

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, February 25, 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 February 4, 2019 Action

1.6 Approval of Consent Calendar Action

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

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

1.7 Recognition of Santa Ana College Men's Wrestler and Santiago Canyon College Women's Soccer Team

## **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 Facilities Committee
  - Board Safety & Security Committee
  - Orange County Community Colleges Legislative Task Force

## **3.0 INSTRUCTION**

- \*3.1 Approval of Professional Services Agreement for Filming, Editing, and Creation of Online Orientation and Probation Workshop Videos with Substance Media, Inc. for Santa Ana College (SAC) Counseling Division Action

The administration recommends approval of the professional services agreement for filming, editing, and creation of online orientation and probation workshop videos with Substance Media, Inc. for the SAC Counseling Division as presented.
- \*3.2 Approval of Dual Enrollment Agreement between Rancho Santiago Community College District and Orange County School of the Arts Action

The administration recommends approval of dual enrollment agreement between RSCCD and Orange County School of the Arts located in Santa Ana, California, as presented.
- \*3.3 Approval of Standard Clinical Affiliation Agreement with Mater Dei High School Action

The administration recommends approval of the standard clinical affiliation agreement with Mater Dei High School located in Santa Ana, California, as presented.
- \*3.4 Approval of Software As A Service Subscription License Agreement with curriQunet Action

The administration recommends approval of the Software As A Service subscription license agreement with curriQunet located in Idaho Falls, Idaho, as presented.

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

- \*3.5 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog Addendum Action  
The administration recommends approval of the proposed revisions for the 2018-2019 SAC catalog.
- \*3.6 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD) Action  
The administration recommends approval of Santiago Canyon College (SCC) Orange Education Center (OEC) classroom lease renewal with OUSD for the period of July 1, 2018, through June 30, 2019, as presented.

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

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*4.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers from January 23, 2019, to February 11, 2019.
- \*4.3 Approval of Agreement with Cambridge West Partnership, LLC Action  
The administration recommends approval of the agreement with Cambridge West Partnership, LLC as presented.
- 4.4 Approval of Development Option for Orange Education Center Project Action  
It is recommended that the board consider and approve a development option to provide staff direction to proceed with the OEC project.
- \*4.5 Approval of Amendment to Agreement with Southwest Inspection and Testing, Inc. for On-Call Materials Testing and Inspection Consulting Services for Various Facility Improvement Projects Action  
The administration recommends approval of the amendment to the agreement with Southwest Inspection and Testing, Inc. for on-call materials testing and inspection consulting services for various facility improvement projects as presented.
- \*4.6 Approval of Change Order #2 for GMS Elevator Services, Inc. for Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center Action  
The administration recommends approval of change order #2 for GMS Elevator Services, Inc. for Bid #1336 for elevator pump, motor and cylinder replacement at the District Operations Center as presented.

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

- \*4.7 Acceptance of Completion of Bid #1336 for Elevator Pump, Motor and Cylinder Replacement 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 Amendment to Agreement with Alta Environmental for Hazardous Material Construction Monitoring Services for Johnson Student Center (Building U) Demolition at Santa Ana College Action  
The administration recommends approval of the amendment to the agreement with Alta Environmental for hazardous material construction monitoring services for the Johnson Student Center demolition at SAC as presented.
- \*4.9 Ratification of Award of Bid #1362 for Proposition 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa Ana College Action  
The administration recommends ratification of the award of Bid #1362 for Proposition 39 Year 5 lighting occupancy sensor retrofit at SAC as presented.
- \*4.10 Approval of Change Order #1 for Patriot Contracting and Engineering, Inc. for Bid #1342 for Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College Action  
The administration recommends approval of change order #1 for Patriot Contracting and Engineering, Inc. for Bid #1342 for barrier removal exterior parking (Phase 1) at SCC as presented.
- \*4.11 Acceptance of Completion of Bid #1342 for Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College and Approval of Recording a Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.12 Acceptance of Completion of Bid #1356 for Barrier Removal Exterior Stair Treads at Santiago Canyon College and Approval of Recording a Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.13 Award of Bid #1363 for Proposition 39 Year 5 U Portables Heating, Ventilation and Air Conditioning (HVAC) Upgrades at Santiago Canyon College Action  
The administration recommends award of Bid #1363 to Allison Mechanical, Inc. for Proposition 39 Year 5 U Portables HVAC upgrades at SCC as presented.

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

- \*4.14 Ratification of Award of Bid #1361 for Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1361 for barrier removal drinking fountain repairs and replacement at SCC as presented.
- \*4.15 Approval of Contract with Shade Structures, Inc. dba USA Shade & Fabric Structures Action  
The administration recommends approval of the Fullerton Joint Union High School District Bid #1516-15 to Shade Structures dba USA Shade & Fabric Structures for the purchase and installation of Division of State Architects (DSA) preapproved shade structures as presented.
- \*4.16 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period December 9, 2018, through January 19, 2019.

## 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:
- |   |            |
|---|------------|
| - Hunger Free Campus Support (SAC)              | \$165,686  |
| - Mental Health Support Program (SAC & SCC)     | \$ 244,731 |
| - Transitioning Math Majors into Teaching (SAC) | \$ 75,000  |
- \*5.2 Approval of Sub-Agreement between RSCCD and California State University, Fullerton Auxiliary Services Corporation for Strong Work-force Program Regional Funds Initiative Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.3 Approval of Sub-Agreements between RSCCD and Allan Hancock Joint, Cerritos, Contra Costa, Long Beach, Los Angeles, MiraCosta, Peralta, San Diego, San Francisco, Santa Clarita, Solano, Ventura, Yosemite and Yuba County Community College Districts to Award Industry-Sector Projects in Common Projects Funded by Key Talent Administration and Sector Strategy Fiscal Agent Grant Action  
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

- \*5.4 Approval of Sub-Agreement between RSCCD and Foundation for California Community Colleges for Data Science Tools Grant Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.5 Approval of First Amendment to Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative Action  
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- \*5.6 Approval of First Amendment to Sub-Agreement between RSCCD and WestEd 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.
- \*5.7 Approval of Second 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 second 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 Professional Services Agreement between RSCCD and Ana Aguayo Action  
The administration recommends approval of the professional services 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.
- \*5.9 Approval of Service Agreement between RSCCD and Education Workforce Alliance Action  
The administration recommends approval of the service 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.

- \*5.10 Approval of Research Contract with Cambridge West Partnership, LLC Action  
The administration recommends approval of the contract 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.

- 5.11 Adoption of Board Policies Action  
It is recommended that the board adopt the following revised policies:
- 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

- 5.12 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
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. Liability Claim (pursuant to Government Code Section 54956.95)
  - a. File #1805624

### **RECONVENE**

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

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

### Public Comment

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

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

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

## **6.0 HUMAN RESOURCES**

### 6.1 Management/Academic Personnel

Action

- Approval of Revised Job Descriptions
- Approval of Revised Job Descriptions/Title Changes
- Approval of Employment Agreements
- Approval of Appointments/Changes of Assignment
- Approval of Short-term/Interim Managers
- Approval of Extensions of Interim Assignment
- Approval of Adjusted Workload Percentage for California State Teachers' Retirement System (CalSTRS) Reduced Workload Participants
- Approval of Adjusted Leaves of Absence
- Approval of Leaves of Absence
- Approval of Beyond Contract/Overload Stipends
- Approval of Column Changes
- Approval of Part-time/Hourly New/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Interns

### 6.2 Classified Personnel

Action

- Approval a of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Voluntary Furloughs
- Approval of Temporary to Hourly Ongoing Assignments
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Changes in 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 Student Assistant Lists

6.3 Approval of Non-Credit Instructional Calendar 2019-2020 Action  
It is recommended that the board approve the 2019-2020 Non-Credit Instructional Calendar as presented.

6.4 Approval of an Increase in Costs for Services of Job Elephant Action  
It is recommended that the board approve an increase in costs to support the services of Job Elephant for posting of job vacancies through June 30, 2019, as presented.

6.5 Rejection of Claim Action  
The district's claims administration recommends the board authorize the chancellor or his designee to reject claim #1805624.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 11, 2019.

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

**2323 North Broadway, #107**

**Santa Ana, CA 92706**

**Board of Trustees  
(Regular meeting)**

**Monday, February 4, 2019**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:33 p.m. by Ms. Claudia Alvarez. Other members present were Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Ms. Elizabeth Weber. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Ms. Tracie Green, Dr. John Hernandez, Mr. Peter Hardash, Mr. Enrique Perez, 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 Ms. Weber, Student Trustee, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Ms. Weber to approve a revised page (8) on the agenda. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Weber's advisory vote was aye.

1.4 Public Comment

Mr. Robert Manson extended gratitude to the board on behalf of the management staff for its consideration and recognition of management staff by approving its salary schedule at the January 14, 2019, board meeting.

1.5 Approval of Minutes

It was moved by Mr. Labrado and seconded by Ms. Mendoza to approve the minutes of the meeting held January 14, 2019, and the minutes of the Board Retreat held on January 18 and 19, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Weber's advisory vote was aye.

## 1.6 Approval of Consent Calendar

It was moved by Mr. Labrado and seconded by Ms. Mendoza to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 4.12 (Agreement with Comevo for Online Orientation Software for Santa Ana College [SAC] and Santiago Canyon College [SCC]) removed by Mr. Hernandez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Ms. Mendoza. Student Trustee Weber’s advisory vote was aye.

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

The board approved 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

The board approved 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

The board approved the dual enrollment agreement between SAC and Garden Grove USD located in Garden Grove, California 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 January 3, 2019, to January 22, 2019.

### 4.3 Approval of Nonresident Fees for 2019-2020

The board approved 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

The board approved the CCFS-311Q for the period ended December 31, 2018, as presented.

### 4.6 Approval of Change Order #2 for RT Contractor Corporation for Bid #1349 for Mailroom at District Operations Center

The board approved change order #2 for RT Contractor Corporation for Bid #1349 for the Mailroom at the District Operations Center as presented.

1.6 Approval of Consent Calendar (cont.)

4.7 Acceptance of Completion of Bid #1349 for Mailroom at District Operations Center and Approval of Recording a Notice of Completion

The board accepted the project as complete and approved 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

The board approved 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

The board approved the amendment with Twining, Inc. for materials testing and special inspection services for the Science Center at SAC as presented.

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

The board approved 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

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

4.13 Approval of Vendor Name Change

The board approved the vendor CPP, Inc. name change to The Myers-Briggs Company as presented.

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:

- 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

1.6 Approval of Consent Calendar (cont.)

- 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

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

- 5.3 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

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 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

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.

- 5.5 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

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 Amendment to Sub-Agreement between RSCCD and Integrative Impact LLC for Sector Navigator – Information Communications Technology/Digital Media Sector 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.

1.6 Approval of Consent Calendar (cont.)

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

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 Service Agreement with Jennifer Walsvick

The board approved the service agreement with Jennifer Walsvick 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.

5.9 Approval of Board of Trustees' Guiding Principle and Charges to Chancellor for 2019-2020

The board approved and adopted the Board of Trustees' Guiding Principle and Charges to the Chancellor for 2019-2020.

1.7 Presentation of Santa Ana College Shirts to New Faculty Members

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

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board. In addition, since Dr. Linda Rose, President, Santa Ana College, was not in attendance; Dr. Rodríguez provided a written report from Dr. Rose.

Mr. Yarbrough arrived during Dr. Rodríguez' report.

2.2 Reports from College Presidents

Dr. John Hernandez, President, Santiago Canyon College, provided a report to the board.

NOTE: Please see Item 2.1 (Report from the Chancellor) regarding Dr. Rose's report.

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 that included a report on the Community College League of California (CCLC) Annual Legislative Conference and meetings with legislators in Sacramento on January 27-28, 2019.

### 2.4 Reports from Student Presidents

Since there was no representation from SAC or SCC student presidents, Ms. Weber provided a report on behalf of the Associated Student Government (ASG) organizations at both colleges.

### 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 did not provide a report to the board due to the lack of activity since the last board meeting:

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

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

Mr. Hernandez provided a report on the January 15, 2019, Board Legislative Committee meeting.

Mr. Hanna provided a report on the January 18, 2019, Board Policy Committee meeting.

Ms. Barrios provided a report on the January 23, 2019, Rancho Santiago Community College District Foundation meeting.

## 3.0 **INSTRUCTION**

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

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

Items 4.1, 4.2, 4.3, 4.4, 4.6 through 4.11, and 4.13 were approved as part of Item 1.6 (Consent Calendar).

### 4.5 Quarterly Investment Report as of December 31, 2018

The quarterly investment report as of December 31, 2018, was presented as information.

4.12 Approval of Agreement with Comevo for Online Orientation Software for Santa Ana College and Santiago Canyon College

It was moved by Mr. Hernandez and seconded by Ms. Alvarez to approve the agreement with Comevo for online orientation software for SAC and SCC as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

**5.0 GENERAL**

Items 5.1 through 5.9 were approved as part of Item 1.6 (Consent Calendar).

5.10 First Reading of Board Policies

The following policies were 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

This item was presented as an information item.

It was moved by Mr. Hernandez and seconded by Ms. Barrios to suspend the rules and consider Item 6.5 (Appointment of RSCCD Community Representatives to RSCCD Chancellor Search Committee) at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

6.5 Appointment of RSCCD Community Representatives to RSCCD Chancellor Search Committee

It was moved by Ms. Alvarez and seconded by Ms. Barrios to select community representatives to serve on the RSCCD Chancellor Search Committee. Mr. Hernandez recommended Dr. Manuel Gomez to serve as a community representative for Santa Ana College; the agenda included appointing Doug Willits to represent Santiago Canyon College and Max Madrid to represent Santa Ana College as community representatives on the RSCCD Chancellor Search Committee. Discussion ensued. The motion carried to appoint Doug Willits to represent SCC and Max Madrid to represent SAC as community representatives on the RSCCD Chancellor Search Committee with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough; and a nay vote from Mr. Hernandez. Student Trustee Weber’s advisory vote was aye.

### 5.12 Board Member Comments

Ms. Barrios expressed appreciation to Dr. Hernandez for his assistance in handling the outcry over non-credit classes being cancelled at the Orange Senior Center.

Ms. Alvarez thanked Dr. Kennedy for organizing non-credit students on behalf of Santa Ana College Centennial Education Center (CEC) to attend a Santa Ana City Council meeting on February 5, 2019, to show support for a potential lease extension for CEC. In addition, she thanked the students for taking the time to attend the Council meeting.

Ms. Alvarez invited the audience to attend a Board Safety & Security Committee meeting to be held on February 6, 2019, at 5:30.

Ms. Alvarez encouraged people to attend events held in honor of Black History month during the month of February.

Mr. Hernandez reported that he attended the Santa Ana College Sheriff's Basic Academy Class #233 Graduation held on January 24, 2019.

Mr. Hernandez provided a report on the Community College League of California meetings/workshops and Annual Legislative Conference, and meetings with legislators in Sacramento on January 26-28, 2019. Mr. Hernandez reported that he extended an invitation to Assemblyman Jose Medina to hold a community college hearing at the District and asked the chancellor and vice chancellor to extend the invitation to Assemblymember Medina. He also asked that the senator and assemblymember for the district's area be given an invitation to attend Assemblymember Medina's hearing.

In regards to Item 6.5 (Appointment of RSCCD Community Representatives to RSCCD Chancellor Search Committee), Mr. Hanna indicated that he has high regards for Mr. Manuel Gomez and explained that he voted for Mr. Max Madrid as a community representative because he is a resident of the SAC area.

