Santa Ana College

Planned Expenditures

Report planned expenditures by program allocation and object code as defined by the California Community Colleges (CCC) Budget and Accounting Manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate. Refer to program funding guidelines for more information.

Object Code	Category	Basic Skills Initiative	Student Equity	Credit SSSP	Credit SSSP - Match	Noncredit SSSP	Noncredit SSSP - Match		
1000	Academic Salaries	\$ 314,698	\$ 257,485	\$ 1,630,147	\$ 2,416,253	\$ 480,348	\$ 505,039		
2000	Classified and Other Nonacademic Salaries	\$ 43,319	\$ 993,856	\$ 1,376,533	\$ 863,243	\$ 648,660	\$ 558,728		
3000	Employee Benefits	\$ 105,616	\$ 530,071	\$ 1,252,889	\$ 1,439,457	\$ 426,605	\$ 531,296		
4000	Supplies & Materials	\$ 9,520	\$ 31,847	\$ 17,340		\$ 14,000			
5000	Other Operating Expenses and Services	\$ 29,675	\$ 295,107	\$ 273,308		\$ 14,000			
6000	Capital Outlay		\$ 4,750			\$ 3,882			
7000	Other Outgo		\$ 30,000						
	Program Totals	\$ 502,828	\$ 2,143,116	\$ 4,550,217	\$ 4,718,953	\$ 1,587,495	\$ 1,595,063		
					Match		Match		
		BSI, SE, & SSSP Budget Total							\$ 8,783,656

*Note: the text "Match" or "Mismatch" should appear at the bottom of each match column to assist in ensuring your allocation to match ratio is at least 1 to 1.

SANTIAGO CANYON COLLEGE

2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Part I – Deadlines and Important Information

- Submission deadline: **December 1, 2017**
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017-18 allocations.
- Integrated fiscal reports will be required on an annual basis.
- All programmatic and student outcome data will be collected via existing MIS reporting. No additional data submissions are required.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.
- Identify one individual and an alternate to serve as the point of contact for your college.

PROGRAM INTEGRATION

The integrated SSSP/Student Equity/BSI program model promotes integrated planning and program coordination at the district and college levels. The three programs retain separate requirements as specified in Education Code and title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations. In coming years, the Chancellor's Office intends to pursue changes in Education Code and title 5 regulations to achieve even greater integration and alignment of the three programs in subsequent planning cycles.

Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate. Your plan must be adopted by the governing board of the community college district and submitted to the Chancellor's Office by December 1, 2017. A separate plan must be submitted for each college in the district.

DATA-DRIVEN PLANNING

An effective plan is grounded in data. In developing your integrated plan, refer to existing data from your previous plans, additional statewide data, and/or data collected at your colleges. The Chancellor's Office will explore and develop mechanisms and tools over the coming months to assist and support colleges in their data analysis effort, although colleges should proceed with existing resources to complete the 2017-19 plan. Areas of focus for these new tools will include access and completion for basic skills, workforce and CTE, and transfer level courses.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Although you are not required under this plan to submit your data, analysis, and each goal you set, Education Code requires that you analyze data and develop goals to address the following and to retain that information as part of your institutional records:

- Goals for the general population and for identified student groups, disaggregated by gender, as well as activities designed to address disproportionate impact using one of the Chancellor's Office-approved methodologies. Education Code requires that colleges analyze data for the following student groups and, if appropriate, develop subgroup-specific goals: current or former foster youth, students with disabilities, low-income students, veterans, American Indian or Alaskan Native, Asian students, black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, white, some other race, and more than one race.
- Success rates for students with basic skills needs using Basic Skills Cohort Tracker data that show (1) the number of students successfully transitioning to college-level mathematics and English courses, and (2) the time it takes students to successfully transition to college-level mathematics and English courses.

In addition, the following data should inform your planning:

- Trends for incoming students related to engagement in the following activities: (1) orientation, (2) assessment, and/or (3) education planning.
- The number of students on academic or progress probation, referred to follow-up interventions or services, and successfully moved from probation—disaggregated into the student groups that must be included in your disproportionate impact analysis.
- The number of noncredit CDCP certificates awarded, if applicable.
- Noncredit course success data, such as the percentage of students earning a grade of pass (P) or satisfactory progress (SP), if applicable.
- The number of students who transition from noncredit to credit.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Part II – Program Goals and Planning

PREVIOUS ACCOMPLISHMENTS

*Questions 1 & 2 focus on what you **have accomplished during the 2015-16 planning cycle.***

1. Assess your college’s previous program efforts:
 - a. In the table below, list progress made toward achieving the goals outlined in your 2015-16 SSSP, Student Equity, and BSI plans. Expand the table as needed so that all of your goals are included.

Goal	Progress
<p>BSI Goal 1: The supplemental instructional delivery models in the campus learning centers that serve our basic skills students, specifically the Writing Center, will result in a 2% annual increase in student success rates for English 061, the course one level below transfer.</p>	<ul style="list-style-type: none"> • Based on Cohort Tracker data, in Fall 2015, 260 students attempted the course one level below transfer, English 061, and 179 were successful (68.8%); of those 179, 140 immediately enrolled in transfer-level English 101 and 100 were successful (71.4%). • Indeed, when compared to the 69% of spring 2015 English 101 students who passed 061 the previous fall, there has been a 2.4% increase in persistence and completion. • Based on comparisons of English 061 success rates in Spring 2015 and Spring 2016, a higher percentage of students completed the basic skills sequence in 2016—65 out of 103 (63%) versus 71 out of 117 (60,7%).
<p>BSI Goal 2: The supplemental instructional delivery models in the campus learning centers that serve our basic skills students, specifically the Math Study Hall (MaSH), will result in a 1% annual increase in student success rates for Math 080, the course one level below transfer.</p>	<ul style="list-style-type: none"> • Based on Cohort Tracker data, in Fall 2015, 361 students attempted the course one level below transfer, Math 080, and 224 were successful (62 %); of those 224, 141 immediately enrolled in a transfer-level math course and 90 were successful (63.8%). • When compared to the 62% of spring 2015 transfer-level math students who passed Math 080 the previous fall, there has been no change in persistence and completion; however, sixteen additional students were served. • In Fall 2015, Math 080 students were tracked to see whether receiving SI in MaSH resulted in greater success. Of the 781 students enrolled in a Math 080 course, 221 received supplemental instruction while 560 did not. Those who got



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>assistance did have a higher pass rate with 57% of them succeeding versus the 44% who had no SI and were not successful in the course.</p> <ul style="list-style-type: none"> ● BSI dollars will continue to support coordination and operation of MaSH which provides supplemental curriculum for basic skills courses.
<p>BSI Goal 3: The strengthened educational pathways for basic skills students in both the credit and non-credit areas-- comprised of mandatory orientation during early decision, effective placement test preparation, and comprehensive Continuing Education tutoring--will result in a 1% annual reduction of incoming credit students who need basic skills math and English courses and a 1% increased course completion rate for Continuing Education students receiving tutoring.</p>	<ul style="list-style-type: none"> ● Based on six years' worth (2009-2015) of testing data from our Testing Office, more than ½ of incoming students have been placing into basic skills English courses while ⅓ have been placing into basic skills math courses. In Fall of 2016, the implementation of multiple measures beyond existing practices, using high school GPAs and grades in last English or math courses resulted in a 7% increase in transfer-level placement in math (from 33% to 40%) and a 7% increase in transfer-level placement in English (from 68% to 75%). ● To fortify the pathway to credit from noncredit, the STARS (Students Transitioning and Registering Services) program has been expanded to STARS 2.0 to include more involvement by credit counselors who provide orientation and career guidance by holding workshops and activities in the First Year Support Center. ● According to data related to how well students are transferring from noncredit to credit, more students have been successfully moving from credit since Fall 2014: Fall 2014 (167 students); Fall 2015 (215 students); Fall 2016 (253 students). ● College application workshops took place in May followed by Placement Testing in June. During the summer, students attended the College Advisement & Registration workshop where they heard about financing their education, created education plans, reviewed their test scores with counselors, and registered for fall classes



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<p>BSI Goal 4: The redesign of English course sequencing to shorten the pathways for students into transfer-level classes using an accelerated learning model that will place basic skills students into Freshman Composition and provide them with supplemental instruction which will result in a 2% reduction of need for English courses one level below transfer and a 2% increased course completion rate for students participating in the accelerated curriculum.</p>	<ul style="list-style-type: none"> ● In Fall 2016, two sections of accelerated English were offered in the form of the Baltimore co-requisite model with 11 or 12 basic skills-identified students being allowed to enroll in English 101 if they also took a 2 unit support course (English N70). Of the 23 students involved in the acceleration program, 17 were successful, yielding a success rate of 74%. This is 4% higher than success rates in traditional 101 courses. ● Sections of accelerated instruction will continue to be added each semester. ● In addition, in 2016, English N59, Fundamentals of Reasoning and Writing, was created and approved as a way to shorten the sequence by providing students identified as basic skills with the option to complete remediation in a single semester with a strong recommendation that they also enroll in a newly-created support course, English N57 or N58. Offering sections of this course has reduced the need for traditional basic skills courses.
<p>BSI Goal 5: The exploration of alternative pathways in the math course sequencing will increase student success rates in the basic skills math courses by 2%, with an emphasis on accelerated learning models and specialized course options for students with STEM and liberal arts majors.</p>	<ul style="list-style-type: none"> ● The math course sequence was collapsed to combine the two lowest levels into one course (Math N48 and Math N60 into Math N55). ● The first time the Math N55 was offered, it was comprised of a complete range of students who had previously taken all four levels of pre-transfer math; two sections filled with 67 students. ● The average score on the first major exam was 76% with an overall success rate of 64%. This is consistent with and a bit higher than rates from a traditional math courses. ● Furthermore, Math 086 was created for non-STEM students to complete the gateway course to transfer-level study.
<p>Student Equity Goal 1: Access SCC will maintain a commitment to increasing access for students identified in the equity plan</p>	<ul style="list-style-type: none"> ● Fourteen activities were developed to focus on increasing enrollment of disproportionately impacted student groups from our service area. The main focus of support for this success indicator has been in the Outreach Department.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

<p>through strategic and continuous planning and evaluation.</p>	<ul style="list-style-type: none"> ● Through the use of equity funds, SCC hired a 19 hour outreach specialist whose focus is to connect with groups identified in the equity plan. ● An allocation was provided for marketing materials, and funds were used to market the college in Spanish language and Vietnamese language newspapers. ● SCC is also working towards expanding on a high school to college bridge program in order to ease the transition into college life. <p style="text-align: center;">*Due to limited space, data on progress on student equity goals can be found in the executive summary.</p>
<p>Student Equity Goal 2: Course Completion SCC will increase the course completion rates among students identified in the equity plan and continue to monitor and address disparities identified among these students.</p>	<ul style="list-style-type: none"> ● Eight activities were developed to focus on increasing course completion of disproportionately impacted student groups. The priority of this area has been to eliminate monetary barriers that might be impeding the student's success. ● Through the use of equity funds, SCC purchased 106 laptops/surface pros for student use. This has enabled students to complete class work, complete research, and stay up-to-date with information in regards to enrollment, financial aid, as well as classwork (blackboard). ● Student Equity has worked with the Disabled Students Programs and Services to ensure faculty and staff understand the diversity and uniqueness that students with disabilities bring to campus. The large focus on professional development in SCC's equity plan has sought to increase faculty and staff awareness of strategies and promising practices for serving disproportionately impacted students. <p style="text-align: center;">*Due to limited space, data on progress on student equity goals can be found in the executive summary.</p>



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<p>Student Equity Goal 3: ESL & Basic Skills Completion SCC will develop and implement educational strategies that increase student success in ACE (ESL) and basic skills courses in Math, English and Reading for students identified in the student equity plan.</p>	<ul style="list-style-type: none"> ● Nine activities were developed to focus on increasing ESL and basic skills course completion of disproportionately impacted student groups. ● Online tutoring has been one of the main activities in this area. Free and accessible online tutoring available 24 hours a day, seven days a week has assured student access to support when needed. ● Progress is being made towards removing barriers in placement testing by using multiple measures to assess student competency in English and math. ● Promising practices of acceleration and learning communities are removing barriers that may impede student success. <p style="text-align: center;">*Due to limited space, data on progress on student equity goals can be found in the executive summary.</p>
<p>Student Equity Goal 4: Degree & Certificate Completion SCC will increase degree and certificate completion rates in underrepresented student groups to achieve an equitable balance of degree and certificate attainment across all targeted student equity groups.</p>	<ul style="list-style-type: none"> ● Six activities were developed to focus on increasing certificate and degree completion of disproportionately impacted student groups. Priority has been given to counseling, advising, and coaching of students to ensure student enrollment in appropriate courses for their educational pathway, application of learning strategies for successful course completion, and attainment of degrees and certificates. <p style="text-align: center;">*Due to limited space, data on progress on student equity goals can be found in the executive summary.</p>
<p>Student Equity Goal 5: Transfer SCC will increase transfers to 4-year institutions among targeted equity groups.</p>	<ul style="list-style-type: none"> ● Six activities were developed to focus on increasing university transfer of disproportionately impacted student groups. By expanding offerings including university campus visitations and overnight living experiences in dormitories, students have been afforded an experience designed to alleviate anxiety and show them that they also belong in these spaces. ● The Transfer Success Center was supported with resources to help market its services to



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	<p>students by increasing visibility and ability to “in-reach” to students on campus.</p> <p>*Due to limited space, data on progress on student equity goals can be found in the executive summary.</p>
<p>SSSP Credit Goal 1: Increase student access by providing effective core services, including orientation, assessment, counseling, and advising</p>	<ul style="list-style-type: none"> ● Additional High School & Community Outreach staff were hired in order to increase the number of feeder high schools being serviced with pre-enrollment services. These efforts afforded students early access to enrollment services and the total number of college applications received throughout pre-enrollment increased by 22% (2,339 applicants compared to 1,907 the preceding year). ● Additional staff enabled the college to offer more assessment sessions at the high schools. These assessment efforts also demonstrated an increase whereby 1,693 students completed the college placement test compared to 1,222 the previous year, yielding a 38% increase. ● Any high school with at least thirty matriculating students were afforded transportation services from their high school to the college in order for them to attend their scheduled orientation and registration appointments. ● Orientations were redesigned to enable new students the ability to register for classes during the orientation in lieu of registering on their own. ● Counselors now apply multiple measures to all incoming students for appropriate English and math placement. ● Learning Communities in basic skills English and math courses were linked with counseling courses. ● An introduction to college program was redesigned, Summer Advantage Academy, to include an instructional component (i.e., English, reading & math) in an effort to help incoming students succeed from day one. Participants of the Summer Advantage Academy are entitled to a second year of priority registration.



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<p>SSSP Credit Goal 2: Increase student success by providing assistance in developing a student education plan.</p>	<ul style="list-style-type: none"> ● New Student Orientations were redesigned to include a registration component and renamed Academic Planning and Registration Workshops. Additional priority registration sessions for new students were added throughout the summer to ensure a seamless transition into the college along with the ability to develop a student education plan. These efforts gave rise to an increase of 38% of the total number of students that attended a workshop, developed an abbreviated student education plan, and successfully registered during the priority period (1,640 new registrants compared to 1,185 the previous year). ● A 'First Year Support Center' was established as a centralized location for future, new and current students serving as a one stop center where students can also obtain a Comprehensive Student Education Plan (CSEP). Counselors are providing in-reach services on campus, utilizing Surface Pro Tablets, to meet with students in the quad area and checking whether students have a CSEP on file. If not, counselors are scheduling counseling appointments on the spot.
<p>SSSP Credit Goal 3: Increase student success by providing other educational planning services and follow up for at-risk students</p>	<ul style="list-style-type: none"> ● The 'First Year Support Center' is providing step-by-step assistance with any type of educational planning a student may require (i.e., FAFSA & BOGW form assistance, CA Dream Act, AB540 resources, etc). The center also provides student success workshops and is offering a Student Success Certificate which offers a set of workshops designed to address important academic information and introduce campus resources at critical points throughout a student's educational path. ● Counselors are visiting all basic skills English and math classes, working directly with students in the classroom and providing student education plans. ● An online Course Pre-Requisite Clearance process was constructed which affords students a quick turnaround time in order to



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	<p>register for classes.</p> <ul style="list-style-type: none"> For at-risk students, an online Academic Probation intervention workshop was devised enabling students to complete anytime from anywhere. Success modules were also included to afford students additional resources. The convenience and flexibility of the online format demonstrated a substantial increase of the number of students that completed the online version versus an in-person workshop. The initial year the college began to offer an online alternative, the total number of students that completed a probation workshop increased by 206% (855 completers compared to 416 the previous year).
<p>SSSP Noncredit Goal 1. Increase noncredit student access by providing effective core services, including orientation, assessment, counseling, and advising</p>	<ul style="list-style-type: none"> Noncredit SSSP developed and expanded education plans for all targeted continuing education students and developed new embedded counseling sessions for all programs. New expansion areas included ESL off-sites, Inmate Education and Career Technical Education students. The Counseling Department served 2,358 students compared to 1,257 the previous year, yielding a 53% increase. Noncredit hired seven new adjunct counselors to present off-site for ESL, Inmate Education and CTE. Orientations were redesigned to incorporate a counselor-developed PowerPoint along with a stand-alone SSSP Orientation video, highlighting vital core student services. Counselors and support staff modified the process of orientation and included education plan review and completion during the initial assessment presentations. Counselors participated in professional development sessions during professional staff development week to acquire the latest best practices in counseling and growth mindset to enhance student success. Counselors in noncredit apply multiple measures and actively participate in Common



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	<p>Assessment Initiative committees within SCC credit and noncredit faculty.</p> <ul style="list-style-type: none"> • The Counseling and Outreach Departments collaborated to develop a new student orientation folder, highlighting student services to be distributed to all new students.
<p>SSSP Noncredit Goal 2: Increase student success by providing assistance in developing electronic student educational plans.</p>	<ul style="list-style-type: none"> • The new Noncredit Student Orientation sessions were redesigned to include state-of-the-art electronic education plans. The counseling department received supplemental funding to provide all counselors laptop computers, Surface Pro Tablets, and mobile projectors to provide comprehensive New Student Orientations at all locations and classrooms. • Counselors and outreach produced fill-able Electronic Education Plans and reorganized paper files to electronic files utilizing microfiche for ease of access at all noncredit continuing education sites.
<p>SSSP Noncredit Goal 3: Increase noncredit student success by providing other educational planning services and follow-up for at-risk students.</p>	<ul style="list-style-type: none"> • Graduation numbers persist despite low enrollment and challenges of inadequate facilities and confidential counseling offices. • Counselors have implemented several procedures including collaboration with instructors to identify students close to graduation. • There is monthly monitoring and case management of at-risk, CalWORKs, EDD, and DSPS students. • One counselor is designated to answer online questions and promote vital student services to all noncredit student constituents. • To date all new CTE, AHS/ABE, ESL students on-site and off-site have completed Electronic Education Plans during counseling orientation sessions and classroom embedded counseling sessions. • College credit counseling has collaborated with noncredit to provide career awareness workshops within the Adult High School Diploma program • STAR (Students Transitioning and Registering Services) has evolved to collaboration with



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	SCC's First Year Support Center, and this collaboration has been named STARS 2.0. This allows for intensive follow-up of noncredit students who persist at the college credit level.
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- b. To what do you attribute your overall success or lack thereof? (This answer can be in narrative or bullet; 100 words maximum)

The college's longstanding practice of initiative integration has enabled us to coordinate our services and maximize the use of staff, faculty, and resources to make a difference in the lives of our students. Credit and Noncredit SSSP, Student Equity, and BSI program leaders along with administrators, instructional faculty, counselors, staff, and students communicate regularly and align efforts to best meet students' needs by offering high quality programs and services to serve all students with an emphasis on basic skills and disproportionately-impacted students. We participate on the same committees, collaborate on projects, discuss our strengths and weaknesses, and have a passion for what we do.



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- c. In the table below, identify one goal from your 2015-16 plans that intersects SSSP, Student Equity, and BSI and describe the integration activities. (Note: For the 2017-19 plan, integrated goals are required.)

Goal	Activities in each program that serve the goal listed		
	SSSP	Student Equity	BSI
<p><i>Example:</i></p> <p><i>Increase completion and persistence through the English Developmental Sequence</i></p>	<p><i>Provide extended orientation and assessment prep courses/workshops</i></p>	<p><i>Provide extended orientation and assessment prep courses/workshops</i></p> <p><i>Redesign the dev. ed. sequence</i></p>	<p><i>Pilot prep courses through the first year programs or specific bridge programs</i></p> <p><i>Redesign the dev. ed. Sequence</i></p>
<p>The strengthened educational pathways for basic skills students in both the credit and non-credit areas -- comprised of mandatory orientation during early decision, effective placement test preparation, and comprehensive Continuing Education tutoring -- will result in a 1% annual reduction of incoming credit students who need basic</p>	<p>Credit: Family Night (for incoming students to acquire pre-enrollment information about placement testing, the matriculation process, summer bridge opportunities, and other programs & services)</p> <p>Credit: Multiple Measures for English & Math placement that include evaluation of high school transcripts</p> <p>Credit: Discover SCC (Extended new student orientation)</p> <p>Credit: Acceleration of math and English</p>	<p>Family Night (for incoming students to acquire pre-enrollment information about placement testing, the matriculation process, summer bridge opportunities, and other programs & services)</p> <p>Multiple Measures for English & Math placement that include evaluation of high school transcripts</p> <p>Discover SCC (Extended new student orientation)</p> <p>Acceleration of math and English course</p>	<p>Family Night (for incoming students to acquire pre-enrollment information about placement testing, the matriculation process, summer bridge opportunities, and other programs & services)</p> <p>Multiple Measures for English & Math placement that include evaluation of high school transcripts</p> <p>Discover SCC (Extended new student</p>



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<p>skills math and English courses and a 1% increased course completion rate for Continuing Education students receiving tutoring. (Note: BSI Goal 3)</p>	<p>course sequences by providing basic skills-identified students the option to take transfer-level courses with co-requisites or support courses</p> <p>Credit: Learning Communities which pair basic skills math or English courses with counseling or reading</p> <p>Credit: Online Tutoring: SmartThinking software is available to students every day, 24 hours a day.</p> <p>Credit: Counselors work with basic skills students in classrooms constructing student education plans</p> <p>Credit: Career Coordinator visits basic skills English & math courses for career exploration</p> <p>Noncredit: STARS (Students Transitioning and Registering Services) -Noncredit and credit counselors collaborate with the First Year Support Center to transition continuing education</p>	<p>sequences by providing basic skills-identified students the option to take transfer-level courses with co-requisites or support courses</p> <p>Learning Communities which pair basic skills math or English courses with counseling or reading</p> <p>Online Tutoring: SmartThinking software is available to students every day, 24 hours a day.</p>	<p>orientation)</p> <p>Acceleration of math and English course sequences by providing basic skills-identified students the option to take transfer-level courses with co-requisites or support courses</p> <p>Learning Communities which pair basic skills math or English courses with counseling or reading</p> <p>Online Tutoring: SmartThinking software is available to students every day, 24 hours a day.</p> <p>Credit: counselors work with basic skills students in classrooms constructing student education plans</p> <p>Career Coordinator visits basic skills English & math courses for career exploration once per semester</p>
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	<p>students seamlessly to credit programs.</p> <p>Noncredit: STARS 2.0- Noncredit and credit counselors assist continuing education graduates with additional support and mentoring to increase degree and certificate completion in college credit pathways.</p>		<p>CROSSroads (College Readiness Optimizes Student Success) workshops--math and English placement test preparation for incoming students</p> <p>SOAR (Strategies of Algebra Readiness) --a series of summer workshops to help incoming students brush up on math skills</p> <p>Tutoring in High School Subjects for Continuing Education students, particularly in basic math courses</p> <p>Support for both credit and noncredit students taking ACE (American College English/ESL) courses--providing over one hundred free access codes for the Azar online program and funding the expansion and evaluation of ACE lab manuals.</p>
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2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

2. Describe one strategy or activity that your college has implemented that is resulting in significant gains in student completion or closing of achievement gaps. The Chancellor's Office will use this information to assist in dissemination of effective practices to other colleges.

One strategy that Santiago Canyon College has implemented resulting in promising gains in student completion has revolved around our revised placement processes, particularly promoting more accurate course placement to avoid unnecessary remediation. In Fall 2016, Student Equity funds brought John Hetts to the campus to introduce the idea of multiple measures to more than one hundred faculty, staff, and administrators. He explained the usefulness of high school GPAs for predicting several aspects of students' college performance and the significant association between high school and college GPA. At that point, SCC became a Multiple Measures Assessment Project (MMAP) Pilot College. Math and English faculty began to coordinate with counselors in a college-wide effort to employ multiple measures in the spring of 2017, utilizing high school transcripts as a placement tool to decrease the number of basic skills courses required to complete the math and English sequence. SCC's Early Welcome program, a joint effort among outreach, admissions, and counseling which allows graduating seniors to complete matriculation services in the spring for the following fall semester, served 1,660 local high school students this year. All of their transcripts were reviewed and multiple measures were applied for their placement into math and English courses. Of the 1,660 students, 37% initially placed into college level math and 51% into college level English. Initial data suggests of those students that benefitted from the application of multiple measures into college level coursework, 58% had previously tested into non-transferrable math and 73% had previously tested into non-transferrable English courses, respectively. Given these extraordinary results, the Math and English Departments have fully adopted the RP recommendations for use of high school GPA.

FUTURE PLANS

Questions 3-8 address the 2017-19 planning cycle.

3. Establish integrated student success goals to be completed/achieved by June 30, 2019, along with corresponding activities designed to achieve those goals. Goals must be outcomes-based, using system-wide outcomes metrics. For example:
 - Basic skills completion, including, but not limited to, (1) increasing the number of students successfully transitioning to college-level mathematics and English courses, and 2) reducing the time it takes students to successfully transition to college-level mathematics and English courses.
 - Closing achievement gaps for disproportionately impacted groups.
 - Improving success rates in degree attainment, certificate attainment, and transfer.
 - Improved identification of and support for students at-risk for academic or progress probation.
 - Deeper collaborations with high school districts, workforce agencies, or other community partners, particularly to increase students' college and job readiness



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- Improved noncredit student success for those with noncredit offerings (e.g., CDCP certificates awarded, course success, and noncredit-to-credit transition)

Select five integrated goals for the period covering this plan and complete the following table, showing how each goal connects across programs as well as the activities/steps you will implement to achieve each goal (Note: not all cells are required to be completed for each goal, but goals should cross at least two programs). Include at least one goal for each of three programs: Student Success and Support Program (core services), Student Equity, and Basic Skills.

Complete the table on the next page. Add rows as needed to list all five goals.

Goal	Activities in each program that serve the goal listed			Goal Area
	SSSP	Student Equity	BSI	
<i>Example: Increase completion and persistence through the English Developmental Sequence</i>	<i>Provide extended orientation and assessment prep courses/workshops</i>	<i>Provide extended orientation and assessment prep courses/workshops Redesign the dev. Ed. sequence</i>	<i>Pilot prep courses through the first year programs or specific bridge programs Redesign the dev. Ed. sequence</i>	<input type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____ _____
Integrated Goal 1: Revise assessment processes to ensure accurate and equitable placement based on multiple measures	<u>SSSP Credit:</u> Implement revised methods for student placement into English and math. Participate in district- and college-wide Common Assessment	Support and expand use of Multiple Measures for Assessment and Placement (MMAP). Participate in district- and college-wide Common Assessment	Revise the process for placement into math and English courses to include the multiple measures of high school GPA and state-approved standards. Participate in district- and college-wide Common Assessment	<input checked="" type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other _____ _____



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	<p>Initiative (CAI) planning teams.</p> <p>Research analysts will assess effectiveness of revised placement methods.</p> <p><u>SSSP</u> <u>Noncredit:</u> Implement revised noncredit methods for student placement into English and math.</p> <p>Implement use of noncredit orientation video and begin use of kiosk for standalone assessment and orientation for new students.</p> <p>Participate in noncredit division, district- and college-wide Common Assessment</p>	<p>Initiative (CAI) planning teams.</p> <p>Research analysts will assess effectiveness of revised placement methods.</p>	<p>Initiative (CAI) planning teams.</p> <p>Math and English faculty will use research data results to inform changes in placement methods.</p>	
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	<p>Initiative (CAI) planning teams.</p> <p>Noncredit research analysts will assess effectiveness of revised placement methods.</p>			
<p>Integrated Goal 2: Enhance and support innovative recruitment and pre-enrollment strategies, including college application, placement testing, financial aid application, orientation, and counseling.</p>	<p><u>SSSP Credit:</u> Expand and improve Family Night for incoming students to acquire pre-enrollment information about placement testing, the matriculation process, summer bridge opportunities, and other programs and services.</p> <p>Develop and implement Summer Advantage Academy to provide students with college success tips</p>	<p>Expand and improve Family Night for incoming students to acquire pre-enrollment information about placement testing, the matriculation process, summer bridge opportunities, and other programs & services.</p> <p>Develop and implement Summer Advantage Academy to provide students with college success tips from</p>	<p>Expand and improve Family Night for incoming students to acquire pre-enrollment information about placement testing, the matriculation process, summer bridge opportunities, and other programs & services.</p> <p>Develop and implement Summer Advantage Academy to provide students with college success tips from faculty; reading,</p>	<p><input checked="" type="checkbox"/> Access</p> <p><input checked="" type="checkbox"/> Retention</p> <p><input type="checkbox"/> Transfer</p> <p><input type="checkbox"/> ESL/Basic Skills Completion Degree & Certificate Completion</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p>



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	<p>from faculty; reading, writing, and mathematics strategies for mastering college-level materials; information about campus programs and services, and an opportunity to familiarize themselves with SCC through an interactive tour and an introduction to current and other incoming students.</p> <p>Refine new student orientation processes.</p> <p>Implement Academic Planning Workshops for students and parents prior to registration date.</p> <p>Increase presence in high schools</p>	<p>faculty; reading, writing, and mathematics strategies for mastering college-level materials; information about campus programs and services, and an opportunity to familiarize themselves with SCC through an interactive tour and an introduction to current and other incoming students.</p> <p>Provide support and resources for outreach and recruitment of student equity identified groups.</p> <p>Increase presence in high schools to assist students with pre-enrollment services.</p>	<p>writing, and mathematics strategies for mastering college-level materials; information about campus programs and services, and an opportunity to familiarize themselves with SCC through an interactive tour and an introduction to current and other incoming students.</p> <p>Develop math and English Success Workshops to offer at local high schools for juniors and seniors needing assistance with college-readiness.</p>
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	<p>to assist students with pre-enrollment services.</p> <p>Offer Senior Day Event for senior high school students from SCC's service area, to focus on pre-enrollment services and educational (guided) pathways.</p> <p><u>SSSP</u> <u>Noncredit:</u> Enhance and expand the Students Transitioning and Registration Services Program "STARS" to continue the recruitment and pre-enrollment strategies transitioning from noncredit to credit. This will include college application, placement</p>			
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	<p>testing, financial aid application, orientation, and counseling.</p> <p>The development of a STAR 2.0 persistence model to support STARS students will include intensive mentorship and greater coordination with the First Year Support Center. Students will be closely monitored beyond their first semester.</p> <p>Increase presence in all feeder noncredit programs to increase persistence and enrollment to college credit via embedded counseling and career offerings.</p>			
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<p>Integrated Goal 3: Redesign, enhance, and accelerate educational pathways for transition and completion</p>	<p><u>SSSP Credit:</u> Fortify case management counseling for Basic Skills students enrolled in English and/or math to strengthen student retention, persistence, and completion.</p> <p>Support the development of Guided Pathways and College Promise initiatives.</p> <p>Develop and Implement educational coursework plans for SCC's partnerships with Orange Unified School District and Unity Middle College partnerships.</p> <p><u>SSSP Noncredit:</u> Design new pathway brochures</p>	<p>Support Acceleration models, Integrated Learning Groups (ILGs), and Learning Communities</p> <p>Support the development of Guided Pathways and College Promise initiatives.</p>	<p>Enhance strategies to contextualize instruction using Reading Apprenticeship and writing techniques within content-area courses.</p> <p>Expand Acceleration models in credit and noncredit math and English courses by condensing sequences, creating co-requisites, and providing labs and other support courses.</p> <p>Support the development of Guided Pathways and College Promise initiatives.</p>	<p><input checked="" type="checkbox"/> Access</p> <p><input checked="" type="checkbox"/> Retention</p> <p><input checked="" type="checkbox"/> Transfer</p> <p><input checked="" type="checkbox"/> ESL/Basic Skills</p> <p><input checked="" type="checkbox"/> Completion Degree & Certificate Completion</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p>
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2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

	<p>and posters for all noncredit programs and disseminate via all media forms.</p> <p>Fortify case management counseling for noncredit students in Adult Basic Education and students enrolled in English and/or math to strengthen student retention, persistence, and completion.</p> <p>Develop cohort groups of at risk students by faculty and counselor mentor groupings for persistence and completion.</p>			
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<p>Integrated Goal 4: Enhance and design infrastructure to provide quality services to students</p>	<p><u>SSSP Credit:</u> Implement academic coaching services to assist students with successful transition to college life and academic expectations.</p> <p>Hire and train part-time counselors, classified staff, academic coaches, and student assistants to support all programs and services on campus.</p> <p><u>SSSP Noncredit:</u> Implement embedded counseling sessions for all noncredit students to enhance persistence rates and strengthen student knowledge of the college credit</p>	<p>Support implementation and evaluation of universal ID and student portal systems</p> <p>Increase faculty, staff, and student involvement in equity initiatives.</p> <p>Maintain staffing to support equity initiatives and research and evaluation of programs and services.</p>	<p>Expand the availability of services in the Writing Center</p> <p>Support Supplemental Instruction efforts in the Math Study Hall (MaSH), particularly with pre-statistics pathway.</p> <p>Provide support and resources for new and continuing basic skills students.</p>	<p><input checked="" type="checkbox"/> Access</p> <p><input checked="" type="checkbox"/> Retention</p> <p><input type="checkbox"/> Transfer</p> <p><input type="checkbox"/> ESL/Basic Skills</p> <p><input type="checkbox"/> Completion Degree & Certificate Completion</p> <p><input type="checkbox"/> Other _____</p>
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	transition options.			
<p>Integrated Goal 5: Create professional development opportunities to improve the quality of instruction and support services</p>	<p><u>SSSP Credit:</u> Participate in professional development focused on best practices, such as On Course and Reading Apprenticeship.</p> <p>Participate in Guided Pathways discussion and implementation.</p> <p>Provide AB540 Safe Zone training.</p> <p>Provide opportunities for faculty and staff to attend on- and off-campus workshops and conferences.</p> <p><u>SSSP Noncredit:</u> Provide AB540 Safe Zone training</p>	<p>Provide equity-focused professional development opportunities for campus community.</p> <p>Participate in Guided Pathways discussion and implementation.</p> <p>Develop and implement faculty equity team leader trainings to enhance college-wide awareness of equity issues and coordinate initiatives that relate specifically to enhancing academic strategies, experiences and outcomes.</p> <p>Provide AB540 Safe Zone training increase your knowledge regarding the needs,</p>	<p>Participate in professional development focused on best practices, such as On Course.</p> <p>Expand faculty training in Reading Apprenticeship by promoting the online RA course, recruiting faculty from across disciplines to join the community of practice and attend campus training workshops facilitated by those who have completed the online course.</p> <p>Encourage all faculty to attend California Community College Success Network (3CSN) events, such as those promoting Habits of Mind, Learning Assistance Program (LAP) training, and Threshold Learning.</p>	<p><input checked="" type="checkbox"/> Access</p> <p><input checked="" type="checkbox"/> Retention</p> <p><input checked="" type="checkbox"/> Transfer</p> <p><input checked="" type="checkbox"/> ESL/Basic Skills</p> <p><input checked="" type="checkbox"/> Completion Degree & Certificate Completion</p> <p><input type="checkbox"/> Other _____</p>



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	<p>and awareness of DACA procedures for students in California.</p> <p>Participate in professional development focused on best practices for noncredit.</p> <p>Noncredit faculty will develop workshops to keep college credit counselors informed of new programs developed in continuing education.</p>	<p>concerns, and issues of undocumented immigrant students.</p> <p>Offer all Student Services Retreat to facilitate greater understanding and sensitivity when assisting students.</p>	
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4. How will your college accomplish integration of matriculation, instruction, and student support to accomplish your student success goals? Include in your answer how your college will ensure coordination across student equity-related categorical programs or campus-based programs. (500 words max)

Santiago Canyon College’s shared governance model includes consistent reporting of activities and progress among the groups involved in increasing student success across student equity populations. The Basic Skills Task Force operates under and reports to the Student Success & Equity Committee which reports to the Academic Senate and the College Council, ensuring that all endeavors are well known to the campus community. Moreover, the coordination and communication are continuous between SCC counselors and Basic Skills representatives. A Student Success & Support Services (SSSP) specialist and Counseling Department co-chair has served on the Basic Skills Task Force since its inception in 2008. In addition, the Basic Skills Coordinator was a contributing member of the SSSP report planning and writing group. The several references to Basic Skills activities in the 2015 SSSP Plan illustrate our integrated efforts to support student success,



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including our annual Family Night where we invite all local high school seniors and their parents to visit SCC for an introduction to the campus, the Early Welcome and SSSP/Matriculation process, the placement test procedures, the diverse campus services, and the bridge programs to increase student preparedness (CROSSroads and SOAR). In order to effectively coordinate the SSSP plan and the Basic Skills Initiative with the Student Equity Plan, a full-time faculty member of the SSSP work group, the Dean of Counseling, the Director of Student Equity, and the two co-chairs for the Basic Skills Task Force serve on the Student Success and Equity Committee. We also created an Initiatives Integration Work Group, with representatives from BSI, SSSP (Credit and Noncredit), Equity, Continuing Ed (AEBG), and Student Services, to promote awareness of SCC's various plans, programs, and initiatives and provide mutual support. The goals of this group are to increase communication and coordination, maximize resources and avoid duplication, coordinate data management for outcomes assessment, and provide seamless delivery of services that support student success.

Another integration strategy is designed to repair the disconnect between basic skills students and student support services, specifically in terms of counseling resources. To encourage students to seek counseling more than just twice (once for their initial education plan and again--sometimes many months, even years, later--to find out about graduation and transfer options), counselors have assumed an intentional ("intrusive") approach where they make three visits per semester to identified basic skills classes in order to introduce their services and get contact information from the students, discuss their progress midway through the course, and then assist them with registration for the following semester. Moreover, counselors now regularly check in with these students during the semester through emails and phone calls--particularly students who have received Early Alerts from their basic skills math and or English instructors.

Finally, integration is evidenced in the work of our Centers & Programs Collaboration (CPC) Task Force where representatives from several of our campus centers, such as Tutoring, Writing, & Science Teaching and Resource Centers, as well as from Pathways to Teaching, Transfer, Career Services, and Extended Opportunities Programs, coordinate to provide opportunities for student equity populations to access additional support. (501 words)

5. If your college has noncredit offerings, describe how you are including these offerings in moving students through to their goals, including post-secondary transitions and employment (250 words max)

Santiago Canyon College has a large noncredit division that offers many opportunities to improve both basic skills and postsecondary career technical knowledge to successfully transition students (including students in the inmate education program) to institutions of higher learning and the workforce. Targeted student populations within continuing education receive individualized orientations, career assessments, educational plans and follow-up student support services. These students receive intensive counseling interventions to facilitate their success in continuing education and are guided to postsecondary and global workforce opportunities. Students in ESL are encouraged to further their studies by enrolling in Adult Basic Education, Adult High School Diploma, and Career Technical Education programs. To be mindful of current labor-market trends and demands, noncredit's College and Workforce Preparation Center (CWPC) has hired a researcher



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to maximize employment opportunities to our student community. The noncredit program has developed and designed the Students Transitioning and Registration Services (STARS) program which has received many accolades from both the California State Department of Education and the Accrediting Commission for Community and Junior Colleges. Noncredit has effectively coordinated initiatives in SSSP/Student Equity/Basic Skills Transformation and Adult Education Block Grant to enhance the transition of students from noncredit to credit. In spring of 2017, noncredit faculty completed 30 new curriculum projects, developed new programs in CTE, Certified Nursing Assistant and 3-D Graphic Imaging. In addition, noncredit mathematics and English courses have been articulated with college credit. The Division of Continuing Education has developed its own viable CAI committee which includes counseling, English, ESL and math and participates in the college and district CAI committees. The CE CAI committee has completed competency mapping for each of our areas which have been submitted to the District.

6. Describe your professional development plans to achieve your student success goals. (100 words max)

Participation in professional development activities which focus on various instructional methods, cultural competence, and high impact practices constitute the foundation for providing solid student services and meaningful instruction to SCC's diverse student population. Through professional development week offerings and those opportunities developed by the Office of Student Equity and Success as well as the Speaker's Symposium, SCC continues to provide opportunities for employees to attend professional development activities on and off campus throughout the year. All opportunities are vetted to ensure activities are student success and equity-focused. To foster collaboration, SCC partners with Santa Ana College to provide intra-district professional development opportunities.

7. How and how often will you evaluate progress toward meeting your student success goals for both credit and noncredit students? You could analyze milestones, momentum points, leading indicators, or any other metric you find appropriate for your college. (100 words max)

The progress and completion of the goals and activities of the Integrated Plan will be evaluated in multiple ways, including plan-specific assessment conducted annually and broader college-wide evaluations to be done periodically after the Integrated Plan becomes infused into the college-wide planning processes (Department Planning Portfolio, Program Review, and the Educational Master Plan).

Short-Term Assessment will provide immediate evaluation of activities and programs; Medium-Term Assessment will consist of annual assessment of effectiveness of activities and their impact on student success and disproportionate impact; and, Long-Term Assessment will infuse the Integrated Plan into the college-wide planning process.

This multi-pronged evaluation approach provides an overall review of student success at the college, identifies specific areas where issues must be addressed, and assess the effectiveness of programs



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and activities related to the Integrated Plan.

8. For multi-college districts, how will you coordinate your efforts for SSSP, Student Equity, and BSI, with other colleges in your district to achieve your student success goals? (100 words max)

RSCCD's two colleges, Santiago Canyon and Santa Ana College (Credit and Noncredit), have worked together to ensure collaboration and communication to achieve student success district-wide. In addition to regularly scheduled meetings of executive administration to discuss district-wide matters related to student success, faculty, staff, and administrators from both colleges have worked together on the Common Assessment Initiative (CAI), implementation of the use of Multiple Measures for Assessment and Placement (MMAP) of students into English and mathematics courses, and provided joint professional development opportunities. Other large scale activities include the development and implementation of an Ellucian Online Student Education Plan, student portal, and a Universal ID system for students. Both colleges will continue to coordinate efforts to ensure the students served by our district will be successful.

9. Using the document "BSI SE SSSP Integrated Budget Plan 2017-2018" and your 2017-2018 annual allocation amounts, provide a budget plan specifying how you will utilize your BSI, SE, and SSSP funds to help achieve your student success goals.

[See BSI, Student Equity, and SSSP Integrated Budget Plan for 2017-2018]

10. Each college must create an executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities. The executive summary for this plan must also include an accounting of how Student Equity funding for 2014-15, 2015-16, and 2016-17 was expended and an assessment of the progress made in achieving the identified goals from prior year plans. The summary must also include the name of the college or district official to contact for further information. The executive summary must be posted to the college website. Provide a link to your college's executive summary below:

Link to the [Executive Summary](https://www.sccollege.edu/StudentServices/StudentEquitySuccess/Pages/SE-Executive-Summary.aspx).

<https://www.sccollege.edu/StudentServices/StudentEquitySuccess/Pages/SE-Executive-Summary.aspx>



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11. What support from the Chancellor's Office (e.g., webinars, workshops, site visits, etc.) and on what topics (e.g., budget, goal setting, expenditures, data visualization, etc.) would help you to accomplish your goals for student success and the closing of achievement gaps?

Santiago Canyon College would benefit from the Chancellor's Office providing any webinars or workshops outlining or highlighting best practices, especially those focusing on spotlight campuses where the work is already being done successfully. In addition, more opportunities to convene as a region and thereby expand support networks and allow colleagues with similar goals or questions to exchange ideas would be welcomed. Finally, information about any changes to allowable expenditures should be disseminated immediately via webinar where faculty, staff, and administrators would have a chance to ask questions for clarification.

12. Identify one individual to serve as the point of contact for your college (with an alternate) for the Integrated Plan and provide the following information for that person:

Point of Contact:

Name Joseph Alonzo
Title Director, Student Success and Equity
Email Address Alonzo_joseph@sccollege.edu
Phone 714-628-5040

Alternate Point of Contact:

Name Ruth Babeshoff
Title Interim Vice President, Student Services
Email Address Babeshoff_ruth@sccollege.edu
Phone 714-628-4886



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Part III – Approval and Signature Page

College: Santiago Canyon College

District: Rancho Santiago Community College District

Board of Trustees Approval Date: _____

We certify the review and approval of the 2017-19 Integrated Plan by the district board of trustees on the date shown above. We also certify that the goals, strategies and activities represented in this plan meet the legislative and regulatory intent of the Student Success and Support (credit and noncredit), Student Equity, and Basic Skills programs and that funds allocated will be spent according to law, regulation and expenditure guidelines published by the California Community College Chancellor’s Office.

John C. Hernandez, Ph.D.

	11/20/17	Hernandez_John@sccollege.edu
Chancellor/President	Date	Email Address

Arleen Satele, Ed.D.

	11/15/17	Satele_Arleen@sccollege.edu
Chief Business Officer	Date	Email Address

Marilyn Flores, Ph.D.

	11/15/17	Flores_Marilyn@sccollege.edu
Chief Instructional Officer	Date	Email Address

Ruth Babeshoff

	11/15/17	Babeshoff_Ruth@sccollege.edu
Chief Student Services Officer (Interim)	Date	Email Address

DeCarbo, Michael

	11/15/17	DeCarbo_Michael@sccollege.edu
President, Academic Senate	Date	Email Address

Instructions Page

Integrated Budget Template: BSI, Student Equity, and SSSP for fiscal reporting period July 1, 2017 - June 30, 2018

Colleges must include anticipated district expenditures in their budget and program plan.

For assistance in completing this report, please email:

integratedplanning@cccco.edu

This workbook contains two spreadsheets in the following order:

- 1 Instructions
- 2 Planned Expenditures

Basic instructions:

You may enter data in the Planned Expenditures spreadsheet only. Use the tab key to move around in each spreadsheet. You will be able to enter whole numbers only (no cents).

Be careful not to delete any formulas as it will impact the entire spreadsheet. If you need additional assistance, please contact the Chancellor's Office using the email address above.

-  Yellow-colored cells indicate where you need to input data.
-  Gray-colored cells indicate a formula and cannot be modified.

To print entire workbook: Go to File, Print, Entire Workbook. Select double-sided.

**Integrated Budget Template: BSI, Student Equity, and SSSP
for fiscal reporting period July 1, 2017 - June 30, 2018**

RSCCD
Santiago Canyon College

Planned Expenditures

Report planned expenditures by program allocation and object code as defined by the California Community Colleges (CCC) Budget and Accounting Manual. Although they appear in the CCC Budget and Accounting Manual, not all expenditures listed are appropriate. Refer to program funding guidelines for more information.

Object Code	Category	Basic Skills Initiative	Student Equity	Credit SSSP	Credit SSSP - Match	Noncredit SSSP	Noncredit SSSP - Match	
1000	Academic Salaries	\$ 54,800	\$ 83,155	\$ 902,142	\$ 1,045,448	\$ 380,064	\$ 268,572	
2000	Classified and Other Nonacademic Salaries	\$ 86,160	\$ 391,171	\$ 742,282	\$ 867,334	\$ 300,000	\$ 406,131	
3000	Employee Benefits	\$ 25,152	\$ 186,282	\$ 689,702	\$ 864,131	\$ 204,019	\$ 304,868	
4000	Supplies & Materials	\$ 7,726	\$ 39,003	\$ 24,000		\$ 11,000		
5000	Other Operating Expenses and Services	\$ 8,100	\$ 67,268	\$ 50,954		\$ 15,000		
6000	Capital Outlay	\$ 732	\$ 5,000	\$ 19,000		\$ 17,000		
7000	Other Outgo		\$ 109,224					
	Program Totals	\$ 182,670	\$ 881,103	\$ 2,428,080	\$ 2,776,913	\$ 927,083	\$ 979,571	
					Match		Match	
		BSI, SE, & SSSP Budget Total						\$ 4,418,936

*Note: the text "Match" or "Mismatch" should appear at the bottom of each match column to assist in ensuring your allocation to match ratio is at least 1 to 1.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTA ANA COLLEGE – ACADEMIC AFFAIRS**

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Proposed Revisions for the 2018 – 2019 Santa Ana College Catalog	
Action:	Request for Approval	

BACKGROUND

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2017. It includes new courses, course revisions, course deletions, and other curricula changes that are reflected in the catalog.

ANALYSIS

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions for the 2018 – 2019 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: December 4, 2017
Prepared by:	Carol Comeau, Interim Vice President, Academic Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: December 4, 2017

TO: Linda D. Rose, Ed.D., President

FROM: Brian Sos, Ph.D., Chair of Curriculum and Instruction Council

RE: Approval of Proposed Revisions for the 2018 – 2019 Santa Ana College Catalog

This memorandum is a summary of the proposed changes to the college catalog from the Santa Ana College Curriculum & Instruction Council. All changes to academic policies, courses, and programs are reviewed by the Division Curriculum Committees before action is taken by the Council.

