

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, October 29, 2018**  
**Santiago Canyon College**  
**8045 E. Chapman Ave., Room H-106**  
**Orange, CA 92869**

**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 October 15, 2018 **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 Recognition of Faculty by Board of Trustees
- 1.8 Presentation of Santiago Canyon College (SCC) Shirt to New Faculty Members
- 1.9 Presentation of Santiago Canyon College (SCC) Real Estate Program

## **2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

- 2.1 Report from Student Trustee
- 2.2 Reports from Student Presidents
  - Student activities
- 2.3 Report from Classified Representative
- 2.4 Reports from Academic Senate Presidents
  - Senate meetings
- 2.5 Reports from College Presidents
  - Enrollment
  - Facilities
  - College activities
  - Upcoming events
- 2.6 Report from the Chancellor
- 2.7 Reports from Board Committee Chairpersons and Representatives of the Board
  - Board Facilities Committee
- 2.8 Presentation on Santiago Canyon College Health & Wellness Center

## **3.0 INSTRUCTION**

- \*3.1 Approval of Standard Professional Services Agreement with Vital Link Orange County Action

The administration recommends approval of the standard professional services agreement with Vital Link Orange County located in Tustin, California, as presented.
- \*3.2 Approval of Department of Treasury-Internal Revenue Service Volunteer Income Tax Assistance (VITA)/Tax Counseling for the Elderly (TCE) Partner Sponsor (VITA) Agreement and Orange County United Way, Orange County Free Tax Prep Campaign (OCFTP) Tax Filing Season 2018 Coalition Partner Participation Agreement Action

The administration recommends approval of the Department of Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) agreement and Orange County United Way, OCFTP tax filing season 2018 coalition partner participation agreement as presented.

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

#### **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 October 3, 2018, to October 17, 2018.
- \*4.3 Approval of Updates to 2018-2019 Adopted Budget Action  
The administration recommends approval of the updates to the 2018-2019 Adopted Budget as presented.
- \*4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2018 Action  
The administration recommends approval of the CCFS-311Q for the quarter ended September 30, 2018, as presented.
- 4.5 Quarterly Investment Report as of September 30, 2018 Information  
The quarterly investment report as of September 30, 2018, is presented as information.
- \*4.6 Acceptance of Completion of Bid #1338 for Proposition 39 Year 5 Light-Emitting Diode (LED) Lighting at Santa Ana College (SAC), Santiago Canyon College (SCC), Digital Media Center (DMC), Orange County Sheriff's Regional Training Academy, and District Operations Center; and Approval of Recording a 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.
- \*4.7 Ratification of Amendment to Agreement with Moreto Mathison & Associates Architects, Inc. for Architectural Services for Building H (Hammond Hall) Window Replacement Water Intrusion Study at Santa Ana College Action  
The administration recommends ratification of the amendment to the agreement with Moreto Mathison & Associates Architects, Inc. for architectural services for Building H window replacement water intrusion study at SAC as presented.
- \*4.8 Approval of Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College Action  
The administration recommends approval of the agreement with SVA Architects, Inc. for architectural and engineering services for campus entrance improvements at SCC as presented.

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

- \*4.9 Approval of Amendment to Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services Action  
The administration recommends approval the amendment to the agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented.
- \*4.10 Approval of Change Order #2 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College Action  
The administration recommends approval of change order #2 for Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 for barrier removal exterior path of travel (Phase 2A) at SCC as presented.
- \*4.11 Acceptance of Completion of Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College and Approval of Recording a 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.
- \*4.12 Acceptance of Completion of Fan Coil Unit Replacement at Building D Located at Santiago Canyon College and Approval of Recording a 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.
- \*4.13 Rejection of all Bids for Bid #1354 for Building B Refresh at Santiago Canyon College Action  
The administration recommends rejection of all bids for Bid #1354 for Building B refresh as SCC as presented.
- \*4.14 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period August 26, 2018, through September 22, 2018.

## 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:
- Upward Bound – Year 2 (SAC) - *Augmentation* \$40,000
  - Upward Bound – Math & Science Program – Year 2 (SCC) – *Augmentation* \$40,000
  - Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 3 (SAC) \$16,500

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

- \*5.2 Approval of Sub-Agreements between RSCCD and Butte-Glenn, Cerritos, Coast, Contra Costa, Desert, Foothill-DeAnza, Grossmont-Cuyamaca, Lake Tahoe, Los Rios, Merced, MiraCosta, Ohlone, Peralta, Rio Hondo, San Bernardino, San Francisco, San Joaquin Delta, San Luis Obispo, Santa Clarita, Sequoia, Shasta-Tehama-Trinity Joint, Sonoma County Joint, State Center, Victor Valley and Yosemite Community College Districts to award 2018/2019 Deputy Sector Navigator grants to Host Colleges/Districts in State of California Action  
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.
- \*5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Jackstin for Strong Workforce Program Regional Share Initiative Action  
The administration recommends approval of the first 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 related contractual agreements on behalf of the district.
- \*5.4 Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI) Action  
The administration recommends approval of the agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related agreement on behalf of the district.
- 5.5 Board Member Comments Information

### **RECESS TO CLOSED SESSION**

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

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

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

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

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

2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
- Agency Negotiator: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore  
Tracie Green, Vice Chancellor, Human Resources
- Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)  
California School Employees Association (CSEA), Chapter 579  
California School Employees Association (CSEA), Chapter 888  
Continuing Education Faculty Association (CEFA)  
Unrepresented Management Employees

## **RECONVENE**

### **Issues discussed in Closed Session (Board Clerk)**

#### **Public Comment**

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

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

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

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

Action

- Approval of New Job Descriptions
- Approval of 2017-2018 Chancellor Permanent Annual Salary Schedule
- Approval of 2018-2019 Chancellor Permanent Annual Salary Schedule
- Approval of 2017-2018 FARSCCD Permanent Annual & Hourly Salary Schedules
- Approval of 2018-2019 FARSCCD Permanent Annual & Hourly Salary Schedules
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New/Rehires
- Approval of Non-paid Instructors of Record

### **6.2 Classified Personnel**

Action

- Approval of Miscellaneous Pay Schedule 2018-2019 Revised 10-29-18
- Approval of 2017-2018 CSEA Adjusted Permanent Salary Schedule
- Approval of 2018-2019 CSEA Adjusted Interim Salary Schedule
- Approval of Professional Growth Increments
- Approval of Changes in Department
- Approval of Changes in Salary Placements
- Approval of New Appointments
- Approval of Reductions in Force
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment

- 6.2 Classified Personnel (cont.)
- 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 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Continuing Education Faculty Association Action  
It is recommended that the board approve the collective bargaining agreement with the RSCCD Continuing Education Faculty Association for the period of July 1, 2018, through June 30, 2020.
- 6.4 Approval of Public Disclosure of the Increase to the California School Employees Association, Chapter 579 Salary Schedule Action  
It is recommended that the board approve the increase to the California School Employees Association, Chapter 579 salary schedule as presented.
- 6.5 Approval of Credit Instructional Calendar for 2019-2020 Action  
It is recommended that the board approve the 2019-2020 Credit Instructional Calendar as presented.
- 6.6 Selection of CSEA, Chapter 888 Grievance Level VII-B Hearing Process Action  
It is recommended that the board select one of the processes outlined regarding the hearing of the grievance and direct the Vice Chancellor of Human Resources to facilitate the hearing.
- 6.7 Approval of Executive Search Consultant for Chancellor Search Action  
It is recommended that the board approve the selection of PPL, Inc. to assist in the recruitment and selection process for a new Chancellor and authorize the Vice Chancellor of Human Resources to negotiate a professional services agreement and coordinate the recruitment and selection process.
- 6.8 Adoption of Resolution No. 18-15 authorizing payment to Trustee Absent from Board Meetings Action  
This resolution requests authorization of payment to Phillip Yarbrough for his absence from the October 15, 2018, board meeting due to a medical issue.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on November 26, 2018.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**

**Santa Ana College  
1530 W. 17<sup>th</sup> Street, Phillips Hall  
Santa Ana, California**

**Board of Trustees  
(Regular meeting)**

**Monday, October 15, 2018**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:45 p.m. by Ms. Nelida Mendoza. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Elizabeth Weber. Ms. Claudia Alvarez arrived at the time noted. Mr. Phillip Yarbrough was not present due to a medical issue.

Administrators present during the regular meeting were Ms. Tracie Green, Dr. John Hernandez, Mr. Enrique Perez, and Dr. Linda Rose. Dr. Raúl Rodríguez arrived at the time noted. 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. Sabrina Patiño, Student, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Ms. Madeline Grant spoke regarding the success of Santa Ana College students volunteering at the Volunteer Income Tax Assistance (VITA) site.

Ms. Narges Rabii-Rakin spoke regarding Item 6.4 (Collective Bargaining Agreement between RSCCD and the Faculty Association of Rancho Santiago Community College District [FARSCCD]).

1.4 Public Comment (cont.)

Mr. Kyle Zook spoke regarding regarding the Diesel and Automotive program at Santa Ana College. Mr. Rogerio Rangel Sanabria accompanied him to the podium.

1.5 Approval of Minutes

It was moved by Mr. Hernandez and seconded by Ms. Barrios to approve the minutes of the meeting held September 24, 2018. The motion carried with the following vote: Aye – Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Weber’s advisory vote was aye.

1.6 Approval of Consent Calendar

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

3.1 Approval of Educational Affiliation Agreement Renewal with Jurupa Unified School District

The board approved the educational agreement renewal with Jurupa Unified School District located in Jurupa Valley, California, as presented.

3.2 Ratification of Payment to IXO, Inc. for South Coast Air Quality Management District (SCAQMD) Services Rendered

The board ratified payment to IXO, Inc. for SCAQMD services as presented.

3.3 Approval of California Community Colleges Technology Center Institution Participation Agreement – Ex Libris Subscription Agreement for Santa Ana College

The board approved the California Community Colleges Technology Center Institution Participation Agreement – Ex Libris Subscription Agreement for SAC.

3.4 Approval of California Community Colleges Technology Center Institution Participation Agreement – Ex Libris Subscription Agreement for Santiago Canyon College (SCC)

The board approved the California Community Colleges Technology Center Institution Participation Agreement – Ex Libris Subscription Agreement for SCC.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (cont.)

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from September 13, 2018 to October 2, 2018.

4.3 Approval of Amendment to Agreement with HL Construction Management for On-Call Cost Estimating Consulting Services for Various Projects District-Wide

The board approved the amendment with HL Construction Management for on-call cost estimating consulting services for various projects district-wide as presented.

4.4 Approval of Agreement with Criterion for Medical Equipment Consulting Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College

The board approved the agreement with Criterion for medical equipment consulting services for the Russell Hall replacement at SAC as presented.

4.5 Approval of Agreement with LSA Associates, Inc. for Traffic Engineering and Management Consulting Services for Campus Entrance Improvements at Santa Ana College

The board approved the agreement with LSA Associates, Inc. for traffic engineering and management consulting services for campus entrance improvements at SAC as presented.

4.6 Approval of Agreement with Steinberg Hart for Architectural and Engineering Services for Space Planning and Academic Support Center at Santa Ana College

The board approved the agreement with Steinberg Hart for architectural and engineering services for space planning and the Academic Support Center at SAC as presented.

4.7 Rejection of all Bids for Bid #1352 for Installation of Two Holly Oak Trees in Northeast Corner at Santa Ana College

The board rejected all bids for Bid #1352 for installation of two holly oak trees in the northeast corner at SAC as presented.

4.8 Approval of Disposal of Surplus Vehicles

The board approved declaring the five district-owned vehicles as surplus property and utilizing Ken Porter Auctions to conduct an auction as presented.

1.6 Approval of Consent Calendar (cont.)

5.1 Approval of Resource Development Items

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

- Governor's Office of Business & Economic Development \$ 50,000  
(GO-Biz) Capital Infusion Program (CIP) Grant (District)
- Guided Pathways (SAC & SCC) \$715,372
- Innovation and Effectiveness Grant (District) \$200,000
- Integrated Technology-Data Services Program Fiscal Agent \$481,000  
(District)
- Veterans Resource Center Grant Program (SAC & SCC) \$200,000

5.2 Approval of Sub-Agreement between RSCCD and Peralta Community College District/Laney College for Industry Sector Projects in Common (ISPIC) for Advanced Manufacturing Sector Strong Workforce Project funded by Career Technical Education (CTE) Data Unlocked Initiative

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

5.3 Approval of Sub-Agreement between RSCCD and productOps for Career Technical Education Data Unlocked Initiative

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

5.4 Approval of Second Amendment to Sub-Agreement between RSCCD and San Diego Community College District for Industry Sector Projects in Common for Biotechnology Supply Chain Multi-Regional Project funded by Career Technical Education Data Unlocked Initiative

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

5.5 Approval of BoardDocs Agreement between RSCCD and Emerald Data Solutions, Inc. for Strong Workforce Program

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

1.7 Recognition of Faculty by Board of Trustees

The board recognized Ms. Michelle Parolise, Professor, Occupational Therapy Assistant, for being selected as the 2018 Santa Ana College Distinguished Faculty Member.

1.8 Presentation of Santa Ana College Shirt to New Faculty Members

On behalf of the Board of Trustees and the Southwest Regional Council of Carpenters, Mr. Hanna presented Santa Ana College shirts (made in the USA) to new faculty members at Santa Ana College.

1.9 Presentation on Santa Ana College Collaboration with Behr Corporation to Create Mural Painting for Behr Corporate Headquarters in Santa Ana

Santa Ana College representatives Dr. Jeffrey N. Lamb, Vice President, Academic Affairs; Mr. Brian Kehlenback, Interim Dean, Fine and Performing Arts Division; and Mr. Darren Hostetter, Assistant Professor, Studio Arts; provided a presentation on the Santa Ana College collaboration with the Behr Corporation for Santa Ana College students to create a mural painting for the Behr Corporate headquarters in Santa Ana, California. Board members received clarification on data related to the presentation from Dr. Lamb, Mr. Kehlenback, and Mr. Hostetter.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Student Trustee

Ms. Weber provided a report to the board.

2.2 Reports from Student Presidents

The following student representatives provided a report to the board on behalf of the Associated Student Government (ASG) organization:

Ms. Breanna Ceja, Student President, Santa Ana College  
Mr. Evan Ostrow, Student President, Santiago Canyon College

Ms. Alvarez arrived during Mr. Ostrow's report to the board.

2.3 Report from Classified Representative

Ms. Blythe Paz, Administrative Secretary, Santa Ana College, provided a report on behalf of the classified staff.

2.4 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College  
Ms. Monica Zarske, Academic Senate President, Santa Ana College

## 2.5 Reports from College Presidents

The following college representatives provided reports to the board:

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

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by the college presidents be attached to the minutes.

## 2.6 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, was not present at this time and was asked to provide a report after Item 2.8.

## 2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Mr. Hernandez provided a report on the October 11, 2018, Orange County Community College Legislative Task Force meeting.

## 2.8 Presentation on Santa Ana College Athletics

Santa Ana College representatives Dr. Jeffrey N. Lamb, Vice President, Academic Affairs, and Dr. Douglas Manning, Dean, Kinesiology and Athletics, provided a presentation on Santa Ana College Athletics. Board members received clarification on data related to the presentation from Dr. Lamb and Dr. Manning.

Dr. Rodríguez arrived during discussion of the Santa Ana College Athletics presentation and was asked to provide his report to the board upon completion of the presentation on SAC Athletics.

## 2.6 Report from the Chancellor

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

## 2.9 Presentation on Santa Ana College Health and Wellness Center

Dr. Vaniethia Hubbard, Vice President, Student Services, Santa Ana College, provided a presentation on the Santa Ana College Health and Wellness Center. Board members received clarification on data related to the presentation from Dr. Hubbard.

## 3.0 INSTRUCTION

Items 3.1 through 3.4 were approved as part of Item 1.6 (Consent Calendar).

### 3.5 Approval of Amended Apprenticeship Cost Agreements and Hourly Rate Increase

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the amended apprenticeship cost agreements and hourly rate increase for 2018-2019 as presented. Mr. Hanna recused himself due to a potential conflict of interest with his employer. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza, and a vote of abstention from Mr. Hanna. Student Trustee Weber’s advisory vote was aye.

## 4.0 **BUSINESS OPERATIONS/FISCAL SERVICES**

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

## 5.0 **GENERAL**

Items 5.1 through 5.5 were approved as part of Item 1.6 (Consent Calendar).

### 5.6 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients and Self-Evaluation Timeline

It was moved by Ms. Barrios and seconded by Ms. Alvarez to adopt the self-evaluation survey instrument, list of designated individuals who will receive the survey and self-evaluation timeline as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Weber’s advisory vote was aye.

### 5.7 Board Member Comments

Board members thanked Dr. Rose and Santa Ana College staff for hosting the board meeting on campus.

Ms. Alvarez and Ms. Barrios expressed regret for being unable to attend the reception hosted by ASG students prior to the meeting.

Ms. Barrios reported that she has invited the student trustee, ASG presidents, and ASG members to be her guests at the Orange County Forum’s event entitled “Free Speech on College Campuses” presented by the chancellor of the University of California, Irvine, on October 17, 2018, at the Nixon Library.

Ms. Mendoza asked for an update on repair of the facilities at SAC’s Digital Media Center.

Ms. Mendoza provided a report on Santa Ana Unified School District’s State of the District event held on October 12, 2018.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:43 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
  - f. Educational Administrator Appointments
    - (1) Directors
  
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)

Agency Negotiator: Melanie L. Chaney, J.D., Partner, Liebert Cassidy Whitmore  
Tracie Green, Vice Chancellor, Human Resources

Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association (CSEA), Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association (CEFA)  
Unrepresented Management Employees
  
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Ms. Weber left the meeting at this time.

## **RECONVENE**

The board reconvened at 9:10 p.m.

### **Closed Session Report**

Ms. Alvarez reported during closed session the board discussed public employment, labor negotiations, and took action to ratify a 10-day suspension without pay of an Information Technology Services technician; and took no other reportable action at this time.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

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

- Approve Appointments
- Approve Changes of Position
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve 2018-2019 FARSCCD Contract Step Increases
- Approve Beyond Contract/Overload Stipends
- Approve Adjustments to Column Placements
- Approve Part-time/Hourly New/Rehires
- Approve Non-paid Intern Services

### **6.2 Classified Personnel**

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

- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Professional Growth Increments
- Approve Longevity Increments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Changes in Department
- Ratify Resignations/Retirements
- Approve Temporary to Hourly Ongoing Assignments
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Faculty Association of Rancho Santiago Community College District (FARSCCD)

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the collective bargaining agreement with FARSCCD for the period of July 1, 2017, through June 30, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

6.4 Adoption of Resolution No. 18-21 regarding Reduction in Force of Classified Staff

It was moved by Mr. Labrado and seconded by Ms. Alvarez to adopt Resolution No. 18-21 – Reduction in Force of Classified Staff. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Labrado, and Ms. Mendoza; Nay - Ms. Barrios and Mr. Hernandez.

6.5 Authorization for Board Travel/Conferences

It was moved by Ms. Alvarez and seconded by Mr. Labrado to authorize the submitted conference and travel by board members. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza.

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, October 29, 2018, at Santiago Canyon College, 8045 E. Chapman Avenue, Room H-106, Orange, California.

There being no further business, Ms. Mendoza declared the meeting adjourned at 9:17 p.m.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

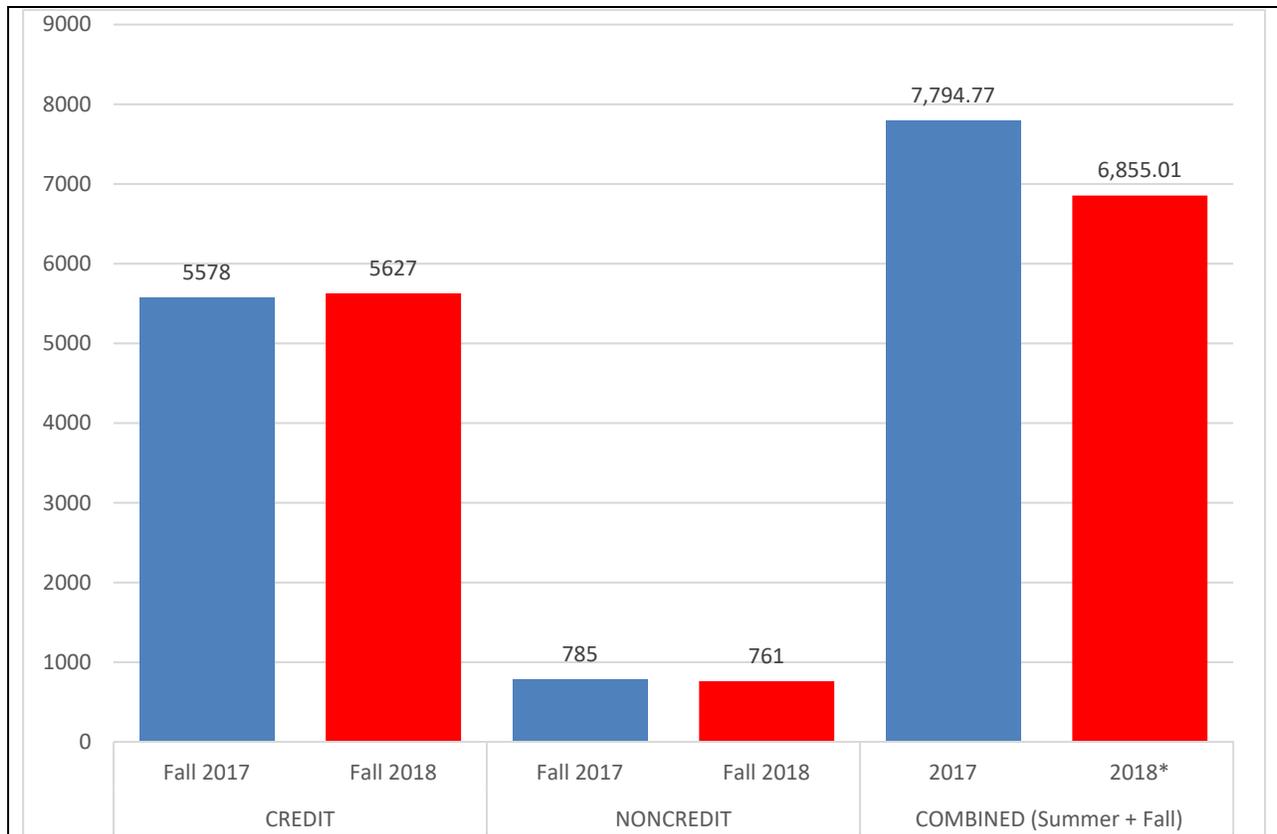
Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: October 29, 2018



## SAC 2018/2019 Fall Enrollment Report

Date: 10/11/18



### FTES Target

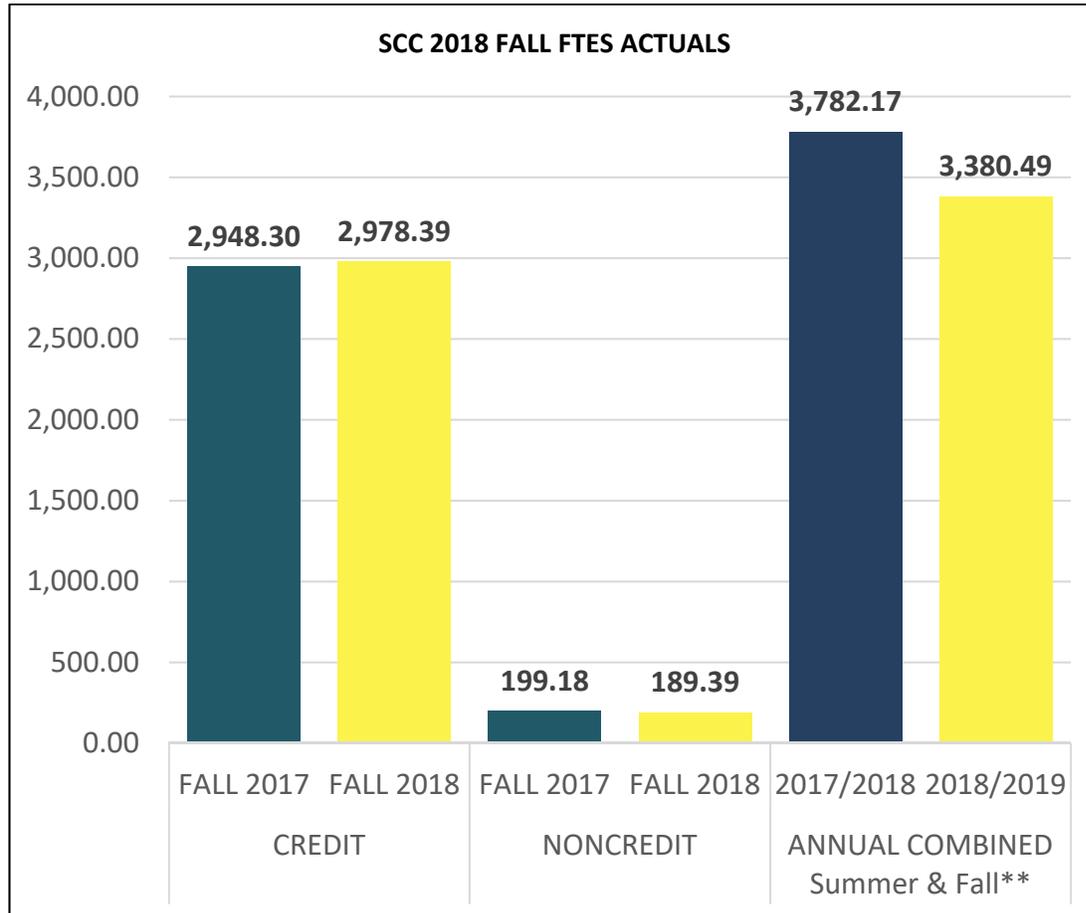
Terms	2017/2018	DIFF	PCT
Credit Fall Target	6917.00		
Credit Fall Projection	6917.00	0.00	0%
Noncredit Fall Target	1694.00		
Noncredit Fall Projection	1694.00	0.00	0%
Annual Target*	18743.00		
Annual Projection*	18743.00	0.00	0%

\* Accounts for summer shift of 942.24 FTES to the 17/18 year from 18/19 which reduces the combined total compared to last year



## SCC 2018/2019 ENROLLMENT REPORT

10/12/18



### FTES TARGETS

TERMS	2018/2019	DIFF	PCT
Credit Fall Target	3041.07		
Credit Fall Projection	3041.07	0	0%
Noncredit Fall Target	442		
Noncredit Fall Projection	422	-20	-5%
Annual Target*	7900.81		
Annual Projection*	7900.81	0	0%

### NOTES

\*Accounts for summer shift of 450.66 FTES to the 2017/2018 year from 2018/2019 which reduces the Annual Combined Total compared to last year.

\*\*Post 6/30 Summer FTES: Credit 74.06; Noncredit 138.65

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Career Education and Workforce Development Division**

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of the Standard Professional Services Agreement with Vital Link Orange County	
Action:	Request for Approval	

**BACKGROUND**

This is a standard professional services agreement with Vital Link Orange County ([click here](#)).

**ANALYSIS**

This standard professional services agreement with Vital Link Orange County is administered in compliance with the guidelines issued by the State of California Community College Chancellor's Office. This standard professional services agreement with Vital Link Orange County shall be effective as of the date signed by both parties until June 30, 2019 or until termination by written notice of either party. The standard professional services agreement with Vital Link Orange County has been reviewed by Interim Dean, Carol Comeau and college staff. This agreement will carry a cost for Santa Ana College of \$4,000 to be paid from the CTE Transitions grant in order to promote K-14 partnerships leading to student success.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this standard professional services agreement with Vital Link Orange County, located in Tustin, California, as presented.

Fiscal Impact:	\$4,000	Board Date: October 29, 2018
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Carol Comeau, Interim Dean, Career Ed. & Workforce Development	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Business Division**

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of Department of the Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and Orange County United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2018 Coalition Partner Participation Agreement	
Action:	Request for Approval	

**BACKGROUND**

In 2018 Santa Ana College first served as a VITA (Volunteer Income Tax Assistance) Site. The SAC Accounting department and Internship Program partnered to staff the SAC site, allowing 43 students to complete an internship, many of whom were ultimately hired by local tax offices. The site completed 213 returns during the 2017 tax season. The VITA program is designed to be a cost-free income tax assistance service to low-moderate income, elderly, military, non-English speaking and disabled taxpayers. The goal for Santa Ana College is twofold: to provide outstanding free tax preparation service to low income taxpayers in our community and to provide a quality experiential learning experience for Santa Ana College students in the field of taxation.

**ANALYSIS**

Both the Department of the Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and Orange County United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2018 Coalition Partner Participation Agreement covers the scope of the program and responsibilities of the volunteers. The Department of the Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement will cover the 2018 tax season (October 2018 – May 2019). Both of these agreements have been reviewed by Dean Madeline A. Grant and college officials and carry no cost or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Department of the Treasury-Internal Revenue Service VITA/TCE Partner Sponsor (VITA) Agreement and Orange County United Way, OC Free Tax Prep Campaign (OCFTP) Tax Filing Season 2018 Coalition Partner Participation Agreement as presented.

Fiscal Impact:	None	Board Date: October 29, 2018
Prepared by:	Jeffery N. Lamb, Ph.D., Vice President, Academic Affairs Madeline A. Grant, Dean of Business	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

# VITA/TCE Partner Sponsor Agreement

We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To uphold taxpayers' civil rights, maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE Programs, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.
- Partners will educate and enforce the Volunteer Standards of Conduct and Civil Rights Laws and the impact on volunteers, sites, taxpayers and the VITA/TCE Programs for not adhering to them.

1. Sponsor Name:

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

2. Street Address:

1530 W. 17th Street

3. City:

Santa Ana

4. State:

CA

5. Zip Code:

92706

6. Telephone Number:

714-480-7340

7. E-Mail Address:

hardash\_peter@rsccd.edu

Please review this form and Form 13615 *Volunteer Standards of Conduct*. By signing and dating this form, you are agreeing:

- To the key principles,
- All volunteers participating in your return preparation site will complete the volunteer standards of conduct training, and
- All volunteers will agree to the Volunteer Standards of Conduct by signing and dating Form 13615.
- To uphold the civil rights assurances as listed in the Pub 4299, *Privacy, Confidentiality and Civil Rights*
- Form 13615 will be validated and signed by a partner designated official (Site Coordinator, partner, instructor or IRS contact).

The IRS may terminate this agreement and add you to a volunteer registry, effective immediately for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE Programs operated by you or your coalition members.

Sponsor Signature

Peter J. Hardash

Date

Print Name

Vice Chancellor, Business Operations/Fiscal Services

Title

## Privacy Act Notice

The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory. Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.

# Volunteer Site Information Sheet

**Purpose:** Information provided on this form is used by our IRS toll-free assistance line and is posted to the VITA Site Locator Tool on irs.gov to help taxpayers locate the nearest volunteer tax preparation site. Review the information below carefully. Update and/or correct missing or existing information. Return the completed form to your local IRS contact. If the site information changes after submitting this form, please provide your local IRS contact with the updated information immediately.

## Site Information

Site Name: Santa Ana College	Is the site open to public? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Site Address: 1530 W. 17th Street	Is the site an appointment only site? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
City, State: Santa Ana, CA	If yes to the above question, please provide the phone number for site. 888-434-8248
Zip Code: 92706	If yes to the above question, please provide the contact name for site. OC United Way
Site Identification Number (SIDN)	Federal e-file <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	State e-file <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
First day open/ Last day open 01/26/2019 / 04/06/2019	Does the site use the Virtual Delivery Method for return preparation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes"
	Is the site a mobile only site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What languages are offered at the site? English, Spanish & Vietnamese	Does the site Prepare Non-Resident Alien/Foreign Student/Scholar Returns? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Does the site offer Certifying Acceptance Agent (CAA) service? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does site prepare prior year returns? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the site offer Financial Education and Asset Building Services? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, Relationship Manager is required to complete Form 14099 - SPEC <i>Financial Education &amp; Asset Building Partner Assessment Tool</i>
	Program Type: FSA, VITA, VITA Grant, Military, AARP, TCE VITA

## Site Operating Hours

Day	Time		Comments (e.g. holiday closures, alternative opening times)
	Open	Close	
MON	X	X	
TUE	X	X	
WED	X	X	
THUR	X	X	
FRI	X	X	
SAT	8:00 am	4:30 pm	Open, Sat, Jan 26 (appts. 9:00am, 11:00am & 1:00pm ) to April 6, 2019 (Site Closed, Feb 16 & March 30) Feb, Mar, Apr Appts 9:00am, 10:30am, 12:00pm 1:30pm
SUN	X	X	

## Site Coordinator or Contact

Name: Madeline Grant / Linda Sung	Best Time to Call: <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM
Mailing Address: 1530 W. 17th Street	Email Address: grant_madeline@sac.edu
City, State, Zip: Santa Ana, CA 92706	Is this a revision of information you previously provided for this year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Phone Number: 714-564-6750	Date of this revision:

## IRS Use Only

Date Form 13715 Received in Territory Office:	
Date SPECTRM Updated:	
SEID of employee who updated SPECTRM:	
I certify the information provided on this form match the data in SPECTRM.	
Territory Manager Approval (Signature & Date):	

**Privacy Act and Paperwork Reduction Notice** – Our legal right to ask for information is 5 U.S.C. 301 and 26 USC 7801. The primary purpose of asking for this information is to assist us in providing services to taxpayers at sites supporting IRS volunteer income tax preparation and outreach programs. The time estimated for participation is 30 minutes. We may provide information to volunteers who coordinate activities and staffing at taxpayer assistance sites. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to promote your assistance in these programs. For more information about uses, see the Privacy Act notice for SPEC Total Relationship Management (SPECTRM) in the Federal Register: July 19, 2004 (Volume 69, Number 137) [Notices] [Pages 43055-43056]

EXHIBIT A

Department of the Treasury - Internal Revenue Service

Form **13615**  
(October 2017)

**Volunteer  
Standards of Conduct Agreement –  
VITA/TCE Programs**

The mission of the VITA/TCE return preparation programs is to assist eligible taxpayers in satisfying their tax responsibilities by providing **free** tax return preparation. To establish the greatest degree of public trust, volunteers are required to maintain the highest standards of ethical conduct and provide quality service.

**Instructions:** All VITA/TCE volunteers (whether paid or unpaid workers) must pass the *Volunteer Standards of Conduct Test*, and sign and date Form 13615, *Volunteer Standards of Conduct Agreement*, prior to working at a VITA/TCE site. In addition, return preparers, quality reviewers, site coordinators, and VITA/TCE tax law instructors must certify in the Intake/Interview & Quality Review and tax law prior to signing this form. This form is not valid until the site coordinator, sponsoring partner, instructor, or IRS contact confirms the volunteer's identity, with photo ID, and signs and dates the form.

**Standards of Conduct:** As a volunteer in the VITA/TCE Programs, you must:

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1) Follow the Quality Site Requirements (QSR).</li><li>2) Not accept payment, solicit donations, or accept refund payments for federal or state tax return preparation.</li><li>3) Not solicit business from taxpayers you assist or use the knowledge you gained (their information) about them for any direct or indirect personal benefit for you or any other specific individual.</li></ol> | <ol style="list-style-type: none"><li>4) Not knowingly prepare false returns.</li><li>5) Not engage in criminal, infamous, dishonest, notoriously disgraceful conduct, or any other conduct deemed to have a negative effect on the VITA/TCE Programs.</li><li>6) Treat all taxpayers in a professional, courteous, and respectful manner.</li></ol> |
|--|--|

Failure to comply with these standards could result in, but is not limited to, the following:

- Your removal from all VITA/TCE Programs;
- Inclusion in the IRS Volunteer Registry to bar future VITA/TCE activity indefinitely;
- Deactivation of your sponsoring partner's site VITA/TCE EFIN (electronic filing ID number);
- Removal of all IRS products, supplies, loaned equipment, and taxpayer information from your site;
- Termination of your sponsoring organization's partnership with the IRS;
- Termination of grant funds from the IRS to your sponsoring partner; and
- Referral of your conduct for potential TIGTA and criminal investigations.

**Taxpayer Impact:** Taxpayer trust in the IRS and the local sponsoring partner organization is jeopardized when ethical standards are not followed. Fraudulent returns that report incorrect income, credits, or deductions can result in many years of interaction with the IRS as the taxpayer tries to pay the additional tax plus interest and penalties. This can result in an extreme burden for the taxpayer as the taxpayer tries to resolve the errors made on his or her return.

**Volunteer Protection:** The Volunteer Protection Act generally protects unpaid volunteers from liability for acts or omissions that occur while acting within the scope of their responsibilities at the time of the act or omission. It provides no protection for harm caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer.

For additional information on the volunteer standards of conduct, please refer to Publication 1084, Site Coordinator Handbook.

**Privacy Act Notice** – The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301. We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers. Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs. Please note: Sponsoring organizations may perform background checks on their volunteers.

**Volunteer:**

By signing this form, I declare that I have completed Volunteer Standards of Conduct Certification and have read, understand, and will comply with the volunteer standards of conduct. I also certify that I am a U.S. citizen, a legal resident, or otherwise reside in the U.S. legally.

Full name (please print) \_\_\_\_\_ Volunteer position(s) \_\_\_\_\_

Home address (street, city, state and ZIP code) \_\_\_\_\_

Email address \_\_\_\_\_ Daytime telephone \_\_\_\_\_ Sponsoring partner name/site name \_\_\_\_\_

Number of years volunteered (including this year) \_\_\_\_\_ Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

**Volunteer Certification Levels (Add the letter "P" for all passing test scores)**

Standards of Conduct (Required for ALL)	Intake/Interview & Quality Review	Basic	Advanced	Federal Tax Law Update Test for Circular 230 Professionals*	Military	International	HSA	Puerto Rico		Foreign Students
								1	2	

\*Federal Tax Law Update Test for Circular 230 Professionals: Only volunteers in good standing as an attorney, CPA, or Enrolled Agent can take this certification. To qualify for this certification, the license information below must be completed by the volunteer and verified by the partner or site coordinator. Volunteers with this certification level can prepare any tax returns that fall within the scope of the VITA/TCE Programs. (Advanced, HSA, Military, etc.) A Scope of Service Chart is located in Publication 4012, VITA/TCE Volunteer Resource Guide. See Publication 1084, Site Coordinator Handbook, for additional requirements and instructions. Note: Advanced Certification is necessary for qualification for CE Credits, the Federal Tax Law Update Test does not qualify the volunteer to receive CE Credits. See Publication 4396-A, Partner Resource Guide, for more information about requirements for CE Credits.

Professional designation (Attorney, CPA, or Enrolled Agent) \_\_\_\_\_ Licensing jurisdiction (state) \_\_\_\_\_ Bar, license, registration, or enrollment number \_\_\_\_\_ Effective or issue date \_\_\_\_\_ Expiration date (if provided) \_\_\_\_\_

Note: SPEC established the minimum certification requirements for volunteers who are authorized under Circular 230; however, partners may establish additional certification requirements for their volunteers. Volunteers should check with the sponsoring SPEC Partner.

Site Coordinator, Sponsoring Partner, Instructor or IRS: By signing this form, I declare that I have verified the required certification level(s) and photo identification for this volunteer prior to allowing the volunteer to work at the VITA/TCE site.

Approving Official's (printed) name and title (site coordinator, sponsoring partner, instructor, etc.) \_\_\_\_\_ Approving Official's signature and date \_\_\_\_\_

**For Continuing Education (CE) Credits ONLY  
(to be completed by the site coordinator or partner)**

Instructions: Complete this section when an unpaid certified volunteer is requesting Continuing Education (CE) credits. CE credits will not be issued without a PTIN for Enrolled Agents or Non-credentialed preparers. CPAs, attorneys, or CFPs do not require a PTIN; however, they must check with their governing board requirements for obtaining CE Credits. The site coordinator, partner designated official, or instructor must sign and date this form and send the completed form to the SPEC Territory Office/Relationship Manager for further processing. Refer to the Fact Sheet - Continuing Education Credits on the Site Coordinator Corner or Publication 4396-A, Partner Resource Guide, for additional requirements and instructions.

Name as listed on PTIN card \_\_\_\_\_ Volunteer Preparer's Tax Identification Number (PTIN) P - \_\_\_\_\_ CTEC ID number (if applicable) A - \_\_\_\_\_

Address (VITA/TCE Site or teaching location) \_\_\_\_\_ Site Identification Number (SIDN) S - \_\_\_\_\_

**Professional Status (check only one box)**

- Enrolled Agent (EA)       Certified Public Accountant (CPA)       Non-credentialed Tax Return Preparer (Participating in the Annual Filing Season Program)
- Attorney       Certified Financial Planner (CFP)

Certification Level (Check only one box below)	Volunteer Hours (Minimum of 10 volunteer hours required to issue CE Credits)
<input type="checkbox"/> Advanced	Total hours volunteered (qualifies for 14 CE credits)
<b>OR</b>	<b>OR</b>
<input type="checkbox"/> Advanced and One or More Specialty Courses	Total hours volunteered (qualifies for 18 CE credits)

Site Coordinator, Sponsoring Partner, or Instructor: By signing this form, I declare that I have validated that the reported volunteer hours are based on the activities this volunteer performed in my site or training facility.

Approving Official's (printed) name and title (site coordinator, sponsoring partner, instructor) \_\_\_\_\_

Approving Official's signature \_\_\_\_\_ Date signed \_\_\_\_\_



## ORANGE COUNTY UNITED WAY, OC FREE TAX PREP CAMPAIGN (OCFTP) COALITION PARTNER PARTICIPATION AGREEMENT

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It is our privilege to partner with you. All of us at Orange County United Way (OCUW) appreciate the valuable free tax preparation services provided by your organization, and we commend your staff and volunteers for their efforts. This Coalition Partner Participation Agreement outlines coalition requirements to ensure campaign coordination and consistent high-quality service across the county.

The OCFTP Campaign is a program within Orange County United Way's Income Initiative. The goal of the initiative is to reduce the percentage of financially unstable families in Orange County by 25% by the year 2024. The Campaign is a coalition of 30+ public/private partners. We ask that campaign partners and sites demonstrate a commitment to each other's success, to the efforts and success of the campaign as a coalition and to free tax preparation services through:

- A visible effort to serve taxpayers and the community well, with respect and integrity
- A willingness to try new initiatives such as savings integration
- The desire to innovate and collaborate
- Go beyond tax season (e.g. preparing taxes year round or assisting with ITIN applications)

To achieve OCFTP Campaign goals, and to strengthen the collaborative effort and program service delivery county-wide, OCUW provides partners with the following:

- Training
- Volunteer recruitment, training and placement
- Site management tools and assistance with quality control
- Assistant Site Coordinator(s), if available
- Marketing and outreach collateral
- Customer service support
- Data collection, tracking, and reporting
- Toll- free number for appointments, if needed
- Taxpayer referrals to additional free or low-cost services

The OCFTP Campaign embraces the IRS VITA program and strives to provide excellent service to every individual. All participating campaign partners, staff, and volunteers are required to adhere to:

- IRS Stakeholder Partnerships, Education & Communication (SPEC), Volunteer Income Tax Assistance (VITA) and Tax Counseling for the Elderly (TCE), Quality Site Requirements (QSR), outlined in IRS PUBLICATION 5166. This is a guide to ensure the quality and accuracy of tax return preparation and consistent operation of sites across Orange County.
- Policy and procedures outlined in IRS Quality and Tax Alerts for IRS Volunteer Programs and Fact Sheets.

- VITA Site Coordinators must also adhere to the information in PUBLICATION 1084, IRS Volunteer Site Coordinator’s Handbook, the primary source of information for volunteer program coordination and site management.

The OCFTP Campaign, with the support from the IRS, has set some best practice requirements for all participating partners, staff, and volunteers. While these go beyond the QSR published requirements, experience has demonstrated that it is important that each partner, staff, volunteer and site adhere to the following training and certification requirements:

- All VITA Site Coordinators must certify at the ADVANCED Level. It is encouraged that Site Coordinators and several site volunteers also certify at additional specialty levels such as: Health Savings Accounts, Military, and Foreign Student.
- All Facilitated Self Assistance (FSA) Site Coordinators must certify at the BASIC Level. It is encouraged that Site Coordinators and several site volunteers also certify at the ADVANCED level.
- All Site Coordinators are required to attend and complete at minimum one Campaign Partner Protocol Training.
- All campaign partners and Site Coordinators are required to attend the Partner Gathering & Site Coordinator Training day and subsequent Campaign Kick-Off Gathering.
- We encourage the Quality Reviewer to be the most experienced volunteer at the site in tax law application.

Whether offering VITA (stand-alone, fusion, drop-off, or virtual) or FSA through MyFreeTaxes.com, your agency is required to:

- Complete and return all necessary forms to OCUW and IRS within specified deadlines. Submitting forms in a timely manner ensures coalition partners access to IRS electronic filing ID number (EFIN), Site identification number (SIDN), software/materials order, and correct marketing collateral.
- Provide OCUW’s Project Manager and other designated staff with Administrative access to the agency’s EFIN for quality control and access to production reports.
- Provide computers at site with high speed, reliable Internet connection to be used in conjunction with at least one compatible printer.
- Utilize IRS provided TaxSlayer Pro software and the TaxSlayer Pro master template provided by OCUW and set agency specific defaults prior to first tax event, in alignment with coalition template.
- Ensure that a copy of all signed Volunteer Agreements (with scores) are sent to OCUW and a copy is maintained in a secured on-site location.
- Promote MyFreeTaxes.com to self-filers via web, social media, and outreach channels.
- Utilize MyFreeTaxes.com for FSA services. Taxpayer must prepare and file his/her own return. Site operations cannot commingle returns prepared using the VITA model with the FSA model.
- Utilize OCUW provided Volunteer Timesheet at each free tax preparation event to capture accurate reporting of volunteer hours.

- Submit completed Volunteer Timesheet(s) to OCUW on a bi-monthly basis throughout the tax season on the 1<sup>st</sup> and 15<sup>th</sup> of each month beginning February 1<sup>st</sup> and concluding on May 1<sup>st</sup>.
- Allow the IRS and/or OCUW to conduct site visits and return preparation reviews.

At the request of the County, IRS, and coalition stakeholders, the OCFTP Campaign conducts regular survey and evaluation of the overall free tax preparation efforts in Orange County. For accurate analysis and reporting, it is critical that each partner participate in accurate data collection. Coalition partners are therefore required to:

- Include specific questions into their VITA program (TaxSlayer), asked and answered by all clients.
- Administer VITA/FSA Taxpayer Survey (electronic format preferred) to each and every client at the end of his/her appointment Provide up-to-date TaxSlayer Pro reports, if requested.
- Provide up-to-date TaxSlayer Pro reports, if requested.
- Administer SurveyMonkey (electronic format preferred) to each and every client at the end of his/her appointment
- Participate in documenting the program’s impact at the local level by collecting and sharing with OCUW client stories, testimonials, and photographs, accompanied by release form.

By signing below, we acknowledge the requirements of being an OCFTP Campaign Partner and agree to adhere to them as stated in this agreement.