Mr. Hanna indicated he was pleased with the board retreat on January 18-19, 2019, where the board discussed the Guided Pathways Program, goals, etc. He asked the chancellor to thank Dr. Bryon McClenney for his assistance in conducting the board retreat.

Mr. Hanna provided a report on the CCLC Annual Legislative Conference and meetings with legislators in Sacramento on January 26-28, 2019.

Mr. Hanna indicated he is committed to having better facilities for a continuing education center in Santa Ana.

5.12 Board Member Comments (cont.)

Mr. Hanna reported that the chancellor was given a certificate of recognition by the California Association of Latino Community College Trustees and Administrators in Sacramento but since he wasn't in attendance, Mr. Perez plans to deliver the certificate to the chancellor.

Mr. Yarbrough reported that he plans to close the meeting in honor of Mr. Robert Charles Welham who passed away on November 9, 2018. Mr. Welham was active in the SCC Honors Program and wished to pursue research into Alzheimer's. Also, three of Mr. Welham's children have attended or are still attending SCC.

Mr. Yarbrough thanked the trustees who attended the CCLC Annual Legislative Conference and legislative visits in Sacramento recently.

Mr. Yarbrough asked that staff provide Mr. Willits and Mr. Madrid the information needed to serve as community representatives on the Chancellor Search Committee.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 5:37 p.m. to consider the following items:

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

Ms. Weber left the meeting at this time.

## **RECONVENE**

The board reconvened at 5:52 p.m.

### **Closed Session Report**

Mr. Hernandez reported during closed session the board discussed labor negotiations and public employee discipline/dismissal/release, and the board took action to impose a suspension for a district employee.

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

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

## 6.2 Classified Personnel

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

- Approve Hourly Ongoing to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Changes in Position
- Approve Changes in Salary Placement
- Approve Longevity Increments
- Approve Voluntary Furloughs
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Full Time to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Approve Returns from Leave
- Approve Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

## 6.3 Rejection of Claim

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to authorize the chancellor or his designee to reject claim #1805554. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

## 6.4 Adoption of Resolution No. 19-01 authorizing payment to Trustee Absent from Board Meetings

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to authorize payment to Arianna Barrios for her absence from the January 14, 2019, board meeting due to a business commitment. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.5 Appointment of RSCCD Community Representatives to RSCCD Chancellor Search Committee

This item was considered after Item 5.11 (Update on Orange Education Center).

7.0 **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on Monday, February 25, 2019.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 5:53 p.m., in memory of SCC student Robert Charles Welham who passed away on November 9, 2018. Mr. Welham was active in the SCC Honors Program and three of his children have attended or are still attending SCC.

Respectfully submitted,

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Raúl Rodríguez, Ph.D.  
Chancellor

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

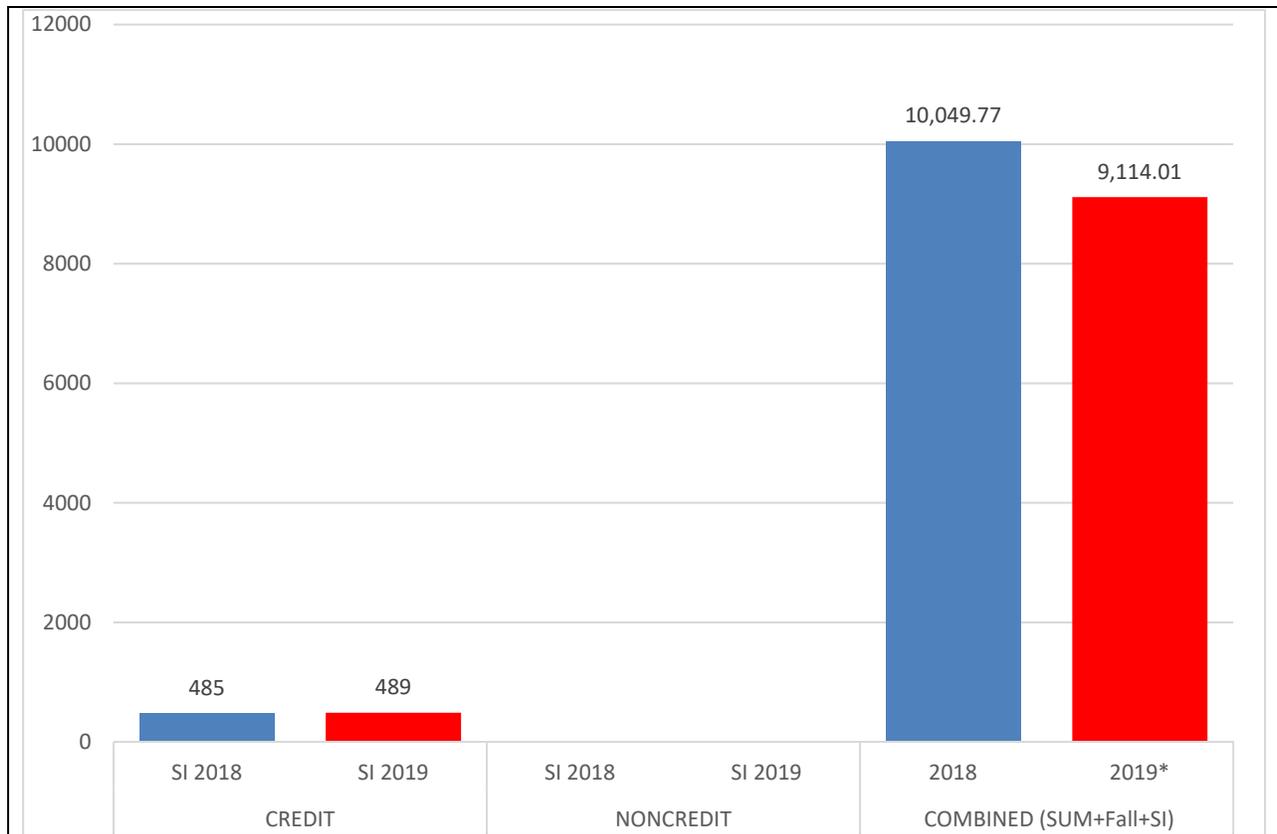
Minutes approved: February 25, 2019

NOTE: After the meeting, Mr. Hernandez asked that the answers to the questions he asked be attached to the minutes.



## SAC 2018/2019 Spring Intersession Enrollment Report

Date: 02/04/19



### FTES Target

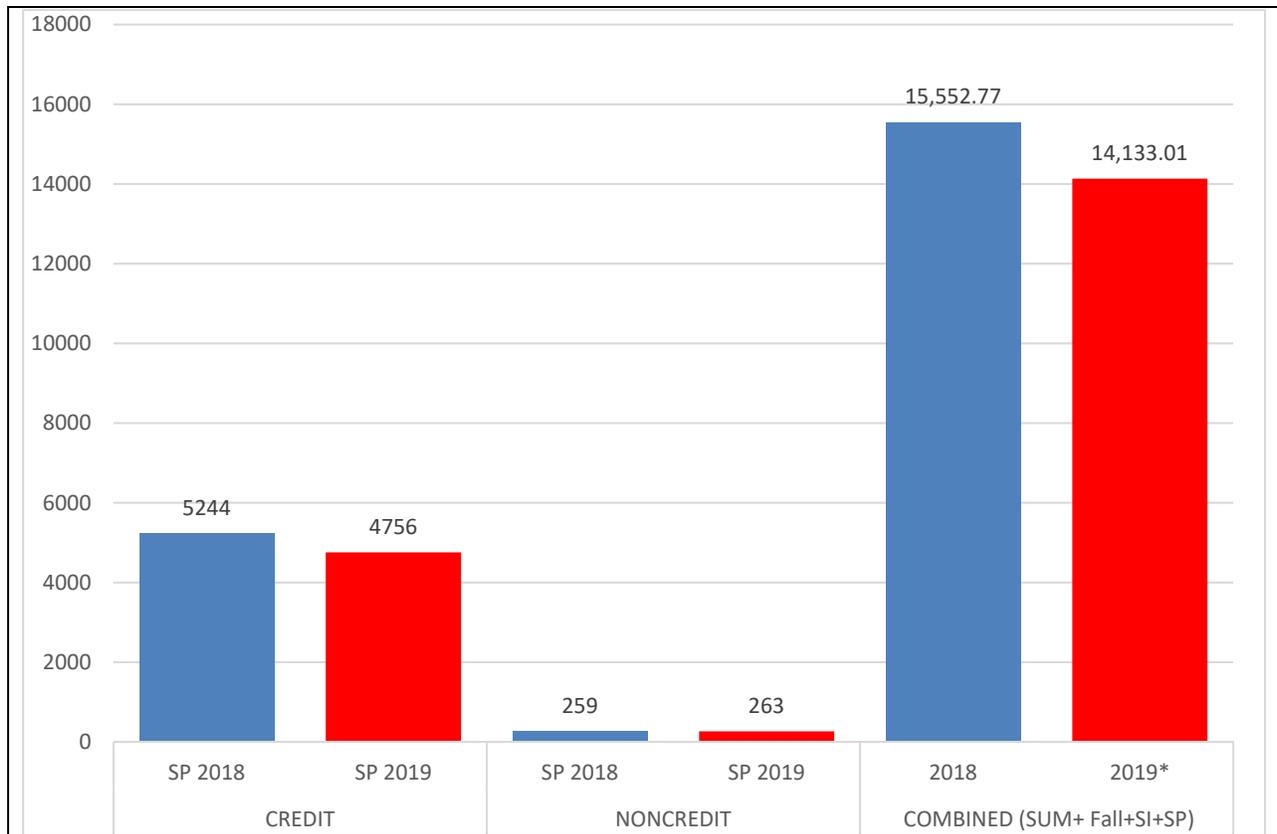
Terms	2017/2018	DIFF	PCT
Credit SI Target	515.00		
Credit SI Projection	515.00	0.00	0%
Noncredit SI Target	0.00		
Noncredit SI Projection	0.00	0.00	
Annual Target*	18743.00		
Annual Projection*	18743.00	0.00	0%

\* 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



## SAC 2018/2019 Spring Enrollment Report

Date: 02/04/19



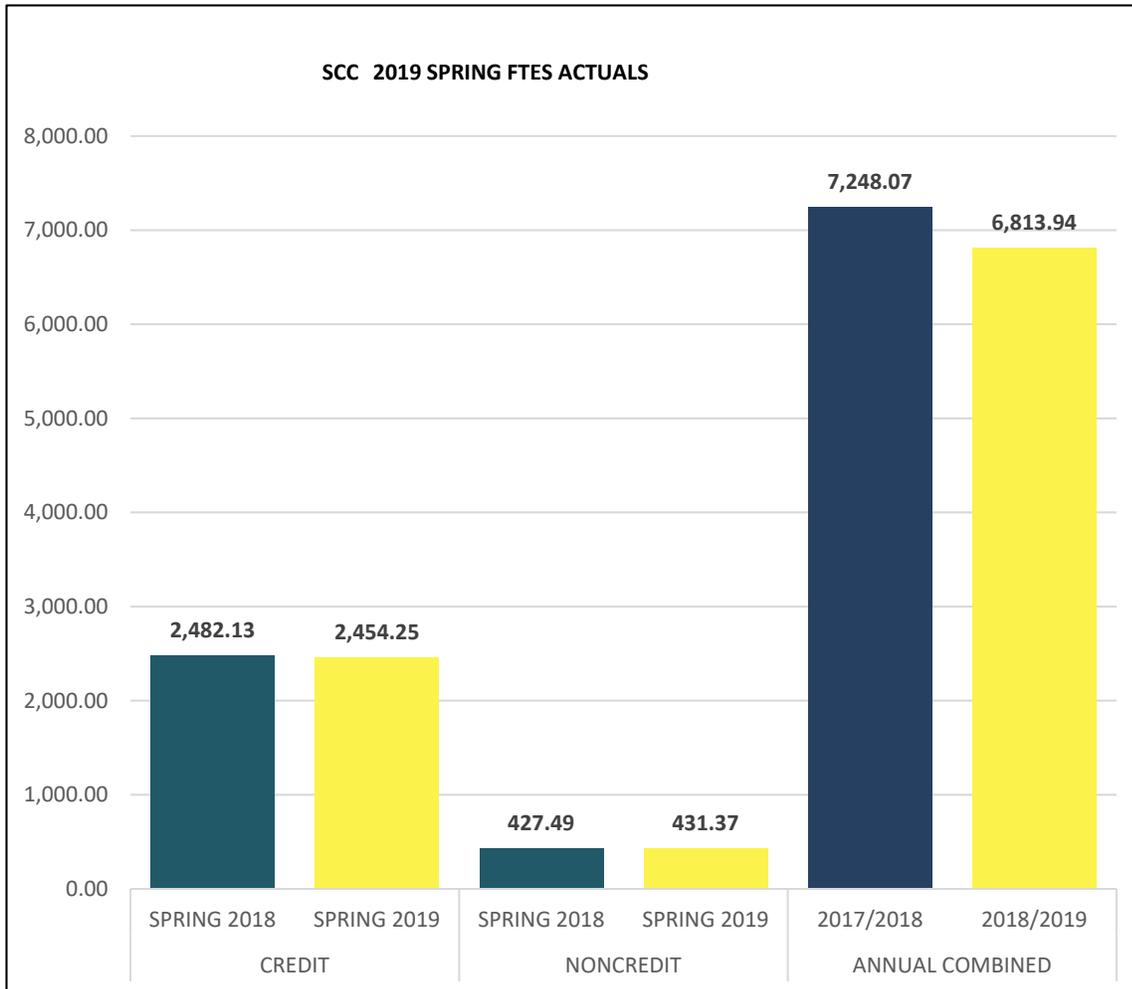
### FTES Target

Terms	2018/2019	DIFF	PCT
Credit SP Target	6721.00		
Credit SP Projection	6721.00	0.00	0%
Noncredit SP Target	2221.00		
Noncredit SP Projection	2221.00	0.00	0%
Annual Target*	18743.00		
Annual Projection*	18743.00	0.00	0%

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



**SCC 2018/2019 ENROLLMENT REPORT**  
**01/31/19**



**FTES TARGETS**

TERMS	2018/2019	DIFF	PCT
Credit Spring Target	2795		
Credit Spring Projection	2795	0	0%
Credit Spring Intersession Target	269.81		
Credit Spring Intersession Projection	297	27.19	10%
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.

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
*Santa Ana College – President's Office*

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1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706  
(714) 564-6975 Office  
(714) 564-6977 Fax

**Date:** February 4, 2019  
**To:** Dr. Raúl Rodríguez  
**From:** Dr. Linda D. Rose, President, Santa Ana College  
Dr. Jeffrey Lamb, Vice President of Academic Affairs  
Alicia Kruiuzenga, Dean of Student Affairs  
**Subject:** Responses to Board Requests

*From Trustee Zeke Hernandez*

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

Q1: I applaud SA College and its efforts for this agreement; realize this is the initial agreement to initiate the program. Can information be provided as to the overall planning, including estimates of students involved with the program, which high schools are being targeted (all or those in RSCCD District), has the GGUSD Board of Education approved this agreement, what is the estimate of initial students to be enrolled and later stages, etc. Many other questions on the program - too numerous to cover at this time.

