

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, January 22, 2018
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 the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

Americans with Disabilities Acts (ADA)

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

A G E N D A

1.0 PROCEDURAL MATTERS 4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda Action

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of December 4, 2017 Action

1.6 Approval of Consent Calendar Action

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

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

- 1.7 Public Hearing – Resolution considering agreement for energy conservation services with ACCO Engineered Systems, Inc. for fan coil unit replacement at Building D located in Santiago Canyon College pursuant to Government Code Section 4217.10-18, making certain findings required for approval of energy conservation services agreement

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
2.2 Reports from College Presidents
- Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
2.4 Reports from Student Presidents
- Student activities
- 2.5 Report from Classified Representative
2.6 Reports from Academic Senate Presidents
- Senate meetings
- 2.7 Informational Presentation on the Governor’s Proposed Budget
2.8 Presentation on Santiago Canyon College (SCC) Marketing Plan
2.9 Presentation on Sexual Harassment in Workplace
2.10 Reports from Board Committee Chairpersons
- Board Facilities Committee

3.0 INSTRUCTION

- *3.1 Approval of Memorandum of Agreement with AUMT Institute and RSCCD Action
on behalf of Santa Ana College Community Services Program
The administration recommends approval of the Memorandum of Agreement with AUMT Institute and RSCCD on behalf of SAC Community Services Program.
- *3.2 Approval of Educational Affiliation agreement with Building Blocks Action
Therapy 4 Kids, LLC
The administration recommends approval of the educational affiliation agreement with Building Blocks Therapy 4 Kids, LLC located in La Verne, California.
- *3.3 Approval of Educational Affiliation Agreement with Los Angeles Unified Action
School District (LAUSD)
The administration recommends approval of the educational affiliation agreement with LAUSD located in Los Angeles, California.

- *3.4 Approval of Amendment to Multi-Craft Core Curriculum Online Format Licensing Agreement with North America’s Building Trades Unions Action
The administration recommends approval of the amendment to the Multi-Craft Core Curriculum Online Format Licensing agreement with North America’s Building Trades Unions as presented.
- *3.5 Approval of Proposed Revisions for 2018-2019 Santa Ana College (SAC) Catalog Action
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.
- *3.6 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.
- *3.7 Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increase Action
The administration recommends approval of the Amended Apprenticeship Cost Agreements and hourly rate increase.
- *3.8 Approval of Agreement between RSCCD, on behalf of Santiago Canyon College, and Nuventive Action
The administration recommends approval of the agreement between RSCCD, on behalf of SCC, and Nuventive.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from November 18, 2017, to January, 8, 2018.
- *4.3 Approval of Hiring an Independent Audit Firm Action
The administration recommends approval of the hiring of CliftonLarson-Allen LLP for auditing services for the 2017-2018 fiscal year audit and authorization be given to the Vice Chancellor of Business Operations/ Fiscal Services to enter into the contract agreement on behalf of the district as presented.
- *4.4 Approval of Nonresident Fees for 2018-2019 Action
The administration recommends the board establish the nonresident tuition fee at \$258 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$25 for 2018-2019 as presented.

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

- *4.5 Acceptance of 2016-2017 Measure E Citizens' Bond Oversight Committee Final Annual Report to Community Action
The administration recommends acceptance of the Measure E Citizens' Bond Oversight Committee Final Annual Report to the Community as presented.
- *4.6 Acceptance of 2016-2017 Measure Q Citizens' Bond Oversight Committee Annual Report to Community Action
The administration recommends acceptance of the Measure Q Citizens' Bond Oversight Committee Annual Report to the Community for 2016-2017 as presented.
- 4.7 Adoption of Resolution No. 18-01 – Agreement for Energy Conservation Services with ACCO Engineered Systems, Inc. for Fan Coil Unit Replacement at Building D located at Santiago Canyon College Action
The administration recommends adoption of Resolution No. 18-01 – Agreement for Energy Conservation Services with ACCO Engineered Systems, Inc. for the Fan Coil Unit Replacement at Building D located at SCC as presented.
- 4.8 Adoption of Resolution No. 18-02 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for Santa Ana College Johnson Student Center Project Action
The administration recommends adoption of Resolution No. 18-02 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for the SAC Johnson Student Center Project.
- *4.9 Approval of Agreement with Architecture 9 PLLLP for Professional Design Services for Campus Directories at Santa Ana College and Santiago Canyon College Action
The administration recommends approval of the agreement with Architecture 9 PLLLP for professional design services for campus directories at SAC and SCC as presented.
- *4.10 Approval of Amendment to Agreement with Steinberg Architects for Architectural Services for District Capital Outlay Projects for Santa Ana College and Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Steinberg Architects for architectural services for district capital outlay projects for SAC and SCC as presented.
- *4.11 Approval of Agreement with Cumming Construction Management, Inc. for Planning and Project Management Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College Action
The administration recommends approval of the agreement with Cumming Construction Management, Inc. for planning and project management services for the Russell Hall Replacement (Health Sciences Building) at SAC as presented.

- *4.12 Approval of Amendment to Agreement with Westberg+White Inc. for Architectural and Engineering 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 Westberg+White, Inc. for architectural and engineering services for the Central Plant, infrastructure, and mechanical upgrades project at SAC as presented.
- *4.13 Approval of Change Order #1 and Termination of Contract for Coastal Sports Flooring for Bid #1314 for Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College Action
The administration recommends approval of change order #1 and Termination of Contract for Coastal Sports Flooring for Bid #1314 for the dance floor replacement at Building G (Cook Gym) at SAC as presented.
- *4.14 Approval of Change Order #1 for Chapman Coast Roof Company, Inc. for Bid #1335 for Pool Building Roof Replacement at Santa Ana College Action
The administration recommends approval of change order #1 for Chapman Coast Roof Company, Inc. for Bid #1335 for the pool building roof replacement at SAC as presented.
- *4.15 Approval of Settlement Agreement with John Sergio Fisher & Associates, Inc. (JSFA) for Architectural Services for Bid #1314 for Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College Action
The administration recommends approval of the settlement agreement with John Sergio Fisher & Associates, Inc. for architectural and design services, in connection with the JFSA contract and Bid #1314 for the dance floor replacement at Building G (Cook Gym) at SAC as presented.
- *4.16 Acceptance of Completion of Bid #1335 for Pool Building Roof Replacement at Santa Ana College and Approval of Recording of Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.17 Ratification of Agreement with Koury Engineering & Testing, Inc. for Geohazard and Geotechnical Consulting Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College Action
The administration recommends ratification of the agreement with Koury Engineering & Testing, Inc. for geohazard and geotechnical consulting services for the Russell Hall replacement (Health Sciences Building) project at SAC as presented.

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

- 4.18 Adoption of Resolution No. 18-04 for California Office of Emergency Services (Cal OES) Action
The administration recommends adoption of Resolution No. 18-04 for disaster fund reimbursement from Cal OES as presented.
- *4.19 Approval of Agreements with Ellucian Inc. for Additional Cloud Services Action
The administration recommends approval of the agreements with Ellucian Inc. for additional Cloud services as presented.
- *4.20 Approval of Request for Proposal (RFP) #1332 for Environmental Consulting Services Action
The administration recommends approval of contracting with SCS Engineers for environmental consulting services as presented.
- *4.21 Approval of Independent Contractor Action
The administration recommends approval of the following independent Contractor: The ACME Network to provide project management, work-based learning opportunities, and industry partnership development and coordination for the California Career Partnership Trust grant “Santa Ana TECH,” to develop and implement specific Career Technical Education Pathways from Santa Ana High Schools to Santa Ana College in engineering design. Dates of service are January 23, 2018, through June 30, 2018. The fee is estimated at \$23,000.
- *4.22 Approval of Independent Contractor Action
The administration recommends approval of the following independent contractor: Jennifer Walsvick to provide mental health consulting, service coordination, record keeping and documentation to assure compliance with program standards. Dates of service are January 23, 2018, through December 31, 2018. The fee is estimated at \$21,000.
- *4.23 Approval of Contract with GonLED Action
The administration recommends approval of the Foundation for Community Colleges Contract CB 15-011 with GonLED and future amendments/addendums for the purchase of Light-Emitting Diode (LED) lighting fixtures, accessories and related installation supplies as presented.
- *4.24 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period November 12, 2017, through December 16, 2017.

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

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Small Business Development Center (SBDC) – Small Business Access to Capital Santa Ana/Anaheim (District) \$ 25,000
 - Student Equity (SAC & SCC) \$3,024,219
 - Student Success and Support Program (SSSP) – Non-Credit (SCC) \$ 927,083
 - Workforce Development for Economically Distressed Areas (District) \$8,000,000
 - Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC) \$3,146,819
 - Zero Textbook Cost Degree Program – Implementation Phase II Grant (SAC) \$ 150,000
- *5.2 Approval of First Amendment to Sub-Agreement between RSCCD and Merced Community College District for Career Technical Education (CTE) Data Unlocked Initiative 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.
- *5.3 Approval of First Amendment to Sub-Agreement between RSCCD and State Center Community College District for Career Technical Education Data Unlocked Initiative 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.
- 5.4 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)

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

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

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

2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)

3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888

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

5. Public Employee Discipline/Dismissal/Release/Complaint (pursuant to Government Code Section 54957[b][1])

6. Student Expulsion (pursuant to Education Code 72122)
Student I.D. #2322392

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

6.0 HUMAN RESOURCES

- 6.1 Management/Academic Personnel Action
- Approval of Revised Job Descriptions
 - Approval of Appointments
 - Approval of Interim to Permanent Appointments
 - Approval of Interim Assignments
 - Approval of Additional Assignment/Duties
 - Approval of Adjusted Salaries due to Shift Change
 - Approval of Changes of Department
 - Approval of Continuing Education Faculty Association (CEFA) Part-time Hourly Step Increases Effective Spring 2018
 - Approval of Leaves of Absence
 - Approval of Adjustments to Change of Classification
 - Approval of Adjustments to Effective Dates for Change of Classification
 - Approval of Beyond Contract/Overload Stipends
 - Approval of Part-time/Hourly Column Changes
 - Approval of Part-time New Hires/Rehires
 - Approval of Non-paid Instructors of Record
 - Approval of Non-paid Intern Services
- 6.2 Classified Personnel Action
- Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Return to Regular Assignments
 - Approval of Changes in Position
 - Approval of Changes in Salary Placements
 - Approval of Leaves of Absence
 - Approval of Return from Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Out of Class Assignments
 - Approval of Temporary Assignments
 - Approval of Additional Hours for Ongoing Assignments
 - Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Volunteers
 - Approval of Student Assistant Lists

- 6.3 Approval of Revision to Include Expenses as Outlined in Agreement for Search Consultant for Vice Chancellor of Human Resources Action
It is recommended that the board approve the revision to include expenses as outlined in the agreement with PPL, Inc. for search process services as presented.
- 6.4 Approval of Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and California School Employees Association, Chapter 579 Action
It is recommended that the board approve the agreement with CSEA, Chapter 579 for the period of July 1, 2017, through June 30, 2018.
- 6.5 Approval of Services from State of California Department of Justice Action
It is recommended that the board approve engaging the State of California Department of Justice to provide fingerprinting and reimbursement services as presented.
- 6.6 Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to Rancho Santiago Community College District Action
It is recommended that the board schedule a public hearing for the next regularly scheduled board meeting.
- 6.7 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Child Development Centers – CSEA Chapter 888 Action
It is recommended that the board schedule a public hearing for the next regularly scheduled board meeting.
- 6.8 Authorization for Board Travel/Conferences Action
It is recommended that the board authorize the submitted conference and travel by board members.
- 6.9 Approval of Auto-Renewal Clause in Administrator Agreements/Contracts Action
It is recommended that the Board of Trustees discuss the existing administrator contracts to determine any changes to be made in the existing administrator agreements/contracts. It is further recommended that the existing administrator agreements/contracts with the auto-renewal clause remain in place and newly hired administrators be offered an agreement/contract with the auto-renewal clause.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on February 5, 2018.

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

Board of Trustees (Regular meeting)

Monday, December 4, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:35 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Mr. Gregory Pierot. Mr. John Hanna arrived at the time noted.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Dr. Linda Rose. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Narges Rabii-Rakin, History Professor, Santiago Canyon College (SCC).

Mr. Hanna arrived at this time.

1.3 Presentation of District Annual Financial Audit

Ms. Tina Henton and Mr. David Robydek, auditors from CliftonLarsonAllen LLP, reviewed the RSCCD Independent Audit Report and rendered an unmodified opinion on the financial statements. Board members received clarification on data related to the presentation from Ms. Henton and Mr. Robydek.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve a revised page 2 of the agenda, and addendums for Item 7.1 (Academic/Management Personnel) and Item 7.2 (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.

1.5 Public Comment

Ms. Dannie Ceseña, Ms. Laura Kanter, and Mr. Kelvin Leeds spoke regarding Mr. Yarbrough's comments on Resolution No. 17-21 – Supporting the Travel Restrictions Identified in Assembly Bill 1887 that he made during the October 23, 2017, board meeting.

Mr. Ernesto Medrano agreed to share his comments during Item 4.4 (Memorandum of Understanding [MOU] for Use of Multi-Craft Core Curriculum [MC3] with Los Angeles/Orange Counties Building and Construction Trades Council) and Item 4.5 (Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions).

1.6 Approval of Minutes

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to approve the minutes of the regular meeting held November 13, 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.

1.7 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.6 (Santa Ana College [SAC] MOU with Mexican Consulate in Santa Ana, California), Item 5.4 (Amendment to Agreement with Leland Saylor Associates for On-Call Cost Estimating Consulting Services for Various Projects Districtwide), and Item 5.10 (Contract with Canon USA, Inc.) removed from the Consent Calendar by Mr. Hernandez. 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.

4.1 Approval of Guided Pathways Self-Assessment Tool

The board approved 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)

The board approved 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

The board approved the contract between the City of Santa Ana and RSCCD on behalf of SAC as presented.

1.7 Approval of Consent Calendar (cont.)

4.7 Approval of 2017-2019 Integrated Plans: Basic Skills Initiative, Student Equity, and Student Success & Support Program for Santiago Canyon College and Santa Ana College

The board approved 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
The board approved the proposed revisions for the 2018-2019 SAC catalog.

4.9 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Addendum
The board approved the proposed revisions for the 2017-2018 SCC catalog addendum.

4.10 Approval of Instructional Services Agreement with Goodwill Industries of Orange County
The board approved the Instructional Services Agreement with Goodwill Industries of Orange County.

4.11 Approval of Continuing Education Cost Agreement with National Career Advancement Institute
The board approved the Continuing Education Cost Agreement with National Career Advancement Institute.

4.12 Approval of Community Services Cost Agreement with National Career Advancement Institute
The board approved 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
The board approved the revised SCC mission statement as presented.

5.1 Approval of Payment of Bills
The board approved payment of bills as submitted.

5.2 Approval of Budget Transfers and Budget Increases/Decreases
The board approved budget transfers, increases, and decreases during November 1-17, 2017.

5.5 Approval of Agreement with MTGL, Inc. for Geotechnical Testing and Inspection Consulting Services for Science Center at Santa Ana College
The board approved the agreement with MTGL, Inc. for geotechnical testing and inspection consulting services for the Science Center at SAC as presented.

1.7 Approval of Consent Calendar (cont.)

5.6 Approval of Agreement with Twining, Inc. for Materials Testing and Special Inspection Services for Science Center at Santa Ana College

The board approved 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

The board approved 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

The board approved 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

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

5.11 Approval of Purchase Orders

The board approved the purchase order listing for the period October 22, 2017, through November 11, 2017.

6.1 Approval of Resource Development Items

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

- 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

1.7 Approval of Consent Calendar (cont.)

6.1 Approval of Resource Development Items (cont.)

- Student Success and Support Program (SSSP) – Credit (SAC/SCC/District) \$6,978,297
- Student Success and Support Program – Non-Credit (Centennial Education Center) \$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)

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.

6.3 Approval of Purchase Requisition with CompTIA Certifications, LLC for Deputy Sector Navigator Information Communications Technology/Digital Media Grant

The board approved the purchase requisition 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.

6.4 Adoption of Resolution No. 17-26 Certifying Emergency Closure of SCC Child Development Center

The board adopted 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

The board approved the revised list of authorized signatures.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

It was moved by Ms. Alvarez and seconded by Ms. Barrios to elect Ms. Nelida Mendoza as the 2017-2018 board president. 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 advisory vote was aye.

At this time, Mr. Hanna passed the gavel to Ms. Mendoza to conduct the remainder of the meeting.

2.1 Annual Board Organization (contd.)

On behalf of the board, Ms. Mendoza thanked Mr. Hanna for his work and dedication as board president during 2016-2017. She then presented him with an engraved clock.

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to elect Mr. Yarbrough as vice president. 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 advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to elect Ms. Alvarez as clerk. 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 advisory vote was aye.

Ms. Mendoza designated Dr. Rodríguez as the board's secretary and Mr. Perez as the assistant secretary.

Ms. Mendoza appointed chairpersons and members to the following committees:

- Board Communications Committee: Chairperson: Ms. Barrios;
Member: Mr. Hernandez
- Board Facilities Committee: Chairperson: Mr. Labrado;
Member: Mr. Hernandez
- Board Fiscal/Audit Committee: Chairperson: Mr. Yarbrough;
Member: Mr. Hernandez
- Board Legislative Committee: Chairperson: Mr. Hanna;
Member: Mr. Hernandez
- Board Policy Committee: Chairperson: Ms. Alvarez;
Member: Mr. Hanna
- Board Safety & Security: Chairperson: Ms. Alvarez;
Member: Mr. Yarbrough

Mr. Hanna appointed board representatives to the following organizations:

- Representative to the RSCCD Foundation: Ms. Barrios
- Representative to the Orange County Legislative Task Force: Mr. Hernandez
- Representative to the Orange County School Boards Association: Ms. Alvarez
- Representative to the Nominating Committee on School District Organization:
Ms. Alvarez

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to adopt the board meeting schedule for 2018. Ms. Alvarez asked the board to consider amending the proposed schedule of meetings to modify the dates of the November and December to November 26 and December 10 (instead of November 13 and December 3).

Discussion ensued. Mr. Yarbrough and Mr. Hanna accepted the amendment to the motion. The amended 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 advisory vote was aye.

2.1 Annual Board Organization (contd.)

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to reaffirm Board Policy 2200 (Board Duties and Responsibilities). 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 advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to reaffirm the following Board Policies: #2715 (Code of Ethics/Standards of Practice), #2735 (Board Member Travel), and #6320 (Investments); and the designation of specific days, weeks or months of observance, which relate to the educational mission of the district, as listed in 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. Student Trustee Pierot’s advisory vote was aye.

It was moved by Mr. Yarbrough and seconded by Mr. Hanna to consider Items 4.4 and 4.5 at this time in order for the public to comment. 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 advisory vote was aye.

4.4 Approval of Memorandum of Understanding for Use of Multi-Craft Core Curriculum (MC3) with Los Angeles/Orange Counties Building and Construction Trades Council

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve 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.

Mr. Ernesto Medrano, representative of the Los Angeles/Orange Counties Building and Construction Trades Council, commended the district’s apprenticeship programs and urged the board to approve Items 4.4 and 4.5.

Ms. Alvarez proposed an amendment to consider Items 4.4 and 4.5 at this time. Mr. Yarbrough and Mr. Labrado agreed to the amendment to the motion. Discussion ensued on Items 4.4 and 4.5. The amended 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 advisory vote was aye.

4.5 Approval of Multi-Craft Core Curriculum Online Format Licensing Agreement with North America’s Building Trades Unions

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the Multi-Craft Core Curriculum Online Format Licensing Agreement with North America’s Building Trades Unions. Discussion took place during Item 4.4. 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 advisory vote was aye.

3.0 INFORMATIONAL ITEMS AND ORAL REPORTS

3.1 Report from the Chancellor

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

3.2 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.

3.5 Report from Classified Representative (The board president called upon the classified representative to give her report at this time since she had to leave the meeting early.)

Ms. Theresa Hagelbarger, Internship Coordinator/Job Developer, Santa Ana College, provided a report to the board on behalf of the classified staff.

3.3 Report from Student Trustee

Mr. Pierot provided a report to the board.

3.4 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

3.5 Report from Classified Representative

Ms. Theresa Hagelbarger provided a report after Item 3.2 (Report from College Presidents).

3.6 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

3.7 Reports from Board Committee Chairpersons

Ms. Alvarez provided a report on the November 29, 2017, Board Safety & Security Committee meeting.

4.0 INSTRUCTION

Items 4.1, 4.2, 4.3, and 4.7 through 4.13 were approved as part of Item 1.7 (Consent Calendar). Items 4.4 and 4.5 were considered after Item 2.1 (Annual Board Organization).

4.6 Approval of Santa Ana College Memorandum of Understanding with Mexican Consulate in Santa Ana, California

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Santa Ana College MOU with the Mexican Consulate in Santa Ana. 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 advisory vote was aye.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 5.1, 5.2, 5.5, 5.6, 5.7, 5.8, 5.9, and 5.11 were approved as part of Item 1.7 (Consent Calendar).

5.3 Receive and Acceptance of District Audit Reports for Fiscal Year Ended June 30, 2017

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to receive and accept the RSCCD audit reports for the fiscal year ended June 30, 2017, as presented. 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 advisory vote was aye.

5.4 Approval of Amendment to Agreement with Leland Saylor Associates for On-Call Cost Estimating Consulting Services for Various Projects Districtwide

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the amendment to the agreement with Leland Saylor Associates for on-call cost estimating consulting services for various projects districtwide as presented. Discussion ensued. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's advisory vote was aye.

5.10 Approval of Contract with Canon USA, Inc.

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to 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. Discussion ensued. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's advisory vote was aye.

6.0 GENERAL

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

6.6 List of 2018 Conferences and Legislative Executive Visits for Board Members

Board Policy 2735 and a list of conferences and legislative executive visits that board members may wish to attend was provided as information. Ms. Barrios asked that the Association of Community College Trustees New Trustee Academy (February 11, 2018) be removed from the list since there were no new trustees on the board.

6.7 Review of RSCCD Board of Trustees Self-Evaluation

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to review the evaluation responses and complete the self-evaluation process for 2017. 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 advisory vote was aye.

6.8 Board Member Comments

Board members thanked Mr. Hanna for serving as the 2016-2017 president, Ms. Barrios for serving as the 2016-2017 clerk; and congratulated Ms. Mendoza as the 2017-2018 president, Mr. Yarbrough as the 2017-2018 vice president, and Ms. Alvarez as the 2017-2018 clerk.

Mr. Labrado thanked Ms. Chitlik for her years of service since she is retiring at the end of the 2017-2018 academic year.

Mr. Labrado reported that Orange High School and El Modena High School both won their championship football games and asked that a congratulatory letter or presentation at one of their board meetings be provided to the high schools.

6.8 Board Member Comments (cont.)

Mr. Labrado asked that the meeting be closed in memory of Mr. Robert Rivas who was an outstanding athlete for Santa Ana College, a 1958-1959 graduate of Santa Ana College, and a retired Sheriff's Deputy.

Mr. Hanna and Mr. Yarbrough commended Santiago Canyon College and the Safety and Security department on their efficient and timely evacuation of Santiago Canyon College during the threat of the Canyon Fire 2 on October 9, 2017. Mr. Yarbrough noted that communication used during the evacuation worked well.

Mr. Hanna asked the student presidents and Academic Senate presidents to send the adopted resolutions to the board office, as they will be of use to him as a member of the Community College League of California Advisory Committee on Legislation.

Ms. Barrios extended well wishes to the students on their final exams and applications for transfer to a four-year university.

Ms. Barrios announced that the Community Foundation of Orange plans to honor the City of Orange Police as its Community Champion at the Foundation's February 2018 meeting and asked that a RSCCD certificate of recognition be presented to the City of Orange Police at that meeting.

Mr. Yarbrough expressed appreciation for a presentation that is planned to be held at the next board meeting on how the district is educating staff on sexual harassment and inappropriate behavior in the workplace.

Mr. Hernandez reported that he attended several SAC and SCC athletic games and congratulated staff and athletes on their respective teams' accomplishments.

Mr. Hernandez reported he recently attended the following Santa Ana College Fine and Performing Art events: Community Poetry Reading, Don Mariachi Concert, Big Band Concert, and a play entitled "Bodas de Sangre" (Bloody Wedding). Ms. Mendoza also reported that she attended the "Bodas de Sangre" play. She and Mr. Hernandez commended the director and student actors.

Mr. Pierot asked that he be provided updates on the Guided Pathways program.

Mr. Pierot reported that Chapman University's Library is open 24 hours from December 3-15, 2017, for students who need a location to study for final exams.

Ms. Mendoza thanked her fellow board members for electing her to serve as president for the 2017-2018 year.

Ms. Mendoza asked if the naming of the Central Mall had been considered by the college; Dr. Rose responded there are no plans at this time.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:22 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts

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

Mr. Hanna and Mr. Pierot left the meeting after participating in the discussion and vote on the student expulsion item during closed session.

RECONVENE

The board reconvened at 8:15 p.m.

Closed Session Report

Ms. Alvarez reported that during closed session the board discussed labor negotiations, public employee discipline/dismissal/release, and a student expulsion. In addition, Ms. Alvarez reported the board ratified a student expulsion at Santiago Canyon College for Student I.D. #2326813 during closed session with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s advisory vote was aye. Ms. Alvarez also reported the board ratified a five-day suspension for an Admission/Records Specialist I during closed session with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

Public Comment

There were no public comments.

7.0 HUMAN RESOURCES

7.1 Management/Academic Personnel

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

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

7.2 Classified Personnel

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

- Approve Revised Interim Hourly Salary Schedule
- Approve Revised Miscellaneous Pay Schedule
- Approve New Appointments
- Approve Hourly Ongoing to Contract
- Approve Professional Growth Increment
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary to Hourly Ongoing
- Approve Out of Class Assignment
- Approve Temporary Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Student Assistant Lists

7.3 Approval of Credit Instructional Calendar for 2018-2019

Action

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the 2018-2019 Credit Instructional Calendar. The motion carried with the following vote:
Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

8.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, January 22, 2018.

There being no further business, Ms. Mendoza declared the meeting adjourned at 8:19 p.m. in memory Mr. Robert Rivas who was an outstanding athlete for Santa Ana College, a 1958-1959 graduate of Santa Ana College, and a retired Sheriff's Deputy; and in memory of the brave men and women who protected our country and were killed in the bombing of Pearl Harbor on this day in 1941.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

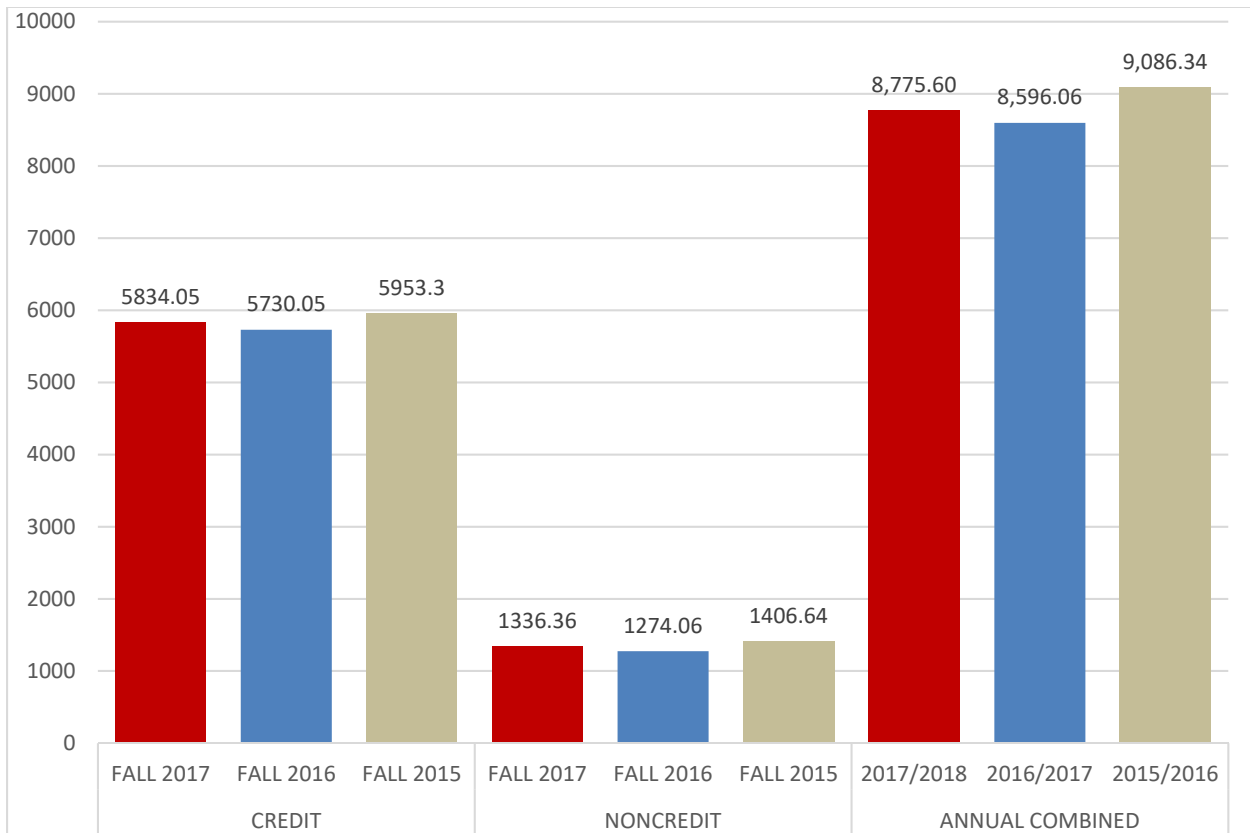
Approved: _____
Clerk of the Board

Minutes approved: January 22, 2018



SAC 2017 FALL ENROLLMENT SNAPSHOT

Date: 12/01/17



PROJECTED FTES

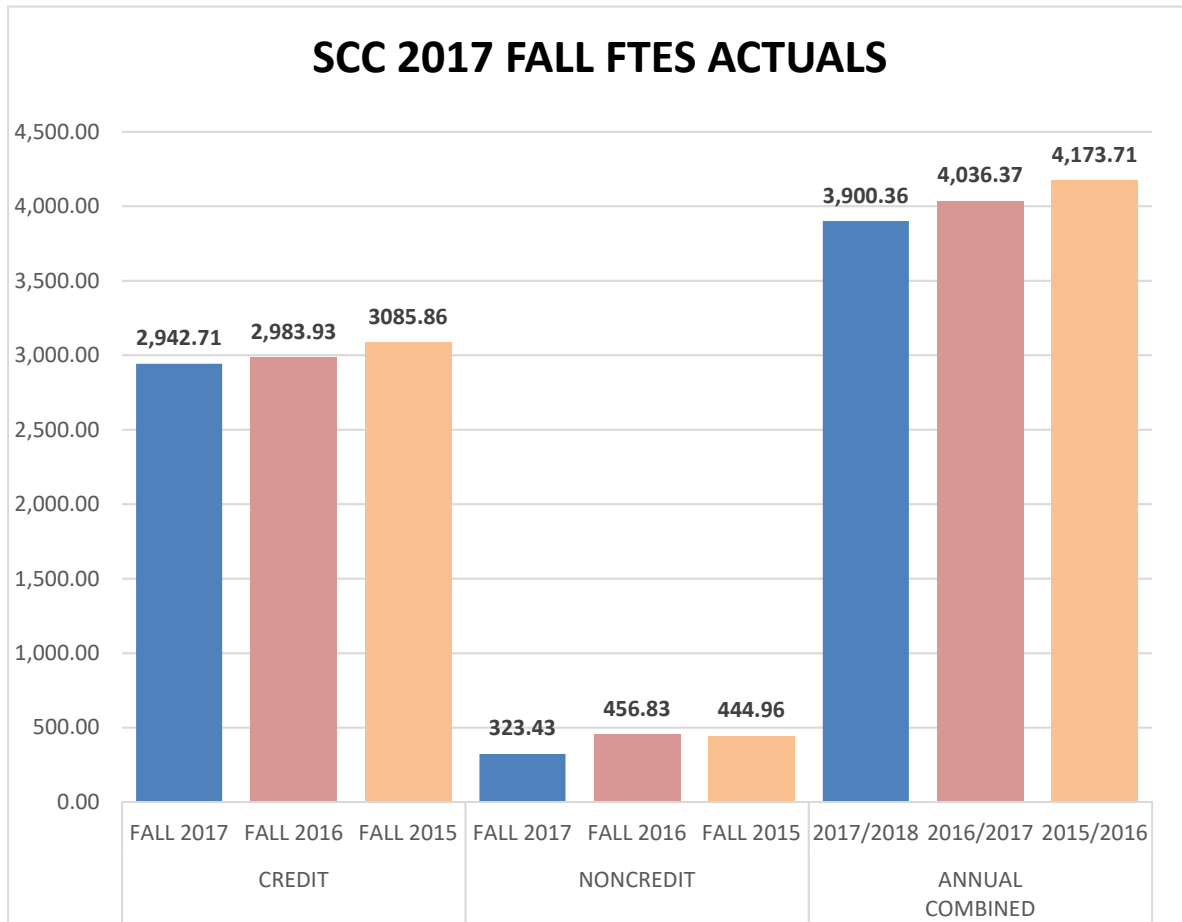
TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	6,882		
CREDIT FALL PROJECTION	6,826	-56	-.9%
NONCREDIT FALL TARGET	1,750		
NONCREDIT FALL PROJECTION	1,661	-89	-5%
COMBINED ANNUAL TARGET	20,407		
COMBINED ANNUAL PROJECTION	20,001	-406	-2%

SOURCES:

Executive Dashboard; RG540 report

SCC 2017 FALL ENROLLMENT SNAPSHOT

11/30/2017



PROJECTED FTES

TERMS	2017/2018	DIFF	PCT
CREDIT FALL TARGET	3033		
CREDIT FALL PROJECTION	3015	-18	-0.6%
NONCREDIT FALL TARGET	400		
NONCREDIT FALL PROJECTION	400	0	0.0%
COMBINED ANNUAL TARGET	8502		
COMBINED ANNUAL PROJECTION	8528	+26	+0.3%

SOURCES:

Executive Dashboard

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

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

Date: December 4, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

5.4 Approval of Amendment to Agreement with Leland Saylor Associates for On-Call Cost Estimating Consulting Services for Various Projects District-Wide

How is it that we can get an 18-month extension at no cost? I'm not objecting, free is my favorite price. I just want to know how.

- This consultant is utilized on an as needed basis (on-call contract). The consultant has been utilized for various estimating needs on small projects such as ADA barrier removal phase 1 improvements, path of travel improvements, parking lot improvements, scheduled maintenance projects, fan coil unit replacements, etc. There is still a balance of approximately \$36,000 remaining on the contract. The contract started in November 2015 with an original end date of December 31, 2017. The need for estimating services can vary each year depending on projects. At the end of the duration of any of the on-call services contract in place, the contract is evaluated to determine if the need still exists and if it should be ended, continued or a new contract be considered. Given the anticipated need for on-call services in the upcoming year, the staff is recommending an extension of time only as the contract can be extended up to a period of 5 years. There will be no rate changes for this extension of time.

5.10 Approval of Contract with Canon USA, Inc.

Comment briefly on cooperative contracts and the "piggyback" that allows us to enter into this agreement without the standard RFP bidding.

- California Public Contract Code §20652 states - Notwithstanding any other provisions of [Sections 81640 to 81654, inclusive, of the Education Code](#) , or of [Sections 20651 to 20659, inclusive, of this code](#), the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases.

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the

5.10 Approval of Contract with Canon USA, Inc. (cont.)

Comment briefly on cooperative contracts and the “piggyback” that allows us to enter into this agreement without the standard RFP bidding.

- lease or purchase of the personal property, a community college district may authorize the lease or purchase of the personal property directly from the vendor by contract, lease, requisition, or purchase order and make payment to the vendor under the same terms that are available to the public corporation or agency under the contract.

In 2014, the State of Nevada, on behalf of The National Association of State Procurement Officials (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. All NASPO ValuePoint contracts are the result of a competitive solicitation process. Each solicitation is managed by a lead state on behalf of and for use by the NASPO. Prior to seeking Board of Trustee approval, the Purchasing Department verifies all solicitation requirements are met (advertised, reviews all vendor responses, obtains evaluation scores, etc.) by the California Department of General Services and has approved the cooperative contract for use in the State of California therefore allowing RSCCD to piggyback the NASPO contract.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Community Services Program**

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Memorandum of Agreement with AUMT Institute and RSCCD on behalf of Santa Ana College - Community Services Program	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers courses that are not for credit and designed for a specific audience or particular need. These courses are shorter in duration and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these classes are available to the community for a fee. The flexibility of this program allows additions and replacement of classes that have the most cost-effective impact on the program and the community.

ANALYSIS

The Santa Ana College Community Services Program will partner with AUMT Institute to offer a Certified Phlebotomy Technician I course Spring 2018. AUMT Institute will provide all supplies, books and materials, instructors and place students in Externship facilities. This course is an extension of MA098 Medical Assisting Phlebotomy course and supported by the Nursing Department.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the Memorandum of Agreement with AUMT Institute and RSCCD on behalf of Santa Ana College - Community Services Program.

Fiscal Impact:	\$10,000 (estimated net income after expenses)	Board Date: January 22, 2018
Prepared by:	Adam M. O'Connor, Acting Vice President of Administrative Services	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



AUMT INSTITUTE

THE PHLEBOTOMY SCHOOL

MEMORANDUM OF AGREEMENT

AUMT INSTITUTE The Phlebotomy School at 20300 S. Vermont Ave., Suite 105, Torrance, CA 90502

And

Rancho Santiago Community College District, on behalf of Santa Ana College
2323 N Broadway, Santa Ana, CA 92706

PURPOSE: This cooperative relationship between the above stated parties, hereto, is made and will commence on the 5th day of February 2018 for the purpose of jointly providing Phlebotomy Technician Certification courses to students enrolled at **Santa Ana College**, as well as others who may not be enrolled.

The initial term of this agreement shall be from the date indicated above through the 5th day of February 2020 (2 years hence). At the end of the initial term, this agreement shall automatically extend from year to year to a maximum of 4 additional years from the initial agreement date. Either party may terminate this agreement by serving upon the other party a written notice, not less than ninety (90) days in advance of the termination on a date certain. Such termination shall not prevent those students already participating in the Phlebotomy Technician Certification courses from completing their course at **Santa Ana College**.

RESPONSIBILITIES: AUMT INSTITUTE The Phlebotomy School understands and agrees to be responsible for the following;

1. Obtaining California Department of Public Health Laboratory Filed Services approval to provide classes at **Santa Ana College** as an additional training location of AUMT INSTITUTE The Phlebotomy School.
2. Providing complete Phlebotomy Technician Training courses including a minimum of 40 hours of Externship Training at an approved affiliated Medical Facility.
3. Providing all supplies and equipment needed for staff and students in the referenced classes.
4. Providing competent California department of Public Health-Laboratory Field Services approved Instructor(s) and necessary support staff to teach the referenced courses.
5. Contracting with California Department of Public Health-Laboratory Field Services approved Medical Facilities within a 30 mile radius of the college for student externship purposes.
6. Coordinating student placement at referenced externship sites for purposes of completing the State minimum 40 hour field requirement which shall include an equal balance of clinical laboratory assisting duties and administrative office duties including successful completion of 50 venipunctures and 10 skin punctures.
7. Ensure all supplies and material, including sharps, medical equipment and Biohazardous material are locked in a storage cabinet during non-class hours.
8. Will provide proper disposal of all Biohazardous waste in an OSHA approved manner.
9. Paying to **Santa Ana College** \$500.00 per student enrolled in each course. This shall constitute AUMT Institute's financial obligation responsibilities to **Santa Ana College**; pursuant to this arrangement.
10. To indemnify and hold harmless **Santa Ana College** and its employees/agents from any and all claims, damages, judgments, actions, and causes of Acting arising out of the acts of omissions of AUMT, its employees and agents, including the cost, expenses and legal fees incurred defending any and all such claims, actions and lawsuits. **Santa Ana College** agrees to give AUMT written



AUMT INSTITUTE

THE PHLEBOTOMY SCHOOL

notice of all such claims, damages, judgments, actions, costs, expenses and legal fees within 30-days after **Santa Ana College** has knowledge thereof.

11. AUMT will provide limited accident insurance coverage for accidents caused by students. The professional liability insurance protection will be a minimum amount of one million dollars per occurrence and five million dollars aggregate. The parties understand and agree that the responsibility of AUMT for accident coverage caused by students shall be limited to and controlled by the terms of AUMT applicable insurance policy then in effect.

RESPONSIBILITIES: **Santa Ana College** understands and agrees to be responsible for the following;

1. Advertising the Phlebotomy Technician Course in printed and online class schedules.
2. Providing an open classroom with a projector, whiteboard, and tables/chairs/desks to accommodate up to 25 students at any time.
3. Provide a Computer Lab with computers and internet to accommodate all students enrolled in the course for National Exam Testing upon completion of the Didactic portion of the course. National Examination scheduling will be scheduled as needed based on course completion dates.
4. Providing a locked storage cabinet or space to accommodate such in the classroom.
5. Providing any other reasonable accommodations necessary for provision of the course.
6. Provide a computer lab with computers and internet access for up to 25 students for National Examination testing.
7. To indemnify and hold harmless AUMT, its employees, agents and students from any and all claims, damages, judgments, actions, and causes of action arising out of the acts or omissions of **Santa Ana College**, its employees and agents, including the cost, expenses and legal fees incurred in defending any and all such claims, actions and lawsuits. AUMT agrees to give **Santa Ana College** written notice of all such claims, damages, judgments, actions, costs, expenses and legal fees within 30-days after AUMT has knowledge thereof.


This agreement may be revised only by mutual written agreement by duly authorized agents for the parties hereto.

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

Authorized agent (print name)	Title	Date
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Authorized agent (signature)

Tania Sañudo	Business Development Liaison	10/25/2017
AUMT INTSTITUTE (print name)	Title	Date


AUMT INTSTITUTE (signature)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SGB Insurance Services, Inc. 32100 Clinton Keith Rd Sté G Wildomar, CA 92595 License #: OE81015	CONTACT NAME: Judy Betts	FAX (A/C, No): (951)678-6540	
	PHONE (A/C, No, Ext): (951)678-7290	E-MAIL ADDRESS: sgb@insuremesgb.com	
INSURED American University of Medical Technology 20300 S. Vermont Ave, Suite 105 Torrance, CA 90502	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Essex Insurance Company		
	INSURER B: Technology Insurance Company		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 00000000-714531

REVISION NUMBER: 8


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	2DA0428	07/31/2017	07/31/2018	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	TWC3651459	07/18/2017	07/18/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
		N/A				E.I. EACH ACCIDENT	\$ 1,000,000
						E.I. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.I. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Rancho Santiago Community College District, on behalf of Santa Ana College, its board or trustees, employees, agents are included as additional insureds per attached endorsement.

CERTIFICATE HOLDER**CANCELLATION**

Rancho Santiago Community College District 1530 W 17th Street Santa Ana, CA 92706	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (JAB)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Of Premises (Part Leased To You): 1530 17TH STREET SANTA ANA, CA 92706	
Name Of Person(s) Or Organization(s) (Additional Insured): RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, ON BEHALF OF SANTA ANA COLLEGE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, ITS BOARD OR TRUSTEES, EMPLOYEES 1530 17TH STREET SANTA ANA, CA 92706	
Additional Premium: \$	100.00
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

07/27/17

American College of Medical Technology dba
American Univ Of Med Technolog
20300 S Vermont Ave Ste 105
Torrance, CA 90502-1348

Dear Lucy Erdene, General Manager:

Enclosed is the replacement certificate of insurance that you requested.

If you have any questions or need assistance, please call us toll free at 1-800-986-4627. Our Customer Service Representatives are available weekdays from 8:00 a.m. to 6:00 p.m., EST.

Sincerely,

Customer Service

Enclosure



Certificate of Insurance OCCURRENCE POLICY FORM



Producer Branch Prefix Policy Number Policy Period
018098 970 HPG 0127291316 from 07/03/17 to 07/03/18 at 12:01 AM Standard Time

Named Insured and Address: American College of Medical Technology dba American Univ Of Med Technolog 20300 S Vermont Ave Ste 105 Torrance, CA 90502-1348

Program Administered by: Nurses Service Organization 159 E. County Line Road Hatboro, PA 19040-1218 1-800-986-4627 www.nso.com

Medical Specialty: School Blanket - Healthcare Provider Students Code: 80998

Insurance is provided by: American Casualty Company of Reading, Pennsylvania 333 S. Wabash Avenue, Chicago, IL 60604

Professional Liability \$1,000,000 each claim \$ 5,000,000 aggregate

Your professional liability limits shown above include the following: * Personal Injury Liability

Coverage Extensions

Table with 5 columns: Coverage Extension, Amount, Unit, Limit, Aggregate. Rows include Grievance Proceedings, Defendant Expense Benefit, Deposition Representation, Assault, Medical Payments, First Aid, and Damage to Property of Others.

Total: \$ 1,078.00

Base Premium \$1,078.00

Policy Forms & Endorsements(Please see attached list for a general description of many common policy forms and endorsements.)

G-144918-A CNA79561 G-144931-A04 G-144922-A

Chairman of the Board (Signature)

Secretary (Signature)

3.1 (7)

Keep this document in a safe place. It and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance. Master Policy # 188711433

POLICY FORMS & ENDORSEMENTS

The following are the policy forms and endorsements that apply to your current professional liability insurance policy.

COMMON POLICY FORMS & ENDORSEMENTS

<u>FORM #</u>	<u>DESCRIPTION</u>
G-144918-A	School Blanket Occurrence Form
CNA79561	Distribution or Recording of Material or Information in Violation of Law Exclusion Endorsement
G-144931-A04	Cancellation & Non-Renewal Endorsement

PLEASE REFER TO YOUR CERTIFICATE OF INSURANCE FOR THE POLICY FORMS & ENDORSEMENTS SPECIFIC TO YOUR STATE AND YOUR POLICY PERIOD.

- For NJ residents: The PLIGA surcharge shown on the Certificate of Insurance is the NJ Property & Liability Insurance Guaranty Association.
- For KY residents: The Surcharge shown on the Certificate of Insurance is the KY Firefighters and Law Enforcement Foundation Program Fund and the KY LGPT is the KY Local Government Premium Tax which includes charges at a municipality and/or county level.
- For WV residents: The surcharge shown on the Certificate of Insurance is the WV Premium Surcharge.
- For FL residents: The FIGA Assessment shown on the Certificate of Insurance is the FL Insurance Guaranty Association - 2012 Regular Assessment.

Form#: G-141241-B (03/2010)

3.1 (8)

Master Policy#: 188711433

Named Insured: American College of M

Policy#: 0127291316

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

To: Board of Trustees	Date: January 22, 2018
Re: Approval of Educational Affiliation Agreement with Building Blocks Therapy 4 Kids, LLC	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement with Building Blocks Therapy 4 Kids, LLC located in La Verne, California.

Fiscal Impact: None	Board Date: January 22, 2018
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	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Building Blocks Therapy 4 Kids, LLC**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

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

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

Insurance Carried by the District. District agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the District, its employees, students, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for its staff and students participating in this program. Proof of insurance is to be provided to Clinical Facility.

Insurance Carried by Clinical Facility. Clinical Facility agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the Clinical Facility, its employees, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. Proof of insurance is to be provided to District.

C. Indemnification

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

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A.** Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B.** Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.

- C. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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


**District: Rancho Santiago Community
College District**

Agency: Building Blocks Therapy 4 Kids, LLC

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

**Building Blocks Therapy 4 Kids, LLC
2061 Wright Avenue
La Verne, CA 91750**

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



**Megan Robinson, COTA/L
Owner/Managing Member**

Date: _____

Date: November 01, 2017

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Educational Affiliation Agreement with Los Angeles Unified School District	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement with the Los Angeles Unified School District located in Los Angeles, California.

Fiscal Impact:	None	Board Date: January 22, 2018
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	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Los Angeles Unified School District**, hereinafter called the Agency, and **Rancho Santiago Community College District on behalf of Santa Ana College**, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Background clearance
The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.
4. District agrees that each student shall be subject to a criminal background check (at no expense to Agency).

5. District agrees that student will submit proof of immunization clearance records to Agency, which may include tuberculosis, MMR, Idap, and/or influenza, as per the policy in effect at the Facility during the time of the clinical experience.

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV.

JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

Insurance Carried by the District. District agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the District, its employees, students, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. District shall provide workers' compensation coverage for its staff and students participating in this program. Proof of insurance is to be provided to Clinical Facility.

Insurance Carried by Clinical Facility. Clinical Facility agrees to maintain in full force and effect coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate for bodily injury, contractual liability and general liability insurance, including errors and omissions coverage which protects and insures against any and all liability attributable to the Clinical Facility, its employees, agents, officers, Board Members, and others arising from the activities required under this agreement and said policy shall remain in full force and effect during the term hereof. Proof of insurance is to be provided to District.

C. Indemnification

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

PART V.

STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as

a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.

- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

SIGNATURE PAGE TO FOLLOW:

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

**District: Rancho Santiago Community
College District**

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

Agency: Los Angeles Unified School District

**Los Angeles Unified School District
Related Services – OT/PT Department
333 South Beaudry Avenue, 18th Floor
Los Angeles, CA 90017**

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Date: _____

Lisa Test, OTD, OTR/L
Coordinating Therapist, OT/PT Department

Date: _____

Lisa Jordan, OTD, OTR/L
Administrative Coordinator, Related Services

Date: _____

Larisa Crookston Director,
Related Services

Date: _____

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Amendment to the Multi-Craft Core Curriculum Online Format Licensing Agreement with North America's Building Trades Unions	
Action:	Request for Approval	

BACKGROUND

At the December 4, 2017, RSCCD Board of Trustees meeting, the Multi-Craft Core Curriculum (MC3) Online Format Licensing Agreement was approved. The agreement supports the Santa Ana College School of Continuing Education state-approved certificate program in Construction Technology. This agreement with North America's Building Trades Unions provides noncredit students the access to the multi-Craft Core Curriculum (MC3). In order to utilize the software, the vendor is requesting a change to section 10 Governing Law; Jurisdiction; Venue from California to the District of Columbia, therefore requiring an amendment to the previously approved agreement.

ANALYSIS

Santa Ana College proposes to accept the amendment with North America's Building Trades Unions so that noncredit students are able to use the Multi-Craft Core Curriculum as previously approved. This is a nationally recognized curriculum in use throughout the United States and the change in venue for section 10 is a requirement for RSCCD to use the software. All other sections of the agreement will remain unchanged.

RECOMMENDATION

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

Fiscal Impact:	Not to exceed \$15,000.00 per year	Board Date: January 22, 2018
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 AMENDMENT TO SECTION 10**

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
tkrigger@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@rscdd.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.

The validity, interpretation, construction and performance of this Agreement will be governed by the laws of the District of Columbia without regard to its conflict or choice of law principles. Each party hereby irrevocably consents and submits to the personal jurisdiction of, and to the exclusive venue for any legal proceedings or actions arising out of this Agreement in the local and federal courts located in the District of Columbia. The parties agree that this Agreement is deemed to have been made in the District of Columbia. Each party waives a jury trial in any matter arising out of or relating to this Agreement.

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
tkrigger@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 – ACADEMIC AFFAIRS**

To:	Board of Trustees	Date: January 22, 2018
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: January 22, 2018
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: January 22, 2018
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

Sixty-three (63) new courses were approved because of new and/or expanded programs or major changes in the discipline.

* (See Attachment #1)

REVISED COURSES

One-hundred-fifty-seven (157) course revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #2)

DISTANCE EDUCATION OFFERINGS

Fifty-three (53) 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 #3)

NEW PROGRAMS/CERTIFICATES

Eight (8) new program/certificate was approved.

* (See Attachment #4)

REVISED PROGRAMS/CERTIFICATES

Sixty-three (63) program/certificate revisions were updated to reflect changes in title, units, hours, or content.

* (See Attachment #5)

GENERAL EDUCATION REQUIREMENTS UPDATES

* (See Attachment #6)

NEW COURSES**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	ACCT	125	Volunteer Income Tax Assistance (VITA) I
2	BA	126	Microsoft Outlook
3	BA	171	Adobe Premiere Pro
4	BA	172	Adobe After Effects
5	BA	181	Everyone Can Code with Apple
6	BA	198-155	WordPress
7	BA	198-182	Document Sharing and Collaboration using the Cloud and Google Apps
8	CJA	011	Field Training Officer
9	CJA	012	Basic Homicide Investigation
10	CJA	014	Immigration and Customs Enforcement Correctional Training
11	CJA	015	Patrol School
12	CJA	016	Vehicle Theft for Patrol and Traffic Officers
13	CJA	007B	Gangs, Cults, Subcultures, and Hate Crimes
14	CJA	008C	Emergency Response Team Training
15	CJA	009D	Drug Trends, Identification, Packaging, and Symptomology
16	CJA	009E	Narcotics Investigation
17	CJA	015A	Sergeants Patrol Transition Course
18	CJA	034B	Brady for Law Enforcement
19	CJA	034C	Law Enforcement Update
20	CJA	039B	First Aid Refresher
21	CJA	039C	Emotional Wellness for Law Enforcement
22	CJA	068B	Police Report Writing
23	CJA	068C	Traffic Collision Investigation
24	CJA	068D	Cybercrime Investigations for First Responders
25	CJA	069C	Prison Rape Elimination Act Training
26	CJA	069D	Jail Security for Professional Staff
27	CJA	069E	Self-Defense Strategies
28	CJA	098-00	Topic Course
29	CJA	098-100	Property and Evidence Update
30	CMPR	138	CompTIA Network+ Guide to Networks
31	CMPR	153	A+ Essentials Hardware
32	CMPR	154	A+ Essentials Software

33	DNCE	204C	Dance Production III
34	DNCE	204D	Dance Production IV
35	DNCE	205B	Dance Touring Ensemble II
36	DNCE	205C	Dance Touring Ensemble III
37	DNCE	205D	Dance Touring Ensemble IV
38	EDUC	203	Introduction to Children with Special Needs
39	ENGL	061X	Accelerated Introductory Composition Skills
40	ENGR	131	Engineering Mechatronics Technology Survey
41	ENGR	198-131	Engineering Mechatronics Technology Survey
42	FOT	060	Fire Apparatus Driver/Operator 1A: Driver/Operator
43	FOT	061	Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations
44	FOT	098-60	Fire Apparatus Driver/Operator 1A: Driver/Operator
45	FOT	098-61	Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations
46	KNAC	107C	Advanced Badminton
47	KNAC	260C	Advanced Soccer
48	KNAC	265C	Advanced Indoor Soccer
49	KNFI	114A	Beginning Spinning
50	KNFI	114B	Intermediate Spinning
51	KNHE	108	Stress Management
52	KNPR	202	Introduction to Personal Training
53	MNFG	156A	Beginning Robotic Welding
54	MNFG	156B	Intermediate Robotic Welding
55	MNFG	156C	Advanced Robotic Welding
56	MNFG	157A	Basic Robotic Programming
57	MNFG	157B	Intermediate Robotic Programming
58	MNFG	157C	Advanced Robotic Programming Welding
59	READ	101X	Acceleration to Academic Reading
60	TELV	125	Cooperative Work Experience – Occupational

CONTINUING EDUCATION

61	ABE	112	Beginning Spanish Literacy
62	ABE	114	Advanced Spanish Literacy
63	VBUS	340	Career Exploration

REVISED COURSES**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	ASTR	109	Introduction to the Solar System
2	ASTR	110	Introduction to Stars and Galaxies
3	BA	017	Business Writing Skills
4	BA	018	Office Procedures
5	BA	035	Computer Fundamentals
6	BA	056	General Foundation for Bilingual Business Interpretation-Spanish/English
7	BA	057	Medical Interpretation and Translation-Spanish/English
8	BA	058	Legal Interpretation and Translation-Spanish/English
9	BA	125	Microsoft Word
10	BA	147	Introduction to Windows
11	BA	160	Microsoft Publisher
12	BA	173	Adobe Animate
13	BA	179	Introduction to Microsoft Office
14	BA	188	Microsoft Excel
15	BA	189	Advanced Microsoft Excel
16	BA	190	Microsoft PowerPoint
17	BA	110A	Computer Keyboarding Skills
18	BA	115A	Computer Keyboarding Speed and Accuracy Development
19	BIOL	133	Desert Biology
20	BUS	100	Fundamentals of Business
21	BUS	106	Culture and International Business - Kiss, Bow or Shake Hands
22	BUS	121	Human Relations and Organizational Behavior
23	BUS	125	Introduction to International Business
24	BUS	127	Introduction to E-Commerce
25	BUS	130	Personal Finance
26	CDEV	205	Introduction to Children with Special Needs
27	CDEV	299	Cooperative Work Experience Education
28	CDEV	111A	Principles and Practices of Teaching Young Children
29	CDEV	111B	Introduction to Curriculum for Young Children
30	CDEV	298A	Practicum in Early Childhood Programs
31	CDEV	298B	Practicum in Infant/Toddler Programs

32	CHST	101	Introduction to Chicana/o Studies
33	CJA	059	Law Enforcement Supervisory Course
34	CJA	088	Campus Law Enforcement Update
35	CJA	009C	Advanced Narcotics Training
36	CJA	010B	Supervision and Leadership
37	CJA	069A	Continuing Professional Training for Corrections
38	CJA	069B	Corrections Officer CORE Course Enforcement
39	CMPR	100	The Computer and Society
40	CMPR	112	Java Programming
41	CMPR	117	Perl Programming and CGI
42	CMPR	118	JavaScript Programming
43	CMPR	125	Help Desk Fundamentals
44	CMPR	134	Microsoft Windows Operating System
45	CMPR	137	Personal Computer Troubleshooting
46	CMPR	152	HTML
47	CMPR	167	Microsoft Access
48	CMPR	169	Structured Query Language (SQL)
49	CMPR	173	Introduction to Networking Technology
50	CMPR	247	Windows Server Operating System
51	CMPR	248	Microsoft SQL Server
52	CMPR	105	Visual BASIC Programming
53	CMPR	120	Introduction to Programming
54	CMPR	168	Microsoft Access - Visual Basic for Applications
55	CMST	102	Public Speaking
56	CNSL	100	Lifelong Understanding and Self-Development
57	CULN	110	Food Sanitation and Safety
58	DNCE	118	Introduction to Caribbean and Latin Dance Styles
59	DNCE	130	Dance Improvisation
60	DNCE	298	Special Studies in Ballet Dance
61	DNCE	205A	Dance Touring Ensemble I
62	EDUC	100	Introduction to Education
63	ENGR	154	AEC BIM with Revit
64	ENGR	187	3D CAD with Civil 3D
65	ENTR	101	Entrepreneurs and Success

66	ENTR	102	Entrepreneurial Ideas and Creativity
67	ENTR	103	Innovations and Opportunities
68	ENTR	104	Business Models
69	ENTR	105	Social Media, Bootstrapping, and Market Validation
70	ENTR	106	Building an Entrepreneurial Team
71	ETHN	101	Introduction to Ethnic Studies
72	ETHN	102	The Borderlands: Cultural Context and Intercultural Relations
73	ETHN	101H	Honors Introduction to Ethnic Studies
74	ETHN	102H	Honors the Borderlands: Cultural Context and Intercultural Relations
75	FOT	032	ICS-300 Intermediate ICS
76	FOT	033	ICS-400 Incident Command
77	FOT	044	Fire Investigation 1A: Fire Origin and Cause Determination
78	FOT	045	Fire Investigation 1B: Techniques of Fire Investigation
79	FOT	050	Community Emergency Response Team
80	FOT	144	Fire Investigation 2A: Criminal and Legal Procedures
81	FOT	145	Fire Investigation 2B: Field Case Studies
82	KNAC	280	Track and Field
83	KNAC	107A	Beginning Badminton
84	KNAC	107B	Intermediate Badminton
85	KNAC	140A	Beginning Karate
86	KNAC	150A	Beginning Hatha Yoga
87	KNAC	155A	Beginning Self-Defense
88	KNAC	160A	Beginning Tennis
89	KNAC	169A	Beginning Wrestling
90	KNAC	170A	Beginning Yoga
91	KNAC	200A	Beginning Intramural-Basketball
92	KNAC	200B	Intermediate Intramural Sports- Basketball
93	KNAC	200C	Advanced Intramural Basketball
94	KNAC	226A	Beginning Water Polo
95	KNAC	260A	Beginning Soccer
96	KNAC	260B	Intermediate Soccer
97	KNAC	260C	Advanced Soccer
98	KNAC	265A	Beginning Indoor Soccer
99	KNAC	265B	Intermediate Indoor Soccer

100	KNAF	140A	Beginning Walking/Jogging for Fitness
101	KNAF	143A	Boot Camp Workout
102	KNAF	144A	Beginning Cross Training
103	KNAF	150A	Beginning Stretch, Flex and Tone
104	KNAF	156A	Beginning Cardio Kickboxing
105	KNAF	156B	Intermediate Cardio Kickboxing
106	KNAF	157A	Beginning Cardio Pump
107	KNAQ	201A	Beginning Swimming
108	KNAQ	201B	Lap Swimming
109	KNFI	115A	Beginning Cardiovascular Conditioning
110	KNFI	115B	Intermediate Cardiovascular Conditioning
111	KNFI	115C	Advanced Cardiovascular Conditioning
112	KNFI	147A	Beginning Weight Training
113	KNFI	147B	Intermediate Weight Training
114	KNPR	205	Techniques of Exercise Leadership
115	LIBI	100	Library Research Fundamentals
116	MGMT	121	Human Relations and Organizational Behavior
117	MKTG	127	Introduction to E-Commerce
118	MNFG	114	Geometric Dimensioning and Tolerancing
119	MNFG	153	Technical Mathematics
120	MNFG	171	CNC Program Writing
121	MUS	137	Chamber Choir
122	PHOT	191	Commercial Studio Practices
123	PHOT	194	Digital Workflow
124	PHOT	196	Commercial Photography
125	PHOT	197	Intermediate Commercial Photography
126	PHOT	292	Portrait Photography
127	PSYC	230	Psychology and Effective Behavior
128	SLPA	118	Introduction to Speech-Language Pathology Assisting
129	SLPA	119	Speech-Language and Hearing Development Across the Life Span
130	SLPA	120	Speech-Language Pathology Clinical Management and Procedures
131	SLPA	150	Observation of Speech-Language Pathology Clinical Practices
132	SLPA	160	Introduction to Communicative Disorders and Treatment
133	SLPA	180	Speech-Language Pathology Screening Processes and Intervention

134	SLPA	190	Speech-Language Pathology Assistant Clinical Fieldwork I
135	SLPA	200	Adult and Geriatric Communication Disorders
136	SLPA	250	Speech-Language Pathology Assistant Clinical Fieldwork II
137	STDY	101	College Study Skills
138	TELV	103	History of Film to 1945
139	TELV	104	History of Film from 1945 to Present
140	WELD	156A	Beginning Robotic Welding
141	WELD	156B	Intermediate Robotic Welding
142	WELD	156C	Advanced Robotic Welding
143	WELD	157A	Basic Robotic Programming
144	WELD	157B	Intermediate Robotic Programming
145	WELD	157C	Advanced Robotic Programming Welding

CONTINUING EDUCATION

146	HOMEC	520	Consumer Education
147	VBUS	118	Introduction to Windows
148	VBUS	124	Introduction to Keyboarding I
149	VBUS	125	Introduction to Keyboarding II
150	VBUS	244	Introduction to Databases Using Microsoft Access
151	VBUS	245	Introduction to Desktop Publishing Using Microsoft Publisher
152	VBUS	258	Navigating the Internet
153	VBUS	259	Orientation to Computers
154	VBUS	260	Introduction to Word Processing Using MS Word
155	VBUS	262	Introduction to Spreadsheets Using MS Excel
156	VBUS	304	Introduction to Electronic Presentations Using Powerpoint
157	VBUS	400	Employability Skills

DISTANCE EDUCATION OFFERING**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

1	ASTR	109	Introduction to the Solar System
2	ASTR	110	Introduction to Stars and Galaxies
3	BA	017	Business Writing Skills
4	BA	018	Office Procedures
5	BA	035	Computer Fundamentals
6	BA	056	General Foundation for Bilingual Business Interpretation-Spanish/English
7	BA	057	Medical Interpretation and Translation-Spanish/English
8	BA	058	Legal Interpretation and Translation-Spanish/English
9	BA	125	Microsoft Word
10	BA	126	Microsoft Outlook
11	BA	147	Introduction to Windows
12	BA	160	Microsoft Publisher
13	BA	171	Adobe Premiere Pro
14	BA	172	Adobe After Effects
15	BA	173	Adobe Animate
16	BA	179	Introduction to Microsoft Office
17	BA	181	Everyone Can Code with Apple
18	BA	188	Microsoft Excel
19	BA	189	Advanced Microsoft Excel
20	BA	190	Microsoft PowerPoint
21	BA	110A	Computer Keyboarding Skills
22	BA	115A	Computer Keyboarding Speed and Accuracy Development
23	BA	198-155	WordPress
24	BA	198-182	Document Sharing and Collaboration using the Cloud and Google Apps
25	BUS	100	Fundamentals of Business
26	BUS	106	Culture and International Business - Kiss, Bow or Shake Hands
27	BUS	121	Human Relations and Organizational Behavior
28	BUS	125	Introduction to International Business
29	BUS	127	Introduction to E-Commerce
30	BUS	130	Personal Finance

31	CDEV	205	Introduction to Children with Special Needs
32	CDEV	111A	Principles and Practices of Teaching Young Children
33	CDEV	111B	Introduction to Curriculum for Young Children
34	CMPR	100	The Computer and Society
35	CMPR	138	CompTIA Network+ Guide to Networks
36	CMPR	167	Microsoft Access
37	CNSL	100	Lifelong Understanding and Self-Development
38	CULN	110	Food Sanitation and Safety
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41	ENTR	101	Entrepreneurs and Success
42	ENTR	102	Entrepreneurial Ideas and Creativity
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44	ENTR	104	Business Models
45	ENTR	105	Social Media, Bootstrapping, and Market Validation
46	ENTR	106	Building an Entrepreneurial Team
47	LIBI	100	Library Research Fundamentals
48	MGMT	121	Human Relations and Organizational Behavior
49	MKTG	127	Introduction to E-Commerce
50	PSYC	230	Psychology and Effective Behavior
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52	TELV	103	History of Film to 1945
53	TELV	104	History of Film from 1945 to Present

CONTINUING EDUCATION

None

NEW PROGRAMS/CERTIFICATES

CATALOG 2018 – 2019

SANTA ANA COLLEGE

- 1 Automated Laser Welding System Certificate of Proficiency
- 2 Medical Device Quality Assurance Certificate of Achievement
- 3 Quality Control and Inspection Certificate of Achievement
- 4 Support for Students with Special Needs Certificate of Proficiency
- 5 Tax Preparer Certificate of Proficiency

CONTINUING EDUCATION

- 6 ESL Transition to Adult Secondary Education (ASE) Certificate of Competency
- 7 Biotechnology Certificate of Completion
- 8 Spanish Literacy Core Capstone Certificate of Competency

REVISED PROGRAMS/CERTIFICATES**CATALOG 2018 – 2019****SANTA ANA COLLEGE**

- 1 3D CAD Skill Builder Certificate of Proficiency
- 2 Accounting Degree
- 3 Administrative Fire Services Chief Officer Degree
- 4 Adobe Web Projects for Business Certificate of Proficiency
- 5 Associate in Arts in Kinesiology for Transfer Degree
- 6 Associate in Arts in Music for Transfer Degree
- 7 Associate in Science in Computer Science for Transfer Degree
- 8 Automated Robotic Welding Systems Certificate of Achievement
- 9 Biotechnology Certificate of Completion
- 10 Business Applications and Technology Certificate of Achievement
- 11 Business Applications and Technology Degree
- 12 Certificate of Professional Accounting – Accounting Study & Ethics Certificate of Achievement
- 13 Certificate of Professional Accounting – Business Subjects Certificate of Achievement
- 14 Civil 3D CAD Certificate of Proficiency
- 15 Computer Aided Drafting and Design Certificate of Achievement
- 16 Computer Fundamentals for Business Certificate of Proficiency
- 17 Computer Information Systems Certificate of Achievement
- 18 Computer Information Systems Degree
- 19 Computer Science Certificate of Achievement
- 20 Computer Science Degree
- 21 Computerized Accounting – QuickBooks Certificate of Achievement
- 22 Dance Certificate of Achievement
- 23 Engineering Civil Technology Certificate of Achievement
- 24 Engineering Civil Technology Degree
- 25 Engineering Computer Aided Drafting and Design Degree
- 26 Engineering Drafting and Design Option I-Engineering Drafting and Design Certificate of Achievement
- 27 Engineering Drafting and Design Option I-Engineering Drafting and Design Degree
- 28 Engineering Drafting and Design Option II-Architectural/Civil Engineering/Construction Drafting and Design Certificate of Achievement
- 29 Engineering Drafting and Design Option II-Architectural/Civil Engineering/Construction Drafting and Design Degree
- 30 Engineering Mechanical 3D Solid Modeling CAD Certificate of Proficiency
- 31 Engineering Mechatronics Technology Certificate of Achievement
- 32 Engineering Mechatronics Technology Degree
- 33 Enterprise Systems Certificate of Proficiency
- 34 Fire Administration Option Certificate of Achievement
- 35 Fire Administration Option Degree

- 36 Fitness Specialist Certificate of Achievement
- 37 General Accounting Certificate of Achievement
- 38 General Bookkeeping Certificate of Proficiency
- 39 Kinesiology Degree
- 40 Kinesiology Sports Medicine Certificate of Proficiency
- 41 Liberal Arts American Studies Emphasis Degree
- 42 Liberal Arts Arts, Humanities and Communications Emphasis Degree
- 43 Liberal Arts Business and Technology Emphasis Degree
- 44 Liberal Arts Kinesiology and Wellness Emphasis Degree
- 45 Liberal Arts Mathematics and Science emphasis Degree
- 46 Liberal Arts Social and Behavioral Sciences emphasis Degree
- 47 Library Technology Certificate of Achievement
- 48 Library Technology Degree
- 49 Microsoft Office Professional Certificate of Achievement
- 50 Microsoft Office Professional Degree
- 51 Music Degree
- 52 Networking Certificate of Proficiency
- 53 Occupational Therapy Assistant Degree
- 54 Office Management Certificate of Proficiency
- 55 Office Management Degree
- 56 Pathway to Law School Certificate of Achievement
- 57 PC Maintenance and Troubleshooting Certificate of Proficiency
- 58 Spanish / English Interpretation and Translation Certificate of Proficiency
- 59 Surveying Skill Builder Certificate of Proficiency
- 60 Sustainable Building Operations Management Certificate of Achievement
- 61 Sustainable Building Operations Management Degree
- 62 Web Site Development Certificate of Proficiency

CONTINUING EDUCATION

- 63 Executive Secretary/Administrative Assistant Certificate of Completion

SANTA ANA COLLEGE

CATALOG 2018 – 2019

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE
DEGREE – PLAN A**

Added Area: A – Natural Sciences

- PSYC 200, Introduction to Biological Psychology

Added Area: E – Language and Rationality

Category: 2 – Communication and Analytical Thinking

- READ 101X, Acceleration to Academic Reading

Added Area: F – Lifelong Understanding and Self-Development

Category: 1

- KNHE 108, Stress Management
- PSYC 180, Introduction to Lifespan Psychology

Removed Area: F – Lifelong Understanding and Self-Development

Category: 1

- KNPR 140, Movement Education for Elementary School Children

Added Area: F – Lifelong Understanding and Self-Development

Category: 2

- KNAC 107C, Advanced Badminton
- KNAC 260C, Advanced Soccer
- KNAC 265C, Advanced Indoor Soccer
- KNFI 114A, Beginning Spinning
- KNFI 114B, Intermediate Spinning

Removed Area: F – Lifelong Understanding and Self-Development

Category: 2

- KNAQ 204, Lifesaving
- KNFI 100, Personal Fitness Evaluation
- KNFI 102, Personal Fitness Evaluation
- KNFI 109A, Beginning Circuit Training
- KNFI 109B, Intermediate Circuit Training
- KNFI 109C, Advanced Circuit Training
- KNFI 110A, Beginning Circuit Training
- KNFI 110B, Intermediate Circuit Training
- KNFI 110C, Advanced Circuit Training

**GENERAL EDUCATION REQUIREMENTS FOR THE CALIFORNIA
STATE UNIVERSITY – PLAN B**

Added Area: B – Scientific Inquiry and Quantitative Reasoning

Category: B2 – Life Science

- PSYC 200, Introduction to Biological Psychology

Added Area: D – Social Sciences

- PSYC 180, Introduction to Lifespan Psychology

Added Area: E – Lifelong Understanding and Self-Development

Category: E1

- PSYC 180, Introduction to Lifespan Psychology

Added Area: E – Lifelong Understanding and Self-Development

Category: E2

- KNAC 107C, Advanced Badminton
- KNAC 260C, Advanced Soccer
- KNAC 265C, Advanced Indoor Soccer
- KNAF 140A, Beginning Walking/Jogging for Fitness
- KNFI 114A, Beginning Spinning
- KNFI 114B, Intermediate Spinning

Removed Area: E – Lifelong Understanding and Self-Development

Category: E2

- KNAQ 204, Lifesaving
- KNFI 100, Personal Fitness Evaluation
- KNFI 102, Personal Fitness Evaluation
- KNFI 110A, Beginning Circuit Training
- KNFI 110B, Intermediate Circuit Training
- KNFI 110C, Advanced Circuit Training

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Academic Affairs**

To:	Board of Trustees	Date: January 22, 2018
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, other curricula changes, and may include previous course submissions that have been approved 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 as presented.

Fiscal Impact:	None	Board Date: January 22, 2018
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: January 8, 2018

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 2018-2019 CATALOG**

The following changes to the 2018-2019 college catalog 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 2018-2019 catalog 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

Removed from Communication 102

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

Removed from Sociology 116H

NEW PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #1)

Four (4) news program control number 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 five (5) 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.

NEW COURSES:

(See Attachment #3)

Seventeen (17) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #4)

Fifty-six (56) 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 #5)

One (1) 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.

DISTANCE EDUCATION OFFERINGS

(See Attachment #6)

Twenty-eight (28) 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

Early Childhood Leadership and Administration, Certificate of Proficiency
Social Work and Human Services, A.A. Degree for Transfer
Social Justice Studies, A.A. Degree for Transfer

Non-Credit

College Readiness, Certificate of Competency

REVISED PROGRAMS, DEGREES AND CERTIFICATES

Credit

Liberal Arts: Social and Behavioral Sciences, A.A. Degree (18320)

Psychology, A.A. Degree for Transfer (31041)

Spanish, A.A. Degree for Transfer (32045)

Water Conservation, Certificate of Proficiency (NEW)

Non-Credit

Workforce Preparation 099, Attitudes for Success

NEW COURSES

Credit

Apprenticeship Carpentry 079D, Drywall Applications
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
Counseling 160, Fieldwork Experience for the Helping Professions
Geography 101H, Physical Geography
History 132, Modern African History
Psychology 160, Introduction to Lifespan Psychology
Real Estate 171, Real Estate Cooperative Work Experience/Career Internship
Sociology 120, Introduction to Sociological Research Methods
Sociology 150, Introduction to Race and Ethnicity
Spanish 110, Spanish for Spanish Speakers 1
Spanish 111, Spanish for Spanish Speakers 2
Water Utility Science 020, Introduction to Water Science
Water Utility Science 048, Wastewater Operator Exam Review
Water Utility Science 054, Advanced Treatment Exam Preparation
Water Utility Science 059, Advanced Distribution Exam Preparation

Non-Credit

Vocational: Food 005, ServSafe Food Handler

REVISED COURSES**Credit**

Apprenticeship Carpentry 004C, Print Reading
 Apprenticeship Carpentry 021A, Orientation
 Apprenticeship Carpentry 021B, Safety and Health Certifications
 Apprenticeship Carpentry 022E, Commercial Roof Framing
 Apprenticeship Carpentry 029AJ, Rigging - Journeyworker
 Apprenticeship Carpentry 029BJ, Rigging Qualification Studies - Journeyworker
 Apprenticeship Carpentry 034B, Solid and Stone Surfaces
 Apprenticeship Carpentry 040CJ, Scaffold Erector, Standard 40 Hour - Journeyworker
 Apprenticeship Carpentry 040EJ, Scaffold Erector, Systems Scaffold - Journeyworker
 Apprenticeship Carpentry 061A, Acoustical Ceilings
 Apprenticeship Carpentry 061B, Advanced Acoustical Ceiling Layout
 Apprenticeship Carpentry 061C, Advanced Acoustical Ceiling Installation
 Apprenticeship Carpentry 071A, Orientation
 Apprenticeship Carpentry 071B, Safety and Health Certifications
 Apprenticeship Carpentry 071C, Tool/Equipment Applications
 Apprenticeship Carpentry 072A, Basic Metal Framing
 Apprenticeship Carpentry 072B, Basic Lathing
 Apprenticeship Carpentry 073A, Framing Ceilings and Soffits
 Apprenticeship Carpentry 073B, Framing Suspended Ceilings
 Apprenticeship Carpentry 073C, Framing Curves and Arches
 Apprenticeship Carpentry 074A, Print Reading
 Apprenticeship Carpentry 074B, Advanced Print Reading
 Apprenticeship Carpentry 079C, Drywall Applications
 Apprenticeship Carpentry 094J, Confined Space - Journeyworker
 Apprenticeship Carpentry 62, Standard Acoustical Grids
 Apprenticeship Carpentry 63, Suspended Ceilings
 Apprenticeship Carpentry 64, Acoustical Soffits
 Apprenticeship Carpentry 65, Prefab/Sound Panels
 Apprenticeship Carpentry 66, Concealed/Glue-Up/Staple-Up Systems
 Apprenticeship Carpentry 67, Designer and Specialty Trims
 Apprenticeship Carpentry 68, Metal Pan and Security Systems
 Apprenticeship Modular Furnishings Installation 21, Orientation
 Apprenticeship Modular Furnishings Installation 22, Safety and Health Certifications
 Apprenticeship Modular Furnishings Installation 23, Modular Cabinets, Doors and Drawers
 Apprenticeship Modular Furnishings Installation 24, Introduction to Modular Furnishing
 Apprenticeship Modular Furnishings Installation 25, Educational and Seismic Installations
 Apprenticeship Modular Furnishings Installation 26, Hospital Modular Installations
 Apprenticeship Modular Furnishings Installation 29, Wall and Overhead Attachments
 Apprenticeship Modular Furnishings Installation 30, Crew Lead Customer Service Training
 Apprenticeship Modular Furnishings Installation 31, Modular Glass: Handling and Installation
 Apprenticeship Modular Furnishings Installation 32, Basic Framing and Retro-Fits
 Chicano Studies 101, Introduction to Chicano Studies
 Communication 101, Group Dynamics
 Communication 110, Public Speaking
 Computer Science 131, Data Structures Concepts

Education 101, American Schools and Society

Attachment #4b

REVISED COURSES (*con't*)

Credit

Education 200, Introduction to Elementary Classroom Teaching
Ethnic Studies 101, Introduction to Ethnic Studies
Interdisciplinary Studies 155, Human Sexuality
Psychology 100, Introduction to Psychology
Sociology 130, Relationships, Marriages, and Family Dynamics
Water Utility Science 56, Treatment Exam Preparation
Water Utility Science 57, Water Distribution Test Preparation
Water Utility Science 61, Water Distribution
Water Utility Science 71, Water Treatment Fundamentals
Water Utility Science 81, Wastewater Treatment

Non-Credit

None

HONORS COURSE REVISION

Credit

Psychology 100H, Honors Introduction to Psychology

DISTANCE EDUCATION OFFERINGS

Credit

Chicano Studies 101, Introduction to Chicano Studies
Communication 110, Public Speaking
Computer Science 131, Data Structures Concepts
Ethnic Studies 101, Introduction to Ethnic Studies
Geography 101H, Physical Geography
Interdisciplinary Studies 155, Human Sexuality
Mathematics 140, College Algebra
Psychology 100, Introduction to Psychology
Psychology 100H, Honors Introduction to Psychology
Psychology 160, Introduction to Lifespan Psychology
Sociology 120, Introduction to Sociological Research Methods
Sociology 130, Relationships, Marriages, and Family Dynamics
Sociology 150, Introduction to Race and Ethnicity
Sociology 240, Introduction to Social Psychology
Water Utility Science 20, Introduction to Water Science
Water Utility Science 48, Wastewater Operator Exam Review
Water Utility Science 54, Advanced Treatment Exam Preparation
Water Utility Science 56, Treatment Exam Preparation
Water Utility Science 57, Water Distribution Test Preparation
Water Utility Science 59, Advanced Distribution Exam Preparation
Water Utility Science 61, Water Distribution
Water Utility Science 71, Water Treatment Fundamentals
Water Utility Science 81, Wastewater Treatment

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College-Business & Career Technical Education

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increase	
Action:	Request for Approval	

BACKGROUND

This is a request to modify the Cost Agreements originally approved at the May 30, 2017 RSCCD Board meeting between the Santiago Canyon College and seven Joint Apprenticeship Training Centers (JATC) listed below for contracts beginning July 1, 2017 through June 30, 2018.

1. California/Nevada Training Trust, Agreement SCC 17-0530F
2. JTS Services, Agreement SCC 17-0530B
3. Metropolitan Water District of Southern California, Agreement SCC 17-0530D
4. Operating Engineers Training Trust, Agreement SCC 17-0530E
5. Orange County Electrical Training Trust, Agreement SCC 17-0530C
6. Southern California Surveyors, SCC 17-0530G
7. Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee, Agreement SCC 17-0530A

ANALYSIS

This modification represents an adjustment in the apprenticeship budget amount received by Santiago Canyon College and a change in the amount not-to-exceed, based on the percentage of funding payable to Santiago Canyon College from the State Chancellor's Office for the seven programs below. It adjusts the reimbursable hourly rate for all previously approved contracts (listed above) from \$5.71 to \$5.90 as established by the State Chancellor's Office, and adjusts the projected hours based on 2016/2017 reported hours.

Master Cost Agreements Board Approved May 30, 2017	Original Fiscal Impact to RSCCD-SCC	Amended Fiscal Impact to RSCCD-SCC	Original Not to Exceed	Amended Not to Exceed
California/Nevada Training Trust	\$52,071	\$28,952	\$316,749	\$164,059
JTS Services	\$6,676	\$5,170	\$23,809	\$15,510
Metropolitan Water District of Southern California	\$13,351	\$13,787	\$49,687	\$41,360
Operating Engineers Training Trust JATC	\$56,076	\$57,903	\$317,764	\$344,500
Orange County Electrical Training Trust	\$52,071	\$45,495	\$295,067	\$270,700
Southern California Surveyors	\$24,033	\$13,442	\$136,185	\$76,170
Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee	\$204,277	\$256,429	\$1,244,765	\$1,525,750
Total:	\$408,554	\$421,178	\$2,384,026	\$2,438,049

RECOMMENDATION

It is recommended that the Board approve the Amended Apprenticeship Cost Agreements and Hourly Rate Increase.

Fiscal Impact: Approximately, \$421,178 to RSCCD-SCC Board Date: January 22, 2018

RSCCD-SCC shall pay the above listed Apprenticeship Training Trusts an amount equal to the Amended Not To Exceed Total of \$2,438,049.

Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs
Von Lawson, Dean, Business & Career Technical Education
Elizabeth Arteaga, Interim Associate Dean, Business & Career Technical Education

Submitted by: John C. Hernandez, Ph.D., President

Recommended by: Raúl Rodríguez, Ph.D., Chancellor

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College
Academic Affairs

To: Board of Trustees	Date: January 22, 2018
Re: Approval of Agreement between RSCCD, on behalf of Santiago Canyon College, and Nuventive	
Action: Request for Approval	

BACKGROUND

There are specific instances where the college is required to use data derived from its MIS data submission to the California Community Colleges Chancellor's Office (CCCCO) for planning, evaluation, and decision-making in support of statewide activities and initiatives such as mandatory participation in the Institutional Effectiveness Partnership Initiative (IEPI) Goal Framework, the Student Success Scorecard, the Strong Workforce Program, and more. Nuventive has developed a product that can assist Santiago Canyon College in replicating CCCCCO generated report metric values.

ANALYSIS

Nuventive has developed the California Community College Power BI Content Template which allows colleges to import their Data on Demand files (MIS data post-processing) from the CCCCCO Data on Demand portal into Microsoft Power BI for the purpose of replicating CCCCCO reports and replicating CCCCCO Data Mart tables. The Nuventive tool allows colleges to analyze and visualize the very same data that the CCCCCO uses to evaluate and allocate funding to each of its member colleges. This Nuventive software product utilizes Santiago Canyon College's business intelligence software of choice, Microsoft Power BI.

The one-time cost for a perpetual license for Nuventive's CCC Power BI Content Template for all modules is \$20,000. The effective start date of this agreement will be February 1, 2018 and continues indefinitely.

RECOMMENDATION

It is recommended that the Board approve this agreement between RSCCD, on behalf of Santiago Canyon College, and Nuventive.

Fiscal Impact: \$20,000 (grant-funded)	Board Date: January 22, 2018
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raul Rodriguez, Ph.D., Chancellor	

**NUVENTIVE
SOFTWARE LICENSE AGREEMENT**

This Software License Agreement ("**Agreement**"), effective as of Jan. 23, 2018 (the "**Effective Date**"), is entered into by and between Nuventive, LLC, a Delaware limited liability company with a principal place of business at 9800B McKnight Road, Suite 255, Pittsburgh, PA 15237 ("**Nuventive**"), and the entity identified in the Order Form attached to this Agreement as Exhibit A ("**Licensee**").

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The parties agree as follows:

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3.2 **Intellectual Property Rights.** The Software Products are protected by Intellectual Property Rights, as applicable, of Nuventive and its Third-Party Providers and licensors. Licensee and its representatives have no rights to transfer or reproduce the Software Products, to modify or alter the Software Products, or to prepare any derivative works with respect to, or disclose Confidential Information pertaining to, the Software Products. All rights not granted to Licensee in this Agreement are expressly reserved to Nuventive. Licensee shall retain all proprietary marks, legends and patent and copyright notices that appear on the Software Products, Documentation and Nuventive Confidential Information.

3.3 **Service Bureau Activities.** Licensee shall not (a) act as a service bureau to third parties, including the provision or re-sale of the Software Products to third parties; (b) act as an outsource agent or outsource provider of the Software Products to third parties, including, but not limited to, offering or making available the Software Products or components thereof; or (c) utilize the Software Products for the benefit of any third party not directly affiliated with Licensee.

3.4 **Third-Party Providers.** Nuventive may use Third-Party Providers to offer products or assist in providing certain aspects of the Software Products, including implementation and other consulting services related to Licensee's use of the Software Products. NUVENTIVE IS NOT AN AGENT OF ANY THIRD-PARTY PROVIDER, AND NUVENTIVE MAKES NO REPRESENTATION OR WARRANTY WITH RESPECT TO SUCH THIRD-PARTY PROVIDER OR ANY PRODUCT OR SERVICE OF ANY THIRD-PARTY PROVIDER. Any exchange of data or other interaction between Licensee and a Third-Party Provider, and any purchase by Licensee of any product or service offered by such Third-Party Provider, is solely between Licensee and such Third-Party Provider.

3.5 **Export Controls.** Licensee acknowledges that the export, import, and use of certain software and technological data provided under this Agreement is regulated by the United States and other governments and agrees to comply with all applicable laws and regulations, including the U.S. Export Administration Act, the regulations promulgated thereunder by the U.S. Department of Commerce, and any other applicable laws or regulations such as those that prohibit the Software Products from being used in or accessed by a national of Cuba, Iran, North Korea, Sudan, Syria or any other sanctioned or embargoed country.

4. **SUPPORT AND MAINTENANCE.** Nuventive will be obligated to provide Licensee with support and maintenance if and only to the extent specifically set forth in an applicable Order Form or service description.

5. **FEES.**

3.8 (3)

**NUVENTIVE
SOFTWARE LICENSE AGREEMENT**

5.1 **General.** Licensee shall pay to Nuventive the Fees set forth in each respective Order Form. All invoices shall be paid by Licensee within thirty (30) days of invoice date. Payments not made within such time period shall be subject to late charges equal to the lesser of (a) one and one-half percent (1.5%) per month of the overdue amount or (b) the maximum amount permitted under Applicable Law. Licensee will reimburse Nuventive for any costs or expenses (including, but not limited to, reasonable attorney fees) incurred by Nuventive to collect any amount that is not paid by Licensee when due.

5.2 **Taxes.** In addition to any other payments due under this Agreement, Licensee agrees to pay any sales, use, transfer, privilege, tariffs, excise and all other taxes and all duties, whether international, national, state or local, however designated, which are levied or imposed by reason of the delivery of the Software, excluding Nuventive's income taxes. If Nuventive has the legal obligation to pay or collect taxes for which Licensee is responsible under this Section, the appropriate amount shall be invoiced to and paid by Licensee, unless Licensee provides Nuventive with a valid tax exemption certificate.

5.3 **Adjustments Upon Transaction.** Licensee shall notify Nuventive if Licensee, during the Term applicable to any Software Product, merges with, is acquired by, or acquires another entity (each of the foregoing, collectively, a "Transaction"), which changes the number of Users or scope of use of any Software Product. Nuventive may adjust Licensee's Fees set forth in any Order Form applicable to any Software Product license or subscription, or to support and maintenance, retroactive to the date of the Transaction, if Licensee is subject to a Transaction. Any such adjustment will be consistent with Fees charged by Nuventive to other Nuventive licensees with a similar number of Users or scope of use.