Organization: RSCCD on behalf of Santa Ana College OCUW: \_\_\_\_\_  
 Name: Peter J. Hardash Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

Rancho Santiago Comm Coll District  
 Bank Code: 92 District Funds

Board Meeting of 10/29/18  
 Check Registers Submitted for Approval  
 Checks Written for Period 10/03/18 Thru 10/15/18

AP0020  
 Page: 1

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66605	General Fund Unrestricted	0.00	1,014.00	-1,014.00	92*0507858	92*0507858
66751	General Fund Unrestricted	64,991.13	0.00	64,991.13	92*0510163	92*0510195
66752	General Fund Unrestricted	191.59	0.00	191.59	92*0510214	92*0510215
66756	General Fund Unrestricted	13,104.85	0.00	13,104.85	92*0510264	92*0510284
66757	General Fund Unrestricted	7,649.20	0.00	7,649.20	92*0510289	92*0510310
66758	General Fund Unrestricted	2,167,942.24	0.00	2,167,942.24	92*0510311	92*0510312
66760	General Fund Unrestricted	1,014.00	0.00	1,014.00	92*0510318	92*0510318
66765	General Fund Unrestricted	44,613.67	0.00	44,613.67	92*0510334	92*0510373
66767	General Fund Unrestricted	77,173.95	0.00	77,173.95	92*0510382	92*0510416
66772	General Fund Unrestricted	137,515.75	0.00	137,515.75	92*0510437	92*0510477
66773	General Fund Unrestricted	128,611.11	0.00	128,611.11	92*0510480	92*0510510
66778	General Fund Unrestricted	7,613.05	0.00	7,613.05	92*0510550	92*0510573
66782	General Fund Unrestricted	21,357.17	0.00	21,357.17	92*0510585	92*0510619
66783	General Fund Unrestricted	31,027.71	0.00	31,027.71	92*0510621	92*0510657
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$2,702,805.42</u></b>	<b><u>\$1,014.00</u></b>	<b><u>\$2,701,791.42</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66751	General Fund Restricted	22,642.98	0.00	22,642.98	92*0510162	92*0510196
66752	General Fund Restricted	45,537.85	0.00	45,537.85	92*0510197	92*0510220
66753	General Fund Restricted	6,497.83	0.00	6,497.83	92*0510221	92*0510252
66756	General Fund Restricted	291,181.76	0.00	291,181.76	92*0510265	92*0510287
66757	General Fund Restricted	14,795.83	0.00	14,795.83	92*0510288	92*0510309
66759	General Fund Restricted	3,365.16	0.00	3,365.16	92*0510313	92*0510317
66765	General Fund Restricted	77,701.22	0.00	77,701.22	92*0510335	92*0510380
66767	General Fund Restricted	60,485.97	0.00	60,485.97	92*0510383	92*0510414
66772	General Fund Restricted	36,705.69	0.00	36,705.69	92*0510438	92*0510472
66773	General Fund Restricted	21,474.16	0.00	21,474.16	92*0510478	92*0510515
66774	General Fund Restricted	613.12	0.00	613.12	92*0510516	92*0510516
66775	General Fund Restricted	5,529.06	0.00	5,529.06	92*0510517	92*0510533
66778	General Fund Restricted	16,752.21	0.00	16,752.21	92*0510546	92*0510571
66782	General Fund Restricted	38,300.36	0.00	38,300.36	92*0510584	92*0510620
66783	General Fund Restricted	185,099.51	0.00	185,099.51	92*0510628	92*0510658
66784	General Fund Restricted	466.89	0.00	466.89	92*0510659	92*0510659
<b>Total Fund 12 General Fund Restricted</b>		<b>\$827,149.60</b>	<b>\$0.00</b>	<b>\$827,149.60</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66753	GF Unrestricted One-Time Func	3,508.11	0.00	3,508.11	92*0510236	92*0510246
66757	GF Unrestricted One-Time Func	2,000.00	0.00	2,000.00	92*0510307	92*0510307
66767	GF Unrestricted One-Time Func	138.65	0.00	138.65	92*0510408	92*0510411
66772	GF Unrestricted One-Time Func	19,480.40	0.00	19,480.40	92*0510444	92*0510457
66773	GF Unrestricted One-Time Func	7,688.14	0.00	7,688.14	92*0510497	92*0510497
66778	GF Unrestricted One-Time Func	1,271.74	0.00	1,271.74	92*0510562	92*0510562
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b>\$34,087.04</b>	<b>\$0.00</b>	<b>\$34,087.04</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66748	Child Development Fund	365.00	0.00	365.00	92*0510149	92*0510151
66754	Child Development Fund	4,009.54	0.00	4,009.54	92*0510253	92*0510260
66761	Child Development Fund	6,031.46	0.00	6,031.46	92*0510319	92*0510329
66768	Child Development Fund	13,087.23	0.00	13,087.23	92*0510417	92*0510429
66776	Child Development Fund	7,619.13	0.00	7,619.13	92*0510534	92*0510544
66779	Child Development Fund	35.36	0.00	35.36	92*0510574	92*0510574
<b>Total Fund 33 Child Development Fund</b>		<b>\$31,147.72</b>	<b>\$0.00</b>	<b>\$31,147.72</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66749	Capital Outlay Projects Fund	47,199.25	0.00	47,199.25	92*0510152	92*0510158
66755	Capital Outlay Projects Fund	749.25	0.00	749.25	92*0510261	92*0510263
66762	Capital Outlay Projects Fund	4,054.00	0.00	4,054.00	92*0510330	92*0510331
66766	Capital Outlay Projects Fund	35,000.00	0.00	35,000.00	92*0510381	92*0510381
66769	Capital Outlay Projects Fund	36,456.61	0.00	36,456.61	92*0510430	92*0510433
66780	Capital Outlay Projects Fund	611,721.29	0.00	611,721.29	92*0510575	92*0510581
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$735,180.40</b>	<b>\$0.00</b>	<b>\$735,180.40</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66750	Bond Fund, Measure Q	59,905.00	0.00	59,905.00	92*0510159	92*0510161
66763	Bond Fund, Measure Q	2,320.00	0.00	2,320.00	92*0510332	92*0510332
66770	Bond Fund, Measure Q	1,280,361.94	0.00	1,280,361.94	92*0510434	92*0510434
66781	Bond Fund, Measure Q	87,296.00	0.00	87,296.00	92*0510582	92*0510583
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$1,429,882.94</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,429,882.94</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66771	Property and Liability Fund	4,571.13	0.00	4,571.13	92*0510435	92*0510436
66777	Property and Liability Fund	824.51	0.00	824.51	92*0510545	92*0510545
<b>Total Fund 61 Property and Liability Fund</b>		<b><u>\$5,395.64</u></b>	<b><u>\$0.00</u></b>	<b><u>\$5,395.64</u></b>		

Checks Written for Period 10/03/18 Thru 10/15/18

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66764	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0510333	92*0510333
<b>Total Fund 62 Workers' Compensation Fu</b>		<u><u>\$1,837.50</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,837.50</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	2,701,791.42
Total Fund 12 General Fund Restricted	827,149.60
Total Fund 13 GF Unrestricted One-Time Fund	34,087.04
Total Fund 33 Child Development Fund	31,147.72
Total Fund 41 Capital Outlay Projects Fund	735,180.40
Total Fund 43 Bond Fund, Measure Q	1,429,882.94
Total Fund 61 Property and Liability Fund	5,395.64
Total Fund 62 Workers' Compensation Fund	1,837.50
Grand Total:	<u><u>\$5,766,472.26</u></u>

Checks Written for Period 10/03/18 Thru 10/16/18

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1810106	SAC Diversified Agency Fund	14,300.80	0.00	14,300.80	1A*0001278	1A*0001290
1A1810213	SAC Diversified Agency Fund	11,829.79	0.00	11,829.79	1A*0001291	1A*0001314
<b>Total 1A SAC Diversified Agency Fund</b>		<b><u>\$26,130.59</u></b>	<b><u>\$0.00</u></b>	<b><u>\$26,130.59</u></b>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
1B1810106	SAC Bookstore Fund	1,359.00	0.00	1,359.00	1B*0001343	1B*0001343
1B1810213	SAC Bookstore Fund	23,126.93	0.00	23,126.93	1B*0001344	1B*0001357
<b>Total 1B SAC Bookstore Fund</b>		<b><u>\$24,485.93</u></b>	<b><u>\$0.00</u></b>	<b><u>\$24,485.93</u></b>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
1S1810106	SAC Associated Students Fund	4,736.34	0.00	4,736.34	1S*0001153	1S*0001165
1S1810213	SAC Associated Students Fund	32,383.56	0.00	32,383.56	1S*0001166	1S*0001182
<b>Total 1S SAC Associated Students Fund</b>		<b><u>\$37,119.90</u></b>	<b><u>\$0.00</u></b>	<b><u>\$37,119.90</u></b>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
1T1810106	SAC Diversified Trust Fund	21,752.99	0.00	21,752.99	1T*0001205	1T*0001210
1T1810213	SAC Diversified Trust Fund	7,172.80	900.00	6,272.80	1T*0001211	1T*0001218
<b>Total 1T SAC Diversified Trust Fund</b>		<b><u><u>\$28,925.79</u></u></b>	<b><u><u>\$900.00</u></u></b>	<b><u><u>\$28,025.79</u></u></b>		

**SUMMARY**

Total Fund 1A SAC Diversified Agency Fund	26,130.59
Total Fund 1B SAC Bookstore Fund	24,485.93
Total Fund 1S SAC Associated Students Fund	37,119.90
Total Fund 1T SAC Diversified Trust Fund	28,025.79
<b>Grand Total:</b>	<b><u><u>\$115,762.21</u></u></b>

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
2A1810106	SCC Diversified Agency Fund	4,676.31	0.00	4,676.31	2A*0001142	2A*0001152
2A1810213	SCC Diversified Agency Fund	1,754.52	0.00	1,754.52	2A*0001153	2A*0001158
<b>Total 2A SCC Diversified Agency Fund</b>		<b><u><u>\$6,430.83</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$6,430.83</u></u></b>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
2B1810106	SCC Bookstore Fund	99,718.32	8,728.84	90,989.48	2B*0001227	2B*0001253
2B1810213	SCC Bookstore Fund	33,387.85	12,585.21	20,802.64	2B*0001254	2B*0001270
<b>Total 2B SCC Bookstore Fund</b>		<u><u>\$133,106.17</u></u>	<u><u>\$21,314.05</u></u>	<u><u>\$111,792.12</u></u>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
2C1810106	SCC Community Education Fund	2,037.16	0.00	2,037.16	2C*0001070	2C*0001073
2C1810213	SCC Community Education Fund	604.69	0.00	604.69	2C*0001074	2C*0001077
<b>Total 2C SCC Community Education Fund</b>		<u><u>\$2,641.85</u></u>	<u><u>\$0.00</u></u>	<u><u>\$2,641.85</u></u>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
2R1810106	SCC Represenation Fee Fund	5,908.56	0.00	5,908.56	2R*0001002	2R*0001004
2R1810213	SCC Represenation Fee Fund	2,382.89	0.00	2,382.89	2R*0001005	2R*0001007
<b>Total 2R SCC Represenation Fee Fund</b>		<b><u><u>\$8,291.45</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$8,291.45</u></u></b>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
2S1810106	SCC Associated Students Fund	1,269.26	0.00	1,269.26	2S*0001126	2S*0001129
2S1810213	SCC Associated Students Fund	798.44	0.00	798.44	2S*0001130	2S*0001133
<b>Total 2S SCC Associated Students Fund</b>		<b><u><u>\$2,067.70</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$2,067.70</u></u></b>		

Checks Written for Period 10/03/18 Thru 10/16/18

<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>
2T1810106	SCC Diversified Trust Fund	5,173.11	0.00	5,173.11	2T*0001088	2T*0001096
2T1810213	SCC Diversified Trust Fund	2,345.91	0.00	2,345.91	2T*0001097	2T*0001102
<b>Total 2T SCC Diversified Trust Fund</b>		<b><u><u>\$7,519.02</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$7,519.02</u></u></b>		

**SUMMARY**

Total Fund 2A SCC Diversified Agency Fund	6,430.83
Total Fund 2B SCC Bookstore Fund	111,792.12
Total Fund 2C SCC Community Education Fu	2,641.85
Total Fund 2R SCC Represenation Fee Fund	8,291.45
Total Fund 2S SCC Associated Students Fun	2,067.70
Total Fund 2T SCC Diversified Trust Fund	7,519.02
<b>Grand Total:</b>	<b><u><u>\$138,742.97</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/03/2018 To 10/17/2018  
Board Meeting on 10/29/2018**

No. 4.2

**BACKGROUND**

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

**ANALYSIS**

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

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>		
1000 ACADEMIC SALARIES		1,060,872
2000 CLASSIFIED SALARIES		259,966
3000 EMPLOYEE BENEFITS		384,223
4000 SUPPLIES & MATERIALS		30,509
5000 OTHER OPERATING EXP & SERVICES		1,141,042
6000 CAPITAL OUTLAY		849,400
7000 OTHER OUTGO		1,273,898
<b>Total Transfer Fund 11</b>	<b>\$0</b>	<b>\$4,999,910</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
1000 ACADEMIC SALARIES		30,114
2000 CLASSIFIED SALARIES		82,001
3000 EMPLOYEE BENEFITS		18,837
4000 SUPPLIES & MATERIALS	4,521	
5000 OTHER OPERATING EXP & SERVICES	182,298	
6000 CAPITAL OUTLAY		56,060
7000 OTHER OUTGO	193	
<b>Total Transfer Fund 12</b>	<b>\$187,012</b>	<b>\$187,012</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
4000 SUPPLIES & MATERIALS		7,889
5000 OTHER OPERATING EXP & SERVICES	1,960	
6000 CAPITAL OUTLAY		23,696
7900 RESERVE FOR CONTINGENCIES	29,625	
<b>Total Transfer Fund 13</b>	<b>\$31,585</b>	<b>\$31,585</b>
<b><u>Fund 33: Child Development Fund</u></b>		
2000 CLASSIFIED SALARIES	3,000	
4000 SUPPLIES & MATERIALS		3,000
<b>Total Transfer Fund 33</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>		
6000 CAPITAL OUTLAY	101,026	
7900 RESERVE FOR CONTINGENCIES		101,026
<b>Total Transfer Fund 41</b>	<b>\$101,026</b>	<b>\$101,026</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>		
4000 SUPPLIES & MATERIALS		4,462
5000 OTHER OPERATING EXP & SERVICES		30,538
6000 CAPITAL OUTLAY	3,000	
7900 RESERVE FOR CONTINGENCIES	32,000	
<b>Total Transfer Fund 79</b>	<b>\$35,000</b>	<b>\$35,000</b>

<b>BUDGET INCREASES AND DECREASES</b>	<b>Revenue</b>	<b>Appropriation</b>
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/03/2018 To 10/17/2018  
Board Meeting on 10/29/2018**

**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 INCREASES AND DECREASES**

**Fund 11: General Fund Unrestricted**

		Revenue	Appropriation
8600	STATE REVENUES	8,764,864	
7900	RESERVE FOR CONTINGENCIES		3,764,864
<b>Total Transfer Fund 11</b>		<b>\$8,764,864</b>	<b>\$3,764,864</b>

**Fund 12: General Fund Restricted**

8100	FEDERAL REVENUES	472,725	
1000	ACADEMIC SALARIES		143,299
2000	CLASSIFIED SALARIES		472,324
3000	EMPLOYEE BENEFITS		135,535
4000	SUPPLIES & MATERIALS		(40,126)
5000	OTHER OPERATING EXP & SERVICES		(255,727)
6000	CAPITAL OUTLAY		(5,000)
7000	OTHER OUTGO		22,420
<b>Total Transfer Fund 12</b>		<b>\$472,725</b>	<b>\$472,725</b>

**Fund 74: Student Financial Aid Fund**

8100	FEDERAL REVENUES	12,000	
7000	OTHER OUTGO		12,000
<b>Total Transfer Fund 74</b>		<b>\$12,000</b>	<b>\$12,000</b>

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.

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

From 10/03/2018 To 10/17/2018

Board Meeting on 10/29/2018

This listing provides detailed transfers between major object codes equal to or greater than \$25,000, and all transfers affecting 79XX object to establish new revenue and expense budgets. In each case, a brief explanation is stated.

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B024478</b>	<b>10/16/18</b>		
5000	OTHER OPERATING EXP & SERVICES		339,277
7000	OTHER OUTGO		1,273,898
		<b>\$0</b>	<b>\$1,613,175</b>
<b>Total Reference B024478</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> Acct 4 cost incr maint, fd 18/19 RAR items/class pos/liab			
<b>B024479</b>	<b>10/16/18</b>		
2000	CLASSIFIED SALARIES		118,336
3000	EMPLOYEE BENEFITS		49,042
		<b>\$0</b>	<b>\$167,378</b>
<b>Total Reference B024479</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> Reorg from Proj Manager to Dir, Stu Info Support			
<b>B024480</b>	<b>10/16/18</b>		
2000	CLASSIFIED SALARIES		79,648
3000	EMPLOYEE BENEFITS		44,873
		<b>\$0</b>	<b>\$124,521</b>
<b>Total Reference B024480</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> Cover reorg for CEC - FT & PT HS & Comm Outreach Specialist			
<b>B024481</b>	<b>10/16/18</b>		
5000	OTHER OPERATING EXP & SERVICES		52,384
		<b>\$0</b>	<b>\$52,384</b>
<b>Total Reference B024481</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> Return funds prev borrowed to fund Dean of Acad Affairs pos			
<b>B024482</b>	<b>10/16/18</b>		
2000	CLASSIFIED SALARIES		61,973
3000	EMPLOYEE BENEFITS		39,293
		<b>\$0</b>	<b>\$101,266</b>
<b>Total Reference B024482</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> Fund Electronic Media Specialist position			
<b>B024483</b>	<b>10/16/18</b>		
5000	OTHER OPERATING EXP & SERVICES		570,276
6000	CAPITAL OUTLAY		850,000
		<b>\$0</b>	<b>\$1,420,276</b>
<b>Total Reference B024483</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> Move ongoing exp to fund 11			
<b>B024484</b>	<b>10/16/18</b>		
1000	ACADEMIC SALARIES		125,791
3000	EMPLOYEE BENEFITS		25,783
		<b>\$0</b>	<b>\$151,574</b>
<b>Total Reference B024484</b>			
<b>Reason:</b> Adjustment			
<b>Description:</b> SCC additional allocation			

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

From 10/03/2018 To 10/17/2018

Board Meeting on 10/29/2018

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B024487</b>	<b>10/16/18</b>		
1000	ACADEMIC SALARIES		935,081
3000	EMPLOYEE BENEFITS		225,241
4000	SUPPLIES & MATERIALS		30,000
5000	OTHER OPERATING EXP & SERVICES		179,014
<b>Total Reference B024487</b>		<b>\$0</b>	<b>\$1,369,336</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	SCC ADJ ALLOC		
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B024345</b>	<b>10/03/18</b>		
5000	OTHER OPERATING EXP & SERVICES	83,587	
6000	CAPITAL OUTLAY		83,587
<b>Total Reference B024345</b>		<b>\$83,587</b>	<b>\$83,587</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	FY18/19 IELM Alloctn		
<b>B024347</b>	<b>10/03/18</b>		
2000	CLASSIFIED SALARIES		62,420
3000	EMPLOYEE BENEFITS		500
6000	CAPITAL OUTLAY	62,920	
<b>Total Reference B024347</b>		<b>\$62,920</b>	<b>\$62,920</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Cvr neg bal's		
<b>B024350</b>	<b>10/03/18</b>		
4000	SUPPLIES & MATERIALS	68,636	
5000	OTHER OPERATING EXP & SERVICES		21,636
6000	CAPITAL OUTLAY		47,000
<b>Total Reference B024350</b>		<b>\$68,636</b>	<b>\$68,636</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	FY18/19 Lottery Alloctn		
<b>B024358</b>	<b>10/04/18</b>		
4000	SUPPLIES & MATERIALS		26,802
5000	OTHER OPERATING EXP & SERVICES	85,201	
6000	CAPITAL OUTLAY		58,399
<b>Total Reference B024358</b>		<b>\$85,201</b>	<b>\$85,201</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	RAR itms 18/19 rplcmt needs: prioritzd RARs		
<b>B024403</b>	<b>10/09/18</b>		
1000	ACADEMIC SALARIES		5,000
3000	EMPLOYEE BENEFITS		1,183
5000	OTHER OPERATING EXP & SERVICES		26,000
6000	CAPITAL OUTLAY	32,183	
<b>Total Reference B024403</b>		<b>\$32,183</b>	<b>\$32,183</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Hire PT weldg instrc/pay contractd svcs		

**Fund 13: GF Unrestricted One-Time Funds**

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

From 10/03/2018 To 10/17/2018

Board Meeting on 10/29/2018

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b>B024359      10/04/18</b>		
4000      SUPPLIES & MATERIALS		5,929
6000      CAPITAL OUTLAY		23,696
7900      RESERVE FOR CONTINGENCIES	29,625	
<b>Total Reference B024359</b>	<b>\$29,625</b>	<b>\$29,625</b>
<b>Reason:</b> Adjustment		
<b>Description:</b> Custodial Exp's		

**Fund 41: Capital Outlay Projects Fund**

<b>B024395      10/09/18</b>		
6000      CAPITAL OUTLAY		35,000
7900      RESERVE FOR CONTINGENCIES	35,000	
<b>Total Reference B024395</b>	<b>\$35,000</b>	<b>\$35,000</b>

**Reason:**      New Budget  
**Description:**      Property Decertification

<b>B024461      10/15/18</b>		
6000      CAPITAL OUTLAY	172,026	
7900      RESERVE FOR CONTINGENCIES		172,026
<b>Total Reference B024461</b>	<b>\$172,026</b>	<b>\$172,026</b>

**Reason:**      Special Project Adjustment  
**Description:**      Fnds to contngncy/COB corrctn

<b>B024465      10/15/18</b>		
6000      CAPITAL OUTLAY		36,000
7900      RESERVE FOR CONTINGENCIES	36,000	
<b>Total Reference B024465</b>	<b>\$36,000</b>	<b>\$36,000</b>

**Reason:**      New Budget  
**Description:**      Water Cnsvrtn Irrgtn CntrlrUpg

**Fund 79: Diversified Trust Fund**

<b>B024354      10/03/18</b>		
5000      OTHER OPERATING EXP & SERVICES		32,000
7900      RESERVE FOR CONTINGENCIES	32,000	
<b>Total Reference B024354</b>	<b>\$32,000</b>	<b>\$32,000</b>

**Reason:**      Special Project Adjustment  
**Description:**      Per ELA-create bgt line for 5210 conf's&5300 (dues&mbrshps)

**BUDGET INCREASES AND DECREASES**

**Revenue      Appropriation**

**Fund 11: General Fund Unrestricted**

<b>B024477      10/16/18</b>		
8600      STATE REVENUES	8,764,864	
7900      RESERVE FOR CONTINGENCIES		3,764,864
<b>Total Reference B024477</b>	<b>\$8,764,864</b>	<b>\$3,764,864</b>

**Reason:**      Adjustment  
**Description:**      Book add'l revenue for 18/19

**Fund 12: General Fund Restricted**

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

From 10/03/2018 To 10/17/2018

Board Meeting on 10/29/2018

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B024344</b>	<b>10/03/18</b>		
8100	FEDERAL REVENUES	(26,626)	
1000	ACADEMIC SALARIES		(43,303)
2000	CLASSIFIED SALARIES		28,435
3000	EMPLOYEE BENEFITS		(13,223)
4000	SUPPLIES & MATERIALS		1,687
5000	OTHER OPERATING EXP & SERVICES		(222)
<b>Total Reference B024344</b>		<b>\$(26,626)</b>	<b>\$(26,626)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	FY18/19 WIOA TitleII#1101CEC		
<b>B024348</b>	<b>10/03/18</b>		
8100	FEDERAL REVENUES	(335,563)	
1000	ACADEMIC SALARIES		(138,193)
2000	CLASSIFIED SALARIES		(63,758)
3000	EMPLOYEE BENEFITS		(74,158)
4000	SUPPLIES & MATERIALS		(30,498)
5000	OTHER OPERATING EXP & SERVICES		(28,956)
<b>Total Reference B024348</b>		<b>\$(335,563)</b>	<b>\$(335,563)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19 WIOA TI.II NewBg1102 CEC		
<b>B024351</b>	<b>10/03/18</b>		
8100	FEDERAL REVENUES	(25,971)	
1000	ACADEMIC SALARIES		(11,929)
2000	CLASSIFIED SALARIES		6,792
3000	EMPLOYEE BENEFITS		(3,806)
4000	SUPPLIES & MATERIALS		(16,853)
5000	OTHER OPERATING EXP & SERVICES		(175)
<b>Total Reference B024351</b>		<b>\$(25,971)</b>	<b>\$(25,971)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19WIOA TI.II #1109CEC nwbg		
<b>B024353</b>	<b>10/03/18</b>		
8100	FEDERAL REVENUES	242,136	
1000	ACADEMIC SALARIES		6,000
2000	CLASSIFIED SALARIES		142,491
3000	EMPLOYEE BENEFITS		65,929
4000	SUPPLIES & MATERIALS		1,500
5000	OTHER OPERATING EXP & SERVICES		23,936
7000	OTHER OUTGO		2,280
<b>Total Reference B024353</b>		<b>\$242,136</b>	<b>\$242,136</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19 SSS Y4 SCC NewBgt		
<b>B024360</b>	<b>10/04/18</b>		
8100	FEDERAL REVENUES	37,173	
2000	CLASSIFIED SALARIES		26,880
3000	EMPLOYEE BENEFITS		16,015
5000	OTHER OPERATING EXP & SERVICES		(5,722)
<b>Total Reference B024360</b>		<b>\$37,173</b>	<b>\$37,173</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	WIOA TitleII OEC 18/19		

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

From 10/03/2018 To 10/17/2018

Board Meeting on 10/29/2018

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B024363</b>	<b>10/04/18</b>		
8100	FEDERAL REVENUES	(35,566)	
1000	ACADEMIC SALARIES		18,240
2000	CLASSIFIED SALARIES		(21,693)
3000	EMPLOYEE BENEFITS		(35,013)
4000	SUPPLIES & MATERIALS		2,500
5000	OTHER OPERATING EXP & SERVICES		400
<b>Total Reference B024363</b>		<b>\$(35,566)</b>	<b>\$(35,566)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19WIOA TitleII CEC#1106		
<b>B024364</b>	<b>10/04/18</b>		
8100	FEDERAL REVENUES	232,136	
1000	ACADEMIC SALARIES		39,655
2000	CLASSIFIED SALARIES		120,795
3000	EMPLOYEE BENEFITS		46,029
4000	SUPPLIES & MATERIALS		1,627
5000	OTHER OPERATING EXP & SERVICES		23,030
7000	OTHER OUTGO		1,000
<b>Total Reference B024364</b>		<b>\$232,136</b>	<b>\$232,136</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19 SSS Vet'sPgm Y4 SAC		
<b>B024366</b>	<b>10/04/18</b>		
8100	FEDERAL REVENUES	275,155	
1000	ACADEMIC SALARIES		18,378
2000	CLASSIFIED SALARIES		148,771
3000	EMPLOYEE BENEFITS		72,698
4000	SUPPLIES & MATERIALS		1,770
5000	OTHER OPERATING EXP & SERVICES		26,738
7000	OTHER OUTGO		6,800
<b>Total Reference B024366</b>		<b>\$275,155</b>	<b>\$275,155</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19 VUBP Y2 SAC NEWB		
<b>B024369</b>	<b>10/08/18</b>		
8100	FEDERAL REVENUES	275,155	
1000	ACADEMIC SALARIES		8,000
2000	CLASSIFIED SALARIES		147,220
3000	EMPLOYEE BENEFITS		54,384
4000	SUPPLIES & MATERIALS		4,924
5000	OTHER OPERATING EXP & SERVICES		53,027
7000	OTHER OUTGO		7,600
<b>Total Reference B024369</b>		<b>\$275,155</b>	<b>\$275,155</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SCC NewBgt		

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

From 10/03/2018 To 10/17/2018

Board Meeting on 10/29/2018

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B024370</b>	<b>10/08/18</b>		
8100	FEDERAL REVENUES	(110,979)	
1000	ACADEMIC SALARIES		(13,147)
2000	CLASSIFIED SALARIES		(48,325)
3000	EMPLOYEE BENEFITS		(27,308)
4000	SUPPLIES & MATERIALS		(12,578)
5000	OTHER OPERATING EXP & SERVICES		(4,621)
6000	CAPITAL OUTLAY		(5,000)
<b>Total Reference B024370</b>		<b>\$(110,979)</b>	<b>\$(110,979)</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	18/19 WIOA TTL II#1102 OEC		
<b>B024467</b>	<b>10/16/18</b>		
8600	STATE REVENUES	124,505	
1000	ACADEMIC SALARIES		91,430
3000	EMPLOYEE BENEFITS		29,582
4000	SUPPLIES & MATERIALS		1,650
5000	OTHER OPERATING EXP & SERVICES		1,843
<b>Total Reference B024467</b>		<b>\$124,505</b>	<b>\$124,505</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adjstmnts to 18/19 3SP Bgt		
<b>B024468</b>	<b>10/16/18</b>		
8600	STATE REVENUES	(30,979)	
1000	ACADEMIC SALARIES		(25,051)
3000	EMPLOYEE BENEFITS		(5,928)
<b>Total Reference B024468</b>		<b>\$(30,979)</b>	<b>\$(30,979)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adjstmnts 18/19 3SB bgt PJ2437		
<b>B024469</b>	<b>10/16/18</b>		
8600	STATE REVENUES	30,979	
1000	ACADEMIC SALARIES		258,804
3000	EMPLOYEE BENEFITS		60,778
5000	OTHER OPERATING EXP & SERVICES		(288,603)
<b>Total Reference B024469</b>		<b>\$30,979</b>	<b>\$30,979</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adjstmnts:18/19 3SP Bgt PJ2432		
<b>B024470</b>	<b>10/16/18</b>		
8600	STATE REVENUES	(127,998)	
1000	ACADEMIC SALARIES		(42,184)
3000	EMPLOYEE BENEFITS		(34,450)
4000	SUPPLIES & MATERIALS		2,500
5000	OTHER OPERATING EXP & SERVICES		(53,864)
<b>Total Reference B024470</b>		<b>\$(127,998)</b>	<b>\$(127,998)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adjstmnts exstg 18/19 3SP Bdgt		

**RECOMMENDATION**

It is recommended the Board approve the budget transfers/adjustments as presented.

4.2 (8)

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

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of Updates to the 2018/2019 Adopted Budget	
Action:	Request for Approval	

**BACKGROUND**

At the September 10, 2018 meeting, the Board of Trustees took action to approve the 2018/2019 Adopted Budget. At that time, not all information regarding the new Student Centered Funding Formula (SCFF) was known and the Board was informed that a budget modification would be brought forward with additional revenue to update the 2018/2019 Adopted Budget. The Advanced Apportionment was based on 2016/2017 data and will be corrected with 2017/2018 actual data at P1 in February 2019. Though the 2017/2018 data have still not been released, we expect to receive additional funds and recommend updating the Adopted Budget with the expected allocation increases now so the colleges have time to plan for the best way to spend these additional funds.

**ANALYSIS**

Using the 2016/2017 data, the district is entitled under the SCFF to additional revenue of \$11,924,838 over the prior year's apportionment. After deducting the 2.71% COLA amount of \$4,467,858 that was included in the Adopted Budget, the district would earn an additional \$7,456,980. As discussed with both Fiscal Resources Committee and District Council, we recommend budgeting this additional revenue at this time. However, as the 2017/2018 data are still unknown, we are allocating \$5,000,000 to the colleges and holding the remaining \$2,456,980 in reserves until updated numbers are known at P1. The \$5,000,000 allocation to the colleges is based on the final 2017/2018 reported FTES split: SAC 69.58% (\$3,479,000) and SCC 30.42% (\$1,521,000). In addition, the district's new Full-time Faculty Hiring Funds Allocation of \$1,307,884 is also being added to the budget at this time and the entire amount set aside in reserves until after our Faculty Obligation Number has been computed and we know how many additional full-time faculty will need to be hired for the 2019/2020 fiscal year. The new Full-time Faculty Hiring Funds Allocation spending guidelines have yet to be released by the State Chancellor's Office.

The related budget change details are included in today's docket item number 4.2.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the updates to the 2018/2019 Adopted Budget as presented.

Fiscal Impact:	\$8,764,864 in additional revenue	Board Date: October 29, 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: October 29, 2018
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended September 30, 2018	
Action:	Request for Approval	

**BACKGROUND**

Pursuant to Section 58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the first quarter in fiscal year 2018-19 ended September 30, 2018.

**ANALYSIS**

The quarterly report shows the projected Unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the three months covered in this report, the District has recognized 19.9% of budgeted revenues and other financing sources and 18.9% of budgeted expenditures and other outgo in the Unrestricted General Fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CCFS-311Q for the quarter ended September 30, 2018 as presented.

Fiscal Impact:	Not Applicable	Board Date: October 29, 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  
**QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q**  
 Fiscal Year 2018-2019

District: (870) Rancho Santiago Community College

Quarter Ended: September 30, 2018

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	188,116,801	176,493,320	184,723,668	185,634,134
Other Financing Sources (Objects 8900)	8,449	148,482	9,143	5,000
<b>Total Unrestricted Revenues</b>	<b>188,125,250</b>	<b>176,641,802</b>	<b>184,732,811</b>	<b>185,639,134</b>
<b>Expenditures:</b>				
(Objects 1000-6000)	160,363,539	168,922,219	176,673,046	183,095,348
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,744,553	9,399,551	5,410,869	3,750,000
<b>Total Unrestricted Expenditures</b>	<b>177,108,092</b>	<b>178,321,770</b>	<b>182,083,915</b>	<b>186,845,348</b>
<b>Revenues Over(Under)Expenditures</b>	<b>11,017,158</b>	<b>(1,679,968)</b>	<b>2,648,896</b>	<b>(1,206,214)</b>
<b>Fund Balance, Beginning</b>	<b>25,917,127</b>	<b>36,934,285</b>	<b>35,254,317</b>	<b>37,903,213</b>
Prior Year Adjustments + (-)	0	0	0	0
<b>Adjusted Fund Balance, Beginning</b>	<b>25,917,127</b>	<b>36,934,285</b>	<b>35,254,317</b>	<b>37,903,213</b>
<b>Fund Balance, Ending</b>	<b>36,934,285</b>	<b>35,254,317</b>	<b>37,903,213</b>	<b>36,696,999</b>
% of GF Balance to GF Expenditures	20.9%	19.8%	20.8%	19.6%

II. Annualized Attendance FTES:

Annualized FTES	2015-16	2016-17	2017-18	2018-19
(Excluding apprentices and non-residents)	28,901	27,517	29,379	29,378

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2015-16	2016-17	2017-18	2018-19
General Fund Cash Balance (Excluding Borrowed Funds)	55,904,919	88,671,891	67,744,592	86,914,719

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	185,634,134	185,634,134	36,943,756	19.9%
Other Financing Sources (Objects 8900)	5,000	5,000	0	0.0%
<b>Total Unrestricted Revenues</b>	<b>185,639,134</b>	<b>185,639,134</b>	<b>36,943,756</b>	<b>19.9%</b>
<b>Expenditures:</b>				
Unrestricted General Fund Expenditures (Objects 1000-6000)	182,412,593	183,095,348	35,385,800	19.3%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,750,000	3,750,000	0	0.0%
<b>Total Unrestricted Expenditures</b>	<b>186,162,593</b>	<b>186,845,348</b>	<b>35,385,800</b>	<b>18.9%</b>
<b>Revenues Over(Under) Expenditures</b>	<b>(523,459)</b>	<b>(1,206,214)</b>	<b>1,557,956</b>	
Adjusted Fund Balance, Beginning	37,903,213	37,903,213	37,903,213	
<b>Fund Balance, Ending</b>	<b>37,379,754</b>	<b>36,696,999</b>	<b>39,461,169</b>	
% of UGF Fund Balance to UGF Expenditures	20.1%	19.6%		

V. Has the district settled any employee contracts during this quarter? YES  NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

**SALARIES**

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
Year 1						
Year 2						
Year 3						

\*As specified in Collective Bargaining Agreement.

**BENEFITS**

Contract Period Settled (Specify)	Management		Academic		Classified/Confidential	
	Total Salary Cost Increase		Total Salary Cost Increase		Total Salary Cost Increase	
Year 1						
Year 2						
Year 3						

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves from cost-of-living, etc.:

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES  NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES  NO

Next Year?

YES  NO

**CERTIFICATION**

Rancho Santiago Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

\_\_\_\_\_  
District Chief Business Officer Date

\_\_\_\_\_  
District Chief Executive Officer Date

Quarter Ended: September 30, 2018

Governing Board Meeting Date: October 29, 2018

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

To:	Board of Trustees	Date: October 29, 2018
Re:	Quarterly Investment Report as of September 30, 2018	
Action:	For Information	

**BACKGROUND**

The Quarterly Investment Report for the quarter ended September 30, 2018 is submitted in accordance with Section 53646(b) of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

**ANALYSIS**

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of September 30, 2018 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended September 30, 2018, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" and Performance Report for the period ending September 30, 2018.

All investments for the quarter ended September 30, 2018 are in accordance with Board Policy 6320, and there has been no change in the policy during this quarter.

**RECOMMENDATION**

The quarterly investment report as of September 30, 2018 is presented as information.

Fiscal Impact:	None	Board Date: October 29, 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**  
**Statement of Cash**  
**September 30, 2018**

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	53,089,593	1.75%	July-Sept	16.02%
Bond Sinking Funds	31,292,625	1.75%	July-Sept	9.44%
All Other Funds	246,879,551	1.75%	July-Sept	74.51%
Local Agency Investment Fund (LAIF)	154,979	2.16%	July-Sept	0.05%
Revolving Fund, Refundable Deposits and Cash in Banks	(64,424)	0.00%	July-Sept	-0.02%
	<u>331,352,324</u>			<u>100.00%</u>

# Rancho Santiago Community College District

Cash Position  
September 30, 2018

County Fund	RSCCD Fund	Cash in County 9110	Cash in County-Perkins 9111	Cash in County - Cal Grants 9112	Restricted Cash for GO Bonds 9119	Cash Clearing 912X	Revolving Cash 9130	Cash with Fiscal Agent 9135	LAI 9150	Fund Total
General Fund (11 & 12 & 13)	1 11/12/13	85,902,186				912,389	100,144			86,914,719
Child Development Fund	12 33	840,724				398,297				1,239,021
Bond Fund Measure Q	23 43	53,089,593								53,089,593
Bond Int & Red Fund	31 24				31,292,625					31,292,625
Capital Outlay Projects Fund	40 41	79,989,250								79,989,250
Workers' Compensation Fund	68 62	9,279,321						66,170		9,345,491
Property and Liability Fund	70 61	4,258,861						25,000		4,283,861
Retiree Benefits Fund	71 63	62,800,483							154,979	62,955,462
Student Financial Aid	74 74	3,796,949	11,777			(1,566,424)				2,242,302
<b>Totals</b>		<b>299,957,367</b>	<b>11,777</b>	<b>-</b>	<b>31,292,625</b>	<b>(255,738)</b>	<b>100,144</b>	<b>91,170</b>	<b>154,979</b>	<b>331,352,324</b>



OFFICE OF THE TREASURER-TAX COLLECTOR  
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



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**INTERDEPARTMENTAL COMMUNICATION**

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**Date:** October 15, 2018

**To:** Supervisor Andrew Do, Chairman  
Supervisor Shawn Nelson, Vice-Chairman  
Supervisor Michelle Steel  
Supervisor Todd Spitzer  
Supervisor Lisa Bartlett

**From:** Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *54*

**Subject:** Treasurer's Investment Report for the Month Ended September 30, 2018

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Attached please find the Treasurer's Investment Report for the County of Orange for the month ended September 30, 2018. The County Treasurer provides this report in compliance with California Government Code Sections 53607, 53646, and 27134 and the County's Investment Policy Statement (IPS). We have included some charts and other data for your information including charts on fund composition and the top ten pool participants. This report is also publicly available on our website at [ocgov.com/ocinvestments](http://ocgov.com/ocinvestments).

**INVESTMENT POOL COMPOSITION**

The investments contained within this report are as of September 30, 2018. The Investment Pool Statistics summary shows the total investment responsibility of the County Treasurer as delegated by the Board of Supervisors: the Orange County Investment Pool (OCIP) that includes the Voluntary Participants' funds, the Orange County Educational Investment Pool (OCEIP), the John Wayne Airport Investment Fund and various other non-Pooled investment funds. The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The County Treasurer established three short-term funds, the Orange County Money Market Fund (OCMMF), the Orange County Educational Money Market Fund (OCEMMF), and the John Wayne Airport Investment Fund, which all are invested in cash-equivalent securities and provide liquidity for immediate cash needs. Standard & Poor's, on September 19, 2018, reaffirmed their highest rating of AAAM on the OCMMF and the OCEMMF. The County Treasurer also established the Extended Fund that is invested to meet cash needs between one and five years out. The Orange County Investment Pool is comprised of the Orange County Money Market Fund and portions of the Extended Fund. The Orange County Educational Investment Pool is comprised of the Orange County Educational Money Market Fund and portions of the Extended Fund.

The maximum maturity of investments for the OCMMF and the OCEMMF is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 40 and 51, respectively. The maximum maturity of investments for the John Wayne Airport Investment Fund is 15 months, with a maximum WAM of 90 days, and a current WAM of 86. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.32), and the duration is currently at 1.13. The investments in all of the funds are marked to market daily to calculate the daily fair value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

**ECONOMIC UPDATE**

In September 2018, the job market added 134,000 new jobs, and August's job numbers were revised upward by 69,000 to 270,000. The U.S. unemployment rate for September decreased to 3.7% from 3.9% in the prior month. The Empire State Manufacturing Index decreased to 19.0 from 25.6 in August, while the Philadelphia Fed Index increased to 22.9 from 11.9 in August. The Federal Reserve uses these indexes as regional economic gauges, and a reading above zero

*Mission: Ensure safe and timely receipt, deposit, collection and investment of public funds.* 4.5 (4)

signals economic expansion. With respect to housing, S&P/CaseShiller reported that housing prices continue to show positive momentum as year-over-year prices increased for the seventy-fifth consecutive month in July, up 6.00% from a year ago. The index for pending home sales decreased 2.50% on a year-over-year basis in August. On September 26, 2018, the Federal Open Markets Committee (FOMC) raised the benchmark Federal Funds rate by 0.25 percent resulting in a new target range of 2.00 percent to 2.25 percent.

The 10-year Treasury rate increased from 2.86% in August to 3.05% in September. The short-term 90-day T-bill increased from 2.11% at the end of August to 2.19% at the end of September. The rate on the 2-year Treasury note was 2.81% at the end of September, up from 2.62% in August.

#### **INVESTMENT INTEREST YIELDS AND FORECAST**

The current gross interest yield year-to-date for fiscal year 2018/2019 is 1.69% for OCIP and 1.74% for OCEIP. The current net yield for fiscal year 2018/2019 is 1.63 for OCIP and 1.68% for OCEIP. The forecasted net yield for fiscal year 2018/2019 for both OCIP and OCEIP is 1.81%.

#### **APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS**

Each month, the County Treasurer apportions the accrued interest earnings to each pool participant. As of the first business day of the following month accrued, but unpaid, interest earnings are added to pool participants' average balances in determining a participant's relative share of the pool's monthly earnings. The actual cash distribution will generally be paid in the month following. The August 2018 and September 2018 interest apportionments are expected to be paid in November 2018 and December 2018. The investment administrative fee for fiscal year 2018/2019 is estimated at 5.9 basis points.

#### **TEMPORARY TRANSFERS**

The County Treasurer, as required by Constitution Article XVI, Section 6, and per the Board of Supervisor's Resolution 15-016, is authorized to make temporary transfers to school districts to address their short-term cash flow needs. The loans are secured by tax receipts to be received by the County Treasurer, as the banker for the school districts. Temporary transfers from the OCEIP total \$40 million and will be repaid by January 31, 2019.

#### **PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS**

Under guidelines outlined in the current IPS, the County Treasurer may invest in "A" or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. The Investment Pools may invest no more than 5% of individual pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. The Investment Pools have a total market value of \$355 million in County of Orange debt, which represents approximately 4.3% of total pooled assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

#### **COMPLIANCE SUMMARY**

The investment portfolios had no compliance exceptions for the month of September 2018. The Auditor-Controller issued their report on Compliance Monitoring of the Treasurer's Investment Portfolio for the Quarter Ended June 30, 2018, which stated that no instances of noncompliance were identified.

#### **CREDIT UPDATE**

During September, there were two changes to the Treasurer's Approved Issuer List. Royal Bank of Canada and Toronto Dominion Bank were both downgraded one notch by Moody's, from Aa2 to A2 and Aa1 to Aa3 respectively. Both issuers had been already put on hold by the Credit Investment Committee in July, 2016 and March, 2017 respectively. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

I certify that this report includes all pooled and non-pooled investments as of September 30, 2018 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on November 14, 2017. The investments herein shown provide adequate liquidity to meet the next six months of projected cash flow requirements. I am available if you have any questions on this Investment Report at (714) 834-7625.

Enclosures

cc: Distribution List

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	SEPTEMBER 2018	AUGUST 2018	INCREASE (DECREASE)	NET CHANGE %	SEPTEMBER 2017	INCREASE (DECREASE)	NET CHANGE %
<b><u>Orange County Investment Pool (OCIP)</u></b>							
End Of Month Market Value <sup>1</sup>	\$ 3,767,385,607	\$ 3,800,757,752	\$ (33,372,145)	-0.88%	\$ 3,861,840,310	\$ (94,454,703)	-2.45%
End Of Month Book Value <sup>1</sup>	\$ 3,788,455,916	\$ 3,818,674,986	\$ (30,219,070)	-0.79%	\$ 3,870,073,483	\$ (81,617,567)	-2.11%
Monthly Average Balance	\$ 3,761,688,842	\$ 3,728,926,590	\$ 32,762,252	0.88%	\$ 3,855,856,727	\$ (94,167,885)	-2.44%
Year-To-Date Average Balance	\$ 3,815,987,973	\$ 3,843,137,539	\$ (27,149,566)	-0.71%	\$ 3,875,715,219	\$ (59,727,246)	-1.54%
Monthly Accrued Earnings <sup>2</sup>	\$ 5,422,064	\$ 5,324,206	\$ 97,858	1.84%	\$ 3,638,098	\$ 1,783,966	49.04%
Monthly Net Yield <sup>2</sup>	1.70%	1.62%	0.08%	4.69%	1.09%	0.61%	56.17%
Year-To-Date Net Yield <sup>2</sup>	1.63%	1.60%	0.03%	1.90%	1.05%	0.58%	54.81%
Annual Estimated Gross Yield <sup>3</sup>	1.87%	1.87%	0.00%	0.00%	1.28%	0.59%	45.80%
Weighted Average Maturity (WAM)	357	350	7	2.00%	354	3	0.85%
<b><u>Orange County Educational Investment Pool (OCEIP)</u></b>							
End Of Month Market Value <sup>1</sup>	\$ 4,416,020,298	\$ 4,589,471,472	\$ (173,451,174)	-3.78%	\$ 4,317,321,454	\$ 98,698,844	2.29%
End Of Month Book Value <sup>1</sup>	\$ 4,439,034,297	\$ 4,609,254,223	\$ (170,219,926)	-3.69%	\$ 4,325,452,348	\$ 113,581,949	2.63%
Monthly Average Balance	\$ 4,530,663,894	\$ 4,779,197,893	\$ (248,533,999)	-5.20%	\$ 4,306,132,604	\$ 224,531,290	5.21%
Year-To-Date Average Balance	\$ 4,767,167,150	\$ 4,885,418,778	\$ (118,251,628)	-2.42%	\$ 4,516,044,148	\$ 251,123,002	5.56%
Monthly Accrued Earnings <sup>2</sup>	\$ 6,743,750	\$ 7,083,460	\$ (339,711)	-4.80%	\$ 4,041,894	\$ 2,701,855	66.85%
Monthly Net Yield <sup>2</sup>	1.74%	1.68%	0.06%	3.75%	1.08%	0.66%	61.30%
Year-To-Date Net Yield <sup>2</sup>	1.68%	1.65%	0.03%	1.78%	1.04%	0.63%	60.55%
Annual Estimated Gross Yield <sup>3</sup>	1.87%	1.87%	0.00%	0.00%	1.30%	0.57%	44.13%
Weighted Average Maturity (WAM)	340	325	15	4.62%	323	17	5.26%

4.5 (6)

<sup>1</sup> Market values provided by Bloomberg and Northern Trust. The OCIP and OCEIP market values are slightly lower than book value due to the seven Federal Reserve short-term rate increases totaling 1.75% since November 2016. Note that, as disclosed on page 6, the OCIP and OCEIP both have a net asset value (NAV) of .99. They both have sufficient liquidity to meet projected cash flow needs.  
<sup>2</sup> In September 2018, the OCIP and OCEIP Monthly Accrued Earnings, Monthly Net Yields and Year-To-Date Net Yields were higher than the prior year primarily due to seven Federal Reserve short-term rate increases totaling 1.75% since November 2016.  
<sup>3</sup> The OCIP and OCEIP annual estimated gross yields for September 2017 are reported at the actual annual gross yields for FY 17/18, and their annual estimated gross yields for September 2018 are reported at the forecasted gross yield of 1.87%. The OCIP and OCEIP annual estimated gross yields for FY 18/19 are higher than FY 17/18 yields of 1.28% and 1.30% primarily due to seven Federal Reserve short-term rate increases totaling 1.75% since November 2016.

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
 FOR THE MONTH AND QUARTER ENDED: September 30, 2018

**INVESTMENT STATISTICS - By Investment Pool<sup>(1)</sup>**

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 9/30/2018	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV <sup>(5)</sup>
<b>COMBINED POOL BALANCES</b> <b>(includes the Extended Fund)</b>						
Orange County Investment Pool (OCIP)	MARKET Value \$ 3,767,385,607	357	1.86%	1.76%	1.69%	0.99 <sup>(6)</sup>
	COST (Capital) \$ 3,788,593,504					
	MONTHLY AVG Balance \$ 3,761,688,842					
	QUARTERLY AVG Balance \$ 3,815,987,973					
	BOOK Value \$ 3,788,455,916					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 4,416,020,298	340	1.89%	1.80%	1.75%	0.99 <sup>(6)</sup>
	COST (Capital) \$ 4,439,156,895					
	MONTHLY AVG Balance \$ 4,530,663,894					
	QUARTERLY AVG Balance \$ 4,767,167,150					
	BOOK Value \$ 4,439,034,297					

**INVESTMENT STATISTICS - Non-Pooled Investments<sup>(2)</sup>**

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
<b>Specific Investment</b>		
<b>Funds:</b>	MARKET Value \$ 99,957,530	John Wayne Airport Investment Fund 46,294,341
283, FVSD, CCCD	COST (Capital) \$ 101,466,899	Fountain Valley School District Fund 40 34,790,770
	MONTHLY AVG Balance \$ 106,233,328	CCCD Series 2017E Bonds 20,381,788
	QUARTERLY AVG Balance \$ 106,447,701	
	BOOK Value \$ 101,282,858	
		\$ 101,466,899

**MONTH END TOTALS**

INVESTMENTS & CASH		INVESTMENTS & CASH	
<b>COUNTY MONEY MARKET FUND (OCMMF)</b>			
County Money Market Fund	\$ 622,453,122	OCIP	\$ 3,841,662,558
County Cash & Cash Equivalent <sup>(4)</sup>	53,069,054	OCEIP	4,535,182,104
	6,641,657,836	Specific Investment Funds	101,466,899
<b>EXTENDED FUND</b>			
<b>EDUCATIONAL MONEY MARKET FUND (OCEMMF)</b>			
Educational Money Market Fund	963,639,441	Non-Pooled Cash & Cash Equivalent <sup>(4)</sup>	22,994,815
Educational Cash & Cash Equivalent <sup>(4)</sup>	96,025,209		
<b>NON-POOLED INVESTMENTS</b>			
Non-Pooled Investments @ Cost	101,466,899		
Non-Pooled Cash & Cash Equivalent <sup>(4)</sup>	22,994,815		
	\$ 8,501,306,376		\$ 8,501,306,376

**KEY POOL STATISTICS**

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	1.68%	OCMMF	40
OCEMMF - MONTHLY GROSS YIELD	1.95%	OCEMMF	51
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	2.06%	JOHN WAYNE AIRPORT WAM	86
OCIP - YTD NET YIELD <sup>(3)</sup>	1.63%	LGIP WAM (Standard & Pools)	33
OCEIP - YTD NET YIELD <sup>(3)</sup>	1.68%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	2.16%		

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**INVESTMENT POOL STATISTICS**  
**FOR THE MONTH AND QUARTER ENDED: September 30, 2018**

**INVESTMENT STATISTICS - By Investment Fund**

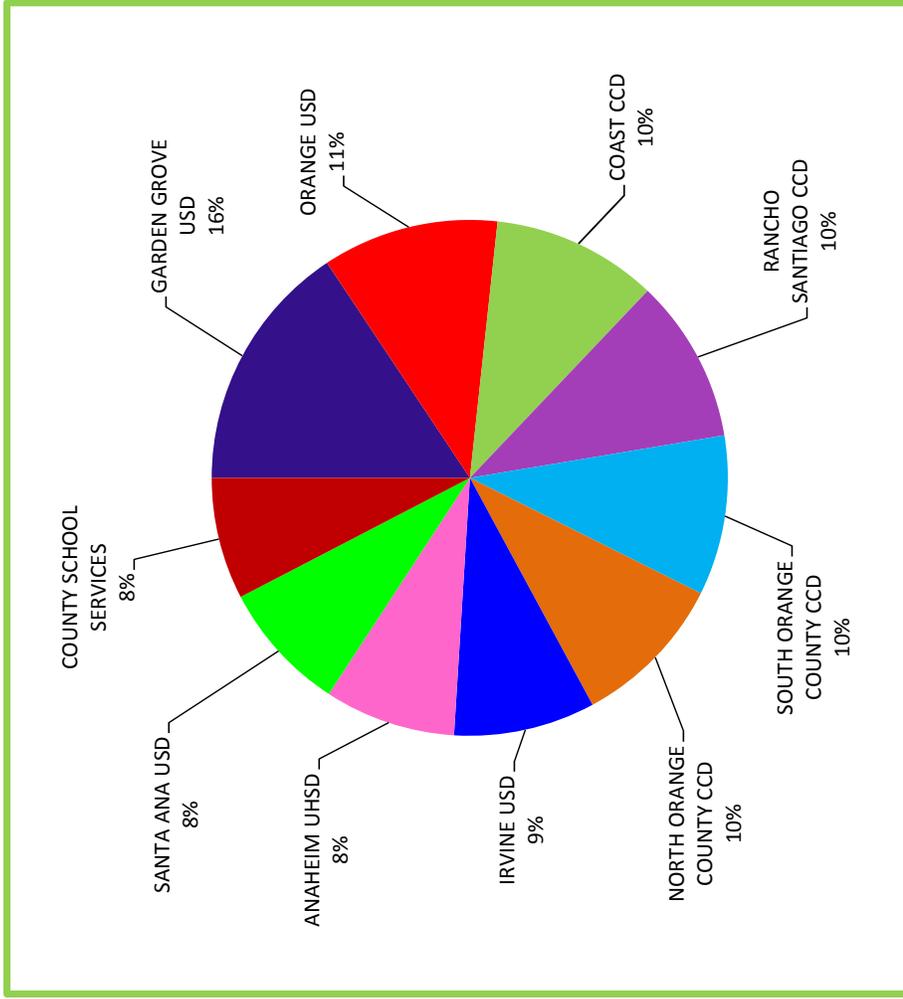
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 9/30/2018	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV <sup>(5)</sup>
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 623,483,218	40	2.03%	1.68%	1.65%	1.00
	COST (Capital) \$ 622,453,122					
	MONTHLY AVG Balance \$ 598,229,576					
	QUARTERLY AVG Balance \$ 611,442,140					
	BOOK Value \$ 623,595,668					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 964,913,807	51	2.09%	1.95%	1.88%	1.00
	COST (Capital) \$ 963,639,441					
	MONTHLY AVG Balance \$ 1,055,146,440					
	QUARTERLY AVG Balance \$ 1,273,946,626					
	BOOK Value \$ 964,922,066					
<u>Extended Fund</u>	MARKET Value \$ 6,595,008,880	420	1.83%	1.77%	1.70%	0.99 <sup>(6)</sup>
	COST (Capital) \$ 6,641,657,836					
	MONTHLY AVG Balance \$ 6,638,976,720					
	QUARTERLY AVG Balance \$ 6,697,766,357					
	BOOK Value \$ 6,638,972,479					
<b>ALLOCATION OF EXTENDED FUND</b>						
<u>Extended Fund OCIP Share</u>	MARKET Value \$ 3,143,902,389	420	1.83%	1.77%	1.70%	0.99
	COST (Capital) \$ 3,166,140,382					
	MONTHLY AVG Balance \$ 3,163,459,266					
	QUARTERLY AVG Balance \$ 3,204,545,833					
	BOOK Value \$ 3,164,860,248					
<u>OCEIP Share</u>	MARKET Value \$ 3,451,106,491	420	1.83%	1.77%	1.70%	0.99
	COST (Capital) \$ 3,475,517,454					
	MONTHLY AVG Balance \$ 3,475,517,454					
	QUARTERLY AVG Balance \$ 3,493,220,524					
	BOOK Value \$ 3,474,112,231					
<u>Modified Duration</u>	1.13					

- (1) The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.
- (2) Specific non-pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report.
- (3) The Net Yield differs from the Monthly Gross Yield as it includes the deduction of the Investment Administrative Fee.
- (4) Balances include investments matured on 9/30/2018 (Sunday), cash was not received until 10/1/2018 (Monday).
- (5) Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.
- (6) The OCIP and OCEIP market values in the current year have caused the current NAVs to drop to .99, as the Extended Fund portion represents 84% and 78% of the total OCIP and OCEIP balances, and its NAV is .99. The Extended Fund generally purchases investments between 1 and 5 years, and the decrease in NAV of 1% is due to several Federal Reserve, short-term rate increases totaling 1.75% since November 2016. The OCIP and OCEIP have sufficient liquidity to meet projected cash flow needs.