*Santa Ana College is indeed proud of our dual enrollment efforts that provide opportunities for high school students to take college courses. In regards to our recent MOU with Garden Grove Unified School District, the overall planning extends our current course offerings in Career Education to include a four-year plan to offer Intersegmental General Education Transfer Curriculum (IGETC) courses that prepare students for transfer to most majors at University of California campuses. Year one of the plan will focus on Freshman at Santiago High School and serve up to 140 students. Year two through four will expand our offerings to Garden Grove High School and the Lincoln Center site and add a new cohort for other class levels (Sophomores, Juniors and Seniors) each year... with the goal of serving 560 students. Our agreement allows students to take a maximum of 45 college credits. All FTES generated through this agreement will come to Santa Ana College.*

*The MOU before the Board of Trustees today has already been approved by the Garden Grove Unified School District Board of Trustees.*

Q2: What other districts (other than SAUSD) has SA College signed agreements with?

*We have or are in the process of developing similar agreements with the Orange County School of the Arts (OCSA), Magnolia Science Academy, Samuelli Academy, and Mater Dei High School.*

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

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

**Date:** February 4, 2019  
**To:** Dr. Raúl Rodríguez  
**From:** Peter J. Hardash  
**Subject:** Responses to Board Requests

*From Trustee Zeke Hernandez*

**Agenda Item 4.3 - Approval of Non-Resident Fees for 2019-20**

Q1: It is estimated that with the new fees in place, there would be \$3.7 million incoming. What is the total amount received in the past (2018-19)? If possible, provide over a 5-year period.

- Please see at end of memo.

Q2: How many International Non-Resident, Outside of State Non-Resident, and other (if any) Non-Resident students do we have at the various campuses? If possible, provide for the five-year period. Not certain how non-citizen resident is figured into this formula.

- The College Presidents to provide responses.

Q3: How does the increase recommendation relate to the overall current thinking of lowering tuition for community college students? Would there be a negative impact? Feel free to provide any additional information that Board should know of program.

- The College Presidents to provide responses.

**NOTE ON AGENDA ITEM 4.5 - Would it possible to extract pertinent positive information from this report, in addition to action being taken to raise RSCCD's reserves to 12.5% and provide a succinct correspondence to Senator John Moorlach. We visited him as part of the CCLC agenda. It would be good to provide him with positive numbers on RSCCD. Vice Chancellor Enrique Perez can provide additional information on this.**

- A briefing paper will be prepared on the District's fiscal stability under the Student Centered Funding Formula (SCFF) model and Board Policy on budget management practices for advocacy sharing of information for Senator Moorlach and other interested parties.

**Agenda Item #4.12 - Approval of Agreement with Comevo for Online Orientation Software for SAC and SCC**

Q1: There is a \$71K setup and 1st year + each year afterwards there is a \$21K annual fee (w/max of 3% of prior year's usage fee. Is this an "eternal" fee, with no need for Board approval for future years? What kind of oversight is built into this agreement, and how is this monitored?

- The initial installation and implementation for this program is \$50,400 plus the first year of annual licensing fee of \$21,000 for a total of \$71,400. Annual licensing costs may increase similar to other technology contracts the RSCCD currently utilizes. The 3% annual fee is an inflationary fee. Yearly renewals require Board of Trustees approval to modify and increase terms of contracts with a not to exceed five year term.

All technology contract renewals are reviewed on an annual basis. The review process includes oversight and monitoring of all our technology contracts. We track previous year's costs and compare them to new

costs during the renewal process. We ensure that contract provisions are met and that any cost increases are properly authorized and budgeted. This process may include review, discussion and approval by the RSCCD Technology Advisory Group (TAG). RSCCD has the option of terminating this contract at any time with 30 days written notification to vendor.

Q2: Please provide the estimated cost of agreement over a 5-year and 10-year period. Again, is this on a no-board oversight as to future approvals?

- We do not consider any contract in excess of a five year term. This agreement is for a one-year term with the option to renew yearly, not to exceed five years total. The total cost for year one is \$71,400. We would like to ensure that the solution adequately addresses college requirements before extending this service for any additional years. Any future renewals will be submitted to the Board of Trustees for approval.

Q3: The rationale for this agreement is this - to use available funds from the ITS budget which was allocated for computer replacements at SAC. And that SAC has sufficient funds for their own replacement of computers for this current year. Are we certain that SAC has all its computer needs for the current year, and a couple more years in future? - as I would think this could be a carry-over.

- SAC has been funding the majority of their annual computer replacement costs out of their own campus budgets. ITS has been augmenting their campus annual computer replacements by providing one-time funding to SAC and SCC.

SAC has identified enough funding to cover computer replacement costs for the 2018/19 fiscal year.

**Response to Agenda Item 4.3 – Approval of Non-Resident Fees for 2019-20 – Question 1:**

**NON-RESIDENT TUITION - 5 YEAR HISTORY**

<i>Revenues</i>	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19 as of 2/4/19
<b>Non-Resident Tuition</b>					
SAC	\$1,721,991	\$2,280,219	\$2,586,822	\$2,804,885	\$2,167,778
SCC	\$378,232	\$595,251	\$661,164	\$882,769	\$841,450
	<u>\$2,100,223</u>	<u>\$2,875,471</u>	<u>\$3,247,985</u>	<u>\$3,687,654</u>	<u>\$3,009,227</u>
<b>Non-Resident Capital Outlay Fee</b>					
SAC	\$264,657	\$371,302	\$390,589	\$422,568	\$333,904
SCC	\$54,732	\$96,346	\$106,539	\$142,655	\$293,293
	<u>\$319,390</u>	<u>\$467,648</u>	<u>\$497,128</u>	<u>\$565,223</u>	<u>\$627,198</u>
<b>TOTAL - NON-RESIDENT</b>	<b>\$2,419,613</b>	<b>\$3,343,119</b>	<b>\$3,745,114</b>	<b>\$4,252,877</b>	<b>\$3,636,425</b>
<i>Fees Charged</i>					
<b>Non-Resident Tuition</b>	\$193	\$209	\$224	\$250	\$258
<b>Non-Resident Capital Outlay Fee</b>	\$27	\$31	\$31	\$35	\$35
<b>TOTAL FEE</b>	<u>\$220</u>	<u>\$240</u>	<u>\$255</u>	<u>\$285</u>	<u>\$293</u>

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Professional Service Agreement for Filming, Editing, and Creation of Online Orientation and Probation Workshop Videos with Substance Media, Inc. for the Santa Ana College Counseling Division	
Action:	Request for Approval	

**BACKGROUND**

The Santa Ana College (SAC) Guided Pathways Entry and Student Support Team was tasked with helping students enter and stay on the path. To meet the needs of our students and create better access, SAC will offer on-demand, convenient and robust online student orientation and probation workshops. Videos will be a key component and provide information to assist in retention and completion efforts.

**ANALYSIS**

SAC’s current online orientation content was created several years ago and includes photographs and videos that are in need of a refresh. Additionally, new content must be generated in alignment with Guided Pathways to help students enter and stay on the path. Substance Media, Inc. has a record of producing extraordinary content for the district and has the capability to provide every service needed from captioning to animation.

The scope of work includes the following:

- Ten (10) orientation videos
- Ten (10) probation workshop videos
- One (1) probation explainer animation video
- Three rounds of revisions per video
- Captioning in accordance with the Rehabilitation Act and the Americans with Disabilities Act

This agreement will support Santa Ana College’s Counseling Division, in alignment with Guided Pathways implementation. The agreement is not to exceed \$74,075.00, and will end no later than May 30, 2019. The project is funded by one-time Guided Pathways dollars and SAC Public Affairs marketing funds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Professional Service Agreement for Filming, Editing, and Creation of Online Orientation and Probation Workshop Videos with Substance Media, Inc. for the Santa Ana College Counseling Division, as presented.

Fiscal Impact:	\$74,075.00	Board Date:	February 25, 2019
Prepared by:	Maria Dela Cruz, Ph.D., Dean of Counseling Vaniethia Hubbard, Ed.D., Vice President, Student Services		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD		



## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

### PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706 and Substance Media, Inc., having its principal business address located at 800 S. Barranca Avenue, Suite 340, Covina, Ca 91723, (hereinafter called "Contractor").

District and Contractor are also referred to collectively as the “Parties” and individually as “Party.”

WHEREAS, District is authorized to contract with persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, administrative, or other related matters; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of the Recitals and mutual covenants provided in this Contract, District and Contractor agree as follows:

#### **Terms and Conditions**

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A** (Scope of Work), attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to the **Exhibit A** (Scope of Work) are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
2. Term. This Agreement shall commence once fully executed by both parties and shall continue in full force and effect thereafter until and including May 30, 2019 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Termination. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date. In such case, District shall compensate Contractor only for Work satisfactorily rendered to the date of termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor’s noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.
4. Payment.
  1. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor’s performance of the Work under this Agreement, a total amount not to exceed Seventy-four thousand and seventy five Dollars (\$74,075) (“Contract Amount”). Additional details are specified in **Exhibit A**.

2. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A**. Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A**. District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses

A. Method and Schedule of Payment. District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

I. Invoice. Unless otherwise specified in **Exhibit A**, Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.

II. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor

III. California State Tax Withholding for Nonresidents of California. It is mutually understood that Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor

assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. Contractor shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor's employees. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor's employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Contractor's employees.

6. Use of Subcontractors. Contractor shall not delegate, by contract, agreement or otherwise, any services or tasks required under this Contract to any other person or entity without the express written permission of District by executed addendum. Consent to any subcontract may be withheld by District at its sole and unrestricted discretion. District shall not be obligated to pay for any services or work performed by an unauthorized person or entity. Contractor shall at all times during the term of this agreement remain fully and independently responsible and liable to District for the full and complete performance of the terms and conditions of this Contract. Contractor shall be responsible for ensuring that all subcontractors independently satisfy all of the requirements of Contractor under this Contract, including but not limited to the insurance and indemnification provisions of this Contract, unless otherwise agreed in writing by the District. Prior to performance of Services by any subcontractor, the subcontractor shall provide District with evidence of all insurance, certificates, forms, and licenses required by this Contract.

7. Trademark/Logo Use. Contractor must obtain written approval from the District to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, the District will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

8. Ownership of Property. Contractor agrees that all final work products created or developed for District by Contractor pursuant to this Contract are intended as "works made for hire" and shall be the exclusive property of the District. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work products. District claims no right to any pre-existing work product of Contractor provided to District by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.

9. Indemnification/Hold Harmless. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless, and defend the District, its Board of Trustees, officers, employees, agents, volunteers, and representatives ("Indemnitees") from and against all claims, liability, loss, cost, damages, expenses and obligations, including reasonable attorney fees, arising from the acts or omissions of Contractor or of persons acting on behalf of Contractor, however caused, in the performance of the services specified herein excluding, however, such liability claims, losses, damages, or expenses arising from the District's sole or active negligence, willful misconduct, or unlawful acts.

The indemnification and hold harmless agreement set forth above includes, but is not limited to, Contractor's agreement at its sole expense to indemnify District, its officers, agents and employees from and defend or settle any claim or action brought against District to the extent that it is based on a claim that any services furnished hereunder infringed a patent, copyright, trademark, service mark, trade secret, or other legally protected intellectual property rights. Contractor shall pay all costs, fees (including attorneys' fees) and damages which may be incurred by District, its officers, agents and employees for any such claim or action or settlement thereof.

10. Insurance Requirements. Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverage from an admitted carrier in the State of California with an AM Best Rating of A-VII or higher:

- A. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence / Two Million Dollars (\$2,000,000) aggregate and must include coverage for property damage, bodily injury, personal & advertising injury, products and completed operations, liability assumed under an insured Contract (including tort of another assumed in a business contract), and independent contractor's liability, written on an "occurrence" form;
- B. Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).
- C. Workers' Compensation insurance as required by statutory insurance requirement of the State of California;

**Initial this box only if you have no employees and will not submit a Certificate of Workers' Compensation**

I have no employees and, therefore, will not submit a Certificate of Workers' Compensation.

- D. Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence;

Other Insurance Requirements

- Contractor agrees to name District, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy (ies).
- The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation.
- Contractor's Insurance to be Primary. Any insurance or self-insurance maintained by the District, its board of trustees, officials, employees, volunteers, and agents shall be excess of the Contractor's insurance and shall not contribute with it.
- Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. All certificates must be delivered before Work is to commence. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them.
- Waiver of Subrogation. Contractor hereby grants to District, its board of trustees, employees, volunteers, and agents a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District, its board of trustees, officials, employees, volunteers, and agents by virtue of the payment of any loss under such insurance. Contractor shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District, its board of trustees, officials, employees, volunteers, and agents have received a waiver of subrogation endorsement from the insurer.
- An Umbrella Liability policy (or Excess Liability) may be used to provide additional Commercial General Liability, Automobile Liability, and Employers' Liability limits to meet District's minimum coverage requirements provided all requirements set forth herein are fully satisfied with respect to such policy.
- If Contractor maintains broader coverage and/or higher limits than the minimums required herein, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor.

11. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

12. Compliance with Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor,

Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

13. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

14. Prevailing Wage. Contractor certifies that Contractor is aware of Labor Code Section 1771, prevailing wages paid on Public Works projects greater than \$1,000, and Contractor will comply with said requirement.

15. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

16. Confidentiality. Subject to any state or federal laws requiring disclosure (e.g., the California Public Records Act), the Parties agree, during the term of this Agreement and for five (5) years after termination or expiration of Agreement, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. Parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of, and as specified in, this Agreement. Each Party agrees to take all reasonable steps to ensure that proprietary or confidential information of either Party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Agreement.

17. Entire Agreement/Amendment. When signed by both Parties, this Contract (and any attached exhibits) is their final and entire agreement. As their final and entire expression, this Contract supersedes all prior and contemporaneous oral or written communications between the Parties, their agents, and representatives. There are no representations, promises, terms, conditions, or obligations other than those contained herein.

18. Non-Discrimination. Contractor represents that it is an equal opportunity employer and acknowledges that it shall not subject any person to unlawful discrimination based on race, color, gender, age, religion, national origin, U.S. military veteran status, marital status, sexual orientation, disability, source of income, or political affiliation in programs, activities, services, benefits, or employment in connection with this Contract. Contractor agrees not to discriminate on any of these bases in its employment or personnel policies, including but not limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

19. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

20. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: Rancho Santiago Community College District  
Attn: Peter Hardash,  
Vice Chancellor, Business Operations/Fiscal Services  
2323 N. Broadway  
Santa Ana, Ca 92706

With a copy to: (District Department Responsible for Contract)

Santa Ana College  
Attn: Melissa Utsuki  
Public Relations Officer  
1530 W. 17<sup>th</sup> Street  
Santa Ana, Ca 92706

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Contractor: **Brian Y. Marsh**  
800 S. Barranca Avenue, Suite 340  
Covina, Ca 91723

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A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

21. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
22. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.
23. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.
24. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.
25. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.
26. Time is of the Essence. Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.
27. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.
28. Force Majuere. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

29. Failure to Perform. As used in this Contract, “failure to perform” means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days’ written notice and opportunity to cure to Contractor, has the right to complete the work itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both Parties agree that Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.

30. Dispute Resolution.

Negotiation. Any dispute that Contractor may have regarding the performance of this Contract, including, but not limited to, claims for additional compensation, shall be submitted to District within 30 days of its occurrence. District and Contractor shall attempt to negotiate a resolution of such dispute and process an amendment to this Contract to implement the terms of such resolution.