6. **RELATIONSHIP.** During the term of this Agreement, Licensee and Nuventive shall be independent contractors (and neither party shall act as an agent or representative of the other party) in performance of this Agreement.

7. **CONFIDENTIALITY.** Each party agrees that (a) it will hold any and all Confidential Information it obtains from the other party in strict confidence and will use and permit use of such Confidential Information solely as permitted under this Agreement; and (b) it may disclose the other party's Confidential Information or provide access to such Confidential Information only to such party's employees and agents with a need to know such information or as otherwise permitted under this Agreement or an applicable Order Form.

8. **NUVENTIVE WARRANTIES.** Nuventive represents and warrants that for a period of ninety (90) days following the initial delivery of a Software Product the Software shall not be subject to a Material Defect (but no new warranty period will apply for any later updates or new versions of the Software provided without charge to Licensee). Licensee's sole and exclusive remedy and Nuventive's sole and exclusive liability for breach of the foregoing warranty will be repair or replacement or, if repair or replacement cannot be provided within a

reasonable time, Licensee may terminate the license for such Software Product and upon such termination Nuventive will refund to Licensee any prepaid Fees for the then current Term applicable to such Software Product.

9. **DISCLAIMER OF WARRANTIES.** EXCEPT AS PROVIDED IN SECTION 8 (NUVENTIVE WARRANTIES), THE SOFTWARE PRODUCTS AND THE SERVICES ARE PROVIDED "AS IS" AND "AS AVAILABLE," WITH ALL FAULTS AND WITHOUT WARRANTY OF ANY KIND. NUVENTIVE AND ANY THIRD PARTY PROVIDERS DISCLAIM ALL OTHER WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUIET ENJOYMENT, QUALITY OF INFORMATION, TITLE AND NON-INFRINGEMENT. THE DISCLAIMING PARTIES ALSO DISCLAIM ANY WARRANTY REGARDING NONINTERRUPTION OF USE, FREEDOM FROM BUGS, AND THAT USE OF THE SOFTWARE PRODUCTS AND THE SERVICES ARE ERROR-FREE. LICENSEE EXPRESSLY AGREES AND ACKNOWLEDGES THAT ANY USE OF THE SOFTWARE PRODUCTS OR THE SERVICES IS AT LICENSEE'S SOLE RISK. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY NUVENTIVE OR ITS AUTHORIZED REPRESENTATIVES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF NUVENTIVE'S OBLIGATIONS UNDER THIS AGREEMENT OR ANY EXHIBIT OR ORDER FORM.

LICENSEE AGREES THE SOFTWARE PRODUCTS AND THE SERVICES ARE NOT INTENDED TO REPLACE LICENSEE'S PROFESSIONAL SKILL AND JUDGMENT. LICENSEE IS SOLELY RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE LAW.

THE SOFTWARE PRODUCTS AND THE SERVICES MAY BE USED TO ACCESS AND TRANSFER INFORMATION OVER THE INTERNET. LICENSEE ACKNOWLEDGES AND AGREES THAT THE DISCLAIMING PARTIES DO NOT OPERATE OR CONTROL THE INTERNET AND THAT (a) VIRUSES, WORMS, TROJAN HORSES OR OTHER UNDESIRABLE DATA OR SOFTWARE AND (b) UNAUTHORIZED USERS MAY ATTEMPT TO OBTAIN ACCESS TO AND DAMAGE THE LICENSEE DATA AND LICENSEE'S WEBSITES, COMPUTERS OR NETWORKS. THE DISCLAIMING PARTIES SHALL NOT BE RESPONSIBLE OR LIABLE FOR SUCH ACTIVITIES, UNLESS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE DISCLAIMING PARTIES.

10. **INDEMNIFICATION BY NUVENTIVE.** Nuventive shall defend, indemnify and hold Licensee harmless against any loss, damage or cost finally awarded against Licensee by a court of competent jurisdiction in connection with claims made or brought against Licensee by a third party that allege that Licensee's use of a Software Product in accordance with the Documentation and as contemplated under this Agreement infringes the Intellectual Property Rights of such third party; *provided, however,* that the foregoing indemnification shall not apply to Third-Party Software, nor shall it apply to the extent any such loss, damage or cost is attributable to the act or omission of Licensee. As a condition to the right of Licensee to receive the foregoing indemnification, Licensee shall (i) promptly provide written notice of the claim to Nuventive, (ii) provide Nuventive sole control of the defense and settlement

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of the claim (provided that Nuventive may not settle any claim unless Licensee is released of all liability to the third party), and (iii) provide to Nuventive, at Nuventive's cost, all reasonable assistance with respect to the defense of such claim.

11. **DISCLAIMER AND LIMITATION OF LIABILITY AND DAMAGES.** NEITHER NUVENTIVE NOR ANY THIRD PARTY PROVIDERS PARTIES SHALL HAVE ANY LIABILITY TO LICENSEE OR ANY OTHER INDIVIDUAL OR ENTITY FOR ANY LOSS OF PROFITS, SALES, BUSINESS, DATA OR OTHER INCIDENTAL, CONSEQUENTIAL OR SPECIAL LOSS OR DAMAGE OF ANY KIND OR NATURE, INCLUDING EXEMPLARY AND PUNITIVE DAMAGES, RESULTING FROM OR ARISING OUT OF THIS AGREEMENT OR ANY EXHIBIT OR ORDER FORM, INCLUDING USE OF THE SOFTWARE PRODUCTS OR THE SERVICES. THE TOTAL LIABILITY OF NUVENTIVE TO LICENSEE OR ANY THIRD PARTY ARISING OUT OF THIS AGREEMENT OR ANY EXHIBIT OR ORDER FORM OR USE OF THE SOFTWARE PRODUCTS OR THE SERVICES SHALL NOT EXCEED TWO TIMES THE TOTAL FEES PAID TO NUVENTIVE BY LICENSEE UNDER THIS CONTRACT. THIS LIMITATION OF LIABILITY SHALL APPLY EVEN IF THE EXPRESS WARRANTIES SET FORTH IN THIS AGREEMENT FAIL IN THEIR ESSENTIAL PURPOSE

12. **TERM.** The Term of this Agreement shall begin on the Effective Date and shall continue for the Term specified in Exhibit A. The Term applicable to any Software Product will be as set forth in the applicable Order Form.

13. **TERMINATION.** This Agreement and all Exhibits and Order Forms shall terminate (a) 30 days after either party gives the other party written notice of a breach by the other party of any material term or condition of this Agreement, which breach is not cured within such 30 day period; or (b) upon written notice by either party, immediately, upon the filing of any receivership, insolvency or bankruptcy proceedings by the other party, or if any proceedings are commenced against the other party under any bankruptcy or similar law and such proceedings are not vacated or set aside within 60 days from the date of commencement thereof.

If use of a Software Product or any portion thereof becomes, or in Nuventive's sole opinion is likely to become, the subject of an Intellectual Property Rights infringement claim, Nuventive may, in its discretion, (i) procure the right for Licensee to continue to use the Software Product, (ii) replace or modify the Software Product with software of comparable quality and performance capabilities, or (iii) terminate this Agreement and any applicable Exhibit or Order Form and refund any related prepaid but unused Fees.

Any right or license granted under this Agreement, any Exhibit, or any Order Form, shall terminate on termination of this Agreement and the applicable Exhibit or Order Form.

14. **GENERAL PROVISIONS.**

14.1 **Assignment.** Neither party may assign any of its rights or obligations under this Agreement or any Exhibit or Order Form, whether by operation of law or otherwise,

without the prior written consent of the non-assigning party. Any attempt by a party to assign its rights or obligations under this Agreement or any Exhibit or Order Form in breach of this Section shall be void and of no effect. Notwithstanding the foregoing, Nuventive may assign this Agreement, and any Exhibit or Order Form, to any entity succeeding to all or substantially all of the business or assets by merger, combination, consolidation, reorganization or the sale or acquisition of assets. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns.

14.2 **Force Majeure.** Except for the payment of money, neither party shall be liable for any failure or delay in performance under this Agreement or any Exhibit or Order Form that is due to any event beyond the reasonable control of such party, including without limitation, fire, explosion, unavailability of utilities or raw materials, internet delays and failures, telecommunications failures, unavailability of components, labor difficulties, war, riot, act of God, export control regulation, laws, judgments or government instructions.

14.3 **Governing Law.** The interpretation and enforcement of this Agreement and any Exhibit or Order Form shall be governed by the law of the Commonwealth of Pennsylvania without reference to its choice of law rules.

14.4 **Counterparts.** This Agreement and any Exhibit or Order Form may be executed in any number of identical counterparts, with the same effect as if the parties had signed the same document. All counterparts will be construed as and constitute the same agreement.

14.5 **Entire Agreement; Amendment.** This Agreement and any Exhibit or Order Form constitutes the entire agreement between the parties with regard to the subject matter of this Agreement and such Exhibit or Order Form. No modification, amendment or waiver of any provision of this Agreement or any Exhibit or Order Form shall be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted. To the extent of any conflict or inconsistency between the provisions in the body of this Agreement, any Exhibit or Order Form, the terms of such Exhibit or Order Form shall prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in a contract, purchase order or in any other order documentation (excluding any Exhibit, Order Form or Nuventive service description) shall be incorporated into or form any part of this Agreement or any Exhibit or Order Form, and all such terms or conditions shall be null and void.

14.6 **Severability.** If any provision of this Agreement or any Exhibit or Order Form is found or deemed by a court to be invalid or unenforceable, such provision shall be severable from the remainder of this Agreement or such Exhibit or Order Form and shall not cause the invalidity or unenforceability of the remainder of this Agreement or such Exhibit or Order Form.

**NUVENTIVE
SOFTWARE LICENSE AGREEMENT**

14.7 **Waiver.** Neither party shall by mere lapse of time without giving notice or taking other action under this Agreement be deemed to have waived any breach by the other party of any of the provisions of this Agreement or any Exhibit or Order Form. Further, the waiver by either party of a particular breach of this Agreement or any Exhibit or Order Form by the other party shall not be construed as, or constitute, a continuing waiver of such breach, or of other breaches of the same or other provisions of this Agreement or such Exhibit or Order Form.

14.8 **Survival.** The following sections of this Agreement shall survive termination or expiration of this Agreement: **[insert when draft is final]**.

14.9 **Notices.**

14.9.1 **Delivery of Notices.** All notices under this Agreement shall be in writing and shall be deemed to have been given upon (a) personal delivery; (b) the second business day after deposit with a reputable overnight courier service for next-

day delivery; (c) the second business day after mailing by first class mail; (c) the second business day after sending by confirmed facsimile; or (d) the second business day after sending by email (subject to confirmation or actual receipt, and the provisions of Section 14.9.2 below). Notices to Nuventive shall be addressed to the attention of _____, with a copy to its Chief Executive Officer. Notices to Licensee shall be addressed to Licensee's signatory of this Agreement unless otherwise designated below or in any Exhibit or Order Form. Any party may change the address at which it receives notices by giving written notice to the other party in the manner prescribed by this section.

14.9.2 **Electronic Notices.** Notices or other communications under this Agreement or regarding use of the Software Products or any services ("**Communications**") may be provided to Licensee and its Users electronically. Notwithstanding the foregoing, any notice of default or termination of this Agreement or any license or subscription shall also be sent by first class mail.

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have executed this Agreement as of the Effective Date first written above.

Nuventive, LLC

By: _____

Name: _____

Title: _____

Licensee:

By: _____

Name: _____

Title: _____

**NUVENTIVE
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EXHIBIT A

[Order Form for Software Products]

Software Components: CCC Power BI Content Template- All Modules
Licensee and Designated Site: Santiago Canyon College
Designated Contact: Aaron Voelcker
Phone: 714.628.4990
Email: Voelcker_Aaron@sccollege.edu

License Type: Perpetual License

**One time fee CCC PowerBI
Content Template – All
modules. Perpetual license** **\$20,000**

-

How to Reach Us

Worldwide web:	http://www.nuventive.com
Email:	support@nuventive.com
Technical Support:	877-427-4768
Fax:	412-847-0285

Specifications and Requirements

CCC PowerBI Content Template Requirements: Dedicated Microsoft Azure subscription for hosting and processing clients' MIS files. Power BI subscription with at least 1 Power BI Pro account enabled.

Rancho Santiago Comm Coll District

Board Meeting of 01/22/18

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65570	General Fund Unrestricted	0.00	850.00	-850.00	92*0494318	92*0494318
65642	General Fund Unrestricted	0.00	41.08	-41.08	92*0495058	92*0495058
65710	General Fund Unrestricted	7,795.98	3,897.99	3,897.99	92*0495799	92*0495833
65712	General Fund Unrestricted	5,041.44	0.00	5,041.44	92*0495845	92*0495857
65715	General Fund Unrestricted	24,998.05	0.00	24,998.05	92*0495872	92*0495879
65716	General Fund Unrestricted	36,912.48	0.00	36,912.48	92*0495882	92*0495891
65717	General Fund Unrestricted	2,675.00	0.00	2,675.00	92*0495899	92*0495899
65718	General Fund Unrestricted	2,034.63	0.00	2,034.63	92*0495902	92*0495903
65721	General Fund Unrestricted	248.65	0.00	248.65	92*0495907	92*0495916
65722	General Fund Unrestricted	15,977.57	0.00	15,977.57	92*0495923	92*0495936
65725	General Fund Unrestricted	128,771.61	0.00	128,771.61	92*0495940	92*0495955
65726	General Fund Unrestricted	87,310.66	0.00	87,310.66	92*0495964	92*0495966
65727	General Fund Unrestricted	2,019.97	0.00	2,019.97	92*0495973	92*0495978
65728	General Fund Unrestricted	8,995.70	0.00	8,995.70	92*0495979	92*0496012
65731	General Fund Unrestricted	9,333.91	0.00	9,333.91	92*0496018	92*0496030
65732	General Fund Unrestricted	33,470.90	0.00	33,470.90	92*0496033	92*0496055
65733	General Fund Unrestricted	2,260.88	0.00	2,260.88	92*0496058	92*0496068
65735	General Fund Unrestricted	503.00	0.00	503.00	92*0496084	92*0496088
65740	General Fund Unrestricted	12,628.37	0.00	12,628.37	92*0496109	92*0496126
65741	General Fund Unrestricted	3,259.77	0.00	3,259.77	92*0496147	92*0496159
65742	General Fund Unrestricted	27,088.54	0.00	27,088.54	92*0496161	92*0496168
65745	General Fund Unrestricted	14,683.92	4,660.90	10,023.02	92*0496227	92*0496239
65746	General Fund Unrestricted	16,691.94	8,845.75	7,846.19	92*0496240	92*0496285
65747	General Fund Unrestricted	12,511.25	0.00	12,511.25	92*0496289	92*0496290
65748	General Fund Unrestricted	7,246.39	358.28	6,888.11	92*0496291	92*0496300
65749	General Fund Unrestricted	75.11	41.08	34.03	92*0496313	92*0496317
65750	General Fund Unrestricted	56.91	56.91	0.00	92*0496318	92*0496318
65753	General Fund Unrestricted	18.97	0.00	18.97	92*0496323	92*0496323
65754	General Fund Unrestricted	14,307.61	0.00	14,307.61	92*0496327	92*0496340
65760	General Fund Unrestricted	1,682.53	0.00	1,682.53	92*0496366	92*0496372
65761	General Fund Unrestricted	12,759.03	0.00	12,759.03	92*0496377	92*0496391
65762	General Fund Unrestricted	449.81	0.00	449.81	92*0496401	92*0496401
65763	General Fund Unrestricted	11,792.17	0.00	11,792.17	92*0496402	92*0496420
65764	General Fund Unrestricted	1,619.12	0.00	1,619.12	92*0496424	92*0496429
65770	General Fund Unrestricted	48,110.31	0.00	48,110.31	92*0496446	92*0496469
65771	General Fund Unrestricted	20,871.44	0.00	20,871.44	92*0496471	92*0496501
65772	General Fund Unrestricted	12,897.24	0.00	12,897.24	92*0496512	92*0496528
65774	General Fund Unrestricted	2,100,182.23	0.00	2,100,182.23	92*0496558	92*0496559
65782	General Fund Unrestricted	5,610.61	0.00	5,610.61	92*0496592	92*0496608
65783	General Fund Unrestricted	18,997.89	0.00	18,997.89	92*0496613	92*0496643
65784	General Fund Unrestricted	3,774.58	0.00	3,774.58	92*0496649	92*0496685

4.1 (1)

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65785	General Fund Unrestricted	17,067.46	0.00	17,067.46	92*0496690	92*0496724
65786	General Fund Unrestricted	244,672.08	0.00	244,672.08	92*0496731	92*0496775
65790	General Fund Unrestricted	20,619.79	0.00	20,619.79	92*0496789	92*0496812
65791	General Fund Unrestricted	39,542.70	0.00	39,542.70	92*0496814	92*0496834
65792	General Fund Unrestricted	74.35	0.00	74.35	92*0496845	92*0496845
65793	General Fund Unrestricted	24,256.70	0.00	24,256.70	92*0496846	92*0496948
65797	General Fund Unrestricted	72,487.94	0.00	72,487.94	92*0496964	92*0496992
65799	General Fund Unrestricted	144,080.01	0.00	144,080.01	92*0497020	92*0497025
65801	General Fund Unrestricted	43,925.95	0.00	43,925.95	92*0497035	92*0497046
65804	General Fund Unrestricted	242,259.77	0.00	242,259.77	92*0497055	92*0497074
65805	General Fund Unrestricted	6,526.03	0.00	6,526.03	92*0497077	92*0497093
65806	General Fund Unrestricted	13,827.02	0.00	13,827.02	92*0497094	92*0497104
65811	General Fund Unrestricted	23,229.83	0.00	23,229.83	92*0497148	92*0497162
65812	General Fund Unrestricted	116,089.51	0.00	116,089.51	92*0497169	92*0497184
65813	General Fund Unrestricted	20,116.29	0.00	20,116.29	92*0497186	92*0497198
65814	General Fund Unrestricted	16,097.50	0.00	16,097.50	92*0497202	92*0497202
65815	General Fund Unrestricted	87.77	0.00	87.77	92*0497203	92*0497203
65816	General Fund Unrestricted	32,816.00	0.00	32,816.00	92*0497205	92*0497210
65817	General Fund Unrestricted	1,873.70	0.00	1,873.70	92*0497213	92*0497244
65818	General Fund Unrestricted	4,267.00	0.00	4,267.00	92*0497245	92*0497259
65823	General Fund Unrestricted	16,933.22	0.00	16,933.22	92*0497266	92*0497284
65824	General Fund Unrestricted	7,571.38	0.00	7,571.38	92*0497285	92*0497291
65825	General Fund Unrestricted	51,912.13	0.00	51,912.13	92*0497304	92*0497310
65830	General Fund Unrestricted	51,714.88	0.00	51,714.88	92*0497323	92*0497334
65831	General Fund Unrestricted	49,857.48	0.00	49,857.48	92*0497335	92*0497358
65832	General Fund Unrestricted	264.96	0.00	264.96	92*0497364	92*0497364
65836	General Fund Unrestricted	48,005.20	0.00	48,005.20	92*0497378	92*0497396
65841	General Fund Unrestricted	14,403.44	0.00	14,403.44	92*0497418	92*0497444
65842	General Fund Unrestricted	47,053.21	0.00	47,053.21	92*0497448	92*0497493
65843	General Fund Unrestricted	123,362.43	0.00	123,362.43	92*0497494	92*0497521
65844	General Fund Unrestricted	1,895.16	0.00	1,895.16	92*0497530	92*0497539
65845	General Fund Unrestricted	27,305.90	0.00	27,305.90	92*0497555	92*0497570
65846	General Fund Unrestricted	392.99	0.00	392.99	92*0497571	92*0497574
65847	General Fund Unrestricted	11,579.30	0.00	11,579.30	92*0497575	92*0497600
65848	General Fund Unrestricted	1,007.93	0.00	1,007.93	92*0497601	92*0497601
Total Fund 11 General Fund Unrestricted		\$4,252,843.18	\$18,751.99	\$4,234,091.19		

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65564	General Fund Restricted	0.00	15.41	-15.41	92*0494195	92*0494195
65598	General Fund Restricted	0.00	602.09	-602.09	92*0494590	92*0494590
65665	General Fund Restricted	0.00	530.00	-530.00	92*0495263	92*0495263
65694	General Fund Restricted	0.00	5,980.00	-5,980.00	92*0495653	92*0495653
65710	General Fund Restricted	4,423.88	2,211.94	2,211.94	92*0495801	92*0495836
65711	General Fund Restricted	6,220.42	0.00	6,220.42	92*0495837	92*0495843
65712	General Fund Restricted	450,962.17	0.00	450,962.17	92*0495844	92*0495859
65715	General Fund Restricted	11,175.30	0.00	11,175.30	92*0495868	92*0495881
65717	General Fund Restricted	9,177.51	0.00	9,177.51	92*0495892	92*0495901
65721	General Fund Restricted	16,028.23	0.00	16,028.23	92*0495909	92*0495921
65722	General Fund Restricted	75,209.18	0.00	75,209.18	92*0495922	92*0495930
65725	General Fund Restricted	56.19	0.00	56.19	92*0495943	92*0495956
65726	General Fund Restricted	1,568.71	0.00	1,568.71	92*0495957	92*0495965
65727	General Fund Restricted	20,763.54	0.00	20,763.54	92*0495967	92*0495977
65731	General Fund Unrestricted	12,498.11	0.00	12,498.11	92*0496017	92*0496032
65732	General Fund Restricted	5,658.65	0.00	5,658.65	92*0496035	92*0496054
65733	General Fund Restricted	12,411.63	0.00	12,411.63	92*0496056	92*0496067
65734	General Fund Restricted	184,239.28	0.00	184,239.28	92*0496069	92*0496083
65740	General Fund Restricted	16,903.69	0.00	16,903.69	92*0496108	92*0496128
65741	General Fund Restricted	94,416.10	0.00	94,416.10	92*0496129	92*0496160
65742	General Fund Restricted	2,282.39	0.00	2,282.39	92*0496169	92*0496176
65743	General Fund Restricted	454,507.97	0.00	454,507.97	92*0496177	92*0496197
65744	General Fund Restricted	20,019.76	2,579.08	17,440.68	92*0496198	92*0496226
65746	General Fund Restricted	21,179.44	10,589.72	10,589.72	92*0496251	92*0496284
65747	General Fund Restricted	720.00	0.00	720.00	92*0496287	92*0496288
65749	General Fund Restricted	6,747.75	0.00	6,747.75	92*0496301	92*0496316
65753	General Fund Restricted	82,956.98	0.00	82,956.98	92*0496325	92*0496326
65754	General Fund Restricted	2,954.20	0.00	2,954.20	92*0496330	92*0496331
65755	General Fund Restricted	6,905.71	0.00	6,905.71	92*0496341	92*0496341
65760	General Fund Unrestricted	12,925.06	0.00	12,925.06	92*0496363	92*0496373
65761	General Fund Restricted	54,543.50	0.00	54,543.50	92*0496375	92*0496392
65762	General Fund Restricted	1,634.58	0.00	1,634.58	92*0496394	92*0496399
65763	General Fund Restricted	6,276.56	0.00	6,276.56	92*0496403	92*0496418
65764	General Fund Restricted	30,260.31	0.00	30,260.31	92*0496421	92*0496428
65770	General Fund Restricted	10,620.89	0.00	10,620.89	92*0496444	92*0496456
65771	General Fund Restricted	1,620.69	0.00	1,620.69	92*0496470	92*0496481
65772	General Fund Restricted	4,325.84	0.00	4,325.84	92*0496502	92*0496511
65773	General Fund Restricted	23,396.02	0.00	23,396.02	92*0496529	92*0496556
65782	General Fund Restricted	293,339.61	0.00	293,339.61	92*0496593	92*0496612
65783	General Fund Restricted	124,492.59	0.00	124,492.59	92*0496617	92*0496648
65784	General Fund Restricted	1,062,381.45	0.00	1,062,381.45	92*0496652	92*0496689

4.1 (3)

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65785	General Fund Restricted	27,413.70	0.00	27,413.70	92*0496693	92*0496722
65786	General Fund Restricted	61,773.00	0.00	61,773.00	92*0496725	92*0496774
65790	General Fund Restricted	68,733.31	0.00	68,733.31	92*0496790	92*0496813
65791	General Fund Restricted	1,317.97	0.00	1,317.97	92*0496822	92*0496835
65792	General Fund Restricted	43,418.51	0.00	43,418.51	92*0496836	92*0496844
65797	General Fund Restricted	26,755.41	0.00	26,755.41	92*0496965	92*0496993
65798	General Fund Restricted	749,918.79	0.00	749,918.79	92*0496994	92*0497019
65799	General Fund Restricted	1,318.13	0.00	1,318.13	92*0497021	92*0497026
65800	General Fund Restricted	1,158.87	0.00	1,158.87	92*0497027	92*0497030
65801	General Fund Restricted	4,843.53	250.40	4,593.13	92*0497031	92*0497047
65804	General Fund Restricted	44,027.80	0.00	44,027.80	92*0497052	92*0497076
65805	General Fund Restricted	16,951.58	0.00	16,951.58	92*0497082	92*0497092
65806	General Fund Restricted	17,880.50	0.00	17,880.50	92*0497095	92*0497107
65811	General Fund Restricted	39,189.15	0.00	39,189.15	92*0497146	92*0497166
65812	General Fund Restricted	14,677.34	0.00	14,677.34	92*0497167	92*0497180
65813	General Fund Restricted	60,607.79	471.73	60,136.06	92*0497188	92*0497201
65816	General Fund Restricted	9,091.93	0.00	9,091.93	92*0497204	92*0497212
65823	General Fund Restricted	1,832.21	0.00	1,832.21	92*0497265	92*0497280
65824	General Fund Restricted	91.75	0.00	91.75	92*0497290	92*0497292
65825	General Fund Restricted	18,966.86	0.00	18,966.86	92*0497293	92*0497303
65826	General Fund Restricted	5,735.23	0.00	5,735.23	92*0497311	92*0497316
65830	General Fund Unrestricted	1,348.04	0.00	1,348.04	92*0497333	92*0497333
65832	General Fund Restricted	11,656.21	0.00	11,656.21	92*0497359	92*0497373
65836	General Fund Restricted	43,373.06	0.00	43,373.06	92*0497377	92*0497392
65841	General Fund Restricted	9,961.80	0.00	9,961.80	92*0497419	92*0497443
65842	General Fund Restricted	20,756.37	0.00	20,756.37	92*0497445	92*0497485
65843	General Fund Restricted	33,198.07	0.00	33,198.07	92*0497501	92*0497524
65844	General Fund Restricted	74,440.20	0.00	74,440.20	92*0497527	92*0497554
65845	General Fund Restricted	1,202.80	0.00	1,202.80	92*0497563	92*0497565
Total Fund 12 General Fund Restricted		<u>\$4,557,443.80</u>	<u>\$23,230.37</u>	<u>\$4,534,213.43</u>		

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65704	GF Unrestricted One-Time Func	0.00	950.00	-950.00	92*0495790	92*0495790
65710	GF Unrestricted One-Time Func	17,380.00	8,690.00	8,690.00	92*0495800	92*0495819
65715	GF Unrestricted One-Time Func	1,474.10	0.00	1,474.10	92*0495873	92*0495880
65722	GF Unrestricted One-Time Func	1,374.10	0.00	1,374.10	92*0495926	92*0495937
65726	GF Unrestricted One-Time Func	2,472.22	0.00	2,472.22	92*0495960	92*0495960
65733	GF Unrestricted One-Time Func	450.00	0.00	450.00	92*0496064	92*0496064
65740	GF Unrestricted One-Time Func	2,150.00	0.00	2,150.00	92*0496127	92*0496127
65746	GF Unrestricted One-Time Func	23,375.44	12,087.72	11,287.72	92*0496242	92*0496286
65753	GF Unrestricted One-Time Func	29,239.58	0.00	29,239.58	92*0496324	92*0496324
65754	GF Unrestricted One-Time Func	1,591.79	0.00	1,591.79	92*0496332	92*0496337
65761	GF Unrestricted One-Time Func	2,098.50	0.00	2,098.50	92*0496374	92*0496386
65762	GF Unrestricted One-Time Func	3,573.88	0.00	3,573.88	92*0496393	92*0496400
65773	GF Unrestricted One-Time Func	48,157.67	0.00	48,157.67	92*0496531	92*0496557
65783	GF Unrestricted One-Time Func	750.00	0.00	750.00	92*0496633	92*0496633
65784	GF Unrestricted One-Time Func	2,069.28	0.00	2,069.28	92*0496651	92*0496686
65785	GF Unrestricted One-Time Func	3,000.00	0.00	3,000.00	92*0496716	92*0496716
65786	GF Unrestricted One-Time Func	173.62	0.00	173.62	92*0496741	92*0496756
65790	GF Unrestricted One-Time Func	1,798.52	0.00	1,798.52	92*0496788	92*0496788
65797	GF Unrestricted One-Time Func	5,945.34	0.00	5,945.34	92*0496969	92*0496969
65798	GF Unrestricted One-Time Func	3,243.28	0.00	3,243.28	92*0497007	92*0497007
65805	GF Unrestricted One-Time Func	2,085.00	0.00	2,085.00	92*0497087	92*0497087
65811	GF Unrestricted One-Time Func	3,035.78	0.00	3,035.78	92*0497155	92*0497164
65813	GF Unrestricted One-Time Func	2,483.08	0.00	2,483.08	92*0497185	92*0497191
65826	GF Unrestricted One-Time Func	2,166.76	0.00	2,166.76	92*0497317	92*0497317
65832	GF Unrestricted One-Time Func	23,417.65	0.00	23,417.65	92*0497367	92*0497369
65836	GF Unrestricted One-Time Func	2,500.00	0.00	2,500.00	92*0497389	92*0497389
65842	GF Unrestricted One-Time Func	2,150.00	0.00	2,150.00	92*0497484	92*0497484
65844	GF Unrestricted One-Time Func	17,863.59	0.00	17,863.59	92*0497525	92*0497544
Total Fund 13 GF Unrestricted One-Time		\$206,019.18	\$21,727.72	\$184,291.46		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65707	Child Development Fund	717.10	0.00	717.10	92*0495793	92*0495796
65714	Child Development Fund	6,588.63	0.00	6,588.63	92*0495862	92*0495867
65729	Child Development Fund	3,751.11	0.00	3,751.11	92*0496013	92*0496015
65739	Child Development Fund	8,429.20	0.00	8,429.20	92*0496096	92*0496107
65757	Child Development Fund	5,436.38	0.00	5,436.38	92*0496343	92*0496349
65769	Child Development Fund	10,024.18	0.00	10,024.18	92*0496434	92*0496443
65778	Child Development Fund	4,534.88	0.00	4,534.88	92*0496565	92*0496569
65779	Child Development Fund	1,986.02	0.00	1,986.02	92*0496570	92*0496571
65780	Child Development Fund	14,673.23	0.00	14,673.23	92*0496572	92*0496578
65781	Child Development Fund	2,300.28	0.00	2,300.28	92*0496579	92*0496591
65789	Child Development Fund	3,017.69	0.00	3,017.69	92*0496782	92*0496787
65796	Child Development Fund	4,129.34	0.00	4,129.34	92*0496956	92*0496963
65803	Child Development Fund	1,763.43	0.00	1,763.43	92*0497049	92*0497051
65807	Child Development Fund	3,776.55	0.00	3,776.55	92*0497108	92*0497113
65820	Child Development Fund	49.34	0.00	49.34	92*0497261	92*0497261
65829	Child Development Fund	2,375.67	0.00	2,375.67	92*0497320	92*0497322
65834	Child Development Fund	101.70	0.00	101.70	92*0497375	92*0497375
65840	Child Development Fund	1,523.33	0.00	1,523.33	92*0497404	92*0497417
Total Fund 33 Child Development Fund		\$75,178.06	\$0.00	\$75,178.06		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65708	Capital Outlay Projects Fund	3,477.00	0.00	3,477.00	92*0495797	92*0495797
65723	Capital Outlay Projects Fund	3,000.00	0.00	3,000.00	92*0495938	92*0495938
65736	Capital Outlay Projects Fund	22,615.40	0.00	22,615.40	92*0496089	92*0496091
65752	Capital Outlay Projects Fund	5,152.90	0.00	5,152.90	92*0496321	92*0496322
65759	Capital Outlay Projects Fund	68,782.19	0.00	68,782.19	92*0496351	92*0496362
65765	Capital Outlay Projects Fund	5,432.50	0.00	5,432.50	92*0496430	92*0496430
65767	Capital Outlay Projects Fund	20,980.80	0.00	20,980.80	92*0496432	92*0496432
65775	Capital Outlay Projects Fund	7,335.24	0.00	7,335.24	92*0496560	92*0496560
65787	Capital Outlay Projects Fund	63,661.00	0.00	63,661.00	92*0496776	92*0496779
65794	Capital Outlay Projects Fund	32,975.46	0.00	32,975.46	92*0496949	92*0496953
65810	Capital Outlay Projects Fund	226,159.90	0.00	226,159.90	92*0497134	92*0497145
65819	Capital Outlay Projects Fund	515.00	0.00	515.00	92*0497260	92*0497260
65839	Capital Outlay Projects Fund	34,629.43	0.00	34,629.43	92*0497400	92*0497403
Total Fund 41 Capital Outlay Projects Fun		\$494,716.82	\$0.00	\$494,716.82		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65213	Bond Fund, Measure Q	0.00	7,189.20	-7,189.20	92*0489952	92*0489953
65713	Bond Fund, Measure Q	1,641,680.47	0.00	1,641,680.47	92*0495860	92*0495861
65720	Bond Fund, Measure Q	103,614.75	0.00	103,614.75	92*0495905	92*0495906
65724	Bond Fund, Measure Q	19,597.50	0.00	19,597.50	92*0495939	92*0495939
65751	Bond Fund, Measure Q	7,189.20	0.00	7,189.20	92*0496319	92*0496320
65758	Bond Fund, Measure Q	6,740.00	0.00	6,740.00	92*0496350	92*0496350
65766	Bond Fund, Measure Q	526.00	0.00	526.00	92*0496431	92*0496431
65776	Bond Fund, Measure Q	1,107,646.74	0.00	1,107,646.74	92*0496561	92*0496563
65788	Bond Fund, Measure Q	58,533.48	0.00	58,533.48	92*0496780	92*0496781
65795	Bond Fund, Measure Q	16,575.31	0.00	16,575.31	92*0496954	92*0496955
65809	Bond Fund, Measure Q	466,412.19	264,643.46	201,768.73	92*0497116	92*0497133
65821	Bond Fund, Measure Q	930,450.43	0.00	930,450.43	92*0497262	92*0497263
65828	Bond Fund, Measure Q	62,332.80	0.00	62,332.80	92*0497319	92*0497319
65833	Bond Fund, Measure Q	84,285.00	0.00	84,285.00	92*0497374	92*0497374
65838	Bond Fund, Measure Q	26,775.00	0.00	26,775.00	92*0497398	92*0497399
Total Fund 43 Bond Fund, Measure Q		\$4,532,358.87	\$271,832.66	\$4,260,526.21		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65709	Property and Liability Fund	5,502.16	0.00	5,502.16	92*0495798	92*0495798
65719	Property and Liability Fund	17,219.36	0.00	17,219.36	92*0495904	92*0495904
65730	Property and Liability Fund	6,250.00	0.00	6,250.00	92*0496016	92*0496016
65737	Property and Liability Fund	4,989.14	0.00	4,989.14	92*0496092	92*0496094
65802	Property and Liability Fund	3,122.15	0.00	3,122.15	92*0497048	92*0497048
65808	Property and Liability Fund	5,757.39	0.00	5,757.39	92*0497114	92*0497115
65827	Property and Liability Fund	242.40	0.00	242.40	92*0497318	92*0497318
Total Fund 61 Property and Liability Fund		\$43,082.60	\$0.00	\$43,082.60		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65738	Workers' Compensation Fund	215.49	0.00	215.49	92*0496095	92*0496095
65756	Workers' Compensation Fund	2,800.77	0.00	2,800.77	92*0496342	92*0496342
65768	Workers' Compensation Fund	8,749.74	0.00	8,749.74	92*0496433	92*0496433
65777	Workers' Compensation Fund	220,425.00	0.00	220,425.00	92*0496564	92*0496564
65822	Workers' Compensation Fund	3,587.74	0.00	3,587.74	92*0497264	92*0497264
65835	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0497376	92*0497376
65837	Workers' Compensation Fund	3,353.12	0.00	3,353.12	92*0497397	92*0497397
Total Fund 62 Workers' Compensation Fu		\$240,969.36	\$0.00	\$240,969.36		

SUMMARY

Total Fund 11 General Fund Unrestricted	4,234,091.19
Total Fund 12 General Fund Restricted	4,534,213.43
Total Fund 13 GF Unrestricted One-Time Fund	184,291.46
Total Fund 33 Child Development Fund	75,178.06
Total Fund 41 Capital Outlay Projects Fund	494,716.82
Total Fund 43 Bond Fund, Measure Q	4,260,526.21
Total Fund 61 Property and Liability Fund	43,082.60
Total Fund 62 Workers' Compensation Fund	240,969.36
Grand Total:	<u><u>\$14,067,069.13</u></u>

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311711430	Bookstore Fund	54,512.49	9,659.46	44,853.03	31*0108416	31*0108468
311712131	Bookstore Fund	62,283.98	383.60	61,900.38	31*0108469	31*0108496
311712231	Bookstore Fund	840,857.42	398.72	840,458.70	31*0108497	31*0108506
311712331	Bookstore Fund	12,113.78	0.00	12,113.78	31*0108507	31*0108516
311712431	Bookstore Fund	56,734.97	1,348.98	55,385.99	31*0108517	31*0108556
311712531	Bookstore Fund	279.00	0.00	279.00	31*0108557	31*0108557
311801106	Bookstore Fund	80,454.59	0.00	80,454.59	31*0108558	31*0108582
311801210	Bookstore Fund	36,999.02	0.00	36,999.02	31*0108583	31*0108600
Total Fund 31 Bookstore Fund		<u>\$1,144,235.25</u>	<u>\$11,790.76</u>	<u>\$1,132,444.49</u>		

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711711530	Associated Students Fund	12,462.16	0.00	12,462.16	71*0008199	71*0008234
711712231	Associated Students Fund	72,341.22	279.29	72,061.93	71*0008235	71*0008243
711712331	Associated Students Fund	760.32	0.00	760.32	71*0008244	71*0008249
711712431	Associated Students Fund	4,165.57	0.00	4,165.57	71*0008250	71*0008260
711712531	Associated Students Fund	1.00	1.00	0.00	71*0008261	71*0008261
711801106	Associated Students Fund	1,550.00	775.00	775.00	71*0008262	71*0008269
711801210	Associated Students Fund	5,296.35	0.00	5,296.35	71*0008270	71*0008288
Total Fund 71 Associated Students Fund		<u>\$96,576.62</u>	<u>\$1,055.29</u>	<u>\$95,521.33</u>		

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
721712231	Representation Fee Trust Fund	1,645.81	0.00	1,645.81	72*0000135	72*0000135
721712331	Representation Fee Trust Fund	1,522.67	1,522.67	0.00	72*0000136	72*0000136
721712531	Representation Fee Trust Fund	1.00	1.00	0.00	72*0000137	72*0000137
721801210	Representation Fee Trust Fund	1,522.67	0.00	1,522.67	72*0000138	72*0000138
Total Fund 72 Representation Fee Trust Fun		<u>\$4,692.15</u>	<u>\$1,523.67</u>	<u>\$3,168.48</u>		

Checks Written for Period 11/18/17 Thru 01/10/18

<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>
761711530	Community Education Fund	10,260.00	0.00	10,260.00	76*0007286	76*0007287
761712231	Community Education Fund	355,864.62	0.00	355,864.62	76*0007288	76*0007308
761712431	Community Education Fund	16,772.82	7,290.00	9,482.82	76*0007309	76*0007318
761712531	Community Education Fund	1.00	1.00	0.00	76*0007319	76*0007319
761801210	Community Education Fund	10,677.91	0.00	10,677.91	76*0007320	76*0007331
Total Fund 76 Community Education Fund		<u>\$393,576.35</u>	<u>\$7,291.00</u>	<u>\$386,285.35</u>		

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791711430	Diversified Trust Fund	210.00	0.00	210.00	79*0021125	79*0021125
791711530	Diversified Trust Fund	16,343.01	1,864.75	14,478.26	79*0021126	79*0021151
791712231	Diversified Trust Fund	326,008.56	25.00	325,983.56	79*0021152	79*0021181
791712331	Diversified Trust Fund	5,107.78	0.00	5,107.78	79*0021182	79*0021199
791712431	Diversified Trust Fund	22,412.20	0.00	22,412.20	79*0021200	79*0021217
791712531	Diversified Trust Fund	8,099.86	0.00	8,099.86	79*0021218	79*0021220
791801106	Diversified Trust Fund	167.08	0.00	167.08	79*0021221	79*0021221
791801210	Diversified Trust Fund	32,253.08	0.00	32,253.08	79*0021222	79*0021233
Total Fund 79 Diversified Trust Fund		\$410,601.57	\$1,889.75	\$408,711.82		

Checks Written for Period 11/18/17 Thru 01/10/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811711430	Diversified Agency Fund	1,125.00	750.00	375.00	81*0048259	81*0048261
811711530	Diversified Agency Fund	32,485.60	580.00	31,905.60	81*0048262	81*0048306
811712231	Diversified Agency Fund	12,340.05	200.00	12,140.05	81*0048307	81*0048314
811712331	Diversified Agency Fund	15,619.27	2,432.09	13,187.18	81*0048315	81*0048346
811712431	Diversified Agency Fund	26,518.04	200.00	26,318.04	81*0048347	81*0048393
811712531	Diversified Agency Fund	472.94	0.00	472.94	81*0048394	81*0048396
811801106	Diversified Agency Fund	8,364.07	0.00	8,364.07	81*0048397	81*0048412
811801210	Diversified Agency Fund	10,693.12	0.00	10,693.12	81*0048413	81*0048426
Total Fund 81 Diversified Agency Fund		\$107,618.09	\$4,162.09	\$103,456.00		

SUMMARY

Total Fund 31 Bookstore Fund	1,132,444.49
Total Fund 71 Associated Students Fund	95,521.33
Total Fund 72 Representation Fee Trust Func	3,168.48
Total Fund 76 Community Education Fund	386,285.35
Total Fund 79 Diversified Trust Fund	408,711.82
Total Fund 81 Diversified Agency Fund	103,456.00
Grand Total:	<u><u>\$2,129,587.47</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT BU0070
From 11/18/2017 To 01/08/2018
Board Meeting on 01/10/2018

BACKGROUND

The California Administration Code, Title 5, §58307 requires Board approval of budget transfers between major objects and budget adjustments, increases and decreases by major object code, for each fund.

ANALYSIS

This listing, broken down by fund, provides by major object code the total of budget transfers/adjustments for the period and fund indicated. Each budget transfer/adjustment supporting these totals is kept on file in the Business Operations and Fiscal Services department. Additional information will be provided upon request.

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES	11,182	
2000	CLASSIFIED SALARIES		20,206
3000	EMPLOYEE BENEFITS	3,422	
4000	SUPPLIES & MATERIALS	20,530	
5000	OTHER OPERATING EXP & SERVICES		96,547
6000	CAPITAL OUTLAY	81,619	
Total Transfer Fund 11		\$116,753	\$116,753
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		261,831
2000	CLASSIFIED SALARIES	333,636	
3000	EMPLOYEE BENEFITS		64,878
4000	SUPPLIES & MATERIALS	24,189	
5000	OTHER OPERATING EXP & SERVICES	12,014	
6000	CAPITAL OUTLAY	283	
7000	OTHER OUTGO		43,413
Total Transfer Fund 12		\$370,122	\$370,122
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
1000	ACADEMIC SALARIES		1,312
3000	EMPLOYEE BENEFITS		286
4000	SUPPLIES & MATERIALS		50,933
5000	OTHER OPERATING EXP & SERVICES		271,813
6000	CAPITAL OUTLAY		104,726
7000	OTHER OUTGO		2,990
7900	RESERVE FOR CONTINGENCIES	432,060	
Total Transfer Fund 13		\$432,060	\$432,060
<u>Fund 31: Bookstore Fund</u>			
4000	SUPPLIES & MATERIALS		96,000
5000	OTHER OPERATING EXP & SERVICES	26,000	
6000	CAPITAL OUTLAY	5,000	
7900	RESERVE FOR CONTINGENCIES	65,000	
Total Transfer Fund 31		\$96,000	\$96,000

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BUDGET TRANSFERS	From	To
<u>Fund 33: Child Development Fund</u>		
2000 CLASSIFIED SALARIES	6,000	
4000 SUPPLIES & MATERIALS		3,723
5000 OTHER OPERATING EXP & SERVICES		4,002
6000 CAPITAL OUTLAY	1,725	
	\$7,725	\$7,725
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		278,197
7900 RESERVE FOR CONTINGENCIES	278,197	
	\$278,197	\$278,197
<u>Fund 71: Associated Students Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		3,000
7900 RESERVE FOR CONTINGENCIES	3,000	
	\$3,000	\$3,000
<u>Fund 79: Diversified Trust Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		129,000
6000 CAPITAL OUTLAY	2,000	
7900 RESERVE FOR CONTINGENCIES	127,000	
	\$129,000	\$129,000

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BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	358,651	
8600	STATE REVENUES	728,686	
1000	ACADEMIC SALARIES		733,009
2000	CLASSIFIED SALARIES		47,202
3000	EMPLOYEE BENEFITS		301,129
4000	SUPPLIES & MATERIALS		1,040
5000	OTHER OPERATING EXP & SERVICES		(37,206)
6000	CAPITAL OUTLAY		(22,300)
7000	OTHER OUTGO		64,463
Total Transfer Fund 12		\$1,087,337	\$1,087,337
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
8800	LOCAL REVENUES	3,660	
1000	ACADEMIC SALARIES		15,107
2000	CLASSIFIED SALARIES		(13,164)
3000	EMPLOYEE BENEFITS		1,717
Total Transfer Fund 13		\$3,660	\$3,660
<u>Fund 33: Child Development Fund</u>			
8100	FEDERAL REVENUES	1,857,336	
1000	ACADEMIC SALARIES		689,432
2000	CLASSIFIED SALARIES		398,009
3000	EMPLOYEE BENEFITS		548,300
4000	SUPPLIES & MATERIALS		39,400
5000	OTHER OPERATING EXP & SERVICES		182,195
Total Transfer Fund 33		\$1,857,336	\$1,857,336
<u>Fund 74: Student Financial Aid Fund</u>			
8600	STATE REVENUES	480,109	
7000	OTHER OUTGO		480,109
Total Transfer Fund 74		\$480,109	\$480,109

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BUDGET TRANSFERS		From	To
Fund 11: General Fund Unrestricted			
B022291	11/22/17		
1000	ACADEMIC SALARIES	44,123	
3000	EMPLOYEE BENEFITS	9,619	
5000	OTHER OPERATING EXP & SERVICES		53,742
Total Reference B022291		\$53,742	\$53,742
Reason:	Adjustment		
Description:	Move funds to cover beyond contract assignments		
B022326	12/01/17		
1000	ACADEMIC SALARIES		29,033
3000	EMPLOYEE BENEFITS		6,400
5000	OTHER OPERATING EXP & SERVICES	35,433	
Total Reference B022326		\$35,433	\$35,433
Reason:	Adjustment		
Description:	Cover Ron Coopman salary Step 1 to Step 7.		
B022327	12/01/17		
1000	ACADEMIC SALARIES		27,078
3000	EMPLOYEE BENEFITS		12,912
5000	OTHER OPERATING EXP & SERVICES	39,990	
Total Reference B022327		\$39,990	\$39,990
Reason:	Adjustment		
Description:	Cover salary split for Martin Romero 100% GF. #2116020.		
B022364	12/04/17		
5000	OTHER OPERATING EXP & SERVICES		100,000
6000	CAPITAL OUTLAY	100,000	
Total Reference B022364		\$100,000	\$100,000
Reason:	Adjustment		
Description:	Additional funding needed for Veeam Software license and future renewals.		
B022496	12/20/17		
1000	ACADEMIC SALARIES	21,670	
3000	EMPLOYEE BENEFITS	8,727	
5000	OTHER OPERATING EXP & SERVICES		30,397
Total Reference B022496		\$30,397	\$30,397
Reason:	Adjustment		
Description:	PRs for Canon Copier. Alloc: 5100 account used for future video server purchase for Remington and possibly for IA position.		

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BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
B022286	11/20/17		
1000	ACADEMIC SALARIES		3,731
2000	CLASSIFIED SALARIES	31,818	
3000	EMPLOYEE BENEFITS		1,948
4000	SUPPLIES & MATERIALS	2,000	
5000	OTHER OPERATING EXP & SERVICES		28,139
		\$33,818	\$33,818
Total Reference B022286			
Reason: Special Project Adjustment			
Description: Make adjustments to COB existing 17/18 Carryforward Equity Budget			
B022306	11/29/17		
2000	CLASSIFIED SALARIES	125,000	
5000	OTHER OPERATING EXP & SERVICES		125,000
		\$125,000	\$125,000
Total Reference B022306			
Reason: Special Project Adjustment			
Description: Contracted services and advertising for Ph I –Bus. Accelerator Pgm mktg svcs			
B022332	12/04/17		
2000	CLASSIFIED SALARIES	4,354	
3000	EMPLOYEE BENEFITS	342	
4000	SUPPLIES & MATERIALS	6,682	
5000	OTHER OPERATING EXP & SERVICES	30,852	
6000	CAPITAL OUTLAY		42,230
		\$42,230	\$42,230
Total Reference B022332			
Reason: Special Project Adjustment			
Description: Fd eqpmt purch's to establish regional training program/prof dvlpmnt for faculty			
B022351	12/04/17		
2000	CLASSIFIED SALARIES	32,221	
3000	EMPLOYEE BENEFITS	24,564	
5000	OTHER OPERATING EXP & SERVICES		56,785
		\$56,785	\$56,785
Total Reference B022351			
Reason: Special Project Adjustment			
Description: Transfer funds from salary accounts to contracted service account.			
B022352	12/04/17		
2000	CLASSIFIED SALARIES		19,667
3000	EMPLOYEE BENEFITS		17,784
5000	OTHER OPERATING EXP & SERVICES	37,451	
		\$37,451	\$37,451
Total Reference B022352			
Reason: Special Project Adjustment			
Description: Allocate 5 months salary for Student Services Spec vac psn using 3SP PJ2412.			

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BUDGET TRANSFERS		From	To
B022355	12/04/17		
1000	ACADEMIC SALARIES	38,849	
2000	CLASSIFIED SALARIES		1,158
3000	EMPLOYEE BENEFITS	12,759	
4000	SUPPLIES & MATERIALS	5,000	
5000	OTHER OPERATING EXP & SERVICES		55,450
		\$56,608	\$56,608
Total Reference B022355			
Reason:	Special Project Adjustment		
Description:	Adjstmnts to exstg 17/18 Equity bgt according to Integrated Plan		
B022385	12/07/17		
1000	ACADEMIC SALARIES		24,100
2000	CLASSIFIED SALARIES	9,783	
3000	EMPLOYEE BENEFITS	4,074	
4000	SUPPLIES & MATERIALS		13,657
5000	OTHER OPERATING EXP & SERVICES	43,900	
6000	CAPITAL OUTLAY		20,000
		\$57,757	\$57,757
Total Reference B022385			
Reason:	New Budget		
Description:	17/18 BFAP Advc. Apport-SAC		
B022397	12/07/17		
2000	CLASSIFIED SALARIES	25,200	
3000	EMPLOYEE BENEFITS	1,331	
4000	SUPPLIES & MATERIALS		978
5000	OTHER OPERATING EXP & SERVICES	1,129	
7000	OTHER OUTGO		26,682
		\$27,660	\$27,660
Total Reference B022397			
Reason:	Special Project Adjustment		
Description:	Adjustments to existing 17/18 Equity Regular Year Budget		
B022505	12/21/17		
1000	ACADEMIC SALARIES		34,173
2000	CLASSIFIED SALARIES	32,078	
3000	EMPLOYEE BENEFITS		9,848
4000	SUPPLIES & MATERIALS		4,007
5000	OTHER OPERATING EXP & SERVICES	17,670	
6000	CAPITAL OUTLAY	13,904	
7000	OTHER OUTGO		15,624
		\$63,652	\$63,652
Total Reference B022505			
Reason:	Special Project Adjustment		
Description:	17/18 Revised budget -S/E SCC		

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BUDGET TRANSFERS	From	To
B022510 12/22/17		
1000 ACADEMIC SALARIES		240,048
2000 CLASSIFIED SALARIES	88,073	
3000 EMPLOYEE BENEFITS		67,457
4000 SUPPLIES & MATERIALS	3,170	
5000 OTHER OPERATING EXP & SERVICES	195,393	
6000 CAPITAL OUTLAY	20,869	
	<hr/>	<hr/>
Total Reference B022510	\$307,505	\$307,505
Reason: Special Project Adjustment		
Description: OEC FY 17/18 revised carryover budget Project #2221		
 Fund 13: GF Unrestricted One-Time Funds		
B022278 11/20/17		
5000 OTHER OPERATING EXP & SERVICES	67,000	
7900 RESERVE FOR CONTINGENCIES		67,000
	<hr/>	<hr/>
Total Reference B022278	\$67,000	\$67,000
Reason: Correction		
Description: Move funds to reverse BC originated to cover commencement		
 B022283 11/20/17		
4000 SUPPLIES & MATERIALS		42,000
5000 OTHER OPERATING EXP & SERVICES		144,000
6000 CAPITAL OUTLAY		60,000
7900 RESERVE FOR CONTINGENCIES	246,000	
	<hr/>	<hr/>
Total Reference B022283	\$246,000	\$246,000
Reason: Adjustment		
Description: Move funds to cover facilities projects		
 B022287 11/21/17		
5000 OTHER OPERATING EXP & SERVICES		75,000
7900 RESERVE FOR CONTINGENCIES	75,000	
	<hr/>	<hr/>
Total Reference B022287	\$75,000	\$75,000
Reason: Adjustment		
Description: Allocate funds for Madeco conversion bldgs P/N/C/A/S/E		
 B022289 11/22/17		
5000 OTHER OPERATING EXP & SERVICES		90,000
7900 RESERVE FOR CONTINGENCIES	90,000	
	<hr/>	<hr/>
Total Reference B022289	\$90,000	\$90,000
Reason: Adjustment		
Description: Add'l funds needed for Central Plant contract FY 17/18		

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BUDGET TRANSFERS	From	To
B022304 11/29/17		
4000 SUPPLIES & MATERIALS		4,000
7900 RESERVE FOR CONTINGENCIES	4,000	
	<hr/>	<hr/>
Total Reference B022304	\$4,000	\$4,000
Reason: Adjustment		
Description: Refuel gas maintenance storage tanks		
B022321 12/01/17		
5000 OTHER OPERATING EXP & SERVICES		356
7900 RESERVE FOR CONTINGENCIES	356	
	<hr/>	<hr/>
Total Reference B022321	\$356	\$356
Reason: Adjustment		
Description: Move funds to cover rental for cooler system in U-Building		
B022324 12/01/17		
5000 OTHER OPERATING EXP & SERVICES		17,932
7900 RESERVE FOR CONTINGENCIES	17,932	
	<hr/>	<hr/>
Total Reference B022324	\$17,932	\$17,932
Reason: Adjustment		
Description: Replacement of fire alarm batteries throughout SAC campus		
B022353 12/04/17		
5000 OTHER OPERATING EXP & SERVICES		21,146
7900 RESERVE FOR CONTINGENCIES	21,146	
	<hr/>	<hr/>
Total Reference B022353	\$21,146	\$21,146
Reason: Adjustment		
Description: To pay back CA Dept. of Ed for 16/17 disallowed exp's		
B022361 12/04/17		
4000 SUPPLIES & MATERIALS		5,819
5000 OTHER OPERATING EXP & SERVICES		12,870
6000 CAPITAL OUTLAY		44,947
7000 OTHER OUTGO		2,990
7900 RESERVE FOR CONTINGENCIES	66,626	
	<hr/>	<hr/>
Total Reference B022361	\$66,626	\$66,626
Reason: Adjustment		
Description: Fund one-time expenses		

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BUDGET TRANSFERS	From	To
B022487 12/20/17		
5000 OTHER OPERATING EXP & SERVICES		28,000
7900 RESERVE FOR CONTINGENCIES	28,000	
	<hr/>	<hr/>
Total Reference B022487	\$28,000	\$28,000
Reason: Adjustment		
Description: Cover electrical repairs		
 B022488 12/20/17		
5000 OTHER OPERATING EXP & SERVICES	90,000	
7900 RESERVE FOR CONTINGENCIES		90,000
	<hr/>	<hr/>
Total Reference B022488	\$90,000	\$90,000
Reason: Correction		
Description: Move funds back to special project holding account		
 B022537 01/08/18		
5000 OTHER OPERATING EXP & SERVICES		40,000
7900 RESERVE FOR CONTINGENCIES	40,000	
	<hr/>	<hr/>
Total Reference B022537	\$40,000	\$40,000
Reason: Adjustment		
Description: One-time funds:Marketing and Advertising for the college		
 Fund 31: Bookstore Fund		
B022281 11/20/17		
4000 SUPPLIES & MATERIALS		15,000
5000 OTHER OPERATING EXP & SERVICES		5,000
7900 RESERVE FOR CONTINGENCIES	20,000	
	<hr/>	<hr/>
Total Reference B022281	\$20,000	\$20,000
Reason: Adjustment		
Description: Increase budget for bookstore expenses		
 B022446 12/14/17		
4000 SUPPLIES & MATERIALS		45,000
7900 RESERVE FOR CONTINGENCIES	45,000	
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Total Reference B022446	\$45,000	\$45,000
Reason: Adjustment		
Description: Transfer contingency to SAC department 14124 and increase bgt Bookstore expense		
 B022529 01/08/18		
4000 SUPPLIES & MATERIALS		36,000
5000 OTHER OPERATING EXP & SERVICES	31,000	
6000 CAPITAL OUTLAY	5,000	
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Total Reference B022529	\$36,000	\$36,000
Reason: Adjustment		
Description: Adjust budgets to properly to allocate funds for 17/18 expenses		

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BUDGET TRANSFERS	From	To
 <u>Fund 41: Capital Outlay Projects Fund</u>		
B022423 12/12/17		
6000 CAPITAL OUTLAY		278,197
7900 RESERVE FOR CONTINGENCIES	278,197	
	_____	_____
Total Reference B022423	\$278,197	\$278,197
Reason: Special Project Adjustment		
Description: Allocate funds to various objects		
 <u>Fund 71: Associated Students Fund</u>		
B022428 12/12/17		
5000 OTHER OPERATING EXP & SERVICES		3,000
7900 RESERVE FOR CONTINGENCIES	3,000	
	_____	_____
Total Reference B022428	\$3,000	\$3,000
Reason: Special Project Adjustment		
Description: ASG action to increase Leave-A-Legacy Awards		
 <u>Fund 79: Diversified Trust Fund</u>		
B022279 11/20/17		
5000 OTHER OPERATING EXP & SERVICES		67,000
7900 RESERVE FOR CONTINGENCIES	67,000	
	_____	_____
Total Reference B022279	\$67,000	\$67,000
Reason: Special Project Adjustment		
Description: Move funds to cover commencement expenses		
B022536 01/08/18		
5000 OTHER OPERATING EXP & SERVICES		60,000
7900 RESERVE FOR CONTINGENCIES	60,000	
	_____	_____
Total Reference B022536	\$60,000	\$60,000
Reason: Adjustment		
Description: Allocate funds to cover 2017/2018 County Treasury payments		

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.

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BUDGET INCREASES AND DECREASES **Revenue** **Appropriation**

Fund 12: General Fund Restricted

B022273	11/20/17			
8600	STATE REVENUES		31,403	
5000	OTHER OPERATING EXP & SERVICES			31,403

Total Reference B022273	\$31,403	\$31,403
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Reason: Special Project Adjustment
Description: BSI SCC Advance apportionment Oct. rvsn augment allocated to supplemental instr./tutoring

B022298	11/27/17			
8600	STATE REVENUES		(28,532)	
5000	OTHER OPERATING EXP & SERVICES			(28,532)

Total Reference B022298	\$(28,532)	\$(28,532)
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Reason: Special Project Adjustment
Description: Advance Apportionment Adj.-OEC

B022330	12/01/17			
8600	STATE REVENUES		(10,846)	
1000	ACADEMIC SALARIES			89,497
3000	EMPLOYEE BENEFITS			19,521
5000	OTHER OPERATING EXP & SERVICES			(119,864)

Total Reference B022330	\$(10,846)	\$(10,846)
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Reason: Special Project Adjustment
Description: Adjustments to existing 17/18 3SP Budget Project 2432 move to 2437.

B022358	12/04/17			
8600	STATE REVENUES		32,990	
1000	ACADEMIC SALARIES			23,223
2000	CLASSIFIED SALARIES			(2,014)
3000	EMPLOYEE BENEFITS			(620)
6000	CAPITAL OUTLAY			1,583
7000	OTHER OUTGO			10,818

Total Reference B022358	\$32,990	\$32,990
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Reason: New Budget
Description: SP#2250 EOPS 17/18 Allocations

B022383	12/07/17			
8600	STATE REVENUES		57,206	
1000	ACADEMIC SALARIES			5,387
2000	CLASSIFIED SALARIES			(315)
3000	EMPLOYEE BENEFITS			18,049
4000	SUPPLIES & MATERIALS			(214)
5000	OTHER OPERATING EXP & SERVICES			1,766
6000	CAPITAL OUTLAY			(233)
7000	OTHER OUTGO			32,766

Total Reference B022383	\$57,206	\$57,206
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Reason: New Budget
Description: New budget SP2250 SACS EOPS

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B022384	12/07/17		
8600	STATE REVENUES	6,582	
1000	ACADEMIC SALARIES		(25,220)
2000	CLASSIFIED SALARIES		25,738
3000	EMPLOYEE BENEFITS		(6,352)
4000	SUPPLIES & MATERIALS		3,341
5000	OTHER OPERATING EXP & SERVICES		9,075
Total Reference B022384		\$6,582	\$6,582
Reason:	New Budget		
Description:	17/18 Calworks Allocations - SAC. PJ#2061.		
B022399	12/08/17		
8600	STATE REVENUES	(114,849)	
1000	ACADEMIC SALARIES		(28,755)
2000	CLASSIFIED SALARIES		(63,067)
3000	EMPLOYEE BENEFITS		(16,095)
5000	OTHER OPERATING EXP & SERVICES		(6,932)
Total Reference B022399		\$(114,849)	\$(114,849)
Reason:	New Budget		
Description:	New budget for SP2490 CEC SSSP		
B022413	12/11/17		
8100	FEDERAL REVENUES	350,000	
2000	CLASSIFIED SALARIES		216,978
3000	EMPLOYEE BENEFITS		113,552
4000	SUPPLIES & MATERIALS		88
5000	OTHER OPERATING EXP & SERVICES		19,382
Total Reference B022413		\$350,000	\$350,000
Reason:	New Budget		
Description:	NEWB 2018 SBA CSUF #1324 Orange County SBDC.		
B022432	12/13/17		
8600	STATE REVENUES	166,152	
1000	ACADEMIC SALARIES		68,643
3000	EMPLOYEE BENEFITS		9,374
5000	OTHER OPERATING EXP & SERVICES		88,135
Total Reference B022432		\$166,152	\$166,152
Reason:	New Budget		
Description:	New budget SP2412 SAC SSSP		
B022434	12/13/17		
8600	STATE REVENUES	44,002	
2000	CLASSIFIED SALARIES		(8,332)
3000	EMPLOYEE BENEFITS		6,944
5000	OTHER OPERATING EXP & SERVICES		45,390
Total Reference B022434		\$44,002	\$44,002
Reason:	New Budget		
Description:	New Budget SP#2415-SAC SSSP (Credit) Projects 2411-2417.		

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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B022435	12/13/17		
8600	STATE REVENUES	(82,497)	
1000	ACADEMIC SALARIES		(33,847)
2000	CLASSIFIED SALARIES		(39,613)
3000	EMPLOYEE BENEFITS		(9,037)
Total Reference B022435		\$(82,497)	\$(82,497)
Reason:	New Budget		
Description:	SP2416 SAC SSSP		
B022445	12/14/17		
8600	STATE REVENUES	(66,494)	
2000	CLASSIFIED SALARIES		(24,082)
5000	OTHER OPERATING EXP & SERVICES		(18,762)
6000	CAPITAL OUTLAY		(23,650)
Total Reference B022445		\$(66,494)	\$(66,494)
Reason:	Special Project Adjustment		
Description:	Reduce SAC revenue acct: \$66494 to reflect FY 17/18 DSPS Allowance to SAC		
B022448	12/14/17		
8600	STATE REVENUES	48,134	
1000	ACADEMIC SALARIES		48,134
Total Reference B022448		\$48,134	\$48,134
Reason:	Special Project Adjustment		
Description:	Incr SCC Revenue acct by \$48,134 to reflect FY17/18 Student Success and Support program		
B022449	12/14/17		
8600	STATE REVENUES	(91,476)	
5000	OTHER OPERATING EXP & SERVICES		(91,476)
Total Reference B022449		\$(91,476)	\$(91,476)
Reason:	Special Project Adjustment		
Description:	Reduce SAC revenue account by \$91,476 to reflect FY 17/18 Student Equity Program Allocations		
B022450	12/14/17		
8600	STATE REVENUES	29,757	
7000	OTHER OUTGO		29,757
Total Reference B022450		\$29,757	\$29,757
Reason:	Special Project Adjustment		
Description:	Incrs SCC Revenue account by \$29757 to reflect FY17/18 Student Equity Program Allocations		

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BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B022455	12/14/17		
8600	STATE REVENUES	684,310	
1000	ACADEMIC SALARIES		512,860
2000	CLASSIFIED SALARIES		20,863
3000	EMPLOYEE BENEFITS		140,087
4000	SUPPLIES & MATERIALS		2,500
5000	OTHER OPERATING EXP & SERVICES		8,000
Total Reference B022455		\$684,310	\$684,310
Reason: New Budget			
Description: SP #2412 - SCC SSSP (Credit)			
B022457	12/14/17		
8600	STATE REVENUES	(139,742)	
1000	ACADEMIC SALARIES		41
2000	CLASSIFIED SALARIES		(94,339)
3000	EMPLOYEE BENEFITS		(48,044)
5000	OTHER OPERATING EXP & SERVICES		2,600
Total Reference B022457		\$(139,742)	\$(139,742)
Reason: New Budget			
Description: SP #2415 - SCC SSSP (Credit)			
B022459	12/14/17		
8600	STATE REVENUES	26,140	
2000	CLASSIFIED SALARIES		13,233
3000	EMPLOYEE BENEFITS		12,207
5000	OTHER OPERATING EXP & SERVICES		700
Total Reference B022459		\$26,140	\$26,140
Reason: New Budget			
Description: SP #2417 - SCC SSSP (Credit)			
B022470	12/15/17		
8600	STATE REVENUES	60,227	
1000	ACADEMIC SALARIES		34,271
2000	CLASSIFIED SALARIES		14,052
3000	EMPLOYEE BENEFITS		11,904
Total Reference B022470		\$60,227	\$60,227
Reason: New Budget			
Description: New budget SAC SSSP #2417			

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT BU0070
From 11/18/2017 To 01/08/2018
Board Meeting on 01/10/2018

BUDGET INCREASES AND DECREASES **Revenue** **Appropriation**

Fund 33: Child Development Fund

B022408	12/11/17			
8100	FEDERAL REVENUES		43,536	
4000	SUPPLIES & MATERIALS			1,000
5000	OTHER OPERATING EXP & SERVICES			42,536

Total Reference B022408	\$43,536	\$43,536
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Reason: New Budget
Description: NEWB SP1291 Early Head Start T&TA CY 2018 new budget

B022425	12/12/17			
8100	FEDERAL REVENUES		1,813,800	
1000	ACADEMIC SALARIES			689,432
2000	CLASSIFIED SALARIES			398,009
3000	EMPLOYEE BENEFITS			548,300
4000	SUPPLIES & MATERIALS			38,400
5000	OTHER OPERATING EXP & SERVICES			139,659

Total Reference B022425	\$1,813,800	\$1,813,800
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Reason: New Budget
Description: SP1291 Early Head Start Operating CY2018 new budget

Fund 74: Student Financial Aid Fund

B022387	12/07/17			
8600	STATE REVENUES		401,416	
7000	OTHER OUTGO			401,416

Total Reference B022387	\$401,416	\$401,416
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Reason: Special Project Adjustment
Description: Align FTSSG COB w/ 17/18 Alloc.

B022390	12/07/17			
8600	STATE REVENUES		76,693	
7000	OTHER OUTGO			76,693

Total Reference B022390	\$76,693	\$76,693
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Reason: Special Project Adjustment
Description: ALIGN COB WITH 17/18 ALLOC

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

To: Board of Trustees	Date: January 22, 2018
Re: Approval to Hire Independent Audit Firm	
Action: Request to Approve	

BACKGROUND

Education Code Section 84040 states that “the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy.” Board Policy 6400 states that the Board “shall cause a Request for Proposal (RFP) of auditing services to be issued for the recruitment of an independent auditor for a contract term of no more than three (3) years”. California Code of Regulations Title 5, section 59102 states that “Arrangements for annual audits for any fiscal year as required by Section 84040 of the Education Code shall be made final no later than May 1 proceeding that fiscal year.”

ANALYSIS

On September 8, 2016, the District sent out an RFP to 21 auditing firms and advertised in the Orange County Register. Six proposals were received and each was thoroughly reviewed by District staff. The results of the RFP were then taken to the Board Fiscal/Audit Review Committee on November 21, 2016 and the Board of Trustees approved a contract on January 9, 2017 with Vicenti, Lloyd and Stuzman, LLP (VLS) to assist the District with independent auditing services. Subsequently, VLS merged and changed its name to CliftonLarsonAllen LLP. Fiscal year 2016-17 was the first year of the contract. The following table lists the costs for 2017-18 contract.

District Entity	2017-18
District Audit	\$93,000
Rancho Santiago CCD Foundation	\$5,950
Santiago Canyon College Foundation	\$8,900
Santa Ana College Foundation	\$11,800
Measure Q Bond Financial & Performance Audits	\$9,900
Total Cost	\$133,150

RECOMMENDATION

It is recommended that the Board of Trustees approve the hiring of CliftonLarsonAllen LLP for auditing services for the 2017-18 fiscal year audit and authorize the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on the District’s behalf as presented.

Fiscal Impact: \$133,150	Board Date: January 22, 2018
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: January 22, 2018
Re: Approval of Nonresident Fees for 2018-19	
Action: Request for Approval	

BACKGROUND

Education Code §76140 requires the Board of Trustees to establish the tuition fee for nonresidents prior to February 1 each year. The District is also authorized under Education Code §76141, amended by Assembly Bill No. 947 approved on October 11, 2009, to charge any nonresident student an amount not to exceed the amount that was expended by the District for capital outlay costs in the preceding fiscal year. Any fee charged for capital outlay cannot exceed 50% of the non-resident tuition fee established by the District and the funds must be expended for capital outlay purposes. Education Code §76142 allows districts to charge a processing fee (application fee) to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the actual cost of processing an application and other documentation required by the federal government or \$100 whichever is less (the colleges currently charge \$25). These fees are in addition to other student enrollment fees charged to resident students.

ANALYSIS

Using total 2016-17 District expenditures for education and applying the allowed two-year inflation factor of 4.6% results in a calculated cost of \$260 per unit or \$287 per unit for credit only. The regulations regarding nonresident tuition fee calculations allow districts to charge its calculated per-unit rate or one of the following per-unit rates:

		<u>2017-18</u>	<u>2018-19</u>
1	The statewide average cost	\$234	\$258
2	The District's computed cost of education (credit-only)	\$250	\$287
3	The District's computed cost of education	\$220	\$260
4	Up to the level charged by any contiguous district	\$256	\$TBD
5	The highest statewide average cost of the succeeding year, the current year, or prior four years	\$234	\$258
6	Up to the preceding fiscal year average rate of 12 comparable states based on cost of living	\$425	\$424

The District's current calculated cost or maximum rate for capital outlay purposes is \$61 per unit based on 2016-17 actual capital outlay costs. For 2017-18 the District charged \$250 per

unit for nonresident tuition and \$35 per unit for capital outlay, for a total of \$285. For 2018-19, the District is proposing to charge the statewide average rate of \$258 per unit for nonresident tuition and a capital outlay fee of \$35, for a total of \$293. This represents a total increase of \$8 per unit, or 2.8%. In addition, the campuses propose that the application fee remain unchanged at the current rate of \$25. Various exemptions to these fees are provided in the law under Education Code §68130.5 and §76140 et seq.

RECOMMENDATION

It is recommended that the Board of Trustees establish the nonresident tuition fee at \$258 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$25 for 2018-19 as presented.

Fiscal Impact:	Estimated \$3.4 million in Fee Revenue	Board Date: January 22, 2018
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	

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, 4TH FLOOR
SACRAMENTO, CA 95811-6549
(916) 445-8752

<http://www.cccco.edu>



Memorandum

December 14, 2017

Fiscal Services Memo 17-14
Via E-mail Only

TO: Chief Business Officers
Chief Instructional Officers

FROM: Wrenna Finche, Director
Fiscal Standards and Accountability

SUBJECT: 2018-19 Nonresident Fees need to be established by February 1, 2018

SYNOPSIS: Education Code (EC) Section 76140 requires each district governing board to establish the nonresident tuition fee not later than February 1 for the succeeding fiscal year.

Nonresident Tuition Fee. For determining your district's 2018-19 nonresident tuition fee, the 2016-17 statewide average expense of education was **\$7,404** per full time equivalent student (FTES). The projected increase in the United States Consumer Price Index (USCPI) as determined by the Department of Finance is 2.4% for the 2017-18 fiscal year and 2.2% for 2018-19, for a compound factor of 1.046 against the 2016-17 statewide average expense of education (\$7,404) yields an Average cost of **\$7,745** per FTES for the tuition year, or **\$258** per semester unit for a 30-unit semester term academic year. For districts on the quarter system, the 45-unit quarter term academic year results in **\$172** per quarter term unit.

Nonresident Tuition Fee Options. EC 76140(e) enumerates seven options for a district to choose in setting its nonresident tuition fee. These options are reflected in the enclosed worksheet as the "basis for adoption." Options 1-3 are generally well understood, but for Option 4 ("*No more than contiguous district*") and Option 5 ("*No more than district, no less than statewide cost*"), please keep in mind the following specifics:

Option 4 '*No more than contiguous district*'. A review of the legislative history when this option was adopted confirms that this amount **must be within** the:

- **Fee** (not **cost**) adopted by a contiguous district (**Maximum** amount for Option #4);

AND

- **Cost** of the lesser of (1) your district's average **cost** **OR** (2) the statewide average **cost** (Minimum amount for Option #4).

Option 5 'No more than district, no less than statewide cost'. The **maximum amount** for this option is the district average cost, and the **minimum amount** for this option is the statewide average cost. **Only** an amount **between** these maximum and minimum amounts is allowed under this option.

Option 6 'Highest Years Statewide Average Tuition'. (EC 76140(e)(1)(B)). Use the greater of the succeeding year, the current year or any of the four prior year's statewide average nonresident tuition fee calculation, which is **\$258 per semester unit** or **\$172 per quarter unit** from 2016-2017.

Option 7 'No more than 12 Comparable States Average Tuition'. (EC 76140(e)(1)(E)). No greater than the 2016-17 average nonresident tuition fee of public community colleges in a minimum of 12 states comparable to California in cost of living. This average is calculated to be **\$424 per semester unit** or **\$283 per quarter unit**.

Nonresident Capital Outlay Fee. Pursuant to EC Section 76141 a district **may** also charge to any nonresident student ([except nonresident students having AB 540 status](#)) a capital outlay fee. The amount of the nonresident capital outlay fee has to be the lesser of:

- the amount that was expended by the district for capital outlay in the preceding fiscal year divided by the total full-time equivalent student (FTES) of the district in the preceding fiscal year; OR
- 50% of the 2016-17 nonresident tuition fee adopted pursuant to EC 76140.

Processing Fee for Students from Foreign Countries. Pursuant to EC 76142 a district **may** charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government **OR** (2) \$100, which may be deducted from the tuition fee at the time of enrollment.

Exemptions to these fees. Various exemptions to these fees are provided in the law. Please click on the following web links to EC Sections 76140-76143 and a related legal opinion to learn more about these exemptions:

<http://Ed Code Non-Res>

<http://AB540 and Non-Res Capital Outlay Fee>

Tuition Fee Worksheet. A worksheet for computing the nonresident tuition and capital outlay fees is enclosed. The comparable information for all districts used to derive the statewide average expense of education per FTES for 2016-17 is also enclosed for your reference.

ACTION/DATE REQUESTED: Please complete and return by **February 15, 2018** a copy of the enclosed worksheet and provide information on the 2018-19 nonresident tuition and capital outlay fees adopted by your district governing board by February 1, 2018.

CONTACT: If you have any questions or comments regarding this memorandum, please contact Michael Yarber at (916) 327-6818 or myarber@cccco.edu.

California Community Colleges

2018-19 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2018-19 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2016-17 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	<u>\$8,691,115,474</u>	<u>\$210,216,106</u>	<u>\$183,095,214</u>
B. Annual Attendance FTES (Recal 2016-17)	<u>1,173,780</u>	<u>28,238.46</u>	<u>22,220.30</u>
C. Average Expense of Education per FTES (A ÷ B)	<u>\$7,404</u>	<u>\$7,444.32</u>	<u>\$8,239.99</u>
D. U.S. Consumer Price Index Factor (2 years)	x <u>1.046</u>	x <u>1.046</u>	x <u>1.046</u>
E. Average Cost per FTES for Tuition Year (C x D)	<u>\$7,745</u>	<u>\$7,786.76</u>	<u>\$8,619.03</u>
F. Average Per Unit Nonresident Cost – Semester (Qtr)	<u>\$258 (\$172)</u>	<u>\$259.56</u>	<u>\$287.30</u>
G. Highest year Statewide average – Semester (Qtr)	<u>\$258 (\$172)</u>	<u>\$0.00</u>	<u>\$0.00</u>
H. Comparable 12 state average – Semester (Qtr)	<u>\$424 (\$283)</u>	<u>\$0.00</u>	<u>\$0.00</u>

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident and nonresident students; Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2013-14 through 2016-17 is \$258 per semester unit or \$172 per quarter unit (2016-17).

Option 7. The average of the nonresident tuition fees of public community colleges in 2016-17 of no less than 12 states comparable to California in cost of living is \$424 per semester unit or \$283 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its January 22, 2018 meeting adopted a **nonresident tuition fee** of ___\$258___ per semester unit or \$ _____ per quarter unit.

Basis for adoption is (*place an X in one box only*).

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | 1. Statewide average cost, per column 1. |
| <input type="checkbox"/> | 2. District average cost, per column 2. |
| <input type="checkbox"/> | 3. District average cost with 10% or more noncredit FTES, per column 3. |
| <input type="checkbox"/> | 4. Contiguous district. _____ . (<i>Specify district and its fee</i>). |
| <input type="checkbox"/> | 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost. |
| <input type="checkbox"/> | 6. Statewide average cost, from 2016-17 (\$258 per semester unit; \$172 per quarter unit). |
| <input type="checkbox"/> | 7. No more than average tuition of 12 states with cost of living comparable to California. |

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to **any** nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2016-17 \$51,910,509.39
- b. FTES for 2016-17 28,238.46
- c. Capital outlay expense per FTES (*line a divided by line b*) \$1,838.29
- d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) \$61.28

OR

- 2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2018-19 Nonresident Student Capital Outlay Fee (not to exceed *the lesser of line d OR 50% of adopted 2018-19 Nonresident Tuition Fee*) _____

The district governing board at its January 22, 2018 meeting adopted a **nonresident capital outlay fee** of \$ 35 _____ per semester unit or \$ _____ per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2018, please submit a copy of this report by February 15, 2018 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit (attn. Michael Yarber)
1102 Q Street,
Sacramento, CA 95811-6549 FAX (916) 323-8245**

District: Rancho Santiago Community College District

Contact Person: Adam O'Connor

Phone Number: (714) 480-7320 Email: OConnor_Adam@rsccd.edu

CALIFORNIA COMMUNITY COLLEGES
 2018-19 Nonresident Tuition Fee
 Based on 2016-17 Actual Expense of Education from CCFS-311
 (AC 0100-6700; Objects of Expenditure 1000-5000)

District Code	District	2016-17 Expense of Education*	2016-17 Total FTES**	2016-17 Expense Per FTES
610	Allan Hancock	64,003,969	10,315.28	6,204.77
620	Antelope Valley Joint	78,881,041	10,701.37	7,371.12
910	Barstow	16,932,161	2,673.40	6,333.57
110	Butte-Glenn	135,814,777	10,296.40	13,190.51
410	Cabrillo	80,461,127	10,610.35	7,583.27
810	Cerritos	118,757,778	17,080.84	6,952.69
480	Chabot-Las Positas	132,853,569	16,072.17	8,266.06
920	Chaffey	108,996,287	16,725.28	6,516.86
820	Citrus	75,483,382	12,478.44	6,049.10
830	Coast	223,905,487	32,587.15	6,870.97
710	Compton	38,815,891	5,212.27	7,447.02
310	Contra Costa	208,638,770	26,516.22	7,868.35
970	Copper Mountain	15,444,515	1,424.95	10,838.64
930	Desert	63,394,603	8,888.56	7,132.16
720	El Camino	132,736,144	18,898.47	7,023.64
120	Feather River	17,735,057	1,905.46	9,307.49
420	Foothill-DeAnza (quarter system)	247,238,516	30,581.27	8,084.64
440	Gavilan	39,041,510	5,420.38	7,202.73
730	Glendale	104,268,511	16,422.44	6,349.15
20	Grossmont-Cuyamaca	149,888,630	19,948.40	7,513.82
450	Hartnell	53,039,796	7,431.72	7,136.95
30	Imperial	50,266,169	6,914.39	7,269.79
520	Kern	135,032,159	21,976.33	6,144.44
220	Lake Tahoe (quarter system)	16,481,410	1,826.17	9,025.12
130	Lassen	15,283,451	1,758.87	8,689.36
840	Long Beach	137,992,305	21,382.31	6,453.57
740	Los Angeles	775,231,501	111,807.34	6,933.64
230	Los Rios	360,980,142	53,503.03	6,746.91
330	Marin	57,238,819	3,850.01	14,867.19
140	Mendocino-Lake	25,597,378	3,149.34	8,127.85
530	Merced	68,287,430	9,744.69	7,007.66
50	Mira Costa	107,260,603	11,489.94	9,335.18
460	Monterey Peninsula	51,678,993	6,854.64	7,539.27
850	Mt. San Antonio	205,587,159	31,932.42	6,438.20
940	Mt. San Jacinto	79,154,042	12,522.68	6,320.85
240	Napa Valley	41,374,791	5,388.07	7,678.96

District Code	District	2016-17 Expense of Education*	2016-17 Total FTES**	2016-17 Expense Per FTES
860	North Orange County	293,308,189	38,089.23	7,700.55
430	Ohlone	59,746,411	8,932.29	6,688.81
950	Palo Verde	16,832,323	2,102.26	8,006.78
60	Palomar	139,526,809	18,794.55	7,423.79
770	Pasadena	162,024,466	25,739.11	6,294.87
340	Peralta	185,067,476	17,393.82	10,639.84
870	Rancho Santiago	210,216,106	28,238.46	7,444.32
160	Redwoods	32,900,691	4,272.77	7,700.08
880	Rio Hondo	91,719,957	11,769.09	7,793.29
960	Riverside	203,222,971	30,376.33	6,690.18
980	San Bernardino	116,010,671	14,389.53	8,062.16
70	San Diego	314,363,785	44,751.54	7,024.65
360	San Francisco	207,784,960	21,589.96	9,624.15
550	San Joaquin Delta	106,187,401	13,722.69	7,738.09
470	San Jose-Evergreen	118,708,360	12,187.20	9,740.41
640	San Luis Obispo County	56,915,246	7,283.50	7,814.27
370	San Mateo County	171,995,137	18,046.73	9,530.54
650	Santa Barbara	111,910,349	14,635.40	7,646.55
660	Santa Clarita	110,336,288	16,945.41	6,511.28
780	Santa Monica	189,981,824	27,807.32	6,832.08
560	Sequoias	63,089,471	9,790.62	6,443.87
170	Shasta-Tehama-Trinity	49,780,352	7,432.86	6,697.33
270	Sierra Jt.	93,823,086	13,009.37	7,211.96
180	Siskiyou Jt.	23,615,124	2,658.75	8,882.04
280	Solano	55,523,844	6,591.23	8,423.90
260	Sonoma	137,620,174	17,011.00	8,090.07
890	South Orange County	203,171,576	29,117.27	6,977.70
90	Southwestern	107,199,578	16,271.21	6,588.30
570	State Center	196,873,609	27,697.74	7,107.93
680	Ventura	182,059,404	25,777.22	7,062.80
990	Victor Valley	76,829,719	9,855.95	7,795.26
580	West Hills	46,072,613	5,725.21	8,047.32
690	West Kern	29,994,789	2,698.53	11,115.23
490	West Valley	110,648,873	13,429.37	8,239.32
590	Yosemite	124,430,569	15,628.46	7,961.79
290	Yuba	57,845,400	7,727.23	7,485.92
Totals		\$8,691,115,474	1,173,780	\$7,404

* "Expense of Education" is defined in the Budget and Accounting Manual as including all General Fund expenditures, restricted and unrestricted, for all objects of expenditure 1000 through 5000 and all expenditures of activity from 0100 through 6700. For the purposes of calculating the Nonresident Tuition Fee, Expense of Education is different than the 50% Law "current expense of education".

** Includes credit and noncredit FTES for resident and nonresident students.

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Accept the 2016-17 Measure E Citizens' Bond Oversight Committee Final Annual Report to the Community	
Action:	Request for Acceptance	

BACKGROUND

With the district's successful passage of the Measure E Bond in November 2002, the Board of Trustees appointed a Citizens' Bond Oversight Committee to comply with the requirements of Proposition 39. One of the responsibilities and duties of the Bond Oversight Committee is to report annually to the Board of Trustees and the community on the district's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed by the Citizens' Bond Oversight Committee at their October 4, 2017 meeting and has approved the report.

ANALYSIS

The attached report highlights the milestones, activities, financial information, photos of projects and lists the members of our district communities who volunteered their time to serve on the Measure E Citizens' Bond Oversight Committee. The committee was charged with informing the public concerning the Districts' expenditures of bond proceeds, review of those expenditures, receive regular updates on projects and to annually publish an annual report of activities. The Measure E Citizens' Bond Oversight committee presents this final report to recap all activity from November 2002 through the last dollar spent and projects finalized in June 2017. A copy of the report was provided with the Board docket. Printed copies of this report will be available to the community at their request. The report, in pdf format, is also available on the district website at: <http://rscgd.edu/Bond-Projects/Measure-E/Pages/Reports.aspx>.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Measure E Citizens' Bond Oversight Committee Final Annual Report to the Community as presented.

Fiscal Impact:	None	Board Date: January 22, 2018
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of 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: January 22, 2018
Re:	Accept the 2016-17 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community	
Action:	Request for Acceptance	

BACKGROUND

With the district's successful passage of the Santa Ana College Facilities Improvement District No. 1, Measure Q Bond in November 2012, the Board of Trustees appointed a Citizens' Bond Oversight Committee to comply with the requirements of Proposition 39. One of the responsibilities and duties of the Bond Oversight Committee is to report annually to the Board of Trustees and the community on the district's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed by the Citizens' Bond Oversight Committee at its September 21, 2017 meeting and has approved the report.

ANALYSIS

A copy of the report was provided with the Board docket. Printed copies of this report will be available to the community at their request. The report, in pdf format, is also available on the district website at: <http://rscgd.edu/Bond-Projects/Measure-Q/Pages/reports.aspx>. This report covers bond funded activities and financial information for the July 1, 2016 – June 30, 2017 period.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Measure Q Citizens' Bond Oversight Committee Annual Report to the Community for 2016-17 as presented.

Fiscal Impact:	None	Board Date: January 22, 2018
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of 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: January 22, 2018
Re:	Adoption of Resolution No.18-01 – Agreement for Energy Conservation Services with ACCO Engineered Systems, Inc. for the Fan Coil Unit Replacement at Building D located at Santiago Canyon College	
Action:	Request for Adoption	

BACKGROUND:

Building D at Santiago Canyon College is a two-story 42,136 square feet academic building built in the year 1995. Building D has a variety of spaces including but not limited to classrooms, private offices, mechanical rooms, and electrical rooms. The building houses the college's counseling program, arts and digital arts program, math program and instructional support program. Santiago Canyon College intends to replace the existing mechanical fan coil units as these units are at the end of life. The units have multiple problems ranging from electrical wiring issues, motor failures, inefficient cooling and heating coils, inadequate outside air, condensate drain problems, drain pan failures, air flow problems, utility piping problems, and maintenance accessibility problems. Given the age and maintenance problems with the equipment, the District allocated 2017/2018 state scheduled maintenance funds to replace the fan coils. The objective of the proposed fan coil unit replacement is to improve energy efficiency, increase performance, lower maintenance costs, increase system reliability, and improve system stability. TRC Energy Services (TRC) was hired as an energy consultant to identify potential energy efficiency measures associated with the replacement of the equipment. TRC findings and recommendations identified three key energy efficiency measures (EEMs) with a target annual energy savings amount of 92,113 kWh/yr or 9.28 kW/yr. The energy efficiency measures include replacement of fan coil equipment with higher efficiency units (EEM # 1), installation of variable speed motors (EEM # 2), and installation of room sensors to operate the fan coil units during hours of classroom occupancy (EEM # 3).