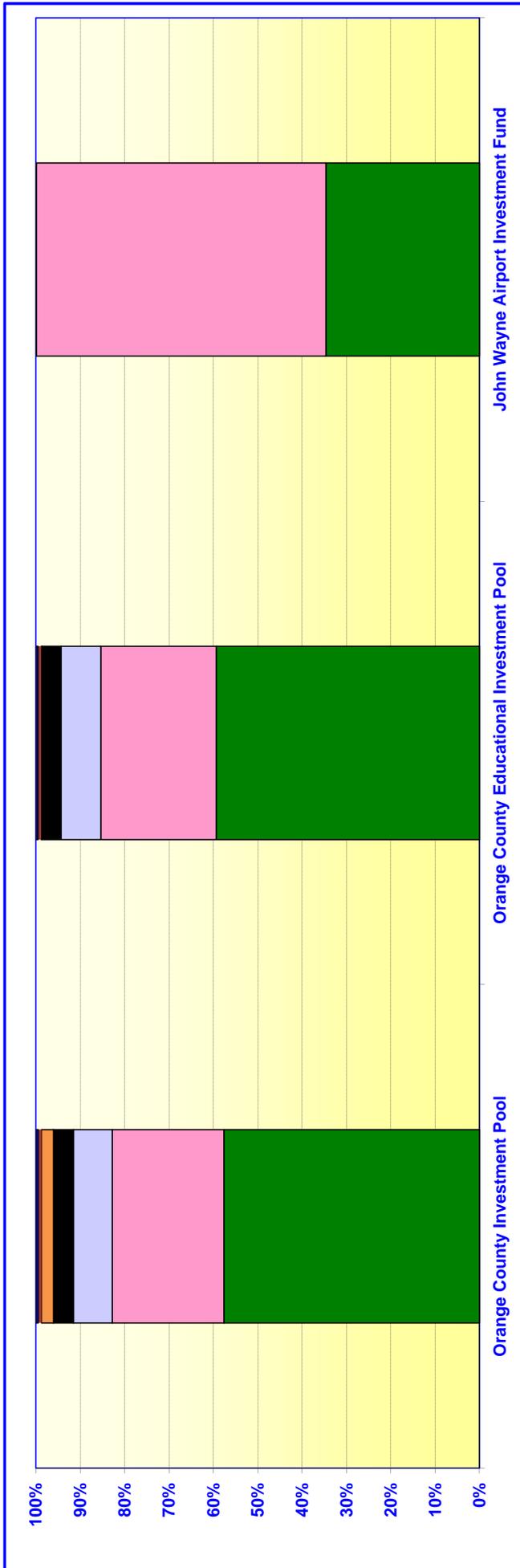
**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL  
TOP TEN POOL PARTICIPANTS  
AS OF SEPTEMBER 30, 2018**

DISTRICT #	SCHOOL DISTRICT	BALANCE (1)
72	GARDEN GROVE USD	\$ 468,403,270 (1)
80	ORANGE USD	329,969,019 (1)
90	COAST CCD	310,102,441 (1)
92	RANCHO SANTIAGO CCD	306,655,653 (1)
96	SOUTH ORANGE COUNTY CCD	299,346,509
88	NORTH ORANGE COUNTY CCD	290,845,772 (1)
75	IRVINE USD	264,583,588 (1)
64	ANAHEIM UHSD	245,753,058 (1)
84	SANTA ANA USD	243,841,920 (1)
94	COUNTY SCHOOL SERVICES	228,184,831
<b>TOTAL</b>		<b>\$ 2,987,686,061</b>

(1) BALANCES INCLUDE GENERAL OBLIGATION BONDS PROCEEDS



**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**BY INVESTMENT TYPE AT MARKET VALUE - By Percentage Holdings**  
**September 30, 2018**



**Orange County Investment Pool**

	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,171,659	57.64%
U. S. TREASURIES	948,024	25.17%
MEDIUM-TERM NOTES	328,347	8.72%
MUNICIPAL DEBT	169,416	4.50%
MONEY MARKET MUTUAL FUNDS	102,210	2.71%
LOCAL AGENCY INVESTMENT FUND	28,742	0.76%
CERTIFICATES OF DEPOSIT	18,988	0.50%
<b>Total</b>	<b>\$ 3,767,386</b>	<b>100.00%</b>

**Orange County Educational Investment Pool**

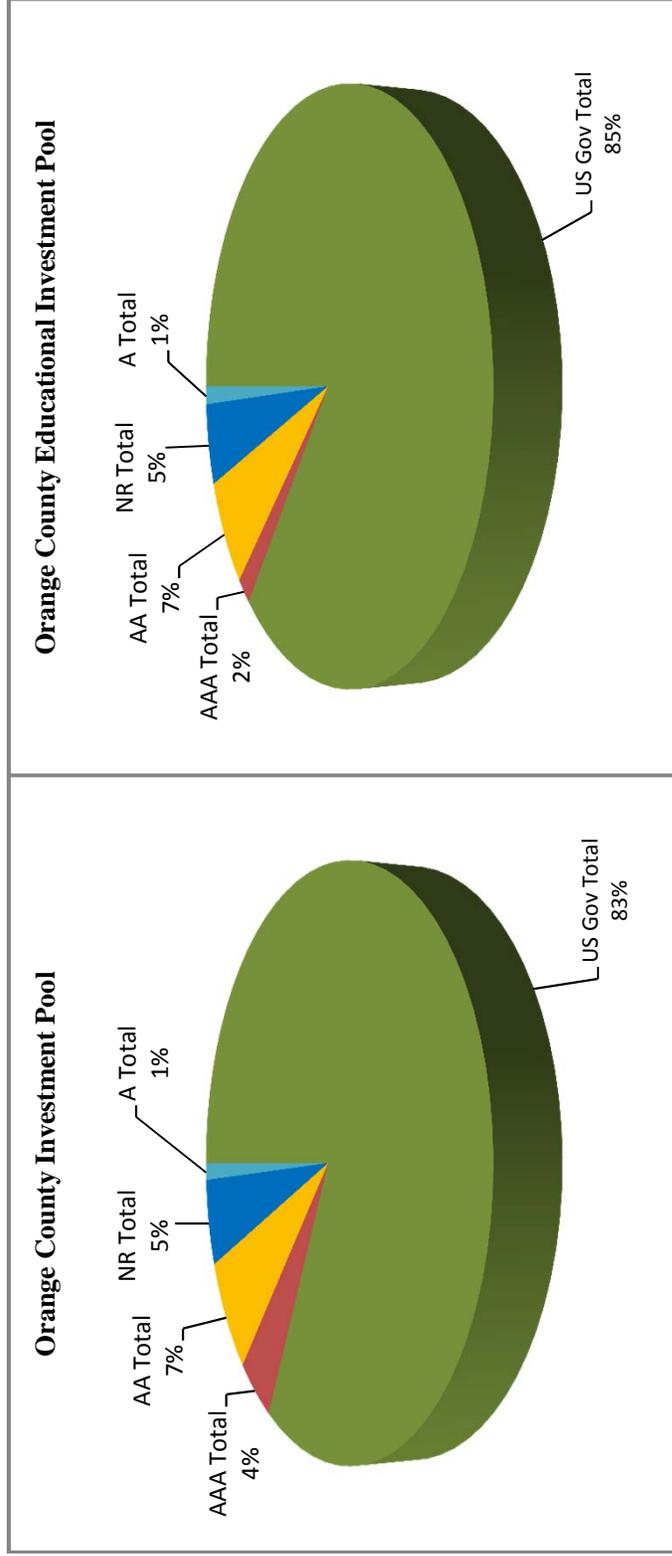
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,621,417	59.36%
U. S. TREASURIES	1,149,848	26.05%
MEDIUM-TERM NOTES	395,608	8.96%
MUNICIPAL DEBT	185,970	4.21%
MONEY MARKET MUTUAL FUNDS	10,784	0.24%
LOCAL AGENCY INVESTMENT FUND	31,550	0.71%
CERTIFICATES OF DEPOSIT	20,843	0.47%
<b>Total</b>	<b>\$ 4,416,020</b>	<b>100.00%</b>

**John Wayne Airport Investment Fund**

	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 16,030	34.65%
U. S. TREASURIES	30,193	65.26%
MONEY MARKET MUTUAL FUNDS	39	0.09%
<b>Total</b>	<b>\$ 46,262</b>	<b>100.00%</b>

Calculated Using Market Value at 9/30/2018

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**CREDIT QUALITY BY MARKET VALUE**  
 September 30, 2018



US GOV Includes Agency & Treasury Debt

AA includes AA+, AA-, & AA

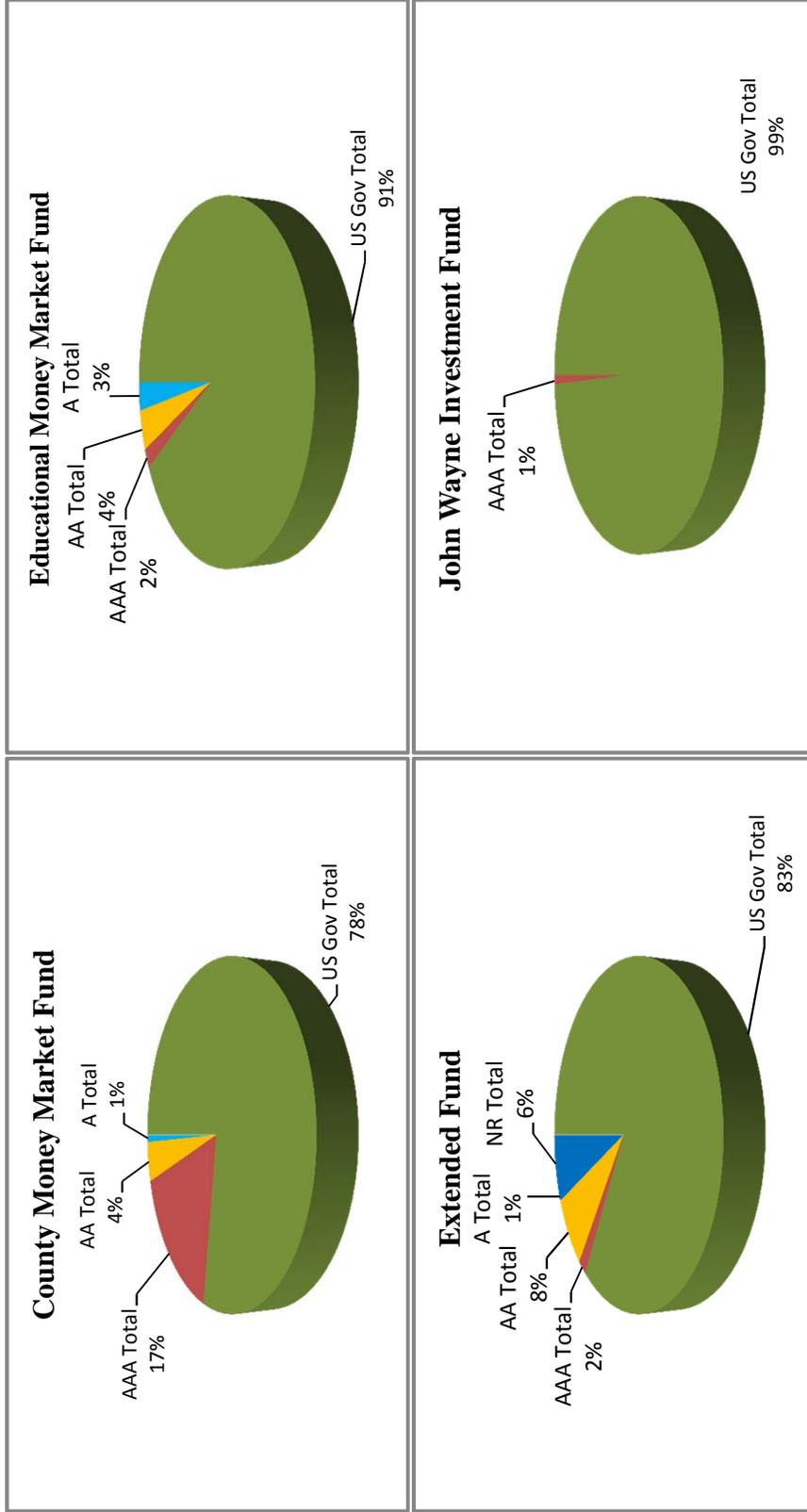
A includes A+, A-, & A

NR Includes LAIF and Orange County Pension Obligation Bonds

# ORANGE COUNTY TREASURER - TAX COLLECTOR

## CREDIT QUALITY BY MARKET VALUE

September 30, 2018



US GOV Includes Agency & Treasury Debt

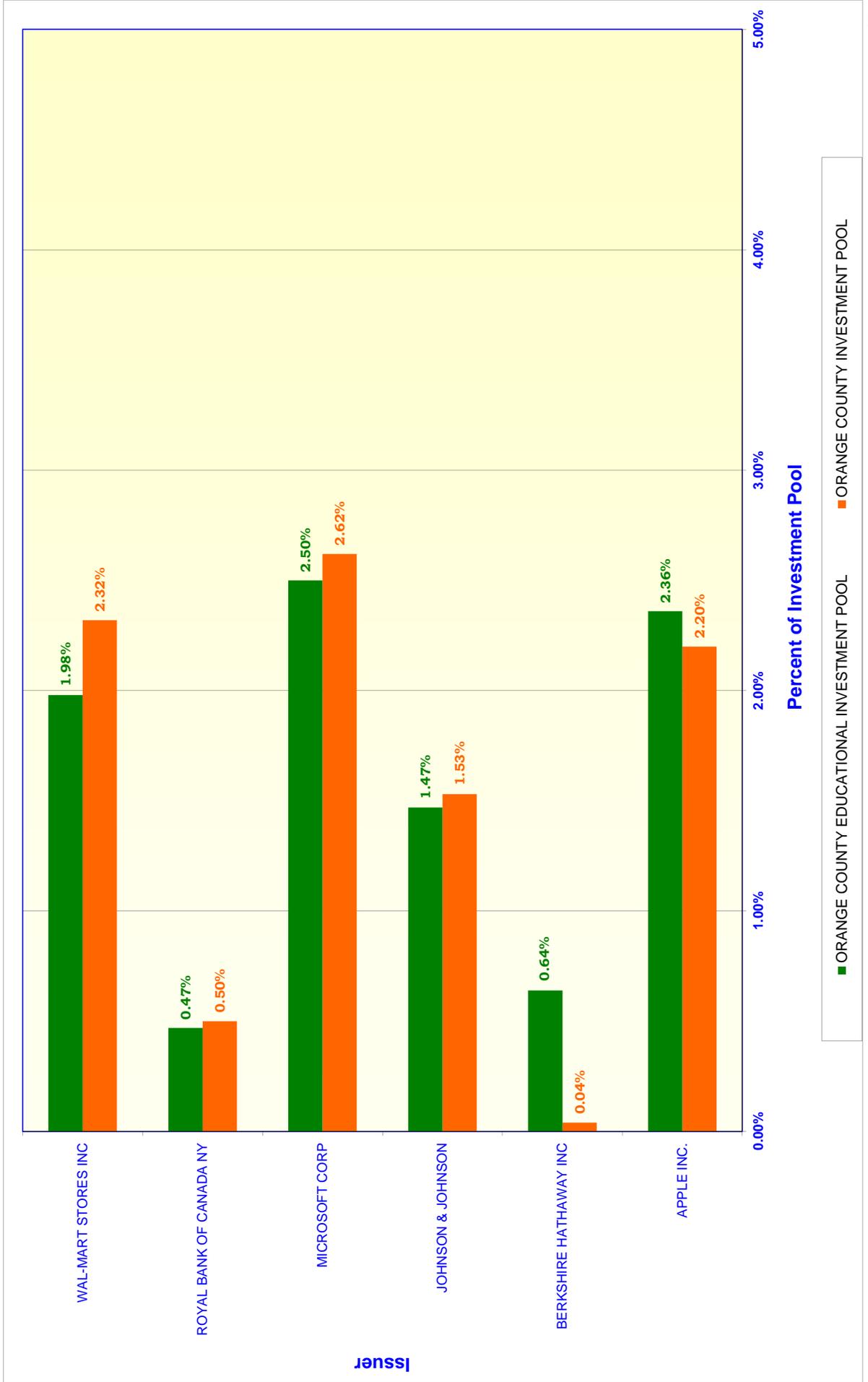
AA includes AA+, AA-, & AA

A includes A+, A-, & A

NR Includes LAIF and Orange County Pension Obligation Bonds

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**MEDIUM-TERM NOTES / CERTIFICATES OF DEPOSIT**  
**ISSUER CONCENTRATION-By Investment Pool**

September 30, 2018



# ORANGE COUNTY TREASURER-TAX COLLECTOR

## APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

September 30, 2018

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
<b>U.S. TREASURY SECURITIES</b>						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
<b>U.S. GOVERNMENT AGENCY SECURITIES</b>						
FEDERAL NATIONAL MORTGAGE ASSOCIATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN MORTGAGE CORPORATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN BANKS	A-1+	P-1	NR	AA+	Aaa	NR
FEDERAL FARM CREDIT BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
<b>MEDIUM-TERM NOTES</b>						
APPLE INC	A-1+	P-1	NR	AA+	Aa1	NR
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
MICROSOFT CORPORATION	A-1+	P-1	F1+	AAA	Aaa	AA+
BERKSHIRE HATHAWAY INC *	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE *</i>	NR	NR	NR	NR	Aa2	A+
<b>ISSUERS ON HOLD</b>						
ROYAL BANK OF CANADA NY (JULY, 2016) **	A-1+	P-1	F1+	AA-	A2	AA
TORONTO DOMINION BANK NY (MARCH, 2017) ***	A-1+	P-1	F1+	AA-	Aa3	AA-
WALMART INC (JULY, 2018)****	A-1+	P-1	F1+	AA	Aa2	AA
<b>MUNICIPAL BONDS</b>						
ORANGE CNTY CA PENSION OBLG 2018 A	NR	NR	NR	NR	NR	NR
<b>STATE POOL - LOCAL AGENCY INVESTMENT FUND</b>						
LOCAL AGENCY INVESTMENT FUND	NR	NR	NR	NR	NR	NR
<b>MONEY MARKET MUTUAL FUNDS *****</b>						
NAME OF FUND	S & P	Moody's	Fitch			
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm	Aaa-mf	AAAmf			
GOLDMAN SACHS FINANCIAL SQUARE GOVT FUND	AAAm	Aaa-mf	NR			
MORGAN STANLEY INSTITUTIONAL LIQUIDITY FUNDS - GOVT	AAAm	Aaa-mf	NR			
NORTHERN INSTITUTIONAL TREASURY PORTFOLIO	AAAm	NR	NR			

\* Further purchase restrictions apply due to Investment Policy Statement rating limits.

\*\* Moody's downgraded its L/T issuer credit rating from Aa2 to A2 on September 24, 2018 and kept the issuer rating Outlook on Stable. S&P changed its outlook from Negative to Stable on June 27, 2018.

\*\*\* Moody's downgraded its L/T issuer credit rating from Aa1 to Aa3 on September 24, 2018 and kept its issuer rating Outlook on Stable.

\*\*\*\* S&P placed its L/T issuer credit rating on Negative Outlook (S&P - May 9, 2018).

\*\*\*\*\* All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

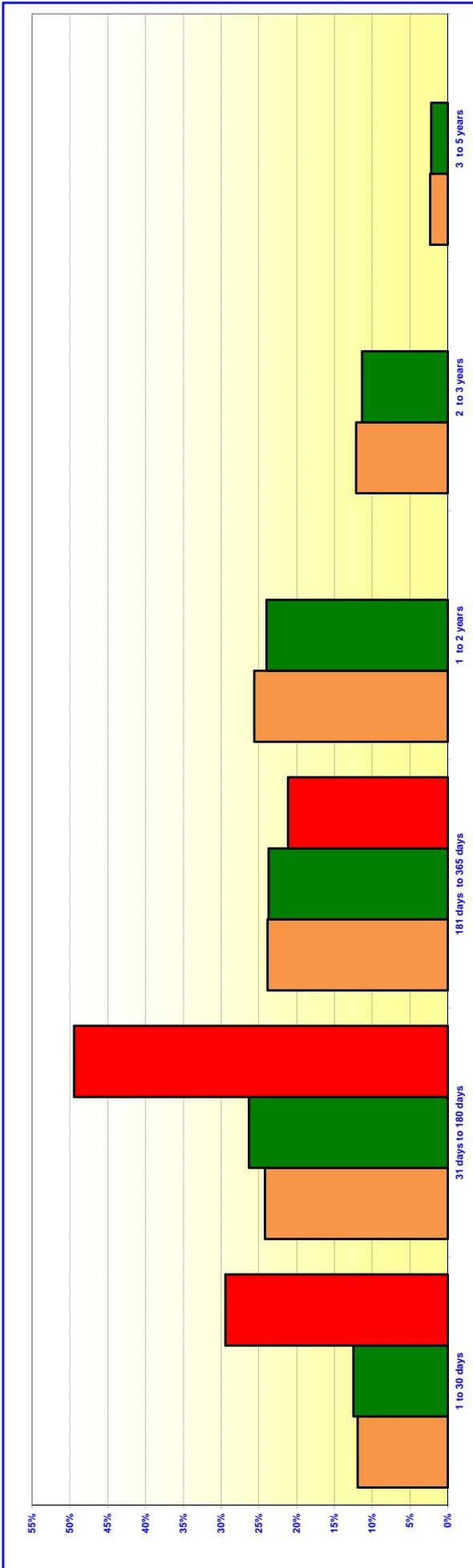
**Orange County Treasurer-Tax Collector  
Changes in Approved Issuer's List  
For the Month Ended September 30, 2018**

During September, there were two changes made to the Treasurer's Approved Issuer List.

- On September 24, 2018, Moody's downgraded Royal Bank of Canada NY's issuer rating from Aa2 to A2 following the upgrade on July 16, 2018 from A1 to Aa2. Moody's also kept its issuer rating Outlook on Stable. The Credit Investment Committee put Royal Bank of Canada on hold back in July, 2016 and kept them on hold through the upgrade and now the subsequent downgrade.
- On September 24, 2018, Moody's downgraded Toronto Dominion Bank NY's issuer rating from Aa1 to Aa3 following the upgrade on July 16, 2018 from Aa2 to Aa1. Moody's also kept its issuer rating Outlook on Stable. The Credit Investment Committee put Toronto Dominion Bank on hold back in March, 2017 and kept them on hold through the upgrade and now the subsequent downgrade.

An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

**ORANGE COUNTY TREASURER - TAX COLLECTOR**  
**MATURITIES DISTRIBUTION**  
 September 30, 2018

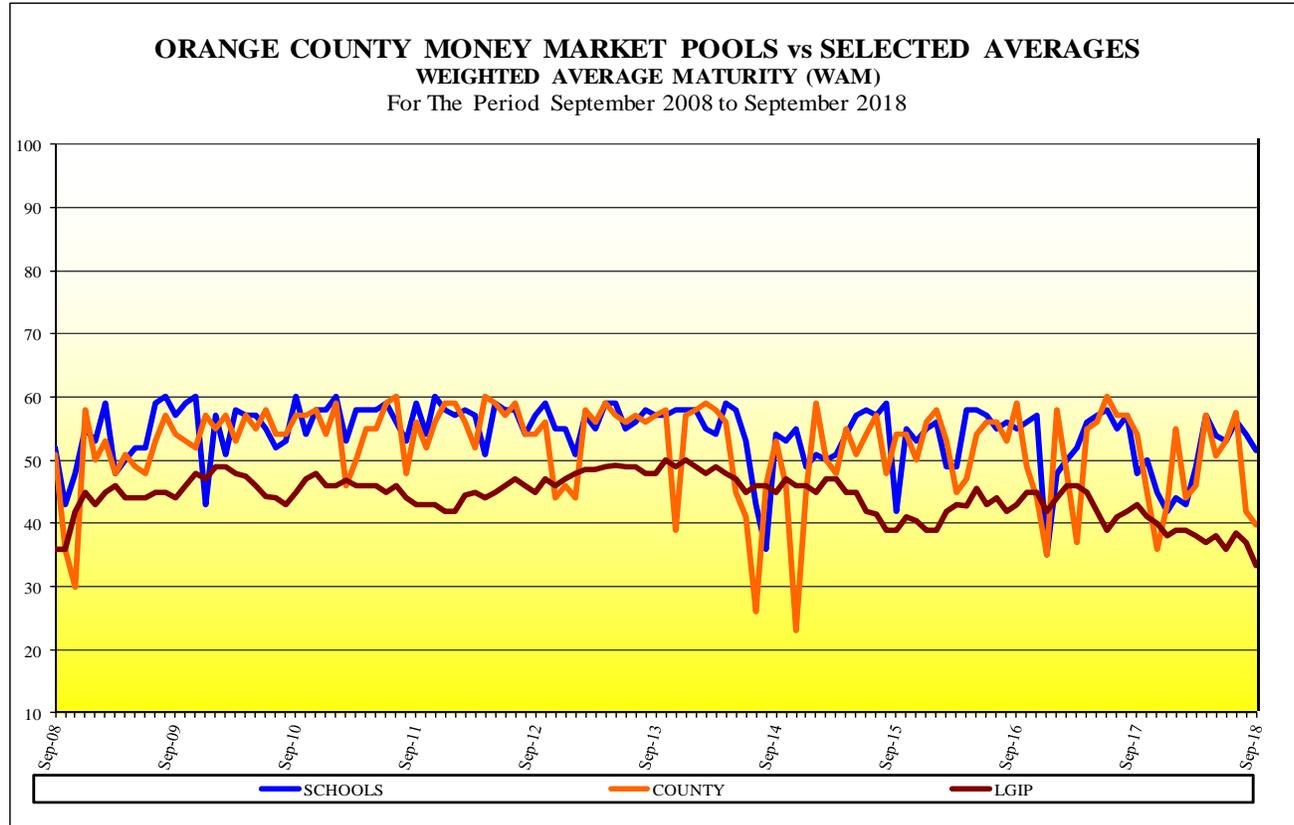
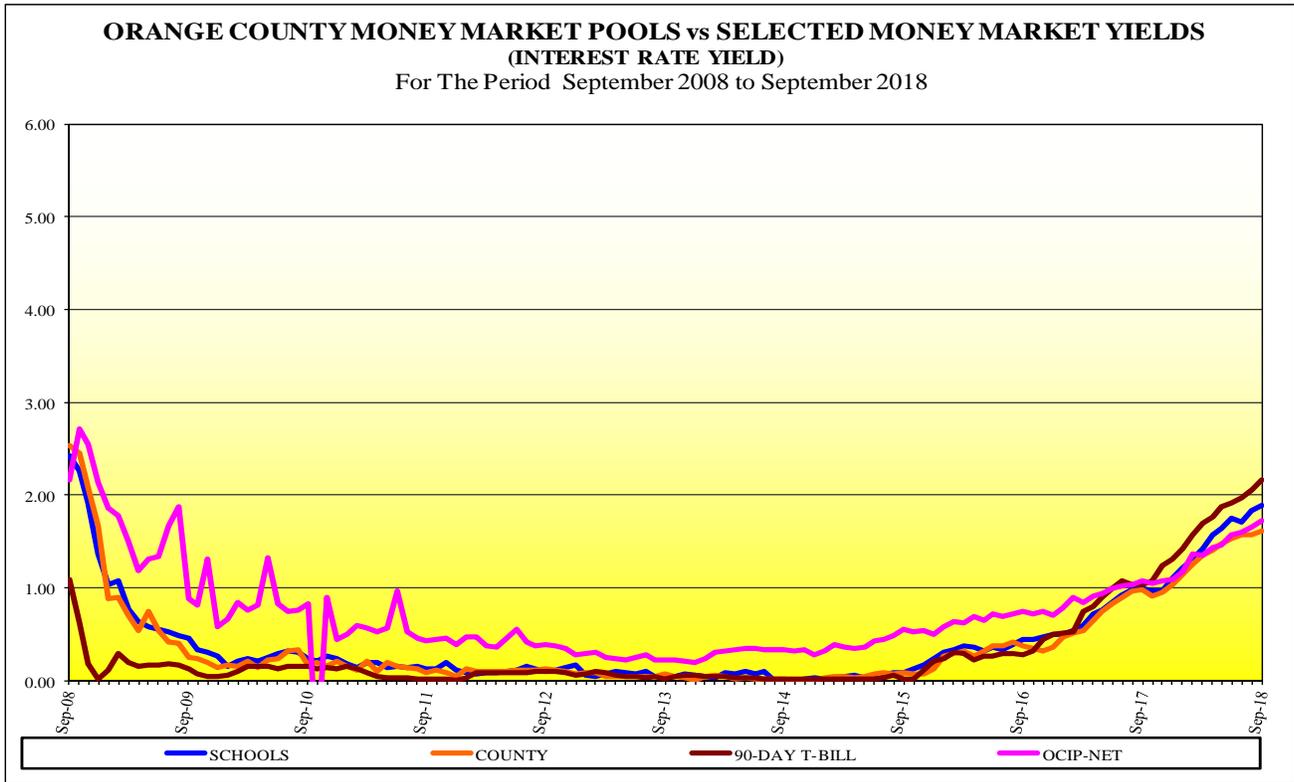


JOHN WAYNE AIRPORT INVESTMENT FUND		
	In Thousands <sup>(1)</sup>	%
1 TO 30 DAYS	\$ 13,639	29.42%
31 TO 180 DAYS	22,925	49.44%
181 TO 365 DAYS	9,800	21.14%
<b>TOTAL</b>	<b>\$ 46,364</b>	<b>100.00%</b>

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL		
	In Thousands <sup>(1)</sup>	%
1 TO 30 DAYS	\$ 554,497	12.49%
31 TO 180 DAYS	1,169,011	26.30%
181 TO 365 DAYS	1,053,985	23.71%
1 YEAR TO 2 YEARS	1,065,857	23.98%
2 YEARS TO 3 YEARS	504,061	11.34%
3 YEARS TO 5 YEARS	97,099	2.18%
<b>TOTAL</b>	<b>\$ 4,444,510</b>	<b>100.00%</b>

ORANGE COUNTY INVESTMENT POOL		
	In Thousands <sup>(1)</sup>	%
1 TO 30 DAYS	\$ 452,450	11.93%
31 TO 180 DAYS	917,383	24.18%
181 TO 365 DAYS	904,980	23.86%
1 YEAR TO 2 YEARS	970,978	25.60%
2 YEARS TO 3 YEARS	459,191	12.10%
3 YEARS TO 5 YEARS	88,456	2.33%
<b>TOTAL</b>	<b>\$ 3,793,438</b>	<b>100.00%</b>

(1) Maturity limits are calculated using face value.



•For the Month Ended September 30, 2018, S&P LGIP – 1.98; S&P LGIP WAM -33; 90-Day T-Bill – 2.16; OCIP – Net – 1.70

**ORANGE COUNTY TREASURER-TAX COLLECTOR**

**INVESTMENT POOL YIELDS**

October 1, 2017 - September 30, 2018

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month September 2018</i>				
OCMMF	\$ 623,483,218	\$ 825,257	1.68%	40
OCEMMF	\$ 964,913,807	\$ 1,694,095	1.95%	51
Extended Fund	\$ 6,595,008,880	\$ 9,646,462	1.77%	420
<i>August 2018</i>				
OCMMF	\$ 659,580,340	\$ 768,838	1.64%	42
OCEMMF	\$ 1,135,219,335	\$ 2,041,031	1.90%	54
Extended Fund	\$ 6,595,429,549	\$ 9,597,798	1.69%	414
<i>July 2018</i>				
OCMMF	\$ 519,462,662	\$ 949,885	1.64%	58
OCEMMF	\$ 1,430,530,269	\$ 2,265,416	1.77%	56
Extended Fund	\$ 6,644,200,611	\$ 9,464,408	1.65%	432
<i>June 2018</i>				
OCMMF	\$ 763,523,217	\$ 1,395,560	1.60%	53
OCEMMF	\$ 1,586,960,674	\$ 2,142,715	1.81%	53
Extended Fund	\$ 6,600,606,705	\$ 8,820,686	1.60%	419
<i>May 2018</i>				
OCMMF	\$ 1,271,767,146	\$ 1,895,963	1.54%	51
OCEMMF	\$ 1,507,610,060	\$ 2,273,000	1.71%	54
Extended Fund	\$ 6,615,441,734	\$ 8,444,349	1.48%	414
<i>April 2018</i>				
OCMMF	\$ 1,677,026,990	\$ 2,621,771	1.47%	57
OCEMMF	\$ 1,715,592,154	\$ 1,887,341	1.64%	57
Extended Fund	\$ 6,661,112,140	\$ 8,045,347	1.46%	397
<i>March 2018</i>				
OCMMF	\$ 1,466,459,327	\$ 1,551,676	1.41%	46
OCEMMF	\$ 1,149,359,827	\$ 1,585,016	1.48%	49
Extended Fund	\$ 6,652,243,109	\$ 7,957,780	1.40%	415
<i>February 2018</i>				
OCMMF	\$ 1,396,683,700	\$ 1,284,889	1.32%	44
OCEMMF	\$ 1,273,494,829	\$ 1,464,904	1.37%	43
Extended Fund	\$ 6,647,720,511	\$ 7,473,044	1.46%	428
<i>January 2018</i>				
OCMMF	\$ 1,245,291,533	\$ 1,659,517	1.21%	55
OCEMMF	\$ 1,594,050,298	\$ 2,213,711	1.28%	44
Extended Fund	\$ 6,595,804,419	\$ 6,473,087	1.24%	423
<i>December 2017</i>				
OCMMF	\$ 2,128,947,374	\$ 2,182,701	1.10%	43
OCEMMF	\$ 2,136,417,171	\$ 1,446,683	1.17%	42
Extended Fund	\$ 5,906,097,678	\$ 6,050,707	1.18%	375
<i>November 2017</i>				
OCMMF	\$ 1,459,897,098	\$ 1,124,024	1.02%	36
OCEMMF	\$ 1,154,471,530	\$ 889,369	1.03%	45
Extended Fund	\$ 5,996,926,512	\$ 5,910,266	1.19%	399
<i>October 2017</i>				
OCMMF	\$ 1,387,117,541	\$ 983,038	0.97%	45
OCEMMF	\$ 1,008,484,106	\$ 1,026,340	1.03%	50
Extended Fund	\$ 5,975,091,002	\$ 5,972,076	1.17%	416
<b>Fiscal Year July 1, 2018 - June 30, 2019</b>	<b>Average Month End Market Value Balance</b>	<b>YTD Interest Income</b>	<b>YTD Gross Yield</b>	<b>YTD Average</b>
<b>OCIP</b>	\$ 3,755,932,995	\$ 16,279,102	1.69%	362
<b>OCEIP</b>	\$ 4,633,343,229	\$ 20,974,088	1.74%	329

**ORANGE COUNTY TREASURER-TAX COLLECTOR  
CASH AVAILABILITY PROJECTION  
FOR THE SIX MONTHS ENDING MARCH 31, 2019**

Government Code Section 53646 (b) (3), effective on January 1, 1996, requires the Treasurer-Tax Collector to include a statement in the investment report, denoting the ability of the Orange County Investment Pool (OCIP) and the Orange County Educational Investment Pool (OCEIP) to meet their expenditure requirements for the next six months.

The OCIP and OCEIP consist of funds in the treasury deposited by various entities required to do so by statute, as well as those entities voluntarily depositing monies in accordance with Government Code Section 53684.

The Treasurer-Tax Collector is required to disburse monies placed in the treasury as directed by the Auditor-Controller and the Department of Education, except for the making of legal investments, to the extent funds are transferred to one or more clearing funds in accordance with Government Code Section 29808.

The Treasurer-Tax Collector, in her projection of cash availability to disburse funds as directed by the Auditor-Controller and the Department of Education, is primarily relying on historical trends involving deposits and withdrawals and known future cash flows. No representation is made as to an individual depositor's ability to meet their anticipated expenditures with anticipated revenues.

The Cash Availability Projection for the six months ending March 31, 2019, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

<b>ORANGE COUNTY INVESTMENT POOL</b>				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2018 - Ending Cash				\$ 13,073,741
October	\$ 592,475,611	\$ 1,018,225,375	\$ 503,035,507	1,120,739,220
November	255,710,602	1,236,786,012	1,202,407,571	1,410,828,263
December	193,902,697	2,549,658,591	1,943,355,681	2,211,033,870
January	186,782,013	581,211,495	1,350,588,322	1,628,439,056
February	114,041,586	470,192,052	285,246,985	1,927,425,709
March	86,805,275	736,245,907	637,743,238	2,112,733,653

<b>ORANGE COUNTY EDUCATIONAL INVESTMENT POOL</b>				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
September 2018 - Ending Cash				\$ 3,544,545
October	\$ 940,181,113	\$ 403,046,097	\$ 740,311,927	606,459,828
November	267,595,194	801,604,789	698,090,277	977,569,534
December	112,111,379	1,448,480,824	488,718,171	2,049,443,566
January	229,700,178	642,968,187	939,811,598	1,982,300,333
February	125,404,462	276,125,850	669,859,971	1,713,970,674
March	146,962,496	535,053,767	717,707,481	1,678,279,456

**ORANGE COUNTY TREASURER-TAX COLLECTOR**  
**STATEMENT OF ACCOUNTABILITY**  
**For the Month and Quarter Ended September 30, 2018**

	<u>Month</u>	<u>Quarter</u>
<b>Treasurer's Accountability at the Beginning of the Period:</b>	<b>\$ 8,557,204,624</b>	<b>\$ 9,387,613,004</b>
<b>Cash Receipts:</b>		
County	418,883,165	1,313,730,591
School and Community College Districts	550,738,587	1,099,406,981
<b>Total Cash Receipts</b>	<u>969,621,752</u>	<u>2,413,137,572</u>
<b>Cash Disbursements:</b>		
County	397,918,907	1,522,804,295
School and Community College Districts	626,734,275	1,776,316,372
<b>Total Cash Disbursements</b>	<u>1,024,653,182</u>	<u>3,299,120,667</u>
<b>Net Change in Cost Value of Pooled Assets</b>	<u>(55,031,430)</u>	<u>(885,983,095)</u>
<b>Net Increase (Decrease) in Non-Pooled Investments</b>	98,587	(572,616)
<b>Net (Decrease) Increase in Non-Pooled Cash</b>	<u>(965,405)</u>	<u>249,083</u>
<b>Treasurer's Accountability at the End of the Period:</b>	<b><u>\$ 8,501,306,376</u></b>	<b><u>\$ 8,501,306,376</u></b>
<b>Assets in the Treasury at the End of the Period (at Cost Value):</b>		
<b>Pooled Investments:</b>		
Orange County Investment Pool		\$ 3,788,593,504
Orange County Educational Investment Pool		4,439,156,895
<b>Total Pooled Investments</b>		<u>8,227,750,399</u>
<b>Non-Pooled Investments:</b>		
Non-Pooled Investments - John Wayne Airport		46,294,341
Non-Pooled Investments - Fountain Valley School District Fund 40		34,790,770
Non-Pooled Investments - CCCD Series 2017E Bonds		20,381,788
<b>Total Non-Pooled Investments</b>		<u>101,466,899</u>
<b>Cash and Cash Equivalent:</b>		
Cash in banks - County <sup>(1)</sup>		52,955,818
Cash in banks - Schools <sup>(1)</sup>		96,025,209
Cash in banks - OC Sheriff		15,210,787
Cash in banks - John Wayne Airport <sup>(1)</sup>		7,784,029
Cash - Other		113,235
<b>Total Cash</b>		<u>172,089,078</u>
<b>Total Assets in the Treasury at the End of the Period:</b>		<b><u>\$ 8,501,306,376</u></b>

<sup>(1)</sup> Balances include investments matured on 9/30/2018 (Sunday), but cash was not received until 10/1/218 (Monday).



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name	RANCHO SANTIAGO COMM COLL DST
Account Number	75-30-010

As of 10/15/2018, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2018.

Earnings Ratio		.00005909460836489
Interest Rate		2.16%
Dollar Day Total	\$	14,249,246.44
Quarter End Principal Balance	\$	154,978.58
Quarterly Interest Earned	\$	842.05



**JOHN CHIANG  
TREASURER  
STATE OF CALIFORNIA**



**PMIA Performance Report**

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/10/18	2.05	1.98	189
09/11/18	2.05	1.98	189
09/12/18	2.05	1.98	189
09/13/18	2.06	1.98	190
09/14/18	2.07	1.98	190
09/15/18	2.07	1.99	190
09/16/18	2.07	1.99	190
09/17/18	2.07	1.99	187
09/18/18	2.07	1.99	188
09/19/18	2.08	1.99	188
09/20/18	2.08	1.99	188
09/21/18	2.08	1.99	187
09/22/18	2.08	1.99	187
09/23/18	2.08	1.99	187
09/24/18	2.08	2.00	189
09/25/18	2.08	2.00	188
09/26/18	2.09	2.00	190
09/27/18	2.09	2.00	192
09/28/18	2.09	2.00	193
09/29/18	2.09	2.00	193
09/30/18	2.09	2.00	193
10/01/18	2.11	2.11	205
10/02/18	2.11	2.11	205
10/03/18	2.12	2.11	206
10/04/18	2.12	2.12	206
10/05/18	2.12	2.12	205
10/06/18	2.12	2.12	205
10/07/18	2.12	2.12	205
10/08/18	2.12	2.12	202
10/09/18	2.12	2.12	202
10/10/18	2.13	2.12	202

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Performance Report**

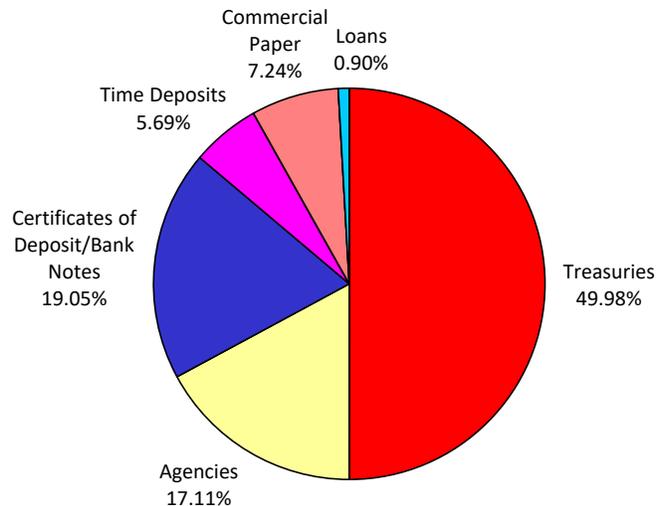
**Quarter Ending 06/30/18**

Apportionment Rate: 1.90%  
 Earnings Ratio: 0.00005216919081336  
 Fair Value Factor: 0.998126869  
 Daily: 1.92%  
 Quarter to Date: 1.76%  
 Average Life: 193

**PMIA Average Monthly Effective Yields**

**Sept 2018 2.063**  
 Aug 2018 1.998  
 July 2018 1.944

**Pooled Money Investment Account  
Portfolio Composition  
09/30/18  
\$88.3 billion**



Percentages may not total 100%, due to rounding.

Based on data available as of 10/10/2018

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

To:	Board of Trustees	Date: October 29, 2018
Re:	Accept the Completion of Bid #1338 – Prop 39 Year 5 LED Lighting at Santa Ana College, Santiago Canyon College, Digital Media Center, Orange County Sheriff’s Regional Training Academy and District Operations Center and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On February 26, 2018, the Board of Trustees approved a contract with Retro-Tek Energy Service, Inc. for Bid #1338 – Prop 39 Year 5 LED Lighting at Santa Ana College, Santiago Canyon College, Digital Media Center, Orange County Sheriff’s Regional Training Academy and District Operations Center. The project was completed on October 26, 2018.

**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 \$333,999.

This project was funded by State Proposition 39 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: October 29, 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 properties known as District Operations Center, located 2323 North Broadway, Suite 112, Santa Ana, Santa Ana College, located 1530 West 17th Street, Santa Ana, and Santiago Canyon College, located 8045 East Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1338 for Prop 39 Year 5 LED Lighting at Santa Ana College, Santiago Canyon College, Digital Media Center, Orange County Sheriff's Regional Training Academy, and District Operations Center, the contract for the doing of which was heretofore entered into on the 27th day of February, 2018, which contract was made with Retro-Tek Energy Service, Inc. PO 18-P0051211 as contractor; that said improvements were completed on the 26th day of October, 2018 and accepted by formal action of the governing Board of said District on the 29th day of October, 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 Allied World 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 \_\_\_\_\_, 2018 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: October 29, 2018
Re:	Ratification of Amendment to Agreement with Moreto Mathison & Associates Architects, Inc. - Architectural Services for Building H Window Replacement Water Intrusion Study at Santa Ana College	
Action:	Request for Ratification	

**BACKGROUND:**

This is an amendment to an existing agreement for architectural services for Building H (Hammond Hall) window replacement water intrusion study at Santa Ana College. On September 20, 2018 the District entered into an agreement with Moreto Mathison & Associates Architects, Inc. for architectural services to undertake an independent assessment of the window installation at Hammond Hall as part of a Scheduled Maintenance project that occurred this past summer. To see the original agreement, please [click here](#). The District was in need of professional services from an independent third party consultant to assist the District in an investigation to determine the cause of the leaking windows. The installation of the new windows failed to pass a required standard water intrusion/penetration test for windows as part of the original project construction specifications per American Society for Testing and Materials (ASTM) E 1105. The consultant was hired to provide recommendations on the proper corrective action for the leaking windows. The scope of work includes reviewing existing project documentation, plans, specifications, assembly and construction, and the field conditions to provide an expert opinion regarding the following: 1) the cause for water intrusion in the windows 2) the recommended solution to remedy the water test failures. During the course of the investigations, it was determined that an additional independent water intrusion/penetration test of windows would be needed.

The District is still withholding payment to the general contractor per the District's rejection of the installation. Time is of the essence as the District has to undertake its proper due diligence of investigations in a timely fashion and demonstrate such efforts. To avoid college class disruption in the building, the District proceeded with the amendment to add the additional service for a second independent water intrusion test. In coordination with college class scheduling and agreement with the contractor, the District proceeded with an independent water intrusion test on Friday, October 12, 2018 and notified/invited all interested project parties. This date of testing needed to be coordinated with the contractor and subcontractor to remove the windows that were being tested. The testing included windows on the first floor and removal of windows in three classrooms. The water test and removal of windows was observed by the

District’s independent consultants, the contractor, the window glazing subcontractor, original architect, project inspector and District representatives.

The independent report is anticipated to be received within the next two weeks at which time the District will review such and discuss the recommendations with the contractor. The anticipated schedule of remediation has yet to be determined and is contingent upon the recommendations and agreement of how to proceed with the contractor.

**ANALYSIS:**

The amendment is to increase the contract by \$11,800 for the additional water intrusion test. The revised total contract amount is \$22,180. The District has reviewed the fee and it is reasonable and within industry standards.

This project is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify the amendment to the agreement with Moreto Mathison & Associates Architects, Inc. - Architectural Services for Building H Window Replacement Water Intrusion Study at Santa Ana College as presented.

Fiscal Impact:	\$11,800	Board Date: October 29, 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: 10/29/2018**

Project: Building H Window Replacement Water Intrusion Study Site: **Santa Ana College**

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Consultants: **Moreto Mathison & Associates Architects**

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Type of Service: Architectural Services

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Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$10,380.00		9/20/2018	12/31/2019
Amendment #1	\$11,800.00			12/31/2019
<b>Total Agreement Amount</b>	<b>\$22,180.00</b>			

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**AGREEMENT No: 0306.00/DESCRIPTION:**

Amendment #1 for additional architectural services.

This agreement #0306.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

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**Total Proposed Amount:** **\$22,180.00**

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**Contract End Date:** **12/31/2019**

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**FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT**

THIS AMENDMENT to AGREEMENT is made this 4th day of **October** in the year **2018**, between “**MORETO MATHISON & ASSOCIATES ARCHITECTS, INC.**”, hereinafter referred to as “**ARCHITECT**” and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

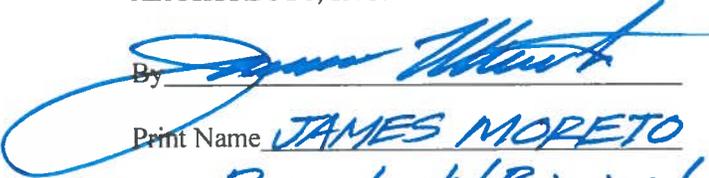
WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0306.00 entered into on September 20, 2018 to provide architectural services for the Building H Window Replacement Water Intrusion Study at Santa Ana College. Please amend the AGREEMENT to include the following:
  - a. By adding additional consulting per Exhibit A; and
  - b. By increasing the AGREEMENT amount by **ELEVEN THOUSAND EIGHT HUNDRED DOLLARS ONLY (\$11,800)** from TEN THOUSAND THREE HUNDRED EIGHTY DOLLARS (\$10,380) for a total not-to-exceed AGREEMENT amount of **TWENTY TWO THOUSAND ONE HUNDRED EIGHTY DOLLARS ONLY (\$22,180)**.
  
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0306.00, effective September 20, 2018, shall remain in full force and effect.

**MORETO MATHISON & ASSOCIATES ARCHITECTS, INC.**

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

By   
Print Name JAMES MORETO  
Title President/Principal  
Date 10/5/2018

By   
Peter J. Hardash  
Vice Chancellor, Business Operations and Fiscal Services  
Date 10/8/18

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. Project Scope:

The District is seeking services from a third party investigation team to provide recommendations on the proper corrective action for the leaking windows. The Consultant shall review existing documentation and field conditions to provide an expert opinion regarding the following: 1) reason windows are currently failing the water test and 2) the recommended solution to remedy the test failures. The investigation shall include field observation of the removal of one (1) window for confirmation of the extent to which the installed window conforms to Contract Documents required and the accepted windows submittals/shop drawings. The scope of work includes meetings with the District and Project staff as necessary.

B. Scope of Services:

The scope of work by Architect and sub-consultant shall be as follows:

1. Review Bid Documents including accepted windows submittals/shop drawings as stamped approved by the AOR.
2. Review other project related documentation furnished by the District.
3. **FIRST SITE VISIT** - Perform a site visit to verify existing field conditions of the installed windows.
4. **SECOND SITE VISIT / WATER TESTING / PARTIAL WINDOW DE-CONSTRUCTION**
  - A. Sub-Consultant to perform water testing of three windows per ASTM 1105. Architect shall attend and observe the water testing. The team shall document the result of the water testing.
  - B. The team shall coordinate the specific windows to be tested along with the schedule of the testing with assigned Project Manager (to mitigate any class/administrative schedule conflicts and to avoid any impact to required accessibility and egress requirements of the building). The team will provide a one-week notice to the assigned Project Manager to schedule the water test.
  - C. At windows where water intrusion is observed during the water testing, perform a partial deconstruction of the window assemblies at leak areas to determine the cause and failure mechanism/s. The full removal of the tested window/s is not anticipated and not part of this scope. Once the subject window assemblies are deconstructed, the team shall document the conditions of the exposed interior assemblies.
  - D. The partial window de-construction of the assemblies will be performed by others as assigned by the District.

5. The team shall prepare and provide a Report/ Executive Summary of the following:

- A. Prepare a Report of Findings setting forth our testing protocol, findings and exemplar photos.
- B. Provide repair/remediation recommendations based on the test results/observed findings.

C. Schedule

Consultant shall complete the deliverable in accordance to District’s schedule and in coordination with Santa Ana College Building H class and administrative schedule (for the required water testing of 3 windows and partial de-construction of one window). The team shall coordinate the actual testing/investigation dates with the District assigned Project Manager.

D. Sub-Consultant

X-Pera Group, Building Envelope Consultant

Senior Consultant 1	\$185
Senior Consultant 2	\$165
Consultant 1	\$145
Tech Support	\$125
Field Labor 1	\$70
Administrative Support Services	\$65

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

<b>To:</b>	Board of Trustees	<b>Date:</b> October 29, 2018
<b>Re:</b>	Approval of Agreement with SVA Architects, Inc. - Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College	
<b>Action:</b>	Request for Approval	

**BACKGROUND:**

This is a new agreement for architectural and engineering services for the campus entrance improvements at Santiago Canyon College. This project includes scopes of work required to address the Blaser settlement deficiency items at the main campus entry off of Chapman Avenue as well as to beautify and improve the main entrance and campus drop off area. The majority of hardscape from the front drop off area through the main quad up to the building entrances of the Library, Buildings D and E as well as through Strenger Plaza needs to be replaced to be compliant with path of travel tolerances. Therefore, because this impacts several areas of walkways, the main fire lane, the fountain, landscape, etc. professional design services are required to work with the college in the planning phase and prepare schematic design plans through construction documents; retain proper agency approvals; prepare documents and plans for bidding; oversee the construction administration phase; and closeout the project. The District desires to move forward with the planning and schematic design phase to engage with participants of the College Working Group to start these meetings in this fiscal year.

**ANALYSIS:**

A Request for Proposal (RFP) #1718-220 for architectural and engineering services for campus entrance improvements at Santa Ana College and Santiago Canyon College was solicited on August 13, 2018 to 14 prequalified architects with a due date of September 14, 2018. The District received three proposals including Architecture 9 PLLLP (Rancho Cucamonga), HPI Architecture (Newport Beach), and SVA Architects, Inc. (Santa Ana). A screening panel convened on September 20, 2018 to review the proposals and interviewed all three firms on September 27, 2018. The selection panel recommends SVA Architects, Inc. by consensus based upon a thorough review and the culmination of their response, experience, team members, reference checks, approach to the project, and fee. The selection was also based on consideration of the project schedule, familiarity with the scope of work and familiarity with the campus. It is recommended that the District enter into an agreement with SVA Architects, Inc. for architectural and engineering services for campus entrance improvements at Santiago Canyon College.

The services covered by this agreement shall commence October 30, 2018 and end December 31, 2021. The contract is a total not-to-exceed fee of \$264,000. The District has reviewed the fee and it is reasonable and within industry standards.

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

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with SVA Architects, Inc. - Architectural and Engineering Services for Campus Entrance Improvements at Santiago Canyon College as presented.

Fiscal Impact:	\$264,000	Board Date: October 29, 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: 10/29/18**

Project: Campus Entrance Improvements

Site: **Santiago Canyon College**

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Consultants: **SVA Architects, Inc.**

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Type of Service: Architectural and Engineering Services

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<b>Agreement Summary</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration</b>	<b>End</b>
Original Contract Amount	\$264,000.00		10/30/2018		12/31/2021
<b>Total Agreement Amount</b>	<b>\$264,000.00</b>				

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**AGREEMENT NO: 0309.00/ DESCRIPTION:**

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This agreement #0309.00 is incorporated herein by reference and included as part of the agenda.

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**Total Proposed Amount:** **\$264,000.00**

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**Contract End Date:** **12/31/2021**

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

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of Amendment to Agreement with Facilities Planning & Program Services, Inc. - Planning and Project Management Services	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement for additional services. On July 17, 2017, the Board of Trustees approved an agreement with Facilities Planning & Program Services, Inc. (FPPS) for planning and project management services. A new Request for Qualifications (RFQ) was advertised last year and the services provided include assisting with project planning, design management, assistance with bidding and procurement, and various project management services covering a wide range of capital facility improvement projects. The amendment is needed to cover additional consulting services to assist in 1) undertaking an assessment at Santiago Canyon College to provide the college with a report on landscaping and grounds operations to provide recommendations on potential staffing in lieu of on-going consulting services; and 2) to provide additional consultant staff to assist colleges with maintenance and public works contracting needs. This consulting service is needed due to the volume of contracts requested district-wide by sites for maintenance and public works. The consulting service will be assessed each fiscal year to determine if such assistance is needed and will be optional by the District to renew this service.

To see the original agreement, please [click here](#).

**ANALYSIS:**

The amendment is to increase the contract by \$196,250 for year 2 for the landscape operations study and contracting procurement assistance. Years 3-5 includes an option to add contracting procurement assistance on an as needed basis for an additional three year maximum through June 30, 2022. The consultant will provide assistance to the Purchasing Services and Facility Planning, District Construction and Support Services departments to process the contract requests on behalf of the Colleges.

The District has reviewed the fee and it is reasonable and within industry standards.

The total five year breakdown is estimated as follows:

Current Contract:

Year 1 and Year 2: \$1,180,490  
Amendment #2: **\$196,250** (grounds operations assessment and contract assistance)  
Total: \$1,376,740

\*Year 3: \$549,600 + \$240,000 (amendment option contract assistance) = \$789,600  
\*Year 4: \$549,600 + \$240,000 (amendment option contract assistance) = \$789,600  
\*Year 5: \$549,600 + \$240,000 (amendment option contract assistance) = \$789,600  
Total Not to Exceed: \$1,648,800 + 720,000 = \$2,368,800

\*The District currently has the option to renew Years 3, 4 and 5 at the base amount plus an amendment option to add contract assistance if needed on an annual basis. The amendment #2 increases the current Year 1 and Year 2 contract by \$196,250 for a total not to exceed for Years 1 and 2 in the amount of \$1,376,740 and adds an additional option for contract assistance in outlying years if needed. The contract is a not to exceed amount and the hourly rates are competitive, within industry standards and based off of 2017 rates for the duration of time.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented.

Fiscal Impact:	\$196,250	Board Date: April 23, 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: 10/29/18**

Project: Planning and Project Management Services

Site: **District-Wide**

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Consultants: **Facilities Planning & Program Services, Inc.**

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Type of Service: Planning and Project Management Services

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Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$895,490.00		8/1/2017	6/30/2019
Amendment #1	\$285,000.00			6/30/2019
Amendment #2	\$196,250.00			6/30/2019
<b>Total Agreement Amount</b>	<b>\$1,376,740.00</b>			

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**AGREEMENT NO. 0235.00/DESCRIPTION:**

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Amendment #2 for additional planning and project management services.

This agreement #0235.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

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**Total Proposed Amount:** **\$196,250.00**

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**Contract End Date:** **6/30/2019**

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SECOND AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **30th** day of **October** in the year **2018**, between **FACILITIES PLANNING & PROGRAM SERVICES, INC. (“FPPS”)** 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 #0235.00 entered into on July 17, 2017, and amended on April 23, 2018, to provide project management and planning consulting services for the facilities planning and construction and support services department for the Rancho Santiago Community College District. Please amend the AGREEMENT to include the following:
  - A. By adding additional services and clarifying language, per Exhibit A and;
  - B. By increasing the AGREEMENT amount by ONE HUNDRED NINETY-SIX THOUSAND TWO HUNDRED FIFTY DOLLAR (\$196,250) from ONE MILLION ONE HUNDRED EIGHTY THOUSAND FOUR HUNDRED NINETY DOLLARS AND N0/100 (\$1,180,490) for a total AGREEMENT amount of ONE MILLION THREE HUNDRED SEVENTY-SIX THOUSAND SEVEN HUNDRED FORTY DOLLARS AND N0/100 (\$1,376,740).
2. Except as amended herein, the terms and conditions of AGREEMENT 0235.00 effective July 18, 2017, shall remain in full force and effect.

