

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, February 4, 2019
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS **4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda **Action**

1.4 Public Comment

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

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

1.5 Approval of Minutes - Regular meeting of January 14, 2019 **Action**
- Board Retreat of January 18, 2019
- Board Retreat of January 19, 2019

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

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

1.7 Presentation of Santa Ana College (SAC) Shirts to New Faculty Members

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

2.2 Reports from College Presidents

- Enrollment
- Guided Pathways

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

- Student activities

2.5 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

- Senate meetings

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

- Board Legislative Committee
- Board Policy Committee
- Rancho Santiago Community College District Foundation

3.0 INSTRUCTION

*3.1 Approval of Educational Affiliation Agreement Renewal with NextStep Fitness, Inc. Action

The administration recommends approval of the educational affiliation agreement renewal with NextStep Fitness, Inc. located in Lawndale, California as presented.

*3.2 Approval of Educational Affiliation Agreement with San Marcos Unified School District Action

The administration recommends approval of the educational affiliation agreement with San Marcos Unified School District (USD) located in San Marcos, California as presented.

*3.3 Approval of Dual Enrollment Agreement between Santa Ana College and Garden Grove Unified School District Action

The administration recommends approval of the dual enrollment agreement between SAC and Garden Grove USD located in Garden Grove, California as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

*4.1 Approval of Payment of Bills Action

The administration recommends payment of bills as submitted.

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

- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from January 3, 2019 to January 22, 2019.
- *4.3 Approval of Nonresident Fees for 2019-2020 Action
The administration recommends approval of establishing the nonresident tuition fee at \$265 per unit, capital outlay fee at \$35 per unit, and application fee at \$25 for 2019-2020 as presented.
- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended December 31, 2018 Action
The administration recommends approval of the CCFS-311Q for the period ended December 31, 2018, as presented.
- 4.5 Quarterly Investment Report as of December 31, 2018 Information
The quarterly investment report as of December 31, 2018, is presented as information.
- *4.6 Approval of Change Order #2 for RT Contractor Corporation for Bid #1349 for Mailroom at District Operations Center Action
The administration recommends approval of change order #2 for RT Contractor Corporation for Bid #1349 for the Mailroom at the District Operations Center as presented.
- *4.7 Acceptance of Completion of Bid #1349 for Mailroom at 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.
- *4.8 Approval of Agreement with Ridge Landscape Architects for On-Call Landscape Architectural Services for Various Facility Improvement Projects District-Wide Action
The administration recommends approval of the agreement with Ridge Landscape Architects for on-call landscape architectural services for various facility improvement projects district-wide as presented.
- *4.9 Approval of Amendment to Agreement with Twining, Inc. for Materials Testing and Special Inspection Services for Science Center at Santa Ana College Action
The administration recommends approval of the amendment with Twining, Inc. for materials testing and special inspection services for the Science Center at SAC as presented.

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

- *4.10 Approval of Change Order #1 for De La Torre Commercial Interiors, Incorporated for Bid #1355 for Building B Interior Improvements at Santiago Canyon College (SCC) Action
The administration recommends approval of change order #1 for De La Torre Commercial Interiors, Incorporated for Bid #1355 for Building B Interior Improvements at SCC as presented.
- *4.11 Acceptance of Completion of Bid #1355 for Building B Interior Improvements 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 Approval of Agreement with Comevo for Online Orientation Software for Santa Ana College and Santiago Canyon College Action
The administration recommends approval of the agreement with Comevo for online orientation software for SAC and SCC as presented.
- *4.13 Approval of Vendor Name Change Action
The administration recommends approval of the vendor CPP, Inc. name change to The Myers-Briggs Company as presented.

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:
- | | | |
|--|----|--------------|
| - California Early Childhood Mentor Program (SAC/SCC) | \$ | 1,185 |
| - Project RAISE (Regional Alliance in Science, Technology, Engineering and Math [STEM] Education) – Year 3 (SCC) | \$ | 20,000 |
| - Student Equity and Achievement Program (SAC/SCC) | | \$13,286,941 |
- *5.2 Approval of Sub-Agreements between RSCCD and Chabot-Las Positas, Foothill-DeAnza, Glendale, Palomar, San Mateo, Santa Barbara, Sonoma County Junior and State Center College 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.

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

- *5.3 Approval of First Amendments to Sub-Agreements between RSCCD and Chaffey, Los Rios, MiraCosta, Mt. San Antonio, San Francisco, Ventura, and Yosemite Community College Districts to award Centers of Excellence (COE) for Labor-Market Research Grants to Host Colleges/Districts in State of California Action
The administration recommends approval of the first amendments to 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.
- *5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Mt. San Antonio Community College District for Technical Assistance Providers for Contract Education Funded by Fiscal Agent Talent Administration and Sector Strategy Grant 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 a related contractual agreement on behalf of the district.
- *5.5 Approval of First Amendment to Sub-Agreement between RSCCD and Butte-Glenn Community College District Funded by Carl D. Perkins Career and Technical Education Improvement Act of 2006, Perkins IV Title I-Part B Grant 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 a related contractual agreement on behalf of the district.
- *5.6 Approval of First Amendment to Sub-Agreement between RSCCD and Integrative Impact LLC for Sector Navigator – Information Communications Technology/Digital Media Sector Grant 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 a related contractual agreement on behalf of the district.
- *5.7 Approval of First Amendment to Sub-Agreement between RSCCD and productOps for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant 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 a related contractual agreement on behalf of the district.

- *5.8 Approval of Service Agreement with Jennifer Walsvick Action
The administration recommends approval of the service agreement with Jennifer Walsvick and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.9 Approval of Board of Trustees' Guiding Principle and Charges to Chancellor for 2019-2020 Action
It is recommended that the board approve and adopt the Board of Trustees' Guiding Principle and Charges to the Chancellor for 2019-2020.
- 5.10 First Reading of Board Policies Information
The following policies are presented for a first reading as an information item:
- Board Policy (BP) 2330 Quorum and Voting
 - BP 2735 Board Member Travel
 - BP 3550 Drug Free Environment and Drug Prevention Program
 - BP 6250 Budget Management
- 5.11 Update on Orange Education Center Information
This item is presented as an information item.
- 5.12 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

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

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

4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: 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, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

5. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 1805554

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

Action

- Approval of Employment Agreements
- Approval of Revised Job Descriptions
- Approval of Appointments of Interim to Permanent Assignment
- Approval of Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member
- Ratification of Resignations/Retirements
- Approval of 2019 Spring FARSCCD Beyond Contract/Overload Hourly Step Increases
- Approval of 2019 Spring FARSCCD Hourly Step Increases
- Approval of Appointments
- Approval of Banked Leaves/Withdrawals
- Approval of Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of 2019 Spring FARSCCD Column Changes
- Approval of Part-time/Hourly New/Rehires
- Approval of Non-paid Intern Services

- 6.2 Classified Personnel Action
- Approval of Hourly Ongoing to Contract Assignments
 - Approval of Temporary to Contract Assignments
 - Approval of Professional Growth Increments
 - Approval of Changes in Position
 - Approval of Changes in Salary Placement
 - Approval of Longevity Increments
 - Approval of Voluntary Furloughs
 - Ratification of Resignations/Retirements
 - Approval of New Appointments
 - Approval of Full Time to Hourly Ongoing Assignments
 - Approval of Leaves of Absence
 - Approval of Returns from Leave
 - Approval of Temporary Assignments
 - Approval of Additional Hours for Ongoing Assignments
 - Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Volunteers
 - Approval of Student Assistant Lists
- 6.3 Rejection of Claim Action
- The district's claims administration recommends the board authorize the chancellor or his designee to reject claim #1805554.
- 6.4 Adoption of Resolution No. 19-01 authorizing payment to Trustee Absent from Board Meetings Action
- This resolution requests authorization of payment to Arianna Barrios for her absence from the January 14, 2019, board meeting due to a business commitment.
- 6.5 Appointment of RSCCD Community Representatives to RSCCD Chancellor Search Committee Action
- It is recommended that the board select Doug Willits, Santiago Canyon College, and Max Madrid, Santa Ana College, as community representatives to serve on the RSCCD Chancellor Search Committee.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on February 25, 2019.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, January 14, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Ms. Elizabeth Weber. Ms. Arianna Barrios was not in attendance due to a business commitment.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Michael Toledo, Interim Chief, Rancho Santiago Community College District Safety & Security.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Alvarez and seconded by Mr. Labrado to approve a revised pages for Item 3.16 (Amendment #3 to Classroom Lease with 2000 Chapman Inc.) and two revised pages for Item 6.3 (PPL Dialogue with Board of Trustees regarding Chancellor Search and Approval of Timeline, Chancellor Search Role Definitions, Candidate Profile, and Institutional Profile /Documents). The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

1.4 Public Comment

Ms. Madeline Grant and Mr. Jose Vargas spoke regarding Item 6.1 (Management/ Academic Personnel).

1.5 Approval of Minutes

It was moved by Ms. Mendoza and seconded by Mr. Hernandez to approve the minutes of the meeting held December 10, 2018. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

1.6 Approval of Consent Calendar

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

3.1 Approval of Memorandum of Understanding (MOU) with Magnolia Science Academy–Santa Ana

The board approved the MOU with Magnolia Science Academy-Santa Ana as presented.

3.2 Approval of Memorandum of Agreement between Los Angeles Community College District–Los Angeles Trade Tech College and RSCCD on behalf of Santa Ana College (SAC) Community Services Program

The board approved the contract between Los Angeles Community College–Los Angeles Trade Tech College and RSCCD on behalf of Santa Ana College Community Services Program.

3.3 Approval of Educational Affiliation Agreement Renewal with Bright Star Speech and Language Services

The board approved the educational affiliation agreement renewal with Bright Star Speech and Language Services located in Santa Ana, California as presented.

3.4 Approval of Educational Affiliation Agreement with Reach Therapy Services

The board approved the educational affiliation agreement with Reach Therapy Services located in Escondido, California as presented.

3.5 Approval of Educational Affiliation Agreement with Learning Tree Therapy

The board approved the educational affiliation agreement with Learning Tree Therapy located in Long Beach, California as presented.

3.6 Approval of Educational Affiliation Agreement Renewal with Progress Speech and Language Center

The board approved the educational affiliation agreement renewal with Progress Speech and Language Center with facilities located in Orange County, California as presented.

1.6 Approval of Consent Calendar (cont.)

3.7 Approval of Standard Inter-Agency Instructional Services Agreement Renewal with Tustin Police Department

The board approved the standard inter-agency instructional services agreement renewal with the Tustin Police Department located in Tustin, California as presented.

3.8 Approval of Revised Educational Affiliation Agreement Renewal with Placentia-Yorba Linda Unified School District

The board approved the revised educational affiliation agreement renewal with Placentia-Yorba Linda Unified School District located in Placentia, California as presented.

3.9 Approval of Marketing and Digital Media Services with Interact Communications for Santa Ana College Career Education Programs

The board approved the Marketing and Digital Services with Interact Communications for SAC Career Education programs as presented.

3.10 Approval of Professional Services Agreement with PGINET Consulting

The board approved the professional services agreement with PGINET Consulting as presented.

3.11 Approval of Digital Advertising Services with Twenty Fifth Hour Communications, Inc.

The board approved digital advertising services with Twenty Fifth Hour Communications, Inc.

3.12 Approval of Proposed Revisions for 2018-2019 Santiago Canyon College (SCC) Catalog Addendum and/or 2019-2020 Catalog

The board approved the proposed revisions for the 2018-2019 SCC catalog addendum and/or the 2019-2020 catalog as presented.

3.13 Approval of Standard Professional Services Agreement with Vital Link Orange County

The board approved the standard professional services agreement with Vital Link Orange County located in Tustin, California, as presented.

3.14 Approval of Standard Professional Services Agreement with Kristine Clarke

The board approved the standard professional services agreement with Kristine Clarke located in Laguna Niguel, California, as presented.

3.15 Approval of Standard Professional Services Agreement with Jo Wen Wu, Ph.D.

The board approved the standard professional services agreement with Dr. Jo Wen Wu located in Irvine, California, as presented.

1.6 Approval of Consent Calendar (cont.)

3.16 Approval of Amendment #3 to Classroom Lease with 2000 Chapman Inc.

The board approved Amendment #3 to the classroom lease with 2000 Chapman Inc. for the extension of the lease of classroom and office space for the period of February 1, 2019, to January 31, 2021, as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from November 16, 2018, to January 2, 2019.

4.3 Approval of Hiring an Independent Audit Firm

The board approved hiring of Vavrinek, Trine, Day & Co., LLP for auditing services for the 2018-2019 fiscal year audit and authorized the Vice Chancellor of Business Operations/Fiscal Services to enter into the contract agreement on behalf of the district as presented.

4.4 Approval of Agreement with Architecture 9 PLLLP for On-Call Architectural Design Services for Various Facility Improvement Projects District-wide

The board approved the agreement with Architecture 9 PLLLP for on-call architectural design services for various facility improvement projects district-wide as presented.

4.5 Approval of agreement with Architectural Testing, Inc. for Building Enclosure Commissioning Services for Johnson Student Center at Santa Ana College

The board approved the agreement with Architectural Testing, Inc. for building enclosure commissioning services for the Johnson Student Center at SAC as presented.

4.6 Approval of Agreement with Architectural Testing, Inc. for Building Enclosure Commissioning Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College

The board approved the agreement with Architectural Testing, Inc. for building enclosure commissioning services for the Russell Hall Replacement at SAC as presented.

4.7 Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for Johnson Student Center at Santa Ana College

The board approved agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the Johnson Student Center at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

4.8 Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for Russell Hall Replacement (Health Sciences Building) at Santa Ana College

The board approved the agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the Russell Hall Replacement at SAC as presented.

4.9 Approval of Agreement with Sindoni Consulting & Management Services, Inc. for Commissioning Consulting Services for Science Center at Santa Ana College

The board approved the agreement with Sindoni Consulting & Management Services, Inc. for commissioning consulting services for the Science Center at SAC as presented.

4.10 Approval of Amendment to Agreement with Stephen Payte DSA Inspections, Inc. for On-Call Inspector of Record Services for Various Facility Improvement Projects

The board approved the amendment to the agreement with Stephen Payte DSA Inspections, Inc. for on-call inspector of record services for various facility improvement projects as presented.

4.11 Approval of Agreement with Architecture 9 PLLLP for Architectural/Engineering Design Services for Information Technology Services (ITS) Copper Wire Project at Santa Ana College

The board approved the agreement with Architecture 9 PLLLP for architectural/engineering design services for ITS copper wire project at SAC as presented.

4.12 Ratification of Agreement with Architectural Testing, Inc. for Building Enclosure Commissioning Services for Science Center at Santa Ana College

The board ratified the agreement with Architectural Testing, Inc. for building enclosure commissioning services for the Science Center at SAC as presented.

4.13 Ratification of Agreement with MTGL, Inc. for Geotechnical Testing, Special Inspections, and Environmental Consultant Services for Johnson Student Center at Santa Ana College

The board ratified the agreement with MTGL, Inc. for geotechnical testing, special inspections, and environmental consultant services for the Johnson Student Center at SAC as presented.

4.14 Rejection of all Bids for Bid #1359 for Child Development Center Painting and Maintenance Phase 2 at Santa Ana College

The board rejected all bids for Bid #1359 for Child Development Center Painting and Maintenance Phase 2 at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

4.15 Rejection of all Bids for Bid #1360 for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College

The board rejected all bids for Bid #1360 for Barrier Removal Paper Towel Dispenser Replacement at SCC as presented.

4.16 Approval of Agreement with Cambridge West Partnership, LLC for Information Technology Consulting Services

The board approved the agreement with Cambridge West Partnership, LLC as presented.

4.17 Approval of Purchase Orders

The board approved the purchase order listing for the period November 11, 2018, through December 8, 2018.

5.1 Approval of Resource Development Items

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

- Child Care Access Means Parent in School (CCAMPIS-SAC) \$ 199,979
Year 1 (District)
- Child Care Access Means Parents in School (CCAMPIS-SCC) \$ 58,149
Year 1 (District)
- Disabled Students Programs & Services (DSPS) – \$ 4,491
Augmentation (SAC)
- Early Head Start – Year 5 (District) \$1,904,495
- Zero Textbook Cost (ZTC) Degree Equity Champion Grant \$ 2,000
(SAC)

5.2 Approval of Sub-Agreements between RSCCD and Foothill-DeAnza, Yuba and Santa Clarita Community College Districts to Award 2018-2019 Deputy Sector Navigator Grants to Host Colleges/District in State of California

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

1.6 Approval of Consent Calendar (cont.)

- 5.3 Approval of First Amendments to Sub-Agreements between RSCCD and Allan Hancock Joint, Cerritos, Chaffey, Coast, Contra Costa, Desert, Foothill-DeAnza, Grossmont-Cuyamaca, Lake Tahoe, Long Beach, Los Angeles, Los Rios, Merced, MiraCosta, Ohlone, Peralta, Rio Hondo, San Bernardino, San Diego, San Francisco, San Joaquin Delta, San Luis Obispo County, San Mateo, Santa Clarita, Sequoias, Shasta-Tehama-Trinity Joint, Sierra Joint, Sonoma County Junior, South Orange County, Southwestern, State Center, Victor Valley, and Yosemite Community College Districts for 2018-2019 Deputy Sector Navigator Grants awarded to Host Colleges/Districts in State of California

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

- 5.4 Approval of First Amendments to Sub-Agreements between RSCCD and Butte-Glenn Community College District for 2018-2019 Deputy Sector Navigator Grants

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

- 5.5 Approval of First Amendment to Sub-Agreement between RSCCD and WestEd for Data Science Tools Grant

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

- 5.6 Approval of First Amendments to Sub-Agreements between RSCCD and Educational Results Partnership and The Research and Planning (RP) Group for Data Science Tools Grant

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

- 5.7 Approval of First Amendment to Sub-Agreement between RSCCD and California State University Fullerton Auxiliary Services Corporation for Strong Workforce Program Regional Funds Initiative

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

- 5.8 Approval of Hyatt Regency Huntington Beach Hotel Contract

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

1.6 Approval of Consent Calendar (cont.)

5.9 Approval of Service Agreement between RSCCD and Amanda Romero

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

5.10 Approval of Amendment to 2019 Designation of Specific Day, Weeks, or Months of Observance Which Relate to the Educational Mission of the District

The board approved an amendment to the 2019 designation of specific days, weeks, or months of observance which relate to the educational mission of the district by adding January 27, 2019, to the existing May 2, 2019, date listed for the International Holocaust Day on the abovementioned document.

5.11 Approval of First Amendment to Sub-Agreement between RSCCD and Think Together for Adult Education Program (Assembly Bill 104)

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

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

2.3 Report from Student Trustee

Ms. Weber provided a report to the board.

2.4 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. Theodore Moreno, Student Vice President, Santiago Canyon College

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

2.7 Informational Presentation on the Governor's Proposed Budget

Mr. Hardash provided a status report on the Governor's proposed budget to the board.

2.8 Reports from Board Committee Chairpersons and Representatives of the Board

Mr. Labrado provided a report on the January 10, 2019, Board Facilities Committee meeting.

Mr. Hernandez provided a report on the January 10, 2019, Orange County Community College Legislative Task Force meeting.

3.0 INSTRUCTION

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

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

5.0 GENERAL

Items 5.1 through 5.11 were approved as Part of Item 1.6 (Consent Calendar).

5.12 Board Member Comments

Ms. Alvarez thanked the chancellor for organizing a board retreat on January 18 and 19. Although she is unable to attend the retreat, Ms. Alvarez plans to write a letter regarding items on the retreat agenda.

Ms. Alvarez announced that as chairperson of the Board Safety & Security Committee, she has called a meeting on February 6, 2019, at 5:30 p.m. at the district office.

Ms. Alvarez thanked ASG representatives for their reports and encouraged them to communicate with upperclassmen after they graduate on items the ASG has been working on at their respective colleges.

5.12 Board Member Comments (cont.)

Mr. Hanna expressed appreciation to board members for approving Item 5.10 (Amendment to 2019 Designation of Specific Day, Weeks, or Months of Observance Which Relate to the Educational Mission of the District). He indicated that two dates are internationally recognized as Holocaust Remembrance Day: January 27, 2019 has been recognized by the United Nations as International Holocaust Remembrance Day, commemorating the liberation of the Auschwitz-Birkenau concentration and death camp; and May 2, 2019 is also internationally recognized as Holocaust Remembrance Day, corresponding to the 27th day of Nisan on the Hebrew calendar. That date marks the anniversary of the Warsaw Ghetto uprising.

Mr. Hanna expressed disappointment that Congress has not taken action to assist those affected by the Deferred Action for Childhood Arrivals (DACA).

Mr. Yarbrough asked that the meeting be closed in memory of Leonardo Garcia, a RSCCD employee for 13 years.

Mr. Yarbrough announced the board will be having a retreat on January 18 and 19, 2019. The retreat will include items on Guided Pathways and establishment of board goals.

Mr. Yarbrough indicated he plans to meet with ironworkers on January 15 regarding the district's apprenticeship program, tour the SAC Orange County Sheriff's Academy with a representative from Sheriff Don Barnes' office on January 16, participate in a conference call for an Association of Community College Trustees' Advisory Committee on Public Policy and Advocacy meeting on January 25, and attend the Board Safety & Security Committee meeting on February 6.

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

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

Property: Centennial Education Center/Centennial Park
2900 W. Edinger Avenue, Santa Ana, California
Agency Negotiators: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District
Negotiating Parties: City of Santa Ana
Under Negotiation: Price and Terms of Payment

RECESS TO CLOSED SESSION

The board convened into closed session at 5:40 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Dean, Instruction and Student Services
 - g. Chancellor Appointment

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

Agency Negotiator: 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, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

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

Property: Centennial Education Center/Centennial Park
2900 W. Edinger Avenue, Santa Ana, California
Agency Negotiators: Raúl Rodríguez, Chancellor, Rancho Santiago Community College District
Negotiating Parties: City of Santa Ana
Under Negotiation: Price and Terms of Payment

Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 6:27 p.m.

Closed Session Report

Mr. Hernandez reported during closed session the board discussed real property negotiations and took no action.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 **Management/Academic Personnel**

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

- Approve 2018-2019 Cabinet Permanent Annual Salary Schedule
- Approve 2018-2019 Management Permanent Annual Salary Schedule
- Approve Employment Agreements
- Approve Appointments
- Approve Appointments/Changes of Assignment
- Approve Interim Appointments
- Approve 2019 CEFA Hourly Step Increases

6.1 Management/Academic Personnel (cont.)

- Ratify Resignations/Retirements
- Approve Additional 2018-2019 Contract Extension Days
- Approve Beyond Contract/Overload Stipends
- Approve Adjusted Beyond Contract/Overload Stipends
- Approve 2019 Spring CEFA Hourly Column Changes
- Approve Part-time/Hourly New/Rehires
- Approve Non-paid Interns

6.2 Classified Personnel

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

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

6.3 PPL, Inc. Dialogue with Board of Trustees regarding Chancellor Search and Approval of Timeline, Chancellor Search Role Definitions, Candidate Profile, and Institutional Profile Documents

PPL, Inc. discussed with the Board of Trustees the documents as presented, adjusted the documents as determined by the board, and it was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the final documents. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

Dr. Rodríguez left the meeting prior to discussion of Item 6.3.

Mr. Hanna left the meeting during the discussion of Item 6.3 because he wasn't feeling well.

6.4 Authorization for Board Travel/Conferences

It was moved Ms. Alvarez and seconded by Mr. Labrado to authorize the submitted conference and travel by a board members. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. (Note: This item had been voted on before Mr. Hanna left the meeting.)

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, February 4, 2019.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 7:34 p.m., in memory of Mr. Leonardo Garcia who worked for Santa Ana College for 13 years and passed away unexpectedly on December 8, 2018. Mr. Garcia is the father of the head coach for the SAC Dons Cross Country Team, Miriam Mitzel.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

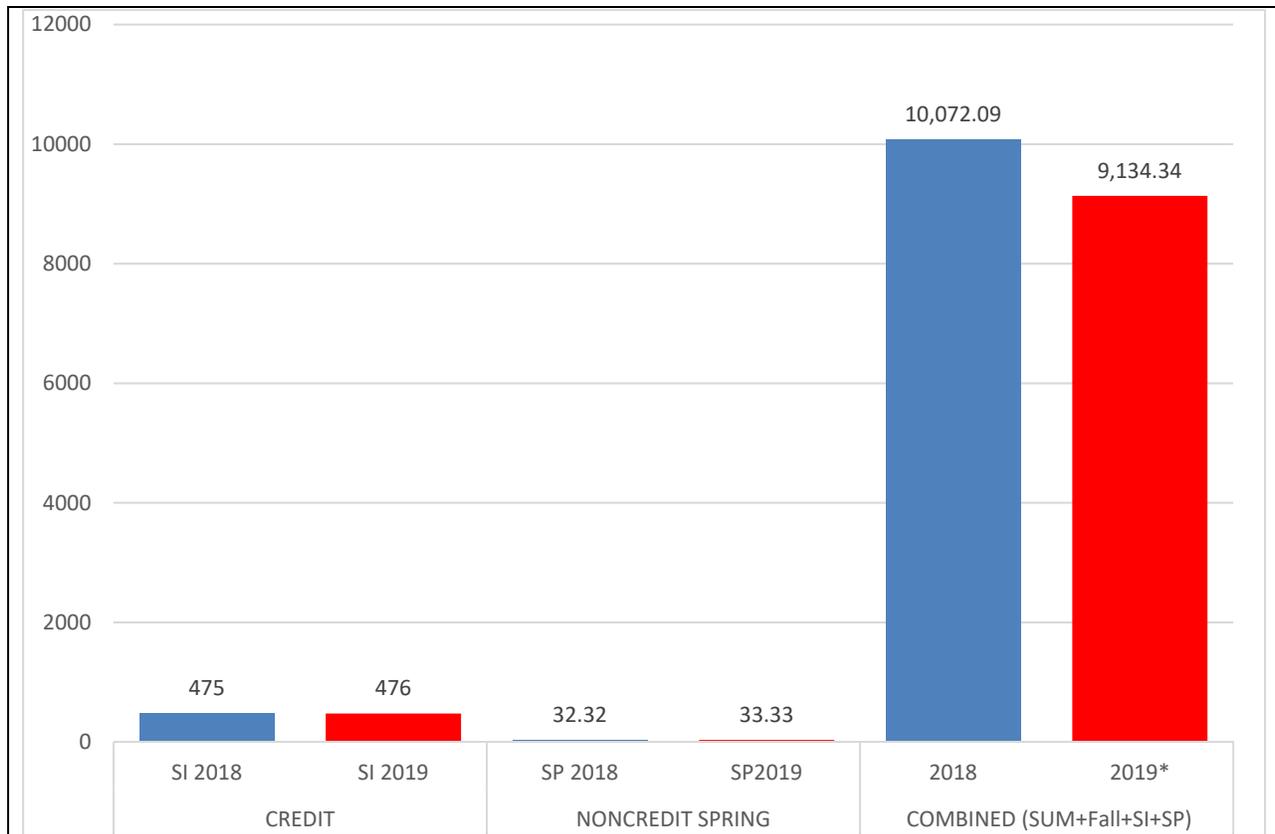
Approved: _____
Clerk of the Board

Minutes approved: February 4, 2019



SAC 2018/2019 Spring Intersession Enrollment Report

Date: 01/10/19



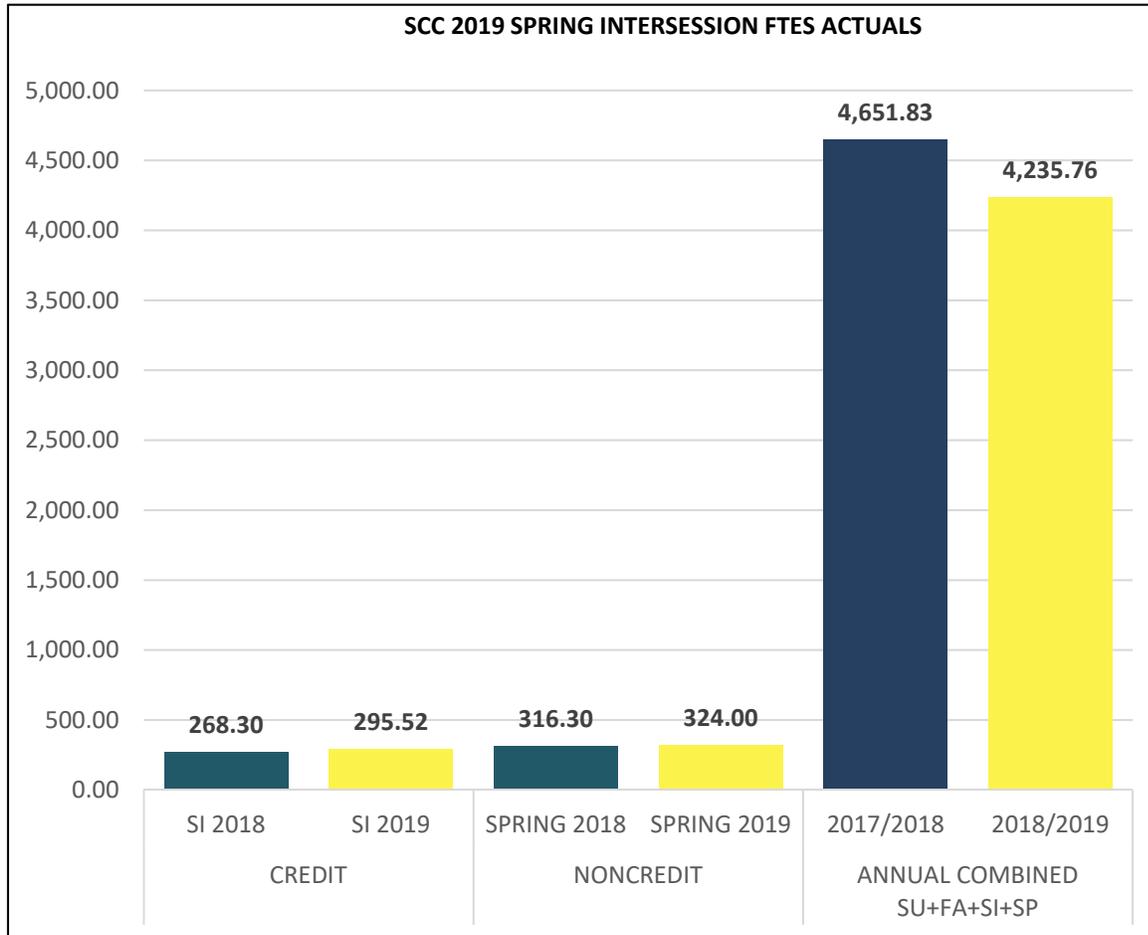
FTES Target

Terms	2018/2019	DIFF	PCT
Credit SI Target	515.00		
Credit SI Projection	515.00	0.00	0%
Noncredit SP Target	2221.00		
Noncredit SP Projection	2221.00	0.00	
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

1/11/2019



FTES TARGETS

TERMS	2018/2019	DIFF	PCT
Credit SI Target	269.81		
Credit SI Projection	295	25.19	9%
Noncredit Spring Target	1152		
Noncredit Spring Projection	1152	0	0%
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.

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

Board of Trustees Retreat

Friday, January 18, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The retreat was called to order at 5:39 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Ms. Elizabeth Weber.

Administrators present during the retreat were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez and Dr. Linda Rose. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Dr. John Hernandez.

1.3 Public Comment

There were no public comments.

2.0 BOARD RETREAT

2.1 Promote Board of Trustee's Understanding of Guided Pathways Program

Dr. Byron McClenney introduced himself to the board and invited the board to actively engage in the discussion to take place.

Dr. McClenney provided the board a presentation on Guided Pathways – an initiative taking place across the country that is focused on assisting students achieve their goals. The California State Chancellor's Office Vision for Success and Student-Centered Funding Formula are both aligned with Guided Pathways. Board members received clarification on data related to the presentation on Guided Pathways.

2.2 Develop Short-Term Action Plan with Measureable Guided Pathways Policy Goals

Following the presentation and discussion, the board prepared a Short-Term Action Plan for Guided Pathways: Leadership for Institutional Change.

3.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, February 4, 2019.

There being no further business, Mr. Yarbrough declared this meeting adjourned at 8:11 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 4, 2019

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

Board of Trustees Retreat

Saturday, January 19, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The retreat was called to order at 8:24 a.m. by Mr. Phillip Yarbrough. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, and Ms. Elizabeth Weber. Ms. Nelida Mendoza arrived at the time noted.

Administrators present during the retreat were Mr. Enrique Perez. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Yarbrough.

1.3 Public Comment

There were no public comments.