The Curriculum & Instruction Council is chaired by Dr. Brian Sos. Membership includes two administrators, sixteen faculty, the University Articulation Coordinator, the Matriculation Representative, one student representative, and the Curriculum Specialist.

The Curriculum & Instruction Council addresses the college-wide impact and changes in academic policies and monitors their acceptance by the CSU and UC systems and the Community College Chancellor's Office.

The following academic policies have been reviewed, revised, and are now recommended by the Curriculum and Instruction Council:

NEW COURSES

Forty-six (46) new courses were approved because of new and/or expanded programs or major changes in the discipline.

* (See Attachment #1)

REVISED COURSES

Eighty-nine (89) course revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #2)

DELETED COURSES

One hundred-twenty-two (122) courses previously offered at SAC were removed from the catalog because they were outdated and/or had not been offered for three to five semesters.

* (See Attachment #3)

DISTANCE EDUCATION OFFERINGS

Twenty-five (25) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. These courses were designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

* (See Attachment #4)

NEW PROGRAM/CERTIFICATE

One (1) new program/certificate was approved.

* (See Attachment #5)

REVISED PROGRAMS/CERTIFICATES

Fifteen (15) program/certificate revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #6)

DELETED PROGRAMS/CERTIFICATES

Three (3) programs/certificates previously offered at SAC and CEC were removed from the catalog because they were outdated and/or had not been offered for three to five semesters.

* (See Attachment #7)

NEW COURSES**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	ART	109	Introduction to Woodworking
2	ART	133	Introduction to Gallery Production
3	ART	134	Intermediate Gallery Production
4	ART	135	Advanced Gallery Production
5	ART	166B	Texturing & Lighting Intermediate
6	ART	196B	3D Modeling Intermediate
7	ART	197B	3D Animation Intermediate
8	ART	197C	3D Animation Advanced
9	ART	198-166B	3D Texturing and Lighting Intermediate
10	DNCE	240C	Repertory III
11	DNCE	240D	Repertory IV
12	FAC	029	Public Safety Wellness and Fitness-Operation and Safety Training
13	MATH	083BR	Bridge to BSTEM Math Pathway
14	MNFG	117	QC Operations with PC-DMIS CMM-1
15	MNFG	118	QC Operations with PC-DMIS CMM-2
16	MNFG	119	QC2: Quality Theory
17	MNFG	198-117	QC Operations with PC-DMIS CMM-1
18	PARA	198-06	Advanced Life Planning
19	PSYC	180	Introduction to Lifespan Psychology
20	TELV	198-125	Cooperative Work Experience- Occupational
21	THEA	161	Tour Ensemble II
22	THEA	162	Tour Ensemble III
23	THEA	163	Tour Ensemble IV
24	THEA	171	Showcase II
25	THEA	172	Showcase III
26	THEA	173	Showcase IV
27	THEA	177	Principles of Playwrighting

28	THEA	178	Musical Theatre Techniques
29	THEA	179	Musical Theatre Workshop
30	THEA	180	Intermediate Musical Theatre Techniques
31	THEA	181	Intermediate Musical Theatre Workshop
32	THEA	186	Voice for the Actor
33	THEA	190	Improvisation for Stage and Screen

CONTINUING EDUCATION

34	ABE	113	Intermediate Spanish Literacy
35	ESL	300	Literacy
36	ESL	301	Beginning Low
37	ESL	302	Beginning High
38	ESL	303	Intermediate Low
39	ESL	304	Intermediate High
40	ESL	305	Advanced Low
41	ESL	306	Advanced High
42	ESL	720	ESL Transition to College Class
43	LRN	084	Composition 2
44	LRN	164	Introductory Algebra
45	LRN	750	Intensive Writing and Grammar
46	VBUS	280	Accounting Terminology

REVISED COURSES**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	ART	166A	3D Texturing and Lighting Fundamentals
2	ART	180A	Video Game and Interactive Media Art Fundamentals
3	ART	195A	Introduction to Digital Media Arts
4	ASIA	101	Introduction to Asian American Studies
5	BLST	101	Introduction to African American Studies
6	BUS	080	Business Mathematics
7	CHEM	210	General, Organic and Biochemistry
8	CMSD	102	Multimedia Storytelling
9	CMSD	210	Intermediate Reporting and Newswriting
10	DNCE	119A	Introduction to Jazz Dance
11	DNCE	119B	Introduction to Jazz Dance
12	DNCE	204A	Dance Production
13	DNCE	204B	Dance Production
14	DNCE	206A	Modern Dance I
15	DNCE	206B	Modern Dance II
16	DNCE	209	Modern Dance III
17	DNCE	250A	Hip-Hop Dance I
18	DNCE	210	Modern Dance IV
19	DNCE	240A	Repertory I
20	DNCE	240B	Repertory II
21	DNCE	250B	Hip-Hop Dance II
22	DNCE	251	Hip-Hop Dance III
23	DNCE	296	Special Studies in Modern Dance
24	DNCE	297	Special Studies in Jazz Dance
25	EDUC	210	The Teaching Experience: Secondary Education
26	ENGR	132	Introduction to Robotics
27	ENGR	133	Basic Mechatronics Engineering Technology
28	ENGR	134	Intermediate Mechatronics Engineering Technology

29	ENGR	135	Advanced Mechatronics Engineering Technology
30	ENGR	250L	Electric Circuits Laboratory
31	FAC	063	Rescue Systems 1: Basic Rescue Skills
32	FAC	072	Emergency Trench Shoring
33	FDM	005	Fashion Laboratory
34	FDM	214	Tech-Packs for Manufactured Apparel
35	LIBR	053	Library Internship
36	LIBR	054	Children's Library Services
37	LIBR	101	Introduction to Library Technology
38	LIBR	102	Information Sources for Paraprofessionals: Tools and Techniques
39	MATH	83	Beginning and Intermediate Algebra for Liberal Arts and Social Science
40	MATH	84	Beginning and Intermediate Algebra
41	MATH	N06	Essential Mathematics
42	MATH	N48	Pre-Algebra/Algebra Basics
43	MATH	105	Mathematics for Liberal Arts Students
44	MATH	140	College Algebra
45	MATH	162	Trigonometry
46	MATH	180	Single Variable Calculus I
47	MATH	185	Single Variable Calculus II
48	MATH	204	Mathematical Concepts for Elementary School Teachers
49	MATH	219H	Honors Statistics and Probability
50	MATH	219	Statistics and Probability
51	MUS	175	Jazz Ensemble
52	MUS	181	Chamber Orchestra
53	MUS	186	Intermediate Classical Guitar
54	MUS	187	Advanced Classical Guitar
55	MUS	112	Music Theory and Musicianship II
56	MUS	188	Advanced Classical Guitar Technique and Repertoire
57	MUS	213	Theory 3
58	MUS	218	Music Notation Using Finale Software

59	MUS	148	Music Scoring for Film and Multimedia
60	NUTR	110	Food Sanitation and Safety
61	PHAR	48	Introduction to Pharmacy
62	PHAR	51	Body Systems I
63	PHAR	056	Pharmacy Operations
64	PHAR	056L	Pharmacy Technology Skills Lab
65	PHAR	057	Inpatient Pharmacy Services
66	PHAR	057L	Pharmacy Technology Skills Lab
67	PHAR	060	Sterile Products
68	PHAR	060L	Pharmacy Technology Skills Lab
69	PHAR	072L-1	Pharmacy Technology Skills Lab
70	PHAR	072L-2	Pharmacy Technology Skills Lab
71	PHAR	072L-3	Pharmacy Technology Skills Lab
72	PSYC	210	Statistics for the Behavioral Sciences
73	THEA	105	Theatre History 1
74	THEA	151	Showcase I
75	THEA	152	Tour Ensemble
76	THEA	156	Readers' Theatre Workshop
77	THEA	165	Introduction to Intelligent Lighting

CONTINUING EDUCATION

78	ABE	025	Adult Basic Education Math
79	ABE	18	Leadership Basics, Part 2
80	CTZN	20	Citizenship
81	ESL	490	Advanced Writing and Grammar
82	ESL	491	Advanced Writing and Grammar Review
83	ESL	510	VESL: English for Work 1
84	HSART	828	Understanding America Through Art
85	HSMTH	163	Algebra 1A
86	HSSCI	192	Basic Science 1
87	HSSCI	185	Earth Science 2

88	HSSCI	188	Earth Science 1
89	HSSOC	222	Government 1: U.S. Federal Government and Politics

COURSE DELETIONS**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	BA	043	Microsoft Certified Application Specialist Preparation
2	BA	049	Introduction to Microsoft Access
3	BA	066	Microsoft Outlook
4	BA	120	Administrative Office Management
5	BA	148	Advanced Windows
6	BA	150	Introduction to Geographic Information Systems
7	BA	151	Intermediate Geographic Information Systems
8	BA	167	Adobe Photoshop Applications
9	BA	174	Creating Web Pages with Dreamweaver and Flash
10	BA	176	Microsoft Expression Web
11	BA	177	Microsoft OneNote
12	BA	180	Advanced Microsoft Office
13	BA	183	Microsoft Word
14	BA	184	Advanced Microsoft Word for the Workplace
15	BA	185	Real World Microsoft Office Projects
16	BA	187	Graphics and Scanning
17	BA	191	PowerPoint-Application Projects
18	BA	192	Introduction to Microsoft Project
19	BA	110B	Computer Keyboarding Skills II
20	BA	115B	Computer Keyboarding Speed and Accuracy Development II
21	CJA	001	Corrections Training
22	CJA	001	Investigations and Report Writing II
23	CJA	023	Basic Police Academy
24	CJA	023	Level III Reserve Academy
25	CJA	040	Advanced Mounted
26	CJA	040	DRE
27	CJA	040	Forensic

28	CJA	040	Handgun
29	CJA	040	PC832
30	CJA	040	Patrol Rifle
31	CJA	040	Physical Fitness
32	CJA	040	Simulator
33	CJA	040	Rape Cases
34	CJA	041	AOT Advanced
35	CJA	041	AOT Advanced
36	CJA	041	Aftermath
37	CJA	041	Death Investigations
38	CJA	041	Ethics
39	CJA	041	Explorer
40	CJA	041	Explorer
41	CJA	041	Handgun
42	CJA	041	Haz Mat
43	CJA	041	OFCR Core
44	CJA	041	Oral Interview
45	CJA	041	PC 832.1
46	CJA	041	Parole UPD
47	CJA	041	Safety UPD
48	CJA	041	Sex Crimes
49	CJA	041	Special Officer
50	CJA	041	Topics
51	CJA	041	Training
52	CJA	041	Handgun
53	CJA	041	CNOA
54	CJA	041	Tactics
55	CJA	001-54	Module 3 Police Academy
56	CJA	001-55	Module 2 Police Academy
57	CJA	001-57	Explorer Academy

58	CJA	001-58	Explorer Academy (OCLEEEAA)
59	CJA	001-59	Correctional Services Assistant Academy III
60	CJA	001-60	Park Ranger Academy II
61	CJA	001-61	Campus Law Enforcement Update II
62	CJA	001-62	Explorer Academy
63	CJA	001-63	Sheriff Special Officer (SSO) Academy
64	CJA	001-64	Youth Academy
65	CJA	001-65	LBPD Basic Academy
66	CJA	001-66	Property and Evidence
67	CJA	001-67	Special Officer Transition Course
68	CJA	001-68	LBPD Basic Academy II
69	CJA	001-69	Academy Tactical Officer Training
70	CJA	001-70	Public Safety Diver Course
71	CJA	001-72	California Association of Property and Evidence (CAPE) Seminar
72	CJA	008A	Disaster Preparedness Training
73	CJA	010E	Youth Academy
74	CMPR	163	Microsoft Excel
75	DNCE	132	Dance Stretch
76	ENGR	027	Electronic Drafting
77	ENGR	069	Computer Aided Drafting Laboratory
78	ENGR	136	LabVIEW Data Acquisition
79	ENGR	137	Engineering Design and Development
80	ENGR	185	AutoCAD & Customization
81	ENGR	191	Civil CAD Concepts
82	ENGR	193	MicroStation 3-D
83	ENGR	202	Cost Accounting for Construction Engineering
84	ENGR	156A	Beginning Robotic Welding
85	ENGR	156B	Intermediate Robotic Welding
86	ENGR	156C	Advanced Robotic Welding
87	ENGR	157A	Basic Robotic Programming

88	ENGR	157B	Intermediate Robotic Programming
89	ENGR	157C	Advanced Robotic Programming Welding
90	ESL	409	ESL/Family Literacy Intermediate 2
91	FOT	036	Training Instructor 1A: Cognitive Lesson Delivery
92	FOT	037	Training Instructor 1B: Psychomotor Lesson Delivery
93	FOT	039	Training Instructor 1C: Instructional Development Techniques
94	FOT	046	Fire Management 1: Management/Supervision for Company Officers
95	FOT	047	Fire Command 1A: Command Principles for Company Officers
96	FOT	048	Fire Command 1B: Incident Management for Company Officers
97	FOT	049	Fire Command 1C: I-Zone Fire Fighting for Company Officers
98	FOT	134	Fire Prevention 3A: Hydraulic Sprinkler Calculations
99	FOT	135	Fire Prevention 3B: Plan Review
100	FOT	140	Fire Instructor 2A: Techniques of Evaluation
101	FOT	141	Fire Instructor 2B: Group Dynamics and Problem Solving
102	FOT	143	Fire Instructor 3: Master Instructor Competency Evaluation
103	FOT	146	Fire Management 2A: Organizational Development and Human Relations
104	FOT	147	Fire Management 2B: Fire Service Financial Management
105	FOT	148	Fire Management 2C: Personnel and Labor Relations
106	FOT	149	Fire Management 2D: Strategic Planning
107	FOT	150	Fire Management 2E: Ethics and the Challenge of Leadership
108	FOT	151	Fire Command 2A: Command Tactics at Major Fires
109	FOT	152	Fire Command 2B: Management of Major Hazardous Materials Incidents
110	FOT	153	Fire Command 2C: High-Rise Fire Fighting Tactics
111	FOT	154	Fire Command 2D: Planning for Large Scale Disasters
112	FOT	155	Fire Command 2E: Wildland Fire Fighting Tactics
113	FOT	200	Public Education 1: Systematic Planning and Communication Skills
114	KNFI	100	Personal Fitness Evaluation
115	KNFI	102	Personal Fitness Evaluation
116	KNFI	120	Strength Lab
117	KNFI	109A	Beginning Circuit Training

118	KNFI	109B	Intermediate Circuit Training
119	KNFI	109C	Advanced Circuit Training
120	KNFI	110A	Beginning Circuit Training
121	KNFI	110B	Intermediate Circuit Training
122	KNFI	110C	Advanced Circuit Training

CONTINUING EDUCATION

None

DISTANCE EDUCATION OFFERING**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	ART	195A	Introduction to Digital Media Arts
2	CHEM	210	General, Organic and Biochemistry
3	EDUC	210	The Teaching Experience: Secondary Education
4	ENGR	133	Basic Mechatronics Engineering Technology
5	ENGR	134	Intermediate Mechatronics Engineering Technology
6	ENGR	135	Advanced Mechatronics Engineering Technology
7	FDM	214	Tech-Packs for Manufactured Apparel
8	LIBR	053	Library Internship
9	LIBR	054	Children's Library Services
10	LIBR	101	Introduction to Library Technology
11	LIBR	102	Information Sources for Paraprofessionals: Tools and Techniques
12	MATH	083BR	Bridge to BSTEM Math Pathway
13	MATH	N48	Pre-Algebra/Algebra Basics
14	MATH	105	Mathematics for Liberal Arts Students
15	MATH	140	College Algebra
16	MATH	180	Single Variable Calculus I
17	MATH	185	Single Variable Calculus II
18	MUS	112	Music Theory and Musicianship II
19	NUTR	110	Food Sanitation and Safety
20	PSYC	210	Statistics for the Behavioral Sciences

CONTINUING EDUCATION

21	ESL	302	Beginning High
22	ESL	303	Intermediate Low
23	ESL	304	Intermediate High
24	ESL	305	Advanced Low
25	ESL	306	Advanced High

NEW PROGRAM/CERTIFICATE

CATALOG 2018 – 2019

SANTA ANA COLLEGE

None

CONTINUING EDUCATION

1. Leadership Capstone Certificate of Competency

REVISED PROGRAMS/CERTIFICATES

CATALOG 2018 – 2019

SANTA ANA COLLEGE

None

CONTINUING EDUCATION

- 1 Academic ESL Beginning Certificate of Competency
- 2 Academic ESL Capstone Certificate of Competency
- 3 Academic ESL Intermediate Certificate of Competency
- 4 Adult High School Diploma Program
- 5 ESL Core Advanced Certificate of Competency
- 6 ESL Core Beginning Certificate of Competency
- 7 ESL Core Capstone Certificate of Competency
- 8 ESL Core Intermediate Certificate of Competency
- 9 ESL Core Literacy Certificate of Competency
- 10 ESL Enhanced Civics Certificate of Competency
- 11 ESL Enhanced Speaking Capstone Certificate of Competency
- 12 ESL Enhanced Writing Capstone Certificate of Competency
- 13 Secondary Education (High School Equivalency Test Preparation) Certificate of Completion
- 14 Vocational ESL Certificate of Competency
- 15 Vocational ESL Enhanced Certificate of Competency

PROGRAMS/CERTIFICATES DELETIONS

CATALOG 2018 – 2019

SANTA ANA COLLEGE

- 1 Computer Science A.S. Degree and Computer Science
- 2 UNIX Certificate of Proficiency
- 3 Virtual Assistant - Advanced Office Applications and Technology Certificate of Proficiency

CONTINUING EDUCATION

None

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Academic Affairs**

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Proposed Revisions for the 2017-2018 Santiago Canyon College Catalog Addendum	
Action:	Request for Approval	

BACKGROUND

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council (CIC) to date this semester. It includes new courses, course revisions, course deletions and other curricula changes that will be reflected in the college catalog addendum.

ANALYSIS

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Proposed Revisions for the 2017-2018 Santiago Canyon College Catalog Addendum.

Fiscal Impact:	None	Board Date: December 4, 2017
Prepared by:	Marilyn Flores, Ed.D., Vice President, Academic Affairs, SCC Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Hernandez, Ph.D., President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: November 13, 2017

TO: John Hernandez, Ph.D., President of Santiago Canyon College

FROM: Joyce Wagner, Ph.D., Chair of the Curriculum and Instruction Council
Marilyn Flores, Ph.D., Vice President, Academic Affairs

RE: **PROPOSED REVISIONS FOR THE 2017-2018 CATALOG ADDENDUM**

The following changes to the 2017-2018 college catalog addendum are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Dr. Joyce Wagner, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist and a student representative.

The changes initiated at Santiago Canyon College for the 2017-2018 catalog addendum are:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)

The following options within the local general education requirements were revised:

Area F1: Lifelong Understanding and Self-Development

Communication 102 removed

GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA STATE UNIVERSITY (Plan B)

The following options within the CSU general education requirements were revised:

Area D8: Political Science, Government, and Legal Institutions

Political Science 200H removed

Political Science 222 removed

Area D10: Sociology and Criminology

Sociology 116H removed

Area E1: Lifelong Understanding and Self-Development

Communication 102 removed

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (Plan C)

The following options within the UC and CSU general education requirements were revised:

Area 4: Social and Behavioral Sciences

Political Science 200H removed

Political Science 222 removed

NEW PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #1)

Four (4) new program control numbers will be requested from the California Community colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

REVISED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #2)

A total of twenty-seven (27) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four year schools, and recommendations from state agencies.

DELETED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #3)

Two (2) degrees were deleted because it was outdated and/or required courses that had not been offered in three (3) or more years.

NEW COURSES:

(See Attachment #4)

Sixteen (16) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #5)

One-hundred twenty-four (124) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

HONORS COURSE REVISIONS

(See Attachment #6)

Eight (8) honor course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

DEACTIVATED COURSES

(See Attachment #7)

Twenty-eight (28) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

DISTANCE EDUCATION OFFERINGS

(See Attachment #8)

Fifty-five (55) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and interact through the assistance of communication technology in lieu of face-to-face interaction.

Cc: Michael DeCarbo, Academic Senate President, Santiago Canyon College
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College
Ruth Babeshoff, Interim-Vice-President of Student Services, Santiago Canyon College
Jose Vargas, Vice-President of Continuing Education, Orange Education Center
Von Lawson, Dean of Business and Career Technical Education, Santiago Canyon College
Elizabeth Arteaga, Interim Associate Dean of Business and Career Technical Education, Santiago Canyon College
Jennifer Coto, Interim Dean of Counseling and Student Support Services, Santiago Canyon College
Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support, Santiago Canyon College
David Vakil, Dean of Arts, Humanities and Social Sciences, Santiago Canyon College
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College
Brian Sos, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Linda Rose, President of Santa Ana College
Monica Zarske, Academic Senate President, Santa Ana College
Carol Comeau, Interim Vice-President of Academic Affairs, Santa Ana College

NEW PROGRAMS, DEGREES AND CERTIFICATES

Credit

None

Non-Credit

Adult Secondary Education Mathematics, Certificate of Competency

Digital Marketing Specialist, Certificate of Completion

Basic Employment Skills, Certificate of Completion

Understanding and Supporting Employees with Disabilities, Certificate of Completion

REVISED PROGRAMS, DEGREES AND CERTIFICATES**Credit**

Anthropology, A.A. Degree (11939)
Anthropology, A.A. Degree for Transfer (32043)
Art, A.A. Degree (11911)
Astronomy, A.S. Degree (33223)
Digital Media Arts: Graphic Design, Certificate of Achievement (21670)
Earth Sciences, A.S. Degree (11934)
Gender, Sexuality, and Women's Studies, A.A. Degree (11938)
Graphic Design, A.S. Degree (11921)
Liberal Arts: Arts, Humanities, and Communication, A.A. Degree (18317)
Liberal Arts: Mathematics and Sciences (18318)
Liberal Arts: Multi-Cultural Studies, A.A. Degree (18319)
Modern Languages, A.A. Degree (11925)
Psychology, A.A. Degree for Transfer (31041)
Studio Arts, A.A. Degree for Transfer (31715)

Non-Credit

ESL Advanced, Certificate of Competency (33137)
ESL Beginning, Certificate of Competency (30644)
ESL Beginning Multilevel, Certificate of Competency (24233)
ESL Civics, Certificate of Competency (24191)
ESL Communication, Certificate of Competency
ESL Intermediate, Certificate of Competency (30646)
ESL Intermediate Communication, Certificate of Competency (24195)
ESL Intermediate Multilevel, Certificate of Competency (24234)
ESL Intermediate Writing, Certificate of Competency (24196)
ESL Literacy, Certificate of Competency (24230)
Enhanced Beginning ESL Skills, Certificate of Competency (30690)
Enhanced Intermediate ESL Skills, Certificate of Competency (30647)
Vocational ESL, Certificate of Competency (24198)

DELETED PROGRAMS, DEGREES AND CERTIFICATES

Credit

Philosophy, A.A. Degree (11930)

Social Science, A.A. Degree (11937)

Non-Credit

None

NEW COURSES

Credit

Computer Information Systems 098, Introduction to UAS History and Operations

Non-Credit

English as a Second Language 300, Literacy

English as a Second Language 301, Beginning Low

English as a Second Language 302, Beginning High

English as a Second Language 303, Intermediate Low

English as a Second Language 304, Intermediate High

English as a Second Language 305, Advanced Low

English as a Second Language 306, Advanced High

High School Subjects: Mathematics 158, Math Fundamentals 1

Vocational: Business 150, Introduction to Digital Marketing

Vocational: Business 152, Introduction to Digital Marketing Analytics

Workforce Preparation 011, Introduction to Handling Money

Workforce Preparation 012, Applying Reading Skills on the Job

Workforce Preparation 013, Applying Writing Skills on the Job

Workforce Preparation 100, Understanding Employees with Disabilities in the Workplace

Workforce Preparation 101, Strategies for Working with Employees with Disabilities

REVISED COURSES**Credit**

Art 100, Introduction to Art Concepts
 Art 101, Survey of Western Art History I: Prehistory Through the Middle Ages
 Art 102, Survey of Western Art History II: Renaissance Through the Twentieth Century
 Art 122, Graphic Design I
 Art 221, Graphic Design II
 Astronomy 100L, Astronomy Laboratory
 Astronomy 102, Introduction to Stars and Galaxies
 Astronomy 103, Introduction to the Solar System
 Biology 191, Biotech A: Basic Lab Skills
 Biology 192, Biotech B: Proteins
 Biology 193, Biotech C: Nucleic Acids
 Biology 200, Environment of Man
 Biology 239, General Human Anatomy
 Business 150, Introduction to Information Systems and Applications
 Communication 101, Group Dynamics
 Communication 120, Introduction to Intercultural Communication
 Communication 134, Oral Interpretation
 Communication 135, Readers' Theatre
 Communication 225, Gender Communication
 Computer Information Systems 101, Introduction to Microsoft Office
 Computer Information Systems 103, Microsoft Word
 Computer Information Systems 105, Introduction to Microsoft Excel
 Computer Information Systems 106, Microsoft Excel
 Computer Information Systems 108, Microsoft Access
 Computer Science 100, The Computer and Society
 Computer Science 112, Java Programming
 Computer Science 120, Introduction to Programming
 Computer Science 129, Introduction to Computer Organization
 Computer Science 157, Introduction to Robotics
 Counseling 113, Learning Strategies for College Success
 Counseling 118, Self Exploration and the Teaching Profession
 Counseling 150, Introduction to Human Services
 Dance 100, Dance History and Appreciation
 Dance 106A, Modern Dance Fundamentals
 Dance 106B, Intermediate Modern Dance
 Dance 108A, Ballet Fundamentals
 Dance 108B, Intermediate Ballet
 Dance 115A, Tap Dance Fundamentals
 Dance 115B, Intermediate Tap Dance
 Dance 119A, Jazz Dance Fundamentals
 Dance 119B, Intermediate Jazz Dance
 Economics 101, Principles/Micro
 Economics 102, Principles/Macro

French 194, Conversation and Composition I
Geography 130, Introduction to Weather and Climate
Geography 140, California Geography
Geography 150, Exploring Maps and Geographic Technologies
Geography 160, Regional Field Studies
History 240, Introduction to Peace and Conflict Studies
Mathematics 080L, Intermediate Algebra Math Lab
Mathematics 086, Intermediate Algebra for Statistics and Liberal Arts
Mathematics 140, College Algebra
Mathematics 140L, College Algebra Math Lab
Mathematics 150L, Calculus for Biological, Management and Social Sciences Math Lab
Mathematics 160, Trigonometry
Mathematics 160L, Trigonometry Math Lab
Mathematics 170, Pre-Calculus Mathematics
Mathematics 170L, Pre-Calculus Mathematics Math Lab
Mathematics 203, Fundamental Concepts of Elementary Mathematics
Mathematics 203L, Fundamental Concepts of Elementary Mathematics Math Lab
Mathematics 287, Introduction to Linear Algebra and Differential Equations
Mathematics 287L, Introduction to Linear Algebra and Differential Equations Math Lab
Mathematics N73L, Math Review
Music 061, Basic Piano Skills
Music 101, Music Appreciation
Music 102, World Music
Music 103, Jazz in America
Music 126, Collegiate Choir
Music 127, Concert Chorale
Music 128, Masterworks Chorale
Music 129, Chamber Choir
Music 161, Class Piano I
Music 162, Class Piano II
Music 163, Class Piano III
Music 164A, Intermediate Piano Repertoire I
Music 164B, Intermediate Piano Repertoire II
Music 185, Beginning Classical Guitar
Music 186, Intermediate Classical Guitar
Music 187, Advanced Classical Guitar
Music 188, Advanced Classical Guitar Technique and Repertoire
Philosophy 110, Critical Thinking
Physics 150A, Introductory Physics I
Physics 150B, Introductory Physics II
Political Science 150, Introduction to Model United Nations
Political Science 200, American Political Thought
Political Science 250, Advanced Model United Nations
Psychology 240, Introduction to Social Psychology
Psychology 250, Introduction to Abnormal Psychology
Sociology 100, Introduction to Sociology
Sociology 115, Death and Dying

Sociology 116, Social Problems
Sociology 220, Introduction to Gender and Sexualities
Sociology 240, Introduction to Social Psychology
Survey/Mapping Sciences 118, Plane Surveying
Survey/Mapping Sciences 119, Advanced Plane Surveying
Survey/Mapping Sciences 205, Computer Aided Drafting Fundamentals For Surveyors
Survey/Mapping Sciences 221, Advanced Problems in Surveying I
Survey/Mapping Sciences 222, Advanced Problems in Surveying II
Survey/Mapping Sciences 229, Legal Aspects of Land Surveying I
Survey/Mapping Sciences 230, Legal Aspects of Land Surveying II
Theatre Arts 100, Introduction to Theatre
Theatre Arts 110, Acting Fundamentals
Theatre Arts 111, Intermediate Acting
Theatre Arts 118, Fundamentals of Scene Study
TV/Video Communications 122, Screenwriting for Digital Media
TV/Video Communications 124, Introduction to Digital Media Production
Water Utility Science 199, Cooperative Work Experience Education
Women's Studies 101, Introduction to Women's Studies

Non-Credit

Adult Basic Education 009, Academic Skills
Citizenship 020, Citizenship
English as a Second Language 460, Intermediate ESL 1
English as a Second Language 470, Intermediate ESL 2
English as a Second Language 480, Intermediate ESL 3
English as a Second Language 601, Advanced Grammar and Writing
Health & Safety 877, Health Issues & Concepts
Health & Safety 898, Substance Abuse
Vocational: Clothing 477, Fundamentals of Commercial Sewing
Vocational: Clothing 483, Introduction to Commercial Sewing
Vocational: Construction 608, Introduction to Welding, Pre-Apprentice
Vocational: Construction 611, Fundamentals of Welding, Pre-Apprentice
Vocational: Construction 859, Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice
Vocational: Construction 953, Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice
Vocational: Shelter Dog Training 020, Concepts in Dog Training
Vocational: Shelter Dog Training 030, Practical Dog Training

HONORS COURSE REVISIONS

Credit

Art 100H, Honors Introduction to Art Concepts
Art 101H, Honors Survey of Western Art History I: Prehistory Through the Middle Ages
Art 102H, Honors Survey of Western Art History II: Renaissance Through the Twentieth Century
Communication 100H, Honors Introduction to Interpersonal Communication
Communication 120H, Honors Introduction to Intercultural Communication
Communication 225H, Honors Gender Communication
Music 101H, Honors Music Appreciation
Sociology 100H, Honors Introduction to Sociology

Non-Credit

None

DEACTIVATED COURSES**Credit**

Apprenticeship Carpentry 025A, Pile Caps and Columns A
 Apprenticeship Carpentry 025B, Pile Caps and Columns B
 Apprenticeship Carpentry 098, Air, Moisture and Thermal Barrier**DW**
 Apprenticeship Carpentry 098, Basic Metal Framing
 Apprenticeship Carpentry 098, Bridge Falsework
 Apprenticeship Carpentry 098, Solar Installer Level 1**CA**
 Apprenticeship Carpentry 098, Tool/Equipment Applications **DW**
 Apprenticeship Carpentry Pile Driver 098, Tool/Equipment Applications**PD**
 Apprenticeship Insulator 098, Tool/Equipment Applications**IN**
 Apprenticeship Millwright 098, Tool/Equipment Applications**MW**
 Apprenticeship Modular Furnishings Installation 098, Basic Framing and Retro-Fits
 Apprenticeship Modular Furnishings Installation 098, Solid Surface and Stone Countertops
 Communication 102, Listening
 Communication 133, Voice and Diction for Effective Communication
 Kinesiology 198, Basic Tai Chi
 Kinesiology 198, Volleyball Team Off Season-Women
 Kinesiology 198, Volleyball Team Off-Season- Men
 Political Science 200H, Honors American Political Thought
 Political Science 222, Survey of Current Issues in American Politics
 Sociology 116H, Honors Social Problems
 Special Services N98, Transition to College
 Theatre Arts 198, Advanced Acting
 Theatre Arts 198, Rehearsal and Performance: Musical - Minor/Supporting Role
 Theatre Arts 198, Rehearsal and Performance: One-Act Plays
 Theatre Arts 198, Rehearsal and Performance: Original One-Act Plays
 Theatre Arts 198, Rehearsal and Performance: Musical - Leading Role
 TV/Video Communications 126, Industrial Video Production (IVP)
 TV/Video Communications 127, Post Production II/Motion Graphics

Non-Credit

None

DISTANCE EDUCATION OFFERINGS**Credit**

Accounting 100, Accounting for Small Business
 Accounting 198, Accounting for Small Business
 Biology 191, Biotech A: Basic Lab Skills
 Biology 192, Biotech B: Proteins
 Biology 193, Biotech C: Nucleic Acids
 Biology 239, General Human Anatomy
 Business 150, Introduction to Information Systems and Applications
 Communication 111, Argumentation and Debate
 Communication 130, Forensics Team
 Communication 230, Advanced Forensics Team
 Computer Information Systems 101, Introduction to Microsoft Office
 Computer Information Systems 103, Microsoft Word
 Computer Information Systems 105, Introduction to Microsoft Excel
 Computer Information Systems 126, Website Development for Business
 Computer Science 100, The Computer and Society
 Computer Science 120, Introduction to Programming
 Counseling 113, Learning Strategies for College Success
 Counseling 150, Introduction to Human Services
 Economics 101, Principles/Micro
 Economics 102, Principles/Macro
 Geography 130, Introduction to Weather and Climate
 Geography 140, California Geography
 Geography 150, Exploring Maps and Geographic Technologies
 History 102, World Civilizations Since the 16th Century
 History 240, Introduction to Peace and Conflict Studies
 Mathematics 86, Intermediate Algebra for Statistics and Liberal Arts
 Mathematics 160, Trigonometry
 Music 101, Music Appreciation
 Physics 150A, Introductory Physics I
 Physics 150B, Introductory Physics II
 Political Science 150, Introduction to Model United Nations
 Political Science 250, Advanced Model United Nations
 Psychology 220, Introduction to Research Methods in Psychology
 Psychology 240, Introduction to Social Psychology
 Psychology 250, Introduction to Abnormal Psychology
 Sociology 100, Introduction to Sociology
 Sociology 115, Death and Dying
 Sociology 220, Introduction to Gender and Sexualities
 Survey/Mapping Sciences 118, Plane Surveying
 Survey/Mapping Sciences 119, Advanced Plane Surveying
 Survey/Mapping Sciences 205, Computer Aided Drafting Fundamentals For Surveyors
 Survey/Mapping Sciences 221, Advanced Problems in Surveying I
 Survey/Mapping Sciences 222, Advanced Problems in Surveying II

Survey/Mapping Sciences 229, Legal Aspects of Land Surveying I
Survey/Mapping Sciences 230, Legal Aspects of Land Surveying II
Women's Studies 101, Introduction to Women's Studies

Non-Credit

English as a Second Language 302, Beginning High
English as a Second Language 303, Intermediate Low
English as a Second Language 304, Intermediate High
English as a Second Language 305, Advanced Low
English as a Second Language 306, Advanced High
Vocational: Business 150, Introduction to Digital Marketing
Vocational: Business 152, Introduction to Digital Marketing Analytics
Workforce Preparation 100, Understanding Employees with Disabilities in the Workplace
Workforce Preparation 101, Strategies for Working with Employees with Disabilities

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

To: Board of Trustees	Date: December 4, 2017
Re: Approval of Instructional Services Agreement with Goodwill Industries of OC	
Action: Request for Approval	

BACKGROUND

The Goodwill Industries of Orange County (GIOC) is requesting to enter into a nineteen month Instructional Services Agreement with the Santiago Canyon College - Orange Education Center (SCC-OEC). Attached is the Instructional Service Agreement (SCC Contract # SCC 17-1204-A) that describes the roles and responsibilities of SCC-OEC and GIOC. The agreement is for the period of December 4, 2017 through June 30, 2019.

ANALYSIS

Through this Instructional Services Agreement, SCC-OEC will provide noncredit employment preparation classes to adults with disabilities at the University of California, Irvine Medical Center in Orange, CA. GIOC will provide staff, classrooms, and worksite training locations within the University of California, Irvine Medical Center. RSCCD will collect State apportionment for these classes and reimburse GIOC \$2.50 per student attendance hour.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Instructional Services Agreement with Goodwill Industries of OC.

Fiscal Impact: Apportionment	Board Date: December 4, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

NINETEEN MONTH INSTRUCTIONAL SERVICES AGREEMENT

BETWEEN

GOODWILL INDUSTRIES OF ORANGE COUNTY, CA

AND

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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THIS AGREEMENT is entered into this Fourth day of December 2017, which date is enumerated for purposes of reference only, by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT,” and GOODWILL INDUSTRIES OF ORANGE COUNTY, CA, hereinafter referred to as “GIOC.”

WITNESSETH:

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

WHEREAS, "contract education" is defined to mean those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college; and

WHEREAS, DISTRICT wishes to offer noncredit courses in certain facilities provided by GIOC; and

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

WHEREAS, GIOC represents that it is a non-profit adult day program that provides community based vocational training to adults within the DISTRICT service area; and

WHEREAS, through this Agreement with GIOC intends to provide educational programs for the benefit of eligible students of the DISTRICT at various facilities, including the University of California, Irvine Medical Center, 101 The City Drive, Orange, CA 92868; and

WHEREAS, GIOC 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, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, GIOC operates in physical facilities that meet requirements of State and local Health and Safety regulations and are adequate and suitable for the courses offered and the number of students in attendance; and

WHEREAS, GIOC maintains current and accurate student attendance and progress records, and GIOC consents to inspection of these records by authorized representatives of DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies; and

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

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

A. RECITALS:

All the above recitals are true and correct.

B. TERM:

The term of this Agreement shall be for nineteen (19) months, commencing December 4, 2017 and terminating June 30, 2019, unless earlier terminated by either party in the manner set forth herein.

C. OPTIONAL TERMINATION:

GIOC or DISTRICT may terminate this Agreement, without cause, at the end of any semester or summer session, upon thirty (30) days written notice to the other party.

D. RESPONSIBILITIES OF DISTRICT:

1. DISTRICT shall provide instruction and training to eligible students of the DISTRICT at various facilities designated by GIOC, including the University of California, Irvine Medical Center, 101 The City Drive, Orange, CA 92868. DISTRICT is responsible for the education programs conducted at these facility sites.
2. DISTRICT shall provide instruction for the following subjects, not to exceed the total number of student attendance hours per subject area, per fiscal year:

			Student
--	--	--	----------------

Course #	Subject	Facility	Attendance Hours
WKPR 007	Social Skills and Necessary Etiquette	UCI Medical Center	3,375
WKPR 010	Customer Service for the Medical Field	UCI Medical Center	10,125

Total Hours per Fiscal Year

13,500

3. The curriculum shall be as described in the Rancho Santiago Community College District's Catalog and the program and course outlines on file in the Instruction Office as approved by the Curriculum Council, the Chancellor, the Board of Trustees of DISTRICT, and the Chancellor's Office of the California Community Colleges.
4. DISTRICT shall use selected GIOC's staff as instructors to provide the instruction and training covered in this Agreement. In order to meet the California Code of Regulations, Title 5, requirement, that students be under the immediate supervision of an "employee" of DISTRICT, DISTRICT will invoke the provision of Title 5, Section 58058(b).

Accordingly, GIOC staff that is used, as instructors will be required to enter into written individual instructor service agreements with DISTRICT regarding their responsibilities for delivering the curriculum called for in this Agreement.

DISTRICT shall have the primary right to control and direct instructional activities of the instructor while instructor is conducting a class, or classes, given through an instructional service agreement between DISTRICT and GIOC.

5. Instruction to be claimed for apportionment by DISTRICT under this Agreement shall be under the immediate supervision and control of an employee of the DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in a noncredit subject in a California community college.

6. DISTRICT's minimum qualifications for instructors teaching under this agreement are consistent with requirements in other similar courses offered within the DISTRICT.
7. DISTRICT shall demonstrate control and direction of the instructional courses offered under this agreement through such appropriate actions as providing the instructors with an orientation, instructor's manual, course outline, curriculum material, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.
8. DISTRICT has specified the courses of instruction within this Agreement, and the outlines of record for such courses have been approved by the college's curriculum committee as meeting Title 5 course standards, and the DISTRICT's board of trustees has approved the courses.
9. DISTRICT shall use procedures to assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. DISTRICT shall assure that the courses offered through this agreement, and the faculty and the students, are held to a level of rigor comparable to that of the other sections of noncredit education courses offered within the DISTRICT.
10. DISTRICT shall claim state apportionment for student attendance generated in classes covered by this Agreement. GIOC shall not claim state apportionment for the same student attendance hours claimed by DISTRICT.
11. DISTRICT shall reimburse GIOC for use of staff and facilities, in accordance with the terms stated in Section G, "PAYMENT."
12. DISTRICT shall provide the normal administrative functions, including admissions, counseling, registration, achievement records, and awarding of completion certificates comparable to those maintained for any student of DISTRICT.

E. RESPONSIBILITIES OF GIOC:

1. GIOC shall provide staff and facilities for DISTRICT to utilize in the operation of its instructional programs for eligible students of the DISTRICT.
2. GIOC staff who are used as instructors under this Agreement will be appropriately credentialed to teach the subject areas covered by this Agreement.

3. Pursuant to California Code of Regulations, Title 5, Section 58058(b), GIOC staff used as instructors under this Agreement will enter into individual agreements with DISTRICT regarding their responsibilities as instructors for DISTRICT, specifically for delivery of the curriculum covered by this Agreement. All instructor agreements will be attached to this Agreement when transmitted to the DISTRICT for Agreement approval.
4. DISTRICT shall not be obligated to make any payment to GIOC staff for services under the terms of this Agreement. Any and all salaries and benefits payable or owing to GIOC staff who are used as instructors under the terms of this Agreement are the sole responsibility and liability of GIOC.
5. GIOC staff conducting classes authorized in this Agreement shall do so according to the following schedule per subject, per fiscal year:

Social Skills and Necessary Etiquette

Minimum of 7.5 hours per week, for a total of 3,375 hours per fiscal year

Customer Service for the Medical Field

Minimum 22.5 hours per week, for a total of 10,125 hours per fiscal year

6. GIOC shall not be reimbursed for more than the total hours called for in the curriculum in any one subject area for any one student.
7. GIOC shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. All material and equipment supplied by GIOC shall remain the property of GIOC and shall not be removed from the premises without permission of GIOC.
8. GIOC shall not charge students receiving instruction and training under this Agreement additional cost for tuition for any instruction and/or training to be provided in accordance with this contract.
9. GIOC will provide those administrative functions essential for the operation of facilities, at its own expense, where the instructional programs under this agreement take place.
10. GIOC shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
11. GIOC shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the

U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.

12. GIOC courses shall be held at facilities that are clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.
13. GIOC shall retain records of enrollees' attendance for at least five (5) years and shall, upon request, make them available for review by DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.

F. RESPONSIBILITIES OF DISTRICT AND GIOC:

1. DISTRICT and GIOC will make available as appropriate support services such as counseling, guidance and placement assistance for the students.
2. DISTRICT and GIOC will supervise students and evaluate student progress.
3. DISTRICT and GIOC will determine the withdrawal procedures and documentation applicable to students who seek to withdraw prior to completion of a course.
4. The enrollment period for instructional programs under this agreement is determined by DISTRICT and is unique to this program. The students do not pay enrollment fees for the education courses under this agreement. The DISTRICT determines the number of class hours sufficient to meet the stated performance objectives.

G. PAYMENT:

1. DISTRICT shall reimburse GIOC for the use of staff and facilities at the rate of \$2.50 per student attendance hour, up to a maximum of 13,500 hours (\$33,750) per fiscal year. The hours claimed under this Agreement must be certified to DISTRICT for actual attendance during the preceding month for all properly enrolled students. Such payment is considered full payment to cover all of GIOC's contract cost of operating the instructional programs covered by this Agreement.
2. GIOC shall submit certified statements and billing once a month to:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College

Orange Education Center

1465 N. Batavia Street

Orange, CA. 92867

ATTENTION: Vice President, Continuing Education

3. GIOC's billing shall include evidence of positive attendance in accordance with State regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees and number of actual hours of instruction.
4. DISTRICT shall reimburse GIOC within twenty (20) days after receipt of billing.

H. NOTICES:

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States Mail, first class postage prepaid and addressed as follows:

DISTRICT:

Santiago Canyon College

Rancho Santiago Community College District

2323 North Broadway

Santa Ana, CA 92706-1640

Attention: Vice President, Continuing Education

GOODWILL INDUSTRIES OF ORANGE COUNTY, CA:

410 N. Fairview

Santa Ana, CA 92703

(714) 547-6308 ext 333

Attention: Kathy Copeland, Vice President Human Services

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

I. STATUS OF GIOC AND DISTRICT:

GIOC is, and shall at all times be deemed to be an independent contractor.

Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and GIOC, or any of GIOC's agents or employees. GIOC, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between GIOC and DISTRICT, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees, shall not be entitled to any rights or privileges of GIOC employees and shall not be considered in any manner to be GIOC's employees.

J. ALTERATION OF TERMS:

This Agreement fully expresses all understanding of DISTRICT and GIOC, with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both parties.

K. CERTIFICATION BY DISTRICT:

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

L. CERTIFICATION BY GIOC:

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

M. INSURANCE:

1. GIOC shall obtain and maintain insurance, at the expense of GIOC, all workers' compensation insurance required by law for its employees in the operation of this program.
2. GIOC shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and THREE MILLION DOLLARS (\$3,000,000) aggregate. Said coverage shall expressly name Rancho Santiago Community College District, its officers, agents, and employees, as Additional Insured. GIOC shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
 - a. This coverage shall not be canceled or coverage reduced until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.
 - b. Such coverage as provided shall be primary and any coverage carried by the DISTRICT shall be excess and non-contributory.

N. INDEMNIFICATION:

DISTRICT shall indemnify and hold GIOC, its officers, agents, employees, and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of DISTRICT, its officers, agents, employees, subcontractors and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and DISTRICT shall defend, at its expense, including

attorney fees, GIOC, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

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

IN WITNESS WHEREOF, the parties have executed the AGREEMENT to provide education classes to eligible students of the DISTRICT.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

GOODWILL INDUSTRIES OF ORANGE COUNTY, CA

Signature:

Date:

Kathy Copeland, Vice President
Human Resources
Goodwill of Orange County
410 N. Fairview
Santa Ana, CA 92703
(714) 547-6308 ext 333

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Continuing Education Cost Agreement with National Career Advancement Institute	
Action:	Request for Approval	

BACKGROUND

The National Career Advancement Institute (NCAI) is requesting to enter into a nineteen month Cost Agreement with the Rancho Santiago Community College District (RSCCD), through Santiago Canyon College - Orange Education Center (SCC-OEC). Attached is the agreement (SCC Contract # SCC 17-1204-B) that describes the roles and responsibilities of SCC-OEC and NCAI. The agreement is for the period of December 4, 2017 through June 30, 2019.

ANALYSIS

Through this Cost Agreement, NCAI will recruit students eligible for instruction and student support services through the federal Workforce Innovation and Opportunity Act (WIOA), Title I, Workforce Development Activities. SCC-OEC will enroll and provide noncredit employment preparation classes to WIOA eligible students referred by NCAI. RSCCD will serve as the fiscal agent and will pay NCAI 70% of the amount received from WIOA for each WIOA eligible student.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Continuing Education Cost Agreement with National Career Advancement Institute.

Fiscal Impact: Apportionment plus WIOA Revenue	Board Date: December 4, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

CONTINUING EDUCATION COST AGREEMENT
BETWEEN THE
NATIONAL CAREER ADVANCEMENT INSTITUTE
AND THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into this Fourth day of December 2017, which date is enumerated for purposes of reference only, by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT,” and the NATIONAL CAREER ADVANCEMENT INSTITUTE, at 5753 E. Santa Ana Canyon RD, Suite G409, Anaheim, CA 92807, hereinafter referred to as “NCAI.”

It is the intent of RSCCD and NCAI to enter into an agreement whereby RSCCD will reimburse NCAI for services provided to students eligible for instruction and student support services through the federal Workforce Innovation and Opportunity Act (WIOA), Title I, Workforce Development Activities.

WITNESSED:

WHEREAS, DISTRICT serves as the primary adult education provider in its service area; and

WHEREAS, DISTRICT wishes to provide the necessary instructional programs and student support services to support the educational and career goals of adult learners; and

WHEREAS, DISTRICT represents that instructors employed by DISTRICT possess the minimum qualifications required for courses taught; and

WHEREAS, DISTRICT 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, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, NCAI represents that it is a California Limited Liability Company that's especially trained, experienced, qualified, and competent to perform the serviced defined herein; and

WHEREAS, NCAI represents that it has been very successful at locating competitive employment for a high percentage of the individuals they serve; and

WHEREAS, NCAI 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, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, NCAI maintains current and accurate student attendance and progress records, and NCAI consents to inspection of these records by authorized representatives of DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies; and

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

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

A. RECITALS:

All the above recitals are true and correct

B. TERM:

The term of this agreement shall be for 19 months, commencing December 4, 2017 and terminating June 30, 2019.

C. OPTIONAL TERMINATION:

NCAI or DISTRICT may terminate this Agreement, without cause, at the end of any semester or summer session, upon thirty days written notice to the other party.