**FACILITIES PLANNING & PROGRAM SERVICES, INC.**

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

By \_\_\_\_\_

By \_\_\_\_\_

Print Name \_\_\_\_\_

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

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

COPIES TO:

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

PURCHASING DEPARTMENT  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 109  
Santa Ana, CA 92706  
Linda Melendez, Interim Director of Purchasing

**EXHIBIT “A”**

A. Schedule of staffing rates:

<u>Position</u>	<u>Rate</u>
Project Manager I	\$155
Project Manager II	\$140
Project Manager III	\$125
Assistant Project Manager I	\$115
Assistant Project Manager	\$95

B. Compensation / Fee Schedule:

Total amended fixed fee is **ONE HUNDRED NINETY-SIX THOUSAND TWO HUNDRED FIFTY DOLLARS (\$196,250)**.

C. Contract Term:

Year 1 and Year 2	\$1,180,490
Amendment #2	<b><u>\$196,250</u></b> (grounds operations assessment and contract assistance)
Total	\$1,376,740
*Year 3:	\$549,600 + \$240,000 (amendment option contract assistance) = \$789,600
*Year 4:	\$549,600 + \$240,000 (amendment option contract assistance) = \$789,600
*Year 5:	<u>\$549,600 + \$240,000 (amendment option contract assistance) = \$789,600</u>
Total Not to Exceed:	\$1,648,800 + 720,000 = \$2,368,800

The contract amount is within the target budget on an annual basis, is competitive and within industry standards. The services are contracted on an annual basis and the District has the option to renew each year as outlined herein for up to three years maximum based on projects, workload and program need.

D. The District shall have the option to exercise its rights to add the contract assistance services on an annual basis if deemed necessary by the District.

E. The District shall review on an annual basis whether or not the contracted services are needed to continue in the next fiscal year. The District shall have the authority to reallocate any unused funds from the current fiscal year contract to the next fiscal year if a contract is extended or renewed.

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

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of Change Order #2 - Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 – Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On April 23, 2018, the Board of Trustees approved a contract with Golden Gate Steel, Inc. dba Golden Gate Construction for the Barrier Removal Exterior Path of Travel (Phase 2A) project at Santiago Canyon College. This barrier removal project is one of several projects to address the Blaser settlement deficiency items and deadlines. The Phase 2A project consists of removing barriers to provide compliant paths of travel at limited locations on campus. Repairs to existing sidewalks, curb ramps, and handrails were undertaken as part of this project. The project has received Division of the State Architect (DSA) approval. The project was completed on August 20, 2018.

**ANALYSIS:**

Change Order #2 decreases the contract amount by \$9,022.32 which is a credit back to the District for an unused allowance related to unforeseen work. The contract amount has been decreased from \$159,636 to \$150,613.68. Pursuant to Board Policy and Administrative Regulation 6600, it is recommended that the Board of Trustees approve the change order.

If Change Order #2 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 #2 - Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 – Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College as presented.

Fiscal Impact:	\$9,022.32 Credit	Board Date: October 29, 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: October 29, 2018  
 Project/Bid No. 1341  
 Site: Santiago Canyon College  
 Change Order (CO) No. : #2

Project Name: Barrier Removal Exterior Path of Travel (Phase 2A)  
 Contractor: Golden Gate Construction  
 Contract #: 18.1341

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
05/17/18	81	08/06/18	14	0	8/20/2018

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$159,636.00	
Previous Change Orders	1	\$0.00	0.0%
<b>This Change Order</b>	<b>2</b>	<b>(\$9,022.32)</b>	<b>-5.7%</b>
<b>Total Change Order (s)</b>		<b>(\$9,022.32)</b>	<b>-5.7%</b>
<b>Revised Contract Amount</b>		<b>\$150,613.68</b>	

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	(\$9,022.32)	\$0.00	(\$9,022.32)
Subtotal					(\$9,022.32)	\$0.00	(\$9,022.32)
<b>Grand Total</b>							<b>(\$9,022.32)</b>

- 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: October 29, 2018
Re:	Accept the Completion of Bid #1341 – Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On April 23, 2018, the Board of Trustees approved a contract with Golden Gate Steel, Inc. dba Golden Gate Construction for Bid #1341 – Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College. The project was completed on August 20, 2018.

**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 \$150,613.68.

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: October 29, 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 Santiago Canyon College, located 8045 East Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1341 for Barrier Removal Exterior Path of Travel (Phase 2A) at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 24th day of April, 2018, which contract was made with Golden Gate Steel, Inc. dba Golden Gate Construction PO 18-P0052011 as contractor; that said improvements were completed on the 20th day of August, 2018 and accepted by formal action of the governing Board of said District on the 29th day of October, 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 American Contractors Indemnity 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 \_\_\_\_\_, 2018 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: October 29, 2018
Re:	Accept the Completion of the Fan Coil Unit Replacement at Building D located at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On January 22, 2018, the Board of Trustees approved an agreement for energy conservation services with ACCO Engineered Systems, Inc. for the Fan Coil Unit Replacement at Building D located at Santiago Canyon College. The project was completed on October 26, 2018.

**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 \$820,406.

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

**RECOMMENDATION:**

It is recommended that the Board of Trustees accept the project as complete and approve the filing of a Notice of Completion with the County as presented.

Fiscal Impact:	N/A	Board Date: October 29, 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 Santiago Canyon College, located 8045 East Chapman Avenue, Orange, caused improvements to be made to the property to with: the Fan Coil Unit Replacement at Building D at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 23rd day of January, 2018, which contract was made with ACCO Engineered Systems, Inc. PO 18-P0050123 as contractor; that said improvements were completed on the 26th day of October, 2018 and accepted by formal action of the governing Board of said District on the 29th day of October, 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 Fidelity & Deposit Company of Maryland.

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 \_\_\_\_\_, 2018 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: October 29, 2018
Re:	Reject all Bids for Bid #1354 – Building B Refresh at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is a recommendation for the rejection of Bid #1354 for the Building B Refresh project at Santiago Canyon College. The Building B Refresh is needed as most of the rooms have not been remodeled since the 1980's.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1354 for Building B Refresh at Santiago Canyon College was advertised and a Notice of Inviting Bids was sent to 89 contractors from the District's qualified contractors list on September 25, 2018.

A mandatory job walk was conducted on October 1, 2018 and there were nine attendees. Bids were opened on October 9, 2018, as noted on the attached bid summary. The District received five bids for the project. The lowest bidder was deemed non-responsive and the lowest responsive bid was \$197,900. The bid documents were reviewed by the District and Legal Counsel, Kimble Cook of Orbach, Huff Suarez & Henderson LLP.

The District recommends the Board of Trustees reject all bids at this time due to the bids exceeding the estimated target budget. Staff is currently re-evaluating the scope of work, the budget, and construction schedule, and does not recommend awarding the bid at this time.

**RECOMMENDATION:**

It is recommended that the Board of Trustees reject all bids for Bid #1354 – Building B Refresh at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: October 29, 2018
Prepared by:	Linda Melendez, Interim Director, Purchasing Services Department	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



**Facility Planning, District Construction and Support Services**  
2323 North Broadway, Suite 112  
Santa Ana, CA 92706-1640

**BID SUMMARY**

**BID #1354**

**PROJECT:** Building B Refresh at Santiago  
Canyon College

**TIME: 2:00 P.M.**

**DATE: October 9, 2018**

**REJECT ALL BIDS**

**BIDDER**

**TOTAL BASE BID AMOUNT**

Ramco General Engineering Contractors  
P.O. Box 920878  
Sylmar, CA 91392

\$148,000  
\*Non-responsive

Painting and Décor, Incorporated  
P.O. Box 5926  
Orange, CA 92863

\$197,900

Scorpio Enterprises dba AireMasters Air Conditioning  
12556 Mc Cann Drive  
Santa Fe Springs, CA 90670

\$209,900

SD Remodeling, Incorporated  
P.O. Box 1488  
Rancho Santa Fe, CA 92067

\$250,000

Patriot Contracting & Engineering  
22601 La Palma Avenue, Unit 100  
Yorba Linda, CA 92887

\$253,000

**5 TOTAL BIDDERS**

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-B0001508	8/27/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	U INC	268.30
19-B0001509	8/28/2018	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	PACIFIC PARKING SYSTEMS INC	1,766.25
19-B0001510	8/29/2018	76	Community Education	Non-Instructional Supplies	OFFICE DEPOT	185.00
19-B0001513	9/6/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	RODRIGUEZ MARIO	1,650.00
19-B0001515	9/12/2018	79	Admissions & Records	Equip-Tablet/Laptop>\$200-<\$1000	SHI INTERNATIONAL CORP	6,579.45
19-B0001516	9/12/2018	71	Student Life & Leadership	Other Operating Exp & Services	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-B0001517	9/17/2018	79	A&R Office - Credit	Non-Instructional Supplies	SCRIP SAFE SECURITY PRODUCTS	9,398.60
19-B0001518	9/17/2018	79	Admissions & Records	Equip-Tablet/Laptop>\$200-<\$1000	SHI INTERNATIONAL CORP	2,346.97
19-B0001519	9/21/2018	79	A&R Office - Credit	Equip-All Other >\$1,000-<\$5,000	APPLE COMPUTER INC	3,005.20
19-B0001520	9/21/2018	79	A&R Office - Credit	Equip-All Other >\$1,000-<\$5,000	CDW GOVERNMENT INC.	2,837.75
19-B0001521	9/21/2018	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SMART & FINAL	1,000.00
19-B0001522	9/21/2018	79	International Student Program	Excess/Copies Useage	KONICA MINOLTA BUSINESS	2,000.00
19-P0053415	8/27/2018	11	CJ/Academies	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	1,098.50
19-P0053416	8/27/2018	11	Safety & Security Office	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	1,935.00
19-P0053417	8/27/2018	11	Digital Media Center	Contracted Services	MUSC, LLC	550.00
19-P0053419	8/27/2018	12	EOPS	Conference Expenses	CCCEOPSA CALIF COM COLL	645.00
19-P0053420	8/27/2018	11	Maintenance	Non-Instructional Supplies	AAA ELECTRIC MOTOR SALES	2,000.00
19-P0053421	8/27/2018	11	Counseling	Inst Dues & Memberships	SCIAC SO CALIF INTERSEGME	100.00
19-P0053422	8/27/2018	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	937.43
19-P0053423	8/27/2018	11	Human Resources Office	Food and Food Service Supplies	TOP HAT PRODUCTIONS	544.51
19-P0053424	8/27/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	476.24
19-P0053425	8/27/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	MY T PRINT INC	2,473.17
19-P0053426	8/27/2018	12	EOPS	Conference Expenses	CCCEOPSA CALIF COM COLL	645.00
19-P0053427	8/27/2018	12	EOPS	Conference Expenses	CCCEOPSA CALIF COM COLL	645.00
19-P0053428	8/27/2018	12	EOPS	Conference Expenses	CCCEOPSA CALIF COM COLL	645.00
19-P0053429	8/27/2018	12	EOPS	Conference Expenses	CCCEOPSA CALIF COM COLL	645.00
19-P0053430	8/27/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	RIVERA JUAN JOSE	451.47
19-P0053431	8/27/2018	11	Facility Planning Office	Software License and Fees	FOUNDATION FOR CALIFORNIA	19,020.98
19-P0053432	8/27/2018	12	EOPS	Non-Instructional Supplies	SCHICK RECORDS MGMT	94.29
19-P0053433	8/27/2018	12	DSPS Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	53.86
19-P0053434	8/27/2018	33	CDC Administration	Non-Instructional Supplies	AMAZON COM	47.37
19-P0053435	8/27/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	799.89
19-P0053436	8/27/2018	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	3,800.00
19-P0053437	8/27/2018	11	Business Operations' Office	Inst Dues & Memberships	CCFC COMMUNITY COLLEGE FACILITY COALITION	1,267.00
19-P0053438	8/27/2018	33	CDC Administration	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	68.52
19-P0053439	8/27/2018	12	Safety & Parking - DO	Contracted Services	JB BOSTICK CO INC	10,500.00
19-P0053440	8/27/2018	61	Risk Management	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	2,558.34

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053441	8/27/2018	11	Human Resources Office	Personnel Recruiting	JOB ELEPHANT COM INC	6,000.00
19-P0053442	8/27/2018	12	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	250.00
19-P0053443	8/27/2018	12	Academic Affairs Office	Software License and Fees	FREEDOM SCIENTIFIC BLV GROUP	2,654.88
19-P0053444	8/27/2018	12	Career Education Office	Advertising	RJE MOORE INC	114.67
19-P0053445	8/27/2018	11	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	20.57
19-P0053446	8/27/2018	12	Student Equity	Contracted Services	REGENTS OF THE UNIV OF CALIF	900.00
19-P0053447	8/27/2018	61	Risk Management	Equip-All Other >\$1,000-<\$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	2,300.90
19-P0053448	8/28/2018	12	Safety & Parking - DO	Contracted Services	METROPRO TOWING INC	62.00
19-P0053449	8/28/2018	11	Publications	Maint Contract - Other Equip	INFORMATION MANAGEMENT DBA: MYBINDING.COM	635.56
19-P0053450	8/28/2018	11	Digital Media Center	Contracted Services	PYRO-COMM SYSTEMS INC	550.00
19-P0053451	8/28/2018	12	Safety & Parking - DO	Lease Agreement - Facility	ORANGE COUNTY SHERIFF'S	512.88
19-P0053452	8/28/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	TOWNSEND DESIGN	4,750.79
19-P0053453	8/28/2018	12	Student Equity	Contracted Services	ESPINO MARTIN	500.00
19-P0053454	8/28/2018	12	Nursing	Non-Instructional Supplies	ATI ASSESSMENT TECHNOLOGIES	3,849.70
19-P0053455	8/28/2018	12	CJ/Academies	Instructional Supplies	PACIFIC FIBRE & ROPE	446.47
19-P0053456	8/28/2018	12	CJ/Academies	Instructional Supplies	M F ATHLETIC COMPANY INC	569.56
19-P0053457	8/28/2018	12	LA/OC Regional Consortia	Contracted Services	LINODE LLC	240.00
19-P0053458	8/28/2018	12	Center for Teacher Education	Conference Expenses	AVID CENTER	150.00
19-P0053459	8/28/2018	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	892.98
19-P0053460	8/28/2018	12	Resource Development	Conference Expenses	CCMH METRO CENTER LLC	1,144.92
19-P0053461	8/28/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	21,787.12
19-P0053462	8/28/2018	11	Safety & Security Office	Non-Instructional Supplies	SC FUELS	7,967.00
19-P0053463	8/28/2018	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	497.34
19-P0053464	8/28/2018	12	Resource Development	Conference Expenses	AACRAO AMERICAN ASSOC OF COLLEGIATE	1,695.00
19-P0053466	8/29/2018	13	Workforce Education	Conference Expenses	VANESSA N. PALOMARES	50.00
19-P0053468	8/29/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	192.87
19-P0053469	8/29/2018	12	Academic Computing Center	Software License and Fees	NETOP	1,218.80
19-P0053470	8/29/2018	11	CJ/Academies	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	250.08
19-P0053471	8/29/2018	11	District Wide Technology	Equip-All Other >\$1,000-<\$5,000	CDW GOVERNMENT INC.	6,119.71
19-P0053472	8/29/2018	12	Career Education Office	Equip-All Other >\$1,000-<\$5,000	DRONE WORLD LLC	8,976.02
19-P0053474	8/29/2018	11	District Wide Technology	Contracted Services	SADA SYSTEMS INC	14,995.00
19-P0053475	8/29/2018	11	District Wide Technology	Contracted Services	OPTIV SECURITY INC	14,976.00
19-P0053476	8/29/2018	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,861.05
19-P0053477	8/29/2018	41	Facility Planning Office	Site Improv - Cost Estimating	HELEKAR JAY	6,300.00
19-P0053478	8/29/2018	12	Small Business Dev Ctr Office	Contracted Services	ENTREPRENEURIAL LEARNING	11,500.00
19-P0053479	8/29/2018	11	Maintenance	Contracted Repair Services	ORANGE COUNTY PUMP CORP	3,073.67
19-P0053480	8/29/2018	11	CJ/Academies	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	135.00

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053481	8/29/2018	11	Transportation	Repair & Replacement Parts	NATIONAL CAR CHARGING, LLC	789.25
19-P0053482	8/29/2018	11	Facility Planning Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	332.48
19-P0053483	8/29/2018	11	Facility Planning Office	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	1,473.00
19-P0053484	8/29/2018	12	Veterans Resource Center	Conference Expenses	WELLS FARGO BANK	1,792.00
19-P0053485	8/30/2018	41	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	4,164.50
19-P0053486	8/30/2018	13	Workforce Education	Conference Expenses	VANESSA N. PALOMARES	50.00
19-P0053487	8/30/2018	11	Digital Media Center	Contracted Services	RANDY TAYLOR	240.00
19-P0053488	8/30/2018	12	Career Ed & Work Dev Office	Conference Expenses	CALIFORNIA COALITION OF EARLY & MIDDLE COLLEGES	475.00
19-P0053489	8/30/2018	12	Counseling	Contracted Services	SEHI COMPUTER PRODUCTS	4,500.00
19-P0053490	8/30/2018	11	Digital Media Center	Contracted Services	ORANGE COUNTY FIRE PROTECTION	430.31
19-P0053491	8/30/2018	12	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,833.00
19-P0053492	8/30/2018	12	Biology	Instructional Supplies	VWR FUNDING INC	294.31
19-P0053493	8/30/2018	11	Public Affairs/Gov Rel Office	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	1,828.87
19-P0053494	8/30/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	CFED LLC	818.91
19-P0053495	8/30/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	EASTBAYFOOTLOCKER.COM	303.00
19-P0053496	8/30/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	HENRY SCHEIN INC	624.46
19-P0053497	8/30/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	WATERBOY SPORTS INC	189.86
19-P0053498	8/30/2018	12	Chemistry	Instructional Supplies	VWR FUNDING INC	473.95
19-P0053499	8/30/2018	11	Purchasing	Contracted Services	RELX INC.YLEXIS NEXIS/REED ELSEVIER	260.00
19-P0053500	8/30/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	DE LA TORRE COMMERCIAL	22,340.00
19-P0053501	8/30/2018	61	Risk Management	Non-Instructional Supplies	LOCTEK ERGONOMIC	624.94
19-P0053502	8/30/2018	61	Risk Management	Non-Instructional Supplies	AMAZON COM	95.33
19-P0053503	8/30/2018	12	Family & Consumer Studies	Instructional Supplies	SMART & FINAL	1,500.00
19-P0053504	8/30/2018	12	Admin Services Office	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	500.00
19-P0053505	8/30/2018	12	Counseling	Non-Instructional Supplies	ERGODIRECT INC	341.98
19-P0053507	8/30/2018	12	Continuing Education Division	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	280.16
19-P0053508	8/30/2018	12	EOPS	Conference Expenses	SELECT HOTELS GROUP LLC	686.64
19-P0053509	8/30/2018	13	Workforce Education	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	3,550.22
19-P0053510	8/30/2018	12	EOPS	Conference Expenses	SELECT HOTELS GROUP LLC	686.64
19-P0053511	8/30/2018	12	Counseling	Conference Expenses	ATRIUM FINANCE HOLIDAY INN SACRAMENTO	400.04
19-P0053512	8/30/2018	11	Digital Media Center	Contracted Services	CHEM PRO LABORATORY INC	113.00
19-P0053513	8/30/2018	12	Admin Services Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	125.15
19-P0053515	8/30/2018	12	Resource Development	Conference Expenses	WELLS FARGO BANK	543.50
19-P0053516	8/31/2018	12	Purchasing	Non-Instructional Supplies	GRAINGER	1,685.21
19-P0053517	8/31/2018	11	Grounds	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	6,000.00
19-P0053518	8/31/2018	11	Safety & Parking - DO	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,854.81
19-P0053519	8/31/2018	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	980.48

4.14 (3)

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053520	8/31/2018	11	District Wide Technology	Non-Instructional Supplies	THE AMERGROUP INC	5,847.95
19-P0053521	8/31/2018	11	Safety & Parking - DO	Equip-All Other >\$1,000-\$5,000	PACIFIC ATHLETIC WEAR INC	754.25
19-P0053522	8/31/2018	12	Corporate Training Institute	Equip-All Other >\$1,000-\$5,000	APPLE COMPUTER INC	45,964.14
19-P0053523	8/31/2018	61	Risk Management	Legal Expenses	SHAW HR CONSULTING, INC.	50,000.00
19-P0053524	8/31/2018	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	2,870.44
19-P0053525	8/31/2018	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	3,353.11
19-P0053526	8/31/2018	11	Safety & Security Office	Maint/Oper. Service Agreements	PYRO-COMM SYSTEMS INC	6,271.00
19-P0053527	8/31/2018	12	Student Equity	Contracted Services	MUJERES DE MAIZ	1,100.00
19-P0053528	9/4/2018	12	Veterans Resource Center	Conference Expenses	NAT'L ASSOC OF VETERANS PROGRAM ADMIN	2,500.00
19-P0053529	9/4/2018	12	Professional Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0053530	9/4/2018	12	Pharmacy Technology	Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	1,774.12
19-P0053531	9/4/2018	11	Fiscal Services Office	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	205.76
19-P0053532	9/4/2018	11	Maintenance & Operations	Non-Instructional Supplies	HILLS BROS LOCK & SAFE	26.02
19-P0053533	9/4/2018	12	Research	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
19-P0053534	9/4/2018	11	Digital Media Center	Contracted Repair Services	D4 SOLUTIONS INC.	1,067.11
19-P0053535	9/4/2018	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	CHRONICLE OF HIGHER ED	98.00
19-P0053536	9/4/2018	12	Fire Technology	Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	10,208.27
19-P0053537	9/4/2018	11	President's Office	Conference Expenses	LINDA D. ROSE	705.00
19-P0053538	9/4/2018	12	Automotive Technology/Engine	Instructional Supplies	IDSC HOLDINGS LLC	350.96
19-P0053539	9/5/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	643.41
* 19-P0053540	9/5/2018	11	Academic Affairs Office	Class Schedules/Printing	ALLURA PRINTING INC	3,101.99
* 19-P0053540	9/5/2018	12	Orientation/Coord/Training	Reproduction/Printing Expenses	ALLURA PRINTING INC	4,741.81
PO Amt Total for *19-P0053540 :						7,843.80
19-P0053541	9/5/2018	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	13,516.23
19-P0053542	9/5/2018	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	279.49
19-P0053543	9/5/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	277.35
19-P0053544	9/5/2018	11	Risk Management	Non-Instructional Supplies	ATLANTIC TRAINING LLC	285.02
19-P0053545	9/5/2018	12	Music	Instructional Supplies	JW PEPPER & SON INC.	1,000.00
19-P0053546	9/5/2018	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,750.00
19-P0053547	9/5/2018	12	EOPS	Other Exp Paid for Students	SVM LP	10,022.80
19-P0053548	9/5/2018	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0053549	9/5/2018	11	Chancellor's Office	Inst Dues & Memberships	BOARD OF GOVERNORS	9,800.00
19-P0053550	9/5/2018	11	Maintenance	Non-Instructional Supplies	AMAZON COM	19.37
19-P0053551	9/5/2018	12	Career Ed & Work Dev Office	Conference Expenses	CALIFORNIA COALITION OF EARLY & MIDDLE COLLEGES	475.00
19-P0053552	9/5/2018	12	Career Ed & Work Dev Office	Conference Expenses	CALIFORNIA COALITION OF EARLY & MIDDLE COLLEGES	475.00

08/26/2018 thru 09/22/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053553	9/5/2018 1	12	EOPS	Conference Expenses	SELECT HOTELS GROUP LLC	686.64
19-P0053554	9/5/2018 1	12	Resource Development	Conference Expenses	AACRAO AMERICAN ASSOC OF COLLEGIATE	1,450.00
19-P0053555	9/5/2018 1	12	EOPS	Conference Expenses	SELECT HOTELS GROUP LLC	686.64
19-P0053556	9/6/2018 1	12	EOPS	Conference Expenses	SELECT HOTELS GROUP LLC	653.16
19-P0053557	9/6/2018 1	12	Human Resources Office	Conference Expenses	ACHRO EEO ASSOC OF CHIEF HUMAN	500.00
19-P0053558	9/6/2018 1	12	Human Resources Office	Conference Expenses	TRACIE E. LIMEBURNER-GREEN	245.96
19-P0053559	9/6/2018 1	12	Student Equity	Food and Food Service Supplies	EDITH D. AHUMADA	100.00
19-P0053560	9/6/2018 1	12	Student Equity	Food and Food Service Supplies	MEX RESTAURANT, INC	598.22
19-P0053561	9/6/2018 1	12	EOPS	Food and Food Service Supplies	DON BOOKSTORE	480.00
19-P0053562	9/6/2018 1	12	EOPS	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	259.27
19-P0053563	9/6/2018 1	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	382.69
19-P0053564	9/6/2018 1	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	5,593.00
19-P0053565	9/6/2018 1	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	8,555.00
19-P0053566	9/6/2018 1	41	Facility Planning Office	Site Improv - Contractor Svcs	DE LA TORRE COMMERCIAL	14,820.00
19-P0053567	9/6/2018 1	11	CJ/Academies	Contracted Repair Services	HEID JARED STEPHEN	1,950.00
19-P0053568	9/6/2018 1	12	Counseling	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	100.80
19-P0053569	9/6/2018 1	13	Human Resources Office	Software Support Service	GREENTREE SYSTEMS INC	10,500.00
19-P0053570	9/6/2018 1	11	Fire Academy	Contracted Services	METROPRO TOWING INC	570.00
19-P0053571	9/6/2018 1	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	1,532.00
19-P0053572	9/7/2018 1	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	6,400.00
19-P0053573	9/7/2018 1	12	Career Education Office	Equip-All Other >\$1,000-<\$5,000	KASSOY LLC	1,529.51
19-P0053574	9/7/2018 1	11	Risk Management	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	224.00
19-P0053575	9/7/2018 1	12	Assessment	Contracted Services	CAPP ASSOCIATES INC	975.00
19-P0053576	9/7/2018 1	12	Nursing	Instructional Supplies	TROXELL COMM INC	278.86
19-P0053577	9/7/2018 1	11	Safety & Security Office	Maint/Oper Service Agreements	BLANKENSHIP, SHARLENE	10,101.56
19-P0053578	9/7/2018 1	12	Admin Services Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0053579	9/7/2018 1	12	Career Education Office	Conference Expenses	CCCCIO	475.00
19-P0053580	9/7/2018 1	11	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	1,118.56
19-P0053581	9/7/2018 1	11	Maintenance	Contracted Repair Services	ACERO	263.56
19-P0053582	9/7/2018 1	11	Operations	Trash Disposal	CERTIFIED ENTERPRISES, INC.	105.00
19-P0053583	9/7/2018 1	12	Career Education Office	Conference Expenses	BARTELL HOTELS	376.40
19-P0053584	9/7/2018 1	11	Maintenance	Contracted Services	CLEAN ROOMS WEST, INC	570.00
19-P0053585	9/7/2018 1	12	DSPS Office	Conference Expenses	NAT'L SEMINARS GROUP	149.00
19-P0053586	9/7/2018 1	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	177.63
19-P0053587	9/7/2018 1	12	Pathways to Teaching	Food and Food Service Supplies	AZTEC SHOPS LTD	240.00
19-P0053588	9/7/2018 1	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	1,046.83
19-P0053589	9/7/2018 1	12	Pathways to Teaching	Transportation - Student	GOLD COAST TOURS	856.78

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053590	9/7/2018 1	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	274.52
19-P0053591	9/7/2018 1	11	Fiscal Services Office	Conference Expenses	ACBO ASSOC OF CHIEF	1,550.00
19-P0053592	9/7/2018 1	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	501.04
19-P0053593	9/7/2018 1	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	308.00
19-P0053594	9/7/2018 1	41	Admin Services Office	Contracted Repair Services	ACCO ENGINEERED SYSTEMS INC	13,105.00
19-P0053595	9/10/2018	12	Resource Development	Conference Expenses	INTERNATIONAL BUSINESS INNOVATION ASSOC	550.00
19-P0053596	9/10/2018	11	Purchasing	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	5,000.00
19-P0053597	9/10/2018	12	MESA	Conference Expenses	SUZANNE L. LOHMANN	4,092.35
19-P0053598	9/10/2018	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
19-P0053599	9/10/2018	11	Admin Services Office	Conference Expenses	WELLS FARGO BANK	432.95
19-P0053600	9/10/2018	11	Occupational Therapy	Inst Dues & Memberships	CALIF OCCUPATIONAL THERAPY	200.00
19-P0053601	9/10/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	NEW READERS PRESS	527.82
19-P0053602	9/10/2018	12	Foster Youth	Food and Food Service Supplies	CMA RESTAURANTS INC	189.15
19-P0053603	9/10/2018	12	Health & Wellness Center	Inst Dues & Memberships	HSACCC HEALTH SVCS ASSOC-	150.00
19-P0053604	9/10/2018	12	MESA	Food and Food Service Supplies	SUZANNE L. LOHMANN	646.12
19-P0053605	9/10/2018	11	District Wide Technology	Equip-All Other >\$1,000-<\$5,000	SHI INTERNATIONAL CORP	2,372.52
19-P0053606	9/10/2018	12	ACT Center	Internet Services	ACT	8.31
19-P0053607	9/10/2018	12	Music	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	9.04
19-P0053608	9/10/2018	11	Purchasing	Non-Instructional Supplies	SCHICK RECORDS MGMT	30.17
19-P0053609	9/10/2018	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	425.96
19-P0053610	9/10/2018	11	CJ/Academies	Repair & Replacement Parts	HOME DEPOT	3,500.00
19-P0053611	9/11/2018	12	Biology	Instructional Supplies	DAVIS MEDICAL ELECTRONICS INC	333.87
19-P0053612	9/11/2018	12	Computer Science	Contracted Services	GREGG D. ANDER, LLC	52,000.00
19-P0053613	9/11/2018	12	Career Ed & Work Dev Office	Conference Expenses	HYATT CORPORATION LLC	1,343.40
19-P0053614	9/11/2018	11	Internal Audit	Conference Expenses	COMMUNITY COLLEGE INTERNAL AUDITORS	170.00
19-P0053615	9/11/2018	12	Computer Science	Contracted Services	SCHMIDT TERRY A.	60,000.00
19-P0053616	9/11/2018	12	Veterans Resource Center	Conference Expenses	BRENDA ESTRADA	895.00
19-P0053617	9/11/2018	12	EOPS	Food and Food Service Supplies	THE HABIT RESTAURANT, LLC	5,827.24
19-P0053618	9/11/2018	41	Facility Planning Office	Bldg Impr - Materials OFIBO	HALLPASS CAPITAL INC	32,716.70
19-P0053619	9/11/2018	11	Fine & Performing Arts Office	Contracted Repair Services	WILLIAMS ROBERT	250.00
19-P0053620	9/11/2018	12	Counseling	Food and Food Service Supplies	SMART & FINAL	500.00
19-P0053621	9/11/2018	12	Counseling	Non-Instructional Supplies	VARIDESK LLC	808.13
19-P0053622	9/11/2018	12	Fire Academy	Instructional Supplies	CALIF STAGE & LIGHTING	501.60
19-P0053623	9/11/2018	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	753.42
19-P0053624	9/11/2018	12	Distance Education	Software License and Fees	CREDLY INC	4,995.00
19-P0053625	9/11/2018	11	Fire Academy	Contracted Repair Services	SAIDICO DIRECT INC	82.48
19-P0053626	9/11/2018	12	Pharmacy Technology	Instructional Supplies	USP US PHARMACOEPIA	134.69

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19-P0053627	9/11/2018	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	2,550.67
19-P0053628	9/11/2018	12	Pathways to Teaching	Transportation - Student	GOLD COAST TOURS	656.64
19-P0053629	9/11/2018	12	Counseling	Software License and Fees	INFORMATICS HOLDINGS, INC.	19,465.32
19-P0053630	9/11/2018	12	Kinesiology - Intercolli Athlet	Instructional Supplies	ALL AMERICAN SPORTS CORP	329.14
19-P0053631	9/11/2018	12	Career Education Office	Site Improv - Haz Mat	ALTA ENVIRONMENTAL	3,315.75
19-P0053632	9/11/2018	11	Public Affairs/Gov Rel Office	Internet Services	CISION US INC	3,666.00
19-P0053634	9/12/2018	12	Resource Development	Conference Expenses	WELLS FARGO BANK	421.96
19-P0053635	9/12/2018	12	Resource Development	Conference Expenses	WELLS FARGO BANK	421.96
19-P0053636	9/12/2018	11	International Student Program	Conference Expenses	ESTHER M. MEADE	3,500.00
19-P0053637	9/12/2018	12	Student Services Office	Inst Dues & Memberships	MIDDLE COLLEGE NATIONAL CONSORTIUM	800.00
19-P0053638	9/12/2018	11	Fire Academy	Contracted Repair Services	TSI INC	2,000.00
19-P0053639	9/12/2018	11	Maintenance	Contracted Repair Services	COAST ELECTRIC	450.00
19-P0053640	9/12/2018	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	280.06
19-P0053641	9/12/2018	12	Science Learning Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	113.63
19-P0053642	9/12/2018	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	GRAVE RESTAURANT GROUP, LLC	892.64
19-P0053643	9/12/2018	12	Career Education Office	District Business/Sponsorships	RSCCD	3,000.00
19-P0053644	9/12/2018	12	Science Learning Center	Instructional Supplies	VWR FUNDING INC	1,886.37
19-P0053645	9/12/2018	12	Kinesiology - Intercolli Athlet	Instructional Supplies	ALL AMERICAN SPORTS CORP	354.59
19-P0053646	9/12/2018	12	Humanities & Social Sci Office	Instructional Supplies	AMERICAN PSYCHOLOGICAL ASSOC	129.14
19-P0053647	9/12/2018	11	District Wide Technology	Contracted Services	DYNTEK SERVICES, INC	12,000.00
19-P0053648	9/12/2018	11	District Wide Technology	Contracted Services	TRACE3, LLC	2,306.00
19-P0053649	9/12/2018	12	Career Education Office	District Business/Sponsorships	RSCCD	3,000.00
19-P0053650	9/12/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	4,410.00
19-P0053651	9/12/2018	41	Facility Planning Office	Bldg Impr - Relocation/Moving	CHIPMAN CORPORATION	725.00
19-P0053652	9/12/2018	12	Counseling	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0053653	9/12/2018	41	Facility Planning Office	Site Improv - Land Survey	MICHAEL BAKER INTL INC	22,769.00
19-P0053654	9/12/2018	11	Maintenance & Operations	Contracted Repair Services	AIR TREATMENT CORP	3,600.00
19-P0053655	9/12/2018	12	MESA	Conference Expenses	SUNRISE HOSPITALITY	880.98
19-P0053656	9/12/2018	11	Kinesiology - Intercolli Athlet	Software License and Fees	SYNERGY SPORTS TECHNOLOGY, LLC	1,000.00
19-P0053657	9/12/2018	11	Mailroom	Postage	POSTMASTER	2,520.00
19-P0053658	9/12/2018	11	Mailroom	Postage	POSTMASTER	225.00
19-P0053659	9/13/2018	12	Counseling	Equip-All Other >\$1,000-<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,575.49
19-P0053660	9/13/2018	11	Safety & Security Office	Non-Instructional Supplies	SOS SURVIVAL PRODUCTS	1,785.39
19-P0053661	9/13/2018	11	Maintenance	Non-Instructional Supplies	HERK EDWARDS INC	840.20
19-P0053662	9/13/2018	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	120.00
19-P0053663	9/13/2018	12	Theatre Arts	Instructional Supplies	AMAZON COM	45.31
19-P0053664	9/13/2018	12	Career Ed & Work Dev Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	1,089.55

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19-P0053665	9/13/2018	12	EOPS	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
19-P0053666	9/13/2018	11	Public Affairs/Gov Rel Office	Other Licenses & Fees	NCMPR NAT'L COUNCIL FOR MARKETING	140.00
19-P0053667	9/13/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	SURPLUS TWO WAY RADIOS	85.32
19-P0053668	9/13/2018	12	Biology	Instructional Supplies	VVR FUNDING INC	797.71
19-P0053669	9/13/2018	11	Maintenance	Repair & Replacement Parts	HOME DEPOT	3,500.00
19-P0053670	9/13/2018	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	156.09
19-P0053671	9/14/2018	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
19-P0053672	9/14/2018	41	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	6,896.20
19-P0053673	9/14/2018	41	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	6,068.00
19-P0053674	9/14/2018	11	Maintenance & Operations	Contracted Services	PAINTING & DECOR INC	950.00
19-P0053675	9/14/2018	11	Maintenance & Operations	Contracted Services	QUEZADA PRO LANDSCAPE INC	11,733.30
19-P0053676	9/14/2018	11	Academic Affairs Office	Non-Instructional Supplies	AMAZON COM	81.85
19-P0053677	9/14/2018	41	Facility Planning Office	Buildings - Other Services	PAL ID STUDIO INC	181,500.00
19-P0053678	9/14/2018	11	Manufacturing Technology	Contracted Repair Services	ORANGE COUNTY INDUSTRIAL YSEWING MACHINE CO	160.00
19-P0053679	9/14/2018	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,500.00
19-P0053680	9/14/2018	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	OCBC ORANGE CTY BUS COUNCIL	1,600.00
19-P0053681	9/14/2018	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	800.00
19-P0053682	9/14/2018	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	23.69
19-P0053683	9/14/2018	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	450.00
19-P0053684	9/14/2018	12	Library Services	Library Books - Periodicals	EBSCO SUBSCRIPTION SERVICE	16,255.90
19-P0053685	9/14/2018	12	Small Business Dev Ctr Office	District Business/Sponsorships	OCBC ORANGE CTY BUS COUNCIL	1,500.00
19-P0053686	9/14/2018	12	Counseling	Non-Instructional Supplies	KELLY PAPER	1,368.43
19-P0053687	9/14/2018	12	Career Education Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,257.09
19-P0053688	9/14/2018	11	District Wide Technology	Software License and Fees	PRESIDIO NETWORKED SOLUTIONS	121,275.00
19-P0053689	9/17/2018	11	District Wide Technology	Software License and Fees	WELLS FARGO BANK	3,028.10
19-P0053690	9/17/2018	11	Chancellor's Office	Equip-All Other >\$1,000-<\$5,000	SHI INTERNATIONAL CORP	1,535.81
19-P0053691	9/17/2018	11	District Wide Technology	Non-Instructional Supplies	NTH GENERATION COMPUTING INC	22,275.16
19-P0053692	9/17/2018	41	Facility Planning Office	Bldg Impr - Other Services	ERIC MITTLESTEAD	14,900.00
19-P0053693	9/17/2018	11	Maintenance & Operations	Contracted Services	HIGH RISE GLASS & DOORS INC	328.00
19-P0053694	9/17/2018	33	CDC Administration	Contracted Services	WALSVICK JENNIFER EILEEN	24,000.00
19-P0053695	9/17/2018	11	Kinesiology - Physical Educ	Contracted Services	CARE AMBULANCE SERVICE, INC.	2,520.00
19-P0053696	9/17/2018	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	1,861.05
19-P0053697	9/17/2018	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	88.01
19-P0053698	9/17/2018	33	CDC Administration	Non-Instructional Supplies	HOME DEPOT	1,018.24
19-P0053699	9/17/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	EASTBAYFOOTLOCKER.COM	6,129.35
19-P0053700	9/17/2018	12	Financial Aid Office	Mileage/Parking Expenses	RSCCD	30.00
19-P0053701	9/17/2018	33	CDC Santiago Canyon College	Instructional Supplies	SMART & FINAL	1,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0053702	9/17/2018	12	Art Gallery	Instructional Supplies	KUTTING EDGE DESIGN LLC	500.00
19-P0053703	9/17/2018	12	Art	Instructional Supplies	SAMY'S CAMERA	800.00
19-P0053704	9/17/2018	12	Theatre Arts	Instructional Supplies	GRAINGER	750.00
19-P0053705	9/17/2018	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
19-P0053706	9/17/2018	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
19-P0053707	9/17/2018	12	Media Systems	Instructional Supplies	TROXELL COMM INC	5,000.00
19-P0053708	9/18/2018	12	Health & Wellness	Equip-All Other ->\$1,000-<\$5,000	OFFICE DEPOT BUSINESS SVCS	1,325.31
19-P0053709	9/18/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	LAKE GRAPHICS	997.32
19-P0053710	9/18/2018	11	Risk Management	Conference Expenses	SHAW HR CONSULTING, INC.	698.00
19-P0053711	9/18/2018	12	Academic Affairs Office	Conference Expenses	SYED A. RIZVI	201.77
19-P0053712	9/18/2018	12	Student Services Office	Inst Dues & Memberships	CSSO ASSOCIATION INC	300.00
19-P0053713	9/18/2018	11	Publications	Non-Instructional Supplies	ULINE	259.81
19-P0053714	9/18/2018	12	Professional Development	Conference Expenses	LOS ANGELES COMMUNITY COLLEGE DISTRICT	520.48
19-P0053715	9/18/2018	11	Safety & Security Office	Conference Expenses	CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT	300.00
19-P0053716	9/18/2018	11	Publications	Non-Instructional Supplies	CANON SOLUTIONS AMERICA, INC	1,231.80
19-P0053717	9/18/2018	12	LA/OC Regional Consortia	Conference Expenses	GUSTAVO CHAMORRO	479.96
19-P0053718	9/18/2018	12	LA/OC Regional Consortia	Conference Expenses	GUSTAVO CHAMORRO	479.96
19-P0053719	9/18/2018	11	Fiscal Services Office	Conference Expenses	COMMUNITY COLLEGE INTERNAL AUDITORS	85.00
19-P0053720	9/19/2018	12	Counseling & Student Sup Ofc	Conference Expenses	SYED A. RIZVI	1,395.00
19-P0053721	9/19/2018	12	Counseling & Student Sup Ofc	Conference Expenses	AACRAO AMERICAN ASSOC OF COLLEGIATE	1,450.00
19-P0053722	9/19/2018	12	LA/OC Regional Consortia	Conference Expenses	DR. ADRIENE L. DAVIS	208.74
19-P0053723	9/19/2018	12	LA/OC Regional Consortia	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0053724	9/19/2018	12	LA/OC Regional Consortia	Contracted Services	WESTIN LONG BEACH	13,186.72
19-P0053726	9/20/2018	41	Facility Planning Office	Bldg Impr - Materials OFIBO	HALLPASS CAPITAL INC	7,532.60
19-P0053727	9/20/2018	41	Facility Planning Office	Bldg Impr - Other Services	D7 CONSULTING INC	8,100.00
19-P0053728	9/20/2018	11	Maintenance	Contracted Repair Services	ACERO	120.00
19-P0053729	9/20/2018	12	Center for Teacher Education	Inst Dues & Memberships	AACTE	1,000.00
19-P0053730	9/20/2018	12	Athletics	Instructional Supplies	BRET PENNER	1,468.20
19-P0053731	9/20/2018	11	Maintenance & Operations	Contracted Services	IMMEL DESIGN INC	385.00
19-P0053732	9/20/2018	62	Risk Management	Non-Instructional Supplies	LOCTEK ERGONOMIC	777.94
19-P0053733	9/20/2018	12	School & Community Partnership	Other Exp Paid for Students	DON BOOKSTORE	1,500.00
19-P0053734	9/20/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	VERSARE SOLUTIONS, LLC	731.62
19-P0053735	9/20/2018	41	Facility Planning Office	Bldg Impr - Haz Mat	EXECUTIVE ENVIRONMENTAL	1,195.80
19-P0053736	9/20/2018	11	Public Affairs/Gov Rel Office	Other Licenses & Fees	NCMPR NAT'L COUNCIL FOR MARKETING	140.00
19-P0053737	9/20/2018	12	Continuing Education Division	Books Paid for Students	CENGAGE LEARNING/ EDUC. TO GO	1,059.75
19-P0053738	9/20/2018	12	Career Education Office	Books, Mags & Subscrip-Non-Lib	BNI BUILDING NEWS	390.73
19-P0053739	9/20/2018	11	President's Office	Inst Dues & Memberships	AACC AMERICAN ASSOC OF COMMUNITY COLLEGES	20,483.00

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19-P0053740	9/20/2018	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	3,189.71
19-P0053741	9/20/2018	11	Accounts Payable	Conference Expenses	COMMUNITY COLLEGE INTERNAL AUDITORS	85.00
19-P0053742	9/20/2018	12	LA/OC Regional Consortia	District Business/Sponsorships	SANTA ANA CHAMBER OF COMMERCE	750.00
19-P0053743	9/20/2018	12	Resource Development	Conference Expenses	NGA T. PHAM	2,600.00
19-P0053744	9/20/2018	12	Health & Wellness	Other Licenses & Fees	CALIF DHS/LABORATORY FIELD SERVICES	113.00
19-P0053745	9/20/2018	11	Maintenance & Operations	Non-Instructional Supplies	KONICA MINOLTA BUSINESS	1,289.65
19-P0053746	9/20/2018	12	Safety & Parking - DO	Contracted Repair Services	FIRSTLINE SECURITY SYSTEMS INC	452.50
19-P0053747	9/20/2018	12	Continuing Education Division	Contracted Services	IRVINE MEGAN ONEILL	770.00
19-P0053748	9/20/2018	12	Small Business Dev Ctr Office	Conference Expenses	CCCAOE CALIF COM COLL ASSOC	495.00
19-P0053749	9/20/2018	12	Center for Teacher Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0053750	9/20/2018	12	Library Services	Instructional Supplies	AMAZON COM	14,000.00
19-P0053751	9/20/2018	12	Library Services	Instructional Supplies	EBSCO	1,594.71
19-P0053752	9/20/2018	12	Center for Teacher Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
19-P0053753	9/20/2018	11	Maintenance & Operations	Non-Instructional Supplies	APCO GRAPHICS INC	803.22
19-P0053754	9/20/2018	12	Television (TV/Film/Video)	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
19-P0053755	9/20/2018	12	LA/OC Regional Consortia	Conference Expenses	DR. ADRIENE L. DAVIS	50.00
19-P0053756	9/20/2018	11	Operations	Trash Disposal	CR & R INC	672.81
19-P0053757	9/20/2018	12	LA/OC Regional Consortia	Conference Expenses	DR. ADRIENE L. DAVIS	449.96
19-P0053758	9/21/2018	12	Student Development	Conference Expenses	WELLS FARGO BANK	657.09
19-P0053759	9/21/2018	11	Business Operations' Office	Conference Expenses	PETER J. HARDASH	403.54
* 19-P0053760	9/21/2018	11	Grounds	Maint/Oper Service Agreements	TREESMITH ENTERPRISES INC	13,998.00
* 19-P0053760	9/21/2018	13	Grounds	Maint/Oper Service Agreements	TREESMITH ENTERPRISES INC	36,000.00
PO Amt Total for *19-P0053760 :						49,998.00
19-P0199298	9/4/2018	12	Resource Development	Contracted Services	RP GROUP	297,000.00
19-P0199307	8/27/2018	41	Continuing Education Division	Security Systems & Services	BOYD & ASSOCIATES	312.00
19-P0199308	8/27/2018	41	Continuing Education Division	Drinking Water Service	NESTLE WATERS NORTH AMERICA	361.91
19-P0199309	9/4/2018	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	22,700.00
19-P0199310	9/6/2018	11	Fine & Performing Arts Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	2,015.82
19-P0199311	9/6/2018	11	Fine & Performing Arts Office	Excess/Copies Usage	KONICA MINOLTA BUSINESS	384.30
19-P0199312	9/6/2018	11	Human Resources Office	Software Support Service	GREENTREE SYSTEMS INC	36,167.00
19-P0199313	9/6/2018	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	180,025.00
19-P0199314	9/7/2018	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	628,500.00
19-P0199315	9/7/2018	12	Resource Development	Contracted Services	LOS RIOS COMM COLLEGE DIST	2,500.00
19-P0199316	9/7/2018	12	Resource Development	Contracted Services	LOS RIOS COMM COLLEGE DIST	18,000.00
19-P0199317	9/7/2018	11	Apprenticeship	Instructional Agrmt - Salary	SOUTHWEST CARPENTERS	1,034,657.00

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08/26/2018 thru 09/22/2018

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0199318	9/7/2018	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	9,716.25
19-P0199319	9/7/2018	12	Resource Development	Contracted Services	WESTED	1,044,820.00
19-P0199320	9/10/2018	11	Operations	Trash Disposal	CR & R INC	30,227.28
19-P0199321	9/11/2018	11	CJ/Academies	Instructional Agrmt - Salary	ADLERHORST INT'L LLC	55,000.00
19-P0199322	9/12/2018	12	Safety & Parking - DO	Excess/Copies Usage	XEROX CORP	2,086.97
19-P0199323	9/12/2018	12	Resource Development	Contracted Services	SANTA MONICA COMMUNITY COLLEGE DISTRICT	4,607,063.00
19-P0199324	9/12/2018	12	Resource Development	Contracted Services	SANTA MONICA COMMUNITY COLLEGE DISTRICT	4,607,063.00
19-P0199325	9/12/2018	11	District Wide Technology	Software Support Service-Fixed	AD ASTRA INFORMATION SYSTEM LLC	14,500.00
19-P0199326	9/12/2018	11	District Wide Technology	Software Support Service-Fixed	AD ASTRA INFORMATION SYSTEM LLC	16,300.00
19-P0199327	9/19/2018	12	Career Ed & Work Dev Office	Excess/Copies Usage	KONICA MINOLTA BUSINESS	300.00
19-P0199328	9/19/2018	12	Career Ed & Work Dev Office	Excess/Copies Usage	KONICA MINOLTA BUSINESS	300.00
19-P0199329	9/14/2018	12	Resource Development	Contracted Services	PERALTA COMMUNITY COLLEGE DISTRICT	1,500.00
19-P0199330	9/14/2018	12	Resource Development	Contracted Services	MODESTO JUNIOR COLLEGE	20,000.00
19-P0199331	9/21/2018	12	Resource Development	Contracted Services	NORTH ORANGE COUNTY CCD	1,347,056.00
19-P0199332	9/21/2018	12	Resource Development	Contracted Services	NORTH ORANGE COUNTY CCD	261,296.00
19-P0199333	9/21/2018	12	Resource Development	Contracted Services	NORTH ORANGE COUNTY CCD	516,296.00
19-P0199334	9/20/2018	12	Resource Development	Contracted Services	NORTH ORANGE COUNTY CCD	150,000.00
19-P0199335	9/20/2018	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	506,553.00
19-P0199336	9/20/2018	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	415,646.00
19-P0199337	9/20/2018	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	846,496.00
19-P0199338	9/20/2018	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	675,000.00
19-P0199340	9/20/2018	12	LA/OC Regional Consortia	Contracted Services	OCBC ORANGE CTY BUS COUNCIL	75,000.00
19-P0199341	9/20/2018	11	District Wide Technology	Software License and Fees	PLURALSIGHT LLC	1,783.71
19-P0199342	9/20/2018	12	Deaf & Hard of Hearing	Contracted Services	GLOBAL WORKS INC	20,000.00
<b>Grand Total :</b>						<b>18,900,895.90</b>

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000794	8/28/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,231.43
GM-CAF000796	8/29/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$372.40
GM-CAF000797	8/30/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,736.54
GM-CAF000798	9/4/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$3,017.47
GM-CAF000799	8/30/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$152.58
GM-CAF000800	8/29/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$772.94
GM-CAF000801	8/30/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$971.55
GM-CAF000802	9/5/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$985.62
GM-CAF000803	8/29/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,251.20
GM-CAF000804	8/31/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,527.60
GM-CAF000805	9/7/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$913.37
GM-CAF000806	9/11/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,440.39
GM-CAF000807	9/10/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$188.58
GM-CAF000808	9/10/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$2,132.14
GM-CAF000809	9/7/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$2,895.84
GM-CAF000810	9/11/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,246.60
GM-CAF000811	9/13/2018	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$216.00
GM-CAF000812	9/17/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$172.14
GM-CAF000813	9/14/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,800.45
GM-CAF000814	9/14/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$1,000.00
GM-CAF000815	9/17/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$822.84
GM-CAF000816	9/13/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,818.00
GM-CAF000817	9/18/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$2,378.24
GM-CAF000818	9/21/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,307.22
GM-CAF000819	9/19/2018	31	SAC Café	General Merchandise	RYAN DISTRIBUTORS	\$2,741.97
GM-CAF000821	9/21/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$959.70
GM-CAF000829	9/18/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,372.90
GM-DON002872	9/10/2018	31	SAC Bookstore	General Merchandise	COAST EMS	\$354.00
GM-EXPR001504	8/28/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$447.77
GM-EXPR001506	8/30/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,479.66
GM-EXPR001507	9/4/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,797.56
GM-EXPR001508	8/30/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$216.00
GM-EXPR001509	8/30/2018	31	Don Express	General Merchandise	RYAN DISTRIBUTORS	\$726.80
GM-EXPR001510	9/5/2018	31	Don Express	General Merchandise	RYAN DISTRIBUTORS	\$826.97
GM-EXPR001511	8/29/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,342.00
GM-EXPR001512	9/7/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,015.66
GM-EXPR001513	9/10/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$311.52