2.0 BOARD RETREAT

2.1 Discuss Relationship between Board of Trustees and Chancellor

Dr. Byron McClenney conducted a dialogue with the board relating to the relationship between the Board of Trustees and the Chancellor. Areas covered included the following:

Role of the Board

Dr. McClenney stated that there has been a shift in board responsibility in recent years. The responsibilities of the board now include policy, fiduciary, responsibility toward equity and student success, and the responsibility to monitor the achievement of goals.

It was reiterated to the board that their only employee is the Chancellor and they had a responsibility to communicate their goals/charges and what they expect.

Mr. Hanna noted that the board also directs the work of the General Counsel.

Ms. Mendoza arrived during discussion of the Role of the Board.

Problems

Discussion took place of potential problems board members will want to avoid. It was agreed that clear direction to the Chancellor is the most effective way to get board goals accomplished.

Board members agreed that the following initiatives should be implemented:

- Listening tour at the colleges by the Chancellor regarding the board goals with a report back to the board
- New Board Member orientation by Chancellor
- New Board President orientation by Chancellor

Effective Boards

Dr. McClenney noted that effective boards monitor what is most important to the institution on a regular basis. The Board should provide direction to the Chancellor on what to monitor and the frequency of when reports are provided to the board to obtain the information.

Guided Pathways

The board's role in Guided Pathways was discussed. Guided Pathways is a student-centered initiative and will require the district to be student ready – that is, to insure that students are learning what they come to our colleges to learn and achieve what they come to achieve. Because of the transformational work required of Guided Pathways and the disruption it may cause, it was agreed that a communications plan be instituted to share what is happening.

2.2 Discuss Board of Trustee Goals for 2019-2010 Academic Year and Measures and Milestones Needed to Achieve Board of Trustee Goals within Timeframes

Mr. Perez provided a recap of the process by which the current board goals were adopted and reported that a planning retreat will take place in May 2019 to update the strategic plan. Discussion ensued about board goals and the following board goals for 2019-2020 were agreed upon:

Guiding Principle

The Rancho Santiago Community College District will be student ready and learner focused.

Goal #1

RSCCD is committed to Guided Pathways and an implementation plan for both colleges to be a Guided Pathways college will be completed by fall 2020.

Goal #2

RSCCD will establish a district-wide Guided Pathways task force to support the implementation of Guided Pathways throughout the district.

Goal #3

The Board will revise policy and allocate resources as required in support of Guided Pathways.

Goal #4

The Board will adopt metrics for student success and equity in order to monitor progress.

Goal #5

The Board is committed to working with K-12 and universities to provide seamless pathways for students.

Goal #5

The Board is committed to finalizing the long-term facilities plan for our two college centers in the year ahead.

Goal #7

The Board has an ongoing commitment to the safety of our students and employees.

It was agreed that the guiding principle and board goals would be presented for adoption by the Board at the February 4, 2019 meeting.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, February 4, 2019.

There being no further business, Mr. Yarbrough declared this meeting adjourned at 11:50 a.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: February 4, 2019

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

To: Board of Trustees	Date: February 04, 2019
Re: Approval of Educational Affiliation Agreement Renewal with NextStep Fitness, Inc.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement renewal with NextStep Fitness, Inc., located in Lawndale, California as presented.

Fiscal Impact:	None	Board Date: February 04, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carol Comeau, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Occupational Therapy Assistant Program

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

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

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

B. For Background Clearance

The District shall inform The Occupational Therapy Assistant Program students of the Background Check requirement and their responsibility of payment.

C. For Program Planning

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

D. For Occupational Therapy Assistant Program Students

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

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

A. For the Program in General

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

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

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For Publications

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

B. Insurance:

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

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

C. Indemnification

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

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

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

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

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed by both parties, and shall continue in effect for five (5) years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

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

**District: Rancho Santiago Community
College District**

Agency: NextStep Fitness, Inc.

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

**NextStep Fitness, Inc.
4447 Redondo Beach Boulevard
Lawndale, CA 90260**

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services



Joel Wenger
Director

Date: _____

Date: 12/07/2018

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

To:	Board of Trustees	Date: February 04, 2019
Re:	Approval of Educational Affiliation Agreement with San Marcos Unified School District	
Action:	Request for Approval	

BACKGROUND

The Speech-Language Pathology Assistant Program was introduced in the Fall of 2001. Speech-Language Pathology assistants are trained to assist in the language and speech development of communicatively disordered children and adults in educational and medical sites under the supervision of licensed speech-language pathologists. Critical to the implementation of the program is identifying and confirming sites and contractual arrangements for observation and fieldwork.

ANALYSIS

Formal educational affiliation agreements between the district and fieldwork experience sites are necessary. To that end, this educational affiliation agreement with San Marcos Unified School District was developed for this purpose and has been reviewed by Dr. Simon B. Hoffman and college staff. This educational affiliation agreement with San Marcos Unified School District shall be effective for five (5) years or until termination by written notice of either party. This educational affiliation agreement with San Marcos Unified School District carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement with San Marcos Unified School District, located in San Marcos, California as presented.

Fiscal Impact:	None	Board Date: February 04, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Carol Comeau, Interim Dean of Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

Speech-Language Pathology Assistant Program

THIS AGREEMENT is made and entered into by and between the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College**, a public educational agency, hereinafter called the “**District**” and, **SAN MARCOS UNIFIED SCHOOL DISTRICT**, hereinafter called the “**Agency**”.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Speech-Language Pathology Assistant Program education for the benefit of Students and to meet community needs;

WHEREAS, the District operates Santa Ana College (“College”) and the College is a duly accredited educational institution that conducts the program described and identified in this Agreement;

WHEREAS, the District provides programs in Speech-Language Pathology Assistant Program education, which require clinical experience for Students, hereafter called “**Students**”, enrolled in these programs;

WHEREAS, the Agency has facilities suitable for the clinical needs of the District Speech-Language Pathology Assistant Program;

WHEREAS, it is to benefit of both District and Agency that Speech-Language Pathology Assistant Program Students have opportunities for clinical experience to enhance their capabilities as practitioners;

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.

2. The District will designate the Students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech-Language Pathology areas of the Agency in such numbers as are mutually agreed upon by both parties.
3. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the Students at the facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the Agency, provided however, that the responsibility for service to the client remain with the Agency.
4. The District will keep academic and clinical experience records of Students participating in said program.
5. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.
6. The District will agree that the Student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.
7. The District will require District's Speech-Language Pathology Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:
 - a. Student Speech-Language Pathology Assistant schedules.
 - b. Placement of Student in clinical experience assignments.
 - c. Changes in clinical experience assignments.
8. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to Students under this agreement.
9. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant Students. In addition, supervising SLPs need to have a minimum of 2 years of full-time experience as practicing speech language pathologists.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide service facilities for learning experiences therein for Students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the clinical experience for any one Student shall cover such period of time as may be specified by District.)
5. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such Students, either individually and/or in groups. All services of the Agency herein contracted for, such services and the number of Students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
6. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of Students, and permit the district instructors and Students access to service facilities, according to prearranged scheduling.
7. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
8. The Agency will provide orientation for Students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.
9. The Agency will permit the faculty and Students of the District to use its facilities for clinical education according to approved curricula.

10. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
11. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college Students who in the Agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of Students from the program.
12. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
13. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
14. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant Students or to Speech-Language Pathology Assistant instructors.

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Confidentiality of Patient Records

The Agency is a covered entity for purposes of the Health Insurance Portability and Accountability Act ("HIPAA") and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation"). Agency shall direct Students, and Instructors providing supervision at the Agency as part of the Program, to comply with the policies and procedures of the Agency, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students' and Instructors' role in relation to the use and disclosure of Agency's protected health information, the Students and Instructors are defined as members of the Agency's workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Agency. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the Agency by a Student or Instructor

who is acting as part of the Facilities workforce. No services are being provided to the Agency by the District pursuant to this Agreement and, therefore, this Agreement does not create a “business associate” relationship as that term is defined in 45 C.F.R. § 160.103.

C. Indemnification

The District hereby agrees to defend, indemnify and hold harmless the Agency, its directors, officers, agents and employees from and against claims, losses, liabilities, expenses (including reasonable attorneys’ fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of District, its Instructors, Students, agents or employees in connection with or arising out of the acts or omissions in services performed under this agreement or any breach or default in performance of any of the District’s obligations hereunder.

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

D. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program of insurance covering its activities and operation hereunder. Certificates of insurance or self-insurance evidencing the required coverage shall be provided to the other party upon request and shall include a minimum thirty (30) day cancellation clause.

Insurance Carried by the District. District shall maintain General liability coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate covering personal injury, property damage, and general liability claims and said policy shall remain in full force and effect during the term hereof.

District shall assure coverage of Professional liability insurance for each Student participating in the Rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof.

District shall carry Sexual Abuse and Molestation liability insurance for itself and each of its employees and partners, as well as Students participating in the program, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars

(\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof.

District shall provide Workers' Compensation coverage for its employees as well Students participating in the program.

Insurance Carried By Agency. Agency shall secure and maintain comprehensive General liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof.

PART V. STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS

- A. Speech-Language Pathology Assistant Program Students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the Student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where Students are obtaining clinical experience.
- B. Speech-Language Pathology Assistant Program Students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations. The Students are also responsible for recognizing the confidential nature of information related to clients and their records, and performance during emergency conditions. The Agency will provide copies of the rules, regulations and policies to the Speech-Language Pathology Assistant Program Students.
- C. Speech-Language Pathology Assistant Program Students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring the Speech-Language Pathology Assistant Students assigned to the Agency for clinical instruction comply with Agency's pre-service screening requirements, e.g. Department of Justice clearance, mandated reporter training, TB testing, etc., if any.
- E. The District will be responsible for assuring the Speech-Language Pathology Assistant Students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT

The term of this Agreement shall become effective when signed by both parties, and shall remain in effect for a period of five (5) years commencing on the Effective Date unless terminated in accordance with the provisions of this Agreement.

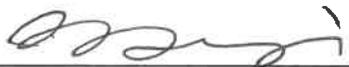
This agreement may be terminated by either Party, acting with or without cause, upon giving at least ninety (90) days prior written notice to the other Party except that any Student already assigned to and accepted by the Agency shall be allowed to complete any in-progress clinical practicum assignment at the Agency.

This Agreement shall immediately terminate if the District or the Agency's licenses, accreditations or certifications required for the Program are terminated, revoked, reduced, or any type of disciplinary action is taken against the District or the Agency by any accreditation or regulatory agency.

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

Agency: San Marcos Unified School District
255 Pico Ave., Suite 250
San Marcos, CA 92069

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

Signature: 

Signature: _____

Name: Bill Singh

Name: Peter J. Hardash

Title: Director

Title: Vice Chancellor

Human Resources and Development

Business Operations/Fiscal Services

Date: October 17, 2018

Date: _____

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Dual Enrollment Agreement between Santa Ana College and Garden Grove Unified School District	
Action:	Request for Approval	

BACKGROUND

Dual enrollment programs allow high school students to earn college credit while they are still in high school. There are a number of benefits to participating in a dual enrollment program. These programs introduce students to the rigors of college coursework early, reduce their time in college and recent studies have shown that students who participate in dual enrollment programs are more likely to earn a college degree. Santa Ana College would like to grow their Dual Enrollment Program and increase the number of participating high schools and other districts. This Dual Enrollment Agreement between Santa Ana College and Garden Grove Unified School District will allow Santa Ana College to offer college courses to high school students at Garden Grove Unified School District, adding value to the exceptional educational programs and activities that Garden Grove Unified School District currently offers to their students.

ANALYSIS

Santa Ana College will continue to work with the faculty and administration at Garden Grove Unified School District to develop comprehensive dual enrollment programs. The plan is to offer Garden Grove Unified School District challenging academic and career preparatory experiences to qualified high school students and enable those students to earn college credit and meet high school graduation requirements simultaneously.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Dual Enrollment Agreement between Santa Ana College and Garden Grove Unified School District located in Garden Grove, CA, as presented.

Fiscal Impact:	NONE	Board Date: February 4, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Alicia Kruizenga, Dean of Student Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**DUAL ENROLLMENT AGREEMENT
BETWEEN
SANTA ANA COLLEGE
AND
GARDEN GROVE UNIFIED SCHOOL DISTRICT**

This agreement (hereinafter "Agreement") is entered into on July 18, 2019, by and between Garden Grove Unified School District (hereinafter "GGUSD") and the Rancho Santiago Community College District (hereinafter "RSCCD"), on behalf of Santa Ana College (hereinafter "SAC") for the establishment of a dual enrollment program and use of GGUSD facilities.

RECITALS

WHEREAS, GGUSD and SAC have established a successful history of collaboration and mutual support to provide students and local communities with exceptional educational programs and activities; and

WHEREAS, GGUSD continues to find ways to broaden advanced educational opportunities for students including college preparatory and college credit courses; and

WHEREAS, GGUSD desires to offer students the opportunity for dual enrollment; and

WHEREAS, SAC is willing to offer college courses on the GGUSD campuses, which will benefit GGUSD students by providing a convenient location and schedule; and

WHEREAS, all of the terms between the parties shall be set forth in this Agreement;

NOW, THEREFORE be it resolved that SAC and GGUSD agree to work together to afford current GGUSD students the opportunity to enroll in dual enrollment courses in order to expand access to affordable higher education, provide challenging academic and career preparatory experiences to qualified high school students, and enable students to earn simultaneous college credit and meet high school graduation requirements:

1. Use of Facilities. SAC shall have use of appropriate classroom facilities located on the GGUSD campuses beginning on the first day of the 2019 fall semester, to be used for the purpose of offering dual enrollment credit courses through concurrent enrollment in credit SAC courses.
2. Scheduling. No later than March 31 of each year, GGUSD and RSCCD/SAC shall each designate a representative to review the availability of facilities for the following academic year and begin planning potential course offerings.
3. Financial Commitments.
 - a. Instructional Staff. SAC will be the employer of record for the purposes of instructor compensation, assignment monitoring, and reporting to the Orange County Department of Education and other responsibilities pursuant to state and federal law, including but not limited to, provision of worker's compensation coverage, payroll taxes, and STRS employer contributions.

- b. In case of the need for a SAC instructional staff member to teach a course embedded in the school day, then SAC will be responsible for compensation of the instructional staff, including but not limited to, provision of worker's compensation coverage, payroll taxes, and STRS employer contributions. If the instructional staff member is from GGUSD then GGUSD will be responsible for compensation of the instructional staff, including but not limited to, provision of worker's compensation coverage, payroll taxes, and STRS employer contributions. Classes under either of these incidences will be reported by SAC for state apportionment.
 - c. Equipment and supplies. GGUSD will be responsible for books and other supplies (whiteboard, markers, copying, etc.) and equipment (laptop, overhead projector, etc.) associated with the SAC classes.
 - d. Technology. GGUSD will be responsible for any technology services costs associated with Sections 4 and 5.
 - e. Use of Facility. GGUSD agrees to allow RSCCD/SAC access to classroom space for the express purpose of offering dual enrollment courses at GGUSD and to waive any applicable use of facilities fees.
 - f. Damage to Facilities. GGUSD will bear the costs of any repair or damages to the GGUSD facilities as a result of the performance of this contract.
 - g. Safety/Security. GGUSD will be responsible for the direct costs of safety, security, and supervision of the GGUSD campus during the hours of SAC class operation.
 - h. Should courses be taught by SAC faculty, either before or after school at GGUSD facilities, then the course will be open to GGUSD students and the public at large.
4. Technology Services. The parties will cooperate to provide students and staff appropriate levels of Internet, network access, and other software resources.
5. Program Management. SAC and GGUSD will cooperate with respect to elements of program management.
- a. Dual enrollment courses are governed by the policies and regulations of RSCCD/SAC. These policies, regulations and standards apply to students, faculty, staff, instructional procedures, academic standards, course offerings, course outlines of record, whether courses are offered at the college campus, at off-campus sites, including distance learning and internet, or at secondary schools.
 - b. SAC and GGUSD will jointly select dual enrollment courses for transfer, career and technical education, and high school achievement.
 - c. SAC designated coordinator will work with the appropriate SAC academic division to secure the correct SAC faculty for the courses to be offered on the GGUSD campus.

- d. SAC designated coordinator will work with GGUSD lead staff to facilitate enrollment of students and will work with SAC Admissions & Records office to ensure correct student records are maintained.
 - e. SAC faculty will adhere to course requirement, standards, learning materials, and all other SAC standards, policies, expectations, and systems.
 - f. SAC courses offered at the GGUSD campus will adhere to SAC scheduling practices and the annual academic calendar. Exceptions may be made with the written approval of the SAC Vice President of Academic Affairs.
 - g. Matters of student discipline will be handled cooperatively between the appropriate RSCCD/SAC and GGUSD administrators.
 - h. Student withdrawal dates/policies will be consistent with existing SAC adopted policies and calendars.
 - i. Academic advising of GGUSD students enrolled in SAC courses will be the joint responsibility of SAC and GGUSD.
 - j. Dual enrollment courses completed by GGUSD students will be identified on both the college and high school transcripts in the standard format and will not be identified as dual enrollment.
6. Admissions, Tuition, Textbooks, and Fees
- a. All GGUSD students enrolled in SAC coursework under this agreement will have their enrollment fees waived under SAC concurrent enrollment policies provided they are California residents.
 - b. GGUSD will not be responsible for paying a Health Fee of \$19 and a \$2 student representation fee per term per student. GGUSD will not be responsible to pay before the end of the semester and no hold will appear on the student's record.
 - c. SAC and GGUSD will be jointly responsible for providing matriculation services for students enrolling in the dual enrollment program classes on the GGUSD campus.
 - d. GGUSD will provide the books and materials for the SAC dual enrollment courses.
 - e. Completed CAPP forms will be collected from each high school student participating in the dual enrollment program and submitted as a group packet by the designated coordinator at GGUSD.
 - f. Dual enrollment students will have access to RSCCD/SAC services such as the library, tutoring, student I.D. cards etc.
 - g. The maximum number of students who will be allowed to enroll in a dual enrollment course will be limited to the course capacities established by RSCCD/SAC.
 - h. Recruitment into the dual enrollment program will be the responsibility of both GGUSD and RSCCD/SAC.

7. Parking. Parking spaces will be provided to SAC staff at the GGUSD campus as needed for site visits or teaching as necessary.
8. Permits, Rules, and Regulations. RSCCD/SAC shall not be required to acquire any permit or facility use approvals at GGUSD sites.
9. Indemnification. GGUSD agrees to defend all claims of loss and to indemnify and hold harmless RSCCD and its officers, agents, employees and volunteers from any and all liability for personal injury, damages, wrongful death, or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of GGUSD or its officers, employees, volunteers or agents in the performance of this agreement.

RSCCD agrees to defend all claims of loss and to indemnify and hold harmless the GGUSD, and the officers, employees, and agents of each of them from any and all liability for personal injury, damages, wrongful death, or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligent acts or omissions or willful misconduct of RSCCD or its officers, employees, or agents in the performance of this Agreement.

10. Insurance. GGUSD and RSCCD shall secure, provide documentation to the other upon request, and maintain at all times during the Term of the Agreement, each at their respective sole expense, the following insurance coverage forms covering both themselves and their respective employees:
 - a. Professional General Liability Insurance. Such coverage maintained by GGUSD and RSCCD may each be afforded via commercial insurance (with AM Best rating of A, VII or higher), self-insurance, a captive, or some combination thereof, at the minimum limits indicated herein. Such coverage shall be primary and non-contributory.
 - b. Business Automobile Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit of no less than one million dollars (\$1,000,000) per occurrence.
 - c. Workers' Compensation and Employers' Liability Insurance. Such coverage provided by GGUSD and RSCCD each may be afforded via commercial insurance or self-insurance.
 - d. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows: Each Occurrence \$1,000,000, General Aggregate \$3,000,000
 - e. Should any of the above-described policies be cancelled before the expiration thereof, 30-days written notice shall be delivered to the other party.
11. No Personal Liability. It is expressly understood and agreed that no personal liability whatsoever attaches to any members of the Board of GGUSD or of RSCCD, nor any of the officers or employees thereof by virtue of this Agreement.
12. Assignment. This Agreement shall inure to the benefit of and shall be binding upon the assigns or successors in interest of each of the parties hereto; neither party shall assign nor transfer any

of its rights, duties, or obligations under this Agreement without prior written consent of other party.

13. Notices. Any notice, communication, or delivery required to be given by this Agreement by either party to the other shall be completed by personal delivery or by first-class mail to:
 - a. GGUSD Lead Operational Administrator: Kelly McAmis, Assistant Superintendent, GGUSD, 10331 Stanford Ave. Garden Grove, CA 92840 or designee will complete this section.
 - b. RSCCD/SAC Lead Operational Administrator: Alicia Kruienza, Dean of Student Affairs, Santa Ana College, 1530 W 17th St, Santa Ana, CA 92706 or designee will complete this section.
14. Term. Upon signature by both parties, this Agreement shall be in effect through June 30, 2021 and shall automatically renew for an additional and successive three (3) terms of one (1) year each, unless terminated by either party upon written notice given to the other party ninety (90) days prior to the end of the initial or a renewal term.
15. Entire Agreement. This Agreement contains the entire agreement of the parties hereto and supersedes any prior written or oral agreements between them concerning the subject matter contained herein.
16. Equal Employment Opportunity. Each party to this Agreement for itself, its subcontractors, assignees and successors in interest, agree not to unlawfully discriminate because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition (cancer-related) as defined in California Government Code § 12926, ancestry, marital status, or citizenship.
17. Disqualified Employees. Each party to this agreement shall ensure that persons who perform services on College or GGUSD property have not been convicted of any felony, any controlled substance offense, or any or any sex offense, as those terms are defined by Education Code §§ 87008-87010.

IN WITNESS WHEREOF, the parties hereto have executed this dual enrollment Agreement as of the day and year first above written.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

GGUSD HIGH SCHOOL

RSCCD Board of Trustees Approval Date:

GGUSD Board of Trustees Approval Date:

Signature of Officer:
Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services

Signature of Officer:
Gabriela Mafi, Ed.D.
Superintendent

Date of Signature:

Date of Signature:

Rancho Santiago Comm Coll District

Board Meeting of 02/04/19

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66901	General Fund Unrestricted	0.00	6,048.00	-6,048.00	92*0512572	92*0512572
66955	General Fund Unrestricted	0.00	2,417.82	-2,417.82	92*0513265	92*0513267
66963	General Fund Unrestricted	0.00	503.54	-503.54	92*0513479	92*0513479
66994	General Fund Unrestricted	11,071.81	0.00	11,071.81	92*0513937	92*0513985
66997	General Fund Unrestricted	7,475.66	0.00	7,475.66	92*0514002	92*0514011
66998	General Fund Unrestricted	36,422.20	0.00	36,422.20	92*0514013	92*0514026
66999	General Fund Unrestricted	2,760.06	0.00	2,760.06	92*0514028	92*0514055
67001	General Fund Unrestricted	8,440.45	0.00	8,440.45	92*0514060	92*0514062
67005	General Fund Unrestricted	150,431.19	0.00	150,431.19	92*0514078	92*0514119
67007	General Fund Unrestricted	45,474.42	0.00	45,474.42	92*0514148	92*0514167
67008	General Fund Unrestricted	143,751.27	0.00	143,751.27	92*0514168	92*0514189
67018	General Fund Unrestricted	2,281,489.18	0.00	2,281,489.18	92*0514220	92*0514272
67019	General Fund Unrestricted	6,975.42	0.00	6,975.42	92*0514287	92*0514316
67020	General Fund Unrestricted	22,559.14	0.00	22,559.14	92*0514318	92*0514349
67021	General Fund Unrestricted	44,222.94	0.00	44,222.94	92*0514351	92*0514375
67025	General Fund Unrestricted	42,662.84	0.00	42,662.84	92*0514391	92*0514422
67027	General Fund Unrestricted	36,041.98	0.00	36,041.98	92*0514430	92*0514454
67030	General Fund Unrestricted	15,486.75	0.00	15,486.75	92*0514462	92*0514510
67032	General Fund Unrestricted	6,287.13	0.00	6,287.13	92*0514517	92*0514536
67034	General Fund Unrestricted	13,231.02	6,615.51	6,615.51	92*0514560	92*0514602
Total Fund 11 General Fund Unrestricted		\$2,874,783.46	\$15,584.87	\$2,859,198.59		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66850	General Fund Restricted	0.00	495.00	-495.00	92*0511754	92*0511789
66910	General Fund Restricted	0.00	38.10	-38.10	92*0512656	92*0512662
66994	General Fund Restricted	91,983.24	0.00	91,983.24	92*0513940	92*0513991
66997	General Fund Restricted	8,484.83	0.00	8,484.83	92*0513995	92*0514012
66998	General Fund Restricted	1,047.36	0.00	1,047.36	92*0514023	92*0514027
67001	General Fund Restricted	6,464.29	0.00	6,464.29	92*0514057	92*0514064
67005	General Fund Unrestricted	1,437.90	0.00	1,437.90	92*0514118	92*0514118
67006	General Fund Restricted	60,847.59	0.00	60,847.59	92*0514120	92*0514145
67007	General Fund Restricted	1,371.88	0.00	1,371.88	92*0514147	92*0514165
67008	General Fund Restricted	24,115.17	0.00	24,115.17	92*0514170	92*0514196
67009	General Fund Restricted	917.63	0.00	917.63	92*0514197	92*0514197
67017	General Fund Restricted	773.00	0.00	773.00	92*0514218	92*0514218
67018	General Fund Restricted	46,264.51	0.00	46,264.51	92*0514219	92*0514270
67019	General Fund Restricted	11,518.26	0.00	11,518.26	92*0514273	92*0514296
67020	General Fund Restricted	414,263.73	0.00	414,263.73	92*0514319	92*0514346
67021	General Fund Restricted	2,321.42	0.00	2,321.42	92*0514350	92*0514377
67022	General Fund Restricted	21,305.80	0.00	21,305.80	92*0514378	92*0514378
67025	General Fund Restricted	266,100.74	0.00	266,100.74	92*0514392	92*0514423
67027	General Fund Restricted	21,100.73	0.00	21,100.73	92*0514431	92*0514452
67032	General Fund Restricted	63,709.69	0.00	63,709.69	92*0514518	92*0514544
67034	General Fund Restricted	4,133.08	2,066.54	2,066.54	92*0514558	92*0514603
67035	General Fund Restricted	2,820.00	0.00	2,820.00	92*0514604	92*0514606
Total Fund 12 General Fund Restricted		\$1,050,980.85	\$2,599.64	\$1,048,381.21		

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66994	GF Unrestricted One-Time Func	6,969.79	0.00	6,969.79	92*0513941	92*0513971
66997	GF Unrestricted One-Time Func	3,925.06	0.00	3,925.06	92*0513999	92*0514006
66998	General Fund Unrestricted	7,250.06	0.00	7,250.06	92*0514020	92*0514020
67005	GF Unrestricted One-Time Func	904.88	0.00	904.88	92*0514076	92*0514077
67006	GF Unrestricted One-Time Func	4,654.87	0.00	4,654.87	92*0514133	92*0514146
67007	GF Unrestricted One-Time Func	11.00	0.00	11.00	92*0514156	92*0514156
67008	GF Unrestricted One-Time Func	3,515.60	0.00	3,515.60	92*0514181	92*0514192
67018	GF Unrestricted One-Time Func	602.65	0.00	602.65	92*0514242	92*0514252
67019	GF Unrestricted One-Time Func	1,049.00	0.00	1,049.00	92*0514274	92*0514274
67020	GF Unrestricted One-Time Func	40,599.59	0.00	40,599.59	92*0514317	92*0514345
67025	GF Unrestricted One-Time Func	1,751.97	0.00	1,751.97	92*0514405	92*0514405
67034	GF Unrestricted One-Time Func	284.28	142.14	142.14	92*0514573	92*0514596
Total Fund 13 GF Unrestricted One-Time		\$71,518.75	\$142.14	\$71,376.61		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66882	Child Development Fund	0.00	275.20	-275.20	92*0512281	92*0512281
66967	Child Development Fund	0.00	26.93	-26.93	92*0513545	92*0513545
66993	Child Development Fund	3,800.30	0.00	3,800.30	92*0513928	92*0513936
66995	Child Development Fund	275.20	0.00	275.20	92*0513992	92*0513992
67004	Child Development Fund	2,667.30	1,333.65	1,333.65	92*0514070	92*0514075
67011	Child Development Fund	130.57	0.00	130.57	92*0514199	92*0514200
67015	Child Development Fund	3,211.45	0.00	3,211.45	92*0514207	92*0514212
67024	Child Development Fund	23,220.06	0.00	23,220.06	92*0514381	92*0514390
67026	Child Development Fund	2,986.27	0.00	2,986.27	92*0514424	92*0514429
67033	Child Development Fund	498.03	0.00	498.03	92*0514545	92*0514557
Total Fund 33 Child Development Fund		\$36,789.18	\$1,635.78	\$35,153.40		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66996	Capital Outlay Projects Fund	7,692.00	0.00	7,692.00	92*0513993	92*0513994
67000	Capital Outlay Projects Fund	6,300.00	0.00	6,300.00	92*0514056	92*0514056
67016	Capital Outlay Projects Fund	44,102.52	0.00	44,102.52	92*0514213	92*0514217
67023	Capital Outlay Projects Fund	1,899.71	0.00	1,899.71	92*0514379	92*0514380
67029	Capital Outlay Projects Fund	211,130.32	0.00	211,130.32	92*0514456	92*0514461
Total Fund 41 Capital Outlay Projects Fun		\$271,124.55	\$0.00	\$271,124.55		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67012	Bond Fund, Measure Q	1,052.00	526.00	526.00	92*0514201	92*0514202
67031	Bond Fund, Measure Q	1,670,875.20	0.00	1,670,875.20	92*0514511	92*0514516
Total Fund 43 Bond Fund, Measure Q		<u>\$1,671,927.20</u>	<u>\$526.00</u>	<u>\$1,671,401.20</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67003	Property and Liability Fund	2,567.50	0.00	2,567.50	92*0514067	92*0514069
67013	Property and Liability Fund	3,122.15	0.00	3,122.15	92*0514203	92*0514203
67028	Property and Liability Fund	242.40	0.00	242.40	92*0514455	92*0514455
Total Fund 61 Property and Liability Fund		<u>\$5,932.05</u>	<u>\$0.00</u>	<u>\$5,932.05</u>		

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67002	Workers' Compensation Fund	54,238.20	27,119.10	27,119.10	92*0514065	92*0514066
67010	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0514198	92*0514198
Total Fund 62 Workers' Compensation Fu		<u>\$56,075.70</u>	<u>\$27,119.10</u>	<u>\$28,956.60</u>		

Checks Written for Period 01/01/19 Thru 01/22/19

67014	Student Financial Aid Fund	76,869.00	0.00	76,869.00	92*0514204	92*0514206
Total Fund 74 Student Financial Aid Fund		<u><u>\$76,869.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$76,869.00</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,859,198.59
Total Fund 12 General Fund Restricted	1,048,381.21
Total Fund 13 GF Unrestricted One-Time Fund	71,376.61
Total Fund 33 Child Development Fund	35,153.40
Total Fund 41 Capital Outlay Projects Fund	271,124.55
Total Fund 43 Bond Fund, Measure Q	1,671,401.20
Total Fund 61 Property and Liability Fund	5,932.05
Total Fund 62 Workers' Compensation Fund	28,956.60
Total Fund 74 Student Financial Aid Fund	76,869.00
Grand Total:	<u><u>\$6,068,393.21</u></u>

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1901105	SAC Diversified Agency Fund	6,441.19	0.00	6,441.19	1A*0001529	1A*0001536
1A1901212	SAC Diversified Agency Fund	6,723.26	0.00	6,723.26	1A*0001537	1A*0001542
1A1901319	SAC Diversified Agency Fund	11,714.10	0.00	11,714.10	1A*0001543	1A*0001551
1A1901422	SAC Diversified Agency Fund	587.28	0.00	587.28	1A*0001552	1A*0001553
Total 1A SAC Diversified Agency Fund		<u>\$25,465.83</u>	<u>\$0.00</u>	<u>\$25,465.83</u>		

Checks Written for Period 01/01/19 Thru 01/22/19

<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>
1B1901212	SAC Bookstore Fund	33,945.93	0.00	33,945.93	1B*0001499	1B*0001519
1B1901319	SAC Bookstore Fund	55,780.96	11,748.00	44,032.96	1B*0001520	1B*0001535
Total 1B SAC Bookstore Fund		<u><u>\$89,726.89</u></u>	<u><u>\$11,748.00</u></u>	<u><u>\$77,978.89</u></u>		

Checks Written for Period 01/01/19 Thru 01/22/19

<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>
1S1901212	SAC Associated Students Fund	3,091.50	2,576.25	515.25	1S*0001255	1S*0001260
1S1901422	SAC Associated Students Fund	1,525.37	0.00	1,525.37	1S*0001261	1S*0001267
Total 1S SAC Associated Students Fund		<u><u>\$4,616.87</u></u>	<u><u>\$2,576.25</u></u>	<u><u>\$2,040.62</u></u>		