Mediation. If a dispute arises out of or relates to this Contract, or the breach thereof, and if said dispute cannot be resolved through direct discussions, the Parties agree to first endeavor to resolve the dispute in an amicable manner by non-binding mediation under the applicable rules of the Judicial Arbitration and Mediation Service (JAMS), or other similar organization mutually selected by the Parties. If any unresolved controversy or claim arising out of or relating to this Contract, or breach thereof, remains after mediation, the matter shall be determined in a court of law of proper jurisdiction in the District’s place of venue.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party’s refusal to participate in mediation or the selection of a mediator.

31. Amendments. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.

32. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

33. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).

1. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor’s present responsibility;

34. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that basically states that no person who is doing business with or soliciting business from the District shall make any gift to any designated employee who, by

virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or who has done any of the above during the twelve (12) months preceding the donation. It is Contractor's responsibility to be aware of this policy and to comply with this policy. The complete policy can be found on the District's [website](#).

35. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: Peter J. Hardash

Print Title: Vice Chancellor for Business Operations/Fiscal Services

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

CONTRACTOR

BY: \_\_\_\_\_  
Signature of Authorized Person

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

Print Title: \_\_\_\_\_

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

# Exhibit A

## Scope of Work and Detailed Schedule of Payment.

The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

This Scope of Work is for the filming, editing, and creation of the Online Orientation and Probation Workshop Videos ("ORIENTATION & PROBATION VIDEOS"). The ORIENTATION & PROBATION VIDEOS will guide students through placement and college services as well as probation and its GPA formula calculation. Visual aesthetics will be similar in taste and style to past educational and explainer videos Contractor has created for District. Motion graphics animation will be tastefully designed and animated.

ORIENTATION VIDEOS will consist of five (5) days of filming at four (4) hours max per day, for a total of twenty (20) hours of filming.

PROBATION WORKSHOP VIDEOS will consist of four (4) days of filming at four (4) hours max per day, for a total of sixteen (16) hours of filming.

Production Date(s) and Time(s): **TBD between CLIENT and AGENCY. Slated to begin in late February.**

Production Location: Santa Ana College Campus at 1530 W 17th St, Santa Ana, CA 92706

### **Deliverables:**

Ten (10) ORIENTATION VIDEOS at 0:30 – 1:30 minutes in length with a total of 1:00 to 2:00 minutes of integrated animation.

Ten (10) PROBATION WORKSHOP VIDEOS at 0:30 – 1:00 minute in length with animated title graphics.

One (1) PROBATION EXPLAINER ANIMATION for GPA formula calculation at 0:45 to 1:00 minute in length.

AGENCY to scout and cast talent for "On-camera Presenter" in ORIENTATION & PROBATION VIDEOS.

AGENCY to provide up to four (4) hours of script creation and consultation to CLIENT.

AGENCY to provide English closed captions for all videos and animation in accordance with the Rehabilitation Act and the Americans with Disabilities Act.

Three (3) rounds of revisions allotted per video. (Note: revisions only pertain to post-production services. Revisions requiring additional preproduction or production hours are subject to overage charges at a rate to be later determined between Contractor and District.)

Final script to AGENCY by **February 26, 2019.**

Final production (filming) date: **March 22, 2019.**

First draft date: **April 01, 2019.**

Final delivery date: **April 30, 2019.**

Note: District is responsible for FINAL SCRIPT delivery to Contractor by February 15, 2019. Missing this deliverable or any other project milestone, including art/asset delivery and approvals created and incurred by District may shift the DELIVERABLE schedule and result in additional costs or Overage Fees to District.

### **Payment Schedule:**

District agrees to pay the TOTAL COST of \$74,075 USD. Payment to be made payable to SUBSTANCE MEDIA, INC. A 50% non-refundable deposit in the amount of \$37,037.50 USD is required by the start of production. The remaining balance is due upon final delivery of the ORIENTATION & PROBATION VIDEOS. CLIENT further agrees to a late fee of 1.5% per month (not to exceed 6% per annum) to be applied on all balances more

than sixty (60) days overdue.

### **Overages and Fees**

Any additional hour(s) rendered necessary to complete the ORIENTATION & PROBATION VIDEOS can be negotiated between Contractor and District. Additional production hours will be charged at the rate of \$180 per hour. District will be subjected to OVERAGE CHARGES if the ORIENTATION & PROBATION VIDEOS' animations exceed its respective length by 0:15 seconds or more.

Three (3) rounds of revisions are allowed per video prior to final delivery. NORMAL HOURLY RATE (\$180/hour) applies for additional revisions after the third round of revisions. Furthermore, revisions only pertain to post-production services. Revisions requiring additional pre-production or production hours are subject to overage charges at a rate to be later determined between Contractor and District. Further, revisions must be requested *prior* to the FINAL DELIVERY DATE. Any edits requested after the FINAL DELIVERY DATE will be subject to additional costs to be later determined between District and Contractor. If District requests or instructs changes in a revision that is in excess of fifty percent (50%) of the time required to produce any DELIVERABLE and/or the value of the TOTAL COST, NORMAL HOURLY RATE (\$180/hour) will apply. Any missed milestones, including art/asset delivery and approvals created and incurred by District may shift the DELIVERABLE schedule and result in additional costs.

District shall pay all applicable sales, use, or value added taxes. District shall also pay Contractor any expenses incurred in connection with this agreement as follows: (a) incidental and out-of-pocket expenses including but not limited to costs for telephone calls, postage, shipping, overnight courier, service bureaus, typesetting, blueprints, models, presentation materials, photocopies, computer expenses, parking fees and tolls, and, if applicable, mileage reimbursement at \$.58 per mile; and (b) travel expenses including transportation, meals, and lodging, incurred by Contractor with District's prior approval. In the event any overage charges, costs, or fees apply pursuant to this section, Contractor shall obtain District's written approval via email.

### **District Representations**

District represents that it shall be responsible for performing the following in a reasonable and timely manner: (a) Coordination and execution of any decision-making with parties other than Contractor; (b) Provision of art/asset delivery in a form suitable for reproduction or incorporation into the DELIVERABLE(S) without further preparation, unless otherwise expressly provided in this Scope of Work; and (c) Final proofreading of DELIVERABLE(S). Note: In the event that CLIENT has approved DELIVERABLE(S) but errors, such as, by way of example, not limitation, typographic errors or misspellings, remain in the finished product, CLIENT shall incur the cost of correcting such errors. In such cases, NORMAL HOURLY RATE applies.

District also represents that any provision of art, asset(s), photography, footage, and/or proprietary information by District to Client for use in any DELIVERABLE is with authority and without infringement on any patents, copyrights, trademarks, service marks, trade secrets, and/or other legally protected intellectual property rights.

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Dual Enrollment Agreement between Rancho Santiago Community College District and Orange County School of the Arts	
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 districts. This Dual Enrollment Agreement between Rancho Santiago Community College District, on behalf of Santa Ana College, and Orange County School of the Arts will allow Santa Ana College to offer college courses to their high school students adding value to the exceptional educational programs and pre-professional arts training that Orange County School of the Arts offers to their students.

**ANALYSIS**

Santa Ana College will work with the faculty and administration at Orange County School of the Arts to develop comprehensive dual enrollment programs. The plan is to offer Orange County School of the Arts challenging academic and rigorous college 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 Rancho Santiago Community College District and Orange County School of the Arts, located in Santa Ana, CA as presented.

Fiscal Impact:	NONE	Board Date: February 25, 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  
Rancho Santiago Community College District  
AND  
ORANGE COUNTY SCHOOL OF THE ARTS**

This agreement (hereinafter "Agreement") is, by and between Orange County School of the Arts (hereinafter "OCSA") 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 OCSA facilities.

**RECITALS**

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

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

WHEREAS, SAC is willing to offer college courses on the OCSA campus, which will benefit OCSA 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 OCSA agree to work together to afford current OCSA 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 OCSA campus beginning on August 15, 2019, 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<sup>st</sup>, the SAC President and the OCSA Head of School shall each designate a representative to review the availability of facilities for the following academic year and 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 OCSA then OCSA 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. OCSA 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. OCSA will be responsible for any technology services costs associated with Sections 4 and 5.
  - e. Use of Facility. OCSA agrees to allow SAC access to classroom space for the express purpose of offering dual enrollment courses at OCSA and to waive any applicable use of facilities fees.
  - f. Damage to Facilities. OCSA will bear the costs of any repair or damages to the OCSA facilities as a result of the performance of this contract.
  - g. Safety/Security. OCSA will be responsible for the direct costs of safety, security, and supervision of the OCSA campus during the hours of SAC class operation.
  - h. Should courses be taught by SAC faculty, either before or after school at OCSA facilities, then the course will be open to OCSA students and the public at large. Classes under this agreement will be reported by SAC for state apportionment.
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 OCSA 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 OCSA 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 OCSA campus.
    - d. SAC designated coordinator will work with OCSA 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 OCSA campus will adhere to SAC scheduling practices and the annual academic calendar. Exceptions may be made with the approval of the SAC Vice President of Academic Affairs.
  - g. Matters of student discipline will be handled cooperatively between the appropriate RSCCD/SAC and OCSA administrators.
  - h. Student withdrawal dates/policies will be consistent with existing SAC adopted policies and calendars.
  - i. Academic advising of OCSA students enrolled in SAC courses will be the joint responsibility of SAC and OCSA.
  - j. Dual enrollment courses completed by OCSA 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 OCSA 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. In order to earn college credit, OCSA students will still be responsible for paying a Health Fee of \$19 and a \$2 student representation fee per term. It is the student's responsibility to pay before the end of the semester or else a hold will appear on the student's record.
  - c. SAC and OCSA will be jointly responsible for providing matriculation services for students enrolling in the dual enrollment program classes on the OCSA campus.
  - d. OCSA 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 OCSA.
  - 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 OCSA and RSCCD/SAC.
7. Parking. Parking spaces will be provided to SAC staff at the OCSA campus as needed for site visits or teaching as necessary.

8. Permits, Rules, and Regulations. SAC shall not be required to acquire any permit or facility use approvals at OCSA.
9. Indemnification. OCSA 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 OCSA 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 OCSA, 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. OCSA 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. Comprehensive or Commercial Form General Liability Insurance (contractual liability included) with limits as follows: \$1,000,000 Each Occurrence, \$3,000,000 General Aggregate. Such coverage maintained by OCSA 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. Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence;
  - d. Workers' Compensation insurance as required by statutory insurance requirement of the State of California;. Such coverage provided by GGUSD and RSCCD each may be afforded via commercial insurance or self-insurance.
  - 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 OCSA 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:

For OCSA:

OCSA Lead Operational Administrator Sally Lopez, Dean of Instruction, Orange County School of the Arts, 1010 N. Main St., Santa Ana, CA 92701, or designee will complete this section.

For RSCCD:

Rancho Santiago Community College District

Attn: Peter Hardash, VC of Business & Fiscal Operations

2323 N. Broadway

Santa Ana, Ca 92706

With a copy to:

RSCCD/SAC Lead Operational Administrator: Alicia Kruizenga, Dean of Student Affairs, Santa Ana College, 1530 W 17th St, Santa Ana, CA 92706 or designee will complete this section.

14. Term. This Agreement shall commence once fully executed by both parties and shall continue in full force and effect thereafter until and including June 30, 2024. Either party may terminate this Agreement by giving ninety (90) days written notice prior to the start of the next semester to the other party.
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 SAUSD 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

ORANGE COUNTY SCHOOL OF THE ARTS

BY:

OCSA Academy Board of Trustees Approval Date:

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Signature of Officer :

Print Name: Peter J. Hardash

Print Title: Vice Chancellor for Business  
Operations/Fiscal Services

Date:

\_\_\_\_\_  
Date of Signature:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College - Science, Math, and Health Sciences Division**

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Standard Clinical Affiliation Agreement with Mater Dei High School	
Action: Request for Approval	

**BACKGROUND**

Students in the Nursing program are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed Standard Clinical Affiliation Agreement with Mater Dei High School will yield appropriate clinical rotation activities for the students in the Nursing Program.

**ANALYSIS**

The Standard Clinical Affiliation Agreement with Mater Dei High School covers the scope of the program's operations of the facility, as well as other issues relating to the responsibilities for both parties. The Standard Clinical Affiliation Agreement with Mater Dei High School has been reviewed by the college and district. The Standard Clinical Affiliation Agreement with Mater Dei High School carries no costs or other financial arrangements and is in effect until September 30, 2022.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this Standard Clinical Affiliation Agreement with Mater Dei High School, located in Santa Ana, California, as presented.

Fiscal Impact:	None	Board Date: February 25, 2019
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President of Academic Affairs Rebecca Miller, MSN, Associate Dean of Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

## STANDARD CLINICAL AFFILIATION AGREEMENT

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 North Broadway, Santa Ana, California and Mater Dei High School ("Clinical Facility"), located at 1202 West Edinger Avenue, Santa Ana, California.

WHEREAS, District and Clinical Facility desire to contribute to community health education;

WHEREAS, District operates Santa Ana College ("College") and College is a duly accredited educational institution that conducts Nursing/Health Sciences program(s) (the "Program");

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Clinical Facility operates a duly licensed agency at the address listed above and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

### **For purposes of this Agreement, the following definitions shall apply:**

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

"Clinical Facility" shall refer to Mater Dei High School, its parents, subsidies, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs; and

**NOW, THEREFORE,** in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

### **TERMS**

1. Clinical Experience Rotation. Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation ("Rotation"), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. Development of Curriculum. College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program's written objectives.
3. Exposure to Bloodborne Pathogens. Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the "Regulations"), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as

to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.

4. Applicable Procedure: Acceptance. College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.
6. Academic Year. The academic year consists of Fall, and Spring semesters, Summer session and Winter break intersession.
7. Rotation Schedule. The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).
8. Orientation. Clinical Facility and College shall provide an orientation for assigned students and faculty participating in each rotation.
9. Compliance with Clinical Facility Rules. Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, policies, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. Confidentiality of Patient Records. Students and faculty understand and agree that Clinical Facility's patient files are confidential.
11. Clinical Coordinator (College). College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.
12. Clinical Advisor (Clinical Facility). Clinical Facility agrees to designate a clinical advisor or coordinator who shall provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the proposed curriculum and the performance of individual students and shall arrange formal orientation to the facility for the faculty and students.
13. Supervision of Students. The supervision and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Coordinator (College) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility and Medical Staff rules, regulations, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. Removal of Students. Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise proved under any approachable policies, procedures, rules, regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.
15. Patient Care. Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and competency to ensure safe and continuous health care during the term of this Agreement.
16. Student Evaluation. In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually

agreed between the Clinical Coordinator (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Coordinator evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Coordinator. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.

17. Ongoing Communication. College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. Materials. College agrees to provide students with all educational material required during the clinical program.
19. Medical Library. Clinical Facility agrees to provide students with access to the Medical Library during its normal business hours, if applicable.
20. No Payments or Other Remuneration. College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members, nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.

21. No Right to Employment. The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.

22. Insurance Carried by the District. District shall, at its sole cost and expense, insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain a program of insurance as follows

- a. Comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts.
- b. Professional liability insurance for staff and 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,
- c. Workers' Compensation coverage for staff and students participating in the rotation.
- d. Such other insurance in amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance.
- e. District will provide Certificates of insurance that includes thirty (30) days' notice of cancellation, modification, or reduction in said insurance to Clinical Facility within 10 days of execution of this agreement.

23. Insurance Carried by Clinical Facility. Clinical Facility shall, at its sole cost and expense, insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain a program of insurance as follows:

- a. Comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts.
- b. Professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate
- c. Workers' Compensation insurance covering Clinical Facility's full liability as required by law under the Workers' Compensation Insurance and Safety Act of the State of California as amended from time to time.
- d. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance.