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-EXPR001514	9/10/2018	31	Don Express	General Merchandise	RYAN DISTRIBUTORS	\$1,475.56
GM-EXPR001515	9/7/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$2,285.75
GM-EXPR001516	9/11/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,493.54
GM-EXPR001517	9/12/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$117.00
GM-EXPR001518	9/17/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$234.72
GM-EXPR001519	9/11/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,775.75
GM-EXPR001520	9/14/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,539.41
GM-EXPR001521	9/12/2018	31	Don Express	General Merchandise	RYAN DISTRIBUTORS	\$1,447.66
GM-EXPR001522	9/17/2018	31	Don Express	General Merchandise	RYAN DISTRIBUTORS	\$1,574.04
GM-EXPR001523	9/13/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,588.25
GM-EXPR001524	9/18/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,574.33
GM-EXPR001525	9/19/2018	31	Don Express	General Merchandise	RYAN DISTRIBUTORS	\$1,363.97
GM-EXPR001527	9/21/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$674.20
GM-EXPR001529	9/21/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,163.65
GM-EXPR001534	9/18/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,228.70
GM-HAWK002717	8/31/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$405.34
GM-HAWK002718	8/31/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$832.53
GM-HAWK002719	9/4/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$929.39
GM-HAWK002720	9/4/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$110.76
GM-HAWK002721	9/5/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$613.60
GM-HAWK002722	9/6/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRIBUTORS	\$948.66
GM-HAWK002723	9/10/2018	31	SCC Bookstore	General Merchandise	PENS ETC.	\$423.74
GM-HAWK002724	9/10/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,102.64
GM-HAWK002725	9/10/2018	31	SCC Bookstore	General Merchandise	HAMILTON BELL CO	\$146.70
GM-HAWK002726	9/11/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$652.45
GM-HAWK002727	9/11/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRIBUTORS	\$390.83
GM-HAWK002728	9/11/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$152.52
GM-HAWK002729	9/13/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$723.37
GM-HAWK002730	9/13/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRIBUTORS	\$1,072.05
GM-HAWK002731	9/13/2018	31	SCC Bookstore	General Merchandise	MELODEE ICE CREAM	\$274.00
GM-HAWK002732	9/17/2018	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,549.26
GM-HAWK002733	9/17/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$335.80
GM-HAWK002734	9/17/2018	31	SCC Bookstore	General Merchandise	HYDRO FLASK	\$1,564.00
GM-HAWK002735	9/18/2018	31	SCC Bookstore	General Merchandise	BARRY'S DISTRIBUTING	\$104.22
GM-HAWK002736	9/19/2018	31	SCC Bookstore	General Merchandise	MW FOOD DISTRIBUTION	\$80.00
GM-HAWK002737	9/20/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$768.16
GM-HAWK002738	9/20/2018	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$559.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK002739	9/20/2018	31	SCC Bookstore	General Merchandise	RYAN DISTRIBUTORS	\$1,073.23
TX-CEC000513	8/29/2018	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$1,860.00
TX-CEC000514	9/6/2018	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$1,507.00
TX-CEC000515	9/6/2018	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$2,100.00
TX-DON005276	8/27/2018	31	SAC Bookstore	Textbook	HAYDEN-MCNEIL	\$2,000.00
TX-DON005277	8/27/2018	31	SAC Bookstore	Textbook	BAKER & TAYLOR	\$290.88
TX-DON005278	8/27/2018	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,273.25
TX-DON005279	8/27/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,316.77
TX-DON005280	8/27/2018	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$1,566.88
TX-DON005281	8/27/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$510.00
TX-DON005282	8/28/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$285.00
TX-DON005283	8/28/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$172.40
TX-DON005284	8/28/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$670.00
TX-DON005285	8/28/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$950.60
TX-DON005286	8/28/2018	31	SAC Bookstore	Textbook	AMAZON	\$274.86
TX-DON005287	8/29/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$146.80
TX-DON005288	8/29/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$870.00
TX-DON005289	8/29/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$408.00
TX-DON005290	8/29/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,550.00
TX-DON005291	8/29/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,911.60
TX-DON005292	8/29/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$133.50
TX-DON005293	8/29/2018	31	SAC Bookstore	Textbook	AMAZON	\$1,699.35
TX-DON005294	8/29/2018	31	SAC Bookstore	Textbook	AMAZON	\$28.00
TX-DON005295	8/30/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,860.00
TX-DON005296	8/30/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$329.00
TX-DON005297	8/30/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$36.36
TX-DON005298	8/31/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$71.00
TX-DON005299	8/31/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$340.00
TX-DON005301	8/31/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$91.75
TX-DON005302	8/31/2018	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$171.00
TX-DON005303	8/31/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$472.80
TX-DON005304	8/31/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$891.00
TX-DON005305	9/4/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$1,050.00
TX-DON005306	9/4/2018	31	SAC Bookstore	Textbook	INDICO	\$123.20
TX-DON005307	9/4/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$3,000.00
TX-DON005308	9/4/2018	31	SAC Bookstore	Textbook	SAGE PUBLICATIONS, INC.	\$496.00
TX-DON005309	9/4/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$190.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005310	9/4/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$540.00
TX-DON005311	9/4/2018	31	SAC Bookstore	Textbook	ACEBO	\$340.10
TX-DON005312	9/4/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$237.97
TX-DON005313	9/4/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$541.50
TX-DON005314	9/5/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$443.00
TX-DON005315	9/5/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$54.25
TX-DON005316	9/5/2018	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$929.25
TX-DON005318	9/5/2018	31	SAC Bookstore	Textbook	AMAZON	\$619.75
TX-DON005319	9/5/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,312.43
TX-DON005320	9/5/2018	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$134.55
TX-DON005321	9/5/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$2,375.00
TX-DON005322	9/6/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$590.00
TX-DON005323	9/6/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$327.25
TX-DON005324	9/6/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$16.77
TX-DON005325	9/6/2018	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$472.70
TX-DON005327	9/6/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$246.69
TX-DON005328	9/6/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$376.08
TX-DON005329	9/6/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$674.06
TX-DON005330	9/10/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$20.04
TX-DON005331	9/10/2018	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$240.00
TX-DON005332	9/10/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$142.29
TX-DON005333	9/11/2018	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$20.00
TX-DON005334	9/11/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,587.00
TX-DON005335	9/11/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$611.64
TX-DON005336	9/11/2018	31	SAC Bookstore	Textbook	LEGAL BOOK DIST	\$74.84
TX-DON005337	9/11/2018	31	SAC Bookstore	Textbook	AMAZON	\$149.46
TX-DON005338	9/11/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$531.85
TX-DON005339	9/12/2018	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,250.00
TX-DON005340	9/12/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$166.50
TX-DON005341	9/12/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$638.75
TX-DON005342	9/12/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$455.90
TX-DON005344	9/12/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,009.00
TX-DON005345	9/12/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$365.80
TX-DON005346	9/13/2018	31	SAC Bookstore	Textbook	AMAZON	\$453.73
TX-DON005347	9/13/2018	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$20.00
TX-DON005348	9/13/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$1,005.84
TX-DON005349	9/13/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$13.58

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005350	9/14/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$6.68
TX-DON005351	9/14/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$848.64
TX-DON005352	9/14/2018	31	SAC Bookstore	Textbook	HOPKINS FULFILLMENT SERVICES	\$319.20
TX-DON005353	9/17/2018	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$263.76
TX-DON005354	9/17/2018	31	SAC Bookstore	Textbook	AMAZON	\$47.19
TX-DON005355	9/17/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,176.00
TX-DON005356	9/18/2018	31	SAC Bookstore	Textbook	ALFRED PUBLISHING CO. INC	\$53.95
TX-DON005357	9/18/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$1,042.00
TX-DON005358	9/18/2018	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$163.55
TX-DON005359	9/18/2018	31	SAC Bookstore	Textbook	HAYDEN-MCNEIL	\$400.00
TX-DON005360	9/19/2018	31	SAC Bookstore	Textbook	NORTON, INC.	\$320.00
TX-DON005361	9/19/2018	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$374.82
TX-DON005362	9/19/2018	31	SAC Bookstore	Textbook	INDUSTRIAL PRESS	\$71.44
TX-DON005363	9/19/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$85.27
TX-DON005364	9/20/2018	31	SAC Bookstore	Textbook	AMAZON	\$56.04
TX-DON005365	9/20/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$60.00
TX-DON005366	9/21/2018	31	SAC Bookstore	Textbook	AMAZON	\$178.97
TX-DON005367	9/21/2018	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$41.95
TX-DON005368	9/21/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$375.00
TX-DON005369	9/21/2018	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$35.12
TX-HAWK003953	8/27/2018	31	SCC Bookstore	Textbook	BLUEDOOR	\$2,400.00
TX-HAWK003954	8/27/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$7,292.00
TX-HAWK003955	8/27/2018	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$2,284.80
TX-HAWK003956	8/27/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$4,680.00
TX-HAWK003957	8/27/2018	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$1,409.00
TX-HAWK003958	8/27/2018	31	SCC Bookstore	Textbook	VERVE PRESS	\$502.80
TX-HAWK003959	8/28/2018	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$221.55
TX-HAWK003961	8/29/2018	31	SCC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$4,480.00
TX-HAWK003962	8/29/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$1,125.00
TX-HAWK003963	8/29/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$2,649.15
TX-HAWK003964	8/30/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$1,120.00
TX-HAWK003965	8/30/2018	31	SCC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$2,128.00
TX-HAWK003966	8/30/2018	31	SCC Bookstore	Textbook	XYZ TEXTBOOKS	\$4,500.00
TX-HAWK003967	8/30/2018	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$377.00
TX-HAWK003970	8/31/2018	31	SCC Bookstore	Textbook	WATTLES PUBLICATIONS	\$960.00
TX-HAWK003971	9/4/2018	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,400.00
TX-HAWK003972	9/4/2018	31	SCC Bookstore	Textbook	UNIVERSITY ENTERPRISES	\$1,890.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK003973	9/4/2018	31	SCC Bookstore	Textbook	UNIV. SOUTHERN CALIFORNIA	\$1,260.00
TX-HAWK003974	9/4/2018	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$3,720.00
TX-HAWK003975	9/5/2018	31	SCC Bookstore	Textbook	DAWN SIGN PRESS	\$2,718.40
TX-HAWK003976	9/5/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$116.00
TX-HAWK003977	9/10/2018	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$39.50
TX-HAWK003978	9/10/2018	31	SCC Bookstore	Textbook	ELSEVIER HEALTH SCIENCE	\$1,406.25
TX-HAWK003979	9/10/2018	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$1,428.00
TX-HAWK003980	9/10/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$17,978.40
TX-HAWK003982	9/11/2018	31	SCC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$621.42
TX-HAWK003985	9/12/2018	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$1,875.00
TX-HAWK003986	9/13/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$1,783.50
TX-HAWK003987	9/14/2018	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$134.70
TX-HAWK003988	9/14/2018	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$193.98
TX-HAWK003989	9/14/2018	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$7,565.22
TX-HAWK003990	9/17/2018	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$657.52
TX-HAWK003991	9/17/2018	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$2,031.60
TX-HAWK003992	9/17/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$1,140.00
TX-HAWK003993	9/17/2018	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$308.15
TX-HAWK003994	9/17/2018	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$564.00
TX-HAWK003995	9/17/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$7,248.00
TX-HAWK003996	9/19/2018	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$564.00
TX-HAWK003997	9/19/2018	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$515.00
<b>Grand Total:</b>						<b>\$229,134.52</b>

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 Uninvst
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invest
99	Foundation Endowment Fund

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0053431	\$19,020.98	Fusion License for Facilities utilization and space inventory	DO -Facility Planning	Board Approved: June 25, 2018
19-P0053461	\$21,787.12	Science equipment and supplies	SAC -Biology	Purchased from the NASPO Value Point Master Agreement #MA16000234-2 and DGS Master Agreement #7-16-99-26-01. Board Approved: April 24, 2017
19-P0053500	\$22,340.00	ADA pipe insulation project at Santa Ana College	SAC -Biology	Received Quotations: *1. De La Torre Commercial Interiors, Inc. 2. Newbuild Construction & Restoration *Successful Bidder
19-P0053522	\$45,964.14	Apple laptop computers with storage cart and extended warranties	DMC -Corporate Training Institute	Sole Source Board approved: July 25, 2005
19-P0053523	\$50,000.00	Interactive consultations and trainings	DO -Risk Management	Board Approved: August 13, 2018
19-P0053612	\$52,000.00	Independent contractor to provide strategic and tactical support to the energy, construction, and utilities mission and initiatives.	SCC -BCTE	Board Approved: September 10, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0053615	\$60,000.00	Independent contractor to serve as Automation Project Manager for Santiago Canyon College	SCC -BCTE	Board Approved: September 10, 2018
19-P0053618	\$32,716.70	LED lighting fixtures	DO -Facility Planning	Purchased from the FCCC Administrative Services Agreement CB 15-011. Board Approved: January 22, 2018
19-P0053629	\$19,465.32	WASP Barcode Asset Cloud software licenses	SAC -Student Services	Requisition approved by Maria DeLa Cruz on September 5, 2018.
19-P0053653	\$22,769.00	Land surveying consultant services	DO -Facility Planning	Board Approved: September 10, 2018
19-P0053677	\$181,500.00	Furniture and equipment consulting services for the Russell Hall Replacement project at Santa Ana College	DO -Facility Planning	Board Approved: September 10, 2018
19-P0053684	\$16,255.90	Periodical subscription renewal for Santa Ana College Library	SAC -Library Services	Requisition approved by Brian Kehlenbach on September 14, 2018.
19-P0053688	\$121,275.00	Software licenses for email security	DO -ITS	Purchased from the NASPO Value Point Master Price Agreement #AR233 (14-19) CA/PA 7-14-70-04. Board Approved: September 10, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0053691	\$22,275.16	Hard drives and backplane kits	DO -ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNVP-134. Board Approved: November 9, 2015
19-P0053694	\$24,000.00	Supervision and field instruction for Master of Social Work student interns	DO -CDS	Board Approved: September 10, 2018
19-P0053739	\$20,483.00	Annual institutional membership dues for American Association of Community Colleges for 2019	SAC -President's Office	Annual membership dues
19-P0053760	\$49,998.00	Tree trimming at Santa Ana College	SAC -Grounds	Received Quotations: *1. Treesmith Enterprises, Inc. 2. Great Scott Tree Service, Inc. *Successful Bidder
19-P0199298	\$297,000.00	Agreement with The RP Group to participate in the Data Science Tools fiscal Agent grant #18-083-001.	DO -Resource Development	Board Approved: July 16, 2018
19-P0199309	\$22,700.00	Agreement with Los Angeles CCD on behalf of the LA Mission College to participate in an Industry Sector Projects in Common (ISPIC), the Biotechnology-Supply Chain project.	DO -Resource Development	Board Approved: March 26, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199312	\$36,167.00	Annual hosting fee for hiring manager applicant tracking system and onboarding service fees	DO -Human Resources	Board Approved: May 14, 2018
19-P0199313	\$180,025.00	Sub-agreement with Coast CCD on behalf of the Orange Coast College to implement Round 2 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199314	\$628,500.00	Sub-agreement with Los Angeles CCD on behalf of the LA Pierce College to implement Round 2 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199316	\$18,000.00	Agreement with Los Rios CCD on behalf of the Consumnes River College to participate in an Industry Sector Projects in Common (ISPIC), the Ensuring Safe Food Production and Distribution project	DO -Resource Development	Board Approved: May 14, 2018
19-P0199317	\$1,034,657.00	Supplemental instruction for carpenter apprentices	SCC -BCTE	Board Approved: May 14, 2018
19-P0199319	\$1,044,820.00	Agreement with WestEd to participate in the Data Science Tools Fiscal Agent grant #18-083-001	DO -Resource Development	Board Approved: July 16, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199320	\$30,227.28	Waste pick up and disposal for Santa Ana College and Centennial Education Center	SAC -Maintenance and Operations	Board Approved: July 18, 2016
19-P0199321	\$55,000.00	Instructional agreement for law enforcement training classes	SAC -CJTC	Board Approved: September 11, 2017
19-P0199323	\$4,607,063.00	Sub-agreement with Santa Monica CCD on behalf of the Santa Monica College to implement Round 2 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199324	\$4,607,063.00	Sub-agreement with Santa Monica CCD on behalf of the Santa Monica College to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199326	\$16,300.00	Annual maintenance and support fee for Astra Schedule software	DO -ITS	Requisition approved by Jesse Gonzalez on September 10, 2018
19-P0199330	\$20,000.00	Agreement with Yosemite CCD on behalf of the Modesto Junior College to participate in an Industry Sector Projects in Common (ISPIC) the Agriculture Business Microsoft Specialist Certification project	DO -Resource Development	Board Approved: March 26, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199331	\$1,347,056.00	Sub-agreement with North Orange County CCD on behalf of the NOCCCD Continuing Education to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199332	\$261,296.00	Sub-agreement with North Orange County CCD on behalf of the Fullerton College to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199333	\$516,296.00	Sub-agreement with North Orange County CCD on behalf of the Cypress College to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199334	\$150,000.00	Sub-agreement with North Orange County CCD to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199335	\$506,553.00	Sub-agreement with Coast CCD on behalf of the Orange Coast College to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM AUGUST 26, 2018 THROUGH SEPTEMBER 22, 2018  
BOARD MEETING OF OCTOBER 29, 2018**

P.O. #	Amount	Description	Department	Comment
19-P0199336	\$415,646.00	Sub-agreement with Coast CCD on behalf of the Golden West College to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199337	\$846,496.00	Sub-agreement with Coast CCD on behalf of the Coastline College to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199338	\$675,000.00	Sub-agreement with Coast CCD to implement Round 3 of the Strong Workforce Program-Regional Funding	DO -Resource Development	Board Approved: February 27, 2017
19-P0199340	\$75,000.00	Sub-agreement with Orange County Business Council to perform research, analyzing, and reporting for the Orange County Workforce Indicators Report	DO -LAOCRC	Board Approved: August 13, 2018
19-P0199342	\$20,000.00	Sign Language interpreting services for students	SCC -Health and Wellness	Board Approved: June 25, 2018
TX-HAWK003980	\$17,978.40	Textbooks purchased for resale	SCC Bookstore	Purchased from Pearson Education. Manager review and approval : Bill Jeffery - 9/10/18

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorical programs were developed:

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1.	Upward Bound – Year 2 (SAC) - <i>Augmentation</i> Second year of a five-year federal grant from the U.S. Department of Education to increase high school graduation rates, increase competency in college preparatory classes, and increase university entrance rates. (18/19). <i>No match required.</i>	09/28/2018	\$40,000
2.	Upward Bound – Math & Science Program – Year 2 (SCC) – <i>Augmentation</i> Second year of a five-year federal grant award from the U.S. Department of Education to increase the number of low-income and potentially first-generation college students that enroll in and complete college STEM degree programs, by providing comprehensive educational and support services for disadvantaged high schools students from local high schools in the Orange Unified School District. (18/19). <i>No match required</i>	10/01/2018	\$40,000
3.	Urban Agriculture Community-Based Research Experience (U-ACRE 3.0) – Year 3 (SAC) Third year of a four-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), Hispanic-Serving Institutions (HSI) Education Grants Program. Project U-ACRE will enhance the student research experience through community engagement, faculty-mentoring support, and engaging in sustainability internships to enrich students' experiential learning and support their achievement. (18/19). <i>No match required.</i>	10/16/2018	\$16,500

**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: \$96,500.00	Board Date: October 29, 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 # 1706**

**NAME: Santa Ana College (SAC) - Regular Upward Bound Program - Year 2**  
**FISCAL YEAR: 2018/19 & 2019/20**

**CONTRACT PERIOD: 09/01/18 to 08/31/19**  
**CONTRACT INCOME: \$321,010**  
**Augmentation 18/19: \$40,000**  
**TOTAL AWARD: \$361,010**

**PROJ. ADM. Alicia Kruizenga**  
**PROJ. DIR. Romelia Madrigal**  
**Date: 10/16/18**

**Prime Sponsor: U.S. Department of Education**  
**Fiscal Agent: Rancho Santiago CCD**  
**CFDA #: 84.047A**  
**Prime Award #: P047A171034**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1706-000000-10000-8120	Higher Education Act : Santa Ana College		<b>321,010</b>		<b>361,010</b>		<b>40,000</b>
12-1706-631000-18100-1430	Part-Time Counselors : Continuing Education Divisio	4,000		4,000		-	
12-1706-631000-18100-3115	STRS - Non-Instructional : Continuing Education Div	651		651		-	
12-1706-631000-18100-3325	Medicare - Non-Instructional : Continuing Education	58		58		-	
12-1706-631000-18100-3435	H & W - Retiree Fund Non-Inst : Continuing Educatio	145		145		-	
12-1706-631000-18100-3515	SUI - Non-Instructional : Continuing Education Divi	2		2		-	
12-1706-631000-18100-3615	WCI - Non-Instructional : Continuing Education Divi	90		90		-	
12-1706-499900-18200-1310	Part-Time Instructors : SAC Continuing Ed -30 hrs @ 64.25/hr	5,786		7,714		1,928	
12-1706-499900-18200-1315	Int/Sum-Instructors,Part-Time : SAC Continuing Ed -55 hrs @ 64.25/hr	12,232		15,766		3,534	
12-1706-499900-18200-3111	STRS - Instructional : SAC Continuing Ed	2,933		3,822		889	
12-1706-499900-18200-3321	Medicare - Instructional : SAC Continuing Ed	261		340		79	
12-1706-499900-18200-3431	H & W - Retiree Fund Inst : SAC Continuing Ed	654		852		198	
12-1706-499900-18200-3511	SUI - Instructional : SAC Continuing Ed	9		12		3	
12-1706-499900-18200-3611	WCI - Instructional : SAC Continuing Ed	405		528		123	
12-1706-499900-19575-2420	Inst Assistant - Hourly : Upward Bound: -\$17.12/hr. x 30 hrs.	7,034		7,548		514	
12-1706-499900-19575-3211	PERS - Instructional : Upward Bound	-	-	93		93	
12-1706-499900-19575-3311	OASDHI - Instructional : Upward Bound	-	-	32		32	
12-1706-499900-19575-3321	Medicare - Instructional : Upward Bound	102		109		7	
12-1706-499900-19575-3331	PARS - Instructional : Upward Bound	91		91		-	
12-1706-499900-19575-3431	H & W - Retiree Fund Inst : Upward Bound	255		274		19	
12-1706-499900-19575-3511	SUI - Instructional : Upward Bound	4		4		-	
12-1706-499900-19575-3611	WCI - Instructional : Upward Bound	158		170		12	
12-1706-649000-19575-1250	Contract Coordinator : Upward Bound -Romelia (50%)	46,826		46,826		-	

5.1 (2)

**SPECIAL PROJECT DETAILED BUDGET # 1706**  
**NAME: Santa Ana College (SAC) - Regular Upward Bound Program - Year 2**  
**FISCAL YEAR: 2018/19 & 2019/20**

**CONTRACT PERIOD: 09/01/18 to 08/31/19**  
**CONTRACT INCOME: \$321,010**  
**Augmentation 18/19: \$40,000**  
**TOTAL AWARD: \$361,010**

**PROJ. ADM. Alicia Kruizenga**  
**PROJ. DIR. Romelia Madrigal**  
**Date: 10/16/18**

**Prime Sponsor: U.S. Department of Education**  
**Fiscal Agent: Rancho Santiago CCD**  
**CFDA #: 84.047A**  
**Prime Award #: P047A171034**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1706-649000-19575-1252	Contract Extension-Coordina: Upward Bound	9,265		9,265		-	-
12-1706-649000-19575-2310	Classified Employees - Ongo: Upward Bound - 2 Student Services Coordinators	53,179		53,179		-	-
12-1706-649000-19575-2320	Classified Employees - Hour: Upward Bound - 3 residential assistants (40 hrs/wk x 5 wks x \$12/hr x3)	7,200		7,200		-	-
12-1706-649000-19575-2340	Student Assistants - Hourly: Upward Bound - 3 student assistants (700 hrs x 3 x \$10/hr)	21,000		21,000		-	-
12-1706-649000-19575-3215	PERS - Non-Instructional : Upward Bound	19,996		19,996		-	-
12-1706-649000-19575-3315	OASDHI - Non-Instructional: Upward Bound	6,947		6,947		-	-
12-1706-649000-19575-3325	Medicare - Non-Instructiona: Upward Bound	1,702		1,702		-	-
12-1706-649000-19575-3335	PARS - Non-Instructional : Upward Bound	94		94		-	-
12-1706-649000-19575-3415	H & W - Non-Instructional : Upward Bound	8,219		8,219		-	-
12-1706-649000-19575-3435	H & W - Retiree Fund Non-In: Upward Bound	5,022		5,022		-	-
12-1706-649000-19575-3515	SUI - Non-Instructional : Upward Bound	59		59		-	-
12-1706-649000-19575-3615	WCI - Non-Instructional : Upward Bound	3,113		3,113		-	-
12-1706-649000-19575-3915	Other Benefits - Non-Instru: Upward Bound	875		875		-	-
12-1706-649000-19575-4610	Non-Instructional Supplies: Upward Bound - General Office Supplies	1,000		1,000		-	-
12-1706-649000-19575-4710	Food and Food Service Suppl: Upward Bound - End-of-the-year Ceremony	2,800		2,800		-	-
12-1706-649000-19575-5100	Contracted Services : Upward Bound -4 weeks Summer Residential (45 students/5 staff @ \$45/day)	48,000		48,000		-	-
12-1706-649000-19575-5630	Maint Contract - Office Equ: Upward Bound -Equipment & Excess copies/reproduction	434		434		-	-
12-1706-649000-19575-5805	Awards & Incentives : Upward Bound -Graduation medals, certificates, movie passes, t-shirts \$18 x 65 students	1,200		1,200		-	-

**SPECIAL PROJECT DETAILED BUDGET # 1706**  
**NAME: Santa Ana College (SAC) - Regular Upward Bound Program - Year 2**  
**FISCAL YEAR: 2018/19 & 2019/20**

**CONTRACT PERIOD: 09/01/18 to 08/31/19**  
**CONTRACT INCOME: \$321,010**  
**Augmentation 18/19: \$40,000**  
**TOTAL AWARD: \$361,010**

**PROJ. ADM. Alicia Kruizenga**  
**PROJ. DIR. Romelia Madrigal**  
**Date: 10/16/18**

**Prime Sponsor: U.S. Department of Education**  
**Fiscal Agent: Rancho Santiago CCD**  
**CFDA #: 84.047A**  
**Prime Award #: P047A171034**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1706-649000-19575-5905	Other Participant Travel Expenses: Upward Bound - Students travel/cultural event	9,800		9,800		-	-
12-1706-649000-19575-5966	Transportation - Student : Upward Bound	4,200		4,200		-	-
12-1706-675000-19575-5210	Conference Expenses : Upward Bound - 50% of National Conference & Regional Meeting	2,000		2,000		-	-
12-1706-679000-10000-5865	Indirect Costs 8% : Santa Ana College	23,260		26,223		2,963	
12-1706-649000-19575-6412	Fed: Equipment > 1,000 < 5,000: Upward Bound - Laptops for student use for Summer program: \$1,558/each x 19 laptops	-		29,606		29,606	
12-1706-732000-19575-7620	Fees Paid for Students : Upward Bound -(Placement tests for 18 seniors & entrance fees to museums for 65 students)	1,000		1,000		-	-
12-1706-732000-19575-7630	Supplies Paid for Students : Upward Bound	1,949		1,949		-	-
12-1706-732000-19575-7650	Stipends Paid to Students : Upward Bound	7,000		7,000		-	-
<b>Totals for Project 1706:</b>	<b>Regular Upward Bound - SAC Yr. 2</b>	<b>321,010</b>	<b>321,010</b>	<b>361,010</b>	<b>361,010</b>	<b>40,000</b>	<b>40,000</b>

5.1 (4)

**SPECIAL PROJECT DETAILED BUDGET # 1741**  
**NAME: Upward Bound Math and Science Program II - Year 2 of 5 (SCC)**  
**FISCAL YEAR: 2018/2019 and 2019/2020**

**CONTRACT PERIOD: 10/1/18 - 9/30/19**  
**CONTRACT AMOUNT: \$275,155**  
**AUGMENTATION 18/19: \$40,000**  
**TOTAL AWARD: \$315,155**

**PROJ. ADM. Loretta Jordan**  
**PROJ. DIR. LaKyshia Perez**  
**Date: 10/11/2018**

**CFDA #: 84.047M**  
**PRIME SPONSOR: U.S. Department of Education**  
**FISCAL AGENT: Rancho Santiago CCD**  
**PRIME AWARD #: P047M170394-18**

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1741-000000-20000-8120	<b>Higher Education Act : Santiago Canyon College</b>		\$ 275,155		\$ 315,155		\$ 40,000
12-1741-679000-20000-5865	Indirect Costs : Santiago Canyon College 8% <i>Exclude stipends paid to students, summer residential program and non-residential meals</i>	\$ 17,827		\$ 19,901		\$ 2,074	
12-1741-170100-29920-2420	Inst Assistant - Hourly : Upward Bound	-		\$ 2,568		\$ 2,568	
12-1741-170100-29920-3321	Medicare - Instructional : Upward Bound	-		\$ 37		\$ 37	
12-1741-170100-29920-3331	PARS - Instructional : Upward Bound	-		\$ 33		\$ 33	
12-1741-170100-29920-3431	H & W - Retiree Fund Inst : Upward Bound	-		\$ 93		\$ 93	
12-1741-170100-29920-3511	SUI - Instructional : Upward Bound	-		\$ 1		\$ 1	
12-1741-170100-29920-3611	WCI - Instructional : Upward Bound	-		\$ 58		\$ 58	
12-1741-493010-29920-1315	Int/Sum-Instructors,Part-Time : Upward Bound <i>(2) Instructor stipends @ \$500/ea. x 8</i>	-		\$ 1,001		\$ 1,001	
12-1741-493010-29920-3111	STRS - Instructional : Upward Bound	-		\$ 163		\$ 163	
12-1741-493010-29920-3321	Medicare - Instructional : Upward Bound	-		\$ 15		\$ 15	
12-1741-493010-29920-3431	H & W - Retiree Fund Inst : Upward Bound	-		\$ 36		\$ 36	
12-1741-493010-29920-3511	SUI - Instructional : Upward Bound	-		\$ 1		\$ 1	
12-1741-493010-29920-3611	WCI - Instructional : Upward Bound	-		\$ 23		\$ 23	
12-1741-619000-29920-1483	Beyond Contr - Reassigned Time : Upward Bound	\$ 8,000		\$ 6,939		\$ 1,061	
12-1741-619000-29920-3115	STRS - Non-Instructional : Upward Bound	\$ 1,302		\$ 1,130		\$ 172	
12-1741-619000-29920-3325	Medicare - Non-Instructional : Upward Bound	\$ 116		\$ 101		\$ 15	
12-1741-619000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	\$ 290		\$ 252		\$ 38	
12-1741-619000-29920-3515	SUI - Non-Instructional : Upward Bound	\$ 4		\$ 3		\$ 1	
12-1741-619000-29920-3615	WCI - Non-Instructional : Upward Bound	\$ 180		\$ 156		\$ 24	
12-1741-649000-29920-2110	Classified Management : Upward Bound <i>LaKyshia Perez, Dir. Special Prog. @ 50% (H-1)</i>	\$ 41,705		\$ 41,705		\$ -	

**SPECIAL PROJECT DETAILED BUDGET # 1741**  
**NAME: Upward Bound Math and Science Program II - Year 2 of 5 (SCC)**  
**FISCAL YEAR: 2018/2019 and 2019/2020**

**CONTRACT PERIOD:** 10/1/18 - 9/30/19  
**CONTRACT AMOUNT:** \$275,155  
**AUGMENTATION 18/19:** \$40,000  
**TOTAL AWARD:** \$315,155

**PROJ. ADM.** Loretta Jordan  
**PROJ. DIR.** LaKyshia Perez  
**Date:** 10/11/2018

**CFDA #:** 84.047M  
**PRIME SPONSOR:** U.S. Department of Education  
**FISCAL AGENT:** Rancho Santiago CCD  
**PRIME AWARD #:** P047M170394-18

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1741-649000-29920-2310	Classified Employees - Ongoing : Upward Bound Liliana Ramirez, Student Svs. Coord. PT @ 100% Tara Ontiveros, Student Svs. Spec. PT @ 100% TBD, Student Services Spec. PT @ 100% TBD, Sr. Clerk (reorg Admin. Clerk) PT @ 50%	\$ 79,787		\$ 79,787		\$ -	
12-1741-649000-29920-2320	Classified Employees - Hourly : Upward Bound: (2) RAs x \$12/hr.x 40 hrs./wk. x 2 wks.	\$ 3,840		\$ 14,560		\$ 10,720	
12-1741-649000-29920-2340	Student Assistants - Hourly : Upward Bound (2) Tutors x \$14.25/hr. x 14 hrs./wk. x 32 wks. (2) Tutors x \$14.25/hr.x 6 hrs./wk.x32 wks.Pre-Service (4) Tutors x \$14.25/hr. x 4 hrs./day x 8 days On-Going (4) Tutors x \$14.25/hr. x 2 hrs./day x 16 days	\$ 21,888		\$ 21,888		\$ -	
12-1741-649000-29920-3215	PERS - Non-Instructional : Upward Bound	\$ 20,179		\$ 20,179		\$ -	
12-1741-649000-29920-3315	OASDHI - Non-Instructional : Upward Bound	\$ 8,362		\$ 8,362		\$ -	
12-1741-649000-29920-3325	Medicare - Non-Instructional : Upward Bound	\$ 2,153		\$ 2,308		\$ 155	
12-1741-649000-29920-3335	PARS - Non-Instructional : Upward Bound	\$ 177		\$ 316		\$ 139	
12-1741-649000-29920-3415	H & W - Non-Instructional : Upward Bound	\$ 11,562		\$ 11,562		\$ -	
12-1741-649000-29920-3435	H & W - Retiree Fund Non-Inst : Upward Bound	\$ 5,390		\$ 5,779		\$ 389	
12-1741-649000-29920-3515	SUI - Non-Instructional : Upward Bound	\$ 63		\$ 69		\$ 6	
12-1741-649000-29920-3615	WCI - Non-Instructional : Upward Bound	\$ 3,341		\$ 3,582		\$ 241	
12-1741-649000-29920-3915	Other Benefits - Non-Instruct : Upward Bound	\$ 1,265		\$ 1,265		\$ -	
12-1741-649000-29920-4310	Instructional Supplies : Upward Bound	\$ 1,000		\$ 1,000		\$ -	
12-1741-649000-29920-4610	Non-Instructional Supplies : Upward Bound	\$ 924		\$ 1,010		\$ 86	
12-1741-649000-29920-4710	Food and Food Service Supplies : Upward Bound - End-of-the-Year banquet UBMS \$1,000 - Non-residential meals for Summer Program \$2,000 - Food for workshops/training \$1,000 - Meals for UBMS students campus/field trips to cultural \$12.50/student x 40 students x 6 sites	\$ 3,000		\$ 7,000		\$ 4,000	

5.1 (6)

**SPECIAL PROJECT DETAILED BUDGET # 1741**  
**NAME: Upward Bound Math and Science Program II - Year 2 of 5 (SCC)**  
**FISCAL YEAR: 2018/2019 and 2019/2020**

CONTRACT PERIOD: 10/1/18 - 9/30/19  
 CONTRACT AMOUNT: \$275,155  
 AUGMENTATION 18/19: \$40,000  
 TOTAL AWARD: \$315,155

PROJ. ADM. Loretta Jordan  
 PROJ. DIR. LaKyshia Perez  
 Date: 10/11/2018

CFDA #: 84.047M  
 PRIME SPONSOR: U.S. Department of Education  
 FISCAL AGENT: Rancho Santiago CCD  
 PRIME AWARD #: P047M170394-18

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1741-649000-29920-5100	Contracted Services : Upward Bound - Princeton Review SAT prep-course to 25 UBMS student \$500 - Summer Residential Program 2 wks at a university for 50-60 students and 4 staff members. \$28,500	\$ 29,000		\$ 29,000		\$ -	
12-1741-649000-29920-5850	Fingerprinting : Upward Bound Fingerprinting & live scan tutors to work \$100 x 2	\$ 200		\$ 200		\$ -	
12-1741-649000-29920-5950	Software License and Fees : Upward Bound	-		\$ 500		\$ 500	
12-1741-649000-29920-5966	Transportation - Student : Upward Bound Students Travel/Cultural Event: Transportation rental (1) bus @ \$675/bus for 2 campus tour (regular year) 4 field trips (Summer Program)	\$ 2,800		\$ 5,050		\$ 2,250	
12-1741-675000-29920-5210	Conference Expenses : Upward Bound - National \$1,975 & Regional Conference \$1,125 - TRIO professional development Project Director Travel + plus (3) staff members includes \$75: mileage 40 miles x \$0.535/mile=\$21, meals \$29 & \$25 parking -Lodging/hotel fees for UBMS students attending in-state field trips to campus tours/STEM educational sites. Two hotels x \$250/room x 10 rooms (4 student/room)	\$ 3,200		\$ 8,090		\$ 4,890	
12-1741-732000-29920-7650	Stipends Paid to Students : Upward Bound -Stipends at \$40/stipend x 50 UBMS students x 2 semesters - Stipends paid to UBMS students at \$300/stipend x 40	\$ 4,000		\$ 16,000		\$ 12,000	
12-1741-732000-29920-7670	Other Exp Paid for Students : Upward Bound Admission fees cultural events/educational sites: \$19/ea. x 60 students x 4 sites	\$ 3,600		\$ 3,432		\$	\$ 168
	<b>Total 1741 - UBMS II Yr. 2 FY 18-19 (SCC)</b>	<b>\$ 275,155</b>	<b>\$ 275,155</b>	<b>\$ 315,155</b>	<b>\$ 315,155</b>	<b>\$ 41,479</b>	<b>\$ 41,479</b>

5.1 (7)

**SPECIAL PROJECT DETAILED BUDGET #1723**

**NAME: United States Department of Agriculture (USDA) National Institute of Food and Agriculture  
(NIFA) Hispanic-Serving Institutions (HSI) Education Grants Program - Urban Agriculture  
Community-Based Research Experience (U-ACRE 3.0) - Santa Ana College  
FISCAL YEAR 2018/2019**

**CONTRACT PERIOD: 09/01/18 - 08/31/19 (Year 3)**

**PROJ. ADM. Michelle Priest**

**CONTRACT INCOME:**

**PROJ. DIR. A. Kimo Morris**

**FY 16/17 Year 1 \$16,500**

**Date: 10/16/2018**

**FY 16/17 Expenses (\$1,165)**

**Prime Sponsor: USDA/NIFA**

**FY 17/18 Carryover \$15,335**

**Fiscal Agent: CSUF Auxiliary Services Corporation**

**FY 17/18 Year 2 (Amend #1) \$16,500**

**Prime Award No.: 2016-38422-25550**

**FY 17/18 Total \$31,835**

**Sub-Award No.: S-6286-SAC**

**FY 17/18 Expenses (\$22,823)**

**CFDA No. 10.223**

**FY 18/19 Carryover \$9,012**

**FY 18/19 Year 3 (Amend #2) \$16,500**

**FY 18/19 Total \$25,512**

GL Account String	Description	New Budget	
		Debit	Credit
12_1723_000000_10000_8199	Other Federal Revenues : Santa Ana College		<b>25,512</b>
<b>A. Senior/Key Person</b>			
12_1723_679000_10000_5865	Indirect Costs : Santa Ana College (28%) Exclude all participant support costs.	4,651	
<b>12_1723_619000_16410_1483</b>	<b>Beyond Contr - Reassigned Time : Biology</b> <b>Dr. Kimo Morris, PI at SAC: \$3,273 stipend</b>	<b>3,273</b>	
12_1723_619000_16410_3115	STRS - Non-Instructional : Biology	533	
12_1723_619000_16410_3325	Medicare - Non-Instructional : Biology	47	
12_1723_619000_16410_3435	H & W - Retiree Fund Non-Inst : Biology	119	
12_1723_619000_16410_3515	SUI - Non-Instructional : Biology	2	
12_1723_619000_16410_3615	WCI - Non-Instructional : Biology	73	
<b>B. Other Personnel</b>			
<b>12_1723_647000_16410_2340</b>	<b>Student Assistants - Hourly : Biology</b>	<b>7,543</b>	
12_1723_647000_16410_3315	OASDHI - Non-Instructional : Biology	468	
12_1723_647000_16410_3325	Medicare - Non-Instructional : Biology	109	
12_1723_647000_16410_3435	H & W - Retiree Fund Non-Inst : Biology	274	
12_1723_647000_16410_3615	WCI - Non-Instructional : Biology	170	
<b>C. Equipment Description</b>			
<b>D. Travel</b>			
12_1723_675000_16410_5210	Conference Expenses : Biology	4,000	
<b>E. Participant Support</b>			
12_1723_675000_16410_5905	Other Participant Travel Exp : Biology	4,000	
12_1723_732000_16410_7630	Supplies Paid for Students : Biology	250	
12_1723_732000_16410_7650	Stipends Paid to Students : Biology	0	
<b>Total 1723 - USDA U-ACRE</b>		<b>25,512</b>	<b>25,512</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of Sub-Agreements between RSCCD and Butte-Glenn, Cerritos, Coast, Contra Costa, Desert, Foothill-DeAnza, Grossmont-Cuyamaca, Lake Tahoe, Los Rios, Merced, MiraCosta, Ohlone, Peralta, Rio Hondo, San Bernardino, San Francisco, San Joaquin Delta, San Luis Obispo, Santa Clarita, Sequoia, Shasta-Tehama-Trinity Joint, Sonoma County Joint, State Center, Victor Valley and Yosemite Community College Districts to award 2018/2019 Deputy Sector Navigator grants to Host Colleges/Districts in the State of California	
Action:	Request for Approval	

**BACKGROUND**

Through a competitive grant competition, RSCCD was selected by the California Community Colleges Chancellor's Office (Chancellor's Office or CO), Workforce & Economic Development Division to serve as the Key Talent Administration and Sector Strategy Fiscal Agent. As fiscal agent, RSCCD will oversee disbursement, monitoring and guidance for the Key Talents engaged for the *Doing What Matters* Framework, as well as for other special projects and partners.

**ANALYSIS**

Competitive applications were released by the Chancellor's Office in July 2018 to select the 2018/2019 Deputy Sector Navigators (DSNs) and their host colleges/districts. DSNs support program development and industry engagement for each region's priority and emerging sectors. Selection committees reviewed the applications, and completed the selection process for forty-two DSNs and their hosts. The Fiscal Agent, RSCCD, was provided the list of the hosts and DSNs selected by the committees, and has created sub-agreements with the colleges/districts that have been selected to serve as hosts for the DSNs. Each host will receive \$200,000 to support the DSN position and sector strategies. The Scope of Work for each sub-agreement will consist of a project application that that has been approved by the Chancellor's Office.

**Project Director:** Sarah Santoyo      **Project Administrator:** Enrique Perez

**RECOMMENDATION**

It is recommended that the Board approve these sub-agreements and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into related contractual agreements on behalf of the district.

Fiscal Impact: \$8,400,000 (grant-funded)	Board Date: October 29, 2018
Prepared by: Sarah Santoyo, Interim Assistant Vice Chancellor, Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

List of Selected 2018/2019 DSN & Host Colleges (first round)

Sector	Host College	CCD	Agreement #	Amount
Advanced Manufacturing	Laney College	Peralta CCD	18-2565-1	200,000
Advanced Transportation & Logistics	City College of San Francisco	San Francisco CCD	18-2565-2	200,000
Agriculture, Water & Environment	Santa Rosa Junior College	Sonoma County JCD	18-2565-3	200,000
Business & Entrepreneurship	Foothill College	Foothill-DeAnza CCD	18-2565-4	200,000
Business & Entrepreneurship	Santa Rosa Junior College	Sonoma County JCD	18-2565-5	200,000
Health	Foothill College	Foothill-DeAnza CCD	18-2565-6	200,000
ICT/Digital Media	Diablo Valley College	Contra Costa CCD	18-2565-7	200,000
Life Science/Biotech	Ohlone College	Ohlone CCD	18-2565-8	200,000
Advanced Manufacturing	College of the Sequoias	Sequoias CCD	18-2565-9	200,000
Agriculture, Water & Environment	Yosemite CCD	Yosemite CCD	18-2565-10	200,000
Business & Entrepreneurship	San Joaquin Delta College	San Joaquin Delta CCD	18-2565-11	200,000
Health	College of the Sequoias	Sequoias CCD	18-2565-12	200,000
ICT/Digital Media	State Center CCD	State Center CCD	18-2565-13	200,000
Retail/Hospitality/Tourism	Merced College	Merced CCD	18-2565-14	200,000
Business & Entrepreneurship	Victor Valley College	Victor Valley CCD	18-2565-15	200,000
Energy, Construction & Utilities	College of the Desert	Desert CCD	18-2565-16	200,000
Health	College of the Desert	Desert CCD	18-2565-17	200,000
ICT/Digital Media	San Bernardino CCD	San Bernardino CCD	18-2565-18	200,000
Advanced Transportation & Logistics	Cerritos College	Cerritos CCD	18-2565-19	200,000
Advanced Transportation & Logistics	Golden West College	Coast CCD	18-2565-20	200,000
Business & Entrepreneurship	Cerritos College	Cerritos CCD	18-2565-21	200,000
Energy, Construction & Utilities	Rio Hondo College	Rio Hondo CCD	18-2565-22	200,000
Health	Golden West College	Coast CCD	18-2565-23	200,000
Health	Rio Hondo College	Rio Hondo CCD	18-2565-24	200,000
Retail/Hospitality/Tourism	Orange Coast College	Coast CCD	18-2565-25	200,000
Advanced Manufacturing	Shasta College	Shasta-Tehama-Trinity JCC	18-2565-26	200,000
Advanced Transportation & Logistics	American River College	Los Rios CCD	18-2565-27	200,000
Business & Entrepreneurship	Shasta College	Shasta-Tehama-Trinity JCC	18-2565-28	200,000
Energy, Construction & Utilities	Butte College	Butte-Glenn CCD	18-2565-29	200,000
Global Trade	Los Rios CCD	Los Rios CCD	18-2565-30	200,000
Health	Butte College	Butte-Glenn CCD	18-2565-31	200,000
Health	Sacramento City College	Los Rios CCD	18-2565-32	200,000
ICT/Digital Media	Butte College	Butte-Glenn CCD	18-2565-33	200,000
ICT/Digital Media	Cosumnes River College	Los Rios CCD	18-2565-34	200,000
Retail/Hospitality/Tourism	Lake Tahoe College	Lake Tahoe CCD	18-2565-35	200,000
Advanced Transportation & Logistics	San Diego Miramar College	MiraCosta CCD	18-2565-36	200,000
Health	Grossmont College	Grossmont-Cuyamaca CCD	18-2565-37	200,000
Advanced Manufacturing	Santa Clarita CCD	Santa Clarita CCD	18-2565-38	200,000
Business & Entrepreneurship	Cuesta College	San Luis Obispo CCD	18-2565-39	200,000
ICT/Digital Media	Santa Clarita CCD	Santa Clarita CCD	18-2565-40	200,000
ICT/Digital Media	Rancho Santiago CCD	Rancho Santiago CCD		200,000
Business & Entrepreneurship	Santa Ana College	Rancho Santiago CCD		200,000
				8,400,000

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
**NAME OF COLLEGE DISTRICT****

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 29th day of October, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **NAME OF COLLEGE DISTRICT**, on behalf of **COLLEGE NAME** (hereinafter “SUBCONTRACTOR”), which is hosting the **REGION Deputy Sector Navigator for SECTOR**. 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 “Key Talent Administration and Sector Strategy” grant, Prime Award #18-207-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to provide fiscal management and technical support services for the PRIME SPONSOR’s workforce and economic development programs, such as Doing What Matters initiatives and Key Talent positions; and,

WHEREAS, RSCCD has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, SUBCONTRACTOR has agreed to host and supervise the **REGION Deputy Sector Navigator for SECTOR**, which is supported by 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 November 1, 2018 through October 31, 2019.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$200,000, with 4% allowable for SUBCONTRACTOR indirect costs.

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, 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, the total dollar amount is not affected, and the outcomes of the Agreement will not be materially affected, otherwise approval by the PRIME SPONSOR is required.

5. Matching Contribution

There is a one-to-one matching requirement for these funds. SUBCONTRACTOR must identify the in-kind and/or cash match in the Scope of Work (*Exhibit A*) that can be used to meet the match requirement. At the end of each project year, SUBCONTRACTOR shall submit documentation that this grant requirement was met as part of the final invoice and/or final reporting process.

6. Payment and Invoicing

Payment will occur through a cost-reimbursement process, wherein SUBCONTRACTOR will submit quarterly invoices based on actual expenditures. A quarterly invoice schedule will be provided to SUBCONTRACTOR that aligns with the Chancellor's Office reporting timelines.

SUBCONTRACTOR must include detailed budget reports with their invoices and reference the Agreement number (refer to footer). RSCCD may request additional back-up documentation to determine allowability of expenditures, if needed. Submit invoices to the following address:

Rancho Santiago Community College District  
ATTN: Sarah Santoyo  
2323 North Broadway  
Santa Ana, CA 92706  
Santoyo\_Sarah@rsccd.edu

7. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. The PRIME SPONSOR and/or RSCCD will provide guidance and instructions on reporting to the SUBCONTRACTOR.

8. Deputy Sector Navigator Selection and Hiring

The selection of the Deputy Sector Navigators (DSN) and host colleges were conducted independently. If a selected host college is different from the college identified in a selected DSN's application, the selected host college is expected to host the selected DSN. This is not to say that the host college is to forgo its processes and procedures. In the event that the host college does not agree to host the selected DSN, it must provide a written statement that explains the rationale for that decision, which will be reviewed by RSCCD and the PRIME SPONSOR to inform their efforts to resolve the situation. This occurrence may also result in changing the host college and could, therefore, impact this Agreement.

The host college will determine the process for hiring the selected DSN and will inform RSCCD and the PRIME SPONSOR about this process. RSCCD and the PRIME SPONSOR will review the process and hiring terms to ensure compliance with the expectations for the host college and DSN roles.

9. Performance

Selected DSNs and hosts are eligible for renewal for up to four years after the original award year, 2018-2019. Renewal is not automatic but will be based on performance of the Roles and Responsibilities (*see Exhibit B*). Standard performance indicators include, but are not limited to, appropriate and timely use of funds, completion of workplan activities, submission of reports in a timely manner as required by the PRIME SPONSOR, participation in required Key Talent meetings and events (e.g., Sector Navigator calls, “All-Hands” meetings, etc.), effective teamwork and collaboration with RSCCD as well as with their assigned Chancellor’s Office monitor, and progress toward achievement of outcomes and metrics pertinent to the workplan. The PRIME SPONSOR may consider other performance indicators to assess renewal eligibility. After consultation with the Chancellor’s Office assigned monitor, the PRIME SPONSOR is responsible for informing RSCCD, DSNs, and host colleges of performance expectations at the beginning of the project and as changes in performance requirements occur.

10. 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.

11. 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 or the PRIME SPONSOR, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the 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.

18. 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  
Rancho Santiago Community College District  
2323 N. Broadway  
Santa Ana, CA 92706  
(714) 480-7466; [santoyo\\_sarah@rsccd.edu](mailto:santoyo_sarah@rsccd.edu)

**Fiscal Representative:**  
Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, [hardash\\_peter@rsccd.edu](mailto:hardash_peter@rsccd.edu)

**SUBCONTRACTOR:**

**Primary Contact:**  
**NAME**  
**COLLEGE**  
**ADDRESS**  
**CITY, STATE ZIP**  
**PHONE, EMAIL**

**Supervisor of Record for the DSN (if different from Primary Contact):**  
**NAME**  
**COLLEGE**  
**ADDRESS**  
**CITY, STATE ZIP**  
**PHONE, EMAIL**

19. 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.

20. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the

amendment is made in writing and signed by an authorized official of both Parties.

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 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: **COLLEGE**  
**DISTRICT NAME**

By: \_\_\_\_\_  
Name: Peter J. Hardash  
\_\_\_\_\_  
Vice Chancellor  
Title: Business Operations/Fiscal Services  
\_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: October 29, 2018

\_\_\_\_\_  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (Appendix B – Application Forms) approved by Chancellor’s Office

Exhibit B: Host, Supervisor of Record, and Deputy Sector Navigator Roles and Responsibilities

Exhibit C: Articles I, Rev. 07/2018 and Article II, Rev. 05/14

*(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #7.)*

**APPENDIX B**

**THIS FORM MAY NOT BE REPLICATED**

<b>FISCAL YEAR:</b>	<b>2018/19</b>	(e.g. 2014/15)
<b>RFA NUMBER:</b>	<b>18-207</b>	(xx-xxx)
<b>PROJECT:</b>	<b>Deputy Sector Navigator</b>	
<b>FUNDING SOURCE:</b>	<b>Workforce &amp; Economic Development Division</b>	
<b>MATCH % REQUIRED:</b>	<b>100%</b>	Match is required please type the percentage for the match.

*Each host college will work with its DSN to complete the Appendix B (the project application) forms, which will constitute the scope of work to be performed by each host college & DSN. The Chancellor's Office staff will review and approve the Appendix B forms for each DSN grant.*



**APPENDIX B**

**EXHIBIT A**

**THIS FORM MAY NOT BE REPLICATED**

**PROJECT: Deputy Sector Navigator**

**COLLEGE: 0.0**

**RFA NUMBER: 18-207**

**CONTACT PAGE**

District:	_____		
Address:	_____		
City:	_____	State: <u>CA</u>	Zip: _____

<b>District Superintendent/President</b> <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

<b>Responsible Administrator</b> <i>(Should not be the same as Project Director)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

<b>Project Director</b> <i>(Person responsible for conducting the daily operation of the grant)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

<b>Person Responsible for Data Entry</b>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

<b>District Chief Business Officer</b> <i>(or authorized designee)</i>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

<b>Person Responsible for Budget Certification</b>			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

**EXHIBIT A**

PROJECT: Deputy Sector Navigator

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: 0.0

RFA NUMBER: 18-207

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	200,000
1000		\$	-
		\$	-
2000		\$	-
		\$	-
3000	Employee Benefits	\$	-
		\$	-
		\$	-
4000	Supplies and Materials	\$	-
		\$	-
		\$	-
5000	Other Operating Expenses and Services	\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay	\$	-
		\$	-
7000	Other Outgo	\$	-
		\$	-
<b>TOTAL DIRECT COSTS:</b>		\$	0
<b>TOTAL INDIRECT COSTS (Not to exceed 2% of Direct Costs):</b>		\$	0
<b>TOTAL COSTS:</b>		\$	0

**APPENDIX B**  
**THIS FORM MAY NOT BE REPLICATED**

**EXHIBIT A**

PROJECT: Deputy Sector Navigator

DISTRICT: 0.0

COLLEGE: 0.0

RFA NUMBER: 18-207

**FUNDING REQUIRES MATCH**

**APPLICATION BUDGET DETAIL SHEET  
 MATCH**

Object of Expenditure	Classification	FUNDING REQUIRES MATCH	
		100%	
		200,000	
1000		\$	-
		\$	-
2000		\$	-
		\$	-
3000		\$	-
		\$	-
4000		\$	-
		\$	-
5000		\$	-
		\$	-
6000		\$	-
		\$	-
7000		\$	-
		\$	-
<b>TOTAL DIRECT COSTS:</b>		\$	<b>0</b>
<b>TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):</b>			
<b>TOTAL COSTS:</b>		\$	<b>0</b>

**Match must be equal or greater than the Required Match Amount**

**APPENDIX B**

**EXHIBIT A**

**THIS FORM MAY NOT BE REPLICATED**

**PROJECT: Deputy Sector Navigator**

**DISTRICT: Please select District on 'Do First' tab.**

**COLLEGE: 0.0**

**RFA NUMBER: 18-207**

**APPLICATION BUDGET SUMMARY**

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT FUNDS REQUESTED	FUNDING REQUIRES MATCH
			\$ 200,000	\$ 200,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 0	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 0	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
<b>TOTAL DIRECT COSTS:</b>		8	\$ 0	\$ 0
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>		9	\$ 0	
<b>TOTAL COSTS:</b>		10	\$ 0	\$ 0

**Match must be equal or greater than the Required Match Amount**

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations. I also certify the match (if required) listed above are valid match funding that is not being used as a match for another program requiring match funding and in total are equal, or greater than, the funds requested from CCCCCO.

**Project Director:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Chief Business Officer (or authorized designee):**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PROJECT: Deputy Sector Navigator

DISTRICT: Please select District on 'Do First' tab.