D. RESPONSIBILITY OF DISTRICT:

1. DISTRICT shall admit and register adult students referred by NCAI staff into noncredit short term career technical training classes determined by NCAI at locations operated by DISTRICT and at various facilities designated by NCAI that are within the DISTRICT service area. DISTRICT is responsible for the education programs conducted at these facility sites.
2. RSCCD will follow course of study approved by the District Board of Trustees. Noncredit course offered for State Apportionment shall also be approved by the California Community College Chancellor's Office.
3. Instruction to be claimed for apportionment by DISTRICT under this Agreement shall be under the immediate supervision and control of an employee of the DISTRICT (Title 5, Section 58058) who has met the minimum qualifications for instruction in a noncredit subject in a California community college.
4. DISTRICT shall use procedures to assure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. DISTRICT shall assure that the courses offered through this agreement, and the faculty and the students are held to a level of rigor comparable to that of the other sections of noncredit education courses offered within the DISTRICT.
5. DISTRICT shall claim state apportionment for student attendance generated in classes covered by this Agreement. NCAI shall not claim state apportionment for the same student attendance hours claimed by DISTRICT.
6. DISTRICT shall provide students referred by NCAI the normal administrative functions, including admissions, counseling, registration, achievement records, and awarding of completion certificates comparable to those maintained for any student of DISTRICT.

E. RESPONSIBILITIES OF NCAI:

1. NCAI will recruit WIOA eligible adults and refer them to DISTRICT for enrollment into employment preparation programs offered by DISTRICT. NCAI will determine the specific DISTRICT training program for each WIOA eligible adult that NCAI recruits.
2. NCAI may provide staff and facilities for DISTRICT to utilize in the operation of its instructional programs for eligible students of the DISTRICT.
3. DISTRICT shall not be obligated to make any payment to NCAI staff for services under the terms of this Agreement. Any and all salaries and benefits payable or owing to NCAI staff under the terms of this Agreement are the sole responsibility and liability of NCAI.
4. NCAI shall provide all necessary instructional supplies and equipment for the students covered by the Agreement.
5. NCAI shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
6. NCAI will provide those administrative functions essential for the operation of non-DISTRICT facilities, at its own expense, where the instructional programs under this agreement take place.
7. NCAI shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.
8. NCAI shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
9. NCAI operated facilities where courses under this agreement are held will be clearly identified as being open to the general public. Enrollment in the courses is open to

any person who has been admitted to the college and has met any applicable prerequisites.

10. NCAI shall retain records of enrollees' attendance for at least five (5) years and shall, upon request, make them available for review by DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.
11. NCAI shall not claim state apportionment.

F. RESPONSIBILITIES OF DISTRICT AND NCAI:

1. DISTRICT and NCAI will make available as appropriate support services such as counseling, guidance and course placement assistance for the students.
2. DISTRICT and NCAI will supervise students and evaluate student progress.
3. DISTRICT and NCAI will determine the withdrawal procedures and documentation applicable to students who seek to withdraw prior to completion of a course.
4. Procedures, Terms, and Conditions. The enrollment period for instructional programs under this agreement is determined by DISTRICT. The students do not pay enrollment fees for the education courses under this agreement. The DISTRICT determines the number of class hours sufficient to meet the stated performance objectives.

G. PAYMENT:

1. DISTRICT shall pay NCAI an amount equal to seventy percent (70%) of the WIOA amount received by DISTRICT for each WIOA eligible student referred by NCAI who completes his/her training program. Upon being billed, DISTRICT shall make payment within 30 days to the NCAI, at 5753 E. Santa Ana Canyon RD, Suite G409, Anaheim, CA 92807
2. NCAI shall submit certified statements and billings to:
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College

Orange Education Center
1465 N. Batavia Street
Orange, CA. 92867

ATTENTION: Vice President, Continuing Education

3. NCAI billing shall be accompanied by the names and student ID numbers of WIOA eligible students who complete their training program. For each student, the name of the training program, start date, completion date and total amount due (based on percentage defined above) shall also be included.
4. STRICT and NCAI recognize that WIOA only awards funds upon completion of an eligible student's training program and as such, no payment shall be made by DISTRICT to NCAI for any student until it has received the corresponding funds from WIOA.

H. NOTICES:

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and deposited in the United States Mail, first class postage prepaid and addressed as follows:

DISTRICT:

Santiago Canyon College
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Attention: Vice President, Continuing Education

NCAI:

National Career Advancement Institute, LLC
5753 E. Santa Ana Canyon RD
Suite G409

Anaheim, CA 92807

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

I. STATUS OF NCAI AND DISTRICT:

NCAI is, and shall at all times be deemed to be an independent contractor.

Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and NCAI, or any of NCAI's agents or employees. NCAI, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between NCAI and DISTRICT, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees, shall not be entitled to any rights or privileges of NCAI employees and shall not be considered in any manner to be NCAI employees.

J. ALTERATION OF TERMS:

This Agreement fully expresses all understanding of DISTRICT and NCAI, with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both parties.

M. INSURANCE:

1. NCAI shall obtain and maintain insurance, at the expense of NCAI, all workers' compensation insurance required by law for its employees in the operation of this program.
2. NCAI shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and THREE MILLION DOLLARS (\$3,000,000) aggregate. Said coverage shall expressly name Rancho Santiago Community College District, its officers, agents, and employees, as Additional Insured. NCAI shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
 - a. This coverage shall not be canceled or coverage reduced until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.
 - b. Such coverage as provided shall be primary and any coverage carried by the DISTRICT shall be excess and non-contributory.

N. INDEMNIFICATION:

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

NCAI shall indemnify and hold DISTRICT, its officers, agents, employees, and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of NCAI, its officers, agents, employees,

subcontracts, and independent contractors related to this Agreement, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and NCAI shall defend, at its expense, including attorney fees, DISTRICT, its officers, agents, employees, and independent contractors in any legal action or claim of any kind based upon such alleged acts or omissions.

IN WITNESS WHEREOF, the parties have executed the AGREEMENT to provide education classes to eligible students of the DISTRICT.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

NCAI

Signature:

Date:

Mohib Hamidi, Chief Executive Officer
National Career Advancement Institute, LLC
5753 E. Santa Ana Canyon RD
Suite G409
Anaheim, CA 92807
(949) 878-8344

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTIAGO CANYON COLLEGE – COMMUNITY SERVICES PROGRAM**

To: Board of Trustees	Date: December 4, 2017
Re: Approval of Community Services Cost Agreement with National Career Advancement Institute	
Action: Request for Approval	

BACKGROUND

The National Career Advancement Institute (NCAI) is requesting to enter into a nineteen month Cost Agreement with the Rancho Santiago Community College District (RSCCD), through Santiago Canyon College – Community Services Program. Attached is the agreement (SCC Contract # SCC 17-1204-C) that describes the roles and responsibilities of DISTRICT and NCAI. The agreement is for the period of December 4, 2017 through June 30, 2019.

ANALYSIS

Through this Cost Agreement, NCAI will recruit students eligible for instruction and student support services through the federal Workforce Innovation and Opportunity Act (WIOA), Title I, Workforce Development Activities. SCC, Community Services Program will enroll and provide employment preparation classes to WIOA eligible students referred by NCAI. RSCCD will serve as the fiscal agent and will pay NCAI 30% of the amount received from WIOA for each WIOA eligible student. In cases where an NCAI employee is used as the instructor, RSCCD will pay NCAI 70% of the amount received from WIOA for each WIOA eligible student.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Community Services Cost Agreement with National Career Advancement Institute for the period of December 4, 2017 through June 30, 2019 as presented.

Fiscal Impact: WIOA Revenue	Board Date: December 4, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

COMMUNITY SERVICES PROGRAM COST AGREEMENT

BETWEEN THE

NATIONAL CAREER ADVANCEMENT INSTITUTE

AND THE

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

THIS AGREEMENT is entered into this Fourth day of December 2017, which date is enumerated for purposes of reference only, by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT,” and the NATIONAL CAREER ADVANCEMENT INSTITUTE at 5753 E. Santa Ana Canyon RD, Suite G409, Anaheim, CA 92807, hereinafter referred to as “NCAI.”

It is the intent of RSCCD and NCAI to enter into an agreement whereby RSCCD, through the Santiago Canyon College Community Services Program, will reimburse NCAI for services provided to students eligible for instruction and student support services through the federal Workforce Innovation and Opportunity Act (WIOA), Title I, Workforce Development Activities.

WITNESSED:

WHEREAS, DISTRICT serves as the primary adult education provider in its service area; and

WHEREAS, DISTRICT wishes to provide the necessary instructional programs and student support services to support the educational and career goals of adult learners; and

WHEREAS, DISTRICT represents that instructors employed by DISTRICT possess the minimum qualifications required for courses taught; and

WHEREAS, DISTRICT 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, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, NCAI represents that it is a California Limited Liability Company that's especially trained, experienced, qualified, and competent to perform the serviced defined herein; and

WHEREAS, NCAI represents that it has been very successful at locating competitive employment for a high percentage of the individuals they serve; and

WHEREAS, NCAI 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, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination; and

WHEREAS, NCAI maintains current and accurate student attendance and progress records, and NCAI consents to inspection of these records by authorized representatives of DISTRICT, the California Community College Board of Governors, and other regulatory and administrative agencies; and

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

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

A. RECITALS:

All the above recitals are true and correct

B. TERM:

The term of this agreement shall be for 18 months, commencing December 1, 2017 and terminating June 30, 2019.

C. OPTIONAL TERMINATION:

NCAI or DISTRICT may terminate this Agreement, without cause, at the end of any semester or summer session, upon thirty days written notice to the other party.

D. RESPONSIBILITY OF DISTRICT:

1. DISTRICT shall admit and register adult students referred by NCAI staff into noncredit short term career technical training classes determined by NCAI at locations operated by DISTRICT and at various facilities designated by NCAI that are within the DISTRICT service area. DISTRICT is responsible for the education programs conducted at these facility sites.
2. RSCCD will follow course of study approved by the District Board of Trustees.
3. DISTRICT shall provide students referred by NCAI the normal administrative functions, including admissions, registration, achievement records, and awarding of completion certificates comparable to those maintained for any community services student of DISTRICT.
4. DISTRICT may use selected NCAI staff as instructors to provide the instruction and training covered in this Agreement. In these cases:
 - a. NCAI staff used as instructors will be required to enter into written individual instructor service agreements with DISTRICT regarding their responsibilities for delivering the curriculum called for in this Agreement.
 - b. NCAI staff used as instructors will be required to undergo Live Scan Fingerprinting and show that they are free from tuberculosis (TB) prior to teaching a class under this agreement. Any cost for the Live Scan service or TB testing is the responsibility of NCAI.
 - c. DISTRICT shall have the primary right to control and direct instructional activities of the instructor while instructor is conducting a class, or classes under this agreement.
 - d. DISTRICT's minimum qualifications for instructors teaching under this agreement are to be consistent with requirements in other similar community services courses offered within the DISTRICT.

- e. DISTRICT shall demonstrate control and direction of the instructional courses offered under this agreement through such appropriate actions as providing the instructors with an orientation, instructor's manual, course outline, curriculum material, testing and grading procedures, and any other materials and services it would provide to its hourly instructors on campus.

E. RESPONSIBILITIES OF NCAI:

1. NCAI will recruit WIOA eligible adults and refer them to DISTRICT for enrollment into employment preparation program offered by DISTRICT. NCAI will determine the specific DISTRICT training program for each WIOA eligible adult that NCAI recruits.
2. NCAI may provide staff and facilities for DISTRICT to utilize in the operation of its instructional programs for eligible students of the DISTRICT.
3. DISTRICT shall not be obligated to make any payment to NCAI staff for services under the terms of this Agreement. Any and all salaries and benefits payable or owing to NCAI staff under the terms of this Agreement are the sole responsibility and liability of NCAI.
4. NCAI shall provide all necessary instructional supplies and equipment for the students covered by the Agreement. With the exception of curriculum, all material and equipment supplied by NCAI shall remain the property of NCAI and shall not be removed from the premises without prior notification to NCAI.
5. NCAI shall not charge students receiving instruction and training under this Agreement additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this contract.
6. NCAI will provide those administrative functions essential for the operation of non-DISTRICT facilities, at its own expense, where the instructional programs under this agreement take place.
7. NCAI shall provide all students who complete the program job placement services. Record of such placement services shall be kept and reported to the DISTRICT annually.

8. NCAI shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments (if applicable) and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, and all applicable local, state, and federal health and safety regulations.
9. NCAI operated facilities where courses under this agreement are held will be clearly identified as being open to the general public. Enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.
10. NCAI shall retain records of enrollees' attendance for at least five (5) years and shall, upon request, make them available for review by DISTRICT, the Office of Private Postsecondary Education, and the Chancellor's Office of the California Community Colleges.
11. NCAI shall provide instructor manuals, instructional supplies, and other teaching aids necessary to instruct classes.

F. RESPONSIBILITIES OF DISTRICT AND NCAI:

1. DISTRICT and NCAI will make available as appropriate support services such as counseling, guidance and course placement assistance for the students.
2. DISTRICT and NCAI will supervise students and evaluate student progress.
3. DISTRICT and NCAI will determine the withdrawal procedures and documentation applicable to students who seek to withdraw prior to completion of a course.
4. Procedures, Terms, and Conditions. The enrollment period for instructional programs under this agreement is determined by DISTRICT. The students do not pay enrollment fees for the education courses under this agreement. The DISTRICT determines the number of class hours sufficient to meet the stated performance objectives.

G. PAYMENT:

1. DISTRICT shall pay NCAI an amount equal to thirty percent (30%) of the WIOA amount received by DISTRICT for each WIOA eligible student referred by NCAI who completes his/her training program. Upon being billed, DISTRICT shall make payment within 30 days to the NCAI, 5753 E. Santa Ana Canyon RD, Suite G409, Anaheim, CA 92807.
2. In cases where a NCAI employee is used as the instructor, DISTRICT shall pay NCAI an amount equal to seventy percent (70%) of the WIOA amount received by DISTRICT for each WIOA eligible student referred by NCAI who completes his/her training program. Upon being billed, DISTRICT shall make payment within 30 days to the NCAI, 5753 E. Santa Ana Canyon RD, Suite G409, Anaheim, CA 92807.
3. NCAI shall submit certified statements and billings to:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santiago Canyon College
Orange Education Center
1465 N. Batavia Street
Orange, CA. 92867
ATTENTION: Vice President, Continuing Education
4. NCAI billing shall be accompanied by the names and student ID numbers of WIOA eligible students who complete their training program. For each student, the name of the training program, start date, completion date and total amount due (based on percentage defined above) shall also be included.
5. DISTRICT and NCAI recognize that WIOA only awards funds upon completion of an eligible student's training program and as such, no payment shall be made by DISTRICT to NCAI for any student until it has received the corresponding funds from WIOA.

H. NOTICES:

1. Except for the notices provided for in Subsection 2 of this Section, all notices authorized or required by this Agreement shall be effective when written and

deposited in the United States Mail, first class postage prepaid and addressed as follows:

DISTRICT:

Santiago Canyon College
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, CA 92706-1640
Attention: Vice President, Continuing Education

NCAI:

National Career Advancement Institute, LLC
5753 E. Santa Ana Canyon RD

Suite G409

Anaheim, CA 92807

2. Termination notices shall be effective when written and deposited in the United States mail, certified, return receipt requested and addressed as above.

I. STATUS OF NCAI AND DISTRICT:

NCAI is, and shall at all times be deemed to be an independent contractor.

Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between DISTRICT and NCAI, or any of NCAI's agents or employees. NCAI, its agents and employees shall not be entitled to any rights or privileges of DISTRICT employees and shall not be considered in any manner to be DISTRICT employees.

DISTRICT is, and shall at all times be deemed to be an independent contractor. Nothing herein contained shall be construed as creating the relationship of employer and employee, or principal and agent, between NCAI and DISTRICT, or any of DISTRICT's agents or employees. DISTRICT, its agents and employees, shall not be entitled to any rights or privileges of NCAI employees and shall not be considered in any manner to be NCAI employees.

J. ALTERATION OF TERMS:

This Agreement fully expresses all understanding of DISTRICT and NCAI, with respect to the subject matter of this Agreement and shall constitute the total Agreement between the parties for these purposes. No addition to, or alteration of the terms of this Agreement shall be valid unless made in writing, formally approved and executed by duly authorized agents of both parties.

M. INSURANCE:

1. NCAI shall obtain and maintain insurance, at the expense of NCAI, all workers' compensation insurance required by law for its employees in the operation of this program.
2. NCAI shall maintain during the entire term of this Agreement insurance for general liability in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) each occurrence and THREE MILLION DOLLARS (\$3,000,000) aggregate. Said coverage shall expressly name Rancho Santiago Community College District, its officers, agents, and employees, as Additional Insured. NCAI shall provide to DISTRICT a certificate of insurance and the Additional Insured Endorsement covering the contract period and stating the required coverage.
 - a. This coverage shall not be canceled or coverage reduced until notice has been mailed to the DISTRICT stating the date of cancellation or reduction. Coverage shall not be canceled until 30 days have passed from date of receipt of such notice.

- b. Such coverage as provided shall be primary and any coverage carried by the DISTRICT shall be excess and non-contributory.

N. INDEMNIFICATION:

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

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

IN WITNESS WHEREOF, the parties have executed the AGREEMENT to provide education classes to eligible students of the DISTRICT.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

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

NCAI

Signature:

Date:

Mohib Hamidi, Chief Executive Officer
National Career Advancement Institute, LLC
5753 E. Santa Ana Canyon RD
Suite G409
Anaheim, CA 92807
(949) 878-8344

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTIAGO CANYON COLLEGE**

To: Board of Trustees	Date: December 4, 2017
Re: Approval of Revised Santiago Canyon College Mission Statement	
Action: Request for Approval	

BACKGROUND

Through its collegial governance committees, Santiago Canyon College (SCC) reviewed its Mission Statement and presented recommended modifications to College Council on 11/14/17. The recommended changes were unanimously approved by College Council on 11/14/17.

ANALYSIS

After review of SCCs Mission Statement by the college's collegial governance committees, modifications were recommended, with the result as follows:

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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, transferable, and engaging. education to a diverse community.

The review and approval consisted of feedback from faculty, staff and students at multiple levels, such as Resolution F2017.01 by the Academic Senate. In addition, the Associated Student Government (ASG) has approved the revised Mission Statement at its Council meeting on November 9, 2017.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Santiago Canyon College Mission Statement as presented.

Fiscal Impact: None	Board Date: December 4, 2017
Prepared by: John Hernandez, Ph.D., President,	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	

Rancho Santiago Comm Coll District
Bank Code: 92 District Funds

Board Meeting of 12/04/17
Check Registers Submitted for Approval
Checks Written for Period 11/01/17 Thru 11/17/17

AP0020
Page: 1

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65596	General Fund Unrestricted	0.00	485.00	-485.00	92*0494549	92*0494549
65632	General Fund Unrestricted	6,006.87	0.00	6,006.87	92*0494908	92*0494914
65633	General Fund Unrestricted	28,505.58	0.00	28,505.58	92*0494920	92*0494932
65634	General Fund Unrestricted	4,017.70	0.00	4,017.70	92*0494945	92*0494950
65636	General Fund Unrestricted	1,108.45	0.00	1,108.45	92*0494961	92*0494974
65637	General Fund Unrestricted	80,015.29	0.00	80,015.29	92*0494975	92*0494999
65639	General Fund Unrestricted	1,799.28	0.00	1,799.28	92*0495004	92*0495024
65642	General Fund Unrestricted	32,145.78	0.00	32,145.78	92*0495037	92*0495058
65643	General Fund Unrestricted	103.59	0.00	103.59	92*0495059	92*0495059
65644	General Fund Unrestricted	11,265.33	0.00	11,265.33	92*0495061	92*0495069
65650	General Fund Unrestricted	12,360.15	0.00	12,360.15	92*0495128	92*0495131
65651	General Fund Unrestricted	128.78	0.00	128.78	92*0495144	92*0495144
65652	General Fund Unrestricted	84,740.62	0.00	84,740.62	92*0495146	92*0495165
65653	General Fund Unrestricted	50,723.97	0.00	50,723.97	92*0495168	92*0495185
65658	General Fund Unrestricted	424.51	0.00	424.51	92*0495200	92*0495219
65659	General Fund Unrestricted	280,109.45	0.00	280,109.45	92*0495221	92*0495237
65661	General Fund Unrestricted	53.00	0.00	53.00	92*0495242	92*0495242
65662	General Fund Unrestricted	2,093,595.18	0.00	2,093,595.18	92*0495247	92*0495248
65665	General Fund Unrestricted	5,764.45	0.00	5,764.45	92*0495258	92*0495269
65667	General Fund Unrestricted	551.75	0.00	551.75	92*0495295	92*0495295
65670	General Fund Unrestricted	7,752.79	0.00	7,752.79	92*0495304	92*0495311
65671	General Fund Unrestricted	3,417.82	0.00	3,417.82	92*0495319	92*0495321
65672	General Fund Unrestricted	240.89	0.00	240.89	92*0495323	92*0495324
65673	General Fund Unrestricted	141,370.33	0.00	141,370.33	92*0495330	92*0495331
65675	General Fund Unrestricted	10,313.93	0.00	10,313.93	92*0495343	92*0495362
65676	General Fund Unrestricted	16,825.68	0.00	16,825.68	92*0495363	92*0495380
65677	General Fund Unrestricted	6,437.99	0.00	6,437.99	92*0495381	92*0495393
65678	General Fund Unrestricted	29,730.78	0.00	29,730.78	92*0495396	92*0495407
65680	General Fund Unrestricted	8,378.74	0.00	8,378.74	92*0495432	92*0495449
65683	General Fund Unrestricted	16,058.26	0.00	16,058.26	92*0495472	92*0495480
65686	General Fund Unrestricted	102,033.89	0.00	102,033.89	92*0495497	92*0495523
65689	General Fund Unrestricted	9,752.80	3,149.00	6,603.80	92*0495556	92*0495600
65693	General Fund Unrestricted	21,129.31	0.00	21,129.31	92*0495623	92*0495641
65695	General Fund Unrestricted	8,608.74	0.00	8,608.74	92*0495671	92*0495690
65700	General Fund Unrestricted	36,780.38	0.00	36,780.38	92*0495718	92*0495733
65704	General Fund Unrestricted	23,269.19	0.00	23,269.19	92*0495767	92*0495789
65706	General Fund Unrestricted	215.83	0.00	215.83	92*0495792	92*0495792
Total Fund 11 General Fund Unrestricted		\$3,135,737.08	\$3,634.00	\$3,132,103.08		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65531	General Fund Restricted	0.00	400.00	-400.00	92*0493805	92*0493805
65632	General Fund Restricted	4,429.78	0.00	4,429.78	92*0494896	92*0494919
65634	General Fund Restricted	57,612.28	0.00	57,612.28	92*0494934	92*0494944
65635	General Fund Restricted	54,976.91	0.00	54,976.91	92*0494951	92*0494959
65636	General Fund Restricted	3,129.30	0.00	3,129.30	92*0494960	92*0494971
65637	General Fund Restricted	8,159.59	0.00	8,159.59	92*0494985	92*0494996
65638	General Fund Restricted	15,177.55	0.00	15,177.55	92*0495000	92*0495003
65643	General Fund Restricted	1,071.78	0.00	1,071.78	92*0495060	92*0495060
65645	General Fund Restricted	23,950.13	0.00	23,950.13	92*0495072	92*0495109
65650	General Fund Unrestricted	59,316.32	0.00	59,316.32	92*0495117	92*0495130
65651	General Fund Unrestricted	23,684.06	0.00	23,684.06	92*0495132	92*0495143
65652	General Fund Restricted	16,338.56	0.00	16,338.56	92*0495145	92*0495166
65653	General Fund Restricted	5,590.28	0.00	5,590.28	92*0495167	92*0495186
65654	General Fund Restricted	32,967.85	0.00	32,967.85	92*0495187	92*0495187
65658	General Fund Restricted	3,021.68	0.00	3,021.68	92*0495201	92*0495220
65659	General Fund Restricted	6,457.73	924.50	5,533.23	92*0495225	92*0495238
65660	General Fund Restricted	1,849.00	924.50	924.50	92*0495239	92*0495240
65661	General Fund Restricted	968.10	0.00	968.10	92*0495244	92*0495246
65665	General Fund Restricted	5,014.87	0.00	5,014.87	92*0495255	92*0495270
65666	General Fund Restricted	39,661.63	0.00	39,661.63	92*0495271	92*0495291
65667	General Fund Restricted	525.23	0.00	525.23	92*0495292	92*0495294
65670	General Fund Restricted	6,035.17	0.00	6,035.17	92*0495306	92*0495313
65671	General Fund Restricted	3,791.42	0.00	3,791.42	92*0495314	92*0495320
65672	General Fund Restricted	3,904.57	0.00	3,904.57	92*0495322	92*0495329
65675	General Fund Restricted	917.81	0.00	917.81	92*0495340	92*0495345
65677	General Fund Restricted	87,392.46	0.00	87,392.46	92*0495384	92*0495395
65679	General Fund Restricted	9,402.16	0.00	9,402.16	92*0495408	92*0495430
65680	General Fund Restricted	6,798.34	0.00	6,798.34	92*0495435	92*0495450
65683	General Fund Restricted	36,060.43	0.00	36,060.43	92*0495471	92*0495486
65686	General Fund Restricted	4,695.96	0.00	4,695.96	92*0495498	92*0495518
65687	General Fund Restricted	8,577.45	0.00	8,577.45	92*0495524	92*0495545
65688	General Fund Restricted	53,559.41	0.00	53,559.41	92*0495546	92*0495555
65693	General Fund Restricted	70,230.54	0.00	70,230.54	92*0495633	92*0495643
65694	General Fund Restricted	47,217.76	0.00	47,217.76	92*0495645	92*0495664
65695	General Fund Restricted	13,869.31	0.00	13,869.31	92*0495666	92*0495689
65701	General Fund Restricted	13,004.28	0.00	13,004.28	92*0495735	92*0495742
65702	General Fund Restricted	29,389.26	0.00	29,389.26	92*0495743	92*0495756
65703	General Fund Restricted	5,858.38	0.00	5,858.38	92*0495757	92*0495766
65704	General Fund Restricted	13,909.60	0.00	13,909.60	92*0495772	92*0495785
Total Fund 12 General Fund Restricted		\$778,516.94	\$2,249.00	\$776,267.94		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65634	GF Unrestricted One-Time Func	3,729.00	0.00	3,729.00	92*0494933	92*0494933
65645	GF Unrestricted One-Time Func	17,968.75	4,500.00	13,468.75	92*0495070	92*0495108
65650	GF Unrestricted One-Time Func	25,331.21	0.00	25,331.21	92*0495123	92*0495125
65653	GF Unrestricted One-Time Func	500.00	0.00	500.00	92*0495173	92*0495173
65661	GF Unrestricted One-Time Func	2,618.44	0.00	2,618.44	92*0495241	92*0495243
65665	GF Unrestricted One-Time Func	1,951.47	0.00	1,951.47	92*0495256	92*0495260
65666	GF Unrestricted One-Time Func	870.00	0.00	870.00	92*0495277	92*0495278
65670	GF Unrestricted One-Time Func	7,906.20	0.00	7,906.20	92*0495305	92*0495305
65679	GF Unrestricted One-Time Func	37,858.88	0.00	37,858.88	92*0495420	92*0495431
65683	GF Unrestricted One-Time Func	8,808.06	0.00	8,808.06	92*0495483	92*0495484
65693	GF Unrestricted One-Time Func	1,166.94	0.00	1,166.94	92*0495626	92*0495644
65694	GF Unrestricted One-Time Func	4,500.00	0.00	4,500.00	92*0495665	92*0495665
65695	GF Unrestricted One-Time Func	400.00	0.00	400.00	92*0495687	92*0495687
65701	GF Unrestricted One-Time Func	9,638.65	0.00	9,638.65	92*0495734	92*0495734
65702	GF Unrestricted One-Time Func	7,500.00	0.00	7,500.00	92*0495750	92*0495753
65704	GF Unrestricted One-Time Func	950.00	0.00	950.00	92*0495790	92*0495790
65705	GF Unrestricted One-Time Func	3,146.37	0.00	3,146.37	92*0495791	92*0495791
Total Fund 13 GF Unrestricted One-Time		\$134,843.97	\$4,500.00	\$130,343.97		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65631	Child Development Fund	2,339.84	0.00	2,339.84	92*0494886	92*0494895
65640	Child Development Fund	14,936.67	0.00	14,936.67	92*0495025	92*0495035
65647	Child Development Fund	3,259.90	0.00	3,259.90	92*0495111	92*0495114
65655	Child Development Fund	276.67	0.00	276.67	92*0495188	92*0495188
65664	Child Development Fund	940.62	0.00	940.62	92*0495252	92*0495254
65668	Child Development Fund	11,213.61	0.00	11,213.61	92*0495296	92*0495302
65674	Child Development Fund	470.45	0.00	470.45	92*0495332	92*0495339
65682	Child Development Fund	18,286.22	0.00	18,286.22	92*0495454	92*0495470
65685	Child Development Fund	9,081.07	0.00	9,081.07	92*0495489	92*0495496
65692	Child Development Fund	5,211.71	0.00	5,211.71	92*0495613	92*0495622
65699	Child Development Fund	4,530.91	0.00	4,530.91	92*0495707	92*0495717
Total Fund 33 Child Development Fund		\$70,547.67	\$0.00	\$70,547.67		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65630	Capital Outlay Projects Fund	14,061.95	0.00	14,061.95	92*0494882	92*0494885
65649	Capital Outlay Projects Fund	11,125.00	0.00	11,125.00	92*0495116	92*0495116
65656	Capital Outlay Projects Fund	30,406.36	0.00	30,406.36	92*0495189	92*0495195
65663	Capital Outlay Projects Fund	88,496.30	0.00	88,496.30	92*0495249	92*0495251
65669	Capital Outlay Projects Fund	20,980.80	0.00	20,980.80	92*0495303	92*0495303
65684	Capital Outlay Projects Fund	106.00	0.00	106.00	92*0495487	92*0495488
65691	Capital Outlay Projects Fund	191,015.35	0.00	191,015.35	92*0495605	92*0495612
65696	Capital Outlay Projects Fund	46.64	0.00	46.64	92*0495691	92*0495691
65698	Capital Outlay Projects Fund	187,585.39	0.00	187,585.39	92*0495696	92*0495706
Total Fund 41 Capital Outlay Projects Fun		\$543,823.79	\$0.00	\$543,823.79		

<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>
65648	Bond Fund, Measure Q	62,298.17	0.00	62,298.17	92*0495115	92*0495115
65657	Bond Fund, Measure Q	208,693.95	0.00	208,693.95	92*0495196	92*0495199
65690	Bond Fund, Measure Q	107,375.21	0.00	107,375.21	92*0495601	92*0495604
65697	Bond Fund, Measure Q	427,988.56	0.00	427,988.56	92*0495692	92*0495695
Total Fund 43 Bond Fund, Measure Q		<u><u>\$806,355.89</u></u>	<u><u>\$0.00</u></u>	<u><u>\$806,355.89</u></u>		

<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>
65641	Workers' Compensation Fund	9,655.11	0.00	9,655.11	92*0495036	92*0495036
65646	Workers' Compensation Fund	3,792.13	0.00	3,792.13	92*0495110	92*0495110
Total Fund 62 Workers' Compensation Fu		<u><u>\$13,447.24</u></u>	<u><u>\$0.00</u></u>	<u><u>\$13,447.24</u></u>		

65681	Student Financial Aid Fund	1,379,197.00	0.00	1,379,197.00	92*0495451	92*0495453
Total Fund 74 Student Financial Aid Fund		<u><u>\$1,379,197.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,379,197.00</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,132,103.08
Total Fund 12 General Fund Restricted	776,267.94
Total Fund 13 GF Unrestricted One-Time Fund	130,343.97
Total Fund 33 Child Development Fund	70,547.67
Total Fund 41 Capital Outlay Projects Fund	543,823.79
Total Fund 43 Bond Fund, Measure Q	806,355.89
Total Fund 62 Workers' Compensation Fund	13,447.24
Total Fund 74 Student Financial Aid Fund	1,379,197.00
Grand Total:	<u><u>\$6,852,086.58</u></u>

Checks Written for Period 10/31/17 Thru 11/17/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311710531	Bookstore Fund	11,322.48	0.00	11,322.48	31*0108339	31*0108347
311711211	Bookstore Fund	525,824.30	102,941.24	422,883.06	31*0108348	31*0108390
311711317	Bookstore Fund	115,654.94	2,137.20	113,517.74	31*0108391	31*0108415
Total Fund 31 Bookstore Fund		<u>\$652,801.72</u>	<u>\$105,078.44</u>	<u>\$547,723.28</u>		

Checks Written for Period 10/31/17 Thru 11/17/17

<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>
711711104	Associated Students Fund	8,381.20	0.00	8,381.20	71*0008172	71*0008182
711711211	Associated Students Fund	4,346.49	0.00	4,346.49	71*0008183	71*0008193
711711317	Associated Students Fund	3,781.55	0.00	3,781.55	71*0008194	71*0008198
Total Fund 71 Associated Students Fund		<u><u>\$16,509.24</u></u>	<u><u>\$0.00</u></u>	<u><u>\$16,509.24</u></u>		

Checks Written for Period 10/31/17 Thru 11/17/17

<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>
721711211	Representation Fee Trust Fund	6,844.80	0.00	6,844.80	72*0000126	72*0000130
721711317	Representation Fee Trust Fund	4,861.39	0.00	4,861.39	72*0000131	72*0000134
Total Fund 72 Representation Fee Trust Fun		<u>\$11,706.19</u>	<u>\$0.00</u>	<u>\$11,706.19</u>		

Checks Written for Period 10/31/17 Thru 11/17/17

<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>
761711211	Community Education Fund	752.51	0.00	752.51	76*0007284	76*0007285
Total Fund 76 Community Education Fund		<u>752.51</u>	<u>0.00</u>	<u>752.51</u>		

Checks Written for Period 10/31/17 Thru 11/17/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791711104	Diversified Trust Fund	8,785.12	0.00	8,785.12	79*0021081	79*0021091
791711211	Diversified Trust Fund	11,215.90	0.00	11,215.90	79*0021092	79*0021103
791711317	Diversified Trust Fund	11,359.44	0.00	11,359.44	79*0021104	79*0021124
Total Fund 79 Diversified Trust Fund		<u>\$31,360.46</u>	<u>\$0.00</u>	<u>\$31,360.46</u>		

Checks Written for Period 10/31/17 Thru 11/17/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811711104	Diversified Agency Fund	3,839.48	0.00	3,839.48	81*0048184	81*0048194
811711211	Diversified Agency Fund	18,926.85	0.00	18,926.85	81*0048195	81*0048233
811711317	Diversified Agency Fund	25,581.46	0.00	25,581.46	81*0048234	81*0048258
Total Fund 81 Diversified Agency Fund		\$48,347.79	\$0.00	\$48,347.79		

SUMMARY

Total Fund 31 Bookstore Fund	547,723.28
Total Fund 71 Associated Students Fund	16,509.24
Total Fund 72 Representation Fee Trust Fund	11,706.19
Total Fund 76 Community Education Fund	752.51
Total Fund 79 Diversified Trust Fund	31,360.46
Total Fund 81 Diversified Agency Fund	48,347.79
Grand Total:	<u><u>\$656,399.47</u></u>

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

No. 5.2

From 11/01/2017 To 11/17/2017

Board Meeting on 12/04/2017

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.

		From	To
<u>Fund 11: General Fund Unrestricted</u>			
2000	CLASSIFIED SALARIES		5,425
3000	EMPLOYEE BENEFITS		1,580
4000	SUPPLIES & MATERIALS		23,798
5000	OTHER OPERATING EXP & SERVICES	29,553	
6000	CAPITAL OUTLAY	1,250	
Total Transfer Fund 11		\$30,803	\$30,803
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		35,919
2000	CLASSIFIED SALARIES	20,113	
3000	EMPLOYEE BENEFITS	18,297	
4000	SUPPLIES & MATERIALS	6,708	
5000	OTHER OPERATING EXP & SERVICES		15,471
6000	CAPITAL OUTLAY	6,933	
7000	OTHER OUTGO		661
Total Transfer Fund 12		\$52,051	\$52,051
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
1000	ACADEMIC SALARIES		14,500
3000	EMPLOYEE BENEFITS		3,164
4000	SUPPLIES & MATERIALS		4,346
5000	OTHER OPERATING EXP & SERVICES		22,657
6000	CAPITAL OUTLAY		24,833
7900	RESERVE FOR CONTINGENCIES	69,500	
Total Transfer Fund 13		\$69,500	\$69,500
<u>Fund 31: Bookstore Fund</u>			
2000	CLASSIFIED SALARIES		22,474
3000	EMPLOYEE BENEFITS		11,519
7900	RESERVE FOR CONTINGENCIES	33,993	
Total Transfer Fund 31		\$33,993	\$33,993
<u>Fund 33: Child Development Fund</u>			
2000	CLASSIFIED SALARIES	3,579	
3000	EMPLOYEE BENEFITS	241	
4000	SUPPLIES & MATERIALS	3,391	
5000	OTHER OPERATING EXP & SERVICES		3,211
6000	CAPITAL OUTLAY		4,000
Total Transfer Fund 33		\$7,211	\$7,211

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

BUDGET TRANSFERS	From	To
<u>Fund 41: Capital Outlay Projects Fund</u>		
4000 SUPPLIES & MATERIALS		136
6000 CAPITAL OUTLAY	16,385	
7900 RESERVE FOR CONTINGENCIES		16,249
	\$16,385	\$16,385
<u>Fund 71: Associated Students Fund</u>		
5000 OTHER OPERATING EXP & SERVICES	82,775	
6000 CAPITAL OUTLAY	13,271	
7900 RESERVE FOR CONTINGENCIES		96,046
	\$96,046	\$96,046

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8600	STATE REVENUES	20,547	
8800	LOCAL REVENUES	5,390	
1000	ACADEMIC SALARIES		(28,704)
2000	CLASSIFIED SALARIES		39,569
3000	EMPLOYEE BENEFITS		18,642
4000	SUPPLIES & MATERIALS		5,390
5000	OTHER OPERATING EXP & SERVICES		(8,960)
Total Transfer Fund 12		\$25,937	\$25,937
<u>Fund 74: Student Financial Aid Fund</u>			
8600	STATE REVENUES	876,790	
7000	OTHER OUTGO		876,790
Total Transfer Fund 74		\$876,790	\$876,790
<u>Fund 79: Diversified Trust Fund</u>			
8900	OTHER FINANCING SOURCES	(2,500)	
5000	OTHER OPERATING EXP & SERVICES		4,500
7900	RESERVE FOR CONTINGENCIES		(7,000)
Total Transfer Fund 79		\$(2,500)	\$(2,500)

The attached listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

RECOMMENDATION

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

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 12: General Fund Restricted</u>		
B022173 11/02/17		
1000 ACADEMIC SALARIES	17,384	
2000 CLASSIFIED SALARIES		31,042
3000 EMPLOYEE BENEFITS	8,442	
4000 SUPPLIES & MATERIALS		2,277
5000 OTHER OPERATING EXP & SERVICES	4,100	
6000 CAPITAL OUTLAY	3,393	
	\$33,319	\$33,319
Total Reference B022173		
Reason: Special Project Adjustment		
Description: OCTPP revised budget FY17/18 SAC.		
B022193 11/07/17		
1000 ACADEMIC SALARIES		35,000
3000 EMPLOYEE BENEFITS		9,001
5000 OTHER OPERATING EXP & SERVICES	44,001	
	\$44,001	\$44,001
Total Reference B022193		
Reason: Special Project Adjustment		
Description: Pay faculty for curriculum development using OER		
B022211 11/08/17		
1000 ACADEMIC SALARIES		20,000
3000 EMPLOYEE BENEFITS		5,023
5000 OTHER OPERATING EXP & SERVICES	25,023	
	\$25,023	\$25,023
Total Reference B022211		
Reason: Special Project Adjustment		
Description: Pay faculty for curriculum development using OER mat'l. Textbk Affordability		
B022237 11/14/17		
2000 CLASSIFIED SALARIES	57,628	
3000 EMPLOYEE BENEFITS	34,278	
5000 OTHER OPERATING EXP & SERVICES		91,906
	\$91,906	\$91,906
Total Reference B022237		
Reason: Special Project Adjustment		
Description: Fund contract service acct-create PR City of Santa Ana Sub-Agreemt for Work Center. BSI/CEC		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

BUDGET TRANSFERS		From	To
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B022216	11/08/17		
4000	SUPPLIES & MATERIALS		2,500
7900	RESERVE FOR CONTINGENCIES	2,500	
Total Reference B022216		\$2,500	\$2,500
Reason: Adjustment			
Description: Fund picture printing A204 sent to vendor "We Do Graphic" to be mounted			
B022240	11/14/17		
5000	OTHER OPERATING EXP & SERVICES	43,010	
6000	CAPITAL OUTLAY		43,010
Total Reference B022240		\$43,010	\$43,010
Reason: Adjustment			
Description: Move funds to cover stools and chairs for R-201,R202 and R309			
B022260	11/17/17		
5000	OTHER OPERATING EXP & SERVICES		67,000
7900	RESERVE FOR CONTINGENCIES	67,000	
Total Reference B022260		\$67,000	\$67,000
Reason: Adjustment			
Description: Move funds to cover commencement expenses			
<u>Fund 31: Bookstore Fund</u>			
B022184	11/06/17		
2000	CLASSIFIED SALARIES		22,474
3000	EMPLOYEE BENEFITS		11,519
7900	RESERVE FOR CONTINGENCIES	33,993	
Total Reference B022184		\$33,993	\$33,993
Reason: Adjustment			
Description: Move fnds to cover 50% of Cynthia Plasencia's salary #1578438.			
<u>Fund 41: Capital Outlay Projects Fund</u>			
B022218	11/09/17		
6000	CAPITAL OUTLAY		4,731
7900	RESERVE FOR CONTINGENCIES	4,731	
Total Reference B022218		\$4,731	\$4,731
Reason: Special Project Adjustment			
Description: Allocate funds to contractor services			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

BUDGET TRANSFERS	From	To
B022226 11/13/17		
6000 CAPITAL OUTLAY	6	
7900 RESERVE FOR CONTINGENCIES		6
	\$6	\$6
Total Reference B022226		
Reason: Special Project Adjustment		
Description: Allocate funds to cover negative and reallocate		
B022227 11/13/17		
6000 CAPITAL OUTLAY	4,623	
7900 RESERVE FOR CONTINGENCIES		4,623
	\$4,623	\$4,623
Total Reference B022227		
Reason: Special Project Adjustment		
Description: Allocate funds to contingency account		
B022228 11/13/17		
6000 CAPITAL OUTLAY	1,897	
7900 RESERVE FOR CONTINGENCIES		1,897
	\$1,897	\$1,897
Total Reference B022228		
Reason: Special Project Adjustment		
Description: Allocate funds to cover negative and reallocate		
B022233 11/13/17		
6000 CAPITAL OUTLAY	14,454	
7900 RESERVE FOR CONTINGENCIES		14,454
	\$14,454	\$14,454
Total Reference B022233		
Reason: Special Project Adjustment		
Description: Allocate funds to contingency		
Fund 71: Associated Students Fund		
B022186 11/06/17		
5000 OTHER OPERATING EXP & SERVICES		24,700
7900 RESERVE FOR CONTINGENCIES	24,700	
	\$24,700	\$24,700
Total Reference B022186		
Reason: Special Project Adjustment		
Description: Reallocate ASG funds according to new proposed bgts.		
B022209 11/08/17		
5000 OTHER OPERATING EXP & SERVICES	107,475	
6000 CAPITAL OUTLAY	13,271	
7900 RESERVE FOR CONTINGENCIES		120,746
	\$120,746	\$120,746
Total Reference B022209		
Reason: Special Project Adjustment		
Description: Move funds to reserve account		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 12: General Fund Restricted

B022157	11/01/17			
8600	STATE REVENUES		39,581	
3000	EMPLOYEE BENEFITS			38,743
5000	OTHER OPERATING EXP & SERVICES			838

Total Reference B022157

\$39,581 \$39,581

Reason: Special Project Adjustment
Description: Adjustments to existing 17/18 3SP Budget Project 2416

B022158	11/01/17			
8600	STATE REVENUES		(57,208)	
1000	ACADEMIC SALARIES			(39,981)
3000	EMPLOYEE BENEFITS			(24,032)
5000	OTHER OPERATING EXP & SERVICES			6,805

Total Reference B022158

\$(57,208) \$(57,208)

Reason: Special Project Adjustment
Description: Adjustments to existing 17/18 3SP Budget Project 2412

B022245	11/15/17			
8600	STATE REVENUES		39,569	
2000	CLASSIFIED SALARIES			39,569

Total Reference B022245

\$39,569 \$39,569

Reason: New Budget
Description: DSN ICT - Apprenticeship Project funded FY 17/18

Fund 74: Student Financial Aid Fund

B022200	11/07/17			
8600	STATE REVENUES		281,288	
7000	OTHER OUTGO			281,288

Total Reference B022200

\$281,288 \$281,288

Reason: New Budget
Description: New NR Dreamer Emergency Aid Program.

B022201	11/07/17			
8600	STATE REVENUES		273,000	
7000	OTHER OUTGO			273,000

Total Reference B022201

\$273,000 \$273,000

Reason: New Budget
Description: New Community College Completion Grant

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 11/01/2017 To 11/17/2017
Board Meeting on 12/04/2017**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B022232	11/13/17		
8600	STATE REVENUES	322,502	
7000	OTHER OUTGO		322,502

Total Reference B022232	\$322,502	\$322,502
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Reason: Carry Over Budget
Description: 17/18 BGT for FTSSG PY/COB (align w/ DF Rev)

Fund 79: Diversified Trust Fund

B022175	11/02/17		
8900	OTHER FINANCING SOURCES	(2,500)	
5000	OTHER OPERATING EXP & SERVICES		4,500
7900	RESERVE FOR CONTINGENCIES		(7,000)

Total Reference B022175	\$(2,500)	\$(2,500)
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Reason: Special Project Adjustment
Description: Transfer funds to 79-7840 to account for annual transfer

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

To: Board of Trustees	Date: December 4, 2017
Re: Receive and Accept the District Audit Reports for the Fiscal Year ended June 30, 2017	
Action: Request to Receive and Accept	

BACKGROUND

Pursuant to Education Code Section 84040(b) and the Uniform Guidance (Title 2 CFR Part 200), the governing board of each community college district shall provide for an annual audit of all funds, books, accounts and voter approved bond authorizations of the district. The District contracted with CliftonLarsonAllen, LLP to provide the independent auditing services required for the 2016-2017 fiscal year.

The Financial Section of the District audit report is broken down into four major categories as follows: (1) the Independent Auditor's Report; (2) Management's Discussion and Analysis; (3) Basic Financial Statements; and (4) Notes to the Financial Statements. The report also contains: (1) Required Supplementary Information; (2) Other Supplementary Information; (3) Other Independent Auditor's Reports; and (4) Findings and Questioned Costs.

Also included are the audits of the Measure E Revenue Bond Construction Fund Financial and Performance audits (final audit), Measure Q Revenue Bond Construction Fund Financial and Performance audits, and the draft audits for the Rancho Santiago Community College District Foundation, the Santa Ana College Foundation, and the Santiago Canyon College Foundation.

ANALYSIS

The auditors will present the results of the District's audits at the meeting. All of these reports in draft form were presented and discussed at the Board Fiscal Audit Review Committee meeting on November 20, 2017. The final audit reports can be found at the bottom of the page at the following link: <https://www.rscdd.edu/Departments/Fiscal-Services/Pages/Fiscal%20Services%20Department.aspx>

RECOMMENDATION

It is recommended that the Board of Trustees receive and accept the Rancho Santiago Community College District Audit Reports for the fiscal year ended June 30, 2017 as presented.

Fiscal Impact: Not Applicable	Board Date: December 4, 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:	December 4, 2017
Re:	Approval of Amendment to Agreement with Leland Saylor Associates - On-Call Cost Estimating Consulting Services for Various Projects District-Wide		
Action:	Request for Approval		

BACKGROUND:

This is an amendment to an existing agreement to extend time only. On November 9, 2015 the Board of Trustees approved an agreement with Leland Saylor Associates for on-call independent cost estimating Services for various facility improvement projects throughout the District. In order to validate and reconcile probable costs of construction for various facility improvement projects, the District is in need of an independent third party cost estimate from a qualified consultant with experience in the area of estimating modernization, renovation and other facilities related projects. The consultant will be called upon at various times when needed to provide advice and review scopes of work to render opinions on costs and/or cost impacts. This will assist the District in order to properly evaluate the probable construction costs, including but not limited to validating estimates received from the architect or other entities. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on November 10, 2015 and the new end date has been revised from December 31, 2017 to June 30, 2019. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$51,000. 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 to the agreement with Leland Saylor Associates for on-call cost estimating consulting services for various projects district-wide as presented.

Fiscal Impact:	N/A	Board Date:	December 4, 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: 12/4/17

Project: Various Facility Improvement projects

Site: **District-Wide**

Consultants: **Leland Saylor Associates**

Type of Service: Cost Estimate Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$50,000.00	\$1,000.00	11/10/2015		12/31/2017
Amendment #1		N/A	11/10/2015		6/30/2019
Total Agreement Amount	\$51,000.00				

AGREEMENT NO: 0162.00/ DESCRIPTION:

Amendment #1 to extend for time only.

The agreement #0162.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

6/30/2019

FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **5th** day of **December** in the year **2017**, between **LELAND SAYLOR ASSOCIATES, 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. 0162.00 entered into on November, 2015 to provide ON-CALL COST ESTIMATING SERVICES FOR VARIOUS PROJECTS for the District. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from December 31, 2017 to be through June 30, 2019.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 00124.00, effective June 16, 2015, shall remain in full force and effect.