- e. Clinical Facility will provide Certificates of insurance that includes thirty (30) days' notice of cancellation, modification, or reduction in said insurance to District within 10 days of execution of this agreement.

24. Student Health Records. Any student participating in a rotation shall, at the request of Clinical Facility, provide a current statement from his or her physician that the student is in good health and capable of participating in the rotation. Clinical Facility, upon request, may require that any student returning from an extended absence caused by illness or injury submit to a physical examination or present a statement from a physician indicating that the student is capable of resuming clinical activities. Any such physical examination shall be the financial responsibility of the student.

Any student participating in a rotation shall provide verification of annual T.B. screening, immune status for rubeola, rubella, and chicken pox, hepatitis B (or signed waiver for hepatitis B).

25. Student Medical Care. To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.

26. Confidentiality of Student Record. Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction.

Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.

27. Verification. College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term hereof it shall retain such licensure, accreditation and/or certification,

and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

28. Indemnification. The District shall defend, indemnify and hold Clinic Facility harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents, employees, Students, or District Instructors (if applicable).
29. Indemnification. Clinic Facility shall defend, indemnify and hold the District harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Clinical Facility, its officers, agents, or employees.
30. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
31. Assignment. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
32. Effective Date and Termination. This agreement shall be binding and deemed effective on the date which this Agreement first becomes fully executed by all Parties hereto and shall remain in effect until September 30, 2022 unless sooner terminated by either party in accordance with this section.
  - a. Either party may terminate this Agreement without cause by giving sixty (60) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation.
  - b. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party. If the breach is not cured, the Agreement shall terminate at the end of the thirty day period.

- c. Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.

33. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic or facsimile signature shall be deemed an original.

34. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal deliver, or by U. S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

**To Clinical Facility:**

Mater Dei High School  
1202 West Edinger Avenue  
Santa Ana, CA 92707

**To College:**

Director of Nursing  
Santa Ana College  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706

**With a copy to:**

Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706  
ATTN: Vice Chancellor  
Business Operations/Fiscal Services

35. Entire Agreement. This Agreement and all attachments hereto, constitute the entire agreement of the parties. There are no representations, covenants or warranties other than those expressly stated herein. No waivers or modification of any of the terms hereof shall be valid unless in writing and signed by both parties.

**Mater Dei High School**

By: \_\_\_\_\_

Typed Name: \_\_\_\_\_

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

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

**Rancho Santiago Community College  
District**

By: \_\_\_\_\_

Typed Name: Peter J. Hardash

Title: Vice Chancellor, Business  
Operations/Fiscal Services

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – Academic Affairs**

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Software As A Service Subscription License Agreement with curriQunet	
Action: Request for Approval	

**BACKGROUND**

Santa Ana College (SAC) is currently in the final year of a five (5) year service agreement with Governet for curriculum management software. Curriculum management software supports the operations of curriculum proposal, revision and approval. A new Software As A Subscription License Agreement will allow SAC to complete migration of operations to a new version of the software, called curriQunetMETA.

**ANALYSIS**

The current version of the curriculum management software in use by SAC is over five (5) years old and is very outdated in terms of ease of use and available features. Under the current service agreement, SAC began working with Governet to plan migration of operations to the latest version, including customizations, of the software necessary to support SAC’s business processes in the most efficient way possible. This new system launched in February 2019. This system update will result in significant improvements to the efficiency of SAC’s curriculum management processes.

SAC would like to enter into a three (3) year Software As A Service Subscription License Agreement with curriQunet for the curriQunetMETA software and system. The fiscal impact over the three (3) year term of the Software As A Service Subscription License Agreement with curriQunet will total \$39,493.50. This represents an annual increase of \$2,918 for the cost of curriculum management software. The cost will continue to be funded out of the general fund.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Software As A Service Subscription License Agreement with curriQunet, located in Idaho Falls, Idaho, as presented.

Fiscal Impact: \$39,493.50	Board Date: February 25, 2019
Prepared by: Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs John D. Steffens, Director, Student Information Support	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

# curriQūnet META

Software as a Service

Subscription License

**SANTA ANA COLLEGE**

## Software As A Service Subscription License

Client		Service Provider	
Name	Santa Ana College	Name	curriQūnet
Address	1530 West 17 <sup>th</sup> Street	Address	1600 John Adams Parkway, Suite 200
City, State ZIP	Santa Ana, CA 92706	City, State ZIP	Idaho Falls, Idaho 83401-4300
Phone	714-564-6082	Phone	208-522-1225
Contact Name	Dr. Jeffrey Lamb	Contact Name	Nancy Howard

Effective Date	Initial Term (Months)	Renewal Date
February 1, 2019	36	2/1/2022

This SaaS Subscription Agreement (“Agreement”), dated as of the Effective Date, governs the use by Customer of curriQūnet META as described in Schedule A (collectively, the “SaaS System”), and the services provided by Service Provider in connection with the SaaS System (the “SaaS Services”). This Agreement includes (1) Schedule A that outlines the services and access purchased from Service Provider and the SaaS Services, and (2) the Terms of Purchase and Use. In the event of conflict among terms, the order of priority shall be the Schedule A, Schedule B, this Agreement and the Terms of Purchase and Use.

1. Service Provider agrees to provide the SaaS Services described in Schedule A, and Customer agrees to pay for the Products and SaaS Services and comply with the terms and conditions set forth in this SaaS Subscription Agreement, Schedule A, Schedule B and the Terms of Purchase and Use.

2. The Term of Service for the SaaS Services is indicated in Schedule A for the SaaS Services. The SaaS Services access is limited to all name employees of the Customer. For each User, Customer will be provided a user name (User ID) and password, which enables the number of Customer's Users to access the SaaS System and use the SaaS Services. Following expiration of the Initial Term, the Term of Service will automatically renew for successive periods of one (1) year each unless and until either party gives the other party notice of non-renewal at least 60 days prior to the next scheduled renewal date. Customer may elect Early Termination of the Services solely as permitted in the Terms of Purchase and Use for the Services.

3. Service Provider grants to Customer a limited, non-exclusive, terminable, non-transferable license to access the SaaS Services through the SaaS System, or by any other means on which the parties may agree, and to use the SaaS Services during the Term or Service, subject to the terms of this agreement.

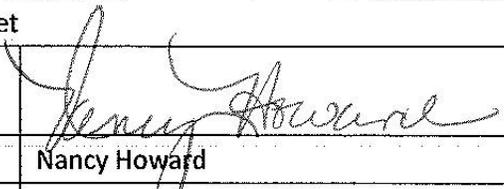
4. All other terms and conditions that are part of this Agreement shall be as set forth in the Terms of Purchase and Use, and this Agreement (inclusive of the Terms of Purchase and Use), and all Order Forms completed and approved pursuant to this Agreement, constitute the complete and exclusive terms of the agreement between the parties regarding the subject matter and supersedes all other prior and contemporaneous agreements or communications with respect to the subject matter hereof. In the event of a direct conflict between the terms of this Agreement and the terms of the then-current Terms of Use, the terms of the Agreement shall control.

5. Customer represents and warrants that Customer has all necessary authorization to purchase and pay for the Products and SaaS Services indicated in Schedule A.

6. Customer agrees to provide the necessary electric service, wiring, computer equipment and communication line access (in accordance with UL standards) for access to the SaaS Services. Customer agrees to provide, install and maintain, at Customer's expense, data communication lines therefor, all pursuant to minimum specifications prescribed by Service Provider from time to time. Customer shall be responsible for ongoing charges for Customer's own use of such data communication lines.

7. If there is any conflict between the terms of Schedule A and the terms of this SaaS Subscription Agreement or the Terms of Purchase and Use, then the terms of Schedule A shall control. Any provisions contained in Customer's own purchase order forms, such as preprinted terms and conditions typically found on their reverse side, shall not apply and are superseded in their entirety by the provisions of this Subscription Agreement, including the applicable Order Form.

THE TERMS AND CONDITIONS SET FORTH HEREIN SHALL NOT BE BINDING UNTIL FULLY EXECUTED BY AN AUTHORIZED SIGNATORY FOR BOTH CUSTOMER AND SERVICE PROVIDER (OR ITS APPLICABLE AFFILIATE).

curriQūnet		Santa Ana College	
By:		By:	
Printed:	Nancy Howard	Printed:	Peter J. Hardash
Title:	Vice President Product Delivery & Services	Title:	Vice Chancellor, Business Operations/Fiscal Services
Date:	12/13/2018	Date:	

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## Description of SaaS Services

(1) BASIC MONITORING. The SaaS Services include access by Customer through the SaaS Customer Web-based Portal to the following features: curriQūnet META as outlined in Schedule A.

(2) HOSTING AND MANAGEMENT SERVICES. The SaaS Services include the following managed services:

- Network administration, including communications between the Gateway and the network operations center through cellular wireless transmission or Customer provided Ethernet connection or other method as provided by the Customer
- Software administration
- Data administration including backup and recovery
- Periodic software upgrades

(3) AUTHORIZED USER LICENSE (WEB PORTAL). The Authorized User License is limited to named institutional users identified and verified as having an institutional email address enabling access to the Portal.

(4) INSTALLATION/ACTIVATION SERVICES: Customer may elect to receive any of the following Installation Services from Service provider as outlines in Schedule A.

(5) PORTAL AND BUSINESS PROCESS TRAINING. If these Services are purchased, Customer shall receive the number of days of on-site Portal and Business Process Training set forth in Schedule A. Alternatively, Customer may elect to receive Portal and Business Processing Training remotely.

(6) SUPPORT SERVICES. Support Services include unlimited remote service and support during normal business hours (Monday – Friday, 6 a.m. – 6 p.m. MDT). Customer will designate one individual who will be the authorized point of contact for all technical support communications between Service Provider and Customer at all times. Service Provider will use commercially reasonable efforts to keep the SaaS System available on a 24 hour a day, 7 day a week basis, via web site access utilizing the Minimum Configuration, subject to occasional scheduled downtime (during non-working hours, for short periods of time, typically on Sundays and communicated in advance) for maintenance purposes, unforeseen maintenance and systems outages, or routine testing of the Services. As used herein, “Minimum Configuration” means the minimum configuration of client hardware and software required to access the Services, which, shall be that users have an Internet connection and Internet.

## Terms of Purchase and Use

**PLEASE READ CAREFULLY BEFORE PURCHASING THE PRODUCTS AND USING THIS SaaS SERVICE. BY PURCHASING THE PRODUCTS, AND/OR ACCESSING AND USING THE SaaS SERVICE AND THE ASSOCIATED WEBSITE, APPLICATIONS AND TOOLS, YOU AGREE TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS SET FORTH HEREIN. THESE TERMS OF PURCHASE AND USE FORM PART OF THE SaaS SUBSCRIPTION AGREEMENT, WHICH YOU ARE REQUIRED TO ACCEPT IN CONNECTION WITH YOUR INITIAL AND ALL SUBSEQUENT PURCHASES OF THE PRODUCTS AND USE OF THE SaaS SERVICE.**

## SaaS Services; Grant of Rights

If SaaS Services are obtained pursuant to Schedule A, Service Provider grants you and your staff (collectively, the “Users”), for the Term of Service indicated in Schedule A, a limited, non-exclusive, terminable, non-transferable license to access and use the services, tools and applications provided through the SaaS Service subject to these Terms of Purchase and Use. The SaaS Service may include download areas and product information provided by

Service Provider or third-party vendors. All SaaS Services, including any updates, enhancements, new features, and/or the addition of any new Web properties, are subject to these Terms of Purchase and Use. All rights not expressly granted to you and your Users pursuant to the SaaS Subscription Agreement are reserved to Service Provider, and all uses of the SaaS Service not expressly permitted hereunder are prohibited.

### **Permitted and Prohibited Use**

*Limited Use.* You and your Users may access the SaaS System and use the SaaS Services solely to support and operate in your internal business (i) the software access purchased by you from Service Provider; and, (ii) Service Provider's web-based monitor and control management portal ("the "Portal"). Service Provider reserves the right, in its sole discretion, to limit your and/or your Users' use of the SaaS Services in the event that Service Provider determines that your and/or your Users' use thereof to be inconsistent with such purposes, and/or otherwise inconsistent with these Terms of Purchase and Use.

*Prohibited Uses.* You agree, for yourself and all your Users, as a condition of use of the SaaS Services, not to use the SaaS Services for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You and your Users may not use the SaaS Service in any manner that could damage, disable, overburden, or impair any Service Provider or subscriber server, or the network(s) connected to any Service Provider or subscriber server, or interfere with any other party's use and enjoyment of any of the SaaS Services. You and your Users may not attempt to gain unauthorized access to any part of the SaaS Services, other accounts, computer systems or networks connected to any Service Provider or subscriber server or to any part of the SaaS Services, through hacking, password mining or any other means. You and your Users may not obtain or attempt to obtain any materials or information through any means not intentionally made available through the SaaS Services. Except as expressly set forth herein, you and your Users may not (i) copy, reproduce, alter, modify, transmit, perform, create derivative works of, publish, sub-license, distribute, or circulate the SaaS Services, or any associated applications, tools or data thereof; (ii) disassemble, decompile, or reverse engineer the software used to provide the SaaS Services, or use a robot, spider, or any similar device to copy or catalog any materials or information made available through the SaaS Services; or, (iii) take any actions, whether intentional or unintentional, that may circumvent, disable, damage or impair the SaaS Services' control or security systems, or allow or assist a third party to do so.

*Suspension of Service.* Service Provider may at any time suspend (or require that you suspend) the access of Users to the SaaS Services and/or disable their Login Information in the event of violation of these terms and conditions. Grounds for suspension of service are not limited to, but may include, for example, legal or regulatory reasons, investigation of suspicious activities, or action by authorities, or if Service Provider or you have has reason to suspect any such User is engaged in activities that may violate these Terms of Purchase and Use, applicable laws, or subscriber policies, or are otherwise deemed harmful to Service Provider, your organization, your and our respective network or facilities, or other Users. Service Provider shall not be liable to any User for suspension of SAAS Service, regardless of the grounds.

### **Ownership; Subscriber and User Submissions**

As between you and your Users and Service Provider, the SaaS Services, any material or information provided pursuant to the SaaS Services, and any associated applications, tools or data, and all additions, modifications and improvements made or specified by Service Provider, its agents or contractors, are the property of Service Provider, and are protected by United States and international copyright, trademark and patent laws, as applicable. By using the SaaS Services, neither you nor your Users gain any ownership interest in such items.

Service Provider does not claim ownership of the data you or your Users provide for the use and operation of the SaaS Services. Service Provider and its vendors and contractors may use such information to operate and administer the SaaS Services. In addition, Service Provider may retain, analyze, use and share such information in anonymous, filtered, or aggregate form for general business purposes.

Service Provider reserves the right to upgrade, modify, replace or reconfigure the SaaS Services at any time. Customer will be provided at least thirty (30) days' advance notice for changes that materially and adversely affect any use of the SaaS Services. Service Provider may also change the fee schedule, support terms, and service level agreements for the SaaS Services subject to at least thirty (30) days' advance notice, except that the change will not apply for the remainder of the Term of Service to the amount and type of SaaS Services you have contracted for under existing Order Forms. Any such notice may be given and shall be provided in an email sent to your account representative, or if included in any amendment, extension or new version of this Agreement or any Order Form.