COLLEGE: 0.0

RFA NUMBER: 18-207

**Statement of Work (Annual Workplan)  
Objectives**

Objective: \_\_\_\_\_ 1 \_\_\_\_\_

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1				
1.2				
1.3				

## **EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities**

### **Overview of the Host, Supervisor of Record (SOR) and Deputy Sector Navigator (DSN)**

**Roles:** The Host recognizes that the role of the DSN is to support regional as well as statewide sector-based endeavors as represented in their workplan. The DSN is not to be considered a resource to the host college any more or less than other colleges in the region.

The Supervisor of Record, SOR, is a role that is intended to assist and champion the DSN's regional mission and unique administrative needs within the host campus organization. The regional scope and DSN activities regarding regional expenditures (including at other colleges), travel, as well as vendor relations relating to regional or statewide projects often need an advocate within the host. SORs have a first line of responsibility to support and monitor this regional work, and to offer constructive support and guidance to the DSN in implementation of the work plan, while seeking clarity on any sector specific endeavors from the Sector Navigator (SN).

**The Supervisor of Record (SOR) Role and Responsibilities:** each host of a DSN identifies a Supervisor-of-Record who ensures that the DSN is performing a regional role and fulfilling the responsibilities required for the position as described in the DSN Role and Responsibilities section below. The SOR is responsible for the following:

#### **WORKPLAN;**

- Assist the DSN to develop or modify a workplan, as needed, and ensure that the workplan objectives are reasonable, attainable, specific and measurable, and that the DSN has identified a system to collect data and information on project activities and outcomes.
- Ensure that the workplan has been reviewed and approved by the Sector Navigator and Regional Consortium as required by the Chancellor's Office.

#### **PERFORMANCE**

- Meet with the DSN at least quarterly to monitor performance, using the workplan as a reference to evaluate progress. Monthly progress reviews are preferable, especially when questions of performance arise.
- Keep informed about submission of quarterly reports, and follow-up with the DSN if reports are delayed or submitted late.
- Keep informed about Sector Navigator initiatives that impact program implementation in the region.
- Ensure that the DSN supports all community colleges in the region that have programs relevant to the sector. This does not preclude the DSN supporting the host college, which is one of the colleges in the region. However, DSN services cannot be solely directed to the host college.
- Work with the Chancellor's Office and the DSN to provide support, assistance, and intervention as needed should performance issues emerge.

#### **FISCAL MANAGEMENT**

- Ensure that all funds are spent in compliance with grant terms and conditions, and by the end of the grant period, and that budget requests (such as modifications and extensions) are submitted in a timely manner and as required according to the requirements of the Chancellor's Office.

## **EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities**

### **COMPLIANCE**

- Complete SOR On-Boarding activities provided by the Chancellor's Office.
- Become familiar with the Agreement to serve as the host for the DSN, in order to fully comply with all conditions and requirements outlined therein.
- Notify the Chancellor's Office in the event that the SoR is changed.

### **Deputy Sector Navigator Role and Responsibilities:**

Deputy Sector Navigators (DSNs) work with business and industry, colleges and other stakeholders to help create career educational opportunities for students. They proactively engage industry with the colleges in creating initiatives that enable student employment and lifelong learning in the sector. Consistent with the *Vision for Success*, DSNs connect colleges with opportunities to enrich student success in career education through relationships with business and industry, assist faculty and programs to increase student employability, and facilitate access to resources. Key requirements are for DSNs to apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action.

DSN benefits to the colleges for an assigned sector include:

- Increased enrollment in college programs
- Increased student persistence and completion
- Increased student employment in living wage jobs

DSNs benefits to industry include:

- Bridging supply/demand gaps
- Enhancing the talent pipeline from colleges into the industry
- Upskilling incumbent workers to meet new technological demands

In addition, DSNs provide services to industry through facilitation of initiatives designed to increase economic development of the sector and promote workforce development activities.

Specific DSN Roles and Responsibilities:

Build and Manage Industry Partnerships:

- Identify industry priorities through industry data, LMI data, LaunchBoard, and Centers of Excellence research, focusing on:
  - Supply/demand gaps that can be filled by the colleges
  - Skills gaps that can be filled by the colleges
  - Market and technology trends that are impacting workforce requirements
  - Economic and policy drivers that can be leveraged in workforce development
  - Key industry players such as associations and major employers
  - Key community college programs in the region that can be leveraged

## **EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities**

- Cultivate regional industry advisory councils with the following functions:
  - Engage major employers across the regional labor market
  - Develop a common understanding of supply/demand and skills gaps
  - Initiate and manage industry engagement with faculty and administrators
  - Convene regional collaboratives to facilitate faculty and industry joint actions
  - Facilitate sustainability of the regional collaboratives
- Conduct additional research as required:
  - Convene industry focus groups on specific occupations or initiatives
  - Attend conferences and seminars to expand knowledge of industry priorities
  - Arrange primary research to inform curriculum development
  - Convene sector specific faculty groups

### Develop Initiatives to Enrich Student Success:

- Develop and execute a regional sector strategy
  - Engage industry stakeholders, the SN, and other DSNs in creating a strategic plan to benefit the region's community college programs by addressing industry priorities
  - Involve external stakeholders such as: workforce boards, regional economic development groups, nonprofit groups, K-12, and others
  - Support community college staff to implement the Strong Workforce Program; such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers
  - Involve internal stakeholders, such as; Chief Instructional officers, CTE Deans, CTE Directors, CTE faculty, and others
- Create program enrichment proposals for consideration by the colleges:
  - To increase enrollment
  - To build or enhance Guided Pathways
  - To bridge supply/demand gaps
  - To bridge skills gaps
  - To align with regional industry priorities
  - To align with industry-recognized credentials
- Assist Colleges in executing successful initiatives:
  - Assist colleges and programs with market intelligence information
  - Coordinate sector focused faculty professional development
  - Infuse current industry expertise into curriculum development
  - Build CTE faculty communities of practice
  - Braid funds to support initiatives
- Align with each college's integrated planning process
  - Secure dean-level approval before proposing new initiative to a college
  - Prepare documentation needed for college approval
  - Assist in curriculum planning and approval process
  - Maintain appropriate information flow with the CTE Dean and college administration

### Leverage Assistance and Resources:

- Align regional initiatives with statewide sector strategies

## **EXHIBIT B: Host, Supervisor of Record & Deputy Sector Navigator Roles and Responsibilities**

- Collaborate with the statewide Sector Navigators (SN) and other DSNs in developing initiatives
- Work with the Chancellor's Office, RC and COE to integrate initiatives into the regional plan/strategy
- Facilitate preparation and approval of SWP and other funding sources
- Match new funding opportunities to appropriate initiatives and colleges
- Assist in identifying adjunct instructors within industry
- Provide resources to convene colleges in communities of practice
- Facilitate connections to initiatives and resources from Workforce boards and regional economic development councils

### Perform Grant and Fiscal Management:

- Participate in sector strategic planning and professional development (e.g., on-boarding, "All Hands on Deck") meetings scheduled by the Sector Navigator, Regional Consortium or Chancellor's Office.
- Implement the workplan activities and perform normative and summative assessment to determine effectiveness in achieving objectives and outcomes, and impact on metrics.
- Monitor expenditures and perform budget planning to forecast spending in order to ensure that grant funds are spent on allowable expenditures and that all funds are spent by the end of the grant period.
- Submit reports on time and as required by the Chancellor's Office.
- Submit requests for budget modifications or extensions in a timely manner and as requested by the Chancellor's Office.
- Keep the Supervisor of Record informed about progress on implementation of the workplan, achievement of objectives and metrics, and submission of reports.

## **Assurances**

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Acknowledgment of understanding and acceptance of the roles and responsibilities of the host college, Supervisor of Record, and Deputy Sector Navigator as presented in Exhibit B.

### **Host College Contact Certification**

<b>Print Name:</b>
<b>Signature :</b>
<b>Date:</b>

### **Supervisor of Record Certification (if different from Host College Contact)**

<b>Print Name:</b>
<b>Signature :</b>
<b>Date:</b>

### **Deputy Sector Navigator Certification**

<b>Print Name:</b>
<b>Signature :</b>
<b>Date:</b>

Chancellor's Office, California Community Colleges  
Workforce and Digital Futures Division

**GRANT AGREEMENT**

**ARTICLE I**

**Key Talent Administration & Sector Strategy Fiscal Agent  
Program-Specific Legal Terms and Conditions  
July 2018**

**ARTICLE II**

**Standard Legal Terms and Conditions  
(Revision 5/15/14)**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: October 29, 2018
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Jackstin for the Strong Workforce Program Regional Share Initiative	
Action:	Request for Approval	

**BACKGROUND**

Through the Strong Workforce Program Trailer Bill the state allocated funds to community colleges to support collaborative, regional work to improve the quality of career technical education programs and to increase the number of students who complete these programs and enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional Share, and is responsible for developing sub-agreements and contracts to implement the projects approved by the region, ensuring that projects are compliant with the funding terms and conditions, providing status reports on the use of funds in the region, and developing and submitting program and expenditure reports to the Chancellor's Office.

**ANALYSIS**

The Orange County region approved Strong Workforce Program Regional Share, Round 2 Year 1, regional projects to address Strong Workforce Program goals. One of the approved projects was the Regional Marketing & Branding Project that includes a Virtual Career Center component, called the "Career Café." The company that developed and designed the statewide California Career Café will serve as a partner in Orange County's project to design and develop an Orange County-focused Career Café, to make critical career advisement resources accessible to all current and potential students in our region. A first amendment #DO-18-2225-01.01 has been developed to augment funds for the California Career Café project by \$30,000.00 USD.

**Project Director:** Sarah Santoyo**Project Administrator:** Enrique Perez**RECOMMENDATION**

It is recommended that the Board approve the first amendment to the sub-agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: \$30,000.00 (grant-funded)	Board Date: October 29, 2018
Prepared by: Sarah Santoyo	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
JACKSTIN**

This **First Amendment** to the grant sub-agreement (hereinafter "Agreement") is entered into on this 29<sup>th</sup> day of October, 2018, between Rancho Santiago Community College District (hereinafter "RSCCD") and **Jackstin**, to amend that certain Agreement (DO-17-2225-01) between the parties which commenced on February 26, 2018; and

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the "Strong Workforce Program – Regional Share for the Los Angeles and Orange County region," (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to distribute and monitor funds for projects that expand the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates and degrees,

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 mutually agree as follows:

**Items 3, 4 and 6 are amended as follows:**

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$90,000.00 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Scope of Work and Budget (*Exhibits A and A.1*) submitted by the SUBCONTRACTOR and approved by the Project Lead 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 the total dollar, work to be performed, or outcomes of the Agreement are not substantially affected.

6. Invoices

The additional \$30,000.00 will be paid in full upon execution of the amendment.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this FIRST AMENDMENT to be executed as of the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: *Jackstin*

By: \_\_\_\_\_  
Name: Peter J. Hardash  
\_\_\_\_\_  
Vice Chancellor  
Title: Business Operations/Fiscal Services  
\_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: October 29, 2018

\_\_\_\_\_  
26-4762776  
\_\_\_\_\_  
Employer/Taxpayer Identification Number (EIN)

Agreement No. DO-18-2225-01.01  
Project: OC Regional Marketing

SWP-RF Round 2 Year 1  
Page 1 of 1

## EXHIBIT A.1

Jackstin  
 1013 Grove Place  
 Costa Mesa, CA 92627  
 United States

Scope of Work with budget				
Item	Description	Unit Cost	Quantity	Line Total
Protection Plan	[Annual] Software updates associated with WordPress core, theme framework, and plugins. Additionally this service includes uptime monitoring, data backups, and security. Covers occareerbrieffs.com	\$ 650.00	1	\$ 650.00
Flipbook Software	Purchasing the Flipbook software. This software runs the special features that make the PDF feel like a magazine.	\$ 150.00	1	\$ 150.00
Website Edits	- Audit all instances of cacareerbrieffs.com and change to occareerbrieffs.com - Permanent 301 redirections for all urls	\$ 1,150.00	1	\$ 1,150.00
Design	Update logo for the OC Career Briefs from using CA Career Briefs	\$ 1,500.00	1	\$ 1,500.00
Flipbook Installation/ Configuration	Software Installation/Configuration on occareerbireffs.com	\$ 700.00	1	\$ 700.00
Flipbook Conversion	Conversion of 4 PDF's to FlipBook	\$ 1,200.00	4	\$ 4,800.00
GPS Additions	Adding GPS to Career Cafe occareercafe.com - Audit the Major 2 Career to replace all web content with GPS content	\$ 4,250.00	1	\$ 4,250.00
GPS Interactive Assessment	- Create new interactive career cluster assessment based Career Clusters Interest Survey paper document - Create a 8 Page Multi stepped form that presents 3 groups of checkbox data from each Pathway cluster - Write custom program to collect Data from the 8 Page survey - Create custom confirmation page that presents the top three from the data gathered from form results and organize the rest below. All of them link to new guided pathways - Custom Progress bar so users know where they are at during the survey - Write new CSS media queries for mobile optimization	\$ 8,750.00	1	\$ 8,750.00
Analytics	Emailed report of website traffic and page views	\$ 350.00	1	\$ 350.00
Website Support and Maintenance	Add webinars, presentations and new content. Technical support and communication via email and phone.	\$ 600.00	12	\$ 7,200.00
Managed WordPress Website hosting	Hosting Renewal occareerbrieffs.com Hosting	\$ 500.00	1	\$ 500.00
<b>Total</b>				<b>\$ 30,000.00</b>

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
JACKSTIN**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 26<sup>th</sup> day of February, 2018, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Jackstin (hereinafter “SUBCONTRACTOR”) for work on the Career Café component of the Orange County Regional Marketing Project (hereinafter “Project”). 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 “Strong Workforce Program – Regional Share for the Los Angeles and Orange County region,” (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to distribute and monitor funds for projects that expand the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates and degrees,

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 February 26, 2018 – December 31, 2018.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$60,000 USD.

~~XXX~~

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Scope of Work and Budget (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the Project Lead 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 the total dollar, work to be performed, or outcomes of the Agreement are not substantially affected.

5. Payment

Invoices will be set at Set Quarterly Rate of \$15,000 USD. This Set Quarterly Rate will break up the Total Cost into 4 invoices submitted for payment using the Quarter Terms schedule provided below under Item 6. Invoices.

6. Invoices

Invoices must be itemized and be submitted no more frequently than monthly, and at least quarterly, following the schedule provided below:

Quarter Terms	Invoice Due Date
July 1 <sup>st</sup> – September 30 <sup>th</sup>	October 25 <sup>th</sup>
October 1 <sup>st</sup> – December 31 <sup>st</sup>	January 25 <sup>th</sup>
January 1 <sup>st</sup> – March 31 <sup>st</sup>	April 25 <sup>th</sup>
April 1 <sup>st</sup> – June 30 <sup>th</sup>	July 25 <sup>th</sup>

RSCCD may request back-up documentation for expenditures, if required to substantiate the work performed and/or to adhere to compliance terms and standards. Invoices should be submitted to the following:

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 by the Project Lead and/or RSCCD.

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. Modifications

Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the Project Lead and RSCCD.

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10. 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.

11. 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.

12. Mutual Indemnification

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

13. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination.

14. 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:

~~XXXX~~

**RSCCD: Primary Contact:**  
Rancho Santiago Community College District  
Sarah Santoyo, Executive Director of Resource Development  
2323 N. Broadway, Suite 350  
Santa Ana, CA 92706  
(714) 480-7466; [santoyo\\_sarah@rsccd.edu](mailto: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](mailto:hardash_peter@rsccd.edu)

**SUBCONTRACTOR:**

**Primary Contact:**  
Jackson Kelly and Justin Kelly  
Jackstin  
1013 Grove Place  
Costa Mesa, CA 92627  
714-907-4268, [Jackstin@gmail.com](mailto:Jackstin@gmail.com)

**PROJECT LEAD:**

Anthony Teng, Dean, Advanced Technology and Applied Science  
Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
(949) 583-4895, [ateng@saddleback.edu](mailto:ateng@saddleback.edu)

15. 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.

16. 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

~~XX(X)~~

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, if applicable, 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: Jackstin

By:   
Name: Peter J. Hardash  
Title: Vice Chancellor  
Business Operations/Fiscal Services  
Date: 

By:   
Name: Jackson Kelly  
Title: Co-Founder of Jackstin  
Date: 

Board Approval Date: February 26, 2018

26-4762776  
Employer/Taxpayer Identification Number (EIN)

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Exhibit A: Scope of Work

Project Proposal

Jackstin will serve as a key project partner to redesign and develop the web-based California Career Café to focus on the Orange County region, by providing web development and design services, maintenance and hosting services, and continued support as a member of the project team. The California Career Café was one of Jackstin’s projects, and they will be able to bring specific knowledge and experience from designing and maintaining the state site to ensure continuity for the Orange County-based site.

Service	Cost
1) Hosting costs for website	\$1,000.00
2) Website support and maintenance	\$15,000.00
• Redesigning site to make it Orange County applicable	\$19,750.00
• Making website improvements	\$5,250.00
• Functionality/troubleshooting	\$2,250.00
• Upgrading the CMS or plugins	\$1,250.00
• Updating content as needed	\$2,500.00
• Adding programs matrix with links to individual colleges	\$10,000.00
• Updating salary information	\$3,000.00
TOTAL	\$60,000.00

Description of Jackstin

Jackstin’s tagline is “The Go-To Web Guys,” providing expertise in web technology and services. Since 2003, Jackstin has done intricate coding that makes the impossible possible and look great doing it. Our company has the business and web development acumen to make beautiful things happen. Our clients are often surprised by the solutions we come up with. They’re even more surprised by how quickly those solutions begin working for them. We design with the end goal in mind, using a results-oriented approach that is practical and economical, as well as visually and aesthetically stunning.

~~XXX~~

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: October 29, 2018
Re: Approval of Service Agreement with Economic Modeling, LLC aka Economic Modeling Specialists International (EMSI)	
Action: Request for Approval	

**BACKGROUND**

Through the Strong Workforce Program Trailer Bill, the state allocated funds to community colleges to support collaborative regional work to improve the quality of career technical education programs, to increase the number of students who complete these programs, and to enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional Funds, and is responsible for building appropriate structure to support the colleges within the region. An Orange County Center of Excellence (OC COE) was identified as a high priority to ensure the nine colleges are provided appropriate up-to-date local labor market data and job posting analytics as they strategize in the creation of new programs, review of existing programs, as well as the opportunity to explore career education programs that address future labor market needs.

**ANALYSIS**

Strong Workforce Program regional funds will be allocated to Economic Modeling, LLC (EMSI) for a three-year service agreement to establish a web-based platform where OC Center of Excellence staff can research up-to-date labor market data to inform educators in strategizing the creation of new programs, review of existing programs, as well as the opportunity to explore career education programs that address future labor market needs.

**RECOMMENDATION**

It is recommended that the Board approve this agreement and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related agreement on behalf of the district.

Fiscal Impact: \$39,000 (\$13,000/year for three years)	Board Date: October 29, 2018
Prepared by: Nga Pham, Executive Director of District Research, Planning and Institutional Effectiveness	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



409 South Jackson Street  
 Moscow, ID 83843  
 Tel: 208-883-3500  
 Fax: 208-882-3317  
 www.economicmodeling.com

**Emsi Representative: Ralph Plaza**

**Analyst Agreement**

This Analyst agreement is between Rancho Santiago Community College District Office of Santa Ana, California ("Licensee"), for the Center of Excellence at Rancho Santiago Community College District, and Economic Modeling, LLC of Moscow, Idaho ("Emsi").

**I. Subscription Term**

Emsi will provide Licensee with access to Analyst beginning ~~September 26~~ NOVEMBER 1, 2018 and ending ~~September 25, OCTOBER 31, 2021~~ (SEE AMENDMENT), unless this agreement is extended or renewed.

**II. Fee**

The fee for the subscription is \$39,000.00 due as follows:

- \$13,000.00 for first year subscription, invoiced upon contract signature and due within 30 days
- \$13,000.00 for second year subscription, due ~~September 26, 2019~~ (November 1, 2019 - SEE AMENDMENT)
- \$13,000.00 for third year subscription, due ~~September 26, 2020~~ (November 1, 2020 - SEE AMENDMENT)

Sales tax will be added for non-tax-exempt institutions when applicable

**III. Subscription Services**

**Users**

Emsi will provide Licensee with access to Analyst for up to 4 authorized user(s). Authorized users must be employees of Licensee or of a partner entity specifically listed below. Emsi will issue each authorized user a unique login credential (username and password). Login credentials may not be generic (e.g., email aliases) or shared. Licensee will designate one person as the admin user, who will be authorized to manage Licensee's authorized user list and coordinate training.

List of partner entities receiving users through this agreement (if applicable): Orange County Center of Excellence

**Licensed Dataset**

Licensee will be provided access to the following selected United States data ("Licensed Dataset"):

<u>Analyst Data Detail</u>		
<u>Region</u>		
<input type="checkbox"/> National	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> MSA(s)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input checked="" type="checkbox"/> State(s)	<input checked="" type="checkbox"/> Emsi Zip	<input checked="" type="checkbox"/> Emsi County
<input type="checkbox"/> County(ies)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County

<u>Business Data Detail</u>		
<u>Region</u>		
<input type="checkbox"/> National	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> MSA(s)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> State(s)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County
<input type="checkbox"/> County(ies)	<input type="checkbox"/> Emsi Zip	<input type="checkbox"/> Emsi County

<u>Analyst Add-Ons</u>
<input checked="" type="checkbox"/> Job Posting Analytics
<input type="checkbox"/> On-Site Training*

List of selected region(s) (if applicable): California + JPA

**\*Additional Fee** (*this additional fee is applicable, for higher education institutions only, if the Product Add-On "On-Site Training" is selected above*) In addition to the subscription fee, if Licensee chooses to add an On-Site Training to their agreement, Licensee shall reimburse Emsi, upon completion of the On-Site Training, for travel expenses of the Emsi trainer(s) at an estimated cost of \$1,500.00 but not to exceed \$2,000.00. Emsi will provide Licensee with an itemized invoice for reimbursable travel expenses payable within 30 days of receipt.

**Additional Services Provided**

The subscription includes the following services:

- Analyst user training
- Technical support via telephone or e-mail
- Access to all new data releases (new data is released periodically)
- Access to all Analyst updates and upgrades during the subscription period

#### IV. Terms of Service

Economic Modeling, LLC dba Emsi ("Emsi") provides online SaaS applications that use labor market data to connect and inform people, education, and business. Emsi's applications include Analyst, Developer, Career Coach, Workforce Insight, Alumni Insight, Talent, Staffing, and College Analyst. These Emsi Terms of Service ("ToS") apply to all Emsi's current applications, as well as any applications Emsi develops in the future whether or not they are named here (collectively "Emsi Apps").

##### License

Licensees of Emsi Apps are granted a non-exclusive, nontransferable, non-assignable limited license to access data (the "Licensed Dataset") through Emsi Apps as follows:

- a) Unless otherwise stated in a written agreement, login credentials (a username and password) will be issued only to employees of a Licensee ("authorized users"). Login credentials may not be shared. Licensee will not allow access to Emsi Apps by anyone who has not been assigned login credentials by Emsi.
- b) Licensee and Licensee's authorized users may (i) download elements of the Licensed Dataset using the download tools in Emsi Apps for Licensee's internal use, and may (ii) publish static elements (e.g., tables, charts, graphs) of the Licensed Dataset in work products created by Licensee in the normal course of Licensee's business, either for Licensee or for a third party, provided that Emsi is cited as the source of the data. The citation shall be substantially in the form described in the Knowledge Base article, "How Do I Cite Emsi Data?"
- c) Licensee may not distribute any part of the Licensed Dataset to a third party in any manner that allows it to be further manipulated for that third party's independent use.
- d) Neither Licensee nor Licensee's authorized users will attempt to replicate Emsi Apps or the Licensed Dataset in design, content, or functionality.
- e) If an Emsi App or Licensed Dataset includes access to individual profiles or personally identifiable information ("PII"), Licensee may only publish aggregated data that cannot be used to identify individual persons, and may not under any circumstance publish PII or data that may be manipulated or reverse engineered to create PII.
- f) Any Licensed Dataset that includes profile data or PII is to be used for research purposes only. No Licensed Dataset may be used to identify or evaluate a person in a way that violates applicable employment, privacy, or other laws.
- g) The following paragraph applies if this agreement grants Licensee access to Emsi job postings data:

The individual job postings may only be used for, broadly defined, the discovery, interpretation and/or communication of meaningful patterns in and/or aggregations or summaries of the respective data through software tools for any purpose, including but not limited to the calculation of aggregate statistics or use of the data for any investment purpose (individually and jointly also referred to as: "Analytics"). The use of the individual job postings or any subset, modified or derived version thereof for any other purpose than for Analytics, including but not limited to making the individual job postings available to third parties (e.g. on a website that is publicly accessible or as content in any software system) is prohibited; except that access to a limited number of individual job postings as illustrations of the use for Analytics purposes is permitted (up to a 100 individual job postings at maximum per illustration access).

Licensees may contact Emsi for permission to use the Licensed Dataset in a use case not covered by these ToS.

##### Disclaimers

The reports and forecasts in Emsi Apps and Licensed Datasets are created using proprietary analytical processes applied to data from public, proprietary, and government data sources. Emsi uses estimates when there are suppressed or missing data points, and such estimates are subject to error. Data, reports, and forecasts included in Emsi Apps and Licensed Datasets may differ significantly from actual circumstances or outcomes. In addition, Emsi cannot make any representation of the completeness of data aggregated from any source.

Emsi Apps use global professional profiles built with publicly available data posted online by individuals about themselves. Such data comes from over 100 sources including popular sites such as GitHub, Google+, and Stack Exchange, as well as other professional networking sites, talent hubs, blogs, publications, journals, and social networks. Any information obtained from such sources cannot be guaranteed or verified to be accurate or up to date.

Emsi Apps and the Licensed Datasets are provided "as is," without warranty for a particular purpose or project. Emsi is not liable for their misuse, or for the results of any planning errors based thereon. Licensee is fully responsible for the





RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC

October 29, 2018

MANAGEMENT

New Job Description/Attachment #1

Dean, Academic Affairs  
Academic Administrator  
Grade Level B

2017/2018 Chancellor Permanent Annual Salary Schedule/Attachment #2

2018/2019 Chancellor Permanent Annual Salary Schedule/Attachment #3

FACULTY

2017/2018 FARSCCD Permanent Annual & Hourly Salary Schedules/Attachments #4-9

2018/2019 FARSCCD Permanent Annual & Hourly Salary Schedules/Attachments #10-15

Beyond Contract/Overload Stipend

Kushida, Cherylee Effective: August 27, 2018  
Professor/Coordinator, Distance Education Amount: \$1,000.00  
Academic Affairs Reason: Curriculum Development  
Santa Ana College

Taylor, Michael R. Effective: August 20, 2018  
Assistant Professor, TV/Video Communications Amount: \$250.00  
Fine & Performing Arts Division Reason: Curriculum Development  
Santa Ana College

Taylor, Michael R. Effective: August 20, 2018  
Assistant Professor, TV/Video Communications Amount: \$160.00  
Fine & Performing Arts Division Reason: Other Instructional Support Services  
Santa Ana College

Part-time/Hourly New/Rehires

Arambula, Michael J. Effective: October 18, 2018  
Instructor, English Hourly Lecture Rate: II-3 \$58.29  
Humanities & Social Sciences Division  
Santa Ana College

**FACULTY (CONT'D)**

Part-time/Hourly New/Rehires

Chatterfield, Taliah L  
Counselor  
Counseling & Student Support  
Services Division  
Santiago Canyon College  
Effective: October 15, 2018  
Hourly Rate: IV-3 \$54.62

Hernandez, Henry  
Instructor, Older Adults/Seminars  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: October 19, 2018  
Hourly Lecture Rate: II-3 \$49.91

Kinney, Monica E  
Instructor, Fire Technology/Wellness  
Human Services & Technology Division  
Santa Ana College  
Effective: October 22, 2018  
Hourly Lecture/Lab Rates: II-4 \$61.20/\$55.08

Lambert, Andrew M  
Instructor, Fire Technology  
Human Services & Technology Division  
Santa Ana College  
Effective: October 22, 2018  
Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96

Lopez, Jesus  
Instructor, HSS/Mathematics  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: October 29, 2018  
Hourly Lecture Rate: II-3 \$49.91

Powell, Joanna L  
Instructor, Older Adults/Seminars  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: October 19, 2018  
Hourly Lecture Rate: I-3 \$48.69

Ursuy, Craig Allen  
Instructor, Business Administration/  
Marketing  
Business Division  
Santa Ana College  
Effective: October 22, 2018  
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Wallace, Nathan  
Instructor, Political Science  
Art, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: October 22, 2018  
Hourly Lecture Rate: IV-3 \$64.25

**FACULTY (CONT'D)**

Part-time/Hourly New/Rehires

Yu, Kenny Aaron  
Instructor, Older Adults/Seminars  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: October 19, 2018  
Hourly Lecture Rate: II-3 \$49.91

Non-paid Instructors of Record

Kenney, John M  
Instructor, Criminal Justice  
California Narcotic Officers Association  
Human Services & Technology Division  
Santa Ana College

Effective: October 15, 2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
OCTOBER 2018

## **DEAN OF ACADEMIC AFFAIRS JOB DESCRIPTION**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Vice President of Academic Affairs, the Dean of Academic Affairs provides leadership and administration of a variety of administrative and supervisory duties related to the Office of Academic Affairs, including enrollment management, program review, international students, curriculum, catalog and schedule production, accreditation, the bachelor of arts program, as well as other key campus-wide initiatives such as Guided Pathways, Dual Enrollment, and Student Equity. Additionally, this position handles all related records and reports; performs other duties and special projects as assigned.

### **SPECIFIC RESPONSIBILITIES**

#### **MANAGEMENT OF ASSIGNED AREAS WITHIN ACADEMIC AFFAIRS**

Produces and interprets reports related to enrollment management and works with academic deans, department chairs, and faculty on strategies to support student learning, degree and certificate completion and provides direction based on available funding.

Provides direction and support to staff in support of the College's curriculum, catalog, and schedule of classes and related materials and may serve on the District and College Curriculum/Instruction Councils.

Reviews instructional and other programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.

As delegated by the Vice President of Academic Affairs, shall serve as liaison and resource to the college accreditation process, program accreditation processes, compliance program reviews and the biennial review of vocational programs, including but not limited to responsibility for other matters related to accreditation, report preparation, submissions, evidence gathering, overall logistics, and support during site visits.

Oversee the International Student Program to include assistance with admissions and registration, housing and transportation, immigration, and academic personal counseling.

#### **PERSONNEL**

As delegated by the Vice President of Academic Affairs, is responsible for or effectively recommends the hire, transfer, suspension, lay-off recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of personnel assigned to the position; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the instructional program, and providing direction and assistance wherever a need for improvement is identified.

#### **BUDGET/FUNDING/PAYROLL**

Substantial responsibilities for the timely and accurate preparation, submission and administration of the appropriate budget(s), and payroll accounting.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
OCTOBER 2018

**DEAN OF ACADEMIC AFFAIRS  
JOB DESCRIPTION (continued)**

**PLANNING**

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to recommend the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials and will serve as an integral part of the enrollment collection process and serve as a liaison with college departments and divisions. Monitors enrollment, collaborates with academic deans and department chairs to recommend cancelations and changes in course offerings in response to utilizations and other duties that maybe assigned.

**COMMUNITY CONTACT/REPRESENTATION**

Must be a highly visible educational leader seeking positions of significant leadership in community institutions, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation at the state and national levels.

**OTHER PROFESSIONAL RESPONSIBILITES**

Significant responsibility for chairing and supervision of District-wide and college committees and task forces; performs other duties and special projects as assigned.

**ESSENTIAL FUNCTIONS**

- A. Support the goals and objectives of the Office of Academic Affairs.
- B. Provide data-informed input to increase the workflow and efficiencies of assigned areas in support of students.
- C. Perform or supervise the performance of all personnel functions of staff assigned.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Master's degree from an accredited college or university and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; or, possess a California Administrative or Supervisory Credential authorizing service at the community college level.

**Required Skills:** Ability to prevent and resolve professional and personal conflicts and problems, evaluate instructional content and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and articulate District and college plans, goals, programs and requirements at the District, community, state and national levels.

Approved by the Board: October 29, 2018

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**2017/2018 Chancellor Permanent Annual Salary Schedule**  
**Effective July 1, 2017**

TITLE	Annual Base Salary
Chancellor	\$310,754.73

ADDITIONAL COMPENSATION		
Professional Expense Allowance:	\$6,597.03	Annually
Cell Phone:	\$1,319.43	Annually
Tax Sheltered Annuity:	\$6,926.83	Annually

6.1(6)



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2017/2018 FARSCCD PERMANENT ANNUAL  
175 DAY SALARY SCHEDULE**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$57,399.44	\$61,671.01	\$64,500.04	\$67,327.95	\$70,155.86	\$72,983.79	\$75,932.65
4	\$60,047.05	\$64,318.61	\$67,149.83	\$69,973.35	\$72,803.46	\$75,619.28	\$78,571.45
5	\$62,684.75	\$66,964.01	\$69,789.73	\$72,620.95	\$75,434.57	\$78,266.88	\$81,217.94
6	\$65,329.07	\$69,607.20	\$72,434.03	\$75,257.54	\$78,084.37	\$80,913.38	\$83,861.16
7	\$67,970.06	\$72,251.51	\$75,082.74	\$77,916.15	\$80,733.08	\$83,563.19	\$86,504.37
8	\$70,617.67	\$74,891.42	\$77,722.63	\$80,545.06	\$83,375.17	\$86,205.29	\$89,147.56
9	\$73,263.06	\$77,540.11	\$80,374.62	\$83,190.46	\$86,022.78	\$88,844.08	\$91,789.64
10	\$75,907.37	\$80,187.72	\$83,014.54	\$85,833.65	\$88,662.66	\$91,488.39	\$94,435.05
11	\$78,551.66	\$82,830.92	\$85,651.13	\$88,483.44	\$91,309.17	\$94,133.78	\$97,081.55
12	\$81,197.07	\$85,476.31	\$88,299.84	\$91,124.47	\$93,946.87	\$96,776.99	\$99,723.65
13		\$88,118.42	\$90,941.93	\$93,772.05	\$96,597.77	\$99,423.49	\$102,367.96
14		\$90,762.72	\$93,587.34	\$96,416.36	\$99,243.18	\$102,071.08	\$105,013.36
15		\$93,407.02	\$96,232.74	\$99,062.85	\$101,885.28	\$104,713.19	\$107,656.55
16				\$101,708.26	\$104,526.27	\$107,356.39	\$110,300.86
A						\$111,317.90	\$114,265.65
B						\$115,289.29	\$118,230.46
C						\$119,257.39	\$122,196.90

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**
- a) Bachelor's degree
  - b) CTE placement - appropriate minimum qualifications
- CLASS II**
- a) Master's degree
  - b) Bachelor's degree plus 45 approved semester units earned after award of the degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Associate degree or 65 approved semester units plus six years approved work experience credit
    - 2. Bachelor's degree plus three years approved work experience credit
- CLASS III**
- a) Master's degree plus 15 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 49 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit
    - 2. Bachelor's degree plus six years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class II

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2017/2018 FARSCCD PERMANENT ANNUAL  
175 DAY SALARY SCHEDULE**

- CLASS IV**    a) Master's degree plus 30 approved semester units earned after award of the degree  
                  b) Bachelor's degree plus 64 approved semester units including a master's degree  
                  c) CTE placement - appropriate minimum qualifications plus one of the following:  
                      1. Bachelor's degree plus nine years approved work experience credit  
                      2. Completion of 15 approved semester units after initial placement on  
                          Class III
- CLASS V**    a) Master's degree plus 45 approved semester units earned after award of the degree  
                  b) Bachelor's degree plus 79 approved semester units including a master's degree  
                  c) CTE placement - appropriate minimum qualifications plus one of the following:  
                      1. Bachelor's degree plus 45 approved semester units plus nine years  
                          approved work experience credit  
                      2. Master's degree plus nine years approved work experience credit  
                      3. Completion of 15 approved semester units after initial placement on  
                          Class IV
- CLASS VI**    a) Master's degree plus 60 approved semester units earned after award of the degree  
                  b) Bachelor's degree plus 94 approved semester units including a master's degree  
                  c) CTE placement - appropriate minimum qualifications plus one of the following:  
                      1. Master's degree plus 15 approved semester units plus nine years  
                      2. Completion of 15 approved semester units or nine years approved  
                          work experience credit after placement on Class V
- CLASS VII**    a) Doctorate degree

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2017/2018 FARSCCD PERMANENT ANNUAL  
192 DAY SALARY SCHEDULE**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$62,976.11	\$67,662.20	\$70,766.09	\$73,868.89	\$76,971.69	\$80,074.45	\$83,309.20
4	\$65,881.01	\$70,567.09	\$73,673.17	\$76,771.57	\$79,876.55	\$82,966.17	\$86,204.20
5	\$68,774.89	\$73,469.76	\$76,570.35	\$79,676.44	\$82,762.74	\$85,871.04	\$89,107.97
6	\$71,675.37	\$76,369.15	\$79,470.85	\$82,569.24	\$85,669.82	\$88,773.71	\$92,008.46
7	\$74,573.66	\$79,270.73	\$82,376.83	\$85,486.20	\$88,575.82	\$91,680.80	\$94,907.83
8	\$77,478.55	\$82,166.82	\$85,272.91	\$88,370.21	\$91,475.19	\$94,580.18	\$97,808.33
9	\$80,380.12	\$85,072.79	\$88,183.28	\$91,272.90	\$94,380.08	\$97,475.17	\$100,706.60
10	\$83,281.71	\$87,977.67	\$91,079.37	\$94,172.27	\$97,276.17	\$100,376.76	\$103,609.28
11	\$86,183.29	\$90,878.16	\$93,972.16	\$97,079.35	\$100,179.93	\$103,278.34	\$106,513.07
12	\$89,084.88	\$93,779.75	\$96,878.14	\$99,977.65	\$103,073.82	\$106,178.81	\$109,411.37
13		\$96,679.13	\$99,776.43	\$102,881.43	\$105,982.02	\$109,082.61	\$112,312.95
14		\$99,580.71	\$102,679.11	\$105,783.01	\$108,884.69	\$111,987.48	\$115,215.62
15		\$102,481.21	\$105,581.78	\$108,686.79	\$111,782.97	\$114,885.77	\$118,115.01
16				\$111,589.46	\$114,681.26	\$117,786.25	\$121,016.58
A						\$122,132.04	\$125,365.67
B						\$126,489.37	\$129,716.40
C						\$130,843.39	\$134,067.13

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

**CLASS I** a) Bachelor's degree  
b) CTE placement - appropriate minimum qualifications

**CLASS II** a) Master's degree  
b) Bachelor's degree plus 45 approved semester units earned after award of the degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
1. Associate degree or 65 approved semester units plus six years approved work experience credit  
2. Bachelor's degree plus three years approved work experience credit

**CLASS III** a) Master's degree plus 15 approved semester units earned after award of the degree  
b) Bachelor's degree plus 49 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit  
2. Bachelor's degree plus six years approved work experience credit  
3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2017/2018 FARSCCD PERMANENT ANNUAL**  
**192 DAY SALARY SCHEDULE**

- CLASS IV** a) Master's degree plus 30 approved semester units earned after award of the degree  
b) Bachelor's degree plus 64 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus nine years approved work experience credit  
    2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V** a) Master's degree plus 45 approved semester units earned after award of the degree  
b) Bachelor's degree plus 79 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit  
    2. Master's degree plus nine years approved work experience credit  
    3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI** a) Master's degree plus 60 approved semester units earned after award of the degree  
b) Bachelor's degree plus 94 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Master's degree plus 15 approved semester units plus nine years  
    2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII** a) Doctorate degree

6.1(11)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2017/2018 FARSCCD PERMANENT ANNUAL  
225 DAY SALARY SCHEDULE**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$73,799.62	\$79,291.61	\$82,928.78	\$86,564.83	\$90,200.87	\$93,836.93	\$97,628.00
4	\$77,203.66	\$82,695.69	\$86,336.12	\$89,966.68	\$93,604.92	\$97,225.59	\$101,021.08
5	\$80,595.63	\$86,097.54	\$89,730.28	\$93,370.73	\$96,988.08	\$100,629.64	\$104,424.02
6	\$83,995.29	\$89,494.99	\$93,129.95	\$96,760.51	\$100,394.35	\$104,031.49	\$107,821.48
7	\$87,390.56	\$92,895.76	\$96,535.10	\$100,178.85	\$103,800.60	\$107,438.84	\$111,220.03
8	\$90,794.59	\$96,289.91	\$99,929.26	\$103,558.71	\$107,196.95	\$110,836.31	\$114,618.59
9	\$94,195.36	\$99,695.06	\$103,338.80	\$106,959.48	\$110,601.01	\$114,228.27	\$118,016.06
10	\$97,596.11	\$103,099.14	\$106,732.96	\$110,358.02	\$113,995.18	\$117,627.94	\$121,416.82
11	\$100,995.77	\$106,497.68	\$110,123.84	\$113,765.38	\$117,398.15	\$121,029.79	\$124,819.76
12	\$104,396.54	\$109,898.42	\$113,528.99	\$117,160.63	\$120,789.01	\$124,428.33	\$128,216.11
13		\$113,295.89	\$116,925.35	\$120,564.69	\$124,197.45	\$127,830.21	\$131,616.89
14		\$116,695.54	\$120,327.21	\$123,964.35	\$127,599.31	\$131,234.25	\$135,017.64
15		\$120,095.21	\$123,727.96	\$127,367.31	\$130,995.66	\$134,631.72	\$138,416.19
16				\$130,768.07	\$134,390.92	\$138,030.27	\$141,815.86
A						\$143,123.16	\$146,913.68
B						\$148,229.25	\$152,011.52
C						\$153,332.02	\$157,111.02

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

**CLASS I** a) Bachelor's degree  
b) CTE placement - appropriate minimum qualifications

**CLASS II** a) Master's degree  
b) Bachelor's degree plus 45 approved semester units earned after award of the degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
1. Associate degree or 65 approved semester units plus six years approved work experience credit  
2. Bachelor's degree plus three years approved work experience credit

**CLASS III** a) Master's degree plus 15 approved semester units earned after award of the degree  
b) Bachelor's degree plus 49 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit  
2. Bachelor's degree plus six years approved work experience credit  
3. Completion of 15 approved semester units after initial placement on Class II

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2017/2018 FARSCCD PERMANENT ANNUAL  
225 DAY SALARY SCHEDULE**

- CLASS IV**
- a) Master's degree plus 30 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 64 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus nine years approved work experience credit
    - 2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V**
- a) Master's degree plus 45 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 79 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit
    - 2. Master's degree plus nine years approved work experience credit
    - 3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI**
- a) Master's degree plus 60 approved semester units earned after award of the degree
  - b) Bachelor's degree plus 94 approved semester units including a master's degree
  - c) CTE placement - appropriate minimum qualifications plus one of the following:
    - 1. Master's degree plus 15 approved semester units plus nine years
    - 2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII**
- a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2017/2018 FARSCCD PERMANENT**  
**CREDIT SUMMER SALARY SCHEDULE A**  
 Effective Summer 2018

ATTACHMENT #7

**TEACHING**

(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$79.72	\$85.65	\$89.59	\$93.51	\$97.44	\$101.36	\$105.46
4	\$83.40	\$89.33	\$93.26	\$97.18	\$101.12	\$105.02	\$109.13
5	\$87.06	\$93.01	\$96.93	\$100.86	\$104.77	\$108.71	\$112.80

**LAB**

(Equivalent to 0.90 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$71.75	\$77.10	\$80.64	\$84.16	\$87.70	\$91.23	\$94.92
4	\$75.06	\$80.40	\$83.94	\$87.47	\$91.01	\$94.52	\$98.22
5	\$78.35	\$83.71	\$87.25	\$90.78	\$94.30	\$97.84	\$101.52

**COUNSELING/  
LIBRARIAN/NURSING**

(Equivalent to .085 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$67.76	\$72.81	\$76.15	\$79.48	\$82.83	\$86.16	\$89.64
4	\$70.88	\$75.93	\$79.27	\$82.61	\$85.95	\$89.27	\$92.75
5	\$74.00	\$79.05	\$82.40	\$85.73	\$89.06	\$92.40	\$95.88

**NON-TEACHING**

(Equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$39.87	\$42.83	\$44.79	\$46.76	\$48.72	\$50.69	\$52.73
4	\$41.70	\$44.67	\$46.63	\$48.60	\$50.57	\$52.51	\$54.57
5	\$43.53	\$46.51	\$48.47	\$50.43	\$52.39	\$54.36	\$56.40

See Article 6.6 Summer Program

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2017/2018 FARSCCD PERMANENT NON-CREDIT**  
**SUMMER SALARY SCHEDULE C**  
 Effective Summer 2018

ATTACHMENT #8

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$89.69	\$96.36	\$100.78	\$105.20	\$109.62	\$114.04	\$118.65
4	\$93.82	\$100.49	\$104.93	\$109.33	\$113.75	\$118.15	\$122.77
5	\$97.94	\$104.63	\$109.05	\$113.47	\$117.87	\$122.30	\$126.90

See Article 6.6 Summer Program

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2017/2018 FARSCCD PERMANENT  
 BEYOND CONTRACT/OVERLOAD  
 AND PART-TIME SALARY SCHEDULE B**

<b>TEACHING</b>	Column I	Column II	Column III	Column IV
	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$57.48	\$60.35	\$63.37	\$66.53
4	\$60.35	\$63.37	\$66.53	\$69.86
5	\$63.37	\$66.53	\$69.86	\$73.35

<b>LAB</b>	(Equivalent to 0.90 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$51.73	\$54.32	\$57.03	\$59.88
4	\$54.32	\$57.03	\$59.88	\$62.88
5	\$57.03	\$59.88	\$62.88	\$66.02

<b>COUNSELING/ LIBRARIAN/NURSING</b>	(equivalent to 0.85 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$48.85	\$51.30	\$53.87	\$56.55
4	\$51.30	\$53.87	\$56.55	\$59.38
5	\$53.87	\$56.55	\$59.38	\$62.35

<b>NON-TEACHING</b>	(equivalent to 0.5 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$28.74	\$30.18	\$31.69	\$33.27
4	\$30.18	\$31.69	\$33.27	\$34.93
5	\$31.69	\$33.27	\$34.93	\$36.68

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$75.14**.

**See Article 7.3 Beyond Contract and Part-time**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2018/2019 FARS CCD PERMANENT ANNUAL  
175 DAY SALARY SCHEDULE**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$58,486.59	\$62,839.06	\$65,721.67	\$68,603.14	\$71,484.61	\$74,366.10	\$77,370.81
4	\$61,184.34	\$65,536.80	\$68,421.65	\$71,298.65	\$74,182.36	\$77,051.51	\$80,059.59
5	\$63,872.00	\$68,232.31	\$71,111.55	\$73,996.39	\$76,863.30	\$79,749.25	\$82,756.21
6	\$66,566.40	\$70,925.56	\$73,805.93	\$76,682.92	\$79,563.29	\$82,445.88	\$85,449.49
7	\$69,257.41	\$73,619.95	\$76,504.81	\$79,391.88	\$82,262.16	\$85,145.88	\$88,142.76
8	\$71,955.17	\$76,309.86	\$79,194.70	\$82,070.58	\$84,954.30	\$87,838.02	\$90,836.01
9	\$74,650.66	\$79,008.72	\$81,896.92	\$84,766.09	\$87,652.05	\$90,526.79	\$93,528.14
10	\$77,345.06	\$81,706.48	\$84,586.84	\$87,459.34	\$90,341.93	\$93,221.18	\$96,223.65
11	\$80,039.43	\$84,399.74	\$87,273.36	\$90,159.32	\$93,038.57	\$95,916.67	\$98,920.27
12	\$82,734.94	\$87,095.23	\$89,972.24	\$92,850.37	\$95,726.22	\$98,609.95	\$101,612.42
13		\$89,787.38	\$92,664.37	\$95,548.09	\$98,427.33	\$101,306.57	\$104,306.81
14		\$92,481.77	\$95,359.88	\$98,242.49	\$101,122.85	\$104,004.31	\$107,002.31
15		\$95,176.15	\$98,055.39	\$100,939.10	\$103,814.99	\$106,696.46	\$109,695.57
16				\$103,634.61	\$106,506.00	\$109,389.72	\$112,389.96
A						\$113,426.26	\$116,429.84
B						\$117,472.87	\$120,469.74
C						\$121,516.12	\$124,511.31

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

- CLASS I**    a) Bachelor's degree  
                   b) CTE placement - appropriate minimum qualifications
- CLASS II**    a) Master's degree  
                   b) Bachelor's degree plus 45 approved semester units earned after award of the degree  
                   c) CTE placement - appropriate minimum qualifications plus one of the following:  
                       1. Associate degree or 65 approved semester units plus six years approved work experience credit  
                       2. Bachelor's degree plus three years approved work experience credit
- CLASS III**    a) Master's degree plus 15 approved semester units earned after award of the degree  
                   b) Bachelor's degree plus 49 approved semester units including a master's degree  
                   c) CTE placement - appropriate minimum qualifications plus one of the following:  
                       1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit  
                       2. Bachelor's degree plus six years approved work experience credit  
                       3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT ANNUAL**  
**175 DAY SALARY SCHEDULE**

- CLASS IV**    a) Master's degree plus 30 approved semester units earned after award of the degree  
                  b) Bachelor's degree plus 64 approved semester units including a master's degree  
                  c) CTE placement - appropriate minimum qualifications plus one of the following:  
                      1. Bachelor's degree plus nine years approved work experience credit  
                      2. Completion of 15 approved semester units after initial placement on  
                          Class III
- CLASS V**    a) Master's degree plus 45 approved semester units earned after award of the degree  
                  b) Bachelor's degree plus 79 approved semester units including a master's degree  
                  c) CTE placement - appropriate minimum qualifications plus one of the following:  
                      1. Bachelor's degree plus 45 approved semester units plus nine years  
                          approved work experience credit  
                      2. Master's degree plus nine years approved work experience credit  
                      3. Completion of 15 approved semester units after initial placement on  
                          Class IV
- CLASS VI**    a) Master's degree plus 60 approved semester units earned after award of the degree  
                  b) Bachelor's degree plus 94 approved semester units including a master's degree  
                  c) CTE placement - appropriate minimum qualifications plus one of the following:  
                      1. Master's degree plus 15 approved semester units plus nine years  
                      2. Completion of 15 approved semester units or nine years approved  
                          work experience credit after placement on Class V
- CLASS VII**    a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT ANNUAL**  
**192 DAY SALARY SCHEDULE**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$64,168.88	\$68,943.72	\$72,106.40	\$75,267.97	\$78,429.53	\$81,591.06	\$84,887.08
4	\$67,128.80	\$71,903.63	\$75,068.54	\$78,225.62	\$81,389.41	\$84,537.55	\$87,836.91
5	\$70,077.49	\$74,861.28	\$78,020.59	\$81,185.51	\$84,330.27	\$87,497.44	\$90,795.67
6	\$73,032.90	\$77,815.58	\$80,976.03	\$84,133.10	\$87,292.41	\$90,455.08	\$93,751.10
7	\$75,986.09	\$80,772.12	\$83,937.05	\$87,105.31	\$90,253.45	\$93,417.23	\$96,705.38
8	\$78,945.99	\$83,723.06	\$86,887.98	\$90,043.94	\$93,207.73	\$96,371.53	\$99,660.82
9	\$81,902.52	\$86,684.07	\$89,853.47	\$93,001.61	\$96,167.64	\$99,321.35	\$102,613.98
10	\$84,859.07	\$89,643.97	\$92,804.41	\$95,955.89	\$99,118.58	\$102,277.90	\$105,571.64
11	\$87,815.60	\$92,599.39	\$95,751.99	\$98,918.03	\$102,077.34	\$105,234.43	\$108,530.43
12	\$90,772.15	\$95,555.94	\$98,713.01	\$101,871.23	\$105,026.04	\$108,189.84	\$111,483.62
13		\$98,510.23	\$101,666.20	\$104,830.00	\$107,989.32	\$111,148.63	\$114,440.16
14		\$101,466.77	\$104,623.85	\$107,786.54	\$110,946.97	\$114,108.52	\$117,397.80
15		\$104,422.20	\$107,581.50	\$110,745.32	\$113,900.14	\$117,061.71	\$120,352.11
16				\$113,702.96	\$116,853.32	\$120,017.12	\$123,308.63
A						\$124,445.22	\$127,740.10
B						\$128,885.08	\$132,173.23
C						\$133,321.56	\$136,606.36

CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES

**CLASS I** a) Bachelor's degree  
 b) CTE placement - appropriate minimum qualifications

**CLASS II** a) Master's degree  
 b) Bachelor's degree plus 45 approved semester units earned after award of the degree  
 c) CTE placement - appropriate minimum qualifications plus one of the following:  
 1. Associate degree or 65 approved semester units plus six years approved work experience credit  
 2. Bachelor's degree plus three years approved work experience credit

**CLASS III** a) Master's degree plus 15 approved semester units earned after award of the degree  
 b) Bachelor's degree plus 49 approved semester units including a master's degree  
 c) CTE placement - appropriate minimum qualifications plus one of the following:  
 1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit  
 2. Bachelor's degree plus six years approved work experience credit  
 3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT ANNUAL**  
**192 DAY SALARY SCHEDULE**

- CLASS IV** a) Master's degree plus 30 approved semester units earned after award of the degree  
b) Bachelor's degree plus 64 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus nine years approved work experience credit  
    2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V** a) Master's degree plus 45 approved semester units earned after award of the degree  
b) Bachelor's degree plus 79 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit  
    2. Master's degree plus nine years approved work experience credit  
    3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI** a) Master's degree plus 60 approved semester units earned after award of the degree  
b) Bachelor's degree plus 94 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Master's degree plus 15 approved semester units plus nine years  
    2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII** a) Doctorate degree

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
2018/2019 FARS CCD PERMANENT ANNUAL  
225 DAY SALARY SCHEDULE**

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$75,197.38	\$80,793.39	\$84,499.45	\$88,204.37	\$91,909.27	\$95,614.20	\$99,477.07
4	\$78,665.90	\$84,261.95	\$87,971.33	\$91,670.65	\$95,377.80	\$99,067.04	\$102,934.42
5	\$82,122.11	\$87,728.23	\$91,429.77	\$95,139.17	\$98,825.03	\$102,535.57	\$106,401.81
6	\$85,586.16	\$91,190.03	\$94,893.83	\$98,593.15	\$102,295.82	\$106,001.85	\$109,863.62
7	\$89,045.74	\$94,655.21	\$98,363.47	\$102,076.24	\$105,766.58	\$109,473.73	\$113,326.54
8	\$92,514.24	\$98,113.64	\$101,821.92	\$105,520.11	\$109,227.26	\$112,935.55	\$116,789.47
9	\$95,979.42	\$101,583.28	\$105,296.04	\$108,985.29	\$112,695.79	\$116,391.75	\$120,251.28
10	\$99,444.58	\$105,051.84	\$108,754.48	\$112,448.20	\$116,154.25	\$119,855.81	\$123,716.45
11	\$102,908.63	\$108,514.75	\$112,209.59	\$115,920.10	\$119,621.67	\$123,322.09	\$127,183.85
12	\$106,373.81	\$111,979.90	\$115,679.23	\$119,379.65	\$123,076.75	\$126,785.00	\$130,644.52
13		\$115,441.71	\$119,139.92	\$122,848.19	\$126,549.75	\$130,251.31	\$134,109.71
14		\$118,905.75	\$122,606.21	\$126,312.23	\$130,016.04	\$133,719.83	\$137,574.87
15		\$122,369.81	\$126,071.37	\$129,779.65	\$133,476.72	\$137,181.64	\$141,037.79
16				\$133,244.82	\$136,936.28	\$140,644.56	\$144,501.85
A						\$145,833.91	\$149,696.23
B						\$151,036.71	\$154,890.62
C						\$156,236.13	\$160,086.70

**CLASS PLACEMENT REQUIREMENTS FOR INITIAL PLACEMENT AND/OR CLASS CHANGES**

**CLASS I** a) Bachelor's degree  
b) CTE placement - appropriate minimum qualifications

**CLASS II** a) Master's degree  
b) Bachelor's degree plus 45 approved semester units earned after award of the degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
1. Associate degree or 65 approved semester units plus six years approved work experience credit  
2. Bachelor's degree plus three years approved work experience credit

**CLASS III** a) Master's degree plus 15 approved semester units earned after award of the degree  
b) Bachelor's degree plus 49 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
1. Associate degree plus 30 approved semester units, or 95 approved semester units plus nine years approved work experience credit  
2. Bachelor's degree plus six years approved work experience credit  
3. Completion of 15 approved semester units after initial placement on Class II

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT ANNUAL**  
**225 DAY SALARY SCHEDULE**

- CLASS IV** a) Master's degree plus 30 approved semester units earned after award of the degree  
b) Bachelor's degree plus 64 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus nine years approved work experience credit  
    2. Completion of 15 approved semester units after initial placement on Class III
- CLASS V** a) Master's degree plus 45 approved semester units earned after award of the degree  
b) Bachelor's degree plus 79 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Bachelor's degree plus 45 approved semester units plus nine years approved work experience credit  
    2. Master's degree plus nine years approved work experience credit  
    3. Completion of 15 approved semester units after initial placement on Class IV
- CLASS VI** a) Master's degree plus 60 approved semester units earned after award of the degree  
b) Bachelor's degree plus 94 approved semester units including a master's degree  
c) CTE placement - appropriate minimum qualifications plus one of the following:  
    1. Master's degree plus 15 approved semester units plus nine years  
    2. Completion of 15 approved semester units or nine years approved work experience credit after placement on Class V
- CLASS VII** a) Doctorate degree

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT**  
**CREDIT SUMMER SALARY SCHEDULE A**  
 Effective Summer 2019

ATTACHMENT #13

**TEACHING**

(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$81.23	\$87.27	\$91.28	\$95.28	\$99.28	\$103.28	\$107.46
4	\$84.98	\$91.03	\$95.03	\$99.03	\$103.04	\$107.01	\$111.19
5	\$88.71	\$94.77	\$98.77	\$102.77	\$106.76	\$110.77	\$114.93

**LAB**

(Equivalent to 0.90 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$73.11	\$78.56	\$82.16	\$85.76	\$89.36	\$92.96	\$96.72
4	\$76.48	\$81.93	\$85.53	\$89.13	\$92.73	\$96.32	\$100.08
5	\$79.84	\$85.29	\$88.90	\$92.50	\$96.09	\$99.70	\$103.44

**COUNSELING/  
LIBRARIAN/NURSING**

(Equivalent to .085 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$69.05	\$74.19	\$77.59	\$80.99	\$84.39	\$87.79	\$91.34
4	\$72.23	\$77.37	\$80.78	\$84.17	\$87.58	\$90.96	\$94.51
5	\$75.40	\$80.55	\$83.96	\$87.35	\$90.75	\$94.15	\$97.69

**NON-TEACHING**

(Equivalent to 0.5 of a lecture hour)

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$40.62	\$43.64	\$45.64	\$47.65	\$49.64	\$51.65	\$53.73
4	\$42.49	\$45.52	\$47.51	\$49.52	\$51.52	\$53.51	\$55.60
5	\$44.35	\$47.39	\$49.38	\$51.39	\$53.38	\$55.39	\$57.47

See Article 6.6 Summer Program

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT NON-CREDIT**  
**SUMMER SALARY SCHEDULE C**  
 Effective Summer 2019

ATTACHMENT #14

STEP	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V	CLASS VI	CLASS VII
1							
2							
3	\$91.39	\$98.19	\$102.69	\$107.19	\$111.70	\$116.20	\$120.89
4	\$95.60	\$102.40	\$106.91	\$111.41	\$115.91	\$120.39	\$125.10
5	\$99.80	\$106.61	\$111.11	\$115.62	\$120.10	\$124.61	\$129.31

See Article 6.6 Summer Program

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**2018/2019 FARSCCD PERMANENT  
 BEYOND CONTRACT/OVERLOAD  
 AND PART-TIME SALARY SCHEDULE B**

	Column I	Column II	Column III	Column IV
<b>TEACHING</b>	(Lecture Hour Equivalent [LHE] = 18 times the hourly rate)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$58.56	\$61.50	\$64.57	\$67.79
4	\$61.50	\$64.57	\$67.79	\$71.18
5	\$64.57	\$67.79	\$71.18	\$74.74

	Column I	Column II	Column III	Column IV
<b>LAB</b>	(Equivalent to 0.90 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$52.71	\$55.35	\$58.12	\$61.02
4	\$55.35	\$58.12	\$61.02	\$64.07
5	\$58.12	\$61.02	\$64.07	\$67.27

	Column I	Column II	Column III	Column IV
<b>COUNSELING/ LIBRARIAN/NURSING</b>	(equivalent to 0.85 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$49.78	\$52.27	\$54.89	\$57.63
4	\$52.27	\$54.89	\$57.63	\$60.51
5	\$54.89	\$57.63	\$60.51	\$63.53

	Column I	Column II	Column III	Column IV
<b>NON-TEACHING</b>	(equivalent to 0.5 of a lecture hour)			
STEP	LESS THAN MASTER'S	MASTER'S	MASTER'S + 15	MASTER'S + 30
1				
2				
3	\$29.29	\$30.75	\$32.29	\$33.90
4	\$30.75	\$32.29	\$33.90	\$35.59
5	\$32.29	\$33.90	\$35.59	\$37.37

The hourly pay rate for **part-time psychologists** who are college counselors assigned specifically to provide psychological services through the Health Centers will be **\$76.56**.