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1T1901105	SAC Diversified Trust Fund	3,458.65	0.00	3,458.65	1T*0001322	1T*0001326
1T1901212	SAC Diversified Trust Fund	6,370.18	0.00	6,370.18	1T*0001327	1T*0001335
1T1901319	SAC Diversified Trust Fund	55,504.27	0.00	55,504.27	1T*0001336	1T*0001346
1T1901422	SAC Diversified Trust Fund	400.00	0.00	400.00	1T*0001347	1T*0001348
Total 1T SAC Diversified Trust Fund		<u>\$65,733.10</u>	<u>\$0.00</u>	<u>\$65,733.10</u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	25,465.83
Total Fund 1B SAC Bookstore Fund	77,978.89
Total Fund 1S SAC Associated Students Fund	2,040.62
Total Fund 1T SAC Diversified Trust Fund	65,733.10
Grand Total:	<u><u>\$171,218.44</u></u>

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2A1901105	SCC Diversified Agency Fund	1,320.00	0.00	1,320.00	2A*0001247	2A*0001247
2A1901212	SCC Diversified Agency Fund	1,293.07	0.00	1,293.07	2A*0001248	2A*0001249
2A1901319	SCC Diversified Agency Fund	1,728.15	0.00	1,728.15	2A*0001250	2A*0001253
Total 2A SCC Diversified Agency Fund		<u>\$4,341.22</u>	<u>\$0.00</u>	<u>\$4,341.22</u>		

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B1901105	SCC Bookstore Fund	49,290.47	792.00	48,498.47	2B*0001359	2B*0001365
2B1901212	SCC Bookstore Fund	5,999.30	792.00	5,207.30	2B*0001366	2B*0001372
2B1901319	SCC Bookstore Fund	13,322.77	0.00	13,322.77	2B*0001373	2B*0001381
Total 2B SCC Bookstore Fund		\$68,612.54	\$1,584.00	\$67,028.54		

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2C1901105	SCC Community Education Fund	883.63	0.00	883.63	2C*0001091	2C*0001094
2C1901319	SCC Community Education Fund	6,331.92	0.00	6,331.92	2C*0001095	2C*0001096
Total 2C SCC Community Education Fund		<u>\$7,215.55</u>	<u>\$0.00</u>	<u>\$7,215.55</u>		

Checks Written for Period 01/01/19 Thru 01/22/19

<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>
2R1901319	SCC Represenation Fee Fund	3,591.00	0.00	3,591.00	2R*0001008	2R*0001008
Total 2R SCC Represenation Fee Fund		<u>3,591.00</u>	<u>0.00</u>	<u>3,591.00</u>		

Checks Written for Period 01/01/19 Thru 01/22/19

<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>
2S1901105	SCC Associated Students Fund	7,700.00	1,500.00	6,200.00	2S*0001170	2S*0001175
2S1901212	SCC Associated Students Fund	659.46	0.00	659.46	2S*0001176	2S*0001178
Total 2S SCC Associated Students Fund		<u><u>\$8,359.46</u></u>	<u><u>\$1,500.00</u></u>	<u><u>\$6,859.46</u></u>		

Checks Written for Period 01/01/19 Thru 01/22/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T1901105	SCC Diversified Trust Fund	2,167.39	0.00	2,167.39	2T*0001144	2T*0001147
2T1901212	SCC Diversified Trust Fund	1,838.91	0.00	1,838.91	2T*0001148	2T*0001159
2T1901319	SCC Diversified Trust Fund	332.46	0.00	332.46	2T*0001160	2T*0001161
Total 2T SCC Diversified Trust Fund		<u>\$4,338.76</u>	<u>\$0.00</u>	<u>\$4,338.76</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	4,341.22
Total Fund 2B SCC Bookstore Fund	67,028.54
Total Fund 2C SCC Community Education Fu	7,215.55
Total Fund 2R SCC Representation Fee Fund	3,591.00
Total Fund 2S SCC Associated Students Fun	6,859.46
Total Fund 2T SCC Diversified Trust Fund	4,338.76
Grand Total:	<u><u>\$93,374.53</u></u>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 01/03/2019 To 01/22/2019
Board Meeting on 01/23/2019**

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
2000 CLASSIFIED SALARIES		9
3000 EMPLOYEE BENEFITS		225
4000 SUPPLIES & MATERIALS		6,700
5000 OTHER OPERATING EXP & SERVICES	6,839	
6000 CAPITAL OUTLAY	95	
Total Transfer Fund 11	\$6,934	\$6,934
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		26,037
2000 CLASSIFIED SALARIES	29,736	
3000 EMPLOYEE BENEFITS		1,564
4000 SUPPLIES & MATERIALS		8,154
5000 OTHER OPERATING EXP & SERVICES	34,771	
6000 CAPITAL OUTLAY		40,718
7000 OTHER OUTGO	1,696	
7900 RESERVE FOR CONTINGENCIES	10,270	
Total Transfer Fund 12	\$76,473	\$76,473
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
1000 ACADEMIC SALARIES		4,000
2000 CLASSIFIED SALARIES		5,088
3000 EMPLOYEE BENEFITS		22,648
4000 SUPPLIES & MATERIALS		3,787
5000 OTHER OPERATING EXP & SERVICES		1,233
6000 CAPITAL OUTLAY		4,500
7900 RESERVE FOR CONTINGENCIES	41,256	
Total Transfer Fund 13	\$41,256	\$41,256
<u>Fund 31: Bookstore Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		20,000
6000 CAPITAL OUTLAY		10,000
7900 RESERVE FOR CONTINGENCIES	30,000	
Total Transfer Fund 31	\$30,000	\$30,000
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		300,000
7900 RESERVE FOR CONTINGENCIES	300,000	
Total Transfer Fund 41	\$300,000	\$300,000
<u>Fund 72: Representation Fee Trust Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		6,399
7900 RESERVE FOR CONTINGENCIES	6,399	
Total Transfer Fund 72	\$6,399	\$6,399
<u>Fund 79: Diversified Trust Fund</u>		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 01/03/2019 To 01/22/2019
Board Meeting on 01/23/2019**

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
2000	CLASSIFIED SALARIES		3,000
3000	EMPLOYEE BENEFITS		550
4000	SUPPLIES & MATERIALS		3,800
5000	OTHER OPERATING EXP & SERVICES		57,800
6000	CAPITAL OUTLAY		3,000
7000	OTHER OUTGO		3,000
7900	RESERVE FOR CONTINGENCIES		
Total Transfer Fund 79		71,150	\$71,150

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8600	STATE REVENUES	12,000,000	
8800	LOCAL REVENUES	2,770	
2000	CLASSIFIED SALARIES		163,384
3000	EMPLOYEE BENEFITS		97,335
4000	SUPPLIES & MATERIALS		300
5000	OTHER OPERATING EXP & SERVICES		11,741,751
Total Transfer Fund 12		\$12,002,770	\$12,002,770

<u>Fund 33: Child Development Fund</u>			
8100	FEDERAL REVENUES	2,162,623	
1000	ACADEMIC SALARIES		727,931
2000	CLASSIFIED SALARIES		410,455
3000	EMPLOYEE BENEFITS		600,912
4000	SUPPLIES & MATERIALS		29,495
5000	OTHER OPERATING EXP & SERVICES		184,719
7000	OTHER OUTGO		209,111
Total Transfer Fund 33		\$2,162,623	\$2,162,623

<u>Fund 74: Student Financial Aid Fund</u>			
8600	STATE REVENUES	(2,000)	
7000	OTHER OUTGO		(2,000)
Total Transfer Fund 74		\$(2,000)	\$(2,000)

<u>Fund 79: Diversified Trust Fund</u>			
8900	OTHER FINANCING SOURCES	40,000	
5000	OTHER OPERATING EXP & SERVICES		40,000
Total Transfer Fund 79		\$40,000	\$40,000

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 01/03/2019 To 01/22/2019

Board Meeting on 01/23/2019

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

BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
B024950	01/09/19		
5000	OTHER OPERATING EXP & SERVICES	64,380	
6000	CAPITAL OUTLAY		64,380
Total Reference B024950		64,380	64,380
Reason: Special Project Adjustment			
Description: B104/B106 BsnClstrm desks/chair			
B024953	01/09/19		
1000	ACADEMIC SALARIES		8,303
3000	EMPLOYEE BENEFITS		1,967
7900	RESERVE FOR CONTINGENCIES	10,270	
Total Reference B024953		10,270	10,270
Reason: Special Project Adjustment			
Description: Tx cntngcy rsvs:Fnd HlthCtr crdntrs Sp19 Intrcsn LHE			
B024972	01/11/19		
2000	CLASSIFIED SALARIES	25,308	
5000	OTHER OPERATING EXP & SERVICES		25,308
Total Reference B024972		25,308	25,308
Reason: Special Project Adjustment			
Description: CntrcdSvcsGvrnceCncl'19Rtrt			
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B024963	01/10/19		
3000	EMPLOYEE BENEFITS		21,256
7900	RESERVE FOR CONTINGENCIES	21,256	
Total Reference B024963		21,256	21,256
Reason: Special Project Adjustment			
Description: Fringe benefits not allowed on eLuemen grant			
B025010	01/18/19		
5000	OTHER OPERATING EXP & SERVICES		20,000
7900	RESERVE FOR CONTINGENCIES	20,000	
Total Reference B025010		20,000	20,000
Reason: Adjustment			
Description: OneTimeAwrd:model UN Sprng Trnmts&NtIs			
<u>Fund 31: Bookstore Fund</u>			
B024979	01/14/19		
5000	OTHER OPERATING EXP & SERVICES		20,000
6000	CAPITAL OUTLAY		10,000
7900	RESERVE FOR CONTINGENCIES	30,000	
Total Reference B024979		30,000	30,000
Reason: Adjustment			
Description: Adj bgts cvr upcmg exps 18/19			
<u>Fund 41: Capital Outlay Projects Fund</u>			

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

From 01/03/2019 To 01/22/2019

Board Meeting on 01/23/2019

BUDGET TRANSFERS		From	To
B024955	01/10/19		
6000	CAPITAL OUTLAY		300,000
7900	RESERVE FOR CONTINGENCIES	300,000	
Total Reference B024955		\$300,000	\$300,000
Reason:	New Budget		
Description:	SCC StartUpLndscpngEqpmt		
<u>Fund 72: Representation Fee Trust Fund</u>			
B024983	01/14/19		
5000	OTHER OPERATING EXP & SERVICES		6,399
7900	RESERVE FOR CONTINGENCIES	6,399	
Total Reference B024983		\$6,399	\$6,399
Reason:	Special Project Adjustment		
Description:	Adj bgts cvr upcmg exps 18/19		
<u>Fund 79: Diversified Trust Fund</u>			
B024951	01/09/19		
5000	OTHER OPERATING EXP & SERVICES		50,000
7900	RESERVE FOR CONTINGENCIES	50,000	
Total Reference B024951		\$50,000	\$50,000
Reason:	Special Project Adjustment		
Description:	Fnd 2 Foundtn accts		
B024980	01/14/19		
5000	OTHER OPERATING EXP & SERVICES		7,600
7900	RESERVE FOR CONTINGENCIES	7,600	
Total Reference B024980		\$7,600	\$7,600
Reason:	Special Project Adjustment		
Description:	Ads bgts upcmg exps 18/19		
B024981	01/14/19		
2000	CLASSIFIED SALARIES		3,000
3000	EMPLOYEE BENEFITS		550
4000	SUPPLIES & MATERIALS		800
5000	OTHER OPERATING EXP & SERVICES	3,800	
6000	CAPITAL OUTLAY		3,000
7900	RESERVE FOR CONTINGENCIES	3,550	
Total Reference B024981		\$7,350	\$7,350
Reason:	Special Project Adjustment		
Description:	Adj bgts upcmg exps 18/19		
B025012	01/18/19		
4000	SUPPLIES & MATERIALS		3,000
5000	OTHER OPERATING EXP & SERVICES		4,000
7000	OTHER OUTGO		3,000
7900	RESERVE FOR CONTINGENCIES	10,000	
Total Reference B025012		\$10,000	\$10,000
Reason:	Special Project Adjustment		
Description:	UnrstrctdAuxCntrbtns SAC-SCE		

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
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Fund 12: General Fund Restricted

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

From 01/03/2019 To 01/22/2019

Board Meeting on 01/23/2019

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B024952	01/09/19		
8600	STATE REVENUES	12,000,000	
2000	CLASSIFIED SALARIES		72,461
3000	EMPLOYEE BENEFITS		42,550
4000	SUPPLIES & MATERIALS		300
5000	OTHER OPERATING EXP & SERVICES		11,884,689
Total Reference B024952		\$12,000,000	\$12,000,000
Reason:	New Budget		
Description:	RSCCD-FiscalAgnt:K12 SWP		
B024967	01/11/19		
8600	STATE REVENUES	(150,000)	
5000	OTHER OPERATING EXP & SERVICES		(150,000)
Total Reference B024967		\$(150,000)	\$(150,000)
Reason:	Special Project Adjustment		
Description:	PJ2225-SCC ErlyClgPthwys		
B024968	01/11/19		
8600	STATE REVENUES	150,000	
2000	CLASSIFIED SALARIES		90,923
3000	EMPLOYEE BENEFITS		54,785
5000	OTHER OPERATING EXP & SERVICES		4,292
Total Reference B024968		\$150,000	\$150,000
Reason:	New Budget		
Description:	SCC ErlyClgPthwys prjct2225		
<u>Fund 33: Child Development Fund</u>			
B025005	01/17/19		
8100	FEDERAL REVENUES	43,536	
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		42,536
Total Reference B025005		\$43,536	\$43,536
Reason:	New Budget		
Description:	SP1294EHS TTA		
B025006	01/17/19		
8100	FEDERAL REVENUES	199,979	
2000	CLASSIFIED SALARIES		28,968
3000	EMPLOYEE BENEFITS		9,230
5000	OTHER OPERATING EXP & SERVICES		7,691
7000	OTHER OUTGO		154,090
Total Reference B025006		\$199,979	\$199,979
Reason:	New Budget		
Description:	SP1247 CCAMPIS-SAC YR. 1		
B025007	01/18/19		
8100	FEDERAL REVENUES	58,149	
2000	CLASSIFIED SALARIES		2,413
3000	EMPLOYEE BENEFITS		715
7000	OTHER OUTGO		55,021
Total Reference B025007		\$58,149	\$58,149
Reason:	New Budget		
Description:	SP1236-CCAMPIS SCC YR.1		

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

From 01/03/2019 To 01/22/2019

Board Meeting on 01/23/2019

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B025008	01/18/19		
8100	FEDERAL REVENUES	1,860,959	
1000	ACADEMIC SALARIES		727,931
2000	CLASSIFIED SALARIES		379,074
3000	EMPLOYEE BENEFITS		590,967
4000	SUPPLIES & MATERIALS		28,495
5000	OTHER OPERATING EXP & SERVICES		134,492
Total Reference B025008		\$1,860,959	\$1,860,959
Reason:	New Budget		
Description:	SP1293, EHS Op.		
<u>Fund 79: Diversified Trust Fund</u>			
B024982	01/14/19		
8900	OTHER FINANCING SOURCES	40,000	
5000	OTHER OPERATING EXP & SERVICES		40,000
Total Reference B024982		\$40,000	\$40,000
Reason:	Adjustment		
Description:	Adj bgts upcmg exps 18/19		

RECOMMENDATION

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

4.2 (6)

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

To: Board of Trustees	Date: February 4, 2019
Re: Approval of Nonresident Fees for 2019-20	
Action: Request for Approval	

BACKGROUND

Education Code §76140, amended by Assembly Bill No. 3255 approved on September 18, 2018, requires the Board of Trustees to establish the tuition fee for nonresidents prior to March 1 each year. The District is also authorized under Education Code §76141, amended by Assembly Bill No. 947 approved on October 11, 2009, to charge any nonresident student an amount not to exceed the amount that was expended by the District for capital outlay costs in the preceding fiscal year. Any fee charged for capital outlay cannot exceed 50% of the non-resident tuition fee established by the District and the funds must be expended for capital outlay purposes. Education Code §76142 allows districts to charge a processing fee (application fee) to nonresident students who are both citizens and residents of a foreign country an amount not to exceed the actual cost of processing an application and other documentation required by the federal government or \$100 whichever is less (the colleges currently charge \$25). These fees are in addition to other student enrollment fees charged to resident students.

ANALYSIS

Using total 2017-18 District expenditures for education and applying the allowed two-year inflation factor of 4.7% results in a calculated cost of \$247 per unit or \$270 per unit for credit only. The regulations regarding nonresident tuition fee calculations allow districts to charge its calculated per-unit rate or one of the following per-unit rates:

		<u>2018-19</u>	<u>2019-20</u>
1	The District's computed cost of education	\$260	\$247
2	The District's computed cost of education (credit-only)	\$287	\$270
3	The statewide average cost	\$258	\$265
4	Highest statewide average cost	\$258	\$265
5	Up to the level charged by any contiguous district	\$258	\$TBD
6	Up to the preceding fiscal year average rate of 12 comparable states based on cost of living	\$424	\$414

The District's current calculated cost or maximum rate for capital outlay purposes is \$42 per unit based on 2017-18 actual capital outlay costs. For 2018-19 the District charged \$258 per unit for nonresident tuition and \$35 per unit for capital outlay, for a total of \$293. For 2019-20,

the District is proposing to charge the statewide average rate of \$265 per unit for nonresident tuition and a capital outlay fee of \$35, for a total of \$300. This represents a total increase of \$7 per unit, or 2.4%. In addition, the campuses propose that the application fee remain unchanged at the current rate of \$25. Various exemptions to these fees are provided in the law under Education Code §68130.5 and §76140 et seq.

RECOMMENDATION

It is recommended that the Board of Trustees establish the nonresident tuition fee at \$265 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$25 for 2019-20 as presented.

Fiscal Impact:	Estimated \$3.7 million in Fee Revenue	Board Date: February 4, 2019
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	



TO: Chief Business Officers
Chief Instructional Officers

FROM: Wrenna Finche, Director
Fiscal Standards and Accountability Unit

RE: 2019-20 Nonresident Tuition and Capital Outlay Fees

Education Code section 76140 requires each district governing board to establish the nonresident tuition fee for the succeeding fiscal year. Recent legislation, [AB 3255](#), signed into law September 18, 2018, extended the adoption date for the nonresident tuition fee from February 1 to March 1. In this memorandum, the options, which previously have been titled Option 1 through 7, have been renamed to align with existing statutes.

Nonresident Tuition Fee

Education Code section 76140 specifies seven options to determine the nonresident tuition fee. The options are described below:

- Option A.1 - District Average Cost
The district expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total FTES in the preceding fiscal year.
- Option A.2- District Average Cost with 10 Percent or More Noncredit FTES
If noncredit FTES is equal to or greater than 10 percent of total FTES, the district expense of credit education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by district total credit FTES in the preceding fiscal year.
- Option B.1 - Statewide Average Cost
The statewide expense of education in the preceding fiscal year increased by the projected percent increase in the Consumer Price Index divided by statewide total full-time equivalent students (FTES) in the preceding fiscal year.
- Option B.2 – Highest Statewide Average Cost
The highest amount calculated pursuant to Option B.1 for the succeeding fiscal year, current fiscal year, or past four fiscal years.
- Option C – Contiguous District
An amount not to exceed the fee established by the governing board of any contiguous district.

- Option D – Between Statewide Average Expense of Education and District Expense of Education
Fees adopted must be greater than statewide average expense of education and less than the district expense of education.
- Option E – Comparable States Average
No greater than the 2017-18 average nonresident tuition fees of public community colleges in at least 12 states comparable to California in cost of living.

As a reminder, if a district chooses to adopt Options B.2 or E, existing law requires districts to use the additional revenue generated by the increased nonresident tuition to expand and enhance services to resident students. In no event shall the admission of nonresident students come at the expense of resident enrollment.

Nonresident Capital Outlay Fee

Pursuant to Education Code section 76141, a district may charge a capital outlay fee to nonresident students, other than those with exemptions for nonresident fees pursuant to AB 540. The nonresident capital outlay fee is calculated as the lesser of (1) the district capital outlay expenditures in the preceding fiscal year divided by total FTES or (2) fifty percent of the nonresident tuition fee adopted pursuant to Education Code section 76140.

Processing Fee for Students from Foreign Countries

Education Code section 76142 states a district may charge nonresident applicants who are both citizens and residents of a foreign country a processing fee not to exceed the lesser of (1) the actual cost of processing an application and other documentation required by the federal government or (2) \$100. This fee may be deducted from the tuition fee at the time of enrollment.

Exemptions

There are various exemptions to the fees described above. To learn more about these exemptions, refer to [Education Code sections 76140 through 76143](#), the document titled [Residency For Tuition Purposes- General Overview \(revised September 5, 2018\)](#), and the Chancellor's Office's [Legal Opinion 04-15](#) and [Legal Advisory 18-02](#).

Tuition Fee Worksheet

The attached worksheet provides data for the computation of the nonresident tuition and capital outlay fees. This year, the worksheet has been converted to an Excel format.

Action Requested/Contact Information

Submit the attached worksheet to the Chancellor's Office by **Friday March 15, 2019** via email to fiscalstandards@cccco.edu. If you have questions about this memo, please contact fiscalstandards@cccco.edu.

ATTACHMENT: FS18-09 Supplement 2019-20 Nonresident Fee Worksheet

2019-20 Nonresident Tuition and Capital Outlay Fee Worksheet		
District:	Rancho Santiago Community College District	
Term:	Semester	
Nonresident Tuition Fee Options		
A.1	District Average Cost	
A.	District Expense of Education for Base Year	\$ 212,240,447
B.	District Annual Total FTES	30,045
C.	Average Expense of Education per FTES (A/B)	\$ 7,064
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	7,396
F.	Nonresident Tuition Fee per Semester Unit (E/30)	247
A.2	District Average Cost with 10 Percent or More Noncredit FTES	
	Noncredit FTES percent of Total	20.2%
A.	District CREDIT ONLY Expense of Education for Base Year	\$ 185,309,202
B.	Annual Attendance FTES	23,971
C.	Average Expense of Education per FTES (A/B)	\$ 7,731
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	8,094
F.	Nonresident Tuition Fee per Semester Unit (E/30)	270
B.1	Statewide Average Cost	
A.	Statewide Expense of Education for Base Year	9,001,861,299
B.	Statewide Annual Total FTES	1,183,931
C.	Average Expense of Education per FTES (A/B)	\$ 7,603
D.	U.S. Consumer Price Index Compound Factor	1.0470
E.	Average Cost per FTES for Tuition Year (C x D)	7,961
F.	Nonresident Tuition Fee per Semester Unit (E/30)	\$ 265
B.2	Highest Statewide Average Cost	
	Highest year of the succeeding, current, and 4 prior years.	2019-20
	Nonresident Tuition Fee per Semester Unit	\$ 265
C	Contiguous District	
	Contiguous District	
	Maximum Fee (Contiguous District Nonresident Tuition Fee)	
	Nonresident Tuition Fee per Semester Unit	
D	Between Statewide Average Expense of Education and District Expense of Education	
	Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$ 265
	Maximum (District Total Expense of Education)	\$ 212,240,447
	Nonresident Tuition Fee per Semester Unit	
E	Comparable States Average	
	Nonresident Tuition Fee per Semester Unit	\$ 414
Nonresident Capital Outlay Fee		
A.	Capital Outlay expense for 2017-18	\$ 37,832,138
B.	FTES for 2017-18	30,045
C.	Capital outlay expense per FTES (A/B)	\$ 1,259
D.	Capital Outlay Fee per Semester Unit (C/30)	\$ 41.97
E.	Adopted 2019-20 Nonresident Tuition Fee	\$ 265
F.	50% of Adopted 2019-20 Nonresident Tuition Fee	\$ 133
G.	Maximum 2019-20 Nonresident Capital Outlay Fee (lesser of D or F)	\$ 42

**California Community Colleges
2019-20 Nonresident Tuition and Capital Outlay Fee
Rancho Santiago Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: 2/4/2019

Nonresident Tuition Fee

	Basis for Adoption (Select one)	Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 265
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

Nonresident Capital Outlay

Maximum Nonresident Capital Outlay Fee is \$ 42

<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 35
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Contact Information

Signature:

Name: Adam O'Connor

Title: Assistant Vice Chancellor of Fiscal Services

Phone: (714) 480-7320

Email: OConnor_Adam@rscdd.edu

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended December 31, 2018	
Action:	Request for Approval	

BACKGROUND

Pursuant to §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 second quarter in fiscal year 2018-19 ended December 31, 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 six months covered in this report, the District has recognized 45.5% of budgeted revenues and other financing sources and 45.3% 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 period ending December 31, 2018 as presented.

Fiscal Impact:	Not Applicable	Board Date: February 4, 2019
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: December 31, 2018

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

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	188,116,801	176,493,320	184,723,668	194,398,998
Other Financing Sources (Objects 8900)	8,449	148,482	9,143	12,755
Total Unrestricted Revenues	188,125,250	176,641,802	184,732,811	194,411,753
Expenditures:				
(Objects 1000-6000)	160,363,539	168,922,219	176,673,046	186,987,452
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	16,744,553	9,399,551	5,410,869	5,162,170
Total Unrestricted Expenditures	177,108,092	178,321,770	182,083,915	192,149,622
Revenues Over(Under)Expenditures	11,017,158	(1,679,968)	2,648,896	2,262,131
Fund Balance, Beginning	25,917,127	36,934,285	35,254,317	37,903,213
Prior Year Adjustments + (-)	0	0	0	0
Adjusted Fund Balance, Beginning	25,917,127	36,934,285	35,254,317	37,903,213
Fund Balance, Ending	36,934,285	35,254,317	37,903,213	40,165,344
% of GF Balance to GF Expenditures	20.9%	19.8%	20.8%	20.9%

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	26,349

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

	2015-16	2016-17	2017-18	2018-19
General Fund Cash Balance (Excluding Borrowed Funds)	52,438,278	68,483,176	71,240,660	109,806,545

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)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	185,634,134	194,398,998	88,445,686	45.5%
Other Financing Sources (Objects 8900)	5,000	5,000	12,755	255.1%
Total Unrestricted Revenues	185,639,134	194,403,998	88,458,441	45.5%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	182,412,593	186,987,452	85,361,835	45.7%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,750,000	5,162,170	1,638,518	31.7%
Total Unrestricted Expenditures	186,162,593	192,149,622	87,000,353	45.3%
Revenues Over(Under) Expenditures	(523,459)	2,254,376	1,458,088	
Adjusted Fund Balance, Beginning	37,903,213	37,903,213	37,903,213	
Fund Balance, Ending	37,379,754	40,157,589	39,361,301	
% of UGF Fund Balance to UGF Expenditures	20.1%	20.9%		

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 %	
2017-18			3,043,236	3.546%	537,633	1.546%
2018-19			2,607,899	1.894%	2,204,288	2.710%
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	
2017-18			1,967,407		136,309	
2018-19			1,894,785		1,639,467	
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.:

The district intends to fund the salary and benefit increases with reserves from COLA and fund balance.

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: December 31, 2018

Governing Board Meeting Date: February 4, 2019

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Quarterly Investment Report as of December 31, 2018	
Action:	For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended December 31, 2018 is submitted in accordance with §53646(b) of Title 5 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 December 31, 2018 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended December 31, 2018, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" and Performance Report for the period ending December 31, 2018.

As LAIF is currently paying 2.4% interest, greater than the County interest rate of 2%, the District is evaluating the possibility of transferring additional funds to LAIF.

All investments for the quarter ended December 31, 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 December 31, 2018 is presented as information.

Fiscal Impact:	None	Board Date: February 4, 2019
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
December 31, 2018

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	46,705,438	2.00%	Oct - Dec	13.27%
Bond Sinking Funds	31,292,625	2.00%	Oct - Dec	8.89%
All Other Funds	263,391,868	2.00%	Oct - Dec	74.84%
Local Agency Investment Fund (LAIF)	155,821	2.40%	Oct - Dec	0.04%
Revolving Fund, Refundable Deposits and Cash in Banks	10,390,092	0.50%	Oct - Dec	2.95%
	<u>351,935,844</u>			<u>100.00%</u>

Rancho Santiago Community College District

Cash Position December 31, 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	LAIF 9150	Fund Total
General Fund (11 & 12 & 13)	1	11/12/13	100,250,141				9,456,404	100,000			109,806,545
Child Development Fund	12	33	953,781				399,957				1,353,738
Bond Fund Measure Q	23	43	46,705,437				1				46,705,438
Bond Int & Red Fund	31	21-24				31,292,625					31,292,625
Capital Outlay Projects Fund	40	41	79,014,407								79,014,407
Workers' Compensation Fund	68	62	10,344,926				18,644		82,378		10,445,948
Property and Liability Fund	70	61	4,891,232						25,000		4,916,232
Retiree Benefits Fund	71	63	64,974,583							155,821	65,130,404
Student Financial Aid	74	74	2,951,022	11,777			307,708				3,270,507
Totals			310,085,529	11,777	-	31,292,625	10,182,714	100,000	107,378	155,821	351,935,844



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



INTERDEPARTMENTAL COMMUNICATION

Date: January 15, 2019

To: Supervisor Lisa Bartlett, Chairwoman
Supervisor Michelle Steel, Vice-Chair
Supervisor Andrew Do
Supervisor Doug Chaffee

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

Subject: Treasurer's Investment Report for the Month Ended December 31, 2018

Attached please find the Treasurer's Investment Report for the County of Orange for the month ended December 31, 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.

INVESTMENT POOL COMPOSITION

The investments contained within this report are as of December 31, 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 generally invested to meet longer-term cash needs up to five years. 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 19 and 48, 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 .99. The 2019 IPS provides that all pools, except short-term pools, shall have a maximum duration of 1.5 years. 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 December 2018, the job market added 312,000 new jobs, and November's job numbers were revised upward by 21,000 to 176,000. The U.S. unemployment rate for December rose to 3.9% from 3.7% in November. The U.S. Gross Domestic Product third quarter rate decreased from the prior reported rate of 3.5% to 3.4%. The Empire State Manufacturing Index decreased to 11.5, and December's number was revised downward by 1.9 to 21.4. The Philadelphia Fed Index decreased to 9.4, and November's number was revised downward by 1.0 to 11.9. The Federal Reserve uses these indexes as regional economic gauges, and a reading above zero 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-eighth consecutive month in October, up 5.48% from a year ago. The index for pending home sales decreased 0.7% on a year-over-year basis in November.

On December 19, 2018, the Federal Open Markets Committee (FOMC) raised the benchmark Federal Funds rate by 0.25 percent resulting in a new target range of 2.25 percent to 2.50 percent.

The 10-year Treasury rate decreased from 3.01% in November to 2.69% in December. The short-term 90-day T-bill increased from 2.37% at the end of November to 2.45% at the end of December. The rate on the 2-year Treasury note was 2.48% at the end of December, down from 2.80% in November.

INVESTMENT INTEREST YIELDS AND FORECAST

The current gross interest yield year-to-date for fiscal year 2018/2019 is 1.83% for OCIP and 1.85% for OCEIP. The current net yield for fiscal year 2018/2019 is 1.77 for OCIP and 1.79% for OCEIP. The forecasted net yield for fiscal year 2018/2019 for both OCIP and OCEIP is 1.81%. We expect to provide our updated estimate next month based on the December increase of 0.25 percent of the benchmark Federal Funds rate.