The project was reviewed by Southern California Edison (SCE), and deemed to be an energy efficient project that is eligible for energy saving rebates using SCE's Customized Solutions Program. District staff consulted with Debby Watson, legal counsel, who confirmed that Government Code sections 4217.10 through 4217.18 authorize the District's Board of Trustees, without advertising for formal bids, to enter into energy service contracts with any person or entity, provided that the anticipated cost to the District for thermal or electrical energy or conservation services provided under the contract(s) will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of those purchases.

ANALYSIS:

The District retained TRC Energy Services (TRC) to conduct an independent investigation and analysis of projected energy savings and energy cost savings from the implementation of fan coil equipment replacement for purposes of identifying potential energy savings and maximizing available utility rebates. TRC’s conclusions and estimations are contained within their September 28, 2017 Fan Coil Unit Replacement Energy Study.

TRC concluded that in addition to qualifying for SCE’s Customized Solutions Incentive program, based upon the occupancy-based control energy efficiency measure (EEM # 3), the College can expect to reduce Building D electrical consumption by 92,113 kWh per year. TRC’s summary of estimated energy cost savings, energy savings, and potential incentives are set forth below:

Summary – TRC Energy Services, Inc.

EEM	Measure Description	SCE Solution Code	SCG Solution Code	Program Type	On-Bill Savings			IOU Program Savings			Annual Utility Cost Savings (\$/yr)	Potential Incentive (\$)	Project Implementation Cost (\$)	Net Simple Payback Period (yr)	EUL
					Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (thm/yr)	Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (thm/yr)					
HVAC Mandatory Measure															
0	Title 24 Fan Coil Replacement	N/A	N/A	N/A	17,330	4.64	-26	0	0.00	0	\$2,547	\$0	\$441,000	100.6	N/A
HVAC Energy Efficiency Measures															
1	Premium Efficiency Fan Coil Unit Upgrade	TBD	HWS06 HW/HVAC - Controls	ROB	34,660	9.28	-53	8,026	2.25	0	\$5,094	\$1,926	\$73,500	14.1	20.0
2	VAV Conversion	TBD	HWS06 HW/HVAC - Controls	REA	15,545	0.00	515	15,545	0.00	515	\$2,649	\$4,246	\$29,917	9.7	5.0
3	OS Based HVAC Operation	AC-19790 - HVAC Occupancy Sensor - Add-on Equipment	HWS06 HW/HVAC - Controls	REA	41,908	0.00	27	41,908	0.00	27	\$6,221	\$10,085	\$43,801	5.4	5.0
Energy Efficiency Portion Totals					92,113	9.28	489	65,479	2.25	542	\$13,964	\$16,257	\$147,217	9.4	
Entire Project Totals					92,113	9.28	489	65,479	2.25	542	\$13,964	\$16,257	\$588,217	41.0	

The District has undertaken a Request for Qualifications (RFQ) / Request for Proposal (RFP) in compliance with Government Code 4217.10 - 4217.18.

A Request for Qualifications (RFQ) / Request for Proposal (RFP) #1617-178 was advertised and e-mailed on November 20, 2017 to sixteen (16) interested vendors, and responses were due on December 5, 2017. Four contractors attended the job walk on November 3, 2017. The District received one response from ACCO Engineered Systems, Inc. (Glendale). A selection panel convened on December 6, 2017 to review the proposal and interviewed ACCO Engineered Systems, Inc. on December 7, 2017. The selection panel recommends moving forward with a recommendation of approval for ACCO Engineered Systems, Inc., by consensus, based on an evaluation of the technology proposed, ability to meet minimum energy savings, experience with similar size and type of projects, understanding of scope, cost to the District, ability to meet the schedule of completion, and the overall objective of the project. Additionally, the panel did not want to cause further delay to the project and found the price to be competitive and less than the independent third party estimator’s cost for the project. The evaluation has been completed in compliance with Government Code 4217.16.

The estimated annual energy savings as a result of implementing all the energy efficiency measures is 92,113 kWh/yr resulting in an annual energy demand savings of 9.28 kW. This will result in an annual utility cost savings of \$13,964/yr in addition to college maintenance savings. The project incentive rebates as noted in the table above are estimated at \$16,257. This project is projected to start on February 9, 2018 with an estimated duration of one hundred eighty-two (182) days. The total cost of the contract is \$820,406.

The RFP process and the Resolution have been reviewed by legal counsel, Debby Watson of Public Agency Law Group.

This project is funded by State Scheduled Maintenance and Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees adopt Resolution No. 18-01 – Agreement for Energy Conservation Services with ACCO Engineered Systems, Inc. for the Fan Coil Unit Replacement at Building D located at Santiago Canyon College as presented.

Fiscal Impact:	\$820,406	Board Date: January 22, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facilities Planning, District Construction & Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION CONSIDERING AGREEMENT FOR
ENERGY CONSERVATION SERVICES WITH ACCO
ENGINEERED SYSTEMS, INC. FOR FAN COIL UNIT
REPLACEMENT AT BUILDING D LOCATED IN
SANTIAGO CANYON COLLEGE PURSUANT TO
GOVERNMENT CODE SECTION 4217.10-18, MAKING
CERTAIN FINDINGS REQUIRED FOR APPROVAL OF
ENERGY CONSERVATION SERVICES AGREEMENT**

RESOLUTION NO. 18-01

WHEREAS, the Governing Board of the Rancho Santiago Community College District ("District") finds it to be in the best interests of the District to implement projects to promote energy efficiency and renewable energy production to achieve energy cost reductions;

WHEREAS, District staff reviewed the qualifications presented by TRC ENERGY SERVICES in response to a prior Request for Proposals to conduct a Fan Coil Unit Replacement Energy Study and provide an assessment of the college energy usage, energy needs and opportunities to reduce energy expenses, and found TRC ENERGY SERVICES' qualifications to be bona fide and adequate to perform such services;

WHEREAS, TRC ENERGY SERVICES and SOUTHERN CALIFORNIA EDISON ("Edison") assessed the feasibility of realizing actual energy and fiscal savings by replacement of the Fan Coil Equipment to reduce the District's energy consumption and expense, and TRC ENERGY SERVICES assisted in validating that the anticipated cost to the District for the conservation services (energy supply) provided by the Fan Coil Unit Replacement under the Contract will be less than the marginal cost to the District of thermal, electric or other energy that would have been consumed by the District in the absence of those purchases. See "Fan Coil Replacement Energy Study" attached Exhibit A, upon which the Board and District administration and staff have relied;

WHEREAS, the District staff has issued a Request for Proposal (RFP) #1718-182 for an implementation contractor released on October 27, 2017 with a response deadline of December 5, 2017;

WHEREAS, the Responses were submitted to the selection committee that was thorough in its review of all respondents that participated in the RFP;

WHEREAS, the approved companies are able to provide and construct energy efficient improvements to the district under the rules of California Government Code Sections 4217.10 through 4217.18;

WHEREAS, Government Code sections 4217.10 through 4217.18 authorize the District's Board of Trustees, without advertising for bids, to enter into one or more energy service contracts with any person or entity, pursuant to which that person or entity will provide electrical or thermal energy or conservation services to the District, provided that the anticipated cost to the District for thermal or electrical energy or conservation services provided under the contract(s) will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of those purchases;

WHEREAS, District staff reviewed the qualifications and proposal presented by ACCO ENGINEERED SYSTEMS, INC. to conduct and replace Fan Coil Equipment as outlined per Request for Proposals #1718-182, and has found ACCO ENGINEERED SYSTEMS, INC.'s qualifications to be bona fide and adequate to provide such services;

WHEREAS, ACCO ENGINEERED SYSTEMS, INC. has offered to enter into a contract with the District for the implementation of upgrading the Fan Coil Unit Replacement at Santiago Canyon College ("Contract") as energy conservation services;

WHEREAS, the Analysis demonstrates that the cost to the District for the conservation services (supply of energy) provided by the Fan Coil Unit Replacement Project (conservation measure) under the contract will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of those purchases ("Savings");

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. Recitals. All of the recitals herein contained are true and correct.

Section 2. Energy Savings Findings. The District's Board of Trustees finds that the cost to the District for the thermal or electrical energy or conservation services (supply of energy) provided by the energy conservation facility (conservation measures) under the Contract will be less than the anticipated marginal cost to the District of thermal, electrical, or other energy that would have been consumed by the District in the absence of those purchases and that it is in the best interest of the District to approve and enter into the Contract.

Section 3. Energy Conservation Services Contract Approval. The Contract by and between the District and ACCO ENGINEERED SYSTEMS, INC., presented herewith is hereby approved. The Chancellor or Chancellor's designee is hereby authorized and directed, for and in the name of and on behalf of the District, to execute and deliver to ACCO ENGINEERED SYSTEMS, INC. the Contract and related documents as necessary to carry out the Contract, subject to such minor changes thereto as such officer or person may require and approve, with the approval of District counsel.

Section 4. Effective Date. This Resolution shall take effect upon adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Rancho Santiago Community College District this 22nd of January, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

I, Nelida Mendoza, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, Claudia C. Alvarez, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 22nd day of January, 2018, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 22nd day of January, 2018.

Clerk of the Board of Trustees
Rancho Santiago Community College District



**Rancho Santiago Community College
District**

**Santiago Canyon College
Building D**

8045 E Chapman Ave,
Orange, CA 92869

Fan Coil Unit Replacement Energy Study

September 28, 2017

Prepared by
Arvind Subramanya, P.E.
John Rossi, P.E.

TRC Energy Services
9685 Research Drive
Irvine, CA 92618

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1. Purpose of the Audit

TRC Energy Services was selected to provide energy study services for and on behalf of the Rancho Santiago Community College District's (RSCCD) Santiago Canyon College – Building D Fan Coil Replacement project.

The purpose of the energy study was to identify and quantify energy savings from:

1. Replacement of existing fan coil units with new equipment and advanced control strategies.

This report documents the measures that were identified during the site survey and provides estimates of the savings potential and order of magnitude costs. Some of the assumptions used in the analysis may have a significant impact on project economics and should be confirmed before project implementation. The optimal methods to accomplish the recommended measures or alternate measures should be determined during the implementation phase.

This study does not include specific design instructions and is not intended as a design document. Projects have not been developed to design level. The design professional or other persons following the recommendations shall accept responsibility and liability for the results.

Acknowledgments

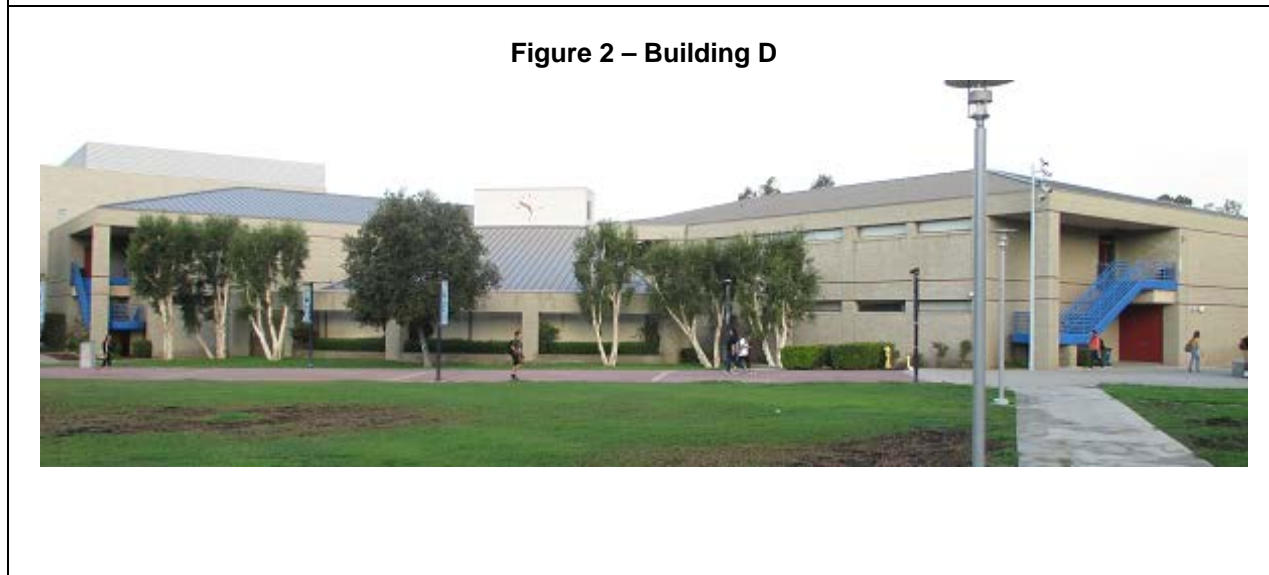
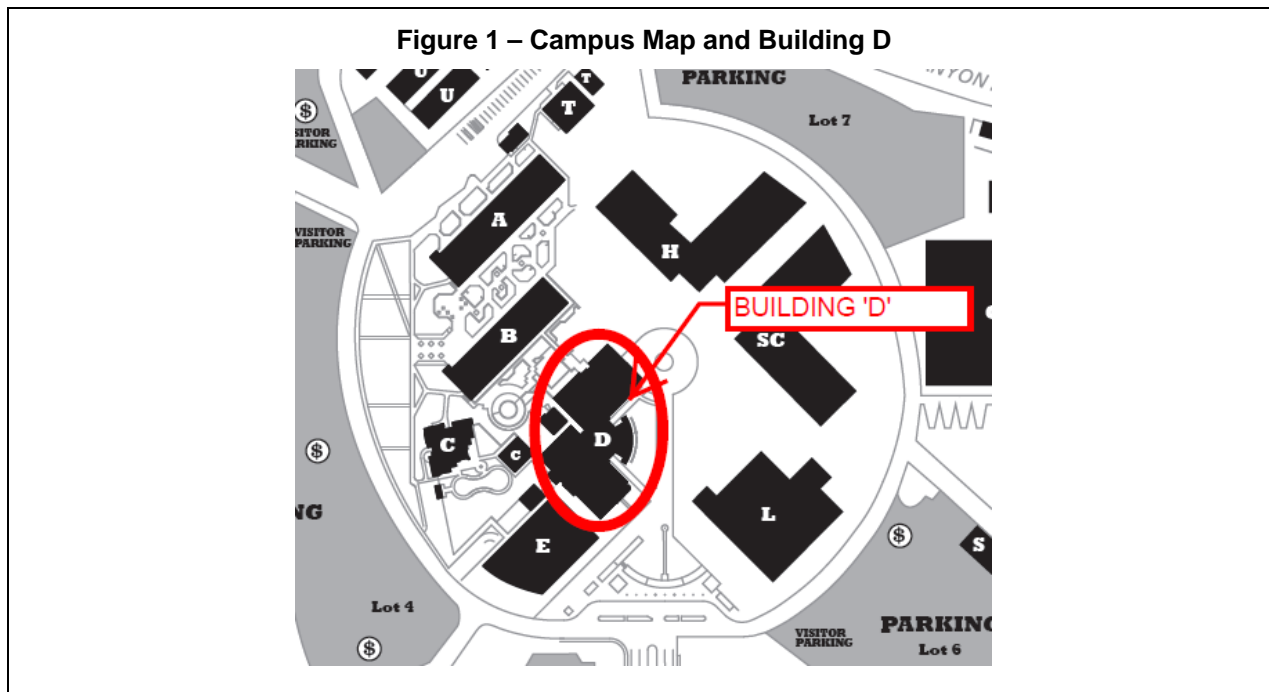
Special thanks to Joe Melendez and Chuck Wales, of Rancho Santiago Community College District.

2. Facility Description

Santiago Canyon College Building – D is a two story 42,136 Sq.Ft. academic building built in the year 1995 and located in the Santiago Canyon College campus at 8045 E Chapman Ave, Orange, CA 92869. Building D has variety of spaces including but not limited to classrooms, private offices, mechanical rooms, and electrical rooms.

Operating hours was based on the trending data and is as follows:

1. Monday through Friday : (7 AM – 9 PM); Sunday : (7 AM to 3 PM)
2. Saturday : No Operation



3. Energy Savings and Cost Summary

Based on the energy study, various energy efficiency measures were identified considering the equipment types, usage pattern, age of the equipment, and operational capabilities.

Measures are classified in to the following category:

1. HVAC Measures
All measures related to Heating Ventilation and Air Conditioning equipment is grouped under this category.

Onsite generation technologies such as renewable energy were not considered as a part of this study. Also, the RSCCD Building D is not enrolled in any Demand Response (DR), or Permanent Load Shifting (PLS) strategies.

Table 1 below lists all the measures identified with project implementation economics.

Table 3.1 – Energy Savings Summary

EEM	Measure Description	SCE Solution Code	SCG Solution Code	Program Type	On-Bill Savings			IOU Program Savings			Annual Utility Cost Savings (\$/yr)	Potential Incentive (\$)	Project Implementation Cost (\$)	Net Simple Payback Period (yr)	EUL
					Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (thm/yr)	Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (thm/yr)					
HVAC Mandatory Measure															
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3	OS Based HVAC Operation	AC-19790 - HVAC Occupancy Sensor - Add-on Equipment	HWS06 HW/HVAC - Controls	REA	41,908	0.00	27	41,908	0.00	27	\$6,221	\$10,085	\$43,801	5.4	5.0
Energy Efficiency Portion Totals					92,113	9.28	489	65,479	2.25	542	\$13,964	\$16,257	\$147,217	9.4	
Entire Project Totals					92,113	9.28	489	65,479	2.25	542	\$13,964	\$16,257	\$588,217	41.0	

In the table above, EEM 0 estimates the economics associated with implementing a 2016 Title 24 code baseline system. EEMs 1 through 3, represent the energy efficient upgrades beyond the code compliant option. To further clarify, the costs estimated in EEMs 1 through 3, are incremental beyond the cost of the code compliant system. The annual utility savings were estimated using the actual time of use charges based on the utility bills. Additional details on each measure can be found in the Energy Efficiency Measure Description section below.

4. Building Systems Description

Santiago Canyon College Building D comprises of variety of mechanical systems that facilitate building operations throughout the year. Mechanical systems are basically Heating, Ventilation, and Air Conditioning (HVAC) systems used for space heating and cooling. HVAC systems at the building includes but not limited to chiller, boiler, pumps, and 4-pipe fan coil units.

4.1 Central Plant

Central plant at Santiago Canyon College Building D consists of a combination of chiller, boiler, chilled, and hot water pumps.

Cooling at the building is provided by a York YVAA0165 148-ton Air-Cooled Electric Screw chiller installed in the year 2015. The chiller provides chilled water to the 4-pipe fan coil units installed throughout the building to provide cooling, heating and ventilation to the occupied spaces. Chilled water from the central plant is supplied to the fan coils by two (2) chilled water pumps each 15 HP providing a total of 410 GPM of chilled water. Chilled water pumps have speed control through newly installed Variable Frequency Drives (VFD). Speed of the pumps are changed based on the cooling load at the fan coil units as dictated by the chilled water valve position. During the site visit it was found that the chiller operation is based on the building occupancy and is controlled to operate only when outside air temperature is more than 55 Deg F. During the walkthrough it was observed that the chilled water supply temperature is reset between 40 Deg F and 53 Deg F based on the load.

Figure 3 – Screw Chiller



Figure 4 – CHW Pumps



Heating at the building is provided by a Raypak Hi-Delta 1.5 Million BTU Natural Gas Boiler installed in the year 2013. The boiler provides heating hot water to the 4-pipe fan coil units that are installed throughout the building to provide heating to the occupied spaces. Hot water from the central plant is supplied to the fan coils by two (2) hot water pumps each 7.5 HP providing a total of 130 GPM of hot water. Hot water pumps have speed control through Variable Frequency Drives (VFD) installed in 2016. Speed of the pumps are changed through the differential pressure transducers based on the heating load at the fan coil units as dictated by the hot water valve position. Additionally, pumps and boiler operations are activated when the Outside Air Temperature (OAT) is less than 70 Deg F. During the walkthrough it was observed that the hot water supply temperature is reset between 150 Deg F and 120 Deg F based on the outside air temperature between 50 Deg F and 70 Deg F respectively.

Figure 5 – Heating Hot Water Boiler



Figure 6 – Heating Hot Water Pumps



4.2 Air-Side Systems

Building side cooling, heating, and ventilation is provided through (42) 4-pipe fan coil units installed during the original construction. Fan coil's 4-pipe configuration is basically chilled water supply/return and hot water supply/return piping. Due to this piping combination, fan coils have the ability to provide simultaneous cooling and heating to the zones. All fan coil units are recently upgraded to have 2-way chilled and hot water valves. This will allow chilled and hot water pump speed control based on the respective valve positions.

Figure 7 – Floor Mounted Fan Coil Unit



Figure 8 – Ceiling Fan Coil Unit



Operation of the fan coils are programmed to match the building operating hours with cooling and heating operations based on thermostat setpoints and outside air conditions. Temperature at the zones are monitored and controlled by the newly upgraded Allerton Building Automation System (BAS). During the walkthrough, it was observed that the cooling and heating set points at majority of the building areas are 72 Deg F and 68 Deg F respectively.

Figure 9 – Fan Coil Unit on Hangers



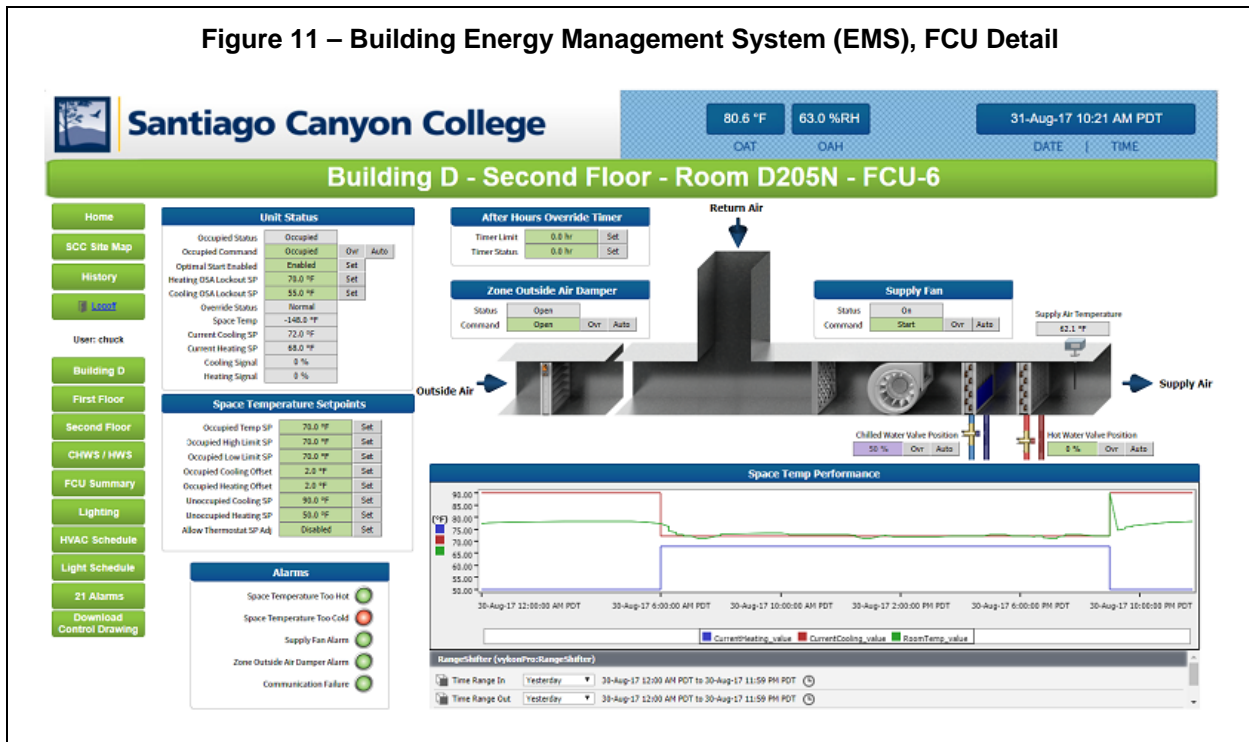
Figure 10 – 4-Pipe Configuration



4.3 Energy Management System

HVAC systems at Santiago Canyon College Building D are controlled by a common Energy Management System (EMS) provided by Allerton Systems. Building EMS was recently upgraded in 2015 to include advanced controls and scheduling operations. The existing EMS is capable of having advanced control capabilities such as chiller and boiler operations, pump speed sequences, building side cooling and heating, air-side economizing, chilled and hot water temperature settings, system scheduling and advanced reset control strategies. As the existing EMS includes graphical representation of the building side HVAC systems and the central plant, navigation through the EMS is relatively easy when accessing buildings, rooms, and specific HVAC systems.

Figure 11 – Building Energy Management System (EMS), FCU Detail



5. Utility Use Profile

Santiago Canyon College Building D uses both electricity and natural gas for its daily operations. Utility use information was collected from the campus based on the energy bills for a period of 12-months between August 2016 and July 2017. Below tables and charts presents campus energy use summary. The campus is on a direct-access metering and an average blended rate of \$0.148/kWh for electricity.

Gas use data was not available for this audit for building D, therefore the natural gas baseline was estimated based on best engineering practices.

Table 5.1 – Energy Use Summary

Building	Building Area (Sq.ft.)	Total Energy Use (kWh)	Total Energy Cost (\$)	Energy Rate (\$/kWh)	Energy Use Index (kWh/Sq.ft.)	Cost Index (\$/Sq.ft.)
RSCCD Bldg D	42,136	619,771	\$ 91,913	\$0.15	14.71	\$ 2.18

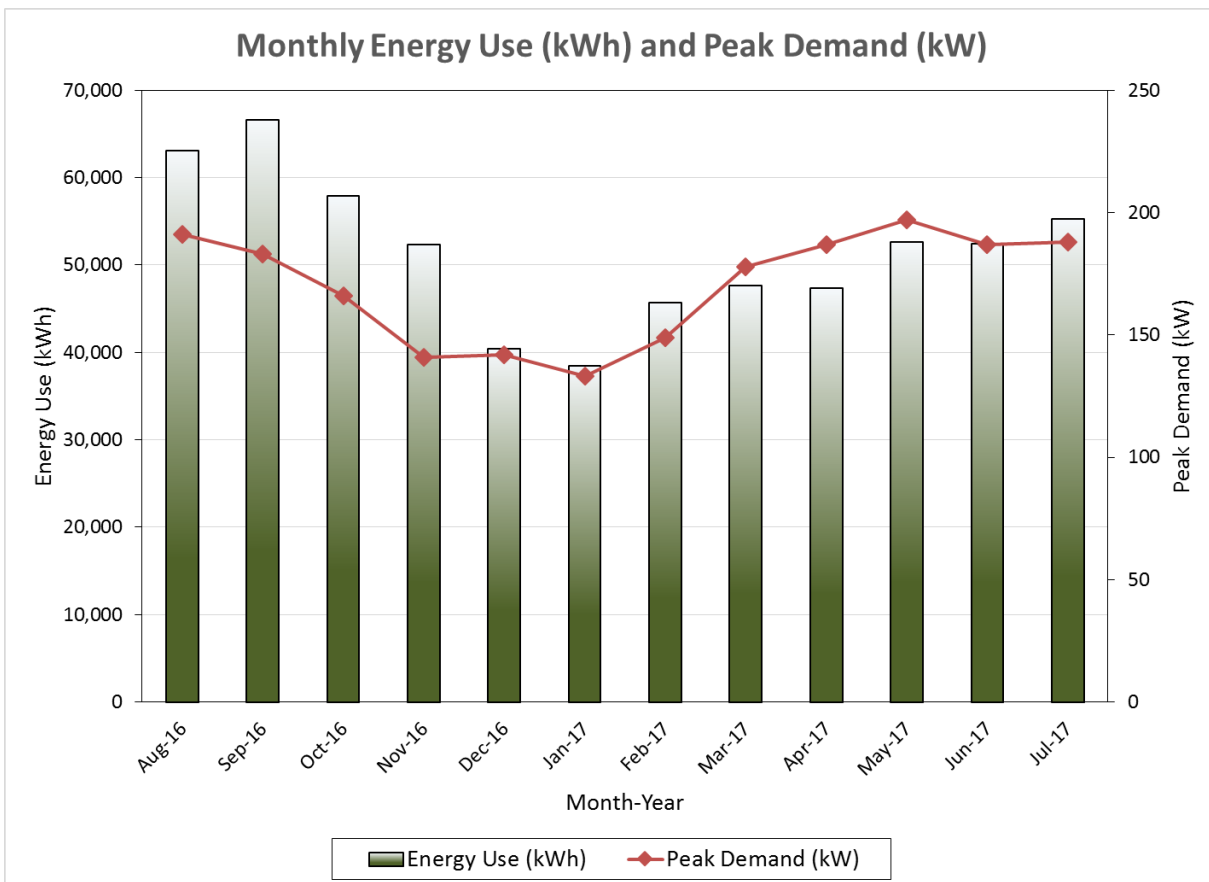
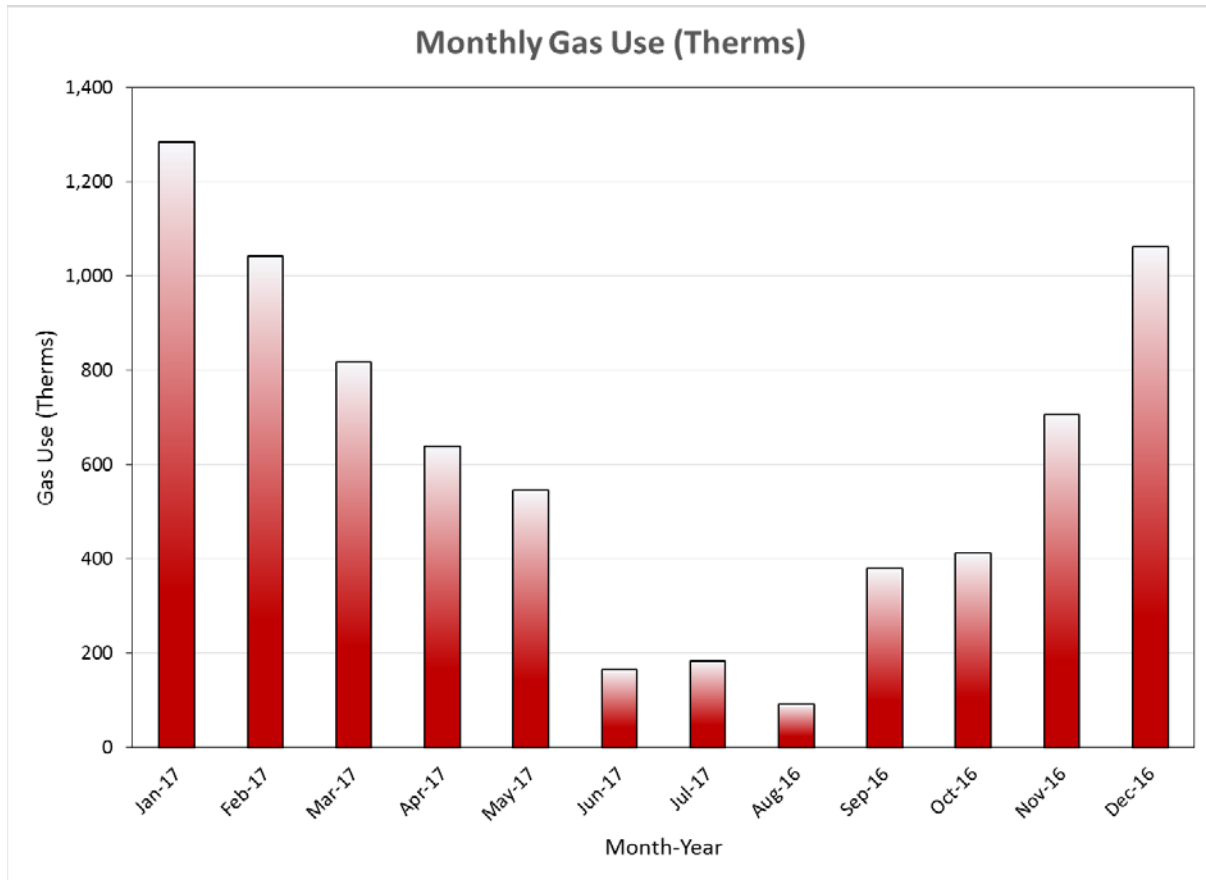


Table 5.2 – Gas Use Summary

Building	Building Area (Sq.ft.)	Total Gas Use (Therms)	Total Gas Cost (\$)	Gas Rate (\$/therm)	Gas Use Index (Therms/Sq.ft.)	Cost Index (\$/Sq.ft.)
RSCCD Bldg D	42,136	7,323	\$ 4,960	\$0.677	0.17	\$ 0.12

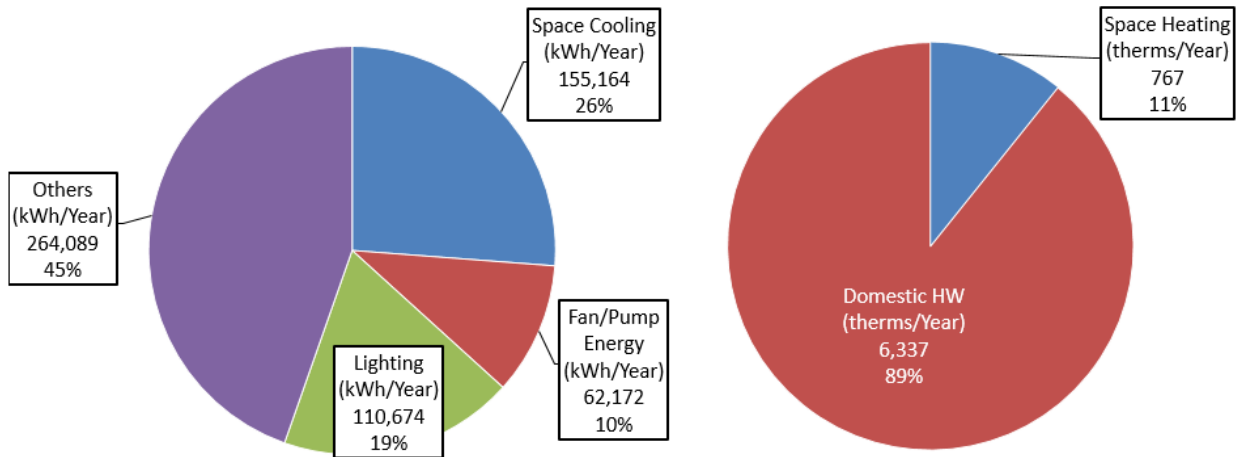


6. Utility End-Use Allocation

RSCCD Building D consists of variety of energy and gas using systems for its daily operations. Primarily, the end uses are divided into space cooling, space heating, fans/pumps, lighting, Domestic HW, and others. This section provides the energy and gas (estimated) use allocations into each category of building systems.

ELECTRIC END USE ALLOCATION					
Building/ Location	Space Cooling (kWh/Year)	Fan/Pump Energy (kWh/Year)	Lighting (kWh/Year)	Others (kWh/Year)	TOTAL (kWh/Year)
RSCCD Bldg D	155,164	62,172	110,674	264,089	592,099
TOTAL	155,164	62,172	110,674	264,089	592,099

GAS END USE ALLOCATION			
Building/ Location	Space Heating (therms/Year)	Domestic HW (therms/Year)	TOTAL (therms/Year)
RSCCD Bldg D	767	6,337	7,104
TOTAL	767	6,337	7,104



7. Energy Efficiency Measures Description

Based on the Campus’s requirements, existing conditions, and walkthrough observations, energy efficiency measures were identified and analyzed. This section describes each identified measure and presents associated savings and cost to implement each measure.

7.1 HVAC – Energy Efficiency Measures (EEM)

Based on the project identified by the campus to replace the fan coil units with high efficiency alternatives, the following savings are estimated. Also, additional measures were also identified to increase the energy efficiency of the building through VAV conversion. The sections below provide detailed explanation of each measure.

EEM 1 – Fan Coil Unit Replacement

SCE Solution Code	SCG Solution Code	On-Bill Savings			IOU Program Savings			Annual Utility Cost Savings (\$/yr)	Potential Incentive (\$)	Project Implementation Cost (\$)	Net Simple Payback Period (yr)
		Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (Therms/yr)	Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (Therms/yr)				
TBD	HWS06 HW/HVAC - Controls	34,660	9.28	-53	8,026	2	0	\$5,094	\$1,926	514,500	100.6

Air conditioning at building D is provided by (42) 4-pipe fan coil units of varying sizes and capacities. All the fan coil units are from the original installation and are assumed to operate at a lower efficiency due to the age of the equipment. This would potentially result in excessive energy consumption. During the walkthrough, it was also noticed that the chilled water delta-T was in the range of 4-6 Deg F. Such a low CHW delta-T would result in constant high load pump operation which in turn causes significant energy consumption. Overall, the existing fan coils are operating inefficiently and would require upgrades. At the facility, there are (5) types of fan coil units as shown in the table below.

Make	Existing Model	FCU Counts	CFM	Fan HP	Total Static	Cooling (MBH)	CHW Coil Rows	Heating (MBH)	HW Coil Rows	Weight
Carrier	39LF	2	3000-3600	2	1.1	64	4	39	1	450
	42BH2	8	850-1200	0.5	0.95	31	4	20	1	320
	42BH3	19	1200-1600	1/2-3/4	1	20-40	4	20-40	1	350
	42BH4	7	1700-2000	1/2-3/4	1	20-60	4	20-60	1	350
	42CE	6	200-600	325W	0.25	14	4	14	1	150

This project proposes replacing existing fan coil units with new similar units. The new units will operate at a better efficiency and provide sufficient cooling, heating, and ventilation to the building spaces. A majority of the units are currently attic installations and require specific hangs/mounts which makes the weight of the unit a critical parameter during selection.

Please refer to Appendix C – Fan Coil Specifications for additional details on criteria for selection of new fan coil units.

As the measure proposes replacement of existing units, 2016 Title-24 code is triggered, which makes the savings from ECM motor ineligible for incentives.

However, energy savings from attaining a high delta-T across the chilled water coils is eligible for utility incentives. The 2016 Title-24 code does not mandate a specific delta-T across the coils therefore any improvement would be eligible for incentives. The project is classified as a Replace on Burnout (ROB).

M&V for this measure is not required, therefore an M&V plan has not been developed.

This measure is eligible for incentive under the SCE Customized Solution code, solution code is to be determined.

EEM 2 – Conversion from Constant Volume to Variable Air Volume

SCE Solution Code	SCG Solution Code	On-Bill Savings			IOU Program Savings			Annual Utility Cost Savings (\$/yr)	Potential Incentive (\$)	Project Implementation Cost (\$)	Net Simple Payback Period (yr)
		Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (Therms/yr)	Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (Therms/yr)				
TBD	HWS06 HW/HVAC - Controls	15,545	0.00	515	15,545	0.00	515	\$2,649	\$4,246	29,917	9.7

All the 4-Pipe Fan Coil Units at Building D are single zone constant volume systems. The airflow to each zone is presently uncontrolled and the fans operate at 100% speed irrespective of the zone load. All the units will still remain as constant volume systems after EEM -1 is implemented as the 2016 Title-24 code does not mandate installation of VAV systems.

This measure proposes operating the newly installed fan coil units as a variable volume unit by providing additional programming to control the ECM motors speeds. The airflow requirement at each zone will be based on the zone temperature condition. Also, **minimum zone airflow of 20%** or as decided by the controls contractor/designer needs to be set through the Energy Management System (EMS).

High level proposed sequence of operation

1. Cooling and heating setpoints are set at each zone based on the campus’s requirements. *For example, Cooling setpoint: 72 Deg F and Heating Setpoint: 68 Deg F.*
2. Zone temperature is measured through the zone thermostat and is relayed back to the EMS.
3. Fan speed is varied based on the differential between actual zone temperature and the zone setpoints. If the zone temperature is above the cooling setpoint, supply fan speed is increased by the VFD until it supplies design airflow CFM value.
4. If the zone temperature is between the cooling and heating setpoints, the fan speed is set to a minimum speed condition to deliver cooling minimum airflow condition. Speed is set such that the minimum airflow of 20% (or whatever is decided by the campus) is supplied to the zone.
5. Similarly, if the zone temperature continues to go below the heating setpoint, the supply fan speed is varied to provide minimum design airflow, at the same time the hot water valve is opened to heat the conditioned air.
6. Based on the zone airflow requirement as estimated from the above sequences, supply fan speeds need to be set so as to provide only needed airflow volume. This will result in energy efficient operation of fans during low load conditions.

This measure is eligible for incentive under the SCE Customized Solution code, solution code is to be determined.

The project includes addition of control programming to regulate the ECM motor speed and does not involve any replacement therefore it does not trigger 2016 Title-24 code baseline and actual baseline is used to

estimate the savings. As the savings for this measure is less than 250,000 kWh, no M&V is required. Program type used is Retrofit Add-On (REA).

EEM 3 – Occupancy Based HVAC Operation

SCE Solution Code	SCG Solution Code	On-Bill Savings			IOU Program Savings			Annual Utility Cost Savings (\$/yr)	Potential Incentive (\$)	Project Implementation Cost (\$)	Net Simple Payback Period (yr)
		Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (Therms/yr)	Electricity Savings (kWh/yr)	Electric Demand Reduction (kW)	Natural Gas Savings (Therms/yr)				
AC-19790 - HVAC Occupancy Sensor - Add-on Equipment	HWS06 HW/HVAC - Controls	41,908	0.00	27	41,908	0	27	\$6,221	\$10,085	\$43,801	5.4

HVAC system serving each zone at Building D has a fixed operating schedule and the unit operates to keep the zone conditioned even when there is low or no occupancy. HVAC systems operates Monday-Friday (7 AM – 9PM), Sunday (7AM-3PM), and Saturday (Off).

This measure proposes installation of occupancy sensors in all the building areas/zones and operating the units based on the occupancy. The savings are calculated using the following methodology:

1. Programming occupancy based HVAC operation to shut-off individual fan coil units when the occupancy sensors do not detect occupancy for more than 30 minutes. However, the units will turn back on based upon the user controlled unoccupied set back temperature (user adjustable in the EMS). This will result in cooling, heating, and fan energy savings.
2. To estimate the savings from OS based HVAC operation during regular sessions, DEER occupancy based reduction of operating hours of 20% within the occupied periods was simulated. In this case regular occupancy is programmed from 7 AM through 9 PM (14 hours), however, savings is estimated from shutting off the units for about 2 hours in a day.
3. According the campus schedule building occupancy is only around 30% during summer time. This is simulated by 10 hours of unoccupied period but only for summer sessions.
4. No HVAC operation is simulated during breaks.

Below table shows yearly existing and proposed HVAC operating schedules:

Session	Start and End	Existing Operatin Hours			Proposed OS Based Hours		
		Mon-Fri	Sat	Sun	Mon-Fri	Sat	Sun
Winter/Spring	Jan 1 - Apr 4	14	0	8	12	0	6
Spring Break	Apr 4 - Apr 10	14	0	8	0	0	0
Spring Session	Apr 10 - Jun 19	14	0	8	12	0	6
Summer Session (Low Use)	Jun 19 - Aug 27	14	0	8	4	0	2
Fall Session	Aug 27 - Dec 17	14	0	8	12	0	6
Winter Break	Dec 18 - Dec 31	14	0	8	0	0	0

This measure is eligible for incentive under the SCE Customized Solution code as listed in the above table.

The project includes addition of occupancy controls to the existing fan coil equipment and does not involve any equipment replacement therefore it does not trigger 2016 Title-24 code baseline and actual baseline is used to estimate the savings. As the savings for this measure is less than 250,000 kWh, no M&V is required. Program type used is Retrofit Add-On (REA).

Appendix A – Building-wise Utility Use Profile

Electric use data was available for Building D. Gas use was prorated for Building D based on the building area as gas use data was available for the entire campus. Below table shows electric and gas use data, cost, and energy/gas use intensities per month.

BUILDING D – UTILITY PROFILE

Facility Rancho Santiago College - Building D
 Utility Southern California Edison (SCE)
 Rate Schedule TOU-GS2B
 Energy Rate \$/kWh \$0.148
 Campus Bldg SFT 42,136
 Address 8045 E Chapman Ave, Orange, CA 92869

Season	Month	Total Energy Use (kWh) ^[1]	Energy Cost (\$) ^[1]	Monthly EUI (kWh/SFT)	Peak Demand (kW)
Summer	Jul-17	55,276	\$11,217	1.31	188
Summer	Jun-17	52,405	\$10,767	1.24	187
Winter	May-17	52,635	\$6,996	1.25	197
Winter	Apr-17	47,373	\$6,483	1.12	187
Winter	Mar-17	47,653	\$6,367	1.13	178
Winter	Feb-17	45,657	\$5,750	1.08	149
Winter	Jan-17	38,472	\$4,949	0.91	133
Winter	Dec-16	40,428	\$4,922	0.96	142
Winter	Nov-16	52,317	\$5,650	1.24	141
Winter	Oct-16	57,922	\$6,901	1.37	166
Summer	Sep-16	66,589	\$10,943	1.58	183
Summer	Aug-16	63,044	\$10,970	1.50	191
TOTAL		619,771	\$ 91,913	14.71	197

Facility Rancho Santiago College - Building D
 Utility Southern California Gas Company (SoCal Gas)
 Rate Schedule GN-10
 Gas Rate \$/therm \$ 0.677
 Campus Bldg SFT 42,136
 Address 8045 E Chapman Ave, Orange, CA 92869

Season	Month	Gas Use (therms)	Gas Cost (\$)	Gas Use Index (Therms/SFT)
Winter	Jan-17	1,284	\$870	0.030
Winter	Feb-17	1,043	\$706	0.025
Winter	Mar-17	817	\$553	0.019
Winter	Apr-17	638	\$432	0.015
Winter	May-17	544	\$369	0.013
Summer	Jun-17	166	\$112	0.004
Summer	Jul-17	182	\$123	0.004
Summer	Aug-16	91	\$61	0.002
Summer	Sep-16	379	\$256	0.009
Winter	Oct-16	412	\$279	0.010
Winter	Nov-16	706	\$478	0.017
Winter	Dec-16	1,063	\$720	0.025
TOTAL		7,323	\$4,960	0.174

Appendix B – Energy Analysis

A calibrated eQUEST 3.65 building simulation model was created to estimate the energy savings for the SCE Customized Program EEMs. The building simulation was created using a combination of building plans, facility equipment schedules, and facility information collected during the energy audit.

The building simulation was calibrated using energy use information provided by the campus. For example: The total energy use for the audited building between August 2016 and July 2017 was estimated at 619,771 kWh. The eQuest simulated energy use for the facility is 592,099 kWh, or within 4% of the above mentioned actual energy use.

The total gas use for the audited building between August 2016 and July 2017 was estimated at 7,323 therms based on the Gas Use Index (GUI). The eQuest simulated gas use for the facility is 7,104 therms, or within 3% of the above mentioned actual energy use.

Also, monthly calibration was also done which results in monthly energy and gas use values to be within 20% of the utility use. Comparison of actual versus eQuest energy and gas use profile is shown in graphical form below.

Figure 12 – Actual vs. eQuest Simulated Monthly Energy Use Profile

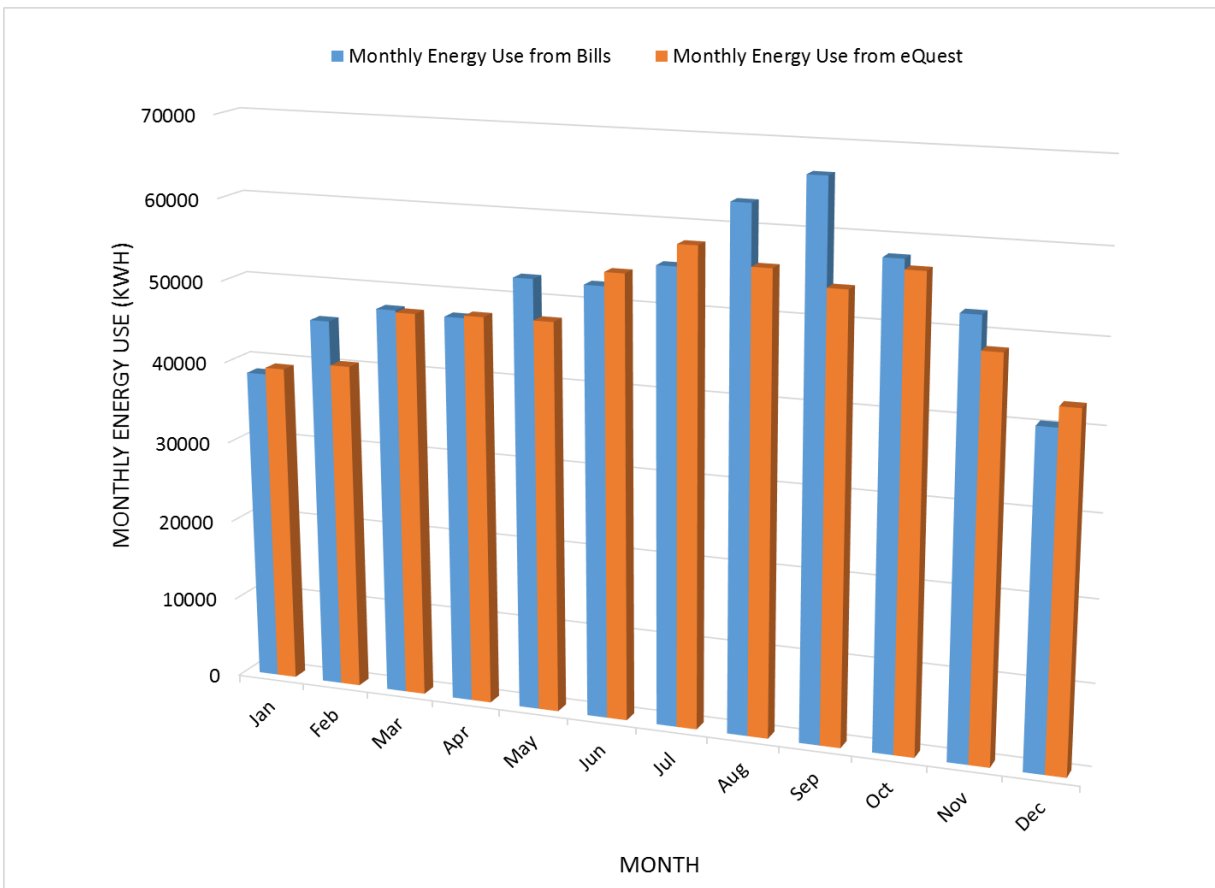
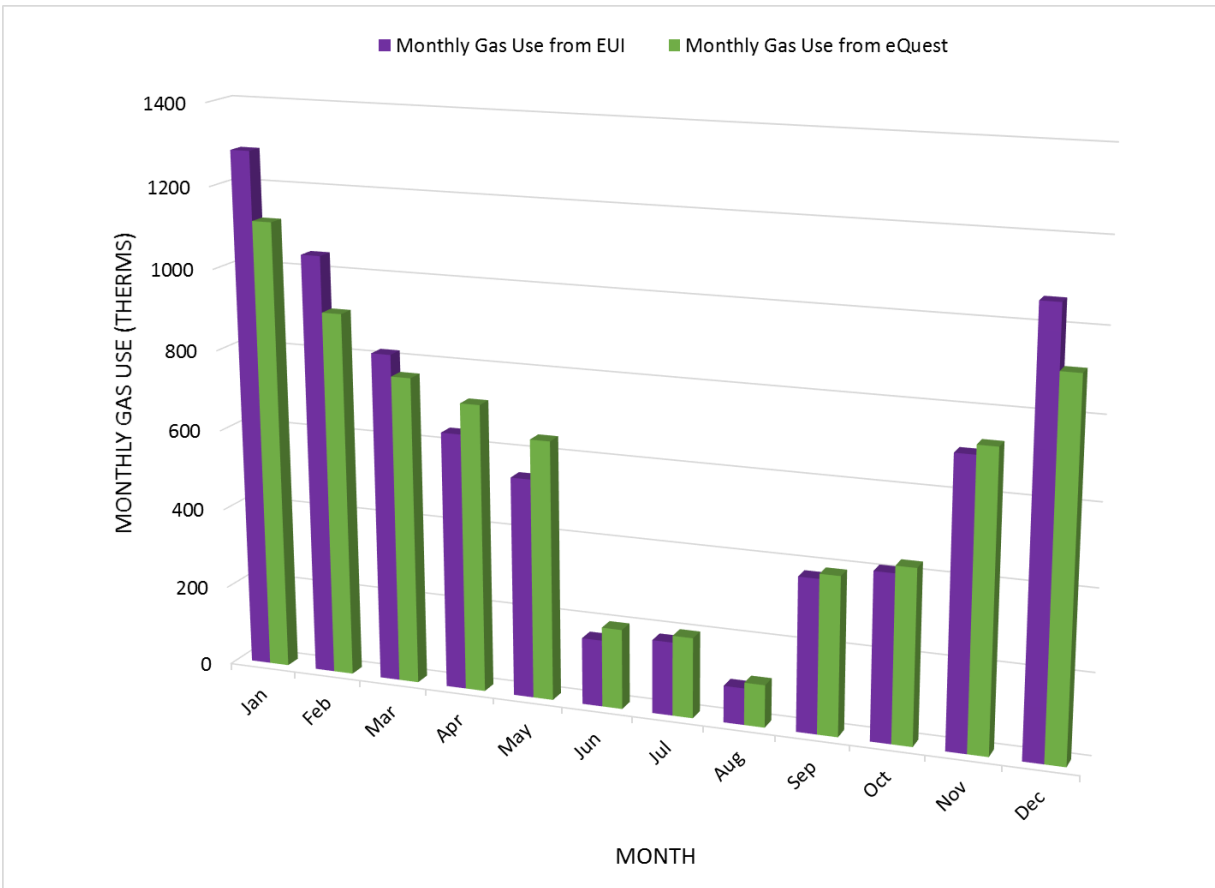


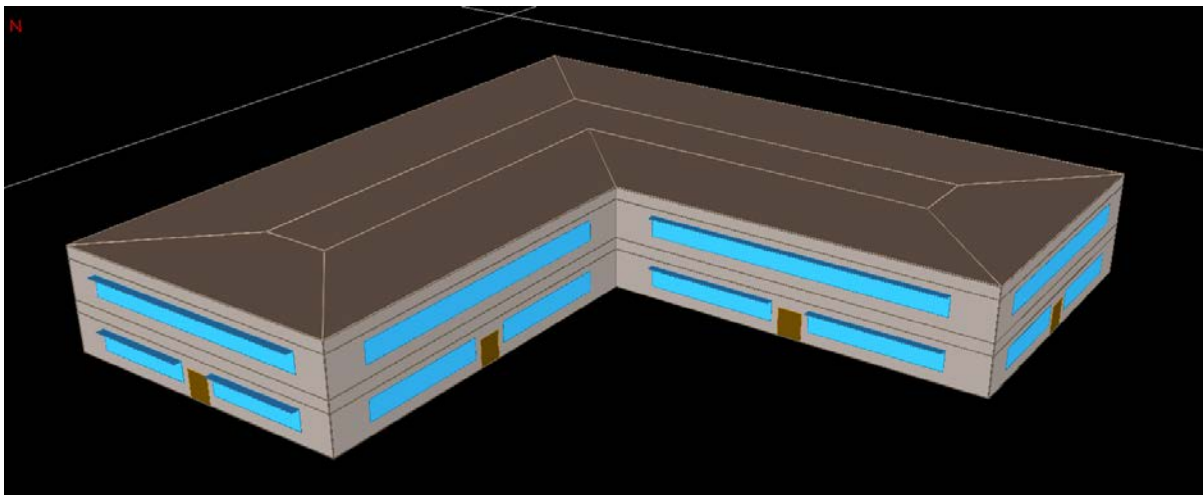
Figure 13 – Actual vs. eQuest Simulated Monthly Gas Use Profile



The facilities were modeled based on building orientation from the plans, equipment capacities from mechanical schedules, and operating schedules from Energy Management System (EMS) where available.

A screen capture of the eQUEST building simulation can be seen below.

Figure 14 – eQuest Model of Building D



The following tables state all modifications made in each parametric run for the corresponding EEM.

Table B-1 Overall Summary of Parametric Run Modifications

EEM	Measure Description	Parametric Run Modifications
	Existing Baseline Model	Baseline model was taken from the previously approved RSCCD proposed model. This contains the following changes to the model: (1) New Screw Chiller (As modeled previously). (2) Added VFD control to CHW and HW Pumps. (3) Changed the CHW and HW valves at all the FCUs to 2-way valves. (4) Added Chilled Water Reset (Load Reset) between 53-40 Deg F based on the EMS Screenshot. (5) Added Hot Water Reset based on OA Temperature. OA Temp: 50-70 Deg F and HWST: 150-120 Deg F Respectively. (6) Added CHW and HW loop DP Reset. (7) Modified HVAC Operating schedule to match the Building operating schedule from EMS. (8) Modified chiller loop operation to 24 hours based on the site-visit. (9) Modified zone temperature setpoints to 72-68 Deg F cooling and heating setpoints respectively. (10) Added CHW loop snap of 55 Deg F and HW loop Snap of 70 Deg F based on the EMS screenshot. (11) Modified CHW coil Delta-T to 6 Deg F to match the EMS/actual conditions. (12) Calibrated the model to the latest 2016-2017 energy and gas use data.
1	New Fan Coil Units (Baseline Model)	(1) Modified Tot Eff Fraction to 0.576 to simulate 80% ECM fan motor efficiency. (2) Modified CHW Coil Delta-T to 20 Deg F at all the FCUs.
2	CAV to VAV (This is the baseline condition in the new EEM model)	(1) As eQuest does not realistically model 4-pipe FCU acting as VAV, system type was changed to VAV with no zone re-heat coils. (2) Zone airflow minimums were changed to 20%. (3) Added "Variable Speed" cooling fan EIR f(PLR)
3	OS Based HVAC Operation (VAV EEM Model)	(1) Modified cooling fan schedule for HVAC systems serving all the buildings to simulate 3 hours reduction in operation. (2) 3 hours of reduced operation signified 20% reduction based on the OS for College/Classroom type DEER facility. (3) Another 2 hours reduction is applied for summer sessions to account for low occupancy use profile during summer.

Appendix C – Fan Coil Selection Criteria

This section provides a high level selection criteria for the new fan coil units and is not intended to be a design specification. Detailed design specifications need to be developed by the designer/contractor during or before project implementation and provided to RSCCD for final approval.

- 1. The units must be of the same or greater capacity in order to achieve sufficient cooling/heating/ventilation. This needs to be assessed during the equipment selection by the designer/contractor and must be approved by the district before installation.*
- 2. Fan Coils must be compatible or be adjustable to the existing installation conditions such as hangers and mounts.*
- 3. Unit weight must be same or less than the existing unit weights to avoid addition structural analysis or permits.*
- 4. All the units must have Electronically Commutated Motors (ECM) for high efficiency operation and should be able to convert the units to a variable volume system through additional programming and controls.*
- 5. Units must have chilled and hot water coils that can provide high Delta-T values for exceptional heat exchange.*
- 6. Size of the units must be such that the installation should not require any structural changes.*
- 7. All the fan coils must be connected to the existing Allerton Energy Management System (EMS) for advanced controls and scheduling.*
- 8. All units are to be direct drive.*
- 9. All the new units must be easily accessible for typical maintenance. Maintenance may include but not limited to coil cleaning, filter replacements, motor lubrication, valve checks, and so on.*

Appendix D – Facility Pictures

Figure 15 – RSCCD Building D



Figure 16 – Building Exterior and Windows 1



Figure 17 – Building Exterior and Windows 2



Figure 18 – Floor Mounted Fan Coil Unit



Figure 19 – Fan Coil Filter Access



Figure 20 – Fan Coil Unit Nameplate

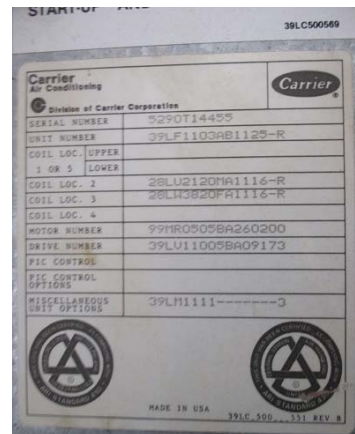


Figure 21 – Ducting and Damper Actuator

Figure 22 – Attic Mounted FCU



Figure 23 – FCU CHW Piping



Figure 24 – Chiller



Figure 25 – Chilled Water Pumps



Figure 26 – CHW Pump Nameplate

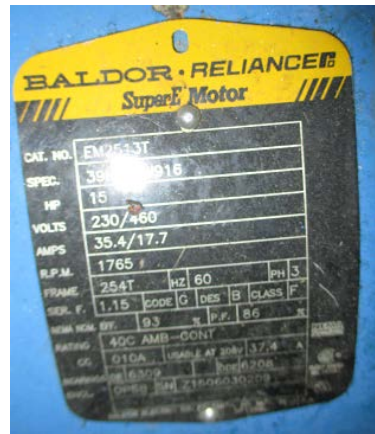


Figure 27 – Boiler Nameplate



Figure 28 – Hot Water Pumps



Figure 29 – CHW Pump VFD



Figure 30 – HW Pump VFD



Figure 31 – Interior Lighting

Figure 32 – Backup Generator

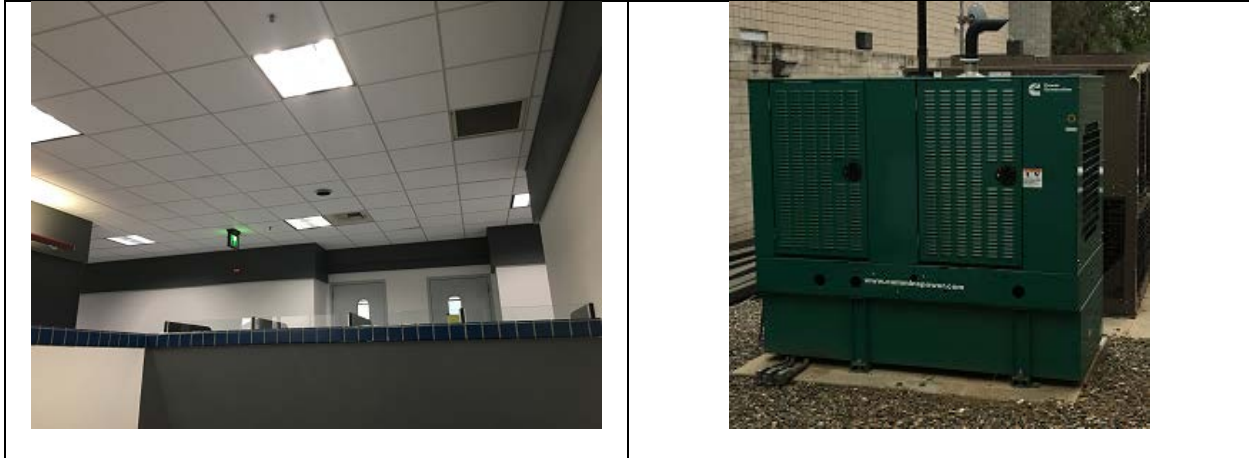


Figure 33 – Building Schedule on EMS



Figure 34 – Central Plant EMS 1

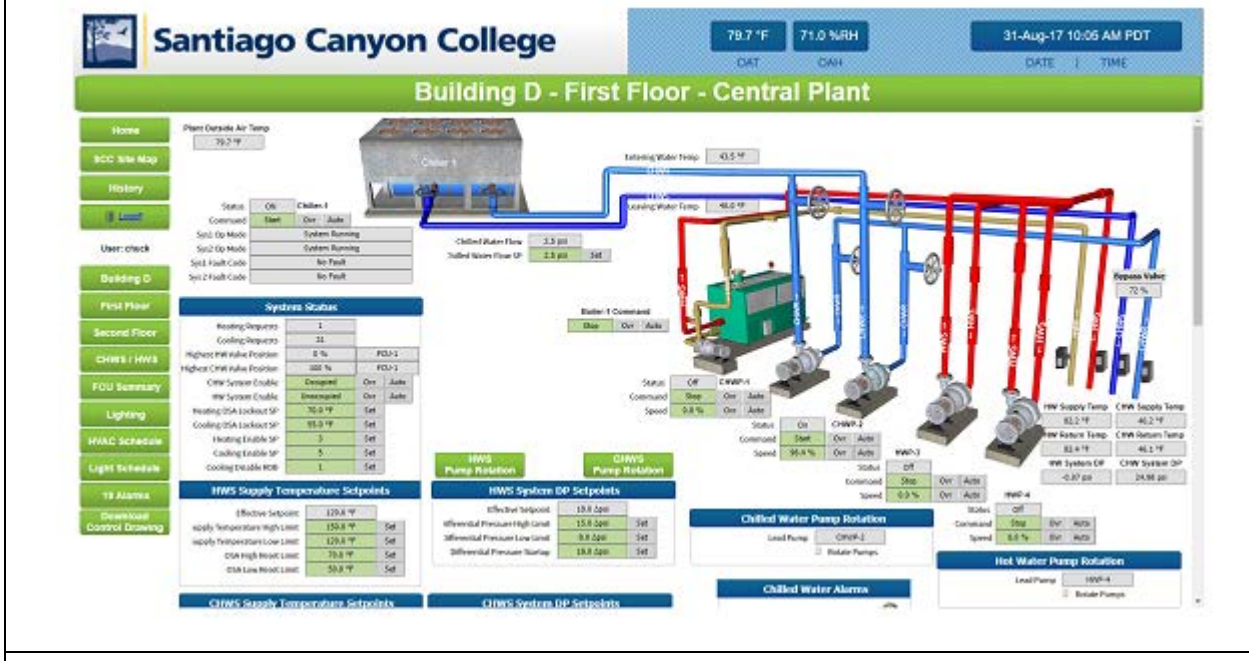


Figure 35 – Central Plant EMS 2

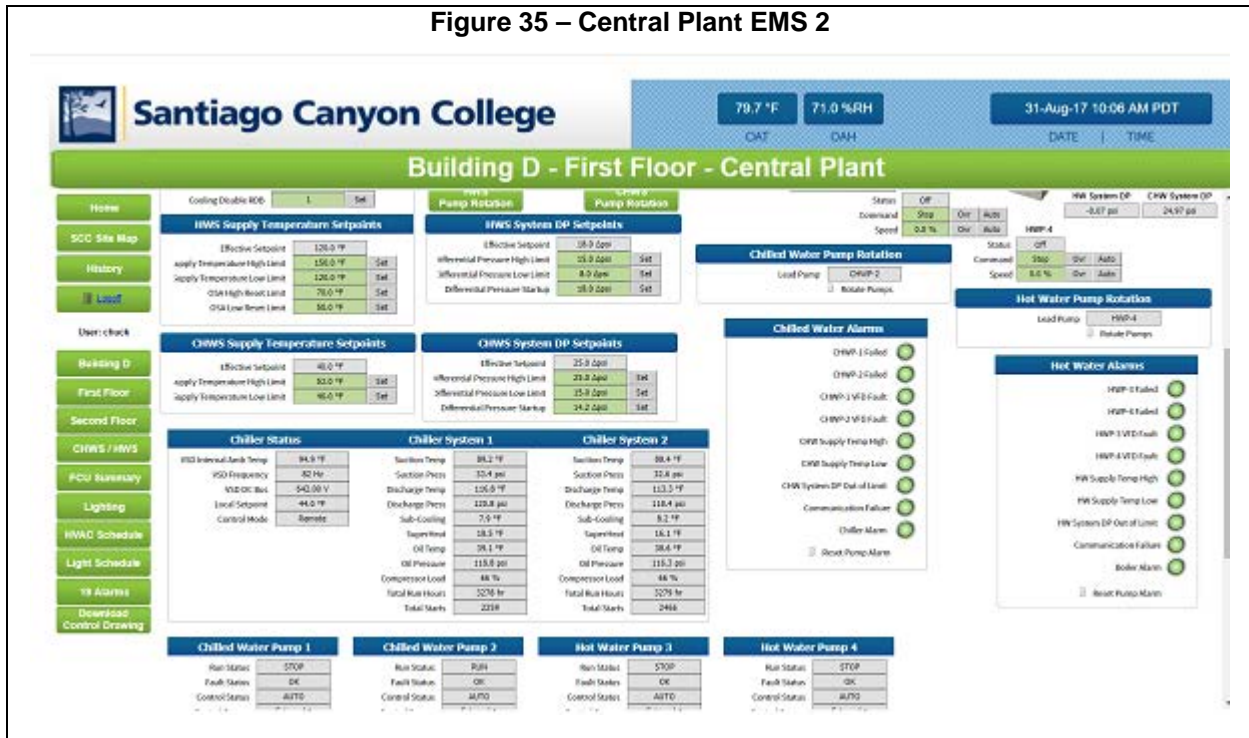


Figure 36 – FCU EMS 1

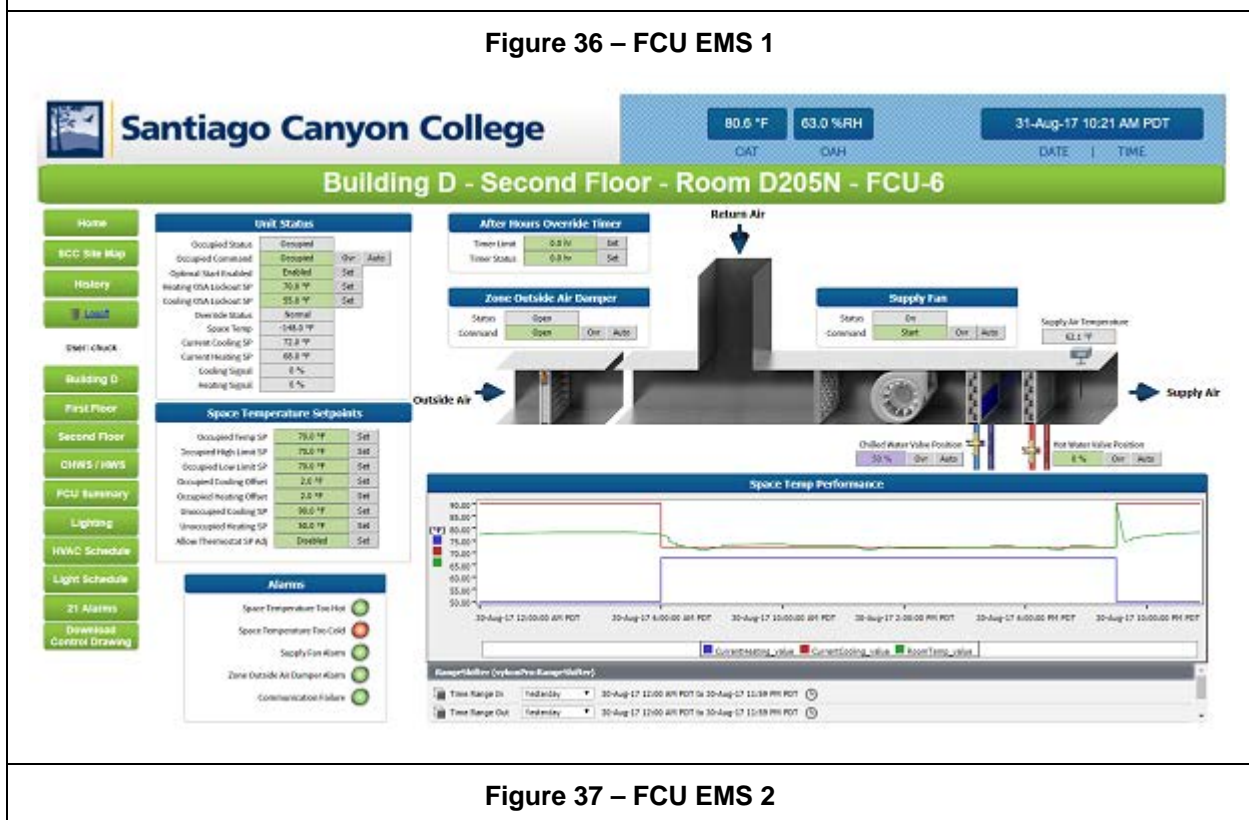


Figure 37 – FCU EMS 2

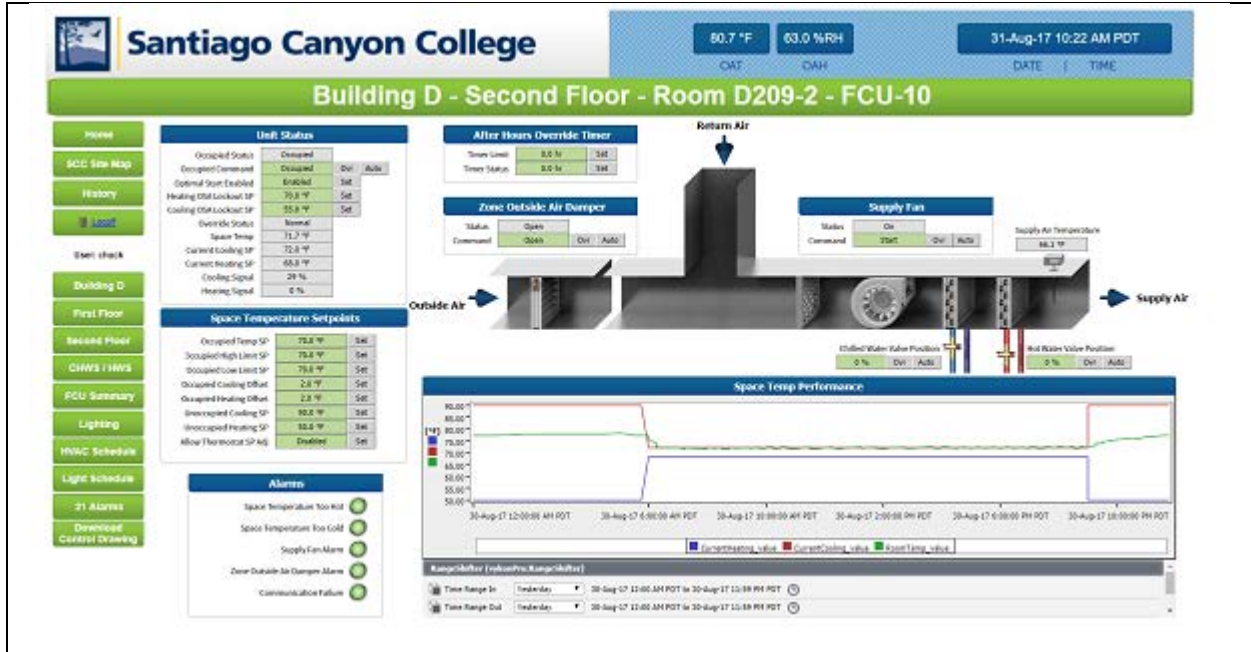


Figure 38 – First Floor Plan EMS 1

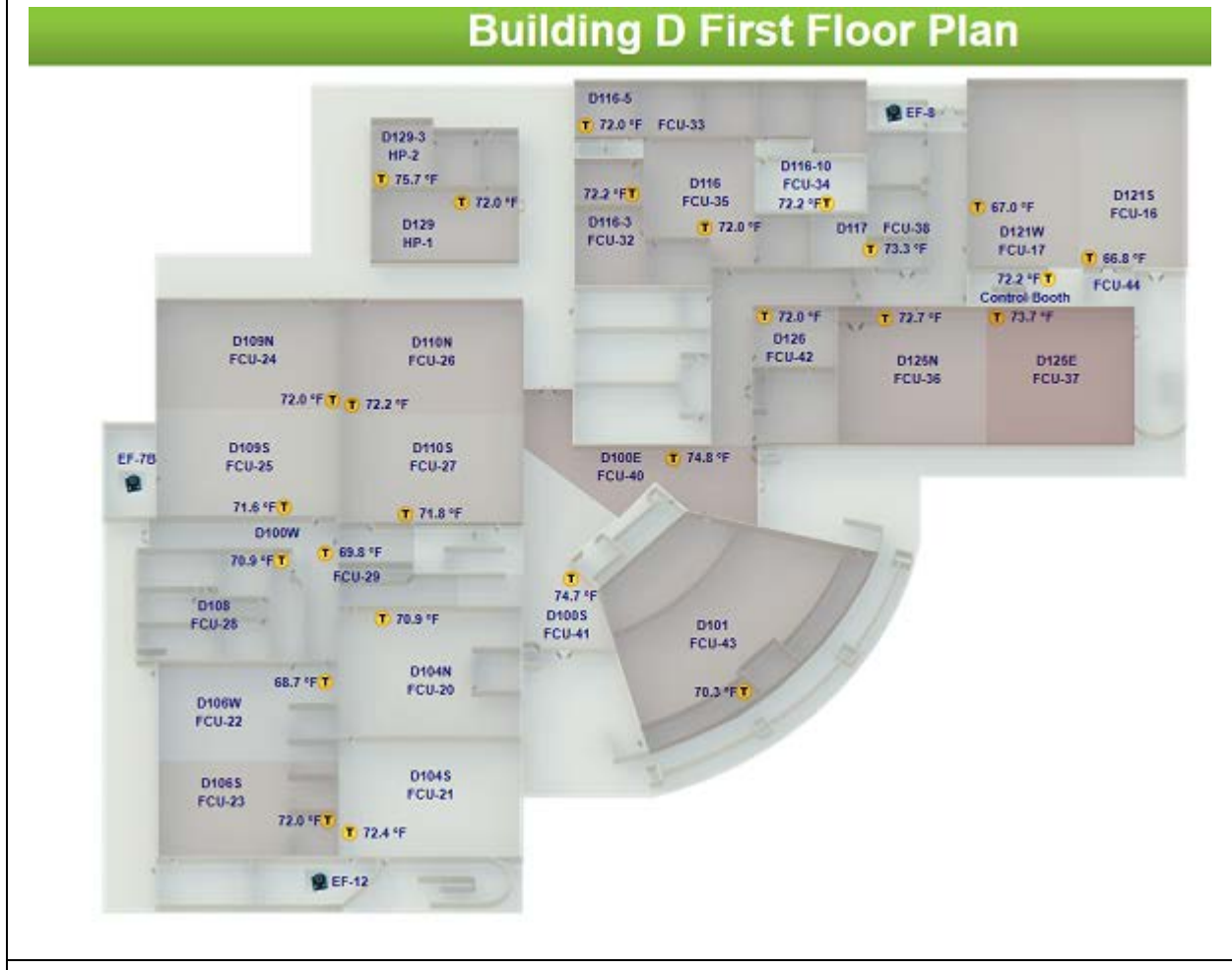
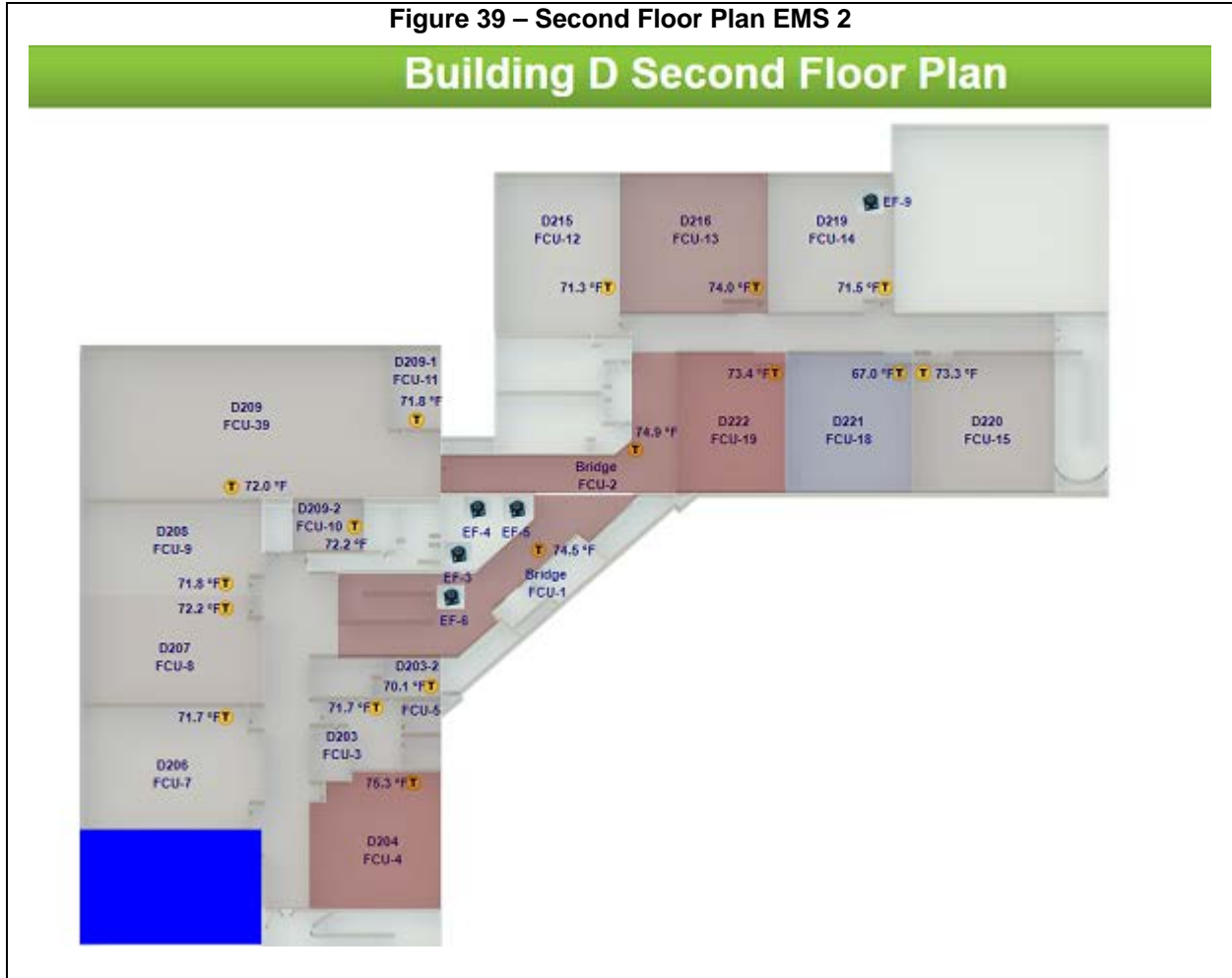


Figure 39 – Second Floor Plan EMS 2



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

To:	Board of Trustees	Date: January 22, 2018
Re:	Adoption of Resolution No. 18-02 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for the Santa Ana College Johnson Student Center Project	
Action:	Request for Adoption	

BACKGROUND:

The District anticipates that the new Santa Ana College Johnson Student Center project will be constructed in two phases of work: 1) demolition; and 2) new building construction. The first phase of work includes demolition and site preparation. Documents for this phase are anticipated to be approved by the Division of the State Architect (DSA) in June 2018. The anticipated construction start is August 2018 with target construction completion in March 2019. The second phase of work includes construction of the new building and surrounding site improvements. DSA approval for the second phase is not anticipated until the end of 2018. Construction of the second phase is anticipated to begin in March/April of 2019.

In anticipation of starting construction on the project, the District has been assessing construction delivery methods for the project. Education Code section 81335 is the authorizing statute for community colleges interested in the lease-leaseback construction delivery of projects. Lease-leaseback is an alternative project delivery method that is available to community college districts in lieu of formal public bidding. This delivery method is recognized by the state legislature as a proven method to deliver education facilities on time, on budget and with a reduced level of public agency risk associated with design issues, delays and cost overruns. The District has used this delivery method on previous projects with excellent results and recommends utilizing this delivery method for the Johnson Student Center construction.

At this time, the District is interested in developing a competitive process and procedure for the evaluation of qualifications and proposals for lease-leaseback contractors for the new Santa Ana College Johnson Student Center project in order to construct both phases 1 and 2 in a continuous fashion. The attached Resolution No. 18-02 is a request to adopt procedures to evaluate potential lease-leaseback contractors and create a pool of prequalified contractors to deliver and construct the project in two phases as outlined in the procedures. Exhibit A of the Resolution is the Request for Qualifications (RFQ), which will be advertised and includes the prequalification application, the process for evaluation and the scoring criteria to be utilized by the District. The District intends to establish a pool of prequalified contractors who can then bid the project when the Request for Proposal (RFP) is released for phase 1, once the documents have received DSA approval. The process of prequalification will assist the District in identifying qualified contractors for the construction of the Johnson Student Center project.

If the Board approves the Resolution, the prequalification process is anticipated to be completed in two phases beginning with a pool of contractors to be established in April 2018 with an RFP to follow for phase 1 demolition and site preparation upon receipt of DSA approval of the documents (anticipated May 2018). The qualified contractors will then be required to retain bids on the first phase of the project for demolition and site preparation with a final proposal submitted to the

District in July 2018. The District is targeting a construction contract award in August 2018 in order to issue a Notice to Proceed (NTP) to the contractor to begin construction in August 2018 (demolition and site work). Phase 2 work for the new building construction will be bid at a later date by the selected general contractor from phase 1, once the documents are approved by DSA, which is anticipated at the end of 2018 or early 2019. Prior to the second bid phase, the District intends to re-open prequalification of subcontractors and have the general contractor to once again retain competitive bids for the second phase of work. The contractor will then prepare a proposal to the District for the second phase of work for consideration. The District will then be able to determine if it wishes to proceed with a contract amendment for the contractor, in order to continue with the second phase of construction and extended lease, or choose not to proceed with the second phase of construction with the qualified contractor. If the option to move forward with the prequalified contractor is selected, the anticipated issuance of the NTP would be immediately following the conclusion of the demolition in March/April of 2019.

It should be noted that the Resolution indicates that any contractors and subcontractors that were prequalified for the Santa Ana College Science Center project will be eligible to be prequalified for the Johnson Student Center project and would not have to resubmit the prequalification package application.

ANALYSIS:

The Board of Trustees recently adopted Resolution 17-14 approving procedures for evaluating qualifications and proposals of Lease-Leaseback Contractors for the Santa Ana College Science Center Project. The District is proposing that the Board approves similar procedures for evaluating qualifications and proposals of Lease-Leaseback Contractors for the Santa Ana College Johnson Student Center Project. The District has successfully implemented these procedures on the Science Center project. Moreover, District staff along with legal counsel, Philip Henderson of Orbach Huff Suarez & Henderson, LLP have reviewed and developed a “best value” competitive selection process for the Johnson Student Center project as detailed in the attached Resolution and RFQ. It is recommended that the Board of Trustees approve the attached Resolution and outlined qualifications process and procedure for the determination of prequalified lease-leaseback contractors for the new Johnson Student Center at Santa Ana College.

Schedule of proposed lease-leaseback procurement activities for the construction of Phases 1 and 2 of the Johnson Student Center:

<u>Activity</u>	<u>Date Released</u>	<u>Deadline</u>
Board Approves LLB Resolution	NA	January 22, 2018
District Releases Advertisement RFQ for Prequalification of Contractors	January 23, 2018	March 19, 2018
District Releases Advertisement RFQ for Prequalification for MEP Subcontractors	January 23, 2018	March 23, 2018
Pool of Qualified Contractors Established	NA	April 2018-May 2018
District to Release RFP to Pool of Qualified Contractors	Upon DSA approval of Phase 1 plans-estimated late May to early June 2018	Proposals due August 2018 to District
Anticipated Board Award of Phase 1 (demolition and site work) to Qualified Contractor	NA	August 2018

Anticipated Phase 2 (building) Prequalification of Additional MEP Subcontractors if needed	TBD	January 2019
District to Release Phase 2 (building) RFP to Selected Phase 1 Contractor	Upon DSA approval of Phase 2 plan for building-estimated end of calendar year 2018	February 2019
Anticipated Board Award of Phase 2 (building) and Contract Amendment to Contractor, including an extension of Lease	NA	March 2019

RECOMMENDATION:

It is recommended that the Board of Trustees approve Resolution No. 18-02 to Adopt Procedures for Evaluating Qualifications and Proposals of Lease-Leaseback Contractors for the Santa Ana College Johnson Student Center Project.