**See Article 7.3 Beyond Contract and Part-time**

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET**  
**CLASSIFIED**  
**OCTOBER 29, 2018**

**CLASSIFIED**

Miscellaneous Pay Schedule 2018-2019 Revised 10/29/18 Attachment #1

2017/2018 CSEA Adjusted Permanent Salary Schedule Attachment #2

2018/2019 CSEA Adjusted Interim Salary Schedule Attachment #3

Professional Growth Increments

Williams, Lithia Community Services Coord. II/ Community Services/ SAC	Effective: November 1, 2018 Grade 15, Step 6 + 5%L + 4PG (2000) \$77,330.87
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Change in Department

Vega, Gerardo Senior Custodian From: Continuing Ed./ CEC To: Admin. Services/ SAC (Reorg 1093)	Effective: August 20, 2018 Grade 7, Step 6 + 2.5%L + 3PG (1500) \$51,938.24 <i>Name Correction</i>
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Change in Salary Placement

Palomares, Maria Sr. Custodian/ Admin. Services/ SAC	Effective: September 7, 2018 Grade 7, Step 6 + 2.5%L + 1PG (500) \$50,938.26 <i>Change to Day Shift</i>
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**CLASSIFIED HOURLY**New Appointments

Heim, Tracy Intermediate Clerk (CL18-1179) Foundation/ SCC	Effective: October 15, 2018 19 Hours/Week 12 Month/Year Grade 5, Step A \$17.12/Hour
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Reduction in Force

Lazcano, Alison Marketing Specialist/ Educations Services/ DO	Effective: December 14, 2018 19 Hours/Week 12 Months/Year
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**TEMPORARY ASSIGNMENT**

Massey, John Accompanist/ Fine & Performing Arts/ SAC	Effective: 10/30/18 – 06/28/19
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Change in Temporary Assignment

Alfaro, David Student Services Coord./ Counseling/ SAC	Effective: 10/16/18 – 12/21/18 <i>Substitute</i>
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Additional Hours for Ongoing Assignment

Hong, Tammy Instructional Assistant/ Continuing Ed./ CEC	Effective: 08/27/18 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
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Mejia, Jovannys Student Services Coord./ Student Services/ SCC	Effective: 10/01/18 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
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Substitute Assignments

Marin, Perla Senior Clerk/ Student Services/ SAC	Effective: 10/12/18 – 10/26/18
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Rabah, Rabah Learning Facilitator/ Student Services/ SCC	Effective: 10/08/18 – 12/14/18
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**MISCELLANEOUS POSITIONS**

Ross, Marissa Coaching Assistant/ Kinesiology/ SAC	Effective: 08/27/18
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**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Burns, Carrie A.	Effective:	10/11/18-06/30/19
Huynh, Huong Thien	Effective:	10/10/18-06/30/19
Paz Ortiz, Emerlyn	Effective:	10/15/18-06/30/19
Tafoya, Veronica E.	Effective:	10/15/18-06/30/19

**SANTIAGO CANYON COLLEGE  
STUDENT ASSISTANT NEW HIRE LIST**

Vole, Brandon	Effective:	10/2//2018 – 06/30/2019
Silva, Joceline	Effective:	10/3/2018 – 06/30/2019
Alibert Alexandrovich, Chaya	Effective:	10/4/2018 – 06/30/2019
Prado, Jonathan	Effective:	10/9/2018 – 06/30/2019
Guzman, Cindy	Effective:	10/9/2018 – 06/30/2019
Hess, Bryce	Effective:	10/15/2018 – 06/30/2019

				<i>Attachment #1</i>
<b>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</b>				
<b>MISCELLANEOUS PAY SCHEDULE 2018-2019</b>				
<b>PROFESSIONAL EXPERTS:</b>				
<b>CHILD DEVELOPMENT</b>				
Child Care Associate			(Effect: 7/1/18)	\$12.00
Child Development Intern I			(Effect: 7/1/18)	\$12.50
Child Development Intern II			(Effect: 7/1/18)	\$12.75
Child Development Center Associate Substitute Teacher			(Effect: 1/1/08)	\$13.00
Child Development Center Substitute Teacher			(Effect: 1/1/08)	\$17.50
EdUPlay Coordinator			(Effect: 7/1/09)	\$25.00
<b>COMMUNITY SERVICES</b>				
Community Services Presenter I			(Effect: 1/24/00)	\$38.50
Community Services Presenter II			(Effect: 1/24/00)	\$42.00
Community Services Presenter III			(Effect: 8/27/96)	\$100/stipend unit
<b>CONTRACT EDUCATION</b>				
Presenter I			(Effect: 1/1/07)	\$29.50
Presenter II			(Effect: 1/1/07)	\$39.00
Presenter III			(Effect: 1/1/07)	\$52.20
Presenter IV			(Effect: 1/1/07)	\$63.00
Presenter V			(Effect: 1/1/07)	\$68.25
<b>INSTRUCTIONAL SUPPORT</b>				
Coaching Assistant			(Effect: 8/19/14)	\$18.00
<b>Instructional Associate Assistant</b>				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$22.00
Criminal Justice/Fire Technology/Basic Skills/OTA			(Effect: 7/1/12)	\$25.00
<b>Instructional Associate</b>				
Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$30.00
Criminal Justice/Fire Technology/Nursing			(Effect: 1/1/07)	\$35.00
Real Time Captionist I			(Effect: 8/1/10)	\$27.00
Real Time Captionist II			(Effect: 8/1/10)	\$32.00
Real Time Captionist III			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter I			(Effect: 8/1/10)	\$18.00
Sign Language Interpreter II			(Effect: 8/1/10)	\$20.00
Sign Language Interpreter III			(Effect: 8/1/10)	\$25.00
Sign Language Interpreter IV			(Effect: 8/1/10)	\$30.00
Sign Language Interpreter V			(Effect: 8/1/10)	\$36.00
Sign Language Interpreter VI			(Effect: 8/1/10)	\$40.00
Sign Language Interpreter VII			(Effect: 8/1/10)	\$45.00
<b>SMALL BUSINESS DEVELOPMENT CENTER</b>				
Business Expert Professional			(Effect: 7/1/04)	\$40.00
Business Expert Professional II			(Effect: 04/17/07)	\$45.00
<b>MISCELLANEOUS</b>				
Clerical Assistant			(Effect: 7/1/18)	\$12.00
<b>Facility Planner I</b>			<b>(Effect: 10/30/18)</b>	<b>\$105.00</b>
<b>Facility Planner II</b>			<b>(Effect: 10/30/18)</b>	<b>\$165.00</b>
Health Educator			(Effect: 1/1/07)	\$23.00
Model			(Effect: 02/01/17)	\$26.00
Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
Psychologist			(Effect: 9/11/18)	\$75.00
Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
Scorekeeper			(Effect: 1/1/07)	\$15.00
Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
Residential Assistant I			(Effect: 7/1/18)	\$12.00
Residential Assistant II			(Effect: 7/1/18)	\$13.00
Site Director I			(Effect: 02/01/16)	\$45.55
Site Director II			(Effect: 02/01/16)	\$51.06
Sports Information Assistant			(Effect: 1/1/07)	\$20.00
Stage Assistant			(Effect: 1/1/07)	\$18.00
Translator			(Effect: 1/1/07)	\$35.00
<b>STUDENT WORKERS</b>				
Student Assistant I			(Effect: 7/1/18)	\$12.00
Student Assistant II			(Effect: 7/1/18)	\$13.00
Student Assistant III			(Effect: 7/1/18)	\$14.25
Board approved: 10/29/2018				





**HUMAN RESOURCES CLASSIFIED DOCKET  
OCTOBER 29, 2018**

**Revised Page 8**

10	Accompanist	14	Executive Secretary	9	Offset Lithographer
13	Accountant	8	Expeditor	4	Parking Attendant
4	Account Clerk	11	Facilities Coordinator	11	Payroll Specialist
10	Administrative Clerk	17	Facility Planning Specialist	8	Phototypesetting Technician I
12	Administrative Secretary	17	Facility Systems Engineer	11	Phototypesetting Technician II
3	Admissions Assistant	13	Financial Aid Computer Analyst	12	Placement Specialist
6	Admissions/Records Specialist I	10	Financial Aid Computer Technician	8	Printing/Reprographics/Bindery Technician
8	Admissions/Records Specialist II	15	Financial Aid Coordinator	8	Program Specialist
10	Admissions/Records Specialist III	11	Financial Aid Analyst	10	Property Facilitator
15	Admissions & Records Technology Specialist	11	Financial Aid Senior Account Clerk	13	Public Access Television Coordinator
13	Alternate Media Specialist	8	Financial Aid Technician	5	Publications Assistant
13	Applications Specialist I	A	Fine & Performing Arts Technician	14	Publications Specialist
15	Applications Specialist II	9	Fine Arts & Theater Facilities Technician	11	Purchasing Assistant
19	Applications Specialist III	C	Food Service Aide	5	Purchasing Clerk
22	Applications Specialist IV	3	Food Service Worker	5	Receptionist/President's Office
11	Art Gallery Coordinator	8	Gardener/Utility Worker	9	Reprographics Technician
5	Assessment Assistant	3	General Office Clerk	16	Research Analyst
14	Assistant Athletic Trainer/Therapist	15	Graduation Specialist	12	Research Assistant
9	Athletic Field Grounds Worker	9	Grants Assistant	17	Research Coordinator
3	Athletic/PE Equipment Assistant	14	Graphic Designer	13	Research Specialist
12	Athletic Equipment Coordinator	13	Help Desk Analyst	16	Resource Development Coordinator
15	Athletic Trainer/Therapist	13	High School & Community Outreach Specialist	12	<b>Risk Management Specialist</b>
16	Audit Specialist	11	Human Resources Technician	14	Scholarship Coordinator
11	Automotive Mechanic	13	HVAC Mechanic	13	Science Laboratory Coordinator
10	Auxiliary Services Specialist	22	Information Security Specialist	7	Science Storekeeper/Lab Technician
10	Bookstore Buyer	11	Information Systems Specialist	10	Senior Account Clerk
13	Bookstore Operations Specialist	5	Instructional Assistant	15	Senior Accountant
8	Bookstore Storekeeper	6	Instructional Assistant/DSPS	11	Senior Admissions/Records Specialist
13	Business Services Coordinator	12	Instructional Center Specialist	6	Senior Cashier
15	Business Systems Analyst	7	Instructional Center Technician	8	Senior Clerk
14	Buyer	13	Instructional Coordinator/Analyst	8	Senior Clerk/Communications Ctr. Dispatcher
11	CARE Program Coordinator	9	Instructional Equipment Coordinator	7	Senior Custodian/Utility Worker
13	Career Guidance Coordinator	15	Instructional Media Producer	13	Senior District Safety Officer
11	Career Guidance Specialist	6	Intermediate Account Clerk	10	Senior EOPS Specialist
10	Career Technician	5	Intermediate Clerk	5	Senior Food Service Worker
3	Cashier/Bookstore	10	Intermediate District Safety Officer	9	Senior Mailroom Clerk
C	Child Development Aide	16	International Student Coordinator	12	Senior Media Systems Electronic Tech
6	Child Development Center Cook/Nutrition Specialist	11	International Student Program Specialist	12	Senior Payroll Specialist
15	Communications Specialist	14	Interpreter/Beginning	8	Senior Purchasing Clerk
12	Community Services Coordinator I	16	Interpreter/Intermediate	18	Senior Resource Development Coord.
15	Community Services Coordinator II	20	Interpreter/Senior	11	Skilled Maintenance Worker
8	Community Services Field Coordinator	12	Job Developer	19	Small Business Specialist
9	Community Services Program Developer	13	Job Placement Coordinator	11	Special Projects Specialist
8	Community Services Technician	14	Lead Central Plant Operator	13	Sports Information Coordinator
10	Computer Lab Technician	8	Lead Custodian	13	Stage Manager/Master Carpenter
16	Computer Operations Coordinator	10	Lead Gardener	6	Student Activities Assistant
15	Computer Operations Specialist	14	Lead Maintenance Worker	13	Student Activities Coordinator
13	Computer Programmer	6	Lead Publications Assistant	8	Student Activities Specialist
13	Contract Education Coordinator	10	Learning Assistant	10	Student Program Specialist
15	Contracts Specialist	8	Learning Center Specialist	10	Student Services Specialist
14	Coordinator of Community Relations	8	Learning Facilitator	15	Student Services Coordinator
4	Costume Technician	14	Learning Resources Specialist	13	Student Support Services Program Specialist
5	Counseling Assistant	7	Learning Specialist	11	Support Services Assistant
13	Curriculum Specialist	6	Library Clerk	10	Success Center Specialist
4	Custodian	13	Library Systems Specialist	20	Technical Specialist IV
5	Data Entry Clerk	9	Library Technician	13	Technical Specialist I
12	Desktop Publishing Technician	12	Library Technician II	15	Technical Specialist II
15	Development Coordinator	5	Lifeguard	17	Technical Specialist III
7	Disabled Student Center Specialist	4	Mail & Delivery Clerk	15	Technology and Production Coordinator
15	Distance Education Services Specialist	8	Mail/Warehouse Assistant	7	Technology Storekeeper
9	District Safety Officer	5	Maintenance Assistant	B	Television Payout Operator
10	District Scheduling Coordinator	8	Maintenance/Utility Worker	5	Telephone Operator/Receptionist
11	DSPS Specialist	12	Marketing Specialist	3	Test Proctor
11	Electronic & Computer Technician I	8	Media Systems Assistant	7	Theatre Facilities Technician
13	Electronic & Computer Technician II	13	Media Systems Electronic Technician	11	Transfer Center Specialist
15	Electronic Media Specialist	15	Media Systems Electronic Technician, Lead	12	Veterans Affairs Coordinator
8	Electronics Storekeeper/Repair Technician	8	Media Systems Technical Assistant	8	Video Technician
11	Electronic Technician	15	Network Specialist I	5	Warehouse Delivery Driver
6	EOPS Specialist	17	Network Specialist II	8	Warehouse Storekeeper
		19	Network Specialist III		
	Position List Revised: October 9, 2017	22	Network Specialist IV		





**HUMAN RESOURCES CLASSIFIED DOCKET  
OCTOBER 29, 2018**

Revised Page 10

10	Accompanist	14	Executive Secretary	9	Offset Lithographer
13	Accountant	8	Expeditor	4	Parking Attendant
4	Account Clerk	11	Facilities Coordinator	11	Payroll Specialist
10	Administrative Clerk	17	Facility Planning Specialist	8	Phototypesetting Technician I
12	Administrative Secretary	17	Facility Systems Engineer	11	Phototypesetting Technician II
3	Admissions Assistant	13	Financial Aid Computer Analyst	12	Placement Specialist
6	Admissions/Records Specialist I	10	Financial Aid Computer Technician	8	Printing/Reprographics/Bindery Technician
8	Admissions/Records Specialist II	15	Financial Aid Coordinator	8	Program Specialist
10	Admissions/Records Specialist III	11	Financial Aid Analyst	10	Property Facilitator
15	Admissions & Records Technology Specialist	11	Financial Aid Senior Account Clerk	13	Public Access Television Coordinator
13	Alternate Media Specialist	8	Financial Aid Technician	5	Publications Assistant
13	Applications Specialist I	A	Fine & Performing Arts Technician	14	Publications Specialist
15	Applications Specialist II	9	Fine Arts & Theater Facilities Technician	11	Purchasing Assistant
19	Applications Specialist III	C	Food Service Aide	5	Purchasing Clerk
22	Applications Specialist IV	3	Food Service Worker	5	Receptionist/President's Office
11	Art Gallery Coordinator	8	Gardener/Utility Worker	9	Reprographics Technician
5	Assessment Assistant	3	General Office Clerk	16	Research Analyst
14	Assistant Athletic Trainer/Therapist	15	Graduation Specialist	12	Research Assistant
9	Athletic Field Grounds Worker	9	Grants Assistant	17	Research Coordinator
3	Athletic/PE Equipment Assistant	14	Graphic Designer	13	Research Specialist
12	Athletic Equipment Coordinator	13	Help Desk Analyst	16	Resource Development Coordinator
15	Athletic Trainer/Therapist	13	High School & Community Outreach Specialist	12	<b>Risk Management Specialist</b>
16	Audit Specialist	11	Human Resources Technician	14	Scholarship Coordinator
11	Automotive Mechanic	13	HVAC Mechanic	13	Science Laboratory Coordinator
10	Auxiliary Services Specialist	22	Information Security Specialist	7	Science Storekeeper/Lab Technician
10	Bookstore Buyer	11	Information Systems Specialist	10	Senior Account Clerk
13	Bookstore Operations Specialist	5	Instructional Assistant	15	Senior Accountant
8	Bookstore Storekeeper	6	Instructional Assistant/DSPS	11	Senior Admissions/Records Specialist
13	Business Services Coordinator	12	Instructional Center Specialist	6	Senior Cashier
15	Business Systems Analyst	7	Instructional Center Technician	8	Senior Clerk
14	Buyer	13	Instructional Coordinator/Analyst	8	Senior Clerk/Communications Ctr. Dispatcher
11	CARE Program Coordinator	9	Instructional Equipment Coordinator	7	Senior Custodian/Utility Worker
13	Career Guidance Coordinator	15	Instructional Media Producer	13	Senior District Safety Officer
11	Career Guidance Specialist	6	Intermediate Account Clerk	10	Senior EOPS Specialist
10	Career Technician	5	Intermediate Clerk	5	Senior Food Service Worker
3	Cashier/Bookstore	10	Intermediate District Safety Officer	9	Senior Mailroom Clerk
C	Child Development Aide	16	International Student Coordinator	12	Senior Media Systems Electronic Tech
6	Child Development Center Cook/Nutrition Specialist	11	International Student Program Specialist	12	Senior Payroll Specialist
15	Communications Specialist	14	Interpreter/Beginning	8	Senior Purchasing Clerk
12	Community Services Coordinator I	16	Interpreter/Intermediate	18	Senior Resource Development Coord.
15	Community Services Coordinator II	20	Interpreter/Senior	11	Skilled Maintenance Worker
8	Community Services Field Coordinator	12	Job Developer	19	Small Business Specialist
9	Community Services Program Developer	13	Job Placement Coordinator	11	Special Projects Specialist
8	Community Services Technician	14	Lead Central Plant Operator	13	Sports Information Coordinator
10	Computer Lab Technician	8	Lead Custodian	13	Stage Manager/Master Carpenter
16	Computer Operations Coordinator	10	Lead Gardener	6	Student Activities Assistant
15	Computer Operations Specialist	14	Lead Maintenance Worker	13	Student Activities Coordinator
13	Computer Programmer	6	Lead Publications Assistant	8	Student Activities Specialist
13	Contract Education Coordinator	10	Learning Assistant	10	Student Program Specialist
15	Contracts Specialist	8	Learning Center Specialist	10	Student Services Specialist
14	Coordinator of Community Relations	8	Learning Facilitator	15	Student Services Coordinator
4	Costume Technician	14	Learning Resources Specialist	13	Student Support Services Program Specialist
5	Counseling Assistant	7	Learning Specialist	11	Support Services Assistant
13	Curriculum Specialist	6	Library Clerk	10	Success Center Specialist
4	Custodian	13	Library Systems Specialist	20	Technical Specialist IV
5	Data Entry Clerk	9	Library Technician	13	Technical Specialist I
12	Desktop Publishing Technician	12	Library Technician II	15	Technical Specialist II
15	Development Coordinator	5	Lifeguard	17	Technical Specialist III
7	Disabled Student Center Specialist	4	Mail & Delivery Clerk	15	Technology and Production Coordinator
15	Distance Education Services Specialist	8	Mail/Warehouse Assistant	7	Technology Storekeeper
9	District Safety Officer	5	Maintenance Assistant	B	Television Payout Operator
10	District Scheduling Coordinator	8	Maintenance/Utility Worker	5	Telephone Operator/Receptionist
11	DSPS Specialist	12	Marketing Specialist	3	Test Proctor
11	Electronic & Computer Technician I	8	Media Systems Assistant	7	Theatre Facilities Technician
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	Position List Revised: October 9, 2017	22	Network Specialist IV		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES**

To:	Board of Trustees	Date:	October 29, 2018
Re:	Public Disclosure of Collective Bargaining Agreement between the Rancho Santiago Community College District and the Rancho Santiago Community District Continuing Education Faculty Association (CEFA)		
Action:	Request for Approval		

**BACKGROUND**

Negotiations between the District and the Rancho Santiago Community College District Continuing Education Faculty Association (CEFA) have been completed. A successor agreement for 2018-2020 has been negotiated and was ratified by the CEFA on October 6, 2018. The proposed agreement is now presented to the Board of Trustees for approval.

**ANALYSIS**

The fiscal implications and terms of the proposed agreement are detailed on the disclosure form.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the collective bargaining agreement with the Rancho Santiago Community College District Continuing Education Faculty Association (CEFA) for the period of July 1, 2018 through June 30, 2020.

Fiscal Impact:	Presented on Attached Disclosure Form	Board Date:	October 29, 2018
Prepared by:	Tracie Green, Vice Chancellor, Human Resources		
Submitted by:	Tracie Green, Vice Chancellor, Human Resources		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

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Tentative Agreement between CEFA to RSCCD

July 17, 2018

ARTICLE 6

EVALUATION PROCEDURES

AND EXHIBIT D EVALUATION FORM

6.1 Aim of Evaluation

There are two major aims of evaluation. The first is the improvement of performance. Secondly, evaluation provides a process through which the college assesses the potential contribution of a new unit member. Results of official evaluation shall be held in strict confidence by all personnel involved.

6.2 Responsibilities for Evaluation

6.2.1 Unit members shall be evaluated for their performance taking into consideration the physical environment under which they are functioning within a specific assignment.

6.2.2 Upon initial employment, and prior to conducting an evaluation, site directors will be given training in discipline content areas, procedures, and methodologies of evaluation.

6.3 Informing Unit Members of Evaluation

6.3.1 The District shall notify each unit member who is scheduled to be evaluated during the semester in which the evaluation will take place. The observation shall be conducted within four (4) weeks from the date each unit member received notice of the evaluation. The unit member will have an opportunity to inform the evaluator of any dates within the four (4) week window that would not be conducive to observation of the unit members' skills. Any evaluation which is not completed will be carried over to the subsequent term. Unit members who were scheduled to be evaluated whose evaluations were not completed shall be notified in writing indicating the reason that the evaluation was not completed within the time frame above.

6.3.2 Formal evaluation shall be done by the unit member's site administrator or designee. Unit members shall not evaluate other unit members. Unit members who are to be evaluated will be notified of the names of persons who will evaluate each term.

6.4 Review of Course Objectives, Content, and Methods to Be Applied to Evaluation

6.4.1 Unit Members working in the classroom: The appropriate site administrator or designee shall:

- 50  
51 (a) Provide the unit member an approved current course outline for each assigned  
52 course, within one (1) week of the time the assignment is made unless the unit  
53 member has previously received such an outline.  
54  
55 (b) If so requested review these course-related materials with unit member prior  
56 to classroom visit.  
57  
58 (c) Each unit member shall provide for the appropriate administrator a copy of the  
59 course overview. The course overview will be distributed to students when  
60 appropriate. The course overview will include (1) topical course content, (2)  
61 major objectives and assignments, evaluation methods, and bibliography, as  
62 appropriate.  
63

64 6.4.2 Unit members working as Counselors and Coordinators:

- 65 (a) The evaluation will focus on their primary responsibilities.  
66

67 6.5 Frequency of Evaluation  
68

- 69 6.5.1 Unit members shall be evaluated by the appropriate administrator or designee the  
70 first semester or term of employment. Subsequent evaluations shall be made once  
71 during the second year of employment, and every three (3) years thereafter. The  
72 evaluation shall be on the negotiated form found in Appendix D. It shall be  
73 signed by the appropriate administrator and shall be transmitted to the appropriate  
74 Vice President and then to Human Resources for placement in the personnel file.  
75

76 6.6 Worksite Visits  
77

- 78 6.6.1 The evaluator shall visit the worksite during the time period established for  
79 evaluation. The evaluator may consult with the unit member concerning time  
80 periods to avoid scheduling visits during activities, such as testing, field trips,  
81 films, or guest lecturers. If the evaluator visits the unit member's worksite during  
82 a test, field trip, film or guest lecture, the evaluation shall be rescheduled.  
83  
84 6.6.2 Such visits shall be no less than thirty (30) minutes or exceed one (1) hour unless  
85 extended by mutual agreement.  
86  
87 6.6.3 Evaluation forms shall be completed at or after each visit. Any criterion marked  
88 "needs improvement" shall cite examples, and, where possible, make suggestions  
89 for improvement.  
90

91 6.7 Additional Evaluations  
92

- 93 6.7.1 Additional evaluations may be made at written request of the unit member or  
94 appropriate administrator.  
95

96 6.8 Unfavorable Evaluations  
97

- 98 6.8.1 Within twenty (20) working days of receipt of an unfavorable (predominately  
99 "needs improvement") evaluation, the unit member may request, in writing, a  
100 conference between the evaluator and the unit member with a CEFA  
101 representative present if requested by the unit member. Such conference shall be  
102 held within five (5) working days when time permits, but in no case, more than  
103 fifteen (15) working days.  
104
- 105 6.8.2 If a unit member received an unfavorable evaluation ("needs improvement")  
106 supportive assistance and specific recommendation will be provided including but  
107 not limited to meeting with administrator, textbook recommendations, and staff  
108 development.  
109
- 110 6.9 Student Evaluation of Instructors and Counselors  
111
- 112 6.9.1 (a) The appropriate administrator or a designee will conduct the student  
113 evaluations using the negotiated form found in Appendix E.  
114
- 115 (b) Student narrative comments on the official form or card are typed to preserve  
116 anonymity, and then given to the unit member. Identical responses may be  
117 tabulated and not retyped. No additional copies are made.  
118
- 119 (c) Student evaluation cards should be retained by the division until the end of the  
120 semester in which the evaluation is given.  
121
- 122 6.9.2 Student evaluations of unit members of ABE/ESL, Older Adult and Special  
123 Education classes shall be administered at the unit member's or district's option.  
124 Students enrolled in open-entry/open-exit classes fewer than three (3) weeks will  
125 not participate in the student evaluation; the evaluator and unit member shall  
126 determine which students are not to complete the evaluation form.  
127
- 128 6.10 Self-Evaluation – All unit members are encouraged to use the evaluation forms or other  
129 methods of self-evaluation.  
130
- 131 6.11 Receipt of Written Evaluation & Conference with Evaluator  
132
- 133 6.11.1 Two copies of the written evaluations for unit members shall be signed by the  
134 evaluator and transmitted to the unit member in a sealed envelope or via email  
135 within two (2) weeks of the observation. Unit members shall sign one copy of the  
136 evaluation and return it to the evaluator within (2) two (2) weeks of receipt. The  
137 signature only denotes receipt of the document, not agreement with the contents.  
138 Either the evaluator or the unit member may request a conference.  
139
- 140 6.11.2 Student contact time shall not be interrupted for delivery of the written evaluation  
141 unless expressly permitted by the unit member.  
142
- 143 6.12 Assistance in Performance Improvement  
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6.12.1 The administrator or unit member may request special assistance from designated instructional resource staff.

6.12.2 The administrator, on request, shall make reasonable efforts to provide unit member assistance.

6.12.3 After the performance improvement is completed, the unit member may request a reevaluation.

6.13 Disagreement on Evaluation

6.13.1 The unit member shall have the right:

- (a) Within twenty-five (25) working days of the receipt of the written evaluation to file a written response with the appropriate Vice President, which shall be transmitted to Human Resources for placement in the personnel file.
- (b) To file a grievance if due process of these procedures is allegedly violated.

~~6.14 Forms~~

~~The District shall consult with CEFA concerning content and format of official evaluation forms.~~

[\*See also attached Exhibit D as part of TA]

For the District

For the Association

William R. Cruz  
Chief Negotiator  
District

Ernie J. Ehring  
CEFA PRESIDENT



## Part-time Faculty Classroom/Worksite Observation Report

MLL  
7/17/18  
&  
7/17/18

Name: \_\_\_\_\_  
*(Please print faculty member's name)*

Date: \_\_\_\_\_  
*(Date of observation)*

Class: \_\_\_\_\_

I. Currency and Depth of Knowledge:	Check one: <input checked="" type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> *Does Not Meet Expectations
II. Methods and Techniques of Instruction/Responsiveness to Students:	Check one: <input checked="" type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> *Does Not Meet Expectations
III. Organizational Skills:	Check one: <input checked="" type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> *Does Not Meet Expectations
IV. Professional Responsibilities:	Check one: <input checked="" type="checkbox"/> Exceeds Expectations  <input type="checkbox"/> Meets Expectations  <input type="checkbox"/> *Does Not Meet Expectations

*\*Comments regarding performance that does not meet expectations should include specific citations of weakness and specific recommendations for improvement.*

Observer: *(please print)* \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Dean: *(please print)* \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Faculty Member: *(please print)* \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note:** Per Article 6.11.1, my signature only denotes receipt of the document, not agreement with the contents.

Original: Return to Supervising Administrator (Administrator submits evaluation to Human Resources Department)

### **Classroom/Worksite Observation Criteria**

The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to the following:

#### **Currency and Depth of Knowledge**

- Material presented relates to course and class outlines
- Material presented requires students to generalize, compare, contrast, analyze or synthesize
- Material is presented at a level promoting student understanding
- Identifies questions appropriate to the course or current discussion

#### **Methods and Techniques of Instruction/Responsiveness to Students**

- Engaged students so they remain for entire class/laboratory session
- Employs visual aids/handouts
- Instructor talks to the class
- Talks to the class using understandable vocabulary and patterns of speech
- Nonverbal communication supports instruction and sustains attention
- Humor, voice levels and eye contact are used appropriately
- Divergent points of view are noted where appropriate for understanding
- Students are addressed by name
- Questions are used to engage students
- Key student contributions are summarized
- Promotes positive attitudes of students toward fellow students
- Responds positively to student nonverbal clues indicating boredom, curiosity, confusion, or frustration

#### **Organizational Skills**

- Handled students coming late/leaving early appropriately
- Instructor arrives on time and holds class for the assigned time
- Sufficient time is given for responses to and from students
- Visual aids/handouts are visible, clear, and organized
- Instructor responds to individual/group needs

#### **Professional Responsibilities**

- Responsible for being present in the assigned classroom and ready to begin instruction in accordance with the class schedule
- Responsible for the timely submission of attendance records, course syllabi, rosters, and grades and complying with other reasonable administrative requirements as directed
- Responsible for participating in the assessment of the effectiveness of student learning
- Responsible for participating in Flex obligations as required by assignment
- Responsible for reading and responding to emails in a timely manner
- Responsible for giving proper notification of absences as far in advance as possible utilizing processes designated by the site administration
- Responsible for complying with District and campus policies and procedures, to the extent not inconsistent with this Agreement, and for compliance with provisions of this Agreement

**Modified Tentative Agreement between RSCCD and CEFA**

**August 21, 2018**

**ARTICLE 7**

**LEAVES**

**7.1 Bereavement Leave**

7.1.1 Unit members may be granted, without loss of salary or other benefits, leave of absence not to exceed three (3) regularly assigned working days, five (5) regularly assigned working days if out-of-state travel is required or exceed one (1) way, two hundred (200) land miles, calculated from the Rancho Santiago Community College District, per occurrence on account of death of any member of the member's immediate family.

7.1.2 "Immediate family" will be interpreted to mean blood, adopted, step, foster relations limited to the mother, father, grandmother, grandfather, or grandchild of the unit member, or the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the unit member, or any person living in the immediate household of the unit member, excluding strictly landlord/tenant relationships.

**7.2 Judicial Leave**

7.2.1 When called for jury duty or subpoenaed as a witness in the manner provided by law, or as a litigant on behalf of the District, members shall be granted a leave of absence without loss of pay for the time the unit member is required to perform jury duty or act as a witness during the unit member's regularly assigned working hours.

7.2.2 Request for jury duty or witness leave shall be made by presenting as soon as possible the official court summons to the member's immediate supervisor and to the district payroll office through regular administrative channels.

7.2.3 Reimbursement to the District of any monies earned as a juror, or witness, except mileage, shall be made by the member.

7.2.4 A member called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall he/she be discriminated against in any way for not seeking such exemption.

7.2.5 Unit members are required to return to work during any day in which jury services are not required.

7.2.6 The District may require verification of jury duty or witness time prior to, or subsequent to, providing compensation.

**7.3 Personal Necessity Leave**

## Modified Tentative Agreement between RSCCD and CEFA

August 21, 2018

- 48 7.3.1 A unit member may be granted a maximum six (6) days' leave of absence in any  
49 school year without loss of pay, in cases of personal necessity. Such leaves shall  
50 be deducted from the unit member's accumulated sick leave. An Employee  
51 Absence Card must be filed.  
52
- 53 7.3.2 Whenever possible, personal necessity leave should be requested at least five (5)  
54 business days in advance and approved by the appropriate administrator  
55
- 56 7.3.3 Personal necessity leave may not be used for any recreational use or any use  
57 related to present or prospective employment, or appearance in court as a witness  
58 or litigant in an action adverse to the District. Personal necessity leave must be  
59 used for matters which cannot be accomplished other than during the unit  
60 member's regular working hours, or, deferred to a more convenient date or time  
61 to accommodate the regular work schedule.  
62
- 63 7.3.4 Personal necessity leave can be used for matters of compelling personal  
64 importance or family business which cannot be accomplished other than during  
65 the unit member's regular assigned working hours, or deferred to a more  
66 convenient date or time to accommodate the regular work schedule.  
67
- 68 7.4 Educational Conference Leave/In-Service Training/Professional Growth  
69
- 70 7.4.1 Upon application, the Chancellor or designee may grant to unit members leave  
71 with pay for educational conferences, in-service training, or professional growth  
72 which will improve district operations or the ability of the unit member to more  
73 effectively perform his/her duties. In determining which requests for conference  
74 leave will be granted, the district will consider the following:  
75
- 76 a. Applicability of the conference to the unit member's assignment.  
77 b. Value of the conference to the district  
78 c. Time and date of receipt of the request for each conference.  
79
- 80 7.5 Association Leave  
81
- 82 7.5.1 Association officers or their designee shall be entitled to five (5) days of unpaid  
83 leave to utilize for local, state, or national conferences or conducting other  
84 business pertinent to association affairs. These representatives shall be excused  
85 from assigned duties upon at least two (2) days' advance notification to the  
86 District by the association president.  
87
- 88 7.6 Industrial Accident or Illness Leave  
89
- 90 7.6.1 All unit members shall receive sixty (60) days' leave with pay in any one fiscal  
91 year for an industrial accident or illness. An industrial accident or illness is  
92 defined as one where the unit member becomes ill or is injured while he/she is  
93 serving the District, and, the accident or illness is reported to the District's Self-

## Modified Tentative Agreement between RSCCD and CEFA

August 21, 2018

94 Insurance Program in accordance with District regulations, and, the District Self-  
95 Insurance Program accepts responsibility for the treatment of the unit member.  
96

97 7.6.2 Industrial accident or illness leave will commence on the first (1<sup>st</sup>) day of absence.  
98 Allowable leave shall not be accumulative from year to year. When an industrial  
99 accident or illness occurs at a time when the full sixty (60) days will overlap into  
100 the next fiscal year, the unit member shall be entitled to only that amount  
101 remaining for the same illness or injury at the end of the fiscal year in which the  
102 injury or illness occurred.  
103

104 7.6.3 Payment for wages lost on any day shall not, when added to an award granted the  
105 unit member under the worker's compensation laws of this state, exceed the  
106 normal wage for the day. Industrial accident leave will be reduced by one (1) day  
107 for each day of authorized absence regardless of a compensation award made  
108 under worker's compensation.  
109

110 7.6.4 The industrial accident or illness leave of absence shall be used in lieu of  
111 entitlement acquired under Section 87786 of the State "Education Code." When  
112 entitlement to industrial accident or illness leave has been exhausted, entitlement  
113 to other sick leave will then be used; but if a unit member is receiving workers'  
114 compensation, he/she shall be entitled to use only so much of his/her accumulated  
115 or available sick leave, accumulated compensation time, vacation, or other  
116 available leave, which, when added to the workers' compensation award, will  
117 provide for a full day's wage or salary.  
118

119 7.6.5 Periods of leave of absence, paid or unpaid, shall not be considered a break in  
120 service of the unit member.  
121

122 7.6.6 During all paid leaves of absence, whether industrial accident leave as provided in  
123 this section, sick leave, or other available leave provided by law, or the action of  
124 the Board, the District, upon endorsement to the District of wage loss benefit  
125 checks received under workers' compensation laws of this state, shall issue the  
126 unit member appropriate warrants for any payment of wages or salary and shall  
127 deduct normal retirement and other authorized contributions. Reduction of  
128 entitlement to leave shall be made only in accordance with this section.  
129

130 7.6.7 The District shall require certification by the attending physician that the unit  
131 member is medically able to return to and perform the duties of his/her position.  
132

133 ~~7.6.8 Any unit member receiving benefits provided in this section shall, during periods~~  
134 ~~of injury or illness, remain within the State of California unless the District~~  
135 ~~authorizes travel outside the state.~~  
136

### 137 7.7 Sick Leave

138  
139 7.7.1 Unit members shall accrue one hour of sick leave for every 17 hours of paid  
140 service throughout the entire fiscal year.

## Modified Tentative Agreement between RSCCD and CEFA

August 21, 2018

- 141  
142 7.7.2 Pay for each hour of such absence shall be the same as the pay which would have  
143 been received had the unit member been in paid status during the day. Credit for  
144 leave of absence need not be accrued prior to taking such leave by the unit  
145 member, and such leave of absence may be taken at any time during the year.  
146
- 147 7.7.3 If the member does not take the full amount of leave accrued in any year under  
148 this section, the amount not taken shall be accumulated from year to year.  
149
- 150 7.7.4 All sick leave absence shall be reported on the Employee Absence Card to the  
151 immediate supervisor. District reserves the right to require medical verification  
152 for an absence extending beyond five (5) days.  
153
- 154 7.7.5 Members must be in active employment to earn or use sick leave. Sick leave  
155 may be used only on those days when the member is required to report for duty  
156 but cannot do so because of illness or injury. A member who becomes ill or is  
157 injured on a flex day or the first day of class/assignment may utilize sick leave if  
158 he/she is able to immediately return to work and assume the assignment.  
159 Members who have an assignment, but due to illness or injury are unable to  
160 successfully begin the assignment, are not eligible for sick leave.  
161
- 162 7.8 State Disability Insurance  
163
- 164 7.8.1 Effective fall 2005, CEFA unit members shall participate in the State Disability  
165 Insurance Program. The district shall make required payroll deductions on behalf  
166 of all CEFA unit members.  
167
- 168 7.9 Quarantine Leave  
169
- 170 7.9.1 All unit members shall receive payment for scheduled teaching/counseling  
171 assignments for a period not to exceed thirty (30) days when quarantined by city  
172 or county health officers because of another's illness. Such quarantine must be  
173 verified by a physician or health officer.  
174
- 175 7.10 Excused Absence With Pay  
176
- 177 7.10.1 Administrators are authorized to excuse a unit member for an occasional absence  
178 up to a maximum of four (4) hours annually for a change in assignment, or, for  
179 personal business of such a nature that it requires the presence of the member  
180 during his/her working day, and, such absence(s) is determined, in the sole  
181 discretion of management, in the best interests of the District.  
182
- 183 7.11 Excused Absence Without Pay  
184
- 185 7.11.1 When an hourly unit member declines a semester instructional assignment due to  
186 a maternity, paternity or adoption situation, the name of that unit member and the  
187 subject areas taught will be sent to all sites. The following semester, the unit

# Modified Tentative Agreement between RSCCD and CEFA

August 21, 2018

188 member will be considered prior to recommending the appointment of any new  
189 unit members at a given site.

## 190 7.12 Family Leave

191 7.12.1 Unit members may be eligible for additional leave benefits as defined in the  
192 California Family Rights Act of 1991 and the Federal Family and Medical Leave  
193 Act of 1993.  
194 Additional information and request forms are available in the District's Office of  
195 Human Resources.  
196  
197

## 198 7.13 Personal Absence

199 7.13.1 A request for personal absence without pay for less than a semester shall be  
200 submitted to the appropriate site administrator.  
201  
202

## 203 7.14 Catastrophic Leave

204 7.14.1 In the event of a catastrophic illness or injury, participating unit members who  
205 have exhausted all sick leave may request a donation of additional leave from the  
206 Catastrophic Leave Bank. All requests shall be subject to mutual approval by the  
207 District and CEFA.  
208  
209

210 7.14.2 Any application for Catastrophic Leave benefits must include medical verification  
211 that the unit member is unable to return to work and the duration of the unit  
212 member's disability.  
213  
214

215 7.14.3 The amount of Catastrophic Leave hours awarded to a unit member cannot exceed  
216 the unit member's current number of assigned hours per week multiplied by the  
217 number of weeks remaining in the current semester. No Catastrophic Leave  
218 benefits can be provided for a semester in which the unit member is unable to  
219 begin an assignment. Compensation for all Catastrophic Leave hours shall be  
220 fifty-percent (50%) of the unit member's hourly rate.  
221

222 7.14.4 Unit members must donate in order to use the Catastrophic Leave bank. Unit  
223 members may donate a minimum of one (1) hour and a maximum of ten (10)  
224 hours of sick leave per year. Upon separation from the district, unit members  
225 shall be allowed to donate unused sick leave to the bank. Unit Members shall be  
226 given the opportunity to contribute upon employment, and thereafter in May and  
227 November of each year. (See Human Resources for procedures). Nothing shall  
228 preclude CEFA from soliciting leave donations from unit members at any time  
229 during the college year if hours in the bank are insufficient to meet current  
230 requests.  
231

232 7.14.5 Prior to returning to work, a unit member shall be required to present a doctor's  
233 statement stating the date the unit member is able to return to work.  
234

**Modified Tentative Agreement between RSCCD and CEFA**

August 21, 2018

235 7.15 Pursuant to Education Code 87784.5 a unit member may take up to 30 days of accrued  
236 paid leave in a fiscal year, less any days of personal necessity leave (authorized pursuant  
237 to Sections 87781.5 and 87784), in either of the following circumstances: (1) a biological  
238 parent may use leave pursuant to this section within the first year of his or infant's birth;  
239 or (2) A nonbiological parent may use leave pursuant to this section within the first year of  
240 legally adopting a child. Leave days authorized under this provision may be taken from  
241 an employee's existing sick leave and shall run concurrently with leaves authorized under  
242 the FMLA/CFRA. Nothing in this article implies that the District is obligated to offer the  
243 unit member an assignment for the semester following the use of this leave in order to  
244 continue the usage of this leave.

245  
246 7.16 Parental Leave

247  
248 7.16.1 Pursuant to Education Code 87780.1, unit members may take up to a maximum of  
249 12 weeks of leave for an absence occasioned by the birth or the placement of a child in  
250 connection with adoption or foster care, as provided by the California Family Rights Act  
251 (CFRA) codified in Government Code Section 12945.2.-

252  
253 7.16.2 Unit members must use all paid sick leave for the purposes of parental leave. Unit  
254 members taking this leave must have had scheduled assignments for the previous 12  
255 months (excluding Summer and Winter Intersessions) prior to the start of the leave.

256  
257  
258 7.16.3. A unit member who has started a fall or spring semester or summer or winter  
259 intersession assignment and whose sick leave, including current and accrued, has been  
260 exhausted, shall be compensated at fifty percent (50%) of his/her current semester  
261 assignment pay for the remaining period of the parental leave or the end of the current  
262 semester/intersession assignment, whichever comes first.

263  
264 7.16.4 Parental Leave must be taken within 12 months after the birth/placement of the  
265 child and during a period that the unit member has an active scheduled assignment.

266  
267 7.17 Extended Absence Leave: Pursuant to Education Code 87786, a unit member who has  
268 started a fall or spring semester or summer or winter intersession assignment and whose  
269 sick leave, including current and accrued, has been exhausted, shall be compensated at  
270 fifty percent (50%) of his/her current semester assignment pay for the remaining period  
271 of the absence or the end of the current semester assignment, whichever comes first.

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273  
274

275 For the Association

276 *Gregory J. Ehrlich*  
277 CEFA PRESIDENT

For the District

*Melanie L. Clary*  
District Representative

# Tentative Agreement between RSCCD and CEFA

July 17, 2018

## ARTICLE 7

### LEAVES

#### 7.1 Bereavement Leave

7.1.1 Unit members may be granted, without loss of salary or other benefits, leave of absence not to exceed three (3) regularly assigned working days, five (5) regularly assigned working days if out-of-state travel is required or exceed one (1) way, two hundred (200) land miles, calculated from the Rancho Santiago Community College District, per occurrence on account of death of any member of the member's immediate family.

7.1.1 "Immediate family" will be interpreted to mean blood, adopted, step, foster relations limited to the mother, father, grandmother, grandfather, or grandchild of the unit member, or the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of the unit member, or any person living in the immediate household of the unit member, excluding strictly landlord/tenant relationships.

#### 7.2 Judicial Leave

7.2.1 When called for jury duty or subpoenaed as a witness in the manner provided by law, or as a litigant on behalf of the District, members shall be granted a leave of absence without loss of pay for the time the unit member is required to perform jury duty or act as a witness during the unit member's regularly assigned working hours.

7.2.2 Request for jury duty or witness leave shall be made by presenting as soon as possible the official court summons to the member's immediate supervisor and to the district payroll office through regular administrative channels.

7.2.3 Reimbursement to the District of any monies earned as a juror, or witness, except mileage, shall be made by the member.

7.2.4 A member called for jury duty shall not be encouraged in any way to seek exemption from such duty nor shall he/she be discriminated against in any way for not seeking such exemption.

7.2.5 Unit members are required to return to work during any day in which jury services are not required.

7.2.6 The District may require verification of jury duty or witness time prior to, or subsequent to, providing compensation.