### **Links to Third Party Sites**

The SaaS Service may provide links that allow you or your Users to leave Service Provider's site and/or access third party websites. The linked sites in many cases are not under the control of Service Provider and Service Provider is not responsible for the contents of any linked site or any link contained in a linked site, or any changes or updates to such sites. Service Provider is not responsible for webcasting or any other form of transmission received from any linked site. Service Provider provides these links only as a convenience, and the inclusion of any link does not imply endorsement by Service Provider of the site.

### **Use of Passwords; Internet**

You are responsible for providing and administering usernames and passwords for all Users (the "Log-In Information"). Each User must have a valid username and password for the purpose of accessing the SaaS Services. You and your Users must keep all Log-In Information strictly confidential. Login Information may be used only by the assigned User and may not be shared or transferred without your consent and control.

You and your Users are responsible for maintaining the confidentiality of that User's username and password. You and your Users are responsible for any and all activities that occur under your entire Users' accounts. You agree to notify Service Provider immediately of any unauthorized use of your Users' accounts or any other breach of security. Service Provider will not be liable for any loss that you or a User may incur as a result of someone else using your Users' passwords or accounts, either with or without the applicable Users' knowledge.

Service Provider does not guarantee the security of any information transmitted to or from you or any User over the Internet, including through the use of e-mail. Access to the Internet, if employed, is your and each User's sole responsibility and the responsibility of Internet provider(s) you select. Service Provider does not accept any responsibility for failure of service due to Internet facilities, including related telecommunications or equipment.

### **Communications from Service Provider**

Service Provider may periodically contact you or Users for customer service purposes. By accessing the SaaS Services, you and each User consent to receive such communications. You agree that Service Provider may reference its business relationship with you in its marketing or sales materials.

**Payments, etc.**

You agree to pay at the time indicated in Schedule A and Schedule B all payments due from you thereunder. If not otherwise indicated in the Order Form, all payments are due thirty (30) days from invoice.

You agree to accept responsibility for paying and reporting (a) all federal, provincial, state and local taxes, however designated, levied or based on account of the purchase price of the Products or SaaS Services or on account of your acquisition or ownership or use of the Products (exclusive only of taxes based on net income derived by Service Provider); and, (b) all foreign taxes, export or import tariffs, and custom duties, however designated, levied or based in connection with the sale conducted hereby, the purchase price of the Products and the SaaS Services, or your acquisition or ownership or use of the Products. You agree to hold Service Provider harmless from all claims and liability arising in connection with Purchaser's failure to report or pay such taxes.

In the event that you default in any of the terms and conditions of the SaaS Subscription Agreement, including these Terms of Purchase and Use and any Order Forms completed and approved thereunder, or a petition for bankruptcy is filed by or against you, then, to the extent permitted by applicable law, Service Provider shall have the right to exercise one or more of the following remedies: (a) To declare the entire amount of the unpaid total purchase price due and payable plus all service fees that would otherwise come due for the remainder of the Term of Service, together with interest thereon at the lesser of 18% per annum or the then highest allowable legal rate per annum; (b) Without demand or legal process, you authorize Service Provider's agents to enter into the premises where the Products may be found and take possession and remove the same and you specifically waive any claim or right of action for trespass or damages in connection with Service Provider's exercise of such right. Service Provider shall have the right to sell, lease or retain the Products in complete or partial satisfaction of any outstanding claim and to retain all prior payments in respect of the purchase price or Products and previously accrued service fees. Notwithstanding the taking of possession by Service Provider of the Products, you shall remain liable for the total purchase price for the Products and all service fees that would otherwise come due for the remainder of the Term of Service; and/or (c) To terminate this Agreement as to any or all of Schedule A. All remedies of Service Provider hereunder are cumulative and may, to the extent permitted by law, be exercised concurrently or consecutively and jointly or severally, and the exercise of any one remedy shall not be deemed to be an election of such remedy to preclude the exercise of any other remedy. No failure on the part of Service Provider to exercise, and no delay in exercising any right or remedy hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by Service Provider of any right or remedy hereunder preclude any other or further exercise of any partially exercised right or remedy.

**Notice Specific to Software Available with the SaaS Services**

Any software that is made available to download from the SaaS Services ("Software") is the copyrighted work of Service Provider and/or its suppliers. Use of the Software is governed by the terms of the end user license agreement, if any, which accompanies or is included with the Software ("License Agreement"). In some cases, you or a User may be unable to install any Software that is accompanied by or includes a License Agreement, unless you first agree to the License Agreement terms.

The Software so provided is made available for download solely for use according to the License Agreement. Any reproduction or redistribution of the Software not in accordance with the License Agreement is expressly prohibited by law, and may result in civil and criminal penalties. WITHOUT LIMITING THE FOREGOING, COPYING OR REPRODUCTION OF THE SOFTWARE TO ANY OTHER SERVER OR LOCATION FOR FURTHER REPRODUCTION OR REDISTRIBUTION IS EXPRESSLY PROHIBITED, UNLESS SUCH REPRODUCTION OR REDISTRIBUTION IS EXPRESSLY PERMITTED BY THE LICENSE AGREEMENT ACCOMPANYING SUCH SOFTWARE.

RESTRICTED RIGHTS LEGEND. Any Software which is downloaded from the Services for or on behalf of the United States of America, its agencies and/or instrumentalities ("U.S. Government"), is provided with Restricted

Rights. Use, duplication, or disclosure by the U.S. Government is subject to restrictions as set forth in subparagraph (c)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs (c)(1) and (2) of the Commercial Computer Software -- Restricted Rights at 48 CFR 52.227-19, as applicable.

### **Changes to Terms of Use**

**SERVICE PROVIDER RESERVES THE RIGHT TO CHANGE THESE TERMS OF PURCHASE AND USE FROM TIME TO TIME. SUCH CHANGES WILL BECOME EFFECTIVE WHEN SAAS POSTS THE REVISED TERMS OF USE AS PART OF THE SERVICE OR ON ANY RELATED WEBSITE. THE MOST CURRENT VERSION OF THE TERMS OF USE CAN BE REVIEWED BY CLICKING ON THE “TERMS OF PURCHASE AND USE” HYPertext LINK LOCATED IN THE HOME PAGE FOR THE SERVICE. USERS SHOULD CHECK THE TERMS OF USE FROM TIME TO TIME, AS THEY ARE BOUND BY THE TERMS OF USE SO POSTED FROM AND AFTER THE TIME THE CHANGES ARE POSTED. ANY REVISED TERMS OF USE SHALL SUPERSEDE ALL PREVIOUS VERSIONS.**

### **Termination of the SaaS Subscription Agreement; Effect of Termination or Expiration**

In the event that you breach any term of the SaaS Subscription Agreement, or you or your Users breach these Terms of Purchase and Use, and such breach is not cured within 10 days after receipt of notice thereof from Service Provider, Service Provider may terminate the SaaS Subscription Agreement in whole or in part immediately upon written notice to you. Notwithstanding the foregoing, there shall be no cure period for any Event of Default that is not curable.

Upon expiration or prior termination of the SaaS Subscription Agreement, all rights granted herein shall revert to Service Provider. All access to and use of the SaaS Services by Users must then cease, and all materials, applications and tools downloaded from the SaaS Service must be erased, deleted, or destroyed.

### **No Warranties, Limitation of Liability**

**To the extent that the original manufacturer is not Service Provider or its affiliates and such manufacturer makes any warranties covering the Products, Service Provider assigns those warranties to you, subject to the conditions and limitations provided by the manufacturer. Service Provider will cooperate with you, at your cost, to process any warranty claim, but Service Provider assumes no other responsibility for such warranties. THE FOREGOING ASSIGNMENT OF WARRANTIES IS EXPRESSLY IN LIEU OF ANY AND ALL OTHER WARRANTIES PERTAINING TO THE PRODUCTS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY EXPRESS WARRANTY ARISING FROM ANY DESCRIPTION OR SPECIFICATION PROVIDED FOR THE PRODUCTS, OR ANY SAMPLE OR MODEL PRESENTED TO YOU OR YOUR REPRESENTATIVES, OR ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR USE OR PURPOSE, OR TITLE. YOUR EXCLUSIVE REMEDY FOR ANY CLAIM BASED ON THE CONDITION, PERFORMANCE, DEFECT OR NON-CONFORMITY OF THE PRODUCTS SHALL BE TO MAKE A CLAIM TO THE ORIGINAL MANUFACTURER FOR THE WARRANTIES (IF ANY) PROVIDED BY THE ORIGINAL MANUFACTURER.**

**THE SAAS SERVICES AND ANY TOOLS, APPLICATIONS, INFORMATION OR MATERIALS PROVIDED TO YOU IN CONNECTION WITH THE SAAS SERVICES ARE PROVIDED “AS IS,” AND ALL WARRANTIES OF ANY KIND, PAST OR PRESENT, WHETHER STATUTORY, COMMON-LAW OR FROM A COURSE OF DEALING OR USAGE OF TRADE, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, RESULTS OR OUTPUT, SECURITY AND, EXCEPT AS MAY BE OTHERWISE STATED IN THIS AGREEMENT, NON-INFRINGEMENT, ARE EXPRESSLY DISCLAIMED TO THE FULLEST EXTENT PERMITTED BY LAW. SERVICE PROVIDER DOES NOT GUARANTEE OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR ACCURACY OF THE SAAS SERVICES.**

**NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY SERVICE PROVIDER OR ITS EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF SERVICE PROVIDER'S OBLIGATIONS HEREUNDER. IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE FOR ANY LOST OR CORRUPTED DATA, DOWNTIME, LOST PROFITS, BUSINESS INTERRUPTION, REPLACEMENT SERVICE OR OTHER SPECIAL, INCIDENTAL, CONSEQUENTIAL, PUNITIVE OR INDIRECT DAMAGES, HOWEVER CAUSED AND REGARDLESS OF THEORY OF LIABILITY.**

Service Provider and its affiliates shall not be liable for loss, injury or damage of any kind to any person or entity resulting from any use, condition, performance, defect or failure in the Products or the SaaS Services. You and your Users release and waive all claims against Service Provider, its parent, subsidiaries, affiliated companies, agents or content providers, and the directors, trustees, officers, shareholders, employees, agents and representatives of each of the foregoing (the "Service Provider Group"), from any and all claims, damages, liabilities, costs and expenses arising out of your and your Users' use of the Products and the SaaS Services. California residents waive any rights they may have under §1542 of the California Civil Code, which reads: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor." You and your Users agree to release unknown claims and waive all available rights under California Civil Code §1542 or under any other statute or common law principle of similar effect.

### **Subscriber Representations**

You represent and warrant that: (i) you have full power and authority to enter into the SaaS Subscription Agreement, and to agree to all the terms and conditions contained therein and in these Terms of Purchase and Use; (ii) only you and your Users shall per permitted to access the SaaS Services and any related tools, applications, information and materials provided in connection with the SaaS Services; and, (iii) you shall obtain and maintain in effect all permits, licenses and authorizations necessary for the purchase and intended use of the Products and the SaaS Services.

### **Reporting Infringement**

By accessing and/or using the SaaS Services, Users agree to report to Service Provider all claims or suspected claims of copyright or other infringement of Service Provider's intellectual property or other proprietary rights. Claims of infringement should be directed to Legal Department of Service Provider.

If you believe that any information on the SaaS site infringes on your copyright, you should notify the Service Provider of your claim in accordance with the following procedures. Service Provider will process notices of alleged infringement in accordance with the Digital Millennium Copyright Act ("DMCA") and other applicable copyright laws. The DMCA requires that notification of claimed infringement be in writing and provided to Service Provider's designated agent of service: curriQūnet, Attention Legal Affairs, 1600 John Adams Parkway, Suite 200, Idaho Falls, ID 83401

To be effective, the notice of infringement must contain the following information: (1) A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed; (2) Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site; (3) Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material; (4) Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted; (5) A statement that the complaining party has a good faith belief that use of the material

in the manner complained of is not authorized by the copyright owner, its agent, or the law; and, (6) A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

**Miscellaneous.**

Failure to perform by reason of any law, natural disaster, labor controversy, encumbered intellectual property right, war or any similar event beyond a party's reasonable control shall not be a breach hereof.

Service Provider shall not be liable for any loss or damage of any kind or for any consequences thereof resulting from delay or inability to deliver caused by strikes, lockouts, fire, theft, shortage, inability to obtain materials or shipping space, breakdowns, delays or carriers, manufacturers, or suppliers, acts of God, governmental statutes, proclamations or regulations, riot, civil commotion, war, malicious mischief, receipt of necessary information from Purchaser, or by any cause beyond your reasonable control.

You acknowledge and agree that the SaaS Services and the tools, applications, information and materials provided in connection with the SaaS Services possess a special, unique and extraordinary character that makes difficult the assessment of the monetary damages that would be sustained as a result of unauthorized use, and that unauthorized use may cause immediate and irreparable damage to Service Provider or other Subscribers for which Service Provider or such other Subscribers would not have an adequate remedy at law. Therefore, you agree that, in the event of such unauthorized use, in addition to such other legal and equitable rights and remedies as may be available to Service Provider, Service Provider shall be entitled to injunctive and other equitable relief without the necessity of proving damages or furnishing a bond or other security.

This Agreement shall be construed and enforced under the laws of the State of Nevada without reference to the choice of law principles thereof. User hereby consents to and submits to the jurisdiction of the federal and state courts located in the State of Nevada. User waives any defenses based upon lack of personal jurisdiction or venue, or inconvenient forum.

If any provision herein is unenforceable, then such provision shall be of no effect on any other provision hereof.

No waiver of any breach hereof shall be deemed a waiver of any other breach hereof.

Section headings are provided for convenience only, and shall not be used to construe the meaning of any section hereof.

**SCHEDULE A**  
**Statement of Work (SOW)**  
 Date: February 1, 2019

By signing this Statement of Work (SOW), Client is purchasing the Professional Services at the cost identified below. This SOW and the Professional Services to be provided shall be governed by either (i) the Client’s Master Agreement with curriQūnet if the Client has an agreement on file with curriQūnet or (ii) curriQūnet’s Professional Services Terms and Conditions. curriQūnet is not bound by the pricing and terms of this SOW unless fully executed by both parties as identified herein prior to the start of the contracted terms specified in the main SaaS Subscription Agreement.