LELAND SAYLOR ASSOCIATES, 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
Linda Melendez, Interim Director of Purchasing

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Agreement with MTGL, Inc. – Geotechnical Testing and Inspection Consulting Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for geotechnical testing and inspection consulting services for the construction of the Science Center at Santa Ana College. Geotechnical testing and inspection services are required by the California Administrative Code (Title 24, Part 1) during the construction phase. The Division of State Architect (DSA) Form 103, Listing of Structural Tests and Special Inspections, summarizes the structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on the form are those that will be performed by the Geotechnical Engineer of Record, Special Inspector, or Laboratory of Record. MTGL, Inc. will become the geotechnical engineer of record and cover services required as the geotechnical engineer of record. The project is in need of assistance by a qualified and competent Geotechnical Engineering consultant with experience in the area of environmental and geotechnical investigation. It is for oversight of soils testing inspection requirements during construction activities. A separate consultant will perform special inspector and laboratory of record tests.

ANALYSIS:

A Request for Proposal (RFP) #1718-179 for geotechnical testing and inspection consulting services for Science Center at Santa Ana College was solicited on September 28, 2017 to ten (10) pre-qualified firms with a due date of October 16, 2017. The District received eight (8) proposals including Converse Consultants (Costa Mesa); Geotechnical Solutions, Inc. (Irvine); Koury Engineering & Testing, Inc. (Chino); Leighton Consulting, Inc. (Irvine); MTGL, Inc. (Anaheim); Ninyo & Moore Geotechnical & Environmental Sciences Consultants (Irvine); Petra Geosciences, Inc. (Costa Mesa); and Salem Engineering Group, Inc. (Rancho Cucamonga). A selection panel reviewed the proposals on October 25, 2017. The panel interviewed Koury Engineering & Testing, Inc. and MTGL, Inc. on November 14, 2017. The panel reviewed the timeliness and completeness of responses; technical qualifications and competence; record of past performance; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures. After thorough review, the panel recommends MTGL, Inc. by consensus based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence December 5, 2017 and end December 31, 2019. The agreement is an hourly, not to exceed fee of \$93,511. The District has reviewed the fee and finds it reasonable and within industry standards.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with MTGL, Inc. for geotechnical testing and inspection consulting services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	\$93,511	Board Date: December 4, 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: 12/4/17

Project: Science Center

Site: **Santa Ana College**

Consultants: **MGTL, Inc.**

Type of Service: Geotechnical Testing and Inspection Consulting Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$93,511.00		12/5/2017		12/31/2019
Total Agreement Amount	\$93,511.00				

AGREEMENT NO: 0254.00/ DESCRIPTION:

This agreement #0254.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$93,511.00**

Contract End Date: **12/31/2019**

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Agreement with Twining, Inc. – Materials Testing and Special Inspection Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for materials testing and special inspection services for the construction of the Science Center at Santa Ana College. Materials testing and special inspection services are required by the California Administrative Code (Title 24, Part 1) to be performed by testing laboratories acceptable to the Division of State Architect (DSA). The DSA Form 103, Listing of Structural Tests and Special Inspections, summarizes the structural tests and some of the special inspections required for the project. Generally, the structural tests and special inspections noted on the form are those that will be performed by the Geotechnical Engineer of Record, Special Inspector, or Laboratory of Record. The project is in need of assistance by a qualified and competent materials and testing consultant during construction activities. Twining, Inc. will cover services required of both the special inspector and laboratory of record. A separate consultant will perform geotechnical engineering tests.

ANALYSIS:

A Request for Proposal (RFP) #1718-176 for materials testing and special inspection services for Science Center at Santa Ana College was advertised August 28, 2017 to eight (8) pre-qualified firms with a due date of September 25, 2017. The District received six (6) proposals including C.E.M. Lab Corp. (Irvine); Converse Consultants (Costa Mesa); Leighton Consulting, Inc. (Irvine); Ninyo & Moore Geotechnical & Environmental Sciences Consultants (Irvine); Smith-Emery (Los Angeles) and Twining, Inc. (Irvine). A selection panel reviewed the proposals on September 29, 2017. The panel interviewed Converse Consultants; Leighton Consulting, Inc.; Ninyo & Moore Geotechnical & Environmental Sciences Consultants; and Twining, Inc. on November 7, 2017. The committee reviewed the timeliness and completeness of responses; technical qualifications and competence; record of past performance; approach to work; ability to meet the anticipated schedule; and the ability to resource the project appropriately with cost control measures. After thorough review, the committee recommends Twining, Inc. by consensus based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, reference checks, approach to the project, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence December 5, 2017 and end December 31, 2019. The agreement is an hourly, not to exceed fee of \$345,434.00, which includes \$5,000 in reimbursables. The District has reviewed the fee and finds it reasonable and within industry standards.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Twining, Inc. for materials testing and special inspection services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	\$345,434.00 (includes reimbursables)	Board Date: December 4, 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: 12/4/17

Project: Science Center

Site: **Santa Ana College**

Consultants: **Twining, Inc.**

Type of Service: Materials Testing and Special Inspection Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$340,434.00		12/5/2017	12/31/2019
Total Agreement Amount	\$340,434.00			

AGREEMENT NO: 0253.00/ DESCRIPTION:

This agreement #0253.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$340,434.00**

Contract End Date: **12/31/2019**

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Amendment to Agreement with Alta Environmental - Hazardous Materials Testing and Inspection Consulting Services for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. On October 12, 2015, the Board of Trustees approved an agreement with Alta Environmental for hazardous materials testing and inspection consulting services for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College. The work includes surveying, testing, abatement plan preparation and monitoring consulting services by a qualified consultant for on-going investigation and oversight of hazardous material services throughout all construction phases. These consulting services are required for compliance with Division of State Architect (DSA) and Air Quality Management District (AQMD) abatement and other potential hazardous materials testing and monitoring requirements. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on October 13, 2015 and the new end date has been revised from December 31, 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 \$149,152. The amendment to this agreement is to extend the contract duration only.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Alta Environmental for hazardous materials testing and inspection consulting services for the Central Plant, Infrastructure and Mechanical Upgrades project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: December 4, 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: 12/4/17

Project: Central Plant, Infrastructure and Mechanical Upgrades Site: **Santa Ana College**

Consultants: **Alta Environmental**

Type of Service: Hazardous Materials Consulting Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
					End
Original Contract Amount	\$149,152.00	N/A	10/13/2015		12/31/2017
Amendment #1		N/A	10/13/2015		6/30/2018
Total Agreement Amount	\$149,152.00				

AGREEMENT NO: 0153.00/DESCRIPTION:

Amendment #1 for extension of time.

The agreement #0153.00 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 AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **5th** day of **December** in the year **2017**, between **ALTA ENVIRONMENTAL** 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 #0153.00 entered into on October 12, 2015, to provide hazardous materials surveying, testing, abatement plan preparation and monitoring consulting services for the new Central Plant & Electrical Building, New Infrastructure and Underground Utilities Distribution and Mechanical Upgrades to existing buildings, all located on the campus of Santa Ana College. Please amend the AGREEMENT to include the following:
 - A. By extending the contract duration date from December 31, 2017 to June 30, 2018.
2. Except as amended herein, the terms and conditions of AGREEMENT 00074.00 effective August 9, 2014, shall remain in full force and effect.

ALTA ENVIRONMENTAL

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

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
Linda Melendez, Interim Director of Purchasing

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Amendment to Agreement with Lenax Construction Services, Inc. - Cost Estimating Consulting Services for the new Johnson Student Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time to continue independent cost estimating consulting services and add money for one additional cost estimate. On January 11, 2016, the Board of Trustees approved an agreement with Lenax Construction Services, Inc. for cost estimating consulting services for the new Johnson Student Center at Santa Ana College. Lenax Construction Services, Inc. is the District's independent cost estimator who will provide an independent estimate and also review the architect's cost estimate for the project. The District is requesting an additional cost estimate be undertaken in the construction document phase during Spring 2018 due to updates in the project schedule, an updated final scope of work for the project and given potential concerns on future inflationary cost escalation as a result of disaster recovery rebuilding efforts in other states. Therefore, the contract duration needs to be extended to align with the current project design and construction schedule. To see original agreement, please [click here](#).

ANALYSIS:

This amendment includes an increase of \$21,010 for a new total contract amount of \$100,710. Services covered by this agreement commenced on January 12, 2016 and the new end date has been revised from December 31, 2017 to June 30, 2018.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Lenax Construction Services, Inc. for cost estimating consulting services for the new Johnson Student Center at Santa Ana College as presented.

Fiscal Impact:	\$21,010	Board Date: December 4, 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: 12/4/17

Project: New Johnson Student Center

Site: **Santa Ana College**

Consultants: **Lenax Construction Services, Inc.**

Type of Service: Cost Estimating Consulting

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$74,700.00	\$5,000.00	1/12/2016	6/30/2017
Amendment #1		N/A	1/12/2016	12/31/2017
Amendment #2	\$21,010.00		1/12/2016	6/30/2018
Total Agreement Amount	\$100,710.00			

AGREEMENT NO: 0151.00/ DESCRIPTION:

Amendment #2 to extend for time only.

The agreement #0151.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: \$21,010.00

Contract End Date: 6/30/2018

SECOND AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **5th** day of **December** in the year **2017**, between **LENAX CONSTRUCTION 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:

1. To amend that certain AGREEMENT #0151.00 entered into on January 11, 2016 and amended on May 15, 2017, to provide Cost Estimating Services for the new Johnson Student Center at Santa Ana College. Please amend the AGREEMENT to include the following:
 - A. By increasing the AGREEMENT amount by TWENTY-ONE THOUSAND TEN DOLLARS ONLY (\$21,010) from SEVENTY-NINE THOUSAND SEVEN HUNDRED DOLLARS ONLY (\$79,700) for a total agreement amount of ONE HUNDRED THOUSAND SEVEN HUNDRED TEN DOLLARS ONLY (\$100,710); and
 - B. By extending the contract completion date from December 31, 2017 to be through June 30, 2018.
2. Except as amended herein, the terms and conditions of AGREEMENT 0151.00 effective January 12, 2016, shall remain in full force and effect.

LENAX CONSTRUCTION SERVICES, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

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

Title _____

Date _____

Date _____

Email _____

COPIES TO:

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

PURCHASING DEPARTMENT
Rancho Santiago Community College District
2323 N. Broadway, Suite 109
Santa Ana, CA 92706
Linda Melendez, Interim Director of Purchasing

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

To:	Board of Trustees	Date: December 4, 2017
Re:	Accept the Completion of Bid #1334 - S Portables Removal at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On October 23, 2017, the Board of Trustees approved a contract with J. L. Cobb Painting & Construction for Bid #1334 for S Portables Removal at Santiago Canyon College. The project was completed on November 20, 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 \$45,200.

The 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: December 4, 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

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

NO FEES CHARGED PER GOVERNMENT CODE §27383

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 8045 Chapman Avenue, Orange, caused improvements to be made to the property to wit: Bid #1334 for S Portables Removal at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 23rd day of October, 2017, which contract was made with J.L. Cobb Painting & Construction PO 18-P0049013 as contractor; that said improvements were completed on the 20th day of November, 2017 and accepted by formal action of the governing Board of said District on the 4th day of December, 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 Philadelphia Indemnity Insurance 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**BUSINESS OPERATIONS AND FISCAL SERVICES**

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Contract with Canon USA, Inc.	
Action:	Request for Approval	

BACKGROUND

The current leases for the production copiers and multifunction printers utilized in the Publications Department are expiring December 31, 2017. The Publications Department will need to purchase or lease new replacement production printing equipment.

ANALYSIS

The District's Publications Department evaluated various production quality Copiers, Multifunction Printers and the related Software and equipment capabilities. Additionally, both Publications and ITS Departmental Staff reviewed and evaluated Canon's Accessibility Documentation and required integrated Section 508 compliance features. After careful consideration of performance specifications, equipment, print quality, cost savings and ADA accessibility features, the Publications Department selected Canon for their new Copiers, Printers/Multifunction Printers and Related Software, Devices and Service needs.

In 2014, the State of Nevada, on behalf of NASPO ValuePoint, awarded Master Agreement #3091 to Canon USA, Inc. and their Authorized Resellers, for the purchase and lease of Copiers, Printers and Related Software, Devices and Services. The agreement was approved for use in California by the Department of General Services, Participating Addendum #7-15-70-23. This is a cooperative contract, competitively bid and meeting the legal requirements to piggyback, set forth in Public Contract Code #20652. This Master Agreement contract expires December 31, 2019.

The following illustrates the estimated (Est) annual and contract life lease costs and savings.

Xerox	Canon USA		
Current	Lease (Est)	Savings (Est)	Total Savings – 5 Years (Est)
\$ 272,197.92	\$ 222,962.64	\$49,235.28	\$ 246,176.40

Estimates are based on equipment costs and estimated monthly print counts. Actual costs are based on equipment cost, monthly metered print counts and any applicable taxes. The lease term with Canon is five (5) years.

There is a single active Xerox equipment lease that expires June 30, 2020, for equipment at the Quick Copy Center at Santa Ana College. The estimated buy out for this lease is \$18,270.00. This cost it to be covered by Canon with no obligation to the District.

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract with Canon USA Inc. and Authorized Resellers, Master Agreement #3091, California Participating Addendum #7-15-70-23, for the purchase and lease of Canon USA, Inc. Copiers, Printers and Related Software, Devices and Services for the lease term of five (5) years and future addendums, as presented.

Fiscal Impact:	\$222,962.64 -Year 1 Estimate	Board Date: December 4, 2017
Prepared by:	Linda Melendez, Interim Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

Purchase Order List

10/22/2017 thru 11/11/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-B0001313	10/26/2017	71	Student Activities	Other Operating Exp & Services	CARD INTEGRATORS INC	607.63
18-B0001314	10/26/2017	71	Student Activities	Other Operating Exp & Services	CORNER BAKERY/CBC RESTAURANT	1,000.00
18-B0001315	10/26/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	ALLSTAR COPY FAX	1,000.00
18-B0001316	10/26/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MATERIAL HANDLING SUPPLY INC	216.85
18-B0001317	10/27/2017	79	Kinesiology - Intercol Athlet	Contracted Services	REFPAY, LLC	12,000.00
18-B0001318	11/2/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	KUSHELEVICH ADOLFO ELIAS	375.00
18-B0001319	11/2/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SULLIVAN ANASTASIA COLLEEN	375.00
18-B0001320	11/2/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	GERLING ADAM KENNETH	375.00
18-B0001321	11/3/2017	72	Student Development Office	Other Participant Travel Exp	WELLS FARGO BANK	2,000.00
18-B0001322	11/8/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	PCE PRODUCTIONS INC. PACIFIC COAST ENTERTAINMENT	1,415.84
18-B0001325	11/9/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	ANGELUS PACIFIC CO INC	173.00
18-B0001327	11/9/2017	72	Student Development	Other Participant Travel Exp	TRAVEL TRAVEL BROOKHURST & ELLIS INC	1,750.00
18-P0049012	10/23/2017	11	CJ/Academies	Contracted Repair Services	A & W ELECTRIC MOTORS INC	1,500.00
18-P0049013	10/23/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	J.L. COBB PAINTING & CONSTRUCTION	45,200.00
18-P0049014	10/23/2017	12	Reading	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	2,160.67
18-P0049015	10/23/2017	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	613.96
18-P0049016	10/23/2017	12	Phillips Hall	Instructional Supplies	AMAZON COM	107.75
18-P0049017	10/23/2017	33	CDC Santiago Canyon College	Food and Food Service Supplies	SYSCO FOOD SVC	13,000.00
18-P0049018	10/23/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	55,000.00
18-P0049019	10/23/2017	11	Human Resources Office	Equip-All Other >\$200 < \$1,000	OFFICE DEPOT BUSINESS SVCS	813.78
18-P0049020	10/23/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	340.39
18-P0049021	10/23/2017	12	Chemistry	Instructional Supplies	SPECTRUM CHEMICALS & LABORATORY PRODUCTS	40.57
18-P0049022	10/23/2017	11	Maintenance	Contracted Repair Services	KAISER ROBERT	14,000.00
18-P0049023	10/23/2017	12	Athletics	Instructional Supplies	WELLS FARGO BANK	180.76
18-P0049024	10/23/2017	61	Risk Management	Contracted Services	AON CONSULTING INC	40,000.00
18-P0049025	10/23/2017	13	Maintenance	Rental - Other (Short-term)	UNITED RENTALS	1,776.87
18-P0049026	10/24/2017	12	LA/OC Regional Consortia	Conference Expenses	OCBC ORANGE CTY BUS COUNCIL	1,500.00
18-P0049027	10/24/2017	33	EHS Administration	Conference Expenses	JENNIFER L. PRUZNICK	1,075.00
18-P0049028	10/24/2017	12	Career Education Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	1,985.00
18-P0049029	10/24/2017	11	CJ/Academies	Maint/Oper Service Agreements	ACCO ENGINEERED SYSTEMS INC	2,927.00
18-P0049030	10/24/2017	12	Career Ed & Work Dev Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	3,000.00
18-P0049031	10/24/2017	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS INC	535.00
18-P0049032	10/24/2017	11	Maintenance	Maint/Oper Service Agreements	S & S INTERIORS INC	7,500.00
18-P0049033	10/24/2017	12	Resource Development	Contracted Services	NICHOLAS J KREMER	16,025.00
18-P0049034	10/24/2017	12	LA/OC Regional Consortia	Contracted Services	NUEVA VISTA MEDIA	49,950.00
18-P0049035	10/25/2017	12	LA/OC Regional Consortia	Contracted Services	CODESTORM	21,800.00
18-P0049036	10/25/2017	11	District Wide Technology	Contracted Services	OPTIV SECURITY INC	14,890.00

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No. 5.11

Legend: * = Multiple Funds for this P.O.

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Environment: Colleague

LoginID: DR21189

Purchase Order List

10/22/2017 thru 11/11/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049037	10/25/2017	11	Maintenance	Maint/Oper Service Agreements	ACCO ENGINEERED SYSTEMS INC	13,814.00
18-P0049038	10/25/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	13,776.00
18-P0049039	10/25/2017	12	Student Equity	Contracted Services	KEITH THOMAS	2,000.00
18-P0049040	10/25/2017	43	Facility Planning Office	Buildings - DSA Project Insp	KNOWLAND CONSTRUCTION SVCS	457,600.00
18-P0049041	10/26/2017	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	90.06
18-P0049042	10/26/2017	12	Financial Aid Office	Non-Instructional Supplies	XEROX CORP	322.45
18-P0049043	10/26/2017	11	Warehouse	Gasoline	SC FUELS	3,000.00
18-P0049044	10/26/2017	12	Student Development	Food and Food Service Supplies	ALBERTSON'S/SAFEWAY	300.00
18-P0049045	10/26/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	1,452.48
18-P0049046	10/26/2017	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	1,000.00
18-P0049047	10/26/2017	11	Admin Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	54.98
18-P0049048	10/26/2017	12	CJ/Academies	Instructional Supplies	PACIFIC FIBRE & ROPE	538.75
18-P0049049	10/26/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	513.77
18-P0049050	10/26/2017	12	Continuing Education Division	Food and Food Service Supplies	PROPORTION MEAL LLC	475.00
18-P0049051	10/26/2017	11	Admin Services Office	Non-Instructional Supplies	WE DO GRAPHICS INC	204.73
18-P0049052	10/26/2017	12	Student Equity	Other Exp Paid for Students	RSCCD	3,450.00
18-P0049053	10/26/2017	11	Graphic Communications	Non-Instructional Supplies	AMAZON COM	383.69
18-P0049054	10/26/2017	11	CJ/Academies	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	894.22
18-P0049055	10/26/2017	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	8,785.61
18-P0049056	10/26/2017	13	Maintenance	Contracted Services	ALL PRO BLDG MAINTENANCE, INC	9,688.75
18-P0049057	10/26/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,729.68
18-P0049058	10/26/2017	11	Facility Planning Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	1,335.46
18-P0049059	10/26/2017	11	Maintenance & Operations	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	233.75
18-P0049060	10/26/2017	11	Facility Planning Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	3,075.77
18-P0049061	10/26/2017	12	Fire Academy	Instructional Agreements	DEPT OF FORESTRY & FIRE PROTECTION	4,256.00
18-P0049062	10/27/2017	41	Facility Planning Office	Buildings - AE Fee	GHATAODE BANNON ARCHITECTS, LLP	30,000.00
18-P0049063	10/27/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
18-P0049064	10/27/2017	12	Academic Affairs Office	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	500.00
18-P0049065	10/27/2017	12	Athletics	Instructional Supplies	SOCCER CENTRAL, INC. #1	1,538.67
18-P0049066	10/27/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049067	10/27/2017	12	Continuing Education Division	Food and Food Service Supplies	SMART & FINAL	200.00
18-P0049068	10/27/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	40.90
18-P0049069	10/27/2017	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	297.39
18-P0049070	10/27/2017	11	Public Affairs/Gov Rel Office	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	875.62
18-P0049071	10/27/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
18-P0049072	10/27/2017	12	Fresh Exp/Learning Communities	Food and Food Service Supplies	JAY'S CATERING	2,445.04
18-P0049073	10/27/2017	12	Assessment	Software License and Fees	CAPP ASSOCIATES INC	1,800.00

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Legend: * = Multiple Funds for this P.O.

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Purchase Order List

10/22/2017 thru 11/11/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049074	10/27/2017	11	Mailroom	Equip-Vehicles >\$5,000	YALE CHASE	18,178.29
18-P0049075	10/27/2017	11	Mailroom	Equip-Vehicles >\$5,000	YALE CHASE	18,177.29
18-P0049076	10/27/2017	11	Maintenance	Rental-Equipment (Short-term)	UNITED RENTALS	1,927.11
18-P0049077	10/27/2017	11	Maintenance	Non-Instructional Supplies	WOODWARD'S ACE HARDWARE	1,500.00
18-P0049078	10/27/2017	12	Health & Wellness Center	Advertising	GOTCHA MEDIA HOLDINGS LLC	600.00
18-P0049079	10/27/2017	12	Academic Affairs Office	Instructional Supplies	DUNN EDWARDS CORP	5,000.00
18-P0049080	10/27/2017	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	1,472.12
18-P0049081	10/27/2017	11	Facility Planning Office	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	512.00
18-P0049082	10/27/2017	12	Center for Teacher Education	Non-Instructional Supplies	IMAGE PRINTING SOLUTIONS	360.02
18-P0049083	10/27/2017	12	Inmate Education Program	Instructional Supplies	AMAZON COM	251.16
18-P0049084	10/27/2017	11	Admin Services Office	Inst Dues & Memberships	SOUTH COAST HIGHER EDUCATION COUNCIL	50.00
18-P0049085	10/27/2017	33	CDC Santa Ana College - East	Instructional Supplies	US TOY CO CONSTRUCTIVE PLAYTHINGS	1,120.75
18-P0049086	10/27/2017	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	541.11
18-P0049087	10/27/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	LAKESHORE LEARNING MATERIALS	49.08
18-P0049088	10/27/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	LAKESHORE LEARNING MATERIALS	92.83
18-P0049089	10/27/2017	12	Career Education Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	455.23
18-P0049090	10/27/2017	13	Public Affairs/Gov Rel Office	Other Licenses & Fees	AAA FLAG AND BANNER	2,851.58
18-P0049091	10/27/2017	12	Center for Teacher Education	Contracted Services	JOCZ DANIEL	1,500.00
18-P0049092	10/27/2017	11	Fire Academy	Equip-All Other >\$1,000<\$5,000	APPERSON	3,733.60
18-P0049093	10/27/2017	41	Facility Planning Office	Bldg Impr - Materials OFIBO	THE GARLAND CO INC	14,729.68
18-P0049095	10/30/2017	11	CJ/Academies	Contracted Repair Services	AMERICAN ALARM SYSTEMS, INC	285.50
18-P0049096	10/30/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	AMAZON COM	21.44
18-P0049097	10/30/2017	13	Chemistry	Software License and Fees	WAVEFUNCTION INC	4,848.75
18-P0049098	10/30/2017	11	International Student Program	Contracted Services	MARTINEZ-KEPFORD ROSEMARY	10,500.00
18-P0049099	10/30/2017	11	Purchasing	Equip-All Other >\$200 < \$1,000	AMAZON COM	895.53
18-P0049101	10/31/2017	13	CJ/Academies	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	7,194.69
18-P0049102	10/31/2017	13	CJ/Academies	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	835.31
18-P0049103	10/31/2017	12	Student Equity	Non-Instructional Supplies	LAKYSHIA M. PEREZ	500.00
18-P0049104	10/31/2017	33	EHS Administration	Conference Expenses	CCDAA CALIF CHILD DEV ADMIN ASSOC	660.00
18-P0049105	10/31/2017	33	EHS Administration	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	5,146.58
18-P0049106	10/31/2017	11	Fire Academy	Contracted Services	NATIONWIDE FIRE & SAFETY	500.00
18-P0049108	10/31/2017	13	Public Affairs/Gov Rel Office	Contracted Services	PREZIOSE VANESSA	400.00
18-P0049109	10/31/2017	13	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	1,473.21
18-P0049110	10/31/2017	13	Occupational Therapy	Advertising	HAGGARTY PRINTING INC	662.67
18-P0049111	10/31/2017	12	Continuing Education Division	Non-Instructional Supplies	VARIDESK LLC	64.65
18-P0049112	10/31/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
18-P0049113	10/31/2017	12	Student Equity	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	311.13

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Legend: * = Multiple Funds for this P.O.

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Environment: Colleague

LoginID: DR21189

Purchase Order List

10/22/2017 thru 11/11/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049114	10/31/2017	12	Academic Affairs Office	Instructional Supplies	WATERLINE TECHNOLOGIES	10,000.00
18-P0049115	10/31/2017	12	Public Affairs/Gov Rel Office	Online Training Courses	NCMPR NAT'L COUNCIL FOR MARKETING	225.00
18-P0049116	10/31/2017	12	Orange Educ Ctr-Instruction	Software License and Fees	HEC SOFTWARE INC	9,000.00
18-P0049117	11/1/2017	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	4,446.38
18-P0049118	11/1/2017	41	Facility Planning Office	Bldgs - Blueprint/Reprod/Adver	AMERICAN REPROGRAPHICS CO LLC	5,000.00
18-P0049119	11/1/2017	12	Foster Youth	Food and Food Service Supplies	CMA RESTAURANTS INC	50.00
18-P0049120	11/1/2017	12	Student Equity	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	2,812.92
18-P0049121	11/1/2017	11	Mailroom	Equip-All Other >\$1,000<\$5,000	HOME DEPOT	4,838.18
18-P0049122	11/1/2017	13	CJ/Academies	Instructional Supplies	KRUEGER INTERNATIONAL INC.	3,243.28
18-P0049123	11/1/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	68.52
18-P0049124	11/1/2017	11	Chancellor's Office	Non-Instructional Supplies	XEROX CORP	140.38
18-P0049125	11/1/2017	13	Public Affairs/Gov Rel Office	Community/Public Relations	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,925.00
18-P0049126	11/1/2017	41	Facility Planning Office	Site Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,749.36
18-P0049127	11/1/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	CENGAGE LEARNING/ EDUC. TO GO	2,745.38
18-P0049128	11/1/2017	12	Continuing Education Division	Equip-w/Contr Svc > \$5,000	CARD INTEGRATORS INC	5,987.46
* 18-P0049129	11/1/2017	11	Maintenance	Non-Instructional Supplies	BLANKENSHIP, SHARLENE	635.73
* 18-P0049129	11/1/2017	13	Maintenance	Contracted Services	BLANKENSHIP, SHARLENE	57.71
PO Amt Total for *18-P0049129 :						693.44
18-P0049130	11/1/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,127.27
18-P0049131	11/1/2017	11	Facility Planning Office	Software License and Fees	WELLS FARGO BANK	336.00
18-P0049132	11/1/2017	11	Kinesiology - Physical Educ	Contracted Repair Services	FITNESS REPAIR SHOP	275.00
18-P0049133	11/1/2017	41	Facility Planning Office	Non-Instructional Supplies	GLOBAL INNOVATIONS COTERIE LLC	363.78
18-P0049134	11/1/2017	11	Maintenance	Contracted Repair Services	TRANE CO	898.25
18-P0049135	11/1/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	266.36
18-P0049136	11/1/2017	11	Maintenance	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	7,985.00
18-P0049137	11/1/2017	13	Public Affairs/Gov Rel Office	Community/Public Relations	YOUTH ON THE MOVE EDUCATION INTERNAT'L	950.00
18-P0049138	11/1/2017	11	Publications	Non-Instructional Supplies	XEROX CORP	548.75
18-P0049139	11/1/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	B & H PHOTO VIDEO INC	323.25
18-P0049140	11/1/2017	11	Maintenance	Contracted Repair Services	CONTROL MAINTENANCE & REPAIR INC	3,806.09
18-P0049141	11/1/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,322.85
18-P0049142	11/2/2017	11	Purchasing	Contracted Services	XEROX CORP	252.00
18-P0049143	11/2/2017	12	Auxiliary Services Office	Equip-All Other >\$1,000<\$5,000	DON BOOKSTORE	3,508.60
18-P0049144	11/2/2017	41	Facility Planning Office	Buildings - AE Fee	HAMMEL GREEN & ABRAHAMSON INC	2,835,000.00
18-P0049145	11/2/2017	12	Art	Equip-All Other >\$1,000<\$5,000	ROCKLER WOODWORKING & HARDWARE	1,635.50
18-P0049146	11/2/2017	33	CDC Santiago Canyon College	Non-Instructional Supplies	HOME DEPOT	200.00

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049147	11/2/2017	12	Digital Media Center	Contracted Services	AIR FORCE ASSOCIATION	820.00
18-P0049148	11/2/2017	12	Humanities & Social Sci Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	177.32
18-P0049149	11/2/2017	11	President's Office	Inst Dues & Memberships	SOUTHERN CALIFORNIA WRESTLING ALLIANCE	780.00
18-P0049150	11/2/2017	12	Financial Aid Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	535.77
18-P0049151	11/2/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	40.34
18-P0049152	11/2/2017	12	Student Equity	Other Licenses & Fees	ARLINE MEDIA PRODUCTIONS INC	275.00
18-P0049153	11/2/2017	12	Corporate Training Institute	Contracted Services	MIRACLE CARE NETWORK INC.	530.00
18-P0049154	11/2/2017	12	Student Equity	Non-Instructional Supplies	ULINE	214.61
18-P0049155	11/2/2017	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	157.50
18-P0049156	11/2/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	962.22
18-P0049157	11/2/2017	11	Chancellor's Office	District Business/Sponsorships	NCCHC NATIONAL COMMUNITY COLLEGE	3,000.00
18-P0049158	11/2/2017	12	Career Education Office	Mileage/Parking Expenses	JULIE A. PEEKEN	30.00
18-P0049159	11/2/2017	12	EOPS	Other Exp Paid for Students	SVM LP	10,015.38
18-P0049160	11/2/2017	12	Counseling	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	1,478.72
18-P0049161	11/2/2017	12	Communications & Media Studies	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
18-P0049162	11/2/2017	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	3,318.27
18-P0049163	11/2/2017	12	Special Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	469.36
18-P0049164	11/2/2017	12	Reprographics	Instructional Supplies	KELLY PAPER	2,467.48
18-P0049165	11/2/2017	12	EOPS	Food and Food Service Supplies	SMART & FINAL	2,000.00
18-P0049166	11/2/2017	12	Corporate Training Institute	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
18-P0049167	11/2/2017	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
18-P0049168	11/2/2017	12	Art	Instructional Supplies	ULINE	250.00
18-P0049169	11/2/2017	33	EHS Santa Ana College	Non-Instructional Supplies	SMART & FINAL	200.00
18-P0049170	11/2/2017	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
18-P0049171	11/2/2017	12	Reprographics	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
18-P0049172	11/2/2017	12	Art Gallery	Instructional Supplies	KUTTING EDGE DESIGN LLC	250.00
18-P0049173	11/2/2017	33	CDC Santa Ana College	Food and Food Service Supplies	SMART & FINAL	200.00
18-P0049174	11/2/2017	33	CDC Santa Ana College - East	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00
18-P0049175	11/2/2017	12	Business Administration	Equip-All Other >\$1,000<\$5,000	SEHI COMPUTER PRODUCTS	1,175.36
18-P0049176	11/2/2017	11	Public Affairs/Gov Rel Office	Equip-All Other >\$1,000<\$5,000	M3 OFFICE INC	2,225.04
18-P0049177	11/2/2017	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	242.00
18-P0049178	11/2/2017	11	Maintenance	Non-Instructional Supplies	HOME DEPOT	2,500.00
18-P0049179	11/2/2017	12	Financial Aid Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	338.78
18-P0049180	11/3/2017	11	CJ/Academies	Non-Instructional Supplies	HAJOCA CORP	4,000.00
18-P0049181	11/3/2017	11	CJ/Academies	Non-Instructional Supplies	IRVINE PIPE SUPPLY	4,000.00
18-P0049182	11/3/2017	12	Fresh Exp/Learning Communities	Food and Food Service Supplies	JAY'S CATERING	197.00
18-P0049183	11/3/2017	13	Occupational Therapy	Instructional Supplies	SONACK JULIE	482.94

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049184	11/3/2017	12	Pathways to Teaching	Transportation - Student	CERTIFIED TRANSPORTATIONS	547.19
18-P0049185	11/3/2017	11	Graphic Communications	Non-Instructional Supplies	APPLE COMPUTER INC	105.60
18-P0049186	11/3/2017	12	Counseling	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	623.39
18-P0049187	11/3/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	128.57
18-P0049188	11/3/2017	12	Student Equity	Other Participant Travel Exp	AIRPORT VAN RENTAL INC	264.32
18-P0049189	11/3/2017	12	EOPS	Other Exp Paid for Students	SVM LP	7,221.29
18-P0049190	11/3/2017	12	Student Equity	Food and Food Service Supplies	JAY'S CATERING	531.85
18-P0049191	11/3/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,236.97
18-P0049192	11/3/2017	12	ULINK	Transportation - Student	GOLD COAST TOURS	2,235.58
18-P0049193	11/3/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	588.26
18-P0049194	11/3/2017	12	Transfer Center	Transportation - Student	SILVERADO STAGES, INC.	1,400.00
18-P0049195	11/3/2017	12	EOPS	Food and Food Service Supplies	CHEFS CATERING AND EVENT PLANNING	371.74
18-P0049196	11/3/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	47.37
18-P0049197	11/3/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	39.84
18-P0049198	11/3/2017	11	Academic Affairs Office	Class Schedules/Printing	ADVANCED WEB OFFSET INC	4,429.87
18-P0049199	11/3/2017	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,325.59
18-P0049200	11/3/2017	41	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	14,750.00
18-P0049201	11/3/2017	12	Library Services	Library Books	AMAZON COM	14,500.00
18-P0049202	11/3/2017	11	Academic Support - SCC	Non-Instructional Supplies	CDW GOVERNMENT INC.	134.63
18-P0049203	11/3/2017	12	Counseling	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	506.37
18-P0049204	11/3/2017	12	Orange Educ Ctr-Instruction	Contracted Repair Services	AURELIANO GONZALEZ	245.00
18-P0049205	11/3/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	150.46
18-P0049206	11/6/2017	11	CJ/Academies	Contracted Repair Services	HILLS BROS LOCK & SAFE	5,000.00
18-P0049207	11/6/2017	12	Research	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	4,855.31
18-P0049208	11/6/2017	12	Photography	Instructional Supplies	SAMY'S CAMERA	800.00
18-P0049209	11/6/2017	12	Art	Instructional Supplies	GRAINGER	300.00
18-P0049210	11/6/2017	12	Art	Instructional Supplies	HOME DEPOT	500.00
18-P0049211	11/6/2017	12	Assessment	Software License and Fees	FARONICS TECH US INC	837.90
18-P0049212	11/6/2017	12	DSPS Office	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	266.76
18-P0049213	11/6/2017	12	SAC Research	Software License and Fees	TABLEAU SOFTWARE INC	300.00
18-P0049214	11/6/2017	12	DSPS Office	Equip-All Other >\$200 < \$1,000	AMAZON COM	247.88
18-P0049215	11/6/2017	12	Continuing Education Division	Lease Agreement - Facility	OUR LADY OF THE PILLAR CHURCH	231.00
18-P0049216	11/6/2017	11	Digital Media Center	Contracted Repair Services	CONTROL AIR CONDITIONING CORP	6,510.98
18-P0049217	11/6/2017	12	Family & Consumer Studies	Equip-Fed Prgm >\$1,000< \$5,000	PROWORLD	2,860.76
18-P0049218	11/6/2017	12	Safety & Parking - DO	Equip-All Other >\$200 < \$1,000	WELLS FARGO BANK	558.99
18-P0049219	11/6/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DANNY LETNER INC	340,000.00
18-P0049220	11/6/2017	13	Public Affairs/Gov Rel Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	420.23

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049221	11/7/2017	33	CDC Centennial Education Ctr	Non-Instructional Supplies	SWSH ARIZONA MFG INC	457.03
18-P0049222	11/7/2017	13	Maintenance	Non-Instructional Supplies	HOWARD INDUSTRIES	2,100.00
18-P0049223	11/7/2017	12	Public Affairs/Gov Rel Office	Advertising	DAILY 49ER	1,200.00
18-P0049224	11/7/2017	12	Transfer Center	Non-Instructional Supplies	RSCCD	600.00
18-P0049225	11/7/2017	12	Nursing	Instructional Supplies	EMERGENCY MEDICAL PRODUCTS, INC	196.85
18-P0049226	11/7/2017	12	Center for Teacher Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049227	11/7/2017	13	Nursing	Equip-All Other >\$1,000<\$5,000	POCKET NURSE	3,238.98
18-P0049228	11/7/2017	13	Veterans Resource Center	Equip-All Other >\$200 < \$1,000	KRUEGER INTERNATIONAL INC.	5,461.85
18-P0049229	11/7/2017	12	Inmate Education Program	Instructional Supplies	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	1,569.86
18-P0049230	11/7/2017	11	Research	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
18-P0049231	11/7/2017	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	14,500.00
18-P0049232	11/7/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	ALDOC, INC	2,245.00
18-P0049233	11/7/2017	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	1,920.64
18-P0049234	11/7/2017	12	Nursing	Equip-Fed Prgm > \$5,000	DRE	7,285.61
18-P0049235	11/7/2017	12	Safety & Parking - DO	Equip-All Other >\$200 < \$1,000	LOCTEK ERGONOMIC	549.93
18-P0049236	11/7/2017	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	439.94
18-P0049237	11/7/2017	12	Accounting	Equip-All Other >\$200 < \$1,000	KRUEGER INTERNATIONAL INC.	3,245.43
18-P0049238	11/7/2017	12	Inmate Education Program	Instructional Supplies	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	1,098.53
18-P0049239	11/7/2017	13	CJ/Academies	Equip-All Other >\$1,000<\$5,000	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	2,000.00
18-P0049240	11/7/2017	12	Nursing	Instructional Supplies	MOORE MEDICAL CORP	615.01
18-P0049241	11/7/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	214.90
18-P0049242	11/7/2017	12	Fine & Performing Arts Office	Instructional Supplies	ART SUPPLY WAREHOUSE	500.00
18-P0049243	11/7/2017	12	Fine & Performing Arts Office	Instructional Supplies	NOVAL COLORS	1,000.00
18-P0049244	11/7/2017	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SYSCO FOOD SVC	7,000.00
18-P0049245	11/7/2017	33	CDC Administration	Non-Instructional Supplies	AKERS THOMAS	417.00
18-P0049246	11/7/2017	12	Academic Computing	Instructional Supplies	SEHI COMPUTER PRODUCTS	508.30
18-P0049247	11/7/2017	12	Inmate Education Program	Instructional Supplies	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	324.00
18-P0049248	11/7/2017	12	Student Services Office	Inst Dues & Memberships	MIDDLE COLLEGE NATIONAL CONSORTIUM	800.00
18-P0049249	11/7/2017	12	Student Equity	Non-Instructional Supplies	WELLS FARGO BANK	301.68
18-P0049250	11/7/2017	12	Center for Teacher Education	Food and Food Service Supplies	SMART & FINAL	600.00
18-P0049251	11/7/2017	12	Talent Search	Transportation - Student	CERTIFIED TRANSPORTATIONS	765.85
18-P0049252	11/7/2017	12	Center for Teacher Education	Food and Food Service Supplies	PARADISE BAKERY & CAFE	3,817.30
18-P0049253	11/7/2017	12	Family & Consumer Studies	Equip-Fed Prgm > \$5,000	OMNIPRINT INTERNATIONAL INC	26,937.50
18-P0049254	11/7/2017	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	800.00
18-P0049255	11/7/2017	11	Continuing Education Division	Non-Instructional Supplies	IDEAL LIGHTING SUPPLY INC	1,000.00
18-P0049256	11/7/2017	11	Continuing Education Division	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	8,500.00
18-P0049257	11/7/2017	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	10,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049258	11/7/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	671.45
18-P0049259	11/8/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	SCHOOL OUTFITTERS	756.00
18-P0049260	11/8/2017	13	Continuing Education Division	Telecommunication Circuits	WILSHIRE CONNECTION LLC	23,858.06
18-P0049261	11/8/2017	11	Maintenance & Operations	Contracted Repair Services	DE LA TORRE COMMERCIAL	395.00
18-P0049262	11/8/2017	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	2,405.32
18-P0049263	11/8/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	D4 SOLUTIONS INC.	939.58
18-P0049264	11/8/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	UNITED SITE SERVICES OF CALIF INC	186.79
18-P0049265	11/8/2017	41	Facility Planning Office	Site Improv - Geotech/Geohaz	KOURY ENGINEERING & TESTING INC	4,900.00
18-P0049266	11/8/2017	41	Facility Planning Office	Site Improv - Utility Locating	UTIL LOCATE INC	5,250.00
18-P0049267	11/8/2017	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	711.00
18-P0049268	11/8/2017	43	Facility Planning Office	Buildings - Haz Mat	ALTA ENVIRONMENTAL	14,500.00
18-P0049269	11/8/2017	11	Board of Trustees	Conference Expenses	JOHN R. HANNA	1,300.00
18-P0049270	11/8/2017	11	Board of Trustees	Conference Expenses	PHILLIP E. YARBROUGH	1,300.00
18-P0049271	11/8/2017	12	Continuing Education Division	Conference Expenses	ACCE ASSOC OF COMMUNITY & CONTINUING EDUC.	135.00
18-P0049272	11/8/2017	11	Maintenance	Maint/Oper Service Agreements	JOHN MINNOCK JR	450.00
18-P0049273	11/8/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	COLAMCO INC	3,096.66
18-P0049274	11/8/2017	33	EHS Administration	Non-Instructional Supplies	ENVIRONMENTS INC	217.30
18-P0049275	11/8/2017	33	EHS Administration	Non-Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,343.56
18-P0049276	11/8/2017	11	Admin Services Office	Public Agencies' Assess & Fees	CITY OF ORANGE	150.00
18-P0049277	11/8/2017	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	12,671.07
18-P0049278	11/9/2017	11	Admin Services Office	Contracted Services	RELIABLE ICE EQUIPMENT INC	865.90
18-P0049279	11/9/2017	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	378.02
18-P0049280	11/9/2017	12	Biology	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	1,856.16
18-P0049281	11/9/2017	11	Admin Services Office	Class Schedules/Printing	ADVANCED WEB OFFSET INC	2,600.44
18-P0049282	11/9/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	KELLY PAPER	1,973.98
18-P0049283	11/9/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	32.31
18-P0049284	11/9/2017	11	Nursing	Inst Dues & Memberships	NAT'L LEAGUE FOR NURSING	1,455.00
18-P0049285	11/9/2017	11	Facility Planning Office	Equip-All Other >\$200 < \$1,000	LOCTEK ERGONOMIC	331.86
18-P0049286	11/9/2017	11	Admin Services Office	Non-Instructional Supplies	WESTERN STATE DESIGN	10.02
18-P0049287	11/9/2017	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	283.08
18-P0049288	11/9/2017	12	Student Equity	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049289	11/9/2017	12	Theatre Arts	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049290	11/9/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	FULLERTON COLLEGE	5,980.00
18-P0049291	11/9/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	CYPRESS COLLEGE	2,925.00
18-P0049292	11/9/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	IRVINE VALLEY COLLEGE	5,980.00
18-P0049293	11/9/2017	11	Safety & Parking - DO	Non-Instructional Supplies	GALLS QUARTERMASTER LLC	5,000.00
18-P0049294	11/9/2017	12	DSPS Office	Non-Instructional Supplies	XPRESSMYSELF.COM LLC	699.84

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049295	11/9/2017	12	Nursing	Instructional Supplies	MED ONE EQUIPMENT SERVICES, LLC	182.40
18-P0049296	11/9/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	ART SUPPLY WAREHOUSE	215.95
18-P0049297	11/9/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	14,000.00
18-P0049298	11/9/2017	11	CJ/Academies	Non-Instructional Supplies	HOME DEPOT	4,000.00
18-P0049299	11/9/2017	12	Theatre Arts	Instructional Supplies	APEX AUDIO INC	500.00
18-P0049300	11/9/2017	12	Theatre Arts	Instructional Supplies	GRAINGER	500.00
18-P0049301	11/9/2017	12	Theatre Arts	Instructional Supplies	HOME DEPOT	2,000.00
18-P0049302	11/9/2017	12	Theatre Arts	Instructional Supplies	J.D. FIELDS LUMBER	3,000.00
18-P0049303	11/9/2017	11	CJ/Academies	Non-Instructional Supplies	GRAINGER	500.00
18-P0049304	11/9/2017	12	Theatre Arts	Instructional Supplies	PCE PRODUCTIONS INC. PACIFIC COAST ENTERTAINMENT	1,500.00
18-P0049305	11/9/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	266.20
18-P0049306	11/9/2017	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	902.41
18-P0049307	11/9/2017	12	Admin Services Office	Instructional Supplies	XEROX CORP	1,454.63
18-P0189315	10/23/2017	12	Pathways to Teaching	Contracted Services	NORTH ORANGE COUNTY CCD	367,784.00
18-P0189316	10/23/2017	12	Student Support Services	Excess/Copies Useage	XEROX CORP	645.11
18-P0189317	10/24/2017	11	Maintenance	Contracted Services	BOYD & ASSOCIATES	1,020.00
18-P0189318	10/31/2017	12	Continuing Education Division	Contracted Services	FRIENDLY CENTER INC	8,021.00
18-P0189319	11/3/2017	12	Pathways to Teaching	Contracted Services	PROJECT TOMORROW	125,600.00
18-P0189320	11/6/2017	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	INTEGRATED RESOURCE INSTITUTE	40,000.00
18-P0189321	11/6/2017	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	ORANGE UNIFIED SCHOOL DISTRICT	11,424.00
18-P0189322	11/6/2017	11	Orange Educ Ctr-Instruction	Instructional Agrmt - Salary	SOUTH COAST COLLEGE	15,000.00
18-P0189323	11/6/2017	12	Career Education Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	243,621.00
Grand Total :						5,443,671.23

5.11 (9)

Legend: * = Multiple Funds for this P.O.