# Tentative Agreement between RSCCD and CEFA

July 17, 2018

46 7.3 Personal Necessity Leave  
47

48 7.3.1 A unit member may be granted a maximum six (6) days' leave of absence in any  
49 school year without loss of pay, in cases of personal necessity. Such leaves shall  
50 be deducted from the unit member's accumulated sick leave. An Employee  
51 Absence Card must be filed.  
52

53 7.3.2 Whenever possible, personal necessity leave should be requested at least five (5)  
54 business days in advance and approved by the appropriate administrator  
55

56 7.3.3 Personal necessity leave may not be used for any recreational use or any use  
57 related to present or prospective employment, or appearance in court as a witness  
58 or litigant in an action adverse to the District. Personal necessity leave must be  
59 used for matters which cannot be accomplished other than during the unit  
60 member's regular working hours, or, deferred to a more convenient date or time  
61 to accommodate the regular work schedule.  
62

63 7.3.4 Personal necessity leave can be used for matters of compelling personal  
64 importance or family business which cannot be accomplished other than during  
65 the unit member's regular assigned working hours, or deferred to a more  
66 convenient date or time to accommodate the regular work schedule.  
67

68 7.4 Educational Conference Leave/In-Service Training/Professional Growth  
69

70 7.4.1 Upon application, the Chancellor or designee may grant to unit members leave  
71 with pay for educational conferences, in-service training, or professional growth  
72 which will improve district operations or the ability of the unit member to more  
73 effectively perform his/her duties. In determining which requests for conference  
74 leave will be granted, the district will consider the following:  
75

- 76 a. Applicability of the conference to the unit member's assignment.
- 77 b. Value of the conference to the district
- 78 c. Time and date of receipt of the request for each conference.  
79

80 7.5 Association Leave  
81

82 7.5.1 Association officers or their designee shall be entitled to five (5) days of unpaid  
83 leave to utilize for local, state, or national conferences or conducting other  
84 business pertinent to association affairs. These representatives shall be excused  
85 from assigned duties upon at least two (2) days' advance notification to the  
86 District by the association president.  
87

88 7.6 Industrial Accident or Illness Leave  
89

90 7.6.1 All unit members shall receive sixty (60) days' leave with pay in any one fiscal  
91 year for an industrial accident or illness. An industrial accident or illness is

# Tentative Agreement between RSCCD and CEFA

July 17, 2018

92 defined as one where the unit member becomes ill or is injured while he/she is  
93 serving the District, and, the accident or illness is reported to the District's Self-  
94 Insurance Program in accordance with District regulations, and, the District Self-  
95 Insurance Program accepts responsibility for the treatment of the unit member.  
96

97 7.6.2 Industrial accident or illness leave will commence on the first (1<sup>st</sup>) day of absence.  
98 Allowable leave shall not be accumulative from year to year. When an industrial  
99 accident or illness occurs at a time when the full sixty (60) days will overlap into  
100 the next fiscal year, the unit member shall be entitled to only that amount  
101 remaining for the same illness or injury at the end of the fiscal year in which the  
102 injury or illness occurred.  
103

104 7.6.3 Payment for wages lost on any day shall not, when added to an award granted the  
105 unit member under the worker's compensation laws of this state, exceed the  
106 normal wage for the day. Industrial accident leave will be reduced by one (1) day  
107 for each day of authorized absence regardless of a compensation award made  
108 under worker's compensation.  
109

110 7.6.4 The industrial accident or illness leave of absence shall be used in lieu of  
111 entitlement acquired under Section 87786 of the State "Education Code." When  
112 entitlement to industrial accident or illness leave has been exhausted, entitlement  
113 to other sick leave will then be used; but if a unit member is receiving workers'  
114 compensation, he/she shall be entitled to use only so much of his/her accumulated  
115 or available sick leave, accumulated compensation time, vacation, or other  
116 available leave, which, when added to the workers' compensation award, will  
117 provide for a full day's wage or salary.  
118

119 7.6.5 Periods of leave of absence, paid or unpaid, shall not be considered a break in  
120 service of the unit member.  
121

122 7.6.6 During all paid leaves of absence, whether industrial accident leave as provided in  
123 this section, sick leave, or other available leave provided by law, or the action of  
124 the Board, the District, upon endorsement to the District of wage loss benefit  
125 checks received under workers' compensation laws of this state, shall issue the  
126 unit member appropriate warrants for any payment of wages or salary and shall  
127 deduct normal retirement and other authorized contributions. Reduction of  
128 entitlement to leave shall be made only in accordance with this section.  
129

130 7.6.7 The District shall require certification by the attending physician that the unit  
131 member is medically able to return to and perform the duties of his/her position.  
132

133 7.6.8 Any unit member receiving benefits provided in this section shall, during periods  
134 of injury or illness, remain within the State of California unless the District  
135 authorizes travel outside the state.  
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137 7.7 Sick Leave

# Tentative Agreement between RSCCD and CEFA

July 17, 2018

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- 7.7.1 Unit members shall accrue one hour of sick leave for every 17 hours of paid service throughout the entire fiscal year.
- 7.7.2 Pay for each hour of such absence shall be the same as the pay which would have been received had the unit member been in paid status during the day. Credit for leave of absence need not be accrued prior to taking such leave by the unit member, and such leave of absence may be taken at any time during the year.
- 7.7.3 If the member does not take the full amount of leave accrued in any year under this section, the amount not taken shall be accumulated from year to year.
- 7.7.4 All sick leave absence shall be reported on the Employee Absence Card to the immediate supervisor. District reserves the right to require medical verification for an absence extending beyond five (5) days.
- 7.7.5 Members must be in active employment to earn or use sick leave. Sick leave may be used only on those days when the member is required to report for duty but cannot do so because of illness or injury. A member who becomes ill or is injured on a flex day or the first day of class/assignment may utilize sick leave if he/she is able to immediately return to work and assume the assignment. Members who have an assignment, but due to illness or injury are unable to successfully begin the assignment, are not eligible for sick leave.

7.8 State Disability Insurance

- 7.8.1 Effective fall 2005, CEFA unit members shall participate in the State Disability Insurance Program. The district shall make required payroll deductions on behalf of all CEFA unit members.

7.9 Quarantine Leave

- 7.9.1 All unit members shall receive payment for scheduled teaching/counseling assignments for a period not to exceed thirty (30) days when quarantined by city or county health officers because of another's illness. Such quarantine must be verified by a physician or health officer.

7.10 Excused Absence With Pay

- 7.10.1 Administrators are authorized to excuse a unit member for an occasional absence up to a maximum of four (4) hours annually for a change in assignment, or, for personal business of such a nature that it requires the presence of the member during his/her working day, and, such absence(s) is determined, in the sole discretion of management, in the best interests of the District.

7.11 Excused Absence Without Pay

# Tentative Agreement between RSCCD and CEFA

July 17, 2018

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7.11.1 When an hourly unit member declines a semester instructional assignment due to a maternity, paternity or adoption situation, the name of that unit member and the subject areas taught will be sent to all sites. The following semester, the unit member will be considered prior to recommending the appointment of any new unit members at a given site.

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7.12.1 Unit members may be eligible for additional leave benefits as defined in the California Family Rights Act of 1991 and the Federal Family and Medical Leave Act of 1993. Additional information and request forms are available in the District's Office of Human Resources.

## 7.13 Personal Absence

7.13.1 A request for personal absence without pay for less than a semester shall be submitted to the appropriate site administrator.

## 7.14 Catastrophic Leave

7.14.1 In the event of a catastrophic illness or injury, participating unit members who have exhausted all sick leave may request a donation of additional leave from the Catastrophic Leave Bank. All requests shall be subject to mutual approval by the District and CEFA.

7.14.2 Any application for Catastrophic Leave benefits must include medical verification that the unit member is unable to return to work and the duration of the unit member's disability.

7.14.3 The amount of Catastrophic Leave hours awarded to a unit member cannot exceed the unit member's current number of assigned hours per week multiplied by the number of weeks remaining in the current semester. No Catastrophic Leave benefits can be provided for a semester in which the unit member is unable to begin an assignment. Compensation for all Catastrophic Leave hours shall be fifty-percent (50%) of the unit member's hourly rate.

7.14.4 Unit members must donate in order to use the Catastrophic Leave bank. Unit members may donate a minimum of one (1) hour and a maximum of ten (10) hours of sick leave per year. Upon separation from the district, unit members shall be allowed to donate unused sick leave to the bank. Unit Members shall be given the opportunity to contribute upon employment, and thereafter in May and November of each year. (See Human Resources for procedures). Nothing shall preclude CEFA from soliciting leave donations from unit members at any time

## Tentative Agreement between RSCCD and CEFA

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229 during the college year if hours in the bank are insufficient to meet current  
230 requests.

231  
232 7.14.5 Prior to returning to work, a unit member shall be required to present a doctor's  
233 statement stating the date the unit member is able to return to work.

234  
235 7.15 Pursuant to Education Code 87784.5 a unit member may take up to 30 days of accrued  
236 paid leave in a fiscal year, less any days of personal necessity leave (authorized pursuant  
237 to Sections 87781.5 and 87784), in either of the following circumstances: (1) a biological  
238 parent may use leave pursuant to this section within the first year of his or infant's birth;  
239 or (2) A nonbiological parent may use leave pursuant to this section within the first year of  
240 legally adopting a child. Leave days authorized under this provision may be taken from  
241 an employee's existing sick leave and shall run concurrently with leaves authorized under  
242 the FMLA/CFRA. Nothing in this article implies that the District is obligated to offer the  
243 unit member an assignment for the semester following the use of this leave in order to  
244 continue the usage of this leave.

### 245 246 7.16 Parental Leave

247  
248 7.16.1 Pursuant to Education Code 87780.1, unit members may take up to a maximum of  
249 12 weeks of leave for an absence occasioned by the birth or the placement of a child in  
250 connection with adoption or foster care, as provided by the California Family Rights Act  
251 (CFRA) codified in Government Code Section 12945.2.

252  
253 7.16.2 Unit members must use all paid sick leave for the purposes of parental leave. Unit  
254 members taking this leave must have had scheduled assignments for the previous 12  
255 months (excluding Summer and Winter Intersessions) prior to the start of the leave.

256  
257 7.16.3. A unit member who has started a fall or spring semester assignment and whose  
258 sick leave, including current and accrued, has been exhausted, shall be compensated at  
259 fifty percent (50%) of his/her current semester assignment pay for the remaining period  
260 of the parental leave or the end of the current semester assignment, whichever comes  
261 first.

262  
263 7.16.4 Parental Leave must be taken within 12 months after the birth/placement of the  
264 child and during a period that the unit member has an active scheduled assignment.

Tentative Agreement between RSCCD and CEFA

July 17, 2018

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7.17 Extended Absence Leave: Pursuant to Education Code 87786, a unit member who has started a fall or spring semester assignment and whose sick leave, including current and accrued, has been exhausted, shall be compensated at fifty percent (50%) of his/her current semester assignment pay for the remaining period of the absence or the end of the current semester assignment, whichever comes first.

For the District

For the Association

Melvin C. Lee  
Chief Negotiator  
District

George J. Ehrman  
CEFA President

**Tentative Agreement between CEFA and RSCCD**

**June 4, 2018**

**ARTICLE 9**

**ASSOCIATION RIGHTS**

1  
2  
3  
4  
5 9.1 Equipment Usage – CEFA shall pay for its own supplies whenever using District office  
6 equipment. CEFA shall have free usage of typewriters and computer equipment when  
7 such are not otherwise in use.  
8

9 9.2 Communications – CEFA is authorized to utilize such bulletin board space as is available  
10 at each District-owned site and to provide at its own expense CEFA bulletin boards of a  
11 reasonable size, number, and location. Communications placed on District bulletin  
12 boards by CEFA shall bear CEFA identification, be dated, and be subject to space and  
13 time usage and removal. CEFA shall have, without charge, reasonable use of intra-  
14 District mail system and email system, and may place CEFA-authorized communications  
15 in mailboxes. CEFA will be provided a designated telephone number which will be  
16 listed in current publications and a dedicated space at CEC and OEC. Each unit member  
17 shall be provided a mailbox.  
18

19 9.3 Facilities Usage – Upon advance request, and with approval dependent on other District  
20 requirements, CEFA shall be granted usage of building facilities. Such usage shall be  
21 without cost unless special or additional costs are incurred by the District as a result of  
22 such usage.  
23

24 9.4 Association Business – CEFA shall provide the names and official position of CEFA  
25 representatives authorized to discuss organizational matters with District employees.  
26

27 Representatives not employed by the District shall, upon arriving at District locations,  
28 notify the administrator in charge and indicate the approximate length of their visit.  
29

30 Representatives may engage in organizational activities provided they do not interfere  
31 with students or other unit members during hours of duty assignments.  
32

33 Unit members may be contacted only during off-duty periods unless otherwise approved  
34 by the site administrator.  
35

36 9.5 Board Minutes/Public Information – District shall furnish CEFA with one (1) copy of all  
37 official Board minutes and one (1) copy of each Board agenda “packet”, excluding all  
38 confidential information or materials as defined by law. Such “packets” shall be  
39 furnished at the same time as sent to the Board.  
40

41 District shall furnish CEFA once each fiscal year, a copy of the District staff directory, if  
42 such is published.  
43

44 Unit Member Rosters: Within thirty (30) calendar days of hire the District will provide to  
45 the Association the following information about a newly hired unit member: the unit

46 member's name, job title, assignment, work location, step/column placement on the  
47 appropriate salary schedule, date of hire, home address, work, home, and personal cell  
48 phone numbers, and any personal email addresses on file with the District. This  
49 information will be provided regardless of whether the newly hired employee was  
50 previously employed by the District. In addition, the District will provide an electronic  
51 roster in editable format to the Association of this same information for all unit members  
52 on the last working day of September, January and May.

53 ~~District shall furnish CEFA each October and April an alphabetical roster of unit~~  
54 ~~members indicating assignments, work locations, and addresses and telephone numbers.~~  
55 ~~District shall furnish CEFA each September 1 and February 1 a seniority list of unit~~  
56 ~~members indicating seniority hire dates.~~

57  
58  
59 9.6 Release Time

60  
61 9.6.1 Negotiations – A maximum of five (5) authorized unit members of the CEFA  
62 Collective Bargaining Committee shall be released from their regularly assigned  
63 duties, with pay, only when negotiating meetings are scheduled with Board  
64 representatives during regular working hours of the unit members involved.

65  
66 9.6.2 Grievance Processing

67  
68 9.6.2.1 CEFA shall furnish annually to the Director of Personnel, and update as  
69 required, a list of all officials and representatives authorized to act on  
70 CEFA's behalf. The list shall show name, title, campus location, and  
71 nearest campus phone contact.

72  
73 9.6.2.2 An authorized CEFA official or representative appearing on a current  
74 furnished list shall be released from his/her regular assigned duties, with  
75 pay, only when grievance processing meetings are scheduled with  
76 management during the official or representative(s) regular working hours.

77  
78 9.6.3 District Affairs -- In addition to the current release time for the processing  
79 of grievances and for negotiations, the Association shall have thirty  
80 additional released hours per contract year paid by the District to the  
81 Association President and/or President's designees for participation in  
82 official District/CEFA business. These hours will be paid when  
83 CEFA/District business (including grievances and negotiations) is  
84 conducted outside of the CEFA representatives' regular teaching /working  
85 hours.

86  
87 9.6.4 Association business – in addition to articles 9.6.1, 9.6.2, 9.6.3, the district  
88 shall pay the reassign time at the current non-instructional rate for CEFA  
89 officers to complete CEFA business on a monthly basis to be reimbursed  
90 by CEFA at the end of each semester. The district shall pay all payroll

91 costs. Said reassign time shall not count as part of the individual's  
92 teaching load.

93  
94 9.7 Reprisals – District shall not take or permit any reprisals against unit members or  
95 representatives while engaged in legal association activities.

96  
97 9.8 Calendar – District reserves the right to establish the days of instruction in consultation  
98 with CEFA for years subsequent to this Agreement.

99  
100 9.9 Consultation – The parties agree that continuing communications involving employer-  
101 employee relations, specifically including administration of the contract in force, may be  
102 facilitated by consultation meetings.

103  
104 Either party may request a consultation meeting where it believes a resolution of a  
105 problem or problems may be feasible.

106  
107 The party requesting such a meeting shall, in writing, submit an agenda with sufficient  
108 detail to allow an understanding of the problem to be discussed or resolved, and, the date,  
109 place, and time requested. The receiving party shall, within five (5) workdays, notify the  
110 requesting party of agreement or nonagreement to the meeting.

111  
112 Neither party shall have more than three (3) representatives at any such meeting unless  
113 mutually agreed to prior to the meeting. It is agreed that these meetings are not designed  
114 to, not intended to, bypass or substitute in any way for the Grievance Procedure and shall  
115 not constitute any invitation to renegotiate any provisions of the Agreement.

116  
117 All unit members shall be provided written copies of any changes approved as a result of  
118 these meetings.

119  
120 9.10 Unit Handbooks – District will furnish each unit member (either electronically or in  
121 printed form) a unit handbook. Sufficient copies of the unit handbook shall be supplied  
122 to CEFA for CEFA representatives' usage.

123  
124 9.11 Copies of Agreement – The District shall print or duplicate and provide without charge, a  
125 copy of the Agreement to all unit members. Each unit member shall also be provided  
126 without charge a copy of any written changes agreed to by the parties during the life of  
127 this Agreement. The district shall be responsible for distribution of the contract. The  
128 District shall provide each newly hired unit member with a copy of this agreement.

129  
130 9.12 Job Openings – When full-time, tenure track position openings occur, notices shall be  
131 distributed to CEFA and all unit members' via email and shall be posted on appropriate  
132 bulletin boards. Openings shall be announced for a minimum of ten (10) days before the  
133 deadline date for contract positions, and whenever possible, shall be announced for a  
134 minimum of ten (10) days before the deadline date for other positions.

135

136 Any unit member who possesses the necessary minimum qualifications may apply and be  
137 given consideration for such position. Unit members who are not selected for a full-  
138 time/tenure track opening may request information from the district Human Resources  
139 Department regarding the recruitment process and criteria used for the selection of  
140 candidates.

141

142 9.13 Assignments –

143

144 Scheduled Assignments will be given thirty (30) days in advance of the first day of  
145 instruction. When an assignment is changed, the unit member shall be informed as soon  
146 as possible and reasons for the change may be requested in writing. When a new  
147 assignment is created outside of the normal scheduling process or becomes available, unit  
148 members will be notified as soon as possible.

149

150 New or vacated Coordinator positions shall be distributed via email to unit members and  
151 shall be posted for a minimum of five (5) days before the deadline date to apply.

152

153 9.14 Complaints – Unless other investigation procedures are prescribed by applicable code or  
154 regulation, the following procedures shall be used to address complaints by and against  
155 unit members.

156

157 Whenever a unit member has a complaint about another unit member, student,  
158 community member or colleague, the unit member shall present the complaint either  
159 verbally or in written form to the supervising administrator. If the unit member does not  
160 receive a response to the complaint within ten (10) working days, the unit member may  
161 forward the complaint to the appropriate vice president.

162

163 Whenever complaints about a unit member are made to the district's administration  
164 and/or Governing Board by students, community members, colleagues, administration or  
165 special funding agencies, the unit member shall be informed in a timely manner.

166

167 If any individual or group, as cited above wishes to file a complaint against a unit  
168 member, the unit member is entitled to the following due process:

169

170 1. The signed written complaint shall be delivered to the unit member(s) about  
171 whom the complaint is regarding. In the event that a complaint is oral, a  
172 summary of the complaint will be written by the responsible administrator,  
173 and shall be delivered to the unit member(s) about whom the complaint is  
174 regarding.

175

176 2. The unit member shall have the right to meet with and discuss the complaint  
177 with the responsible administrator, and may request the meeting include the  
178 complainant(s) and/or witnesses.

179

180 3. The unit member shall have the right to present evidence in his or her own  
181 behalf.

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4. The unit member shall have the right to be represented by CEFA.

5. No negative employment decision will be made by the district on the basis of a complaint unless the above process has been followed.

9.15 Faculty Meetings – Any faculty meeting for unit members shall be scheduled, whenever possible, when minimal number of classes are in session, shall not exceed one-half (1/2) hour if held during one-hour lunch periods, and shall be announced in advance. Management may authorize classes to be dismissed up to one-half (1/2) hour early for the purpose of mandatory faculty meetings.

Unit members attending meetings during their non-scheduled work hours shall be compensated at the non-teaching hourly rate for such attendance.

9.16 Professional Conferences – Unit members may be given released time to attend professional conferences when it is deemed by the district that such attendance would be mutually advantageous to the District and the member.

9.17 Representation – CEFA upon request of a unit member, shall have the right to represent that member in any meeting with any supervisor or the Board of Trustees if the unit member has reasonable cause to believe that the subject of the meeting may be disciplinary in nature.

9.18 Advisement of Assignment Expectations – When a unit member is offered an assignment at an outside agency (such as a community based organization or special funding agency) he/she shall be advised of District expectations and special requirements agreed upon by the District and the agency.

228 9.19 Unit Member Orientations and Onboarding:

229

230 The District will provide to the Association at least ten (10) calendar days advance notice of the  
231 Fall Faculty Assembly (and a similar Spring meeting if held) and CEFA designated leadership  
232 will be given an opportunity to speak to CEFA unit members during said meeting(s).

233

234 CEFA will also have an opportunity to hold FLEX workshops every semester for unit members.

235

236 The District will include the CEFA membership application form and member benefits pamphlet  
237 in any employee orientation or onboarding packet of District materials provided to any newly  
238 hired unit members. CEFA shall provide the copies of the CEFA membership materials to the  
239 District for distribution.

240

241 The District will collect the membership application form and notify the Association President or  
242 Designee that the form(s) is available for pick-up.

243

244

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246 For the District

For the Association

247

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Michael A. King  
Chief Negotiator

John J. Elmore  
CEFA PRESIDENT

**Tentative Agreement between RSCCD and CEFA**

**October 1, 2018**

**Replace current Article 10 in its entirety with the following:**

**ARTICLE 10**

**DUES DEDUCTION**

- A. CEFA shall provide the District with a list certified by an authorized CEFA representative identifying all dues paying members from whose salary or wages the dues deduction is to be made and notify the District within 10 days of any change to the certified list.
- B. The District shall deduct dues from the wages of all CEFA dues-paying unit members identified on the most recent certified list of dues paying unit members received from CEFA.
- C. CEFA shall completely indemnify and hold the District and its officers, employees and agents harmless from any and all claims, proceedings, demands or suits, liability, or other action taken or not taken by or on behalf of the District arising from provisions contained in this Article, and to reimburse the District for its costs in defending against any such claims, proceedings or liability.

For the District

For the Association

Michael L. Cury  
Chief Negotiator

Joseph P. Chavez  
CEFA PRESIDENT

Tentative Agreement between RSCCD and CEFA  
October 1, 2018

ARTICLE 11

WAGES AND HOURS

11.1 Salaries

Effective on the first day of the 2018 Fall Semester, a 3.21% adjustment (State-Funded COLA 2.71% plus .5%) will be granted to the salary schedules in Section 11.1. The additional .5% over COLA is in recognition of the District's goal to provide competitive wages.

~~2018-19: Add new step 7 at a 2.5% increase over step 6. Effective on the first day of the Fall Semester, all salaries will be increased by 5%~~

~~2019-20: Add new step 8 at a 2.5% increase over step 7. Effective on the first day of the Fall Semester, all salaries will be increased by 5%~~

~~2020-21: Add new step 9 at a 2.5% increase over step 8. Effective on the first day of the Fall Semester, all salaries will be increased by 5%~~

- ~~1. Effective 1/1/2016, a 5% adjustment will be granted to the salary schedules in Section 11.1. Step 2 on the salary schedule is eliminated, a new step 5 and a new salary column, MA+30, shall be added to the salary schedule~~
- ~~2. Effective 7/1/2016, a 4% salary adjustment will be granted to the salary schedules in Section 11.1.~~
- ~~3. Effective 7/1/2017, a new step 6 shall be added to the salary schedule and a salary adjustment equivalent to the state-funded COLA shall be implemented.~~

**New schedules will be inserted upon completion of negotiations.**

<b>INSTRUCTION</b>	<b>Column I LESS THAN MASTER'S</b>	<b>Column II MASTERS</b>	<b>Column III MASTER'S + 30</b>
<b>STEP</b>			
<b>1</b>	- - - -		-
<b>2</b>	- - - -		-
<b>3</b>	\$46.10	\$47.25	\$48.44
<b>4</b>	\$47.25	\$48.44	\$49.65
<b>5</b>	\$48.44	\$49.65	\$50.89

Non-credit counselors salary paid by the district during 2008-2009 shall continue at that same rate until the schedule below increases to the 2008-2009 rate of pay. If any of the non-credit

38 counselors leave the unit and return at a later date, their rate of pay will continue at what it was  
 39 as of 2008-2009, or the schedule below, whichever is greater.

40

<b>COUNSELING</b>		<b>Column-I</b>	<b>Column-II</b>	<b>Column-III</b>
<b>STEP</b>	<b>LESS THAN</b>	<b>MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 30</b>
<b>1</b>	-	-	-	-
<b>2</b>	-	-	-	-
<b>3</b>	\$39.18	\$40.16	\$41.17	
<b>4</b>	\$40.16	\$41.17	\$42.20	
<b>5</b>	\$41.17	\$42.20	\$43.26	

41

42

<b>NON- INSTRUCTION</b>		<b>Column-I</b>	<b>Column-II</b>	<b>Column-III</b>
<b>STEP</b>	<b>LESS THAN</b>	<b>MASTER'S</b>	<b>MASTER'S</b>	<b>MASTER'S + 30</b>
<b>1</b>	-	-	-	-
<b>2</b>	-	-	-	-
<b>3</b>	\$23.05	\$23.63	\$24.22	
<b>4</b>	\$23.63	\$24.22	\$24.83	
<b>5</b>	\$24.22	\$24.83	\$25.45	

<b>COORDINATION OR CURRICULUM DEVELOPMENT</b>		<b>Column-I</b>	<b>Column-II</b>
<b>STEP</b>	<b>LESS THAN MASTER'S</b>	<b>MASTER'S OR GREATER</b>	
<b>1</b>	\$37.49	\$38.43	

43

44

45

11.2 Placement on Salary Schedules

46

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48

49

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51

New unit members shall be placed on the first step Step 3 of the appropriate class. ~~Unit members who have completed at least three (3) semesters of services, as defined below, on Step 4 shall be moved to Step 5. Unit members currently on Step 2 shall be moved to Step 3 and shall be required to complete three (3) semesters on Step 3 before moving to Step 4.~~

52

53

54

55

Advancement to the next step shall occur upon completion of three (3) semesters of service. A semester of service means that a unit member teaches at least 75% of the semester length.

56 Time worked as a substitute, summer school unit member, site administrator or in the  
57 credit program shall not count toward step placement.  
58

59 Unit members who possess at least 30 semester units beyond the Masters Degree will be  
60 placed on MA+30 column effective on the first day of the semester following the  
61 submission of official transcripts to the District documenting the coursework. ~~Materials~~  
62 ~~for column movement submitted by 2/15/2016 will be effective retroactively to 1/1/2016.~~  
63

### 64 11.3 Unit Member Work Load

65

66 Effective January 1, 2009, hourly unit members with classroom teaching assignments  
67 may be scheduled up to sixteen point seventy-five (16.75) hours per week within the  
68 District. For purposes of compliance with the Affordable Care Act (ACA) each hour of  
69 classroom instruction shall include 0.5 hours for preparation and grading.  
70

71 Hourly counselors may be scheduled up to twenty-three point forty-five (23.45) hours per  
72 week within the District  
73

74 Hourly coordinators may be scheduled up to twenty-six point eighty (26.8) hours per  
75 week within the District.  
76

77 A unit member with any combination of the above assignments shall have a weekly limit  
78 proportional to the type of assignment held, and in no case shall a weekly assignment  
79 exceed sixty-seven percent of a full time assignment.  
80

81 To calculate a combined limit, the calculation must begin with the assignment with the  
82 lowest weekly hourly limit (first teaching assignment, then counseling, then  
83 coordination.) For example: (12 hours teaching=48% of a full time assignment) + (7.6  
84 hours coordination = 19% of a fulltime assignment) = 67% of a full time assignment.  
85

86 For purposes of calculating service credit in the State Teachers Retirement System  
87 (CalSTRS) and in accordance with the requirements of Education Code Sections  
88 22138.5, a full time equivalent annual assignment is defined as follows:  
89

90 Non-Credit (Adult Education) Instructors 875 hours (25 hrs. x 35 wks)  
91 Counselors 1365 hours (35 hrs. x 39 wks)  
92

### 93 11.4 Ancillary Activities:

94

95 Per Education Code 87482.5 c (1) unit members may be assigned ancillary activities,  
96 such as but not limited to governance, staff development, grant writing, staff meetings,  
97 and advising student organizations and that all hours worked in ancillary activities shall  
98 not be used for purposes of calculating eligibility for contract or regular status. Ancillary  
99 activities are not counted in the calculation of hourly assignment limits. These hours are  
100 paid at the non-instructional rate.  
101

102 Additional Assignments: The District shall determine in advance the number of hours a  
103 voluntary assignment is worth. Unit members shall be paid their own hourly non-  
104 instructional rate for the number of hours the district has pre-determined the assignment  
105 is worth upon completion of the assignment. Assignments include, but are not limited to,  
106 supplemental grading outside of regular teaching assignment, club advisors, curriculum  
107 development, etc.

109 11.5 Flex for Teaching Unit Members:  
110

111 All flex days shall be fixed and noted on the non-credit instructional calendar and  
112 compensation for those flex days shall be paid in the next following pay period after  
113 those days occur.

114  
115 Unit members will be eligible for compensation for flex activities each semester. The  
116 amount of eligible flex activity will be expressed in "hours" based upon the unit  
117 member's teaching assignment on the designated flex days. Maximum flex hour  
118 obligation each semester will be calculated by the unit member's teaching load on the  
119 designated flex days multiplied by 1.5. Therefore, a 12 hour load on the designated flex  
120 days would equal a maximum of 18 hours (12 hours x 1.5) of flex time obligation for the  
121 semester.

122  
123 Unit members who are unable to complete their semester flex obligation during the  
124 designated flex week may complete additional flex activities during the semester and  
125 receive compensation for those activities. Any additional flex activities must be  
126 completed and reported to the member's immediate supervisor by the first day of the last  
127 month of the semester. Compensation for those additional flex activities will be paid in  
128 the next pay period.

129  
130 Separate accounting for flex activities will be made each semester, based upon the unit  
131 member's assignment in that semester. Each semester will be treated as a discrete period  
132 for flex activities. Flex hours cannot be shifted from one semester to the other.

133  
134 Unit members assigned to certain programs (such as Inmate Education) may not be  
135 required to complete flex activities. These unit members shall be notified by their  
136 administrator if they are exempt from flex activities. If these unit members are  
137 authorized to attend flex activities by the District outside of their regularly scheduled  
138 assignment, they will be compensated at their non-instructional rate.

139  
140 Counselors and Coordinators who are authorized to attend flex activities by the District  
141 outside of their regularly scheduled assignment will be compensated at their hourly rate.

142  
143 11.6 Canceled Classes  
144

145 When a class is held in a non-District facility, the Dean will notify the unit member in  
146 writing that the facility is subject to closure and could result in the class being canceled  
147 on occasion. When a unit member has not been notified of a class cancellation and

148 shows up, the District will pay the unit member for one hour or will attempt to reschedule  
149 the class.

150  
151 11.7 Effective July 1, 2000, unit members shall be eligible to enroll in the District's IRS  
152 Section 125 Flexible Benefit Plan for Health Care Expense Reimbursement and  
153 Dependent Day Care Expenses.

154 11.8 Inmate Education Program:

155  
156  
157  
158 11.8.1 Unit members will be compensated at the non-instructional rate if they are kept in  
159 the jail facility during a lock down. This time is an ancillary activity. Unit members will  
160 submit to the District a time card with the actual hours the unit member was in lock  
161 down.

162  
163 11.9 Pay by Lecture Hour Equivalent (LHE)

164  
165 Unit members who perform work as: classroom teachers; counselors; hourly coordinators will be  
166 paid by Lecture Hour Equivalent ("LHE") and will not be required to submit time cards. Unit  
167 Member Work Load will be up to 20 LHE total for Fall and Spring Semesters. This is 67% of  
168 full-time faculty LHE, which is 30 LHE total for Fall and Spring Semesters. Winter and Summer  
169 are excluded from this 20 LHE total.

170  
171 The LHE formula is based on the number of hours a full-time faculty member doing the same  
172 assignment must work to achieve a full workload, divided by the standard number of hours for a  
173 credit full-time faculty member. The standard number of hours for full-time credit faculty is 15.  
174 The standard number of hours for full-time non-credit classroom teachers is 25. The standard  
175 number of hours for full-time coordinators is 40. The standard number of hours for full-time  
176 counselors is 354 hours.

177  
178 To calculate the equivalent hours to LHE the following formula is used:  
179 Maximum hours available (maximum hours per week X 35 weeks (contract limit)) which is  
180 divided by the maximum annual LHE (20 LHE) to obtain the hours per one (1) LHE.  
181 Therefore, the LHE pay rate will be:

182  
183 **Instructors: 30 hours equals one (1) LHE.**

184 **Coordinators: 47 hours equals one (1) LHE.**

185 **Counselors: 42 hours equals one (1) LHE.**

186  
187 Total Hours Divided by 30 = Teaching LHE  
188 Total Hours Divided by 47 = Coordinator LHE  
189 Total Hours Divided by 42 = Counselor LHE

190  
191 LHE Multiplied by 30 = Teaching Hours  
192 LHE Multiplied by 47 = Coordinator Hours  
193 LHE Multiplied by 42 = Counselor Hours

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**Example Calculation:** Tom Smith is assigned 10 hours per week as a Coordinator and 3 hours per week as a Continuing Education Instructor for the Fall semester (15 weeks).  
Calculating his Hours to LHE is as follows:

Coordinator 10 hours per week ( x 15 weeks) divided by 47 Factor	=	3.19 LHE
C.E. Instructor 3 hours per week (x 15 weeks) divided by 30 Factor	=	1.50 LHE
<b>Total LHE</b>		<b>4.69 LHE</b>

For the District

*William L. Cony*  
Chief Negotiator

For the Association

*W. J. Ehrns*  
CEFA PRESIDENT

Tentative Agreement between CEFA and RSCCD

October 1, 2018

ARTICLE 12

ASSIGNMENTS

12.1 Definitions

Assignment – the course title, time, days.

Reassignment – change in either course, time, days, site or a combination thereof.

Site – the instructional facility of the unit member’s assignment.

Vacancy – any assignment that has no assigned bargaining unit member

~~Move this paragraph as it is not a definition. Requests for Reassignment – Prior to June 1, (for Fall Term), November 1, (for Spring Term) and May 1, (for Summer Term), a unit member may request a change in work site. Unit members who wish to apply for a change in work site shall submit a written request to the appropriate Vice President specifying the worksite and assignment desired. The Vice President shall acknowledge the request in writing. Requests will be retained and considered by the receiving administrator for the current academic year. Unit members who have requested reassignment shall be notified of open assignments.~~

12.2 Unit Member Vesting & Priority Assignment Employment Preference Rights for Assignment

Section 1. Eligibility:

a. All unit members in teaching or counseling assignments through Santa Ana College School of Continuing Education and/or Santiago School of Continuing Education, excluding: any ancillary assignments, such as facilitators, coordinators, etc; assignments in the Inmate Education programs; and assignments in K-12 school district Bridge programs.

a.b. Unit members who would be vested (per the language in Article 12 of the 2015-18 Collective Bargaining Agreement) as of the Fall semester of 2018 are grandparented in to Employment Preference Rights. This does not include any classified employees who may have had additional teaching or counseling assignments prior to July 1, 2018.

b.c. ~~Unit members employed on September 1, 2012 shall be considered vested if they were hired on or before January 1, 2009. Except as provided in section 1.b above.~~

## Tentative Agreement between CEFA and RSCCD

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44 CEFA faculty who have been employed for eight (8) semesters or more, and have  
45 been assigned at least one class or counseling assignment for at least three semesters  
46 which occurred in the most recent two (2) years, and whose two most recent  
47 evaluations indicate a rating of “meets expectations” or “exceeds expectations” in all  
48 categories shall be granted employment preference rights.  
49

50 ~~e.d. Starting Fall 2012, unit members will be considered vested four years from initial~~  
51 ~~date of hire, rounded up to the following semester. For example, a unit member hired~~  
52 ~~on March 1, 2010, would become vested starting Fall 2014.~~  
53

54 Section 2. ~~Priority-Preference~~ Right of Assignment During Initial Schedule  
55 Development: Vested unit members shall receive offers of teaching/counseling  
56 assignments prior to non-vested unit members, in accordance with the hours per week,  
57 general time of day, (morning, afternoon, evening) location and discipline as the current  
58 semester. After vested unit members have been offered assignments, any remaining  
59 assignments shall be offered to non-vested unit members currently assigned to the  
60 location and discipline. Any remaining assignments that are unstaffed will be filled in  
61 accordance with Section 3.  
62

63 Any CEFA ~~faculty~~ unit member with employment preference rights for teaching

64 assignments shall have priority of assignment to maintain current hours of employment  
65 based upon the previous semester. Unit members with employment preference will be  
66 scheduled for up to twelve (12) instructional hours per week in their discipline, within  
67 the college and department in which the employment preference rights were earned.  
68

69 -This priority of assignment shall be honored during fall and spring semesters only.  
70

71 The class(es) will be assigned from those that the unit member ~~instructor~~ has taught  
72 during the previous four (4) years ~~or more time period~~ and/or that the department chair  
73 and supervising administrator mutually agree that the instructor is qualified to teach, with  
74 consultation with the unit member. The renaming of a class by the District or State does  
75 not change the qualifications necessary for the unit member to teach the newly renamed  
76 class.  
77

78 The class assignment shall be made within the time period the CEFA unit faculty  
79 member has designated as preferable ~~on the Availability Form (Appendix ABC)~~ if  
80 appropriate classes are scheduled in that time period and are available for CEFA  
81 assignment. The CEFA faculty with employment preference rights shall be assigned a  
82 ~~class~~ before CEFA faculty without preference rights and before new faculty are hired  
83 provided that the instructor with preference rights is available to teach the class.  
84

85 Any CEFA unit member with employment preference rights for counseling assignments  
86 shall have priority of assignment to maintain current hours of employment based upon

## Tentative Agreement between CEFA and RSCCD

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8  
88 the previous semester up to sixteen (16 hours per week, within the college and  
89 department in which the employment preference rights were earned.

90  
91 Section 3. Additional Assignments: After the initial scheduling process in Section 2  
92 has been completed, whenever additional assignments become available, the site (CEC or  
93 OEC) shall notify all unit members via email of the assignment. The notification shall  
94 specify the class/assignment, location, days and hours. The notification shall specify a  
95 deadline for the receipt of responses, which shall be no less than two business days after  
96 the release of the notification. ~~Vested CEFA unit members with preference rights~~ who  
97 have expressed an interest in the assignment shall be given preference over ~~non-vested~~  
98 ~~other~~ unit members and nonemployees. ~~Non-vested unit Members without preference~~  
99 ~~rights~~ shall be given preference over non-employees. These preferences shall be limited  
100 to ~~the criteria identified in section 2 for establishing preference rights.~~ ~~unit members with~~  
101 ~~current assignments less than 12 hours per week and subject to the unit member's~~  
102 ~~qualifications for the requested assignment(s) as defined below:~~

- 103
- 104 • ~~the unit member's possession of adequate preparation for the assignment through~~  
105 ~~appropriate education or experience,~~
- 106 • ~~possession of effective skills relevant to the assignment,~~
- 107 • ~~possession of particular expertise relevant to the assignment,~~
- 108 • ~~recency of educational preparation, experience and skills relevant to the~~  
109 ~~assignment,~~
- 110 • ~~prior successful service in the assignment within the department (including but~~  
111 ~~not limited to the maintenance of sufficient class enrollment)~~
- 112 • ~~recency of performance of the requested assignment within the department.~~

113  
114 Section 4. Reinstatement/Loss of Vesting ~~Suspension of Employment Preference~~  
115 Right:

- 116
- 117 a. ~~Break in Service:~~ ~~Vested unit members who do not have a current assignment shall~~  
118 ~~reestablish vesting immediately upon reemployment if the break in service is two~~  
119 ~~consecutive semesters or less. Vesting rights will be lost after a break in service~~  
120 ~~longer than two consecutive semesters and must be reestablished in accordance with~~  
121 ~~the provisions of Section 1 e.~~

122 ~~This employment preference right is suspended when a CEFA faculty unit member:~~

- 123
- 124 1. ~~receives an evaluation performance rating of "does not meet expectations" in~~  
125 ~~any category; or~~
- 126 2. ~~has a break in service wherein the CEFA faculty unit -member has not taught~~  
127 ~~or received a counseling assignment in Fall or Spring semester for two (2) years or~~  
128 ~~more, or~~

## Tentative Agreement between CEFA and RSCCD

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129 3. ~~or the unit member~~ has resigned or retired from the District. In the event the  
130 District decides to rehire a former unit member within two years of separation, the  
131 unit member will have their reemployment preference reinstated. The decision to  
132 rehire a former unit member is at the sole discretion of the District; or  
133

134 4. repeatedly fails ~~failure~~ to comply with the Unit Member Responsibilities listed  
135 in Article 16 after notice of such failure and an opportunity to improve has been  
136 provided to the unit member.  
137

138 The employment preference right is reinstated when the CEFA ~~faculty unit~~ member  
139 receives two (2) consecutive “meets expectations” or “exceeds expectations”  
140 evaluations-rankings for all ~~methods of~~ the four categories of evaluation. These  
141 evaluations will occur the next two (2) semesters that the ~~instructor unit member~~  
142 actually works. ~~teaches and will include classroom visitations and student~~  
143 evaluations.  
144

- 145 b. A unit member who is dismissed based upon the grounds enumerated in Education  
146 Code 87732 shall forfeit all ~~vesting rights.~~ **employment preference rights.**  
147

### 148 Section 5.

149 Workload/Schedule Reduction: If, prior to initial schedule development, reductions of  
150 class offerings are required, ~~vested~~-unit members with employment preference rights  
151 shall be offered assignments in accordance with the process outlined in Section 2. If  
152 reduction of class offerings are required after the initial schedule development process  
153 outlined in Section 2, ~~vested~~-unit members with preference rights affected by the  
154 reductions shall not have bumping rights over ~~non-vested~~-unit members without  
155 preference rights.  
156

- 157 12.3 Full-Time Vacancies – Full-time vacancies which occur shall be posted for ten (10)  
158 working days at all Continuing Education administrative areas to afford all unit members  
159 the opportunity to apply for them.  
160

- 161 12.4 Notice of Assignment – Scheduled Assignments will be given thirty (30) **calendar** days  
162 in advance of the first day of instruction. When an assignment is changed, the unit  
163 member shall be informed as soon as possible and reasons for the change may be  
164 requested in writing.  
165

166 12.5 **Contingent Status of Reemployment:** In all cases, CEFA ~~faculty~~unit member  
167 assignments shall be temporary in nature, contingent on enrollment and funding, and subject to  
168 program changes. No CEFA ~~faculty~~unit member shall have reasonable assurance of continued  
169 employment at any point, irrespective of the status, length of service, or reemployment  
170 preference of that CEFA temporary ~~faculty~~unit member.  
171

**Tentative Agreement between CEFA and RSCCD**

**October 1, 2018**

177 12.6 Requests for Reassignment – Prior to June 1, (for Fall Term), November 1, (for Spring  
175 Term) and May 1, (for Summer Term), a unit member may request a change in work site. Unit  
174 members who wish to apply for a change in work site shall submit a written request to the  
175 appropriate Vice President specifying the worksite and assignment desired. The Vice President  
176 shall acknowledge the request in writing. Requests will be retained and considered by the  
177 receiving administrator for the current academic year. Unit members who have requested  
178 reassignment shall be notified of open assignments.

179  
180 For the District

For the Association

181  
182  
183 Mulomed A. Coney  
184 Chief Negotiator  
185

Joseph P. Ehrman  
CEFA PRESIDENT

Tentative Agreement between RSCCD and CEFA

October 1, 2018

ARTICLE 18

DURATION

This Agreement between the Board and CEFA shall become effective July 1, 201~~8~~<sup>5</sup>, and remain in effect until June 30, 20~~18~~<sup>18</sup>.

This agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous agreements, both written and oral.

For the duration of this agreement, the District and CEFA shall meet and negotiate during the 201~~8~~<sup>7</sup>-1~~9~~<sup>8</sup> year on Article 11- Wages and Hours and each party may also reopen on one other article of its choice.~~two non-salary articles chosen by each party.~~

For the District

For the Association

Melanie P. Cury  
Chief Negotiator

George P. Ethanol  
CEFA PRESIDENT

**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: Continuing Education Faculty Association

The proposed agreement covers the period beginning July 1, 2018 and ending June 30, 2020  
and will be acted upon by the Governing Board at its meeting on October 29, 2018

**A. Proposed Change in Compensation**

Compensation		Fiscal Impact of Proposed Agreement		
		Current Year 2018-19	Year 2 2019-20	
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$123,340	TO BE REOPENED
2.	Salary Schedule Increase (Decrease)	Cost (+/-)	\$305,757 3.210%	
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.	Cost (+/-)	\$237,016	
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	\$0	
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$666,113	
7.	Total Number of Represented Employees		592	
8.	Total Compensation Cost for Average Employee - Increase (Decrease)	Cost (+/-)	\$1,125 5.41%	TO BE REOPENED

Please include comments and explanations as necessary:

**Article 7.16.1** - Parental Leave = Per Education Code 87780.1, unit members may take up to a maximum of 12 weeks of leave.

**Article 7.16.3** = A unit member who has started a fall or spring semester or summer or winter intersession assignment and whose sick leave, including current and accrued, has been exhausted, shall be compensated at fifty percent (50%) of his/her current semester assignment pay for the remaining period of the parental leave or the end of the current semester/intersession assignment, whichever comes first.

**Article 7.17** = Extended Absence Leave = Per Education Code 87786, a unit member who has started a fall or spring semester or summer or winter intersession assignment and whose sick leave, including current and accrued, has been exhausted, shall be compensated at fifty percent (50%) of his/her current semester assignment pay for

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the remaining period of absence or the end of the current semester assignment, whichever comes first.

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**Article 10 Due Deduction** - A = CEFA shall provide the District with a list certified by an authorized CEFA representative identifying all dues paying members from whose salary or wages the dues deduction is to be made and notify the District within 10 days of any change to the certified list.

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**Article 10 C** = CEFA shall completely indemnify and hold the District and its officers, employees and agents harmless from any and all claims, proceedings, demands or suits, liability, or other action taken or not taken by or on behalf of the District arising from provisions contained in this Article, and to reimburse the District for its cost in defending against any such claims, proceedings or liability.

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**Article 11.1 - Salaries** = Effective on the first day of the 2018 Fall Semester, a 3.21% adjustment (State-Funded COLA 2.71% plus 0.5%).

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**Article 11.8.1** = unit members will be compensated at the non-instructional rate if they are kept in the jail facility during a lock down. This time is an ancillary activity. Unit members will submit to the District a time card with the actual hours the unit member was in lock down.

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**Article 11.9 - Pay by Lecture Hour Equivalent (LHE)** = Unit members who perform work as: classroom teachers; counselors; hourly coordinators will be paid by LHE. Unit Member Work Load will be up to 20 LHE total for Fall and Spring Semesters. This is 67% of full-time faculty LHE, which is 30 LHE total for Fall and Spring Semesters. Winter and Summer are excluded from this 20 LHE total.

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LHE formula is based on the number of hours a full-time faculty member doing the same assignment must work to achieve a full workload, divided by the standard number of hours for a credit full-time faculty member. The standard number of hours for full-time credit faculty is 15. The standard number of hours for full-time non-credit classroom teachers is 25. The standard number of hours for full-time coordinators is 40. The standard number of hours for full-time counselors is 35 hours.

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To calculate the equivalent hours to LHE the following formula is used: Maximum hours available (maximum hours per week X 35 weeks (contract limit) which is divided by the maximum annual LHE (20 LHE) to obtain the hours per one (1) LHE. **Therefore, the LHE pay rate will be: Instructors: 30 hours equals one (1) LHE, Coordinators: 47 hours, Counselors: 42 hours equals one (1) LHE.**

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Total Hours Divided by 30 = Teaching LHE; Total Hours Divided by 47 = Coordinator LHE; Total Hours Divided by 42 = Counselor LHE

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LHE Multiplied by 30 = Teaching Hours; LHE Multiplied by 47 = Coordinator Hours; LHE Multiplied by 42 = Counselor Hours

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**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

**Article 12.2 - Unit Member Employment Preference Rights - Section 1. - Eligibility: b.** = Unit members who would be vested (per the language in Article 12 of the 2015-2018 Collective Bargaining Agreement) as of the Fall semester of 2018 are grandparented in to Employment Preference Rights. This does not include any classified employees who may have had additional teaching or counseling assignments prior to July 1, 2018.

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**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

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

For the duration of this agreement, the District and CEFA shall meet and negotiate during the 2018-2019 year on Article 11 - Wages and Hours and each party may also reopen on one other article of its choice.

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**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 funding

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)

This agreement is for two (2) years - July 1, 2018 - June 30, 2020.

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**

<p>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</p>	
<p>_____</p> <p>District Chancellor</p>	<p>_____</p> <p>Date</p>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****HUMAN RESOURCES**

To:	Board of Trustees	Date:	October 29, 2018
Re:	Approval of Public Disclosure of the Increase to the California School Employees Association, Chapter 579 Salary Schedule		
Action:	Request for Approval		

**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 and approved by the Board of Trustees on January 22, 2018.

**ANALYSIS**

Included in Article 14.1 was 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." Settlement with another bargaining unit was greater than 2%. This triggers Article 14.1 to increase an additional 1.546% to the CSEA salary schedule. The fiscal implications of the agreement are presented on the attached disclosure form.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the increase to the California School Employees Association, Chapter 579 salary schedule as presented.

Fiscal Impact:	Presented on Attached Disclosure Form	Board Date:	October 29, 2018
Prepared by:	Tracie Green, Vice Chancellor, Human Resources		
Submitted by:	Tracie Green, Vice Chancellor, Human Resources		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**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 October 29, 2018

**A. Proposed Change in Compensation**

Compensation		Fiscal Impact of Proposed Agreement			
		2017-18			
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$0	\$0	\$
2.	Salary Schedule Increase	Cost (+/-) F/T P/T	\$438,758 \$98,875 1.546%	\$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.	Cost (+/-) F/T P/T	\$127,727 \$8,582 \$0	\$0	\$ % %
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	\$0		\$ % %
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$673,942		\$ % %
7.	Total Number of Represented Employees		707		
8.	Total Compensation Cost for Average Employee - Increase (Decrease) Total Compensation %	Cost (+/-)	\$953 1.546%		\$

Please include comments and explanations as necessary:

Amendment to the 2017/18 disclosure - due to another bargaining unit agreement triggered automatic increase.

Article 14.1 Salary - 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.

**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

None

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**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

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

None

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**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?

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: October 29, 2018
Re:	Approval of Credit Instructional Calendar for 2019-2020	
Action:	Request for Approval	

**BACKGROUND**

The administration and the Faculty Association of Rancho Santiago Community College District (FARSCCD) have developed the attached 2019 – 2020 instructional calendar for the college credit program. The calendar is presented to the Board of Trustees each year for approval.

**ANALYSIS**

The proposed calendar continues the 16-week compressed calendar for the fall and spring semesters and includes a 4-week intersession in January. The spring semester will begin in February and conclude in June.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019-2020 Credit Instructional Calendar as presented.

Fiscal Impact: To Be Determined	Board Date: October 29, 2018
Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Submitted by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

# RSCCD CREDIT INSTRUCTIONAL CALENDAR 2019 - 2020

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	11	12	13	14	15	16	17
<b>August</b>	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
<b>September</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
<b>October</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
<b>November</b>	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
<b>December</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>January</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
<b>February</b>	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	1	2	3	4	5	6	7
<b>March</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>April</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
<b>May</b>	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
<b>June</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
<b>July</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
	2	3	4	5	6	7	8

*Faculty Projects: August 19-21; Common Days 22 & 23*

**Start Fall 2019 Semester**  
**Labor Day: September 2**

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*End of 8th week*

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**Veterans Day: November 11**

**Thanksgiving: November 28-30**

**End of Fall 2019 Semester**

Christmas Holiday: December 25  
 New Years Day: January 1

**Four-week Intersession**

**Martin Luther King Holiday: January 20**

*Faculty Projects: Feb 3-5; Common Days Feb. 6 & 7*

**Start Spring 2020 Semester**  
**Lincoln's Birthday: February 14**  
**President's Day: February 17**

**Cesar Chavez Day: March 31**  
**End of 8th week**

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*Spring Break*

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**Memorial Day: May 25**  
*Santa Ana College Commencement: June 4*  
*Santiago Canyon College Commencement: June 5*  
**End of Spring 2020 Semester**

**Start of Summer 2020**

**Independence Day: July 4; Observed on July 3**

**End of Summer 2020**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Human Resources

To:	Board of Trustees	Date: October 29, 2018
Re:	Selection of CSEA, Chapter 888 Grievance Level VII-B Hearing Process	
Action:	Request for Decision	

**BACKGROUND**

CSEA, Chapter 888 submitted a grievance alleging violation of Article 8 – Wages and Hours of the Collective Bargaining Agreement (CBA). CSEA 888 worked through the grievance process in accordance with Article 5 - Grievance Procedures of the CBA. The appeal of the alleged violation has been denied in its entirety at level III – Assistant Vice Chancellor, level IV – Vice Chancellor, Human Resources and level V – Chancellor. In the event the grievant is not satisfied with the decision at level V, they may appeal to the Board of Trustees.

**ANALYSIS**

CSEA 888 has appealed the level V decision to the Board of Trustees and chose to waive level VI - Optional Fact-Finding Panel and move forward to level VII-B - Without Optional Fact-Finding. At Level VII-B - Without Optional Fact-Finding, the board shall at its sole option either:

- 1) Set for its next regular meeting after receipt, a hearing on the grievance by the board itself. Such a hearing shall be either public or in executive session in accordance with the grievant’s request.  
Or
- 2) Choose for a hearing to be conducted by a board designee, or designees, to hear the grievance on the board’s behalf.

**RECOMMENDATION**

It is recommended that the board, at its sole option, select one of the processes outlined above regarding the hearing of the grievance and direct the Vice Chancellor of Human Resources to facilitate the hearing.

Fiscal Impact:	Unknown	Board Date: October 29, 2018
Item Prepared by:	Tracie Green Vice Chancellor, Human Resources	
Item Submitted by:	Tracie Green Vice Chancellor, Human Resources	
Item Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

To:	Board of Trustees	Date:	October 29, 2018
Re:	Approval of Executive Search Consultant for Chancellor Search		
Action:	Request for Approval		

**BACKGROUND**

In June 2018, Chancellor Raúl Rodríguez advised the Board of Trustees of his retirement on June 30, 2019. The board ratified the Chancellor's retirement at the July 16, 2018 meeting. Board action is requested for the commencement of a Chancellor Search process.

**ANALYSIS**

The Board of Trustees Ad-Hoc committee met on October 22, 2018 to review proposals submitted for consideration and recommendation to the full board. Proposals submitted were from the Association of Community College Trustees (ACCT), Community College Services (CCSS), Greenwood/Asher & Associates Inc., and PPL Inc. The use of the search consultant will enable the district to conduct an effective, nationwide search for the new Chancellor. The search consultant will also conduct an in-depth reference check on the finalists for the position. Through careful deliberation of the proposals the Ad-Hoc committee has made a selection for recommendation to the Board.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the selection of PPL, Inc. to assist in the recruitment and selection process for a new Chancellor. It is also recommended the Board authorize the Vice Chancellor of Human Resources to negotiate the professional services agreement not to exceed \$35,000 and to coordinate the recruitment and selection process.

Fiscal Impact:	\$35,000	Board Date:	October 29, 2018
Item Prepared by:	Tracie Green Vice Chancellor, Human Resources		
Item Submitted by:	Tracie Green Vice Chancellor, Human Resources		
Item Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings**

Resolution No. 18-22

**Whereas**, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

**Whereas**, on October 15, 2018, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

**Whereas**, Trustee Phillip Yarbrough was not present at the board meeting; and

**Whereas**, the board has determined that Trustee Yarbrough’s absence was due to a medical issue;

**NOW, THEREFORE, BE IT RESOLVED** that Trustee Yarbrough shall be paid at the regular rate of compensation for the board meeting on October 15, 2018.

Dated this 29<sup>th</sup> day of October 2018.

Ayes:  
Noes:  
Absent:  
Abstain:

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Raúl Rodríguez, Ph.D.  
Secretary to the Board of Trustees