Client			
Name:	Santa Ana College	Representative:	Dr. Jeffrey Lamb
Address:	1530 West 17 <sup>th</sup> Street	Phone Number:	714-564-6082
City, State ZIP:	Santa Ana, CA 92706	Email:	Lamb_Jeffrey@sac.edu

Project Contact Information			
Sales:		Project Manager:	Nancy Howard
Phone Number:		Phone Number:	208-522-1225
Email:		Email:	nancyhoward@curriqunet.com

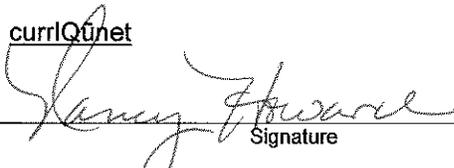
Special Billing Instructions	
<ul style="list-style-type: none"> <li>All onetime fees are due upon execution of this Statement of Work</li> <li>SaaS monthly fees billed monthly as identified below and due NET 30 from date of the invoice</li> </ul>	

Project Cost			
Type	Amount	Terms	Subtotal
Professional Services - Catalog	\$795.00	One Time	\$795.00
curriQūnet META SaaS	Includes META license: Course & Programs, Catalog, Training, Bi-monthly Updates, Support and Hosting	Annualized SaaS Fees	\$16,228.00
	Paid Up Support Contract through 10/31/2019		(\$9,985.50)
	Adjusted Annualized SaaS 2/1/2019-1/31/2020	Due 1/31/2019	\$6,242.50
	Annualized SaaS Fees 2/1/2020-1/31/2021	Due 1/31/2020	\$16,228.00
	Annualized SaaS Fees 2/1/2021-1/31/2022	Due 1/31/2021	\$16,228.00

Other Special Instructions
None

This SOW has been executed on behalf of the parties by their duly authorized representatives. By signing this SOW, the Client agrees that the SOW and the Professional Services to be provided shall be governed by either (i) the Client's Master Agreement with curriQūnet if the Client has an agreement on file with curriQūnet or (ii) curriQūnet's Professional Services Terms and Conditions and that the Client has reviewed such applicable terms in either the Master Agreement or curriQūnet's Professional Services Terms and Conditions.

curriQūnet



Signature

Nancy Howard

Printed Name

VP, Product Delivery and Services

Title

12/13/2018

Date

Client  
Santa Ana College

Signature

Peter J. Hardash

Printed Name

Vice Chancellor, Business Operations/Fiscal Services

Title

Date

## Schedule B

### Description of Implementation Process and Solution Modifications

The customer will be provided with an initial setup of the curriQūnet META system using either:

1. A standard configuration, or
2. A custom setup using on an existing CurricUNET V2 or curriQūnet META configuration that is currently hosted and supported by curriQūnet.

The customer will be provided an opportunity to review and formally request changes to the initial curriQūnet META configuration.

curriQūnet will make the formally stated system modification(s) as requested assuming that current features and functions can support the requested changes. If requested changes are not supported within the current Meta system, they must be formally requested via an executed change order that includes a scope of work and associated fees to complete the additional development.

The customer will be provided a final opportunity to review the requested system modifications made and request any final changes to the system after customer review and analysis prior to the system being placed into production.

curriQūnet will make the formally stated system modification(s) as requested assuming that current features and functions can support the requested changes. If requested changes are not supported within the current Meta system, they must be formally requested via an executed change order that includes a scope of work and associated fees to complete the additional development.

For any changes requested by the customer after the second round of system modifications the customer has two options for implementing those changes:

1. Request those system modifications as part of the support process that initiates after the customer's curriQūnet META solution is placed in to production, or
2. Pay for those system modifications under a separate mutually agreed upon Statement of Work. (See Schedule A)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTA ANA COLLEGE – ACADEMIC AFFAIRS**

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Proposed Revisions for the 2018 – 2019 Santa Ana College Catalog Addendum	
Action:	Request for Approval	

**BACKGROUND**

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2019. It includes new courses, course revisions, course deletions, and other curricula changes that are reflected in the catalog.

**ANALYSIS**

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santa Ana College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed revisions for the 2018 – 2019 Santa Ana College Catalog.

Fiscal Impact:	None	Board Date: February 25, 2019
Prepared by:	Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



**CURRICULUM AND INSTRUCTION COUNCIL**

DATE: February 25, 2019  
TO: Linda D. Rose, Ed.D., President of Santa Ana College  
FROM: Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council  
Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs  
RE: **PROPOSED REVISIONS FOR THE 2018-2019 CATALOG ADDENDUM**

The following changes to the 2018-2019 college catalog are proposed by the Curriculum and Instruction Council (CIC) of Santa Ana College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santa Ana College’s CIC is chaired by Dr. Brian Sos, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, two Curriculum Specialists and a student representative.

The changes initiated at Santa Ana College for the 2018-2019 catalog are:

**REVISED COURSE** (See Attachment #1)  
One (1) course revision was approved which reflected changes in title, units, hours, or content because of changes in requirements for four year schools and recommendations from advisory committees or state agencies.

**DELETED PROGRAM, DEGREE AND CERTIFICATE** (See Attachment #1)  
One (1) degree was deleted because it was outdated and/or required courses that had not been offered in three (3) or more years.

**REVISED COURSE**

**Credit**

Criminal Justice Academies 099, OCSD Basic Pre-Academy

**Non-Credit**

None

**DELETED PROGRAM, DEGREE AND CERTIFICATE**

**Credit**

Supporting Children with Special Needs – Certificate of Proficiency

**Non-Credit**

None

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER**

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Classroom Lease Renewal with Orange Unified School District	
Action: Request for Approval	

**BACKGROUND**

Historically, RSCCD has rented classroom space from the Orange Unified School District (OUSD) to provide additional instructional facilities for continuing education courses. This arrangement was first approved by the Board of Trustees on January 14, 1986. Renewal of the lease agreement is required for use of the space in 2018-19.

**ANALYSIS**

The 2018-19 cost to lease classroom space with the OUSD is \$15.38 per classroom hour. This is the same rate as the previous year (2017-18). It is estimated that the Santiago Canyon College, Orange Education Center will need to lease approximately 2,920 hours of classroom space during the 2018-19 fiscal year for a cost of \$44,910. Attached is a copy of the required online OUSD Facility Use Application form. The details of the request for facility use are completed online as the need for classrooms is determined.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the SCC Orange Education Center classroom lease renewal with Orange Unified School District for the period of July 1, 2018 through June 30, 2019 as presented.

Fiscal Impact: \$15.38 per classroom hour	Board Date: February 25, 2019
Prepared by: Jose Vargas, Vice President, Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Event Request**

Group: SCC Orange Education Center [Create New Group](#)

Classification: Group A - Community Organizations  
[Classification Descriptions](#)

Primary Contact for Request: -- Select One --

**Event Request**

Event Name:

Event Description:

Event Type: -- Select One --

Event Category: Rental

Name of Adult Leader/Supervisor:

Total Number of People Expected:

Will fees be charged?  Yes  No

Description of Fees to be Charged:

Use of Revenue Funds:

Special Requests:

# Event Request

Agreement Description

## ATTACHMENT A

### RULES AND REGULATIONS

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use of the property for other than public school purposes shall be subordinate to this primary purpose

## ELIGIBILITY FOR USE

**2.** All groups qualifying under the provisions of the Civic Center Act may use school facilities for non-stop purposes. **They must adhere to the rules and regulations as set forth by the Governing Board of Trustees.** In general, the subject matter of such meetings shall pertain to the recreational, educational, scientific, literary, economic, political, artistic or moral interests of the Community, or for the discussion of matters of general or public interest.

**3.** All groups qualifying for use of OUSD facility fall under the provisions of the Civic Center Act and Board Policy, even as amended from time to time. **Use of religious services must be in accordance with the following: a fair market rental will be charged, religious organizations may use school facilities in accordance with E.C. 38130-38139.**

**3a.** All groups shall comply with applicable city ordinances relating to business and charitable solicitations.

**4.** Specific restrictions are contained in the laws of the State against the use of school property by subversive groups, for denominational or sectarian purposes, or if the purpose of the meeting is immoral, offensive, or harmful activity. **The facilities will not be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence, or other unlawful means.**

## SAFETY

**5.** A Civic Center permit does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment; Arrangements for the supervision, operation and payment for the use of any special equipment made available shall be made with the school administrator approving the permit.

**6.** No structures may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the school administrator issuing the permit.

**7.** Any use of school facilities for non-school purposes shall comply with State and local fire, health and safety laws.

## FEE/RENTAL CHARGE

**8.** Charges shall be determined from the Board-approved Table of Charges at the time the permit is issued or after group receives a copy of the approved application/permit.

**9.** All fees may be paid by cash, certified check, personal check, or cashier's check made payable to Orange Unified School District.

**10.** Rental rates do not include custodians, cafeteria personnel, ushers, stagehands or other personnel of a similar nature.

**11.** Using OUSD's reservation system, all cancellation's are required to be submitted not less than five (5) days to permit event date, to avoid full charges. You must log onto your reservation user account and cancel date (s) not needed. NOTE: cancellations made less than five (5) days prior to permitted event may result in charges to the applicant as though the facility were used.

## SPECIAL REGULATIONS

**12.** No booking will be made which will interfere with any arranged school function. School use of all facilities has first consideration and permits are revocable at any time.

**13.** A Certificate of Insurance **MUST BE** uploaded verifying that the Applicant has General, Professional, Automobile, Worker's Compensation and Abuse & Molestation liability coverages applicable to bodily injury and property damage with a limit of liability of at least \$1,000,000 per occurrence, \$2,000,000 annual aggregate.

Orange Unified School District shall be named as the ADDITIONAL INSURED.

When applicable, proof of non-Profit status, 501c3, must be uploaded to applicant's user account.

**14.** When food service in a cafeteria or kitchen is desired, arrangements must be made through the Director of Nutritional Services.

#### **GENERAL RULES GOVERNING USE**

**15.** The school administrator may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing laws or create a condition that may cause a disturbance of the peace.

**16.** No Alcoholic beverages, narcotics, weapons, dangerous objects, tobacco products, golfing, skateboarding, or dog/pet-walking shall be used/allowed on school district property.

**17. All electronic applications submitted, will be directed to the school administrator, NOT LESS THAN 15 days before, and NO EARLIER THAN 90 days before the desired use is to take place.**

**18.** The term "Organization" is defined to mean any persons or group of persons who make application for the use of school property or facilities. If the applicant is only one person, or two or more persons joined together in a partnership, the application must be signed by the person or by a majority of individuals who make up the partnership. If the agency is an organized group, the person making the application shall show evidence of authority to engage for such use of school facilities.

**19.** Any stage props used must be completely fireproofed by a certified agent of the user. The School District may request a certification from the Fire Department that all stage props have been certified as fireproof.

**20.** School facilities or property **will not be available for any entertainment involving the use of live animals of any type, kind or size, nor is straw, hay or any readily combustible material of a like manner to be used in any activity.** This is due to a condition of sanitation and fire hazard.

**21.** When a special activity takes place such as a television or radio broadcast and extra equipment is necessary, such as telephone lines, etc. the District Administration may require a special advance deposit from the applicant to help defray the cost of the special equipment. Any balance of the unused deposit will be returned to the applicant within ten (10) days after the date of the activity.

**22.** When the general public is allowed to park automobiles in school parking lots, they **must park in designated areas and in such a manner as to allow clear access to all buildings and fire hydrants**

#### **DECLARATION OF APPLICANT:**

**1.** The undersigned agrees to defend, Indemnify and Hold Harmless the Orange Unified School District, its board of trustees, agents and employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause including the district's negligence, that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment.

**2. The undersigned further agrees to provide a certificate of insurance, naming the district as an additional insured for liability coverages satisfactory to the district.**

**3.** I, the undersigned, hereby certify that I will be personally responsible on behalf of the group/organization for any damages sustained by the school building, furniture, equipment, or ground accruing through the occupancy or use of said building and/or use of said building and/or grounds by the group/organization, normal wear and tear excepted.

**4.** I hereby certify that I have received and read the rules, regulations, as stated in ATTACHMENT A and that I, and the organization which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the District and its authorized agents which may be communicated to the applicant.

**5.** In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant/organization to act in its behalf in making application for use of said facilities.

Event Request	
Group: SCC Orange Education Center	Application/Request ID: 95671
Event: <b>ESL-Test</b>	Event Type: Activity
Contact: Jose Vargas (7146285910)	Event Category: Rental
Adult Leader/Supervisor: J. Vargas	Insurance Letter: <input checked="" type="checkbox"/>
Class: Group A - Community Organizations	Application Approval Status: Pending
Application Date: 1/26/2018	Space Approval Status: Application Not Submitted
Event Description:	# of People Expected: 20
Special Requests:	
Approver Notes:	

Step 4 of 4

Filter spaces by property and click 'Select' at bottom for space wanted.



**Property Type**

<input checked="" type="checkbox"/> Elementary	<input type="checkbox"/> High School	<input type="checkbox"/> Middle
<input type="checkbox"/> Special Schools & Programs	<input type="checkbox"/> Stadium	<input type="checkbox"/> Stadium

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**Properties**

<input type="checkbox"/> Anaheim Hills	<input type="checkbox"/> California	<input type="checkbox"/> Cambridge
<input type="checkbox"/> Canyon Rim	<input type="checkbox"/> Chapman Hills	<input type="checkbox"/> Crescent
<input type="checkbox"/> Esplanade	<input type="checkbox"/> Fairhaven	<input type="checkbox"/> Fletcher
<input type="checkbox"/> Handy	<input type="checkbox"/> Imperial	<input type="checkbox"/> Jordan
<input checked="" type="checkbox"/> Lampson	<input type="checkbox"/> LaVeta	<input type="checkbox"/> Linda Vista
<input type="checkbox"/> McPherson Magnet	<input type="checkbox"/> Nohl Canyon	<input type="checkbox"/> Olive
<input type="checkbox"/> Palmyra	<input type="checkbox"/> Panorama	<input type="checkbox"/> Prospect
<input type="checkbox"/> Running Springs	<input type="checkbox"/> Serrano	<input type="checkbox"/> Sycamore
<input type="checkbox"/> Taft	<input type="checkbox"/> Villa Park Elem School	<input type="checkbox"/> West Orange

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**Types of Spaces**

<input type="checkbox"/> Black Top/Basketball Courts/Lunch Tables	<input type="checkbox"/> Classroom - Qty 1	<input type="checkbox"/> Classroom - Qty 2
<input type="checkbox"/> Classroom - Qty 5	<input type="checkbox"/> Classroom - Qty 3	<input type="checkbox"/> Classroom - Qty 4
<input checked="" type="checkbox"/> Computer Room/Library	<input type="checkbox"/> Classroom - Qty 6	<input type="checkbox"/> Classroom - Qty 7
<input type="checkbox"/> Restroom Facilities	<input type="checkbox"/> Field - Soccer	<input type="checkbox"/> Parking Lot
	<input type="checkbox"/> Softball/Baseball Fields	<input type="checkbox"/> Staff Lounge

# Matches: 1

Search Results



**Computer Room/Library (Lampson)**

[Click for Details](#)