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 November 2018 and December 2018 interest apportionments are expected to be paid in February 2019 and March 2019, respectively. 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 \$237 million in County of Orange debt, which represents approximately 2.3% of total pooled assets. On January 14, 2019, the Investment Pools purchased, at par value, \$402 million of unrated County of Orange Taxable Pension Obligation Bonds Series 2019 A debt in a private placement with coupon interest rates ranging from 2.816% to 2.899%. 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 December 2018. The Auditor-Controller contracted with Macias, Gini & O'Connell (MGO) to perform one of their required audits of the Treasury. MGO issued their Report of the Schedule of Assets Held by the County Treasury as of June 30, 2017. In their Independent Auditor's Report, they opined that the Schedule of Assets Held by the County Treasury presents fairly, in all material respects, the assets held in the County Treasury as of June 30, 2017, in accordance with the basis of accounting as described in the notes to the financial schedule. Included as part of this audit, they also provide an Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters. The report did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses, and the results of year tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

CREDIT UPDATE

During December, there were no changes to the Treasurer's Approved Issuer List. 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 December 31, 2018 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on December 18, 2018. 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

	DECEMBER 2018	NOVEMBER 2018	INCREASE (DECREASE)	NET CHANGE %	DECEMBER 2017	INCREASE (DECREASE)	NET CHANGE %
<u>Orange County Investment Pool (OCIP)</u>							
End Of Month Market Value ^{1,2}	\$ 5,008,408,848	\$ 4,886,945,126	\$ 121,463,722	2.49%	\$ 5,051,177,152	\$ (42,768,304)	-0.85%
End Of Month Book Value ^{1,2}	\$ 5,016,509,479	\$ 4,905,593,339	\$ 110,916,140	2.26%	\$ 5,067,583,251	\$ (51,073,772)	-1.01%
Monthly Average Balance ³	\$ 5,430,555,655	\$ 4,484,731,134	\$ 945,824,521	21.09%	\$ 5,364,747,174	\$ 65,808,481	1.23%
Year-To-Date Average Balance	\$ 4,251,548,062	\$ 4,015,746,544	\$ 235,801,519	5.87%	\$ 4,247,353,852	\$ 4,194,210	0.10%
Monthly Accrued Earnings ⁴	\$ 9,272,010	\$ 7,288,212	\$ 1,983,798	27.22%	\$ 5,218,424	\$ 4,053,586	77.68%
Monthly Net Yield ⁴	1.94%	1.91%	0.03%	1.73%	1.07%	0.87%	81.21%
Year-To-Date Net Yield ⁴	1.77%	1.72%	0.05%	2.75%	1.06%	0.71%	66.82%
Annual Estimated Gross Yield ⁵	1.87%	1.87%	0.00%	0.00%	1.28%	0.59%	45.80%
Weighted Average Maturity (WAM) ⁶	275	318	(43)	-13.47%	236	40	16.77%
<u>Orange County Educational Investment Pool (OCEIP)</u>							
End Of Month Market Value ^{1,3}	\$ 5,370,720,634	\$ 4,405,054,283	\$ 965,666,351	21.92%	\$ 5,120,285,071	\$ 250,435,563	4.89%
End Of Month Book Value ^{1,3}	\$ 5,380,553,768	\$ 4,423,566,284	\$ 956,987,484	21.63%	\$ 5,137,293,954	\$ 243,259,814	4.74%
Monthly Average Balance	\$ 4,752,884,924	\$ 4,342,933,090	\$ 409,951,834	9.44%	\$ 4,467,819,643	\$ 285,065,281	6.38%
Year-To-Date Average Balance	\$ 4,629,927,160	\$ 4,605,335,607	\$ 24,591,553	0.53%	\$ 4,377,344,352	\$ 252,582,808	5.77%
Monthly Accrued Earnings ⁴	\$ 8,370,364	\$ 7,238,003	\$ 1,132,361	15.64%	\$ 4,461,667	\$ 3,908,698	87.61%
Monthly Net Yield	1.99%	1.94%	0.05%	2.37%	1.10%	0.89%	81.30%
Year-To-Date Net Yield	1.79%	1.75%	0.04%	2.36%	1.06%	0.73%	69.10%
Annual Estimated Gross Yield ⁵	1.87%	1.87%	0.00%	0.00%	1.30%	0.57%	44.13%
Weighted Average Maturity (WAM) ⁶	306	350	(44)	-12.66%	237	69	29.26%

¹ Market values provided by Bloomberg and Northern Trust. The OCIP and OCEIP market values are slightly lower than book value due to the eight Federal Reserve short-term rate increases totaling 2.00% since November 2016, but both have a net asset value of 1.00 and have sufficient liquidity to meet projected cash flow needs.

² End of Month Market and Book Values for OCIP in December 2018 are only slightly up from November 2018, a significant change from prior years, as a large property tax payment came in November versus December. Also, these End of Month Market and Book Values are lower than in December 2017 due to the large number of second installment payments received in December 2017 due to the Federal Tax Law change.

³ In December 2018, OCIP Monthly Average Balance increased from prior month primarily due to higher incoming secured property tax receipts that more was received earlier in the property tax cycle than in the prior year. OCEIP End Of Month Market and Book values increased from prior month primarily due to the receipt of secured property tax apportionment on December 17, 2018 for \$961 million, up slightly from last year's apportionment of \$930 million. End Of Month Market and Book Values were up from December 2017 primarily due to a net increase in investments of \$108 million from school and community college districts issuing bonds in 2018.

⁴ In December 2018, the OCIP and OCEIP Monthly Accrued Earnings increased from prior month primarily due to an increase of the Federal Reserve short-term rate of 25 basis points and the higher Monthly Average Balances. 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 the eight Federal Reserve short-term rate increases totaling 2.00% since November 2016.

⁵ The OCIP and OCEIP annual estimated gross yields for December 2017 are reported at the actual annual gross yields for FY 17/18, and their annual estimated gross yields for December 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% respectively, primarily due to the eight Federal Reserve short-term rate increases totaling 2.00% since November 2016.

⁶ In December 2018, the OCIP WAM were lower than in November 2018 primarily due to incoming property tax dollars deposited and invested in shorter maturities until distribution to County Agencies, Cities, and School and Community College Districts consistent with prior year's WAM trends. The OCEIP WAM was lower due to an increase in investments purchased with shorter-term maturities to meet upcoming liquidity needs. The OCIP and OCEIP WAMs in December 2018 were higher than the prior year primarily due to more investments with longer maturities being purchased.

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: December 31, 2018

INVESTMENT STATISTICS - By Investment Pool⁽¹⁾

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/2018	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV ⁽⁴⁾
COMBINED POOL BALANCES (includes the Extended Fund)						
Orange County Investment Pool (OCIP)	MARKET Value \$ 5,008,408,848	275	2.15%	2.00%	1.94%	1.00
	COST (Capital) \$ 5,012,961,261					
	MONTHLY AVG Balance \$ 5,430,555,655					
	QUARTERLY AVG Balance \$ 4,687,108,152					
	BOOK Value \$ 5,016,509,479					
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$ 5,370,720,634	306	2.13%	2.05%	2.00%	1.00
	COST (Capital) \$ 5,376,903,140					
	MONTHLY AVG Balance \$ 4,752,884,924					
	QUARTERLY AVG Balance \$ 4,492,687,170					
	BOOK Value \$ 5,380,553,768					

INVESTMENT STATISTICS - Non-Pooled Investments⁽²⁾

DESCRIPTION	CURRENT BALANCE	INVESTMENT BALANCES AT COST
Specific Investment		
Funds:	MARKET Value \$ 106,238,584	John Wayne Airport Investment Fund 51,512,155
283, FVSD, CCCD	COST (Capital) \$ 106,781,116	Fountain Valley School District Fund 40 34,790,770
	MONTHLY AVG Balance \$ 106,494,222	CCCD Series 2017E Bonds 20,478,191
	QUARTERLY AVG Balance \$ 106,417,284	
	BOOK Value \$ 106,672,698	
		\$ 106,781,116

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 1,319,969,287	OCIP	\$ 5,015,981,195
County Cash & Cash Equivalent	3,019,934	OCEIP	5,377,062,589
EXTENDED FUND	8,046,577,019	Specific Investment Funds	106,781,116
EDUCATIONAL MONEY MARKET FUND (OCEMMF)		Non-Pooled Cash & Cash Equivalent ⁽⁴⁾	21,584,461
Educational Money Market Fund	1,023,318,095		
Educational Cash & Cash Equivalent	159,449		
NON-POOLED INVESTMENTS			
Non-Pooled Investments @ Cost	106,781,116		
Non-Pooled Cash & Cash Equivalent	21,584,461		
	\$ 10,521,409,361		\$ 10,521,409,361

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	1.86%	OCMMF	19
OCEMMF - MONTHLY GROSS YIELD	2.11%	OCEMMF	48
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	2.31%	JOHN WAYNE AIRPORT WAM	86
OCIP - YTD NET YIELD ⁽³⁾	1.77%	LGIP WAM (Standard & Poors)	35
OCEIP - YTD NET YIELD ⁽³⁾	1.79%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	2.39%		

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH AND QUARTER ENDED: December 31, 2018

INVESTMENT STATISTICS - By Investment Fund

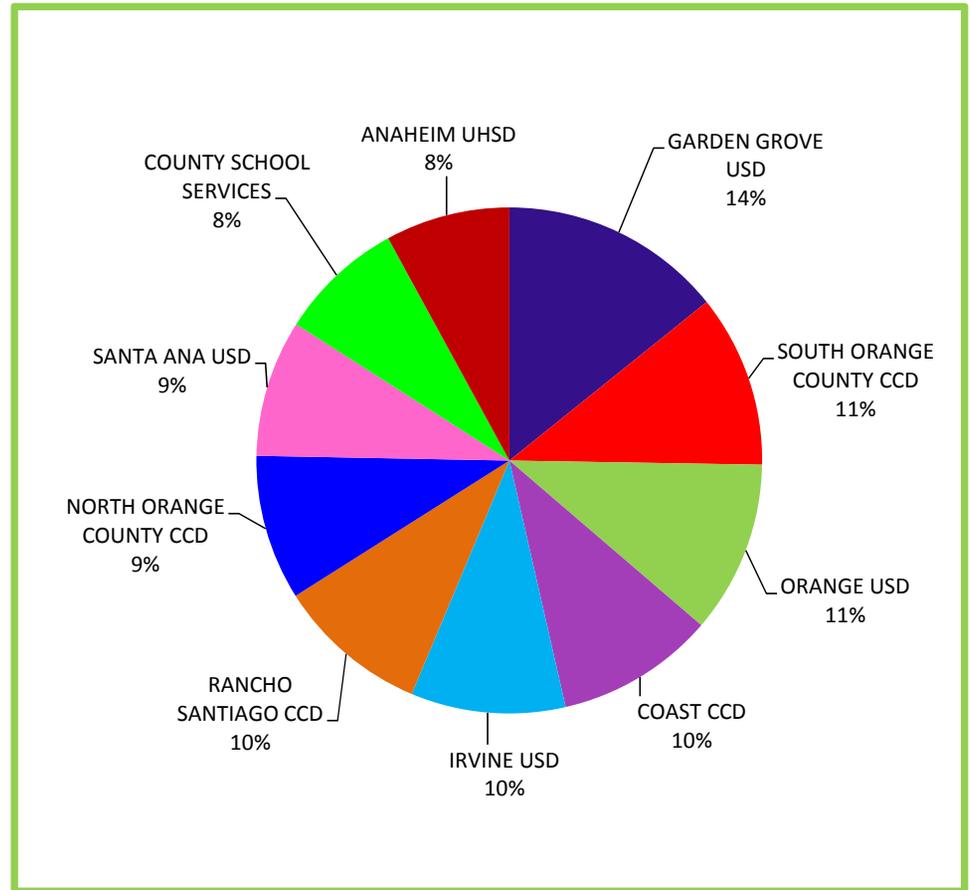
DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 12/31/2018	MONTHLY Gross Yield	QUARTER Gross Yield	Current NAV ⁽⁴⁾
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 1,321,837,296	19	2.34%	1.86%	1.88%	1.00
	COST (Capital) \$ 1,319,969,287					
	MONTHLY AVG Balance \$ 1,460,217,380					
	QUARTERLY AVG Balance \$ 1,204,881,487					
	BOOK Value \$ 1,321,532,097					
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,024,704,481	48	2.36%	2.11%	2.14%	1.00
	COST (Capital) \$ 1,023,318,095					
	MONTHLY AVG Balance \$ 872,012,184					
	QUARTERLY AVG Balance \$ 882,051,287					
	BOOK Value \$ 1,024,628,171					
<u>Extended Fund</u>	MARKET Value \$ 8,032,587,705	367	2.08%	2.07%	1.96%	1.00
	COST (Capital) \$ 8,046,577,019					
	MONTHLY AVG Balance \$ 7,851,211,015					
	QUARTERLY AVG Balance \$ 7,092,862,548					
	BOOK Value \$ 8,050,902,979					
ALLOCATION OF EXTENDED FUND						
<u>Extended Fund</u> <i>OCIP Share</i>	MARKET Value \$ 3,686,571,552	367	2.08%	2.07%	1.96%	1.00
	COST (Capital) \$ 3,692,991,974					
	MONTHLY AVG Balance \$ 3,970,338,275					
	QUARTERLY AVG Balance \$ 3,482,226,665					
	BOOK Value \$ 3,694,977,382					
<i>OCEIP Share</i>	MARKET Value \$ 4,346,016,153	367	2.08%	2.07%	1.96%	1.00
	COST (Capital) \$ 4,353,585,045					
	MONTHLY AVG Balance \$ 3,880,872,740					
	QUARTERLY AVG Balance \$ 3,610,635,883					
	BOOK Value \$ 4,355,925,597					
<i>Modified Duration</i>	0.99					

- (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) 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.

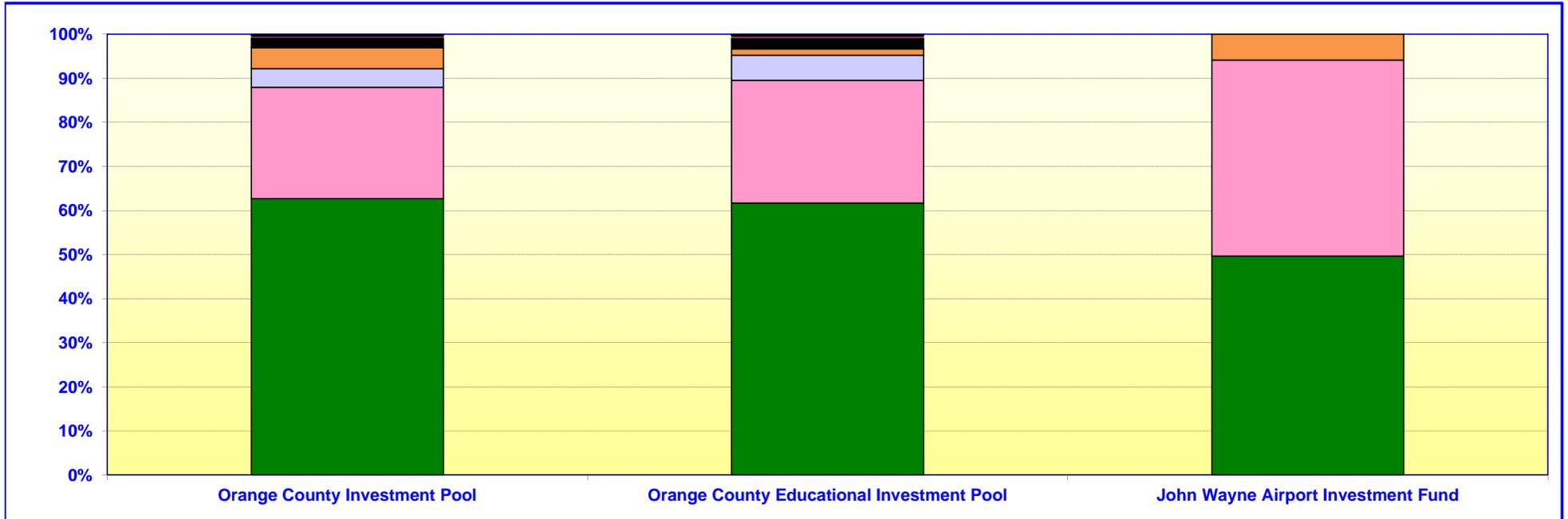
ORANGE COUNTY EDUCATIONAL INVESTMENT POOL TOP TEN POOL PARTICIPANTS AS OF DECEMBER 31, 2018

DISTRICT #	SCHOOL DISTRICT	BALANCE ⁽¹⁾
72	GARDEN GROVE USD	\$ 474,139,537 (1)
96	SOUTH ORANGE COUNTY CCD	367,280,029
80	ORANGE USD	366,650,022 (1)
90	COAST CCD	337,478,097 (1)
75	IRVINE USD	328,924,231 (1)
92	RANCHO SANTIAGO CCD	323,860,740 (1)
88	NORTH ORANGE COUNTY CCD	308,838,388 (1)
84	SANTA ANA USD	291,122,644 (1)
94	COUNTY SCHOOL SERVICES	266,845,192
64	ANAHEIM UHSD	264,537,803 (1)
TOTAL		<u>\$ 3,329,676,683</u>

(1) BALANCES INCLUDE GENERAL OBLIGATION BOND PROCEEDS



ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE AT MARKET VALUE - By Percentage Holdings
December 31, 2018

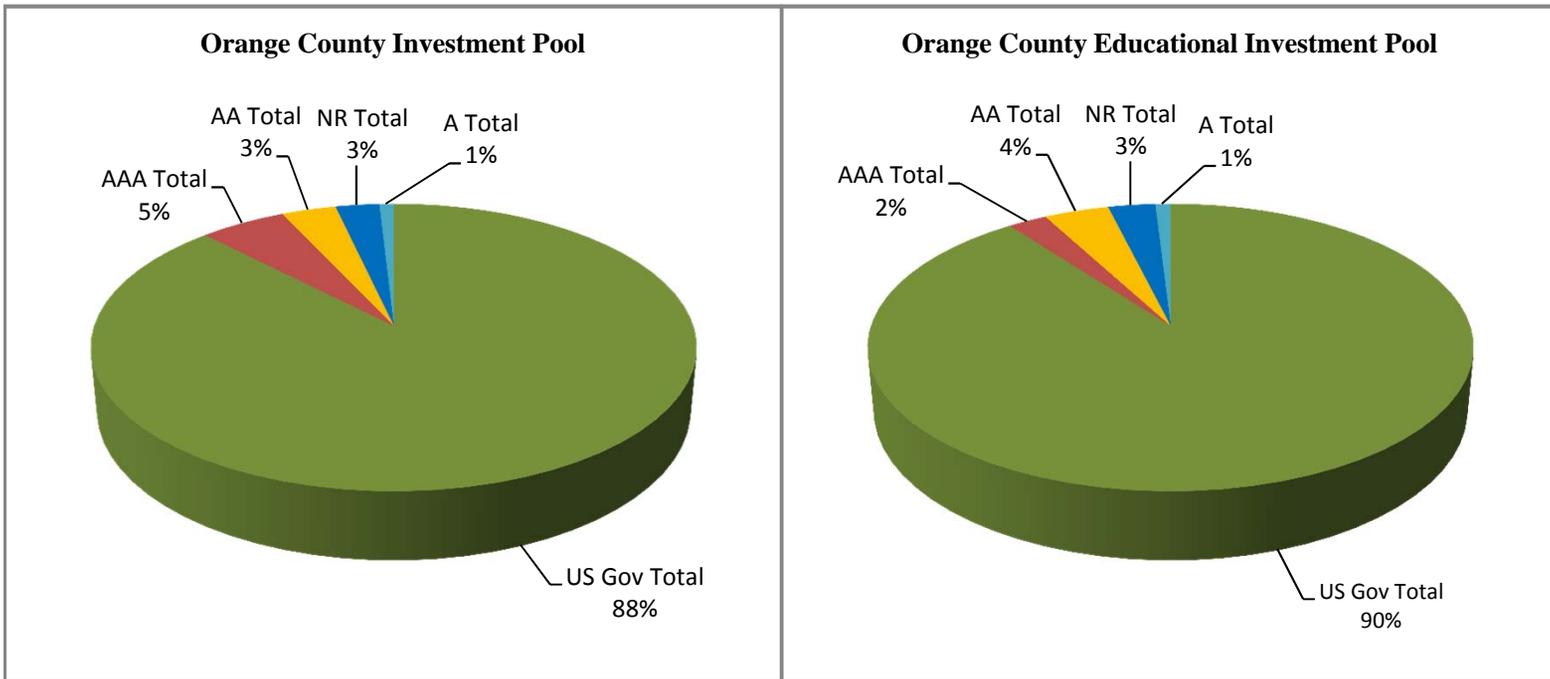


Orange County Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 3,139,409	62.68%
U. S. TREASURIES	1,265,659	25.27%
MONEY MARKET MUTUAL FUNDS	240,676	4.81%
MEDIUM-TERM NOTES	211,118	4.22%
MUNICIPAL DEBT	108,862	2.16%
LOCAL AGENCY INVESTMENT FUND	24,374	0.49%
CERTIFICATES OF DEPOSIT	18,311	0.37%
	<u>\$ 5,008,409</u>	<u>100.00%</u>

Orange County Educational Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 3,312,706	61.68%
U. S. TREASURIES	1,495,813	27.85%
MONEY MARKET MUTUAL FUNDS	78,467	1.46%
MEDIUM-TERM NOTES	305,079	5.68%
MUNICIPAL DEBT	128,336	2.39%
LOCAL AGENCY INVESTMENT FUND	28,734	0.54%
CERTIFICATES OF DEPOSIT	21,586	0.40%
	<u>\$ 5,370,721</u>	<u>100.00%</u>

John Wayne Airport Investment Fund		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 25,617	49.65%
U. S. TREASURIES	22,953	44.49%
MONEY MARKET MUTUAL FUNDS	3,025	5.86%
	<u>\$ 51,595</u>	<u>100.00%</u>

ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 December 31, 2018



US GOV Includes Agency & Treasury Debt

AA includes AA+, AA-, & AA

A includes A+, A-, & A

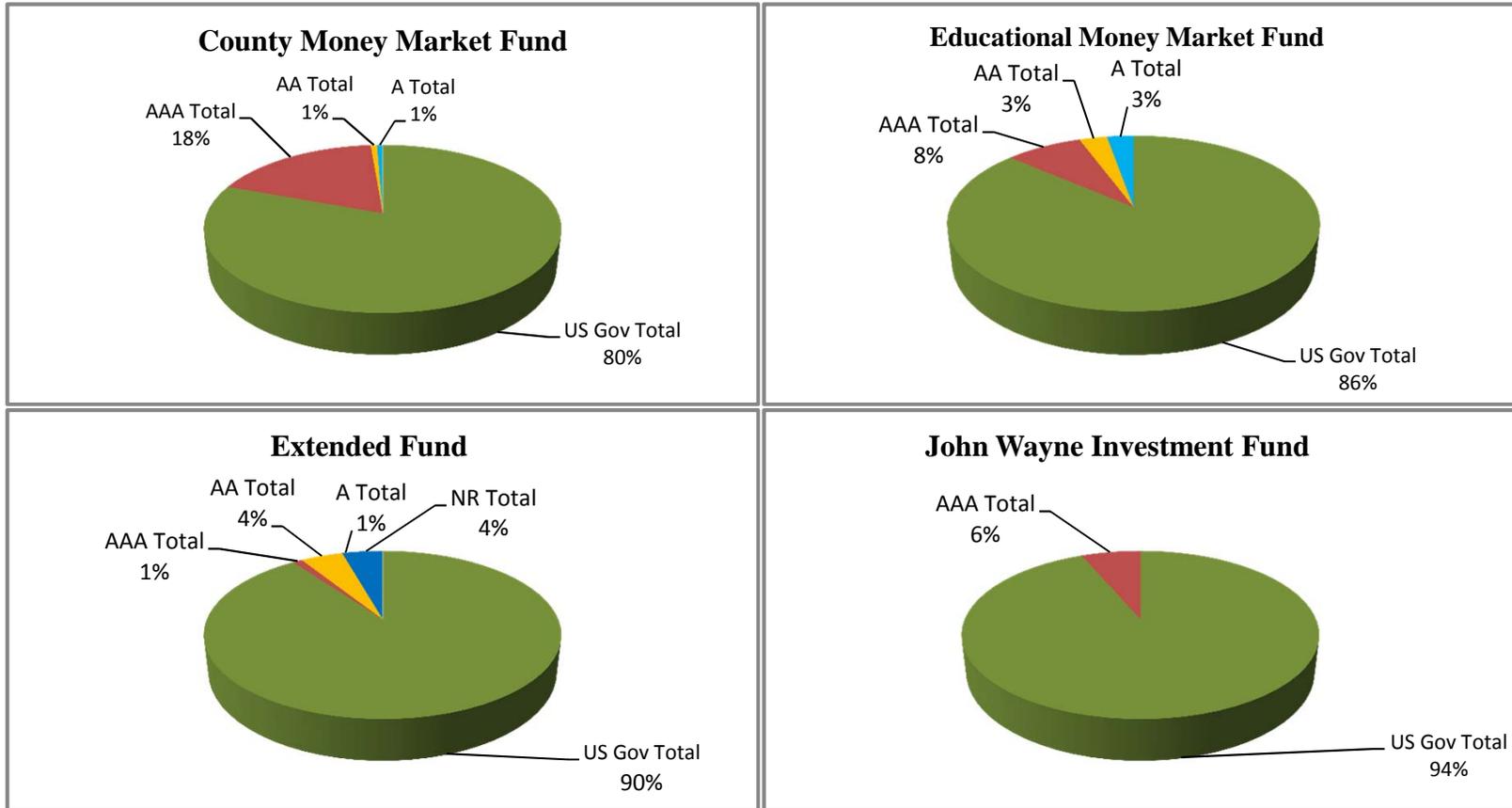
NR Includes LAIF and Orange County Pension Obligation Bonds

4.5 (11)

ORANGE COUNTY TREASURER - TAX COLLECTOR

CREDIT QUALITY BY MARKET VALUE

December 31, 2018



4.5 (12)

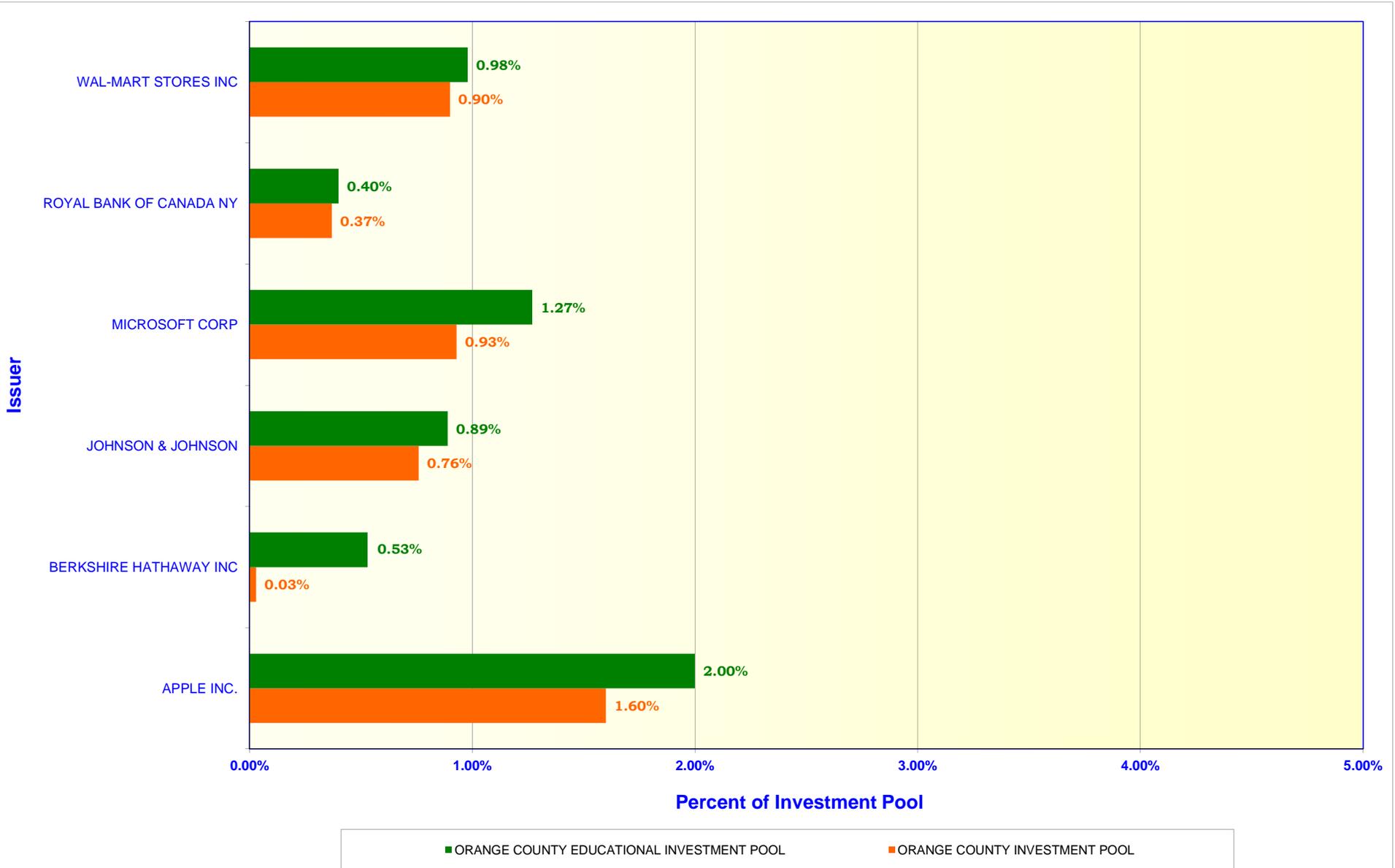
US GOV Includes Agency & Treasury Debt

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
 December 31, 2018



4.5 (13)

ORANGE COUNTY TREASURER-TAX COLLECTOR

APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

December 31, 2018

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
U.S. TREASURY SECURITIES						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
U.S. GOVERNMENT AGENCY SECURITIES						
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
MEDIUM-TERM NOTES						
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+
BERKSHIRE HATHAWAY FINANCE *	NR	NR	NR	NR	Aa2	A+
ISSUERS ON HOLD						
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
MUNICIPAL BONDS						
ORANGE CNTY CA PENSION OBLG 2018 A	NR	NR	NR	NR	NR	NR
ORANGE CNTY CA PENSION OBLG 2019 A	NR	NR	NR	NR	NR	NR
STATE POOL - LOCAL AGENCY INVESTMENT FUND						
LOCAL AGENCY INVESTMENT FUND	NR	NR	NR	NR	NR	NR
MONEY MARKET MUTUAL FUNDS *****						
NAME OF FUND	S & P	Moody's	Fitch			
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm	Aaa-mf	AAAmmf			
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).

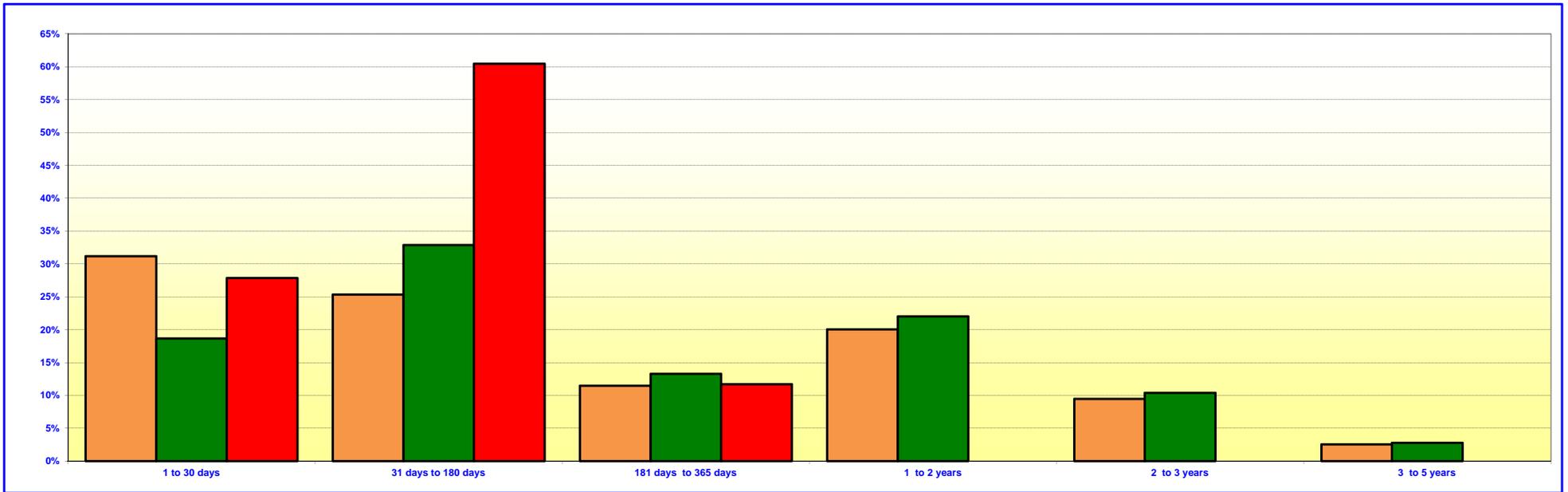
***** All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

**Orange County Treasurer-Tax Collector
Changes in Approved Issuer's List
For the Month Ended December 31, 2018**

During December, there were no changes to the Treasurer's Approved Issuer List.