Printed: 11/15/2017 7:46:26AM

Environment: Colleague

LoginID: DR21189

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000546	10/23/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,060.74
GM-CAF000547	10/23/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,413.54
GM-CAF000549	10/23/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$85.50
GM-CAF000551	10/25/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,173.33
GM-CAF000552	10/25/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,043.75
GM-CAF000553	10/26/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,898.55
GM-CAF000554	10/30/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$94.32
GM-CAF000555	10/26/2017	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$621.50
GM-CAF000556	10/30/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,187.74
GM-CAF000557	10/30/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,102.36
GM-CAF000558	11/2/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,663.45
GM-CAF000559	11/1/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$874.44
GM-CAF000560	10/27/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,071.54
GM-CAF000561	10/31/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,064.70
GM-CAF000563	11/4/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,062.70
GM-CAF000564	11/6/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,148.60
GM-CAF000565	11/6/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$88.44
GM-CAF000566	11/6/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$526.82
GM-CAF000567	11/8/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,033.21
GM-DON002792	10/30/2017	31	SAC Bookstore	General Merchandise	PENS ETC.	\$283.76
GM-DON002803	10/24/2017	31	SAC Bookstore	General Merchandise	TEAMWORK	\$420.00
GM-DON002804	10/25/2017	31	SAC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$1,534.23
GM-EXPR001271	10/23/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$921.43
GM-EXPR001272	10/23/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,205.31
GM-EXPR001274	10/23/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$257.70
GM-EXPR001275	10/23/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,205.31
GM-EXPR001276	10/25/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,044.05
GM-EXPR001278	10/26/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,423.25
GM-EXPR001279	10/25/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,044.01
GM-EXPR001280	10/30/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$963.29
GM-EXPR001281	10/30/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,589.37
GM-EXPR001282	10/30/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$184.32
GM-EXPR001283	11/1/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,683.84
GM-EXPR001284	10/27/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,672.30
GM-EXPR001285	10/31/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$975.50
GM-EXPR001286	11/4/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,869.80
GM-EXPR001287	11/2/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,122.45

5.11 (10)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001288	11/6/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$594.66
GM-EXPR001289	11/6/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,065.81
GM-EXPR001290	11/6/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$188.82
GM-EXPR001291	11/8/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$811.39
GM-HAWK002464	10/23/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$1,037.70
GM-HAWK002466	10/25/2017	31	SCC Bookstore	General Merchandise	LEGACY ATHLETIC	\$295.50
GM-HAWK002467	10/31/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$185.68
GM-HAWK002468	10/31/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$76.86
GM-HAWK002469	10/31/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$132.06
GM-HAWK002470	10/31/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$531.58
GM-HAWK002471	10/31/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$750.31
GM-HAWK002472	10/31/2017	31	SCC Bookstore	General Merchandise	MELODEE ICE CREAM	\$712.20
GM-HAWK002473	10/31/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$2,755.14
GM-HAWK002474	11/1/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$605.16
GM-HAWK002475	11/1/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,369.34
GM-HAWK002476	11/2/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,242.73
GM-HAWK002477	11/6/2017	31	SCC Bookstore	General Merchandise	PENS ETC.	\$810.84
GM-HAWK002478	11/6/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$602.66
GM-HAWK002479	11/7/2017	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$102.30
GM-HAWK002481	11/8/2017	31	SCC Bookstore	General Merchandise	CASEMETRO LLC, SMASHDISCOUNT	\$473.44
GM-HAWK002482	11/9/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,191.02
GM-HAWK002483	11/9/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$870.78
TX-CEC000439	10/30/2017	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$735.00
TX-DON004758	10/23/2017	31	SAC Bookstore	Textbook	INDUSTRIAL PRESS	\$64.94
TX-DON004759	10/23/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$172.75
TX-DON004760	10/23/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$183.90
TX-DON004761	10/23/2017	31	SAC Bookstore	Textbook	INDICO	\$377.82
TX-DON004762	10/24/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$298.75
TX-DON004763	10/24/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$76.50
TX-DON004764	10/30/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$117.50
TX-DON004765	10/30/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$85.00
TX-DON004766	10/30/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$236.25
TX-DON004768	10/31/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$169.29
TX-DON004769	11/2/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$248.75
TX-DON004770	11/2/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$37.50
TX-DON004771	11/2/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$121.60
TX-DON004772	11/9/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$47.30

5.11 (11)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK003561	10/24/2017	31	SCC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$258.00
TX-HAWK003562	10/25/2017	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$60.00
TX-HAWK003564	10/31/2017	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$900.00
TX-HAWK003565	11/1/2017	31	SCC Bookstore	Textbook	RANDOM HOUSE, INC.	\$32.40
TX-HAWK003566	11/6/2017	31	SCC Bookstore	Textbook	EDUCATIONAL TEXTBOOK COMP	\$122.00
TX-HAWK003568	11/9/2017	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$117.36
Grand Total:						\$59,483.74

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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Environment: Colleague

LoginID: DR21189

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 22, 2017 THROUGH NOVEMBER 11, 2017
BOARD MEETING OF DECEMBER 4, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0049013	\$45,200.00	Portables removal project at Santiago Canyon College	DO-Facility Planning	Bid #1334 Board Approved: October 23, 2017
18-P0049018	\$55,000.00	Fall 2017 book vouchers for EOPS students	SCC-EOPS	
18-P0049024	\$40,000.00	Professional services for the ongoing Retiree Drug Subsidy Administration	DO-Risk Management	Board Approved: July 20, 2015
18-P0049033	\$16,025.00	Independent Contractor to perform Chair activities as part of the Vocational Education Research and Accountability Technical Advisory Committee.	DO-Educational Services	Board Approved: October 23, 2017
18-P0049034	\$49,950.00	Independent Contractor to produce innovative media resources and website to raise Career Technical Education awareness.	DO-LA/OC Regional Consortia	Board Approved: October 23, 2017
18-P0049035	\$21,800.00	Independent Contractor to support the LA/OC Regional Consortium in modernizing and improving user experience of the website	DO-LA/OC Regional Consortia	Board Approved: October 23, 2017
18-P0049040	\$457,600.00	Inspector services for the Science Center project at Santa Ana College.	DO-Facility Planning	Board Approved: October 23, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 22, 2017 THROUGH NOVEMBER 11, 2017
BOARD MEETING OF DECEMBER 4, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0049062	\$30,000.00	Architectural design services for new Safety and Security offices at Santiago Canyon College	DO-Facility Planning	Board Approved: October 23, 2017
18-P0049074	\$18,178.29	Electric burden cart for beverage container recycling at Santa Ana College	SAC-Maintenance and Operations	Received Quotations: *1. Yale Chase 2. Saddleback Golf Cars *Successful Bidder
18-P0049075	\$18,177.29	Electric burden cart for beverage container recycling at Santiago Canyon College	SCC-Maintenance and Operations	Received Quotations: *1. Yale Chase 2. Saddleback Golf Cars *Successful Bidder
18-P0049144	\$2,835,000.00	Architectural services for the Health Sciences Building project at Santa Ana College	DO-Facility Planning	Board Approved: October 23, 2017
18-P0049219	\$340,000.00	Roof replacement project at the District Operations Center	DO-Facility Planning	Bid #1333 Board Approved: October 23, 2017
18-P0049253	\$26,937.50	Garment printer, installation and training	SAC-Fashion	Received Quotations: *1. OmniPrint International 2. ColDesi, Inc *Successful Bidder
18-P0049260	\$23,858.06	Dark fiber connectivity service at Remington Education Center	CEC-Remington	Received Quotes: *1. Wilcon 2. Zayo Group *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM OCTOBER 22, 2017 THROUGH NOVEMBER 11, 2017
BOARD MEETING OF DECEMBER 4, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0189315	\$367,784.00	Sub-Agreement with North Orange County Community College District on behalf of Fullerton College, for the implementation of the Orange County Teacher Pathway Partnership program	SCC-Pathways to Teaching	Board Approved: August 14, 2017
18-P0189319	\$125,600.00	Sub-Agreement with Project Tomorrow for the implementation of the Orange County Teacher Pathway Partnership program	SCC-Pathways to Teaching	Board Approved: October 23, 2017
18-P0189320	\$40,000.00	Instructional services agreement to authorize SCC-OEC to provide noncredit employment prepararion classes to adults with cognitive impairments at Children's Hospital of Orange County	SCC OEC-Chapman	Board approved: June 12, 2017
18-P0189322	\$15,000.00	Instructional services agreement with South Coast College for adult noncredit employment preparation classes	SCC CE	Board Approved: February 6, 2017
18-P0189323	\$243,621.00	Sub-Agreement with Vital Link of Orange County to recruit, train, and employ students through the Strong Workforce Initiative	SCC-Business & Career Tech	Board Approved: September 11, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: December 4, 2017
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical program were developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>										
1. Board Financial Assistance Program (BFAP) (SAC/SCC) Annual allocation from the California Community Colleges Chancellor’s Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$741,290 • SCC \$324,607 	07/19/2017	\$1,065,897										
2. California Early Childhood Mentor Program (SAC & SCC) Sub-award from Chabot-Las Positas Community College District to support the ongoing development of regional mentoring programs for prospective teachers and facilitation of the program at both colleges. (17/18). <i>No match required.</i>	10/30/2017	\$1,150										
3. California Work Opportunity and Responsibility to Kids (CalWORKs)/Work Study/Temporary Assistance for Needy Families (TANF) (SAC) Annual allocations from the California Community Colleges Chancellor’s Office to provide direct support services for welfare students who are enrolled in educational programs as they prepare to transition out of the welfare setting and into gainful employment. (17/18). <table border="1" style="margin-left: 40px;"> <thead> <tr> <th></th> <th><u>CalWORKs</u></th> <th><u>Work Study</u></th> <th><u>TANF (Federal)</u></th> <th><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>• SAC</td> <td>\$318,220</td> <td>\$99,021</td> <td>\$75,109</td> <td>\$492,350</td> </tr> </tbody> </table> <i>The match required is 1-to-1 of CalWORKs Program and Work Study funds of \$417,241 that consists of need-based financial aid (Pell grants, SEOG, BOG fee waiver, and Cal grants).</i>		<u>CalWORKs</u>	<u>Work Study</u>	<u>TANF (Federal)</u>	<u>Total</u>	• SAC	\$318,220	\$99,021	\$75,109	\$492,350	09/13/2017	\$492,350
	<u>CalWORKs</u>	<u>Work Study</u>	<u>TANF (Federal)</u>	<u>Total</u>								
• SAC	\$318,220	\$99,021	\$75,109	\$492,350								
4. Community College Completion Grant (SAC & SCC) Funding from the California Community Colleges Chancellor’s Office to provide students with additional financial aid to help offset costs of education for those student attending 15 units per term and are on track to completing a specific program of study within the timeframe determined in their comprehensive Student Education Plan (SEP). (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$202,500 • SCC \$70,500 	11/07/2017	\$273,000										

Fiscal Impact: \$15,475,963.00	Board Date: December 4, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
5. Cooperative Agencies Resources for Education (CARE) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (17/18). <i>No match required.</i>	10/05/2017	\$99,410
6. Early Head Start – Year 4 (District) Fourth year of a five-year non-competitive grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start Programs. (17/18). <ul style="list-style-type: none"> • Operations Budget \$1,813,800 • Training & Technical Assistance <u>\$43,536</u> TOTAL \$1,857,336 <i>The match required is \$464,334 (20% of the total Early Head Start costs that include federal and non-federal share) that consists of \$326,996 state-funded Child Development Center staff costs and \$137,338 waived indirect costs.</i>	01/01/2018	\$1,857,336
7. Emergency Aid Funding for Dreamer Students (SAC & SCC) One-time allocation (Assembly Bill 134) from the California Community Colleges Chancellor's Office to support Dreamers in college campuses by providing emergency financial aid resources to students with an identified need affected by the rescind of the DACA program. (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$224,205 • SCC \$57,083 	11/07/2017	\$281,288
8. Extended Opportunity Programs & Services (EOPS) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (17/18). <i>The match required is \$431,679 that consist of EOPS staff salaries and benefits.</i>	10/05/2017	\$1,656,321
9. Full-Time Student Success Grant (SAC & SCC) Funding from the California Community Colleges Chancellor's Office to provide supplemental grants for community college Cal Grant B recipients receiving a full-time Cal Grant B award payment to support student persistence, retention, and completion. (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$594,016 • SCC \$230,893 	07/01/2017	\$824,909
10. Santa Ana Middle College High School (SAC) - <i>Augmentation</i> Funds from the California Community Colleges Chancellor's Office to continue the existing Middle College High School, which provides a supportive, academically challenging environment for high ability, at risk youth leading to an enriched high school education, independence and success in college and beyond. (17/18). <i>The match required is 1-to-1. Santa Ana Unified School District will provide the entire amount of the required match via the MCHS Principal's salary and benefits.</i>	10/12/2017	\$1,000

Fiscal Impact: \$15,475,963.00	Board Date: December 4, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>11. Student Success and Support Program (SSSP) – Credit (SAC/SCC/District)</p> <p>Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising, follow-up and other education planning services. (17/18).</p> <ul style="list-style-type: none"> • SAC SSSP \$4,523,847 <ul style="list-style-type: none"> ○ Contribution to DO Research \$26,370 • SCC SSSP \$2,406,235 <ul style="list-style-type: none"> ○ Contribution to DO Research \$21,845 <p><i>The match required is 1:1. The project administrator and project directors identify and monitor the matriculation match expenses.</i></p>	10/31/2017	\$6,978,297
<p>12. Student Success and Support Program (SSSP) – Non-Credit (CEC)</p> <p>Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising, follow-up and other education planning services. (17/18). <i>The match required is 1:1. The project administrator and project directors identify and monitor the matriculation match expenses.</i></p>	10/31/2017	\$1,587,495
<p>13. U.S. Small Business Administration/California State University Fullerton – Orange County/Inland Empire Regional Small Business Development Center Network (District)</p> <p>Annual allocation from the U.S. Small Business Administration through the Orange County/Inland Empire SBDC Lead Center the primary grantee, hosted by California State University, Fullerton (CSUF), to fund the continuous performance of the District’s Orange County Small Business Development Center. (17/18). <i>The match required is 1:1 at \$350,000 that consists of \$175,000 grant-funded staff costs, \$129,769 waived indirect costs, and \$45,231 third-party in-kind donations.</i></p>	01/01/2018	\$350,000
<p>14. Upward Bound V – Year 1 (SAC) - <i>Augmentation</i></p> <p>Year one of a five-year grant from the U.S. Department of Education to increase high school graduation rates, increase competency in college preparatory classes, and increase university entrance rate. (17/18). <i>No match required.</i></p>	09/28/2017	\$7,510

RECOMMENDATION

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

Fiscal Impact: \$15,475,963.00	Board Date: December 4, 2017
Item Prepared by: Maria N. Gil, Senior 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 # 2550
NAME: Board Financial Aid Admin (BFAP) - SAC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18

PROJ. ADM./DIR. Robert Manson

CONTRACT INCOME: \$741,290 - Advance Allocation

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 10/18/17

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Adjusted Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-10000-8629	Other Gen Categorical Appor		741,290		741,290		-
12-2550-631000-15310-1433	Beyond contract - Counselors - participate in SAC Appeal Committee	-		24,100			
12-2550-631000-15310-3115	STRS - Non-Instructional	-		3,478			
12-2550-631000-15310-3325	Medicare - Non-Instructiona	-		349			
12-2550-631000-15310-3435	H & W Retiree Fd - Non-Instructional	-		875			
12-2550-631000-15310-3515	SUI - Non-Instructional	-		12			
12-2550-631000-15310-3615	WCI - Non-Instructional	-		542			
12-2550-646000-19405-2130	Classified Employees : Fina - Ashley Alcantar (100%) - Glenda Lane (retired 7/31/17) - Kandi Rodriguez (100% for 8 mos) - Sonia Lopez (100%) - Michael Martinez (100%) - Brian Nguyen (100%) - Chi Pham (82.5%) - Denise Scolaro (64%) - Dorothy Swayne (85%) - Ruby Vu (19%)	393,539		379,101			14,438
12-2550-646000-19405-2310	Classified Employees - Ongoing	1,387		-			1,387
12-2550-646000-19405-2350	Overtime - Classified Employee	-		6,000		6,000	
12-2550-646000-19405-3215	PERS - Non-Instructional :	62,532		60,468			2,064
12-2550-646000-19405-3315	OASDHI - Non-Instructional	25,653		25,178			475
12-2550-646000-19405-3325	Medicare - Non-Instructiona	5,999		5,888			111
12-2550-646000-19405-3415	H & W - Non-Instructional :	127,968		122,160			5,808

6.1 (4)

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SAC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18

PROJ. ADM./DIR. Robert Manson

CONTRACT INCOME: \$741,290 - Advance Allocation

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

Date: 10/18/17

CFDA #: N/A; Award #: N/A

GL Account	Description	Allocated Budget		Adjusted Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-646000-19405-3435	H & W - Retiree Fund Non-In	15,019		14,741			278
12-2550-646000-19405-3515	SUI - Non-Instructional : F	207		203			4
12-2550-646000-19405-3615	WCI - Non-Instructional : F	9,310		9,137			173
12-2550-646000-19405-3915	Other Benefits - Non-Instru	11,133		10,758			375
12-2550-646000-19405-4610	Non-Instructional Supplies	1,843		10,000		8,157	
12-2550-646000-19405-4710	Food and Food Service Supplies	-		5,500		5,500	
12-2550-646000-19405-5100	Contracted Services	27,000		10,000			17,000
12-2550-646000-19405-5300	Inst Dues & Memberships : F	-		3,800		3,800	
12-2550-646000-19405-5630	Maint Contract - Office Equ	3,000		3,000		-	-
12-2550-646000-19405-5950	Software License & Fees	44,000		11,000			33,000
12-2550-646000-19405-6410	Equip-All Other >\$1,000<\$5,	-		20,000		20,000	
12-2550-675000-19405-5210	Conference Expenses : Finan	12,700		15,000		2,300	
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP SAC	741,290	741,290	741,290	741,290	45,757	75,113

6.1(5)

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18
 CONTRACT INCOME: \$324,607 - Advance Allocation
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. Syed Rizvi
 PROJ. DIR. Sheena Tran

Date: 11/08/17

GL Account	Description	Allocated Budget		Adjusted Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-000000-20000-8629	Other Gen Categorical Appor		315,685		324,607		8,922
12-2550-646000-29500-2130	Classified Employees : Fina - Elizabeth Bergara, S.S. Coordinator (12%) - Susan Denim, Senior Clerk (100%) - Jitesh Prajapati, F.A. Analyst (100%) - Reynoso Zambrano, F.A. Technician (100%)	152,327		152,698		371	
12-2550-646000-29500-2320	Classified Employees - Hourly - Lauren Bennett, Student Program Specialist	4,672		4,672		-	
12-2550-646000-29500-2340	Student Assistants - Hourly	13,200		13,200		-	
12-2550-646000-29500-2350	Overtime - Classified Emplo	425		425		-	
12-2550-646000-29500-3215	PERS - Non-Instructional :	23,658		23,716		58	
12-2550-646000-29500-3315	OASDHI - Non-Instructional	9,761		9,784		23	
12-2550-646000-29500-3325	Medicare - Non-Instructiona	2,351		2,356		5	
12-2550-646000-29500-3335	PARS - Non-Instructional :	61		61		-	
12-2550-646000-29500-3415	H & W - Non-Instructional :	50,631		50,632		1	
12-2550-646000-29500-3435	H & W - Retiree Fund Non-In	6,364		6,377		13	
12-2550-646000-29500-3515	SUI - Non-Instructional : F	81		81		-	
12-2550-646000-29500-3615	WCI - Non-Instructional : F	3,944		3,953		9	
12-2550-646000-29500-3915	Other Benefits - Non-Instru	4,680		4,680		-	-
12-2550-646000-29500-4610	Non-Instructional Supplies	425		425		-	-
12-2550-646000-29500-4710	Food and Food Service Suppl	3,104		3,104		-	-
12-2550-646000-29500-5100	Contracted Services : Finan	3,600		12,042		8,442	
12-2550-646000-29500-5300	Inst Dues & Memberships : F	3,791		3,791		-	-
12-2550-646000-29500-5950	Software License and Fees :	9,994		9,994		-	-

(6) 1.9

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - SCC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18
 CONTRACT INCOME: \$324,607 - Advance Allocation
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. Syed Rizvi
 PROJ. DIR. Sheena Tran

Date: 11/08/17

GL Account	Description	Allocated Budget		Adjusted Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2550-646000-29500-6409	Equip-All Other >\$200 < \$1,	3,000		3,000		-	-
12-2550-646000-29500-6410	Equip-All Other >\$1,000<\$5,	5,234		5,234		-	-
12-2550-675000-29500-5210	Conference Expenses : Finan	14,382		14,382		-	-
Totals for PROJECT: 2550	Student Fin Aid Admin - BFAP	315,685	315,685	324,607	324,607	8,922	8,922

6.1 (7)

SPECIAL PROJECT DETAILED BUDGET #1214

NAME: California Early Childhood Mentor Program (Santa Ana College/Santiago Canyon College)

FISCAL YEAR: 2017/2018

CONTRACT TERM: 8/1/2017 - 07/31/2018

PROJ ADM: Bart Hoffman/Von Lawson

CONTRACT AWARD: \$1,150

PROJ DIR: Michelle Hardy

CFDA #: 93.575

Date: 11/16/2017

**PRIME SPONSOR: Department of Health and Human Services Administration for Children and Families/
Child Care and Development Block Grant**

FISCAL AGENT: Chabot-Las Positas Community College District

PRIME AWARD #: CN170146

SUB AWARD #: N/A

GL Account String	Description	New Budget	
		Debit	Credit
12-1214-000000-10000-8199	Other Federal Revenues : Santa Ana College		1,150
12-1214-619000-15717-1483	Beyond Contr - Reassigned Time : Human Development Program facilitation for California Early Childhood Mentor Program - Michelle Hardy, \$821 stipend	821	
12-1214-619000-15717-3115	STRS - Non-Instructional : Human Development	118	
12-1214-619000-15717-3325	Medicare - Non-Instructional : Human Development	12	
12-1214-619000-15717-3435	H & W - Retiree Fund Non-Inst : Human Development	30	
12-1214-619000-15717-3515	SUI - Non-Instructional : Human Development	1	
12-1214-619000-15717-3615	WCI - Non-Instructional : Human Development	18	
12-1214-619000-15717-5940	Reproduction/Printing Expenses : Human Development	150	
	Total 1214 - CA ECMP FY 2017/18	1,150	1,150

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2017-18

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ. ADM. Frances Gusman (Interim)

CalWORKs Program Income: **285,206**

PROJ. DIR. Christine Leon

Work Study Income: **47,765**

(Child Care to Work Study) **51,256**

Date: 11/07/17

(Child Care to Program) **33,014**

TOTAL Amount: **417,241**

CFDA No. N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-000000-10000-8625	CalWORKS : Santa Ana College		410,659		417,241		6,582
12-2061-631000-19505-1230	Contract Counselors : Special Services Office - Annette Bui (50% CalWORKs/50% EOPS) - Fall - Annette Bui (25% TANF/25% CalWORKs/50% EOPS) - Spring	35,477		28,163			7,314
12-2061-631000-19505-1430	Part-Time Counselors : Special Services Office - M. Hanson, M. Castellanos, A. Molina (FA & SP)	33,477		32,917			560
12-2061-631000-19505-1435	Int/Sum - Counselors,Part-Time : Special Serv	29,194		11,494			17,700
12-2061-631000-19505-3115	STRS - Non-Instructional : Special Services O	14,455		9,672			4,783
12-2061-631000-19505-3325	Medicare - Non-Instructional : Special Servic	1,465		981			484
12-2061-631000-19505-3415	H & W - Non-Instructional : Special Services	5,734		2,886			2,848
12-2061-631000-19505-3435	H & W - Retiree Fund Non-Inst : Special Servi	3,668		2,457			1,211
12-2061-631000-19505-3515	SUI - Non-Instructional : Special Services Of	51		34			17
12-2061-631000-19505-3615	WCI - Non-Instructional : Special Services Of	2,274		1,523			751
12-2061-631000-19505-3915	Other Benefits - Non-Instruct : Special Servi	875		656			219
12-2061-647000-19410-2340	Student Assistants - Hourly : Student Placeme	66,000		92,600		26,600	
12-2061-647000-19410-3315	OASDHI - Non-Instructional : Student Placemen	1,228		574			654
12-2061-647000-19410-3325	Medicare - Non-Instructional : Student Placem	957		134			823
12-2061-647000-19410-3435	H & W - Retiree Fund Non-Inst : Student Place	2,396		3,361		965	
12-2061-647000-19410-3615	WCI - Non-Instructional : Student Placement	1,485		2,084		599	
12-2061-647000-19505-2310	Classified Employees - Ongoing : Special Serv - Michelle Ayala	22,336		22,685		349	

(6) 1.6

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2017-18

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ. ADM. Frances Gusman (Interim)

CalWORKs Program Income: **285,206**

PROJ. DIR. Christine Leon

Work Study Income: **47,765**

(Child Care to Work Study) **51,256**

Date: 11/07/17

(Child Care to Program) **33,014**

TOTAL Amount: **417,241**

CFDA No. N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-647000-19505-2320	Classified Employees - Hourly : Special Servi	2,517		1,352			1,165
12-2061-647000-19505-3215	PERS - Non-Instructional : Special Services O	3,587		3,733		146	
12-2061-647000-19505-3315	OASDHI - Non-Instructional : Special Services	-		1,490		1,490	
12-2061-647000-19505-3325	Medicare - Non-Instructional : Special Servic	363		349			14
12-2061-647000-19505-3335	PARS - Non-Instructional : Special Services O	323		-			323
12-2061-647000-19505-3435	H & W - Retiree Fund Non-Inst : Special Servi	902		873			29
12-2061-647000-19505-3515	SUI - Non-Instructional : Special Services Of	12		12		-	-
12-2061-647000-19505-3615	WCI - Non-Instructional : Special Services Of	559		541			18
12-2061-649000-19505-1232	Contract Extension-Counselors : Special Servi <i>- M. Nguyen (SUM17)</i>	-		536		536	
12-2061-649000-19505-1252	Contract Extension-Coordinator : Special Serv	1,391		1,391		-	-
12-2061-649000-19505-1454	Int/Sum Beyond Contr-Coordinat : Special Serv	-		-		-	-
12-2061-649000-19505-1480	Part-Time Reassigned Time : Special Services	752		700			52
12-2061-649000-19505-1485	Int/Sum - Reassigned Time, PT : Special Servi	1,093		963			130
12-2061-649000-19505-2130	Classified Employees : Special Services Offic <i>- Marlon Cadenas (30%)</i> <i>- Claudia Del Valle (70%)</i> <i>- Deborah Gossett (20%)</i> <i>- Blythe Paz (10%)</i>	57,580		58,826		1,246	

6.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2017-18

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ. ADM. Frances Gusman (Interim)

CalWORKs Program Income: **285,206**

PROJ. DIR. Christine Leon

Work Study Income: **47,765**

(Child Care to Work Study) **51,256**

Date: 11/07/17

(Child Care to Program) **33,014**

TOTAL Amount: **417,241**

CFDA No. N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-649000-19505-2310	Classified Employees - Ongoing : Special Serv - Sophia Le - Mayra Lopez	36,968		37,545		577	
12-2061-649000-19505-2320	Classified Employees - Hourly : Special Servi	4,054		2,236			1,818
12-2061-649000-19505-2340	Student Assistants - Hourly : Special Service	19,985		19,934			51
12-2061-649000-19505-3115	STRS - Non-Instructional : Special Services O	467		518		51	
12-2061-649000-19505-3215	PERS - Non-Instructional : Special Services O	10,861		15,315		4,454	
12-2061-649000-19505-3315	OASDHI - Non-Instructional : Special Services	4,485		6,225		1,740	
12-2061-649000-19505-3325	Medicare - Non-Instructional : Special Servic	1,512		1,508			4
12-2061-649000-19505-3335	PARS - Non-Instructional : Special Services O	389		-			389
12-2061-649000-19505-3415	H & W - Non-Instructional : Special Services	21,679		18,969			2,710
12-2061-649000-19505-3435	H & W - Retiree Fund Non-Inst : Special Servi	4,511		4,499			12
12-2061-649000-19505-3515	SUI - Non-Instructional : Special Services Of	52		52		-	-
12-2061-649000-19505-3615	WCI - Non-Instructional : Special Services Of	2,696		2,788		92	
12-2061-649000-19505-3915	Other Benefits - Non-Instruct : Special Servi	2,550		1,950			600
12-2061-649000-19505-4610	Non-Instructional Supplies : Special Services	1,500		3,500		2,000	
12-2061-649000-19505-4710	Food and Food Service Supplies : Special Serv	3,748		5,089		1,341	
12-2061-649000-19505-5100	Contracted Services : Special Services Office	250		200			50
12-2061-649000-19505-5220	Mileage/Parking Expenses : Special Services O	300		300		-	-
12-2061-649000-19505-5610	Lease Agreement - Equipment : Special Service	783		783		-	-
12-2061-649000-19505-5630	Maint Contract - Office Equip : Special Servi	215		215		-	-

61 (11)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2017-18

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ. ADM. Frances Gusman (Interim)
 PROJ. DIR. Christine Leon

CalWORKs Program Income: **285,206**
 Work Study Income: **47,765**
 (Child Care to Work Study) **51,256**
 (Child Care to Program) **33,014**
 TOTAL Amount: **417,241**

Date: 11/07/17

CFDA No. N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2061-649000-19505-5800	Advertising : Special Services Office	214		6,796		6,582	
12-2061-649000-19505-5845	Excess/Copies Usage : Special Services Office	225		225		-	-
12-2061-649000-19505-5940	Reproduction/Printing Expenses : Special Serv	500		500		-	-
12-2061-675000-19505-5210	Conference Expenses : Special Services Office	2,564		5,107		2,543	
Total Project 2061 CalWORKs - Coord/Workstudy/JD		410,659	410,659	417,241	417,241	51,311	51,311

6.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2061
NAME: CalWORKS - SANTA ANA COLLEGE
FISCAL YEAR: 2017-18

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PROJ. ADM. Frances Gusman (Interim)

CalWORKs Program Income: **285,206**

PROJ. DIR. Christine Leon

Work Study Income: **47,765**

(Child Care to Work Study) **51,256**

Date: 11/07/17

(Child Care to Program) **33,014**

TOTAL Amount: **417,241**

CFDA No. N/A

Prime Sponsor: State of California/Proposition 98 Funds

Fiscal Agent: California Community Colleges Chancellor's Office

Prime Award No: Formula Grant

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2061-649000-19505-1250	Contract Coordinator : Special Services Offic <i>- Ann Lockhart (30%)</i>	30,590		30,590			
11-2061-649000-19505-3115	STRS - Non-Instructional : Special Services O	4,415		4,415			
11-2061-649000-19505-3325	Medicare - Non-Instructional : Special Servic	452		452			
11-2061-649000-19505-3415	H & W - Non-Instructional : Special Services	3,552		3,552			
11-2061-649000-19505-3435	H & W - Retiree Fund Non-Inst : Special Servi	1,131		1,131			
11-2061-649000-19505-3515	SUI - Non-Instructional : Special Services Of	17		17			
11-2061-649000-19505-3615	WCI - Non-Instructional : Special Services Of	701		701			
11-2061-649000-19505-3915	Other Benefits - Non-Instruct : Special Servi	525		525			
Total Project 2061 CalWORKs - Coord/Workstudy/JD		41,383	-	41,383	-	-	-

6.1 (13)

SPECIAL PROJECT DETAILED BUDGET #1680
NAME: TANF WELFARE TO WORK - SANTA ANA COLLEGE
FISCAL YEAR: 2017-18

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
 CONTRACT INCOME: \$75,109

PROJ. ADM. Frances Gusman (Interim)
 PROJ. DIR. Christine Leon

CFDA No. 93.558

Date: 11/01/17

Prime Sponsor: Department of Health and Human Services/Administration for Children and Families
 Fiscal Agent: California Community Colleges Chancellor's Office
 Prime Award No: Formula Grant

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1680-000000-10000-8140	TANF : Santa Ana College		75,117		75,109	8	
12-1680-631000-19505-1230	Contract Counselors : Special Services Office - Annette Bui (25% from Jan-June)	-		9,388		9,388	
12-1680-631000-19505-1430	Part-Time Counselors : Special Services Offic - (Fall & Spring)	45,171		34,670			10,501
12-1680-631000-19505-1435	Int/Sum - Counselors,Part-Time : Special Serv	7,428		13,118		5,690	
12-1680-631000-19505-3115	STRS - Non-Instructional : Special Services O	7,590		8,250		660	
12-1680-631000-19505-3325	Medicare - Non-Instructional : Special Servic	763		832		69	
12-1680-631000-19505-3415	H & W - Non-Instructional : Special Services	-		962		962	
12-1680-631000-19505-3435	H & W - Retiree Fund Non-Inst : Special Servi	1,909		2,083		174	
12-1680-631000-19505-3515	SUI - Non-Instructional : Special Services Of	26		29		3	
12-1680-631000-19505-3615	WCI - Non-Instructional : Special Services Of	1,183		1,291		108	
12-1680-631000-19505-3915	Other Benefits - Non-Instruct : Special Servi	-		219		219	
12-1680-631000-19505-5100	Contracted Services : Special Services Office - Year End Event	1,350		1,906		556	
12-1680-732000-19505-7630	Supplies Paid for Students : Special Services	9,697		2,361			7,336
Total Project 1680 TANF - Welfare to Work		75,117	75,117	75,109	75,109	17,837	17,837

6.1 (14)

SPECIAL PROJECT DETAILED BUDGET # 2108
NAME: Community College Completion Grant (CCCP)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18
 CONTRACT INCOME: \$273,000
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. DIR. Robert Manson (SAC)
 PROJ. DIR. Sheena Tran (SCC)

Date: 11/08/17

GL Account	Description	Debit	Credit
74-2108-000000-10000-8659	Other Reimb Categorial Allocation		202,500
74-2108-732000-19405-7528	Community College Completion Grant	202,500	
Totals for Project:	2108 - Community College Completion Grant (SAC)	202,500	202,500
74-2108-000000-20000-8659	Other Reimb Categorial Allocation		70,500
74-2108-732000-29500-7528	Community College Completion Grant	70,500	
Totals for Project:	2108 - Community College Completion Grant (SCC)	70,500	70,500

6.1 (15)

SPECIAL PROJECT DETAILED BUDGET # 2090
NAME: Cooperative Agencies Resources for Education (CARE) Program - SAC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 to 06/30/18

CONTRACT INCOME: \$99,410

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

CFDA #: N/A; Award #: N/A

PROJ. ADM. Frances Gusman (Interim)

PROJ. DIR. Christine Leon

DATE: 11/07/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-10000-8629	Other Gen Categorical Apport : Santa Ana Coll		95,409		99,410		4,001
12-2090-643000-19300-1230	Contract Counselors : EOPS <i>- Ann Lockhart (20%)</i>	20,393		20,711		318	
12-2090-643000-19300-1250	Contract Coordinator : EOPS <i>- Ann Lockhart (15%)</i>	15,295		15,534		239	
12-2090-643000-19300-2130	Classified Employees : EOPS <i>- Irma Fernandez Gonzalez</i>	2,425		5,499		3,074	
12-2090-643000-19300-3115	STRS - Non-Instructional : EOPS	5,151		5,230		79	
12-2090-643000-19300-3215	PERS - Non-Instructional : EOPS	377		854		477	
12-2090-643000-19300-3315	OASDHI - Non-Instructional : EOPS	156		351		195	
12-2090-643000-19300-3325	Medicare - Non-Instructional : EOPS	566		617		51	
12-2090-643000-19300-3415	H & W - Non-Instructional : EOPS	4,933		5,883		950	
12-2090-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	1,412		1,544		132	
12-2090-643000-19300-3515	SUI - Non-Instructional : EOPS	24		21			3
12-2090-643000-19300-3615	WCI - Non-Instructional : EOPS	875		957		82	
12-2090-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	687		778		91	
12-2090-643000-19300-4610	Non-Instructional Supplies : EOPS	700		550			150
12-2090-643000-19300-4710	Food and Food Service Supplies : EOPS	2,293		2,100			193
12-2090-643000-19300-5651	Rental - Other (Short-term) : EOPS	895		895		-	-
12-2090-643000-19300-5800	Advertising : EOPS	975		575			400
12-2090-643000-19300-5940	Reproduction/Printing Expenses : EOPS	200		200		-	-
12-2090-675000-19300-5210	Conference Expenses : EOPS	860		572			288
12-2090-732000-19300-7630	Supplies Paid for Students : EOPS	2,500		2,050			450
12-2090-732000-19300-7670	Other Exp Paid for Students : EOPS	34,692		34,489			203
Total Project 2090 CARE Program		95,409	95,409	99,410	99,410	5,688	5,688

6.1 (16)

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 01/01/2018 - 12/31/2018

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,813,800

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/15/2017

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1291-000000-50000-8199	Other Federal Revenues : District Operations		1,813,800
33-1291-672000-50000-5865	Indirect Costs : District Operations (4%)	69,762	
33-1291-692000-53320-1270	Child Development Teachers : Valley CDC - Marybel Arreguin-Lopez, CDMT BA-6 (50%) + stipend	25,595	
33-1291-692000-53320-3115	STRS - Non-Instructional : Valley CDC	3,932	
33-1291-692000-53320-3325	Medicare - Non-Instructional : Valley CDC	395	
33-1291-692000-53320-3415	H & W - Non-Instructional : Valley CDC	7,290	
33-1291-692000-53320-3435	H & W - Retiree Fund Non-Inst : Valley CDC	987	
33-1291-692000-53320-3515	SUI - Non-Instructional : Valley CDC	14	
33-1291-692000-53320-3615	WCI - Non-Instructional : Valley CDC	612	
33-1291-692000-53320-3915	Other Benefits - Non-Instruct : Valley CDC	1,600	
33-1291-692000-53328-1210	Academic Management : EHS Santa Ana College - Jerelyn Cowan, Director II (30%)	25,084	
33-1291-692000-53328-1270	Child Development Teachers : EHS Santa Ana College - Luz Cordoba, CDMT BA-8 (25%) - Briseyda Witron, CDMT BA-1 (25%) - Juana Escalera, CDMT BA-5 (25%) - Imelda Iniguez, CDMT BA-8 (25%) - Paz Jorquera, CDMT AA-7 (25%) - Jacqueline Karter, CDMT BA-12 (25%) - Keo Phirin Salinas, CDMT MA-8 (25%) +stipend - Vy Le, CDMT BA-1 (25%)	91,457	
33-1291-692000-53328-2130	Classified Employees : EHS Santa Ana College - Isabel Mata, Administrative Clerk (50%) +2.5%Bil	28,428	
33-1291-692000-53328-2340	Student Assistants - Hourly : EHS Santa Ana College - (9) assistants x \$10.75/hour x 4 hrs. x 212 days	82,044	
33-1291-692000-53328-2345	Professional Experts : EHS Santa Ana College - (10) interns x \$11.25/hour x 4 hrs./day x 212 days	94,552	
33-1291-692000-53328-3115	STRS - Non-Instructional : EHS Santa Ana College	17,897	
33-1291-692000-53328-3215	PERS - Non-Instructional : EHS Santa Ana College	18,050	
33-1291-692000-53328-3315	OASDHI - Non-Instructional : EHS Santa Ana College	7,105	
33-1291-692000-53328-3325	Medicare - Non-Instructional : EHS Santa Ana Colleg	3,602	
33-1291-692000-53328-3335	PARS - Non-Instructional : EHS Santa Ana College	119	
33-1291-692000-53328-3415	H & W - Non-Instructional : EHS Santa Ana College	66,743	
33-1291-692000-53328-3435	H & W - Retiree Fund Non-Inst : EHS Santa Ana Colle	11,995	
33-1291-692000-53328-3515	SUI - Non-Instructional : EHS Santa Ana College	124	
33-1291-692000-53328-3615	WCI - Non-Instructional : EHS Santa Ana College	7,435	
33-1291-692000-53328-3915	Other Benefits - Non-Instruct : EHS Santa Ana Colle	8,871	

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 01/01/2018 - 12/31/2018

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,813,800

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/15/2017

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1291-692000-53328-4310	Instructional Supplies : EHS Santa Ana College \$550/classroom x 9 current rooms	4,950	
33-1291-692000-53328-4610	Non-Instructional Supplies : EHS Santa Ana College \$1,750/classroom x 9 current rooms	15,750	
33-1291-692000-53329-1210	Academic Management : EHS Administration - Janneth Linnell, CDS Executive Director (15%) - My Le Pham, CDS Quality Assurance (70%) - Connie Van, Assoc. Director II - Parent Svs/ERSEA (100%) - J. Pruznick, Assoc. Director II - Educ./Disabilities (100%)	238,031	
33-1291-692000-53329-1270	Child Development Teachers : EHS Administration - Catherine Candela, CDMT BA-6 (100%) - Isela Cervantes, CDMT BA-6 (100%) - Julisa Covarrubias, CDMT BA-2 (100%) - Ana Maria Fregoso, CDMT AA-12 (100%) - Laura Montalbetti de Perez, CDMT BA-2 (100%) - Sandra Santamaria, CDMT AA-6 (100%) - Consuelo Ortiz, CDMT MA-3 (100%)	309,265	
33-1291-692000-53329-2130	Classified Employees : EHS Administration - Cherie Ericson, Accountant (50%) +5%L+ 4PG - Jessica Avalos, Admin. Clerk (100%) +2.5%Bil + 4PG - Cristina Saldana, Admin. Clerk (100%) +2.5%Bil - Alicia Ramirez, Admin. Clerk (100%) +2.5%Bil	192,985	
33-1291-692000-53329-3115	STRS - Non-Instructional : EHS Administration	84,092	
33-1291-692000-53329-3215	PERS - Non-Instructional : EHS Administration	32,500	
33-1291-692000-53329-3315	OASDHI - Non-Instructional : EHS Administration	12,290	
33-1291-692000-53329-3325	Medicare - Non-Instructional : EHS Administration	11,234	
33-1291-692000-53329-3415	H & W - Non-Instructional : EHS Administration	170,989	
33-1291-692000-53329-3435	H & W - Retiree Fund Non-Inst : EHS Administration	28,124	
33-1291-692000-53329-3515	SUI - Non-Instructional : EHS Administration	387	
33-1291-692000-53329-3615	WCI - Non-Instructional : EHS Administration	17,432	
33-1291-692000-53329-3915	Other Benefits - Non-Instruct : EHS Administration	34,481	
33-1291-692000-53329-4310	Instructional Supplies : EHS Administration - Homebase instructional supplies \$600 x 7 home visitors	4,200	
33-1291-692000-53329-4610	Non-Instructional Supplies : EHS Administration - Non-instructional supplies for office-use \$8,400 - Homebase supplies/materials \$300 x 7 home visitors	10,500	
33-1291-692000-53329-4710	Food and Food Service Supplies : EHS Administration - Homebase food and supplies for children	3,000	

SPECIAL PROJECT DETAILED BUDGET #1291
NAME: Early Head Start Operating Yr. 4 of 5 (District)
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 01/01/2018 - 12/31/2018

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$1,813,800

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/15/2017

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1291-692000-53329-5100	Contracted Services : EHS Administration - Health Services Consultant - \$55/hours x 144 hrs. - Mental Health Consultant - \$50/hour x 420 hours - Nutrition Services Consultant - \$55/hour x 120 hours - PHFE Services - \$14,000	49,520	
33-1291-692000-53329-5220	Mileage/Parking Expenses : EHS Administration 1,651 miles/mth. x \$0.54 x 12 mths.	10,697	
33-1291-692000-53329-5300	Inst Dues & Memberships : EHS Administration	3,400	
33-1291-692000-53329-5610	Lease Agreement - Equipment : EHS Administration	1,500	
33-1291-692000-53329-5845	Excess/Copies Useage : EHS Administration	280	
33-1291-692000-53329-5850	Fingerprinting : EHS Administration	1,000	
33-1291-692000-53329-5940	Reproduction/Printing Expenses : EHS Administration	500	
33-1291-692000-53329-5950	Software License and Fees : EHS Administration	3,000	
	Total 1291 - EHS Operating CY 2018	1,813,800	1,813,800

The match is 20% of the total cost of the project that includes the EHS award (federal share) and the non-federal share. The match (non-federal) required is \$464,334 and consists of state-funded Child Development Center staff and unclaimed indirect as listed below:

33-2120-692000-53328-1210	Academic Management : EHS Santa Ana College - Jerelyn Cowan, Director II (30%)	25,084	
33-2120-692000-53328-1270	Child Development Teachers : EHS Santa Ana College (8) Master Teachers: - Luz Cordoba, CDMT BA-8 (50%) - Briseyda Witron, CDMT BA-1 (50%) - Juana Escalera, CDMT BA-5 (50%) - Imelda Iniguez, CDMT BA-8 (50%) - Paz Jorquera, CDMT AA-7 (50%) - Jacqueline Karter, CDMT BA-12 (50%) - Keo Phirin Salinas, CDMT MA-8 (50%) +stipend - Vy Le, CDMT BA-1 (50%)	184,850	
33-2120-692000-53328-3xxx	Benefits for SAC Director II @ 30% and (8) MT @ 50%	117,062	
	Sub-Total Personnel (Salary and Benefits)	326,996	
	Unclaimed Indirect @ 7% on federal and non-federal costs:		
	(federal share #1291) direct costs \$1,744,038 x 6.5%	113,362	
	(federal share #1292) total direct costs \$41,862 x 6.5%	2,721	
	(non-federal share #2120) total direct costs \$326,996 x 6.5%	21,255	
	Sub-Total In-Kind (Unclaimed Indirect)	137,338	
	Match Total (Non-Federal Share)	464,334	

SPECIAL PROJECT DETAILED BUDGET #1292
NAME: Early Head Start Training & Technical Assistance Yr. 4 of 5 (District)
FISCAL YEAR: 2017/2018 and 2018/2019

CONTRACT PERIOD: 01/01/2018 - 12/31/2018

PROJ. ADM. Janneth Linnell

CONTRACT INCOME: \$43,536

PROJ. DIR. My Le Pham

CFDA No. 93.600

Date: 11/15/2017

Prime Sponsor: U.S. Department of Health and Human Services/Administration for Children and Families

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: 09CH9178

GL Account String	Description	New Budget	
		Debit	Credit
33-1292-000000-50000-8199	Other Federal Revenues : District Operations		43,536
33-1292-672000-50000-5865	Indirect Costs : District Operations (4%)	1,674	
33-1292-675000-53329-5210	<u>Out-of-State Travel</u> -NHTSA Family Development Credential, TBD: two (2) attendees - Parent as Teachers Conference, TBD: three (3) attendees <u>In-State Travel</u> -Parent Engagement Conference, Costa Mesa, CA: (3) attendees -Health Institute Conference, Costa Mesa, CA: three (3) attendee -CHSA Policy and Leadership , Newport Beach, CA: (5) attendees -CHSA Annual Education Conf., Costa Mesa, CA: (5) attendees	26,862	
33-1292-692000-53329-4710	Food and Food Service Supplies : EHS Administration For training and technical assistance activities	1,000	
33-1292-692000-53329-5100	Contracted Services : EHS Administration Father involvement training/courses and family engagement for 4 training series @ \$550/ea. \$2,200 Trainers to provide TA conferences, registration, materials for Policy Council and EHS staff. \$4,800 TA and coaching for parent educators on home visits and socialization; PITC training for home base and center base programs. \$5,000 Child Plus consultant to provides TA for database system. \$2,000	14,000	
Total 1292 - EHS T &TA CY 2018		43,536	43,536

SPECIAL PROJECT DETAILED BUDGET # 2228
NAME: Emergency Aid Funding for Dreamer Students
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18

CONTRACT INCOME: \$281,288

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: RSCCD

CFDA #: N/A; Award #: N/A

PROJ. DIR. Robert Manson (SAC)

PROJ. DIR. Sheena Tran (SCC)

Date: 11/08/17

GL Account	Description	Debit	Credit
74-2228-000000-10000-8629	Other Gen Categorical Appor		224,205
74-2228-732000-19405-7529	Dreamer Emergency Aid	224,205	
Totals for Project:	2228 - Dreamer Emergency Aid (SAC)	224,205	224,205
74-2228-000000-20000-8629	Other Gen Categorical Appor		57,083
74-2228-732000-29500-7529	Dreamer Emergency Aid	57,083	
Totals for Project:	2228 - Dreamer Emergency Aid (SCC)	57,083	57,083

6.1 (21)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 to 06/30/18
CONTRACT INCOME: \$1,656,321
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. Frances Gusman (Interim)
 PROJ. DIR. Christine Leon

DATE: 11/05/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Budget				Debit	Credit
12-2250-000000-10000-8622	EOPS : Santa Ana College		1,599,115		1,656,321		57,206
12-2250-499900-19300-4310	Instructional Supplies : EOPS	1,000		1,000		-	-
12-2250-643000-19300-1230	Contract Counselors : EOPS - Annette Bui (50%) - Maria Estrada (100%) - Jane Mathis (100%) - Madeleine Nguyen (26%)	257,162		264,234		7,072	
12-2250-643000-19300-1232	Contract Extension-Counselors : EOPS	2,390		-			2,390
12-2250-643000-19300-1250	Contract Coordinator : EOPS - Ann Lockhart (15%)	15,295		15,534		239	
12-2250-643000-19300-1252	Contract Extension-Coordinator : EOPS	464		-			464
12-2250-643000-19300-1430	Part-Time Counselors : EOPS	39,488		40,621		1,133	
12-2250-643000-19300-1433	Beyond Contract - Counselors : EOPS	43,268		46,885		3,617	
12-2250-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS	19,828		16,807			3,021
12-2250-643000-19300-1435	Int/Sum - Counselors,Part-Time : EOPS	428		428		-	-
12-2250-643000-19300-1454	Int/Sum Beyond Contr-Coordinat : EOPS	3,421		2,557			864
12-2250-643000-19300-1485	Int/Sum - Reassigned Time, PT : EOPS	360		425		65	
12-2250-643000-19300-2130	Classified Employees : EOPS - Marlon Cadenas (70%) - Claudia Del Valle (30%) - Irma Fernandez Gonzalez (70%) - Debora Gossett (80%) - Blyth Paz (90%) - Maria Torres-Carranza (100%) - Miriam Velarde (100%)	286,097		287,445		1,348	
12-2250-643000-19300-2310	Classified Employees - Ongoing : EOPS	78,402		75,493			2,909
12-2250-643000-19300-2320	Classified Employees - Hourly : EOPS	3,020		5,456		2,436	

6.1 (22)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 to 06/30/18
CONTRACT INCOME: \$1,656,321
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. Frances Gusman (Interim)
 PROJ. DIR. Christine Leon

DATE: 11/05/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Budget				Debit	Credit
12-2250-643000-19300-2340	Student Assistants - Hourly : EOPS	18,248		17,058			1,190
12-2250-643000-19300-3115	STRS - Non-Instructional : EOPS	55,453		55,915		462	
12-2250-643000-19300-3215	PERS - Non-Instructional : EOPS	48,183		48,475		292	
12-2250-643000-19300-3315	OASDHI - Non-Instructional : EOPS	1,953		19,764		17,811	
12-2250-643000-19300-3325	Medicare - Non-Instructional : EOPS	11,046		11,378		332	
12-2250-643000-19300-3335	PARS - Non-Instructional : EOPS	744		953		209	
12-2250-643000-19300-3415	H & W - Non-Instructional : EOPS	133,860		132,638			1,222
12-2250-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	28,364		28,484		120	
12-2250-643000-19300-3515	SUI - Non-Instructional : EOPS	382		392		10	
12-2250-643000-19300-3615	WCI - Non-Instructional : EOPS	17,581		17,656		75	
12-2250-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	13,143		13,103			40
12-2250-643000-19300-4210	Books, Mags & Subscrip-Non-Lib : EOPS	-		800		800	
12-2250-643000-19300-4610	Non-Instructional Supplies : EOPS	5,998		5,798			200
12-2250-643000-19300-4710	Food and Food Service Supplies : EOPS	6,045		5,231			814
12-2250-643000-19300-5610	Lease Agreement - Equipment : EOPS	1,000		1,000		-	-
12-2250-643000-19300-5651	Rental - Other (Short-term) : EOPS	3,000		4,126		1,126	
12-2250-643000-19300-5845	Excess/Copies Usage : EOPS	373		373		-	-
12-2250-643000-19300-5940	Reproduction/Printing Expenses : EOPS	400		400		-	-
12-2250-643000-19300-5966	Transportation - Student : EOPS	3,000		3,000		-	-
12-2250-643000-19300-6409	Equip-All Other >\$200 < \$1,000 : EOPS	1,000		767			233
12-2250-675000-19300-5210	Conference Expenses : EOPS	7,117		7,757		640	
12-2250-732000-19300-7610	Books Paid for Students : EOPS	468,055		492,000		23,945	
12-2250-732000-19300-7620	Fees Paid for Students : EOPS	7,105		5,225			1,880
12-2250-732000-19300-7630	Supplies Paid for Students : EOPS	2,000		12,622		10,622	
12-2250-732000-19300-7670	Other Exp Paid for Students : EOPS	14,442		14,521		79	
Total Project 2250 EOPS		1,599,115	1,599,115	1,656,321	1,656,321	72,433	72,433