Fiscal Impact:	N/A	Board Date: January 22, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION FOR THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADOPTING PROCEDURES FOR EVALUATING QUALIFICATIONS OF
LEASE-LEASEBACK CONTRACTORS**

RESOLUTION NO. 18-02

WHEREAS, pursuant to Education Code section 81335, the governing board of a community college district may let, at a minimum rental of one dollar (\$1) a year, to any person, firm, or corporation any real property which belongs to the district if the instrument by which such property is let requires the lessee therein to construct on the demised premises, or provide for the construction thereon of, a building or buildings for the use of the community college district during the term thereof, and provides that title to such building shall vest in the community college district at the expiration of such term (“**Lease-Leaseback**”); and

WHEREAS, the Rancho Santiago Community College District (“**District**”) desires to use the Lease-Leaseback delivery method of Section 81335 for the construction of the Johnson Student Center at Santa Ana College (“**Project**”), as further identified in Attachment 1 to **Exhibit A**; and

WHEREAS, to ensure that contractors on Lease-Leaseback projects are selected in a fair and impartial manner, District staff intends to implement a selection process in which Lease-Leaseback projects are awarded to the contractor providing the best value to the District. The process includes procedures and guidelines for evaluating the qualifications of prospective Lease-Leaseback contractors (“**Evaluation Procedures**”); and

WHEREAS, District staff has developed the Evaluation Procedures, which are included in:

- The District’s Request for Qualifications for Construction Services (Lease-Leaseback), a draft of which is attached hereto as **Exhibit A (“RFQ”)**;
- The District’s Subcontractor Procurement Process, a draft of which is attached hereto as **Exhibit B**; and
- The “Best Value” Criteria and Scoring for Contractor’s Proposals in Response to District’s RFP for the Project, a draft of which is attached hereto as **Exhibit C**; and

WHEREAS, the District desires to adopt the Evaluation Procedures for the Project; and

WHEREAS, the District desires to issue an RFQ for prospective contractors for the Project; and

WHEREAS, once the pool of qualified lease-leaseback contractors is established it shall be valid for a minimum of one year and up to a maximum of two years; and

WHEREAS, as part of the Evaluation Procedures, the District will issue a request for proposal (“**RFP**”) for the Project to the pool of qualified lease-leaseback contractors to submit proposals in response to the RFP; and

WHEREAS, the contractor for the Project shall be selected based on a “best value” determination by the District according to the “best value” criteria and scoring for the RFP attached hereto as **Exhibit C**; and

WHEREAS, as part of the Evaluation Procedures to select a contractor for the Project, District staff may conduct interviews with some or all of the contractors that respond to the RFP in order to seek clarification from contractors related to their proposals, but will not use these interviews to allow contractors to substantively revise or change their proposals; and

WHEREAS, as part of the Evaluation Procedures to select a contractor for the Project, District staff may conduct reference checks for some or all of the contractors that respond to the RFP; and

WHEREAS, the RFP to the pool of qualified contractors, in addition to the later pricing by the selected contractor for the second phase of the Project, but will require the prequalification and/or the qualification of subcontractors, which will be through a separate procurement process that shall comply with the District’s requirements for the procurement of subcontractors and applicable provisions of the Education Code, as indicated in **Exhibit B** attached hereto.

NOW, THEREFORE, the Governing Board of the Rancho Santiago Community College District hereby finds, determines, declares, orders and resolves as follows:

Section 1. That the above recitals are true and correct.

Section 2. The Board approves the use of the lease leaseback delivery method pursuant to Education Code section 81335 for the Santa Ana College Johnson Student Center Project.

Section 3. The Board adopts the Evaluation Procedures, attached hereto as **Exhibit A** through **Exhibit C** to this Resolution for the Project.

Section 4. That the District’s Chancellor, or his/her designee, is authorized to implement the Evaluation Procedures, to issue the RFQ and RFP for prospective contractors for the Project as a lease-leaseback project, and to make further revisions to the criteria that reasonably do not impact the overall fair and impartial solicitation process (for example, adjusting the “best value” criteria and scoring for contractors’ proposals, etc.)

APPROVED, PASSED AND ADOPTED by the Board of Trustees of Rancho Santiago Community College District on this 22nd day of January, 2018, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

I, Nelida Mendoza, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, Claudia C. Alvarez, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 22nd day of January, 2018, by the above described vote of the Governing Board;

Clerk of the Board of Trustees
Rancho Santiago Community College District

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 22nd day of January, 2018.

EXHIBIT A

DISTRICT'S REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION SERVICES
(LEASE-LEASEBACK) RFQ #1718-194
(SEE ATTACHMENT)

EXHIBIT B

SUBCONTRACTOR PROCUREMENT PROCESS (CONTRACTORS MUST FOLLOW FOR SUBSEQUENT RFPs)

Note – District reserves the right to make revisions to the form as necessary prior to issuance of the RFP. This process is intended to be utilized for the RFP for Phase No. 1 of the Project, but it will also be adapted for use by the selected Contractor and the District for subcontractor procurement for Phase No. 2 of the Project.

Contractors, when directed at a later date as determined by the District in a request for proposal(s) (“RFP(s)”), shall provide a final lump sum Guaranteed Project Cost (“GPC”) for all or a portion of the Project. That GPC shall include all scopes of work and pricing from subcontractors required to perform the scope of services in the RFP and will be prepared pursuant to the bidding procedures outlined herein and in the RFP.

The subcontractor procurement process shall be adapted by the District as needed for the Project and may include a minimum number of subcontractor bids received for particular subcontractor bid packages. The subcontractor procurement process for all Contractor’s subcontractors performing work valued in excess of ½ of 1% of the GPC shall be the following:

Step 1. Public Notice. When directed by the District, the Contractors shall provide notice of bidding for subcontractors “in accordance with the publication requirements applicable to the District’s competitive selection process” to solicit subcontractors in compliance with statutory requirements and the District’s process. **The District intends to work with the Contractors to issue an advertisement to solicit subcontractors in compliance with statutory requirements and the District’s process. Contractors’ subcontractor advertisement must be approved by the District prior to publication.**

Step 2. MEP Prequalification (SEE EXHIBIT B-ATTACHMENT “Request for Subcontractors to Prequalify RFQ #1718-195)

- a. All mechanical, electrical and plumbing subcontractors with the following license classifications (C-4, C-7, C-10, C-16, C-20, C-34, C-36, C-38, C-42, C-43, and/or C-46) performing work on this Project must be prequalified with the District **for each of its license classifications under which it intends to propose to work.** For example, if a subcontractor intends to propose under its C-10 license **and** its C-36 license, it must submit two (2) separate Subcontractor Prequalification Questionnaires; one for each license.
- b. Subcontractors shall prequalify with the District by submitting the District’s Subcontractor Prequalification Questionnaire that may be obtained at the following website: <https://rscdd.edu/Departments/Purchasing/Pages/Bidding-Opportunities.aspx>.

- c. The District reserves the right to continue to prequalify additional subcontractors at multiple times during the procurement process and to prequalify additional license classifications as determined by District staff.

FOR THIS PROJECT, THE SUBCONTRACTORS THAT WILL BE USED IN PHASE NO. 1 WILL BE SELECTED AS INDICATED ABOVE. WHEN THE DISTRICT AND THE SELECTED CONTRACTOR DETERMINE THAT PHASE NO. 2 IS READY TO BE PRICED, THE DISTRICT AND THE SELECTED CONTRACTOR WILL AGAIN ADVERTISE FOR SUBCONTRACTORS, WILL INVITE FURTHER MEP SUBCONTRACTORS TO PREQUALIFY, AND WILL ALSO IMPLEMENT THE FOLLOWING ADDITIONAL STEPS. A SUBCONTRACTOR THAT PERFORMED DURING PHASE NO. 1 OF THE PROJECT DOES NOT HAVE A RIGHT TO ADDITIONAL WORK DURING PHASE 2, UNLESS IT PROPOSES ALONG WITH ALL OTHER SUBCONTRACTORS AND IS AGAIN SELECTED THROUGH THIS PROCESS.

Step 3. (For Phase No. 2): Non-MEP Subcontractor Qualification Criteria and Standards.

The selected Contractor shall use the following qualification criteria and standards for non-MEP subcontractors solicited for Phase No. 2 work on this Project. The selected Contractor may **not** add additional qualification criteria and standards unless the District consents in writing.

Non-MEP Subcontractor Qualification Criteria and Standards	Required Response for Non-MEP Subcontractor to Qualify
1. Has the subcontractor performed at least two (2) subcontracts for at least 90% of the value of the current subcontract?	Yes
2. Has the subcontractor been found non-responsible , debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years?	No
3. Has the subcontractor defaulted on a contract, been substituted off a project after beginning performance, or been terminated for cause by any prime contractor or public agency on any project within California during the past five (5) years and has that default, substitution or termination been upheld by a court or an arbitrator?	No
4. Has the subcontractor paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years?	No

Step 4. (For Phase No. 2): Low Bid, Best Value, or Combination of Both.

- As determined by the District, the selected Contractor may be permitted to award some or all of its subcontracts based on a best value basis as developed by the District and the selected Contractor prior to subcontractor bid solicitation. Otherwise, the Contractor shall award to subcontractors with the lowest responsive, responsible bid to the Contractor and that have satisfied the above prequalification and/or qualification steps, as applicable.
- Contractor may submit a request in writing to the District, if Contractor believes it is warranted to award a specific scope of work based on the best value basis. Contractor shall provide in writing its justification and supporting documentation to justify, to the District's satisfaction, its basis for the request prior to awarding subcontract(s) for specific scope(s) of work. The District, at District's sole discretion, may accept or deny Contractor's request. If the District denies Contractor's request Contractor shall award that specific scope of work to the subcontractor with the lowest responsive, responsible bid to the Contractor.
- The selected Contractor, when directed later by the District, shall provide a final lump sum guaranteed project cost. Contractor shall also submit to the District, all documentation of its bid solicitation process and all proposing subcontractors' responses, including advertisements, bid evaluation criteria, bids submitted, and proposed award documentation.
- If the selected Contractor plans to self-perform any work, it must:
 - Submit its bid(s) for the scope(s) of work it intends to self-perform directly to the District a minimum of 24 hours in advance of the date that the GPC is due and 24 hours in advance of the date it receives any subcontractor bids for that scope of work; and
 - Receive at least three (3) subcontractor bids for that scope of work.

EXHIBIT C

**“BEST VALUE” CRITERIA AND SCORING FOR CONTRACTOR’S PROPOSALS IN
RESPONSE TO DISTRICT’S RFP FOR THE PROJECT**

The District intends that the Contractor with the highest RFP score for the Project will be the successful Contractor for the Project.

1. Proposed Initial Guaranteed Maximum Price	Firm’s amount and additional information provided is competitive and within the District’s past experience for charges for an Initial Guaranteed Maximum Price for the Project.	250
2. Proposed General Conditions	Firm’s amount and additional information provided is competitive with the District’s past experience for charges for General Conditions.	75
3. LLB Contract	Firm’s comments regarding the District LLB Form of Contract, requests for clarifications, and/or proposed exclusions are reasonable.	75
4. Methodology and Approach	Firm’s information provided related to its approach to the Project and how it will work with staff and consultants, and how it has organized its bid packages.	75
5. Staff / Personnel / Sub consultants	Firm’s team members, especially team leaders, demonstrate applicable experience and expertise to perform Construction Services.	50
6. Current Work Commitments / Project Limitations	Firm’s current and projected workload over the anticipated duration of the Project, including recent, current, or anticipated contractual obligations that may impede Firm’s construction of the Project.	25
7. Financing Cost	Firm’s amount and additional information provided for financing of the Project’s construction cost.	25
	TOTAL SCORE	575

INTERVIEWS DURING RFP SELECTION

The District, at its discretion and in order to seek clarification from Firm(s) related to proposals, may conduct interviews during its evaluation of RFPs with some or all of the Firms that respond to an RFP. These interviews will only be for this purpose and will not be an opportunity for Firms to substantively revise or change their proposals.

EXHIBIT A-ATTACHMENT
REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION SERVICES
(LEASE-LEASEBACK)

RFQ #1718-194

for Johnson Student Center at Santa Ana College



Response must be received no later than

March 19, 2018 at 3:00 PM

LATE RESPONSES WILL NOT BE CONSIDERED

Submit Response To: RSCCD Facility Planning, District Construction and Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Attention: Carri M. Matsumoto,
Assistant Vice Chancellor

Questions or Clarifications: All questions must be submitted in writing, via email to: FacilitiesRFP@rsccd.edu

**REQUEST FOR QUALIFICATIONS FOR
CONSTRUCTION SERVICES (LEASE-LEASEBACK)**

The Rancho Santiago Community College District (“**District**”) is requesting submission of:

1. A prequalification questionnaire (“**Prequalification Questionnaire(s)**”), and
2. A statement of qualifications (“**SOQ(s)**”)

(together, “**Response(s)**”), from qualified firms, partnerships, corporations, associations, persons, or professional organizations (“**Contractor(s)**” or “**Firm(s)**”) to perform construction services for a project pursuant to a lease-leaseback structure. (Education Code section 81335.)

Contractor Pool.

- This request is not a formal request for bids or an offer by the District to contract with any Contractor responding to this Request for Qualifications (“**RFQ**”). The District will use a two-phase selection process for the selection of a Contractor for the Project as identified in Attachment 1 to this RFQ. This RFQ represents the first stage in the selection process. The District intends to create a pool of qualified Contractors from which the District intends to request proposals for the project as identified in **Attachment 1** to this RFQ (“**Project**”).
- The Project will be constructed in two phases, as indicated in **Attachment 1**. Phase No. 1 consists generally of demolition and site work. Phase No. 2 consists generally of the construction of the buildings and appurtenant facilities. Although the District intends to select one Contractor to complete the entire Project, the District reserves the right to award separate contracts to that one Contractor for each phase, to award one contract for all phases, or to select different Contractor(s) for subsequent phase.

Summary of District’s Intended Selection Process.

1. District advertises and issues this RFQ to select a pool of prequalified and qualified contractors for the Project.
2. District creates a pool of prequalified and qualified contractors.
3. District advertises and invites mechanical, electrical and plumbing (“MEP”) subcontractors to prequalify.
4. District creates the list of prequalified MEP subcontractors.
5. District issues a request for proposals to the pool of contractors to perform the Project.
6. District and the Contractor select subcontractors, establish pricing for Phase No. 1, and the Board selects a Contractor to perform the Project, starting with Phase No. 1 of the Project.
7. Contractor performs Phase No. 1 of the Project.
8. District advertises and invites further MEP subcontractors and other subcontractors to prequalify to bid to the selected Contractor for Phase No. 2 of the Project.
9. District and the Contractor select subcontractors, establish pricing for Phase No. 2, and the Board approves the Contractor to perform Phase No. 2 of the Project.

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Contractors that were prequalified and qualified for the Santa Ana College Science Center Project (RFQ #1617-168) are prequalified and qualified for this Project. Those Contractors are only required to submit the “Letter of Interest” as indicated herein. In addition, subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

License. Contractors that submit a Response must hold a Class B Contractors License, which is current, valid, and in good standing with the California Contractor's State License Board.

Responses. Interested Contractors must submit a Response – both a **Prequalification Questionnaire and an SOQ** – by the date indicated in the RFQ Schedule, with **one (1) original and three (3) copies** of requested materials as well

as one (1) electronic copy, in PDF format with bookmarks on a thumb drive. Respondents shall submit one (1) hard copy of the Firm’s financial statement; electronic copy is not required.

Questions. Questions regarding this RFQ must be in writing and directed only to FacilitiesRFP@rsccd.edu by the date indicated in the RFQ Schedule. Contractors are directed to not contact any other person regarding this RFQ.

RFQ Schedule. The District has set the following RFQ Schedule that all Contractors must adhere to. Late responses will not be considered. The District reserves the right to modify this RFQ Schedule and will issue an addendum if it modifies this RFQ Schedule.

Event / Occurrence	Date / Deadline
District Issues RFQ	January 23, 2018
Deadline for Contractors to submit questions regarding this RFQ	February 9, 2018
District to respond to Contractors’ questions regarding this RFQ	February 27, 2018
Deadline for Contractors to submit Prequalification Questionnaire and SOQ	3:00 PM, March 19, 2018
District to interview Contractors, if done	March 27, March 29, or April 3, 2018
District to begin contacting references of some Contractors, if done	March 28, 2018

Prevailing Wage. This Project is a public works project. The selected contractor and all subcontractors (of any tier) must pay prevailing wages and must be currently registered and qualified to perform public work in accordance with Labor Code section 1725.5.

OCIP. This Project is insured under the District’s Owner Controlled Insurance Program (“OCIP”). Additional information can be provided upon request.

CSWPA. This Project is subject to the District’s Community and Student Workforce Project Agreement (“CSWPA”). Additional information can be provided upon request.

RFQ Addenda. If the District issues addenda to this RFQ, Contractors are solely responsible for and must acknowledge receipt of addenda in the Contractor’s SOQ. Failure to acknowledge and respond to any addenda issued by the District may, in the District’s sole discretion, render the Contractor’s SOQ to be deemed non-responsive and may be rejected.

District’s Appeal Process. A Contractor may appeal the District’s prequalification, qualification, or “best value” determination, but only if it follows this process. Failure of a Contractor to timely follow all appeal steps in this process shall be a waiver of the Contractor’s right to appeal the District’s determination.

1. The Contractor shall submit, in writing, within two (2) business days after receipt of notice of the District’s determination, a written request for a response from the District to explain the District’s determination.
2. Within two (2) business days from receipt of the District’s response to the Contractor’s request, Contractors may request in writing a meeting, which will be restricted to no more than two (2) persons from the Firm to have a discussion with District staff regarding that Contractor’s Response. All meetings will take place via a conference call or an in-person meeting, at the District’s sole discretion. Firms may submit with the request any and all information that it believes supports a finding that District’s determination should be changed.
3. If the Contractor continues to contest the District’s determination after that meeting with District staff, then, in order for a Contractor to preserve its right to challenge the District’s determination, the Contractor must address the Board of Trustees pursuant to the Board of Trustees’ procedures for public comment, at the next public noticed meeting of the Board of Trustees after the Contractor’s meeting with District staff.

Thank you for your interest in working with the Rancho Santiago Community College District.

1. **General Information.**

- 1.1. **General Services.** The District invites qualified Contractors to submit a Response related to its ability to provide the Services, as more fully indicated herein. Contractors must have extensive experience with the International Building Code (“IBC”), California Building Standards Code (California Code of Regulations, Title 24), Americans with Disabilities Act, and the Division of the State Architect (“DSA”). Contractors must have extensive experience in the construction of public community college and/or school facilities, working with California public community college and/or school district representatives, working with architects, contractors and other facility related consultants, and bidding procedures under both the Public Contract Code’s formal bidding process and under alternative construction delivery methods.
- 1.2. **Lease-Leaseback Structure.** The Project may be funded from various sources, and any agreement reached will conform to the statutory framework for the lease-leaseback delivery method. (Education Code section 81335.) **The Contractor will be responsible for financing a portion of the construction of the Project.** During construction, the District shall pay tenant improvement payments. Once the Project is complete, the Contractor shall lease the facilities constructed back to the District for a pre-determined monthly lease payment amount and lease period.
- 1.3. **Scope of Services.** The selected Contractor for the Project must be willing and able to, in good faith, propose to construct the Project listed in **Attachment 1 (“Services”)**, including the subcontractor procurement process that all Contractors are required to follow which will be detailed in subsequent request(s) for proposals. Those processes(s) shall comply with the District’s subcontractor procurement process as indicated in **Attachment 4 (“Subcontractor Procurement Process”)**.
- 1.4. **Gift Ban.** The Board of Trustees adopted Board Policy 3821 Gift Ban Policy. Contractors shall adhere to Board Policy 3821 as there are strict prohibitions outlined in the policy. For further reference and information please read BP 3821 located on the RSCCD website at <http://www.rscdd.edu/Trustees/Pages/BP-3821.aspx>.

2. **Prequalification.**

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Contractors that were prequalified and qualified for the Santa Ana College Science Center Project (RFQ #1617-168) are prequalified and qualified for this Project. Those Contractors are only required to submit the “Letter of Interest” as indicated herein. In addition, subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

- 2.1. **Contractor Prequalification.** Contractors must complete and submit a Prequalification Questionnaire by the date indicated in this RFQ. The Prequalification Questionnaire is related to a contractor’s ability to provide the Services as indicated herein and must be maintained for the duration of the time frame for the Project identified in this RFQ. (Public Contract Code section 20651.5.) The District’s Prequalification Questionnaire is attached hereto as **Attachment 2 (“Prequalification Questionnaire”)**. All Contractors must complete and submit the Prequalification Questionnaire attached to this RFQ; other district’s prequalification documents/applications are not acceptable for this Project.
- 2.2. **Subcontractor Prequalification.** Some or all of the subcontractors that will be utilized on the Project must also be prequalified, but that subcontractor prequalification process will not be part of this RFQ step. The District will implement the subcontractor prequalification process in subsequent request(s) for proposals. The dollar limit for which each subcontractor is prequalified

may be specified by the District.

3. **Contractors' SOQs.** Contractors' SOQs must be concise, well-organized, and consecutively numbered on each page and must include the following information, using the following outline structure, except as may be otherwise directed. The Contractors' SOQ shall **be no longer than fifty (50) single sided pages, on 8½" x 11" paper**, inclusive of résumés, forms, and pictures, and tabbed according to the numbering system reflected below. Each Contractor's SOQ must demonstrate Contractor's qualifications, and shall include the following items and information:

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Contractors that were prequalified and qualified for the Santa Ana College Science Center Project (RFQ #1617-168) are prequalified and qualified for this Project. Those Contractors are only required to submit the "Letter of Interest" as indicated herein. In addition, subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

- 3.1. **Table of Contents.** A table of contents of the material contained in the SOQ according to the structure reflected below and the corresponding page number for each subject matter.
- 3.2. **Letter of Interest.** A dated Letter of Interest must be submitted, including the legal name of the Contractor, address, telephone, emails, and the name, title, and signature of the person authorized to submit the SOQ on behalf of the Contractor. The Letter of Interest should provide a brief statement of the Contractor's experience indicating the unique background and qualities of the Contractor, its personnel, and what will make the Contractor a good fit for work in the District.
- 3.3. **Executive Summary.** The executive summary must include the following:
 - 3.3.1. Contractor's history, and, if a joint venture, of each participating entity;
 - 3.3.2. A brief summary of the Contractor's qualifications; and
 - 3.3.3. An outline of Contractor's construction philosophy.
- 3.4. **Contractor's Experience with Lease-Leaseback.** Describe the Contractor's experience performing projects pursuant to a lease-leaseback structure. In addition, for all projects that you identify in "Contractor Project References" on the **Prequalification Questionnaire** attached hereto as **Attachment 2**, indicate all of those that were performed pursuant to a lease-leaseback structure.
- 3.5. **Proposed Personnel/Contractor Team.** Include resumes of key personnel who would be performing Services for the District. Specifically, define the role of each person and outline his or her individual experience and responsibilities. Indicate personnel who will serve as primary contact(s) for the District. Indicate each person's availability to provide the Services.
- 3.6. **Contractor's Financial Stability.** Provide a brief explanation of the Contractor's financial stability to manage a two-year construction project.
- 3.7. **Community Student Workforce Project Agreement (CSWPA) and Local Community / Student Outreach.** Describe the Contractor's involvement on previous projects on which a project labor agreement, project stabilization agreement, community workforce agreement, or similar arrangement was in place. Provide a plan for implementing local outreach, student outreach, including local trade contractors, veterans, and apprenticeship involvement.
- 3.8. **Budget.** Discuss the Contractor's ability to manage costs and stay within budgets on comparable projects.

- 3.9. Schedule.** Discuss the Contractor’s ability to prepare and meet achievable construction schedules for lease-leaseback projects, Contractor’s schedule management procedures, and how the Contractor has successfully handled potential delays.
- 3.10. Safety.** Discuss the Contractor’s safety program, the content and frequency of its safety meetings, the basis for its current EMR number, its Injury and Illness Prevention Program and who the Contractor’s safety officer would be and his/her qualifications for that position.
- 3.11. Environmental.** Describe the Contractor’s experience and ability to ensure that it can perform its construction activities in an environmentally responsible manner. Also, describe the Contractor’s experience in constructing LEED certified buildings.
- 3.12. Letters of Reference.** Include letters of reference or testimonials, if available. Contractor should limit letters of references or testimonials to no more than ten (10).
- 3.13. Additional Data.** Provide additional information about the Contractor as it may relate to Contractor’s SOQ.
- 3.14. Compensation.** The District is not asking in this RFQ that Contractors provide a specific proposal for the Project or for a final price to construct the Project. At this time, Contractors must provide the following information only, which shall be the maximum amount that the selected Contractor will be permitted to charge for the Project:

Item	Amount
Staffing that would be part of General Conditions	
Project Executive (hourly rate)	\$ _____
Project Manager (hourly rate)	\$ _____
Project Superintendent (hourly rate)	\$ _____
Project Engineer (hourly rate)	\$ _____
Safety Officer (hourly rate)	\$ _____
Estimator (hourly rate)	\$ _____
Scheduler (hourly rate)	\$ _____
Contractor’s field overhead on self-performed work (as a percentage of direct costs)	_____ %
Contractor’s home office overhead	_____ %
Contractor’s overhead on subcontractor work	_____ %
Fee / profit (as a percentage of direct costs)	_____ %
Bond & insurance cost (as a percentage of direct costs)	_____ %

Other costs (identify in sufficient detail for evaluation, either as a lump sum or a percentage of direct costs)	\$ ____ or ____%
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4. **District’s Evaluation / Qualified Contractor’s Selection Process.** The District shall evaluate Firms’ Responses based on Firm’s demonstration that it meets the minimum criteria specified in this RFQ’s **Evaluation Criteria for Qualification**. The District wishes to retain Contractors that have the experience, financial strength, management and expertise to deliver the Project within a proposed schedule and within an established budget. The District reserves the right to choose any Contractor for the Project. The Contractor will be selected to be in the pool based on qualifications and demonstrated competence that include relevant experience with California public community college and/or school district construction, with State of California’s School Facilities Program, and a proven track record for cost-efficient and timely construction projects. In its sole discretion, the District may hold interviews, ask written questions of the Contractors, seek written clarifications, conduct reference checks, conduct discussions on the SOQs and solicit updated SOQs during the evaluation and short-listing process.

4.1. **Scoring.** The following table indicates how the District will score steps 1 – 4. The scoring and criteria for all steps are included in **Attachment 3** to this RFQ. Only Firms that receive the minimum qualification points as required at each step will move to the next step.

STEP 1: Scoring of Prequalification Questionnaire	Minimum points required in STEP 1 for Firms to proceed to STEP 2: <u>40</u> Total combined maximum possible points at the end of STEP 2 is <u>56</u> . The District will only score SOQs of Firms that have the required minimum score after STEP 1.
STEP 2: Scoring of SOQ	Minimum points required in STEP 2 for Firms to proceed to STEP 3: <u>235</u> Total combined maximum possible points at the end of STEP 2 is <u>310</u> . The District will only contact references of Firms that have the required minimum score after STEP 2.
STEP 3: Scoring of Interviews	The District, at its discretion, may elect to forego conducting interviews. If the District conducts interviews, then the following shall apply: Minimum points required in STEP 3 to proceed to STEP 4: <u>60</u> Total maximum possible points from interview is <u>110</u> .
STEP 4: Scoring of Reference Checks	The District, at its discretion, may elect to forego conducting reference checks. If the District conducts reference checks, then the following shall apply: Minimum points required in STEP 4 for Firms to be placed in pool of firms from which proposals on the Project will be solicited: <u>80</u> Total combined maximum possible points at from reference checks is <u>120</u>

BEST VALUE DETERMINATION
If the District does not conduct interviews and does not conduct reference checks, the District shall determine the Best Value by the points from STEP 2.
If the District conducts interviews, but does not conduct reference checks, the District shall determine the Best Value by the points from STEP 3.
If the District conducts interviews and conducts reference checks, the District shall

determine the Best Value by adding the points from STEP 3 and STEP 4 for the Firms that made it to STEP 4.

- 4.2. Notification.** The District will notify Firms of their status upon completion of the process via a written letter from the District.
- 4.3.** During the evaluation of the Responses, contact shall only be through the process identified in the RFQ. Firms shall neither contact nor lobby evaluators during the evaluation process. Attempts by a Firm to contact and/or influence the District may result in disqualification of that Firm.
- 4.4.** In connection with this procurement, the District reserves to itself all rights (which rights shall be exercisable by District in its sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:
- 4.4.1. The right to contract with any Contractor responding to this RFQ, to reject any Response as non-responsive, and not to contract with any Contractor for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any Response.
 - 4.4.2. The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of any Response, including the right to seek clarifications from Contractors.
 - 4.4.3. The right to use assistance of technical and legal experts and consultants in the evaluation process.
 - 4.4.4. The right to waive deficiencies, informalities and irregularities in any Response, accept and review a non-conforming Response or seek clarifications or supplements to any Response.
 - 4.4.5. The right to adjust the structure of the Project.
- 4.5.** All Responses will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, et seq. Those elements in a Response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A Contractor that indiscriminately identifies all or most of its Response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a Response marked "Confidential," "Proprietary," or "Trade Secret," the Contractor agrees, by submission of its Response, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

Attachment 1

PROJECT DESCRIPTION, ANTICIPATED SCHEDULE, AND ANTICIPATED CONSTRUCTION (HARD COST) BUDGETS

A. PROJECT DESCRIPTION

The Project is the demolition and construction of a new student center at the Santa Ana College Campus, located at 1530 West 17th Street, Santa Ana, CA 92706.

This Project includes two phases: 1) the demolition of an existing two-story concrete building; and 2) the construction of a new 62,424 gross square foot, two-story steel framed building with steel buckling-restrained braced frames. The scope for each phase general includes the following:

Phase No. 1: Two bid packages are included within this phase, one with Division of the State Architect (DSA) Approval Increment 1, Application Number 04-116810 (approval pending) and one non-DSA project. The scope generally includes: installation of construction fencing; hazardous material abatement; demolition of existing building, foundation, existing piles and pile caps, site paving; removal of underground utilities; rough grading, over-excavation, placement of engineered fill, re-compaction of soil as site preparation for the new building. All of Increment 1 work is within Phase No. 1.

Phase No. 2: Construction of the new two-story building, site improvements, building utilities, landscaping and irrigation, road improvement; construction of lunch shelter, and a custom fabric structure. All of Increment 2 work is within Phase No. 2. The first floor of the proposed student center houses a campus store, café, student lounge area, student workstations, conference rooms, publication and copy rooms, storage/warehouse rooms, Disabled Students Program and Services (DSPS), and a health center. Additional departments, conference rooms, and storage areas are located on the second floor. All interior and exterior walls will be non-load-bearing and will be framed with metal studs. Exterior wall cladding will consist of curtain walls, storefronts, latch and plaster, combination of metal and other architectural wall panels. The Project also includes outdoor lighting, site utility, site improvements, seating area, landscaping and irrigation. The site area is approximately 102,660 SF.

The Project will be submitted to DSA in two increments.

1. Increment 1 DSA Submittal: Removal of existing deep foundation and site preparation for new building (earthwork, over-excavation, placement of engineered fill and re-compaction of soil)
2. Increment 2 DSA Submittal: New building, site improvements, utilities, landscaping and irrigation, road improvement, lunch shelter, and custom fabric structure

Please use this link to download a copy of the DSA submission drawings and specifications for your information.

These documents are not yet DSA-approved and are subject to change:

<https://www.dropbox.com/sh/ftac5ckpodqc882/AAC37p-FEMJaLl1i3hrSlmP1a?dl=0>

B. ANTICIPATED SCHEDULE

Phase No. 1:

Anticipated Start Date Phase No. 1: October 2018

Anticipated Completion Date Phase No. 1: March 2019

Phase No. 2:

Anticipated Start Date Phase No. 2: May 2019

Anticipated Completion Date Phase No. 2: April 2021

C. ESTIMATED CONSTRUCTION COST

Phase No. 1: \$2.4 million	Phase No. 2: \$31.6 million
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Attachment 2

PREQUALIFICATION QUESTIONNAIRE

CONTRACTOR (OR "FIRM") INFORMATION			
Contractor's company name:			
Address:			
Telephone:		Mobile telephone:	
E-mail:			
Years in business under current company name:			
Types of work performed with own forces:			
Gross revenue of the Firm for each of the past three (3) years:			
\$	\$	\$	
Submit an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.			
Number of years this accounting firm has prepared financial statements for the Firm:			
Number of years this accounting firm has prepared tax returns for the Firm:			
Name of license holder exactly as on file with the California State License Board:			
License classification(s):			
License Number(s):			
License expiration date(s):			
Department of Industrial Relations registration number (Per Labor Code section 1725.5):			
Number of years license holder has held the listed license(s):			
Number of years Contractor has done business in California under contractor's license law:			
Number of years Contractor has done business in California under current Contractor's license:			
Has your Firm changed name(s) or license number(s) in the past five (5) years? (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.			
Has there been any change in ownership of the Firm at any time in the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.			
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. (Y / N). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership.			
Indicate the form of Contractor's firm (type of business entity):			
<input type="checkbox"/> Individual		<input type="checkbox"/> Sole Proprietorship	
<input type="checkbox"/> Partnership		<input type="checkbox"/> Limited Partnership	
<input type="checkbox"/> Corporation, State: _____		<input type="checkbox"/> Limited Liability Company	
<input type="checkbox"/> Joint Venture		<input type="checkbox"/> Other: _____	

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

Identify every construction firm, contractor and/or construction management firm that the Contractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address(es) of those bonding company(ies):

Number of years Contractor has been with each bonding company/surety:

--	--	--

Name of broker/agent:	
Address of broker/agent:	
Telephone number of broker/agent:	
E-mail of broker/agent:	
Contractor's total current bonding capacity:	

CONTRACTOR'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address of those insurance company(ies):

"Best" rating(s) for those insurance company(ies):

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Number of years Contractor has been with those insurance company(ies):

--	--	--

Name of broker/agent:

--	--

Address of broker/agent:

--	--

Telephone number of broker/agent:

--	--

E-mail of broker/agent:

--	--

Contractor's current insurance limits for the following types of coverage:

Commercial General Liability	Combined Single Limit (aggregate) (\$):	\$
	Combined Single Limit (per occurrence) (\$):	\$
Product Liability & Completed Operations	(aggregate) (\$):	\$
	(per occurrence) (\$):	\$
Automobile Liability – Any Auto	Combined Single Limit (aggregate) (\$):	\$
	Combined Single Limit (per occurrence) (\$):	\$
	Employers' Liability	\$
	Builder's Risk (Course of Construction)	\$

Workers' Compensation Experience Modification Rate for the past five (5) premium years:

(1) Current year:	(2)	(3)
	(4)	(5)

QUESTIONS

Pass/Fail Questions (Essential Criteria)

1.	<p>Has your Firm contracted for and completed construction as a general contractor (including lease-leaseback contractor, design-build contractor, as a construction manager at risk, but not as an agency construction manager) of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) Division of the State Architect-approved construction projects (e.g., public K-12 or public community colleges), • Each with a value of at least \$10,000,000, and • All within the past eight (8) years? (Please circle “YES” or “NO”). <p>NOTE: You must list these projects in the “Pass/Fail Project References” Section.</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
2.	<p>Has your Firm contracted for and completed construction as a general contractor (including lease-leaseback contractor, design-build contractor, but not as a construction manager) of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) California community college, or other university or college (higher education) projects (e.g., private colleges, out-of-state colleges, CSU projects, UC projects, etc.), • Each with a value of at least \$10,000,000, and • All within the past eight (8) years? (Please circle “YES” or “NO”). <p>NOTE: You must list these projects in the “Pass/Fail Project References” Section.</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
3.	<p>Does your Firm currently hold all contractors’ license necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension? (Please circle “YES” or “NO”).</p>	<p><u>YES</u> <u>NO</u> NO = cannot prequalify</p>
4.	<p>Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years? (Please circle “YES” or “NO”).</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
5.	<p>Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle “YES” or “NO”).</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
6.	<p>Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime involving:</p> <ul style="list-style-type: none"> (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty <p>to any contracting party within the past ten (10) years? (Please circle “YES” or “NO”).</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>
7.	<p>Has a performance bond surety for your Firm or for an Associated Firm had to:</p> <ul style="list-style-type: none"> (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, <p>related to construction activities of your Firm or an Associated Firm within the past five (5) years? (Please circle “YES” or “NO”).</p>	<p><u>YES</u> <u>NO</u> YES = cannot prequalify</p>



If you answered:
“NO” to questions 1-3 or
“YES” to questions 4-7, then STOP.
You are not eligible for prequalification at this time.

Scored Questions

1.	<p>Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
2.	<p>Has your Firm paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
3.	<p>Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
4.	<p>Has your Firm's Workers' Compensation Experience Modification Rate exceeded 1.25 at any time for the past five (5) premium years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
5.	<p>Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
6.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
7.	<p>Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.</p>	<p><u>YES</u> <u>NO</u></p>
8.	<p>Has a public entity, project owner, general contractor, architect, or construction manager filed claim(s) in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a public entity, project owner, general contractor, architect, or construction manager in the past five (5) years? (Please circle "YES" or "NO").</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).</p>	<p><u>YES</u> <u>NO</u></p>

9.	<p>Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>	<p><u>YES</u> <u>NO</u></p>
10.	<p>Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.</p>	<p><u>YES</u> <u>NO</u></p>
11.	<p>Does your Firm or an Associated Firm have any pending claims for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations? (Please circle "YES" or "NO").</p> <p>If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s), the date(s) of claim(s) and the status of the claim(s).</p>	<p><u>YES</u> <u>NO</u></p>
12.	<p>Has your Firm been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<p><u>YES</u> <u>NO</u></p>
13.	<p>Has Cal/OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>	<p><u>YES</u> <u>NO</u></p>
14.	<p>Does your Firm require weekly, documented safety meetings to be held for construction employees and field supervisors during the course of a project? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u></p>
15.	<p>Does your Firm intend to utilize BIM and clash detection during the construction phase to coordinate the scopes of work among the trades?</p>	<p><u>YES</u> <u>NO</u></p>
16.	<p>Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any public work project for which you are awarded a contract by the District.</p>	

“PASS/FAIL” PROJECT REFERENCES

List here the projects that satisfy the “Pass/Fail Questions (Essential Criteria)” requirements above. This form **must be utilized** for PASS/FAIL Project References. Note, a California public community college project within the correct timeline and dollar amount may qualify for both Question 1 and Question 2 and Contractor may use such project(s) to fulfill each question.

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 1 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 2 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 3 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 1 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 2 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 3 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

CONTRACTOR PROJECT REFERENCES

List the **THIRTY (30)** most-recently completed projects in which your Firm has participated as a contractor. Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary.

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award):			
Final contract value:			

CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

Date: _____

Proper Name of Contractor: _____

Signature: _____

By: _____ (Print Name)

Title: _____

Attachment 3

DISTRICT’S SCORING OF EVALUATION CRITERIA FOR QUALIFICATION OF CONTRACTORS

STEP 1 – PREQUALIFICATION SCORING

1. **Confirm Firm has passing answers for the “Pass/Fail Questions.”**
2. **Confirm Firm has submitted the required financial statements.** If not, notify Firm in writing that its SOQ is non-responsive for failing to include the required financial statements.
3. **Score the “Evaluated Questions.”**

Topic/Question	Scoring & Max. Poss. Score		Score
1. Liquidated Damages	No = 8 points; Yes = 0 points	8	
2. Surety Premium	No = 2 points; Yes = 0 points	2	
3. Insurer Pay	No = 2 points; Yes = 0 points	2	
4. EMR	No = 2 points; Yes = 0 points	2	
5. Workers’ Comp.	No = 2 points; Yes = 0 points	2	
6. Bankruptcy	No = 8 points; Yes = 0 points	8	
7. Denied Bond	No = 8 points; Yes = 0 points	8	
8. Filed Claims	No = 8 points; Yes = 0 points	8	
9. Penalties, incl. labor	No = 2 points; Yes = 0 points	2	
10. Back Wages or Penalties	No = 2 points; Yes = 0 points	2	
11. Pending Claims, incl. labor	No = 2 points; Yes = 0 points	2	
12. EPA Citations	No = 2 points; Yes = 0 points	2	
13. OSHA Citations	No = 2 points; Yes = 0 points	2	
14. Safety Meetings	Yes = 2 points; No = 0 points	2	
15. BIM Coordination	Yes = 2 points; No = 0 points	2	
16. Apprenticeship Program	Listed = 2 points; None listed = 0 points	2	
Total Score		56	

STEP 2 – SOQ SCORING

The following scoring will be used in evaluating the Firm’s SOQ responses to the following criteria, which will be determined by reviewing all portions of the SOQ, including the “Content of SOQs” section of the RFQ.

Item	Description	Maximum Qualification Points	Firm’s Qualification Points
1. Compensation	Firm’s Compensation information provided is competitive and within the District’s past experience for compensation for similar construction projects.	70	
2. LLB Projects	Firm demonstrates past experience and expertise with LLB process.	50	
3. Personnel	Firm’s team members, especially team leaders, demonstrate applicable experience and expertise to perform Services.	40	
4. Financial Stability	Firm demonstrates financial stability for the Project.	40	
5. CSWPA / Local Community / Student Outreach	Firm demonstrates involvement in community and efforts at community, student, and veteran outreach. Past experience with project labor agreements, workforce agreements, etc.	30	
6. Budget	Firm demonstrates past experience and expertise to manage costs and stay within budgets on recent projects.	30	
7. Schedule	Firm demonstrates ability on construction projects to prepare and meet achievable construction schedules schedule management procedures, and successful handling of potential delays.	30	
8. Safety	Firm demonstrates a strong commitment to project safety and indicates a history of safe worksites.	10	
9. Environmental	Firm indicates its past experience performing in an environmentally responsible manner.	5	
10. Additional Information	Strength of additional information provided by Firm.	5	
Total Score		310	

STEP 3 – INTERVIEW SCORING

Firms meeting or exceeding the minimum total qualification points through the previous step will be invited to interview with the District. The subject matter for the interview will be at the District’s discretion but shall include, at a minimum, the following topics.

Item	Maximum Qualification Points	Qualification Points
<p>1. Past Projects/Experience: Firm’s articulation of Firm’s history, education, and background; Firm’s experiences working with similar, past projects; issues faced and how addressed (i.e. claims, bonding/surety involvement, owner relations, citations, etc.); and questions, concerns, and highlights from the SOQ.</p>	35	
<p>2. Current Project: Firm’s articulation of how it will construct the Project, its ideas related to constructability, and other construction-specific ideas, concerns, or related issues (i.e. schedules, budgets, subcontractor selection, etc.).</p>	30	
<p>3. Overall Ability and General Suitability. Firm’s articulation of its overall skills, ability to complete the Project, and general suitability for the District’s purposes (i.e. implementation of District policies and procedures, compliance with District Programs, political atmosphere, additional information, etc.)</p>	25	
<p>4. Personnel/Leadership: Firm’s articulation of its Project-designated personnel, leadership, subcontractor relations, apprenticeship program, etc.</p>	20	
SUBTOTAL QUALIFICATION POINTS FROM INTERVIEWS	110	

STEP 4 – REFERENCES SCORING

1. Contacts references from the Firm’s response to the “**Contractor Project References**” section of the Prequalification Questionnaire and scores those responses.
2. Fill out the information in Section I of the Qualification Evaluation – Reference Form and then call the contact person.
3. Ask the questions in Section II of the Qualification Evaluation – Reference Form. Ensure that you obtain the information regarding whether the Firm’s performance in that area was “unsatisfactory,” “below average,” “average” or “above average.” Assign the corresponding score for each answer in Section III.
4. Complete Section III of the Qualification Evaluation – Reference Form with the information received during the call.
5. Use a separate Qualification Evaluation – Reference Form for each call.
6. Make three (3) complete reference calls for each Firm.
7. Enter the “Total Score for This Project” of all the Qualification Evaluation – Reference Forms for that Firm into an “Averaging” Worksheet.

Sample “Averaging” Worksheet for 3 reference calls per Firm – See next page	
“Total Score For This Project” from first call	
“Total Score For This Project” from second call	
“Total Score For This Project” from third call	
Total	
Total divided by three (÷ 3) [DIVIDE SCORE BY NUMBER OF CALLS]	
This is the score for the Firm for the References Step in the evaluation process.	

STEP 4 – REFERENCES SCORING (CONTINUED)

References – Qualification Evaluation Form

Section I - General Project Information

Name of Firm:	Total Contract Costs:
	Contract Start/End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Name of Public Agency:	Telephone Number of Contact Person:
Name of Contact Person:	Date and Time of Interview of Contact Person:
Architect Firm:	Principal Architect in Charge of Project:

Section II – Telephone Interview Questions

1. **Quality of Work.** Were there quality-related problems on the project? Were these problems attributable to the Firm? Was the Firm cooperative in trying to resolve problems?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

2. **Scheduling.** Rate the Firm's performance with regard to adhering to project schedules. Did the Firm meet the project schedule? If not, was the delay attributable to the Firm?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

3. **Subcontractor (Project) Management.** Rate the Firm's ability to manage and coordinate subcontractors (if no subcontractors, rate the Firm's overall project management). Was the Firm able to effectively resolve problems?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

STEP 4 – REFERENCES SCORING (CONTINUED)

4. Change Orders. Rate the Firm's performance with regard to change orders and extras. Did the Firm unreasonably claim change orders or extras? Were the Firm's prices on change orders and extras reasonable?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

5. Working Relationships. Rate the Firm's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did the Firm relate to other parties in a professional manner?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

6. Responsiveness. Rate the Firm's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Firm respond to inquiries promptly and substantively?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

7. On-Site Firm Staff. Rate the Firm's on-site staff relating to their management of the site, communication and interaction with owner's staff, and familiarity with project scope and status.

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

8. Paperwork Processing. Rate the Firm's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, etc.). Did the Firm submit the required paperwork promptly and in proper form?

Response:

- Unsatisfactory Below Average Average Above Average

Comments/Examples (Optional) _____

STEP 4 – REFERENCES SCORING (CONTINUED)

Section III - Numerical Rating

If the contact person rates the Firm unsatisfactory in any area, please attempt to provide written comments in Section II to explain the rating(s) assigned.

Firm's Name: _____

	Unsatisfactory	Below Average	Average	Above Average	Rating
1. Quality of Work	0	5	15	20	
2. Scheduling	0	5	10	15	
3. Subcontractor (Project) Mgt.	0	5	10	15	
4. Change Orders	0	5	10	15	
5. Working Relationship	0	5	10	15	
6. Responsiveness	0	5	10	15	
7. On-Site Staff	0	5	10	15	
8. Paperwork Processing	0	2	5	10	
Total Score for This Project					

Attachment 4

SUBCONTRACTOR PROCUREMENT PROCESS
(CONTRACTORS MUST FOLLOW FOR SUBSEQUENT RFPS)

[ATTACH FORM THAT WAS ATTACHED TO RESOLUTION APPROVED BY BOARD]

EXHIBIT B-ATTACHMENT
REQUEST FOR SUBCONTRACTORS TO PREQUALIFY
for Johnson Student Center at Santa Ana College
(LEASE-LEASEBACK)
RFQ #1718-195



Response must be received no later than

March 23, 2018 at 3:00 PM

LATE RESPONSES WILL NOT BE CONSIDERED

Submit Response To: RSCCD Facility Planning, District Construction and
Support Services
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Attention: Carri M. Matsumoto,
Assistant Vice Chancellor

Questions or Clarifications: All questions must be submitted in writing, via email
to: FacilitiesRFP@rsccd.edu

**REQUEST FOR SUBCONTRACTORS TO PREQUALIFY FOR
SANTA ANA COLLEGE'S JOHNSON STUDENT CENTER PROJECT**

The Rancho Santiago Community College District (“**District**”) is issuing this Request for Subcontractors to Prequalify (“**Request**”) to provide subcontracting services for the construction of the Johnson Student Center at Santa Ana College campus, as further described herein (“**Project**”), through the submission of the Subcontractor Prequalification Questionnaire.

The Project will be constructed in multiple phases. The District will select a contractor pursuant to the Lease Leaseback delivery method (Education Code section 81355). Subcontractors that the District prequalifies will submit bids to the contractors at the time(s) the District issues the requests for proposals for each increment.

Prequalified Subcontractors Pool. This Request is not a formal request for bids or an offer by the District to contract with any contractor responding to this Request. The District intends to prequalify subcontractors performing work under the following license classifications/trades for the Project:

- C-4 – Boiler, Hot Water Heating and Steam Fitting Contractor
- C-7 – Low Voltage Systems Contractor
- C10 – Electrical Contractor
- C16 – Fire Protection Contractor
- C20 – Warm-Air Heating, Ventilating and Air-Conditioning Contractor
- C34 – Pipeline Contractor
- C36 – Plumbing Contractor
- C38 – Refrigeration Contractor
- C42 – Sanitation System Contractor
- C43 – Sheet Metal Contractor
- C46 – Solar Contractor

Subcontractors must be prequalified with the District for each of its license classifications under which it intends to propose to work. For example, if a subcontractor intends to propose under its C-10 license and its C-36 license, it must submit two (2) separate Subcontractor Prequalification Packages; one for each license.

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

Responses. Interested subcontractors must submit their Response to the address indicated on the cover page and by the date indicated in the Request Schedule, with one (1) original and one (1) copy of requested materials as well as one (1) electronic copy, in PDF format with bookmarks on a thumb drive or CD-ROM (email not accepted). Respondents shall submit one (1) hard copy of the Firm’s financial statement; electronic copy is not required. Respondent’s response must meet all requirements established by this Request. Failure to meet a Request requirement may render a Respondent’s response non-responsive.

Questions. Questions regarding this Request must be in writing and directed only to FacilitiesRFP@rsccd.edu by the date indicated in the Request Schedule. Subcontractors are directed to not contact any other person regarding this Request.

Request Schedule. The District has set the following Request Schedule that all subcontractors must adhere to. Late responses will not be considered. The District reserves the right to modify this Request Schedule and will issue an addendum if it modifies this Request Schedule.

Event / Occurrence	Date / Deadline
District Issues Request	January 23, 2018
Deadline for subcontractors to submit questions regarding this Request	February 15, 2018
District to respond to subcontractors’ questions regarding this Request	March 2, 2018
Deadline for subcontractors to submit Subcontractor Prequalification Questionnaire and Financial Documentation	3:00 PM, March 23, 2018

Prevailing Wage. This Project is a public work project. All subcontractors (of any tier) must pay prevailing wages and must be currently registered and qualified to perform public work in accordance with Labor Code section 1725.5.

OCIP. This Project is insured under the District's Owner Controlled Insurance Program ("**OCIP**"). Additional information can be provided to subcontractors upon request.

CSWPA. This Project is subject to the District's Community and Student Workforce Project Agreement ("**CSWPA**"). Additional information can be provided to subcontractors upon request.

Addenda. If the District issues addenda to this Request, subcontractors are solely responsible for and must acknowledge receipt of addenda in the Subcontractor's response. Failure to acknowledge and respond to any addenda issued by the District may, in the District's sole discretion, render the subcontractor's response to be deemed non-responsive and may be rejected.

District's Appeal Process. A subcontractor may appeal the District's prequalification determination, but only if it follows this process. Failure of a subcontractor to timely follow all appeal steps in this process shall be a waiver of the subcontractor's right to appeal the District's determination.

1. The subcontractor shall submit, in writing, within two (2) business days after receipt of notice of the District's determination, a written request for a response from the District to explain the District's determination.
2. Within two (2) business days from receipt of the District's response to the subcontractor's request, subcontractors may request in writing a meeting, which will be restricted to no more than two (2) persons from the Firm to have a discussion with District staff regarding that subcontractor's Response. All meetings will take place via a conference call or an in-person meeting, at the District's sole discretion. Firms may submit with the request any and all information that it believes supports a finding that District's determination should be changed.
3. If the subcontractor continues to contest the District's determination after that meeting with District staff, then, in order for a subcontractor to preserve its right to challenge the District's determination, the subcontractor must address the Board of Trustees pursuant to the Board of Trustees' procedures for public comment, at the next public noticed meeting of the Board of Trustees after the subcontractor's meeting with District staff.

Thank you for your interest in working with the Rancho Santiago Community College District.

Attachment 1

PROJECT DESCRIPTION, ANTICIPATED SCHEDULE, AND ANTICIPATED CONSTRUCTION (HARD COST) BUDGETS

A. PROJECT DESCRIPTION

The Project is the demolition and construction of a new student center at the Santa Ana College Campus, located at 1530 West 17th Street, Santa Ana, CA 92706.

This Project includes two phases: 1) the demolition of an existing two-story concrete building; and 2) the construction of a new 62,424 gross square foot, two-story steel framed building with steel buckling-restrained braced frames. The scope for each phase general includes the following:

Phase No. 1: Two bid packages are included within this phase, one with Division of the State Architect (DSA) Approval Increment 1, Application Number 04-116810 (approval pending) and one non-DSA project. The scope generally includes: installation of construction fencing; hazardous material abatement; demolition of existing building, foundation, existing piles and pile caps, site paving; removal of underground utilities; rough grading, over-excavation, placement of engineered fill, re-compaction of soil as site preparation for the new building. All of Increment 1 work is within Phase No. 1.

Phase No. 2: Construction of the new two-story building, site improvements, building utilities, landscaping and irrigation, road improvement; construction of lunch shelter, and a custom fabric structure. All of Increment 2 work is within Phase No. 2. The first floor of the proposed student center houses a campus store, café, student lounge area, student workstations, conference rooms, publication and copy rooms, storage/warehouse rooms, Disabled Students Program and Services (DSPS), and a health center. Additional departments, conference rooms, and storage areas are located on the second floor. All interior and exterior walls will be non-load-bearing and will be framed with metal studs. Exterior wall cladding will consist of curtain walls, storefronts, lath and plaster, combination of metal and other architectural wall panels. The Project also includes outdoor lighting, site utility, site improvements, seating area, landscaping and irrigation. The site area is approximately 102,660 SF.

The Project will be submitted to DSA in two increments.

1. Increment 1 DSA Submittal: Removal of existing deep foundation and site preparation for new building (earthwork, over-excavation, placement of engineered fill and re-compaction of soil)
2. Increment 2 DSA Submittal: New building, site improvements, utilities, landscaping and irrigation, road improvement, lunch shelter, and custom fabric structure

Please use this link to download a copy of the DSA submission drawings and specifications for your information. **These documents are not yet DSA-approved and are subject to change:**

<https://www.dropbox.com/sh/ftac5ckpodqc882/AAC37p-FEMJaLl1i3hrSlmP1a?dl=0>

B. ANTICIPATED SCHEDULE

Phase No. 1:

Anticipated Start Date Phase No. 1: October 2018

Anticipated Completion Date Phase No. 1: March 2019

Phase No. 2:

Anticipated Start Date Phase No. 2: May 2019

Anticipated Completion Date Phase No. 2: April 2021

C. ESTIMATED CONSTRUCTION COST

Phase No. 1: \$2.4 million	Phase No. 2: \$31.6 million
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Attachment 2

SUBCONTRACTOR PREQUALIFICATION QUESTIONNAIRE

Subcontractors must be prequalified with the District for each of its license classifications under which it intends to propose to work. For example, if a subcontractor intends to propose under its C-10 license and its C-36 license, it must submit two (2) separate Subcontractor Prequalification Packages; one for each license.

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

SUBCONTRACTOR (OR "FIRM") INFORMATION

Subcontractor's company name:		
Subcontractor's Representative (Point of Contact):		
Address:		
Telephone:		Mobile telephone:
E-mail:		
Years in business under current company name:		
Types of work performed with own forces:		
Gross revenue of the Firm for the past three (3) years:		
\$	\$	\$

Submit ONE (1) hardcopy (electronic not required) audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.

Number of years this accounting firm has prepared financial statements for the Firm:	
Number of years this accounting firm has prepared tax returns for the Firm:	
Name of license holder exactly as on file with the California State License Board:	
License classification Subcontractor is Prequalifying for with this Prequalification Package:	
License Number:	
License expiration date:	
Department of Industrial Relations registration number (Per Labor Code section 1725.5):	
Number of years license holder has held the listed license:	
Number of years Subcontractor has performed business in California in accordance with the California Contractor's License Law (California Business and Professions Code Chapter 9, Sections 7000 – 7191):	
Number of years Subcontractor has done business in California under <u>current</u> Contractor's license:	
Has your Firm changed name(s) or license number(s) in the past five (5) years? (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.	
Has there been any change in ownership of the Firm at any time in the past five (5) years? NOTE: A corporation whose shares are publicly traded is not required to answer this question. (Y / N). If "yes", explain on a separate signed sheet, including the reason for the change.	
Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? NOTE: Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. (Y / N). If "yes", explain on a separate signed sheet, the name of the related	

company(ies) and the percent ownership.

Indicate the form of Subcontractor's firm (type of business entity):

<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> Corporation, State: _____	<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Other: _____

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for the Subcontractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

Name	Position	Years with Co.	% Ownership

Identify every construction firm, contractor and/or construction management firm that the Subcontractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, RMO, RME etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

Name of Person at Associated Firm	Name of Associated Firm	Contractor's License No. of Associated Firm	Dates of Person's Participation with Associated Firm

Form continued on next page

SUBCONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

Address(es) of those bonding company(ies):

Number of years Firm has been with each bonding company/surety:

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Name of broker/agent:

--

Address of broker/agent:

--

Telephone number of broker/agent:

--

E-mail of broker/agent:

--

Subcontractor's total current bonding capacity (\$):

--

SUBCONTRACTOR'S INSURANCE INFORMATION

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):		

Address of those insurance company(ies):		

"Best" rating(s) for those insurance company(ies):		

Number of years Subcontractor has been with those insurance company(ies):		

Name of broker/agent:	
Address of broker/agent:	
Telephone number of broker/agent:	
E-mail of broker/agent:	

Subcontractor's current insurance limits for the following types of coverage:		
Commercial General Liability	Combined Single Limit (aggregate) (\$):	
	Combined Single Limit (per occurrence) (\$):	
Product Liability & Completed Operations	(aggregate) (\$):	
	(per occurrence) (\$):	
Automobile Liability – Any Auto	Combined Single Limit (aggregate) (\$):	
	Combined Single Limit (per occurrence) (\$):	
Employers' Liability (\$):		
Builder's Risk (Course of Construction) (\$):		

Workers' Compensation Experience Modification Rate (EMR) for the past five (5) premium years:		
(1) Current year:	(2)	(3)
	(4)	(5)

Subcontractors must be prequalified with the District for each of its license classifications under which it intends to propose to work. For example, if a subcontractor intends to propose under its C-10 license and its C-36 license, it must submit two (2) separate Subcontractor Prequalification Packages; one for each license.

PRIOR PROJECT PREQUALIFICATION AND QUALIFICATION: Subcontractors that were prequalified for the Santa Ana College Science Center Project (RFP #1718-173) are prequalified for this Project.

QUESTIONS

Pass/Fail Questions (Essential Criteria) – Subcontractors

1.	<p><u>FOR C-7 AND C-16 SUBCONTRACTORS:</u></p> <p>Has your Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) Division of the State Architect-approved construction projects, • Each with a value of at least \$200,000, and • All within the past eight (8) years? <p>NOTE: You must list these projects in the “Pass/Fail Project References” Section.</p>	<p><u>FOR ALL OTHER SUBCONTRACTORS:</u></p> <p>Has your Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> • Three (3) Division of the State Architect-approved construction projects, • Each with a value of at least \$500,000, and • All within the past eight (8) years? <p>NOTE: You must list these projects in the “Pass/Fail Project References” Section.</p>	<p><u>YES NO</u> NO = cannot prequalify</p>
2.	<p>Has your Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> • Two (2) California community college, or other university or college (higher education) projects (e.g., private colleges, out-of-state colleges, CSU projects, UC projects, etc.), • Each with a value of at least \$250,000, and • All within the past eight (8) years? (Please circle “YES” or “NO”). <p>NOTE: You must list these projects in the “Pass/Fail Project References” Section.</p>		<p><u>YES NO</u> NO = cannot prequalify</p>
3.	<p>Does your Firm currently hold all contractors’ license necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension? (Please circle “YES” or “NO”).</p>		<p><u>YES NO</u> NO = cannot prequalify</p>
4.	<p>Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years? (Please circle “YES” or “NO”).</p>		<p><u>YES NO</u> YES = cannot prequalify</p>
5.	<p>Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator? (Please circle “YES” or “NO”).</p>		<p><u>YES NO</u> YES = cannot prequalify</p>
6.	<p>Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving:</p> <ul style="list-style-type: none"> (1) Bidding for, awarding of, or performance of a contract with a public entity; (2) Making a false claim(s) to any public entity; or (3) Fraud, theft, or other act of dishonesty <p>to any contracting party within the past ten (10) years? (Please circle “YES” or “NO”).</p>		<p><u>YES NO</u> YES = cannot prequalify</p>
7.	<p>Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to:</p> <ul style="list-style-type: none"> (1) Take over or complete a project, (2) Supervise the work of a project, or (3) Pay amounts to third parties, <p>related to construction activities of your Firm or an Associated Firm within the past five (5) years? (Please circle “YES” or “NO”).</p>		<p><u>YES NO</u> YES = cannot prequalify</p>



**If you answered:
“NO” to questions 1-3 or
“YES” to questions 4-7, then STOP.
You are not eligible for prequalification at this time.**

SCORED QUESTIONS – Subcontractors

1.	<p>Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
2.	<p>Has your Firm paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
3.	<p>Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).</p>	<p><u>YES</u> <u>NO</u></p>
4.	<p>Has your Firm’s Workers’ Compensation Experience Modification Rate exceeded 1.25 at any time for the past five (5) premium years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
5.	<p>Has there been a period when your Firm had employees but was without workers’ compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
6.	<p>Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm’s current recovery plan, and the applicable date(s).</p>	<p><u>YES</u> <u>NO</u></p>
7.	<p>Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.</p>	<p><u>YES</u> <u>NO</u></p>
8.	<p>Has a public entity, project owner, general contractor, architect, or construction manager filed claim(s) in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a public entity, project owner, general contractor, architect, or construction manager in the past five (5) years? (Please circle “YES” or “NO”).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).</p>	<p><u>YES</u> <u>NO</u></p>

9.	<p>Has your Firm or an Associated Firm been cited and/or assessed any penalties for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "YES," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>	<p><u>YES</u> <u>NO</u></p>
10.	<p>Has your Firm been required to pay either back wages or penalties for its failure to comply with California's prevailing wage laws, with California's apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.</p>	<p><u>YES</u> <u>NO</u></p>
11.	<p>Does your Firm or an Associated Firm have any pending claims for non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations? (Please circle "YES" or "NO").</p> <p>If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s), the date(s) of claim(s) and the status of the claim(s).</p>	<p><u>YES</u> <u>NO</u></p>
12.	<p>Has your Firm been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>	<p><u>YES</u> <u>NO</u></p>
13.	<p>Has Cal/OSHA and/or federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any "serious," "willful" or "repeat" violations of safety or health regulations within the past five (5) years? (Please circle "YES" or "NO").</p> <p>If "yes," indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>	<p><u>YES</u> <u>NO</u></p>
14.	<p>Does your Firm require weekly, documented safety meetings to be held for construction employees and field supervisors during the course of a project? (Please circle "YES" or "NO").</p>	<p><u>YES</u> <u>NO</u></p>
15.	<p>Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any public work project for which you are awarded a contract by the District.</p>	

“PASS/FAIL” PROJECT REFERENCES – Subcontractors

List here the projects that satisfy the “Pass/Fail Questions (Essential Criteria)” requirements above. This form **must be utilized** for PASS/FAIL Project References. Note, a California public community college project within the correct timeline and dollar amount may qualify for both Question 1 and Question 2 and Contractor may use such project(s) to fulfill each question.

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 1 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award) for Subcontractor’s portion of the applicable scope of work for this license category:			
Final contract value for Subcontractor’s portion of the applicable scope of work for this license category:			

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 2 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award) for Subcontractor’s portion of the applicable scope of work for this license category:			
Final contract value for Subcontractor’s portion of the applicable scope of work for this license category:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 1 – PROJECT REFERENCE 3 OF 3

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award) for Subcontractor’s portion of the applicable scope of work for this license category:			
Final contract value for Subcontractor’s portion of the applicable scope of work for this license category:			

“PASS/FAIL” PROJECT REFERENCES

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 1 OF 2

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award) for Subcontractor’s portion of the applicable scope of work for this license category:			
Final contract value for Subcontractor’s portion of the applicable scope of work for this license category:			

PASS/FAIL QUESTION 2 – PROJECT REFERENCE 2 OF 2

Project name/identification:			
Project address/location:			
Project owner, contact person, and telephone:			
Project architect name and telephone number:			
Indicate if the project was under lease-leaseback, design-build, design-bid-build or other delivery structure:			
Scope of work:			
Original completion date:			
Actual completion date:			
Initial contract value (as of time of bid award) for Subcontractor’s portion of the applicable scope of work for this license category:			
Final contract value for Subcontractor’s portion of the applicable scope of work for this license category:			

CERTIFICATION

I certify the following:

- Under penalty of perjury under the laws of the State of California, the foregoing is true and correct.
- I acknowledge that this prequalification questionnaire is only one process that the Firm may have to complete and satisfy since contractor(s) to whom the Firm may propose may utilize a best-value or other qualification process that will have additional criteria with which the Firm may need to comply.

Date: _____

Proper Name of Subcontractor: _____

Signature: _____

By: _____ (Print Name)

Title: _____

DISTRICT’S SCORING OF SUBCONTRACTOR PREQUALIFICATION QUESTIONNAIRES

1. **Confirm the subcontractor has passing answers for the “Pass/Fail Questions.”**
2. **Confirm subcontractor has submitted the required financial statements.** If not, notify subcontractor in writing that its Subcontractor Prequalification Questionnaire is non-responsive for failing to include the required financial statements.
3. **Score the “Evaluated Questions.”**

Topic/Question	Scoring & Max. Poss. Score	Score
1. Liquidated Damages	No = 8 points; Yes = 0 points	8
2. Surety Premium	No = 2 points; Yes = 0 points	2
3. Insurer Pay	No = 2 points; Yes = 0 points	2
4. EMR	No = 2 points; Yes = 0 points	2
5. Workers’ Comp.	No = 2 points; Yes = 0 points	2
6. Bankruptcy	No = 8 points; Yes = 0 points	8
7. Denied Bond	No = 8 points; Yes = 0 points	8
8. Filed Claims	No = 8 points; Yes = 0 points	8
9. Labor Code Citations	No = 2 points; Yes = 0 points	2
10. Back Wages or Penalties	No = 2 points; Yes = 0 points	2
11. Pending DIR Claims	No = 2 points; Yes = 0 points	2
12. EPA Citations	No = 2 points; Yes = 0 points	2
13. OSHA Citations	No = 2 points; Yes = 0 points	2
14. Safety Meetings	Yes = 2 points; No = 0 points	2
15. Apprenticeship Program	Listed = 2 points; None listed = 0 points	2
Total Score		54

Scoring of Subcontractor Prequalification Questionnaire	Minimum points required for prequalification: 45
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Agreement with Architecture 9 PLLLP - Professional Design Services for Campus Directories at Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for architectural design services related to the new electronic campus directories at Santa Ana College and Santiago Canyon College. The District will require professional services for the programming, design, and construction administration services for new electronic campus directories to replace the existing few and add new ones in various locations across the colleges. Design services are needed to prepare construction documents, outline the specifications, retain proper agency approval, prepare documents and plans for bidding and oversee construction administration during the installation. The District is interested in replacing outdated directories and improve the wayfinding and navigation of campus through electronic signage/directories, and desires to improve the directory displays at both Santa Ana and Santiago Canyon Colleges. The existing directories are not electronic and the information that can be posted is very limited. The new electronic directories will provide a system that can communicate a campus map, with directions to various buildings throughout each campus and have other information as desired by the colleges. The District desires to explore various options with the both colleges while at the same time finding a directory than can be easily maintained through a web interface and by the colleges.

ANALYSIS:

A Request for Proposal (RFP) #1718-184 for professional design services for campus directories at Santa Ana College and Santiago Canyon College was advertised November 16, 2017 to nineteen (19) pre-qualified firms with a due date of December 15, 2017. The District received one (1) proposal from Architecture 9 PLLLP (Rancho Cucamonga). A selection panel reviewed the proposal on December 18, 2017 and interviewed Architecture 9 PLLLP on December 19, 2017. In follow-up with other firms, there was an overall lack of interest in the project scope of work. In spite of the smaller scope of work, the selection panel still recommends moving forward to not cause further delay to the project as the directories need to be replaced. The panel recommends approval of Architecture 9 PLLLP after a thorough review 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 January 23, 2018 and end December 31, 2018. The contract is a not to exceed fee of \$17,995.00, which includes \$500 in reimbursables. The District has reviewed the fee and finds it reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Architecture 9 PLLLP for professional design services for campus directories at Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	\$17,995 (includes reimbursables)	Board Date: January 22, 2018
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: 01/22/18

Project: Campus Directories

Site: **Santa Ana College &
Santiago Canyon College**

Consultants: **Architecture 9 PLLLP**

Type of Service: Professional Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$17,495.00	\$500.00	1/23/2018		12/31/2018
Total Agreement Amount	\$17,995.00				

AGREEMENT NO: 0258.00/ DESCRIPTION:

This agreement #0258.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$17,995.00**

Contract End Date: **12/31/2018**

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Amendment to Agreement with Steinberg Architects - Architectural Services for District Capital Outlay Projects for Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 7, 2015, the Board of Trustees approved an agreement with Steinberg Architects for architectural services for District Capital Outlay Projects for Santa Ana College and Santiago Canyon College to assist with the District's Five-Year Capital Construction Planning required by the State Chancellor's Office. This is an amendment to add time and money to continue architectural planning services associated with the Initial Project Proposals (IPPs) identified in the District's previous Five-Year Capital Construction Plan and in preparation for the annual update to the Five-Year Capital Construction Plan. To see original agreement, please [click here](#).

Education Code Sections 81820-81823 requires the governing board of each community college district to annually prepare and submit to the Facilities Planning and Utilization Unit of the Chancellor's Office (FPU) a five-year plan for capital construction. California Code of Regulations, Title 5, Section 57014 requires districts to receive approval of their Five-Year Capital Construction Plan from the FPU prior to receiving state funding for projects. Districts are also required to complete campus facility master plans before preparing their five-year construction plans. The facility master plans have already been completed by the colleges and are reviewed and updated as needed to correlate with the objectives of the college educational master plans.

On occasion, and in order to undertake further planning in completing the update to the Five-Year Capital Construction Plan, the district and colleges are in need of assistance to facilitate this planning process. This year some of the IPPs previously noted in the five-year plan require further college review, re-assessment and validation. The IPPs were not updated last year in 2016-2017 as an extensive amount of planning and development occurred in 2015-2016. It is now recommended that a review of these previously developed IPPs be undertaken this year 2018 with the assistance of an architect experienced with the State planning process and who can work with the colleges to undertake this review in a timely and efficient fashion to meet the deadlines. The IPPs identified that need further assessment include the following: Santa Ana College – New Fine and Performing Arts Complex, New Vocational Technology Complex, Renovation/New Library/LRC; and Santiago Canyon College – New Student Services Building.

The District's Five-Year Capital Construction Plan is submitted to the State FPU on July 1st of each year and this year's plan covers the state's planning years of 2020-2024 and is recommended to the Board of Trustees for approval annually in June. Therefore, in order to properly prepare to meet this deadline, the district needs assistance in this planning process to work with the colleges and various faculty user groups. All projects either local funded or state

funded that are above \$400,000 are to be included in the plan regardless of funding sources, including any secondary effects of projects to other facilities.

ANALYSIS:

This amendment includes an increase of \$22,002.50 for a new total contract amount of \$203,002.50. This agreement is recommended to be amended as Steinberg Architects was deemed qualified to perform these services under a previous competitive RFP #1516-125 selection process undertaken in 2015. They have worked with the district and colleges on space inventory this year and previously prepared these IPPs identified in the current Five-Year Capital Construction Plan. Steinberg Architects has current familiarity and history on these projects and is prepared to undertake these assessments and facilitate discussions with the college staff in an efficient fashion. The district would like to start a series of planning meetings with the college in February to review the IPPs in order to meet the state deadline of July 1, 2018 in anticipation of finalizing the Five-Year Capital Construction Plan before June.

Services covered by this agreement commenced on December 8, 2015 and the new end date has been revised from December 31, 2017 to December 31, 2018.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Steinberg Architects for architectural services for District Capital Outlay Projects for Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	\$22,002.50	Board Date: January 22, 2018
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: 1/22/18

Project: District Capital Outlay Projects

Site: **Santa Ana College &
Santiago Canyon College**

Consultants: **Steinberg Architects**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$181,000.00		12/8/2015	12/31/2017
Amendment #1	\$22,002.50		12/8/2015	12/31/2018
Total Agreement Amount	\$203,002.50			

AGREEMENT NO: 0171.00/ DESCRIPTION:

Amendment #1 for additional architectural services and extension of time.

The agreement #0171.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$22,002.50**

Contract End Date: **12/31/2018**

FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **23rd** day of **January** in the year **2018**, between **STEINBERG ARCHITECTS** 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. 0171.00 entered into on December 7, 2015 for the DEVELOPMENT OF DISTRICT CAPITAL OUTLAY PROPOSALS for the District. Please amend the AGREEMENT to include the following:
 - 1. By adding additional services per the attached Exhibit A; and
 - 2. By increasing the AGREEMENT amount by TWENTY-TWO THOUSAND TWO DOLLARS AND 50/100 (\$22,002.50) from ONE HUNDRED EIGHTY-ONE THOUSAND DOLLARS (\$181,000), for a total AGREEMENT amount of TWO HUNDRED THREE THOUSAND TWO DOLLARS AND 50/100 (\$203,002.50); and
 - 3. By extending the contract completion date from December 31, 2017 to be through December 31, 2018.
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 00171.00, effective December 8, 2015, shall remain in full force and effect.

STEINBERG ARCHITECTS

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

EXHIBIT “A”

A. Scope of Services:

CONSULTANT shall provide the following additional services:

1. Update one (1) existing Initial Project Proposals (IPP) for each college;
2. Create secondary effect project descriptions and JCAF 31 for each college (assuming up to three (3) projects);
3. Assuming up to three (3) full meeting days (in person); and
4. Coordinate with District’s FUSION consultant, as needed, for completion of District’s 5-year capital plan (years 2020 – 2024).

B. Compensation:

The anticipated total hourly, not-to-exceed fee for the above-mentioned scope of work is \$45,150. The remaining funds in the existing purchase order is \$23,147.50; therefore, this amendment shall increase the contract by \$22,002.50.

C. Hourly Rates:

The updated hourly rates are as follows:

Position	Name of Personnel	Hourly Rates
Principal	Rob Barthelman	\$290
Design Director		\$230
Technical Director		\$230
Senior Project Manager	Suniya Malhotra	\$215
Senior Project Architect		\$200
Project Manager		\$190
Senior Designer		\$190
Project Architect		\$170
Senior Job Captain	Daniel Clayson	\$160
Job Captain		\$135
Intermediate Designer		\$120
Designer		\$105
Administrative		\$100
Intern		\$70

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Agreement with Cumming Construction Management, Inc. - Planning and Project Management Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for planning and project management services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College. The Russell Hall Replacement project is a state funded project where expenses related to project management assistance can qualify for reimbursement by the state. The facilities department is in need of staff augmentation consulting services to support the volume of projects, priorities, and the demands of sequencing and meeting an aggressive schedule for this project delivery due to restrictive state deadlines. There are four phases to a state funded capital improvement project which includes preliminary plans, working drawings, construction phase, and furniture and equipment with move-in activities through occupancy. The district and college need assistance with the project activities to ensure these deadlines by phases can be met in a timely fashion.

A new Request for Qualifications (RFQ) was advertised this past year in 2017 to replace and update the prior prequalified planning and project management consultant list previously established. The scope of work specifically covered by this agreement includes activities and assistance with project planning, design management, bidding preparation and procurement related tasks for furniture and equipment associated with the project. The department currently has over 100 active projects in progress due to an increase in capital improvement projects, scheduled maintenance projects and accessibility projects for barrier removal districtwide. The expenses can be partially reimbursed from the state as eligible project management services and there are a significant amount of tasks and activities that need to be completed for the timely submittal to meet state deadlines. Therefore, the district desires to have a consultant provide project management assistance and work with district and college staff to ensure project activities are coordinated and deadlines are met.

ANALYSIS:

A Request for Proposal #1617-167 for Program Planning and Project Management Services was solicited to the six prequalified consultants on April 28, 2017 with a due date of May 15, 2017 to Cordoba Corporation (Santa Ana); Cumming Construction Management; Inc. (Aliso Viejo); Facilities Planning & Program Services, Inc. (Yorba Linda); Jacobs Project Management, Co. (Irvine); Linik Corporation (Valencia) and TELACU Construction Management, Inc. (Orange).

The District received six responses from all six prequalified firms. A selection panel convened to review the proposals on May 16, 2017. The panel reviewed supplemental pricing options from all firms on May 26, 2017. Additional interviews were conducted with three firms on June 12 and June 13, 2017 with Cumming Construction Management, Inc., Linik Corporation and Facilities Planning & Program Services, Inc. Based on the culmination of the RFQ and RFP processes, the firm's experience, team members, approach to the project, fee, schedule and familiarity with providing the types of services requested, it is recommended that the District enter into an agreement with Cumming Construction Management, Inc. for planning and project management services, which includes providing consultant staff (project managers, assistant project managers and/or assistant project engineers) for project support.

The services covered by this agreement shall commence January 23, 2018 and end June 30, 2020. The contract is an hourly, not to exceed fee of \$150,000. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Capital Outlay and State Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Cumming Construction Management, Inc. for Planning and Project Management Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College as presented.

Fiscal Impact:	\$150,000	Board Date: January 22, 2018
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: 1/22/18

Project: Russell Hall Replacement (Health Sciences Building) Site: **Santa Ana**

Consultants: **Cumming Construction Management, Inc.**

Type of Service: Planning and Project Management Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$150,000.00		1/23/2018	6/30/2020
Total Agreement Amount	\$150,000.00			

AGREEMENT NO. 0260.00/DESCRIPTION:

This agreement #0260.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$150,000.00**

Contract End Date: **6/30/2020**

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Amendment to Agreement with Westberg+White Inc. - Architectural and Engineering 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 November 17, 2014 the Board of Trustees approved an agreement with Westberg+White, Inc. to provide Architectural and Engineering Services for the Central Plant Project at Santa Ana College. During the design phase of the project, the anticipated substantial completion date was originally estimated for September 17, 2017 with final completion by mid-December 2017. Upon completion of award of the construction contract, the substantial completion target date was revised to January 5, 2018 with close-out activities to follow. The architect agreement was not updated and revised at that time. The project has now reached substantial completion as of January 5, 2018 and is currently in the punch list phase of the project. The architectural services agreement needs to be amended for time to correlate with the construction contract substantial completion time and to provide adequate time for Division of State Architect (DSA) close-out activities for certification. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on July 18, 2013 and the new end date has been revised from January 31, 2018 to December 31, 2018 to account for final DSA close-out time. There are no additional costs for this amendment. The agreement remains based on a not-to-exceed fee in the amount of \$4,194,500. The amendment to this agreement is to extend the contract time only to ensure all close-out activities are completed with DSA.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Westberg+White, Inc. for Architectural and Engineering Services for the Central Plant, Infrastructure, and Mechanical Upgrades Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: January 22, 2018
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: 1/22/18

Project: Central Plant, Infrastructure and Mechanical Project

Site: **Santa Ana College**

Consultants: **Westberg+White, Inc.**

Type of Service: Architectural Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$4,050,000.00		7/18/2013	12/23/2017
Amendment #1		\$50,000.00		7/18/2013	1/31/2018
Amendment #2		\$29,500.00		7/18/2013	1/31/2018
Amendment #3		\$65,000.00		7/18/2013	1/31/2018
Amendment #4			N/A	7/18/2013	12/31/2018
Total New Agreement		\$4,194,500.00			

AGREEMENT NO: 0084.00/ DESCRIPTION:

Amendment #4 to extend for time only.

The agreement #0084.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

12/31/2018

FOURTH AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **23rd** day of **January** in the year **2018**, between **WESTBERG+WHITE, 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 #00084.00 entered into on November 17, 2014, amended on June 15, 2015, September 14, 2015, and September 26, 2016 to provide architectural services for the Santa Ana College Central Plant, Infrastructure and Mechanical Upgrades project. Please amend the AGREEMENT to include the following:
 - A. By extending the contract completion date from January 31, 2018 to be through December 31, 2018.
2. Except as amended herein, the terms and conditions of AGREEMENT 00084.00 effective November 18, 2014, shall remain in full force and effect.

WESTBERG+WHITE, INC.

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: January 22, 2018
Re:	Approval of Change Order #1 and Termination of Contract– Coastal Sports Flooring for Bid #1314 - Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On April 12, 2017, the Board of Trustees approved a contract with Coastal Sports Flooring (“Coastal”) for Bid #1314 Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College (“Project”) in the amount of \$53,500 (“Coastal Contract”). During the course of construction in Spring and Summer of 2017, the District rejected the installation work and found the floor to be defective/nonconforming. The rejection of the defective/nonconforming work began a dispute among Coastal, John Sergio Fisher & Associates, Inc. (“Architect”), and the District. The District retained an independent architectural expert, Moreto, Mathison & Associates, to assess the design, construction, and surface flooring finish of the Project (“MMA Study”). The MMA Study concluded that the defects in the dance floor resulted from defects in both the design and construction of the Project. The lack of time to come to terms for an acceptable and agreed upon repair/replacement of the floor by the start of the Fall 2017 Semester caused the District to have to temporarily relocate the dance classes from Building G into the Johnson Student Center. The District incurred damages for relocation costs (“Temporary Dance Floor”) in the amount of \$52,993.87.

Due to the on-going disputes between the parties, the District was compelled to hire another contractor to reinstall a new replacement dance floor (“Replacement Dance Floor”). The Replacement Dance Floor was a State Scheduled Maintenance project and cost \$76,805.42 for the labor and materials. The Replacement Dance Floor work was completed in Fall 2017 by another contractor and the dance classes returned to Building G. State Scheduled Maintenance Funds were utilized to pay for all of the work for the Replacement Dance Floor.

ANALYSIS:

The District’s legal counsel, Sherman Wong, has been communicating with Coastal and Coastal’s Performance Bond Surety, Western Surety Company (“Surety”), in an effort to seek reimbursement for costs associated with the MMA Study and Temporary Dance Floor. Coastal failed to respond to the District’s communications. However, the Surety has responded and reimbursed the District in the amount of \$29,653.94 to remedy a portion of the damages incurred by the District.

On December 20, 2017, the District served notice to Coastal of the District’s exercise of rights under the Coastal Contract to terminate the Coastal Contract (attached hereto). The District issued and approved unilateral deductive Change Order #1, which itemized the damages incurred by the District to correct the defective/nonconforming work and deducted \$53,500 from the balance due to Coastal. This is a unilateral change order absent the signature/ approval from

Coastal to close out the Coastal Contract. Staff previously met with Coastal on multiple occasions to try to resolve the dispute, but Coastal has been non-responsive despite the numerous attempts made by the District. Therefore, the District is compelled to take unilateral action and close the Coastal Contract by retaining approval/ratification of Change Order #1 and the termination of the Coastal Contract.

Change Order #1 deducts the Coastal Contract amount in full by \$53,500, which is a credit back to the District. Pursuant to Board Policy and Administrative Regulation 6600, the Vice Chancellor of Business Operations and Fiscal Services has executed Change Order #1 to not cause any delays to the Project. It is recommended that the Board of Trustees approve the unilateral deductive Change Order #1 and the termination of the Coastal Contract.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 and Termination of Contract - Coastal Sports Flooring for Bid #1314 - Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College as presented.

Fiscal Impact:	\$53,500 Credit	Board Date: January 22, 2018
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	



December 20, 2017

VIA ONTRAC AND EMAIL (kristian@coastalsportsflooring.com)

Kristian Dena
Coastal Sports Flooring dba Coastal Flooring Surfaces, Inc.
4924 Balboa Blvd., Suite 461
Encino, California 91316

**Re: Bid #1314 Dance Floor Replacement Building G at Santa Ana College ("Project")
Rancho Santiago Community College District ("District")
Coastal Sports Flooring dba Coastal Flooring Surfaces, Inc. ("Coastal")
TERMINATION FOR CAUSE**

Dear Mr. Dena:

This letter will serve as the District's Notice to Coastal of the District's exercise of rights under Article 8.1 of the Construction Services Agreement ("Contract") to terminate the Contract for the above-referenced Project.¹

As previously discussed, the District retained an independent expert to evaluate the installed dance floor ("MMA Study"). Based on the MMA Study, the District finds that Coastal has liability for the defective flooring conditions by its improper installation of flooring materials and deviations from the Design Documents. In light of the foregoing, the Termination under Article 8.1 is based on Coastal's default in the performance of its material obligations under the Contract. The Termination shall be effective immediately as of the date of this letter.² This decision is final and will not be negotiated. We anticipate that the District's Board of Trustees will take action to ratify the Termination at a Board Meeting.

Please be advised that the Contract currently has an unpaid balance of \$53,500.00. Pursuant to Article 4.7,³ if Coastal is in default, the District has the right to adjust the total Contract Price by deducting the remedial work costs incurred by the District to correct the defective, nonconforming work. As we have described in our previous correspondence dated October 13, 2017, the District has incurred damages in the aggregate sum of \$136,826.87.

¹ 8.1 **Termination for Cause.** The District may terminate the Contractor and/or this Contract for the following reasons:

- A. Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- B. Persistently or repeatedly is absent, without excuse, from the jobsite;
- C. Fails to make payment to Subcontractors, suppliers, materialmen, etc.;
- D. Persistently disregards laws, ordinances, rules, regulations, or orders of a public authority having jurisdiction;
- E. Becomes bankrupt or insolvent, including the filing of a general assignment for the benefit of creditors;
- F. Contractor fails to follow the inspection procedure required by DSA or takes actions to delay or frustrate the inspection process; or
- G. Otherwise is in substantial breach of a provision of the Contract Documents.

² The Termination for Cause will be effective immediately since Coastal's default in its material obligations cannot be cured.

³ Article 4.7 **Nonconforming Work.** If Contractor defaults or neglects to carry out the work required to complete the Project or fails to perform any provision hereof, District may, after ten (10) calendar days written notice to the Contractor and without prejudice to any other remedy make good such deficiencies. **The District shall adjust the total Contract price by reducing the amount thereof by the cost of making good such deficiencies.** If District deems it inexpedient to correct work which is damaged, defective, or not done in accordance with Contract provisions, an equitable reduction in the Contract price (of at least 150% of the estimated reasonable value of the nonconforming work) shall be made. (emphasis added.)

BOARD OF TRUSTEES

Claudia C. Alvarez • Arianna P. Bairros • John R. Hanna • Zeke Hernandez • Lawrence "Larry" R. Labrado • Nelida Mendoza • Phillip E. Yarbrough

CHANCELLOR:

Raul Rodríguez, Ph.D.

Please note that Article 10.7(F) of the Contract states:

"Unilateral Deductive Change Orders.

The District may, any time after a Deductive Change Order is presented to Contractor by the District for items under Paragraph 4.6⁴ o[r] if there is disagreement as to the Deductive Change Order, issue a unilateral Deductive Change Order on the Project and deduct the Deductive Change Order from a Progress Payment, Final Payment, or Retention."

Please find attached Change Order No. 1, which itemizes the damages incurred by the District to correct the nonconforming, defective work and deducts \$(53,500.00) from the balance due.

The District reserves and preserves all rights and remedies, whether arising out of the Contract Documents or by operation of law, resulting from Coastal's defaults. If you have any questions pertaining to this letter, please contact the undersigned.

Respectfully,



Peter Hardash
Vice Chancellor
Business/Fiscal Services

CC: Sherman Wong - Public Agency Law Group
Catherine Kim - Public Agency Law Group

Encl.

⁴ Article 4.6 **Reasons to Withhold Payment.** The District may withhold payment, in whole, or in part, to such extent as may be necessary to protect the District from loss because of, but not limited to:

- A. Defective work not remedied;
- B. Stop notices served upon the District;
- C. Liquidated damages assessed against the Contractor;
- D. Damage to the District or other Contractor;
- E. Unsatisfactory prosecution of the work by the Contractor;
- F. Failure of the Contractor to prosecute the work in a timely manner, Failure of the Contractor to submit on a timely basis, proper and sufficient documentation required by the Contract Documents, including, without limitation, acceptable monthly progress schedules, Shop Drawings, Submittal schedules, schedule of values, product data and samples, proposed product lists, executed Change Order, Construction Change Directives, and verified reports;
- G. Failure to properly pay prevailing wages as defined in Labor Code section 1720, et seq.;
- H. Failure to properly maintain or clean up the Site;
- I. Payments to indemnify, defend, or hold harmless the District;
- J. If required, failure to obtain proper inspection and approval of the Project components as required by DSA and the Project Inspector demonstrated by an incomplete DSA Form 152 Inspection Care or a Notice of Deviation (DSA Form 154); or
- K. Failure to pay Subcontractor or suppliers.



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: January 22, 2018
 Project/Bid No. 1314
 Site: Santa Ana College
 Change Order (CO) No. : 1

Project Name: Dance Floor Replacement Building G
 Contractor: Coastal Flooring Surface, Inc.
 Contract #: 17-P0045810

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
4/7/2017	40	5/17/2017	0	0	5/17/2017

Change Order Summary			
Description	Number	Amount	% of Contact
Original Contract Amount		\$53,500.00	
Previous Change Orders	0	\$0.00	0.00%
This Change Order	1	(\$53,500.00)	-100.00%
Total Change Order (s)		(\$53,500.00)	-100.00%
Revised Contract Amount		\$0.00	



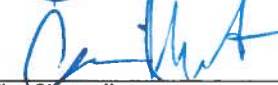
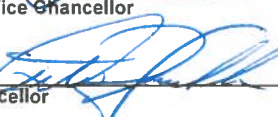
Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	
1	Credit due back to the District for the costs incurred to correct defective, nonconforming work. Please see attached for the breakdown of remedial work costs.	Owner	5	0	(\$53,500.00)	\$ -	\$ (53,500.00)
Subtotal					\$ (53,500.00)	\$ -	\$ (53,500.00)
Grand Total							\$ (53,500.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

The Contractor is to provide a complete description and specification of work involved and reason. The documents supporting this Change Order, including any drawings and estimates of that cost are attached hereto and made a part thereof.