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
 December 31, 2018



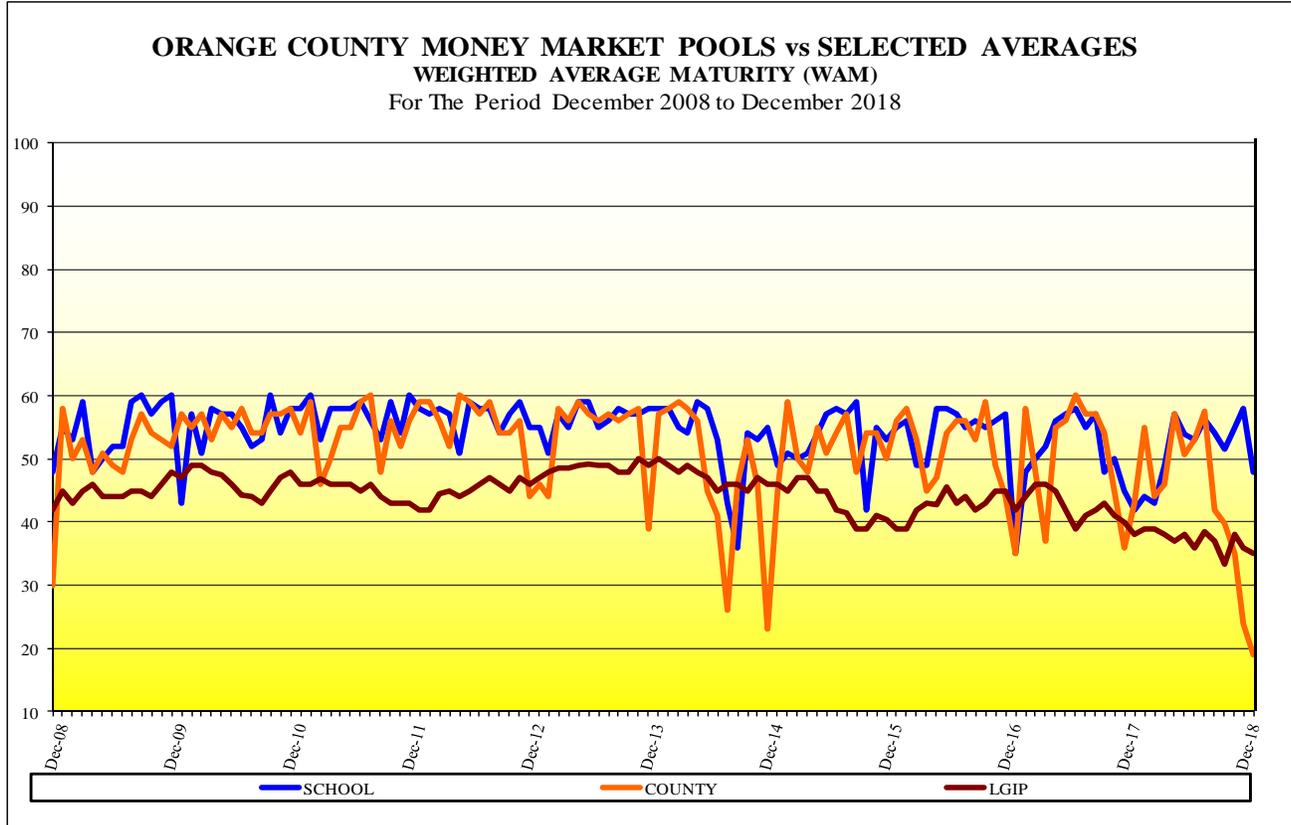
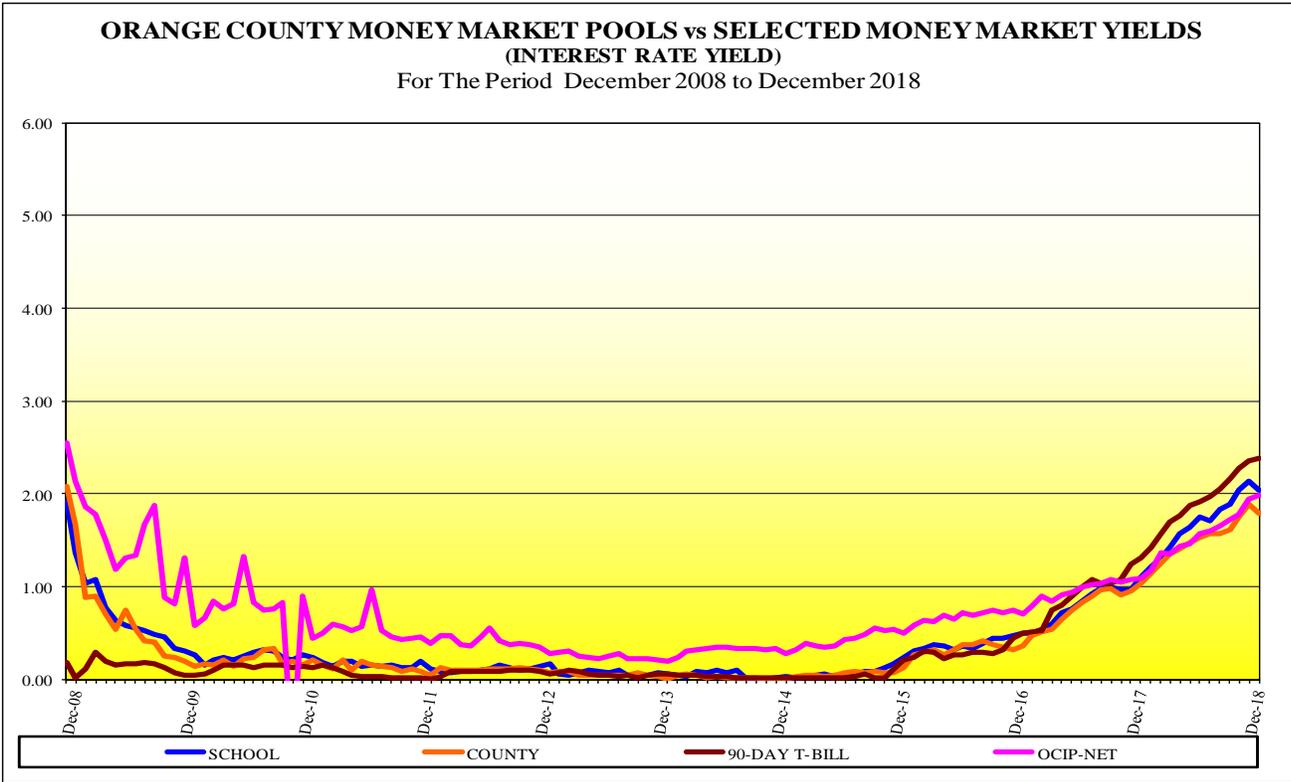
ORANGE COUNTY INVESTMENT POOL		
	In Thousands ⁽¹⁾⁽²⁾	%
1 TO 30 DAYS	\$ 1,566,641	31.19%
31 TO 180 DAYS	1,272,977	25.34%
181 TO 365 DAYS	575,713	11.46%
1 YEAR TO 2 YEARS	1,006,066	20.03%
2 YEARS TO 3 YEARS	475,434	9.46%
3 YEARS TO 5 YEARS	126,696	2.52%
TOTAL	\$ 5,023,527	100.00%

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL		
	In Thousands ⁽¹⁾⁽²⁾	%
1 TO 30 DAYS	\$ 1,004,719	18.65%
31 TO 180 DAYS	1,771,906	32.88%
181 TO 365 DAYS	716,153	13.29%
1 YEAR TO 2 YEARS	1,186,028	22.01%
2 YEARS TO 3 YEARS	560,478	10.40%
3 YEARS TO 5 YEARS	149,359	2.77%
TOTAL	\$ 5,388,643	100.00%

JOHN WAYNE AIRPORT INVESTMENT FUND		
	In Thousands ⁽¹⁾⁽²⁾	%
1 TO 30 DAYS	\$ 14,420	27.86%
31 TO 180 DAYS	31,300	60.46%
181 TO 365 DAYS	6,045	11.68%
TOTAL	\$ 51,765	100.00%

(1) Maturity limits are calculated using face value.

(2) Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date. At 12/31/2018, Floating Rate Notes comprise 0.70%, 0.77%, and 0.00% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Fund respectively.



•For the Month Ended December 31, 2018, S&P LGIP – 2.24; S&P LGIP WAM -35; 90-Day T-Bill – 2.39; OCIP – Net – 1.94

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

January 1, 2018 - December 31, 2018

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month December 2018</i>				
OCMMF	\$ 1,321,837,296	\$ 2,309,322	1.86%	19
OCEMMF	\$ 1,024,704,481	\$ 1,562,262	2.11%	48
Extended Fund	\$ 8,032,587,705	\$ 13,770,790	2.07%	367
<i>November 2018</i>				
OCMMF	\$ 1,359,045,595	\$ 1,894,822	1.95%	24
OCEMMF	\$ 947,430,723	\$ 1,566,598	2.20%	58
Extended Fund	\$ 6,985,523,091	\$ 11,064,795	1.99%	430
<i>October 2018</i>				
OCMMF	\$ 1,261,626,895	\$ 1,497,056	1.81%	35
OCEMMF	\$ 806,665,529	\$ 1,627,455	2.11%	55
Extended Fund	\$ 6,608,660,258	\$ 10,301,655	1.82%	444
OC Extended Fund B	\$ -	\$ 87	N/A	N/A
<i>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
OC Extended Fund B	\$ -	\$ 174,919	N/A	N/A
<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
Fiscal Year July 1, 2018 - June 30, 2019				
	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
OCIP	\$ 4,263,666,466	\$ 39,253,633	1.83%	335
OCEIP	\$ 4,655,651,908	\$ 43,594,310	1.85%	336
OC Extended Fund B	\$ -	\$ 175,006	N/A	N/A

ORANGE COUNTY TREASURER-TAX COLLECTOR

CASH AVAILABILITY PROJECTION

FOR THE SIX MONTHS ENDING JUNE 30, 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 June 30, 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.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2018 - Ending Cash				\$ 3,019,934
January	\$ 1,609,230,964	\$ 452,598,369	\$ 1,376,156,586	688,692,681
February	284,743,624	484,575,148	285,082,937	1,172,928,516
March	243,466,742	734,537,104	637,743,238	1,513,189,124
April	499,394,527	2,272,809,283	1,852,325,228	2,433,067,706
May	181,218,924	361,059,217	815,312,941	2,160,032,906
June	34,435,303	373,504,732	719,338,969	1,848,633,972

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
December 2018 - Ending Cash				\$ 159,449
January	\$ 1,120,932,213	\$ 695,307,308	\$ 953,133,323	863,265,647
February	529,151,922	276,125,850	669,859,971	998,683,448
March	240,263,411	535,053,767	717,707,481	1,056,293,145
April	578,669,181	1,071,637,286	735,278,479	1,971,321,133
May	257,506,606	383,682,748	715,333,708	1,897,176,779
June	57,963,765	621,840,085	665,332,626	1,911,648,003

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
For the Month and Quarter Ended December 31, 2018

	<u>Month</u>	<u>Quarter</u>
Treasurer's Accountability at the Beginning of the Period:	\$ 9,471,753,829	\$ 8,501,306,376
Cash Receipts:		
County	2,138,465,543	4,902,739,223
School and Community College Districts	1,415,288,888	2,783,390,490
Total Cash Receipts	<u>3,553,754,431</u>	<u>7,686,129,713</u>
Cash Disbursements:		
County	2,030,212,021	3,728,420,586
School and Community College Districts	469,588,890	1,941,510,006
Total Cash Disbursements	<u>2,499,800,911</u>	<u>5,669,930,592</u>
Net Change in Cost Value of Pooled Assets	<u>1,053,953,520</u>	<u>2,016,199,121</u>
Net Increase in Non-Pooled Investments	89,759	328,670
Net (Decrease) Increase in Non-Pooled Cash	<u>(4,387,747)</u>	<u>3,575,194</u>
Treasurer's Accountability at the End of the Period:	<u>\$ 10,521,409,361</u>	<u>\$ 10,521,409,361</u>
Assets in the Treasury at the End of the Period (at Cost Value):		
Pooled Investments:		
Orange County Investment Pool		\$ 5,012,961,261
Orange County Educational Investment Pool		5,376,903,140
Total Pooled Investments		<u>10,389,864,401</u>
Non-Pooled Investments:		
Non-Pooled Investments - John Wayne Airport		51,512,155
Non-Pooled Investments - Fountain Valley School District Fund 40		34,790,770
Non-Pooled Investments - CCCD Series 2017E Bonds		20,478,191
Total Non-Pooled Investments		<u>106,781,116</u>
Cash and Cash Equivalent:		
Cash in banks - County		2,972,857
Cash in banks - Schools		159,449
Cash in banks - OC Sheriff		13,245,257
Cash in banks - John Wayne Airport		8,339,204
Cash - Other		47,077
Total Cash		<u>24,763,844</u>
Total Assets in the Treasury at the End of the Period:		<u>\$ 10,521,409,361</u>



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 01/15/2019, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 12/31/2018.

Earnings Ratio		.00006573663340150
Interest Rate		2.40%
Dollar Day Total	\$	14,323,709.26
Quarter End Principal Balance	\$	155,820.63
Quarterly Interest Earned	\$	941.59

4.5 (21)



**CALIFORNIA STATE TREASURER
FIONA MA, CPA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/10/18	2.28	2.19	204
12/11/18	2.28	2.19	203
12/12/18	2.29	2.19	204
12/13/18	2.29	2.19	206
12/14/18	2.30	2.19	205
12/15/18	2.30	2.19	205
12/16/18	2.30	2.19	205
12/17/18	2.30	2.20	203
12/18/18	2.30	2.20	201
12/19/18	2.30	2.20	199
12/20/18	2.31	2.20	197
12/21/18	2.31	2.20	198
12/22/18	2.31	2.20	198
12/23/18	2.31	2.20	198
12/24/18	2.31	2.20	195
12/25/18	2.31	2.21	195
12/26/18	2.31	2.21	192
12/27/18	2.32	2.21	193
12/28/18	2.32	2.21	192
12/29/18	2.32	2.21	192
12/30/18	2.32	2.21	192
12/31/18	2.32	2.21	192
01/01/19	2.32	2.32	192
01/02/19	2.32	2.32	196
01/03/19	2.33	2.33	195
01/04/19	2.34	2.33	194
01/05/19	2.34	2.33	194
01/06/19	2.34	2.33	194
01/07/19	2.34	2.33	192
01/08/19	2.34	2.33	190
01/09/19	2.34	2.33	191

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

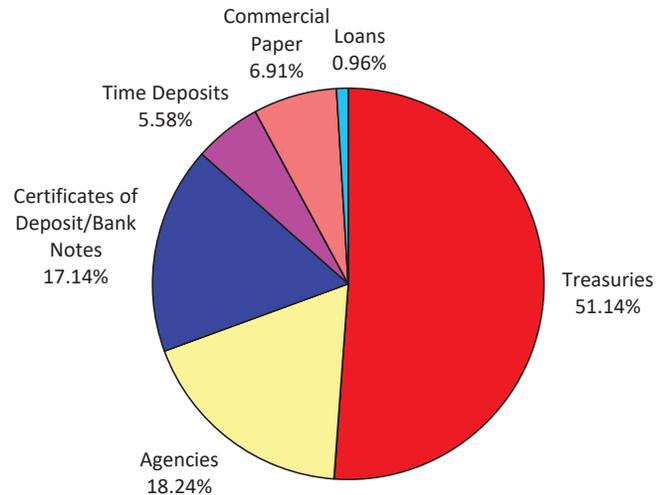
Quarter Ending 09/30/18

Apportionment Rate: 2.16%
 Earnings Ratio: 0.00005909460836489
 Fair Value Factor: 0.997832404
 Daily: 2.09%
 Quarter to Date: 2.00%
 Average Life: 193

PMIA Average Monthly Effective Yields

Dec 2018 2.291
 Nov 2018 2.208
 Oct 2018 2.144

**Pooled Money Investment Account
Portfolio Composition
12/31/18
\$83.3 billion**



Percentages may not total 100%, due to rounding.

Based on data available as of 1/10/2019

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Change Order #2 - RT Contractor Corporation for Bid #1349 – Mailroom at District Operations Center	
Action:	Request for Approval	

BACKGROUND:

On July 16, 2018, the Board of Trustees approved a contract with RT Contractor Corporation for the mailroom project at the District Operations Center. The District Operations Center did not have a mail room that allowed for a centralized operations where staff and employees can pick up or take mail to a central location. Departments within the District Office relied upon an employee to pick up and deliver mail to each department on every floor twice per day. The project allowed for the reconfiguration of space on the first floor to create a new mail room that centralizes mailroom functions in an effort to maximize efficient operations. With the reconfiguration, District Office departments now pick up incoming mail from their department mailboxes, are able to drop off outgoing mail in a secure depository, and have a dedicated station which includes supplies for assembling parcels. An Open House occurred on October 24, 2018 to introduce employees to the new mail room.

ANALYSIS:

Change Order #2 is a non-compensable extension of time which extends the contract duration from 74 calendar days to 150 calendar days to allow additional time needed to complete the work due to the long lead item on the mail slot. There are no increases to the contract amount associated with this time extension. The District has reviewed the change order and has found the time extension to be fair and reasonable. 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 Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #2 - RT Contractor Corporation for Bid #1349 – Mailroom at District Operations Center as presented.

Fiscal Impact:	N/A	Board Date: February 4, 2019
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: February 4, 2019
 Project/Bid No. 1349
 Site: District Operations Center
 Change Order (CO) No. : #2

Project Name: District Office Mailroom
 Contractor: RT Contractor
 Contract #: P.O. # 19-P0052853

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
07/24/18	74	10/06/18	0	76	12/21/2018

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$95,000.00	
Previous Change Orders	0	-\$2,878.00	-3.0%
This Change Order	0	\$0.00	0.0%
Total Change Order (s)		(\$2,878.00)	0.0%
Revised Contract Amount		\$92,122.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Extend contract duration from 74 calendar days to 150 calendar days due to long lead item on the mail slot. This is a non-compensable extension of time.	Contractor	4	48	\$0.00	\$0.00	\$0.00
Subtotal					\$0.00	\$0.00	\$0.00
Grand Total							\$0.00

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Accept the Completion of Bid #1349 – Mailroom at District Operations Center and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On July 16, 2018, the Board of Trustees ratified a contract with RT Contractor Corporation for Bid #1349 – Mailroom at District Operations Center. The project was completed on December 21, 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 \$92,122.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

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

Fiscal Impact:	N/A	Board Date: February 4, 2019
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 District Operations Center, located 2323 North Broadway, Suite 112, Santa Ana, caused improvements to be made to the property to with: Bid #1349 for Mailroom at District Operations Center, the contract for the doing of which was heretofore entered into on the 11th day of July, 2018, which contract was made with RT Contractor Corporation PO 19-P0052853 as contractor; that said improvements were completed on the 21st day of December, 2018 and accepted by formal action of the governing Board of said District on the 4th day of February, 2019; 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 RLI 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 _____, 2019 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: February 4, 2019
Re:	Approval of Agreement with Ridge Landscape Architects - On-Call Landscape Architectural Services for Various Facility Improvement Projects District-Wide	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for on-call landscape architectural design services for various facility improvement projects throughout the District. The District is in need of having assistance from a licensed landscape architect to provide timely evaluations and on-call design services associated with landscaping and irrigation needs for a variety of projects requested by both the college and for districtwide site improvement projects as needed. The on-call services agreement will assist to streamline the planning and design process and is evaluated annually based on need. There is a need to have an on-call landscape architect for the District in the event there are requests that require this specialized design service so that the District does not have to sub-contract this design work with an architect. Therefore, the District desires to have a separate on-call contract specifically for landscape design services.

ANALYSIS:

Ridge Landscape Architects was interviewed by the District as part of Request for Proposals (RFP) #1314-54 for the new Johnson Student Services Center project and is a prequalified firm as part of this RFP. The firm has recently assisted the District with landscape design services for the Barrier Removal Phase 1 project at Santiago Canyon College. The District desires to utilize Ridge Landscape Architects on an as-needed basis due to their ability to respond timely to District requests, they are familiar with the District design guidelines and landscaping sustainability standards, and have a proven record working with the District successfully on other projects.

The services covered by this agreement shall commence February 5, 2019 and end June 30, 2022. The contract is a total not-to-exceed fee of \$50,000. The contract amount is based on an estimate of work projected by the District over the next three years for as needed small site improvement projects that may come up as an urgent request. This is an hourly not to exceed fee and is based on the task requested by the District for landscape design services. The rates are locked in for the next three years. The average hourly rate is \$145 an hour. 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 approve the agreement with Ridge Landscape Architects for on-call landscape architectural services for various facility improvement projects district-wide as presented.

Fiscal Impact:	\$50,000	Board Date: February 4, 2019
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: 2/4/2019

Project: On-Call Landscape Architect

Site: **District-Wide**

Consultants: **Ridge Landscape Architects**

Type of Service: Landscape Architectural Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$50,000.00		2/5/2019	6/30/2022
Total Agreement Amount	\$50,000.00			

AGREEMENT No: 0332.00/DESCRIPTION:

This agreement #0332.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$50,000.00**

Contract End Date: **6/30/2022**

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Amendment to Agreement with Twining, Inc. – Materials Testing and Special Inspection Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement for additional materials testing and special inspection services. On December 4, 2017, the Board of Trustees approved an agreement with Twining, Inc. to provide materials testing and special inspection services for the Science Center at Santa Ana College. Materials testing and special inspection services are required by the California Administrative Code (Title 24, Part 1) to be performed by testing laboratories acceptable to the Division of State Architect (DSA).

Overtime work hours were required for both the concrete pile installation and offsite structural steel fabrication inspections. These two activities required additional inspection beyond the original estimate and scope of work. Therefore, this amendment includes an increase in the contract amount to cover the inspection activities and to account for the remaining inspection and testing activities such as, but not limited to, structural steel, offsite stair fabrication, high-strength bolts, anchor bolts, metal studs, and fireproofing. The estimate of inspection needed has been updated according to the project status.

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

ANALYSIS:

The amendment is to increase the contract by \$70,000. The revised total contract amount is an hourly, not to exceed fee of \$415,434. The District has reviewed the fee and it is reasonable and within industry standards. The contract duration for this agreement remains the same from December 4, 2017 through December 31, 2019.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment with Twining, Inc. – Materials Testing and Special Inspection Services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	\$70,000	Board Date: February 4, 2019
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: 2/4/19

Project: Science Center

Site: **Santa Ana College**

Consultants: **Twining, Inc.**

Type of Service: Materials Testing and Special Inspection Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$340,434.00	\$5,000.00	12/5/2017		12/31/2019
Amendment #1	\$0.00				12/31/2019
Amendment #2	\$70,000.00				12/31/2019
Total Agreement Amount	\$415,434.00				

AGREEMENT NO: 0253.00/ DESCRIPTION:

Amendment #2 for additional materials testing and special inspection services

This agreement #0253.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$70,000.00**

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

SECOND AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **5TH** day of **FEBRUARY** in the year **2019**, between **TWINING, INC.** hereinafter referred to as "**CONSULTANT**", and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as "**DISTRICT**".

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT #0253.00 entered into on December 4, 2017, and amended on May 14, 2018, to provide Special Inspection and Material Testing Services for the Science Center at Santa Ana College. Please amend the AGREEMENT to include the following:
 - a. By increasing the AGREEMENT amount by **SEVENTY THOUSAND DOLLARS (\$70,000)** from **THREE HUNDRED FORTY-FIVE THOUSAND FOUR HUNDRED THIRTY-FOUR DOLLARS (\$345,434)**, for a total AGREEMENT amount of **FOUR HUNDRED FIFTEEN THOUSAND FOUR HUNDRED THIRTY-FOUR DOLLARS (\$415,434)**.
1. Except as amended herein, the terms and conditions of AGREEMENT 0253.00 effective December 5, 2017, shall remain in full force and effect.

TWINING, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By _____

By _____

Print Name _____

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

Title _____

Date _____

Date _____

Email _____

COPIES TO:

GENERATING OFFICE:
Rancho Santiago Community College District
2323 N. Broadway, Suite 112
Santa Ana, CA 92706
Carri Matsumoto, Assistant Vice Chancellor
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, Director of Purchasing Services

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Change Order #1 - De La Torre Commercial Interiors, Incorporated for Bid #1355 – Building B Interior Improvements at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On November 26, 2018, the Board of Trustees ratified a contract with De La Torre Commercial Interiors, Incorporated for the Building B Interior Improvements project at Santiago Canyon College. The rooms in building B had not been updated since the 1980's. This project enhanced the interior finishes by removing and replacing flooring and rubber base with new flooring material, a new rubber base and new walk-off mats. Additionally, the walls were patched to match existing finish, spot primed and re-painted.

ANALYSIS:

Change Order #1 decreases the contract amount by \$7,950 which is a credit back to the District for an unused allowance related to unforeseen work. The contract amount has been decreased from \$99,472 to \$91,522. Pursuant to Board Policy and Administrative Regulation 6600, it is recommended that the Board of Trustees approve the change order.

If Change Order #1 is approved, a Notice of Completion is on the same agenda for approval to close out the contract.

This project is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 - De La Torre Commercial Interiors, Incorporated for Bid #1355 – Building B Interior Improvements at Santiago Canyon College as presented.

Fiscal Impact:	\$7,950 Credit	Board Date: February 4, 2019
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: February 4, 2019
Project/Bid No. 1355
Site: Santiago Canyon College
Change Order (CO) No. : #1

Project Name: Building B Interior Improvements
Contractor: De La Torre Commercial Interiors, Inc.
Contract #: P.O. # 19-P0054681

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
11/28/18	30	12/28/18	0	0	N/A

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$99,472.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	0	(\$7,950.00)	-7.99%
Total Change Order (s)		(\$7,950.00)	-7.99%
Revised Contract Amount		\$91,522.00	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount. District Allowance was for unforeseen repairs related to the flooring, patching and painting of the building interior .	Owner	5	0	(\$7,950.00)	\$0.00	(\$7,950.00)
Subtotal					(\$7,950.00)	\$0.00	(\$7,950.00)
Grand Total							(\$7,950.00)

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Accept the Completion of Bid #1355 – Building B Interior Improvements at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On November 26, 2018, the Board of Trustees ratified a contract with De La Torre Commercial Interiors, Incorporated for Bid #1355 Building B Interior Improvements at Santiago Canyon College. The project was completed on December 21, 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 \$91,522.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

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

Fiscal Impact:	N/A	Board Date: February 4, 2019
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 #1355 for Building B Interior Improvements at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 13th day of November, 2018, which contract was made with De La Torre Commercial Interiors, Inc., PO 19-P0054681 as contractor; that said improvements were completed on the 21st day of December, 2018 and accepted by formal action of the governing Board of said District on the 4th day of February, 2019; 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 Indemnity Company of California.

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 _____, 2019 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: February 4, 2019
Re:	Approval of Agreement with Comevo for Online Orientation Software for Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND

The current online orientation system used by Santa Ana College and Santiago Canyon College is in need of an upgrade as it does not provide the reporting and editing features required by the Counseling Department to implement Guided Pathways. An enhancement or replacement of the current system is fundamental to effectively support our students' online orientation needs and to remain current with existing technology.

ANALYSIS

SAC and SCC conducted a comprehensive assessment of the software offerings from (3) three software vendors: Cynosure (the incumbent), Comevo and Advantage. The Comevo software program called "Launch Online Orientation" proved to be the most up-to-date and reliable solution, as it allows direct access to reporting and editing tools that can enable Counseling to keep content current and track metrics on the effectiveness of that content. In addition to supporting Guided Pathways on-boarding of students, the system includes robust branching features that can be leveraged for Self-Guided Placement in support of AB705 implementation. The system is also scalable to allow additional modules of content, including non-credit student orientation and probationary workshops that other products considered did not offer.

In light of this assessment, the Technology Advisory Group (TAG) at their regular meeting on November 12, 2018, voted to recommend the purchase of the Comevo offering as the online orientation solution to use by both SAC and SCC using funds available from the ITS budget allocation dedicated for computer replacements at SAC, given that SAC was granted sufficient funds to cover the computer replacements for the 2019-2020 Fiscal Year.

The District would like to enter into an agreement with Comevo to purchase the online orientation software for both colleges at a total cost of \$71,400 for setup and usage fee for the first year and a recurring usage fee of \$21,000 per year thereafter. The usage fee may increase to a maximum of 3% of prior year's annual usage fees.

RECOMMENDATION

It is recommended that the Board of Trustees approve the agreement with Comevo for Online Orientation Software for Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	\$71,400 (setup & usage fee for the first year)	Board Date: February 4, 2019
Prepared by:	Jesse Gonzalez, Assistant VC of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



Application Hosting Agreement

THIS APPLICATION HOSTING AGREEMENT ("Agreement") is made and entered into on this ____ day of _____, 20____ (the "Effective Date") by and between Rancho Santiago Community College District, a California educational institution ("Client") and Comevo, Inc., a California corporation ("Comevo"), located at 3590 Sacramento Drive #130, San Luis Obispo, CA 93401.

WHEREAS, Comevo provides an online application (the "Application") and online Application hosting services (the "Hosting Services") to make the Application accessible by users through the Internet.

WHEREAS, Client desires to obtain access to the Application via the Hosting Services.

NOW THEREFORE, in consideration of the mutual covenants and agreements of the parties as set forth in this Agreement, the parties hereby agree as follows:

1. Provision of Application Hosting Services

Subject to the terms and conditions of this Agreement, Comevo hereby agrees to provide to Client the non-exclusive use of the Application and the Hosting Services described in Exhibit "A", Scope of Work:

1.1 Availability: Comevo shall provide access to the Application via the Internet and the Hosting Services, with such access being provided approximately 24 hours per day, with allowable significant downtime only for normal maintenance and upgrades, and other causes that are beyond Comevo's control. Whenever possible, Comevo will communicate expected downtimes to Client in advance.

1.2 Unexpected Downtime Credit: Despite the efforts of Comevo, functionality of the Client site may decrease from time to time, and may become partially or completely unavailable. In such event, Comevo will work to restore the Client site to its normal operating functionality as rapidly as possible. If functionality of the Client site is impaired to any degree that makes the overall site materially unavailable, the duration of such unavailability shall be considered "downtime." Subject to Section 1.1 above, upon request of Client and validation by Comevo, Client will accrue one day of credit for each hour of downtime. Credit shall be applied to the next statement.

1.3 Contingency/Backup: Comevo will perform and retain onsite and offsite backups of the Application and all associated data files daily and following any significant changes that are made to the Application.

1.4 Security/Privacy: Access to the Application is limited to users with valid username/password. Data entered and displayed on the Application may be secured, at the Client's discretion, using standard SSL encryption. Comevo will not share or disclose information related to Client's use of the Application, and will comply with all applicable state and federal laws related to the protection and privacy of student records, including those set forth in the Family Educational Rights Act (FERPA).

2. Fees and Payment

2.1 Application and Hosting Services Fee: In exchange for providing the Application and the Hosting Services, Client shall pay the fees set forth in Exhibit "B". Client shall pay all charges owed under this Agreement within 30 days of the date of invoice ("Due Date"). Client shall pay interest on overdue payments at the rate of 1.5% per month or the maximum-rate allowable by law, whichever is lower. If Client does not pay an invoice within 15 days of Due Date, Comevo reserves the right to disconnect Hosting Services. As a reasonable estimate of Comevo's actual damages, Client agrees to pay a fifty dollar (\$50.00) service fee on any checks returned by Client's bank.

2.2 Additional Charges: The Application and Usage fee shall be solely for provision of the Application and for the Hosting Services described in Exhibit A. All other services will incur additional charges, and must be agreed upon in advance and in writing (email acknowledgement is acceptable) prior to commencement of additional work.

2.3 Fee Adjustments: Fees may increase annually up to a maximum of 3.0% of the prior year's annual usage fees.

3. Representations and Warranties of Client

3.1 Client represents and warrants to Comevo that: (a) Client owns or has the right to use all Client content contained in the Application; and (b) the use, reproduction, distribution, and transmission of the Client content does not (i) infringe or misappropriate any copyright, patent, trademark, trade secret, or any other proprietary rights of a third party; (ii) violate any criminal laws; (iii) constitute false advertising, unfair competition, defamation, an invasion of privacy, violate a right of publicity, or violate any other federal, state or local law or regulation.

3.2 Client acknowledges the terms of the Digital Millennium Copyright Act of 1998 and the obligations on the part of Comevo in the event it receives a notice from any third party that the Application or Client content infringes upon the rights of any third party. Client consents to Comevo following the procedures outlined in the Act in the event of a claimed infringement. Client understands and agrees that Comevo's compliance with the Act may result in the Application being taken off line. Client agrees to indemnify and hold Comevo harmless from and against any and all damages that may result from the Comevo's good faith compliance with the terms of the Act.

3.3 Client represents and warrants to Comevo that Client will not: (i) remove from or hide any copyright, logos, or trademark notices in the Application, or (ii) modify the Application in any way, including enabling or disabling any feature in the Application. Comevo reserves the right to discontinue support of the Application, to terminate this Agreement, and to disable the Application if Client breaches the terms of this section.