6.1 (23)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 to 06/30/18
CONTRACT INCOME: \$1,656,321
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. ADM. Frances Gusman (Interim)
 PROJ. DIR. Christine Leon

DATE: 11/05/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Budget				Debit	Credit
11-2250-643000-19300-1210	Academic Management : EOPS <i>- Christine Leon (100%)</i>	138,434		138,434		-	-
11-2250-643000-19300-1230	Contract Counselors : EOPS <i>- Ann Lockhart (20%)</i> <i>- Madeleine Nguen (74%)</i>	125,369		107,676			17,693
11-2250-643000-19300-1250	Contract Coordinator : EOPS <i>- Gabriela Sanchez-Gutierrez (40% + \$1,000 stipend)</i>	38,175		38,175		-	-
11-2250-643000-19300-2130	Classified Employees : EOPS <i>- Irma Fernandez Gonzalez (25%)</i>	12,123		12,123		-	-
11-2250-643000-19300-3115	STRS - Non-Instructional : EOPS	43,579		41,022			2,557
11-2250-643000-19300-3215	PERS - Non-Instructional : EOPS	1,883		1,883		-	-
11-2250-643000-19300-3315	OASDHI - Non-Instructional : EOPS	776		775			1
11-2250-643000-19300-3325	Medicare - Non-Instructional : EOPS	4,604		4,337			267
11-2250-643000-19300-3415	H & W - Non-Instructional : EOPS	70,480		66,796			3,684
11-2250-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	11,516		10,858			658
11-2250-643000-19300-3515	SUI - Non-Instructional : EOPS	165		150			15
11-2250-643000-19300-3615	WCI - Non-Instructional : EOPS	7,138		6,730			408
11-2250-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	2,983		2,720			263
Total Project 2250 EOPS		457,225	-	431,679	-	-	25,546

6.1 (24)

SPECIAL PROJECT DETAILED BUDGET # 2027
NAME: Full-Time Student Success Grant
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 06/30/18
 CONTRACT INCOME: \$824,909
Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

PROJ. DIR. Robert Manson (SAC)
 PROJ. DIR. Sheena Tran (SCC)

Date: 11/08/17

GL Account		Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
74-2027-000000-10000-8659	Other Reimb Categorical All		192,600		594,016		401,416
74-2027-732000-19405-7527	FT Student Success Grant :	192,600		594,016		401,416	
Totals for PROJECT: 2027	FT Student Success Grant	192,600	192,600	594,016	594,016	401,416	401,416
74-2027-000000-20000-8659	Other Reimb Categorical All		154,200		230,893		76,693
74-2027-732000-29500-7527	FT Student Success Grant :	154,200		230,893		76,693	
Totals for PROJECT: 2027	FT Student Success Grant	154,200	154,200	230,893	230,893	76,693	76,693

6.1 (25)

SPECIAL PROJECT DETAILED BUDGET: #2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$99,000
Augmentation \$1,000
TOTAL INCOME: \$100,000

PROJ ADM: Frances Gusman
 PROJ DIR: Damon Voight

Date: 11/07/17

Prime Sponsor: California Community Colleges Chancellor's Office
Prime Award #: 17-035-004
Fiscal Agent: Rancho Santiago CCD
Sub-Award #: N/A; CFDA #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-000000-10000-8659	Other Reimb Categorical All		99,000		100,000		1,000
12-2450-100600-15565-2320	Classified Employees - Hour	579		579			-
12-2450-100600-15565-3215	PERS - Non-Instructional	92		92		-	
12-2450-100600-15565-3315	OASDHI - Non-Instructional	36		36			-
12-2450-100600-15565-3325	Medicare - Non-Instructiona	8		8			-
12-2450-100600-15565-3435	H & W - Retiree Fund Non-In	21		21		-	
12-2450-100600-15565-3515	SUI - Non-Instructional : P	-		-			-
12-2450-100600-15565-3615	WCI - Non-Instructional : P	13		13			-
12-2450-110500-15643-1314	Int/Sum-Beyond Contract : S	6,361		6,361		-	
12-2450-110500-15643-3111	STRS - Instructional : Span	918		918		-	
12-2450-110500-15643-3321	Medicare - Instructional :	92		92		-	
12-2450-110500-15643-3431	H & W - Retiree Fund Inst :	231		231		-	
12-2450-110500-15643-3511	SUI - Instructional : Spani	3		3		-	-
12-2450-110500-15643-3611	WCI - Instructional : Spani	143		143		-	
12-2450-150100-15620-1314	Int/Sum-Beyond Contract : E	15,780		15,780		-	
12-2450-150100-15620-3111	STRS - Instructional : Engl	2,277		2,277		-	
12-2450-150100-15620-3321	Medicare - Instructional :	229		229		-	
12-2450-150100-15620-3431	H & W - Retiree Fund Inst :	573		573		-	
12-2450-150100-15620-3511	SUI - Instructional : Engli	8		8		-	-
12-2450-150100-15620-3611	WCI - Instructional : Engli	355		355		-	

6.1 (26)

SPECIAL PROJECT DETAILED BUDGET: #2450
NAME: Santa Ana Middle College High School
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$99,000
Augmentation \$1,000
TOTAL INCOME: \$100,000

PROJ ADM: Frances Gusman
 PROJ DIR: Damon Voight

Date: 11/07/17

Prime Sponsor: California Community Colleges Chancellor's Office
Prime Award #: 17-035-004
Fiscal Agent: Rancho Santiago CCD
Sub-Award #: N/A; CFDA #: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-490100-19100-4310	Instructional Supplies : St	20,000		20,000		-	-
12-2450-631000-15310-1430	Part-Time Counselors : Coun	32,615		32,615		-	
12-2450-631000-15310-1435	Int/Sum - Counselors,Part-T	1,145		2,039		894	
12-2450-631000-15310-3115	STRS - Non-Instructional :	4,872		4,923		51	
12-2450-631000-15310-3325	Medicare - Non-Instructiona	490		502		12	
12-2450-631000-15310-3435	H & W - Retiree Fund Non-In	1,225		1,209			16
12-2450-631000-15310-3515	SUI - Non-Instructional : C	17		17		-	-
12-2450-631000-15310-3615	WCI - Non-Instructional : C	760		780		20	
12-2450-649000-19100-5300	Inst Dues & Memberships : S	6,000		6,000		-	-
12-2450-649000-19100-5966	Transportation - Student :	350		350		-	-
12-2450-679000-10000-5865	Indirect Costs : Santa Ana	3,807		3,846		39	
Totals for PROJECT: 2450	Santa Ana Middle College H.S.	99,000	99,000	100,000	100,000	1,016	1,016

6.1 (27)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2411-000000-10000-8629	Other Gen Categorical Appor		539,621		545,235		5,614
12-2411-620000-19205-2130	Classified Employees : A&R -Katherine Gutierrez A/R II, 50%, 12 mnths -Trang Nguyen A/R II, 50%, 12 mnths -Yvone Maestas A/R II, 50%, 12 mnths -Kamaljeet Dhaliwal A/R II, 50%, 12 mnths -Hang Le A/R II, 70%, 12 mnths -Hung Nguyen A/R II, 70%, 12 mnths -Pilar Traslavina, 70%	249,726		251,261		1,535	
12-2411-620000-19205-3215	PERS - Non-Instructional : A&R	38,789		39,023		234	
12-2411-620000-19205-3315	OASDHI - Non-Instructional : A&R	15,873		15,939		66	
12-2411-620000-19205-3325	Medicare - Non-Instructional : A&R	3,717		3,732		15	
12-2411-620000-19205-3415	H & W - Non-Instructional : A&R	57,816		61,877		4,061	
12-2411-620000-19205-3435	H & W - Retiree Fund Non-Instructional : A&R	9,299		9,344		45	
12-2411-620000-19205-3515	SUI - Non-Instructional : A&R	137		129			8
12-2411-620000-19205-3615	WCI - Non-Instructional : A&R	5,764		5,792		28	
12-2411-620000-19205-3915	Other Benefits - Non-Instructional : A&R	6,150		6,150		-	-
12-2411-649000-19205-2130	Classified Employees : A&R -Tina Pov Graduation Spec 100%, 6 mnths -Christina Gorlato 25% -Gina Wilson 25%	100,250		100,249			1
12-2411-649000-19205-3215	PERS - Non-Instructional : A&R	15,572		15,570			2
12-2411-649000-19205-3315	OASDHI - Non-Instructional : A&R	6,357		6,355			2
12-2411-649000-19205-3325	Medicare - Non-Instructional : A&R	1,488		1,486			2
12-2411-649000-19205-3415	H & W - Non-Instructional : A&R	20,346		20,000			346
12-2411-649000-19205-3435	H & W - Retiree Fund Non-Instructional : A&R	3,723		3,721			2
12-2411-649000-19205-3515	SUI - Non-Instructional : A&R	55		51			4
12-2411-649000-19205-3615	WCI - Non-Instructional : A&R	2,309		2,306			3
12-2411-649000-19205-3915	Other Benefits - Non-Instructional : A&R	2,250		2,250		-	-
Total Project 2411	SSSP - A & R	539,621	539,621	545,235	545,235	5,984	5,984

6.1 (28)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847
 To District-Research: \$26,370
SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-000000-10000-8629	Other Gen Categorical Appor		1,710,160		1,876,312		166,152
12-2412-631000-15310-1210	Academic Management : Counseling Instruction -Associate Dean (D-4 @ 100% 12 months)	113,778		113,778		-	-
12-2412-631000-15310-1230	Contract Counselors : Counseling -Robert Gallego Counselor 4-16, (40% Initial allocation) 3.9LHEs 26% -Haydee Gonzalez Counselor 2-3, 6 LHEs 40% -Michelle Macintyre Counselor 6-11, (100% 1A & 2A) 10LHEs 66.67% -Ana Meckes Counselor 2-11, 76.66% -Thu Nguyen Counselor 3-12, 100% -Leo Pastrana Counselor 2-8, (35% 1A&2A) 50% -Reymundo Robledo Counselor 6-13, 100% -Joanna Robledo Counselor 6-13, 66.6% -Maribel Pineda 100%	616,609		607,759			8,850
12-2412-631000-15310-1280	Contract - Reassigned Time : Counseling Joanna Robledo Counselor, (6.7% 1A&2A) 3.5 LHEs 23.3%; \$22,782.06	25,885		25,852			33
12-2412-631000-15310-1430	Part-Time Counselors : Counseling -Track 2 Success; Jessica Felix 3.81LHE \$8,740.29, B2E-Robert Olmos \$10,162.60 -Athletics; Harvey Chew 2.43 LHE \$5,056.05, Jeffrey Cutkomp 3.12 LHE \$7,157.40, -DSPS, Jose Everett Turner \$5,459.82 2.38LHEs/100Hrs. Need to allocate -MCHS; Ruth Olivos 8.10LHE \$18,581.72 -SAC Days; Luz Fernandez 0.29LHE \$633.60 -General Counseling; Lovrina Castillo 0.1LHE \$208.07, Maria Diaz 0.19LHE \$415.12, Field Do 0.10LHE \$229.40, Christine Ediss 0.10LHE \$229.40, Jessica Felix 0.10LHE \$229.40, Luz Fernandez 0.10LHE \$218.48, Jazmin Hurtado 1.90 LHE \$4,151.20, Sunyoung Lee 0.10LHE \$240.87, Deepa Tharani 1.07LHE \$2,454.62, Angel Torres 0.10LHE \$218.48, Maria Zamudio 0.10LHE \$208.07, Ana Tran 0.26 LHEs \$596.45 -Flex Days-4 Hrs.Jazmin Hurtado 0.10LHE \$218.48 -Learning Ctr.; Deepa Tharani 2.56LHE \$5,872.74	65,823		142,565		76,742	
12-2412-631000-15310-1232	Contract Extension - Counselors : Counseling -Counseling Ctr.	-		14,609		14,609	

6.1 (29)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847
 To District-Research: \$26,370
SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-15310-1433	Beyond Contract - Counselors : Counseling Rey Robledo 3LHEs Fall 3SP Cnsl \$7,587.72 Angela Brown 0.24LHE \$607.02 Online Jodi Coffman 0.05LHE \$126.46 Online Joanna Robledo 0.05LHE \$126.46 Online	8,449		16,896		8,447	
12-2412-631000-15310-1434	Int/Sum Beyond Contr-Counselors : Counseling -FT Summer \$46,054 -Sadler 0.5 LHE-Paula 1.5 LHE-Rochelle 1.5 LHE-Rey 1.5 LHE-Leo 1.5 LHE-Joanna 1.5 LHE- Angela 1 LHE-Michelle 1 LHE-Jodi 1 LHE-Shannon 0.5 LHE-Maribel 0.5 LHE-MAB 0.5 LHE -Electronic Ed Plan Trainers/2 Cnslrs \$1,071 1LHE/ea: -Track to Success \$3,328; -Cnslg Shifts \$111,358	161,811		131,121			30,690
12-2412-631000-15310-1435	Int/Sum - Counselors,Part-Time : Counseling -MCHS-Ruth \$4,160-Removed -PT Summer-Pre Fall; 4 Weeks \$10,922; -LRC \$3,328	37,835		42,427		4,592	
12-2412-631000-15310-1483	Beyond Contract - Reassigned : Counseling -Rey Robledo 1 LHE/Sem. \$1,275.12 -Martha Vargas 1 LHE/Sem.\$1,275.12 -Mary Castellanos 1 LHE/Sem. \$1,275.12 -Leo Pastran 0.5 LHE Study Guide Booklet Coordinating \$607.14	4,436		8,866		4,430	
12-2412-631000-15310-1484	Int/Sum Beynd Contr-Reassigned : Counseling -Dept. Co-chairs Summer; Mary C \$196 Rey Robledo \$189, Martha Vargas \$189 0.1LHE/ea	2,177		1,573			604
12-2412-631000-15310-1485	Int/Sum Reassigned Time, PT : Counseling -Various	1,318		1,318		-	-
12-2412-631000-15310-2130	Classified Employees : Counseling -Trevor Kay,Student Services Coordinator 100% -Student Services Specialist 100%	62,490		62,490		-	-
12-2412-631000-15310-2350	Overtime - Classified Employees : Counseling -Front Desk	9,000		9,000		-	-
12-2412-631000-15310-3115	STRS - Non-Instructional : Counseling	119,519		132,622		13,103	
12-2412-631000-15310-3215	PERS - Non-Instructional : Counseling	39,527		39,413			114
12-2412-631000-15310-3315	OASDHI - Non-Instructional : Counseling	16,404		15,965			439
12-2412-631000-15310-3325	Medicare - Non-Instructional : Counseling	15,974		17,132		1,158	

6.1 (30)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-15310-3335	PARS - Non-Instructional : Counseling	14		14		-	-
12-2412-631000-15310-3415	H & W - Non-Instructional : Counseling	156,513		151,697			4,816
12-2412-631000-15310-3435	H & W - Retiree Fund Non-Instructional : Counseling	39,984		43,212		3,228	
12-2412-631000-15310-3515	SUI - Non-Instructional : Counseling	552		596		44	
12-2412-631000-15310-3615	WCI - Non-Instructional : Counseling	24,784		26,784		2,000	
12-2412-631000-15310-3915	Other Benefits - Non-Instructional : Counseling	16,597		12,114			4,483
12-2412-631000-15310-4610	Non-Instructional Supplies : Counseling	3,500		3,500		-	-
12-2412-631000-15310-4710	Food and Food Service Supplies : Counseling	3,500		3,500		-	-
12-2412-631000-15310-5850	Fingerprinting : Counseling	508		508		-	-
12-2412-631000-15310-5940	Reproduction/Printing Expenses : Counseling	1,650		1,650		-	-
12-2412-631000-15310-5999	Special Project Holding Acct : Counseling <i>-Est. COLA 17-18 1.56%; \$71,352</i>	94,869		183,004		88,135	
12-2412-633000-15360-1250	Contract Coordinator : ULINK <i>-Leo Pastrana 50%</i>	43,980		43,980		-	-
12-2412-633000-15360-3115	STRS - Non-Instructional : ULINK	6,346		6,346		-	-
12-2412-633000-15360-3325	Medicare - Non-Instructional : ULINK	647		647		-	-
12-2412-633000-15360-3415	H & W - Non-Instructional : ULINK	12,171		11,964			207
12-2412-633000-15360-3435	H & W - Retiree Fund Non-Instructional : ULINK	1,619		1,624		5	
12-2412-633000-15360-3515	SUI - Non-Instructional : ULINK	22		22		-	-
12-2412-633000-15360-3615	WCI - Non-Instructional : ULINK	1,004		1,004		-	-
12-2412-633000-15360-3915	Other Benefits - Non-Instructional : ULINK	730		625			105
12-2412-631000-19725-1435	Int/Sum Reassigned Time, PT : Veterans <i>-John Acuna</i>	124		124		-	-
12-2412-631000-19725-3325	Medicare - Non-Instructional : Veterans	2		2		-	-
12-2412-631000-19725-3435	H & W - Retiree Fund Non-Instructional : Veterans	5		5		-	-
12-2412-631000-19725-3515	SUI - Non-Instructional : Veterans	1		1		-	-
12-2412-631000-19725-3615	WCI - Non-Instructional : Veterans	3		3		-	-
Total Project 2412	SSSP - Advise/Counseling	1,710,160	1,710,160	1,876,312	1,876,312	216,493	216,493

6.1 (31)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2413-00000-10000-8629	Other Gen Categorical Appor		139,918		159,350		19,432
12-2413-649000-19100-2110	Classified Management : Student Services -Project Manager (50%); John Steffens (6 mnths) -Director, Research (25%); Janice Love	67,132		75,752		8,620	
12-2413-649000-19100-2130	Classified Employees : Student Services -Ana Diaz Special Project Specialist eff 9/14/15 Reorg 910	25,621		25,621		-	-
12-2413-649000-19100-3215	PERS - Non-Instructional : Student Services	14,407		15,744		1,337	
12-2413-649000-19100-3315	OASDHI - Non-Instructional : Student Services	5,927		6,477		550	
12-2413-649000-19100-3325	Medicare - Non-Instructional : Student Services	1,388		1,514		126	
12-2413-649000-19100-3415	H & W - Non-Instructional : Student Services	9,851		10,165		314	
12-2413-649000-19100-3435	H & W - Retiree Fund Non-Inst : Student Services	3,473		3,792		319	
12-2413-649000-19100-3515	SUI - Non-Instructional : Student Services	51		52		1	
12-2413-649000-19100-3615	WCI - Non-Instructional : Student Services	2,153		2,350		197	
12-2413-649000-19100-3915	Other Benefits - Non-Instructional : Student Services	2,821		3,093		272	
12-2413-649000-19100-5950	Software License and Fees : Student Services -Next Gen Web Solutions Annual License	-		7,700		7,700	
12-2413-675000-19100-5210	Conference Expenses : Student Services -Conferences	2,000		2,000		-	-
12-2413-649000-19550-2310	Classified Employees - Ongoing : Scholarships Office -Jose Corona, Student Program Specialist (10-1)-Scholarship	3,943		3,943		-	-
12-2413-649000-19550-3215	PERS - Non-Instructional : Scholarships Office	613		612			1
12-2413-649000-19550-3315	OASDHI - Non-Instructional : Scholarships Office	245		244			1
12-2413-649000-19550-3325	Medicare - Non-Instructional : Scholarships Office	58		57			1
12-2413-649000-19550-3435	H & W - Retiree Fund Non-Inst : Scholarships Office	144		143			1
12-2413-649000-19550-3515	SUI - Non-Instructional : Scholarships Office	2		2		-	-
12-2413-649000-19550-3615	WCI - Non-Instructional : Scholarships Office	89		89		-	-
Total Project 2413	SSSP - Coordination	139,918	139,918	159,350	159,350	19,436	19,436

6.1 (32)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847
 To District-Research: \$26,370
SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-000000-10000-8629	Other Gen Categorical Appor		505,782		549,784		44,002
12-2415-649000-19615-2130	Classified Employees : Orientation/Coord/Train -Basti Lopez de la Luz (Outreach Specialist) 70%12months -Javier Garcia Carmona (Outreach Specialist)70%12months -Daniel Marquez (Outreach Specialist)70%12months -Luisa Ruiz (Outreach Specialist)70%12months -Maria Sanchez (Outreach Specialist)70%12months -Elle Campbell (Admin Secretary)40% -Rosa Harrison (Student Svcs. Specialist) 100%7mnts	289,429		288,591			838
12-2415-649000-19615-2310	Classified Employees - Ongoing : Orientation/Coord/Train Sandra Espinoza; PT Stud. Serv. Specialist; PT Stud. Serv. Specialist Vacant	44,756		37,262			7,494
12-2415-649000-19615-3215	PERS - Non-Instructional : Orientation/Coord/Train	41,235		47,715		6,480	
12-2415-649000-19615-3315	OASDHI - Non-Instructional : Orientation/Coord/Train	16,832		19,503		2,671	
12-2415-649000-19615-3325	Medicare - Non-Instructional : Orientation/Coord/Train	4,962		4,831			131
12-2415-649000-19615-3335	PARS - Non-Instructional : Orientation/Coord/Train	265		242			23
12-2415-649000-19615-3415	H & W - Non-Instructional : Orientation/Coord/Train	71,276		69,742			1,534
12-2415-649000-19615-3435	H & W - Retiree Fund Non-Inst : Orientation/Coord/Train	12,407		12,096			311
12-2415-649000-19615-3515	SUI - Non-Instructional : Orientation/Coord/Train	179		166			13
12-2415-649000-19615-3615	WCI - Non-Instructional : Orientation/Coord/Train	7,691		7,496			195
12-2415-649000-19615-3915	Other Benefits - Non-Instructional : Orientation/Coord/Train	7,350		7,350		-	-
12-2415-649000-19615-4610	Non-Instructional Supplies : Orientation/Coord/Train	3,500		3,500		-	-
12-2415-649000-19615-4710	Food and Food Service Supplies : Orientation/Coord/Train	3,500		3,500		-	-
12-2415-649000-19615-5220	Mileage/Parking Expenses : Orientation/Coord/Train	900		900		-	-
12-2415-649000-19615-5651	Rental - Other (Short-term) : Orientation/Coord/Train -Tent Early Decision \$13,549.49	-		13,550		13,550	
12-2415-649000-19615-5966	Transportation - Student : Orientation/Coord/Train -Early Decision Transportation	-		31,840		31,840	
12-2415-649000-19615-5940	Reproduction/Printing Expenses : Orientation/Coord/Train -Printing/Banners	1,500		1,500		-	-
Total Project 2415	SSSP - Orientation	505,782	505,782	549,784	549,784	54,541	54,541

6.1 (33)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-000000-10000-8629	Other Gen Categorical Appor		708,098		625,601	82,497	
12-2416-499900-19510-2210	Inst Assistants - Full-Time : Assessment -Guadalupe Fuentes 60%, Instructional Center Tech	31,117		31,117		-	-
12-2416-499900-19510-3211	PERS - Instructional : Assessment	4,833		4,833		-	-
12-2416-499900-19510-3311	OASDHI - Instructional : Assessment	1,986		1,985			1
12-2416-499900-19510-3321	Medicare - Instructional : Assessment	466		464			2
12-2416-499900-19510-3411	H & W - Instructional : Assessment	13,532		13,301			231
12-2416-499900-19510-3431	H & W - Retiree Fund Inst : Assessment	1,163		1,162			1
12-2416-499900-19510-3511	SUI - Instructional : Assessment	17		16			1
12-2416-499900-19510-3611	WCI - Instructional : Assessment	722		720			2
12-2416-499900-19510-3911	Other Benefits - Instructional : Assessment	900		900		-	-
12-2416-632000-19510-1250	Contract Coordinator : Assessment Maria Aguilar Beltran (50%)	53,978		53,978		-	-
12-2416-632000-19510-1252	Contract Extension-Coordinator : Assessment -Maria Aguilar-Beltran 18 Days-Summer	5,889		7,969		2,080	
12-2416-632000-19510-1430	Part-Time Counselors : Assessment -Jeanell/Heather? \$34,282; -Maria Camarena S4S \$15,293.88 Fall - -Heather Counselor/Coordinator \$15,293.88 Spring	61,176		30,588			30,588
12-2416-632000-19510-1433	Beyond Contract - Counselor : Assessment -Maria Aguilar-Beltran 1LHE/Semester \$2,529.24 S4S Program Coordinating/Counseling -Maria Aguilar-Beltran 0.5LHE Fall Only \$1,265 Mentoring S4S Students -Maria Estrada 2.57LHEs \$5,895.68 \$11,798	19,380		19,380		-	-
12-2416-632000-19510-1434	Int/Sum Beyond Contr-Counselors : Assessment -Maria (Lupe) Estrada -Rochelle Zook, Martha Vargas, Leo Pastrana, Reina Sanabria, Dennis Gilmour, Thu Van Nguyen, Madeleine Nguyen, Ann Lockhart, Michelle Macintyre	13,928		12,536			1,392
12-2416-632000-19510-1435	Int/Sum - Counselors,Part-Time : Assessment -Maria Camarena S4S Counselor \$7,524; -Jeanelle \$7,920	15,444		11,497			3,947
12-2416-632000-19510-1454	Int/Sum - Counselors,Part-Time : Assessment -Maria Aguilar	1,057		1,057		-	-

6.1 (34)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-632000-19510-2130	Classified Employees : Assessment -Evangalina Contreras (25%) Inst. Tech; -Cang Nguyen (60%) Test Proctor -Giang Vu (60%) Admin. Clerk; -DSPS Specialist 64%; & -Instructional Technician 64%	139,808		100,195			39,613
12-2416-632000-19510-2310	Classified Employees - Ongoing : Assessment -Jazmin Martinez (100%) Assessment Assistant; -DSPS Specialist-Grace Ball 100%	37,877		37,877		-	-
12-2416-632000-19510-2320	Classified Employees - Hourly : Assessment -DSPS Specialist-Grace Ball Hourly	302		302		-	-
12-2416-632000-19510-2340	Student Assistants - Hourly : Orientation/Coord/Training -Peer Mentors S4S	120,000		120,000		-	-
12-2416-632000-19510-3115	STRS - Non-Instructional : Assessment	24,654		19,770			4,884
12-2416-632000-19510-3215	PERS - Non-Instructional : Assessment	24,761		24,299			462
12-2416-632000-19510-3315	OASDHI - Non-Instructional ; Assessment	9,970		9,954			16
12-2416-632000-19510-3325	Medicare - Non-Instructional : Assessment	5,138		4,636			502
12-2416-632000-19510-3335	PARS - Non-Instructional : Assessment	284		280			4
12-2416-632000-19510-3415	H & W - Non-Instructional : Assessment	71,890		71,259			631
12-2416-632000-19510-3435	H & W - Retiree Fund Non-Inst : Assessment	17,217		15,961			1,256
12-2416-632000-19510-3515	SUI - Non-Instructional : Assessment	178		161			17
12-2416-632000-19510-3615	WCI - Non-Instructional : Assessment	10,670		9,893			777
12-2416-632000-19510-3915	Other Benefits - Non-Instructional : Assessment	4,970		4,720			250
12-2416-632000-19510-4610	Non-Instructional Supplies : Assessment	2,340		2,340		-	-
12-2416-632000-19510-4710	Food and Food Service Supplies : Assessment	1,000		1,000		-	-
12-2416-632000-19510-5100	Contracted Services : Assessment -Testing Fees for Students	3,650		3,650		-	-
12-2416-632000-19510-5220	Mileage/Parking Expenses : Assessment	300		300		-	-
12-2416-632000-19510-5630	Maint Contract - Office Equip : Assessment -Scantron Machine Maintenance	1,176		1,176		-	-
12-2416-632000-19510-5950	Software License and Fees : Assessment	6,325		6,325		-	-
Total Project 2416	SSSP - Skills Assessment	708,098	708,098	625,601	625,601	84,577	84,577

6.1 (35)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847
 To District-Research: \$26,370
SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-000000-10000-8629	Other Gen Categorical Appor		707,338		767,565		60,227
12-2417-631000-15310-1434	Int/Sum Beyond Contr - Counselors : Counseling <i>-Various</i>	36,891		36,891		-	-
12-2417-631000-15310-1435	Int/Sum - Counselors,Part-Time : Counseling <i>-Math Ctr. Jaz, Sun, Christine; -Sun</i>	3,496		2,773			723
12-2417-631000-15310-3115	STRS - Non-Instructional : Counseling	5,724		5,724		-	-
12-2417-631000-15310-3325	Medicare - Non-Instructional : Counseling	574		575		1	
12-2417-631000-15310-3435	H & W - Retiree Fund Non-Inst : Counseling	1,440		1,440		-	-
12-2417-631000-15310-3515	SUI - Non-Instructional : Counseling	20		20		-	-
12-2417-631000-15310-3615	WCI - Non-Instructional : Counseling	893		893		-	-
12-2417-633000-15310-5950	Software License and Fees : Counseling <i>-Sars Software Products Inc \$4,770.80; -Bridges Transitions \$990 -Ellucian PO from16-17 Bal. \$500; PO\$42617</i>	6,261		6,261		-	-
12-2417-633000-15330-2130	Classified Employees : Center for Teacher Education <i>-Tanisha Burrus; Student Services Coordinator 9 mnths</i>	43,386		57,848		14,462	
12-2417-633000-15330-3215	PERS - Non-Instructional : Center for Teacher Education	6,855		8,984		2,129	
12-2417-633000-15330-3315	OASDHI - Non-Instructional : Center for Teacher Education	2,760		3,680		920	
12-2417-633000-15330-3325	Medicare - Non-Instructional : Center for Teacher Education	645		861		216	
12-2417-633000-15330-3415	H & W - Non-Instructional : Center for Teacher Education	16,926		22,182		5,256	
12-2417-633000-15330-3435	H & W - Retiree Fund Non-Inst : Center for Teacher Education	1,617		2,154		537	
12-2417-633000-15330-3515	SUI - Non-Instructional : Center for Teacher Education	22		30		8	
12-2417-633000-15330-3615	WCI - Non-Instructional : Center for Teacher Education	1,001		1,335		334	
12-2417-633000-15330-3915	Other Benefits - Non-Instructional : Center for Teacher Education	1,125		1,500		375	
12-2417-631000-15340-1430	Part-Time Counselors : MESA <i>-MESA Jeffrey Cutkomp Spring 2.6 LHES</i>	5,965		11,930		5,965	
12-2417-631000-15340-3115	STRS - Non-Instructional : MESA	861		1,722		861	
12-2417-631000-15340-3325	Medicare - Non-Instructional : MESA	87		173		86	
12-2417-631000-15340-3435	H & W - Retiree Fund Non-Inst : MESA	217		433		216	
12-2417-631000-15340-3515	SUI - Non-Instructional : MESA	3		6		3	

6.1 (36)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847
 To District-Research: \$26,370
SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-631000-15340-3615	WCI - Non-Instructional : MESA	134		269		135	
12-2417-633000-15340-1252	Contract Extension-Coordinator : MESA -Catherine Shaffer 9 Days-Summer	1,511		7,978		6,467	
12-2417-633000-15340-1454	Int/Sum Beyond Contr-Coordinator : MESA -Catherine Shaffer	2,732		2,732		-	-
12-2417-633000-15340-3115	STRS - Non-Instructional : MESA	613		1,546		933	
12-2417-633000-15340-3325	Medicare - Non-Instructional : MESA	57		156		99	
12-2417-633000-15340-3435	H & W - Retiree Fund Non-Inst : MESA	155		390		235	
12-2417-633000-15340-3515	SUI - Non-Instructional : MESA	2		5		3	
12-2417-633000-15340-3615	WCI - Non-Instructional : MESA	96		242		146	
12-2417-631000-15350-1230	Contract-Counselors : Transfer Center -Angela 1 LHE 6.67% \$3,934 & Michelle 1 LHE 6.67% \$3,514 Fall only Undecided Majors	7,447		14,856		7,409	
12-2417-631000-15350-1430	Part-Time Counselors : Transfer Center -UTC; Peggy Card 2LHEs \$4,369.68, Maria Diaz 3.32LHE \$7,253.67, Isaac Guzman 3.05 \$7,714.18, Deepa Tharani 2LHE \$4,588.08, Maria Zamudio 1.14LHE \$2,371.98 -Promise/Adelante; Judy Benavidez 5.74LHEs \$13,167.79 -CFTE; Kerry Everett 1.9LHE \$4,805.56 -EMLS-Peggy 2.48 LHEs \$5,418.40 -N45; Courtney Beirne \$262.18, Peggy Card 0.12LHE \$262.18, Lovrina Castillo 0.12LHE \$249.68, Maria Diaz 0.12 \$262.18, Field Do 0.12LHE \$275.28, Jessica Felix 0.12LHE \$275.28, Luz Fernandez 0.12LHE \$262.18, David Galazyn 0.12LHE \$249.68, Jazmin Hurtado 0.12LHE \$262.18, Sunyoung Lee 0.12LHE \$289.04 -Undecided; Sunyoung Lee 3.78LHE \$9,104.89	61,444		61,444		-	-

6.1 (37)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847
 To District-Research: \$26,370
SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-631000-15350-1433	Beyond Contract-Counselors : Transfer Center -UTC; Robert Gallego 1.14 LHE \$2,883.33, Martha Vargas 1.74 LHE \$4,400.88, Rochelle Zook 1.14 LHE \$2,883.33, Joanna Robledo 0.93 LHEs \$2,352.19 -Promise/Adelante; Martha Vargas 3LHEs \$7,587.72 -CFTE; Steve Bautista 0.76 LHE-\$1,922, Angela Brown 1.14 LHE \$2,883, Michelle Macintyre 1.79LHE \$4,527.34 -Angela Brown 1 LHE Undecided-\$2,529.24 Michelle 1 LHE \$2,529.24 Undecided Maribel Pineda 2.02LHEs \$5,109.06 Counseling -Van Nguyen 1.14 LHE Counseling Hrs. \$2,883.33	42,491		42,491		-	-
12-2417-631000-15350-3115	STRS - Non-Instructional : Transfer Center	14,579		17,141		2,562	
12-2417-631000-15350-3325	Medicare - Non-Instructional : Transfer Center	1,472		1,725		253	
12-2417-631000-15350-3415	H & W - Non-Instructional : Transfer Center	1,190		2,376		1,186	
12-2417-631000-15350-3435	H & W - Retiree Fund Non-Inst : Transfer Center	3,669		4,318		649	
12-2417-631000-15350-3515	SUI - Non-Instructional : Transfer Center	51		60		9	
12-2417-631000-15350-3615	WCI - Non-Instructional : Transfer Center	2,274		2,677		403	
12-2417-631000-15350-3915	Other Benefits - Non-Instructional : Transfer Center	100		166		66	
12-2417-633000-15350-1232	Contract Extension-Counselor : Transfer Center -Martha Vargas	-		177		177	
12-2417-633000-15350-1252	Contract Extension-Coordinator : Transfer Center -Martha Vargas	6,893		6,893		-	-
12-2417-633000-15350-1433	Beyond Contract-Counselors : Transfer Center -Martha Vargas-3 LHE/Sem; SAC Promise	7,588		7,588		-	-
12-2417-633000-15350-1434	Int/Sum Beyond Contr-Counselors : Transfer Center -Martha Vargas -Rochelle Zook	20,540		20,648		108	
12-2417-633000-15350-1435	Int/Sum - Counselors, Part-Time : Transfer Center -Maria Diaz -Judith Benavidez	9,224		9,406		182	

6.1 (38)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-633000-15350-1454	Int/Sum Beyond Contr- Coordinators : Transfer Center <i>-Rochelle Zook</i> <i>-Martha Vargas</i>	8,505		8,505		-	-
12-2417-633000-15350-2130	Classified Employees : Transfer Center <i>-Student Services Specialist 100%-Liset Llerenas</i>	55,027		54,617			410
12-2417-633000-15350-2310	Classified Employees - Ongoing : Transfer Center <i>-Student Services Coordinator 19hrs. 100%</i> <i>Cynthia Cervantes</i>	26,178		26,178		-	-
12-2417-633000-15350-3115	STRS - Non-Instructional : Transfer Center	8,666		7,679			987
12-2417-633000-15350-3215	PERS - Non-Instructional : Transfer Center	12,734		8,483			4,251
12-2417-633000-15350-3315	OASDHI - Non-Instructional : Transfer Center	5,126		3,479			1,647
12-2417-633000-15350-3325	Medicare - Non-Instructional : Transfer Center	1,849		1,966		117	
12-2417-633000-15350-3335	PARS - Non-Instructional : Transfer Center	-		340		340	
12-2417-633000-15350-3415	H & W - Non-Instructional : Transfer Center	8,258		8,118			140
12-2417-633000-15350-3435	H & W - Retiree Fund Non-Inst : Transfer Center	4,631		4,919		288	
12-2417-633000-15350-3515	SUI - Non-Instructional : Transfer Center	64		68		4	
12-2417-633000-15350-3615	WCI - Non-Instructional : Transfer Center	2,871		3,049		178	
12-2417-633000-15350-3915	Other Benefits - Non-Instructional : Transfer Center	1,500		1,500		-	-
12-2417-633000-15370-1454	Int/Sum Beyond Contr-Counselors : Puente <i>-Reina Sanabria</i>	2,835		2,835		-	-
12-2417-633000-15370-3115	STRS - Non-Instructional : Puente	410		409			1
12-2417-633000-15370-3325	Medicare - Non-Instructional : Puente	40		41		1	
12-2417-633000-15370-3435	H & W - Retiree Fund Non-Inst : Puente	103		103		-	-
12-2417-633000-15370-3515	SUI - Non-Instructional : Puente	2		2		-	-
12-2417-633000-15370-3615	WCI - Non-Instructional : Puente	64		64		-	-
12-2417-619000-15380-1483	Beyond Contr - Reassigned Time : Fresh Exp/ Learning Communities <i>-Steve Bautista 5LHE/Semester Fall 2017 \$6,373.68</i> <i>-Lisa McKowan-Bourguignon 1LHE/Semestr Fall 2017 \$2,529.24?</i>	8,903		17,806		8,903	
12-2417-619000-15380-3115	STRS - Non-Instructional : Fresh Exp/ Learning Communities	1,285		2,570		1,285	
12-2417-619000-15380-3325	Medicare - Non-Instructional : Fresh Exp/ Learning Communities	129		258		129	

6.1 (39)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-619000-15380-3435	H & W - Retiree Fund Non-Inst : Fresh Exp/ Learning Communities	323		646		323	
12-2417-619000-15380-3515	SUI - Non-Instructional : Fresh Exp/ Learning Communities	5		10		5	
12-2417-619000-15380-3615	WCI - Non-Instructional : Fresh Exp/ Learning Communities	201		402		201	
12-2417-634000-15390-5880	Internet Services : Career Counseling Ctr. -College Source Yr. Contract	8,483		8,483		-	-
12-2417-634000-15390-5950	Software License and Fees : Career Counseling Ctr. Software: -Eureka \$3,232.50; -Vocational Biographies \$325	4,461		4,461		-	-
12-2417-170100-16201-1310	Part-Time Instructors : Mathematics -Aisha Bourouis-Benyassine	5,783		11,566		5,783	
12-2417-170100-16201-3115	STRS - Non-Instructional : Mathematics	834		1,668		834	
12-2417-170100-16201-3325	Medicare - Non-Instructional : Mathematics	84		168		84	
12-2417-170100-16201-3435	H & W - Retiree Fund Non-Instructional : Mathematics	210		420		210	
12-2417-170100-16201-3515	SUI - Non-Instructional : Mathematics	3		6		3	
12-2417-170100-16201-3615	WCI - Non-Instructional : Mathematics	130		260		130	
12-2417-631000-19540-1430	Part-Time Counselors : Job/Career Placement Ctr. -CTE Counselors; Maria Rios \$13,924.82, Jennete Lona 4.95LHE \$11,355.50,	25,281		25,281		-	-
12-2417-631000-19540-3115	STRS - Non-Instructional : Job/Career Placement Ctr.	3,648		3,648		-	-
12-2417-631000-19540-3325	Medicare - Non-Instructional : Job/Career Placement Ctr.	367		367		-	-
12-2417-631000-19540-3435	H & W - Retiree Fund Non-Inst : Job/Career Placement Ctr.	918		918		-	-
12-2417-631000-19540-3515	SUI - Non-Instructional : Job/Career Placement Ctr.	13		13		-	-
12-2417-631000-19540-3615	WCI - Non-Instructional : Job/Career Placement Ctr.	569		569		-	-
12-2417-647000-19540-1280	Contract - Reassigned Time : Job/Career Placement Ctr. -Sandy Morris (50%)	50,474		50,474		-	-
12-2417-647000-19540-2130	Classified Employees : Job/Career Placement Ctr. -Isadora Romero-Intermediate Clerk 50%	20,799		20,799		-	-
12-2417-647000-19540-2310	Classified Employees - Ongoing : Job/Career Placement Ctr. -Vacant Raquel Requena, Career Tech (19 hrs. ReOrg) \$20,322-Leaving Position Vacant -Aurea Guandarilla, Intermediate Clerk \$16,643 -Linda Tapia, Intermediate Clerk Vacant will have a Sub \$16,643	53,608		53,608		-	-

6.1 (40)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM/DIR: Maria Dela Cruz

SSSP SAC \$4,523,847

To District-Research: \$26,370

SSSP (SAC) P1 TOTAL = \$4,550,217

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-647000-19540-2320	Classified Employees - Hourly : Job/Career Placement Ctr. -Rosalia Cato Sub For Linda Tapia -Lindsey Church for Raquel Requena's Position -Aurea Gsandarilla Addt'l 6 hrs/wk (20 wks)	4,473		4,473		-	-
12-2417-647000-19540-3115	STRS - Non-Instructional : Job/Career Placement Ctr.	7,284		7,283			1
12-2417-647000-19540-3215	PERS - Non-Instructional : Job/Career Placement Ctr.	10,408		8,971			1,437
12-2417-647000-19540-3315	OASDHI - Non-Instructional : Job/Career Placement Ctr.	4,183		3,628			555
12-2417-647000-19540-3325	Medicare - Non-Instructional : Job/Career Placement Ctr.	1,220		1,154			66
12-2417-647000-19540-3355	PARS - Non-Instructional : Job/Career Placement Ctr.	216		274		58	
12-2417-647000-19540-3415	H & W - Non-Instructional : Job/Career Placement Ctr.	23,488		23,068			420
12-2417-647000-19540-3435	H & W - Retiree Fund Non-Inst : Job/Career Placement Ctr.	4,918		4,750			168
12-2417-647000-19540-3515	SUI - Non-Instructional : Job/Career Placement Ctr.	70		65			5
12-2417-647000-19540-3615	WCI - Non-Instructional : Job/Career Placement Ctr.	3,048		2,944			104
12-2417-647000-19540-3915	Other Benefits - Non-Instructional : Job/Career Placement Ctr.	1,625		1,500			125
Total Project 2417	SSSP - Follow-Up	707,338	707,338	767,565	767,565	71,267	71,267
TOTAL	SSSP - Santa Ana College	4,310,917	4,310,917	4,523,847	4,523,847	452,298	452,298

6.1 (41)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = \$2,428,080

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		1,158,004		1,842,314		684,310
12-2412-631000-29325-1230	Contract Counselors : Counseling - Maria Chaidez (45.8%) - Jennifer Coto (100%) for 6 mos - Dora Escobar (80%) - Juana Galvan (100%) - Lacy Hedenberg (100%)	306,257		351,117		44,860	
12-2412-631000-29325-1430	Part-Time Counselors : Counseling	79,435		287,435		208,000	
12-2412-631000-29325-1433	Beyond Contract - Counselors : Counseling	-		100,000		100,000	
12-2412-631000-29325-1434	Int/Sum Beyond Contr-Counselor : Counseling	-		80,000		80,000	
12-2412-631000-29325-1435	Int/Sum - Counselors,Part-Time : Counseling	-		80,000		80,000	
12-2412-631000-29325-2130	Classified Employees : Counseling - Elizabeth Bergara, Stud. Serv. Coordinator (60%) - Cecilia Diaz, Stud. Prog. Specialist (100%) - Ancie Dulalas, A/R Tech. Specialist (50%) - Zina Edwards, Stud. Prog. Specialist (100%) - Maria Del Pilar Gutierrez, Stud. Serv. Specialist-Bilingual (100%) - Zulema Mendez Bocanegra, Counseling Assistant (100%) - Student Services Coordinator (100% for 6 months)	287,509		323,804		36,295	
12-2412-631000-29325-2310	Classified Employees - Ongoing : Counseling - Cynthia Partida, Stud. Serv. Coordinator (Reorg #1027)	26,175		21,879			4,296

6.1 (42)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = \$2,428,080

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-29325-2320	Classified Employees - Hourly : Counseling - Cynthia Partida (ended 9/5/17) - 2 counseling assistants (25 hrs/wk x 25 wks x 2)	36,902		25,766			11,136
12-2412-631000-29325-2340	Student Assistants - Hourly : Counseling	6,000		6,000		-	-
12-2412-631000-29325-3115	STRS - Non-Instructional : Counseling	41,256		113,415		72,159	
12-2412-631000-29325-3215	PERS - Non-Instructional : Counseling	61,014		65,282		4,268	
12-2412-631000-29325-3315	OASDHI - Non-Instructional : Counseling	24,940		26,668		1,728	
12-2412-631000-29325-3325	Medicare - Non-Instructional : Counseling	10,918		18,632		7,714	
12-2412-631000-29325-3335	PARS - Non-Instructional : Counseling	820		1,226		406	
12-2412-631000-29325-3415	H & W - Non-Instructional : Counseling	163,572		184,562		20,990	
12-2412-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	27,551		46,862		19,311	
12-2412-631000-29325-3515	SUI - Non-Instructional : Counseling	376		642		266	
12-2412-631000-29325-3615	WCI - Non-Instructional : Counseling	17,077		29,047		11,970	
12-2412-631000-29325-3915	Other Benefits - Non-Instruct : Counseling	13,702		14,977		1,275	
12-2412-631000-29325-4610	Non-Instructional Supplies : Counseling	10,000		10,000		-	-
12-2412-631000-29325-4710	Food and Food Service Supplies : Counseling	2,500		5,000		2,500	
12-2412-631000-29325-5815	Class Schedules/Printing	3,000		3,000		-	-
12-2412-631000-29325-5880	Internet Services : Counseling	3,680		3,680		-	-
12-2412-631000-29325-5940	Reproduction/Printing Expenses : Counseling	2,000		10,000		8,000	
12-2412-631000-29325-5950	Software License and Fees : Counseling	14,320		14,320		-	-
12-2412-631000-29325-6409	Equip-All Other >\$200 <\$1,000 : Counseling	2,000		2,000		-	-

6.1 (43)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = **\$2,428,080**

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-29325-6410	Equip-All Other >\$1,000<\$5,000 : Counseling	5,000		5,000		-	-
12-2412-675000-29305-5210	Conference Expenses : Counseling & Student Su	12,000		12,000		-	-
Total Project 2412	SSSP - Advise/Counselling	1,158,004	1,158,004	1,842,314	1,842,314	699,742	699,742

6.1 (44)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = \$2,428,080

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		452,282		312,540	139,742	
12-2415-649000-29700-1483	Beyond Contr - Reassigned Time : Outreach	3,590		3,590		-	-
12-2415-649000-29700-2130	Classified Employees : Outreach - Victor Castro, Outreach Specialist (100%) - Frank Rivera, Stud. Serv. Coordinator (100%) - VACANT - Outreach Specialist (100%) for 4 months	241,143		145,971			95,172
12-2415-649000-29700-2320	Classified Employees - Hourly : Outreach - Counseling Assistants	33,312		34,186		874	
12-2415-649000-29700-2340	Student Assistants - Hourly : Outreach	12,000		12,000		-	-
12-2415-649000-29700-3115	STRS - Non-Instructional : Outreach	-		518		518	
12-2415-649000-29700-3215	PERS - Non-Instructional : Outreach	39,362		25,246			14,116
12-2415-649000-29700-3315	OASDHI - Non-Instructional : Outreach	16,086		10,295			5,791
12-2415-649000-29700-3325	Medicare - Non-Instructional : Outreach	4,119		2,715			1,404
12-2415-649000-29700-3335	PARS - Non-Instructional : Outreach	320		229			91
12-2415-649000-29700-3415	H & W - Non-Instructional : Outreach	58,101		39,180			18,921
12-2415-649000-29700-3435	H & W - Retiree Fund Non-Inst : Outreach	10,746		7,233			3,513
12-2415-649000-29700-3515	SUI - Non-Instructional : Outreach	142		94			48
12-2415-649000-29700-3615	WCI - Non-Instructional : Outreach	6,661		4,483			2,178
12-2415-649000-29700-3915	Other Benefits - Non-Instruct : Outreach	6,000		3,500			2,500
12-2415-649000-29700-4610	Non-Instructional Supplies : Outreach	2,000		2,000		-	-
12-2415-649000-29700-4710	Food and Food Service Supplies : Outreach	7,000		7,000		-	-
12-2415-649000-29700-5100	Contracted Services : Outreach	500		500		-	-