Contractor agrees to furnish all labor and materials and perform all of the above described work in accordance with the above terms in compliance with applicable sections of the Contract Documents. The amount of the charges under this Change Order is limited to the charges allowed under the General Conditions. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in this Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order, unless otherwise provided in this Change Order. It is understood that this Change Order shall be effective upon approval of the Board of Trustees.

Contractor _____ Date _____
 Architect _____ Date _____
 Inspector _____ Date _____

Joe Melendez  12/20/17
 RSCCD Project Manager Date
 Darryl Taylor  12.20.17
 RSCCD Director Date
 Carri M. Matsumoto  12/20/17
 RSCCD Assistant Vice Chancellor Date
 Peter J. Hardash  12/20/17
 RSCCD Vice Chancellor Date

Breakdown of Back Charges

I. MMA Study

Description	Costs
MORETO, MATHISON & ASSOCIATES STUDY COSTS ("MMA Study")	\$4,840.00
HALF OF MMA STUDY COSTS	\$2,420.00

II. Replacement Dance Floor Costs

Description	Costs
Replacement Dance Floor; Materials	\$43,050.00
Replacement Dance Floor; Installation	\$34,469.00
REPLACEMENT DANCE FLOOR COSTS	\$77,519.00
HALF OF REPLACEMENT DANCE FLOOR COSTS	\$38,759.50

III. Temporary Dance Floor Costs

Description	Costs
Temporary Dance Floor; 13 Mirrors	\$4,469.57
Temporary Dance Floor; Materials	\$23,625.92
Temporary Dance Floor; Installation	\$11,000.00
Temporary Dance Floor; Office/Equipment Relocation	\$555.00
Temporary Dance Floor; Electrical Work	\$2,543.38
Temporary Dance Floor; Electrical/Data Support	\$759.00
Temporary Dance Floor/ Project Management	\$11,515.00
TEMPORARY DANCE FLOOR COSTS	\$54,467.87
HALF OF TEMPORARY DANCE FLOOR COSTS	\$27,233.94

SUMMARY OF BACK CHARGES

Description	Costs
MMA Study	\$2,420.00
Replacement Dance Floor	\$38,759.50
Temporary Dance Floor	\$27,233.94
TOTAL	\$68,413.44
District Waiver	\$(14,913.44)
TOTAL DEDUCTIVE VALUE	\$53,500.00

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Change Order #1 – Chapman Coast Roof Company, Inc. for Bid #1335 - Pool Building Roof Replacement at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On November 13, 2017, the Board of Trustees approved a contract with Chapman Coast Roof Company, Inc. for the Pool Building roof replacement at Santa Ana College. This contract was for labor and installation costs only. The roof materials were owner furnished and were purchased under a separate contract with a California Multiple Award Schedules (CMAS) contract for a material cost of \$14,729.68. The roof was in need of a full replacement given the roof was vintage mid-1970s. The existing roofing system had deteriorated significantly and was at the end of its useful life. This scheduled maintenance project was for the removal and replacement of the flat roof on the pool building and was completed on December 11, 2017. The new roof installed is a torch-applied bituminous multi-ply membrane system, similar in design to the most recent roof upgrades at the college, with new gutters, downspouts, raised vent curbs, sheet metal fascia, and a solar coating application. The new roof system has a manufacturer warranty for 30 years.

ANALYSIS:

Change Order #1 decreases the contract amount by \$6,000 which is a credit back to the District for an unused allowance related to unforeseen work. The contract amount has been decreased from \$40,001 to \$34,001. Pursuant to Board Policy and Administrative Regulation 6600, the Vice Chancellor of Business Operations and Fiscal Services has executed the change order to not cause delays to the project. It is recommended that the Board of Trustees approve the change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

This project is funded by State Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for Chapman Coast Roof Company, Inc. for Bid #1335 - Pool Building Roof Replacement at Santa Ana College as presented.

Fiscal Impact:	\$6,000 Credit	Board Date: January 22, 2018
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Facility Planning, District Construction & Support Services
 2323 North Broadway, Rm 112
 Santa Ana, CA 92706

Board Date: January 22, 2018
 Project/Bid No. Bid 1335
 Site: Santa Ana College
 Change Order (CO) No. : 1

Project Name: Santa Ana College Pool Building Roof Replacement
 Contractor: Chapman Coast Roof Company, Inc.
 Contract #: 18-P0049365

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
11/17/17	45	01/01/18	0	0	0

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$40,001.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	1	-\$6,000.00	-15.0%
Total Change Order (s)		-\$6,000.00	-15.0%
Revised Contract Amount		\$34,001.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount.	Owner	5	0	(\$6,000.00)	\$0.00	(\$6,000.00)
Subtotal					(\$6,000.00)	\$0.00	(\$6,000.00)
Grand Total							(\$6,000.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Settlement Agreement with John Sergio Fisher & Associates, Inc. - Architectural Services for Bid #1314 - Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On October 7, 2016, the District entered into an on-call architectural services agreement with John Sergio Fisher & Associates, Inc. (“JSFA”) in the amount of \$14,500 (“JSFA Contract”). The JSFA Contract expired on December 31, 2017 and had a remaining balance of \$9,407.50. The District has not yet paid the \$2,400 fee for the architectural and design services provided for Bid #1314 Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College (“Project”). The fees previously paid out to JSFA were for an unrelated Black Box risers project at Santiago Canyon College. During the course of Project construction in Spring and Summer of 2017, the District rejected the installation of the dance floor and found the floor to be defective/nonconforming. The rejection of the defective/nonconforming work began a dispute among JSFA, Coastal Sports Flooring (“Contractor”), and the District over the liability of the defective flooring conditions. The District retained an independent architectural expert, Moreto, Mathison & Associates, to assess the design, construction, and surface flooring finish of the Project (“MMA Study”). The MMA Study concluded that the defects in the dance floor resulted from defects in both the design and construction of the Project.

The defective, unusable dance flooring conditions and lack of time to make an acceptable and agreed upon repair/replacement of the floor by the start of the Fall 2017 Semester caused the District to have to temporarily relocate the dance classes from Building G into the Johnson Student Center. The District incurred damages for relocation costs (“Temporary Dance Floor”) in the amount of \$52,993.87 and remedial work costs (“Replacement Dance Floor”) in the amount of \$76,805.42. State Scheduled Maintenance Funds were utilized to pay for all of the labor and materials costs for the Replacement Dance Floor.

ANALYSIS:

The District’s legal counsel, Sherman Wong, has been communicating with JSFA’s counsel to seek reimbursement for costs associated with the MMA Study and Temporary Dance Floor. The District and JSFA have come to terms and propose the approval/ratification of the Settlement Agreement and Release attached hereto. JSFA has agreed: (i) to pay the District in the amount of \$4,999.99 to settle the claim; (ii) to make a donation to the Santa Ana College Foundation in the amount of \$33,000; and (iii) to waive any remaining balance due to JSFA on the JSFA Contract (\$9,407.50) and release the District from any further payment obligations. The District and JSFA mutually release the other of all claims in relation to the JSFA Contract and/or the Project.

Given that JSFA waived and released the District from any further payment obligations or remaining balance due to JSFA and all Replacement Dance Floor costs were covered by State

Scheduled Maintenance funding, the District staff, along with legal counsel, recommend the approval and ratification of the settlement agreement. The proposed settlement agreement provides for covering a fair share portion of reimbursement for costs incurred for the MMA Study and Temporary Dance Floor and the donation will benefit the Santa Ana College.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the settlement agreement with John Sergio Fisher & Associates, Inc. for architectural and design services in connection with the JSFA Contract and Bid #1314 - Dance Floor Replacement at Building G (Cook Gym) at Santa Ana College as presented.

Fiscal Impact:	\$9,407.50 credit, \$4,999.99 credit, SAC Foundation donation \$33,0000	Board Date: January 22, 2018
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	

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release (hereinafter the "Agreement") is made and entered into by Rancho Santiago Community College District ("District") and John Sergio Fisher & Associates ("JSFA")

District and JSFA shall be collectively referred to as the "Settling Parties," and singularly as "Settling Party."

This Agreement is entered on behalf of the Settling Parties, individually, as well as on the behalf of, without limitation, their, his, her and/or its respective principals, attorneys, officers, directors, shareholders, employers, employees, parent company(ies), affiliated company(ies), subcontractors, members, partners, subsidiaries, insurers, third-party administrators, predecessors, successors-in-interest, parents, heirs, issue, siblings, and assigns.

RECITALS

A. On or about October 7, 2016, District entered into a written contract with JSFA to provide on-call architectural services ("JSFA Contract") to provide architectural, design, and/or engineering services for various facility improvement projects, including, without limitation, the design of the Rancho Santiago Community College District Bid #1314 Dance Floor Replacement Building G at Santa Ana College Project ("Project"). JSFA was to prepare the design documents including specifications and drawings, as well as provide minimal construction administration services.

B. On July 13, 2017, District notified JSFA of certain alleged defects related to the design and/or construction of the Project.

C. On July 20, 2017, Settling Parties attended a site inspection at the dance studio in order to view the alleged defects at the Project site.

D. Settling Parties have been in communication since the site inspection referenced above in an effort to resolve this matter without the necessity of formal litigation, although JSFA strongly insists it is not liable for any of District's alleged damages.

E. The Settling Parties agree that it is in their mutual interests to avoid the uncertainty and expense of litigation by reaching a settlement and accommodation of the certain matters encompassed herein, without any admission of law or fact.

Accordingly, in consideration of the foregoing recitals, the promises contained herein, and other good value consideration, the receipt and sufficiency of which is acknowledged, the Settling Parties agree as follows:

TERMS AND CONDITIONS

1. Recital and Representations.

The Recitals set forth above are hereby incorporated by reference into this Agreement. Additionally, the Representations set forth in this Agreement shall endure forever and shall survive the execution of this Agreement as well as the dismissals identified herein.

2. Settlement and Donation Amounts.

District shall be paid the total sum of Four Thousand, Nine Hundred and Ninety-Nine Dollars and Ninety-Nine Cents (\$4,999.99) from JSFA in full and final settlement of this matter in exchange for which the District is agreeing to withdraw any claims of professional negligence and breach of contract against JSFA ("Settlement Check"). Additionally and as a condition of this agreement, JSFA agrees to make a donation to Santa Ana College Foundation in the amount of Thirty-Three Thousand Dollars and No Cents (\$33,000.00) ("Donation Check") (hereinafter, the "Payments"). The Payments will be made within ten (10) days of the District's Board of Trustees approving and ratifying this Agreement.

Pursuant to the direction of District's counsel, the Settlement Check identified above shall be: (a) made payable to "The Rancho Santiago Community College District"; and (b) sent to the attention of District's counsel, at the Public Agency Law Group, 222 North Sepulveda Boulevard, Suite 1690, El Segundo, CA 90245.

Pursuant to the direction of District's counsel, the Donation Check identified above shall be: (a) made payable to "Santa Ana College Foundation"; and (b) sent to the attention of District's counsel, at the Public Agency Law Group, 222 North Sepulveda Boulevard, Suite 1690, El Segundo, CA 90245.

3. Release and Withdrawal of Claim by District.

District individually, and on behalf of itself and its respective principals, agents, attorneys, officers, directors, shareholders, servants, representatives, spouse, parents, dependents, issue, siblings, heirs, employers, employees, members, partners, subsidiaries, parent companies, affiliated companies, insurers, predecessors, successors-in-interest and assigns hereby fully and forever releases JSFA and each of its officers, directors, shareholders, principals, subsidiaries, affiliates, partners, attorneys, parent companies,

agents, servants, representatives, dependents, issue, siblings, members, partners, predecessors, successors, insurers, employees, former employees, employers, former employers, heirs, assigns, spouses and beneficiaries (collectively, the "JSFA Released Parties") from any and all claims, debts, liabilities, costs, liens, attorneys' fees, actions, lawsuits, demands, expenses, damages, whether general, specific or punitive, exemplary, contractual or extra-contractual, and causes of action of any kind or nature that District may have had, now has, or claims to have against the JSFA Released Parties related to, or arising out of, the JSFA Contract, excepting the Settling Parties' obligations under this Agreement. The District further agrees as a condition precedent to the Payments being made that any claims of professional negligence or breach of contract by the District against JSFA are hereby withdrawn.

4. Release and Waiver by JSFA.

JSFA individually, and on behalf of itself and its respective principals, agents, attorneys, officers, directors, shareholders, servants, representatives, spouse, parents, dependents, issue, siblings, heirs, employers, employees, members, partners, subsidiaries, parent companies, affiliated companies, insurers, predecessors, successors-in-interest and assigns hereby fully and forever releases and discharges District and each of its respective officers, directors, shareholders, principals, subsidiaries, affiliates, partners, attorneys, parent companies, agents, servants, representatives, dependents, issue, siblings, members, partners, predecessors, successors, insurers, employees, former employees, employers, former employers, heirs, assigns, spouses and beneficiaries (collectively, the "District Released Parties") from any and all claims, debts, liabilities, costs, liens, attorneys' fees, actions, lawsuits, demands, expenses, damages, whether general, specific or punitive, exemplary, contractual or extra-contractual, and causes of action of any kind or nature that JSFA may have had, now has, or claims to have against the District Released Parties related to, or arising out of, the JSFA Contract, excepting the Settling Parties' obligations under this Agreement.

Further, JSFA waives its right to collect and/or demand the remaining balance due to JSFA pursuant to the JFSA Contract and releases the District from any further payment obligation thereunder. The Parties acknowledge that pursuant to Article I, Paragraph no. 9 of the JFSA Contract, the JFSA Contract Term ended on December 31, 2017.

5. Release of Unknown Claims.

Except for the obligations arising under this Agreement, latent defects and unknown indemnity claims or as otherwise provided in this Agreement, the Settling Parties, in entering into this Agreement and in giving the releases provided for in Paragraph nos. 3 and 4, above, hereby waive any and all rights or benefits conferred under California Civil Code section 1542 for all claims. The Settling Parties acknowledge that their respective representatives are authorized to do so, have read, considered and

understand the provisions and significance of Section 1542 of the *California Civil Code*, which reads as follows:

SECTION 1542. GENERAL RELEASE. A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH A CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.

The Settling Parties understand and acknowledge that a risk exists that they incurred or suffered, or may incur or suffer, loss or damages as a result of the matters, facts, events, occurrences, transactions, causes and things referred to in this Agreement which were unknown, unsuspected or unanticipated at the time this Agreement was executed. The Settling Parties assume this risk, and agree that the foregoing waiver and/or Releases shall in all respects be effective and not subject to termination or rescission.

BASED UPON THE ADVICE OF ITS COUNSEL, THE SETTLING PARTIES VOLUNTARILY, AND WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, UNCONDITIONALLY AND IRREVOCABLY WAIVE AND RELINQUISH ANY AND ALL RIGHTS THAT THE SETTLING PARTIES MAY HAVE UNDER SECTION 1542, AS WELL AS UNDER THE PROVISIONS OF ALL COMPARABLE, EQUIVALENT OR SIMILAR STATUTES AND PRINCIPLES OF COMMON LAW OR OTHER DECISIONAL LAW OF ANY AND ALL STATES OF THE UNITED STATES.

6. Additional Terms

6.1. No Admission: The Agreement is entered into by the Settling Parties for the purpose of compromising and settling matters. The Agreement does not constitute, and shall not be construed as, an admission by any Settling Party of the truth or validity of any claims asserted or contentions advanced by any other Settling Party.

6.2. Parties to Each Bear Own Costs and Attorneys' Fees: It is expressly understood by the Settling Parties that each Settling Party shall bear their own costs, expenses, and attorneys' fees and costs, if any, which each Settling Party has incurred in connection with the Agreement, JSFA Contract, Project, investigation of District's claims, and the Settling Parties waive and release any claims, disputes, or disagreements that they otherwise have or may have had to such costs and attorneys' fees, if any, related to the Released claims. No claim for such may be made at any subsequent time.

6.3. **Applicable Law:** The Agreement is entered into the State of California and the Agreement and any rights, remedies, or obligations provided for in the Agreement, shall be construed and enforced in accordance with the laws of the State of California.

6.4. **Joint Preparation:** The Agreement shall be interpreted and construed as a whole in accordance with its express terms and the plain meaning thereof as if all Settling Parties jointly prepared it, and any uncertainty or ambiguity in the Agreement shall not be interpreted against any one Settling Party. The use of headings in this Agreement is only for ease of reference, and the headings have no effect and are not to be considered part or terms of this Agreement.

6.5. **Enforcement of Agreement; Attorneys' Fees:** (a) All Settling Parties shall be entitled to all remedies available at law or in equity for any violation of the Agreement, including but not limited to the remedy of specific performance, and the Settling Parties intend that the Agreement shall be enforceable in the event of a material breach hereof. If any motion, proceeding, or action is brought to enforce the Agreement, or is brought in connection with any dispute arising out of the Agreement or the claims which are the subject of the Agreement, the prevailing Settling Party or Settling Parties shall be entitled to recover damages, attorneys' fees and other costs incurred in such litigation which they may prove are the direct and proximate result of any breach hereof in addition to any other relief which that Settling Party or those Settling Parties may be entitled to by law, including, without limitation, expert witness fees.

6.6. **Severability:** The provisions of the Agreement are severable. If any portion, provision, or part of the Agreement is held, determined, or adjudicated to be invalid, unenforceable or void for any reason whatsoever, each such portion, provision or part shall be severed from the remaining portions, provisions or parts of the Agreement and shall not affect the validity or enforceability of any remaining portions, provisions or parts.

6.7. **Successors and Assigns.** The provisions of this Agreement shall bind and benefit the respective successors and assigns of the Settling Parties hereto.

6.8 **Modifications In Writing:** This Agreement shall not be altered, amended, or modified by oral representation made before or after the execution of the Agreement. All modifications must be in writing and duly executed by all Settling Parties and ratified/approved by the District's Board of Trustees.

6.9. **Ownership of Claims:** The Settling Parties represent and warrant to each other that each is the sole and lawful owner of all right, title and interest in and to every claim and other matter which each releases in the Agreement and that they have not previously assigned or transferred, or purported to do so, to any person or other entity any

right, title or interest in any such claim or other matter. In the event that such representation is false, and any such claim or matter is asserted against a Settling Party by anyone who is the assignee or transferee of such a claim or matter, then the Settling Party who assigned or transferred such claim or matter shall fully indemnify, defend and hold harmless the Settling Party against whom such claim or matter is asserted and its successors from and against such claim or matter.

6.10. **Voluntary Agreement:** The Settling Parties acknowledge that the Agreement is executed voluntarily by each of them, without duress or undue influence on the part of, or on behalf of any of them. The Settling Parties further acknowledge that they have or had the opportunity for representation in the negotiation for, and in the performance of, the Agreement by counsel of their choice and that they have read the Agreement, and have had it fully explained to them and that they are fully aware of the contents of the Agreement and its legal affect.

6.11. **Accord and Satisfaction:** The Agreement shall be effective as a full and final accord and satisfaction and release of each matter in connection with those matters set forth herein above.

6.12. **Condition Precedent.** Neither this Agreement nor any provision hereof shall be deemed binding or enforceable upon the District unless and until: (i) this Agreement is executed by JSFA and the District; and (ii) the District's Board of Trustees has approved and ratified this Agreement and the provisions hereof.

6.13. **Binding Agreement:** The Agreement shall be binding on and shall inure to the benefit of the Settling Parties and their respective heirs, executors, administrators, agents, representatives, affiliates, successors, predecessors, and assignees.

6.14. **Fully Integrated Agreement:** The Agreement constitutes a single, integrated, written contract expressing the entire understanding and agreement between the Settling Parties and the terms of the Agreement are contractual and not merely recitals.

6.15. **Entire Agreement:** The Agreement constitutes the entire agreement of the Settling Parties and there is no other agreement, written or oral, expressed or implied, between the Settling Parties with respect to the subject matter of the Agreement and the Settling Parties declare and represent that no promise, inducement or other agreement not expressly contained in the Agreement has been made conferring any benefit upon them.

6.16. **Authorization to Sign:** Subject to the approval or ratification of this Agreement by the District's Board of Trustees, the individuals whose signatures are affixed to the Agreement in a representative capacity represent and warrant that they are authorized to execute the Agreement on behalf of and to bind the entity on whose behalf the signature is affixed to the terms of this Agreement.

6.17. **Further Assurances:** The Settling Parties shall execute all instruments and documents and take all actions as may be reasonably necessary to effectuate the Agreement.

6.18. **Counterparts:** The Agreement may be executed in counterpart facsimile or electronic signatures and all such counterparts shall constitute a single form of the Agreement.

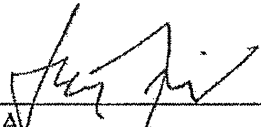
IN WITNESS WHEREOF, the Settling Parties hereto have caused this document to be executed on the last day set forth below.

EXECUTED:

DATE: _____

District, by its _____

DATE: 1/9/2018




JSFA
By: John Fisher

Approved as to Form

DATE: 1/9/2018

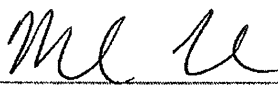
PUBLIC AGENCY LAW GROUP



By: Catherine Kim
Attorneys for District

DATE: 1/9/2018

COLLINS COLLINS MUIR &
STEWART LLP



By: Michael C. Lubin
Attorneys for JSFA

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Accept the Completion of Bid #1335 - Pool Building Roof Replacement at Santa Ana College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On November 13, 2017, the Board of Trustees approved a contract with Chapman Coast Roof Company, Inc. for the Pool Building roof replacement at Santa Ana College. The project was completed on December 11, 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 \$34,001.

This project was funded by State Scheduled Maintenance 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: January 22, 2018
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 Santa Ana College, located 1530 West 17th Street, Santa Ana, caused improvements to be made to the property to with: Bid #1335 for Pool Building Roof Replacement at Santa Ana College, the contract for the doing of which was heretofore entered into on the 27th day of October, 2017, which contract was made with Chapman Coast Roof Company, Inc. PO 18-P0049365 as contractor; that said improvements were completed on the 11th day of December, 2017 and accepted by formal action of the governing Board of said District on the 22nd day of January, 2018; 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 Great American 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: January 22, 2018
Re:	Ratification of Agreement with Koury Engineering & Testing, Inc. – Geohazard and Geotechnical Consulting Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College	
Action:	Request for Ratification	

BACKGROUND:

This is a new agreement for geohazard and geotechnical consulting services for the Russell Hall Replacement (Health Sciences Building) project at Santa Ana College. The Russell Hall Replacement project is a state funded project with restrictive deadlines. The new building is currently under design and in need of professional services for the investigation of the site's geohazard and geotechnical conditions. The work had to be started in December in order to meet timelines associated with preliminary plans reviewed by the state. Koury Engineering & Testing, Inc. will provide the required borings of the site to determine the soil properties and the required foundation type for the building. The consultant will also review the site's proximity to existing fault lines to ensure the proper distance from the new building is achieved. Upon completion of these tests and studies, Koury Engineering & Testing, Inc. will assist the District with submission of the Geohazard/Geotechnical report to the California Geological Survey (CGS) for their review and approval and respond to any comments received by CGS. Koury Engineering & Testing, Inc. will also perform all required soils/underground testing during the construction phase of the project and the contract will be amended for that phase of construction in the future. The estimated cost for the construction phase scope of work will be determined at a later date once the scope of work has been defined. Koury Engineering & Testing, Inc. is highly experienced with working on occupied campuses and will undertake the required due diligence when performing borings and samplings to ensure the safety of staff and students.

Due to time schedule restraints for these borings, studies and reports, the geohazard and geotechnical work needed to start to meet the State Chancellor's office schedule timelines associated with preliminary planning deadlines. Therefore, this agreement is a ratification of approval, and it is recommended that the District enter into an agreement with Koury Engineering & Testing, Inc. for the Russell Hall replacement (Health Sciences Building) at Santa Ana College.

ANALYSIS:

A Request for Proposal (RFP) #1718-181 for geohazard and geotechnical consulting services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College was solicited October 5, 2017 to ten (10) pre-qualified firms with a due date of October 24, 2017. The District received seven (7) proposals including Converse Consultants (Costa Mesa); Geo-Advantec, Inc. (San Dimas); Geotechnical Solutions, Inc. (Irvine); Koury Engineering & Testing, Inc. (Chino); Petra Geosciences, Inc. (Costa Mesa); Salem Engineering Group, Inc. (Rancho Cucamonga); and Terracon (Irvine). A selection panel paper screened proposals on October 25, 2017. The panel interviewed Converse Consultants, Koury Engineering & Testing, Inc., and Petra Geosciences,

Inc. on November 17, 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 Koury Engineering & Testing, 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 commenced on December 18, 2017 and end December 31, 2022. The agreement is an hourly, not to exceed fee of \$15,500, which includes \$5,125 in reimbursable expenses. The District has reviewed the fee and finds it reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds and State Funding.

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the agreement with Koury Engineering & Testing, Inc. for Geohazard and Geotechnical Consulting Services for Russell Hall Replacement (Health Sciences Building) project at Santa Ana College as presented.

Fiscal Impact:	\$15,500 (includes reimbursables)	Board Date: January 22, 2018
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: 1/22/18

Project: Russell Hall Replacement (Health Sciences Building) Site: **Santa Ana College**

Consultants: **Koury Engineering & Testing, Inc.**

Type of Service: Geohazard and Geotechnical Consulting Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$10,375.00	\$ 5,125.00	12/18/2017		12/31/2022
Total Agreement Amount	\$15,500.00				

AGREEMENT NO: 0256.00/ DESCRIPTION:

This agreement #0256.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$15,500.00**

Contract End Date: **12/31/2022**

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

To:	Board of Trustees	Date:	January 22, 2018
Re:	Adoption of Resolution No. 18-04 - California Office of Emergency Services (OES)		
Action:	Request for Adoption		

BACKGROUND

In late January 2017, due to severe rain, the President of the United States declared a major disaster, making federal disaster aid available for local government entities including school districts. During this rainstorm, excess water flowed along the exterior concrete slab and into exterior walls damaging portions of the floor in building W-107 (small gymnasium) at Santa Ana College. After notification by the Orange County Emergency Operations Center that reimbursement for storm damage was available, we submitted a request for consideration along with supporting documentation. In July 2017, Cal OES advised RSCCD our application was approved to seek reimbursement for temporary repairs and permanent corrections to the small gymnasium floor, wall, and point of water infiltration to the building. The small gymnasium floor repairs and exterior barrier were completed in August 2017.

ANALYSIS

The Designation of Applicant's Agent Resolution for non-state agencies form is required to finish the process for reimbursement. The adoption of Resolution No. 18-04 authorizes Cal OES to execute the application on behalf of RSCCD once the Board of Trustees adopts the resolution. The identified reimbursement total is \$36,074, which will help offset the \$40,000 cost of the repairs.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 18-04 for disaster fund reimbursement from Cal OES as presented.

Fiscal Impact:	Reimbursement of \$36,074	Board Date:	January 22, 2018
Prepared by:	Toni Bland, Chief District Safety and Security		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

RSCCD Resolution No. 18-04

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Trustees OF THE Rancho Santiago Community College District
(Governing Body) (Name of Applicant)

THAT Chancellor, OR
(Title of Authorized Agent)

Vice-Chancellor Business and Fiscal Services, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Rancho Santiago Community College District, a public entity
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the Rancho Santiago Community College District, a public entity established under the laws of the State of California,
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

Please check the appropriate box below:

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) 4305

Passed and approved this 22 day of January, 2018

Nelida Mendoza, Board of Trustees , President

(Name and Title of Governing Body Representative)

Phillip E. Yarbrough, Board of Trustees, Vice President

(Name and Title of Governing Body Representative)

Claudia C. Alvarez, Board of Trustees, Clerk

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Raul Rodriguez, Ph.D., duly appointed and Chancellor of
(Name) (Title)

Rancho Santiago Community College District, do hereby certify that the above is a true and correct copy of a
(Name of Applicant)

Resolution passed and approved by the Board of Trustees of the Rancho Santiago Community College District
(Governing Body) (Name of Applicant)

on the 22 day of January, 2018.

(Signature)

Chancellor
(Title)

Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

Certification Section:

Name and Title: This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")



December 7, 2017

Toni Bland
Chief, District Safety & Security
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706

Subject: Notification of Obligation
Public Assistance and CDAA Grant Programs
FEMA-4305-DR-CA, Cal OES ID: 059-91021

Dear Ms. Bland:

Obligation Notification The California Governor's Office of Emergency Services has attached the Grant Summary and the Project Application Summary for Federal Package #93, and the Exhibit C for State Supplement #0. Please see the table below for further obligation details.

Obligation Details	Package/Supplement Obligation Amount	Cumulative Amount Obligated
Federal-Public Assistance	\$20,251	\$24,758
State-California Disaster Assistance Act (CDAA)	\$6,809	\$6,809
Total	\$27,060	\$31,567

Payment Process For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	Federal Funds Disbursement Process	State Funds Disbursement Process
Small Projects less than 100% complete	Automatic advance of federal share and administrative allowance	Automatic advance of state share and administrative allowance. Retention held until 100% complete
Small Projects 100% complete	Automatic payment of federal share and administrative allowance	Automatic payment of state share and administrative allowance
Large Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis
Large Projects 100% complete	Automatic payment of federal share and administrative allowance for entire project	Automatic payment of state share and administrative allowance

**Payment
 Process-
 Continued**

For this particular Package/Supplement, payment will be automatically disbursed as follows:

Payment Details	Amount Automatically Paid
Federal-Public Assistance	\$0
State-CDAA	\$0
Total	\$0

For those large projects with a work completion of less than 100 percent, a Large Project Reimbursement Request form has also been included with this Package/Supplement.

Federal and State funds will be issued separately by the State Controller's Office. Please be advised that state warrants have a one-year period of negotiability.

**Required
 Documents**

In order to receive funds, the following forms must be on file with our office:

Form	Received by Cal OES?
Project Application for Federal Assistance (OES 89)	No
Designation of Applicants Agent Resolution (OES 130)	No
Payee Data Record (STD. 204) - Private non profit organizations only	N/A

Your account has been placed on hold. Please contact Grants Processing Unit for further assistance.

**Program
 Requirements-
 General**

As a requirement of this program, a special fund for the deposit of the state warrant must be established upon receipt of any advance funding. Under no circumstances are expenditures to be made for any damages other than those approved in this application. Any funds received in excess of current needs or approved amounts, or those found owed as a result of an audit or final inspection, must be refunded to the State within 30 days upon receipt of an invoice from the California Governor's Office of Emergency Services.

**Federal
 Program
 Audit
 Requirements**

As a recipient of federal funds, your organization is subject to the Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Part of your report requirements under the Act and Amendments include the preparation of a Schedule of Expenditures of Federal awards. The following information is provided to assist in the accurate completion of the Schedule:



November 29, 2017

Toni Bland
Chief, District Safety & Security
Rancho Santiago Community College District
2323 North Broadway
Santa Ana, California 92706

Subject: Notification of Obligation
Public Assistance and CDAA Grant Programs
FEMA-4305-DR-CA, Cal OES ID: 059-91021

Dear Ms. Bland:

Obligation Notification The California Governor's Office of Emergency Services has attached the Grant Summary and the Project Application Summary for Federal Package #78. Please see the table below for further obligation details.

Obligation Details	Package/Supplement Obligation Amount	Cumulative Amount Obligated
Federal-Public Assistance	\$4,507	\$4,507
Total	\$4,507	\$4,507

Payment Process For this disaster, funds will be paid in accordance with the following disbursement table:

Project Status	Federal Funds Disbursement Process	State Funds Disbursement Process
Small Projects less than 100% complete	Automatic advance of federal share and administrative allowance	Automatic advance of state share and administrative allowance. Retention held until 100% complete
Small Projects 100% complete	Automatic payment of federal share and administrative allowance	Automatic payment of state share and administrative allowance
Large Projects less than 100% complete	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis	Advance administrative allowance only. All other funds (less retention) will be paid on a reimbursement basis
Large Projects 100% complete	Automatic payment of federal share and administrative allowance for entire project	Automatic payment of state share and administrative allowance

3650 SCHRIEVER AVENUE • MATHER, CA 95655
GRANTS PROCESSING UNIT
(916) 845-8110 • (916) 636-3880 FAX

**Payment
 Process-
 Continued**

For this particular Package/Supplement, payment will be automatically disbursed as follows:

Payment Details	Amount Automatically Paid
Federal-Public Assistance	\$0
Total	\$0

For those large projects with a work completion of less than 100 percent, a Large Project Reimbursement Request form has also been included with this Package/Supplement.

Federal and State funds will be issued separately by the State Controller's Office. Please be advised that state warrants have a one-year period of negotiability.

**Required
 Documents**

In order to receive funds, the following forms must be on file with our office:

Form	Received by Cal OES?
Project Application for Federal Assistance (OES 89)	No
Designation of Applicants Agent Resolution (OES 130)	No
Payee Data Record (STD. 204) - Private non profit organizations only	N/A

Your account has been placed on hold. Please contact Grants Processing Unit for further assistance.

**Program
 Requirements-
 General**

As a requirement of this program, a special fund for the deposit of the state warrant must be established upon receipt of any advance funding. Under no circumstances are expenditures to be made for any damages other than those approved in this application. Any funds received in excess of current needs or approved amounts, or those found owed as a result of an audit or final inspection, must be refunded to the State within 30 days upon receipt of an invoice from the California Governor's Office of Emergency Services.

**Federal
 Program
 Audit
 Requirements**

As a recipient of federal funds, your organization is subject to the Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996. Part of your report requirements under the Act and Amendments include the preparation of a Schedule of Expenditures of Federal awards. The following information is provided to assist in the accurate completion of the Schedule:

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Agreements with Ellucian Inc. for Additional Cloud Services	
Action:	Request for Approval	

BACKGROUND

The District entered into an agreement with Ellucian Inc. for Application Managed Services in September 2015 and an option was later executed for Hosted Services, which is in effect until June 30, 2020. This agreement provides RSCCD with the infrastructure and services to support Colleague, WebAdvisor, and ImageNow in the Amazon Web Services (AWS) cloud.

ANALYSIS

The District is requesting two additional cloud services for a second Mobile Go server and additional VPN routers to increase our redundancy to connect to our AWS cloud environment. Upon entering into these agreements, Ellucian Inc. will provide additional hardware and support for these components.

The District would like to enter into an agreement with Ellucian Inc. for Colleague licenses for the following additional services:

1. An additional Colleague Server for the Mobile Go Web Application in the AWS cloud to provide a second instance of the Colleague Mobile Go Web Application so that SAC and SCC can be branded and utilized separately. When we entered into this agreement in 2015, there was only one instance needed, where both the SAC and SCC shared the environment. We later determined that a separate instance was needed to provide the appropriate maps, contact information, and events for each separate college for \$1,197 per month.
2. An additional pair of VPN Routers to be installed at SCC to allow for redundancy if the pair of VPN Routers that are at SAC fail or are unavailable due to loss of Internet or power at SAC for \$336 per month.

These additional monthly costs (\$1,197 and \$336) for these two agreements will be co-terminus with the Ellucian Inc. master agreement. There is an annual increase built into these agreements that are “not to exceed 4% per year”. The first agreement will commence the first day of January for the Mobile Go Server and the second agreement will commence on the first day of February for the redundant routers and continue through June 30, 2020.

This will be funded by the ITS operational budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreements with Ellucian Inc. for additional Cloud services as presented.

Fiscal Impact:	\$48,000 (not to exceed through June 30, 2020)	Board Date: January 22, 2018
Prepared by:	Lee Krichmar, Assistant Vice Chancellor of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Ellucian Company L.P.

Order Form

Created Date: January 2, 2018

Client Information

Client Name:	Rancho Santiago Community College District
Underlying Agreement	This Order Form amends and is made subject to the terms and conditions of the Management Services Agreement dated September 25, 2015 between Client and Ellucian, as amended ("Agreement").

Description	Monthly Fee*
Commencing on January 1, 2018 and for the duration of the Managed Services Term, the Service Configuration and Hosted Systems Inventory set forth on the Schedule A of the Agreement is superseded and replaced by the Service Configuration and Systems Inventory set forth on the Schedule A attached to this Order Form.	\$1,197

* Ellucian will submit monthly invoices for the monthly fee listed above. Invoices will be issued monthly by Ellucian in accordance with the invoicing provisions of the Agreement. Payments are to be remitted in accordance with the payment terms of the Agreement. For the avoidance of doubt, the amounts indicated above are in addition to and not in lieu of all other amounts payable under the Agreement and any other amendment(s) thereto.

By the execution of this Order Form, each party represents and warrants that it is bound by the signature of its respective signatory. The Agreement, as amended by this Order Form, remains unchanged and in full force and effect.

Ellucian

Client

By: _____

By: _____

Print Name: _____

Print Name: Peter J. Hardash

Print Title: _____

Print Title: Vice Chancellor, Business Operations/Fiscal Services

Date Signed: _____

Date Signed: _____

The last date of signature above is the "Execution Date" of this Order Form.

Client

Billing Contact Information

Name: _____

Address: _____

City, State, Zip: _____

Schedule A to Exhibit 1		
Service Configuration and System Inventory		
Client Name:		Rancho Santiago Community College District
Total FTE (IPEDS/ Intl Equiv.):		25,304
Application Inventory		
Core ERP Application:	Production Instance	Non-Production Instance
Description	Count	Count
Colleague BASE (Core ERP, Database, Application, Self-Service, WebAdvisor, UI, SA Valet, Payment Gateway Interface, Domain Controller)	1	3
Product Components:	Production Instance	Non-Production Instance
Description	Count	Count
Ellucian Mobile	2	2
Source4	1	1
Ellucian Ethos Identity (EIS)	1	1
Ellucian Ethos Integration	1	1
Ellucian Portal	1	1
Ellucian Content Management (ECM)	1	1
Baseline Integrations		
Function	Path	Protocol
Upload or Download of data	Internet, Site to Site VPN	Secure File Transfer
System Printing from ERP	Site to Site VPN	UNIX Print
Directory Authentication*	Site to Site VPN	Secure LDAP
Integrations through Ellucian standard web services APIs	Internet, Site to Site VPN	HTTP/Secure HTTP

*Authentication is based on the Client's directory.



Ellucian Company L.P.

Order Form

Created Date: January 4, 2018

Client Information

Client Name:	Rancho Santiago Community College District
Underlying Agreement	This Order Form amends and is made subject to the terms and conditions of the Management Services Agreement dated September 25, 2015 between Client and Ellucian, as amended ("Agreement").

Description	Monthly Fee*
Commencing on February 1, 2018 and for the duration of the Managed Services Term, the Service Configuration and Hosted Systems Inventory set forth on the Schedule A of the Agreement is superseded and replaced by the Service Configuration and Systems Inventory set forth on the Schedule A attached to this Order Form.	\$336

* Ellucian will submit monthly invoices for the monthly fee listed above. Invoices will be issued monthly by Ellucian in accordance with the invoicing provisions of the Agreement. Payments are to be remitted in accordance with the payment terms of the Agreement. For the avoidance of doubt, the amounts indicated above are in addition to and not in lieu of all other amounts payable under the Agreement and any other amendment(s) thereto.

By the execution of this Order Form, each party represents and warrants that it is bound by the signature of its respective signatory. The Agreement, as amended by this Order Form, remains unchanged and in full force and effect.

Ellucian

By: _____

Print Name: _____

Print Title: _____

Date Signed: _____

Client

By: _____

Print Name: Peter J. Hardash

Print Title: Vice Chancellor, Business Operations/Fiscal Services

Date Signed: _____

The last date of signature above is the "Execution Date" of this Order Form.

**Client
Billing Contact Information**

Name: _____

Address: _____

City, State, Zip: _____

Schedule A to Exhibit 1		
Service Configuration and System Inventory		
Client Name:		Rancho Santiago Community College District
Total FTE (IPEDS/ Intl Equiv.):		25,304
Application Inventory		
Core ERP Application:	Production Instance	Non-Production Instance
Description	Count	Count
Colleague BASE (Core ERP, Database, Application, Self-Service, WebAdvisor, UI, SA Valet, Payment Gateway Interface, Web APIs)	1	3
Product Components:	Production Instance	Non-Production Instance
Description	Count	Count
Ellucian Mobile	2	2
Ellucian Ethos Identity (EIS)	1	1
Ellucian Ethos Integration	1	1
Source4	1	1
Ellucian Portal	1	1
Ellucian Content Management (ECM)	1	1
Site-to-Site Connections	2	N/A
Baseline Integrations		
Function	Path	Protocol
Upload or Download of data	Internet, Site to Site VPN	Secure File Transfer
System Printing from ERP	Site to Site VPN	UNIX Print
Directory Authentication*	Site to Site VPN	Secure LDAP
Integrations through Ellucian standard web services APIs	Internet, Site to Site VPN	HTTP/Secure HTTP
*Authentication is based on the Client's directory.		

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

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Request for Proposal (RFP) #1332-Environmental Consulting Services	
Action:	Request for Approval	

BACKGROUND

The District intends to go out to bid this spring for integrated waste management services. The contract for waste pick up with CR&R expired on June 30, 2016 and currently continues on a month to month agreement. In addition to traditional waste pick up, services will include state required waste diversion, green waste, organic waste, control and disposal methods such as source reduction, recycling, re-use, incineration and land filling to minimize the environmental impact of commercial and industrial waste streams. Also included in this service is the reporting requirements mandated by the State of California.

On September 21, 2015, the District contracted with SCS Engineers to assist with the development, evaluation, recommendation and implementation of a Request for Proposal for Integrated Waste Management Services. The District was interested in expanding its next contract to incorporate the solid waste reduction and management goals included in the RSCCD Sustainability Plan which consist of improving landfill diversion and meeting the statewide recycling goal of 75% by 2020. In addition, Public Resources Code (PRC) Section 42926 requires each state agency and large state facility to submit an Annual Waste Management Report to the California Department of Resources Recycling and Recovery (CalRecycle) summarizing the agency's achievement of 50% diversion of solid waste (as required by PRC Section 42921) for the previous calendar year. This reporting had been temporarily suspended, however, the temporary suspension period has ended and the first annual report for calendar year 2017 is due by no later than May 1, 2018. To achieve these goals and reporting requirements, it is necessary to seek a consultant that has the experience to undertake this project.

In March 2016, the District issued a RFP for integrated waste management services and received responses from three service providers: CR&R, Ware Disposal and Waste Management. The recommendation was submitted to the Board of Trustees for approval on May 16, 2016 and again on June 13, 2016 to award Waste Management as the successful service provider. After two attempts to award the contract, the award recommendation was not approved by the Board. Several months later, it was recommended by the Board to rebid the project.

On April 1, 2017, a new agreement was executed with SCS Engineers for the second time for the development of a new RFP. SCS Engineers was chosen primarily for their experience, familiarity of the campuses and performance on the previous project. However, the Board requested that the contract be terminated with SCS Engineers and a solicitation for the consulting services be sent out.

ANALYSIS

A RFP was sent to seventy two (72) environmental firms on July 18, 2017 and published on the District’s website. The deadline for submitting proposals was August 18, 2017. There was only one (1) proposal received. The RFP was evaluated by a committee consisting of: Director of District Construction & Support Services; Assistant Vice Chancellor, Fiscal; Vice President, Administrative Services at SAC & SCC, Interim Director of Purchasing Services and the Purchasing Services Buyer assigned to the integrated waste project. After a thorough review of the proposal, it was determined that SCS Engineers had the required years of experience in the field with the emphasis in solid waste planning including integrated waste management programs, procurement projects, project personnel, education and outreach. With the familiarity SCS Engineers gained working with each of the campuses and centers, it would be a smooth transition for them to return to working on this project. The District intends to prepare a bid, with the assistance and knowledge of an environmental services consultant, for the district-wide integrated waste services in the spring of 2018.

In addition, SCS Engineers is currently working on the implementation and management of the CalRecycle Beverage Container Recycling Grant awarded to the District in January 2017.

SCS Engineers submitted a cost of \$31,280 to assist with the bid development, evaluation, recommendation and implementation.

RECOMMENDATION

It is recommended that the Board of Trustees approve contracting with SCS Engineers for Environmental Consulting Services as presented.

Fiscal Impact:	\$31,280	Board Date: January 22, 2018
Prepared by:	Linda Melendez, Interim Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: January 22, 2018

INDEPENDENT CONTRACTORS

The ACME Network

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide project management, work-based learning opportunities, and industry partnership development and coordination for the California Career Partnership Trust grant, “Santa Ana TECH,” to develop and implement specific Career Technical Education Pathways from Santa Ana High Schools to Santa Ana College in Engineering Design.

Date(s) of Service: January 23, 2018 through June 30, 2018

Fee: \$23,000

Requested by: Madeline Grant

Funded by: Engineering
12-1856-095600-15150-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **23rd** of **January, 2018** by and between **The ACME Network** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

TO PROVIDE PROJECT MANAGEMENT, WORK-BASED LEARNING OPPORTUNITIES, AND INDUSTRY PARTNERSHIP DEVELOPMENT AND COORDINATION FOR THE CALIFORNIA CAREER PARTNERSHIP TRUST GRANT, “SANTA ANA TECH,” TO DEVELOP AND IMPLEMENT SPECIFIC CAREER TECHNICAL EDUCATION PATHWAYS FROM SANTA ANA HIGH SCHOOLS TO SANTA ANA COLLEGE IN ENGINEERING DESIGN PER SUBMITTED SCOPE OF WORK.

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services not to exceed **Twenty Three Thousand Dollars & No Cents (\$23,000.00)**.

The contracted services are to commenced on or about **January 23, 2018** and completed on or about, but not later than **June 30, 2018**.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker’s compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address City/State

Date

Date

The ACME Network, for the Santa Ana College Engineering Program Scope of Work

ACME provides project management, work-based learning opportunities, and industry partnership development and coordination for the California Career Partnership Trust grant, “Santa Ana TECH,” to develop and implement specific Career Technical Education Pathways from Santa Ana High Schools to Santa Ana College. The pathway scope for this invoice is Engineering Design.

Santa Ana College will address program improvements by partnering with The ACME Network to bring relevance, engagement and industry standards to students in Engineering. The ACME Network brings the workplace - world-class experts, standards, and practices - into the educational environment, closing the gap between school content and industry expectations.

Student Engagement

ACME will work with industry experts and SAC Engineering faculty to implement and advance an innovative career preparation program that includes skills development, peer and professional mentoring of student work, industry-aligned curricula, and virtual internships. The real-world connection will engage students collaboratively with industry professionals. ACME will support and strengthen the pathway connection between Santa Ana Unified School District Engineering students and the Santa Ana College Engineering program. ACME will provide mentoring opportunities for SAC students to work with SAUSD students through ACME’s online platform. Real-time video conferences with Engineers will take place over the 2017-2018 school year as follows: January 22, February 7, 14, 21, 28, March 14, 28.

Application of Foundational Engineering Principles

ACME employs an integrated approach to creating industry-led, virtual internship opportunities for students. Asynchronous and real-time, project-based mentoring by industry professionals provide students with the tips and professional problem-solving techniques they need to successfully apply foundational Engineering principles to student projects. ACME will connect SAC Engineering students and faculty to Engineers at SunPower Corporation through the asynchronous online Engineering community providing 24/7 opportunities for feedback and input from Engineers on student conceptual designs, prototype drawings, prototypes and final project builds.

Relevance of Project Assignments

ACME provides a virtual mentoring, and collaborative work-based learning environment in which industry sets the bar and guides student learning through authentic assessment. SAC Engineering student projects will be vetted by industry professionals and receive assessment and feedback by SunPower Engineers. ACME will support strengthening the pathway connection between SAC Engineering and CSU Fullerton Engineering through obtaining SunPower’s letter of support for an NSF grant proposal by CSUF Engineering faculty. The proposed outcomes of the grant included faculty professional development,

CSUF undergraduate Engineering students partnering with and mentoring SAC Engineering students on projects, and alignment of Engineering projects with industry standards and practices.

Alignment with Current Industry Standards

From development to project design to connecting pros and classrooms, ACME works with professional Engineers to develop projects that incorporate Engineering principles and practices. ACME will provide ongoing professional feedback for SAC student Engineering projects, courses and course sequences. ACME will seek input from industry professionals on SAC Engineering Technician certification program and will help develop an Engineering Advisory Board (to include SunPower Corporation and Teledyne) for the SAC-SAUSD Engineering Pathway.

Attachment “C”

The ACME Network

The ACME Network (ACME) is the non-profit industry intermediary partnered with Santa Ana to create sustained industry connections for SAUSD students. Advancing innovative strategies in WBL and online solutions for over 20 years, ACME directly addresses the barriers of distance and time constraints that prevent industry professionals from engaging in sustained connections to students and teachers. Pioneering the use of videoconferencing and broadband technologies since 1996, ACME has created an award-winning, online platform and community that allows busy professionals to conveniently and effectively connect to classrooms on an ongoing basis without leaving the workplace.

In 2014, building upon partnerships that span more than 10 years, SAUSD, ACME, and Santa Ana, Golden West, and Coastline Community Colleges, with support and funding from 30 industry and university partners, formally created Santa Ana TECH. Several of our industry partners have a global presence and have stated that the fundamental workforce standards they implement are the same locally as they are globally. The consortia’s goal is to develop pathways that prepare students for college and career success in high need, high wage, high skill industries.

ACME’s mission is to bring the workplace - its world-class experts, standards, and practices - into the educational environment on an ongoing basis, level the playing field for all learners, close the gap between school content and industry expectations, and facilitate college and career pathways. Student projects, teacher training, internships, curricula, benchmarks, and mentoring are all industry aligned and interrelated. Industry involvement that is sustained (not one-shot), thoughtful (designed), and effective (measurable) is key to this integrated approach.

The innovative, online platform facilitates interactions with industry by immersing students (and their teachers) in a culture of professional standards and practices that include peer and professional review of student work where advanced interactions are earned by competency progression and participation in ACME’s tiered Pay-It-Forward mentoring model. In order to provide these WBL access and network opportunities for students and teachers, ACME provides two complimentary virtual components:

ACME ON-AIR, begun in 1996, utilizes videoconferencing to link multiple classrooms with professionals in live, weekly telecasts. Professionals instruct and provide career guidance and students present their work and benefit from critiques given to themselves and to others.

ACME ONLINE, launched in 2002, is a 24/7 community where students download industry-vetted projects; upload their work for criteria-based, constructive feedback from peers, teachers, advanced students, and Professionals. The ACME platform offers resources, skills specific workshops, virtual internships, and professional development and networking for teachers, students and industry professionals.

ACME’s time-tested, virtual WBL platform, has served over 60,000 students since 1996 and received numerous recognitions, including CENIC’s Innovation Education Award; Calif. Emerging Technology Digital Inclusion Award, and the Int’l 21st Century Distance Learning Award from the U.S. Distance Learning Assoc. ACME is highlighted by Connect Ed and the Irvine Foundation and in the Calif. Governor’s Legislative Report as an Innovative CTE model.

Deborah Brooks
Executive Director
The ACME Network

Deborah Brooks is the **Executive Director** of The ACME Network, 501(c)(3), and co-founder of its online professional network that advances learning and career readiness via ACME's proprietary mentoring platform. Under her leadership since 1996, the organization has served over 60,000 students in digital media, animation and engineering since 2004 through ACME's online mentoring platform, and, in 2012, received a 21st Century Best Practice Award in Distance Learning from the United States Distance Learning Association. As President of Workforce LA she collaborated with industry, education and government to develop, fund and implement successful workforce development initiatives. In partnership with local school districts, higher education and major entertainment and technology firms, Debbie led the development of The New Media Academies that later became a statewide career academy model. These academies have served over 40,000 students since implementation in the 1990's and continue to serve thousands of students annually. Debbie also coordinated the development of an online learning community with the National Academies of Science and collaboration with the American Film Institute on their high school online Screen Education Initiative. Debbie has served as project director for state, federal and local workforce development initiatives, overseeing partnership development, evaluation designs and implementations, financial, administrative and reporting oversight. Previously Debbie was a technology instructor, a career counselor, and project director of workforce development programs, the federally funded Los Angeles Cooperative Demonstration Project, the latter launched in response to the 1992 Los Angeles riots. In private industry Debbie was a training specialist and supervisor of publication centers for IT, legal and engineering firms. She has served on state and local entertainment, government, and education advisory boards and is the recipient of 2012 Don and Rosemary Vial Award for Exemplary Individual Contribution to the Advancement of Digital Inclusion in California.

J. Gonzalez
Director, Special Projects
The ACME Network

J. Gonzalez, Director – Special Projects. J. is currently ACME Project Director overseeing all aspects of industry curriculum alignment and work based learning opportunities for the Santa Ana TECH initiative. Santa Ana TECH is a college and career pathway initiative with Santa Ana Unified School District, Santa Ana Community College, Golden West College and Coastline College. Gonzalez has been the Advisor for California Partnership Academies (CPA) in the Los Angeles Unified School District, a member of the California Department of Education (CDE) Technical Advisory Committee for California Partnership Academies, and a Career Technical Education advisor/teacher. He served on the CDE Advisory for the CTE Energy and Utilities sector that developed revisions to existing Pathway standards and crafted new standards and pathways for the sector and the California Public Utilities Commission, Workforce Education and Training (WET) advisory. J. also served on the CDE Committee to write the implementation plan for Linked Learning for the State of California, and was a member of the first ConnectEd Linked Learning Pathways Certification team in the State. He has designed and developed the Energy and Environmental Technology program and Laboratory for Sonia Sotomayor High School (Sally Ride Center for Environmental Science) that opened in September of 2012. He partnered with the Los Angeles Department of Water and Power (LADWP) to develop the Water and Energy Academy which opened in 2009 at Sun Valley High School, and reinstated the Youth Services Academy at LADWP in 2013. He collaborated with the Los Angeles Infrastructure Academy to develop the Environmental Technology A/B curriculum (a University of California approved “g” elective) being taught throughout the LAUSD, was Editor of a 3-course sequence in Video Production approved as “f” courses by UCOP in 2013, and co-developed and taught a STEM, water conservation Service Learning project that addressed Algebra 1 standards that was awarded a State Service Learning grant in 2010. J. wrote major components of 43 successful State of California Proposition 1D grant applications representing \$58 million, edited and revised final submissions, created a training PowerPoint for grant applicants, and met with CDE and the Office of Public School Construction to create/refine application elements and criteria. He designed and authored an RFP and Rubric for LAUSD Career Academies for \$26M of Qualified Zone Academy Bond funding. J. was a member of the Selection Committee determining recipients of \$10 and \$16 million awards. J. served as Advisor for the \$6.7M Carl E. Perkins grant for LAUSD and was responsible for program development, operations, business partners, curriculum, CTE Standards, Small Learning Community integration, grant compliance and developing partnerships with City and State agencies, private business, and non-profit organizations. He has a BA degree in English from Windham College and an MS Ed from Walden University.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: January 22, 2018

INDEPENDENT CONTRACTORS

Jennifer Walsvick

Attachment A – Independent Contractor Agreement

Service: To provide mental health consulting, service coordination, record keeping and documentation to assure compliance with program standards.

Attachment B – Scope of Work

Attachment C - Biography

Date(s) of Service: January 23, 2018 through December 31, 2018

Fee: \$21,000

Requested by: My Le Pham

Funded by: Early Head Start Administration
33-1291-692000-53329-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **23rd** of **January, 2018** by and between **Jennifer Walsvick** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

TO PROVIDE MENTAL HEALTH CONSULTING, SERVICE COORDINATION, RECORD KEEPING AND DOCUMENTATION TO ASSURE COMPLIANCE WITH PROGRAM STANDARDS PER SUBMITTED SCOPE OF WORK.

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services not to exceed **Twenty One Thousand Dollars & No Cents (\$21,000.00)**.

The contracted services are to commenced on or about **January 23, 2018** and completed on or about, but not later than **December 31, 2018**.

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker's compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address

City/State

Date

Date

Jennifer Walsvick

SCOPE OF WORK

Mental Health Services for RSCCD Early Head Start

SERVICES: *These consultant services may include, but not be limited to:*

Assist in meeting the Early Head Start Performance Standards by providing mental health education, mental health consults with families, and EHS activity programming for Santa Ana College Early Childhood Education Center (SAC) and home visits as needed and/or requested by referrals.

As referrals are provided by SAC and EHS partners such as RSCCD Home-base, and SAC; provide mental health education for families and their children and input data into Child Plus and medical records for families.

Coordinate with EHS to provide parent/family and staff mental health education workshops/meetings on topics such as: domestic abuse, child abuse reporting, stress management, health and more.

Assist in the coordination of mental health services between the community partners, center-based, and home-based components of the program as needed.

Assist all partners to problem solve difficulties that may arise related to mental health services and delivery.

Review and monitor documentation and record-keeping practices to assure compliance with Head Start Performance Standards. Propose any additions or revisions needed.

Assist in finding mental health services resources for program and individual children enrolled in Early Head Start as needed.

Serve as a resource to staff for enrolled children with special needs (as applicable to mental health needs).

Coordinate the provision of required mental health screenings and other activities within the required Early Head Start time constraints.

Participate on a regular basis at 1) case management consultation meetings; 2) Service Area Plan meetings; 3) Home-Based socializations; and 4) any other meetings designed to assist in meeting the Head Start Performance Standards.

Input and monitor documentation and timelines for all enrolled children using the Child Plus data system.

Communicate with staff via meetings/emails/phone calls and report preparation pertaining to EHS services and activities as directed by RSCCD Director.

Providing supervised support and guidance on the child development site regarding child/family referrals and services

Ensuring that the provision of quality Family Services are maintained through intern training, evaluation, and guidance in conjunction with the CDS executive director.

Provide reimbursements to interns for pertinent trainings and mileage for services related to EHS approved activities.

Rate of **\$50** per hour, not to exceed 420 hours (\$21,000) from **January 23, 2018** through **December 31, 2018**.

Attachment "C"

Jennifer Walsvick, LCSW

714-926-8270

jensmsw@yahoo.com

Biography

Jennifer has over 15 years' experience working with children and families here in Orange County. After completing a Bachelors of Psychology from the University of California Irvine, she went on to earn a Master's Degree in Social Work from the University of Southern California. Jennifer spent nearly ten years working in a large government child welfare agency where she provided case management, emergency response investigations, forensic interviewing of victims of crime and served as a Court Officer to Dependency Court. In 2004, Jennifer obtained her License in Clinical Social Work from the state of California. Most recently, she has worked as a Mental Health Consultant for the Rancho Santiago Community College District Early Head Start Program where she offers numerous services to bridge the gap between the barriers and needs of the families served.

Over the last 10 years, Jennifer has also provided clinical supervision for Masters in Social Work students in their internship. She has worked with the University of Southern California, California State University of Fullerton and California State University of Long Beach as a clinical field instructor and has received awards for her long partnership.

Jennifer's philosophy is that each individual has intrinsic value and importance. Her solution-focused and evidence based therapeutic interventions have helped numerous clients and students in their journey to a more fulfilling and productive life.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Contract with GonLED	
Action:	Request for Approval	

BACKGROUND

As part of the District-wide LED Lighting Project, the Facility Planning, District Construction and Support Services Department needs to procure LED lighting fixtures, accessories and related installation supplies.

ANALYSIS

Facility Planning staff evaluated various LED lighting fixtures. After reviewing product-line availability, specifications, performance and the funding requirements of Proposition 39, staff selected GonLED for the purchase of the required LED lighting fixtures, accessories and related installation supplies.

Utilization of the GonLED contract would coincide with the District’s award of Proposition 39 funds, in addition to qualifying for possible energy rebates through the California Community Colleges Investor Owned Utilities (CCC/IOU) program. The LED lighting replacement project at Santa Ana College, Santiago Canyon College, Digital Media Center and the Orange County Sheriff’s Regional Training Academy were submitted to the CCC/IOU for review and qualified for Proposition 39, Year 5 funding.

In 2015, the Foundation for California Community Colleges (FCCC), awarded Contract CB 15-011 to GonLED for the purchase of LED lighting fixtures, accessories and related installation supplies. This is a cooperative contract, competitively bid and meets the legal requirements to utilize the piggyback method, set forth in Public Contract Code #20652. GonLED’s contract pricing is limited to an 8.5% -10% markup with additional negotiated discounts based on product type, manufacturer incentives and volume purchases. The Facility Planning, District Construction and Support Services Department estimated the initial purchase for this project to be \$262,077. This contract expires on June 4, 2019.

This project is to be funded by the Proposition 39, Year 5 funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the FCCC Contract, CB 15-011 with GonLED and future amendments/addendums for the purchase of LED lighting fixtures, accessories and related installation supplies as presented.

Fiscal Impact:	\$262,077 for initial purchase	Board Date: January 22, 2018
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

11/12/2017 thru 12/16/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-B0001328	11/13/2017	79	Auxiliary Services Office	Other Operating Exp & Services	SMART & FINAL	120.00
18-B0001329	11/13/2017	79	Auxiliary Services Office	Other Operating Exp & Services	ORIENTAL TRADING CO INC	200.00
18-B0001330	11/13/2017	71	Student Activities	Other Operating Exp & Services	IMAGE PRINTING SOLUTIONS	2,500.00
18-B0001331	11/14/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	CASTLE BRANDI VALERIE	375.00
18-B0001332	11/14/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	RICCARDI GINO	375.00
18-B0001333	11/14/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MALDONADO GABRIELLE MARISSA	875.00
18-B0001334	11/16/2017	79	Admissions & Records	Non-Instructional Supplies	BOATMAN MARKING INC	405.73
18-B0001335	11/16/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SMART & FINAL	400.00
18-B0001336	11/17/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MCKESSON GENERAL MEDICAL CORP	2,424.91
18-B0001337	11/17/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MCKESSON GENERAL MEDICAL CORP	9,250.07
18-B0001338	11/28/2017	79	A&R Office - Credit	Equip-All Other >\$200 < \$1,000	SEHI COMPUTER PRODUCTS	1,720.49
18-B0001339	11/28/2017	79	International Student Program	Non-Instructional Supplies	EDUCATIONAL TESTING SVC	225.00
18-B0001340	11/30/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	D4 SOLUTIONS INC.	3,930.50
18-B0001341	12/5/2017	43	Facility Planning Office	Buildings - Contractor Svcs	MCCARTHY BLDG CO INC	47,328,241.00
18-B0001342	12/7/2017	79	Admissions & Records	Equip-Tablet/Laptop>\$200<\$1000	PRINT B3	651.83
18-B0001343	12/11/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	NAT'L SPORTS APPAREL LLC	3,168.32
18-B0001344	12/11/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	VARSITY BRANDS HOLDING CO INC	543.17
18-B0001345	12/11/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	ALBERTSON'S/SAFEWAY	300.00
18-B0001346	12/13/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	DUNKER ADRIAN	400.00
18-B0001347	12/13/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	CEJA DAVID ALEJANDRO	150.00
18-B0001349	12/13/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SERGIO GONZALEZ YANEZ	300.00
18-P0049308	11/13/2017	11	Library Services	Library Books - Databases	EBSCO SUBSCRIPTION SVCS	559.94
18-P0049309	11/13/2017	12	Corporate Training Institute	Inst Dues & Memberships	CALIFORNIA HOTEL & LODGING ASSOC	525.00
18-P0049310	11/13/2017	12	Outreach	Food and Food Service Supplies	JAY'S CATERING	1,972.93
18-P0049311	11/13/2017	11	Educational Multimedia Service	Non-Instructional Supplies	B & H PHOTO VIDEO INC	40.93
18-P0049312	11/13/2017	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CDW GOVERNMENT INC.	13,641.15
18-P0049313	11/13/2017	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	1,207.58
18-P0049314	11/13/2017	12	MESA	Inst Dues & Memberships	COMMUNITY COLLEGE ASSOC OF MESA DIRECTORS	200.00
18-P0049315	11/13/2017	12	Small Business Dev Ctr Office	Contracted Services	GROOMS MARK EDWARD	605.14
18-P0049316	11/13/2017	12	Small Business Dev Ctr Office	Contracted Services	GROOMS MARK EDWARD	136.67
18-P0049317	11/13/2017	12	Student Equity	Non-Instructional Supplies	AMAZON COM	422.24
18-P0049318	11/13/2017	11	District Wide Technology	Contracted Services	VPLS SOLUTIONS LLC	14,700.00
18-P0049319	11/13/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	431.28
18-P0049320	11/13/2017	13	SAC Continuing Ed-Instruction	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	408.53
18-P0049321	11/13/2017	11	Maintenance	Repair & Replacement Parts	WATERLINE TECHNOLOGIES	3,000.00
18-P0049322	11/13/2017	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	1,186.24
18-P0049323	11/13/2017	12	Public Affairs/Gov Rel Office	Advertising	CSU FULLERTON	525.00

4.24 (1)

No. 4.24

Legend: * = Multiple Funds for this P.O.

Printed: 1/3/2018 10:00:16AM

Environment: Production

LoginID: DR21189

Purchase Order List

11/12/2017 thru 12/16/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049324	11/13/2017	11	Facility Planning Office	Non-Instructional Supplies	AMAZON COM	39.86
18-P0049325	11/13/2017	12	Professional Development	Conference Expenses	THE UNIVERSITY OF TEXAS AT AUSTIN	1,500.00
18-P0049326	11/13/2017	12	LA/OC Regional Consortia	Conference Expenses	WELLS FARGO BANK	426.75
18-P0049327	11/13/2017	12	Nursing	Instructional Supplies	AED SUPERSTORE	124.99
18-P0049328	11/13/2017	12	Ctr for Intl Trade Dev Office	Software License and Fees	MEMENI TECHNOLOGIES LTD	7,596.00
18-P0049329	11/14/2017	11	Business Operations' Office	Contracted Services	CAMBRIDGE WEST PARTNERSHIP LLC	38,400.00
18-P0049330	11/14/2017	43	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	357,950.00
18-P0049331	11/14/2017	43	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	500.00
18-P0049332	11/14/2017	12	Student Equity	Contracted Services	LOPEZ LUPE ADRIANA	2,000.00
18-P0049333	11/14/2017	41	Facility Planning Office	Bldg Impr - Environmental	COUNTY OF ORANGE	10,000.00
18-P0049334	11/14/2017	33	EHS Administration	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	445.24
18-P0049335	11/14/2017	12	Library Services	Library Books - Periodicals	EBSCO SUBSCRIPTION SVCS	2,238.10
18-P0049336	11/14/2017	11	Chancellor's Office	Inst Dues & Memberships	CALIFORNIA ASSOC OF LATINO	300.00
18-P0049337	11/14/2017	12	Small Business Dev Ctr Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	362.49
18-P0049338	11/14/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	3,263.53
18-P0049339	11/14/2017	12	Mathematics	Food and Food Service Supplies	JAY'S CATERING	306.23
18-P0049340	11/14/2017	13	Maintenance	Contracted Services	GREAT SCOTT TREE SERVICE INC	6,630.00
18-P0049341	11/14/2017	62	Risk Management	Equip-All Other >\$200 < \$1,000	DONALD MAUS	215.49
18-P0049342	11/14/2017	12	Public Affairs/Gov Rel Office	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,164.00
18-P0049343	11/14/2017	12	Public Affairs/Gov Rel Office	Advertising	ABEL TORRES	600.00
18-P0049344	11/14/2017	13	Maintenance	Contracted Services	GREAT SCOTT TREE SERVICE INC	3,240.00
18-P0049345	11/14/2017	11	International Student Program	Reproduction/Printing Expenses	WE DO GRAPHICS INC	2,327.40
18-P0049346	11/14/2017	12	Center for Teacher Education	Transportation - Student	SILVERADO STAGES, INC.	517.13
18-P0049347	11/14/2017	12	Chemistry	Instructional Supplies	KIMBLE CHASE	520.15
18-P0049348	11/14/2017	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	2,000.00
18-P0049349	11/14/2017	13	Public Affairs/Gov Rel Office	Community/Public Relations	SANTA ANA PUBLIC SCHOOLS FOUNDATION	1,000.00
18-P0049350	11/14/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	MONOPRICE INC	134.49
18-P0049351	11/14/2017	33	CDC Administration	Other Licenses & Fees	NAEYC	650.00
18-P0049352	11/15/2017	13	Admin Services Office	Non-Instructional Supplies	WE DO GRAPHICS INC	474.10
18-P0049353	11/15/2017	13	Santiago Canyon College	Advertising	ORANGE MAGAZINE	900.00
18-P0049354	11/15/2017	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	1,768.15
18-P0049355	11/15/2017	11	Maintenance	Contracted Repair Services	CONTROL MAINTENANCE & REPAIR INC	641.30
18-P0049356	11/15/2017	12	Distance Education	Contracted Services	LUMEN LEARNING LLC	3,665.00
18-P0049357	11/15/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	154.69
18-P0049358	11/15/2017	11	Grounds	Maint/Oper Service Agreements	PROFESSIONAL TURF SPECIALTIES INC	16,450.00
18-P0049359	11/15/2017	13	Maintenance	Contracted Services	PROFESSIONAL TURF SPECIALTIES INC	29,795.00
18-P0049360	11/15/2017	43	Facility Planning Office	Equip-All Other >\$200 < \$1,000	QUALITY OFFICE FURNISHINGS INC	775.29

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049361	11/15/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	349.00
18-P0049362	11/15/2017	12	Library Services	Instructional Supplies	GALE GROUP	14,961.04
18-P0049363	11/15/2017	13	CJ/Academies	Contracted Repair Services	PYRO-COMM SYSTEMS INC	10,000.00
18-P0049364	11/15/2017	12	Student Equity	Contracted Services	CHANDLER'S AIRCONDITIONING & REF INC	275.95
18-P0049365	11/15/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	CHAPMAN COAST	40,001.00
18-P0049366	11/16/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,081.56
18-P0049367	11/16/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,306.15
18-P0049368	11/16/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	5,433.21
18-P0049369	11/16/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,544.62
18-P0049370	11/16/2017	33	EHS Administration	Contracted Services	SAPRIZA GOYRET MARIA JOSEFINA JOSEFINA	225.00
18-P0049371	11/16/2017	13	Publications	Reproduction/Printing Expenses	WE DO GRAPHICS INC	474.10
18-P0049372	11/16/2017	12	EOPS	Other Exp Paid for Students	EAGLE GRAPHICS INC	191.79
18-P0049373	11/16/2017	12	Theatre Arts	Instructional Supplies	B & H PHOTO VIDEO INC	327.29
18-P0049374	11/16/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	991.32
18-P0049375	11/16/2017	12	Biology	Non-Instructional Supplies	VWR FUNDING INC	1,926.59
18-P0049376	11/16/2017	12	Chemistry	Instructional Supplies	PASCO SCIENTIFIC	760.87
18-P0049377	11/16/2017	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	546.82
18-P0049378	11/16/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	1,870.42
18-P0049379	11/16/2017	12	EOPS	Other Exp Paid for Students	RANCHO SANTIAGO COMMUNITY COLL. DIST.	9,200.00
18-P0049380	11/16/2017	11	Public Affairs/Gov Rel Office	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	1,438.47
18-P0049381	11/16/2017	12	Small Business Dev Ctr Office	Contracted Services	PINCKARD KATHLEEN	466.85
18-P0049382	11/16/2017	12	Small Business Dev Ctr Office	Contracted Services	HUA HENRY HUY	451.57
18-P0049383	11/16/2017	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	382.95
18-P0049384	11/16/2017	13	Maintenance	Contracted Services	SUNBELT CONTROLS INC	1,688.00
18-P0049385	11/16/2017	12	Financial Aid Office	Non-Instructional Supplies	ADIRECTIONS INC	38.00
18-P0049386	11/16/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NIVEL PARTS & MANUFACTURING CO	149.84
18-P0049387	11/16/2017	11	Maintenance	Contracted Repair Services	KNORR SYSTEMS INC	404.81
18-P0049388	11/16/2017	11	Maintenance	Contracted Repair Services	SO CAL LAND MAINTENANCE INC	724.33
18-P0049389	11/16/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	MIZUNO USA INC	4,959.09
18-P0049390	11/16/2017	12	DSPS Office	Advertising	GOTCHA MEDIA HOLDINGS LLC	600.00
18-P0049391	11/16/2017	12	Health & Wellness Center	Conference Expenses	HSACCC HEALTH SVCS ASSOC-	375.00
18-P0049392	11/17/2017	12	Student Equity	Conference Expenses	RP GROUP	475.00
18-P0049393	11/17/2017	11	Facility Planning Office	Public Agencies' Assess & Fees	ORANGE COUNTY SANITATION DISTRICT	71,145.15
18-P0049394	11/17/2017	41	Facility Planning Office	Site Improv - Other Services	ARBORWELL INC	1,925.00
18-P0049395	11/17/2017	11	Educational Multimedia Service	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	749.42
18-P0049396	11/17/2017	33	CDC Santa Ana College - East	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	600.00
18-P0049397	11/17/2017	11	Sci, Math, Health Sci Office	Contracted Repair Services	CEPA	496.20

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049398	11/17/2017	11	Admin Services Office	Public Agencies' Assess & Fees	SCAQMD	995.85
18-P0049399	11/17/2017	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
18-P0049400	11/17/2017	12	Ctr for Intl Trade Dev Office	Non-Instructional Supplies	DELL COMPUTER	144.32
18-P0049401	11/20/2017	12	LA/OC Regional Consortia	Food and Food Service Supplies	SMART & FINAL	400.00
18-P0049402	11/20/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	324.32
18-P0049403	11/20/2017	12	Biology	Non-Instructional Supplies	NEW ENGLAND BIOLABS INC	994.11
18-P0049404	11/20/2017	12	Biology	Non-Instructional Supplies	KAESER & BLAIR INC	1,097.50
18-P0049405	11/20/2017	12	Humanities & Social Sci Office	Instructional Supplies	VITALITY MEDICAL INC	350.91
18-P0049406	11/20/2017	12	Humanities & Social Sci Office	Instructional Supplies	MEDIA EDUCATION FOUNDATION	392.51
18-P0049407	11/20/2017	12	Humanities & Social Sci Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,027.83
18-P0049408	11/20/2017	13	Santiago Canyon College	Advertising	DAILY 49ER	800.00
18-P0049409	11/20/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	87.47
18-P0049410	11/20/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	EASTBAYFOOTLOCKER.COM	1,969.50
18-P0049411	11/20/2017	12	Ctr for Intl Trade Dev Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	409.45
18-P0049412	11/20/2017	12	Chemistry	Equip-All Other >\$1,000<\$5,000	DIGITAL NETWORKS GROUP INC	3,248.77
18-P0049413	11/20/2017	12	Family & Consumer Studies	Instructional Supplies	PAMELA A. WILLIAMS	49.06
18-P0049414	11/20/2017	33	EHS Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,779.80
18-P0049415	11/20/2017	33	EHS Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	69.40
18-P0049416	11/20/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	62.27
18-P0049417	11/20/2017	11	Transportation	Contracted Repair Services	MATERIAL HANDLING SUPPLY INC	2,500.00
18-P0049418	11/20/2017	13	Maintenance	Equip-Mod Furn>\$1,000 < \$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	5,408.09
18-P0049419	11/20/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	864.98
18-P0049420	11/20/2017	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
18-P0049421	11/20/2017	12	Humanities & Social Sci Office	Instructional Supplies	ANATOMICAL WORLDWIDE LLC	1,368.43
18-P0049422	11/20/2017	11	Maintenance	Non-Instructional Supplies	SANTIAGO HILLS CAR CARE INC	47.39
18-P0049423	11/20/2017	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	178.43
18-P0049424	11/20/2017	12	Academic Computing Center	Software License and Fees	NETOP	1,949.20
18-P0049425	11/20/2017	12	Puente	Non-Instructional Supplies	DON BOOKSTORE	565.69
18-P0049426	11/20/2017	12	SAC Research	Software License and Fees	TABLEAU SOFTWARE INC	900.00
18-P0049427	11/20/2017	12	Television (TV/Film/Video)	Instructional Supplies	AMAZON COM	285.49
18-P0049428	11/20/2017	12	Public Affairs/Gov Rel Office	Reproduction/Printing Expenses	FONTIS SOLUTIONS	1,199.08
18-P0049429	11/20/2017	43	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	OPTIV SECURITY INC	14,502.72
18-P0049430	11/20/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	117.92
18-P0049431	11/20/2017	12	Health Sciences Education	Instructional Supplies	POCKET NURSE	1,753.44
18-P0049432	11/20/2017	13	Maintenance	Non-Instructional Supplies	HOWARD INDUSTRIES	2,900.00
18-P0049433	11/21/2017	13	Educational Services Office	Contracted Services	DOUGLAS CATHERINE ANN	4,000.00
18-P0049434	11/21/2017	11	Publications	Contracted Repair Services	INLAND CUTTER SERVICE INC	1,076.70

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049435	11/21/2017	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	4,164.91
18-P0049436	11/21/2017	11	Manufacturing Technology	Contracted Repair Services	DAN'S MACHINE REPAIR	1,812.90
18-P0049437	11/21/2017	11	District Wide Technology	Contracted Services	COAST ELECTRIC	1,268.59
18-P0049438	11/21/2017	11	District Wide Technology	Contracted Services	COAST ELECTRIC	486.19
18-P0049439	11/21/2017	12	Media Services	Instructional Supplies	HOME DEPOT	600.00
18-P0049440	11/21/2017	11	Maintenance	Repair & Replacement Parts	CALIFORNIA MARKETING & SALES	1,500.00
18-P0049441	11/21/2017	11	Grounds	Non-Instructional Supplies	SITEONE LANDSCAPE SUPPLY HOLDING LLC	1,000.00
18-P0049442	11/21/2017	12	Biology	Instructional Supplies	BIO RAD LABORATORIES	130.38
18-P0049443	11/21/2017	11	Grounds	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	4,000.00
18-P0049444	11/21/2017	12	Nursing	Equip-All Other >\$200 < \$1,000	POCKET NURSE	2,151.25
18-P0049445	11/21/2017	11	Maintenance	Contracted Repair Services	THYSSENKRUPP ELEVATOR CORP	3,053.21
18-P0049446	11/21/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	231.77
18-P0049447	11/21/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	GARY GRIMM & ASSOCIATES	588.95
18-P0049448	11/21/2017	12	Biology	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00
18-P0049449	11/21/2017	11	Transportation	Repair & Replacement Parts	YALE CHASE	1,500.00
18-P0049450	11/21/2017	13	Santiago Canyon College	Advertising	PANDORA MEDIA INC.	7,000.00
18-P0049451	11/21/2017	12	Puente	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	600.08
18-P0049452	11/21/2017	11	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049453	11/21/2017	12	Instl Effectiveness/Assessment	Food and Food Service Supplies	DON BOOKSTORE	969.52
18-P0049454	11/21/2017	41	Facility Planning Office	Bldg Impr - Relocation/Moving	AMERICAN RELOCATION & LOGISTICS INC	686.00
18-P0049455	11/21/2017	12	Chemistry	Instructional Supplies	SEHI COMPUTER PRODUCTS	2,351.39
18-P0049456	11/21/2017	12	Pharmacy Technology	Instructional Supplies	SEHI COMPUTER PRODUCTS	391.39
18-P0049457	11/22/2017	41	Facility Planning Office	Non-Instructional Supplies	INLAND MOVING AND STORAGE CO., INC.	500.00
18-P0049458	11/22/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	5,229.57
18-P0049459	11/27/2017	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	4,000.00
18-P0049460	11/27/2017	11	Maintenance	Contracted Services	SMOKE GUARD CALIFORNIA	1,140.00
18-P0049461	11/27/2017	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	12.12
18-P0049462	11/27/2017	12	Biology	Equip-All Other > \$5,000	MICROBIO ENGINEERING INC	9,374.48
18-P0049463	11/27/2017	11	Maintenance	Contracted Repair Services	VINCENT DE JESUS	221.95
18-P0049464	11/27/2017	12	Pharmacy Technology	Equip-All Other >\$1,000<\$5,000	FISHER SCIENTIFIC	5,091.23
18-P0049465	11/27/2017	12	Human Svcs & Technology Office	Instructional Supplies	CHANTAL E. LAMOURELLE	142.21
18-P0049466	11/27/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	547.04
18-P0049467	11/27/2017	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	715.24
18-P0049468	11/27/2017	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	13,265.25
18-P0049469	11/27/2017	13	Continuing Education Division	Advertising	OUTFRONT MEDIA INC	480.00
18-P0049470	11/27/2017	13	Continuing Education Division	Advertising	OUTFRONT MEDIA INC	5,000.00
18-P0049471	11/27/2017	11	Fiscal Services Office	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	40.86

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049472	11/27/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,034.40
18-P0049473	11/27/2017	12	Career Education Office	Food and Food Service Supplies	ELIZABETH ARTEAGA	15.87
18-P0049474	11/27/2017	12	Career Education Office	Food and Food Service Supplies	ELIZABETH ARTEAGA	218.55
18-P0049475	11/27/2017	33	CDC Administration	Contracted Services	DE LA TORRE COMMERCIAL	1,420.00
18-P0049476	11/27/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	44,950.09
18-P0049477	11/27/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	775.00
18-P0049478	11/27/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	7,480.00
18-P0049479	11/27/2017	11	President's Office	Conference Expenses	ACADEMIC INNOVATIONS LLC	299.00
18-P0049480	11/27/2017	11	President's Office	Conference Expenses	LINDA D. ROSE	358.28
18-P0049481	11/27/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	1,996.00
18-P0049482	11/28/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DANNY LETNER INC	7,098.85
18-P0049483	11/28/2017	33	EHS Administration	Conference Expenses	CA HEAD START ASSOC.	2,255.00
18-P0049484	11/28/2017	11	District Wide Technology	Non-Instructional Supplies	OPTIV SECURITY INC	2,653.97
18-P0049485	11/28/2017	12	Continuing Education Division	Non-Instructional Supplies	HEADSETS.COM	542.84
18-P0049486	11/28/2017	12	Financial Aid Office	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	248.14
18-P0049487	11/28/2017	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
18-P0049488	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	273.60
18-P0049489	11/29/2017	12	Family & Consumer Studies	Instructional Supplies	PAMELA A. WILLIAMS	61.28
18-P0049490	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	BETTER BASEBALL LLC	697.59
18-P0049491	11/29/2017	12	Student Equity	Non-Instructional Supplies	HAGGARTY PRINTING INC	498.66
18-P0049492	11/29/2017	12	Corporate Training Institute	Inst Dues & Memberships	ICHRIE INT'L COUNCIL ON HOTEL, RESTAURANT	365.00
18-P0049493	11/29/2017	33	EHS Administration	Conference Expenses	CA HEAD START ASSOC.	130.00
18-P0049494	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	SINGER LORI	2,004.16
18-P0049495	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	3,397.33
18-P0049496	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,027.55
18-P0049497	11/29/2017	12	Biology	Instructional Supplies	PHYTO TECHNOLOGY LABORATORIES	162.01
18-P0049498	11/29/2017	12	Public Affairs/Gov Rel Office	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,164.00
18-P0049499	11/29/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	MEDCO/PATTERSON MEDICAL	400.96
18-P0049500	11/29/2017	12	Public Affairs/Gov Rel Office	Advertising	GLACIER COMMUNICATIONS INC	15,000.00
18-P0049501	11/29/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	716.87
18-P0049502	11/29/2017	12	Engineering	Non-Instructional Supplies	GREGORY P. DIGILIO	309.42
18-P0049503	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	1,649.63
18-P0049504	11/29/2017	12	Kinesiology - Physical Educ	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	1,184.89
18-P0049505	11/29/2017	11	Mailroom	Equip-Vehicles >\$5,000	TOM'S TRUCK CENTER INC	29,132.17
18-P0049506	11/29/2017	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	198.87
18-P0049507	11/29/2017	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	736.88
18-P0049508	11/29/2017	11	Risk Management	Contracted Repair Services	CARDIAC SCIENCE	309.61

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049509	11/29/2017	11	Business Division Office	Inst Dues & Memberships	FOUNDATION FOR CALIFORNIA	5,000.00
18-P0049510	11/29/2017	13	Santiago Canyon College	Advertising	CSU FULLERTON	900.00
18-P0049511	11/29/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	581.29
18-P0049512	11/29/2017	12	Career Ed & Work Dev Office	Food and Food Service Supplies	JOHN S. ROSS JR	82.58
18-P0049513	11/29/2017	11	Pharmacy Technology	Other Licenses & Fees	ASHP AMERICAN SOCIETY OF HEALTH SYSTEM	2,600.00
18-P0049514	11/29/2017	33	EHS Administration	Non-Instructional Supplies	YOUNG PS ACQUISITIONS, LLC	415.43
18-P0049515	11/29/2017	11	District Wide Technology	Equip-All Other >\$200 < \$1,000	CDI COMPUTERS CORP	42,722.50
18-P0049516	11/29/2017	13	Nursing	Other Licenses & Fees	ACEN ACCREDITATION COMMISSION FOR EDUC IN NURSING	671.05
18-P0049517	11/30/2017	12	Upward Bound	Food and Food Service Supplies	LAKYSHIA M. PEREZ	225.00
18-P0049518	11/30/2017	12	Career Ed & Work Dev Office	Conference Expenses	ASSOCIATION FOR THE ADVANCEMENT	495.00
18-P0049519	11/30/2017	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	275.52
18-P0049520	11/30/2017	12	LA/OC Regional Consortia	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049521	11/30/2017	11	Pharmacy Technology	Other Licenses & Fees	JOHN S. ROSS JR	39.00
18-P0049522	11/30/2017	13	Santiago Canyon College	Advertising	GLACIER COMMUNICATIONS INC	8,500.00
18-P0049523	11/30/2017	12	Kinesiology - Physical Educ	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,473.49
18-P0049524	11/30/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	30,000.00
18-P0049525	11/30/2017	12	Kinesiology - Physical Educ	Instructional Supplies	LYTLE SCREEN PRINTING INC	3,620.40
18-P0049526	11/30/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	KAI ATHLETIC	2,110.61
18-P0049527	11/30/2017	12	Resource Development	Conference Expenses	WELLS FARGO BANK	352.96
18-P0049528	11/30/2017	12	Kinesiology - Physical Educ	Instructional Supplies	NAT'L SPORTS APPAREL LLC	4,801.70
18-P0049529	11/30/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	13,000.00
18-P0049530	11/30/2017	12	ACT Center	Non-Instructional Supplies	ACT	32.31
18-P0049531	11/30/2017	12	ACT Center	Non-Instructional Supplies	ACT	48.62
18-P0049532	11/30/2017	11	Safety & Security Office	Contracted Services	ZAROO EXPRESS SANTA ANA LLC	839.58
18-P0049533	11/30/2017	11	District Wide Technology	Software License and Fees	SHI INTERNATIONAL CORP	657.49
18-P0049534	11/30/2017	12	Health & Wellness	Software Support Service	QUEST SOFTWARE INC	69.60
18-P0049535	11/30/2017	12	Student Equity	Contracted Services	D4 SOLUTIONS INC.	439.94
18-P0049536	11/30/2017	11	Admin Services Office	Contracted Repair Services	ACERO	80.39
18-P0049537	11/30/2017	11	Maintenance	Contracted Repair Services	SPILLMAN CORP	685.00
18-P0049538	11/30/2017	11	Maintenance	Non-Instructional Supplies	MAINTENANCE SOLUTION INC	1,000.00
18-P0049539	12/1/2017	12	Continuing Education Division	Lease Agreement - Facility	OC CHILDREN'S THERAPEUTIC ART CTR	12.25
18-P0049540	12/1/2017	13	Maintenance	Contracted Repair Services	COAST ELECTRIC	517.40
18-P0049541	12/4/2017	11	Warehouse	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	442.84
18-P0049542	12/4/2017	13	Santiago Canyon College	Advertising	Q1 MEDIA INC	5,000.00
18-P0049543	12/4/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	300,000.00
18-P0049544	12/4/2017	12	Corporate Training Institute	Inst Dues & Memberships	WGSN INC	15,000.00
18-P0049545	12/4/2017	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	1,079.22