3.4 Client shall not copy or use any of Comevo's Confidential Information except as reasonably required to perform its duties hereunder, and shall only disclose such information to those employees, subcontractors, and agents that have a "need to know" such information to perform their duties. For purposes of this Agreement, "Confidential Information" shall mean any competitively sensitive or secret business, marketing, or technical information of either party that is designated as confidential by a party. Confidential Information shall not include, however, information that is: (1) generally known to the public or readily ascertainable from public sources (other than as a result of a breach of confidentiality); (2) independently developed without reference to or reliance on any Confidential Information of Comevo, as demonstrated by written records (which shall be provided upon request); or (3) obtained by Client from an independent third party who has created or acquired such information without reference to or reliance on Confidential Information of Comevo, as demonstrated by written records (which shall be provided upon request).

4. Content and Data

4.1 Removal of Unacceptable Content: Comevo has the right to monitor the Application's use by Client, and in its sole discretion to remove any content, with reasonable prior notice to Client.

4.2 Proprietary Content: Except for the non-exclusive licenses granted herein, Client has no right, title or interest in or to the Application or any related content or source code.

4.3. Produced Content: All content produced by Comevo's and its representatives are produced to client specification. Comevo is not liable for any content produced.

5. Limitations of Warranties and Liability

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, COMEVO DISCLAIMS ANY AND ALL EXPRESS AND IMPLIED WARRANTIES. EXCEPT FOR CLAIMS THAT THE APPLICATION INFRINGES THE INTELLECTUAL PROPERTY OF A THIRD PARTY, COMEVO WILL NOT BE LIABLE FOR ANY LOSS OF BUSINESS OR PROFITS, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, PUNITIVE, OR SIMILAR DAMAGES, OR, EXCEPT AS SET FORTH IN THIS AGREEMENT, FOR CLAIMS OF DAMAGES MADE BY ANY THIRD PARTY FOR ANY CAUSE WHATSOEVER, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT OR IN TORT, INCLUDING NEGLIGENCE, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY ACKNOWLEDGES THAT THIS LIMITATION OF LIABILITY REFLECTS AN INFORMED, VOLUNTARY ALLOCATION BETWEEN THE PARTIES OF THE RISKS (KNOWN AND UNKNOWN) THAT MAY EXIST IN CONNECTION WITH THIS AGREEMENT. IN NO EVENT WILL COMEVO'S LIABILITY EXCEED THE TOTAL ACTUALLY PAID

BY CLIENT IN THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO SUCH CLAIM, AS DEFINED IN THIS AGREEMENT.

6. Mutual Indemnification

Each party agrees to indemnify and hold harmless the other party and its agents, affiliates, successors, and assigns from and against any and all liabilities, losses, damages, costs, and expenses, including reasonable attorney fees and experts' fees, associated with any claim or action (whether or not any action or administrative proceeding is actually filed) against the other party and its agents, affiliates, successors, and assigns related to or arising out of any act, omission, or negligence of such indemnifying party under this Contract. Each party shall promptly notify the other of any such claim, shall provide reasonable assistance in connection with the defense and/or settlement thereof, and shall permit the other party to control the defense and/or settlement thereof. This ties the duty to indemnify to a particular party, rather than any claim arising out of the contract in general.

7. Term and Termination

7.1 Term: This Agreement will take effect on the Effective Date and remain in effect for a period of 1 (one) year, and will automatically continue on a year-to-year basis thereafter, unless sooner terminated pursuant to the terms hereof.

7.2 Termination: Either Party may terminate this Agreement, with or without cause, upon 30 days prior written notice to the other party. Termination of this Agreement by Client prior to the end of the term hereof shall not obligate Comevo to reimburse Client for prepaid fees.

7.3 Effect of Termination: Upon any termination of this Agreement both parties will immediately destroy or erase any proprietary content or data as requested. A confirmation of such removal may also be requested by signing and returning an "affidavit of destruction" detailing what and how such content and data were erased.

8. Miscellaneous

8.1 The relationship of Comevo and Client established by this Agreement is solely that of independent contractors. Nothing herein shall be deemed to establish a partnership, joint venture, association, or employment relationship between the parties.

8.2 This Agreement may be amended at any time and from time to time, but any amendment must be in writing and signed by each Party to be bound.

8.3 Performance of this Agreement by each party shall be pursued with due diligence in all requirements hereof; however, neither party shall be liable for any loss or damage for delay or nonperformance due to causes not reasonably within its control. Such acts or causes shall include but not be limited to acts of God, strikes, lockouts, riots, acts of war, governmental regulations superimposed after the fact, earthquakes, or other catastrophes. In the event of any delay resulting from such causes, the time for performance and payment hereunder shall be extended for a period of time reasonably necessary to overcome the effect of such delays. In the event of any delay or nonperformance caused by such uncontrollable forces, the party affected shall promptly notify the other in writing of the nature, cause, date of commencement thereof, and the anticipated extent of such delay, and shall indicate whether it is anticipated that the completion dates would be affected thereby.

8.4 This Agreement is a negotiated document and shall be deemed to have been drafted jointly by the Parties, and no rule of construction or interpretation shall apply against any particular Party based on a contention that the Agreement was drafted by one of the Parties.

8.5 If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected or invalidated.

8.6 This Agreement, including all Exhibits, Schedules, Appendices, and Attachments, contains the entire agreement of the Parties relating to the rights granted and obligations assumed herein. Any oral representations or modifications concerning this instrument shall be of no force or effect unless contained in a subsequent written modification signed by the Party to be charged.

8.7 The parties hereby irrevocably submit to the jurisdiction of any California court sitting in San Luis Obispo County, over any suit, action or proceeding (including arbitration) arising out of or relating to this Agreement; and the parties consent to San Luis Obispo County as the venue for any such suit, action or proceeding (including any arbitration) and irrevocably waive to the fullest extent permitted by law, any objection to such venue as being an inconvenient forum.

8.8 In any action brought under this Agreement, the prevailing party shall be entitled to recover its actual costs and attorney fees and all other litigation costs, including expert witness fees, and all actual attorney fees and litigation costs incurred in connection with the enforcement of a judgment arising from such action or proceeding. The provisions of the preceding sentence shall be severable from the provisions of this Agreement and shall survive the entry of any such judgment.

8.9 In the event of a dispute between the parties, which they are not able to resolve themselves, the parties agree to submit the dispute to a mediation service reasonably accepted by each party. If the parties are unable to resolve their dispute after such mediation services have been rendered, then they agree to submit the matter to binding arbitration in accordance with the rules of the American Arbitration Association. In the event it becomes necessary for either party to enforce any of its rights under this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and related costs. Each party shall pay one half of the mediation and/or arbitration fees and costs.

8.10 By signing below, you acknowledge that you are an adult of 18 years or older and you have reviewed and accept the terms and conditions contained in this Agreement and any applicable addenda thereto. You accept the Hosting Services ordered, authorize Comevo to set-up and provide the Hosting Services, and acknowledge that Comevo will commence processing the order and incur expenses and obligations immediately.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above intending to be legally bound by the terms hereof.

Dated: _____

Dated: _____

Comevo, Inc.

Client

By: _____

By: _____

Name: _____

Name: Peter J. Hardash

Title: _____

Title: Vice Chancellor, Business Operations/Fiscal Services

1. Project Overview

The Application will allow the Client to manage content within its training/orientation module(s) and track the progress of the users who have gone through that content. The Application will also allow those users to view the content in a sequential manner and allow them to answer quiz questions as a way to verify that user retained the information.

2. Application Requirements

The Application shall be delivered according to the following general steps/requirements:

2.1 The Client shall notify Comevo of persons authorized to submit and edit Application content, and/or function as System Administrator.

2.2 Comevo shall provide necessary username and password for authorized persons to access the Application.

2.3 The Client shall notify Comevo of the desired method and parameters to be used allowing user access to the content delivery portion of the Application.

2.4 Comevo will make available the ability to upload module completion information via an API on a regular basis into Client's systems.

2.5 Client or a third party shall add any textual content to the Application with technical assistance of Comevo, if necessary. Client or a third party shall supply any proprietary graphics used by Client in the development of the Application.

2.6 Comevo shall provide Client with configuration services. Client shall provide Comevo with a prioritized list of design requirements prior to initiation of these services and all work shall be performed with the assistance of Client. Configuration services apply to the following items:

- Customizing Application template with Client logo and colors
- Importing of content prepared by Client into the Application, as long as that content is in electronic format
- Cropping and resizing of images for use in the Application
- Video optimization for use in the Application

2.7 During development of the Application, changes to the above requirements may be made following the approval of both Comevo and Client. Additional requirements regarding the specific content and development of the Application shall also be generated by Comevo in cooperation with the Client.

2.8 The Application shall be developed to run in Internet browsers with the following characteristics:

- Properly Support HTML (current and one previous version)
- Properly Support CSS (current and one previous version)
- Properly Support the Adobe Flash Player (current and one previous version)

2.9 A template will be created by Comevo based on information provided by client completing the Next Steps Document. Upon creation of the template, the application is considered complete and an online training of the management console with Customer Care will be performed.

2.10 After completion of work as described in number 2.9 above, updates with new features will be made to the Client's package at Comevo's discretion at no-charge.

2.11 Comevo shall provide technical support to Client as part of the Usage and Maintenance Fee for the duration of this Software Agreement, as outlined in number 4 below.

3. Accessibility

Comevo is committed to ensuring that its clients can provide usable and accessible content to their end users and is continually evaluating its service to make sure this is possible. Comevo strives to provide the tools necessary for its clients to create accessible content, according to Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C), and will provide evaluations of client content with recommendations to meet these standards. In the event, the software provided hereunder does not meet WCAG 2.0 AA standards for accessibility, Comevo and Client will work together in good faith to make sure the service meets the WCAG 2.0 AA standards.

4. Technical Support

Comevo is dedicated to helping its customers enjoy and benefit from its software solutions. Therefore, technical assistance will be provided to customers during the term of their contract. Technical Support is defined as the assistance Comevo provides its customers to resolve technical issues related to operation of a Comevo application.

Comevo will respond to all customer inquiries within one business day, and during the normal business operating hours of 8:00 AM – 5:00 PM Pacific Time, Monday through Friday, excluding holidays. All customer inquiries will be resolved in a timely manner. Comevo provides several means of access to Technical Support, including email and telephone. Technical Support contact information is provided below:

Email: support@comevo.com
Telephone: 800-748-0975

Exhibit B

Comevo Fee Schedule

	Price /Unit	Count	Total
Set-up Fee:			
Launch™ Online Orientation Deluxe Package	\$50,400	1	\$50,400
*Annual Usage Fee:			
Launch™ Online Orientation Deluxe Package	\$21,000 /year	1	\$21,000
Discounts:			
None. (Multi-year payment discounts available.)			\$0
Total Fees:			\$71,400

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

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Vendor Name Change	
Action:	Request for Approval	

BACKGROUND

On February 26, 2018, the Board of Trustees approved an agreement with CPP, Inc. for the VitaNavis Platform and SuperStrong subscription services for the counseling and assessment division at Santa Ana College.

We were recently informed that on or about January 1, 2019 it was announced that CPP, Inc. has merged with The Myers-Briggs Company and the name was filed with the State of California to do business under The Myers-Briggs Company name.

ANALYSIS

In order to avoid interruption of existing services, it is necessary to seek Board of Trustees approval to change the vendor name from CPP, Inc. to The Myers-Briggs Company. The name change does not change the current services provided by CPP, Inc. The Myers-Briggs Company is committed to providing the same level of service that CPP, Inc. contractually committed to in fulfilling the subscription services obligation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the vendor CPP, Inc. name change to The Myers-Briggs Company as presented.

Fiscal Impact:	N/A	Board Date: February 4, 2019
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorically funded programs were developed. To access these items, please [click here](#).

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. California Early Childhood Mentor Program (SAC & SCC) Sub-award from Chabot-Las Positas Community College District to support the ongoing development of regional mentoring programs for prospective teachers and facilitation of the program at both colleges. (18/19). <i>No match required.</i>	12/07/2018	\$1,185
2. Project RAISE (Regional Alliance in Science, Technology, Engineering and Math [STEM] Education) – Year 3 (SCC) Third year of a five-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Education grant, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. Project RAISE will implement a variety of project components to increase the number of Hispanic and low-income students who pursue STEM majors, as well as their persistence, retention and graduation rates in support of the goals and objectives of the project. (18/19). <i>No match required.</i>	01/15/2019	\$20,000
3. Student Equity and Achievement Program (SAC & SCC) New categorical apportionment from the California Community Colleges Chancellor's Office to consolidate Basic Skills Initiative (BSI), Student Equity (SE) and the Student Success and Support Program (SSSP) into the Student Equity and Achievement Program with the intent to support Guided Pathways and the system-wide goal to eliminate achievement gaps. While the Chancellor's Office is developing a funding formula, the 2018/19 allocation is equal to the 2017/18 allocations for BSI, SE, and SSSP (credit & noncredit). (18/19). <i>No match required.</i>	07/19/2018	\$13,286,941

<u>Program</u>	<u>SAC</u>	<u>SCC</u>	<u>TOTAL</u>
BSI	529,314	240,533	769,847
Student Equity	2,143,116	881,103	3,024,219
SSSP (Credit)	4,550,217	2,428,080	6,978,297
SSSP (Non-Credit)	1,587,495	927,083	2,514,578
TOTAL	8,810,142	4,476,799	13,286,941

Fiscal Impact: \$13,308,126	Board Date: February 4, 2019
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	

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: \$13,308,126	Board Date: February 4, 2019
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	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Sub-Agreements between RSCCD and Chabot-Las Positas, Foothill-DeAnza, Glendale, Palomar, San Mateo, Santa Barbara, Sonoma County Junior and State Center College 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

A second round of competitive applications were released by the Chancellor's Office in October 2018 for the 2018/2019 Deputy Sector Navigators (DSNs). Thirteen (13) DSN roles are remaining and for host colleges to sponsor these roles. DSNs support program development and industry engagement for each region's priority and emerging sectors. Selection committees reviewed and evaluated DSN and host college applications, and completed the process for selections and recommendations. The fiscal agent, RSCCD, was provided a list of host colleges and DSNs selected/recommended by the committees, and 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 performance period for second round recipients is January 1, 2019, through December 31, 2019. The Scope of Work for each sub-agreement will consist of a project application that has been approved by the Chancellor's Office.

2018/2019 List of Selected Deputy Sector Navigators & Host Colleges (round two)

Sector	Host College	CCD	Agreement #	Amount
Bay Region				
Business & Entrepreneurship	Chabot	Chabot-Las Positas	DO-18-2565-67	\$200,000
Energy, Construction & Utilities	College of San Mateo	San Mateo	DO-18-2565-68	\$200,000
Health	DeAnza	Foothill-DeAnza	DO-18-2565-69	\$200,000
Retail/Hospitality/Tourism	Santa Rosa Junior	Sonoma County Junior	DO-18-2565-70	\$200,000
Central Valley/Mother Lode				

Sector	Host College	CCD	Agreement #	Amount
Global Trade	State Center	State Center	DO-18-2565-71	\$200,000
Los Angeles and Orange County				
ICT/Digital Media	Glendale Community	Glendale	DO-18-2565-72	\$200,000
San Diego/Imperial				
Advanced Manufacturing	Palomar	Palomar	DO-18-2565-73	\$200,000
ICT/Digital Media	Palomar	Palomar	DO-18-2565-74	\$200,000
South Central Coast				
Global Trade	Santa Barbara	Santa Barbara	DO-18-2565-75	\$200,000
Total				1,800,000

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: \$1,800,000 (grant-funded)	Board Date: February 4, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 4th day of February, 2019, 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 January 1, 2019, through December 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 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 to the SUBCONTRACTOR shall be based on an advanced payment of 40% after the Agreement is fully executed, a progress payment of 50%, and a final payment of 10%. Payments will occur through submission of invoices.

SUBCONTRACTOR must submit invoices for payment to RS@cccoco.edu. Invoices will be reviewed and approved by the Project Monitor and then paid by RSCCD. Refer to the Invoice Form and Instructions (*exhibit D*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

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.

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.), and progress toward achievement of outcomes and metrics pertinent to the workplan. The PRIME SPONSOR may consider other performance indicators to assess renewal eligibility. 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

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

SUBCONTRACTOR:

Primary Contact:
Name: _____
Title: _____
Address: _____

Phone: _____
Email: _____

Supervisor of Record for the DSN (if different from Primary Contact):
Name: _____
Title: _____
Address: _____

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: February 4, 2019

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.)

Exhibit D: Invoice Form and Instructions

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

FISCAL YEAR:	2018/19	(e.g. 2014/15)
RFA NUMBER:	18-207	(xx-xxx)
PROJECT:	Deputy Sector Navigator	
FUNDING SOURCE:	Workforce & Economic Development Division	
MATCH % REQUIRED:	100%	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

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee): Please Select District

COLLEGE:

PROJECT: Deputy Sector Navigator

FISCAL YEAR: 2018/19

RFA NUMBER: 18-207

FUNDING SOURCE: Workforce & Economic Development Division

PROJECT BUDGET: \$

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: _____

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

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

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

Person Responsible for Data Entry			
Name:	_____	Phone:	_____
Title:	_____	Fax:	_____
E-mail Address:	_____		

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

Person Responsible for Budget Certification			
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	\$	-
		\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$	0
TOTAL COSTS:		\$	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		\$ -	-
		\$ -	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Costs):			
TOTAL COSTS:		\$	0

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
TOTAL DIRECT COSTS:		8	\$ 0	\$ 0
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		9	\$ 0	
TOTAL COSTS:		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: _____

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

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

Objective: 1

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

5.2 (16)

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

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

Print Name:
Signature :
Date:

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

Print Name:
Signature :
Date:

Deputy Sector Navigator Certification

Print Name:
Signature :
Date:

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)**

COLLEGE/DISTRICT LETTERHEAD/LOGO

INVOICE

Date:

Invoice No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
 Attn: Sarah Santoyo
 2323 North Broadway, Ste. 201
 Santa Ana, CA 92706

Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

Instructions for Invoice Template

All invoices must be submitted electronically to the CCCCCO's Accounting Office inbox (RS@cccco.edu). The email's subject line must state "Invoice Enclosed – District/LEA Acronym – Agreement Number". If you are re-submitting a **corrected** invoice, please state it in the subject line "REVISED Invoice Enclosed -District/LEA Acronym - Agreement Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rscsd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. - Enter an invoice number to be used for internal purposes by the community college district/college.

Name –Using the drop down list to select the District name or enter information manually. The name must match the name listed on the grant sub-agreement with the Fiscal Agent.

Address - Enter the District address which should match the grant sub-agreement with the Fiscal Agent.

Agreement Number - Enter the grant sub-agreement number, contract number, or other unique identifier.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type - Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered - Provide a description of the work performed and the dates of services rendered.

Total Amount Due - Enter the amount invoiced to CCCCCO.

District/College Accounting Office Contact Information - Identify an accounting office contact.

District/College Program Contact Information - Identify a program contact who can address questions about the work performed.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of First Amendments to Sub-Agreements between RSCCD and Chaffey, Los Rios, MiraCosta, Mt. San Antonio, San Francisco, Ventura, and Yosemite Community College Districts to award Centers of Excellence (COE) for Labor-Market Research Grants to Host Colleges/Districts in the State of California	
Action:	Request for Approval	

BACKGROUND

Through a competitive grant competition, Rancho Santiago Community College District (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

The Centers of Excellence (COE) for Labor Market Research support the community colleges by providing reports and technical assistance designed to enable community colleges to remain relevant and responsive in their offerings. The COEs are located strategically to study the regional economies of California and provide insight on emerging and changing workforce and occupational needs to be used by the colleges as a basis for program planning, and resource alignment and development.

The Chancellor's Office and the fiscal agent, RSCCD have agreed to change the terms of payment from a reimbursement basis to a set payment schedule. As the workplan activities, outcomes and timelines have been developed in collaboration with the Chancellor's Office, a set payment schedule has been identified as the preferred method of payment. Consequently, a first amendment to these agreements have been developed to revise the payment clause. In addition, the clause on invoicing has been revised to reflect the invoicing process developed by the Chancellor's Office for fiscal agents. To access a copy of the original approved sub-agreement template, please [click here](#).

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

RECOMMENDATION

It is recommended that the Board approve the first amendments to the 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: none	Board Date: February 4, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

List of Centers of Excellence (COE) and Host Colleges/Districts

College/District	Amendment #	Amount
Chaffey College/Chaffey CCD <i>(Inland Empire – Regional Director)</i>	DO-18-2565-51.01	\$100,000.00
Los Rios CCD <i>(North/Far North – Regional Director)</i>	DO-18-2565-52.01	\$100,000.00
Los Rios CCD <i>(North/Far North – Statewide Director)</i>	DO-18-2565-53.01	\$150,000.00
MiraCosta College/MiraCosta CCD <i>(San Diego/Imperial – Regional Director)</i>	DO-18-2565-54.01	\$100,000.00
Mt. San Antonio College/Mt. San Antonio CCD <i>(Los Angeles/Orange County – Regional Director)</i>	DO-18-2565-55.01	\$125,000.00
City College of San Francisco/San Francisco CCD <i>(Bay Area – Regional Director)</i>	DO-18-2565-56.01	\$125,000.00
Ventura County CCD <i>(South Central Coast – Regional Director)</i>	DO-18-2565-57.01	\$125,000.00
Modesto Junior College/Yosemite CCD <i>(Central Valley/Mother Lode – Regional Director)</i>	DO-18-2565-58.01	\$100,000.00
	TOTAL	\$925,000.00

**FIRST AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
[NAME OF COLLEGE DISTRICT]**

This first amendment (hereinafter “Amendment”) is entered into on this 4th day of February, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and [Name of College District], on behalf of [College Name] (hereinafter “SUBCONTRACTOR”), which is hosting the **Center of Excellence (COE) for Labor-Market Research**, to amend that certain agreement #DO-18-2565-[xx] (hereinafter “Agreement”) between the parties dated [Month Day], 2018, with a term of January 1, 2019, through June 30, 2019 (hereinafter “Term”). 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 **Center of Excellence (COE) for Labor-Market Research**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is mutually agreed by the Parties to amend the following:

Payment and Invoicing will be amended as follows:

6. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 40% after the Agreement is fully executed, a progress payment of 50%, and a final payment of 10%. Payments will occur through submission of invoices.

SUBCONTRACTOR must submit invoices for payment to RS@cccco.edu. Invoices will be reviewed and approved by the Project Monitor and then paid by RSCCD. Refer to the Invoice Form and Instructions (*exhibit D*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: [Name of
Community College District]

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: February 4, 2019

Employer/Taxpayer Identification Number (EIN)

List of Exhibits (revised January 2019)

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

Exhibit B: Host Opt-In/Out Confirmation Letter

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.)

Exhibit D: Invoice Form and Instructions

COLLEGE/DISTRICT LETTERHEAD/LOGO

INVOICE

Date:

Invoice No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
 Attn: Sarah Santoyo
 2323 North Broadway, Ste. 201
 Santa Ana, CA 92706

Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

Instructions for Invoice Template

All invoices must be submitted electronically to the CCCCCO's Accounting Office inbox (RS@cccco.edu). The email's subject line must state "Invoice Enclosed – District/LEA Acronym – Agreement Number". If you are re-submitting a **corrected** invoice, please state it in the subject line "REVISED Invoice Enclosed -District/LEA Acronym - Agreement Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rscsd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. - Enter an invoice number to be used for internal purposes by the community college district/college.

Name –Using the drop down list to select the District name or enter information manually. The name must match the name listed on the grant sub-agreement with the Fiscal Agent.

Address - Enter the District address which should match the grant sub-agreement with the Fiscal Agent.

Agreement Number - Enter the grant sub-agreement number, contract number, or other unique identifier.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type - Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered - Provide a description of the work performed and the dates of services rendered.

Total Amount Due - Enter the amount invoiced to CCCCCO.

District/College Accounting Office Contact Information - Identify an accounting office contact.

District/College Program Contact Information - Identify a program contact who can address questions about the work performed.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Mt. San Antonio Community College District for the Technical Assistance Providers for Contract Education funded by the Fiscal Agent Key Talent Administration and Sector Strategy Grant	
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

Mt. San Antonio College currently hosts the Technical Assistance Providers for Contract Education (TAP-Contract Ed), and has been awarded another year of funding to continue in that role. The TAP-Contract Ed serves a statewide role providing resources, consultation, and guidance to assist colleges with strengthening their contract education capacity and services.

The Chancellor's Office and the fiscal agent, RSCCD have agreed to change the terms of payment from a reimbursement basis to a set payment schedule. As the workplan activities, outcomes and timelines have been developed in collaboration with the Chancellor's Office, a set payment schedule has been identified as the preferred method of payment. Consequently, a first amendment to the agreement has been developed to revise the payment clause. In addition, the clause on invoicing has been revised to reflect the invoicing process developed by the Chancellor's Office for fiscal agents. All other terms and provisions of the agreement remain unchanged (#DO-18-2565-59.01). To access a copy of the original approved sub-agreement, please [click here](#).

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: none	Board Date: February 4, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**FIRST AMENDMENT GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

This first amendment (hereinafter “Amendment”) is entered into on this 4th day of February, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Mt. San Antonio Community College District (hereinafter “SUBCONTRACTOR”) on behalf of Mt. San Antonio College, to amend that certain agreement #DO-18-2565-59 (hereinafter “Agreement”) between the parties dated November 26, 2018, with a term of January 1, 2019, through December 31, 2019 (hereinafter “Term”). 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 **Technical Assistance Providers for Contract Education**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is mutually agreed by the Parties to amend the following:

Payment and Invoicing will be amended as follows:

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 40% after the Agreement is fully executed, a progress payment of 50%, and a final payment of 10%. Payments will occur through submission of invoices.

SUBCONTRACTOR must submit invoices for payment to RS@cccco.edu. Invoices will be reviewed and approved by the Project Monitor and then paid by RSCCD. Refer to the Invoice Form and Instructions (*exhibit C*) for guidance on how to complete and submit invoices. (NOTE: an electronic version of the invoice form will be provided to the SUBCONTRACTOR).

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

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the

terms and conditions contained herein and have caused this First Amendment to be executed as of the day that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: MT. SAN
ANTONIO COMMUNITY COLLEGE
DISTRICT

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____

Date: _____

Board Approval Date: February 4, 2019

95-6002131

Employer/Taxpayer Identification Number (EIN)

List of Exhibits (revised January 2019)

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

Exhibit B: 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.)

Exhibit C: Invoice Form and Instructions

COLLEGE/DISTRICT LETTERHEAD/LOGO

INVOICE

Date:

Invoice No.:

Name

Address:

City:

State:

Zip:

Attn:

Bill To: Rancho Santiago CCD (RSCCD)
 Attn: Sarah Santoyo
 2323 North Broadway, Ste. 201
 Santa Ana, CA 92706

Agreement Number:

Chancellor's Office Project Monitor:

Payment Type: Advance Payment Progress Payment Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

District/College Accounting Office Contact:

District/College Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

Instructions for Invoice Template

All invoices must be submitted electronically to the CCCCCO's Accounting Office inbox (RS@cccco.edu). The email's subject line must state "Invoice Enclosed – District/LEA Acronym – Agreement Number". If you are re-submitting a **corrected** invoice, please state it in the subject line "REVISED Invoice Enclosed -District/LEA Acronym - Agreement Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCCO Program Contact/Monitor or the Fiscal Agent at Gil_Maria@rscdd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

Invoice No. - Enter an invoice number to be used for internal purposes by the community college district/college.

Name –Using the drop down list to select the District name or enter information manually. The name must match the name listed on the grant sub-agreement with the Fiscal Agent.

Address - Enter the District address which should match the grant sub-agreement with the Fiscal Agent.

Agreement Number - Enter the grant sub-agreement number, contract number, or other unique identifier.

Chancellor's Office Project Monitor – Enter the name of the Chancellor's Office Project Monitor. If unknown, enter the Program Name.

Payment Type - Identify the payment type (advance, progress, final or other payment). If other payment is clicked, provide a brief description of the payment type.

Description of Work and Dates Services Rendered - Provide a description of the work performed and the dates of services rendered.

Total Amount Due - Enter the amount invoiced to CCCCCO.

District/College Accounting Office Contact Information - Identify an accounting office contact.

District/College Program Contact Information - Identify a program contact who can address questions about the work performed.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: February 4, 2019
Re: Approval of First Amendment to Sub-Agreement between RSCCD and Butte-Glenn Community College District funded by the Carl D. Perkins Career and Technical Education Improvement Act of 2006, Perkins IV Title I-Part B Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District (RSCCD) was selected to serve as the Fiscal Agent for the 2018/2019 Regional Consortia, funded by the Carl D. Perkins Career and Technical Education Act of 2006, Perkins IV Title I-Part B. Each of the seven regions in the state have a Regional Consortium to serve as a hub for career education program planning and development, workforce and economic development, partnership development with industry, business, workforce development partners, and K-12 and higher education leaders, and to facilitate and support implementation of grant and policy initiatives on a regional basis.

ANALYSIS

Butte-Glenn Community College District, host district to the North/Far North Regional Consortium, has requested that the disputes clause include a sentence in the last paragraph related to legal remedies available to the parties as prescribed by law. Consequently, a first amendment to the sub-agreement has been developed to revise the disputes clause (#DO-18-1592-5.1). To access a copy of the original approved sub-agreement, please [click here](#).

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: none	Board Date: February 4, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
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
BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**

This first amendment (hereinafter “Amendment”) is entered into on this 4th day of February, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Butte-Glenn Community College District** (hereinafter “SUBCONTRACTOR”), on behalf of the **North Far North Regional Consortium**, to amend that certain Agreement #DO-18-1592-5 (hereinafter “Agreement”) between the parties dated June 25, 2018, with a term of July 1, 2018, through June 30, 2019 (hereinafter “Term”). 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 “Perkins 1B - Regional Consortia,” grant Prime Award #18-208-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to distribute the 2018/2019 Regional Consortia grants hosted in each of seven regions in the state, and perform sub-recipient monitoring in coordination with the PRIME SPONSOR,

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, it is mutually agreed by the Parties to amend the following:

Disputes will be amended as follows:

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. **Nothing in this paragraph limits the legal remedies available to the Parties as prescribed by law.**

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Butte-Glenn
Community College District

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____
Date: _____

Board Approval Date: February 4, 2019

Employer/Taxpayer Identification Number (EIN)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Integrative Impact LLC for the Sector Navigator – Information Communications Technology/Digital Media Sector Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a 2018/19 Sector Navigator – Information Communications Technology/Digital Media grant, Grant #18-158-001, by the California Community Colleges Chancellor's Office, Workforce and Economic Development Division. The grant requires the Sector Navigator to implement a statewide project that will strengthen and develop the California Community Colleges' information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

The Rancho Santiago Community College District and Integrative Impact LLC have mutually agreed to expand the scope of work, and to augment the sub-award amount from \$40,000 to \$65,000 (increase of \$25,000). Consequently, the attached first amendment has been prepared to amend the cost accordingly (DO-18-2535.01.01). To access a copy of the original approved sub-agreement, please [click here](#).

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: \$25,000 (grant funded)	Board Date: February 4, 2019
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
INTEGRATIVE IMPACT LLC**

This **First Amendment** (hereinafter “Amendment”) is entered into on this 4th day of February, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Integrative Impact LLC (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded a “Sector Navigator – Information Communications Technology/Digital Media Sector” Grant #18-158-001, (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to improve the alignment of community college programs with employers and industry workforce needs in the sector; and

WHEREAS, SUBCONTRACTOR want to expand the Scope of Work for the agreement and amend the Total Cost of the Agreement;

NOW, THEREFORE, it is mutually agreed by the Parties to amend the following:

Item 1. Statement of Work, page 1, of the Agreement is amended as follows:

1. Statement of Work
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A, Amended 12/18/18*), 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.

Item 3. Total Cost, page 1, of the Agreement is amended as follows:

3. Total Cost
The total cost to RSCCD for performance of this Agreement shall not exceed \$65,000 USD. Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with the 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 Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Integrative Impact
LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Nicole Sherman

Title: Business Operations/Fiscal Services

Title: Manager

Date: _____

Date: _____

81-1279311

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: February 4, 2019



December 18, 2018

Steve Wright, Sector Navigator
 Rancho Santiago Community College District
 2323 N. Broadway
 Santa Ana, CA 92706-1640

Dear Steve,

Per our discussion about your needs for ICT-DM Sector website redesign and hosting and maintenance of related sites, I have included a proposal for my services as an independent contractor for the remainder of the 2018-19 year as follows:

<p>Services to be Performed:</p>	<p>ICT-DM Sector Site [www.ictdmsector.org]</p> <ul style="list-style-type: none"> ○ Custom website redesign ○ ADA Compliance and Certification ○ Hosting ○ Site maintenance (plugin, software core updates & security) <p>ICT-DM Sector Site - old [www.ict-dm.net]</p> <ul style="list-style-type: none"> ○ Interim hosting during website redesign <p>NETLAB+ User Group Site [www.cccnetlabsug.org]</p> <ul style="list-style-type: none"> ○ Hosting ○ Site maintenance (plugin, software core updates & security) ○ Website edits <p>ENT-EDGE Site [www.ent-edge.org]</p> <ul style="list-style-type: none"> ○ Hosting ○ Site maintenance (plugin, software core updates & security) ○ Website edits
<p>Compensation:</p>	<p>Augmentation of \$25,000 to current contract/purchase order PO19-PO199175</p>

Please let me know if you have any questions. I look forward to our work together on these sites.