6.1 (45)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = \$2,428,080

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-649000-29700-5220	Mileage/Parking Expenses : Outreach	5,400		8,000		2,600	
12-2415-649000-29700-5966	Transportation - Student : Outreach	5,800		5,800		-	-
Total Project 2415	SSSP - Orientation	452,282	452,282	312,540	312,540	143,734	143,734

6.1 (46)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = **\$2,428,080**

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		147,760		148,926		1,166
12-2416-632000-29325-5630	Maint Contract - Office Equip : Counseling	2,000		1,200			800
12-2416-632000-29350-2130	Classified Employees : Testing Center - Therese Flores, Admin Clerk (100%) - Monique Marthell, Assessment Asst. (100%)	97,931		99,459		1,528	
12-2416-632000-29350-3215	PERS - Non-Instructional : Testing Center	15,211		15,447		236	
12-2416-632000-29350-3315	OASDHI - Non-Instructional : Testing Center	6,259		6,352		93	
12-2416-632000-29350-3325	Medicare - Non-Instructional : Testing Center	1,465		1,486		21	
12-2416-632000-29350-3415	H & W - Non-Instructional : Testing Center	15,903		15,906		3	
12-2416-632000-29350-3435	H & W - Retiree Fund Non-Inst : Testing Cente	3,666		3,719		53	
12-2416-632000-29350-3515	SUI - Non-Instructional : Testing Center	52		52		-	
12-2416-632000-29350-3615	WCI - Non-Instructional : Testing Center	2,273		2,305		32	
12-2416-632000-29350-3915	Other Benefits - Non-Instruct : Testing Cente	3,000		3,000		-	-
Total Project 2416	SSSP - Skills Assessment	147,760	147,760	148,926	148,926	1,966	1,966

6.1 (47)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP SCC: \$2,406,235
To District-Research: \$21,845
SSSP (SCC) P1 TOTAL = \$2,428,080

PROJ ADM: Ruth Babeshoff
PROJ DIR: Jennifer Coto

Date: 11/14/17

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		76,315		102,455		26,140
12-2417-631000-29305-5950	Software License and Fees : Counseling & Stud	2,000		2,000		-	-
12-2417-631000-29320-5950	Software License and Fees : Career Center	1,452		1,452		-	-
12-2417-633000-29305-2130	Classified Employees : Counseling & Student S - Rudy Tjiptahadi, Research Analyst (50%) - Haydeh Kaveh, Research Analyst (10.3%) - NEW Special Project Specialist (100% for 3 months)	46,846		60,079		13,233	
12-2417-633000-29305-3215	PERS - Non-Instructional : Counseling & Stude	7,277		9,331		2,054	
12-2417-633000-29305-3315	OASDHI - Non-Instructional : Counseling & Stu	2,963		3,804		841	
12-2417-633000-29305-3325	Medicare - Non-Instructional : Counseling & S	694		890		196	
12-2417-633000-29305-3415	H & W - Non-Instructional : Counseling & Stud	11,041		18,980		7,939	
12-2417-633000-29305-3435	H & W - Retiree Fund Non-Inst : Counseling &	1,735		2,227		492	
12-2417-633000-29305-3515	SUI - Non-Instructional : Counseling & Studen	27		31		4	
12-2417-633000-29305-3615	WCI - Non-Instructional : Counseling & Studen	1,076		1,381		305	
12-2417-633000-29305-3915	Other Benefits - Non-Instruct : Counseling &	904		1,280		376	
12-2417-649000-29305-5220	Mileage/Parking Expenses : Counseling & Stude	300		1,000		700	
Total Project 2417	SSSP - Stud Follow-up	76,315	76,315	102,455	102,455	26,140	26,140
TOTAL	SSSP - Santiago Canyon College	1,834,361	1,834,361	2,406,235	2,406,235	871,582	871,582

6.1 (48)

SPECIAL PROJECT DETAILED BUDGET #2414
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) CREDIT - DISTRICT RESEARCH
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ. ADM. Nga Pham

CONTRACT INCOME: \$48,215

Contribution from SAC @ \$26,370

Contribution from SCC @ \$21,845

Date: 11/15/17

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Prime Award No.: N/A

GL Account	Description	Allocated Budget		Adjusting Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2414-000000-50000-8629	Other Gen Categorical Appor		43,750		48,215		4,465
12-2414-679000-53340-2130	Classified Employees : Research	26,341		29,278		2,937	
12-2414-679000-53340-3215	PERS - Non-Instructional :	4,091		4,082			9
12-2414-679000-53340-3315	OASDHI - Non-Instructional	1,680		1,664			16
12-2414-679000-53340-3325	Medicare - Non-Instructiona	393		390			3
12-2414-679000-53340-3415	H & W - Non-Instructional :	8,888		10,647		1,759	
12-2414-679000-53340-3435	H & W - Retiree Fund Non-In	983		974			9
12-2414-679000-53340-3515	SUI - Non-Instructional : R	14		14		-	-
12-2414-679000-53340-3615	WCI - Non-Instructional : R	610		604			6
12-2414-679000-53340-3915	Other Benefits - Non-Instru	750		562			188
Totals for PROJECT: 2414	SSSP - Inst Research	43,750	43,750	48,215	48,215	4,696	4,696

6.1 (49)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$1,587,495

PROJ. ADM. James Kennedy
PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 11/14/17

6.1 (50)

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-000000-10000-8629	Other Gen Categorical Apport : Santa Ana Coll		1,702,344		1,587,495	114,849	
12-2490-493087-18200-2410	Inst Assistant - Ongoing : SAC Continuing Ed-	187,754		170,625			17,129
12-2490-493087-18200-2420	Inst Assistant - Hourly : SAC Continuing Ed-I	-		4,090		4,090	
12-2490-493087-18200-3211	PERS - Instructional : SAC Continuing Ed-Inst	14,580		19,945		5,365	
12-2490-493087-18200-3311	OASDHI - Instructional : SAC Continuing Ed-In	5,820		7,962		2,142	
12-2490-493087-18200-3321	Medicare - Instructional : SAC Continuing Ed-	2,722		2,533			189
12-2490-493087-18200-3331	PARS - Instructional : SAC Continuing Ed-Inst	1,220		602			618
12-2490-493087-18200-3431	H & W - Retiree Fund Inst : SAC Continuing Ed	6,815		6,342			473
12-2490-493087-18200-3511	SUI - Instructional : SAC Continuing Ed-Instr	94		87			7
12-2490-493087-18200-3611	WCI - Instructional : SAC Continuing Ed-Instr	4,224		3,931			293
12-2490-601000-18100-1210	Academic Management : Continuing Education Di - Christine Kosko (6%)	8,899		8,899		-	-
12-2490-601000-18100-1410	Part-Time Academic Management : Continuing Ed	70,000		70,000		-	-
12-2490-601000-18100-2130	Classified Employees : Continuing Education D - Dolores Austin (25%)	15,992		15,773			219
12-2490-601000-18100-2320	Classified Employees - Hourly : Continuing Ed	-		1,802		1,802	
12-2490-601000-18100-3115	STRS - Non-Instructional : Continuing Educati	11,386		11,386		-	-
12-2490-601000-18100-3215	PERS - Non-Instructional : Continuing Educati	2,484		2,730		246	
12-2490-601000-18100-3315	OASDHI - Non-Instructional : Continuing Educa	1,016		1,113		97	
12-2490-601000-18100-3325	Medicare - Non-Instructional : Continuing Edu	1,386		1,406		20	
12-2490-601000-18100-3415	H & W - Non-Instructional : Continuing Educat	3,295		3,295		-	-
12-2490-601000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	3,466		3,521		55	
12-2490-601000-18100-3515	SUI - Non-Instructional : Continuing Educatio	50		48			2
12-2490-601000-18100-3615	WCI - Non-Instructional : Continuing Educatio	2,149		2,182		33	
12-2490-601000-18100-3915	Other Benefits - Non-Instruct : Continuing Ed	525		525		-	-

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$1,587,495

PROJ. ADM. James Kennedy
PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 11/14/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-620000-18100-2110	Classified Management : Continuing Education - Phuong Nguyen (7%)	7,700		7,700		-	-
12-2490-620000-18100-3215	PERS - Non-Instructional : Continuing Educati	1,196		1,196		-	-
12-2490-620000-18100-3315	OASDHI - Non-Instructional : Continuing Educa	490		490		-	-
12-2490-620000-18100-3325	Medicare - Non-Instructional : Continuing Edu	115		115		-	-
12-2490-620000-18100-3415	H & W - Non-Instructional : Continuing Educat	772		772		-	-
12-2490-620000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	287		287		-	-
12-2490-620000-18100-3515	SUI - Non-Instructional : Continuing Educatio	5		5		-	-
12-2490-620000-18100-3615	WCI - Non-Instructional : Continuing Educatio	179		179		-	-
12-2490-620000-18100-3915	Other Benefits - Non-Instruct : Continuing Ed	192		192		-	-
12-2490-631000-18100-1230	Contract Counselors : Continuing Education Di - Michael Ha (100%) - Alejandro Moreno (50%) - Violeta Viera (100%)	193,104		226,449		33,345	
12-2490-631000-18100-1430	Part-Time Counselors : Continuing Education D	80,100		40,000			40,100
12-2490-631000-18100-1433	Beyond Contract - Counselors : Continuing Edu	30,000		30,000		-	-
12-2490-631000-18100-1434	Int/Sum Beyond Contr-Counselor : Continuing E	30,000		30,000		-	-
12-2490-631000-18100-1435	Int/Sum - Counselors,Part-Time : Continuing E	5,000		5,000		-	-
12-2490-631000-18100-1483	Beyond Contr - Reassigned Time : Continuing E	12,000		-			12,000
12-2490-631000-18100-2320	Classified Employees - Hourly : Continuing Ed	8,000		8,000		-	-
12-2490-631000-18100-3115	STRS - Non-Instructional : Continuing Educati	50,536		47,724			2,812
12-2490-631000-18100-3215	PERS - Non-Instructional : Continuing Educati	-		1,242		1,242	
12-2490-631000-18100-3315	OASDHI - Non-Instructional : Continuing Educa	218		496		278	
12-2490-631000-18100-3325	Medicare - Non-Instructional : Continuing Edu	5,247		4,986			261
12-2490-631000-18100-3335	PARS - Non-Instructional : Continuing Educati	104		104		-	-

6.1 (51)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$1,587,495

PROJ. ADM. James Kennedy
PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 11/14/17

6.1 (52)

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-631000-18100-3415	H & W - Non-Instructional : Continuing Educat	47,018		60,071		13,053	
12-2490-631000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	13,132		12,481			651
12-2490-631000-18100-3515	SUI - Non-Instructional : Continuing Educatio	182		172			10
12-2490-631000-18100-3615	WCI - Non-Instructional : Continuing Educatio	8,141		7,736			405
12-2490-631000-18100-3915	Other Benefits - Non-Instruct : Continuing Ed	3,500		4,375		875	
12-2490-632000-18100-2130	Classified Employees : Continuing Education D - Jorge Lopez-Galicia (100%)	46,992		46,992		-	-
12-2490-632000-18100-2310	Classified Employees - Ongoing : Continuing E - Monika Barkery - Evelyn Guerrero - Rosa Martinez Marcial - Anay Palafox - Marisol Pena Arias - Juan Valdez (1B-2B)	86,127		90,404		4,277	
12-2490-632000-18100-2320	Classified Employees - Hourly : Continuing Ed	-		4,963		4,963	
12-2490-632000-18100-3215	PERS - Non-Instructional : Continuing Educati	18,028		16,426			1,602
12-2490-632000-18100-3315	OASDHI - Non-Instructional : Continuing Educa	7,291		6,650			641
12-2490-632000-18100-3325	Medicare - Non-Instructional : Continuing Edu	1,956		2,086		130	
12-2490-632000-18100-3335	PARS - Non-Instructional : Continuing Educati	222		476		254	
12-2490-632000-18100-3415	H & W - Non-Instructional : Continuing Educat	22,550		22,550		-	-
12-2490-632000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	4,891		5,222		331	
12-2490-632000-18100-3515	SUI - Non-Instructional : Continuing Educatio	70		72		2	
12-2490-632000-18100-3615	WCI - Non-Instructional : Continuing Educatio	3,031		3,237		206	
12-2490-632000-18100-3915	Other Benefits - Non-Instruct : Continuing Ed	1,500		1,500		-	-
12-2490-632000-18100-4610	Non-Instructional Supplies : Continuing Educa	2,997		2,997		-	-
12-2490-632000-18100-4710	Food and Food Service Supplies : Continuing E	1,000		1,000		-	-

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$1,587,495

PROJ. ADM. James Kennedy
PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 11/14/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-632000-18100-5220	Mileage/Parking Expenses : Continuing Educati	100		100		-	-
12-2490-632000-18100-5610	Lease Agreement - Equipment : Continuing Educ	2,606		2,606		-	-
12-2490-632000-18100-5651	Rental - Other (Short-term) : Continuing Educ	25		-			25
12-2490-632000-18100-5845	Excess/Copies Useage : Continuing Education D	620		620		-	-
12-2490-632000-18100-5940	Reproduction/Printing Expenses : Continuing E	3,318		3,318		-	-
12-2490-632000-18100-5950	Software License and Fees : Continuing Educat	8,476		3,857			4,619
12-2490-632000-18100-6409	Equip-All Other >\$200 < \$1,000 : Continuing E	2,980		2,980		-	-
12-2490-632000-18100-6410	Equip-All Other >\$1,000<\$5,000 : Continuing E	2,045		2,045		-	-
12-2490-649000-18100-1410	Part-Time Academic Management : Continuing Ed	80,000		70,000			10,000
12-2490-649000-18100-2130	Classified Employees : Continuing Education D - Wendy Esparza (100%) - Hermenia Kindelan (100%) resigned 8/31/17 - Anh Ly (35%) - Sarah Salas (100%) - Julio Serratos (35%) - Steve Tlaseca (100%)	298,350		241,292			57,058
12-2490-649000-18100-2310	Classified Employees - Ongoing : Continuing E - Anthony Garcia - Brenda Vega	50,812		50,812		-	-
12-2490-649000-18100-2320	Classified Employees - Hourly : Continuing Ed	-		1,089		1,089	
12-2490-649000-18100-2340	Student Assistants - Hourly : Continuing Educ	10,000		5,000			5,000
12-2490-649000-18100-3115	STRS - Non-Instructional : Continuing Educati	-		10,101		10,101	
12-2490-649000-18100-3215	PERS - Non-Instructional : Continuing Educati	66,657		45,536			21,121
12-2490-649000-18100-3315	OASDHI - Non-Instructional : Continuing Educa	27,050		18,538			8,512
12-2490-649000-18100-3325	Medicare - Non-Instructional : Continuing Edu	6,332		5,350			982
12-2490-649000-18100-3415	H & W - Non-Instructional : Continuing Educat	50,082		43,654			6,428

6.1 (53)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTA ANA COLLEGE (CENTENNIAL EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$1,587,495

PROJ. ADM. James Kennedy
PROJ. DIR. Nilo Lipiz

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 11/14/17

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-649000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	16,207		13,576			2,631
12-2490-649000-18100-3515	SUI - Non-Instructional : Continuing Educatio	225		184			41
12-2490-649000-18100-3615	WCI - Non-Instructional : Continuing Educatio	10,045		8,415			1,630
12-2490-649000-18100-3915	Other Benefits - Non-Instruct : Continuing Ed	7,050		5,800			1,250
12-2490-649000-18100-4210	Books, Mags & Subscrip-Non-Lib : Continuing E	680		680		-	-
12-2490-649000-18100-4610	Non-Instructional Supplies : Continuing Educa	11,393		11,393		-	-
12-2490-649000-18100-5940	Reproduction/Printing Expenses : Continuing E	3,191		903			2,288
12-2490-675000-18100-2320	Classified Employees - Hourly : Continuing Ed	-		118		118	
12-2490-675000-18100-3215	PERS - Non-Instructional : Continuing Educati	-		18		18	
12-2490-675000-18100-3315	OASDHI - Non-Instructional : Continuing Educa	-		7		7	
12-2490-675000-18100-3325	Medicare - Non-Instructional : Continuing Edu	-		2		2	
12-2490-675000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Ed	-		4		4	
12-2490-675000-18100-3615	WCI - Non-Instructional : Continuing Educatio	-		3		3	
12-2490-675000-18100-5210	Conference Expenses : Continuing Education Di	6,350		6,350		-	-
Total Project 2490 Non-Credit Matriculation		1,702,344	1,702,344	1,587,495	1,587,495	198,997	198,997

6.1 (54)

SPECIAL PROJECT DETAILED BUDGET #1324

**NAME: U.S. SMALL BUSINESS ADMINISTRATION/CALIFORNIA STATE UNIVERSITY FULLERTON - ORANGE
 COUNTY/INLAND EMPIRE REGIONAL SMALL BUSINESS DEVELOPMENT CENTER NETWORK CY 2018 (DISTRICT)
 FISCAL YEARS 2017/2018 and 2018/2019**

Contract Period: 01/01/2018 - 12/31/2018

Contract Amount: \$350,000

CFDA #: 59.037

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ ADM: Sarah Santoyo

PROJ DIR: David Calderon (Interim)

Date: 11/16/2017

GL Account String	Description	New Budget	
		Debit	Credit
12-1324-000000-50000-8199	Other Federal Revenues : District Operations		350,000
12-1324-672000-50000-5865	Indirect Costs : District Operations (4%)	13,462	
12-1324-675000-53410-5210	Conference Expenses : Small Business Dev Ctr Office	3,520	
12-1324-684000-53410-2110	Classified Management : Small Business Dev Ctr Offi SBDC Director, TBD (F-4) (100%)	107,544	
12-1324-684000-53410-2130	Classified Employees : Small Business Dev Ctr Offic David Calderon, Business Services Coordinator (100%)	64,166	
12-1324-684000-53410-2345	Classified Employees - Hourly : Small Business Dev Business Experts @ \$45/hr. x 1,006 hours	45,268	
12-1324-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	34,282	
12-1324-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	13,751	
12-1324-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	3,216	
12-1324-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	44,331	
12-1324-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	8,051	
12-1324-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	111	
12-1324-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	4,990	
12-1324-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	4,820	
12-1324-684000-53410-4210	Books, Mags & Subscrip-Non-Lib : Small Business Dev	88	
12-1324-684000-53410-5100	Contracted Services : Small Business Dev Ctr Office	700	
12-1324-684000-53410-5220	Mileage/Parking Expenses : Small Business Dev Ctr O	1,000	
12-1324-684000-53410-5800	Advertising : Small Business Dev Ctr Office	450	
12-1324-684000-53410-5940	Reproduction/Printing Expenses : Small Business Dev	250	
	Total #1324 - SBA/CSUF 2018 SBDC (funded)	350,000	350,000

SPECIAL PROJECT DETAILED BUDGET #1324

**NAME: U.S. SMALL BUSINESS ADMINISTRATION/CALIFORNIA STATE UNIVERSITY FULLERTON - ORANGE
 COUNTY/INLAND EMPIRE REGIONAL SMALL BUSINESS DEVELOPMENT CENTER NETWORK CY 2018 (DISTRICT)
 FISCAL YEARS 2017/2018 and 2018/2019**

Contract Period: 01/01/2018 - 12/31/2018

Contract Amount: \$350,000

CFDA #: 59.037

Prime Sponsor: U.S. Small Business Administration

Fiscal Agent: CSU Fullerton Auxiliary Services Corporation

Prime Award #: TBD

Sub-Award #: TBD

PROJ ADM: Sarah Santoyo

PROJ DIR: David Calderon (Interim)

Date: 11/16/2017

GL Account String	Description	New Budget	
		Debit	Credit
The match required is one-to-one (1:1) at \$350,000 that consists of the following:		Amount	
Cash Match (state) #2232	Global Trade DSN, hourly Business Experts \$45/hr. x 355 hrs. = \$15,975 salary + \$1,386 benefits	17,361	
Cash Match (state) #2235	Small Business DSN, hourly Business Experts \$45/hr. x 750 hrs. = \$33,750 salary + \$2,930 benefits	36,680	
Cash Match (state) #2216	GO-Biz CIP, hourly Business Experts \$45/hr. x 1,635.8 hrs. = \$73,611 salary + \$6,389 benefits	80,000	
Cash Match (local) #3671	Union Bank, hourly Business Experts \$45/hr. x 837.53 hrs. = \$37,689 salary + \$3,270 benefits	40,959	
In-Kind Match	Waived indirect at 24% on grant-funded direct costs: \$578,846 x 24% = \$138,923	80,769	
In-Kind Match	Waived indirect at 28% on cash match direct costs: \$301,000 x 28% = \$84,280	49,000	
In-Kind Match	Third party in-kind donations that include postage, phone usage, printing, outside facilities space, trade show fees, and specialized consulting time.	45,231	
Total - SBA/CSUF 2018 SBDC (match)		350,000	

SPECIAL PROJECT DETAILED BUDGET # 1705
NAME: Santa Ana College (SAC) - Regular Upward Bound Program - Year 1
FISCAL YEAR: 2017/18 & 2018/19

CONTRACT PERIOD: 09/01/17 to 08/31/18
 CONTRACT INCOME: \$300,413
 Augmentation: \$7,510
TOTAL INCOME: \$307,923

PROJ. ADM. Alicia Kruienza
 PROJ. DIR. Romelia Madrigal

Prime Sponsor: U.S. Department of Education

Date: 11/07/17

Fiscal Agent: RSCCD

CFDA #: 84.047A; Prime Award #: P047A171034

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1705-000000-10000-8120	Higher Education Act : Santa Ana College		300,413		307,923		7,510
12-1705-499900-18200-1310	Part-Time Instructors : SAC Cont. Ed. - Parent Academy Instructor (40 hrs) - Saturday Program Instructors (140 hrs)	9,676		9,527			149
12-1705-499900-18200-1315	Int/Sum-Instructors,Part-Time - Summer Program Instructors (225 hrs)	12,095		11,909			186
12-1705-499900-18200-3111	STRS - Instructional : SAC	3,142		3,093			49
12-1705-499900-18200-3321	Medicare - Instructional :	316		311			5
12-1705-499900-18200-3431	H & W - Retiree Fund Inst :	790		778			12
12-1705-499900-18200-3511	SUI - Instructional : SAC C	11		11		-	-
12-1705-499900-18200-3611	WCI - Instructional : SAC C	490		482			8
12-1705-499900-19575-2420	Inst Assistant - Hourly : UB - 320 hours	9,372		5,312			4,060
12-1705-499900-19575-3321	Medicare - Instructional : UB	136		77			59
12-1705-499900-19575-3331	PARS - Instructional : UB	122		69			53
12-1705-499900-19575-3431	H & W - Retiree Fund Inst : UB	340		192			148
12-1705-499900-19575-3511	SUI - Instructional : UB	5		3			2
12-1705-499900-19575-3611	WCI - Instructional : UB	211		120			91
12-1705-649000-19575-1250	Contract Coordinator : UB - Romelia Madrigal (50%)	46,308		45,604			704

6.1 (57)

SPECIAL PROJECT DETAILED BUDGET # 1705
NAME: Santa Ana College (SAC) - Regular Upward Bound Program - Year 1
FISCAL YEAR: 2017/18 & 2018/19

CONTRACT PERIOD: 09/01/17 to 08/31/18
 CONTRACT INCOME: \$300,413
 Augmentation: \$7,510
TOTAL INCOME: \$307,923

PROJ. ADM. Alicia Kruezinga
 PROJ. DIR. Romelia Madrigal

Prime Sponsor: U.S. Department of Education

Date: 11/07/17

Fiscal Agent: RSCCD

CFDA #: 84.047A; Prime Award #: P047A171034

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1705-649000-19575-1252	Contract Extension-Coordinator : UB <i>- Romelia</i>	9,162		9,021			141
12-1705-649000-19575-2310	Classified Employees - Ongoing : UB <i>- Academic Advisor & Program Coordinator</i>	54,496		51,777			2,719
12-1705-649000-19575-2320	Classified Employees - Hourly : UB <i>- 3 Summer Program Staff (\$480/week x 5 wks x 3)</i>	7,200		7,200		-	-
12-1705-649000-19575-2340	Student Assistants - Hourly : UB <i>- 3 Student Assistants (tutors @ \$10/hr x 2100 hrs)</i>	21,000		21,000		-	-
12-1705-649000-19575-3215	PERS - Non-Instructional : UB	8,615		15,063		6,448	
12-1705-649000-19575-3315	OASDHI - Non-Instructional : UB	3,493		6,097		2,604	
12-1705-649000-19575-3325	Medicare - Non-Instructional : UB	1,712		1,660			52
12-1705-649000-19575-3335	PARS - Non-Instructional : UB	802		400			402
12-1705-649000-19575-3415	H & W - Non-Instructional : UB	7,948		7,947			1
12-1705-649000-19575-3435	H & W - Retiree Fund Non-Inst : UB	5,047		4,918			129
12-1705-649000-19575-3515	SUI - Non-Instructional : UB	59		57			2
12-1705-649000-19575-3615	WCI - Non-Instructional : UB	3,128		3,048			80
12-1705-649000-19575-3915	Other Benefits - Non-Instruct : UB	875		875		-	-
12-1705-649000-19575-4610	Non-Instructional Supplies : UB	1,000		1,000		-	-
12-1705-649000-19575-4710	Food and Food Service Supplies : UB	2,800		2,800		-	-
12-1705-649000-19575-5100	Contracted Services : UB	45,000		48,000		3,000	
12-1705-649000-19575-5630	Maint Contract - Office Equip : UB	240		240		-	-

6.1 (58)

SPECIAL PROJECT DETAILED BUDGET # 1705
NAME: Santa Ana College (SAC) - Regular Upward Bound Program - Year 1
FISCAL YEAR: 2017/18 & 2018/19

CONTRACT PERIOD: 09/01/17 to 08/31/18
 CONTRACT INCOME: \$300,413
 Augmentation: \$7,510
TOTAL INCOME: \$307,923

PROJ. ADM. Alicia Kruienza
 PROJ. DIR. Romelia Madrigal

Prime Sponsor: U.S. Department of Education

Date: 11/07/17

Fiscal Agent: RSCCD

CFDA #: 84.047A; Prime Award #: P047A171034

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1705-649000-19575-5805	Awards & Incentives : UB	1,440		1,200			240
12-1705-649000-19575-5845	Excess/Copies Useage : UB	-		194		194	
12-1705-649000-19575-5900	Other Operating Exp & Services : UB	220		220		-	-
12-1705-649000-19575-5905	Other Participant Travel Exp : UB	4,000		4,355		355	
12-1705-649000-19575-5950	Software License & Fees	425		425		-	-
12-1705-649000-19575-5966	Transportation - Student : UB	6,000		9,000		3,000	
12-1705-675000-19575-5210	Conference Expenses : UB	3,355		4,000		645	
12-1705-679000-10000-5865	Indirect Costs : Santa Ana	21,882		22,438		556	
12-1705-732000-19575-7620	Fees Paid for Students : UB	1,000		1,000		-	-
12-1705-732000-19575-7630	Supplies Paid for Students : UB	1,500		1,500		-	-
12-1705-732000-19575-7650	Stipends Paid to Students : UB	5,000		5,000		-	-
TOTALs for PROJECT 1705	Upward Bound - Year 1	300,413	300,413	307,923	307,923	16,802	16,802

6.1 (59)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: December 4, 2017
Re: Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for the Adult Education Block Grant – Data and Accountability (Assembly Bill No. 104)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District is the Fiscal Agent of the Adult Education Block Grant (AEBG) – Data and Accountability Funding Appropriation (Assembly Bill No. 104 Legislation Section 40, §84920) awarded by the California Community Colleges Chancellor’s Office. The appropriation amount in fiscal year 2015/16 is \$507,900. The term of this appropriation of June 30, 2016 through December 31, 2017 was extended to December 31, 2018. One-time funding was awarded to the Rancho Santiago Adult Education Consortium that includes RSCCD, three school districts (Santa Ana, Orange, and Garden Grove), the Orange County Department of Education, and the Orange County Sheriff’s Department. As the Fiscal Agent, RSCCD will disburse funds to members of the Consortium and provide administrative oversight.

The Chancellor’s Office has apportioned Data and Accountability funding to the Rancho Santiago Adult Education Consortium for the purpose of better serving the educational and workforce needs of adults by identifying data and common assessments and policies regarding placement of adults seeking adult education programs and workforce services to be used by the Consortium to measure educational needs of adults and the effectiveness of providers in addressing those needs.

ANALYSIS

The enclosed amendment (#DO-17-2222-01.01) to the agreement with Garden Grove Unified School District is to extend the term of the agreement of April 13, 2017 through November 30, 2017 to December 31, 2018 and to continue implementing Adult Education Block Grant – Data and Accountability activities within that district.

The project administrator is Jose Vargas, Vice President of Continuing Education, and the project director is Christine Gascon, Executive Director, Adult Education Block Grant..

RECOMMENDATION

It is recommended that the Board approve the amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$69,886.00 (grant-funded)	Board Date: December 4, 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	

**FIRST AMENDMENT TO SUB-AGREEMENT
BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
GARDEN GROVE UNIFIED SCHOOL DISTRICT**

This first amendment (hereinafter “Amendment”) is entered into on this 4th day of December, 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Garden Grove Unified School District (hereinafter “SUBCONTRACTOR”) to amend that certain agreement #DO-17-2222-01 (hereinafter “Agreement”) between the parties dated April 12, 2017, with a term of April 13, 2017 through November 30, 2017 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received an apportionment funding entitled “Adult Education Block Grant - Data and Accountability,” Allocation No. 15-328-141 (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), for the purpose of better serving the educational and workforce needs of adults by identifying data and common assessments and policies regarding placement of adults seeking adult education programs and workforce services to be used by each Consortium to measure educational needs of adults and the effectiveness of providers in addressing those needs.

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 this Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work
SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A-1**), related to the *Rancho Santiago Adult Education Consortium – Data and Accountability Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

Period of Performance will be amended as follows:

2. Period of Performance
The Term of this Agreement from April 13, 2017, through November 30, 2017, **shall be extended to December 31, 2018.**

Invoices will be amended as follows:

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A-1**), upon receipt of a final invoice requesting payment due **January 11, 2018**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Christine Gascon, Executive Director
Adult Education Block Grant
OEC Provisional Education Facility (CHAP)
Santiago Canyon College, Division of Continuing Education
1937 W. Chapman Avenue
Orange, CA 92868

Reporting will be amended as follows:

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.
- (b) Final Reports. SUBCONTRACTOR agrees to submit a final expenditure report and a final performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A-1**). The final reports are due **January 11, 2018**.

Reports related to this Agreement should be submitted to Christine Gascon, Project Director, via email at Gascon_Christine@sccollege.edu.

Time Extensions will be amended as follows:

9. 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 funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **December 31, 2018**.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

Sub-Agreement between RSCCD and Garden Grove Unified School District

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: GARDEN GROVE
UNIFIED SCHOOL DISTRICT

By: _____

By: _____

Name: Peter J. Hardash

Name: Rick Nakano

Vice Chancellor

Assistant Superintendent

Title: Business Operations/Fiscal Services

Title: Business Services

Date: _____

Date: _____

Board Approval Date: December 4, 2017

95-2378800

Employer/Taxpayer Identification Number (EIN)

**Adult Education Block Grant
Data & Accountability
Rancho Santiago Adult Education Consortium
Partner: Garden Grove Unified School District**

Scope of Work

Summary:

Our focus is to make the data collection system through AERIES monitor the progress and needs of our program and the reporting requirements for the state. Information we input into AERIES can be uploaded to TOPSpro and CASAS to provide data for the varied categories required to be reported for WIOA and for AEBG. In order to make this a reality, AERIES needs to have program modifications/additions for effective data collection. AERIES is not able provide this revision with their IT department. The Garden Grove Unified School District IT department will be trained to accomplish these needs and implement the necessary program changes in AERIES.

Directions: Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

Activities	Timeline	Performance Outcomes
GGUSD IT Programmers will be trained by AERIES IT.	4/13/2017 – 12/31/2018	GGUSD IT will be able to make program changes in AERIES.
Equipment will be purchased to implement AERIES changes.	4/13/2017 – 12/31/2018	Equipment will be set-up for AERIES changes for data.
AERIES support will be provided for the GGUSD IT Department.	4/13/2017 – 12/31/2018	Implementation of AERIES modifications and additions.
Conference attendance for LEC staff for training and updates.	4/13/2017 – 12/31/2018	Increased knowledge of state requirements for data collection.

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
Garden Grove Unified School District**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 12th day of April 2017, between Rancho Santiago Community College District (hereinafter "RSCCD") and the Garden Grove Unified School District (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD received an apportionment funding entitled "Adult Education Block Grant - Data and Accountability," Allocation No. 15-328-141 (hereinafter "Grant") from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), for the purpose of better serving the educational and workforce needs of adults by identifying data and common assessments and policies regarding placement of adults seeking adult education programs and workforce services to be used by each Consortium to measure educational needs of adults and the effectiveness of providers in addressing those needs;

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 this Grant according to the terms and conditions hereinafter set forth;

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A**), related to the *Rancho Santiago Adult Education Consortium – Data and Accountability Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services 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 April 13, 2017, through November 30, 2017.

3. **Total Cost**

The total cost to RSCCD for the performance of this Agreement shall not exceed \$71,844.00 USD.

4. **Payment**

Disbursement of funds will begin upon RSCCD's receipt of the fully executed Agreement and a detailed invoice for the 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".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized Project Budget by cost categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **December 11, 2017**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Christine Gascon, Director of Special Programs
Adult Education Block Grant.
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867

7. Reporting

(a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.

(b) Final Reports. SUBCONTRACTOR agrees to submit a final expenditure report and a final performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**). The final reports are due **December 11, 2017**.

Reports related to this Agreement should be submitted to Christine Gascon, Director, via email at Gascon_Christine@sccollege.edu.

8. 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 appropriation funds received and for any misappropriation or disallowment of Grant appropriation funds.

9. 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 funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **November 30, 2017**.

10. Independent Contractor

SUBCONTRACTOR agrees that the services provided hereunder is 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.

11. 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 consent of RSCCD. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with 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.

12. 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.

13. 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 performance of this Agreement.

14. Insurance

SUBCONTRACTOR shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. Within thirty (30) days of the execution of this Agreement, SUBCONTRACTOR shall deliver certificate(s) of insurance under SUBCONTRACTOR'S comprehensive general liability insurance policy on or before the date of execution of Agreement.

15. Workers' Compensation Insurance

SUBCONTRACTOR shall provide workers' compensation coverage for each of its employees. SUBCONTRACTOR hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish satisfactory evidence thereof at any time RSCCD may request.

16. 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.

17. 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'S expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

18. 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.

19. Notices

All notices, reports and correspondence between the Parties hereto respecting to this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Christine Gascon, Director of Special Programs
Adult Education Block Grant
College and Workforce Preparation Center
Santiago Canyon College, Division of Continuing Education
1572 N. Main Street
Orange, CA 92867
(714) 628-5969; gascon_christine@sccollege.edu

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR: Garden Grove Unified School District
Attn: Rick Nakano
10331 Standard Avenue
Garden Grove, CA 92840
(714) 663-6000; rnakano@ggusd.us

20. 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.

21. 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 appropriation agreement, the provisions of AB 104 Legislation Section 40, §84920, the Program Guidance (**Exhibit C**), and the Legal Terms and Conditions, as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

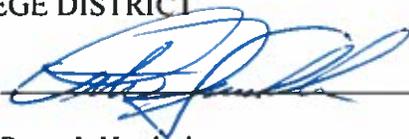
Sub-agreement between RSCCD and Garden Grove Unified School District

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

By: _____



Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

4/17/17

Board Approval Date: April 12, 2017

SUBCONTRACTOR: Garden Grove
Unified School District

By: _____



Name: Rick Nakano

Assistant Superintendent

Title: Business Services

Date: _____

4/20/2017

95-2378800

Employer/Taxpayer Identification Number (EIN)

**Adult Education Block Grant
Data & Accountability
Rancho Santiago Adult Education Consortium
Partner Name: Garden Grove Unified School District**

Scope of Work

Summary:

Our focus is to make the data collection system through AERIES monitor the progress and needs of our program and the reporting requirements for the state. Information we input into AERIES can be uploaded to TOPSpro and CASAS to provide data for the varied categories required to be reported for WIOA and for AEBG. In order to make this a reality, AERIES needs to have program modifications/additions for effective data collection. AERIES is not able provide this revision with their IT department. The Garden Grove Unified School District IT department will be trained to accomplish these needs and implement the necessary program changes in AERIES.

Directions: Use this template to outline the major components of your proposed project, expected completion timelines, and expected outcomes.

Activities	Timeline	Performance Outcomes
GGUSD IT Programmers will be trained by AERIES IT.	4/13/2017 – 11/30/2017	GGUSD IT will be able to make program changes in AERIES.
Equipment will be purchased to implement AERIES changes.	4/13/2017 – 11/30/2017	Equipment will be set-up for AERIES changes for data.
AERIES support will be provided for the GGUSD IT Department.	4/13/2017 – 11/30/2017	Implementation of AERIES modifications and additions.
Conference attendance for LEC staff for training and updates.	4/13/2017 – 11/30/2017	Increased knowledge of state requirements for data collection.

**Adult Education Block Grant
Data & Accountability
Rancho Santiago Adult Education Consortium
Partner Name: Garden Grove Unified School District**

BUDGET DETAIL SHEET

Contact	Name	Email	Phone No.
BUDGET SUPERVISOR	KAREN DUONG	kduong@ggusd.us	(714) 663-6133
DIRECTOR, ADULT ED	CONNIE VAN LUIT	cvanluit@ggusd.us	(714) 663-6305

Object Code	Description	TOTAL COSTS
1000	Certificated Staff Dev	\$2,567
2000	Classified Staff Dev/Extra Duty	\$4,356
3000	Benefits	\$957
4000	Equipment	\$8,412
5000	Conferences	\$5,400
	Info Systems Svs	\$47,296
6000		
	Total Direct Costs:	\$68,988
	Total Indirect Costs (at 4.14%):	\$2,856
	TOTAL COSTS:	\$71,844



AEBG Data and Accountability Guidance

AB104 Legislation – Adult Education Block Grant Program

SEC. 40. Section 84920 is added to the Education Code, to read: 84920.

(a) To the extent that one-time funding is made available in the Budget Act of 2015, consistent with the provisions of Section 84917, the chancellor and the Superintendent shall identify common measures for determining the effectiveness of members of each consortium in meeting the educational needs of adults. At a minimum, the chancellor and the Superintendent shall accomplish both of the following:

(1) Define the specific data each consortium shall collect.

(2) Establish a menu of common assessments and policies regarding placement of adults seeking education and workforce services into adult education programs to be used by each consortium to measure educational needs of adults and the effectiveness of providers in addressing those needs.

(b) It is the intent of the Legislature that both of the following occur:

(1) That the educational needs of adults in the state be better identified and understood through better sharing of data across state agencies.

(2) That, at a minimum, the chancellor and the Superintendent shall enter into agreements to share data related to effectiveness of the consortia between their agencies and with other state agencies, including, but not necessarily limited to, the Employment Development Department and the California Workforce Investment Board.

(c) The chancellor and the Superintendent shall identify, no later than January 1, 2016, the measures for assessing the effectiveness of consortia that will be used in the report that, pursuant to Section 84917, is to be submitted by September 30, 2016. These measures shall include, but not necessarily be limited to, all of the following:

(1) How many adults are served by members of the consortium.

(2) How many adults served by members of the consortium have demonstrated the following:

- (A) Improved literacy skills.
- (B) Completion of high school diplomas or their recognized equivalents.
- (C) Completion of postsecondary certificates, degrees, or training programs.
- (D) Placement into jobs.

(E) Improved wages.

(d) No later than November 1, 2015, the chancellor and the Superintendent shall submit to the Director of Finance, the state board, and the appropriate policy and fiscal committees in the Legislature a report of its progress in meeting the requirements of subdivisions (a) and (b).

(e) The chancellor and the Superintendent shall apportion the funds appropriated for purposes of this section in the Budget Act of 2015 in accordance with both of the following:

(1) Eighty-five percent of these funds shall be used for grants to consortia to establish systems or obtain data necessary to submit any reports or data required pursuant to subdivision (b) of Section 84917.

(2) Fifteen percent of these funds shall be used for grants for development of statewide policies and procedures related to data collection or reporting or for technical assistance to consortia, or both.

(f) The chancellor and the Superintendent shall provide any guidance to the consortia necessary to support the sharing of data included in systems established by consortia pursuant to this section across consortia.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Purchase Requisition with CompTIA Certifications, LLC, for the Deputy Sector Navigator Information Communications Technology/Digital Media Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Deputy Sector Navigator - Information Communications Technology (ICT)/Digital Media grant #16-158-006 by the California Community Colleges Chancellor's Office – Workforce & Economic Development Division. The purpose of the ICT/DM grant is to focus its efforts to helping to close the state's skills gap by providing in-demand skills training for employers, creating career pathways and stackable credential programs, promoting student success and getting Californians into jobs.

ANALYSIS

The Deputy Sector Navigator will partner with CompTIA Certifications, LLC, to provide ten (10) CompTIA IT Fundamentals Site Licenses for a total of 100 registrants. The total will not exceed \$15,000.

The project administrator is Sarah Santoyo and the project director is Steve Linthicum.

RECOMMENDATION

It is recommended that the Board approve this purchase requisition 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: \$15,000.00 (Grant-Funded)	Board Date: December 4, 2017
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

0053758

RSCCD - DISTRICT OFFICE
2323 N Broadway
Ste 350
Santa Ana CA 92706

Tba
To Be Added by Purchasing
Staff - for Non Current Vendor

Francisco Villasenor
Danielle R. Reynolds

10/31/17 11/03/17
1058261

Steve Linthicum, DSN ICT/Digital Media

1	10.000	EA Each	CompTIA IT Fundamentals Site License (100 registrants) INVOICE DATE: 16-Oct-17 INVOICE NUMBER: C-17-335495-1016 MEMBER ID: 335495	12_2338_684000_53330_5950	1,500.0000	15,000.00
					PR Total	\$15,000.00



INVOICE

CompTIA Certification Site License

Rancho Santiago Community College District 2323 N. Broadway Santa Ana, CA 92706 Attn:	INVOICE DATE: 16-Oct-17 INVOICE NUMBER: C- 17-335495-1016 MEMBER ID: 335495 REF. PO NUMBER: PAYMENT DUE DATE: Upon Receipt
---	--

Comments: Pricing in USD

Qty	Description	Each	Total
10	CompTIA IT Fundamentals Site License (100 registrants)	\$1,500	\$15,000

Total USD Upon Receipt \$15,000

Remittance By Check	Pay by Wire Transfer
Payable to: CompTIA Certifications, LLC Mail to: CompTIA (Accounts Receivable) 3500 Lacey Road, Suite 100 Downers Grove, IL 60515-5439 Fed. Tax ID: 27-4002416	J.P. Morgan 10 South Dearborn, Chicago IL 60603 Account Name: CompTIA Certifications, LLC Account Number: 20000000009568 SWIFT Code for Int'l Wire: CHASUS33 Bank Routing/Transit Number: 021000021 ACH Routing Number: 028000024
Payment Contact, Credit Card Payment	
Ms. K. Camisa, 630-678-8490	

Questions? Invoice Contact:	Brian Matzelle, BMatzelle@comptia.org
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Payments are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. Please consult your tax professional.

THANK YOU FOR YOUR SUPPORT

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE – EDUCATIONAL SERVICES

To:	Board of Trustees	Date:	December 4, 2017
Re:	Adoption of Resolution No. 17-26 Certifying Emergency Closure of SCC Child Development Center		
Action:	Request for Approval		

BACKGROUND

SCC Child Development Center was closed on October 10 and 11 of 2017, due to a mandatory evacuation of the area resulting from the Canyon 2 Wildfire, average daily attendance (ADA) revenue from the California Department of Education was lost.

ANALYSIS

Education Code 8271 provides against the loss of funds due to emergency closures that are beyond the control of the contractor. In accordance with this regulation, the Board of Trustees must adopt a resolution certifying the closure to request lost revenue.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 17-26 certifying that the Santiago Canyon College Child Development Center was closed due to the Canyon 2 Wildfire on October 10 and 11 of 2017.

Fiscal Impact:	None	Board Date:	December 4, 2017
Prepared by:	Janneth Linnell, Executive Director, Child Development Services		
Submitted by:	Enrique Perez, Interim Vice Chancellor, Educational Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

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

Adoption of Resolution for Emergency Closure

Resolution No 17-26

This resolution must be adopted in order to certify the approval of the Board of Trustees for reduced days of operation or attendance due to emergency conditions as referenced in California Department of Education, Early Education and Support Division's Management Bulletin 10-09 (October 2010).

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District certifies that Santiago Canyon College Child Development Center was closed on October 10th and 11th of 2017 due to mandatory evacuations of the area resulting from the Canyon 2 wildfire. The emergency circumstances and closure were beyond control of the District.

PASSED AND ADOPTED THIS 4th day of December, 2017, by the Board of Trustees of Rancho Santiago Community College District of Orange County, California.

I, Arianna P. Barrios, Clerk of the Board of Trustees of 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)

AUTHORIZATION OF SIGNATURES

No. 6.5

RANCHO SANTIAGO COMMUNITY COLLEGE SCHOOL DISTRICT

I, _____, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 4th day of December, 2017, adopted by a majority vote of said Board, a resolution that the following named persons, effective December 4th, 2017, be authorized to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment, warrant registers as indicated, contracts, and agreements, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

<u>NAME (TYPED)</u>	<u>SPECIMEN SIGNATURE</u>	AUTHORIZED TO SIGN:			
		<u>PAYROLL</u>		<u>VENDOR PAYMENTS</u>	
		<u>NOE/CS</u>	<u>SHEET</u>	<u>ORDERS</u>	<u>REGISTERS</u>
Judyanne Chitlik _____	_____	_x_	_x_	_x_	_x_
Peter J. Hardash _____	_____	_x_	_x_	_x_	_x_
John Hernandez _____	_____	_x_	_x_	_x_	_x_
Adam O'Connor _____	_____	_x_	_x_	_x_	_x_
Enrique Perez _____	_____	_x_	_x_	_x_	_x_
Raúl Rodríguez _____	_____	_x_	_x_	_x_	_x_
Linda Rose _____	_____	_x_	_x_	_x_	_x_

AUTHORIZATION OF SIGNATURES (cont.)

I further certify that the signatures following are those of the members of the governing board not mentioned above.

<u>NAME (TYPED)</u>	<u>SIGNATURE</u>
Claudia C. Alvarez	_____
Arianna P. Barrios	_____
John R. Hanna	_____
Zeke Hernandez	_____
Lawrence R. Labrado	_____
Nelida Mendoza	_____
Phillip E. Yarbrough	_____

IN WITNESS WHEREOF, I have hereunto set my hand this 4th day of December, 2017.

Clerk _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Chancellor's Office)

To:	Board of Trustees	Date: December 4, 2017
Re:	List of 2018 Conferences and Legislative Executive Visits for Board Members	
Action:	Information	

BACKGROUND

On October 8, 2012, the Board of Trustees approved BP 2735 Board Member Travel which includes the following:

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

RECOMMENDATION

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend is provided as information.

Fiscal Impact: To Be Determined by Conferences/Legislative Visits Attended	Board Date: Dec. 4, 2017
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

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

The Board President, in conjunction with the Chancellor, will prepare a list of conferences and legislative executive visits that Board members may wish to attend or will assist Board members in their continuing education and fulfillment toward the mission of the district. The Chancellor, in consultation with the Board President, shall prepare a budget for board travel.

The timely registration for conferences is required. The district will only reimburse conference registration fees at the published early registration rate.

The district shall not pay for lodging that exceeds the published standard single occupancy room rate for conferences.

Revised: October 8, 2012 (Previously BP9011)

Revised: October 24, 2016

Reaffirmed: December 12, 2016

Conferences Board Members may wish to attend in 2018

January 26-28, 2018

All day **Effective Trusteeship Workshop** (estimated cost: \$900-\$1,200)
Sheraton Grand Hotel, Sacramento, California

January 28-29, 2018

All day **CCLC Annual Legislative Conference** (estimated cost: \$900-\$1,500)
Sheraton Grand Hotel, Sacramento, California

February 11, 2018 (registration fee: \$100)

10am-5pm **ACCT New Trustee Academy**
Washington Marriott Marquis Hotel, Washington, D.C.

February 11-14, 2018 (estimated cost: \$2,500-\$3,600)

ACCT National Legislative Summit
Washington Marriott Marquis Hotel, Washington, D.C.