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049546	12/4/2017	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	57.37
18-P0049547	12/4/2017	11	District Wide Technology	Software License and Fees	TECH SMITH CORP	63.39
18-P0049548	12/4/2017	13	Maintenance	Gasoline	SC FUELS	4,000.00
18-P0049549	12/4/2017	12	Diesel	Instructional Supplies	UNITED RENTALS	175.00
18-P0049550	12/4/2017	11	Human Resources Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	188.56
18-P0049551	12/4/2017	12	Biology	Instructional Supplies	FOOD EVOLUTION, LLC	95.00
18-P0049552	12/4/2017	12	Athletics	Instructional Supplies	D3 SPORTS INC.	3,233.82
18-P0049553	12/5/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	SIGNATURE FLOORING INC	21,800.00
18-P0049554	12/5/2017	12	Health & Wellness Center	Conference Expenses	VERONICA I. OFORLEA	622.62
18-P0049555	12/5/2017	12	Health & Wellness Center	Conference Expenses	NASPA NAT'L ASSOC OF STUDENT	700.00
18-P0049556	12/5/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	754.83
18-P0049557	12/5/2017	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	147.60
18-P0049558	12/5/2017	13	Maintenance	Rental - Other (Short-term)	UNITED RENTALS	578.49
18-P0049559	12/5/2017	11	Human Resources Office	Food and Food Service Supplies	TOP HAT PRODUCTIONS	536.86
18-P0049560	12/5/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	99.33
18-P0049561	12/5/2017	12	Athletics	Instructional Supplies	D3 SPORTS INC.	1,491.17
18-P0049562	12/5/2017	12	Special Services Office	Food and Food Service Supplies	DON BOOKSTORE	250.00
18-P0049563	12/5/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	IMAGE WORKS PES INC	2,126.15
18-P0049564	12/5/2017	12	Biology	Instructional Supplies	SIGMA ALDRICH INC	407.95
18-P0049565	12/5/2017	11	Business Operations' Office	Inst Dues & Memberships	SCHOOL SVCS OF CALIF INC	3,420.00
18-P0049566	12/5/2017	13	Chemistry	Equip-All Other >\$1,000<\$5,000	VERNIER SOFTWARE & TECHNOLOGY LLC	2,166.76
18-P0049567	12/5/2017	12	Biology	Equip-All Other > \$5,000	FREEDOM BIOFUELERS LLC	10,185.88
18-P0049568	12/5/2017	12	EOPS	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	2,377.44
18-P0049569	12/5/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	172.59
18-P0049570	12/5/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	VIRTUAL ENTERPRISES INTERNATIONAL INC	2,000.00
18-P0049571	12/5/2017	11	CJ/Academies	Non-Instructional Supplies	MAINTENANCE SOLUTION INC	3,500.00
18-P0049572	12/5/2017	12	Public Affairs/Gov Rel Office	Advertising	WELLS FARGO BANK	1,500.00
18-P0049573	12/5/2017	12	Resource Development	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	638.98
18-P0049574	12/5/2017	12	Humanities & Social Sci Office	Instructional Supplies	KLINGER EDUCATIONAL PRODUCTS	636.08
18-P0049575	12/5/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	404.06
18-P0049576	12/5/2017	11	District Wide Technology	Software License and Fees	WELLS FARGO BANK	288.00
18-P0049577	12/5/2017	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	851.76
18-P0049578	12/5/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
18-P0049579	12/5/2017	12	Human Svcs & Technology Office	Instructional Supplies	AMAZON COM	238.94
18-P0049580	12/5/2017	12	EOPS	Books Paid for Students	DON BOOKSTORE	6,000.00
18-P0049581	12/5/2017	12	Academic Affairs Office	Instructional Supplies	KELLY PAPER	2,473.94
18-P0049582	12/5/2017	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	ORANGE COUNTY DEPT OF ED	11,500.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049583	12/5/2017	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	CSU FULLERTON	2,500.00
18-P0049584	12/5/2017	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	518.19
18-P0049585	12/5/2017	12	Human Svcs & Technology Office	Instructional Supplies	AOTA	290.60
18-P0049586	12/5/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,186.97
18-P0049587	12/5/2017	13	Public Affairs/Gov Rel Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	565.69
* 18-P0049588	12/5/2017	12	Public Affairs/Gov Rel Office	Advertising	PANDORA MEDIA INC.	16,635.00
* 18-P0049588	12/5/2017	13	Public Affairs/Gov Rel Office	Advertising	PANDORA MEDIA INC.	4,365.00
PO Amt Total for *18-P0049588 :						21,000.00
18-P0049589	12/5/2017	13	Public Affairs/Gov Rel Office	Advertising	VIET BAO DAILY NEWS INC	1,400.00
18-P0049590	12/5/2017	13	Public Affairs/Gov Rel Office	Community/Public Relations	GARDEN GROVE CHAMBER	750.00
18-P0049591	12/5/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,236.97
18-P0049592	12/5/2017	12	Student Services Office	Software License and Fees	INFORMATICS HOLDINGS, INC.	28,138.30
18-P0049593	12/6/2017	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	1,009.34
18-P0049594	12/6/2017	12	Media Systems	Instructional Supplies	HOME DEPOT	2,000.00
18-P0049595	12/6/2017	12	Media Systems	Instructional Supplies	MAR VAC ELECTRONICS	1,500.00
18-P0049596	12/6/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	14,000.00
18-P0049597	12/6/2017	12	Media Systems	Instructional Supplies	GRIFFIN ACE HARDWARE	1,500.00
18-P0049598	12/6/2017	41	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	5,432.50
18-P0049599	12/6/2017	33	EHS Administration	Software License and Fees	PARENTS AS TEACHERS NAT'L CENTER	215.00
18-P0049600	12/6/2017	11	District Wide Technology	Contracted Services	WILSHIRE CONNECTION LLC	6,180.00
18-P0049601	12/6/2017	33	EHS Administration	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	562.78
18-P0049602	12/6/2017	43	Facility Planning Office	Buildings - SWPPP	STATE WATER RESOURCES	526.00
18-P0049603	12/6/2017	11	Payroll	Equip-All Other >\$200 < \$1,000	CI BUSINESS EQUIPMENT INC	824.81
18-P0049604	12/6/2017	13	Maintenance	Contracted Services	GMS ELEVATOR	1,700.00
18-P0049605	12/7/2017	12	Continuing Education Division	Contracted Services	D4 SOLUTIONS INC.	4,292.86
18-P0049606	12/7/2017	12	Kinesiology - Physical Educ	Instructional Supplies	SO CAL TEAM SPORTS	3,540.25
18-P0049607	12/7/2017	12	Corporate Training Institute	Instructional Supplies	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	1,532.41
18-P0049608	12/7/2017	43	Facility Planning Office	Buildings - OCIP	ASCIP	1,092,660.00
18-P0049609	12/7/2017	12	SAC Continuing Ed-Instruction	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	1,045.00
18-P0049610	12/7/2017	43	Facility Planning Office	Buildings - SWPPP	STATE WATER RESOURCES	484.00
18-P0049611	12/7/2017	12	Student Support Services	Food and Food Service Supplies	JAY'S CATERING	235.34
18-P0049612	12/7/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	122.75
18-P0049613	12/7/2017	12	Library Services	Library Books - Periodicals	CALIFORNIA NEWSPAPERS PARTNERSHIP	163.05
18-P0049614	12/7/2017	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	405.56
18-P0049615	12/7/2017	11	Administrative Services Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	2,505.19

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049616	12/7/2017	11	Fiscal Services Office	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	233.00
18-P0049617	12/7/2017	12	Health & Wellness Center	Inst Dues & Memberships	AMERICAN COLLEGE HEALTH ASSOC	375.00
18-P0049618	12/7/2017	12	Biology	Equip-Fed Prgm > \$5,000	BIO RAD LABORATORIES	9,456.25
18-P0049619	12/7/2017	12	Health & Wellness Center	Inst Dues & Memberships	AMERICAN PSYCHOLOGICAL ASSOC	2,000.00
18-P0049620	12/7/2017	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	231.97
18-P0049621	12/7/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	62.27
18-P0049622	12/7/2017	12	Professional Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
18-P0049623	12/7/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	43.08
18-P0049624	12/7/2017	12	Student Equity	Other Exp Paid for Students	ORANGE COUNTY TRANSPORTATION	2,160.00
18-P0049625	12/7/2017	61	Risk Management	Equip-All Other >\$1,000<\$5,000	SCHOOL HEALTH SUPPLY CO INC	3,402.54
18-P0049626	12/7/2017	12	Business Division Office	Software License and Fees	LEXIS NEXIS	300.00
18-P0049627	12/7/2017	12	Health & Wellness Center	Advertising	GOTCHA MEDIA HOLDINGS LLC	600.00
18-P0049628	12/7/2017	12	Distance Education	Instructional Supplies	LUMEN LEARNING LLC	19,220.00
18-P0049629	12/7/2017	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	3,734.12
18-P0049630	12/7/2017	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	724.96
18-P0049631	12/7/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	492.96
18-P0049632	12/7/2017	12	Media Systems	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	5,913.05
18-P0049633	12/7/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	WELLS FARGO BANK	115.91
18-P0049634	12/8/2017	11	Maintenance & Operations	Contracted Services	ACADEMY ELECTRIC INC	748.00
18-P0049635	12/8/2017	11	Maintenance	Contracted Repair Services	THYSSENKRUPP ELEVATOR CORP	1,609.25
18-P0049636	12/8/2017	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	529.00
18-P0049637	12/8/2017	43	Facility Planning Office	Buildings - Splc Ins/Mat Tes	TWINING LABORATORIES OF	345,434.00
18-P0049638	12/8/2017	11	Board of Trustees	Conference Expenses	ZEKE F. HERNANDEZ	1,300.00
18-P0049639	12/8/2017	12	Digital Media Center	Software License and Fees	COMPTIA CERTIFICATIONS, LLC	15,000.00
18-P0049640	12/8/2017	11	Public Affairs/Gov Rel Office	Contracted Services	VISION POINT MEDIA INC	65,207.75
18-P0049641	12/8/2017	43	Facility Planning Office	Buildings - Geotech/Geohaz	MTGL, INC	93,511.00
18-P0049642	12/8/2017	12	Student Development	Conference Expenses	WELLS FARGO BANK	424.41
18-P0049643	12/8/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	VPLS SOLUTIONS LLC	11,151.84
18-P0049644	12/8/2017	12	Music	Equip-All Other >\$1,000<\$5,000	WOODWIND & BRASSWIND	6,260.28
18-P0049645	12/8/2017	12	Biology	Contracted Repair Services	SCIENTIFIC REFRIGERATION	1,615.00
18-P0049646	12/8/2017	13	Chancellor's Office	Contracted Services	PPL, INC	21,000.00
18-P0049647	12/8/2017	12	Student Equity	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	378.00
18-P0049648	12/11/2017	12	Music	Equip-All Other >\$200 < \$1,000	STEVE WEISS MUSIC INC	504.52
18-P0049649	12/11/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	SPINITAR PRESENTATION PRODUCTS	14,753.84
18-P0049650	12/11/2017	12	SAC Continuing Ed-Instruction	Software License and Fees	BURLINGTON ENGLISH INC	9,600.00
18-P0049651	12/11/2017	12	Music	Software License and Fees	BIG FISH AUDIO INC	5,644.02
18-P0049652	12/11/2017	13	Career Ed & Work Dev Office	Equip-All Other >\$1,000<\$5,000	KONICA MINOLTA BUSINESS	5,443.54

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049653	12/11/2017	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	19,027.58
18-P0049654	12/11/2017	13	Career Ed & Work Dev Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	9,578.42
18-P0049655	12/11/2017	12	Welding	Equip-All Other >\$1,000<\$5,000	DELL COMPUTER	2,670.61
18-P0049656	12/11/2017	12	Resource Development	Food and Food Service Supplies	HANNIBAL'S RESTAURANT INC	829.23
18-P0049657	12/12/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	SIGMA ALDRICH INC	309.80
18-P0049658	12/12/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	MODERN BIOLOGY INC	921.87
18-P0049659	12/12/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	NEW ENGLAND BIOLABS INC	732.70
18-P0049660	12/12/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	MEDIX INC	855.85
18-P0049661	12/12/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	EDVOTEK	1,481.56
18-P0049662	12/12/2017	11	Grounds	Rental-Equipment (Short-term)	UNITED SITE SERVICES OF CALIF INC	496.87
18-P0049663	12/12/2017	12	Chemistry	Instructional Supplies	SIGMA ALDRICH INC	616.92
18-P0049664	12/12/2017	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	2,103.31
18-P0049665	12/12/2017	12	Student Services Office	Books, Mags & Subscrip-Non-Lib	AMAZON COM	775.53
18-P0049666	12/12/2017	12	LA/OC Regional Consortia	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	303.50
18-P0049667	12/12/2017	12	LA/OC Regional Consortia	Food and Food Service Supplies	ORANGE COUNTY DEPT OF ED	258.60
18-P0049668	12/12/2017	12	Safety & Parking - DO	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	104.50
18-P0049669	12/12/2017	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	CALIFORNIA NEWSPAPERS PARTNERSHIP	146.95
18-P0049670	12/12/2017	12	Fresh Exp/Learning Communities	Food and Food Service Supplies	JAY'S CATERING	274.76
18-P0049671	12/12/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	CYPRESS COLLEGE	1,500.00
18-P0049672	12/12/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	HUNTINGTON BEACH UNION	2,000.00
18-P0049673	12/12/2017	33	EHS Administration	Non-Instructional Supplies	AKERS THOMAS	258.60
18-P0049674	12/12/2017	13	Santiago Canyon College	Advertising	ORANGE MAGAZINE	900.00
18-P0049675	12/12/2017	12	Career Education Office	District Business/Sponsorships	SANTIAGO CANYON COLLEGE FOUNDATION	3,000.00
18-P0049676	12/12/2017	11	Kinesiology - Physical Educ	Contracted Repair Services	HAGERMAN DIANA	770.00
18-P0049677	12/12/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	BIO RAD LABORATORIES	1,549.45
18-P0049678	12/12/2017	11	Administrative Services Office	Transportation - Student	CERTIFIED TRANSPORTATIONS	14,500.00
18-P0049679	12/12/2017	12	Transfer Center	Transportation - Student	GOLD COAST TOURS	4,540.42
18-P0049680	12/13/2017	12	Continuing Education Division	Lease Agreement - Facility	SANTA ANA UNIFIED SCHOOL DIST	4,768.50
18-P0049681	12/13/2017	12	Continuing Education Division	Lease Agreement - Facility	DELHI CENTER	43.75
18-P0049682	12/13/2017	12	Student Equity	Other Exp Paid for Students	DON BOOKSTORE	1,150.00
18-P0049683	12/13/2017	12	Student Equity	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	1,164.00
18-P0049684	12/13/2017	12	Small Business Dev Ctr Office	Contracted Services	RANDY TAYLOR	12,885.00
18-P0049685	12/13/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	4,460.00
18-P0049686	12/13/2017	41	Facility Planning Office	Bldg Impr - Relocation/Moving	AMERICAN RELOCATION & LOGISTICS INC	3,260.00
18-P0049687	12/13/2017	41	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	5,945.00
18-P0049688	12/13/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	JB BOSTICK CO INC	5,182.50
18-P0049689	12/13/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	870.96

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0049690	12/13/2017	12	Career Ed & Work Dev Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	140.06
18-P0049691	12/13/2017	33	EHS Administration	Equip-All Other >\$200 < \$1,000	VARIDESK LLC	2,677.58
18-P0049692	12/13/2017	12	SAC Continuing Ed-Instruction	Maint Contract - Office Equip	ACCO BRANDS USA LLC	491.05
18-P0049693	12/14/2017	11	Maintenance	Contracted Repair Services	MATSON BACKHOE & CONSTRUCTION	5,800.00
18-P0049694	12/14/2017	11	Maintenance	Contracted Repair Services	ACCO ENGINEERED SYSTEMS INC	1,437.03
18-P0049695	12/14/2017	11	Digital Media Center	Contracted Custodial Services	TEAM ONE MANAGEMENT	780.00
18-P0049696	12/14/2017	33	EHS Administration	Contracted Services	RODRIGUEZ SHARON	2,000.00
18-P0049697	12/14/2017	33	EHS Administration	Contracted Services	MUCKENTHALER & ASSOC INC	2,000.00
18-P0049698	12/14/2017	33	EHS Administration	Contracted Services	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	14,000.00
* 18-P0049699	12/14/2017	11	Continuing Education Division	Class Schedules/Printing	TREND OFFSET PRINTING	16,771.56
* 18-P0049699	12/14/2017	13	Public Affairs/Gov Rel Office	Class Schedules/Printing	TREND OFFSET PRINTING	15,000.00
PO Amt Total for *18-P0049699 :						31,771.56
18-P0049700	12/14/2017	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	400.87
18-P0049701	12/14/2017	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	6,242.21
18-P0049702	12/14/2017	12	English	Non-Instructional Supplies	THOMAS M. POYER ENTERPRISES, INC	1,964.47
18-P0049703	12/14/2017	33	EHS Administration	Contracted Services	MC LEAN GAYLE M.	6,600.00
18-P0049704	12/14/2017	12	Nursing	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,235.14
18-P0049705	12/14/2017	33	CDC Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0049706	12/14/2017	12	Counseling	Food and Food Service Supplies	SMART & FINAL	400.00
18-P0049707	12/14/2017	33	EHS Administration	Contracted Services	SAPRIZA GOYRET MARIA JOSEFINA JOSEFINA	5,000.00
18-P0049708	12/14/2017	33	CDC Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	68.52
18-P0049709	12/14/2017	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	36,139.00
18-P0049710	12/14/2017	33	EHS Administration	Contracted Services	GORAN KAREN BERNICE	6,985.00
18-P0049711	12/14/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	WENGER CORP	344.23
18-P0049712	12/14/2017	41	Facility Planning Office	Bldg Impr - Relocation/Moving	BELTMANN GROUP INCORPORATED	3,650.00
18-P0049713	12/15/2017	13	Maintenance	Contracted Services	PYRO-COMM SYSTEMS INC	16,241.53
18-P0049714	12/15/2017	11	District Wide Technology	Software License and Fees	FARONICS TECH US INC	5,586.00
18-P0189324	11/16/2017	12	Resource Development	Contracted Services	SAN JOAQUIN DELTA CMTY CLG DISTRICT	600,000.00
18-P0189325	11/16/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	384,250.00
18-P0189326	11/16/2017	11	Inmate Education Program	Instructional Agrmt - Facility	ORANGE COUNTY SHERIFF'S	75,000.00
18-P0189327	12/1/2017	12	Digital Media Center	Contracted Services	SYNED	10,000.00
18-P0189328	12/4/2017	12	Resource Development	Contracted Services	SONOMA COUNTY JUNIOR COLLEGE DISTRICT	1,867,150.00

4.24 (12)

Legend: * = Multiple Funds for this P.O.

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 18-P0189329	12/6/2017	11	Central Plant	Contracted Services	ACCO ENGINEERED SYSTEMS INC	210,000.00
* 18-P0189329	12/6/2017	13	Central Plant	Contracted Services	ACCO ENGINEERED SYSTEMS INC	90,000.00
PO Amt Total for *18-P0189329 :						300,000.00
18-P0189330	12/7/2017	11	District Wide Technology	Software License and Fees	VPLS SOLUTIONS LLC	48,802.70
18-P0189331	12/7/2017	12	Continuing Education Division	Contracted Services	ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	5,000.00
18-P0189332	12/7/2017	11	Apprenticeship	Instructional Agrmt - Salary	OPERATING ENGINEERS TRAINING	317,763.00
18-P0189333	12/7/2017	11	Apprenticeship	Instructional Agrmt - Salary	METROPOLITAN WATER DISTRICT	40,053.00
18-P0189334	12/7/2017	11	Apprenticeship	Instructional Agrmt - Salary	CALIF NEVADA TRAINING TRUST	295,067.00
18-P0189335	12/7/2017	11	Apprenticeship	Instructional Agrmt - Salary	SO CALIF SURVEYORS	136,185.00
18-P0189336	12/7/2017	11	Apprenticeship	Instructional Agrmt - Salary	ORANGE COUNTY ELECTRICAL JOINT	295,067.00
18-P0189337	12/7/2017	12	LA/OC Regional Consortia	Contracted Services	ECONOMIC MODELING SPECIALISTS	117,000.00
18-P0189338	12/8/2017	12	Pathways to Teaching	Contracted Services	ORANGE UNIFIED SCHOOL DISTRICT	125,526.00
18-P0189339	12/12/2017	11	Human Resources Office	Legal Expenses	LIEBERT CASSIDY WHITMORE	40,000.00
18-P0189340	12/13/2017	13	Publications	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	36,250.34
* 18-P0189341	12/13/2017	11	Publications	Excess/Copies Useage	CANON SOLUTIONS AMERICA, INC	22,311.40
* 18-P0189341	12/13/2017	13	Publications	Maint Contract - Other Equip	CANON SOLUTIONS AMERICA, INC	3,232.50
PO Amt Total for *18-P0189341 :						25,543.90
* 18-P0189342	12/13/2017	11	Publications	Software Support Service	CANON FINANCIAL SERVICES, INC	876.70
* 18-P0189342	12/13/2017	13	Publications	Lease Agreement - Equipment	CANON FINANCIAL SERVICES, INC	11,594.65
PO Amt Total for *18-P0189342 :						12,471.35
18-P0189343	12/13/2017	11	District Wide Technology	Software License and Fees	PLURALSIGHT LLC	10,093.27
18-P0189344	12/14/2017	11	District Wide Technology	Software Support Service-Fixed	BROCADE COMMUNICATIONS SYSTEMS INC	11,115.00
18-PO037893	11/17/2017	41	Facility Planning Office	Bldg Impr - Environmental	TERRACON CONSULTANTS INC	105,857.00
Grand Total :						55,861,777.77

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000571	11/28/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$161.82
GM-CAF000574	11/27/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,510.86
GM-CAF000575	11/30/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$1,566.57
GM-CAF000576	12/4/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$806.74
GM-CAF000578	11/27/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$794.68
GM-CAF000579	11/30/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,540.46
GM-CAF000580	12/4/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,022.64
GM-CAF000583	11/23/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$509.40
GM-CAF000584	11/29/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,152.94
GM-CAF000585	11/22/2017	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$279.00
GM-CAF000586	12/7/2017	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,402.60
GM-CAF000587	12/6/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$388.67
GM-CAF000588	12/12/2017	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$109.38
GM-CAF000589	12/1/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,385.94
GM-CAF000590	12/7/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$978.00
GM-CAF000591	12/8/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$394.00
GM-CAF000592	12/13/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$907.10
GM-DON002809	11/22/2017	31	Don Express	General Merchandise	HYDRO FLASK	\$4,062.50
GM-DON002813	12/12/2017	31	Don Express	General Merchandise	CHAMPION PRODUCTS INC	\$756.00
GM-DON002814	12/12/2017	31	Don Express	General Merchandise	CHAMPION PRODUCTS INC	\$1,968.00
GM-EXPR001295	11/28/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$236.76
GM-EXPR001296	12/4/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$179.70
GM-EXPR001299	11/27/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$2,063.18
GM-EXPR001300	11/30/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,540.29
GM-EXPR001301	12/4/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$963.09
GM-EXPR001303	11/27/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$766.99
GM-EXPR001304	11/30/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,502.64
GM-EXPR001305	12/4/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$923.02
GM-EXPR001308	11/23/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$549.10
GM-EXPR001309	11/29/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,368.88
GM-EXPR001310	12/7/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,261.19
GM-EXPR001311	12/6/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$520.59
GM-EXPR001312	12/11/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$187.38
GM-EXPR001313	12/1/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$2,051.20
GM-EXPR001314	12/7/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,290.50
GM-EXPR001315	12/8/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,164.88
GM-EXPR001316	12/15/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$872.00
GM-HAWK002492	11/27/2017	31	SCC Bookstore	General Merchandise	PENS ETC.	\$397.30

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK002493	11/27/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$180.85
GM-HAWK002494	11/27/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$501.56
GM-HAWK002495	11/27/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$42.40
GM-HAWK002496	11/27/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$804.84
GM-HAWK002497	11/27/2017	31	SCC Bookstore	General Merchandise	HYDRO FLASK	\$1,376.00
GM-HAWK002498	11/29/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$525.78
GM-HAWK002499	11/29/2017	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$46.71
GM-HAWK002500	11/29/2017	31	SCC Bookstore	General Merchandise	LENNY & LARRY'S,INC	\$103.20
GM-HAWK002501	11/29/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,406.87
GM-HAWK002502	12/6/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$1,388.88
GM-HAWK002503	12/6/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$400.40
GM-HAWK002504	12/6/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$651.37
GM-HAWK002508	12/12/2017	31	SCC Bookstore	General Merchandise	RYAN DISTRUBUTORS	\$622.97
GM-HAWK002509	12/12/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$308.33
GM-HAWK002510	12/12/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,268.61
GM-HAWK002511	12/12/2017	31	SCC Bookstore	General Merchandise	CHAMPION PRODUCTS INC	\$1,239.84
TX-CEC000440	11/22/2017	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$1,748.00
TX-CEC000441	11/22/2017	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$11,156.20
TX-CEC000442	11/22/2017	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$5,617.00
TX-CEC000443	11/22/2017	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$5,062.50
TX-CEC000445	11/30/2017	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$693.00
TX-CEC000446	12/5/2017	31	CEC Bookstore	Textbook	PEARSON EDUCATION	\$3,648.50
TX-CEC000447	12/5/2017	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$1,458.00
TX-CEC000448	12/5/2017	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$2,187.25
TX-CEC000449	12/6/2017	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$824.00
TX-DON004562A	12/14/2017	31	SAC Bookstore	Textbook	POLICE FIRE PUBLISHING	\$1,249.95
TX-DON004775	12/5/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$7,659.85
TX-DON004776	12/5/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$9,471.47
TX-DON004777	12/12/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$2,331.22
TX-DON004778	12/12/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,187.32
TX-DON004779	12/12/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$5,010.00
TX-DON004780	12/12/2017	31	SAC Bookstore	Textbook	ARTE PUBLICATIONS	\$239.00
TX-DON004781	12/12/2017	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$2,551.65
TX-DON004783	12/12/2017	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$3,295.05
TX-DON004784	12/12/2017	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$6,756.00
TX-DON004786	12/12/2017	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$7,183.79
TX-DON004787	12/12/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$7,940.49
TX-DON004788	12/12/2017	31	SAC Bookstore	Textbook	DAWN SIGN PRESS	\$2,973.50

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON004789	12/12/2017	31	SAC Bookstore	Textbook	ARGUS	\$1,592.50
TX-DON004792	12/12/2017	31	SAC Bookstore	Textbook	TREEHOUSE VIDEO	\$997.50
TX-DON004793	12/12/2017	31	SAC Bookstore	Textbook	NORTON, INC.	\$1,280.00
TX-DON004795	12/12/2017	31	SAC Bookstore	Textbook	AMAZON	\$3,875.54
TX-DON004796	12/12/2017	31	SAC Bookstore	Textbook	CADCIM TECHNOLOGIES	\$203.00
TX-DON004797	12/12/2017	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$594.00
TX-DON004798	12/12/2017	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,320.00
TX-DON004799	12/12/2017	31	SAC Bookstore	Textbook	HAYDEN-MCNEIL	\$8,000.00
TX-DON004800	12/12/2017	31	SAC Bookstore	Textbook	WEST ACADEMIC	\$800.00
TX-DON004801	12/12/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$5,895.00
TX-DON004802	12/13/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$22,179.41
TX-DON004803	12/14/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$5,445.63
TX-DON004805	12/15/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$179,208.00
TX-DON004806	12/15/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$39,563.00
TX-DON004807	12/15/2017	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$7,078.44
TX-DON004809	12/15/2017	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$2,845.44
TX-DON004812	12/15/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$7,733.68
TX-HAWK003574	11/27/2017	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$269.90
TX-HAWK003575	11/27/2017	31	SCC Bookstore	Textbook	AMAZON	\$9.88
TX-HAWK003576	11/29/2017	31	SCC Bookstore	Textbook	NEW READERS PRESS	\$237.60
TX-HAWK003585	11/29/2017	31	SCC Bookstore	Textbook	UNIVERSITY ENTERPRISES	\$1,080.00
TX-HAWK003586	11/29/2017	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$5,295.46
TX-HAWK003587	11/29/2017	31	SCC Bookstore	Textbook	KENDALL PUBLISHING	\$3,402.20
TX-HAWK003588	11/29/2017	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$960.00
TX-HAWK003589	11/29/2017	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$1,099.50
TX-HAWK003590	11/29/2017	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$114.00
TX-HAWK003591	11/29/2017	31	SCC Bookstore	Textbook	NORTON, INC.	\$2,028.00
TX-HAWK003592	11/29/2017	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$446.80
TX-HAWK003594	11/29/2017	31	SCC Bookstore	Textbook	BLUEDOOR	\$285.00
TX-HAWK003595	11/29/2017	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$969.90
TX-HAWK003596	11/29/2017	31	SCC Bookstore	Textbook	AMAZON	\$710.62
TX-HAWK003597	11/30/2017	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,370.00
TX-HAWK003598	12/5/2017	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$95.70
TX-HAWK003599	12/5/2017	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,185.00
TX-HAWK003600	12/5/2017	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,551.84
TX-HAWK003602	12/6/2017	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$146.70
TX-HAWK003603	12/15/2017	31	SCC Bookstore	Textbook	AMAZON	\$1,584.00
TX-HAWK003604	12/15/2017	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$122.40

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<u>P.O. #</u>	<u>Date</u>	<u>Fund</u>	<u>Department</u>	<u>Description</u>	<u>Vendor Name</u>	<u>Amount</u>
TX-HAWK003605	12/15/2017	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,580.00
TX-HAWK003606	12/15/2017	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$1,900.50

Grand Total : \$458,704.58

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

4.24 (18)

Legend: * = Multiple Funds for this P.O.

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-B0001341	\$47,328,241.00	Lease-leaseback services for the Science Center Project at Santa Ana College	DO-Facility Planning	Board Approved: November 13, 2017
18-P0049329	\$38,400.00	Independent Contractor to evaluate the Warehouse Department	DO-Purchasing	Board Approved: November 13, 2017
18-P0049330	\$357,950.00	DSA fee for the Johnson Student Center Project at Santa Ana College	DO-Facility Planning	Required Fees
18-P0049358	\$16,450.00	Softball field service at Santa Ana College	SAC-Maintenance	Received Quotations: *1. Professional Turf Specialties 2. Barendt Construction, Inc. *Successful Bidder
18-P0049359	\$29,795.00	Baseball field service at Santa Ana College	SAC-Maintenance	Received Quotations: *1. Professional Turf Specialties 2. Barendt Construction, Inc. *Successful Bidder
18-P0049365	\$40,001.00	Pool roof replacement project at Santa Ana College	DO-Facility Planning	Received Quotations: *1. Chapman Coast Roof Company, Inc. 2. Rite-way Roof Corporation 3. Best Contracting Services, Inc. 4. Commercial Roofing Systems, Inc. 5. Tecta America Southern CA, Inc. *Successful Bidder
18-P0049393	\$71,145.15	Sewer fees for all District sites	DO-Facility Planning	Required Fees

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0049476	\$44,950.09	Construction of the new janitor's closet at the District Office	DO-Facility Planning	Received Quotations: *1. De La Torre Commercial Interiors *Successful Bidder Note: Five vendors solicited for quotes
18-P0049500	\$15,000.00	Wall, programmatic and social media advertisements	SAC-Public Affairs	Promosional signage requested by Melissa Utsuki on 11/28/17
18-P0049505	\$29,132.17	2017 Ford Transit Connect Wagon/Van	DO-Warehouse	Received Quotations: *1. Carmenita Ford 2. Ford of Orange *Successful Bidder
18-P0049515	\$42,722.50	HP recertified desktop computers	DO-ITS	Requisition approved by Lee Krichmar on 11/29/17
18-P0049524	\$30,000.00	Student Books Equity Fund for EOPS students	SAC-EOPS	Requisition approved by Christine Leon on 11/28/17
18-P0049543	\$300,000.00	Book vouchers for 2017-2018 for EOPS students	SAC-EOPS	Requisition approved by Christine Leon on 11/28/17
18-P0049544	\$15,000.00	Regional membership for Doing What Matters fashion program platform	DO-Corporate Training	Requisition approved by Ruth Cossio-Muniz on 11/28/17

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0049553	\$21,800.00	Floor replacement in Chavez Hall at Santa Ana College	DO-Facility Planning	Received Quotations: *1. Signature Flooring 2. Moore Flooring *Successful Bidder
18-P0049588	\$21,000.00	Advertisement for audio and mobile display for marketing purposes	SAC-Public Affairs	Pandora audio for Santa Ana College marketing requested by Melissa Utsuki on 12/05/17
18-P0049592	\$28,138.30	WASP Barcode Asset Cloud software licenses	SAC-Student Equity	Requisition approved by Karen Scott on 11/27/17
18-P0049608	\$1,092,660.00	Owner controlled insurance program for the Science Center at Santa Ana College	DO-Facility Planning	ASCIP-OCIP for Santa Ana College Science Center
18-P0049628	\$19,220.00	Lumen Educational Resources material fees	SAC-Distance Education	Per subscription and master service agreement dated February 3, 2015
18-P0049637	\$345,434.00	Materials testing and special inspection services for the Science Center Project at Santa Ana College	DO-Facility Planning	Board Approved: December 4, 2017
18-P0049639	\$15,000.00	CompTIA IT Fundamentals site licenses	DO-Resource Development	Board Approved: December 4, 2017
18-P0049640	\$65,207.75	Strategic brand development services for Santa Ana College	SAC-Public Affairs	Board Approved: November 13, 2017

4.24 (21)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0049641	\$93,511.00	Geotechnical engineering services for the Science Center Project at Santa Ana College	DO-Facility Planning	Board Approved: December 4, 2017
18-P0049646	\$21,000.00	Search and selection services for the Vice Chancellor of Human Resources	DO-Chancellor's Office	Board Approved: September 11, 2017
18-P0049653	\$19,027.58	Miscellaneous IT equipment for the Remington site	DO-ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-134 Board Approved: November 9, 2015
18-P0049699	\$31,771.56	Printing and mailing of Spring 2018 Santa Ana College Continuing Education Class Schedule	SAC-Continuing Education	Received Quotations: *1. Trend Offset Printing 2. Advanced Web Offset *Successful Bidder
18-P0049709	\$36,139.00	Library subscriptions renewals	SAC-Library Services	SAC Library resources
18-P0049713	\$16,241.53	Replacement of site-wide fire alarm batteries	SAC-Maintenance	Requisition approved by Adam O'Connor on 12/15/17
18-P0189324	\$600,000.00	Sub-Agreement with San Joaquin Delta CCD to perform work related to the CTE Data Unlocked Initiative	DO-Grants	Board Approved: October 23, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0189325	\$384,250.00	Sub-Agreement with Los Angeles CCD on behalf of East Los Angeles College to implement Round 1 of the Strong Workforce Program	DO-Grants	Board Approved: February 27, 2017
18-P0189326	\$75,000.00	Continuing Education program for inmates located in Orange County Jail facilities	Inmate Education Program	Board Approved: May 31, 2016
18-P0189328	\$1,867,150.00	Sub-Agreement with Sonoma County Junior College District on behalf of Santa Rosa Junior College to implement the Career Technical Education Data Unlocked Program	DO-Grants	Board Approved: October 23, 2017
18-P0189329	\$300,000.00	Maintenance and operations for the new Central Plant at Santa Ana College	SAC-Admin Svcs	Board Approved: September 25, 2017
18-P0189330	\$48,802.70	Annual renewal of Veeam software maintenance	DO-ITS	Received Quotations: *1. VPLS Solutions, LLC 2. Sidepath *Successful Bidder
18-P0189332	\$317,763.00	Agreement for the operating engineer apprentices	SCC-Career Education	Board Approved: May 30, 2017
18-P0189333	\$40,053.00	Agreement for the Metropolitan Water District apprentices	SCC-Career Education	Board Approved: May 30, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0189334	\$295,067.00	Agreement for the power lineman apprentices	SCC-Career Education	Board Approved: May 30, 2017
18-P0189335	\$136,185.00	Agreement for the survey apprentices	SCC-Career Education	Board Approved: May 30, 2017
18-P0189336	\$295,067.00	Agreement for the electrical apprentices	SCC-Career Education	Board Approved: May 30, 2017
18-P0189337	\$117,000.00	Agreement with Economic Modeling Specialists to perform Economic Impact Analysis.	DO-LA/OC Regional Consortia	Board Approved: October 23, 2017
18-P0189338	\$125,526.00	Sixth amendment to Sub-agreement with Orange USD to implement the OC Teacher Pathway Partnership program	SCC-Pathways to Teaching	Board Approved: August 14, 2017
18-P0189339	\$40,000.00	General legal services and training	DO-Human Resources	Board Approved: September 12, 2016
18-P0189340	\$36,250.34	Canon multifunction production equipment leases	DO-Publications	Leased from Western States Contracting Alliance - National Association of State Procurement Officials (WSCA-NASPO) California State Contract #3091/7-15-70-23. Board Approved: December 4, 2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 12, 2017 THROUGH DECEMBER 16, 2017
BOARD MEETING OF JANUARY 22, 2017**

P.O. #	Amount	Description	Department	Comment
18-P0189341	\$25,543.90	Canon multifunction production equipment maintenance and copy usage	DO-Publications	Leased from Western States Contracting Alliance - National Association of State Procurement Officials (WSCA-NASPO) California State Contract #30917-15-70-23. Board Approved: December 4, 2017
18-PO037893	\$105,857.00	Environmental Consulting for the Orange Education Center	DO-Facility Planning	RFQ/RFP #1415-106 Board Approved: November 13, 2015
TX-DON004802	\$22,179.41	Textbooks for resale	SAC Bookstore	Manager review and approval for Nebraska Book Company, Jennie Adams - 12/13/2017
TX-DON004805	\$179,208.00	Textbooks for resale	SAC Bookstore	Manager review and approval for McGraw Hill Publishing, Jennie Adams - 12/15/2017
TX-DON0004806	\$39,563.00	Textbooks for resale	SAC Bookstore	Manager review and approval for McGraw Hill Publishing, Jennie Adams - 12/15/2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: January 22, 2018
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. Small Business Development Center (SBDC) - Small Business Access to Capital Santa Ana/Anaheim (District) - <i>Augmentation</i> Grant award from the Wells Fargo Foundation to the Orange County SBDC to assist low-to-moderate income small business owners and entrepreneurs in the cities of Santa Ana and Anaheim obtain access to capital, and provide one-on-one business consulting services and technical training. (17/18). <i>No match required.</i>	10/30/2017	\$25,000
2. Student Equity (SAC & SCC) Annual allocation from the California Community Colleges Chancellor's Office to study and improve student success by focusing on eliminating or reducing success and achievement gaps that exist among different groups of students by ethnicity, low-income, foster youth, veterans, age, or disability status, and more. (17/18). <i>No match required.</i> <ul style="list-style-type: none"> • SAC Student Equity \$2,143,116 • SCC Student Equity \$881,103 	09/29/2017	\$3,024,219
3. Student Success and Support Program (SSSP) – Non-Credit (SCC) 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>	10/31/2017	\$927,083
4. Workforce Development for Economically Distressed Areas (District) RSCCD will serve as the fiscal agent for a grant initiative from the California Community Colleges Chancellor's Office to awards grants to colleges to implement workforce development projects in distressed economic areas. (17/18, 18/19) <i>No match required.</i>	01/18/2018	\$8,000,000

Fiscal Impact: \$15,273,121.00	Board Date: January 22, 2018
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>5. Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC)</p> <p>Federal grant award from the California Department of Education for the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Act Sections 225, 231, and 243 to provide supplemental funds supporting noncredit adult education and literacy instruction for adult learners. The Act expands and promotes the development of integrated services that incorporate Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), Vocational Literacy, ESL-Citizenship, El Civics and correctional institutionalized education. (17/18).</p> <ul style="list-style-type: none"> • SAC CEC \$2,460,120 • SCC OEC \$686,699 <p><i>The non-federal match is \$786,705 (25% of the grant award) that consists of general apportionment state-funded certificated noncredit faculty.</i></p>	12/20/2017	\$3,146,819
<p>6. Zero Textbook Cost Degree Program – Implementation Phase II Grant (SAC)</p> <p>Grant award from the California Community Colleges Chancellor’s Office to implement and sustain a zero-textbook-cost degree or career technical education certificate program in Santa Ana College in which courses will be completed by using alternative instructional course materials and methodologies thereby reducing the overall cost of education for students. (17/18). <i>No match required.</i></p>	12/21/2017	\$150,000

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: \$15,273,121.00	Board Date: January 22, 2018
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 #3653

NAME: Small Business Development Center (SBDC) - Small Business Access to Capital Santa Ana/Anaheim (District)

FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/01/2016 - 6/30/2018

PROJ ADMIN: Sarah Santoyo

CONTRACT AWARD:

PROJ DIR: David Calderon (Interim)

FY 16/17 Revenue 25,000

DATE: 01/04/2018

FY 16/17 Expenses 0

FY 17/18 Carryover 25,000

FY 17/18 Augmentation 25,000

FY 17/18 Total 50,000

PRIME SPONSOR: Wells Fargo Foundation

FISCAL AGENT: Rancho Santiago CCD

Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-3653-000000-50000-8891	Other Local Rev - Special Projects		25,000		50,000		25,000
12-3653-672000-50000-5865	Indirect Costs : District Operations (4%)	962		1,923		961	
12-3653-684000-53410-2345	Professional Experts : Small Business Dev Ctr Office Business Experts \$45/hour x 827.50 hours	19,260		37,238		17,978	
12-3653-684000-53410-3215	PERS - Non-instructional : Small Business Dev Ctr	2,669		5,781		3,112	
12-3653-684000-53410-3315	OASDHI - Non-instructional : Small Business Dev Ctr	1,194		2,309		1,115	
12-3653-684000-53410-3325	Medicare - Non-instructional : Small Business Dev	279		540		261	
12-3653-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	193		1,352		1,159	
12-3653-684000-53410-3515	SUI - Non-instructional : Small Business Dev Ctr	10		19		9	
12-3653-684000-53410-3615	WCI - Non-instructional : Small Business Dev Ctr	433		838		405	
	Total 3653 - SBDC Santa Ana/Anaheim	25,000	25,000	50,000	50,000	25,000	25,000

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-000000-10000-8629	Other Gen Categorical Appor		2,143,116
12-2549-649000-11300-2130	Classified Employees : College Advancement -Development Coordinator; Jessica Morrison FT 50% Equity, 50% Foundation	27,553	
12-2549-649000-11300-3215	PERS - Non-Instructional :	4,279	
12-2549-649000-11300-3315	OASDHI - Non-Instructional	1,755	
12-2549-649000-11300-3325	Medicare - Non-Instructiona	410	
12-2549-649000-11300-3415	H & W - Non-Instructional :	5,468	
12-2549-649000-11300-3435	H & W - Retiree Fund Non-In	1,027	
12-2549-649000-11300-3515	SUI - Non-Instructional : C	14	
12-2549-649000-11300-3615	WCI - Non-Instructional : C	637	
12-2549-649000-11300-3915	Other Benefits - Non-Instru	750	
12-2549-671000-11500-5100	Contracted Services : Public Affairs/Gov Rel Office -SAC Marketing	29,081	
12-2549-671000-11500-5651	Rental - Other (Short-term) : Public Affairs/Gov Rel Office -SAC Marketing; *Centennial Real Estate Mngmnt-Main Place - Kiosk; \$10,419	10,419	
12-2549-671000-11500-5800	Advertising : Public Affairs/Gov Rel Office -SAC Marketing	40,000	
12-2549-671000-11500-5940	Reproduction/Printing Expenses : Public Affairs/Gov Rel Office -SAC Marketing	20,000	
12-2549-675000-11500-5215	Online Training Courses : P -SAC marketing online training	500	
12-2549-649000-11600-5950	Software License & Fees : SAC Research	16,597	
12-2549-649000-11600-6409	Equip-All Other >\$200 < \$1,000 : SAC Research -Computer or TV monitor-College Research \$250	250	
12-2549-675000-11600-5210	Conference Expenses : SAC Research	2,708	
12-2549-649000-15105-2345	Professional Experts: Business Division Office -Clerical Asst, CTE Internship Program, Misc. Salary Schedule Josephine Avila	4,180	
12-2549-649000-15105-3325	Medicare - Non-Instructiona	61	
12-2549-649000-15105-3335	PARS - Non-Instructional :	55	
12-2549-649000-15105-3435	H & W - Retiree Fund Non-In	152	
12-2549-649000-15105-3515	SUI - Non-Instructional : B	2	
12-2549-649000-15105-3615	WCI - Non-Instructional : B	94	
12-2549-649000-15105-4710	Food and Food Service Supplies : Business Division Office -Pathways Students Summer Law Academy	500	
12-2549-649000-15161-2110	Classified Management : Internships -Director of Special Programs-Internships; 25% Equity/75% Fund 11 Per ReOrg form on Esmeralda's email on 8/2/17	24,701	
12-2549-649000-15161-3215	PERS - Non-Instructional :	3,836	
12-2549-649000-15161-3315	OASDHI - Non-Instructional	1,583	
12-2549-649000-15161-3325	Medicare - Non-Instructiona	370	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-649000-15161-3415	H & W - Non-Instructional :	8,139	
12-2549-649000-15161-3435	H & W - Retiree Fund Non-In	927	
12-2549-649000-15161-3515	SUI - Non-Instructional : I	13	
12-2549-649000-15161-3615	WCI - Non-Instructional : I	574	
12-2549-649000-15161-3915	Other Benefits - Non-Instru	825	
12-2549-631000-15310-1230	Contract Counselors : Counseling -Haydee Gonzalez 40%	34,066	
12-2549-631000-15310-1435	Int/Sum - Counselors,Part-Time : Counseling -Sylvia Sanchez- Summer 2017 Guardian Scholars; 1.96 LHEs	4,506	
12-2549-631000-15310-3115	STRS - Non-Instructional :	5,566	
12-2549-631000-15310-3325	Medicare - Non-Instructiona	566	
12-2549-631000-15310-3415	H & W - Non-Instructional :	8,898	
12-2549-631000-15310-3435	H & W - Retiree Fund Non-In	1,419	
12-2549-631000-15310-3515	SUI - Non-Instructional : C	19	
12-2549-631000-15310-3615	WCI - Non-Instructional : C	880	
12-2549-631000-15310-3915	Other Benefits - Non-Instru	700	
12-2549-649000-15340-5100	Contracted Services : MESA -Stem Students Workshops; Ind. contractor-Scientific Poster & Presentation	375	
12-2549-649000-15340-5905	Other Participant Travel Ex : MESA -Alaska Trip Summer 2018 \$23,000; Student Conferences \$2,000	25,000	
12-2549-675000-15340-5210	Conference Expenses : MESA -Alaska Trip Summer 2018 \$3,000	3,000	
12-2549-633000-15350-2130	Classified Employees : Transfer Ctr. -TC Specialist Mentor Program (100%)-Diana Ramirez -Student Services Coordinator Mentor Prog. (100%) Gerardo Contreras	104,765	
12-2549-633000-15350-2340	Student Assistants - Hourly: Transfer Ctr. -Transfer Mentors	12,600	
12-2549-633000-15350-3215	PERS - Non-Instructional :	16,271	
12-2549-633000-15350-3315	OASDHI - Non-Instructional	6,682	
12-2549-633000-15350-3325	Medicare - Non-Instructiona	1,563	
12-2549-633000-15350-3415	H & W - Non-Instructional :	15,635	
12-2549-633000-15350-3435	H & W - Retiree Fund Non-In	4,369	
12-2549-633000-15350-3515	SUI - Non-Instructional : T	54	
12-2549-633000-15350-3615	WCI - Non-Instructional : T	2,708	
12-2549-633000-15350-3915	Other Benefits - Non-Instru	3,000	
12-2549-633000-15350-4610	Non-Instructional Supplies : Transfer Center -Transfer Mentor Program \$100	100	
12-2549-633000-15350-4710	Food and Food Service Suppl : Transfer Center -Transfer Mentor Program \$300	300	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-633000-15350-5100	Contracted Services :: Transfer Center -SSTI 2018 Deposit \$55,000	55,620	
12-2549-649000-15716-4710	Food and Food Service Supplies : Fire Tech	800	
12-2549-649000-15716-5905	Other Participant Travel Exp : Fire Tech	12,000	
12-2549-675000-15716-5210	Conference Expenses : Fire Tech -Costs for Instructors traveling with students; Alaska Trip	3,000	
12-2549-611000-16202-2340	Student Assistants - Hourly : Math Study Center	84,600	
12-2549-611000-16202-3435	H & W - Retiree Fund Non-In	3,071	
12-2549-611000-16202-3615	WCI - Non-Instructional : M	1,904	
12-2549-696000-16410-5905	Other Participant Travel Exp : Biology -Marine Biology Trip (Cruise)-	2,180	
12-2549-649000-18100-1450	Part-Time Coordinator : Continuing Education Division -CEC Student Equity Coordinator-Janet Cruz-Teposte	33,000	
12-2549-649000-18100-1455	Int/Sum - Coordinators, PT : Continuing Education Division -CEC Student Equity Coordinator-Janet Cruz-Teposte Summer 2017	3,843	
12-2549-649000-18100-3115	STRS - Non-Instructional :	5,317	
12-2549-649000-18100-3325	Medicare - Non-Instructiona	535	
12-2549-649000-18100-3435	H & W - Retiree Fund Non-In	1,338	
12-2549-649000-18100-3515	SUI - Non-Instructional : C	19	
12-2549-649000-18100-3615	WCI - Non-Instructional : C	830	
12-2549-649000-18100-4610	Non-Instructional Supplies : Continuing Education Division	661	
12-2549-649000-18100-4710	Food and Food Service Supplies : Continuing Education Division	864	
12-2549-649000-18100-5940	Reproduction/Printing Expenses : Continuing Education Division -Printing; Student Ambassador Program Business Cards \$39.00	39	
12-2549-493000-19100-4310	Instructional Supplies : Student Services Office -College Now	500	
12-2549-649000-19100-1250	Contract Coordinator : Student Services Office -George Sweeney (80%-12 LHEs)	81,134	
12-2549-649000-19100-1454	Int/Sum Beyond Contr-Coordi : Student Services Office -George Sweeney Intersession 2018; George Sweeney Summer 2017 4 LHE	14,184	
12-2549-649000-19100-2110	Classified Management : Student Services Office -Project Manager (50%); John Steffens	51,720	
12-2549-649000-19100-2130	Classified Employees : Student Services Office -Ana Diaz (50%); Monica Bustamante-Support Svcs Assistant 100% -Student Services Coordinator 100% No Allocation Yet	82,697	
12-2549-649000-19100-2320	Classified Employees - Hourly : Student Services -Raquel Serratos, Program Specialist;Approved through 9/30/17; 13 wks.	6,114	
12-2549-649000-19100-2340	Student Assistants - Hourly : Student Services Office -Mirella Hildebrandt-Research 6/19/17-8/11/17	256	
12-2549-649000-19100-3115	STRS - Non-Instructional :	13,755	
12-2549-649000-19100-3215	PERS - Non-Instructional :	21,133	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-649000-19100-3315	OASDHI - Non-Instructional	8,576	
12-2549-649000-19100-3325	Medicare - Non-Instructiona	3,491	
12-2549-649000-19100-3335	PARS - Non-Instructional :	79	
12-2549-649000-19100-3415	H & W - Non-Instructional :	31,894	
12-2549-649000-19100-3435	H & W - Retiree Fund Non-In	8,739	
12-2549-649000-19100-3515	SUI - Non-Instructional : S	120	
12-2549-649000-19100-3615	WCI - Non-Instructional : S	5,417	
12-2549-649000-19100-3915	Other Benefits - Non-Instru	6,161	
12-2549-649000-19100-4210	Books, Mags & Subscrip-Non-Lib : Student Services Office -College Now/Dual Enrollment	15,000	
12-2549-649000-19100-4610	Non-Instructional Supplies : Student Support Servic	3,000	
12-2549-649000-19100-4710	Food and Food Service Suppl : Student Services Office	3,000	
12-2549-649000-19100-5905	Other Participant Travel Expenses : Student Services Office -Universit of Northern Iowa; July	6,000	
12-2549-649000-19100-5940	Reproduction/Printing Expenses : Student Services Office	3,000	
12-2549-649000-19100-5950	Software License & Fees : Student Services Office -Tableu	20,398	
12-2549-675000-19100-5210	Conference Expenses : Student Services Office -Equity Conferences & Coordination	5,101	
12-2549-649000-19105-1250	Contract Coordinator : Professional Development Mary Huebsch (60%) Equity; (40%) BSI	69,104	
12-2549-649000-19105-1454	Int/Sum Beyond Contr-Coordi : Professional Development -Mary Huebsch Intersession 2018; Mary Huebsch Summer 2017 June 3 LHE	5,553	
12-2549-649000-19105-2130	Classified Employees : Professional Development -Marisol SanchezSenior Clerk PD 25% Equity, 75% General	11,385	
12-2549-649000-19105-2320	Classified Employees - Hourly : Professional Development -Senior Clerk PD Short-Term	715	
12-2549-649000-19105-3115	STRS - Non-Instructional :	10,773	
12-2549-649000-19105-3215	PERS - Non-Instructional :	1,053	
12-2549-649000-19105-3315	OASDHI - Non-Instructional	729	
12-2549-649000-19105-3325	Medicare - Non-Instructiona	1,235	
12-2549-649000-19105-3335	PARS - Non-Instructional :	30	
12-2549-649000-19105-3415	H & W - Non-Instructional :	20,481	
12-2549-649000-19105-3435	H & W - Retiree Fund Non-In	3,165	
12-2549-649000-19105-3515	SUI - Non-Instructional : P	44	
12-2549-649000-19105-3615	WCI - Non-Instructional : P	1,962	
12-2549-649000-19105-3915	Other Benefits - Non-Instru	1,125	
12-2549-675000-19105-1480	Part-Time Reassigned Time : Professional Development -Adjunct Professional Dev. Institute	2,000	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-675000-19105-1483	Beyond Contr - Reassigned Time : Professional Development -Prof.Dev. Stipends; Trudy Naman; Melanie and Kathy \$1,000/ea	2,000	
12-2549-675000-19105-1485	Int/Sum - Reassigned Time, PT : Professional Development -Adjunct Professional Dev. Institute-Interession	6,000	
12-2549-675000-19105-3115	STRS - Non-Instructional :	1,444	
12-2549-675000-19105-3325	Medicare - Non-Instructiona	145	
12-2549-675000-19105-3435	H & W - Retiree Fund Non-In	364	
12-2549-675000-19105-3515	SUI - Non-Instructional : P	5	
12-2549-675000-19105-3615	WCI - Non-Instructional : P	225	
12-2549-675000-19105-4210	Books, Mags & Subscrip-Non-Lib : Professional Development	2,622	
12-2549-675000-19105-4610	Non-Instructional Supplies : Professional Development	1,300	
12-2549-675000-19105-4710	Food and Food Service Supplies : Professional Development	3,200	
12-2549-675000-19105-5100	Contracted Services : Professional Development -Speaker & Consultan Fees Prof. Dev.; PGINet Consulting \$11,000; PO#47751	12,000	
12-2549-675000-19105-5210	Conference Expenses : Professional Development	15,000	
12-2549-675000-19105-5905	Other Participant Travel Exp : Professional Development	800	
12-2549-675000-19105-5940	Reproduction/Printing Expenses : Professional Development	1,372	
12-2549-675000-19105-5950	Software License and Fees : Professional Development	2,500	
12-2549-675000-19105-6421	Equip-Tablet/Laptop>\$200<\$1000 : Professional Development -3 Laptop Computers; \$4,500	4,500	
12-2549-649000-19110-2110	Classified Management : SAC Research Director, Research (50%); Janice Love	48,063	
12-2549-649000-19110-2130	Classified Employees : SAC Research Renee Limback Research Analyst 50%; 25% ESL, 25% English Lit Civics Whitney Youngren Vacant 100%	90,635	
12-2549-649000-19110-2340	Student Assistants - Hourly : SAC Research -Mirella Hildebrandt-Research 6/19/17-8/11/17	430	
12-2549-649000-19110-3215	PERS - Non-Instructional :	21,754	
12-2549-649000-19110-3315	OASDHI - Non-Instructional	8,754	
12-2549-649000-19110-3325	Medicare - Non-Instructiona	2,048	
12-2549-649000-19110-3415	H & W - Non-Instructional :	17,295	
12-2549-649000-19110-3435	H & W - Retiree Fund Non-In	5,142	
12-2549-649000-19110-3515	SUI - Non-Instructional : S	71	
12-2549-649000-19110-3615	WCI - Non-Instructional : S	3,187	
12-2549-649000-19110-3915	Other Benefits - Non-Instru	3,870	
12-2549-649000-19110-5940	Reproduction/Printing Expenses : SAC Research -Printing; Fact Books \$6,174.08; Will do TOE	6,175	
12-2549-675000-19110-5210	Conference Expenses : SAC Research	168	
12-2549-620000-19205-2130	Classified Employees : A&R Office -Hung Nguyen (30%); Hang Le (30%); Pilar Traslavina (30%)	64,803	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-620000-19205-3215	PERS - Non-Instructional :	10,030	
12-2549-620000-19205-3315	OASDHI - Non-Instructional	4,087	
12-2549-620000-19205-3325	Medicare - Non-Instructiona	955	
12-2549-620000-19205-3415	H & W - Non-Instructional :	16,367	
12-2549-620000-19205-3435	H & W - Retiree Fund Non-In	2,393	
12-2549-620000-19205-3515	SUI - Non-Instructional : A	33	
12-2549-620000-19205-3615	WCI - Non-Instructional : A	1,484	
12-2549-620000-19205-3915	Other Benefits - Non-Instru	1,350	
12-2549-643000-19300-2310	Classified Employees - Ongoing : EOPS EOPS Counseling Assistant (100%) Ongoing-Juan Alvarez EOPS Learning Facilitator (100%) Ongoing-Kimberly Hinau CalWORKS Learning Facilitator-Sherry Meyer Vacant	53,587	
12-2549-643000-19300-3215	PERS - Non-Instructional :	2,585	
12-2549-643000-19300-3315	OASDHI - Non-Instructional	1,032	
12-2549-643000-19300-3325	Medicare - Non-Instructiona	725	
12-2549-643000-19300-3335	PARS - Non-Instructional :	538	
12-2549-643000-19300-3435	H & W - Retiree Fund Non-In	1,954	
12-2549-643000-19300-3515	SUI - Non-Instructional : E	26	
12-2549-643000-19300-3615	WCI - Non-Instructional : E	1,210	
12-2549-732000-19300-7610	Books Paid for Students : EOPS	30,000	
12-2549-649000-19510-2340	Student Assistants - Hourly : Assessment	1,500	
12-2549-649000-19510-3315	OASDHI - Non-Instructional	93	
12-2549-649000-19510-3325	Medicare - Non-Instructiona	22	
12-2549-649000-19510-3435	H & W - Retiree Fund Non-In	54	
12-2549-649000-19510-3615	WCI - Non-Instructional : A	34	
12-2549-642000-19524-2310	Classified Employees - Ongoing : High Tech Center DSPS -Alt Media Specialist (100%) Ongoing, Lisa Gomez	23,517	
12-2549-642000-19524-3215	PERS - Non-Instructional :	3,653	
12-2549-642000-19524-3315	OASDHI - Non-Instructional	1,459	
12-2549-642000-19524-3325	Medicare - Non-Instructiona	341	
12-2549-642000-19524-3435	H & W - Retiree Fund Non-In	854	
12-2549-642000-19524-3515	SUI - Non-Instructional : H	12	
12-2549-642000-19524-3615	WCI - Non-Instructional : H	530	
12-2549-644000-19530-1440	Part-Time Nursing : Health & Wellness Center -Tamara Davis	2,095	
12-2549-644000-19530-3115	STRS - Non-Instructional :	302	
12-2549-644000-19530-3325	Medicare - Non-Instructiona	30	
12-2549-644000-19530-3435	H & W - Retiree Fund Non-In	76	
12-2549-644000-19530-3515	SUI - Non-Instructional : H	1	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-644000-19530-3615	WCI - Non-Instructional : H	47	
12-2549-649000-19550-2310	Classified Employees - Ongoing : Scholarships Office -Student Program Specialist PT. Khadija Khan	20,325	
12-2549-649000-19550-2320	Classified Employees - Hourly : Scholarships Office -Khadija Khan additional Hours	6,025	
12-2549-649000-19550-3215	PERS - Non-Instructional :	4,093	
12-2549-649000-19550-3315	OASDHI - Non-Instructional	1,634	
12-2549-649000-19550-3325	Medicare - Non-Instructiona	382	
12-2549-649000-19550-3335	PARS - Non-Instructional :	-	
12-2549-649000-19550-3435	H & W - Retiree Fund Non-In	957	
12-2549-649000-19550-3515	SUI - Non-Instructional : S	13	
12-2549-649000-19550-3615	WCI - Non-Instructional : S	593	
12-2549-649000-19550-5950	Software License and Fees : Scholarships Office -Donors Software License	574	
12-2549-649000-19605-2130	Classified Employees : Student Affairs Office -Student Services Coordinator, Taylor Quinn -Basti substitute for Taylor 8/16-12/15/17; Will get paid from this account only for the Out of Assignment Portion	55,106	
12-2549-649000-19605-2320	Classified Employees - Hourly : Student Affairs Office -Sandra Espinoza 21 Addt'l hrs. 8/21-12/15/17 covering for Basti	8,465	
12-2549-649000-19605-3215	PERS - Non-Instructional :	9,874	
12-2549-649000-19605-3315	OASDHI - Non-Instructional	4,035	
12-2549-649000-19605-3325	Medicare - Non-Instructiona	944	
12-2549-649000-19605-3415	H & W - Non-Instructional :	23,852	
12-2549-649000-19605-3435	H & W - Retiree Fund Non-In	2,362	
12-2549-649000-19605-3515	SUI - Non-Instructional : S	32	
12-2549-649000-19605-3615	WCI - Non-Instructional : S	1,464	
12-2549-649000-19605-3915	Other Benefits - Non-Instru	1,500	
12-2549-649000-19615-2130	Classified Employees : Orientation/Coord/Training -Basti Lopez da la Luz Outreach Specialist (10%); Javier Garcia Carmona (10%) -Daniel Marquez (10%); Luisa Ruiz (10%); Maria Sanchez (10%)	31,570	
12-2549-649000-19615-2340	Student Assistants - Hourly: Orientation/Coord/Training -8 SAC Student Ambassadors-Dual Enrollment; Students will be off campus	36,000	
12-2549-649000-19615-3215	PERS - Non-Instructional :	4,902	
12-2549-649000-19615-3315	OASDHI - Non-Instructional	2,004	
12-2549-649000-19615-3325	Medicare - Non-Instructiona	468	
12-2549-649000-19615-3415	H & W - Non-Instructional :	8,627	
12-2549-649000-19615-3435	H & W - Retiree Fund Non-In	2,481	
12-2549-649000-19615-3515	SUI - Non-Instructional : O	18	
12-2549-649000-19615-3615	WCI - Non-Instructional : O	1,537	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTA ANA COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SAC Allocations: \$2,143,116

PROJ ADM: John Hernandez
 PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 12/19/17

GL Account	Description	Debit	Credit
12-2549-649000-19615-3915	Other Benefits - Non-Instru	750	
12-2549-649000-19620-2310	Classified Employees - Ongoing : School & Community Partnership -PT Stud.Serv. Specialist 100% Equity, Guardian Scholar; Esteban Sanchez	20,325	
12-2549-649000-19620-3215	PERS - Non-Instructional :	3,157	
12-2549-649000-19620-3315	OASDHI - Non-Instructional	1,260	
12-2549-649000-19620-3325	Medicare - Non-Instructiona	295	
12-2549-649000-19620-3435	H & W - Retiree Fund Non-In	738	
12-2549-649000-19620-3515	SUI - Non-Instructional : S	10	
12-2549-649000-19620-3615	WCI - Non-Instructional : S	457	
12-2549-649000-19720-5100	Contracted Services : Student Activities -Speaker-Cultural Heritage Celebrations	1,500	
12-2549-696000-19720-2130	Classified Employees : Student Activities -Student Services Coordinator-Nicole Moya	63,771	
12-2549-696000-19720-2320	Classified Employees - Hourly : Student Activities -Student Services Coordinator-Tina Miller; Nicole's Sub	17,154	
12-2549-696000-19720-3215	PERS - Non-Instructional :	9,904	
12-2549-696000-19720-3315	OASDHI - Non-Instructional	4,047	
12-2549-696000-19720-3325	Medicare - Non-Instructiona	1,195	
12-2549-696000-19720-3335	PARS - Non-Instructional :	223	
12-2549-696000-19720-3415	H & W - Non-Instructional :	23,872	
12-2549-696000-19720-3435	H & W - Retiree Fund Non-In	2,992	
12-2549-696000-19720-3515	SUI - Non-Instructional : S	42	
12-2549-696000-19720-3615	WCI - Non-Instructional : S	1,855	
12-2549-696000-19720-3915	Other Benefits - Non-Instru	1,500	
12-2549-649000-19725-2130	Classified Employees : Veterans Resource Center -VRC Senior Clerk; Liliana Oropeza (100%)	42,265	
12-2549-649000-19725-3215	PERS - Non-Instructional :	6,565	
12-2549-649000-19725-3315	OASDHI - Non-Instructional	2,713	
12-2549-649000-19725-3325	Medicare - Non-Instructiona	635	
12-2549-649000-19725-3415	H & W - Non-Instructional :	22,164	
12-2549-649000-19725-3435	H & W - Retiree Fund Non-In	1,589	
12-2549-649000-19725-3515	SUI - Non-Instructional : V	22	
12-2549-649000-19725-3615	WCI - Non-Instructional : V	985	
12-2549-649000-19725-3915	Other Benefits - Non-Instru	1,500	
Totals for PROJECT: 2549	Student Equity	2,143,116	2,143,116

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM: John Hernandez

SCC Allocations: **\$881,103**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 12/19/17

Prime Award No.: N/A

GL Accounts	Description	Debit	Credit
12-2549-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		881,103
12-2549-619000-29365-1483	Beyond Contr - Reassigned Time : Student Equity	10,304	
12-2549-619000-29365-3115	STRS - Non-Instructional : Student Equity	1,487	
12-2549-619000-29365-3325	Medicare - Non-Instructional : Student Equity	149	
12-2549-619000-29365-3435	H & W - Retiree Fund Non-Inst : Student Equit	374	
12-2549-619000-29365-3515	SUI - Non-Instructional : Student Equity	5	
12-2549-619000-29365-3615	WCI - Non-Instructional : Student Equity	232	
12-2549-649000-29365-1453	Beyond Contract - Coordinators : Student Equi 2 Faculty Co-Coordinators - Tiffany Gause & Melinda Womack (4.5 LHE/sem)	21,886	
12-2549-649000-29365-1454	Int/Sum Beynd Contr-Coordinator : Student Equi - remaining funds for co-coordinators - summer	6,026	
12-2549-649000-29365-2110	Classified Management : Student Equity - J. Alonzo	89,624	
12-2549-649000-29365-2310	Classified Employees - Ongoing : Student Equi - S. Cole	21,229	
12-2549-649000-29365-2320	Classified Employees - Hourly : Student Equit - Jovannys Mejia (SS Specialist) through Feb 2018.	13,991	
12-2549-649000-29365-2340	Student Assistants - Hourly : Student Equity - Math SI (Science & Math 180 & 185) & SSS TRIO tutors	78,526	
12-2549-649000-29365-3115	STRS - Non-Instructional : Student Equity	4,028	
12-2549-649000-29365-3215	PERS - Non-Instructional : Student Equity	19,393	
12-2549-649000-29365-3315	OASDHI - Non-Instructional : Student Equity	7,897	
12-2549-649000-29365-3325	Medicare - Non-Instructional : Student Equity	2,085	
12-2549-649000-29365-3415	H & W - Non-Instructional : Student Equity	22,094	
12-2549-649000-29365-3435	H & W - Retiree Fund Non-Inst : Student Equit	8,487	
12-2549-649000-29365-3515	SUI - Non-Instructional : Student Equity	78	
12-2549-649000-29365-3615	WCI - Non-Instructional : Student Equity	5,261	
12-2549-649000-29365-3915	Other Benefits - Non-Instruct : Student Equit	2,530	
12-2549-649000-29365-4210	Books, Mags & Subscrip-Non-Lib : Student Equi	-	
12-2549-649000-29365-4610	Non-Instructional Supplies : Student Equity Split between supplies & food serv. - Transfer Center Supplies; EOPS Summer Success - EOPS Summer Trip; Learning Communities Kick Off Event - Outreach Supplies; Summer Advantage; Pathways	19,502	
12-2549-649000-29365-4710	Food and Food Service Supplies : Student Equi Split between supplies & food serv.	13,501	
12-2549-649000-29365-5100	Contracted Services : Student Equity	22,533	
12-2549-649000-29365-5215	Online Training Courses : Student Equity	-	
12-2549-649000-29365-5652	Rental-Equipment (Short-term) : Student Equit	-	
12-2549-649000-29365-5800	Advertising : Student Equity	5,000	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE
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PROJ ADM: John Hernandez

SCC Allocations: **\$881,103**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 12/19/17

Prime Award No.: N/A

GL Accounts	Description	Debit	Credit
12-2549-649000-29365-5895	Other Licenses & Fees : Student Equity	275	
12-2549-649000-29365-5905	Other Participant Travel Exp : Student Equity	1,360	
12-2549-649000-29365-5940	Reproduction/Printing Expenses : Student Equi	3,000	
12-2549-649000-29365-5950	Software License and Fees : Student Equity	1,100	
12-2549-649000-29365-5966	Transportation - Student : Student Equity - Transfer Tour Local	2,000	
12-2549-649000-29365-6409	Equip-All Other >\$200 < \$1,000 : Student Equity - Media Campaign	-	
12-2549-649000-29365-6410	Equip-All Other >\$1,000<\$5,000 : Student Equi	-	
12-2549-675000-29365-5210	Conference Expenses : Student Equity	43,000	
12-2549-732000-29365-7610	Books Paid for Students : Student Equity - TRIO Books (\$10,000) - Guardian Scholars Books & Supplies (\$20,000) - EOPS Books & Supplies (\$50,000); Veterans Books (\$10,000)	85,000	
12-2549-732000-29365-7630	Supplies Paid for Students : Student Equity - Guardian Scholars & EOPS - supplies (put \$5,000 in supplies; the rest in Books)	5,000	
12-2549-732000-29365-7670	Other Exp Paid for Students : Student Equity - SSS TRIO Bus Passes (\$2,000); FYSC Bus Passes (\$5,520) - OEC DSPS Bus Transportation (\$4,608) - CAMP Bus Passes (\$6,900) - Learning Communities - field trip (\$196)	19,224	
12-2549-632000-25055-2130	Classified Employees : Instl Effectiveness/As - Rudy (50%) & Haydeh (12.6%)	48,394	
12-2549-632000-25055-3215	PERS - Non-Instructional : Instl Effectivenes	7,516	
12-2549-632000-25055-3315	OASDHI - Non-Instructional : Instl Effectiven	3,059	
12-2549-632000-25055-3325	Medicare - Non-Instructional : Instl Effectiv	715	
12-2549-632000-25055-3415	H & W - Non-Instructional : Instl Effectivene	11,602	
12-2549-632000-25055-3435	H & W - Retiree Fund Non-Inst : Instl Effecti	1,791	
12-2549-632000-25055-3515	SUI - Non-Instructional : Instl Effectiveness	25	
12-2549-632000-25055-3615	WCI - Non-Instructional : Instl Effectiveness	1,110	
12-2549-632000-25055-3915	Other Benefits - Non-Instruct : Instl Effecti	939	
12-2549-619000-25150-1483	Beyond Contr - Reassigned Time : Math - Darlene Diaz (2 LHE) - Math OER - Scott Sakamoto (1 LHE) - Math SI Faculty	3,704	
12-2549-619000-25150-3115	STRS - Non-Instructional : Math	534	
12-2549-619000-25150-3325	Medicare - Non-Instructional : Math	54	
12-2549-619000-25150-3435	H & W - Retiree Fund Non-Inst : Math	134	
12-2549-619000-25150-3515	SUI - Non-Instructional : Math	2	
12-2549-619000-25150-3615	WCI - Non-Instructional : Math	83	
12-2549-619000-25162-1483	Beyond Contr - Reassigned Time : Biology - Denise Foley (.5 LHE) - Equity Team Lead	638	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE
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PROJ ADM: John Hernandez

SCC Allocations: **\$881,103**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 12/19/17

Prime Award No.: N/A

GL Accounts	Description	Debit	Credit
12-2549-619000-25162-3115	STRS - Non-Instructional : Biology	92	
12-2549-619000-25162-3325	Medicare - Non-Instructional : Biology	9	
12-2549-619000-25162-3435	H & W - Retiree Fund Non-Inst : Biology	23	
12-2549-619000-25162-3615	WCI - Non-Instructional : Biology	14	
12-2549-619000-25163-1483	Beyond Contr - Reassigned Time : Chemistry - Nahla El Said (.5 LHE) - Equity Team Lead	638	
12-2549-619000-25163-3115	STRS - Non-Instructional : Chemistry	92	
12-2549-619000-25163-3325	Medicare - Non-Instructional : Chemistry	9	
12-2549-619000-25163-3435	H & W - Retiree Fund Non-Inst : Chemistry	23	
12-2549-619000-25163-3615	WCI - Non-Instructional : Chemistry	14	
12-2549-619000-25315-1483	Beyond Contr - Reassigned Time : English <u>Learning Communities:</u> - Richard Adams (\$1,000 Stipend) - Nidzara Pecenkovic (1 LHE) <u>Equity Team Lead (1 LHE/ea):</u> - Corinna Evett; Kathryn Hall - Kathryn Kosuth; Nidzara Pecenkovic	7,193	
12-2549-619000-25315-3115	STRS - Non-Instructional : English	1,038	
12-2549-619000-25315-3325	Medicare - Non-Instructional : English	104	
12-2549-619000-25315-3435	H & W - Retiree Fund Non-Inst : English	261	
12-2549-619000-25315-3515	SUI - Non-Instructional : English	4	
12-2549-619000-25315-3615	WCI - Non-Instructional : English	162	
12-2549-619000-25344-1483	Beyond Contr - Reassigned Time : Womens Studies - Shereen Siddiqui (1 LHE) - Equity Team Lead	1,275	
12-2549-619000-25344-3115	STRS - Non-Instructional : Womens Studies	184	
12-2549-619000-25344-3325	Medicare - Non-Instructional : Womens Studies	18	
12-2549-619000-25344-3435	H & W - Retiree Fund Non-Inst : Womens Studies	46	
12-2549-619000-25344-3515	SUI - Non-Instructional : Womens Studies	1	
12-2549-619000-25344-3615	WCI - Non-Instructional : Womens Studies	29	
12-2549-619000-25360-1483	Beyond Contr - Reassigned Time : Political Science - Brenda Carpio (1 LHE) - Equity Team Lead	1,214	
12-2549-619000-25360-3115	STRS - Non-Instructional : Political Science	175	
12-2549-619000-25360-3325	Medicare - Non-Instructional : Political Science	18	
12-2549-619000-25360-3435	H & W - Retiree Fund Non-Inst : Political Science	44	
12-2549-619000-25360-3515	SUI - Non-Instructional : Political Science	1	
12-2549-619000-25360-3615	WCI - Non-Instructional : Political Science	27	
12-2549-619000-25370-1480	Part-Time Reassigned Time : Reading - Kelly Lyons (\$32.12/hr x 36 hrs) - Learning Communities	1,157	
12-2549-619000-25370-1483	Beyond Contr - Reassigned Time : Reading - Amy Freese (1 LHE) Learning Comm. & (1 LHE) Team Lead	2,550	
12-2549-619000-25370-1485	Int/Sum - Reassigned Time, PT : Reading - Kelly Lyons (Summer 2017) ???	1,157	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM: John Hernandez

SCC Allocations: **\$881,103**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 12/19/17

Prime Award No.: N/A

GL Accounts	Description	Debit	Credit
12-2549-619000-25370-3115	STRS - Non-Instructional : Reading	702	
12-2549-619000-25370-3325	Medicare - Non-Instructional : Reading	71	
12-2549-619000-25370-3435	H & W - Retiree Fund Non-Inst : Reading	177	
12-2549-619000-25370-3515	SUI - Non-Instructional : Reading	2	
12-2549-619000-25370-3615	WCI - Non-Instructional : Reading	109	
12-2549-619000-25383-1483	Beyond Contr - Reassigned Time : Sociology - Melissa Govea (1 LHE) - Equity Team Lead - Erika Gutierrez (1 LHE) - Equity Team Lead	2,489	
12-2549-619000-25383-3115	STRS - Non-Instructional : Sociology	359	
12-2549-619000-25383-3325	Medicare - Non-Instructional : Sociology	36	
12-2549-619000-25383-3435	H & W - Retiree Fund Non-Inst : Sociology	90	
12-2549-619000-25383-3515	SUI - Non-Instructional : Sociology	1	
12-2549-619000-25383-3615	WCI - Non-Instructional : Sociology	56	
12-2549-619000-25410-1483	Beyond Contr - Reassigned Time : Communicatio - Melinda Womack (\$1,000 stipend) - Learning Communities	1,000	
12-2549-619000-25410-3115	STRS - Non-Instructional : Communications	144	
12-2549-619000-25410-3325	Medicare - Non-Instructional : Communications	-	
12-2549-619000-25410-3435	H & W - Retiree Fund Non-Inst : Communication	36	
12-2549-619000-25410-3515	SUI - Non-Instructional : Communications	1	
12-2549-619000-25410-3615	WCI - Non-Instructional : Communications	23	
12-2549-612000-25430-1423	Beyond Contract-Librarians : Library Services	7	
12-2549-612000-25430-3115	STRS - Non-Instructional : Library Services	1	
12-2549-619000-25430-1483	Beyond Contr - Reassigned Time : Library Serv - Linda Martin (1 LHE) Learning Comm & (1 LHE) Team Lead	2,550	
12-2549-619000-25430-3115	STRS - Non-Instructional : Library Services	368	
12-2549-619000-25430-3325	Medicare - Non-Instructional : Library Servic	37	
12-2549-619000-25430-3435	H & W - Retiree Fund Non-Inst : Library Servi	93	
12-2549-619000-25430-3515	SUI - Non-Instructional : Library Services	1	
12-2549-619000-25430-3615	WCI - Non-Instructional : Library Services	57	
12-2549-620000-29100-2310	Classified Employees - Ongoing : Admissions & - Griselda Morones, Outreach Specialist - Student Program Specialist, PT, A & R	32,008	
12-2549-620000-29100-3215	PERS - Non-Instructional : Admissions & Recor	4,971	
12-2549-620000-29100-3315	OASDHI - Non-Instructional : Admissions & Rec	1,984	
12-2549-620000-29100-3325	Medicare - Non-Instructional : Admissions & R	464	
12-2549-620000-29100-3435	H & W - Retiree Fund Non-Inst : Admissions &	1,162	
12-2549-620000-29100-3515	SUI - Non-Instructional : Admissions & Record	16	
12-2549-620000-29100-3615	WCI - Non-Instructional : Admissions & Record	720	
12-2549-619000-29325-1483	Beyond Contr - Reassigned Time : Counseling - Maria Chaidez (1 LHE) - Learning Communities	1,214	
12-2549-619000-29325-3115	STRS - Non-Instructional : Counseling	175	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM: John Hernandez

SCC Allocations: **\$881,103**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 12/19/17

Prime Award No.: N/A

GL Accounts	Description	Debit	Credit
12-2549-619000-29325-3325	Medicare - Non-Instructional : Counseling	18	
12-2549-619000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	44	
12-2549-619000-29325-3515	SUI - Non-Instructional : Counseling	1	
12-2549-619000-29325-3615	WCI - Non-Instructional : Counseling	27	
12-2549-499900-29400-2420	Inst Assistant - Hourly : DSPS - DSPS instructional assistants	8,000	
12-2549-499900-29400-3321	Medicare - Instructional : DSPS	116	
12-2549-499900-29400-3331	PARS - Instructional : DSPS	104	
12-2549-499900-29400-3431	H & W - Retiree Fund Inst : DSPS	290	
12-2549-499900-29400-3511	SUI - Instructional : DSPS	4	
12-2549-499900-29400-3611	WCI - Instructional : DSPS	180	
12-2549-642000-29400-1230	Contract Counselors : DSPS - Vivien Vu (17%)	16,922	
12-2549-642000-29400-1483	Beyond Contr - Reassigned Time : DSPS - DSPS Counselor workshop	1,231	
12-2549-642000-29400-2130	Classified Employees : DSPS - ADA Specialist (as OOC @ 23.9% from 7 months)	7,822	
12-2549-642000-29400-3115	STRS - Non-Instructional : DSPS	178	
12-2549-642000-29400-3215	PERS - Non-Instructional : DSPS	3,843	
12-2549-642000-29400-3315	OASDHI - Non-Instructional : DSPS	1,566	
12-2549-642000-29400-3325	Medicare - Non-Instructional : DSPS	384	
12-2549-642000-29400-3415	H & W - Non-Instructional : DSPS	4,466	
12-2549-642000-29400-3435	H & W - Retiree Fund Non-Inst : DSPS	961	
12-2549-642000-29400-3515	SUI - Non-Instructional : DSPS	13	
12-2549-642000-29400-3615	WCI - Non-Instructional : DSPS	596	
12-2549-642000-29400-3915	Other Benefits - Non-Instruct : DSPS	507	
12-2549-649000-29500-2130	Classified Employees : Financial Aid Office - Alexandra V., Veteran Stud. Serv. Specialist (100%)	49,557	
12-2549-649000-29500-3215	PERS - Non-Instructional : Financial Aid Offi	7,697	
12-2549-649000-29500-3315	OASDHI - Non-Instructional : Financial Aid Of	3,166	
12-2549-649000-29500-3325	Medicare - Non-Instructional : Financial Aid	741	
12-2549-649000-29500-3415	H & W - Non-Instructional : Financial Aid Off	15,803	
12-2549-649000-29500-3435	H & W - Retiree Fund Non-Inst : Financial Aid	1,854	
12-2549-649000-29500-3515	SUI - Non-Instructional : Financial Aid Office	26	
12-2549-649000-29500-3615	WCI - Non-Instructional : Financial Aid Office	1,150	
12-2549-649000-29500-3915	Other Benefits - Non-Instruct : Financial Aid	1,500	
12-2549-649000-29905-2310	Classified Employees - Ongoing : Student Deve - Trinity W., Guardian Scholars - S.S. Coordinator - SS Coordinator (Hawk's Nest Food Pantry from Mar-June)	34,906	
12-2549-649000-29905-3215	PERS - Non-Instructional : Student Developmen	5,421	
12-2549-649000-29905-3315	OASDHI - Non-Instructional : Student Developm	2,164	

SPECIAL PROJECT DETAILED BUDGET #2549
NAME: STUDENT EQUITY - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019

PROJ ADM: John Hernandez

SCC Allocations: **\$881,103**

PROJ DIR: Joseph Alonzo

Prime Sponsor: CCC Chancellor's Office

Fiscal Agent: Rancho Santiago CCD

Date: 12/19/17

Prime Award No.: N/A

GL Accounts	Description	Debit	Credit
12-2549-649000-29905-3325	Medicare - Non-Instructional : Student Develo	506	
12-2549-649000-29905-3435	H & W - Retiree Fund Non-Inst : Student Devel	1,267	
12-2549-649000-29905-3515	SUI - Non-Instructional : Student Development	17	
12-2549-649000-29905-3615	WCI - Non-Instructional : Student Development	785	
12-2549-649000-29915-2310	Classified Employees - Ongoing : Student Life - Edith A., Stud.Activities - S.S. Specialist	20,325	
12-2549-649000-29915-3325	Medicare - Non-Instructional : Student Life &	295	
12-2549-649000-29915-3335	PARS - Non-Instructional : Student Life & Lea	265	
12-2549-649000-29915-3435	H & W - Retiree Fund Non-Inst : Student Life	738	
12-2549-649000-29915-3515	SUI - Non-Instructional : Student Life & Lead	11	
12-2549-649000-29915-3615	WCI - Non-Instructional : Student Life & Lead	458	
Total Project 2549 Student Equity		881,103	881,103

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$927,083

PROJ. ADM/DIR. Jose Vargas

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 01/08/18

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-000000-20000-8629	Other Gen Categorical Appor		927,083		927,083		-
12-2490-631000-28100-1230	Contract Counselors : Conti - Rosalba Hernandez (100%)	93,560		93,560		-	-
12-2490-631000-28100-1232	Contract Extension-Counselo	-		5,450		5,450	
12-2490-631000-28100-1430	Part-Time Counselors : Cont	67,287		108,240		40,953	
12-2490-631000-28100-1433	Beyond Contract - Counselor	-		28,797		28,797	
12-2490-631000-28100-1434	Int/Sum Beyond Contr-Counse	4,144		4,144		-	
12-2490-631000-28100-1435	Int/Sum - Counselors,Part-T	24,160		24,160		-	-
12-2490-631000-28100-1483	Beyond Contr - Reassigned T	-		10,201		10,201	
12-2490-631000-28100-2130	Classified Employees : Cont - Gisela Rodriguez (10%) - Liliana Vasquez (100%)	50,025		50,025		-	-
12-2490-631000-28100-2310	Classified Employees - Ongoing - Hortensia Montanez	17,059		17,059		-	-
12-2490-631000-28100-3115	STRS - Non-Instructional :	20,349		31,808		11,459	
12-2490-631000-28100-3215	PERS - Non-Instructional :	7,770		7,770		-	-
12-2490-631000-28100-3315	OASDHI - Non-Instructional	3,314		3,204			110
12-2490-631000-28100-3325	Medicare - Non-Instructiona	3,070		5,003		1,933	
12-2490-631000-28100-3335	PARS - Non-Instructional :	222		925		703	
12-2490-631000-28100-3415	H & W - Non-Instructional :	17,191		17,207		16	
12-2490-631000-28100-3435	H & W - Retiree Fund Non-In	7,682		12,523		4,841	
12-2490-631000-28100-3515	SUI - Non-Instructional : C	109		172		63	
12-2490-631000-28100-3615	WCI - Non-Instructional : C	4,762		7,763		3,001	

5.1 (18)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$927,083

PROJ. ADM/DIR. Jose Vargas

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 01/08/18

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-631000-28100-3915	Other Benefits - Non-Instru	3,400		3,400		-	-
12-2490-631000-28100-4610	Non-Instructional Supplies	2,000		2,000		-	-
12-2490-631000-28100-5100	Contracted Services : Conti	635		-			635
12-2490-631000-28100-5630	Maint Contract - Office Equ	90		-			90
12-2490-631000-28100-5940	Reproduction/Printing Expen	314		-			314
12-2490-631000-28100-5950	Software License and Fees :	2,800		-			2,800
12-2490-631000-28100-6409	Equip-All Other >\$200 < \$1,	3,200		-			3,200
12-2490-632000-28100-2130	Classified Employees : Cont - Gloria Trujillo (50%)	23,660		24,215		555	
12-2490-632000-28100-2310	Classified Employees - Ongoing - Joe Duenez (resigned 9/24/17) - Joe's replacement (???) for 5 mos	20,833		13,278			7,555
12-2490-632000-28100-2320	Classified Employees - Hour	-		-		-	-
12-2490-632000-28100-3215	PERS - Non-Instructional :	6,911		3,761			3,150
12-2490-632000-28100-3315	OASDHI - Non-Instructional	2,806		1,548			1,258
12-2490-632000-28100-3325	Medicare - Non-Instructiona	658		555			103
12-2490-632000-28100-3335	PARS - Non-Instructional :	-		173		173	
12-2490-632000-28100-3415	H & W - Non-Instructional :	3,820		3,970		150	
12-2490-632000-28100-3435	H & W - Retiree Fund Non-In	1,644		1,388			256
12-2490-632000-28100-3515	SUI - Non-Instructional : C	24		19			5
12-2490-632000-28100-3615	WCI - Non-Instructional : C	1,019		861			158
12-2490-632000-28100-3915	Other Benefits - Non-Instru	750		750		-	-

5.1 (19)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
 SSSP Non-Credit P1 Allocations: \$927,083

PROJ. ADM/DIR. Jose Vargas

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 01/08/18

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-632000-28100-4610	Non-Instructional Supplies	1,000		-			1,000
12-2490-632000-28100-5100	Contracted Services : Conti	2,000		-			2,000
12-2490-632000-28100-5630	Maint Contract - Office Equ	1,000		-			1,000
12-2490-649000-28100-1450	Part-Time Coordinators : Co	40,000		38,002			1,998
12-2490-649000-28100-1455	Int/Sum - Coordinators, PT	-		16,546		16,546	
12-2490-649000-28100-1480	Part-Time Reassigned Time :	-		649		649	
12-2490-649000-28100-1484	Int/Sum Beynd Contr-Reassign	-		2,206		2,206	
12-2490-649000-28100-2130	Classified Employees : Cont - Leyvi Berganza (75%) - Isabel Garcia (100%) - Rosemary Touyanou (55%) - Gloria Trujillo (50%) - H.S. & C. Outreach Specialist (86% - last filled L. Berganza) (13-3) - vacant for 17/18	237,266		189,170			48,096
12-2490-649000-28100-2310	Classified Employees - Ongoing - Maria Gardea - Antonio Sanchez - Linda Tapia	60,787		61,585		798	
12-2490-649000-28100-2320	Classified - hourly - Maria Gardea (addtl hrs 21 hrs/wk x 13 wks)			-		-	-
12-2490-649000-28100-3115	STRS - Non-Instructional :	5,772		8,284		2,512	
12-2490-649000-28100-3215	PERS - Non-Instructional :	36,852		31,030			5,822
12-2490-649000-28100-3315	OASDHI - Non-Instructional	15,056		12,646			2,410
12-2490-649000-28100-3325	Medicare - Non-Instructiona	4,987		4,529			458

5.1 (20)

SPECIAL PROJECT DETAILED BUDGET #2490
NAME: Student Success and Support Program (SSSP) Non-Credit
SANTIAGO CANYON COLLEGE (ORANGE EDUCATION CENTER)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2019
SSSP Non-Credit P1 Allocations: \$927,083

PROJ. ADM/DIR. Jose Vargas

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: Rancho Santiago CCD
Prime Award No.: N/A