Sincerely,

Nicole Sherman
 Owner, Integrative Impact LLC

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and productOps for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant	
Action:	Request for Approval	

BACKGROUND

RSCCD was selected to serve as the Fiscal Agent for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers, Grant Award #18-205-011, funded by the California Community Colleges Chancellor’s Office (CCCCO), Workforce and Economic Development Division (WEDD), to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

ANALYSIS

productOps developed the NOVA system, an online platform for planning, project applications, fiscal reporting, and data collection for CCCCCO WEDD programs. As the NOVA system expands and undergoes modification to accommodate more programs (i.e., the K-12 Strong Workforce Program) and accommodate the needs of users, the CCCCCO has approved additional funding in order for productOps to develop program review and funding applications. Consequently, a first amendment to the sub-agreement has been developed to increase the sub-award amount from \$767,000 to \$1,000,000 (an increase of \$233,000) and to include the scope of work approved by the Chancellor’s Office. To access a copy of the original approved sub-agreement, please [click here](#).

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: \$233,000 (grant-funded)	Board Date: February 4, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
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
PRODUCTOPS**

This first amendment (hereinafter “Amendment”) in entered into on this 4th day of February 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and productOps (hereinafter “SUBCONTRACTOR”), to amend that certain agreement #DO-18-2559-01 (hereinafter “Agreement”) between the parties dated December 10, 2018, with a term of November 1, 2018 through December 31, 2020 (hereinafter “Term”). 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 K-12 Pathway Coordinators and K-14 Technical Assistance Providers, Prime Award #18-205-011 (hereinafter “Grant”) to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative; and

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A.1*), 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.

Total Cost will be amended as follows:

3. Total Cost
The total cost to RSCCD for performance of this Agreement shall be augmented from \$767,000.00 to \$1,000,000.00, an increase of \$233,000.00.
4. Budget
SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A.1*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is

incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: productOps

By: _____
Name: Peter J. Hardash

Title: Vice Chancellor
Business Operations/Fiscal Services
Date: _____

By: _____
Name: Bob Cagle

Title: CEO
Date: _____

Board Approval Date: February 4, 2019

26-2920333
Employer/Taxpayer Identification Number (EIN)

List of Exhibits (updated January 2019)

Exhibit A: Scope of Work (Project IDs: C-085-023 and C-085-027)

Exhibit A.1: Scope of Work (Project ID: C-085-031)

Exhibit B: Articles I, Rev. 09/18 and Article II, Rev. 05/14 (*NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.*)



January 4, 2019

CALIFORNIA COMMUNITY COLLEGE

NOVA SWP for K12 Application Review & Funding

Statement of Work

Chancellor's Office
1102 Q Street, 5th Floor
Sacramento, CA 95811

Project ID: C-085-031
SOW: v.01

Objective

The priority objective of this statement of work (SOW) is to develop the K12 Strong Workforce Program Application Review & Funding. The functionality will provide a platform for the regional review committee to independently score a given application. Once reviewed the selection committee may fund applications through a flexible interface. In addition, once an application is funded there will be a budget & workplan process for the LEA.

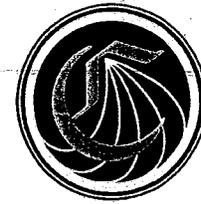
The data captured will be available in Looker for reporting and analytics to track and inform future decisions.

It is the intention of this SOW to detail the items that are high-value and high priority for CCC and we jointly believe can be delivered within the requested time period. In accordance with the Agile approach, if priorities change within this period CCC and productOps will together define an updated set of deliverables.

productOps Approach

productOps uses an Agile development process. Agile consists of biweekly sprints that have defined tasks to be accomplished. Each sprint concludes with a demonstration of functional software. Each sprint may contain design, development, testing, operations, and other tasks.

This document is proprietary and confidential property of and may contain trade secrets belonging to: productOps, 110 Cooper St., Suite 201, Santa Cruz, CA 95060 and CCCCCO 1102 Q St., 5th Floor, Sacramento, CA 95811. Distribution or dissemination of this document to individuals who are not bound by a written confidentiality agreement is prohibited.



productOps provides tools for managing the Agile process that will allow for transparency to the Chancellor's Office team. Additional tools provided by the Chancellor's Office may be incorporated if that is preferred.

productOps will assign a Project Manager that will be the primary contact for the Chancellor's Office team. We believe keeping teams consistent during projects produces a higher quality product. The productOps Project Manager will work with the Chancellor's Office team to ensure proper and consistent staffing.

Deliverables

The following are the high-value and priority deliverables that will be the delivery focus of this SOW product and will be adjusted with both parties agreement if there is a business reason to do so:

- Conduct the required discovery to have adequate level of detail of the requirements.
- Develop end to end mock ups to demonstrate functionality in NOVA.
- Build end-to-end functionality based on the approved mock ups.
 - Application scoring system, summary view , funding & LEA budget & workplan.
- Develop the backend of NOVA and API service to accommodate the data and workflows of the application with the scalability for future data requirements of SWP for K12.
- Develop the front end of NOVA with a standard workflow design to deliver the K12 SWP application requirements.
- Looker Analytics that detail application details determined by the stakeholders.

Assumptions

The following assumptions reflect productOps expectations:

- The mock ups reflecting the requirement specifications will be approved by January 8th, 2019.
 - Any changes after approval will put the due date at risk.
- The mock ups will be socialized with the field to receive feedback.
 - Feedback should be provided to productOps on January 15th.
- The Chancellor's Office and productOps will work closely together to set and communicate priorities.



- CCC will provide timely feedback on work product so the right solutions are built to meet the needs.
- All deliverables will be available in NOVA on March 1st, 2019.

Risks

The following risks are identified so that productOps and the Chancellor's Office can work towards mitigations of these items:

- Changes to specification may cause delays and prevent deliverables from meeting the time constraint.
Mitigation: productOps will make every effort to minimize this impact by provided end to end mock ups and communicate the impact of these changes as soon as they become known.
- Change management will be imperative to the success and continued adoption of NOVA.
Mitigation: productOps is prepared to work in collaboration with the Chancellor's Office on the change management effort though instruction, site visits, and any means requested.

Cost

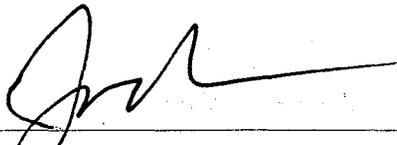
The Chancellor's Office and productOps will work together to limit any unnecessary features and "scope creep" to complete the services successfully within budget.

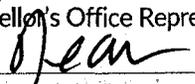
- I. **Price.** Fixed fee of \$233,000 (excl. expenses) invoiced. Invoicing will be monthly for the appropriate apportioned amount.
- II. **Payment.** Payment terms are net 30 days with monthly invoicing. All prices shown in USD. The total estimated amount will not be exceeded unless the parties agree otherwise in writing.
- III. Please ensure that the corresponding PO is for the total project budget of **\$233,000**

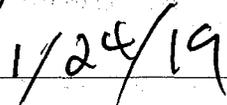


Signatures

An Authorized signature on this page by a Chancellor's Office representative indicates acceptance of the statement of work and contract.



Chancellor's Office Representative


Title


Date

productOps

Title

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Service Agreement with Jennifer Walsvick	
Action:	Request for Approval	

BACKGROUND

Best practices in the field of early childhood care and education call for programs to address the whole child, which includes the social emotional and mental health of the child and family. Subsequently, the Early Head Start program and the California State Preschool program include related compliance mandates within their grant's funding terms and conditions

ANALYSIS

This service agreement will allow Jennifer Walsvick to provide supervised support and guidance on the child development site regarding child/family referrals and services for the Early Head Start program, and provide mental health consulting services, coordination, record keeping and documentation to ensure compliance with grants in the Child Development Services department.

RECOMMENDATION

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

Fiscal Impact: \$22,000 (grant funded)	Board Date: February 4, 2019
Prepared by: Janneth Linnell, Executive Director of Child Development Services	
Submitted by: Enrique Perez, Vice Chancellor, Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Service Agreement

BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
("District")

-AND-

Jennifer Walsvick, LCSW
12811 Dunas Road
Santa Ana, CA 92705
("Service Provider")

BACKGROUND:

- A. "District" is of the opinion that "Service Provider" has the necessary qualifications, experience and abilities to provide services in connection with the business of the "District".
- B. "Service Provider" is agreeable to providing services to "District", on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Scope of Work

"Service Provider" agrees to provide "District" with services of providing supervised support and guidance on the child development site regarding child/family referrals and services for the center-based and home-based programs; provide staff and parents' mental health education workshops/meetings, coordination, record keeping and documentation to ensure compliance with the Early Head Start grant in the Child Development Services department. "Service Provider" will provide all, materials, tools, and other items necessary to complete the contracted services.

Term of Agreement

The term of this Agreement will begin February 5, 2019 and will remain in full force and effect until December 31, 2019.

Performance

Service Provider will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California.

Compensation

"District" shall pay "Service Provider" \$50.00 (fifty dollars and no cents) per hour not to exceed \$22,000.00 (twenty two thousand dollars and no cents) for completing contract services.

Invoicing and Payments

“Service Provider” shall submit monthly invoices to “District” for services performed in the immediate prior month. Service Provider’s invoices shall be in such a form and format with substantiated data as requested by “District”.

Within 30 (thirty) days of receipt of Service Provider’s invoices, “District” will make payment to “Service Provider” of undisputed amounts of the Service Agreement price due for services.

“District” may withhold or deduct from amounts otherwise due to Service Provider hereunder if Service Provider fails to perform material obligations to be performed on its part under this Service Agreement, with the amounts withheld or deducted being released after Service Provider has fully cured such failure of performance, less costs, damages or losses sustained by “District”.

Independent Contractor

It is expressly agreed that “Service Provider” is acting as an independent contractor and not as an employee in providing the Services hereunder. “Service Provider” and “District” acknowledge that this Agreement does not create a partnership or joint venture between them.

Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. All notices shall be hand delivered, sent by private overnight mail service, or sent by registered or certified U.S. mail and addressed to the Party to receive such notice.

Notices shall be sent to the RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Executive Director of Child Development Services.

In the event of early termination, Contractor shall be entitled to receive just and equitable compensation only for costs incurred prior to receipt of notice of termination and for the Services satisfactorily rendered as of the date of termination and delivered to the “District”.

Confidentiality Clause

All work completed on behalf of District by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Indemnification

”Service Provider” agrees to defend, indemnify, and hold ”District”, its officers, agents, employees, and volunteers, harmless from and against all loss, cost, and expense, including reasonable attorney fees, arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or loss caused solely by the negligence or intentional acts of the ”District”.

Insurance

“Service Provider” shall, at its sole cost and expense, procure and maintain, for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder

- a. Commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. The District, its Board of Trustees, and their officials, employees, and agents shall be named as additional insureds by endorsement. There shall be no limitations on the coverage afforded to the District, its Board of Trustees, and their officials, employees, and agents.

Entire Agreement.

This Agreement contains the entire agreement of the Parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions to this Agreement shall be in writing and executed by the authorized representatives of both Parties.

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.

**DISTRICT: RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT**

**SERVICE PROVIDER: JENNIFER
WALSVICK, LCSW**

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Board of Trustees

To:	Board of Trustees	Date: February 4, 2019
Re:	Approval of Board of Trustees' Guiding Principle and Charges to the Chancellor for 2019-2020	
Action:	Request for Approval	

BACKGROUND

The role of the Board of Trustees is to set policy and direction for the future of the district. This information is then provided to the Chancellor for implementation. With the retirement of the current Chancellor at the end of June 2019, the Board of Trustees desired to provide the new Chancellor with clear direction for the 2019-2020 academic year.

ANALYSIS

A Board Retreat was held January 18 and 19, 2019 to develop direction to the Chancellor for 2019-2020. The board agreed that discussion and identification of goals would take place under the overarching Guiding Principle that:

The Rancho Santiago Community College District will be student ready and learner focused.

Discussion during the retreat resulted in the identification of specific "Charges to the Chancellor" for the 2019-2020 academic year. These charges demonstrate the board's support of the colleges' work to insure student success and completion.

The attached document was the result of the discussion at the retreat and is being presented for approval and adoption.

RECOMMENDATION

It is recommended that the Board of Trustees approve and adopt the Board of Trustees' Guiding Principle and Charges to the Chancellor for 2019-2020.

Fiscal Impact:	None	Board Date: February 4, 2019
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor	
Recommended by:	Phillip E. Yarbrough, President – RSCCD Board of Trustees	



**Board of Trustees’
Guiding Principle and Charges to the Chancellor
2019-2020**

Guiding Principle

*The Rancho Santiago Community College District will be
student ready and learner focused.*

Goal #1

RSCCD is committed to Guided Pathways and an implementation plan for both colleges to be a Guided Pathways college will be completed by fall 2020.

Goal #2

RSCCD will establish a district-wide Guided Pathways task force to support the implementation of Guided Pathways throughout the district.

Goal #3

The Board will revise policy and allocate resources as required in support of Guided Pathways.

Goal #4

The Board will adopt metrics for student success and equity in order to monitor progress.

Goal #5

The Board is committed to working with K-12 and universities to provide seamless pathways for students.

Goal #6

The Board is committed to finalizing the long-term facilities plan for our two college centers in the year ahead.

Goal #7

The Board has an ongoing commitment to the safety of our students and employees.

It was agreed that the guiding principle and board goals would be presented for adoption by the Board at the February 4, 2019 meeting.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date:	February 4, 2019
Re:	First Reading of Board Policies		
Action:	Information		

BACKGROUND

The Board Policy Committee met on January 18, 2019 and reviewed revised policies. These policies are presented for a first reading.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies that comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. District Administration also recommends revisions to board policies as required. The Board Policy Committee is recommending the attached policies be updated and revised to conform to the CCLC recommendations and as recommended by District Administration.

RECOMMENDATION

These policies are presented for a first reading as an information item.

Fiscal Impact:	None	Board Date:	February 4, 2019
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2330 Quorum and Voting

Reference:

Education Code Sections 15266, 72000 subdivision (d)(3), 81310 et seq., 81365, 81511, 81432
Government Code Section 53094, 54950, et seq.
Code of Civil Procedure Section 1245.240

A majority of the members of the Board shall constitute a quorum for the transaction of business. Four votes shall be necessary to determine the outcome of any issue. Less than a quorum may adjourn any meeting to a future date.

Two members of the Board shall constitute a quorum for any meeting of a standing or ad hoc committee of the Board.

The Board shall act by majority vote of all the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution to pursue the authorization and issuance of bonds by a 55% vote of the electorate;
- Resolution of intention to sell or lease real property (except where an unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from approval requirements of a planning commission or other local land use body;
- Appropriation of funds for an undistributed reserve;
- Resolution to condemn real property.
- Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a unanimous vote of all the members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city or to any other school or community college district;

- Resolution authorizing lease of District property under a lease for the production of gas.

Revised: July 21, 2014 (Previously BP9016)

Revised: xxxxxxxx, 2019

Rancho Santiago Community College District
BOARD POLICY
Chapter 2
Board of Trustees

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

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

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

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

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

See Administrative Regulations (AR 7400)

Revised: October 8, 2012 (Previously BP9011)
Revised: October 24, 2016
Reaffirmed: December 12, 2016
Reaffirmed: December 4, 2017
Revised: xxxxxxxx, 2018

Rancho Santiago Community College District
BOARD POLICY
Chapter 3
General Institution

BP 3550 Drug Free Environment and Drug Prevention Program

Reference(s):

Drug Free Schools and Communities Act, 20 U.S.C. Section ~~4145g~~ 1011i
34 C.F.R. Section 86.1 et seq.
Drug Free Workplace Act of 1988, 41 U.S.C. Section ~~702~~ 8103

The District shall be free from all drugs and from the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion or dismissal.

Drug addiction is a complex disorder that can involve virtually every aspect of an individual's functioning – in the family, at work and school, and in the community.

The Chancellor shall assure that the District distributes annually to each student the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

Special Requirements for Employees Engaged on Federal Contracts and Grants:

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that district faculty and staff directly engaged in the performance of work on a Federal contract or grant shall abide by this policy as a condition of employment and shall notify the district within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on district business. The district is required to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, take appropriate corrective action, or require the faculty or staff member to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.

Revised: August 19, 2013 (Previously BP3523)
Revised: XXXXXXXXXXXX, 2019

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6250 Budget Management

Reference(s):

Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

Due to the significant funding variability and uncertainty related to the Student Centered Funding Formula, the District's unrestricted general reserves shall be no less than 12.5% of total expenditures. 5%. (A prudent reserve is defined by the State Chancellor's Office as 5%.) (The Government Finance Officers Association (GFOA) recommends a reserve of no less than two months of regular general fund operating revenues or regular general fund operating expenditures and Schools Services of California recommends a minimum 10% reserve level.)

No appropriation to any expenditure classification shall be made from this reserve without a two-thirds vote of the Board of Trustees. In the event the reserve becomes less than 12.5%, the Chancellor shall, within 120 days, implement a plan to replenish the reserve to at least 12.5%.

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. ~~Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board.~~ Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

Revised: July 21, 2014 (Previously BP3204 and BP3205)
Revised: xxxxx, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

February 4, 2019

MANAGEMENT

Employment Agreement/Attachments #1-2

Dela Cruz, Maria
Dean, Counseling Division
Student Services
Santa Ana College

Paramore, Stephanie
Dean, Instruction & Student Services
Centennial Education Center
Continuing Education Division
Santa Ana College

Revised Job Description/Attachment #3

Dean
Science, Mathematics & Health Sciences Division
Santa Ana College
Academic Management
Grade Level B

Appointment/Interim to Permanent

Santoyo, Sarah R.
From: Executive Director, Resource Development
Educational Services
To: Assistant Vice Chancellor, Educational Services
District

Effective: January 28, 2019
From: E-6 \$142,379.60/Year
To: A-1 \$150,489.91/Year

Appointment to Interim Assignment/Employment of Retired STRS Member

Breeden, Carolyn
Interim Dean
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: January 28, 2019
Salary Placement: B-1 \$584.49/Day
(Limited to 76 days)

Ratification of Resignation/Retirement

Bhandari, Archana
Director, Academic Support-Santa Ana College
Information Technologies Services
District

Effective: February 5, 2019 (Last Day)
Reason: Resignation

MANAGEMENT (CONT'D)

Ratification of Resignation/Retirement (cont'd)

Birk, John
Director, Information Systems
Human Resources
District
Effective: July 10, 2019 (Last Day)
Reason: Retirement

Jaffray, Shelly
Dean, Humanities & Social Sciences Division
Santa Ana College
Effective: June 30, 2019 (Last Day)
Reason: Retirement

FACULTY

2019 Spring FARSCCD Beyond Contract/Overload Hourly Step Increases/Attachment #4

2019 Spring FARSCCD Hourly Step Increases/Attachment #5

Appointment

Diamond, Zachary
Assistant Professor, Welding
Human Services & Technology Division
Santa Ana College
Effective: February 4, 2019
Final Salary Placement: II-7 \$73,619.95/Year
(Requisition #AC18-0677)

Gonzales, Gregory
Assistant Professor, Welding
Human Services & Technology Division
Santa Ana College
Effective: February 4, 2019
Final Salary Placement: I-11 \$80,039.43/Year
(Requisition #AC18-0663)

Ratification of Resignation/Retirement

Fouquette, Anna
Master Teacher
SCC Child Development Center
Child Development Services
District
Effective: January 17, 2019 (Last Day)
Reason: Disability Retirement

Banked Leave/Withdrawal

Galvan, Javier
Professor, Spanish
Humanities & Social Sciences Division
Santa Ana College
Effective: August 20, 2018 – June 8, 2019
Withdrawal: 3.0 LHE/Semester
(Concurrent with Sabbatical Leave)

FACULTY (CONT'D)

Banked Leave/Withdrawal (cont'd)

Geissler, Joseph
Professor/Librarian
Institutional Effectiveness, Library &
Learning Support Services
Santiago Canyon College

Effective: February 4 – June 8, 2019
Withdrawal: 15.0 LHE

Lopez, Jorge
Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Withdrawal: 15.0 LHE

Lui, Rachel
Assistant Professor, Math
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Withdrawal: 3.0 LHE

Macdonald, Juli
Professor, Kinesiology
Kinesiology, Health &
Athletics Division
Santa Ana College

Effective: February 4 – June 8, 2019
Withdrawal: 15.0 LHE

Mc Millan, Jeffrey
Professor, Chemistry
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Withdrawal: 6.0 LHE

Moore, Kathleen
Professor, Math
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 4 – June 8, 2019
Withdrawal: 3.2 LHE

Morris, Aaron Kimo
Associate Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Withdrawal: 3.0 LHE

FACULTY (CONT'D)

Banked Leave/Withdrawal (cont'd)

Orr, Estelle
Professor, Art
Fine & Performing Arts Division
Santa Ana College
Effective: February 4 – June 8, 2019
Withdrawal: 0.3 LHE

Scott, Randy
Professor, Math
Mathematics & Sciences Division
Santiago Canyon College
Effective: February 4 – June 8, 2019
Withdrawal: 1.2 LHE

Sosta, Rachel
Associate Professor, English
Humanities & Social Sciences Division
Santa Ana College
Effective: February 4 – June 8, 2019
Withdrawal: 1.0 LHE

Leave of Absence

Hernandez Morales, Arturo
Instructor, Vocational/Office Technology
Continuing Education Division (CEC)
Santa Ana College
Effective: January 22, 2019 – February 19, 2019
Effective: March 26, 2019 – April 23, 2019
Reason: Parental Leave

Beyond Contract/Overload Stipend

Chaidez, Maria
Assistant Professor/Counselor
Counseling & Student Support
Services Division
Santiago Canyon College
Effective: December 16, 2018
Amount: \$500.00
Reason: Staff Development-Basic Skills
(Project #2058)

Deeley, Steven
Professor, Business Administration
Business & Career Technical
Education Division
Santiago Canyon College
Effective: November 7, 2018
Amount: \$360.00
Reason: Matriculation/Student Assessment
(Project #2380)

Evett, Corinna
Professor, English
Arts, Humanities & Social
Sciences Division
Santa Ana College
Effective: January 7, 2019
Amount: \$1,275.00
Reason: Program Facilitation
(Project #2549)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Freese, Amy
Assistant Professor, Reading
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: November 7, 2018
Amount: \$360.00
Reason: Matriculation/Student Assessment
(Project #2380)

Freese, Amy
Assistant Professor, Reading
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: December 5, 2018
Amount: \$180.00
Reason: Matriculation/Student Assessment
(Project #2380)

Gause, Tiffany
Associate Professor, Sociology
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: January 7, 2019
Amount: \$1,275.00
Reason: Program Facilitation
(Project #2549)

Gutierrez, Erika
Assistant Professor, Sociology
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: November 7, 2018
Amount: \$360.00
Reason: Matriculation/Student Assessment
(Project #2380)

Gutierrez, Erika
Assistant Professor, Sociology
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: December 5, 2018
Amount: \$180.00
Reason: Matriculation/Student Assessment
(Project #2380)

Hager, Benjamin
Associate Professor, Math
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: November 1, 2018
Amount: \$1,000.00
Reason: Curriculum Development-Engineering
(Project #2219)

James, Scott
Associate Professor/Coordinator,
Distance Education
Academic Affairs
Santiago Canyon College

Effective: November 7, 2018
Amount: \$360.00
Reason: Matriculation/Student Assessment
(Project #2380)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Kubicka-Miller, Jared Effective: November 7, 2018
Professor, Communication Amount: \$180.00
Arts, Humanities & Social Reason: Matriculation/Student Assessment
Sciences Division (Project #2380)
Santiago Canyon College

Kubicka-Miller, Jared Effective: December 7, 2018
Professor, Communication Amount: \$180.00
Arts, Humanities & Social Reason: Matriculation/Student Assessment
Sciences Division (Project #2380)
Santiago Canyon College

Malone, Charlie Effective: November 9, 2018
Associate Professor, American Amount: \$540.00
Sign Language Reason: Matriculation/Student Assessment
Arts, Humanities & Social (Project #2380)
Sciences Division
Santiago Canyon College

McLean, Stephen Effective: November 7, 2018
Associate Professor, Water Utility Science Amount: \$360.00
Business & Career Technical Reason: Matriculation/Student Assessment
Education Division (Project #2380)
Santiago Canyon College

Miller, Robert Effective: November 9, 2018
Associate Professor, Art Amount: \$540.00
Arts, Humanities & Social Reason: Matriculation/Student Assessment
Sciences Division (Project #2380)
Santiago Canyon College

Morris, Aaron Kimo Effective: November 30, 2018
Associate Professor, Biology Amount: \$3,273.00
Science, Mathematics & Health Reason: Other Instructional
Sciences Division Support Services-Biology
Santa Ana College (Project #1723)

Pecenkovic, Nidzara Effective: November 9, 2018
Assistant Professor, English Amount: \$540.00
Arts, Humanities & Social Reason: Matriculation/Student Assessment
Sciences Division (Project #2380)
Santiago Canyon College

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Shields, Jolene
Professor, Adult Basic Education &
High School Subjects
Continuing Education Division
Santiago Canyon College

Effective: December 5, 2018
Amount: \$180.00
Reason: Matriculation/Student Assessment
(Project #2380)

Taylor, Michael R.
Assistant Professor, Television/Video
Communications
Fine & Performing Arts Division
Santa Ana College

Effective: December 3, 2018
Amount: \$2,465.00
Reason: Other Instructional Support
Services-Television/Film/Video
(Project #2187)

2019 Spring FARSCCD Column Changes

Clatterbuck, Shelby
Instructor, Child Development
Business & Career Technical Education Division
Santiago Canyon College

Effective: February 11, 2019
From: Column 3, Step 5 \$71.28
To: Column 4, Step 5 \$74.74

Emamjomeh, Shayan
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College

Effective: February 11, 2019
From: Column 1, Step 3 \$58.56
To: Column 2, Step 3 \$61.50

Hunter, Carly
Instructor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: February 11, 2019
From: Column 2, Step 4 \$64.57
To: Column 3, Step 4 \$67.79

Hurtado, Alejandra
Instructor/Counselor
Counseling Division
Santa Ana College

Effective: February 11, 2019
From: Column 2, Step 5 \$67.69/\$57.63
To: Column 3, Step 5 \$71.18/\$60.51

Nabulsi, Abeer
Instructor, French
Humanities & Social Sciences Division
Santa Ana College

Effective: February 11, 2019
From: Column 3, Step 5 \$71.28
To: Column 4, Step 5 \$74.74

Page, James
Instructor, Philosophy
Humanities & Social Sciences Division
Santa Ana College

Effective: February 11, 2019
From: Column 3, Step 5 \$71.18
To: Column 4, Step 5 \$74.74

FACULTY (CONT'D)

2019 Spring FARSCCD Column Changes

Ross, Marissa
Instructor, Kinesiology
Kinesiology & Athletics Division
Santa Ana College
Effective: February 11, 2019
From: Column 1, Step 3 \$52.72
To: Column 2, Step 3 \$55.35

Telford, Jennifer
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College
Effective: February 11, 2019
From: Column 1, Step 5 \$64.57
To: Column 2, Step 5 \$67.79

Part-time/Hourly New/Rehires

Augustyn Davis, Aneta M
Instructor, Music
Fine & Performing Arts Division
Santa Ana College
Effective: February 04, 2019

Contreras, Sandra E
Clinical Nurse
Science, Math & Health Sciences Division
Santa Ana College
Effective: February 04, 2019
Hourly Rate: I-3 \$58.56

Gamache, Diane C
Instructor, American Sign Language
Humanities & Social Sciences Division
Santa Ana College
Effective: February 07, 2019
Hourly Lecture Rate: I-3 \$58.56

Hoffman, Laura D
Instructor, Art
Fine & Performing Arts Division
Santa Ana College
Effective: February 04, 2019
Hourly Lecture/Lab Rates: II-3 \$61.60/\$55.35

Huerta, Liliana
Counselor
Counseling Division
Santa Ana College
Effective: January 07, 2019
Hourly Rate: II-3 \$52.27

Idriss, Layal M
Instructor, Art
Arts, Humanities &
Social Sciences Division
Santiago Canyon College
Effective: February 04, 2019
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

FACULTY (CONT'D)

Part-time/Hourly New/Rehires (cont'd)

Ramirez, Marco A
Site Director II
Continuing Education Division (CEC)
Santa Ana College
Effective: January 22, 2019
Hourly Rate: II-1 \$51.06

Sifuentes, Michelle A
Instructor, Communication Studies
Fine & Performing Arts Division
Santa Ana College
Effective: February 04, 2019
Hourly Lecture Rate: II-3 \$61.50

Supple, Martin A
Instructor, Automotive Technology
Human Services & Technology Division
Santa Ana College
Effective: February 04, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Vose, Gregory E
Instructor, Biology (equivalency)
Science, Math & Health Sciences Division
Santa Ana College
Effective: February 11, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Non-paid Intern Service

Creer, Katherine
Academic Advising Intern
Academic Talent Search
Santiago Canyon College
Effective: February 5 – June 30, 2019
College Affiliation: CSU, Fullerton
Major: Human Services

Neal, McKenzie
Athletic Training Intern
Kinesiology
Santiago Canyon College
Effective: February 5 – June 30, 2019
College Affiliation: Chapman University
Major: Athletic Training

Rangel, Iris
Counseling Intern
First Year Support Center
Counseling & Student Support
Services Division
Santiago Canyon College
Effective: February 5 – June 30, 2019
College Affiliation: CSU, Fullerton
Major: Sociology

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Maria N. Dela Cruz** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Counseling Division** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **December 1, 2018** and ending **June 30, 2020**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities, which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$131,867.31** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation if unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

Board Approval Date: February 4, 2019

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Stephanie M. Paramore** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Dean, Instruction and Student Services** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **January 30, 2019** and ending **June 30, 2020**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities, which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$135,440.91** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation is unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

Board Approval Date: February 4, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED JANUARY 2019

**DEAN/SCIENCE, MATHEMATICS AND HEALTH SCIENCES DIVISION
JOB DESCRIPTION**

GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Academic Affairs, the Dean of Science, Mathematics and Health Sciences Division will lead and administer all aspects of the Division including the design, delivery, staffing, administrative support, supervision and evaluation of division academic, occupational and vocational programs and support staff, including the Planetarium, as well as student enrollment, progress, and discipline, and all related records and reports.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

Provides direction and support to faculty in the development, revision and evaluation of departmental curriculum and materials, serves on the Division Curriculum Committee, and may serve on the District Curriculum/Instruction Council.

Reviews and approves Division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.

Supports the development and maintenance of Career Technical Education programs and certificates through attendance at the Workforce Council and other regional meetings and oversees grant proposals.

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

PERSONNEL

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 all Division personnel; 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 Division, and providing direction and assistance wherever a need for improvement is identified.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED JANUARY 2019

**DEAN/SCIENCE, MATHEMATICS AND HEALTH SCIENCES DIVISION
JOB DESCRIPTION (CONTINUED)**

STUDENTS

Responsible for the discipline of students enrolled in Division courses, adjustment of grievances, scheduling, evaluation and reporting, and the resolution of student problems and complaints.

BUDGETING/FUNDING

Responsible for timely and accurate preparation, submission and administration of Division Budget.

PLANNING

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

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 RESPONSIBILITIES

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

ESSENTIAL FUNCTIONS

Supervise all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the Division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision making. Utilize the District integrated information system, Datatel, to facilitate organizational and management practices as they apply to the analysis and evaluation of programs and operational practices. Work with Department Chairs to monitor student learning outcomes and assessment activities at the program and course levels; apply knowledge of accreditation standards of the Accreditation Commission for Junior and Community Colleges and the Western Association of Schools and Colleges, or a similar accreditation group; demonstrate a knowledge of and oversee online learning that includes course management systems

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED JANUARY 2019

**DEAN/SCIENCE, MATHEMATICS AND HEALTH SCIENCES DIVISION
JOB DESCRIPTION (CONTINUED)**

such as Canvas. Apply current complex principles and practices of instructional program development and administration, principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation, and pertinent federal, state, and local laws, codes and regulations including the Education Code; comprehensive knowledge of the principles and practices of curriculum development and instructional teaching strategies, management principles and practices including understanding of human resources; current trends, research and development in post-secondary education, specifically community colleges.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a 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.