February 16-19, 2018 (estimated cost: \$2,500)

CCID Annual Conference
DoubleTree by Hilton Resort, Scottsdale, Arizona

April 2018 (estimated cost: \$1,100)

SSCCC Spring General Assembly (student trustee)
Location TBD

May 4-6, 2018 (estimated cost: \$1,900)

CCLC Annual Trustees Conference
Hyatt Regency Hotel, Valencia, California

June 21-23, 2018 (estimated cost: \$3,500)

NALEO Annual Conference
Arizona Biltmore Hotel, Phoenix, Arizona

August 11-13, 2018 (estimated cost: \$1,000)

CCLC Student Trustee Workshop
Hilton San Francisco Airport Bayfront Hotel, Burlingame, California

October 24-27, 2018 (estimated cost: \$3,400)

ACCT Annual Leadership Congress
New York Marriott Marquis, New York, New York

Conferences Board Members may wish to attend in 2018

Page 2

November 2018 (estimated cost: \$1,000, depending on location)
SSCCC Fall 2017 General Assembly (student trustee)
Location TBD

November 15-17, 2018 (estimated cost: \$3,800, depending on location)
CCLC Annual Convention and Partnership Conferences
Westin Mission Hills, Rancho Mirage, California

ACCT – Association of Community College Trustees
CCID – Community Colleges for International Development, Inc.
CCLC – Community College League of California
NALEO - National Assoc. of Latino Elected & Appointed Officials
SSCCC – Student Senate for California Community Colleges

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To: Board of Trustees	Date: December 4, 2017
Re: Review of RSCCD Board of Trustees Self-Evaluation	
Action: Receive and Review	

BACKGROUND

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

ANALYSIS

An evaluation survey was approved by the Board on October 23, 2017, and was distributed to individuals identified in Board Policy 2745. The survey responses were presented to the Board at the November 13, 2017, meeting. Subsequent to that meeting, the individual Board members completed the self-evaluation instrument. Those responses are now provided to the Board for review and discussion.

RECOMMENDATION

It is recommended that the Board of Trustees review the evaluation responses and create annual unit goals for 2018.

Fiscal Impact: None	Board Date: December 4, 2017
Prepared by: Nga Pham, Director, Research, Planning and Institutional Effectiveness	
Submitted by: Enrique Perez, Vice Chancellor, Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Rancho Santiago Community College District (RSCCD)
Board of Trustees Self-Evaluation of
Internal Operations and Goals**

November 2017

The RSCCD Board of Trustees recognizes that it can better achieve its internal board operation and performance goals if it annually reviews itself. After reviewing feedback obtained from an online questionnaire last month (disseminated to various community members, faculty/staff and students who interact with Board members in committee work and meetings), Board members (including student trustee) assess their own activities using the same survey instrument; those data are included in this report, along with five years' prior data for comparison.

Overall, the seven Board members-respondents were mostly in agreement with each other in most statements regarding to and look favorably upon Board operations—respondents exclusively assigned ratings of “strongly agree” or “agree” to 27 of the 44 categories assessed. Other findings include:

- Board members had highest agreement in the following areas (with at least 5 members responding “strongly agree”):
 - Conducting meetings in a manner in which the purposes are achieved effectively and efficiently,
 - Having knowledgeable about the mission and purpose of the institution,
 - Acting as an advocate for community colleges,
 - Having agendas to include legislative and state policy issues that will impact the district,
 - Making decisions in the best interest of students, the colleges, and the entire district, and
 - Operating ethically without conflict of interest following established board policies.
- Board members had least agreement in the following are (with just one member responding “strongly agree”):
 - Regularly seek the opinion of the student trustee,
 - Focusing on policy in board discussion, not administrative matters,
 - Having a positive, cooperative relationship with the Chancellor, and
 - Adhering to policies for dealing with college, community citizens, and the media.
- Board members identified major accomplishments:
 - Successfully hiring strong leadership for both colleges,
 - Maintaining confidentiality and managing contract settlements with all employee groups, and
 - Implement policies to ensure safety and security of students and employees and the expansion of career technical training programs.

- Board members would like to address the following issues in the upcoming year:
 - Maintain open communication with the public, the staff and the students, to be kept apprised of concerns and issues, and to continue nurturing these relationships to ensure support for all constituency groups,
 - Conduct shorter meetings, but having actionable items on issues of importance to the district and the colleges, and
 - Focus on the policy-making role that support the Chancellor and staff to operationalize the services provided to the community.

- Five of the seven respondents stated the questionnaire used is “very useful” or “somewhat useful” to their self-evaluation process, while the remaining two stated “neutral”.

Detailed responses, as well as comparisons with responses from the prior five years’ surveys, and respondents’ comments, follow.

Detail of Findings

RSCCD Board of Trustees Self-Evaluation Results, 2017

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know/Not Applicable
Board Organization and Operation					
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	5	1	1	0	0
Board members respect each others' opinions.	3	4	0	0	0
The board conducts its meetings in compliance with state laws, including The Brown Act.	4	3	0	0	0
Board members understand that they have no legal authority beyond board meetings.	3	4	0	0	0
Board members regularly seek the opinion of the student trustee.	1	5	1	0	0
Policy Role					
Board meetings focus on policy issues that relate to board responsibilities.	2	4	1	0	0
The board focuses on policy in board discussion, not administrative matters.	1	4	2	0	0
The board is knowledgeable about the mission and purpose of the institution.	5	2	0	0	0
The board clearly delegates the administration of the colleges to the chancellor.	2	5	0	0	0
The board ensures compliance with federal and state laws and measures for emergency response.	2	5	0	0	0
Strategic Planning					
The board understands the budget process.	2	4	1	0	0
The board gives adequate attention to the mission, goals, and future planning of the district.	3	3	1	0	0
The board regularly develops and reviews goals for continuous improvement.	2	4	1	0	0
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	3	3	1	0	0
The board understands the colleges' educational programs and services.	4	3	0	0	0
The board is appropriately involved in defining the vision and goals of the district.	2	4	1	0	0
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	3	3	1	0	0
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	3	4	0	0	0
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	4	3	0	0	0

RSCCD Board of Trustees Self-Evaluation Results, 2017 (cont.)

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know/Not Applicable
Board Relations with the Chancellor, Presidents, Faculty, and Staff					
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	4	2	1	0	0
The board keeps the chancellor informed of community contacts.	2	5	0	0	0
The board follows a procedure for annual evaluations of the chancellor.	3	4	0	0	0
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	2	5	0	0	0
The board and chancellor have a positive, cooperative relationship.	1	6	0	0	0
The board understands its role and that of the chancellor, presidents, faculty, and staff.	3	4	0	0	0
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	4	3	0	0	0
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	3	4	0	0	0
The board follows communication procedures with staff.	3	4	0	0	0
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	4	2	1	0	0
Community Relations/Advocacy					
Board members are knowledgeable about community college and state-related issues.	4	3	0	0	0
The board acts as an advocate for community colleges.	5	2	0	0	0
Board members participate actively in community activities.	4	3	0	0	0
Board agendas include legislative and state policy issues that will impact the district.	5	1	1	0	0
Board members act on behalf of the entire community.	3	2	1	0	1
The board recognizes and celebrates positive accomplishments of the district and colleges.	4	3	0	0	0
The board works to build a positive image of the district in the community.	3	4	0	0	0
Board members adhere to policies for dealing with college, community citizens, and the media.	1	6	0	0	0
The community and district employees are aware of who the elected trustees are and their role in district governance.	2	4	1	0	0
Board Leadership, Ethics, and Standards of Conduct					
The board understands collective bargaining and its role in the process.	4	3	0	0	0
The board practices appropriate collegial consultation (participatory governance).	4	2	1	0	0
The board maintains confidentiality of privileged information.	4	3	0	0	0
The board makes decisions in the best interest of students, the colleges, and the entire district.	5	2	0	0	0
The board operates ethically without conflict of interest following established board policies.	5	2	0	0	0
Board members participate in trustee development activities.	2	4	1	0	0

RSCCD Board of Trustees Self-Evaluation Results, 2012-2017

	# "strongly agree" or "agree"					
	2017 Survey	2016 Survey	2015 Survey	2014 Survey	2013 Survey	2012 Survey
	n=7	n=7	n=7	n=6	n=8	n=6
Board Organization and Operations						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	6	7	7	6	8	6
Board members respect each others' opinions.	7	7	7	6	8	5
The board conducts its meetings in compliance with state laws, including The Brown Act.	7	6	6	6	8	6
Board members understand that they have no legal authority beyond board meetings.	7	7	6	6	7	6
Board members regularly seek the opinion of the student trustee.	6	7	6	6	8	5
Policy Role						
Board meetings focus on policy issues that relate to board responsibilities.	6	7	7	6	8	6
The board focuses on policy in board discussion, not administrative matters.	5	5	6	6	8	5
The board is knowledgeable about the mission and purpose of the institution.	7	6	7	6	7	5
The board clearly delegates the administration of the colleges to the chancellor.	7	7	7	6	8	6
The board ensures compliance with federal and state laws and measures for emergency response.	7	6	7	6	8	6
Strategic Planning						
The board understands the budget process.	6	7	7	6	7	4
The board gives adequate attention to the mission, goals, and future planning of the district.	6	6	7	6	8	4
The board regularly develops and reviews goals for continuous improvement.	6	7	7	6	6	4
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	6	7	7	6	7	5
The board understands the colleges' educational programs and services.	7	7	7	6	8	4
The board is appropriately involved in defining the vision and goals of the district.	6	5	6	6	7	4
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	6	7	7	6	7	6
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	7	7	7	6	7	5
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	7	7	7	6	8	6

RSCCD Board of Trustees Self-Evaluation Results, 2012-2017 (cont.)

	# "strongly agree" or "agree"					
	2017 Survey	2016 Survey	2015 Survey	2014 Survey	2013 Survey	2012 Survey
	n=7	n=7	n=7	n=6	n=8	n=6
Board Relations with the Chancellor, Presidents, and Staff						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	6	7	7	6	8	5
The board keeps the chancellor informed of community contacts.	7	6	7	6	8	5
The board follows a procedure for annual evaluations of the chancellor.	7	4	7	6	8	4
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	7	6	7	6	8	6
The board and chancellor have a positive, cooperative relationship.	7	7	7	6	8	6
The board understands its role and that of the chancellor, presidents, faculty, and staff.	7	7	7	6	8	6
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	7	7	7	6	8	6
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	7	5	6	6	8	4
The board follows communication procedures with staff.	7	7	6	6	7	4
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	6	7	5	6	7	6
Community Relations/Advocacy						
Board members are knowledgeable about community college and state-related issues.	7	7	7	5	8	6
The board acts as an advocate for community colleges.	7	7	7	6	8	6
Board members participate actively in community activities.	7	7	7	6	8	5
Board agendas include legislative and state policy issues that will impact the district.	6	7	7	6	8	6
Board members act on behalf of the entire community.	5	7	7	6	7	6
The board recognizes and celebrates positive accomplishments of the district and colleges.	7	7	7	6	8	6
The board works to build a positive image of the district in the community.	7	7	7	6	8	6
Board members adhere to policies for dealing with college, community citizens, and the media.	7	7	7	6	8	5
The community and district employees are aware of who the elected trustees are and their role in district governance.	6	7	6	6	8	6
Board Leadership, Ethics, and Standards of Conduct						
The board understands collective bargaining and its role in the process.	7	7	6	6	8	6
The board practices appropriate collegial consultation (participatory governance).	6	7	7	6	8	6
The board maintains confidentiality of privileged information.	7	7	6	6	8	5
The board makes decisions in the best interest of students, the colleges, and the entire district.	7	7	7	6	8	6
The board operates ethically without conflict of interest following established board policies.	7	7	7	6	8	6
Board members participate in trustee development activities.	6	6	7	6	8	6

2017 Respondents' Comments

Board's greatest strengths:

- Despite a wide range of philosophies, backgrounds and such, the Board has been a strongly united body in handling difficult issues, such as collective bargaining, in a manner that will ensure the long term health and stability of the District. Board members, while not ideal, are willing and able to assist in the administration of the district when their leadership and special skills are needed to fill gaps.
- Respect each other's opinion.
- Respect for one another as Trustees and attention to committee assignments.
- Respected and professional trustees.
- Diversity, respect for each other and working together in a collegial manner, ability to respect all employee groups and not let stridency and a lack of civility by some individuals and mean spirited political campaigns against board members by one group impact our decision making, understands that there is a policy role and an oversight role for trustees but management should reside with the Administration, always a focus on student success, and obtaining resources for students and college and district programs.

Major accomplishments of the Board in the past year:

- Collective Bargaining - successful completion of past contracts, policy updates and development - particularly in the areas of conflict of interest, gift ban, reporting.
- FRSCCD contract settlement and agreement on budget strategies for shortcomings.
- Bachelor's Program, 100 Year Celebration, active shooter training for both colleges, partnerships with unions, businesses and community, maintain confidentiality, and professionalism in dealing with FARSCCD
- The Board supported the hiring of outstanding candidates as president at both SAC and SCC. The addition of President Rose and the move from interim to permanent for President Hernandez is already showing dividends at both campuses. Continued support of a strong gift ban policy, making our District a leader in ethical governance and management. Took leadership role to stand up for our DACA student and continue to press for protective actions. Prudent guidance to administration resulting in balanced budget and a clean audit. Settled contracts with employee groups. Oversaw the expansion of career technical training programs. Board advocated for students and college programs and employees with governmental leaders. Supported Chancellor on management issues and worked with him throughout the year on needed improvements. Continue to empower classified representatives to have a place at the Board meetings and respect their contribution to our district, as well as the contribution of faculty, administrators, and students. Board members, colleges, and the District communicated to the community the various steps taken for the benefit of the community resulting in overwhelming support for Board members seeking re-election.

Areas in which the Board could improve:

- Communication to public - it's a bigger issue than just the Board.
- Shades of micromanaging.
- Agenda setting of action items, development of FTES recovery plan, Inter-Board communications ability on issues, and Chancellor's responsibility of College presidents' activities.
- Shorter meetings, request college presidents to submit their report in writing, and off-site professional retreat.
- Spend more time throughout the year on developing and reviewing goals for continuous improvement, work with Chancellor, college presidents and academic senate presidents to better understand college programs and services. While most Board activity revolves around policy and oversight, consult with Chancellor to ensure there is not a drift into administrative actions. Engage in more informal contact with employee groups while keeping Chancellor informed. Work to ensure better accountability, participation at early stages by constituent groups, cost benefit, clear messaging and consistency with our policies and laws on programs administered by auxiliary organizations like the District Foundation.
- Board should be made more aware of possible problem areas, in order to be proactive in providing direction to the Chancellor to address these problems.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
December 4, 2017**

MANAGEMENT

Revised Job Description/Attachment #1

Vice Chancellor, Human Resources
Academic Administrator
Cabinet Level

Extension of Interim Assignment for Rehired Retired PERS Member

Johnson, Tove
Interim Payroll Manager
Fiscal Services
District

From: August 22 – December 29, 2017
To: August 22, 2017 – March 30, 2018
Salary Placement: G-7 \$55.32/Hour
(Not to Exceed 960 Hours)

Ratification of Resignation/Retirement

Chitlik, Judyanne
Interim Vice Chancellor
Human Resources
District

Effective: June 30, 2018 (Last Day)
Reason: Retirement

Stewart, Lynn
Director, Global Trade & Logistics Initiative
Educational Services
District

Effective: November 16, 2017 (Last Day)
Reason: Resignation

FACULTY

Changes of Classification

Babayan, Diana
Professor, ESL
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 21, 2017
From: II-15 \$90,208.24/Year
To: III-15 \$92,937.19/Year
From: II-5 \$64.25/Lecture Hour
To: III-5 \$67.47/Lecture Hour

Bass, Stacey
Professor, Nursing
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
From: III-15 \$92,937.19/Year
To: IV-15 \$95,670.38/Year
From: III-5 \$67.47/Lecture Hour
To: IV-5 \$70.84/Lecture Hour

FACULTY (CONT'D)

Changes of Classification (cont'd)

Daugherty, Seth
Assistant Professor/Librarian
Institutional Effectiveness, Library &
Learning Support Services Division
Santiago Canyon College

Effective: August 2, 2017
From: IV-11 \$85,453.27/Year
To: V-11 \$88,182.23/Year

Diaz, Darlene
Professor, Math
Math & Sciences Division
Santiago Canyon College

Effective: August 21, 2017
From: III-15 \$92,327.19/Year
To: V-15 \$98,396.15/Year
From: III-5 \$67.47/Lecture Hour
To: IV-5 \$70.84/Lecture Hour

Engstrom, Vanessa
Assistant Professor, Geography
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 21, 2017
From: III-13 \$87,827.56/Year
To: IV-13 \$90,560.77/Year
From: III-5 \$67.47/Lecture Hour
To: IV-5 \$70.84/Lecture Hour

Guevara, Angela
Assistant Professor/Coordinator
Adults with Disabilities
Continuing Education Division
Santiago Canyon College

Effective: August 21, 2017
From: IV-12 \$88,003.85/Year
To: V-12 \$90,729.60/Year

Jones, Louise
Assistant Professor, Nursing
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
From: III-12 \$85,275.95/Year
To: IV-12 \$88,003.85/Year
From: III-5 \$67.47/Lecture Hour
To: IV-5 \$70.84/Lecture Hour

King, Judith
Assistant Professor/Librarian
Fine & Performing Arts Division
Santa Ana College

Effective: August 21, 2017
From: II-6 \$67,223.46/Year
To: IV-6 \$72,680.30/Year
From: II-4 \$61.20/Lecture Hour
To: IV-4 \$67.47/Lecture Hour

Lui, Rachel
Assistant Professor, Math
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
From: II-8 \$72,326.71/Year
To: III-8 \$75,060.97/Year
From: II-5 \$64.25/Lecture Hour
III-5 \$67.47/Lecture Hour

FACULTY (CONT'D)

Changes of Classification (cont'd)

Marquez, Phillip
Associate Professor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: August 21, 2017
From: III-15 \$92,937.19/Year
To: IV-15 \$95,670.38/Year
From: III-5 \$67.47/Lecture Hour
To: IV-5 \$70.84/Lecture Hour

Pecenkovic, Nidzara
Assistant Professor, English
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: August 21, 2017
From: III-12 \$85,275.95/Year
To: IV-12 \$88,003.85/Year
From: III-5 \$67.47/Lecture Hour
To: IV-5 \$70.84/Lecture Hour

Pierce, Cathryn
Assistant Professor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: August 21, 2017
From: II-13 \$85,100.75/Year
To: III-13 \$87,827.56/Year
From: II-5 \$64.25/Lecture Hour
To: III-5 \$67.47/Lecture Hour

Pineda, Maribel
Assistant Professor/Counselor
Counseling Division
Santa Ana College

Effective: July 31, 2017
From: IV-10 \$90,947.28/Year
To: V-10 \$93,944.88/Year

Shields, Jolene
Professor, Adult Basic Education &
High School Subjects
Continuing Education Division
Santiago Canyon College

Effective: August 21, 2017
From: IV-14 \$93,114.52/Year
To: V-14 \$95,844.53/Year

Tolentino, Justin
Assistant Professor, Math
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
From: IV-12 \$88,003.85/Year
From: V-12 \$90,729.60/Year

Vu, Vivien
Assistant Professor/Counselor
Disabled Students Programs & Services
Enrollment & Support Services Division
Santiago Canyon College

Effective: July 31, 2017
From: V-12 \$99,543.99/Year
To: VI-12 \$102,542.65

FACULTY (CONT'D)

Leave of Absence

Ausmus, Brandon
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College
Effective: November 11, 2017 – December 18, 2017
Reason: Parental Leave

Ausmus, Elizabeth
Instructor, Mathematics
Science, Mathematics &
Health Sciences Division
Santa Ana College
Effective: November 11, 2017 – December 18, 2017
Reason: Maternity/Parental Leave

Castillo, Ricardo
Associate Professor, Psychology
Humanities & Social Sciences Division
Santa Ana College
Effective: August 15, 2017 – August 14, 2018
Reason: Parental Leave
(Up to 12 weeks – Intermittent)

Salgado, Susana
Professor/Psychologist
Disabled Students Programs & Services
Santa Ana College
Effective: January 2 – March 1, 2018
Reason: Maternity/Parental Leave

Adjusted Effective Dates for Leave of Absence

Nyssen, Adam
Associate Professor, Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College
From: September 18 – December 8, 2017
To: September 18, 2017 – September 17, 2018
Reason: Paternal Leave
(Up to 12 weeks – Intermittent)

Ratification of Resignation/Retirement

Salinas, Keo
Master Teacher
SAC Early Childhood Education Center
Child Development Services
District
Effective: December 1, 2017 (Last Day)
Reason: Resignation

Scoggin, Sally
Professor/Coordinator, English as a Second Language
Centennial Education Center
Continuing Education Division
Santa Ana College
Effective: May 26, 2018 (Last Day)
Reason: Retirement

FACULTY (CONT'D)

Beyond Contract/Overload Stipend

Benson, Kyla Effective: August 27, 2017
Associate Professor, Family & Amount: \$250.00
Consumer Studies Reason: Program Facilitation-Distance Education
Human Services & Technology Division
Santa Ana College

Briones, Michael Effective: September 1, 2017
Assistant Professor, Music Amount: \$250.00
Fine & Performing Arts Division Reason: Program Development-Distance Education
Santa Ana College

Coto, Jennifer Effective: August 28, 2017
Professor/Counselor Amount: \$250.00
Counseling & Student Support Reason: Program Facilitation-Distance Education
Services Division
Santiago Canyon College

Deluna, Daniel Effective: August 28, 2017
Assistant Professor, History Amount: \$750.00
Humanities & Social Sciences Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2548)

Diller, Jeffrey Effective: August 28, 2017
Assistant Professor, English Amount: \$3,000.00
Humanities & Social Sciences Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

Diller, Jeffrey Effective: August 28, 2017
Assistant Professor, English Amount: \$3,000.00
Humanities & Social Sciences Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

Elchlepp, Elizabeth Effective: August 6, 2017
Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development-Basic Skills
Santiago Canyon College (Project #2058)

Fish, Zachary Effective: August 28, 2017
Professor, Philosophy Amount: \$3,000.00
Humanities & Social Sciences Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #3201)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Fosmire, Edward Effective: June 19, 2017
Assistant Professor, Art History Amount: \$500.00
Fine & Performing Arts Division Reason: Program Development-Distance Education
Santa Ana College

Fosmire, Edward Effective: August 30, 2017
Assistant Professor, Art History Amount: \$250.00
Fine & Performing Arts Division Reason: Program Development-Distance Education
Santa Ana College

Funaoka, Marygrace Effective: August 27, 2017
Assistant Professor, Human Development/ Amount: \$250.00
Education/School Age Reason: Program Facilitation-Distance Education
Human Services & Technology Division
Santa Ana College

Gonzalez, Haydee Effective: August 28, 2017
Assistant Professor/Counselor Amount: \$250.00
Counseling Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2548)

Guerrero-Phlaum, Martha Effective: August 28, 2017
Professor, Foreign Language (Spanish) Amount: \$250.00
Humanities & Social Sciences Division Reason: Program Facilitation-Distance Education
Santa Ana College

Hall, Kathryn Effective: August 6, 2017
Assistant Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development-Basic Skills
Santiago Canyon College (Project #2058)

Hardy, Michelle Effective: October 26, 2017
Assistant Professor Human Development/Early Amount: \$4,803.00
Childhood Education/Child Development Reason: Coordinator-Child Development
Human Services & Technology Division Training Consortium (Project #1241)
Santa Ana College

Kehlenbach, E. Brian Effective: August 29, 2017
Professor, Music Amount: \$250.00
Fine & Performing Arts Division Reason: Program Development-Distance Education
Santa Ana College

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

King, Judith Effective: June 19, 2017
Assistant Professor/Librarian Amount: \$500.00
Fine & Performing Arts Division Reason: Program Development-Distance Education
Santa Ana College

King, Judith Effective: August 31, 2017
Assistant Professor/Librarian Amount: \$250.00
Fine & Performing Arts Division Reason: Program Development-Distance Education
Santa Ana College

Knight, Annie Effective: June 19, 2017
Assistant Professor/Librarian Amount: \$500.00
Fine & Performing Arts Division Reason: Program Facilitation-Distance Education
Santa Ana College

Knight, Annie Effective: August 28, 2017
Assistant Professor/Librarian Amount: \$250.00
Fine & Performing Arts Division Reason: Program Facilitation-Distance Education
Santa Ana College

Knight, Annie Effective: August 28, 2017
Assistant Professor/Librarian Amount: \$1,000.00
Fine & Performing Arts Division Reason: Program Facilitation-Distance Education
Santa Ana College (Project #3201)

Macintyre, Michelle Effective: August 28, 2017
Assistant Professor/Counselor Amount: \$250.00
Counseling Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

Manzano, F. Richard Effective: June 19, 2017
Professor, Legal Assistant Amount: \$500.00
Business Division Reason: Program Facilitation-Distance Education
Santa Ana College

Manzano, F. Richard Effective: August 28, 2017
Professor, Legal Assistant Amount: \$250.00
Business Division Reason: Program Facilitation-Distance Education
Santa Ana College

Nguyen, Thu Van T. Effective: August 28, 2017
Professor/Counselor Amount: \$250.00
Counseling Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Ortiz, Fernando Effective: August 28, 2017
Professor, Psychology Amount: \$250.00
Humanities & Social Sciences Division Reason: Program Facilitation-Distance Education
Santa Ana College

Ortiz, Rebecca Effective: August 28, 2017
Assistant Professor, Psychology Amount: \$500.00
Humanities & Social Sciences Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2548)

Pastrana, Leo Effective: August 28, 2017
Assistant Professor/Counselor Amount: \$1,000.00
Counseling Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

Pecenkovic, Nidzara Effective: July 6, 2017
Assistant Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development-Writing
Santiago Canyon College (Project #2058)

Pineda, Maribel Effective: August 28, 2017
Assistant Professor/Counselor Amount: \$250.00
Counseling Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2548)

Robinson, Kristen Effective: August 28, 2017
Associate Professor, Paralegal Amount: \$1,000.00
Business Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

Robledo, Joanna Effective: August 28, 2017
Associate Professor/Counselor Amount: \$250.00
Counseling Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2548)

Strong, John Effective: August 28, 2017
Assistant Professor, Accounting Amount: \$250.00
Business Division Reason: Program Facilitation-Distance Education
Santa Ana College

Strong, John Effective: August 28, 2017
Assistant Professor, Accounting Amount: \$3,000.00
Business Division Reason: Curriculum Development-Distance Education
Santa Ana College (Project #2561)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Sung, Linda
Assistant Professor, Accounting
Business Division
Santa Ana College
Effective: August 28, 2017
Amount: \$3,000.00
Reason: Curriculum Development-Distance Education
(Project #2561)

Trone, Jinhee
Professor, Accounting
Business Division
Santa Ana College
Effective: August 28, 2017
Amount: \$1,000.00
Reason: Program Facilitation-Distance Education
(Project #3201)

Part-time New Hires/Rehires

Aranda, Eric J.
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College
Effective: November 13, 2017
Hourly Lecture Rate: II-3 \$49.91

Bergman, Stacey P.
Instructor, Accounting
Business Division
Santa Ana College
Effective: January 29, 2018
Hourly Lecture Rate: I-3 \$55.51

Dekold, Daniel J.
Instructor, ABE/HSS/GED IEP
Continuing Education Division (OEC)
Santiago Canyon College
Effective: November 6, 2017
Hourly Lecture Rate: II-3 \$49.91

Elston, Lisa C.
Instructor, Fashion Design & Merchandising
Human Services & Technology Division
Santa Ana College
Effective: January 29, 2018
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Galebach, John E.
Instructor, Philosophy
Humanities & Social Sciences Division
Santa Ana College
Effective: February 5, 2018
Hourly Lecture Rate: IV-3 \$64.25

Garcia Sanchez, Juan Carlos
Instructor, Geography
Humanities & Social Sciences Division
Santa Ana College
Effective: February 5, 2018
Hourly Lecture Rate: II-3 \$58.29

FACULTY (CONT'D)

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

Giess, Sally Ann
Instructor, Speech Language
Pathology/Assistant
Human Services & Technology Division
Santa Ana College
Effective: January 29, 2018
Hourly Lecture/Lab Rates: IV-3 \$64.25/\$57.83

Isira, Abdul M.
Instructor, High Scholl Subjects/ABE
Continuing Education Division (CEC)
Santa Ana College
Effective: November 16, 2017
Hourly Lecture Rate: III-3 \$51.16

Mittler, William W.
Instructor, Theatre Arts
Fine & Performing Arts Division
Santa Ana College
Effective: February 05, 2018
Hourly Lecture/Lab Rates: II-3 58.29/\$52.46

Mizner, Thomas M.
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College
Effective: November 27, 2017
Hourly Lecture Rate: II-3 \$49.91

Moran, Marciela Cota
Instructor, Child Development &
Education Studies
Human Services & Technology Division
Santa Ana College
Effective: January 29, 2018
Hourly Lecture Rate: II-3 \$58.29

Natale, Shelley Anne
Instructor, Communications Studies
Fine & Performing Arts Division
Santa Ana College
Effective: February 5, 2018
Hourly Lecture Rate: II-3 \$58.29

Nguyen, Linette C.
Instructor, Child Development &
Education Studies
Human Services & Technology Division
Santa Ana College
Effective: January 29, 2018
Hourly Lecture Rate: II-3 \$58.29

Pena, Lizabeth
Instructor, ESL
Continuing Education Division (OEC)
Santiago Canyon College
Effective: November 9, 2017
Hourly Lecture Rate: II-3 \$49.91

FACULTY (CONT'D)

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

Sanders, Kathleen J. Effective: January 29, 2018
Instructor, Biology Hourly Lecture/Lab Rates: IV-3 \$64.25/\$57.83
Science, Mathematics &
Health Sciences Division
Santa Ana College

Solares, Elizabeth Effective: January 29, 2018
Instructor, Management/Business Administration Hourly Lecture Rate: III-3 \$61.20
Business Division
Santa Ana College

Weber, Sarah A. Effective: February 05, 2018
Instructor, Art Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Non-paid Instructors of Record

Lightner, William M. Effective: November 27, 2017
Instructor, Apprenticeship/Electrical (equivalency)
Business & Career Technical Education Division
Santiago Canyon College

Woodside, Nicholas R. Effective: November 27, 2017
Instructor, Apprenticeship/Electrical (equivalency)
Business & Career Technical Education Division
Santiago Canyon College

Non-paid Intern Service

Ly, Mindy Effective: January 8 – June 29, 2018
Talent Search Intern College Affiliation: CSU, Fullerton
Academic Talent Search Discipline: Human Services
Student Affairs Division
Santa Ana College

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

VICE CHANCELLOR OF HUMAN RESOURCES JOB DESCRIPTION

GENERAL RESPONSIBILITIES

Overall responsibility to the Chancellor for all aspects of District Human Resources and employer-employee relations. Provides supervision for assigned managers in the Human Resources and Risk Management departments. Serves as the District's Equal Employment Opportunity Officer, Title IX Coordinator and ADA/504 Coordinator and provides leadership for district-wide professional development programs. Recommends and executes board policy, rules, and regulations of the District and performs other duties as assigned by the Chancellor. Serves as a member of the Chancellor's Cabinet and provides effective counsel and support for all matters affecting District operations.

SPECIFIC RESPONSIBILITIES

HUMAN RESOURCES

- Provides District-wide leadership for Human Resources planning and policy development.
- Promotes the principle of diversity in employee recruitment, retention, and advancement practices. Fosters and advances diversity through hiring pools, outreach activities, and professional development.
- Advises the Chancellor, District managers and responsible employees regarding the interpretation and application of laws, policies and regulations affecting academic and classified personnel, and recommends appropriate new/revised personnel policies and regulations.
- Oversees procedures for recruitment, hiring, promotion, job classification, layoff, discipline, salary placement and advancement and ensuring the timely evaluation of employees.
- Provides for the orientation of new employees and for the on-going professional development of faculty and staff.
- Administers collective bargaining agreements as well as individual employment agreements.
- Serves as the District's chief labor negotiator and oversees the processing and resolution of grievances.
- Provides for the on-going training of District managers in areas related to effective human resources management and employer-employee relations.
- Ensures District-wide compliance with all legal requirements related to equal employment opportunity and discrimination. Consults with both special and general counsel on contract issues, litigation and compliance issues.

RISK MANAGEMENT/EMPLOYEE BENEFITS

- Oversees the District's Risk Management department including all aspects of employee benefits, worker's compensation and property/liability insurance.
- Oversees the investigation, processing and response to complaints of discrimination and harassment. Mediates employee grievances; represents the District in grievance hearings; directs disciplinary actions; intervenes in supervisor/employee relation problems. Receives, investigates, and seeks to resolve employee and student complaints of unlawful discrimination and harassment.
- Interfaces with cognizant agencies such as the California Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, and the U.S. Department of Education Office of Civil Rights.
- Consults with legal counsel, as necessary, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
NOVEMBER 2017

**VICE CHANCELLOR OF HUMAN RESOURCES
JOB DESCRIPTION (Cont'd)**

OTHER PROFESSIONAL RESPONSIBILITIES

- Provides leadership for District-wide committees and task forces related to Human Resources.
- Serves as a resource for the interpretation and application of state and federal laws and regulations, board policies and regulations, and provisions of collective bargaining agreements.

REQUIRED SKILLS AND QUALIFICATIONS

MINIMUM QUALIFICATIONS

EDUCATION:

An earned Master's degree from an accredited college or university with major course work in human resources management, public administration, labor relations, law or other related field.

EXPERIENCE:

Five (5) years of increasingly responsible and varied experience in administering a full range of human resources management programs in a public sector setting, including employment, employer/employee relations, staff training and development, classification and compensation, and negotiating collective bargaining agreements. Demonstrated ability to promote and foster the principle of diversity in employee recruitment, retention, and advancement practices.

DESIRABLE QUALIFICATIONS:

- Experience in performing work as described above in a California public education environment is highly desirable.

REQUIRED SKILLS:

- Ability to establish and maintain effective working relationships with staff at all levels within the organization.
- Ability to effectively communicate complex and detailed concepts to all college groups including administrators, faculty, classified, and the Board of Trustees.
- Ability to understand the organizational complexity of a multi-college District.
- Ability to resolve personnel conflicts and personnel disputes in a timely manner.
- Ability to negotiate Collective Bargaining Agreements with employee representatives.
- Ability to investigate, evaluate and recommend resolutions to grievances, claims and complaints.
- Ability to interpret and analyze data and apply laws, rules, regulations and policies.
- Ability to compile data and prepare reports.
- Ability to effectively use and participate in shared decision making through the District's Shared Governance structure.
- Ability to understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and employees, as well as needs of individuals with disabilities.
- Develop services and programs to support the development and advancement of employees.
- Provide sound and responsive service to both internal and external entities and personnel.
- Consults with legal counsel, as necessary, to ensure that complaints of potential district liability are handled appropriately and monitors the performance of the District's claims management services.

Out of Class Assignment cont'd

Landa, Alejandra Director Global Trade & Logistics Initiative/ Educ. Services/ District	Effective: 11/17/17 – 06/30/18 Grade F, Step 1 \$91,529.46 <i>Supervisory</i>
Peeken, Julie Instructional Coordinator/Analyst Academic Affairs/ SCC	Effective: 12/18/17 – 03/16/18 Grade 13, Step 6 + 10%L \$69,552.87

Change in Position

Nguyen, Jimmy From: Admin. Secretary/ Fine & Perf. Arts/SAC To: Distance Ed. Services Spec. (CL17-1028) Academic Affairs/ SAC	Effective: November 13, 2017 Grade 15, Step 3 + 5%L + 9PG (3000) \$66,795.74
Vazquez, Reyes Curriculum Specialist From: Academic Affairs/ SCC To: Academic Affairs/ SAC (CL17-1029)	Effective: November 27, 2017 Grade 13, Step 6 + 10%L + 10 PG (5000) \$74,552.87

Leave of Absence

McAdam, Veronica Administrative Clerk/ Child Dev. Services/ District	Effective: 11/20/17 – 01/23/18 Reason: Maternity Leave
Ruiz, Marbella Business Services Coordinator/ DMC/ Ed. Services/ District	Effective: 11/07/17 – 01/15/18 Reason: Maternity Leave

Ratification of Resignation/Retirement

Fangrat, Gary Senior District Safety Officer/ District	Effective: December 30, 2017 Reason: Retirement
Smith, James Help Desk Analyst/ ITS	Effective: December 30, 2017 Reason: Retirement
Tran, Joseph Skilled Maintenance Worker/ Admin. Services/ SCC	Effective: December 30, 2017 Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Cuevas, Manuel Admissions/Records Specialist I (CL17-1038) Continuing Ed./ CEC	Effective: November 27, 2017 19 Hours/Week 12 Months/Year Grade 6, Step A + 2.5% Bil \$17.82/Hour
Frausto, Elizabeth Instructional Assistant-DSPS (CL17-1030) DSPS/ Continuing Ed./ OEC	Effective: November 13, 2017 Up to 19 Hours/Week School Session Grade 6, Step A \$17.38/Hour
Rodriguez, Liliana Student Services Coordinator (CL17-1019) Student Affairs/ SAC	Effective: November 27, 2017 19 Hours/Week 12 Months/Year Grade 15, Step A + 2.5% Bil \$27.06/Hour
Serna Laris, Ana Instructional Assistant-DSPS (CL1-1030) DSPS/ Continuing Ed./ OEC	Effective: November 13, 2017 Up to 19 Hours/Week School Session Grade 6, Step A \$17.38/Hour
Stevenson, Peggy Intermediate Clerk (CL17-1042) Counseling/ SAC	Effective: November 28, 2017 19 Hours/Week 12 Months/Year Grade 5, Step A \$16.78
Uribe, Nordin Instructional Assistant-DSPS (CL17-1030) DSPS/ Continuing Ed./ OEC	Effective: November 13, 2017 Up to 19 Hours/Week School Session Grade 6, Step A \$17.38/Hour
Veliz, Angie Counseling Assistant (CL17-1013) Counseling/ SCC	Effective: November 6, 2017 19 Hours/Week 12 Months/Year Grade 5, Step A \$16.78/Hour

Temporary to Hourly Ongoing

Flores, Edgar Student Services Coordinator (CL17-1020) Student Services/ SAC	Effective: November 27, 2017 19 Hours/Week 12 Months/Year Grade 15, Step A + 2.5%Bil \$27.06/Hour
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Out of Class Assignment

Barbery, Monika Student Program Specialist/ Continuing Ed./ CEC	Effective: 11/04/17 – 12/23/17 Grade 10, Step A + 5%L \$21.52/Hour
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Leave of Absence

Vega, Brenda
High School & Comm. Outreach Spec./
Continuing Ed./ CEC

Effective: 11/01/17 – 12/24/17
Reason: Maternity Leave

Effective: 11/12/17 – 02/15/18
Reason: FMLA/Parental Leave

Ratification of Resignation/Retirement

Garcia Sanchez, Juan Carlos
Instructional Assistant/ Continuing Ed./
CEC

Effective: February 4, 2018
Reason: Resignation

Serratos, Karina
Instructional Assistant/ Continuing Ed./
CEC

Effective: November 29, 2017
Reason: Resignation

TEMPORARY ASSIGNMENT

Germaine, Brittany
Instructional Assistant/ Science & Math/
SCC

Effective: 06/02/18 – 06/29/18

Substitute Assignments

Gonzalez, Saul
Counseling Assistant/ EOPS/ SAC

Effective: 11/13/17 – 02/10/18

Pena, Alfredo
Counseling Assistant/ Continuing Ed./
CEC

Effective: 12/05/17 – 06/30/18

Reza, Michael
Custodian/ Admin. Services/ SCC

Effective: 11/06/17 – 06/29/18

MISCELLANEOUS POSITIONS

Barreto, Rigoberto
Community Services Presenter/
Continuing Ed./ OEC

Effective: 12/01/17

MISCELLANEOUS POSITIONS cont'd

Martinez, Andrea Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/14/17 – 06/30/18
Martinez, Christian Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/09/17 – 12/31/17
Posadas, Jennifer Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 11/14/17 – 06/30/18

Instructional Associates/Associate Assistants

Criminal Justice

Altman, Raquel	Effective: 12/05/17
Hibbs, Lisbet	Effective: 12/05/17
Lebron, Lisa	Effective: 12/05/17

COMMUNITY SERVICE PRESENTERS

Stipends Effective August 11 – September 10, 2017

Goldman, Deborah	Amount: \$ 63.00
Watson, Katherine	Amount: \$ 46.20

Stipends Effective September 11 – October 10, 2017

Cohen, Robert	Amount: \$ 424.12
Dewberry, Dorianne	Amount: \$ 334.08
Diebolt Price, Julie	Amount: \$ 76.51
Fischermitaru, Mariana	Amount: \$ 690.00
Gates, Alana	Amount: \$ 95.70
Goldman, Deborah	Amount: \$ 126.00

Stipends Effective September 11 – October 10, 2017 cont'd

Hardy, Kamillia	Amount: \$ 517.82
Krusemark, Leeanne	Amount: \$ 201.14
Nolasco, Jeffrey	Amount: \$ 432.00
Raslan, Nayrouz	Amount: \$ 2,808.00
Samaniego, Adriel	Amount: \$ 240.00
Smith, Teddine	Amount: \$ 1,280.00
Watson, Katherine	Amount: \$ 138.60

Stipends Effective October 11 – November 10, 2017

Cohen, Robert	Amount: \$ 152.68
Dewberry, Dorianne	Amount: \$ 334.08
Diebolt Price, Julie	Amount: \$ 554.73
Goldman, Deborah	Amount: \$ 126.00

Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST

Friel, Heidi	Effective: 11/07/2017 – 06/30/2018
Marquez, Jaclyn	Effective: 10/31/2017 – 06/30/2018
Patino, Verenice	Effective: 11/08/2017 – 06/30/2018

<i>Attachment #1</i>						
Rancho Santiago Community College District CALIFORNIA SCHOOL EMPLOYEE'S ASSOCIATION INTERIM HOURLY SALARY SCHEDULE Effective: July 1, 2017						
GRADE	STEP 1	2.50%	5.00%	7.50%	10.00%	12.50%
C	\$11.00	\$11.28	\$11.56	\$11.85	\$12.15	\$12.45
B	\$12.56	\$12.88	\$13.20	\$13.51	\$13.82	\$14.13
A	\$14.42	\$14.79	\$15.14	\$15.50	\$15.86	\$16.22
1	\$14.88	\$15.26	\$15.62	\$16.00	\$16.37	\$16.74
2	\$15.30	\$15.69	\$16.06	\$16.45	\$16.83	\$17.21
3	\$15.74	\$16.14	\$16.52	\$16.92	\$17.32	\$17.71
4	\$16.25	\$16.66	\$17.07	\$17.48	\$17.89	\$18.29
5	\$16.78	\$17.20	\$17.62	\$18.04	\$18.45	\$18.88
6	\$17.38	\$17.82	\$18.25	\$18.69	\$19.12	\$19.55
7	\$18.08	\$18.53	\$18.98	\$19.43	\$19.89	\$20.34
8	\$18.81	\$19.28	\$19.75	\$20.22	\$20.69	\$21.16
9	\$19.60	\$20.10	\$20.58	\$21.07	\$21.57	\$22.05
10	\$20.49	\$21.01	\$21.52	\$22.03	\$22.54	\$23.05
11	\$21.41	\$21.94	\$22.48	\$23.01	\$23.55	\$24.08
12	\$22.52	\$23.09	\$23.65	\$24.21	\$24.77	\$25.34
13	\$23.71	\$24.30	\$24.90	\$25.49	\$26.08	\$26.68
14	\$24.99	\$25.61	\$26.24	\$26.87	\$27.49	\$28.11
15	\$26.39	\$27.06	\$27.71	\$28.38	\$29.03	\$29.69
16	\$28.00	\$28.70	\$29.41	\$30.11	\$30.80	\$31.50
17	\$29.66	\$30.40	\$31.14	\$31.88	\$32.62	\$33.36
18	\$31.48	\$32.26	\$33.06	\$33.84	\$34.62	\$35.41
19	\$33.56	\$34.40	\$35.24	\$36.08	\$36.92	\$37.76
20	\$35.85	\$36.75	\$37.64	\$38.54	\$39.43	\$40.33
21	\$38.33	\$39.28	\$40.25	\$41.20	\$42.16	\$43.12
22	\$41.59	\$42.63	\$43.67	\$44.71	\$45.75	\$46.79
Based on 12 Month/Year						
Service Recognition:			Differential Pay:			
10 Years	2.5%		Bilingual Requirement	2.5%		
15 Years	5.0%					
20 Years	7.5%					
25 Years	10 %					
30Years	12.5%					
Board Approved: December 04, 2017						
Minimum Wage Adjustment Effective 1/1/18						

				<i>Attachment #2</i>
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT				
MISCELLANEOUS PAY SCHEDULE 2017-2018				
PROFESSIONAL EXPERTS:				
CHILD DEVELOPMENT				
Child Care Associate			(Effect: 1/1/18)	\$11.00
Child Development Intern I			(Effect: 1/1/18)	\$11.25
Child Development Intern II			(Effect: 1/1/18)	\$12.25
Child Development Center Associate Substitute Teacher			(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher			(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator			(Effect: 7/1/09)	\$25.00
COMMUNITY SERVICES				
Community Services Presenter I			(Effect: 1/24/00)	\$38.50
Community Services Presenter II			(Effect: 1/24/00)	\$42.00
Community Services Presenter III			(Effect: 8/27/96)	\$100/stipend unit
CONTRACT EDUCATION				
Presenter I			(Effect: 1/1/07)	\$29.50
Presenter II			(Effect: 1/1/07)	\$39.00
Presenter III			(Effect: 1/1/07)	\$52.20
Presenter IV			(Effect: 1/1/07)	\$63.00
Presenter V			(Effect: 1/1/07)	\$68.25
INSTRUCTIONAL SUPPORT				
Coaching Assistant			(Effect: 8/19/14)	\$18.00
Instructional Associate Assistant				
	Exercise Science/ Fine & Perf. Arts/ Real Est.		(Effect: 1/1/07)	\$22.00
	Criminal Justice/Fire Technology/Basic Skills/OTA		(Effect: 7/1/12)	\$25.00
Instructional Associate				
	Exercise Science/ Fine & Perf. Arts/ Real Est.		(Effect: 1/1/07)	\$30.00
	Criminal Justice/Fire Technology/Nursing		(Effect: 1/1/07)	\$35.00
Real Time Captionist I			(Effect: 8/1/10)	\$27.00
Real Time Captionist II			(Effect: 8/1/10)	\$32.00
Real Time Captionist III			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I			(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II			(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III			(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV			(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V			(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII			(Effect: 8/1/10)	\$45.00
SMALL BUSINESS DEVELOPMENT CENTER				
Business Expert Professional			(Effect: 7/1/04)	\$40.00
Business Expert Professional II			(Effect: 04/17/07)	\$45.00
MISCELLANEOUS				
Clerical Assistant			(Effect: 1/1/18)	\$11.00
Facility Planner I			(Effect: 1/1/07)	\$75.00
Facility Planner II			(Effect: 7/1/08)	\$115.00
Health Educator			(Effect: 1/1/07)	\$23.00
Model			(Effect: 02/01/17)	\$26.00
Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
Scorekeeper			(Effect: 1/1/07)	\$15.00
Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
Residential Assistant I			(Effect: 1/1/18)	\$11.00
Residential Assistant II			(Effect: 1/1/18)	\$12.00
Site Director I			(Effect: 02/01/16)	\$45.55
Site Director II			(Effect: 02/01/16)	\$51.06
Sports Information Assistant			(Effect: 1/1/07)	\$20.00
Stage Assistant			(Effect: 1/1/07)	\$18.00
Translator			(Effect: 1/1/07)	\$35.00
STUDENT WORKERS				
Student Assistant I			(Effect: 1/1/18)	\$11.00
Student Assistant II			(Effect: 1/1/18)	\$11.50
Student Assistant III			(Effect: 1/1/18)	\$12.25
Student Assistant IV			(Effect: 1/1/18)	\$13.00
Student Assistant V			(Effect: 1/1/18)	\$14.25
Board approved: 12/04/17				

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: December 4, 2017
Re:	Approval of Credit Instructional Calendar for 2018 – 2019	
Action:	Request for Approval	

BACKGROUND

The administration and the Faculty Association of Rancho Santiago Community College District (FARSCCD) have developed the attached 2018 – 2019 instructional calendar for the college credit program. The calendar is presented to the Board of Trustees each year for approval.

ANALYSIS

The proposed calendar continues the 16 week compressed calendar for the fall and spring semesters and includes a 4-week intersession in January. The spring semester will begin in February and conclude in June.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2018 – 2019 Credit Instructional Calendar.

Fiscal Impact: To be Determined.	Board Date: December 4, 2017
Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RSCCD CREDIT INSTRUCTIONAL CALENDAR 2018 - 2019

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AUGUST	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
SEPTEMBER	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
OCTOBER	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
NOVEMBER	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
DECEMBER	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
JANUARY	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
FEBRUARY	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	1	2
MARCH	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
APRIL	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
MAY	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6C	7C	8
JUNE	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	1	2	3	4	5	6
JULY	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
AUGUST	4	5	6	7	8	9	10

Faculty Projects: August 20-22; Common Days 23 & 24

Start Fall 2018 Semester - August 27
Labor Day: September 3

End of 8th week

Veterans Day: November 12
Thanksgiving: November 22-24

End Fall 2018 Semester

Christmas Holiday: December 25
New Years Day: January 1

Start Four-week Intersession - January 7

Martin Luther King Holiday: January 21

Faculty Projects: Feb 4 - 6; Common Days Feb. 7 & 8

Start Spring 2019 Semester - February 11
Lincoln's Birthday: February 15
Presidents' Day: February 18

Cesar Chavez Day: March 29 (Observed)

(End of 8th week)

Spring Break

Memorial Day: May 27
Santiago Canyon College Commencement: June 6
Santa Ana College Commencement: June 7

Start Summer 2019

Independence Day: July 4

End Summer 2019

Board Approved: December 4, 2017