Date: 01/08/18

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2490-649000-28100-3335	PARS - Non-Instructional :	791		663			128
12-2490-649000-28100-3415	H & W - Non-Instructional :	73,076		52,098			20,978
12-2490-649000-28100-3435	H & W - Retiree Fund Non-In	12,476		11,339			1,137
12-2490-649000-28100-3515	SUI - Non-Instructional : C	176		156			20
12-2490-649000-28100-3615	WCI - Non-Instructional : C	7,737		7,029			708
12-2490-649000-28100-3915	Other Benefits - Non-Instru	5,490		4,200			1,290
12-2490-649000-28100-4610	Non-Instructional Supplies	8,384		-			8,384
12-2490-649000-28100-4710	Food and Food Service Suppl	792		792		-	-
12-2490-649000-28100-5100	Contracted Services : Conti	1,000		-			1,000
12-2490-649000-28100-5220	Mileage/Parking Expenses :	550		550		-	-
12-2490-649000-28100-5815	Class Schedules/Printing :	180		180		-	-
12-2490-649000-28100-5940	Reproduction/Printing Expen	1,489		500			989
12-2490-649000-28100-6409	Equip-All Other >\$200 < \$1,	4,977		-			4,977
12-2490-649000-28100-6410	Equip-All Other >\$1,000<\$5,	4,977		-			4,977
12-2490-675000-28100-5210	Conference Expenses : Conti	5,000		1,000			4,000
Totals for PROJECT: 2490	Non-Credit SSSP	927,083	927,083	927,083	927,083	131,006	131,006

5.1 (21)

SPECIAL PROJECT DETAILED BUDGET #2xxx
NAME: Workforce Development in Economically Distressed Areas (Fiscal Agent)
FISCAL YEAR 2017/2018

CONTRACT PERIOD: 01/18/2018 - 12/31/2019
CONTRACT INCOME: \$8,000,000
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD No.: 17-205-003
SUB-AWARD No.: N/A
CFDA No.: N/A

PROJ ADM: Enrique Perez
PROJ DIR: Sarah Santoyo
Date: 01/01/18

GL Account String	Description	New Budget	
		Debit	Credit
12-2xxx-000000-50000-8659	Other Reimb Categorical Allow : District Operations		8,000,000
12-2xxx-672000-50000-5865	Indirect Costs : District Operations (4%)	307,692	
12-2xxx-679000-53345-2110	Classified Management: Project Director	50,608	
12-2xxx-679000-53345-2130	Classified Employees - Contract	64,864	
12-2xxx-679000-53345-3215	PERS - Non-Instructional	17,934	
12-2xxx-679000-53345-3315	OASDHI - Non-Instructional	7,318	
12-2xxx-679000-53345-3325	Medicare - Non-Instructional	1,712	
12-2xxx-679000-53345-3415	Health & Welfare	30,536	
12-2xxx-679000-53345-3435	H & W - Retiree Fund Non-Inst	4,285	
12-2xxx-679000-53345-3515	SUI - Non-Instructional	59	
12-2xxx-679000-53345-3615	WCI - Non-Instructional	2,656	
12-2xxx-679000-53345-3915	Other Fringe Benefits	2,566	
12-2xxx-679000-53345-4610	Supplies - Non-instructional	500	
12-2xxx-679000-53345-5100	Contracted Services	7,509,270	
12-2xxx-679000-53345-5925	Postage	1,000	
	Total 2xxx - CTE Pathways for Distressed Areas	8,000,000	8,000,000

SPECIAL PROJECT DETAILED BUDGET #1101

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act

Section 231 - Adult Secondary Education (ASE) - Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$231,517

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Christine Kosko

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_000000_10000_8199	Other Federal Revenues : Santa Ana College		358,253		231,517	126,736	
12_1101_601000_18100_1410	Part-Time Academic Management : Continuing Jerry Wheeler, \$45.55/hr. x 15 hrs./wk. x 45 wks.	0		30,746		30,746	
12_1101_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		446		446	
12_1101_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		1,116		1,116	
12_1101_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		15		15	
12_1101_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		692		692	
12_1101_619000_18100_1480	Part-Time Reassigned Time : Continuing Educat Elena Salazar-Gutierrez \$26.88/hr. (6A)	0		175		175	
12_1101_619000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		25		25	
12_1101_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		3		3	
12_1101_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		6		6	
12_1101_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		1		1	
12_1101_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		4		4	
12_1101_649000_18100_6409	Equip-All Other >\$200 < \$1,000 : Continuing E	661		0			661
12_1101_649000_18100_6414	Equip-Mod Furn>\$1,000 < \$5,000 : Continuing E	2,359		0			2,359
12_1101_675000_18100_5210	Conference Expenses : Continuing Education Di	1,000		0			1,000
12_1101_678000_18100_5100	Contracted Services : Continuing Education Di	29,750		11,219			18,531
12_1101_602000_18130_1480	Part-Time Reassigned Time : Elementary & Seco	0		1,000		1,000	
12_1101_602000_18130_3115	STRS - Non-Instructional : Elementary & Secon	0		144		144	
12_1101_602000_18130_3325	Medicare - Non-Instructional : Elementary & S	0		15		15	
12_1101_602000_18130_3435	H & W - Retiree Fund Non-Inst : Elementary &	0		36		36	
12_1101_602000_18130_3515	SUI - Non-Instructional : Elementary & Second	0		1		1	
12_1101_602000_18130_3615	WCI - Non-Instructional : Elementary & Second	0		23		23	

5.1 (23)

SPECIAL PROJECT DETAILED BUDGET #1101

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Secondary Education (ASE) - Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$231,517

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Christine Kosko

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_619000_18130_1252	Contract Extension-Coordinator : Elementary & Carrie Patton, \$478.35/day Adrianna Gonzalez, \$454.56/day John Tashima, \$451.91/day	0		9,303		9,303	
12_1101_619000_18130_1480	Part-Time Reassigned Time : Elementary & Seco Department Meetings (fall, spring)	0		5,000		5,000	
12_1101_619000_18130_1485	Int/Sum - Reassigned Time, PT : Elementary & Department Meetings (summer)	0		1,300		1,300	
12_1101_619000_18130_3115	STRS - Non-Instructional : Elementary & Secon	0		2,231		2,231	
12_1101_619000_18130_3325	Medicare - Non-Instructional : Elementary & S	0		226		226	
12_1101_619000_18130_3335	PARS - Non-Instructional : Elementary & Secon	0		20		20	
12_1101_619000_18130_3435	H & W - Retiree Fund Non-Inst : Elementary &	0		566		566	
12_1101_619000_18130_3515	SUI - Non-Instructional : Elementary & Second	0		8		8	
12_1101_619000_18130_3615	WCI - Non-Instructional : Elementary & Second	0		351		351	
12_1101_493062_18200_2210	Inst Assistants - Full-Time : SAC Continuing Araceli Gonzalez, IA +2.5%Bil (OOC)	42,638		2,837			39,801
12_1101_493062_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed Mary Chang, \$17.20/hr. x 19 hrs./wk. x 45 wks. Nicole Danley, \$16.78/hr. x 19 hrs./wk. x 45 wks. Thu Huyen, \$16.78/hr. x 19 hrs./wk. x 45 wks. German Ramirez, \$16.78/hr. x 19 hrs./wk. x 45 wks. Rosalba Rodriguez \$17.20/hr. x 19 hrs./wk. x 45 wks. Maria Salazar, \$16.78/hr. x 19 hrs./wk. x 45 wks. Natalie Sanchez, \$16.78/hr. x 19 hrs./wk. x 45 wks. Shawna Stukey, \$16.78/hr. x 19 hrs./wk. x 45 wks.	173,105		115,493			57,612
12_1101_493062_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	0		18,000		18,000	

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1101

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Secondary Education (ASE) - Santa Ana College (Centennial Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$231,517

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Christine Kosko

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_493062_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	33,508		9,564			23,944
12_1101_493062_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	13,470		3,818			9,652
12_1101_493062_18200_3321	Medicare - Instructional : SAC Continuing Ed-	3,151		1,977			1,174
12_1101_493062_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	0		972		972	
12_1101_493062_18200_3411	H & W - Instructional : SAC Continuing Ed-Ins	27,237		0			27,237
12_1101_493062_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	7,887		4,949			2,938
12_1101_493062_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	110		68			42
12_1101_493062_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	4,888		3,067			1,821
12_1101_493062_18200_3911	Other Benefits - Instructional : SAC Continui	1,500		0			1,500
12_1101_493062_18200_4210	Books, Mags & Subscrip-Non-Lib : SAC Continui	1,459		0			1,459
12_1101_493062_18200_4310	Instructional Supplies : SAC Continuing Ed-In	5,845		5,000			845
12_1101_493062_18200_4610	Non-Instructional Supplies : SAC Continuing E	717		204			513
12_1101_493062_18200_5100	Contracted Services : SAC Continuing Ed-Instr	7,388		0			7,388
12_1101_493062_18200_5845	Excess/Copies Useage : SAC Continuing Ed-Inst	800		600			200
12_1101_493062_18200_5940	Reproduction/Printing Expenses : SAC Continui	350		200			150
12_1101_493062_18200_5950	Software License and Fees : SAC Continuing Ed	350		0			350
12_1101_493062_18200_6412	Equip-Fed Prgm >\$1,000< \$5,000 : SAC Continui	80		0			80
12_1101_602000_18200_1480	Part-Time Reassigned Time : SAC Continuing Ed Robin Storti (4A)	0		79		79	
12_1101_602000_18200_3115	STRS - Non-Instructional : SAC Continuing Ed-	0		11		11	
12_1101_602000_18200_3325	Medicare - Non-Instructional : SAC Continuing	0		1		1	
12_1101_602000_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	0		3		3	
12_1101_602000_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	0		0		0	
12_1101_602000_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	0		2		2	
Total 1101 - 231 Adult Secondary Education - CEC		358,253	358,253	231,517	231,517	199,257	199,257

5.1 (25)

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
 Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
 Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
 CONTRACT INCOME: \$1,548,126
 PRIME SPONSOR: U.S. Department of Education
 FISCAL AGENT: California Department of Education
 PRIME AWARD #: 17-Multiple-6668-00
 CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy
 PRJ. DIR.: Sergio Sotelo
 Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_000000_10000_8199	Other Federal Revenues : Santa Ana College		1,303,978		1,548,126		244,148
12_1102_601000_18100_2130	Classified Employees : Continuing Education Patricia Adame, Administrative Secretary Grade 12-6 +12.5%L @ 30% Jose Andrade, Accountant Grade 13-3 +6PG +2.5%L @ 30% Ma Uriydiche Betancourt, Student Svs. Coord. Grade 15-6 +2.5%L @ 100% John Quimzon, Administrative Clerk Grade 10-6 +10%L @ 100% Rosalind Smith, Administrative Secretary Grade 12-6 +5%L @ 20% Renee Limback, Research Analyst (end 11/1) Jose Lopez-Mercedes, Admin. Secretary (vacant)	211,838		194,870			16,968
12_1102_601000_18100_2310	Classified Employees - Ongoing : Continuing Paula Kusenda, Student Program Specialist Grade 10-3 +5%L @ 0.475 FTE	21,346		21,773		427	
12_1102_601000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		6,000		6,000	
12_1102_601000_18100_2350	Overtime - Classified Employee : Continuing E	0		1,300		1,300	
12_1102_601000_18100_3215	PERS - Non-Instructional : Continuing Educati	36,220		34,781			1,439
12_1102_601000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	14,766		14,155			611
12_1102_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	3,460		3,310			150
12_1102_601000_18100_3415	H & W - Non-Instructional : Continuing Educat	42,296		60,990		18,694	
12_1102_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	8,649		8,287			362
12_1102_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	130		114			16

5.1 (26)

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$1,548,126

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	5,365		5,137			228
12_1102_601000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	4,875		4,356			519
12_1102_601000_18100_4610	Non-Instructional Supplies : Continuing Educa	1,450		46			1,404
12_1102_601000_18100_5100	Contracted Services : Continuing Education Di	800		2,000		1,200	
12_1102_601000_18100_5220	Mileage/Parking Expenses : Continuing Educati	1,600		1,600		0	
12_1102_601000_18100_5550	Security Systems & Services : Continuing Educ	560		517			43
12_1102_601000_18100_5925	Postage : Continuing Education Division	7		7		0	
12_1102_619000_18100_1252	Contract Extension-Coordinator : Continuing E	0		0		0	
12_1102_619000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		39		39	
12_1102_619000_18100_1483	Beyond Contr - Reassigned Time : Continuing E	0		1,231		1,231	
12_1102_619000_18100_2130	Classified Employees : Continuing Education James King, Publications Assistant Grade 5-6 2.5%L @ 30%	13,762		14,037		275	
12_1102_619000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		177		177	
12_1102_619000_18100_3215	PERS - Non-Instructional : Continuing Educati	2,138		2,180		42	
12_1102_619000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	882		898		16	
12_1102_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	207		228		21	
12_1102_619000_18100_3335	PARS - Non-Instructional : Continuing Educati	0		1		1	
12_1102_619000_18100_3415	H & W - Non-Instructional : Continuing Educat	4,741		4,750		9	
12_1102_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	517		571		54	
12_1102_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	8		8		0	
12_1102_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	321		354		33	
12_1102_619000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	450		450		0	
12_1102_619000_18100_6409	Equip-All Other >\$200 < \$1,000 : Continuing E	21,589		0			21,589
12_1102_619000_18100_6412	Equip-Fed Prgm >\$1,000< \$5,000 : Continuing E	1,597		0			1,597

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

5.1 (27)

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
 Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
 Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
 CONTRACT INCOME: \$1,548,126
 PRIME SPONSOR: U.S. Department of Education
 FISCAL AGENT: California Department of Education
 PRIME AWARD #: 17-Multiple-6668-00
 CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy
 PRJ. DIR.: Sergio Sotelo
 Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_620000_18100_2110	Classified Management : Continuing Education Phuong Nguyen, Registrar Grade G-6 @ 46.5%	51,153		52,176		1,023	
12_1102_620000_18100_2130	Classified Employees : Continuing Education Kristy Leung, A&R Specialist I Grade 6-6 +7.5%L +2.5%Bil @ 30% Susana Albuja, Senior Clerk Grade 8-6 +2.5%Bil +12.5%L @ 30% Christina Orozco, A & R Specialist II Grade 8-6 +5%L +2.5%Bil @ 100% Kerry Penning, A&R Specialist I Grade 6-6 +10%L @ 50% Lillian Reimer, A&R Specialist I Grade 6-6 +10%L @ 18% Rosa Martinez Marcial, A&R Specialist II Grade 8-1 +2.5%Bil @ 100% (eff. 11/13) Wendy Zambrano, , A&R Specialist III Grade 10-3 @ 18%	131,376		157,493		26,117	
12_1102_620000_18100_2310	Classified Employees - Ongoing : Continuing A&R Specialist I: G. Aburto, Evangelina Camarena, Manuel Cuevas, Monique Moreno, Lieu Thu Phan Intermediate Clerk: Maria Cardenas, Sharon Leung Admissions Assistant: Leslie Lu	156,356		129,159			27,197
12_1102_620000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		30,000		30,000	
12_1102_620000_18100_2340	Student Assistants - Hourly : Continuing Educ	0		7,200		7,200	

5.1 (28)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
 Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
 Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
 CONTRACT INCOME: \$1,548,126
 PRIME SPONSOR: U.S. Department of Education
 FISCAL AGENT: California Department of Education
 PRIME AWARD #: 17-Multiple-6668-00
 CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy
 PRJ. DIR.: Sergio Sotelo
 Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_620000_18100_3215	PERS - Non-Instructional : Continuing Educati	38,917		47,312		8,395	
12_1102_620000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	15,866		19,253		3,387	
12_1102_620000_18100_3325	Medicare - Non-Instructional : Continuing Edu	5,000		5,434		434	
12_1102_620000_18100_3335	PARS - Non-Instructional : Continuing Educati	1,150		835			315
12_1102_620000_18100_3415	H & W - Non-Instructional : Continuing Educat	46,828		48,987		2,159	
12_1102_620000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	12,504		13,864		1,360	
12_1102_620000_18100_3515	SUI - Non-Instructional : Continuing Educatio	181		187		6	
12_1102_620000_18100_3615	WCI - Non-Instructional : Continuing Educatio	7,754		8,594		840	
12_1102_620000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	5,269		5,906		637	
12_1102_649000_18100_1450	Part-Time Coordinators : Continuing Education Jorge Mora, \$40.59/hr. x 19 hrs./wk. x 37 wks.	0		28,535		28,535	
12_1102_649000_18100_1455	Int/Sum - Coordinators, PT : Continuing Educa Jorge Mora, \$40.59/hr. x 76 hrs.	0		3,085		3,085	
12_1102_649000_18100_2130	Classified Employees : Continuing Education Nicole Gallegos, Student Svs. Coord. Grade 15-1 @ 50% Anh Ly, HS & Comm. Outreach Specialist Grade 13-6 +12.5%L @ 35% Julio Serratos, HS & Comm. Outreach Spec. Grade 13-6 +7.5%L @ 35%	47,511		81,188		33,677	
12_1102_649000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		30,000		30,000	
12_1102_649000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		4,563		4,563	
12_1102_649000_18100_3215	PERS - Non-Instructional : Continuing Educati	7,380		12,609		5,229	
12_1102_649000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	3,028		5,145		2,117	
12_1102_649000_18100_3325	Medicare - Non-Instructional : Continuing Edu	710		2,097		1,387	

5.1 (29)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$1,548,126

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_649000_18100_3335	PARS - Non-Instructional : Continuing Educati	0		390		390	
12_1102_649000_18100_3415	H & W - Non-Instructional : Continuing Educat	20,814		23,300		2,486	
12_1102_649000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,774		5,249		3,475	
12_1102_649000_18100_3515	SUI - Non-Instructional : Continuing Educatio	29		72		43	
12_1102_649000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,101		3,254		2,153	
12_1102_649000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,275		1,800		525	
12_1102_651000_18100_5100	Contracted Services : Continuing Education Di	650		0			650
12_1102_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		500		500	
12_1102_675000_18100_2310	Classified Employees - Ongoing : Continuing Maureen Saunders, Intermediate Clerk OOO Senir Clerk Grade 8-3 +5%L @ 100%	18,229		20,747		2,518	
12_1102_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		72		72	
12_1102_675000_18100_3215	PERS - Non-Instructional : Continuing Educati	0		3,222		3,222	
12_1102_675000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	0		1,286		1,286	
12_1102_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	265		308		43	
12_1102_675000_18100_3335	PARS - Non-Instructional : Continuing Educati	237		0			237
12_1102_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	662		771		109	
12_1102_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	10		11		1	
12_1102_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	411		478		67	
12_1102_675000_18100_5100	Contracted Services : Continuing Education Di	1,000		0			1,000
12_1102_675000_18100_5210	Conference Expenses : Continuing Education Di	7,000		5,000			2,000
12_1102_678000_18100_5100	Contracted Services : Continuing Education Di	17,150		17,043			107
12_1102_679000_18100_6409	Equip-All Other >\$200 < \$1,000 : Continuing E	1,900		0			1,900
12_1102_602000_18110_1480	Part-Time Reassigned Time : English as a Seco	0		15,588		15,588	
12_1102_602000_18110_3115	STRS - Non-Instructional : English as a Secon	0		2,249		2,249	

5.1 (30)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
 Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
 Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
 CONTRACT INCOME: \$1,548,126
 PRIME SPONSOR: U.S. Department of Education
 FISCAL AGENT: California Department of Education
 PRIME AWARD #: 17-Multiple-6668-00
 CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy
 PRJ. DIR.: Sergio Sotelo
 Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_602000_18110_3325	Medicare - Non-Instructional : English as a S	0		226		226	
12_1102_602000_18110_3435	H & W - Retiree Fund Non-Inst : English as a	0		566		566	
12_1102_602000_18110_3515	SUI - Non-Instructional : English as a Second	0		8		8	
12_1102_602000_18110_3615	WCI - Non-Instructional : English as a Second	0		351		351	
12_1102_619000_18110_1250	Contract Coordinator : English as a Second La Jarek Janio, ESL Coordinator Class VII-16 @ 70%	132,768		76,058			56,710
12_1102_619000_18110_1252	Contract Extension-Coordinator : English as a Susan Garnett, \$464.69/day Jarek Janio, \$532.62/day Robert Jenkis, \$464.69/day Donna Khalid, \$481.55/day Merari Weber, \$81.55/day	0		13,604		13,604	
12_1102_619000_18110_1450	Part-Time Coordinators : English as a Second Sheryl Lee, \$40.59/hr. x 23 hrs./wk. x 37 wks.	0		34,542		34,542	
12_1102_619000_18110_1455	Int/Sum - Coordinators, PT : English as a Sec Sheryl Lee, \$40.59/hr. x 153 hrs.	0		6,211		6,211	
12_1102_619000_18110_1480	Part-Time Reassigned Time : English as a Seco	0		15,000		15,000	
12_1102_619000_18110_1485	Int/Sum - Reassigned Time, PT : English as a	0		50		50	
12_1102_619000_18110_3115	STRS - Non-Instructional : English as a Secon	24,211		20,972			3,239
12_1102_619000_18110_3325	Medicare - Non-Instructional : English as a S	2,478		2,122			356
12_1102_619000_18110_3335	PARS - Non-Instructional : English as a Secon	0		18		18	
12_1102_619000_18110_3415	H & W - Non-Instructional : English as a Seco	33,102		19,607			13,495
12_1102_619000_18110_3435	H & W - Retiree Fund Non-Inst : English as a	6,200		5,312			888
12_1102_619000_18110_3515	SUI - Non-Instructional : English as a Second	89		73			16

5.1 (31)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$1,548,126

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_619000_18110_3615	WCI - Non-Instructional : English as a Second	3,844		3,293			551
12_1102_619000_18110_3915	Other Benefits - Non-Instruct : English as a	2,975		875			2,100
12_1102_493060_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed- A. Montes de Oca (resigned eff. 9/6) (1) IA vacant: est. \$16.78/hr. x 19 hrs./wk. x 20 wks.	8,927		7,876			1,051
12_1102_493060_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	1,411		0			1,411
12_1102_493060_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	554		0			554
12_1102_493060_18200_3321	Medicare - Instructional : SAC Continuing Ed-	130		114			16
12_1102_493060_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	0		102		102	
12_1102_493060_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	325		286			39
12_1102_493060_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	5		4			1
12_1102_493060_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	201		177			24
12_1102_493060_18200_4310	Instructional Supplies : SAC Continuing Ed-In	1,840		0			1,840
12_1102_493060_18200_4610	Non-Instructional Supplies : SAC Continuing E	100		0			100
12_1102_493087_18200_2310	Classified Employees - Ongoing : SAC Continui Omar Gardea Magana, Learning Ctr. Spec. \$19.75/hr. (reclass eff. 1/1/18)	0		9,758		9,758	
12_1102_493087_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed Linda Furlong Diaz, \$17.62/hr. x 19 hrs.wk. x 45 wks. Juan Garcia Sanchez, \$17.20/hr. x 19 hrs.wk. x 45 wks. Omar Gardea (up to 12/30)	0		37,436		37,436	
12_1102_493087_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	0		16,000		16,000	
12_1102_493087_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	0		7,109		7,109	
12_1102_493087_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	0		2,838		2,838	
12_1102_493087_18200_3321	Medicare - Instructional : SAC Continuing Ed-	0		916		916	

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$1,548,126

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_493087_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	0		226		226	
12_1102_493087_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	0		2,294		2,294	
12_1102_493087_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	0		32		32	
12_1102_493087_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	0		1,422		1,422	
12_1102_493087_18200_4210	Books, Mags & Subscrip-Non-Lib : SAC Continui	6,900		7,445		545	
12_1102_493087_18200_4310	Instructional Supplies : SAC Continuing Ed-In	29,636		41,536		11,900	
12_1102_493087_18200_4610	Non-Instructional Supplies : SAC Continuing E	10,233		13,349		3,116	
12_1102_493087_18200_5100	Contracted Services : SAC Continuing Ed-Instr	1,275		0			1,275
12_1102_493087_18200_5610	Lease Agreement - Equipment : SAC Continuing	3,500		3,141			359
12_1102_493087_18200_5630	Maint Contract - Office Equip : SAC Continuin	738		737			1
12_1102_493087_18200_5940	Reproduction/Printing Expenses : SAC Continui	700		300			400
12_1102_493087_18200_5950	Software License and Fees : SAC Continuing Ed	11,261		17,011		5,750	
12_1102_493087_18200_6409	Equip-All Other >\$200 < \$1,000 : SAC Continui	11,910		0			11,910
12_1102_493087_18200_6412	Equip-Fed Prgm >\$1,000< \$5,000 : SAC Continui	5,601		0			5,601
	Total 1102 - 231 English as a 2nd Language - CEC	1,303,978	1,303,978	1,548,126	1,548,126	424,417	424,417

5.1 (33)

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santa Ana College (Centennial Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$547,346

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_000000_10000_8199	Other Federal Revenues : Santa Ana College		754,877		547,346	207,531	
12_1106_601000_18100_2130	Classified Employees : Continuing Education <i>Jose Andrade, Accountant Grade 13-3 +6PG +2.5%L @ 25% Araceli Gonzalez, General Office Clerk Grade 3-6 +2.5%L +2PG @ 100% Rosalind Smith, Administrative Secretary Grade 12-6 +5%L @ 30% Renee Limback, Research Analyst (end 11/1/17)</i>	142,358		85,164			57,194
12_1106_601000_18100_2310	Classified Employees - Ongoing : Continuing <i>Adriana Morales, Intermediate Acct. Clerk</i>	17,239		17,584		345	
12_1106_601000_18100_3215	PERS - Non-Instructional : Continuing Educati	22,113		15,958			6,155
12_1106_601000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	10,152		6,524			3,628
12_1106_601000_18100_3325	Medicare - Non-Instructional : Continuing Edu	2,377		1,526			851
12_1106_601000_18100_3415	H & W - Non-Instructional : Continuing Educat	45,200		32,913			12,287
12_1106_601000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	5,947		3,820			2,127
12_1106_601000_18100_3515	SUI - Non-Instructional : Continuing Educatio	90		53			37
12_1106_601000_18100_3615	WCI - Non-Instructional : Continuing Educatio	3,688		2,368			1,320
12_1106_601000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	4,050		2,368			1,682
12_1106_601000_18100_5950	Software License and Fees : Continuing Educat	3,111		0			3,111
12_1106_619000_18100_1485	Int/Sum - Reassigned Time, PT : Continuing Ed	0		2,040		2,040	
12_1106_619000_18100_2130	Classified Employees : Continuing Education <i>Gloria Arvizu, Learning Center Specialist Grade 8-6 +2.5%L +4PG @ 50% James King, Publications Asst. Grade 5-6 @ 50%</i>	49,670		50,664		994	

5.1 (34)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santa Ana College (Centennial Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$547,346

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_619000_18100_2310	Classified Employees - Ongoing : Continuing Jorge Garcia, Publications Assistant \$17.20/hr. x 19 hrs./wk. x 48 wks. Diana Hammond, Publications Assistant 0.475 FTE @ 100% Harold Sawits, Publications Assistant \$17.20/hr. x 16 hrs./wk. x 48 wks.	17,058		46,295		29,237	
12_1106_619000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		200		200	
12_1106_619000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		294		294	
12_1106_619000_18100_3215	PERS - Non-Instructional : Continuing Educati	10,366		13,038		2,672	
12_1106_619000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	4,233		5,298		1,065	
12_1106_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	991		1,460		469	
12_1106_619000_18100_3335	PARS - Non-Instructional : Continuing Educati	0		172		172	
12_1106_619000_18100_3415	H & W - Non-Instructional : Continuing Educat	13,766		13,701			65
12_1106_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	2,480		3,655		1,175	
12_1106_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	37		50		13	
12_1106_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,537		2,266		729	
12_1106_619000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,500		1,500		0	
12_1106_619000_18100_6409	Equip-All Other >\$200 < \$1,000 : Continuing E	7,834		939			6,895
12_1106_649000_18100_2130	Classified Employees : Continuing Education Ma. Teresa Verduzco, Senior Clerk Grade 8-6 +7.5%L @ 100% OOC - Administrative Secretary (7/1-6/30)	77,705		31,391			46,314

5.1 (35)

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santa Ana College (Centennial Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$547,346

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_649000_18100_2310	Classified Employees - Ongoing : Continuing Marielena Zamudio, Learning Center Specialist \$19.28/hr. x 19 hrs./wk. x 46 wks.	0		16,851		16,851	
12_1106_649000_18100_2320	Classified Employees - Hourly : Continuing Ed	0		395		395	
12_1106_649000_18100_3215	PERS - Non-Instructional : Continuing Educati	12,070		7,554			4,516
12_1106_649000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	4,955		3,062			1,893
12_1106_649000_18100_3325	Medicare - Non-Instructional : Continuing Edu	1,161		716			445
12_1106_649000_18100_3415	H & W - Non-Instructional : Continuing Educat	34,823		11,312			23,511
12_1106_649000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	2,902		1,793			1,109
12_1106_649000_18100_3515	SUI - Non-Instructional : Continuing Educatio	43		25			18
12_1106_649000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,800		1,111			689
12_1106_649000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	2,175		750			1,425
12_1106_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		1,000		1,000	
12_1106_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		144		144	
12_1106_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		15		15	
12_1106_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		36		36	
12_1106_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		1		1	
12_1106_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		23		23	
12_1106_691000_18100_2130	Classified Employees : Continuing Education Beatriz Padilla, Auxiliary Services Specialist Grade 10-6 +5%L @ 100%	57,347		58,494		1,147	
12_1106_691000_18100_3215	PERS - Non-Instructional : Continuing Educati	8,907		9,085		178	
12_1106_691000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	3,649		3,720		71	
12_1106_691000_18100_3325	Medicare - Non-Instructional : Continuing Edu	854		870		16	
12_1106_691000_18100_3415	H & W - Non-Instructional : Continuing Educat	15,820		7,959			7,861

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

5.1 (36)

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santa Ana College (Centennial Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PRJ. ADMIN.: James Kennedy

CONTRACT INCOME: \$547,346

PRJ. DIR.: Sergio Sotelo

PRIME SPONSOR: U.S. Department of Education

Date: 01/08/2018

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_691000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	2,137		2,178		41	
12_1106_691000_18100_3515	SUI - Non-Instructional : Continuing Educatio	30		30		0	
12_1106_691000_18100_3615	WCI - Non-Instructional : Continuing Educatio	1,325		1,350		25	
12_1106_691000_18100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,500		1,500		0	
12_1106_619000_18110_1250	Contract Coordinator : English as a Second La	87,602		0			87,602
12_1106_619000_18110_1252	Contract Extension-Coordinator : English as a <i>John Tashima, \$451.91/day</i> <i>Henry Kim, \$464.69/day</i>	0		1,922		1,922	
12_1106_619000_18110_1450	Part-Time Coordinators : English as a Second	0		0		0	
12_1106_619000_18110_1480	Part-Time Reassigned Time : English as a Seco <i>Reassigned time - EL Civics graders</i>	0		10,000		10,000	
12_1106_619000_18110_1485	Int/Sum - Reassigned Time, PT : English as a <i>Reassigned time (summer) - EL Civics graders</i>	0		5,000		5,000	
12_1106_619000_18110_3115	STRS - Non-Instructional : English as a Secon	13,450		2,442			11,008
12_1106_619000_18110_3325	Medicare - Non-Instructional : English as a S	1,378		245			1,133
12_1106_619000_18110_3415	H & W - Non-Instructional : English as a Seco	28,265		0			28,265
12_1106_619000_18110_3435	H & W - Retiree Fund Non-Inst : English as a	3,448		614			2,834
12_1106_619000_18110_3515	SUI - Non-Instructional : English as a Second	50		8			42
12_1106_619000_18110_3615	WCI - Non-Instructional : English as a Second	2,138		381			1,757
12_1106_619000_18110_3915	Other Benefits - Non-Instruct : English as a	1,750		0			1,750
12_1106_493087_18200_2310	Classified Employees - Ongoing : SAC Continui <i>Jesus Lopez, Inst. Center Technician</i> <i>\$18.53/hr. x 19 hrs./wk. x 45 wks</i>	0		15,843		15,843	
12_1106_493087_18200_2320	Classified Employees - Hourly : SAC Continuin <i>Jesus Lopez, Inst. Center Technician (s/t)</i>	0		800		800	

Original Budget

Board Approval Date: January 22, 2018

Prepared by: Maria Gil

Accountant: Kevin Truong

5.1(37)

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santa Ana College (Centennial Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$547,346

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: James Kennedy

PRJ. DIR.: Sergio Sotelo

Date: 01/08/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_493087_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed Quyên Duong, \$17.20/hr. x 19 hrs./wk. x 45 wks. (1) IA vacant (Arturo Zamudio resigned 8/10)	0		17,071		17,071	
12_1106_493087_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I	0		9,000		9,000	
12_1106_493087_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	0		3,682		3,682	
12_1106_493087_18200_3215	PERS - Non-Instructional : SAC Continuing Ed-	0		2,585		2,585	
12_1106_493087_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	0		1,470		1,470	
12_1106_493087_18200_3315	OASDHI - Non-Instructional : SAC Continuing E	0		1,032		1,032	
12_1106_493087_18200_3321	Medicare - Instructional : SAC Continuing Ed-	0		378		378	
12_1106_493087_18200_3325	Medicare - Non-Instructional : SAC Continuing	0		241		241	
12_1106_493087_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	0		31		31	
12_1106_493087_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	0		946		946	
12_1106_493087_18200_3435	H & W - Retiree Fund Non-Inst : SAC Continuin	0		604		604	
12_1106_493087_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	0		13		13	
12_1106_493087_18200_3515	SUI - Non-Instructional : SAC Continuing Ed-I	0		8		8	
12_1106_493087_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	0		587		587	
12_1106_493087_18200_3615	WCI - Non-Instructional : SAC Continuing Ed-I	0		374		374	
12_1106_493087_18200_4210	Books, Mags & Subscrip-Non-Lib : SAC Continui	2,008		0			2,008
12_1106_493087_18200_4310	Instructional Supplies : SAC Continuing Ed-In	2,854		0			2,854
12_1106_493087_18200_4610	Non-Instructional Supplies : SAC Continuing E	1,670		500			1,170
12_1106_493087_18200_5845	Excess/Copies Useage : SAC Continuing Ed-Inst	433		354			79
12_1106_493087_18200_5950	Software License and Fees : SAC Continuing Ed	13,839		0			13,839
12_1106_493087_18200_6412	Equip-Fed Prgm >\$1,000< \$5,000 : SAC Continui	992		0			992
	Total 1106 - English Lit Civics Education - CEC	754,877	754,877	547,346	547,346	338,466	338,466

5.1 (38)

SPECIAL PROJECT DETAILED BUDGET #1109

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act

Section 225 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Adult Secondary Education (ASE)/English Literacy (EL) Civics -
Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PRJ. ADMIN.: James Kennedy

CONTRACT INCOME: \$133,131

PRJ. DIR.: Nilo Lipiz

PRIME SPONSOR: U.S. Department of Education

Date: 01/08/2018

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1109_000000_10000_8199	Other Federal Revenues : Santa Ana College		123,271		133,131		9,860
12_1109_619000_18100_1252	Contract Extension-Coordinator : Continuing Osiel Madrigal \$468.78/day	0		10,435		10,435	
12_1109_619000_18100_1450	Part-Time Coordinators : Continuing Education Leticia Quiroz, \$39.60/hr.	0		11,500		11,500	
12_1109_619000_18100_1455	Int/Sum - Coordinators, PT : Continuing Educa Leticia Quiroz, \$39.60/hr.	0		3,000		3,000	
12_1109_619000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		614		614	
12_1109_619000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		59		59	
12_1109_619000_18100_3215	PERS - Non-Instructional : Continuing Educati	0		502		502	
12_1109_619000_18100_3315	OASDHI - Non-Instructional : Continuing Educa	0		520		520	
12_1109_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		370		370	
12_1109_619000_18100_3335	PARS - Non-Instructional : Continuing Educati	0		191		191	
12_1109_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		927		927	
12_1109_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		13		13	
12_1109_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		575		575	
12_1109_619000_18100_5220	Mileage/Parking Expenses : Continuing Educati	400		400		0	
12_1109_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		1,822		1,822	
12_1109_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		184		184	
12_1109_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		26		26	
12_1109_675000_18100_3335	PARS - Non-Instructional : Continuing Educati	0		7		7	
12_1109_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		66		66	
12_1109_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		1		1	
12_1109_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		41		41	

5.1 (39)

SPECIAL PROJECT DETAILED BUDGET #1109

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 225 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Adult Secondary Education (ASE)/English Literacy (EL) Civics -
Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PRJ. ADMIN.: James Kennedy

CONTRACT INCOME: \$133,131

PRJ. DIR.: Nilo Lipiz

PRIME SPONSOR: U.S. Department of Education

Date: 01/08/2018

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1109_619000_18110_1250	Contract Coordinator : English as a Second Lang Jarek Janio, ESL Coordinator Class VII Step 16 @ 30%	31,957		32,596		639	
12_1109_619000_18110_3115	STRS - Non-Instructional : English as a Second	4,612		4,704		92	
12_1109_619000_18110_3325	Medicare - Non-Instructional : English as a Sec	472		478		6	
12_1109_619000_18110_3415	H & W - Non-Instructional : English as a Secon	7,316		8,403		1,087	
12_1109_619000_18110_3435	H & W - Retiree Fund Non-Inst : English as a	1,181		1,197		16	
12_1109_619000_18110_3515	SUI - Non-Instructional : English as a Second	17		16			1
12_1109_619000_18110_3615	WCI - Non-Instructional : English as a Second	732		742		10	
12_1109_619000_18110_3915	Other Benefits - Non-Instructional : English as	525		375			150
12_1109_499900_18200_2410	Inst Assistant - Ongoing : SAC Continuing Ed Carlos Moran, \$17.20/hr. x 19 hrs./wk. x 45 wks. Marisol Gahbler (vacant)	29,870		14,706			15,164
12_1109_499900_18200_2420	Inst Assistant - Hourly : SAC Continuing Ed-I Carlos Moran, \$16.78/hr.	18,000		15,000			3,000
12_1109_499900_18200_3211	PERS - Instructional : SAC Continuing Ed-Inst	4,639		0			4,639
12_1109_499900_18200_3311	OASDHI - Instructional : SAC Continuing Ed-In	1,852		0			1,852
12_1109_499900_18200_3321	Medicare - Instructional : SAC Continuing Ed-	694		431			263
12_1109_499900_18200_3331	PARS - Instructional : SAC Continuing Ed-Inst	234		386		152	
12_1109_499900_18200_3431	H & W - Retiree Fund Inst : SAC Continuing Ed	1,738		1,078			660
12_1109_499900_18200_3511	SUI - Instructional : SAC Continuing Ed-Instr	24		15			9
12_1109_499900_18200_3611	WCI - Instructional : SAC Continuing Ed-Instr	1,077		668			409
12_1109_499900_18200_4210	Books, Mags & Subscrip-Non-Lib : SAC Continui	8,944		9,933		989	
12_1109_499900_18200_4310	Instructional Supplies : SAC Continuing Ed-In	6,987		10,150		3,163	
12_1109_499900_18200_6409	Equip-All Other >\$200 < \$1,000 : SAC Continui	0		1,000		1,000	

Original Budget

Board Approval Date: January 22, 2018

Prepared by: Maria Gil

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1109

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act

Section 225 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Adult Secondary Education (ASE)/English Literacy (EL) Civics -

Santa Ana College (Centennial Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

PRJ. ADMIN.: James Kennedy

CONTRACT INCOME: \$133,131

PRJ. DIR.: Nilo Lipiz

PRIME SPONSOR: U.S. Department of Education

Date: 01/08/2018

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1109_499900_18200_6412	Equip-Fed Prgm >\$1,000< \$5,000 : SAC Continui	2,000		0			2,000
	Total 1109 - Jail 225 Adult Second Ed GED - CEC	123,271	123,271	133,131	133,131	38,007	38,007

5.1 (41)

SPECIAL PROJECT DETAILED BUDGET #1101

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Secondary Education (ASE) - Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$73,251

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		56,266		73,251		16,985
12_1101_601000_28100_4610	Non-Instructional Supplies : Continuing Educa	605		0			605
12_1101_601000_28100_5610	Lease Agreement - Equipment : Continuing Educ	12,838		10,540			2,298
12_1101_601000_28100_5845	Excess/Copies Useage : Continuing Education	7,626		4,508			3,118
12_1101_620000_28100_2130	Classified Employees : Continuing Education Araceli Trujillo, Student Prg. Specialist Grade 10-6 +5%L @ 63% (9B-12B eff. 3/1-6/30)	0		12,284		12,284	
12_1101_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	0		1,908		1,908	
12_1101_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	0		781		781	
12_1101_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	0		183		183	
12_1101_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	0		4,839		4,839	
12_1101_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		457		457	
12_1101_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	0		6		6	
12_1101_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	0		283		283	
12_1101_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	0		315		315	
12_1101_493062_28200_2410	Inst Assistant - Ongoing : Orange Educ Ctr-In Monique Martinez, \$16.78/hr x 16 hrs/wk x 39 wks Monica Sanchez, \$16.60/hr x 16 hrs/wk x 39 wks Laura Carino, \$16.78/hr. x 16 hrs./wk x 39 wks	32,090		31,412			678
12_1101_493062_28200_2420	Inst Assistant - Hourly : Orange Educ Ctr-Ins	0		800		800	
12_1101_493062_28200_3211	PERS - Instructional : Orange Educ Ctr-Instru	0		1,626		1,626	
12_1101_493062_28200_3311	OASDHI - Instructional : Orange Educ Ctr-Inst	0		649		649	
12_1101_493062_28200_3321	Medicare - Instructional : Orange Educ Ctr-In	465		467		2	
12_1101_493062_28200_3331	PARS - Instructional : Orange Educ Ctr-Instru	417		283			134
12_1101_493062_28200_3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	1,165		1,169		4	
12_1101_493062_28200_3511	SUI - Instructional : Orange Educ Ctr-Instruc	16		16		0	

5.1 (42)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1101

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Secondary Education (ASE) - Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018
 CONTRACT INCOME: \$73,251
 PRIME SPONSOR: U.S. Department of Education
 FISCAL AGENT: California Department of Education
 PRIME AWARD #: 17-Multiple-6668-00
 CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas
 PRJ. DIR.: Jose Vargas
 Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1101_493062_28200_3611	WCI - Instructional : Orange Educ Ctr-Instruc	722		725		3	
12_1101_493062_28200_4310	Instructional Supplies : Orange Educ Ctr-Instr	322		0			322
	Total 1101 - 231 Adult Secondary Education - OEC	56,266	56,266	73,251	73,251	24,140	24,140

5.1 (43)

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$402,543

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		405,053		402,543	2,510	
12_1102_601000_28100_1410	Part-Time Academic Management : Continuing Paul Huston, \$45.55/hr. (1A-2A) Albert Alvano, Joseph Rivera @ \$45.55/hr.	0		7,000		7,000	
12_1102_601000_28100_3115	STRS - Non-Instructional : Continuing Educati	0		1,010		1,010	
12_1102_601000_28100_3325	Medicare - Non-Instructional : Continuing Edu	0		102		102	
12_1102_601000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		254		254	
12_1102_601000_28100_3515	SUI - Non-Instructional : Continuing Educatio	0		4		4	
12_1102_601000_28100_3615	WCI - Non-Instructional : Continuing Educatio	0		158		158	
12_1102_601000_28100_4610	Non-Instructional Supplies : Continuing Educa	11,700		12,502		802	
12_1102_601000_28100_5220	Mileage/Parking Expenses : Continuing Educati	1,000		1,000		0	
12_1102_601000_28100_5651	Rental - Other (Short-term) : Continuing Educ	324		324		0	
12_1102_601000_28100_5845	Excess/Copies Useage : Continuing Education D	621		621		0	
12_1102_601000_28100_6409	Equip-All Other >\$200 < \$1,000 : Continuing E	5,000		5,000		0	
12_1102_601000_28100_6412	Equip-Fed Prgm >\$1,000< \$5,000 : Continuing E	5,000		5,000		0	
12_1102_619000_28100_2310	Classified Employees - Ongoing : Continuing E	11,758		0			11,758
12_1102_619000_28100_2320	Classified Employees - Hourly : Continuing Ed	0		0			0
12_1102_619000_28100_3215	PERS - Non-Instructional : Continuing Educati	1,827		0			1,827
12_1102_619000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	729		0			729
12_1102_619000_28100_3325	Medicare - Non-Instructional : Continuing Edu	171		0			171
12_1102_619000_28100_3335	PARS - Non-Instructional : Continuing Educati	0		0			0
12_1102_619000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	427		0			427
12_1102_619000_28100_3515	SUI - Non-Instructional : Continuing Educatio	6		0			6
12_1102_619000_28100_3615	WCI - Non-Instructional : Continuing Educatio	265		0			265

5.1 (44)

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$402,543

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_620000_28100_2130	Classified Employees : Continuing Education Anaisabelle Garcia, Student Prg. Specialist Grade 10-3 +2.5%Bil +3PG @ 22% Ascencion Ramirez, A & R Specialist III Grade 10-6 +2.5% Bil +10%L @ 35% Araceli Trujillo, Student Prg. Specialist Grade 10-6 +5%L @ 37% (up to 12/30) Francisco Mora, Admin. Clerk Grade 10-1 +2.5%Bil @ 40%	71,155		61,842			9,313
12_1102_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	11,053		9,605			1,448
12_1102_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	4,541		3,942			599
12_1102_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	1,065		922			143
12_1102_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	26,649		22,531			4,118
12_1102_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	2,660		2,308			352
12_1102_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	41		32			9
12_1102_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	1,649		1,430			219
12_1102_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	2,010		1,733			277
12_1102_649000_28100_2130	Classified Employees : Continuing Education Edna Tse, Auxiliary Services Specialist Grade 10-6 +5%L @ 67%	40,768		41,583		815	
12_1102_649000_28100_3215	PERS - Non-Instructional : Continuing Educati	6,332		6,458		126	
12_1102_649000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	2,591		2,640		49	
12_1102_649000_28100_3325	Medicare - Non-Instructional : Continuing Edu	607		618		11	
12_1102_649000_28100_3415	H & W - Non-Instructional : Continuing Educat	16,268		16,310		42	
12_1102_649000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	1,517		1,546		29	

5.1 (45)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$402,543

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_649000_28100_3515	SUI - Non-Instructional : Continuing Educatio	22		21			1
12_1102_649000_28100_3615	WCI - Non-Instructional : Continuing Educatio	941		958		17	
12_1102_649000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,005		1,005		0	
12_1102_675000_28100_1480	Part-Time Reassigned Time : Continuing Educat	0		1,000		1,000	
12_1102_675000_28100_3115	STRS - Non-Instructional : Continuing Educati	0		144		144	
12_1102_675000_28100_3325	Medicare - Non-Instructional : Continuing Edu	0		15		15	
12_1102_675000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		36		36	
12_1102_675000_28100_3515	SUI - Non-Instructional : Continuing Educatio	0		2		2	
12_1102_675000_28100_3615	WCI - Non-Instructional : Continuing Educatio	0		23		23	
12_1102_675000_28100_5210	Conference Expenses : Continuing Education	3,000		3,000		0	
12_1102_602000_28110_1480	Part-Time Reassigned Time : English as a Seco	0		2,000		2,000	
12_1102_602000_28110_3115	STRS - Non-Instructional : English as a Secon	0		289		289	
12_1102_602000_28110_3325	Medicare - Non-Instructional : English as a S	0		29		29	
12_1102_602000_28110_3435	H & W - Retiree Fund Non-Inst : English as a	0		73		73	
12_1102_602000_28110_3515	SUI - Non-Instructional : English as a Second	0		1		1	
12_1102_602000_28110_3615	WCI - Non-Instructional : English as a Second	0		45		45	
12_1102_619000_28110_1450	Part-Time Coordinators : English as a Second Joanna Kibler-McNerney, \$40.59/hr. Celina Salceda, \$39.60/hr. Yumiko Carney, \$39.60/hr.	0		40,000		40,000	
12_1102_619000_28110_1480	Part-Time Reassigned Time : English as a Seco	0		2,000		2,000	
12_1102_619000_28110_1485	Int/Sum - Reassigned Time, PT : English as a	0		2,000		2,000	
12_1102_619000_28110_3115	STRS - Non-Instructional : English as a Secon	0		2,309		2,309	
12_1102_619000_28110_3325	Medicare - Non-Instructional : English as a S	0		638		638	
12_1102_619000_28110_3335	PARS - Non-Instructional : English as a Secon	0		364		364	

5.1 (46)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1102

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$402,543

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1102_619000_28110_3435	H & W - Retiree Fund Non-Inst : English as a	0		1,597		1,597	
12_1102_619000_28110_3515	SUI - Non-Instructional : English as a Second	0		22		22	
12_1102_619000_28110_3615	WCI - Non-Instructional : English as a Second	0		990		990	
12_1102_493060_28200_2410	Inst Assistant - Ongoing : Orange Educ Ctr-In Shannon Carter, \$16.78/hr. x 19 hrs./wk. x 39 wks. (1) vacant (Diana Han)	14,722		12,434			2,288
12_1102_493060_28200_2420	Inst Assistant - Hourly : Orange Educ Ctr-Ins	0		2,000		2,000	
12_1102_493060_28200_3321	Medicare - Instructional : Orange Educ Ctr-In	213		209			4
12_1102_493060_28200_3331	PARS - Instructional : Orange Educ Ctr-Instru	191		188			3
12_1102_493060_28200_3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	536		524			12
12_1102_493060_28200_3511	SUI - Instructional : Orange Educ Ctr-Instruc	7		7		0	
12_1102_493060_28200_3611	WCI - Instructional : Orange Educ Ctr-Instruc	331		325			6
12_1102_493087_28200_2410	Inst Assistant - Ongoing : Orange Educ Ctr-In Maria Flores, Vanessa Maldonado, Mario Martinez Sanchez, James Small, Judy Sullivan (eff. 10/10), Jessica Villa, David Villalovos, Nicholas Williams	121,098		101,962			19,136
12_1102_493087_28200_2420	Inst Assistant - Hourly : Orange Educ Ctr-Ins	0		3,000		3,000	
12_1102_493087_28200_3211	PERS - Instructional : Orange Educ Ctr-Instru	18,808		5,890			12,918
12_1102_493087_28200_3311	OASDHI - Instructional : Orange Educ Ctr-Inst	7,508		2,351			5,157
12_1102_493087_28200_3321	Medicare - Instructional : Orange Educ Ctr-In	1,756		1,522			234
12_1102_493087_28200_3331	PARS - Instructional : Orange Educ Ctr-Instru	0		871		871	
12_1102_493087_28200_3431	H & W - Retiree Fund Inst : Orange Educ Ctr-I	4,396		3,810			586
12_1102_493087_28200_3511	SUI - Instructional : Orange Educ Ctr-Instruc	61		52			9
12_1102_493087_28200_3611	WCI - Instructional : Orange Educ Ctr-Instruc	2,724		2,362			362

5.1 (47)

SPECIAL PROJECT DETAILED BUDGET #1102

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
 Section 231 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Family Literacy/English Literacy (EL) Civics -
 Santiago Canyon College (Orange Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$402,543

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
	Total 1102 - 231 English as a 2nd Language - OEC	405,053	405,053	402,543	402,543	72,377	72,377

5.1 (48)

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santiago Canyon College (Orange Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$129,322

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		180,605		129,322	51,283	
12_1106_601000_28100_2130	Classified Employees : Continuing Education Sonia Gidding, Administrative Secretary Grade 12-6 +2.5%L @ 100%	61,591		62,822		1,231	
12_1106_601000_28100_3215	PERS - Non-Instructional : Continuing Educati	9,566		9,757		191	
12_1106_601000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	3,912		3,988		76	
12_1106_601000_28100_3325	Medicare - Non-Instructional : Continuing Edu	916		933		17	
12_1106_601000_28100_3415	H & W - Non-Instructional : Continuing Educat	22,576		22,623		47	
12_1106_601000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	2,291		2,335		44	
12_1106_601000_28100_3515	SUI - Non-Instructional : Continuing Educatio	32		32		0	
12_1106_601000_28100_3615	WCI - Non-Instructional : Continuing Educatio	1,420		1,447		27	
12_1106_601000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	1,500		1,500		0	
12_1106_601000_28100_4610	Non-Instructional Supplies : Continuing Educa	16,897		3,349			13,548
12_1106_620000_28100_2130	Classified Employees : Continuing Education Araceli Trujillo, Student Prg. Specialist Grade 10-6 +5%L @ 37% (eff. 1/1-6/30)	11,656		10,821			835
12_1106_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	1,619		1,681		62	
12_1106_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	742		688			54
12_1106_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	174		161			13
12_1106_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	4,469		4,263			206
12_1106_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	120		403		283	
12_1106_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	6		6			0
12_1106_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	269		250			19
12_1106_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	313		278			35
12_1106_632000_28100_2320	Classified Employees - Hourly : Continuing Ed	10,000		0			10,000

5.1 (49)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1106

**NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act
Section 243 - Integrated English Literacy and Civics Education (IELCE) with Integrated Education and Training (IET) and
IELCE/IET Program Development - Santiago Canyon College (Orange Education Center)**

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$129,322

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1106_632000_28100_3215	PERS - Non-Instructional : Continuing Educati	278		0			278
12_1106_632000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	124		0			124
12_1106_632000_28100_3325	Medicare - Non-Instructional : Continuing Edu	145		0			145
12_1106_632000_28100_3335	PARS - Non-Instructional : Continuing Educati	0		0			0
12_1106_632000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	204		0			204
12_1106_632000_28100_3515	SUI - Non-Instructional : Continuing Educatio	5		0			5
12_1106_632000_28100_3615	WCI - Non-Instructional : Continuing Educatio	225		0			225
12_1106_675000_28100_5210	Conference Expenses : Continuing Education Di	405		0			405
12_1106_619000_28110_1450	Part-Time Coordinators : English as a Second	16,000		0			16,000
12_1106_619000_28110_1455	Int/Sum - Coordinators, PT : English as a Sec	4,180		0			4,180
12_1106_619000_28110_3115	STRS - Non-Instructional : English as a Secon	2,893		0			2,893
12_1106_619000_28110_3325	Medicare - Non-Instructional : English as a S	334		0			334
12_1106_619000_28110_3435	H & W - Retiree Fund Non-Inst : English as a	230		0			230
12_1106_619000_28110_3515	SUI - Non-Instructional : English as a Second	12		0			12
12_1106_619000_28110_3615	WCI - Non-Instructional : English as a Second	518		0			518
12_1106_493087_28200_4210	Books, Mags & Subscrip-Non-Lib : Orange Educ	2,998		0			2,998
12_1106_493087_28200_5950	Software License and Fees : Orange Educ Ctr-l	1,985		1,985			0
	Total 1106 - English Lit Civics Education - OEC	180,605	180,605	129,322	129,322	53,261	53,261

5.1 (50)

SPECIAL PROJECT DETAILED BUDGET #1108

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act

Section 225 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Adult Secondary Education (ASE)/English Literacy (EL) Civics -
Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$81,583

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1108_000000_20000_8199	Other Federal Revenues : Santiago Canyon Coll		41,090		81,583		40,493
12_1108_601000_28100_4610	Non-Instructional Supplies : Continuing Educa	200		0			200
12_1108_601000_28100_5220	Mileage/Parking Expenses : Continuing Educati	5,186		4,578			608
12_1108_620000_28100_2130	Classified Employees : Continuing Education Araceli Trujillo, Student Prg. Specialist Grade 10-6 +5%L @ 63% (1B-8B up to 2/28)	20,713		21,497		784	
12_1108_620000_28100_3215	PERS - Non-Instructional : Continuing Educati	3,217		3,339		122	
12_1108_620000_28100_3315	OASDHI - Non-Instructional : Continuing Educa	1,619		1,367			252
12_1108_620000_28100_3325	Medicare - Non-Instructional : Continuing Edu	308		320		12	
12_1108_620000_28100_3415	H & W - Non-Instructional : Continuing Educat	7,820		14,212		6,392	
12_1108_620000_28100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	772		800		28	
12_1108_620000_28100_3515	SUI - Non-Instructional : Continuing Educatio	11		11		0	
12_1108_620000_28100_3615	WCI - Non-Instructional : Continuing Educatio	479		496		17	
12_1108_620000_28100_3915	Other Benefits - Non-Instruct : Continuing Ed	555		551			4
12_1108_130500_28300_4210	Books, Mags & Subscrip-Non-Lib : Inmate Educa	210		0			210
12_1108_602000_28300_1480	Part-Time Reassigned Time : Inmate Education	0		2,882		2,882	
12_1108_602000_28300_1485	Int/Sum - Reassigned Time, PT : Inmate Educat	0		366		366	
12_1108_602000_28300_3115	STRS - Non-Instructional : Inmate Education P	0		469		469	
12_1108_602000_28300_3325	Medicare - Non-Instructional : Inmate Educati	0		47		47	
12_1108_602000_28300_3435	H & W - Retiree Fund Non-Inst : Inmate Educat	0		118		118	
12_1108_602000_28300_3515	SUI - Non-Instructional : Inmate Education Pr	0		2		2	
12_1108_602000_28300_3615	WCI - Non-Instructional : Inmate Education Pr	0		73		73	
12_1108_619000_28300_1450	Part-Time Coordinators : Inmate Education Pro	0		25,000		25,000	
12_1108_619000_28300_3115	STRS - Non-Instructional : Inmate Education P	0		3,608		3,608	
12_1108_619000_28300_3325	Medicare - Non-Instructional : Inmate Educati	0		363		363	

5.1 (5)

Original Budget

Prepared by: Maria Gil

Board Approval Date: January 22, 2018

Accountant: Kevin Truong

SPECIAL PROJECT DETAILED BUDGET #1108

NAME: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act

Section 225 - Adult Basic Education (ABE)/English Language Acquisition (ELA)/Adult Secondary Education (ASE)/English Literacy (EL) Civics -

Santiago Canyon College (Orange Education Center)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 07/01/2017 - 06/30/2018

CONTRACT INCOME: \$81,583

PRIME SPONSOR: U.S. Department of Education

FISCAL AGENT: California Department of Education

PRIME AWARD #: 17-Multiple-6668-00

CFDA #: 84.002A

PRJ. ADMIN.: Jose Vargas

PRJ. DIR.: Jose Vargas

Date: 01/04/2018

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1108_619000_28300_3435	H & W - Retiree Fund Non-Inst : Inmate Educat	0		908		908	
12_1108_619000_28300_3515	SUI - Non-Instructional : Inmate Education Pr	0		13		13	
12_1108_619000_28300_3615	WCI - Non-Instructional : Inmate Education Pr	0		563		563	
	Total 1108 - Jail 225 Adult Second Ed GED - OEC	41,090	41,090	81,583	81,583	41,767	41,767

5.1 (52)

SPECIAL PROJECT DETAILED BUDGET #2598

NAME: Zero Textbook Cost Degree - Implementation Phase II Grant (Santa Ana College)

FISCAL YEAR: 2017/2018

CONTRACT TERM: 01/01/2018 - 12/31/2018

Proj Adm: Carol Comeau

CONTRACT AWARD: \$150,000

Proj Dir: Cherylee Kushida

PRIME SPONSOR: California Community Colleges Chancellor's Office

Date: 01/09/2018

FISCAL AGENT: Rancho Santiago CCD

PRIME AWARD No.: 17-085-016

Account String	Description	New Budget	
		Debit	Credit
12_2598_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana College		150,000
12_2598_679000_10000_5865	Indirect Costs : Santa Ana College (4%)	5,769	
12_2598_601000_15054_1483	Beyond Contr - Reassigned Time : Distance Education Cherylee Kushida, \$985 stipend project oversight/reporting	985	
12_2598_601000_15054_2320	Classified Employees - Hourly : Distance Education Administrative Clerk: \$20.49/hr. x 25 hr./wk. x 49.4 wks.	25,305	
12_2598_601000_15054_3115	STRS - Non-Instructional : Distance Education	142	
12_2598_601000_15054_3325	Medicare - Non-Instructional : Distance Education	381	
12_2598_601000_15054_3335	PARS - Non-Instructional : Distance Education	329	
12_2598_601000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Education	954	
12_2598_601000_15054_3515	SUI - Non-Instructional : Distance Education	13	
12_2598_601000_15054_3615	WCI - Non-Instructional : Distance Education	592	
12_2598_619000_15054_1483	Beyond Contr - Reassigned Time : Distance Education Claire Coyne, \$6,108 stipend for ZTCD coordination Crystal Jenkin, \$4,597 stipend for OER navigator Annie Knight, \$1,970 stipend for OER librarian	12,675	
12_2598_619000_15054_3115	STRS - Non-Instructional : Distance Education	1,829	
12_2598_619000_15054_3325	Medicare - Non-Instructional : Distance Education	184	
12_2598_619000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Education	460	
12_2598_619000_15054_3515	SUI - Non-Instructional : Distance Education	7	
12_2598_619000_15054_3615	WCI - Non-Instructional : Distance Education	285	
12_2598_619000_15054_5100	Contracted Services : Distance Education Instructional Designer for adoption/adaption development	40,000	
12_2598_619000_15054_5800	Reproduction/Printing Expenses : Distance Education	500	
12_2598_619000_15054_5940	Advertising : Distance Education OER Degree Marketing	2,090	
12_2598_602000_15054_1483	Beyond Contr - Reassigned Time : Distance Education Lumen Conversion: \$821/stipend x 16 courses Course development: \$2,463/stipend x 6 courses Physics OER course improvement: \$1,642/stipend x 4 courses Math OER course improvement: \$1,642/stipend x 7 courses	45,973	
12_2598_602000_15054_3115	STRS - Non-Instructional : Distance Education	6,634	
12_2598_602000_15054_3325	Medicare - Non-Instructional : Distance Education	667	
12_2598_602000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Education	1,669	
12_2598_602000_15054_3515	SUI - Non-Instructional : Distance Education	23	
12_2598_602000_15054_3615	WCI - Non-Instructional : Distance Education	1,034	
12_2598_675000_15054_5210	Conference Expenses : Distance Education OER Summit 2018 Conference	1,500	
	Total 2598 - ZTCD Implementation Grant (SAC)	150,000	150,000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Merced Community College District for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education (CTE) Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

ANALYSIS

To support colleges to build capacity to implement Strong Workforce Taskforce Recommendations and collect metrics for the Strong Workforce Program, the Chancellor's Office allocated \$50,000 grant awards to all colleges and continuing education centers in the state. The timeline for the Fiscal Agent to disburse these awards was from 7/1/16 - 10/31/17. However, the Chancellor's Office will allow colleges to use the funds for three years from the start date, 7/1/16. Merced College requested an amendment to their agreement to document the three-year period of performance allowed by the Chancellor's Office. An amendment to the sub-agreement has been developed accordingly.

Project Director: Sarah Santoyo **Project Administrator:** Enrique Perez

RECOMMENDATION

It is recommended that the Board approve this amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: January 22, 2018
Prepared by: Sarah Santoyo, Executive Director of Resource Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

**1st AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MERCED COMMUNITY COLLEGE DISTRICT**

This **1st Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 22nd day of January, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Merced Community College District (hereinafter “SUBCONTRACTOR”), on behalf of Merced College to amend that certain Agreement, DO-17-2220-57, between the Parties that commenced on July 19, 2016. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges;

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, the PRIME SPONSOR and SUBCONTRACTOR have agreed to extend the Period of Performance of the Agreement;

NOW, THEREFORE, the Parties hereby agree as follows:

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016 through October 31, 2017. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the college’s goals for CTE data management and capacity development for three years from the project start date.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this 1st AMENDMENT to the Agreement to be executed as of the day that both Parties have signed the Agreement. Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this 1st AMENDMENT, remain unchanged.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Merced Community
College District*

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: January 22, 2018

77-0362218

Employer/Taxpayer Identification Number (EIN)

Sub-Agreement between RSCCD and Merced Community College District

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MERCED COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 18th day of July, 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Merced Community College District (hereinafter "SUBCONTRACTOR"), on behalf of the Merced College. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from July 19, 2016 through October 31, 2017.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

2. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

3. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment indicating that the required training has been completed. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. "Total Costs".

4. Invoices

One invoice is to be submitted for payment for the total costs of the agreement that includes a statement indicating the date(s) the training was completed. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

5. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

6. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

7. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.

8. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

2. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

3. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

4. 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.

5. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

6. 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.

7. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of

mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

2. 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.

3. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsced.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340; hardash_peter@rsced.edu

SUBCONTRACTOR:

Primary Contact:
Luis Flores
Institutional Research
3600 M St.
Merced, CA 95348
luis.flores@mccd.edu
(209) 384-6525

2. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

3. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), 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.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.


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

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Merced Community
College District

By: 
Name: Peter J. Hardash

By: 
Name: Susan Walsh, Ed.D
Interim Superintendent/President

Title: Vice Chancellor
Business Operations/Fiscal Services

Title:

Date: 7/18/16

Date: Aug 1 2016

Board Approval Date: July 18, 2016

77-0362218
Employer/Taxpayer Identification Number (EIN)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and State Center Community College District for the Career Technical Education (CTE) Data Unlocked Initiative	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Community College Chancellor's Office's Career Technical Education (CTE) Data Unlocked Initiative to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges. As the Fiscal Agent, RSCCD will develop sub-agreements with CTE Data Unlocked Initiative implementation partners.

ANALYSIS

To support colleges to build capacity to implement Strong Workforce Taskforce Recommendations and collect metrics for the Strong Workforce Program, the Chancellor's Office allocated \$50,000 grant awards to all colleges and continuing education centers in the state. The timeline for the Fiscal Agent to disburse these awards was from 7/1/16 - 10/31/17. However, the Chancellor's Office will allow colleges to use the funds for three years from the start date, 7/1/16. Fresno City College requested an amendment to their agreement to document the three-year period of performance allowed by the Chancellor's Office. An amendment to the sub-agreement has been developed accordingly.

Project Director: Sarah Santoyo **Project Administrator:** Enrique Perez

RECOMMENDATION

It is recommended that the Board approve this amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: January 22, 2018
Prepared by: Sarah Santoyo, Executive Director of Resource Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

**1st AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
STATE CENTER COMMUNITY COLLEGE DISTRICT**

This **1st Amendment** to the grant sub-agreement (hereinafter “Agreement”) is entered into on this 22nd day of January, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and State Center Community College District (hereinafter “SUBCONTRACTOR”), on behalf of Fresno City College to amend that certain Agreement, DO-17-2220-99, between the Parties that commenced on July 19, 2016. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the “CTE Data Unlocked Initiative,” Prime Award #15-197-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges;

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, the PRIME SPONSOR and SUBCONTRACTOR have agreed to extend the Period of Performance of the Agreement;

NOW, THEREFORE, the Parties hereby agree as follows:

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2016 through October 31, 2017. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the college’s goals for CTE data management and capacity development for three years from the project start date.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this 1st AMENDMENT to the Agreement to be executed as of the day that both Parties have signed the Agreement. Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this 1st AMENDMENT, remain unchanged.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *State Center Community
College District*

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: January 22, 2018

94-1574802

Employer/Taxpayer Identification Number (EIN)

1

CONTRACT/AGREEMENT/GRANT APPROVAL COVER SHEET

Title of Contract/Agreement/Grant: CTE Data Unlocked Initiative

Contract/Agreement/Grant Type: Subcontract

New (if yes, may require Board approval)

Continuing (no changes)

Continuing (with changes, note changes in description)

Addendum to existing

SCCCD Generated

Requires Legal Review

Requires Insurance (if yes, complete insurance form)

Resolution Required Board approval required

Contract/Agreement/Grant:

Application

Final

Total Amount: 50,000

7/31/18

Date final approved:

Yr 1: 5/1/16

Yr 2:

Yr 3:

Yr 4:

Yr 5:

Budget No. 012

Match:

Period:

Description/Notes:

This grant provides funding for data clean-up to ensure CTE courses are properly coded: Office of Instruction to match top & sam codes

Received

Approval Signatures

Initiator

VP, I.

Date: 9/19/16

Title:

Date:

SEP 21 2016

SCCCD Business Office

#64 BN

VP, A.S. [Signature]

Title: VPAS

Date: 9/19/16

[Signature]

Title: President

Date:

9/19/16

8/1/2011

Return 1 signed original to Teng Vang on 10/6/2016

1

CONTRACT/AGREEMENT/GRANT APPROVAL COVER SHEET

Title of Contract/Agreement/Grant: CTE Data Unlocked Initiative

Contract/Agreement/Grant Type: Subcontract

<u>New</u> (If yes, may require Board approval)	Continuing (no changes)	Continuing (with changes, note changes in description)	Addendum to existing
SCCCD Generated	<u>Requires Legal Review</u>	Requires Insurance (If yes, complete insurance form)	Resolution Required Board approval required

Contract/Agreement/Grant: Application Final

Total Amount: 50,000 thru 2/31/18 Date final approved: _____

Yr 1: 50,000 Yr 2: _____ Yr 3: _____ Yr 4: _____ Yr 5: _____

Budget No. _____ Match: _____ Period: _____

Description/Notes:

This grant provides funding for data clean-up to ensure CTE courses are properly coded: Office of Instruction to match TOP & Sam codes

Approval Signatures:

Initiator [Signature] Title: _____ Date: _____

VP, I. Date: 9/19/16 Title: _____ Date: _____

VP, A.S. [Signature] Title: VPAS Date: 9/19/16 [Signature] Title: President Date: 9/19/16

CONTRACT/AGREEMENT/GRANT APPROVAL COVER SHEET

Insurance (If requested):

Certificate Holder: _____ Attention: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

Endorsements: (If yes, choose which)

Additional Insured Covered
Party

Loss Payee

Name(s) of Additional Insured: _____

Name(s) of Loss Payee: _____

Event Name: _____ Date(s) of Event: _____

Limits of General Liability: _____ Other Coverage Limits Requested: _____

Note: Signed copy of current agreement must accompany insurance request if additional insured is requested.

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
STATE CENTER COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 15th day of August, 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and State Center Community College District (hereinafter "SUBCONTRACTOR"), on behalf of the Fresno City College. RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "CTE Data Unlocked Initiative," Prime Award #15-197-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California community colleges.

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. **Period of Performance**

The period of performance for this Agreement shall be from August 1, 2016 through October 31, 2017.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$50,000.00 USD.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as budget categories are not added or deleted, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected.

5. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment indicating that the required training has been completed. Payment to the SUBCONTRACTOR will not exceed the amount listed above under Article I.3. Total Costs.

6. Invoices

One invoice is to be submitted for payment for the total costs of the agreement that includes a statement indicating the date(s) the training was completed. Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Sarah Santoyo, Director of Grants
2323 North Broadway, Suite 350
Santa Ana, CA 92706
Santoyo_Sarah@rsccd.edu

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, if requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

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 funds received and for any misappropriation or dis-allowment of Grant funds.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

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

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event

such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo, Director of Grants
2323 N. Broadway, Suite 350
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:
Rancho Santiago Community College District
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:
Primary Contact:
Don Lopez
Vice President of Instruction
1101 East University Ave
Fresno, CA 93741
559.498.2226
don.lopez@fresnocitycollege.edu

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/16 and Article II, Rev. 05/14), 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.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for Persons with Disabilities, and Drug-Free Workplace Certification.

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

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of the day that both Parties have signed the Agreement.

Sub-Agreement between RSCCD and State Center Community College District

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT


By: 
Name: Peter J. Hardash

Title: Vice Chancellor
Business Operations/Fiscal Services

Date: 8/16/16

Board Approval Date: August 15, 2016

SUBCONTRACTOR: State Center
Community College District

By: 
Name: Edwin Eng

Title: Vice Chancellor,
Finance and Administration

Date: 10/5/16

94-1574802
Employer/Taxpayer Identification Number (EIN)

9/30/2016

Addendum to add CTE Data Unlocked Grant

GL	Current Datatel	Adjustment	Revised Datatel
12-20-210010-95530-CT0	-	50,000	50,000
	-	50,000	50,000

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 01/16 and Article II, Rev. 05/14

CTE Data Unlocked Funding & Technical Assistance Application

#118



COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, May 13, 2016 2:57:33 PM
Last Modified: Thursday, August 04, 2016 10:12:45 AM
Time Spent: Over a month
IP Address: 209.129.16.80

PAGE 2: Eligibility

Q1: Which college do you represent? Fresno City College

Q2: Has your college sent both a senior leader (CEO, CIO, or CSSO) and at least one additional staff person to spring CTE Data Unlocked training? Yes

Q3: If either a senior leader (CEO, CIO, CSSO) or another college representative has been unable to attend spring training, who should we contact to schedule a training during summer or early fall? (please provide a name, email, and phone number) *Respondent skipped this question*

PAGE 3: Current Data Usage

Q4: Where does your college get information on CTE outcomes at other colleges or training providers? (Please check all that apply) Advisory committees,
Statewide or national data systems (e.g., Datamart, LaunchBoard, IPEDS),
Purchased through a service or vendor (e.g., National Student Clearinghouse)

Q5: Where does your college get information on employment and earnings? (Please check all that apply) Conversations with students, Advisory committees,
Statewide data systems (e.g., Salary Surfer, Wage Tracker, LaunchBoard, Perkins report),
Purchased through a service or vendor (e.g., custom file from EDD)

Q6: Where does your college get information on labor market information like projected job openings and desired skills? (Please check all that apply) Advisory committees,
Statewide or national data systems (e.g., LMID, Bureau of Labor Statistics, O*NET),
Purchased through a service or vendor (e.g., EMSI, Burning Glass, Help Wanted Online)

PAGE 4: Technical Assistance

CTE Data Unlocked Funding & Technical Assistance Application

Q7: What support would your college like from a technical assistance provider? (Please select one)

I would like to use my technical assistance for another purpose

PAGE 5: Technical Assistance: Data Clean-Up

Q8: What type of support would your college like with data clean-up? (Please select one)

Technical support to examine TOP code and SAM code assignments

Q9: Who on your campus will be responsible for working with the technical assistance provider?

Name

Don Lopez

Job Title

Vice President of Instruction

Email Address

don.lopez@fresnocitycollege.edu

Phone Number

559.489.2226

Q10: Would you be interested in pooling resources with other colleges?

Yes

Q11: Do you have any additional detail that you'd like to share about your request? (optional response)

Respondent skipped this question

Q12: When would you like to receive this assistance? (Please check all that apply)

No preference

PAGE 6: Technical Assistance: Training

Q13: What type of support would your college like with training? (Please select one)

Respondent skipped this question

Q14: Who on your campus will be responsible for working with the technical assistance provider?

Respondent skipped this question

Q15: Would you be interested in pooling resources with other colleges?

Respondent skipped this question

Q16: Do you have any additional detail that you'd like to share about your request? (optional response)

Respondent skipped this question

Q17: When would you like to receive this assistance? (Please check all that apply)

Respondent skipped this question

PAGE 7: Technical Assistance: Data Integration

Q18: What type of support would your college like with integrating data into college processes? (Please select one)

Respondent skipped this question

Q19: Who on your campus will be responsible for working with the technical assistance provider?

Respondent skipped this question

CTE Data Unlocked Funding & Technical Assistance Application

- Q20: Would you be interested in pooling resources with other colleges? *Respondent skipped this question*
- Q21: Do you have any additional detail that you'd like to share about your request? (optional response) *Respondent skipped this question*
- Q22: When would you like to receive this assistance? (Please check all that apply) *Respondent skipped this question*

PAGE 8: Designing Technical Assistance

- Q23: A member of the CTE Data Unlocked team will contact your college in mid-June to discuss how best to design a technical assistance solution that meets your needs. Please identify the appropriate person for us to contact. *Respondent skipped this question*
- Q24: Does your college need help in determining how to use the \$50,000 as well? *Respondent skipped this question*

PAGE 9: Technical Assistance: Self-Defined

Q25: Please describe the specific support you would like from a technical assistance provider. (500 word maximum)

Use of 10 Hours of Technical Assistance: work with a CTE Data Unlocked Expert to identify the status of key data points that will drive the funding for the Strong Workforce Program, determine what steps are needed to improve data coding, and identify ways to structure spending the \$50,000 to improve data for key metrics and to support broader engagement with CTE data at the college.

Q26: Who on your campus will be responsible for working with the technical assistance provider?

Name	Don Lopez
Job Title	Interim Vice President for Instruction
Email Address	don.lopez@fresnocitycollege.edu
Phone Number	(559) 489-2226

- Q27: Would you be interested in pooling resources with other colleges? *Respondent skipped this question*
- Q28: When would you like to receive this assistance? (Please check all that apply) No preference

PAGE 10: Funding

Q29: How does your college intend to spend the \$50,000? (Please select one) I would like to use funds in another way

PAGE 11: Funding: Data Clean-Up

CTE Data Unlocked Funding & Technical Assistance Application

Q30: How will a consultant or expanded staffing support your college in doing data clean-up?	<i>Respondent skipped this question</i>
Q31: Who on your campus will be responsible for managing the work that will be done with this funding?	<i>Respondent skipped this question</i>
Q32: Would you be interested in pooling resources with other colleges?	<i>Respondent skipped this question</i>
Q33: Do you have any additional detail that you'd like to share about your request? (optional response)	<i>Respondent skipped this question</i>
Q34: Would you like help identifying a consultant for this task?	<i>Respondent skipped this question</i>

PAGE 12: Funding: Data Integration

Q35: How will your college use the funding to integrate data into college processes (select all that apply)?	<i>Respondent skipped this question</i>
Q36: Who on your campus will be responsible for managing the work that will be done with this funding?	<i>Respondent skipped this question</i>
Q37: Would you be interested in pooling resources with other colleges?	<i>Respondent skipped this question</i>
Q38: Do you have any additional detail that you'd like to share about your request? (optional response)	<i>Respondent skipped this question</i>
Q39: Would you like help identifying a consultant for this task?	<i>Respondent skipped this question</i>

PAGE 13: Funding: Communications

Q40: How will your college use the funding to create communications materials?	<i>Respondent skipped this question</i>
Q41: Who on your campus will be responsible for managing the work that will be done with this funding?	<i>Respondent skipped this question</i>
Q42: Would you be interested in pooling resources with other colleges?	<i>Respondent skipped this question</i>
Q43: Do you have any additional detail that you'd like to share about your request? (optional response)	<i>Respondent skipped this question</i>
Q44: Would you like help identifying a consultant for this task?	<i>Respondent skipped this question</i>

PAGE 14: Funding: Tool Adoption

CTE Data Unlocked Funding & Technical Assistance Application

- Q45: How will your college use the funding to support adoption of CTE data tools? *Respondent skipped this question*
- Q46: Who on your campus will be responsible for managing the work that will be done with this funding? *Respondent skipped this question*
- Q47: Would you be interested in pooling resources with other colleges? *Respondent skipped this question*
- Q48: Do you have any additional detail that you'd like to share about your request? (optional response) *Respondent skipped this question*
- Q49: Would you like help identifying a consultant to support the adoption of CTE data tools? *Respondent skipped this question*

PAGE 15: Funding: Self-Defined

Q50: Please describe the way you intend to use the \$50,000 (500 word maximum)

Use of the \$50,000: pending verification of data issues during the process of filling out the Strong Workforce Program local share template, examine assignment of TOP and SAM codes and determine whether codes should be changed to better capture the content of specific courses and awards.

- Q51: Would you be interested in pooling resources with other colleges? *Respondent skipped this question*
- Q52: Would you like help identifying a consultant for this task? Yes

PAGE 16: Funding Design

Q53: A member of the CTE Data Unlocked team will contact your college in mid-June to discuss how best to design a funding solution that meets your needs. Please identify the appropriate person for us to contact.

Name	Don Lopez
Job Title	Vice President of Instruction
Email Address	don.lopez@fresnocitycollege.edu
Phone Number	559.498.2226

APPENDIX A

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

The Workforce and Economic Development Program

CTE Data Unlocked Grant

Program-Specific Legal Terms and Conditions **(Effective January 15, 2016)**

1. Cost and Payments

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

Payment shall be made as follows:

- An advance payment of 40% of the total amount of this Grant Agreement will be paid as soon as feasible after the Grant Agreement is fully executed.
- Grantee may submit request for progress payments at the time that year-to-date quarterly and expenditures reports are submitted pursuant to section 4 of this Article. Payment will be made after review and approval of the quarterly reports by the Chancellor's Office. Progress payment(s) can only be made up to 90% of the total grant amount as the last 10% is withheld pending satisfactory performance and submittal of final performance and expenditure reports.
- A final payment will be calculated based on the Final Performance and Expenditure Reports due by July 31, 2018. If the total expenditure of funds by that date is less than the advance payment, the Chancellor's Office may invoice the Grantee for the excess amount.

Grantee agrees to expend matching funds at least equal to the match identified on the face sheet of this Grant Agreement. Payments shall be based on project costs reduced to the extent of required matching funds.

2. Budget Changes

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

3. Application Amendment Requests

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

4. Reporting

The Recipient shall prepare and submit to the Division of Workforce and Economic Development quarterly "Year-to-Date Expenditure and Progress Reports" using the online reporting system at:

<https://misweb.cccco.edu/SB70/prod/logon.cfm>

These reports are due on or before the following dates:

YEAR ONE

Reports	Due Dates
1 st Quarter Year-to-Date Expenditure and Progress Report	July 25, 2016
2 nd Quarter Year-to-Date Expenditure and Progress Report	October 25, 2016
3 rd Quarter Year-to-Date Expenditure and Progress report	January 25, 2017

4 th Quarter Year-to-Date Expenditure and Progress Report	April 25, 2017
YEAR TWO	
Reports	Due Dates
1 st Quarter Year-to-Date Expenditure and Progress Report	July 25, 2017
2 nd Quarter Year-to-Date Expenditure and Progress Report	October 25, 2017
3 rd Quarter Year-to-Date Expenditure and Progress report	January 25, 2018
4 th Quarter Year-to-Date Expenditure and Progress Report	April 25, 2016
Final Claim of Expenditures and Final Report due	July 31, 2018

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

The Final Performance and Expenditure Report must be received by the Division of Workforce and Economic Development no later than July 31, 2018.

5. The Chancellor's Office reserves the right to evaluate a grantees performance as follows:

- Reasonable and timely progress meeting the objectives of the grant; and
- Submission of a final report.

ARTICLE II

Standard Legal Terms and Conditions

(Revision 5/15/14)

1. Work to be Performed

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

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

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

2. Amendments

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

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

EXHIBIT B

Article II - Standard Legal Terms and Conditions
Article I - Program-Specific Legal Terms and Conditions

the year of appropriation shall ensure that Grantee does not receive funding for the same expense from more than one fiscal year.

3. Unenforceable Provision

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

4. Dispute

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

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

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

5. Notice

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

6. Interpretation

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

7. Project Director and Key Personnel

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

8. Project Monitor

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

9. Budget Concerns

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

10. Assignment

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

11. Subcontracts or Subgrants

- a. Grantee agrees to obtain the written approval of the Project Monitor prior to the selection of subcontractors or subgrantees to perform services under this Grant Agreement, based upon a written request indicating compliance with the provisions set forth below. Except where prohibited by the Standards of Conduct provisions set forth in section 15 of this Article, subcontractors or subgrantees specifically identified in this Grant Agreement or the Exhibits attached hereto and which are secured in accordance with applicable legal requirements and the provisions set forth below are deemed approved upon execution of this Grant Agreement.
- b. In any event, if the Grantee wishes to enter into a subcontract or subgrant agreement for performance of any part of the activities under this Grant Agreement, Grantee shall disclose the intended purpose and amount of the subcontracting, identify the proposed subcontractor or subgrantee, and certify that the subcontractor or subgrantee was selected according to locally applicable competitive bidding processes which are reasonably calculated to ensure that cost shall be given substantial weight in the selection process, and that the selected subcontractor or subgrantee is the best qualified party available to provide the required services. Upon request, Grantee shall furnish evidence of compliance with this provision to the Project Monitor. Grantee shall immediately notify the Project Monitor in the event that any subcontract or subgrant is terminated.
- c. All subcontracts or subgrants shall contain a provision prohibiting any third or subsequent tier subcontracts or subgrants without additional written approval by the Project Monitor.
- d. The Project Monitor's consent to one or more subcontracts or subgrants shall not constitute a waiver or diminution of the absolute power to approve each and every subsequent subcontract or subgrant.

EXHIBIT B

Article II-Standard Legal Terms and Conditions
Article I-Program-Specific Legal Terms and Conditions

- e. Upon request, Grantee shall furnish any additional evidence the Project Monitor may deem appropriate concerning the competitive bidding procedures used or any other matter related to compliance with paragraphs (a) or (b).
- f. Grantee shall not enter into any subgrant or subcontract of the types described below and any such agreement which may be executed is null and void and of no force or effect.
 - 1. A former state employee (including a Chancellor's Office employee, or a district employee who worked for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant under this Grant Agreement with the Grantee if that employee was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement while employed by the state. (Gov. Code, §§ 1090, et seq., 87100, and 87400 et seq.; Cal.Code Regs. tit. 5, §§ 18741.1 and 18747.)
 - 2. A current state employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) cannot enter into a subcontract or subgrant with the Grantee, with the exception of rank-and-file employees of the California State University and the University of California. (Pub. Contr. Code, § 10410.)
 - 3. The spouse or a member of the immediate family of a current Chancellor's Office employee (including a current Chancellor's Office employee or district employee working for the Chancellor's Office on an Interjurisdictional Exchange (IJE)) may not enter into a subcontract or subgrant with the Grantee if the Chancellor's Office employee or person on an IJE was engaged in the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to this Grant Agreement, or the subcontract or subgrant, or had any influence whatsoever in the making of this Grant Agreement, or the subcontract or subgrant. (Gov. Code, §§ 1090, et seq.; and 87100.)
- g. Nothing contained in this Grant Agreement or otherwise, shall create any contractual relationship between the Chancellor's Office and any subcontractors or subgrantees, and no subcontract or subgrant shall relieve Grantee of its responsibilities and obligations hereunder. Grantee agrees to be as fully responsible to the Chancellor's Office for the acts and omissions of its subcontractors, subgrantees, and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subcontractors and subgrantees is independent from the obligation of the Chancellor's Office to make payments to Grantee. As a result, the Chancellor's Office shall have no obligation to pay or enforce the payment of any moneys to any subcontractor.

12. Audit

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

13. Products and Deliverables

- a. Each deliverable to be provided under this Grant Agreement shall be submitted to and approved by the Project Monitor. All products, documents and published materials, including multimedia presentations, shall be approved by the Project Monitor prior to distribution.
- b. Any document or written report prepared, in whole or in part by Grantee, or its subcontractors or subgrantees, shall contain the Grant number and dollar amount of the Grant and subcontracts or subgrants relating to the preparation of such document or written report. The Grant and subcontract or subgrant numbers and dollar amounts shall be contained in a separate section of such document or written report. (Gov. Code, § 7550(a).)
- c. When multiple documents or written reports are the subject or product of the Grant Agreement, the disclosure section must also contain a statement indicating that the total Grant amount represents compensation for multiple documents or written reports. (Gov. Code, § 7550(b).)
- d. All products resulting from this Grant Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source.
- e. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

14. Travel

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

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

15. Standards of Conduct

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

- a. Every reasonable course of action will be taken by the Grantee in order to maintain the integrity of this expenditure of public funds and to avoid any favoritism or questionable or improper conduct. The Grant Agreement will be administered in an impartial manner, free from personal, financial, or political gain. The Grantee, and its officers and employees, in administering the Grant Agreement, will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest, or personal gain.
- b. **Conducting Business with Relatives.** No relative by blood, adoption, or marriage of any officer or employee of the Grantee, or of any member of its governing board, will receive favorable treatment in the award of subcontracts or subgrants or in educational or employment opportunities funded by this Grant Agreement.
- c. **Conducting Business Involving Close Personal Friends and Associates.** In administering the Grant Agreement, officers and employees of the Grantee will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted to friends and associates.

EXHIBIT D

Article II-Standard Legal Terms and Conditions

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

16. Statewide or Regional Projects

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

- a. Grantee agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.

Article II-Standard Legal Terms and Conditions

- b. Grantee shall require all employees, consultants, subcontractors and subgrantees to disclose any employment or contractual relationships they may have with other colleges being served under a statewide or regional grant. Such relationships are prohibited and shall be promptly terminated unless, after being fully informed of the circumstances, the Project Monitor determines that the services being provided to the other college by the employee, consultant, or contractor are above and beyond or unrelated to those provided under this Grant.
- c. If the primary role of the Grantee under this agreement is to serve as a fiscal agent for distribution of funds, the Grantee agrees that it will not make any payment to subcontractors engaged to provide consulting services under this grant without the written approval of the Project Monitor and the Executive Vice Chancellor or the person he/she has designated to approve grants pursuant to subdivision (c) of section 3600 of the Chancellor's Office Contracts and Grants Manual. Grantee may, however, disburse funds as provided in the grant budget for other activities (including paying for expenses related to meetings of advisory bodies or travel expenses for site reviews) without prior approval.
- d. If this Grant exceeds \$750,000 and funds a full-time position to perform grant activities, Grantee hereby agrees to engage in full and open recruitment for that position in accord with subsection (a) of section 53021 of title 5 of the California Code of Regulations, with the understanding that such position may be filled on a temporary basis to the extent authorized by law. Grantee shall, in a timely manner, submit to the Personnel Office of the Chancellor's Office a copy of all such job announcements. In the event that an employee of the Chancellor's Office applies for and is selected to fill the position, the Chancellor's Office may consider executing an Interjurisdictional Exchange Agreement to permit the employee in question to work for the Grantee.
- e. Consistent with the requirements of section 19 of this Article ("Real Property and Equipment"), the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.

17. Time Is of the Essence

Time is of the essence in this Grant Agreement.

18. Intellectual Property

- a. Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or servicemarks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or servicemarks produced as a result of the Grant

Article II-Standard Legal Terms and Conditions

Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.