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 Division and District plans, goals, programs and requirements at the District, community, state and national levels.

Board Approval Date: February 04, 2019

**FARSCCD BEYOND CONTRACT/OVERLOAD
HOURLY STEP INCREASES
EFFECTIVE SPRING 2019**

ATTACHMENT #4

LAST NAME	FIRST NAME	DIVISION	GRADE	OLD STEP	NEW STEP	OLD LEC AMT	NEW LEC AMT
Barrios	Andrew	SAC Science, Math, & Health Sciences	2	3	4	61.5	64.57
Carriger	Lisa	SAC Science, Math, & Health Sciences	4	4	5	71.18	74.74
Ramirez	Adriana	SAC Human Services & Technology	2	4	5	64.57	67.79

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Abraham	Rickey	SAC Humanities & Social Sciences	4	5	\$74.74		
Allen	Bennett	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Allenegui	Jeanell	SAC Counseling Division	2	4	\$64.57		\$54.89
Alvarado	Vincent	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Amat	Alexander	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Ames	Travis	SAC Humanities & Social Sciences	2	5	\$67.79		
Applegate	Elizabeth	SAC Humanities & Social Sciences	2	4	\$64.57		
Barnhill	Barry	SAC Science, Math, & Health Scienc	2	5		\$67.79	
Beach	Alyssa	SAC Science, Math, & Health Scienc	2	5	\$67.79	\$67.79	
Beach	Nancy	SCC Arts, Humanities & Social Sci	3	4	\$67.79	\$61.02	
Beal	Sharon	SCC Arts, Humanities & Social Sci	2	5	\$67.79		
Berekian	Beverly	SAC Science, Math, & Health Scienc	4	4	\$71.18	\$64.07	
Betts	Thomas	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Bitner	Kathreen	SAC Science, Math, & Health Scienc	4	5	\$74.74		
Bjelic	Tasha	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Boizelle	Benjamin	SAC Science, Math, & Health Scienc	2	5	\$67.79		
Borissova	Svetlana	SAC Science, Math, & Health Scienc	2	5	\$67.79	\$61.02	
Brown	Buddy	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Bugrov	Maksim	SAC Fine & Performing Arts	2	4	\$64.57		
Bulrice	Jeremy	SCC Counseling & Student Supp Svcs	2	4	\$64.57		
Burciaga	Stefanie	SAC Human Services & Technology	2	4	\$64.57		
Butler	Timothy	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Cacioppo	Jeremy	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Caldani	Patricia	SAC Science, Math, & Health Scienc	2	4	\$64.57	\$58.12	
Camacho	Julian	SAC Humanities & Social Sciences	4	4	\$71.18		

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Campbell	Shasta	SCC Counseling & Student Supp Svcs	2	5	\$67.79		
Campos	Raul	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Carmona Leon	Maricelia	SAC Humanities & Social Sciences	4	4	\$71.18		
Carrillo	Jacqueline	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Carrion	Brenda	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Castellanos	Ralph	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Cecil	Kristen	SAC Humanities & Social Sciences	4	5	\$74.74		
Cervantes	Laura	SAC Humanities & Social Sciences	4	4	\$71.18		
Chang	Tammy	SAC Business Division	3	4	\$67.79		
Cheatum	Daven	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Chew	Harvey	SAC Counseling Division	2	5	\$67.79		\$57.63
Choi	Ernest	SCC Business & Career Technical Ed	2	4	\$64.57		
Christensen	Collin	SAC Human Services & Technology	2	5	\$67.79	\$61.02	
Colonelli	Nicholas	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Czerniawski	Jennifer	SCC Arts, Humanities & Social Sci	4	4	\$71.18	\$64.07	
Davenport	Darren	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Davis	Jennifer	SAC Science, Math, & Health Scienc	2	4	\$64.57	\$58.12	
Davis	Kimberly	SAC Business Division	2	5	\$67.79		
De la Torre-Reed	Lilian	SAC Business Division	2	4	\$64.57		
Derr	Laura	SAC Science, Math, & Health Scienc	2	4		\$64.57	
Dertsakyan	Petros	SAC Science, Math, & Health Scienc	2	4	\$64.57	\$58.12	
Deusenberry	Janet	SAC Human Services & Technology	2	4	\$64.57		
Dinger	Michelle	SAC Fine & Performing Arts	2	5	\$67.79		
Distler	James	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Doelz	Julianne	SAC Business Division	2	4	\$64.57		

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Dombroske	Leona	SAC Human Services & Technology	4	5	\$74.74	\$67.27	
Dowd	Joseph	SAC Humanities & Social Sciences	4	5	\$74.74		
Drummond	Sally	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Dzida	Andrew	SAC Humanities & Social Sciences	4	4	\$71.18		
Estrada-Romero	Joshua	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Ehring	Garrett	SCC Arts, Humanities & Social Sci	2	5	\$67.79	\$61.02	
Elston	Lisa	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Fantone	Calvin	SAC Humanities & Social Sciences	2	5	\$67.79		
Farahat	Elaf	SCC Mathematics & Sciences	4	5	\$74.74		
Federico	Federico	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Filimon	Ilinca	SCC Counseling & Student Supp Svcs	2	5	\$67.79		
Fini	Kaine	SAC Humanities & Social Sciences	3	4	\$67.79		
Fugate	Adam	SAC Science, Math, & Health Scienc	1	4	\$61.50	\$55.35	
Galebach	John	SAC Humanities & Social Sciences	4	4	\$71.18		
Garcia	Kathryn	SAC Human Services & Technology	2	4	\$64.57	\$58.12	
Garcia Sanchez	Juan	SAC Humanities & Social Sciences	2	4	\$64.57		
Garrett	Ben	SAC Human Services & Technology	1	5	\$64.57		
Gauf	Alexander	SCC Mathematics & Sciences	2	5	\$67.79		
Ghaffari	Ardeshir	SAC Science, Math, & Health Scienc	4	4	\$71.18	\$64.07	
Giess	Sally Ann	SAC Human Services & Technology	4	4	\$71.18	\$64.07	
Gonzalez	Jasty	SCC Business & Career Technical Ed	2	4	\$64.57		
Gonzalez Santillan	Rocio	SAC Counseling Division	4	4	\$71.18		\$60.51
Goodwin	Daniel	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Guo	Yanni	SCC Business & Career Technical Ed	4	4	\$71.18		
Guth	John	SAC Business Division	2	5	\$67.79	\$61.02	

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Hacholski	Matthew	SAC Humanities & Social Sciences	3	5	\$71.18		
Hall	John	SAC Fine & Performing Arts	1	4	\$61.50	\$55.35	
Hamamura	Stacey	SCC Mathematics & Sciences	2	4	\$64.57	\$58.12	
Hanes	Stephanie	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Harper	David	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Hiatt	Courtney	SCC Mathematics & Sciences	2	4		\$58.12	
Hiciu	Diana	SAC Humanities & Social Sciences	2	4	\$64.57		
Hoang	Andrew	SAC Business Division	1	4	\$61.50		
Hoffman	Alison	SCC Mathematics & Sciences	4	4	\$71.18		
Hua	Henry	SAC Business Division	4	4	\$71.18		
Hudson	Merry	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Hugenberger	Scott	SAC Science, Math, & Health Scienc	4	4	\$71.18		
Huggett	Danelle	SCC Arts, Humanities & Social Sci	2	5	\$67.79		
Hultman	Jason	SAC Science, Math, & Health Scienc	2	5	\$67.79	\$61.02	
Imboden	Cody	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Jabaz	Elizabeth	SAC Fine & Performing Arts	1	4	\$61.50	\$55.35	
Jacovani	Melissa	SAC Science, Math, & Health Scienc	1	5	\$64.57	\$58.12	
Jang	Stephen	SAC Business Division	2	4	\$64.57		
Jantzen	Dylan	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Johnson	Jasmine	SAC Kinesiology, Health & Athletic	2	5	\$67.79	\$61.02	
Jones	Aaron	SAC Fine & Performing Arts	2	5	\$67.79	\$61.02	
Jure	Josiah	SAC Humanities & Social Sciences	2	4	\$64.57		
Kass	Darcie	SCC Business & Career Technical Ed	2	4	\$64.57		
Kehrier	Christopher	SAC Science, Math, & Health Scienc	2	5	\$67.79		
Keil	Mitchell	SCC Arts, Humanities & Social Sci	4	5	\$74.74		

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Kelly	Aaron	SAC Humanities & Social Sciences	2	5	\$67.79		
Khajavipour	Jordan	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Kim	Edward	SAC Science, Math, & Health Scienc	2	4	\$64.57		
Kim	Kendrick	SCC Business & Career Technical Ed	4	4	\$71.18		
King	Cheryl	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Kinney	Monica	SAC Human Services & Technology	2	5	\$67.79	\$61.02	
Kirscher	Joel	SAC Business Division	2	5	\$67.79	\$61.02	
Klein	Marlowe	SAC Science, Math, & Health Scienc	2	4		\$64.57	
Koenig	Emilie	SCC Arts, Humanities & Social Sci	4	4	\$71.18		
Koh	Davis	SAC Human Services & Technology	4	5	\$74.74	\$67.27	
Kroupa	Thomas	SCC Mathematics & Sciences	2	4	\$64.57	\$58.12	
Kumar	Annapurna	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Lam	Khanh	SAC Science, Math, & Health Scienc	4	4	\$71.18	\$64.07	
Lapean	Kirk	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Lavalle Shepston	Anne	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Law	Dennis	SAC Science, Math, & Health Scienc	4	5	\$74.74	\$67.27	
Lee	Francesca	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Linnell	Janneth	DO Educational Services	2	5	\$67.79		
Little	Nathanael	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Lomeli	Isaac	SAC Humanities & Social Sciences	4	4	\$71.18		
Lorenzetti	Rachael	SAC Fine & Performing Arts	2	5	\$67.79	\$61.02	
Lourenco	Elena	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Loya	Danny	SAC Fine & Performing Arts	1	4	\$61.50	\$55.35	
Luciano	Robert	SCC Business & Career Technical Ed	1	4	\$61.50		
Lynk	Deborah	SAC Human Services & Technology	1	4	\$61.50	\$55.35	

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Magginetti	Giovanni	SCC Arts, Humanities & Social Sci	2	5	\$67.79		
Mai	Hao	SAC Science, Math, & Health Scienc	3	5	\$71.18	\$64.07	
Major	Erice	SAC Kinesiology, Health & Athletic	2	5	\$67.79	\$61.02	
Maldonado	Jennifer	SAC Humanities & Social Sciences	2	5	\$67.79		
Malone	Tyler	SAC Humanities & Social Sciences	2	5	\$67.79		
Marcus	Leah	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Martin	Shana	SAC Business Division	2	4	\$64.57	\$58.12	
Matthews	Anne	SCC Mathematics & Sciences	2	5	\$67.79	\$67.79	
Maxwell	Thomas	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
McKenzie	Tracy	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Medina	Happy	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Mejia	Rosa	SAC Counseling Division	2	5	\$67.79		\$57.63
Melgar	Melrose	SCC Mathematics & Sciences	2	5	\$67.79		
Meloch	Michelle	SAC Human Services & Technology	2	5	\$67.79	\$61.02	
Mendieta	Edward	SAC Business Division	1	4	\$61.50	\$55.35	
Merkh	Kevin	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Miller	Michael	SCC Business & Career Technical Ed	1	4	\$61.50	\$55.35	
Mills	Katelynn	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Mittler	William	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Moran	Maricela	SAC Human Services & Technology	2	4	\$64.57		
Moreno	Elias	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Mulvihill	Emily	SAC Humanities & Social Sciences	2	4	\$64.57		
Nadaraja	Krishnamenon	SCC Business & Career Technical Ed	2	4	\$64.57		
Natale	Shelley	SAC Fine & Performing Arts	2	4	\$64.57		
Nelson	Richard	SAC Human Services & Technology	1	4	\$61.50	\$55.35	

FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Nguyen	Frank	SAC Science, Math, & Health Scienc	4	5	\$74.74	\$67.27	
Nguyen	Hanh	SCC Mathematics & Sciences	2	4	\$64.57	\$58.12	
Nguyen	Kieudung	DO Educational Services	1	4	\$61.50		
Nguyen	Linette	SAC Human Services & Technology	2	4	\$64.57		
Noon	Roger	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Omae	Amy	SCC Business & Career Technical Ed	2	4	\$64.57		
Ozaeta Hernandez	Ivan	SAC Science, Math, & Health Scienc	3	5	\$71.18	\$64.07	
Parda	Kriska	SCC Mathematics & Sciences	2	5	\$67.79		
Pardoen	Brent	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Pastrana	Diana	SAC Fine & Performing Arts	1	5	\$64.57	\$58.12	
Perry	Donald	SCC Mathematics & Sciences	4	4	\$71.18	\$64.07	
Pham	Huyentran	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Phillips	Jerry	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Ponegalek	Chad	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Pruznick	Jennifer	DO Educational Services	2	5	\$67.79	\$61.02	
Ramirez	Timothy	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Reichert	Nicholas	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Reid	Phillip	SAC Science, Math, & Health Scienc	4	4	\$71.18	\$71.18	
Reilly	Amber	SCC Mathematics & Sciences	4	4	\$71.18	\$64.07	
Ritto Almstedt	Allison	SCC Arts, Humanities & Social Sci	2	5	\$67.79		
Rivest	Clayton	SAC Business Division	2	4	\$64.57		
Roach	Veronica	SAC Humanities & Social Sciences	2	5	\$67.79		
Rodriguez	Gene	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Rohman	Janet	SCC Arts, Humanities & Social Sci	4	5	\$74.74	\$67.27	
Romo	Vincent	SAC Humanities & Social Sciences	2	4	\$64.57		

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Rosa	Steve	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Rosenberger	Jonathan	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Roy	Aaron	SCC Mathematics & Sciences	4	5	\$74.74	\$67.27	
Salcedo	Joel	SAC Fine & Performing Arts	2	4	\$64.57		
Saldana	Ivon	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Sanders	Kathleen	SAC Science, Math, & Health Scienc	4	4	\$71.18	\$64.07	
Schaadt	Nicholas	SAC Fine & Performing Arts	2	5	\$67.79	\$61.02	
Seddighzadeh	Noushin	SAC Science, Math, & Health Scienc	4	5	\$74.74	\$67.27	
Segundo Gil	Jose	SCC Arts, Humanities & Social Sci	2	4	\$64.57	\$58.12	
Selinger	Rebecca	SAC Human Services & Technology	2	5	\$67.79	\$61.02	
Shamoni	Hermina	SAC Science, Math, & Health Scienc	2	5	\$67.79	\$61.02	
Sharp	Grant	SCC Business & Career Technical Ed	1	5	\$64.57	\$58.12	
Sheehan	Margie	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Shen	Yihauo	SCC Business & Career Technical Ed	4	5	\$74.74		
Sherlock	Richard	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Sirgy	Alan	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Skaggs	Timothy	SAC Kinesiology, Health & Athletic	2	4	\$64.57	\$58.12	
Slavens	Jesse	SAC Humanities & Social Sciences	4	4	\$71.18		
Smith Jones	Lisa	SCC Business & Career Technical Ed	2	4	\$64.57		
Snook	Deanna	SAC Science, Math, & Health Scienc	1	4		\$61.50	
Soelberg	Terryn	SAC Kinesiology, Health & Athletic	2	5	\$67.79	\$61.02	
Solares	Elizabeth	SAC Business Division	4	4	\$71.18		
Sopo	Emily	SAC Human Services & Technology	2	4	\$64.57	\$58.12	
Sosebee	Mark	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Stephens	Grant	SAC Human Services & Technology	1	5	\$64.57	\$58.12	

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Strack	James	SAC Human Services & Technology	1	4	\$61.50	\$55.35	
Strickland	Jonelle	SCC Arts, Humanities & Social Sci	2	4	\$64.57		
Sultan	Hani	SCC Business & Career Technical Ed	2	4	\$64.57	\$58.12	
Sunstrong	Deborah	SAC Science, Math, & Health Scienc	2	4		\$64.57	
Tharani	Deepa	SAC Continuing Education	4	5			\$63.53
Thomas	Rebekah	SAC Business Division	4	4	\$71.18		
Tigno	Edwin	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Torres	Sergio	SCC Arts, Humanities & Social Sci	2	5	\$67.79		
Tran	Duy	SCC Business & Career Technical Ed	2	4	\$64.57	\$58.12	
Trinh	Bryant	SAC Human Services & Technology	2	5	\$67.79	\$61.02	
Vu	Tammy	SCC Counseling & Student Supp Svcs	4	5	\$74.74		\$63.53
Vu	Vienne	SCC Arts, Humanities & Social Sci	2	5	\$67.79	\$67.79	
Vargas	Rachelle	SAC Human Services & Technology	2	4	\$64.57	\$58.12	
Vollmar	Jazmin	SAC Humanities & Social Sciences	1	4	\$61.50		
Wang	Wendy	SAC Human Services & Technology	2	4	\$64.57	\$58.12	
Weber	Sarah	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Weiss	Blair	SAC Science, Math, & Health Scienc	2	4	\$64.57	\$58.12	
White	Amanda	SAC Fine & Performing Arts	2	5	\$67.79	\$61.02	
White	Justin	SAC Human Services & Technology	2	4	\$64.57	\$58.12	
Williams	Pamela	SAC Human Services & Technology	3	4	\$67.79	\$61.02	
Wilson	Elaine	SAC Fine & Performing Arts	2	4	\$64.57	\$58.12	
Wilson	Stephen	SCC Business & Career Technical Ed	2	5	\$67.79	\$61.02	
Winnick	David	SCC Arts, Humanities & Social Sci	2	5	\$67.79	\$61.02	
Wong	Sau	SAC Business Division	2	5	\$67.79		
Wood	Robert	SCC Arts, Humanities & Social Sci	4	4	\$71.18		

**FARSCCD PART TIME STEP INCREASES
EFFECTIVE SPRING 2019**

Attachment #5

LAST NAME	FIRST NAME	SITE/DIVISION	GRADE	NEW STEP	NEW LEC AMT	NEW LAB AMT	NEW NP AMT
Yang	Si	SCC Mathematics & Sciences	2	4	\$64.57	\$58.12	
Yniguez	Jaquely	SAC Human Services & Technology	2	4	\$64.57		
Yoshimoto	Joshua	SAC Human Services & Technology	1	5	\$64.57	\$58.12	
Zambrano	Adalberto	SAC Science, Math, & Health Scienc	1	5	\$64.57	\$58.12	
Zampaulo	Andre	SCC Arts, Humanities & Social Sci	4	4	\$71.18	\$64.07	
Zawawi	Salma	SCC Business & Career Technical Ed	2	4	\$64.57		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
FEBRUARY 4, 2019**

CLASSIFIEDHourly Ongoing to Contract

Cardenas, Maria Admissions & Records Spec. I (CL19-1242) Continuing Ed./ CEC	Effective: January 18, 2019 Grade 6, Step 1 + 2.5%Bil \$39,551.54
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Temporary to Contract

Bustamante, Robert Student Activities Specialist (CL18-1149) Student Development/ SCC	Effective: January 11, 2019 Grade 8, Step 1 \$41,777.32
Duenas, Jonathan Senior Account Clerk (CL18-1197) Career Ed./ SAC	Effective: January 7, 2019 Grade 10, Step 1 \$45,501.80

Professional Growth Increments

Arvizu, Gloria Learning Center Specialist/ Continuing Ed./ CEC	Effective: March 1, 2019 Grade 8, Step 6 + 2.5%L + 6PG (3000) \$57,737.75
Flores, Ruby Student Services Coordinator Career Ed & Workforce Dev./ SAC	Effective: March 1, 2019 Grade 15, Step 2 + 1PG (500) \$62,022.64
Gonzalez Martinez, Christine Accountant/ Admin. Services/ SCC	Effective: March 1, 2019 Grade 13, Step 6 + 5%L + 10PG (5000) \$75,608.62
Gutierrez Lucero, Maria Del Pilar Student Services Specialist/ Counseling/ SCC	Effective: March 1, 2019 Grade 10, Step 6 + 2.5%L + 2.5%B + 3PG (1500) \$62,489.97
Llerenas, Liset Student Services Specialist/ Counseling/ SAC	Effective: March 1, 2019 Grade 10, Step 6 + 2PG (1000) \$59,085.69

Professional Growth Increments cont'd

Nguyen, Trang Admissions & Records Spec. II/ SAC	Effective: March 1, 2019 Grade 8, Step 3 + 2.5%Bil + 4PG (2000) \$49,228.85
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Change in Position

Nguyen, Nikki From: Accountant To: Sr. Accountant (CL18-1220) Fiscal Services/ District	Effective: January 23, 2019 Grade 15, Step 1 \$58,606.02
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Torres Carranza, Maria From: HS Comm. Outreach Spec. To: Student Support Services Program Spec. (Reclass 1117)	Effective: January 1, 2019 Grade 13, Step 6 + 2.5%Bil + 10%L + 2PG (1000) \$76,652.09
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Change in Salary Placement

Beiza, Rene HR Technician/ Human Resources/ District	Effective: January 1, 2019 Grade 13, Step 4 \$60,974.92 (Reclass 1116)
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Duenas, Veronica HR Technician/ Human Resources/ District	Effective: January 1, 2019 Grade 13, Step 5 + 5%L + 2.5% Bil + 3PG (1500) \$70,315.86 (Reclass 1115)
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Garcia, Maria HR Technician/ Human Resources/ District	Effective: January 1, 2019 Grade 13, Step 5 + 2.5%L \$65,615.12 (Reclass 1114)
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Tran, Anna HR Technician/ Human Resources/ District	Effective: January 1, 2019 Grade 13, Step 5 + 2.5%L + 2PG (1000) \$66,615.12 (Reclass 1110)
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Longevity Increment

Aguila, Victor Admissions & Records Spec. I/ SAC	Effective: March 1, 2019 Grade 6, Step 6 + 12.5%L + 2.5%Bil + 7PG (3500) \$60,236.25
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Au, Lynn Financial Aid Computer Analyst/ SCC	Effective: February 1, 2019 Grade 13, Step 6 + 10%L \$73,970.93
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Longevity Increment cont'd

Connally, Christopher Library Tech II/ Library/ SAC	Effective: January 1, 2019 Grade 12, Step 6 + 5%L \$67,100.48
Cruz, Claudia Administrative Clerk/ Financial Aid/ SAC	Effective: February 1, 2019 Grade 10, Step 6 + 7.5%L + 1PG (500) \$62,942.12
Duenas, Veronica HR Tech./ Human Resources/ District	Effective: March 1, 2019 Grade 13, Step 5 + 7.5%L + 2.5%Bil + 3PG (1500) \$71,916.23
Garcia, Anaisabelle Curriculum Specialist/ Academic Affairs/ SCC	Effective: March 1, 2019 Grade 13, Step 2 + 2.5%L + 6PG (1500) \$58,146.54
Gidding, Sonia Administrative Secretary/ Orange Education Center	Effective: January 1, 2019 Grade 12, Step 6 + 5%L \$67,100.48
Hermen, Lisa Sr. Clerk/ Kinesiology/ SCC	Effective: January 1, 2019 Grade 8, Step 4 + 5%L + 2PG (500) @ 50% FTE \$25,926.87
Jimenez, Connie Lead Publications Asst./ Human Services & Tech./ SAC	Effective: February 1, 2019 Grade 7, Step 6 + 7.5%L \$55,155.70
Knorr, David District Safety Officer/ District	Effective: January 1, 2019 Grade 9, Step 6 + 5%L + 5%SW \$61,213.17
Olivera, Martin Sr. Clerk/ Human Services & Tech./ SAC	Effective: March 1, 2019 Grade 8, Step 6 + 5%L + 2.5%Bil + 3PG (1500) \$58,907.88
Perales, Deborah Sr. Account Clerk/ Fiscal Services/ District	Effective: March 1, 2019 Grade 10, Step 6 + 5%L + 2PG (1000) \$61,989.98
Pham, Chi Financial Aid Tech./ SAC	Effective: March 1, 2019 Grade 8, Step 6 + 5%L + 1PG (250) \$56,322.81

Longevity Increment cont'd

Ruiz, Luisa High School & Comm. Outreach Spec./ Student Services/ SAC	Effective: January 1, 2019 Grade 13, Step 6 + 7.5%L + 2.5%Bil + 2PG (1000) \$74,970.93
Sanchez, Salvador Sr. Custodian/ Utility Worker/ Admin. Serv./ SAC	Effective: March 1, 2019 Grade 7, Step 6 + 12.5%L \$57,721.08
Tran, Anh Phuong Curriculum Specialist/ Academic Affairs/ SAC	Effective: January 1, 2019 Grade 13, Step 6 + 5%L + 5PG (2500) \$73,108.62

Voluntary Furlough

Esparza, Wenndy Student Program Spec./ Continuing Ed./ CEC	Effective: 12/03/18 – 05/31/19 Grade 10, Step 3 + 2.5%Bil @ 75% \$42,2156.34 <i>Revised Effective Date</i>
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Ratification of Resignation/Retirement

Calderon, David Business Services Coord./ Ed. Services/ District	Effective: January 21, 2019 Reason: Resignation
Garcia, Leonardo Gardener/Utility Worker/ Admin. Services/ SAC	Effective: December 10, 2018 Reason: Deceased
Gitonga, Kanana International Student Coord./ Student Services/ SCC	Effective: January 31, 2019 Reason: Retirement
Kings, Luis Administrative Clerk/ Continuing Ed./ OEC	Effective: May 6, 2019 Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Do, Jasmin Instructional Assistant/DSPS (CL18-1178) Continuing Ed./ OEC	Effective: January 7, 2019 Up to 19 Hours/Week School Session Grade 6, Step A \$18.49/Hour
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Full Time to Hourly Ongoing

Ramirez, Diana	Effective: January 2, 2019
From: FT/ Transfer Center Specialist	19 Hours/Week 12 Months/Year
To: Student Services Coord. (CL18-1196)	Grade 15, Step A \$28.07/Hour
Counseling/ SAC	

Longevity Increment

Kohlhas, Paul	Effective: February 1, 2019
Accompanist/ Fine & Performing Arts/ SAC	Grade 10, Step A + 5%L (21.80) \$22.89/Hour

Leave of Absence

Reyes, Gloria	Effective: 01/24/19 – 03/06/19
Student Services Specialist/ Student Services/ SCC	Reason: Parental Leave

Return from Leave

Medina, Alondra	Effective: 01/14/19
Instructional Assistant/ Humanities & Soc. Sci./ SAC	Reason: Early return from Parental Leave

Ratification of Resignation/Retirement

Counts, Christopher	Effective: February 7, 2019
District Safety Officer/ District	Reason: Resignation
Heiland, Danielle	Effective: February 4, 2019
Lifeguard/ Kinesiology/ SAC	Reason: Resignation

TEMPORARY ASSIGNMENT

Abiva, Abigail	Effective: 02/11/19 – 06/30/19
Instructional Assistant/ Science & Math/ SAC	

Aguirre, Jonathan	Effective: 02/05/19 – 06/28/19
Cashier/ Admin. Services/ SAC	

Arredondo, Mayra	Effective: 02/11/19 – 06/30/19
Student Services Coord./ Business Div./ SAC	

TEMPORARY ASSIGNMENT cont'd

Fuentes, Lesley General Office Clerk/ Ed. Services/ DMC	Effective: 02/05/19 – 06/30/19
Ganiko, Robert Learning Facilitator/ Science & Math/ SAC	Effective: 02/26/19 – 06/30/19
Ho, Christopher Instructional Assistant/ Science & Math/ SAC	Effective: 02/11/19 – 06/30/19
Huerta, Jesus Instructional Assistant/ Counseling/ SAC	Effective: 02/11/19 – 06/07/19
Jacome, Izabella Instructional Assistant/ Math & Science/ SCC	Effective: 02/11/19 – 06/07/19
Kramer, Joseph Instructional Assistant/ Science & Math/ SAC	Effective: 02/05/19 – 06/30/19
Krings, Austin Instructional Assistant/ Science & Math/ SAC	Effective: 02/11/19 – 06/30/19
Lang, Jennifer Administrative Clerk/ Academic Affairs/ SAC	Effective: 02/05/19 – 06/30/19
Lasane, Jaysun Library Clerk/ Inst. Effectiveness, Library & Learning Supp. Serv./ SCC	Effective: 02/11/19 – 06/07/19
Moreno Bonilla, Erika Instructional Assistant/ Science & Math/ SAC	Effective: 02/11/19 – 06/30/19
Rodriguez Martinez, Sergio Instructional Assistant/ Student Services/ SAC	Effective: 02/05/19 -05/30/19

Additional Hours for Ongoing Assignment

Bolainez, Elvis Cashier/ Bookstore/ SAC	Effective: 02/05/19 – 06/21/19 Not to exceed 19 consecutive working days in any given period.
Devors Murillo, Abraham Custodian/ Admin. Services/ SCC	Effective: 11/11/18 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Gallegos, Maria Instructional Assistant/ Continuing Ed. /CEC	Effective: 12/11/18 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Hernandez, Louis Cashier/ Bookstore/ SAC	Effective: 02/05/19 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Hollister, Deborah Cashier/ Bookstore/ SAC	Effective: 02/05/19 – 06/28/19 Not to exceed 19 consecutive working days in any given period.
Lee, Joan Transfer Center Specialist/ Counseling/ SAC	Effective: 01/02/19 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Leung, Sharon Admissions & Records Spec. I/ Continuing Ed./ CEC	Effective: 01/02/19 – 06/29/19 Not to exceed 19 consecutive working days in any given period.
Navarro, Eduardo Instructional Assistant/ Continuing Ed./ CEC	Effective: 12/11/18 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Ramirez, Liliana Student Services Coord./ Student Services/ SCC	Effective: 12/17/18 – 05/31/19 Not to exceed 19 consecutive working days in any given period.
Urquidi, Anthony Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: 01/16/19 – 06/30/19 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Collins, Heather Instructional Assistant/ Continuing Ed./ CEC	Effective: 01/02/19 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Lee, Rebekah Instructional Assistant/ Continuing Ed./ CEC	Effective: 12/20/18 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Martinez, Elijah Library Clerk/ Inst. Effectiveness, Library & Supp. Services/ SCC	Effective: 02/11/19 – 06/07/19

MISCELLANEOUS POSITIONS

Ruiz, Rebecca Health Educator/ Health & Wellness Ctr./ SCC	Effective: 02/01/19 – 06/30/19
House, Cassie Coaching Assistant/ Kinesiology/ SAC	Effective: 01/15/19 – 06/30/19

Instructional Associates/Associate Assistants

Criminal Justice Cavendish, Nicholas	Effective: 02/05/19
Donnelly, James	Effective: 02/05/19
Johnson, Jeremy	Effective: 02/05/19

COMMUNITY SERVICE PRESENTERS

Stipends Effective December 11, 2018 – January 10, 2019

Boggio Wooldridge, Alexandra	Amount: \$ 70.00
Famolaro, Felix	Amount: \$1,512.00
Fischermilitaru, Mariana	Amount: \$ 201.25
Gil, Kim Yen	Amount: \$ 136.42
Raslan, Nayrouz	Amount: \$ 702.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources

To:	Board of Trustees	Date: February 4, 2019
Re:	Rejection of Claim	File # 1805554
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor or his designee to reject claim #1805554.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 19-01

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 January 14, 2019, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Arianna P. Barrios was not present at the board meeting; and

Whereas, the board has determined that Trustee Barrios’ absence was due to a business commitment deemed as a hardship by the board;

NOW, THEREFORE, BE IT RESOLVED that Trustee Barrios shall be paid at the regular rate of compensation for the board meeting on January 14, 2019.

Dated this 4th day of February 2019.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources Office

To:	Board of Trustees	Date: February 4, 2019
Re:	Appointment of RSCCD Community Representatives to RSCCD Chancellor Search Committee	
Action:	Request for Action	

BACKGROUND

The RSCCD Chancellor Search Screening Committee will consist of representatives from the Districts constituency groups, management and community members to assist in the selection of candidates for the next Chancellor. Community member nominees are Doug Willits, Santiago Canyon College and Max Madrid, Santa Ana College.

ANALYSIS

Administrative Regulation 2431 (Chancellor Selection) provides an opportunity for the community to participate in the recruitment of the RSCCD Chancellor. There shall be two (2) community members, one from each of the colleges represented areas selected to serve on the screening committee.

RECOMMENDATION

It is recommended that the board select Doug Willits, Santiago Canyon College, and Max Madrid, Santa Ana College, as community representatives to serve on the RSCCD Chancellor Search Committee.

Fiscal Impact: None	Board Date: February 4, 2019
Prepared by: Tracie Green, Vice Chancellor, Human Resources	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	