- b. The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

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



- c. All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

EXHIBIT D

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- d. If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.
- e. All trademarks and servicemarks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or servicemark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and servicemarks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or servicemarks created, developed or obtained under this Grant Agreement to the Grantee.
- f. In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.
- g. Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or servicemarks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering

Article II-Standard Legal Terms and Conditions

into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

19. Real Property and Equipment

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

- a. Equipment with an initial purchase price in excess of \$5,000 must be appropriately tagged as purchased with funds from the particular funding source and the Grantee shall maintain an inventory of equipment purchased, including a description of the equipment, a serial or other identification number, the acquisition date, the cost of the equipment, the location of the equipment, and any ultimate disposition data. The Grantee will also adhere to all other property management procedures and property accountability requirements as published by the Chancellor's Office.
- b. If the real property or equipment is not needed full time for the purposes of the Grant, it may also be used for other purposes so long as this does not interfere with its use in carrying out the purposes of the Grant throughout the term of this Grant Agreement.
- c. Upon completion or termination of the Grant, or when real property or equipment is no longer useful or necessary for purposes of the Grant, it may be disposed of as follows:
 1. Equipment with an initial purchase price less than \$5,000 may be disposed of as the Grantee deems appropriate.
 2. If the Grant-funded project involves systemwide or regional coordination or technical assistance activities, the disposition of real property or equipment with an initial purchase price in excess of \$5,000 shall be subject to the approval of the Chancellor's Office.
 3. In all other cases, real property or equipment with an initial purchase price in excess of \$5,000 may be sold or used in another program funded by the Chancellor's Office. If the real property or equipment is sold, the proceeds of the sale shall be returned to the program funded by this Grant Agreement, or if that program has been discontinued, to another program funded by the Chancellor's Office; provided however, that the Grantee may retain \$100 or ten percent of the sale price (whichever is greater) to cover the costs of sale.

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- d. Equipment purchased with federal funds shall also comply with any additional or more stringent equipment management requirements applicable to the particular federal funding source.

20. Surveys

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

21. Work by Chancellor's Office Personnel

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

22. Termination

- a. **Termination Option.** Either party may at its option terminate this Grant Agreement at any time upon giving thirty (30) days' advance notice in writing to the other party in the manner herein specified. In such event, both parties agree to use all reasonable efforts to mitigate their expenses and obligations hereunder. In such event, the Chancellor's Office shall pay Grantee for all satisfactory services rendered and expenses incurred prior to such termination which could not by reasonable efforts of Grantee have been avoided, but not in excess of the maximum payable under the Grant Agreement as specified on the Grant Agreement Face Sheet. In such event, Grantee agrees to relinquish possession of equipment purchased for this project to the Chancellor's Office or Grantee may, with approval of the Chancellor's Office, purchase or dispose of said equipment as provided in section 19 of this Article ("Real Property and Equipment").
- b. **Event of Breach.** In the event of any breach of this Grant Agreement, the Chancellor's Office may, without any prejudice to any of its other legal remedies, terminate this Grant Agreement upon five (5) days' written notice to the Grantee.

Article II-Standard Legal Terms and Conditions

In the event of such termination the Chancellor's Office may select a new grantee to proceed with the work in any manner deemed proper by the Chancellor's Office. The cost to the Chancellor's Office of having the project completed by another grantee shall be deducted from any sum due Grantee under this Grant Agreement, and the balance, if any, shall be paid to Grantee upon demand. Whether or not the Chancellor's Office elects to proceed with the project, the Chancellor's Office shall pay Grantee only the reasonable value of the services theretofore rendered by Grantee as may be agreed upon by the parties or determined by a court of law.

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

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

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

23. Waiver

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

24. Workers' Compensation Insurance

Grantee hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Grant Agreement, or is self-

Article II-Standard Legal Terms and Conditions

insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish to the Chancellor's Office satisfactory evidence thereof at any time the Project Monitor may request.

25. Law Governing

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

26. Participation in Grant-Funded Activities

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

27. Curriculum Development

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

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

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

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

28. Eligibility for Noncitizens

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

29. Nondiscrimination Clause

- a. During the performance of this Grant Agreement, Grantee and its subcontractors or subgrantees shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of ethnic group identification, national origin, religion, creed, age (over 40), sex, race, color, ancestry, sexual orientation, physical disability (including HIV and AIDS), mental disability, medical condition (cancer and genetic characteristics), or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics, marital status, denial of family care leave, political affiliation, or position in a labor dispute. Grantee and subcontractors or subgrantees shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.
- b. Grantee and its subcontractors or subgrantees shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §§ 12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs., tit. 2, §§ 7285 et seq.). The applicable regulations of the Fair Employment and Housing

Article II-Standard Legal Terms and Conditions

Commission implementing Government Code section 12990 (a-f), set forth in chapter 5 of division 4 of title 2 of the California Code of Regulations are incorporated into this Grant Agreement by reference and made a part hereof as if set forth in full.

- c. Grantee and its subcontractors or subgrantees shall also comply with the provisions of Government Code sections 11135-11139.8, and the regulations promulgated thereunder by the Board of Governors of the California Community Colleges (Cal. Code Regs., tit. 5, §§ 59300 et seq.); provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- d. Grantee and its subcontractors or subgrantees shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontract or subgrant agreements to perform work under this Grant Agreement.

30. Accessibility for Persons with Disabilities

- a. By signing this Grant Agreement, Grantee assures the Chancellor's Office that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.
- b. Grantee shall, upon request by any person, make any materials produced with Grant funds available in braille, large print, electronic text, or other appropriate alternate format. Grantee shall establish policies and procedures to respond to such requests in a timely manner.
- c. All data processing, telecommunications, and/or electronic and information technology (including software, equipment, or other resources) developed, procured, or maintained by Grantee, whether purchased, leased or provided under some other arrangement for use in connection with this Grant Agreement, shall comply with the regulations implementing Section 508 of the Rehabilitation Act of 1973, as amended, set forth at 36 Code of Federal Regulations, part 1194.
- d. Design of computer or web-based materials, including instructional materials, shall conform to guidelines of the Web Access Initiative (see <http://www.w3.org/TR/WAI-WEBCONTENT/>) or similar guidelines developed by the Chancellor's Office.

Article II-Standard Legal Terms and Conditions

- e. Grantee shall respond, and shall require its subcontractors and subgrantees to respond to and resolve any complaints regarding accessibility of its products and services as required by this section. If such complaints are not informally resolved, they shall be treated and processed as complaints of discrimination based on disability pursuant to California Code of Regulations, title 5, sections 59300 et seq.; provided, however, that if Grantee or any subgrantee or subcontractor is not a community college district the references in the regulations of the Board of Governors to "the district" shall be deemed to refer to the Grantee, subgrantee or subcontractor and references to the "district governing board" shall be deemed to refer to the management or governing body of the Grantee, subgrantee or subcontractor.
- f. Grantee and its subcontractors and subgrantees shall indemnify, defend, and hold harmless the Chancellor's Office, its officers, agents, and employees, from any and all claims by any person resulting from the failure to comply with the requirements of this section.
- g. Grantee shall incorporate the requirements of this section into all subcontract or subgrant agreements to perform work under this Grant Agreement.

31. Drug-Free Workplace Certification

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

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

EXHIBIT D

Article II-Standard Legal Terms and Conditions

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

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

32. Captions

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

33. Indemnification

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

- a. The Chancellor's Office will notify Grantee of any such claim in writing and tender the defense thereof within a reasonable time; and
- b. Grantee will have sole control of the defense of any action on such claim and all negotiations for its settlement or compromise; provided that:
 1. When substantial principles of government or public law are involved, when litigation might create precedent affecting future Chancellor's Office operations or liability, or when involvement of the Chancellor's Office is otherwise mandated by law, the Chancellor's Office may participate in such action at its own expense with respect to attorneys' fees and costs (but not liability);
 2. The Chancellor's Office will have the right to approve or disapprove any settlement or compromise, which approval will not unreasonably be withheld or delayed; and

3. The Chancellor's Office will reasonably cooperate in the defense and in any related settlement negotiations.

34. Independent Status of Grantee

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

35. Grant Agreement is Complete

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

36. Union Organizing

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

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

37. Debarment, Suspension, and Other Responsibility Matters

If this Grant Agreement is funded in whole or in part with federal funds, Executive Order 12549, Debarment and Suspension, and the implementing regulations set forth at 34 Code of Federal Regulations part 85, require that prospective participants in covered transactions, as defined at 34 Code of Federal Regulations part 85, sections 85.105 and 85.110, provide the certification set forth in paragraph a. or the explanation required by paragraph b. below.

- a. By signing this Grant Agreement, Grantee hereby certifies under penalty of perjury under the laws of the State of California that Grantee and its principals:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 2. Have not within a three-year period preceding this Grant Agreement been convicted of or had a civil judgment rendered against them for

EXHIBIT D

Article II-Standard Legal Terms and Conditions

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 8(a)(2) of this certification; and
 4. Have not within a three-year period preceding this Grant Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.
- b. Where Grantee is unable to certify to any of the above statements, Grantee shall attach an explanation to the face sheet for this Agreement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

January 22, 2018

MANAGEMENT

Revised Job Description/Attachment #1

Director, Criminal Justice Academies Instruction
Criminal Justice Academies
Human Services & Technology Division
Santa Ana College
Academic Supervisory
Grade Level H

Appointment

Chavez, Lorena
Director, Special Programs
Centennial Education Center
Continuing Education Division
Santa Ana College

Effective: December 18, 2017
Salary Placement: H-1 \$81,280.84/Year
(CL17-1010)

De La Rosa, Jennifer M.
Associate Dean, Student Development
Student Affairs
Santa Ana College

Effective: January 16, 2018
Salary Placement: D-2 \$113,777.73/Year
(AC17-0620)

Interim to Permanent

Chamorro, Gustavo
Director, LAOC Regional Consortia OC
Educational Services
District

Effective: November 20, 2017
Salary Placement: C-6 \$143,699.58/Year
(CL17-0985)

Interim Assignment

Greiner, Anna
Interim Director
Small Business Initiative
Educational Services
District

Effective: December 18, 2017 – June 30, 2018
Hourly Placement: F-7 \$58.75/Hour

MANAGEMENT (CONT'D)

Interim Assignment (cont'd)

Sanchez, Angelo H.
Interim Facilities Manager
Administrative Services
Santa Ana College

Effective: December 4, 2017 – June 30, 2018
Hourly Placement: I-3 \$84,692.76/Year

Additional Assignment/Duties

O'Connor, Adam
Interim Vice President
Administrative Services
Santa Ana College

Effective: December 13, 2017 – June 30, 2018
Salary Placement: A-7 \$171,394.03/Year
(No Change-Concurrent with Regular Assignment)

Adjusted Salary due to Shift Change

Jones, Ronald S.
Custodial Supervisor
Administrative Services
Santa Ana College

Effective: November 6, 2017
Graveyard Shift Salary placement: O-7 + 7.5% \$82,906.33/Year

Change of Department

Love, Janice
Director, College Research
From: Student Services/Santa Ana College
To: President's Office/Santa Ana College

Effective: December 1, 2017
(Reorg #1048)

FACULTY

CEFA Part-time Hourly Step Increases Effective Spring 2018/Attachment #2

Appointment

Sanchez, Sandra C.
Master Teacher
SAC Early Childhood Education Center
Child Development Services
District

Effective: December 13, 2017
Salary Placement: MT/BA-1 \$39,835.90/Year
(AC17-0643)

Leave of Absence

Cuellar, Estela
Instructor, Vocational/Office Technology
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 12, 2017 – January 03, 2018
Reason: Maternity Leave

FACULTY (CONT'D)

Adjustment to Change of Classification

Bass, Stacey
Professor, Nursing
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
From: IV-15 \$95,670.38/Year
To: VII-15 \$103,969.78/Year

Adjustment to Effective Date for Change of Classification

Daugherty, Seth
Assistant Professor/Librarian
Institutional Effectiveness, Library &
Learning Support Services Division
Santiago Canyon College

From: August 1, 2017
To: August 21, 2017

Beyond Contract/Overload Stipend

Aguilar Beltran, Maria
Professor/Counselor/
Coordinator, Assessment Center
Counseling Division
Santa Ana College

Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Bennett, Gary
Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: November 29, 2017
Amount: \$250.00
Reason: Program Facilitation-Distance Education

Bradley, Kyle
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$1,000.00
Reason: Curriculum Development-Math 180
(Project #2548)

Bradley, Kyle
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$750.00
Reason: Curriculum Development-Math 140
(Project #2548)

Bradley, Kyle
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: October 6, 2017
Amount: \$1,666.00
Reason: Program Development-Math 140
(Project #2548)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Brown, Angela
Professor/Counselor
Counseling Division
Santa Ana College
Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Corp, Richard
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: August 28, 2017
Amount: \$1,500.00
Reason: Curriculum Development-Math 219
(Project #3201)

Corp, Richard
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: August 28, 2017
Amount: \$2,000.00
Reason: Curriculum Development-Math 083
(Project #3201)

Dinh-Mahavongtrakul, Minhan
Assistant Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: September 1, 2017
Amount: \$300.00
Reason: Program Facilitation-Biology
(Project #1625)

Jenkins, Crystal
Professor, Chemistry
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: June 19, 2017
Amount: \$500.00
Reason: Program Facilitation-Distance Education

Jenkins, Crystal
Professor, Chemistry
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: August 28, 2017
Amount: \$250.00
Reason: Program Facilitation-Distance Education

Leeds, Kelvin
Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: August 28, 2017
Amount: \$500.00
Reason: Curriculum Development-Math 219
(Project #3201)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Lockhart, Ann
Associate Professor/Counselor/
Coordinator, CARE/CalWORKS
Extended Opportunities Programs & Services
Santa Ana College
Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

McKowan-Bourguignon, Lisa
Associate Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: August 28, 2017
Amount: \$750.00
Reason: Curriculum Development-Math 140
(Project #3201)

McKowan-Bourguignon, Lisa
Associate Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: October 6, 2017
Amount: \$1,666.00
Reason: Program Development-Math 140
(Project #2548)

Meckes, Ana
Assistant Professor/Counselor
Counseling Division
Santa Ana College
Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Meier, Krystal
Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: August 28, 2017
Amount: \$3,000.00
Reason: Curriculum Development-Math 150
(Project #3201)

Mishal, Amit
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College
Effective: October 6, 2017
Amount: \$1,666.00
Reason: Program Development-Math 140
(Project #2548)

Muir, Shannon
Assistant Professor/Counselor
Counseling Division
Santa Ana College
Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Nguyen, Kelly
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$2,000.00
Reason: Curriculum Development-Math 083
(Project #3201)

Nguyen, Thu T.
Assistant Professor/Counselor
Counseling Division
Santa Ana College

Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Pineda, Maribel
Assistant Professor/Counselor
Counseling Division
Santa Ana College

Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Shahbazian, Roy
Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: June 19, 2017
Amount: \$500.00
Reason: Program Facilitation-Distance Education

Shahbazian, Roy
Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$250.00
Reason: Program Facilitation-Distance Education

Sweeney, George
Associate Professor/Coordinator,
Math/Student Equity
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: June 19, 2017
Amount: \$250.00
Reason: Curriculum Development-Math 083
(Project #3201)

Sweeney, George
Associate Professor/Coordinator,
Math/Student Equity
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$8,000.00
Reason: Coordinator-BSI
(Project #2067)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Takahashi, Mary Kathleen
Professor, Microbiology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 21, 2017
Amount: \$4,000.00
Reason: Program Facilitation-Biology
(Project #1621)

Tolentino, Justin
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$1,500.00
Reason: Curriculum Development-Math 083
(Project #3201)

Tolentino, Justin
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 28, 2017
Amount: \$1,500.00
Reason: Curriculum Development-Math 219
(Project #3201)

Vargas, Martha
Professor/Counselor/Coordinator,
University Transfer Center
Counseling Division
Santa Ana College

Effective: December 12, 2017
Amount: \$500.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Zook, Rochelle
Professor/Counselor/
Coordinator/ULINK
Counseling Division
Santa Ana College

Effective: December 12, 2017
Amount: \$1,000.00
Reason: Other Non-instructional-Counseling
(Project #2548)

Part-time/Hourly Column Changes

Alfe, Julianne
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: January 02, 2018
From: I-6 \$52.44/\$26.23
To: II-6 \$53.75/\$28.88

Castaneda, Veronica
Instructor, ABE/Vocational Instructor
Continuing Education Division (CEC)
Santa Ana College

Effective: January 04, 2018
From: I-4 \$49.91/\$24.96
To: II-4 \$51.16/\$25.58

FACULTY (CONT'D)

Part-time/Hourly Column Changes

Crossland, Paige
Instructor/Counselor
Counseling & Student Support Services Division
Santiago Canyon College
Effective: January 29, 2018
From: II-4 \$61.20/\$52.02
To: III-4 \$64.25/\$54.62

Jackson, Renae
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College
Effective: January 29, 2018
From: I-3 \$55.51/\$49.96
To: II-3 \$58.29/\$52.46

Olivos, Ruth
Counselor
Counseling Division
Santa Ana College
Effective: January 29, 2018
From: II-5 \$54.62
To: IV-5 \$60.22

Skiles, Pamela
Counselor
Counseling & Student Support Services Division
Santiago Canyon College
Effective: January 29, 2018
From: III-4 \$54.62/\$32.13
To: IV-4 \$57.35/\$33.73

Stansbury, Deanna S.
Instructor, English
Art, Humanities & Social Sciences Division
Santiago Canyon College
Effective: January 29, 2018
From: III-5 \$67.47/\$60.72
To: IV-5 \$70.84/\$63.76

Trinh, Bryant
Instructor, Manufacturing Technology
Human Services & Technology Division
Santa Ana College
Effective: January 29, 2018
From: I-3 \$55.51/\$49.96
To: II-3 \$58.29/\$52.46

Vu, Tammy
Instructor/Counselor
Counseling/Student Support Services Division
Santiago Canyon College
Effective: January 29, 2018
From: II-3 \$58.29/\$49.54
To: III-3 \$61.20/\$52.02

Part-time New Hires/Rehires

Allen, Bennett Kendall
Instructor,, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College
Effective: December 22, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

FACULTY (CONT'D)

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

Amat, Alex
Instructor, Fire Technology/Hose
Human Services & Technology Division
Santa Ana College

Effective: December 22, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Anderson, Ryan K.
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College

Effective: January 02, 2018
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Applegate, Elizabeth S.
Instructor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: February 05, 2018
Hourly Lecture Rate: II-3 \$58.29

Asarian, Armen J.
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College

Effective: December 11, 2017
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Avalos, Jesus F.
Instructor, Business Administration/
Management/Marketing
Business Division
Santa Ana College

Effective: January 29, 2018
Hourly Lecture/Lab Rates: II-3 \$55.29/\$52.46

Berekian, Beverly J.
Instructor, Earth Science
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: January 29, 2018
Hourly Lecture/Lab Rates: IV-3 \$64.25/\$57.83

Bjelic, Tasha C.
Instructor, Photography
Fine & Performing Arts Division
Santa Ana College

Effective: February 05, 2018
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Bugrov, Maksim
Instructor, Communication Studies
Fine & Performing Arts Division
Santa Ana College

Effective: February 05, 2018
Hourly Lecture Rate: II-3 \$58.29

FACULTY (CONT'D)

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

Derr, Laura J. Effective: January 29, 2018
Clinical Nurse Hourly Rate: II-3 \$58.29
Science, Mathematics &
Health Sciences Division
Santa Ana College

Doelz, Julianne C. Effective: January 29, 2018
Instructor, Accounting and Hourly Lecture Rate: II-3 \$58.29
Business Administration
Business Division
Santa Ana College

Dzida, Andrew J. Effective: February 05, 2018
Instructor, Philosophy Hourly Lecture Rate: IV-3 \$64.25
Humanities & Social Sciences Division
Santa Ana College

Estrada-Ramero, Joshua D. Effective: February 05, 2018
Instructor, Dance Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Fakhriravari, Saeed Effective: January 16, 2018
Instructor, Vocational IEP/Comuters Hourly Lecture Rate: II-3 \$49.91
Continuing Education Division (OEC)
Santiago Canyon College

Frausto, Elizabeth Effective: January 03, 2018
Instructor, Vocational/Business Skills Hourly Lecture Rate: I-3 \$48.69
Continuing Education Division (OEC)
Santiago Canyon College

Gonzalez, Jasty J. Effective: January 29, 2018
Instructor, Business Hourly Lecture Rate: II-3 \$58.29
Business & Career Technical Education Division
Santiago Canyon College

Guo, Yanni Effective: January 29, 2018
Instructor, Business Hourly Lecture Rate: IV-3 \$64.25
Business & Career Technical Education Division
Santiago Canyon College

FACULTY (CONT'D)

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

Hall, John E. Effective: February 05, 2018
Instructor, Broadcast Technology Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Fine & Performing Arts Division
Santa Ana College

Hanes, Stephanie E. Effective: February 05, 2018
Instructor, Art Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Hiatt, Courtney E. Effective: January 29, 2018
Instructor, Kinesiology Hourly Lab Rate: II-3 \$52.46
Mathematics & Sciences Division
Santiago Canyon College

Hoffman, Deborah I. Effective: January 29, 2018
Clinical Nurse Hourly Rate: I-3 \$55.51
Science, Mathematics and
Health Sciences Division
Santa Ana College

Jabaz, Elizabeth Effective: February 05, 2018
Instructor, Broadcast Technology Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Fine & Performing Arts Division
Santa Ana College

Jain, Purnima Effective: February 05, 2018
Instructor, Psychology Hourly Lecture Rate: II-3 \$58.29
Humanities & Social Sciences Division
Santa Ana College

Johnson, Colleen S. Effective: January 29, 2018
Instructor, Nutrition/Culinary Arts Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Khajavipour, Jordan A. Effective: January 29, 2018
Instructor, English Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Arts, Humanities & Social Sciences Division
Santiago Canyon College

FACULTY (CONT'D)

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

Koenig, Emilie R. Effective: January 29, 2018
Instructor, English Hourly Lecture Rate: IV-3 \$64.25
Art, Humanities and
Social Sciences Division
Santiago Canyon College

Kumar, Annapurna L. Effective: February 05, 2018
Instructor, Art Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Lee, Francesca A. Effective: February 05, 2018
Instructor, Dance Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Lee, Sondra J. Effective: January 03, 2018
Instructor, Disabled Students Programs Hourly Lecture Rate: II-3 \$49.91
& Services, Adults with Special Needs
Continuing Education Division (OEC)
Santiago Canyon College

Little, Nathanael T. Effective: February 05, 2018
Instructor, Art Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Lomeli, Isaac J. Effective: February 05, 2018
Instructor, English Hourly Lecture Rate: II-3 \$58.29
Humanities & Social Sciences Division
Santa Ana College

Lopez, Linda J. Effective: December 18, 2017
Instructor, Health & Safety Hourly Lecture Rate: I-3 \$48.69
Continuing Education Division (OEC)
Santiago Canyon College

Manneh, Nayla A. Effective: January 29, 2018
Instructor, French Hourly Lecture/Lab Rates: IV-3 \$64.25/\$57.83
Arts, Humanities & Social Sciences Division
Santiago Canyon College

FACULTY (CONT'D)

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

Martin, Shana G. Effective: January 29, 2018
Instructor, Management and Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Business Administration
Business Division
Santa Ana College

Nissen, Brian Douglas Effective: January 02, 2018
Instructor, Criminal Justice (equivalency) Hourly Lecture/Lab Rates: I-4 \$58.29/\$52.46
Human Services & Technology Division
Santa Ana College

Omae, Amy L. Effective: January 29, 2018
Instructor, Water Utility Hourly Lecture Rate: II-3 \$58.29
Business & Career Technical Education Division
Santiago Canyon College

Ozaeta Hernandez, Ivan Effective: January 29, 2018
Instructor, Astronomy Hourly Lecture/Lab Rates: III-4 \$64.25/\$57.83
Science, Mathematics and
Health Sciences Division
Santa Ana College

Pardoen, Brent C. Effective: November 28, 2017
Instructor, Fire Technology Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Ramos Jimenez, Denia L. Effective: December 04, 2017
Instructor, High School Subjects Hourly Lecture Rate: I-3 \$48.69
Continuing Education Division (CEC)
Santa Ana College

Rosa, Steve Effective: February 05, 2018
Instructor, Dance Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Fine & Performing Arts Division
Santa Ana College

Saldana, Ivon Effective: January 29, 2018
Instructor, Spanish Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Arts, Humanities &
Social Sciences Division
Santiago Canyon College

FACULTY (CONT'D)

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

Segundo-Gil, Jose A. Effective: January 29, 2018
Instructor, Spanish Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Serrano, Helen Effective: December 18, 2018
Instructor, ESL Hourly Lecture Rate: II-3 \$49.91
Continuing Education Division (CEC)
Santa Ana College

Slavens, Jesse D. Effective: January 02, 2018
Instructor, Philosophy Hourly Lecture Rate: IV-3 \$64.25
Humanities & Social Sciences Division
Santa Ana College

Smith, Teddine R. Effective: December 06, 2017
Instructor, Vocational/Nursing Assistant Hourly Lecture Rate: I-3 \$48.69
Continuing Education Division (OEC)
Santiago Canyon College

Sosebee, Mark S. Effective: January 29, 2018
Instructor, Automotive Technology Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Thomas, Rebekah F. Effective: January 29, 2018
Instructor, Paralegal Hourly Lecture/Lab Rates: IV-3 \$64.25/\$57.83
Business Division
Santa Ana College

Vargas, Rachelle M. Effective: January 29, 2018
Instructor, Child Development/ Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.56
Education Studies
Human Services & Technology Division
Santa Ana College

Weiss, Blair R. Effective: January 29, 2018
Instructor, Biology (equivalency) Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Science, Mathematics &
Health Sciences Division
Santa Ana College

FACULTY (CONT'D)

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

Zampaulo, Andre
Instructor, Spanish
Arts, Humanities and
Social Sciences Division
Santiago Canyon College
Effective: January 29, 2018
Hourly Lecture/Lab Rates: IV-3 \$64.25/\$57.83

Zawawi, Salma S.
Instructor, Business
Business & Career Technical Education Division
Santiago Canyon College
Effective: January 29, 2018
Hourly Lecture Rate: II-3 \$58.29

Non-paid Instructors of Record

Carlson, Kimberly S.
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College
Effective: January 09, 2018

Grimaldo, Fernando O.
Instructor, Disabled Students Programs
& Services, Adults with Disabilities
Workforce Preparation
Continuing Education Division (OEC)
Santiago Canyon College
Effective: January 08, 2018

Hales, Noelle L.
Instructor, Disabled Students Programs
& Services, Adults with Disabilities
Workforce Preparation
Continuing Education Division (OEC)
Santiago Canyon College
Effective: January 08, 2018

Huerta, Itzayana
Human Services Intern
Extended Opportunities Programs
& Services
Santa Ana College
Effective: January 23 – May 23, 2018
College Affiliation: CSU, Dominguez Hills
Discipline: Human Services

Knauer, Frank S.
Instructor, Apprenticeship/
Surveying (equivalency)
Business & Career Technical Education Division
Santiago Canyon College
Effective: January 29, 2018

FACULTY (CONT'D)

Non-paid Intern Service

Lamb, Jason
Human Services Intern
Veterans Resource Center
Student Affairs
Santa Ana College

Effective: January 23 – May 31, 2018
College Affiliation: CS, Fullerton
Discipline: Human Services

McGinn, Gaylen
Athletic Training Intern
Kinesiology
Mathematics & Sciences Division
Santiago Canyon College

Effective: January 23 – June 30, 2018
College Affiliation: Chapman University
Discipline: Athletic Training

Muldoon, Traci
Public Affairs Intern
Public Affairs & Publications
District

Effective: January 23 – June 30, 2018
College Affiliation: CSU, Fullerton
Discipline: Communications

Ramirez, Vanessa
Athletic Trainer Intern
Kinesiology
Mathematics & Sciences Division
Santiago Canyon College

Effective: January 23 – June 30, 2018
College Affiliation: Chapman University
Discipline: Athletic Training

Sirin, Kathleen
Athletic Trainer Intern
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: January 23 – June 30, 2018
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

Stockton, Troy
Athletic Trainer Intern
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: January 23 – June 30, 2018
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

Vazquez, Lucia
Athletic Trainer Intern
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: January 23 – June 30, 2018
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

**DIRECTOR
CRIMINAL JUSTICE ACADEMIES INSTRUCTION**

GENERAL RESPONSIBILITIES

Responsible to the Associate Dean of Criminal Justice Academies for all aspects of criminal justice academies instruction; assists with other criminal justice education programs; also performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

CRIMINAL JUSTICE ACADEMIES INSTRUCTION

Works with the Orange County Sheriff's Department and other law enforcement agencies to ensure the efficient and effective operation and management of instruction including, scheduling of all courses in appropriate facilities, staffing, admissions, and compliance with and reporting of certification requirements; assists in the Basic Academy selection process of non-affiliated academy students; counsels individuals interested in law enforcement careers; ensures the effectiveness of all course offerings, activities, and services and their responsiveness to the needs of culturally diverse communities; recommends and implements policies and regulations; ensures compliance with applicable laws and regulations; maintains related records and submits related reports.

Supervises and coordinates Santa Ana College's Criminal Justice Academies presentations with law enforcement training partners; assists with the design, delivery, staffing, funding and evaluation of instruction to public and private entities pursuant to contracts. Performs as the Director of the Basic and Modular Academies, coordinates Advanced Officer Training programs, and supervises all academy faculty and classified staff. Coordinates, schedules and conducts In-Service Agreement site visitations as assigned. Assists the Associate Dean with site facility management assuring that all its systems are functioning properly. Performs other duties and special projects as assigned by the Associate Dean of Criminal Justice Academies.

PERSONNEL

Under the direction of the Associate Dean, the Director of Criminal Justice Academies is responsible for the supervision of assigned staff including the direction and evaluation of work, the adjustment of grievances and the administration of applicable collective bargaining agreements. Recommends the hiring, transfer, lay-off, recall, promotion, discipline, training, and professional development of assigned staff. Monitors part-time faculty LHE and assures compliance within contractual limits.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance and the maintenance of student records, in accordance with the policies and regulations set forth by the District.

**DIRECTOR
CRIMINAL JUSTICE ACADEMIES INSTRUCTION**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

ESSENTIAL FUNCTIONS

Supervises all aspects of the operation of Criminal Justice Academies instruction, including all functions of assigned staff.

Assists in the preparation and management of budget for designated programs; identifies law enforcement training needs, and ensures compliance with California laws and Commission of Peace Officer Standards and Training (POST) certification requirements.

Maintains POST certification to serve as an academy instructor fulfills academy teaching assignments as needed.

Assists in the development of departmental curriculum and conducts program review.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possession of a bachelor's degree; and, at least four years of full-time experience in law enforcement, corrections, probation or parole at a command level (Lieutenant, Captain, Commander, Chief, or equivalent). Must meet certification requirements to instruct in the Regular Basic Course as defined in POST Regulation 1009 within 6 months of employment.

Desirable Qualifications: Possession of a master's degree.

Required Skills: Ability to assess public safety training and educational needs and opportunities; supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: January 22, 2018

CEFA PART TIME HOURLY STEP INCREASES EFFECTIVE SPRING 2018

ATTACHMENT #2

LAST NAME	FIRST NAME	LOCATION	GRADE	NEW STEP	NEW LEC AMT	NEW NX AMT
Albor	Natalie	CEC/SAC	2	4	\$51.16	\$25.58
Alcala	Lilia	OEC/SCC	2	4	\$51.16	
Barasch	Ronald	CEC/SAC	2	6	\$53.75	\$26.88
Bennett	Jessica	OEC/SCC	2	4	\$51.16	\$25.58
Bonfiglio	Steve	OEC/SCC	2	4	\$51.16	\$25.58
Bowers	Gary	OEC/SCC	2	5	\$52.44	\$26.23
Braun	Fay	CEC/SAC	1	6	\$52.44	\$26.23
Callanan	Jill	CEC/SAC	2	5	\$52.44	\$26.23
Cante	Maria	CEC/SAC	2	5	\$52.44	
Castaneda	Veronica	CEC/SAC	1	4	\$49.91	\$24.96
Chang	Timothy	OEC/SCC	2	4	\$51.16	\$25.58
Chavez	Ricardo	OEC/SCC	2	4	\$51.16	
Cruz	Catalina	CEC/SAC	2	6	\$53.75	
Cruz Santoyo	Maria	CEC/SAC	2	4	\$51.16	
Cruz-Teposte	Janet	CEC/SAC	2	6	\$53.75	\$26.88
Doyle	James	OEC/SCC	1	6	\$52.44	\$26.23
Frausto	Jesus	OEC/SCC	1	4	\$49.91	\$24.96
Gable	Mary	OEC/SCC	2	6	\$53.75	
Gil	Maria	CEC/SAC	1	6	\$52.44	\$26.23
Glomba	John	CEC/SAC	1	4	\$49.91	\$24.96
Gonzalez	Roberto	OEC/SCC	2	5	\$52.44	
Harris	Donzelle	CEC/SAC	1	5	\$51.16	
Hug	Daniel	CEC/SAC	2	4	\$51.16	\$25.58
Johnson	Sandra	OEC/SCC	1	5	\$51.16	
Kay	Leslie	OEC/SCC	2	4	\$51.16	\$25.58
Kong	Dawn	CEC/SAC	2	4	\$51.16	
Makena	Mary	CEC/SAC	2	6	\$53.75	
Mayfield	Lorraine	OEC/SCC	2	4	\$51.16	\$25.58
McPeak	Christine	OEC/SCC	2	4	\$51.16	
Meyer	Ken	OEC/SCC	2	4	\$51.16	
Moeller	Jason	OEC/SCC	2	5	\$52.44	\$26.23
Muhammad	Maryam	CEC/SAC	1	4	\$49.91	\$24.96
Nestoras	Apollo	OEC/SCC	2	4	\$51.16	\$25.58
Netherton	Pamela	OEC/SCC	2	5	\$52.44	\$26.23
Nezzer	Samantha	OEC/SCC	2	4	\$51.16	\$25.58
Ortiz	Stephanie	CEC/SAC	2	4	\$51.16	\$25.58
Peimbert	Barbara	CEC/SAC	2	6	\$53.75	
Perez	Sergio	OEC/SCC	3	4	\$52.44	
Pohl	Andrew	OEC/SCC	2	4	\$51.16	\$25.58
Pongco	Jonathan	OEC/SCC	2	4	\$51.16	\$25.58
Ried	Silenia	CEC/SAC	2	4	\$51.16	\$25.58
Rincon	Jennifer	OEC/SCC	1	6	\$52.44	\$26.23
Rucker	Nancy	CEC/SAC	2	4	\$51.16	\$25.58
Salcedo	Margie	CEC/SAC	2	4	\$51.16	\$25.58
Samaniego	Adriel	OEC/SCC	1	4	\$49.91	
Sanyal	Prabal	OEC/SCC	2	4	\$51.16	
Sataki	Barbara	OEC/SCC	1	4	\$49.91	\$24.96
Saucedo Daniel	Jorge	OEC/SCC	1	4	\$49.91	\$24.96
Schuld	Corey	OEC/SCC	2	4	\$51.16	\$25.58
Shakiba	Stefan	OEC/SCC	3	4	\$44.57	
Simons	Rich	OEC/SCC	2	4	\$51.16	\$25.58
Swanson	Regina	CEC/SAC	2	4	\$51.16	\$25.58

6.1 (19)

LAST NAME	FIRST NAME	LOCATION	GRADE	NEW STEP	NEW LEC AMT	NEW NX AMT
Tejeda	Patricia	CEC/SAC	2	5	\$44.57	
Van Veen	Eric	OEC/SCC	2	6	\$53.75	\$26.88
Volmer	Susan	CEC/SAC	2	4	\$51.16	
Volz	Michele	CEC/SAC	2	6	\$53.75	\$26.88
Wing	Lisa	CEC/SAC	2	5	\$52.44	\$26.23
Wood	Cindyann	CEC/SAC	2	6	\$53.75	\$26.88
Younis	Olga	CEC/SAC	2	4	\$51.16	\$25.58
Yue	Amy	CEC/SAC	2	5	\$52.44	\$26.23

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
JANUARY 22, 2018**

CLASSIFIEDProfessional Growth Increments

Bunch, Peterson Financial Aid Tech/ Financial Aid/ SAC	Effective: February 1, 2018 Grade 8, Step 2 + 3PG (1500) \$42,764.86
Denim, Susan Senior Clerk/ Financial Aid/ SCC	Effective: February 1, 2018 Grade 8, Step 6 + 2PG (1000) \$51,713.06
Ediss, Michael Automotive Mechanic/ Admin. Services/ SAC	Effective: February 1, 2018 Grade 11, Step 6 + 2.5%L + 9PG (4500) \$63,002.44
Garbis, Tiffany Graduation Specialist/ Admissions & Records/ SCC	Effective: February 1, 2018 Grade 15, Step 4 + 2.5%L + 10PG (3500) \$68,364.91
Gunderson, Linda Financial Aid Computer Analyst/ Financial Aid/ SCC	Effective: February 1, 2018 Grade 13, Step 6 + 2.5% L + 6PG (3000) \$67,810.63
Gutierrez Lucero, Maria Student Services Specialist/ Counseling/ SCC	Effective: February 1, 2018 Grade 10, Step 6 + 2.5%L + 2.5%Bil + 2PG (1000) \$58,347.22
Mora, Francisco Administrative Clerk/ Continuing Ed./ OEC	Effective: February 1, 2018 Grade 10, Step 1 + 2.5%Bil + 1PG (500) \$44,353.72
Nguyen, Hung Business Systems Analyst	Effective: February 1, 2018 Grade 15, Step 6 + 2.5%L + 9 PG (3000) \$75,095.37
Nguyen, Jimmy Distance Ed. Services Specialist/ Distance Education/ SAC	Effective: February 1, 2018 Grade 15, Step 3 + 5%L + 10PG (3500) \$67,295.74

Professional Growth Increments cont'd

Nguyen, Trang Admissions & Records Spec. II/ Admissions/ SAC	Effective: February 1, 2018 Grade 8, Step 2 + 1PG (500) \$41,764.86
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Out of Class Assignment

Adams, Jennie Director, Auxiliary Services/ Admin. Services/ SAC <i>Supervisory</i>	Effective: 01/01/18 – 06/30/18 Grade F, Step 1 \$91, 529.46
Briceno, Yasmina Information Systems Spec./ Admin. Services/ SAC	Effective: 01/01/18 – 06/30/18 Grade 11, Step 6 + 5%L \$59,929.33
Calderon, David Director, SBDC/ Ed. Services/ District <i>Supervisory</i>	Effective: 01/01/18 – 06/30/18 Grade F, Step 1 \$93,529.46
Carpenter, Amanda Distance Education Services Spec./ DSPS/ SCC	Effective: 12/01/17 – 06/30/18 Grade 15, Step 1 + 2PG (1000) \$56,105.65
Garcia, Anaisabelle Curriculum Specialist/ Academic Affairs/ SCC	Effective: 12/18/17 – 06/29/18 Grade 13, Step 2 + 6PG (1500) \$53,464.11
Quinonez, Raul Bookstore Buyer/Admin. Services/ SAC	Effective: 01/01/18 – 06/30/18 Grade 10, Step 6 + 5%L + 1PG (500) \$57,846.91
Wild, Christopher Bookstore Operations Specialist/ Admin. Services/ SAC	Effective: 01/01/18 – 06/30/18 Grade 13, Step 5 + 2.5%L \$61,696.12

Return to Regular Assignment

Oropeza, Liliana Senior Clerk/ Student Services/ SAC	Effective: December 1, 2017 Grade 8, Step 2 + 3PG (1000) \$42,264.86
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Change in Position

Claxton, Alexander Research Analyst From: Student Services/ SAC To: President's Office/ SAC (Reorg 1048)	Effective: December 1, 2017 Grade 16, Step 1 \$58,466.07
Hill, Diane From: Administrative Clerk To: Risk Management Specialist (Reclass 1046)/ Risk Management/ District	Effective: January 1, 2018 Grade 12, Step 6 + 2.5%L \$61,590.56
Kawa, Kevin Research Analyst From: Academic Affairs/ SAC To: President's Office/SAC (Reorg 1048)	Effective: December 1, 2017 Grade 16, Step 1 \$58,466.07
Lopez DelaLuz, Basti From: High School Comm. Outreach Spec. To: Student Services Coordinator (CL17-1047) Student Services/ SAC	Effective: December 18, 2017 Grade 15, Step 1 \$55,105.65
Nevils, Marcelina From: Administrative Secretary To: Executive Secretary (Reclass 1047)/ ITS/ District	Effective: January 1, 2018 Grade 14, Step 5 + 5%L + 2PG (1000) \$67,648.23

Change in Salary Placement

Luque, Ivan Library Technician/ Library / SAC	Effective: October 17, 2017 Grade 9, Step 6 + 5% Swing (4 of 5 days) \$54,679.24 <i>Swing Shift</i>
Trujillo Zuniga, Beatrice Sr. Clerk/Communications Dispatcher District Safety/ District	Effective: November 29, 2017 Grade 8, Step 4 + 2.5%Bil \$46,677.91 <i>Bilingual Stipend</i>
Tuon, Sophanareth Sr. Custodian/Utility Worker/ Admin. Services/ SAC	Effective: January 2, 2018 Grade 7, Step 6 + 5%L + 7.5%GY \$54,273.58 <i>Graveyard Shift</i>

Leave of Absence

Lohman, Suzanne Student Services Coord./ Counseling/ SAC	Effective: 01/02/18 – 06/30/18 Reason: FMLA
McAdam, Veronica Administrative Clerk/ Child Dev. Services	Effective: 11/10/17 – 02/02/18 Reason: FMLA/Parental Leave
Ruiz, Marbella Business Services Coord./ DMC/ District	Effective: 11/17/17 – 02/09/18 Reason: FMLA/Parental Leave

Return from Leave

Moya, Nicole Student Services Coord./ Student Services/ SCC	Effective: 09/25/17 – 12/18/17 Reason: FMLA/Parental Leave
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Ratification of Resignation/Retirement

Caughern, Diane Administrative Secretary/ Counseling/ SAC	Effective: December 30, 2017 Reason: Retirement
Razo, Felix Sr. Custodian/Utility Worker/ Admin. Services/ SAC	Effective: December 30, 2017 Reason: Retirement
Vanchezwaran, Asha Applications Specialist III/ ITS/ District	Effective: January 2, 2018 Reason: Resignation

CLASSIFIED HOURLY

New Appointments

Ortega, Leslie Student Services Specialist (CL17-0914) Student Development/ SCC	Effective: December 11, 2017 19 Hours/Week 12 Months/Year Grade 10, Step A \$20.49/Hour
Reimer, Tracy General Office Clerk (CL17-1004) EOPS/ SAC	Effective: December 12, 2017 19 Hours/Week 12 Months/Year Grade 3, Step A \$15.47/Hour

CLASSIFIED HOURLY

New Appointments cont'd

Stevenson, Peggy
Intermediate Clerk (CL17-1042)
Counseling/ SAC

Effective: November 28, 2017
19 Hours/Week 12 Months/Year
Grade 5, Step A \$16.78/Hour

Out of Class Assignment

Espinoza, Sandra
High School & Comm. Outreach Spec./
Student Services/ SAC

Effective: 12/16/17 – 05/08/18
19 Hours/Week 12 Months/Year
Grade 13, Step A \$23.71/Hour

Change in Position

Gardea, Omar
From: Instructional Assistant
To: Learning Ctr. Specialist
(Reclass-1053) Continuing Ed./ CEC

Effective: January 1, 2018
Up to 19 Hours/Week School Session
Grade 8, Step A + 5%L \$19.75/Hour

Professional Growth Increment

Ayala, Jose
District Safety Officer/ SCC

Effective: February 1, 2018
Grade 9, Step A + 1PG (250)
\$19.60/Hour + \$20.83/Mo. PG

Khan, Khadija
Student Program Specialist/ Scholarship
Office/ SAC

Effective: February 1, 2018
Grade 10, Step A + 1PG (250)
\$20.49/Hour + \$20.83/Mo. PG

Lopez, Mayra
Counseling Assistant/ EOPS/ SAC

Effective: February 1, 2018
Grade 5, Step A + 1PG (250)
\$16.78/Hour + \$20.83/Mo. PG

Moreno, Monique
Admissions/Records Spec. I/ Continuing
Ed./ CEC

Effective: February 1, 2018
Grade 6, Step A + 2.5% Bil + 3PG (750)
\$17.82/Hour + \$62.50/Mo. PG

Vedell, Elizabeth Jane
Learning Facilitator/ Inst. Effec. Libr. &
Learning Support/ SCC

Effective: February 1, 2018
Grade 8, Step A + 2.5%L + 3PG (750)
\$19.28/Hour + \$62.50/Mo. PG

Ratification of Resignation/Retirement

Frausto, Elizabeth Instructional Assistant/ Continuing Ed./ OEC	Effective: January 2, 2018 Reason: Resignation
Martinez Escutia, Jazmin Assessment Assistant/ Counseling/ SAC	Effective: November 22, 2017 Reason: Resignation
Rasouli, Mohannad Admissions/Records Spec. I/ Admissions/ SAC	Effective: December 29, 2017 Reason: Resignation

TEMPORARY ASSIGNMENT

Bejarano, Monida Student Services Specialist/ Student Services/ SAC	Effective: 01/23/18 – 06/29/18
Campbell, Timothy Fine Arts & Theater Facilities Tech./ Fine & Performing Arts/ SAC	Effective: 01/23/18 – 06/30/18
Carbonaro, Juliana Instructional Center Tech./ Bus. Div./ SAC	Effective: 01/23/18 – 06/30/18
Daniels, Lani Library Clerk/ Library/ SAC	Effective: 02/05/18 – 06/30/18
Dong, Anna Instructional Assistant/ Human Services & Tech./ SAC	Effective: 02/05/18 – 05/11/18
Ferreri, Alexandra Instructional Assistant/ Science & Math/ SCC	Effective: 01/23/18 – 06/30/18
Fisher, Ivette Library Clerk/ Library/ SAC	Effective: 02/05/18 – 06/30/18
Garcia, Gilbert Video Tech./ Fine & Performing Arts/ SAC	Effective: 01/23/18 – 06/30/18

Additional Hours for Ongoing Assignment cont'd

Espinoza, Sandra High School & Comm. Outreach Spec./ Student Services/ SAC	Effective: 12/16/17 – 05/01/18 Not to exceed 19 consecutive working days in any given period.
Lopez, Mayra Counseling Assistant/ EOPS/ SAC	Effective: 11/27/17 – 01/06/18 Not to exceed 19 consecutive working days in any given period.
Nagai, Wayne Instructional Assistant/ Science & Math/ SCC	Effective: 01/02/18 – 01/26/18 Not to exceed 19 consecutive working days in any given period.
Nguyen, Tung Instructional Assistant/ Continuing Ed./ CEC	Effective: 11/06/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Phan, Lieuthu Admissions & Records Spec. I/ Continuing Ed./ CEC	Effective: 12/11/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Ramirez, Liliana Student Program Specialist/ Student Services/ SCC	Effective: 12/15/17 – 03/02/18 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Cruz Silverio, Armando Custodian/ Admin. Services/ SCC	Effective: 12/11/17 – 06/29/18
Danley, Nicole Instructional Assistant/ Continuing Ed./ CEC	Effective: 11/30/17 – 05/25/18 Not to exceed 19 consecutive working days in any given period.
Garcia, Waldo Counseling Assistant/ Continuing Ed./ CEC	Effective: 12/04/17 – 02/27/18
Kelly, Tracie Sr. Account Clerk/ Fiscal Services/ District	Effective: 12/18/17 – 01/18/18

Substitute Assignments cont'd

Levin, Matthew District Safety Officer/ District	Effective: 01/23/18 – 06/30/18
Nguyen, Quang Electronic & Computer Tech I/ ITS/ District	Effective: 01/02/18 – 06/30/18
Palomares, Vanessa Business Services Coord./ CITD/ Ed. Services/ District	Effective: 01/02/18 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Pham, Phuong Bookstore Storekeeper/ Admin. Services/ SAC	Effective: 01/01/18 – 06/30/18
Serratos, Raquel Senior Clerk/ Public Affairs/ SAC	Effective: 01/01/18 – 01/12/18
Urbina, Vanessa Administrative Secretary/ Fine & Performing Arts/ SAC	Effective: 12/06/17 – 03/06/18

MISCELLANEOUS POSITIONS

Alvizures, Genesis Child Care Associate/ Child Dev. Services/ District	Effective: 01/08/18 – 02/02/18
Astorga, Diana Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 11/29/17
Baltazqar Suarez, Clementian Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18
Bustamante Munoz, Maribel Child Care Associate/ Child Dev. Services/ CEC	Effective: 01/02/18 – 02/03/18

MISCELLANEOUS POSITIONS cont'd

Camarena, Jose Child Care Associate/ Child Dev. Services/ District	Effective: 01/02/18 – 02/03/18
Castelan, Odalis Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18
Chou, Jaimie Child Care Associate/ Child Dev. Services/ SCC	Effective: 01/02/18 – 02/03/18
Cole, Traci Business Expert Professional II/ SBDC/ District	Effective: 12/18/17 – 12/31/17 01/02/18 – 06/30/18
DeRosas, Maria Child Care Associate/ Child Dev. Services/ SCC	Effective: 02/01/18 – 02/03/18
Garcia, Priscilla Child Care Associate/ Child Dev. Services/ District	Effective: 01/09/18 – 02/02/18
Gonzalez Aranda, Karina Child Care Associate/ Child Dev. Services/ District	Effective: 01/11/18 – 02/02/18
Hernandez, Kassandra Child Care Associate/ Child Dev. Services/ District	Effective: 01/02/18 – 02/03/18
Juarez Bedolla, Rebecca Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18
Le, Christine Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18
Le, Nga Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18

MISCELLANEOUS POSITIONS cont'd

Mariscal Rubio, Sandra Child Care Associate/ Child Dev. Services/ CEC	Effective: 01/02/18 – 02/03/18
Morris Brown, Flora Community Services Presenter/ Continuing Ed./ OEC	Effective: 01/02/18
Perez, Adriana Clerical Assistant/ Child Dev. Services/ SAC	Effective: 12/11/17 – 03/30/18
Rodriguez, Juana Child Care Associate/ Child Dev. Services/ CEC	Effective: 01/02/18 – 02/03/18
Rodriguez, Mileydy Child Care Associate/ Child Dev. Services/ CEC	Effective: 01/02/18 – 02/03/18
Sanchez, Stacy Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18
Tran, Linda Child Care Associate/ Child Dev. Services/ SAC	Effective: 01/02/18 – 02/03/18
Vera, Stephanie Child Care Associate/ Child Dev. Services/ CEC	Effective: 01/02/18 – 02/03/18
Vieyra, Deanna Child Care Associate/ Child Dev. Services/ District	Effective: 01/02/18 – 02/03/18
Zaragoza, Ziomara Child Care Associate/ Child Dev. Services/ SCC	Effective: 01/02/18 – 02/03/18

COMMUNITY SERVICE PRESENTERS

Stipends Effective November 11 – December 10, 2017 cont'd

Diebolt Price, Julie	Amount: \$ 76.51
Domoinguez, Paciano	Amount: \$ 234.25
Dumon, Dori	Amount: \$ 240.00
Famolaro, Felix	Amount: \$ 720.00
Figueroa, Miguel	Amount: \$ 597.09
Fischermitaru, Mariana	Amount: \$ 257.50
Gil, Kim Yen	Amount: \$ 82.13
Hardy, Kamilia	Amount: \$ 258.91
Lee, Jennifer	Amount: \$ 73.08
Mack, Karen	Amount: \$ 131.54
Nolasco, Jeffrey	Amount: \$ 432.00
Perreault, Elizabeth	Amount: \$ 348.00
Rasian, Nayrouz	Amount: \$ 2,340.00
Rivera, Rodrigo	Amount: \$ 155.29
Samaniego, Adriel	Amount: \$ 200.00
Smith, Teddine	Amount: \$ 3,840.00
Truong, Lee Lee	Amount: \$ 220.00

VOLUNTEERS

Dickson, Maelynn Volunteer/ Humanities & Soc. Sci./ SCC	Effective: 02/05/18 – 05/31/18
Gonzales, Jennifer Volunteer/ Counseling/ SAC	Effective: 02/05/18 – 06/30/18
Jaimes Noriego, Mariela Volunteer/ Student Affairs/ SAC	Effective: 01/22/18 – 06/30/18

**SANTA ANA COLLEGE
STUDENT ASSISTANT NEW HIRE LIST**

Alvarez-Orozco, Noemi P.	Effective: 12/18/17-06/30/18
Aparicio Romero, Yolanda	Effective: 12/18/17-06/30/18
Ashraf, Rafeka	Effective: 12/12/17-06/30/18
Avila, Jacqueline	Effective: 01/02/18-06/30/18
Castelan, Mayan	Effective: 11/30/17-06/30/18
Medina de Sibaja, Clementina A.	Effective: 12/13/17-06/30/18
Ramirez, Magdalena	Effective: 01/08/18-06/30/18
Otero Chemas, Maria C.	Effective: 02/05/18-06/30/18
Tapia, Julian	Effective: 12/18/17-06/30/18

**SANTIAGO CANYON COLLEGE
STUDENT ASSISTANT NEW HIRE LIST**

Brisman, Joshua	Effective: 01/02/2018 – 06/30/2018
Torres, Danielle	Effective: 01/02/2018 – 06/30/2018
Valenzuela, Edward	Effective: 01/02/2018 – 06/30/2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Revision to Include Expenses as Outlined in Agreement for Search Consultant for the Vice Chancellor of Human Resources	
Action:	Request for Approval	

BACKGROUND

On September 11, 2017, it was recommended to the Board of Trustees that the District engage in the services of a search consultant, PPL Inc. to provide assistance with the search process to replace John Didion, the previous Vice Chancellor of Human Resources.

ANALYSIS

The original request, approved by the Board of September 11, 2017 had a fiscal impact of \$21,000. Per the agreement, the services for the search were listed \$21,000 and reimbursements for related travel at a not to exceed amount of \$3,000, the reimbursement amount was accidentally omitted from the original request.

This request is to allocate the additional \$3,000 to the budget for the PPL Inc. search as the process has already begun and invoices will be submitted to the District for payment shortly.

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to include expenses as outlined in the agreement with PPL, Inc. for search process services as presented.

Fiscal Impact: \$24,000	Board Date: January 22, 2018
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



Main Office:

P.O. Box 17457

South Lake Tahoe, CA 96151

August 22, 2017

Dr. Raul Rodriguez, Chancellor
c/o Judy Chitlik, Vice-Chancellor for Human Resources
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

Dear Chancellor Rodriguez:

PPL, Inc. has been providing executive search services, as well as interim and consultant placements, primarily for districts of the California Community College System, since 1978. The firm now takes great pleasure in forwarding this proposal to conduct executive search services for the Vice-Chancellor for Human Resources position at Rancho Santiago Community College District. Relevant information, or a referral to its location in the attached proposal document, follows.

Background and Experience with Successful Presidential Searches

PPL provides “the best of both worlds.” The firm’s history of service, with only a few exceptions, has focused exclusively on California community colleges; PPL’s consultants know these colleges well. However, PPL’s reach in executive recruitment is much broader. As described in this proposal, contacts have been cultivated and maintained across the country, so that the search for the District’s next Vice-Chancellor will result in a large, diverse, and highly qualified pool of applicants.

A listing of successful consulting engagements as well as current references with contact information can be provided, should that be of interest. PPL is proud of its reputation and, more importantly, the quality of service and positive outcomes that stand behind it.

Consultants Assigned to Provide Services in the Search; Their Recent Experience

This proposal has PPL Co-Owners and Vice-Presidents **Drs. Dean Colli and Lisa Sugimoto** assigned as co-consultants to support your search and selection processes for this important executive position. They have partnered in many successful executive searches for many community colleges, primarily in the Southern California area.

Dr. Colli has recently co-consulted in support of the successful Superintendent/President searches at MiraCosta, West Kern (2015-16) and Siskiyous Community College Districts. In earlier years, he also led or participated in successful CEO searches for LA Harbor College, Glendale Community College District, West Kern Community College District (2011-12), Bakersfield College, Antelope Valley Community College District, Victor Valley Community College District, and Copper Mountain Community College District. In addition, he was a co-consultant providing search services for the Vice-Chancellor for Human Resources position in the Coast Community College District. Dr. Colli retired as Interim President during his last two years at Grossmont College after serving as Vice-President for Academic Affairs for over six years.

Dr. Sugimoto served with Dr. Colli in supporting the successful searches for Superintendent/President positions at Antelope Valley, Victor Valley, and Copper Mountain Community College Districts as well as the President position at Bakersfield College. She was also a Co-Consultant with Dr. Colli in the Vice Chancellor-Human Resources search in the Coast Community College District. Working with other PPL Co-Owners and Senior Associates, Dr. Sugimoto was the Lead Consultant for a Vice Chancellor search in Los Angeles CCD and the Support Consultant for the President Search at Los Angeles Trade Technical College. Dr. Sugimoto retired as Vice President of Advancement of Pasadena Area CCD after serving as the Superintendent/President, on an interim basis.

As always, the full team of PPL consultants would see that the needs of the District are effectively met. One or both assigned consultants will attend meetings and interview activities, as requested. Should either of them not be able to perform for some unforeseen reason, another PPL Principal will quickly step in to provide a seamless flow of services.

Proposed Fee for Services

This proposal sets a fee for search services at \$21,000 and related travel reimbursements not to exceed \$3,000. This fee assumes there are no more than six campus visits by one or both consultants and that reimbursements will be claimed with appropriate documentation and receipts. There are several options the firm can discuss with the Board to adjust this cost, if necessary. PPL will negotiate with your District to requote the fee, should you require other than the list of search services identified in this proposal.

Description of Full Menu of Services

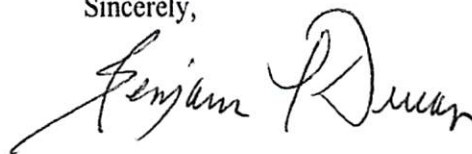
PPL will customize its services to meet your needs; our philosophy is to listen carefully and understand first, then to advise and guide the District in its search and selection efforts. Drs. Colli and Sugimoto would suggest practices and resources that have been successful, and caution about those the firm has found to be problematic. A full description of services to address key components of the search and selection process is listed in the Proposal.

Strategy for and Approach to Establishing Search/Selection Timeline

Drs. Colli and Sugimoto would prepare a draft search/selection calendar to begin dialogue with District leadership and the Screening Committee. Unless directed otherwise, the goal would focus on appointing a successful candidate as close as possible to the end of the 2016-17 fiscal year, with the individual beginning service soon thereafter.

Please make all inquiries regarding this search proposal directly with Dr. Dean Colli. He may be reached by phone at (619) 517-6133 or dcolli@pplpros.com. If Dr. Colli is not available in time to respond to your inquiries, Dr. Sugimoto may be contacted at (562) 972-8983 or lisasugimoto@yahoo.com. PPL looks forward to the opportunity to support your Vice-Chancellor for Human Resources search and the Rancho Santiago Community College District.

Sincerely,



Benjamin T. Duran, Ed.D.
President, PPL Inc.

Proposal & Scope of Work for
Rancho Santiago Community College District

Search for
Vice Chancellor-Human Resources

from



Serving California Community Colleges Since 1978

www.PPLPros.com

Drs. Dean Colli and Lisa Sugimoto, Co-consultants

August 21, 2017

Description of Search and Selection Services (Responsible party in parentheses)

In providing executive search and selection services, PPL would typically define its role as well as the District's role as listed below. (Responsible party in parentheses)

Support and assistance to the District leadership & Committee

- Assist to maintain steady progress using the agreed upon timeline (RSCCD & PPL)
- Identify Screening Committee members (RSCCD)
- Identify Screening Committee Chair and support services for Committee logistics (RSCCD)
- Establish communication processes (RSCCD HR, Public Affairs, Chancellor, etc. & PPL)
- Orient Screening Committee—role, responsibilities, confidentiality and other EEO practices (RSCCD & PPL)

Development and advertisement of the announcement

- Develop announcement and website draft content (RSCCD)
- Approve announcement and website content (Chancellor or designee)
- Identify advertising media plan within District's budget (RSCCD HR & PPL)
- Production of search website (RSCCD)
- Production of search announcement (RSCCD &/or Printer)

Work with District to compile a list of suitable target candidates

- E-mail to CCC distribution lists—CEO, CIO, CSSO, CBO, CHRO, etc. (RSCCD)
- Identify target candidates and facilitate their consideration of the position (PPL)

Confidential personal recruitment

- Contacts through leaders of professional associations, conferences, etc. (PPL)
- Contacts with database of prospective applicants (PPL)
- Contacts with selected successful executives not currently job searching (PPL)
- Contacts with coordinators of university higher education leadership programs (PPL)
- Respond to confidential inquiries regarding the position, District, community, etc. (PPL)
- District leadership and Committee members engage in recruiting opportunities (RSCCD)

Interview, candidate forums, and site visits assistance

- Receive and process of application materials (RSCCD HR)
- Develop paper screening & interviewing materials (PPL, Committee)
- Determine adequacy of applicant pool—number, quality, diversity (District leadership, PPL assistance if desired)
- Identify applicants for first level interview from paper screen ranking results (Committee; PPL assistance)
- Invite interviewees and communicate logistics (RSCCD HR)
- Respond to confidential inquiries regarding interview process (PPL)
- Conduct interview day activities (Committee & PPL)
- Identify candidates to recommend for finalist interviews (Committee, PPL assistance)
- Determine adequacy of finalist pool (Committee, RSCCD HR, PPL assistance if desired)
- Invite finalists for interviews and communicate logistics (RSCCD HR)
- Conduct finalist interviews (District Leadership & PPL)

In-depth background checks

- Secure clearances from candidates to do background checks (RSCCD HR, PPL assistance if desired)
- Conduct in-depth background checks on finalists (PPL)
- Conduct social/other media review (PPL)
- Prepare and present reference check summaries (PPL)
- DOJ background check (RSCCD)

Assist with final selection and negotiations with selected candidate

- Discuss interviews and background check results (District leadership & PPL)

Attend Board meetings (PPL, as requested)

Cost

Search and Selection Services	\$21,000
Reimbursements for Related Travel (Not to exceed)	<u>\$ 3,000</u>
Total	\$24,000

- Consultant travel expense reimbursements by the District include mileage and appropriate meals. Should some search activities be held on several consecutive days (e.g. Committee interviews, District leadership interviews), lodging may also be necessary. ***All travel expense reimbursements will not exceed \$3,000.***
- Some Districts are requiring ***extended background searches*** to include Department of Justice Review, which the District typically conducts through Live Scan, and full Credit Checks. If the Credit Check service is desired, PPL will recommend an appropriate investigation firm and there will be an additional fee.
- In the event that the search is extended, because of an inadequate pool of first level interview candidates or finalists, there will be no additional charge for services. In the event that the full search and selection process does not result in the hire and commencement of employment of a Vice-Chancellor, the District may either work with the co-consultants to consider other candidates within the finalist pool or conduct a new search. Should this occur, there will be no additional charge for services. However, if a new search is conducted, the District and PPL will come to an agreement regarding an increase in the maximum level of reimbursement for travel expenses, on a proportional basis, in keeping with the part of the selection process that must be renewed.
- PPL mileage reimbursement is in keeping with the IRS business mileage rate allowable for claims as a business tax deduction, which is presently 53.5 cents per mile.
- PPL's billing practices have varied over the years and the firm is flexible in this regard. However, the preference is to invoice the District on a monthly basis, in equal amounts, over the period of service. For example, if services were to be provided over an approximate six-month period and the total contracted price for services was \$21,000, PPL would invoice the District \$3,000 at the end of each month and the final \$3,000 at the end of the process.

Summary of Scope of Services to be Performed

Professional, technical and administrative support and guidance

We design the search process together, working closely with Human Resources, to ensure the process follows Administrative Procedures and adheres to the search timelines. The consultants confer with District and constituent groups in developing meaningful evaluation criteria that lead to positive search processes and outcomes. To support that process, we work with the Screening Committee to come to consensus on qualifications and characteristics of ideal Vice Chancellor candidates to recommend to the Chancellor.

PPL consultants work closely with the Screening Committee to establish agreed upon procedures that ensure the search and appointment of a new Vice Chancellor is completed expeditiously, effectively and with appropriate confidentiality.

Support development of marketing strategies and outreach to candidates

The announcement, approved by the Chancellor or designee, briefly describes the District and its environment, current issues, qualifications and characteristics of the ideal candidate, the search and selection process, and instructions as to how to apply. A Vice Chancellor Search website is also developed, in cooperation with representatives of the District (e.g., human resources, information technology, public information). Webpages are created to announce the vacancy, link the user to an on-line application portal, describe the position, share information about the District, and give a flavor for the communities served by the institution. Numerous links are incorporated to take the website navigator to institutional and external information the District feels important to share. This on-line tool will facilitate each prospective applicant conducting a thorough review of this important professional opportunity and assessing whether it is a good match for him or her.

An aggressive advertising strategy is planned and executed, based on media availability and budgetary concerns. The consultants assist the District in identifying nationwide, state, and other appropriate publications for placing advertisements for the position; a wide variety of journals and other media, particularly those focused on recruitment of underrepresented professionals, assure reaching a diverse pool of prospective applicants. Care is taken, however, to stay within the budget set by the District for the search, recognizing the efficiencies brought by the use of electronic communication.

PPL and District HR representatives conduct initial outreach to prospective applicants within and outside of California. This is accomplished through standard statewide practices, using the California Community College System Registry and distribution lists for key executive positions in the 113 colleges and districts (e.g., CEOs, Board Presidents, Chief Instructional Officers, Chief Student Services Officers, Chief Business Officers, Chief Human Resource Officers, etc.) as well as contact with non-community college educational organizations and non-educational public organizations with relevant human resources practices.

Actively recruit qualified candidates beyond scope of standard district practices. Conduct confidential recruitment outreach

PPL conducts an extensive national recruitment campaign. PPL search experience as well as current Co-owners' and Associates' presence in the community college environment provide a network of connections that enhance the recruitment process. Executive searches PPL has helped to facilitate for over 15 years has generated a list of prospective applicants, both in California as well as across the nation. For each

executive search in which PPL is involved, individuals on this list are contacted, as are leaders of professional associations and program coordinators of university higher education leadership programs.

In addition, to keep the base of contacts fresh and relevant to current search services, PPL owners and associates maintain a relationship with executive level leaders in the California community colleges. PPL Senior Associate, Dr. Lisa Sugimoto, served in the retiree position on the Board of Directors for the Association for California Community College Administrators (ACCCA) and maintains her active participation there. PPL has also supported professional associations and/or their conferences through corporate sponsorships—Association of California Community College Administrators, Community College League of California, California Community Colleges (CCC) Chief Human Resources Officers, CCC Chief Instructional Officers, CCC Chief Student Services Administrators—and one or more owners often attend conferences of these professional associations.

PPL's primary focus is an aggressive, fully open, and fair search and selection process. Extensive recruitment is designed to cast the net as broadly as possible but, more importantly, to focus on those communication channels that are likely to generate an applicant pool that is rich in "diversity" in all aspects of the term.

In addition to the advertising and recruitment processes, PPL uses its networking to actively seek out prospective applicants its consultants believe would make good candidates for the position. Contacts are made with those who are currently looking to advance themselves professionally. However, contacts are also made with those seemingly a good match for the Vice Chancellor position at Rancho Santiago CCD who are performing well in their present position and not actively pursuing other opportunities.

PPL partners also maintain awareness of initiatives focused on enhancing the diversity of applicant pools for positions in the community colleges and participate in those initiatives, as appropriate. For example, PPL President/Co-Owner Dr. Duran and another PPL Co-Owner, Robert Griffin, were invited by the California Community Colleges System Office to participate in an initial meeting regarding Equal Employment Opportunity and Faculty Diversity. Subsequently, Dr. Duran served on a related CCC System Office Webinar panel in mid-October 2015.

Facilitate the committees in compliance with the Brown Act, applicable law, and hiring policy and procedures

PPL reviews and adheres to the Districts Administrative Procedures that guide the Search and Selection committees' process. The consultants further discuss any relevant Brown Act implications and applicable laws with the committees and ensures compliance within the context of the Committees' work to be completed. Confidentiality is a focus, in the beginning and throughout the process. Lack of confidentiality jeopardizes the completion of a successful search and leaves a negative impression in the community and with potential candidates.

PPL uses its experience and resource materials to assist the Screening Committee and, subsequently, District leadership to create selection procedures and tools carefully designed around criteria identified in the announcement. Identifying appropriate paper screening procedures, interview day activities, other selection activities, background checking procedures, and the tools designed to evaluate all those processes will be customized to meet Rancho Santiago CCD needs, but in such a way that each segment is referenced carefully to the qualifications, experience, and qualities the District seeks.

Unnecessary or irrelevant criteria, should they surface, are identified as such in order that the search and selection remain fair and objective. At the same time, PPL is careful to respect and support the role of the Screening Committee and District leadership as decision makers in the process of recommending an appointment to the Chancellor.

Committee members are consistently reminded of the confidential nature of the search and the criteria for completing their paperwork for those candidates they wish to further consider. Once the Screening Committee concludes its screening, interviewing, and deliberating, they identify the recommended finalist candidate(s) for recommendation to the Chancellor.

As requested and viewed as necessary, the consultants will offer suggestions to the Screening Committee and, eventually, District leadership regarding the ability of those groups to reach consensus on the evaluation of candidates. This may happen at various points in the selection process—for example, when the Committee selects candidates to interview or when the Committee identifies interviewees to advance to the Chancellor.

PPL consultants are available during the final interview process and deliberations to assist District leadership in its decision regarding a recommendation of a candidate for appointment.

Conduct thorough reference checks and background checks of finalist candidates, provide summaries and detailed transcripts of findings

The quality of PPL's performance in conducting background checks consistently earns the respect and gratitude of its clients. The only individuals assigned to do PPL background checks are PPL consultants who are experienced California community college executive leaders; this work is never outsourced. This is a responsibility that PPL takes very seriously. PPL consultants well understand the California community colleges and many of the people who work in them; consultants are able to use their knowledge, experience, and network to effectively pursue research in this regard.

Typical reference checking calls take well in excess of 40 minutes and are made to anyone who can attest to the candidate's leadership qualities and experience. Between the references provided by the candidate and other contacts sought, it is common for over 15 calls to be completed and be representative of a broad array of constituent groups (e.g., board of trustees, supervisors, faculty, support staff, direct reports, peer administrators, and community members).

Availability for general consultation and physically present for all meetings, orientation, candidate selection, interviews, Board meetings (as requested)

PPL consultants are available by cell, text, and e-mail. The consultants are responsive to inquiries by the District as well as prospective applicants/candidates for the position. The consultants assure their presence at meetings to provide continuity of service, and to build rapport and trust with the committees.

PPL assigns two consultants to every search, which ensures that at least one, if not both, are available for consultation. While Drs. Colli and Sugimoto are the key individuals assigned to work with the District, the full team of PPL consultants is available to meet its needs. In that regard, should either assigned consultant not be able to perform for some unforeseen reason, another PPL Co-owner or Senior Associate will quickly step in to provide a seamless flow of services.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and the California School Employees Association, Chapter 579	
Action:	Request for Action	

BACKGROUND

The District and the California School Employees Association (CSEA) have reached tentative agreement for the 2017-2018 fiscal year. The tentative agreement was ratified by the CSEA membership on January 16, 2018.

ANALYSIS

The proposed agreement is presented to the Board of Trustees for approval. The fiscal implications of the proposed contract are presented on the attached disclosure.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with the California School Employees Association, Chapter 579 for the period of July 1, 2017 through June 30, 2018.

Fiscal Impact: As presented on attached disclosure	Board Date: January 22, 2018
Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Tentative Agreement between
California School Employees Association (CSEA) and it's
Rancho Santiago Community College Chapter 579
and Rancho Santiago Community College District (District)

December 6, 2017

ARTICLE 14 – WAGES AND HOURS

14.1 Salary

The salary schedule for 2017-2018 shall be increased by ~~1.06%~~ **2%** on schedule and ~~0.5% off schedule~~ retroactive to July 1, ~~2016~~ **2017**.

Equity Language

Should any other bargaining unit receive a salary increase greater than 2% for the 2017-18 school year, the District will provide the same salary increase retroactive to July 1, 2017 to all CSEA bargaining unit members.

ARTICLE 15 – DISTRICT SAFETY DEPARTMENT

~~15.1. The Standard Operation Procedures (SOP) and Clarification on Security and Safety Issues signed by the parties March, 1991, as amended, is incorporated herein by reference. All other provisions of this Agreement are applicable to employees in the Safety Department.~~

15.21 Shift Assignments

If an opening on a particular shift should occur, the employee with the greatest seniority shall be given first choice to move to the vacant shift. If that employee should not wish to move, the shift assignment should be offered to the next most senior employees until the shift assignment is made. Where service patterns are determined as requiring a change in the basic work schedule, the District will notify the unit president and a new schedule will be developed in consultation with the unit president and/or his/her designee.

15.32 The workweek will consist of four (4) consecutive days with at least three (3) consecutive days off, or five (5) consecutive days with at least two (2) consecutive days off. There shall not be any consecutive work weeks scheduled (scheduling employees to work ten (10) consecutive days). This section shall not restrict the extension of the regular workweek on an overtime basis when such is necessary to carry on the business of the District.

15.43 Safety Equipment

The District shall provide firearms, ammunition and all ancillary equipment required for the Senior District Safety Officers (Armed) to carry out their job duties. This will include, but are not limited to, bullet proof vests, firearms, ammunition, belts, holsters, magazine holders, batons and flashlights.

15.54 Subpoena

When an officer is subpoenaed to be in court during off-duty time, he/she shall be paid for three (3) hours at regular pay as stand-by pay. If court appearance is required during off-duty time, the officer shall be paid

during off-duty time the number of hours required and verified at regular pay, but in no case less than three (3) hours.

15.65 Uniforms

The District will furnish at the original date of employment two (2) uniforms, with two (2) additional shirts (one to be long sleeved), for the full-time and one (1) uniform, with one (1) additional shirt (choice of long or short sleeved), for part-time as required by the District, bullet proof vests, including leather gear as required. Such uniforms shall be from a District-selected supplier.

District will furnish annually thereafter on the employee's anniversary date one (1) uniform for part-time employees and two (2) uniforms for full-time employees except leather gear. All employees will be provided leather gear after five (5) years of service or sooner when deemed necessary by the District.

District will replace or repair District-supplied partial or full uniforms, including leather gear, upon approved report of damage in the line of duty.

The District agrees to designate uniform and equipment requirements in the departmental operations manual.

15.76 Training

15.76.1 Officer training programs will be developed and sponsored by the District's Staff Development Program and/or Human Resources Department.

15.76.2 Officers that complete training programs on off-duty time will receive Staff Development and Professional Growth credits, subject to the rules for credit.

15.76.3 Monetary increments will be given to officers who complete each section or unit of training as stated in the CSEA contract under the section labeled Professional Growth.

15.87 Lunch Period

District Safety Officers working five (5) or more hours per day, and who remain ON CALL pursuant to supervisor's direction during their lunch break shall receive a paid lunch period of a minimum of one-half (½) hour at the approximate midpoint of their work day in accordance with their regular assignment and classification.


ARTICLE 24 – CORRECTIVE ACTION PROCEDURES

24.5 The causes for disciplinary action are enumerated in Administrative Regulation ~~4319~~ 7365.

24.7.4 If the employee chooses to appeal the disciplinary action, he/she must file a "Request for Evidentiary Hearing" with the Human Resources Office within ten (10) calendar days of the date of service of the written notice specified in 24.7.3. Service of notice shall be by mail to the employee's address of record on file in the Human Resources Department unless the district elects to serve the notice by personal delivery in lieu of mail delivery. This form shall be included with the written notification specified in Article 24.7.3. The hearing will be conducted in accordance with Administrative Regulation ~~4319~~ 7365. Hearings may be heard by the Board of Trustees, or a designated hearing officer agreeable to both the District and CSEA

Signed this 9th day of January, 2018

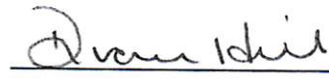
CSEA



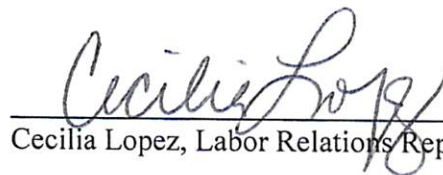
Sheryl Martin, Chapter President



Sean Small, Negotiations Team Member




Diane Hill, Negotiations Team Member

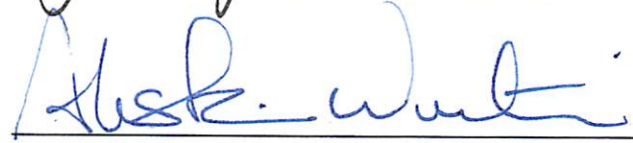


Cecilia Lopez, Labor Relations Representative

DISTRICT



Judy Chitlik, Vice Chancellor, Human Resources



Alistair Winter, Asst. Vice Chancellor, Human Resources

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
 In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

Rancho Santiago Community College District

Name of Bargaining Unit: CSEA Chapter 579

The proposed agreement covers the period beginning July 1, 2017 and ending June 30, 2018
 and will be acted upon by the Governing Board at its meeting on January 22, 2018.

A. Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement			
		Current Year 2017-18			
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$368,675	\$0	\$
2.	Salary Schedule Increase	Cost (+/-) F/T P/T	\$567,604 \$127,910 2.000%	\$0	\$ % %
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-)		\$0	\$ % %
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc. PERS rate increase from 13.888% to 15.531%	Cost (+/-) F/T P/T	\$272,560 \$11,103 \$571,365	\$0	\$ % %
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	\$198,932		\$ % %
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$2,118,149		\$ % %
7.	Total Number of Represented Employees		707		
8.	Total Compensation Cost for Average Employee - Increase (Decrease) Total Compensation %	Cost (+/-)	\$2,996 4.86%		\$

Please include comments and explanations as necessary:

The salary schedule for 2017-2018 shall be increased by 2% on schedule retroactive to July 1, 2017
effective upon ratification by the parties.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)

None

C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?

None

D. What contingency language is included in the proposed agreement (reopeners, etc.)?

None

E. Source of Funding for Proposed Agreement

1. Current Year

Base revenue

2. How will the ongoing cost of the proposed agreement be funded in future years?

Base revenue plus general fund income

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

Financial aspects of agreement will be reopened each year.

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No ___

G. Certification

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5

_____ District Chancellor

_____ Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: January 22, 2018
Re:	Approval of Services from the State of California Department of Justice	
Action:	Request for Approval	

BACKGROUND

All employees are required to submit fingerprints as a condition of employment prior to the first day of work. The Rancho Santiago Community College District is authorized to receive state summary criminal history information from the files of the State of California Department of Justice for potential future employees.

ANALYSIS

The Human Resources Department seeks the approval of the Board of Trustees to engage in fingerprinting services with the State of California Department of Justice. The fiscal impact of this request is unknown at this time as the cost is driven by the number of future employees utilizing these services.

The Department of Justice invoices the District \$32.00 per report. This amount is reimbursed to the District if the employee is hired and is done by Payroll deduction.

The initial cost for this service will be paid from the Human Resources budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve engaging the State of California Department of Justice to provide fingerprinting and reimbursement services as presented.

Fiscal Impact: Based on utilization	Board Date: January 22, 2018
Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: January 22, 2018
Re:	Presentation of Child Development Centers – CSEA Chapter 888 Initial Proposal to the Rancho Santiago Community College District	
Action:	Receipt of Initial Bargaining Proposal and Request for Approval to Schedule Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547 (a) the Child Development Centers – CSEA Chapter 888 initial proposal to the District is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its February 5, 2018.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for the next regularly scheduled board meeting.

Fiscal Impact: To be Determined.	Board Date: January 22, 2018
Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Initial Reopener Agreement Proposal of
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
Rancho Santiago Community College District Chapter – Child Development Center #888**

12/3/2017

Pursuant to Article 23 of the Agreement between the Rancho Santiago Community College District and California School Employees Association and its Chapter 888, this document is notification for public notice that the California School Employees Association (CSEA) and its Chapter 888 hereby presents the following initial proposal for 2017/2018 reopener negotiations.

Article 8– Wages and Hours

CSEA has an interest in a fair salary increase as well as other financial considerations.

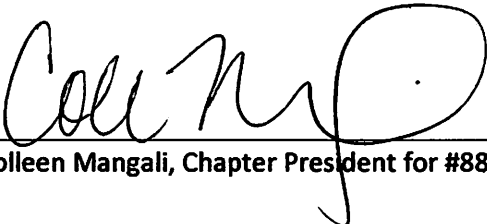
Article 11 – Health and Welfare

CSEA has an interest in increasing the District’s employee contribution.

Furthermore

The Association reserves the right to make additional proposals at any time during the bargaining process; including but not limited to responses to proposals made by the District.

Should you have any questions or concerns, please don’t hesitate to contact us. Please feel free to proceed with any requirements for posting prior to negotiations.



Colleen Mangali, Chapter President for #888

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: January 22, 2018
Re:	Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to the Child Development Centers – CSEA Chapter 888	
Action:	Receipt of Initial Bargaining Proposal and Scheduling of Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547 (a) the Rancho Santiago Community College District's initial bargaining proposal to the Child Development Centers, CSEA Chapter 888, is presented for information and public review. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on and formally adopts its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees schedule a public hearing for the next regularly scheduled board meeting.

Fiscal Impact: To be Determined	Board Date: January 22, 2018
Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BARGAINING PROPOSAL TO THE
CHILD DEVELOPMENT CENTERS – CSEA CHAPTER 888**

JANUARY 2018

Article 8 – Wages and Hours

8.1 Salary

Maintain current salary schedule.

Article 11 – Health and Welfare

Maintain current district contributions.

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

<u>COMMUNITY COLLEGE LEAGUE OF CALIFORNIA</u> <u>LEGISLATIVE CONFERENCE 2016</u> Sacramento, California– January 28-29, 2018	2 Board Members (John Hanna) (Zeke Hernandez)
<u>ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES</u> <u>COMMUNITY COLLEGE NATIONAL LEGISLATIVE</u> <u>SUMMIT</u> Washington, D.C. – February 11-14, 2018	3 Board Members (John Hanna) (Zeke Hernandez) (Phillip Yarbrough)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Chancellor

To: Board of Trustees	Date: January 22, 2018
Re: Approval of Auto-Renewal Clause in Administrator Agreements/Contracts	
Action: Request for Action	

BACKGROUND

At its meeting of August 14, 2017 the board of trustees discussed the auto-renewal clause that is included in the existing agreement/contract for the district's administrators. To insure good fiscal management, the board wanted to evaluate the value of the auto-renewal clause in the administrator agreement/contract and its effect on the accountability of the administrators.

Executive Management (Vice Chancellors and College Presidents) have a three-year agreement/contract. The Chancellor and all other administrators have a two-year agreement/contract.

At the conclusion of the discussion at the August 14, 2017 meeting, the board asked that the Chancellor present information on the auto-renewal clause so that the board may take action as required.

ANALYSIS

A survey was conducted of the four Orange County community college districts and five single college districts in the surrounding area that were identified as those with whom RSCCD most often competes for administrators. Information regarding the auto-renewal clause in the agreement/contract and administrator compensation was collected:

- Seven of the nine institutions have auto-renewal clauses in their administrator contracts.
- RSCCD ranks seventh out of the nine institutions in executive management compensation
- RSCCD ranks ninth out of the nine institutions in administrator compensation.

To insure accountability of its administrators, the district is guided by AR 7150.2 – Management Evaluation Procedure, which provides for scheduled evaluations of its administrators.

Well-qualified administrators are key in managing the district. RSCCD is located in a very competitive recruiting area. The district's low base salaries create a challenging environment in which to recruit administrators and the elimination of the auto-renewal clause would further erode the district's ability to compete with the surrounding institutions.

RECOMMENDATION

It is recommended that the Board of Trustees discuss the existing administrator contracts to determine any changes to be made in the existing administrator agreements/contracts. Further it is recommended the existing administrator agreements/contracts with the auto-renewal clause remain in place and newly hired administrators are offered an agreement/contract with the auto-renewal clause.

Fiscal Impact: None	Board Date: January 22, 2018
Prepared by: Raúl Rodríguez, Ph.D., Chancellor	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

ADMINISTRATOR EMPLOYMENT AGREEMENTS/CONTRACTS

TITLE	GROUP
Assistant Dean, Admissions & Records	Management
Assistant Dean, Disabled Students Programs & Services	Management
Assistant Dean, Financial Aid, Scholarship & Veterans	Management
Assistant Dean, Student Services	Management
Assistant Vice Chancellor, Educational Services	Management
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	Management
Assistant Vice Chancellor, Fiscal Services	Management
Assistant Vice Chancellor, Human Resources	Management
Assistant Vice Chancellor, Information Technologies Services	Management
Assistant Vice Chancellor, LAOC Regional Consortium	Management
Associate Dean, Business & Career Technical Education	Management
Associate Dean, Criminal Justice Academies	Management
Associate Dean, Disabled Student Programs & Services	Management
Associate Dean, EOPS	Management
Associate Dean, Financial Aid	Management
Associate Dean, Fire Technology	Management
Associate Dean, Health Science & Nursing	Management
Associate Dean, Instructional & Student Services	Management
Associate Dean, Student Development	Management
Chancellor	Cabinet
Dean, Arts, Humanities & Social Sciences	Management
Dean, Business	Management
Dean, Business & Career Technical Education	Management
Dean, Counseling	Management
Dean, Counseling & Student Support Services	Management
Dean, Enrollment & Support Services	Management
Dean, Fine & Performing Arts	Management
Dean, Human Services & Technology	Management
Dean, Humanities & Social Sciences	Management
Dean, Institutional Effectiveness, Library & Learning Support Services	Management
Dean, Instruction & Student Services	Management
Dean, Kinesiology, Health & Athletics	Management
Dean, Mathematics & Sciences	Management
Dean, Science, Mathematics & Health Science	Management
Dean, Student Affairs	Management
Director, Facility Planning, District Construction & Support Services	Management
Director, Workforce Education	Management
Executive Director, Adult Education Block Grant	Management
Executive Director, Child Development Services	Management
President, Santa Ana College	Cabinet
President, Santiago Canyon College	Cabinet
Vice Chancellor, Business Operations & Fiscal Services	Cabinet
Vice Chancellor, Educational Services	Cabinet
Vice Chancellor, Human Resources	Cabinet
Vice President, Academic Affairs	Management
Vice President, Administrative Services	Management

ADMINISTRATOR EMPLOYMENT AGREEMENTS/CONTRACTS

Vice President, Continuing Education	Management
Vice President, Student Services	Management

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7150.2 – Management Evaluation Procedure

1. Frequency of Evaluation

All managers will be evaluated the first two years of employment in a new position, and at least once every three (3) years thereafter. Additional evaluations may be made at the request of the supervising Cabinet officer.

2. Evaluation Responsibility

It is the responsibility of the Human Resources Office to inform the immediate supervisor of the names of those managers due for evaluation by August 1st. The immediate supervisor shall notify the manager by September 15th that he/she is scheduled for evaluation that academic year.

3. Process

A. The manager will submit to the immediate supervisor a written self-assessment and other appropriate documentation by November 1. Documentation may include but is not limited to:

1) Addressing the three performance standards:

- a) Leadership/supervision skills
- b) Professional performance/job duties
- c) Knowledge base

2) Professional development activities

3) Contributions to the college, district and/or the community in congruence with the overall mission of the college including the improvement of student learning

B. The manager and the immediate supervisor will agree on a distribution of the evaluation form to staff. However, distribution must include all fulltime employees who are directly supervised by the manager. In addition, distribution should include management colleagues, representatives from outside agencies and part-time staff as deemed appropriate by the immediate supervisor. Distribution will occur by November 1 and be due back to the supervisor within two weeks.

C. The immediate supervisor is responsible for distribution of the forms with directions to have them returned for tabulation and typing of comments. Comments will be typed to maintain anonymity of respondents. A copy of the results will be given to the manager by February 15.

D. By May 1st of the academic year in which the evaluation is being completed, the immediate supervisor will consult and review with the manager the self-assessment and results of the evaluation survey, and provide the final written evaluation.

E. Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.

4. Recommendation

On the basis of the evaluation, the supervisor will recommend that:

- A. the manager continue in the position
- B. the manager be reassigned
- C. the manager be terminated
- D. the manager have a second evaluation (within one year)
 - 1) If a second evaluation is recommended, the immediate supervisor will have the option of using the complete evaluation process, or the self-assessment component as appropriate to address Specific Suggestions for Improvement and/or Improvement Plan. For example, if the area identified as needing improvement is interpersonal skills, the second evaluation shall require the use of the survey instrument.
 - 2) The immediate supervisor will consult and review with the manager the results of the second evaluation and provide the final evaluation.
 - 3) Following the conference with the supervisor, the manager has thirty (30) calendar days to submit a written response to the evaluation.
 - 4) On the basis of the second evaluation, the supervisor will recommend:
 - a) That the manager continue in the position
 - b) That the manager be reassigned
 - c) That the manager be terminated

The final evaluation will be forwarded through the appropriate Vice-Chancellor or President and transmitted to Human Resources.

Responsible Manager: Vice Chancellor, Human Resources

Revised: February 2011

Renumbered: May 18, 2015 (Previously AR7008.2)

Revised: September 19, 2016