Rancho Santiago Comm Coll District

Board Meeting of 02/25/19

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66674	General Fund Unrestricted	0.00	2,000.00	-2,000.00	92*0508881	92*0508881
67030	General Fund Unrestricted	0.00	172.30	-172.30	92*0514482	92*0514482
67038	General Fund Unrestricted	2,417.82	0.00	2,417.82	92*0514611	92*0514613
67040	General Fund Unrestricted	192,594.09	0.00	192,594.09	92*0514615	92*0514654
67041	General Fund Unrestricted	16,619.37	0.00	16,619.37	92*0514664	92*0514697
67050	General Fund Unrestricted	18,398.37	0.00	18,398.37	92*0514724	92*0514730
67051	General Fund Unrestricted	67,652.24	0.00	67,652.24	92*0514732	92*0514744
67052	General Fund Unrestricted	6,968.63	0.00	6,968.63	92*0514746	92*0514763
67053	General Fund Unrestricted	24,713.22	0.00	24,713.22	92*0514771	92*0514787
67057	General Fund Unrestricted	25,673.44	0.00	25,673.44	92*0514792	92*0514833
67058	General Fund Unrestricted	450.00	0.00	450.00	92*0514839	92*0514839
67059	General Fund Unrestricted	4,905.90	0.00	4,905.90	92*0514884	92*0514916
67061	General Fund Unrestricted	20.37	0.00	20.37	92*0514936	92*0514943
67063	General Fund Unrestricted	2,000.00	0.00	2,000.00	92*0514949	92*0514949
67067	General Fund Unrestricted	4,477.74	0.00	4,477.74	92*0514980	92*0515013
67068	General Fund Unrestricted	71,836.78	0.00	71,836.78	92*0515018	92*0515065
67069	General Fund Unrestricted	14,120.15	0.00	14,120.15	92*0515067	92*0515130
67074	General Fund Unrestricted	18,583.38	0.00	18,583.38	92*0515159	92*0515187
67075	General Fund Unrestricted	4,671.86	0.00	4,671.86	92*0515190	92*0515198
67076	General Fund Unrestricted	445.38	0.00	445.38	92*0515199	92*0515204
67077	General Fund Unrestricted	9,886.78	0.00	9,886.78	92*0515215	92*0515220
67080	General Fund Unrestricted	36,508.29	0.00	36,508.29	92*0515254	92*0515280
67081	General Fund Unrestricted	11,722.51	0.00	11,722.51	92*0515282	92*0515300
67085	General Fund Unrestricted	64,583.87	0.00	64,583.87	92*0515340	92*0515482
67086	General Fund Unrestricted	172.30	0.00	172.30	92*0515486	92*0515486
67090	General Fund Unrestricted	1,050.00	0.00	1,050.00	92*0515495	92*0515495
67091	General Fund Unrestricted	63,825.31	0.00	63,825.31	92*0515533	92*0515556
67093	General Fund Unrestricted	23,471.63	0.00	23,471.63	92*0515559	92*0515622
67099	General Fund Unrestricted	16,681.49	0.00	16,681.49	92*0515635	92*0515662
67100	General Fund Unrestricted	483,560.25	0.00	483,560.25	92*0515663	92*0515694
67101	General Fund Unrestricted	14,042.65	0.00	14,042.65	92*0515698	92*0515714
67106	General Fund Unrestricted	5,222.20	0.00	5,222.20	92*0515726	92*0515737
67107	General Fund Unrestricted	232,023.08	0.00	232,023.08	92*0515762	92*0515807
67108	General Fund Unrestricted	2,310,306.74	0.00	2,310,306.74	92*0515809	92*0515851
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$3,749,605.84</u></b>	<b><u>\$2,172.30</u></b>	<b><u>\$3,747,433.54</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66920	General Fund Restricted	0.00	2,203.91	-2,203.91	92*0512837	92*0512837
66987	General Fund Unrestricted	0.00	7,440.00	-7,440.00	92*0513804	92*0513804
67039	General Fund Unrestricted	7,440.00	0.00	7,440.00	92*0514614	92*0514614
67040	General Fund Restricted	28,158.51	0.00	28,158.51	92*0514617	92*0514656
67041	General Fund Restricted	16,465.81	0.00	16,465.81	92*0514657	92*0514703
67042	General Fund Restricted	1,646.84	64.00	1,582.84	92*0514706	92*0514711
67043	General Fund Unrestricted	7,440.00	0.00	7,440.00	92*0514712	92*0514712
67044	General Fund Restricted	2,100.00	0.00	2,100.00	92*0514713	92*0514713
67045	General Fund Restricted	373.82	0.00	373.82	92*0514714	92*0514714
67050	General Fund Restricted	1,904.99	0.00	1,904.99	92*0514727	92*0514727
67051	General Fund Restricted	17,422.32	0.00	17,422.32	92*0514731	92*0514742
67052	General Fund Restricted	2,509.02	0.00	2,509.02	92*0514745	92*0514767
67057	General Fund Restricted	66,262.86	3,205.57	63,057.29	92*0514796	92*0514837
67058	General Fund Restricted	85,424.02	3,297.72	82,126.30	92*0514841	92*0514879
67059	General Fund Restricted	4,639.34	0.00	4,639.34	92*0514880	92*0514912
67060	General Fund Restricted	15,235.10	0.00	15,235.10	92*0514917	92*0514935
67061	General Fund Restricted	6,361.41	0.00	6,361.41	92*0514937	92*0514942
67062	General Fund Restricted	570.00	0.00	570.00	92*0514944	92*0514948
67067	General Fund Restricted	324,125.34	0.00	324,125.34	92*0514978	92*0515017
67068	General Fund Restricted	412,748.55	0.00	412,748.55	92*0515019	92*0515066
67074	General Fund Restricted	194,127.55	0.00	194,127.55	92*0515160	92*0515166
67075	General Fund Restricted	3,305.18	0.00	3,305.18	92*0515188	92*0515192
67076	General Fund Restricted	80,462.08	0.00	80,462.08	92*0515200	92*0515212
67077	General Fund Restricted	21,199.63	0.00	21,199.63	92*0515213	92*0515221
67079	General Fund Restricted	125,462.98	0.00	125,462.98	92*0515234	92*0515242
67080	General Fund Restricted	154,713.71	0.00	154,713.71	92*0515244	92*0515281
67081	General Fund Restricted	4,636.70	0.00	4,636.70	92*0515284	92*0515290
67085	General Fund Restricted	1,022,464.63	0.00	1,022,464.63	92*0515338	92*0515485
67090	General Fund Restricted	55,012.45	0.00	55,012.45	92*0515493	92*0515532
67091	General Fund Unrestricted	18,944.37	0.00	18,944.37	92*0515535	92*0515557
67092	General Fund Restricted	30,854.47	0.00	30,854.47	92*0515558	92*0515558
67098	General Fund Restricted	2,203.91	0.00	2,203.91	92*0515633	92*0515633
67099	General Fund Restricted	17,307.21	0.00	17,307.21	92*0515634	92*0515661
67100	General Fund Restricted	17,202.90	0.00	17,202.90	92*0515664	92*0515697
67101	General Fund Unrestricted	5,237.52	0.00	5,237.52	92*0515701	92*0515715
67102	General Fund Restricted	1,445.00	0.00	1,445.00	92*0515716	92*0515716
67106	General Fund Restricted	978,252.70	0.00	978,252.70	92*0515729	92*0515756
67107	General Fund Restricted	200,764.55	0.00	200,764.55	92*0515757	92*0515808
67108	General Fund Restricted	218,374.54	0.00	218,374.54	92*0515810	92*0515855
67109	General Fund Restricted	37,566.41	0.00	37,566.41	92*0515856	92*0515856
67110	General Fund Restricted	500.45	0.00	500.45	92*0515857	92*0515857

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
	Total Fund 12 General Fund Restricted	<u>\$4,190,866.87</u>	<u>\$16,211.20</u>	<u>\$4,174,655.67</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67040	GF Unrestricted One-Time Func	3,745.09	0.00	3,745.09	92*0514627	92*0514639
67041	GF Unrestricted One-Time Func	599.90	0.00	599.90	92*0514694	92*0514694
67042	GF Unrestricted One-Time Func	2,410.64	2,410.64	0.00	92*0514704	92*0514705
67052	GF Unrestricted One-Time Func	13,446.36	0.00	13,446.36	92*0514759	92*0514770
67058	GF Unrestricted One-Time Func	19,561.43	0.00	19,561.43	92*0514838	92*0514872
67059	GF Unrestricted One-Time Func	1,340.00	0.00	1,340.00	92*0514913	92*0514913
67067	GF Unrestricted One-Time Func	10,634.80	0.00	10,634.80	92*0514979	92*0515016
67068	GF Unrestricted One-Time Func	68,293.96	0.00	68,293.96	92*0515022	92*0515048
67075	GF Unrestricted One-Time Func	26,597.45	0.00	26,597.45	92*0515189	92*0515189
67077	GF Unrestricted One-Time Func	800.00	0.00	800.00	92*0515222	92*0515222
67080	General Fund Unrestricted	86,876.19	0.00	86,876.19	92*0515243	92*0515274
67081	GF Unrestricted One-Time Func	9,701.30	0.00	9,701.30	92*0515283	92*0515283
67085	GF Unrestricted One-Time Func	76,082.42	0.00	76,082.42	92*0515349	92*0515484
67100	GF Unrestricted One-Time Func	5,123.04	0.00	5,123.04	92*0515678	92*0515690
67106	General Fund Unrestricted	3,601.55	0.00	3,601.55	92*0515735	92*0515735
67107	GF Unrestricted One-Time Func	1,456.53	0.00	1,456.53	92*0515786	92*0515786
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b>\$330,270.66</b>	<b>\$2,410.64</b>	<b>\$327,860.02</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
66882	Child Development Fund	0.00	291.67	-291.67	92*0512282	92*0512282
67015	Child Development Fund	0.00	1,535.98	-1,535.98	92*0514207	92*0514207
67036	Child Development Fund	1,129.01	0.00	1,129.01	92*0514607	92*0514608
67048	Child Development Fund	4,274.55	0.00	4,274.55	92*0514717	92*0514722
67049	Child Development Fund	1,108.00	0.00	1,108.00	92*0514723	92*0514723
67054	Child Development Fund	49.76	0.00	49.76	92*0514788	92*0514789
67055	Child Development Fund	1,478.09	0.00	1,478.09	92*0514790	92*0514790
67065	Child Development Fund	11,477.83	0.00	11,477.83	92*0514959	92*0514968
67072	Child Development Fund	15,572.67	0.00	15,572.67	92*0515141	92*0515157
67078	Child Development Fund	7,633.67	0.00	7,633.67	92*0515223	92*0515233
67084	Child Development Fund	13,117.99	0.00	13,117.99	92*0515306	92*0515337
67088	Child Development Fund	1,497.23	0.00	1,497.23	92*0515488	92*0515491
67096	Child Development Fund	5,571.44	0.00	5,571.44	92*0515631	92*0515631
67105	Child Development Fund	4,729.24	0.00	4,729.24	92*0515719	92*0515725
<b>Total Fund 33 Child Development Fund</b>		<b>\$67,639.48</b>	<b>\$1,827.65</b>	<b>\$65,811.83</b>		

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67037	Capital Outlay Projects Fund	3,594.00	0.00	3,594.00	92*0514609	92*0514610
67047	Capital Outlay Projects Fund	6,543.60	0.00	6,543.60	92*0514716	92*0514716
67056	Capital Outlay Projects Fund	31.24	0.00	31.24	92*0514791	92*0514791
67066	Capital Outlay Projects Fund	138,214.67	0.00	138,214.67	92*0514969	92*0514977
67071	Capital Outlay Projects Fund	28,220.32	0.00	28,220.32	92*0515133	92*0515140
67073	Capital Outlay Projects Fund	217,491.10	0.00	217,491.10	92*0515158	92*0515158
67082	Capital Outlay Projects Fund	25,570.00	0.00	25,570.00	92*0515301	92*0515301
67089	Capital Outlay Projects Fund	36,142.99	0.00	36,142.99	92*0515492	92*0515492
67094	Capital Outlay Projects Fund	217,280.54	0.00	217,280.54	92*0515623	92*0515627
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$673,088.46</b>	<b>\$0.00</b>	<b>\$673,088.46</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67064	Bond Fund, Measure Q	216,584.47	0.00	216,584.47	92*0514950	92*0514958
67095	Bond Fund, Measure Q	100,734.21	0.00	100,734.21	92*0515628	92*0515630
67103	Bond Fund, Measure Q	94,150.69	0.00	94,150.69	92*0515717	92*0515717
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b>\$411,469.37</b>	<b>\$0.00</b>	<b>\$411,469.37</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67046	Property and Liability Fund	10,347.33	0.00	10,347.33	92*0514715	92*0514715
67070	Property and Liability Fund	754.80	0.00	754.80	92*0515131	92*0515132
67083	Property and Liability Fund	39,259.11	0.00	39,259.11	92*0515302	92*0515305
67087	Property and Liability Fund	350.00	0.00	350.00	92*0515487	92*0515487
67104	Property and Liability Fund	99.00	0.00	99.00	92*0515718	92*0515718
<b>Total Fund 61 Property and Liability Fund</b>		<b>\$50,810.24</b>	<b>\$0.00</b>	<b>\$50,810.24</b>		

Checks Written for Period 01/23/19 Thru 02/11/19

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67097	Workers' Compensation Fund	17,910.87	0.00	17,910.87	92*0515632	92*0515632
<b>Total Fund 62 Workers' Compensation Fu</b>		<u><u>\$17,910.87</u></u>	<u><u>\$0.00</u></u>	<u><u>\$17,910.87</u></u>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	3,747,433.54
Total Fund 12 General Fund Restricted	4,174,655.67
Total Fund 13 GF Unrestricted One-Time Fund	327,860.02
Total Fund 33 Child Development Fund	65,811.83
Total Fund 41 Capital Outlay Projects Fund	673,088.46
Total Fund 43 Bond Fund, Measure Q	411,469.37
Total Fund 61 Property and Liability Fund	50,810.24
Total Fund 62 Workers' Compensation Fund	17,910.87
Grand Total:	<u><u>\$9,469,040.00</u></u>

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1901426	SAC Diversified Agency Fund	3,311.43	0.00	3,311.43	1A*0001555	1A*0001558
1A1901531	SAC Diversified Agency Fund	538.90	0.00	538.90	1A*0001559	1A*0001562
1A1902102	SAC Diversified Agency Fund	738.90	0.00	738.90	1A*0001563	1A*0001565
1A1902209	SAC Diversified Agency Fund	1,602.83	18.59	1,584.24	1A*0001566	1A*0001571
1A1902311	SAC Diversified Agency Fund	276.93	0.00	276.93	1A*0001572	1A*0001572
<b>Total 1A SAC Diversified Agency Fund</b>		<b><u>\$6,468.99</u></b>	<b><u>\$18.59</u></b>	<b><u>\$6,450.40</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

<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>
1B1901426	SAC Bookstore Fund	75,260.07	0.00	75,260.07	1B*0001536	1B*0001562
1B1902209	SAC Bookstore Fund	147,978.84	0.00	147,978.84	1B*0001563	1B*0001579
<b>Total 1B SAC Bookstore Fund</b>		<b><u><u>\$223,238.91</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$223,238.91</u></u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1C1901426	SAC Community Education Fund	14,760.00	0.00	14,760.00	1C*0001103	1C*0001105
1C1902102	SAC Community Education Fund	4,969.35	0.00	4,969.35	1C*0001106	1C*0001112
1C1902209	SAC Community Education Fund	208.00	0.00	208.00	1C*0001113	1C*0001113
<b>Total 1C SAC Community Education Fund</b>		<b><u>\$19,937.35</u></b>	<b><u>\$0.00</u></b>	<b><u>\$19,937.35</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

<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>
1R1902209	SAC Representation Fee Fund	4,250.00	0.00	4,250.00	1R*0001012	1R*0001013
<b>Total 1R SAC Representation Fee Fund</b>		<b><u>\$4,250.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$4,250.00</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S1901426	SAC Associated Students Fund	2,043.17	0.00	2,043.17	1S*0001268	1S*0001269
1S1902102	SAC Associated Students Fund	3,408.18	0.00	3,408.18	1S*0001270	1S*0001272
1S1902209	SAC Associated Students Fund	11,897.11	400.00	11,497.11	1S*0001273	1S*0001288
1S1902311	SAC Associated Students Fund	8,188.04	0.00	8,188.04	1S*0001289	1S*0001297
<b>Total 1S SAC Associated Students Fund</b>		<b>\$25,536.50</b>	<b>\$400.00</b>	<b>\$25,136.50</b>		

Checks Written for Period 01/23/19 Thru 02/11/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1T1901426	SAC Diversified Trust Fund	2,144.40	0.00	2,144.40	1T*0001349	1T*0001351
1T1901531	SAC Diversified Trust Fund	9,032.73	391.93	8,640.80	1T*0001352	1T*0001359
1T1902102	SAC Diversified Trust Fund	7,921.17	0.00	7,921.17	1T*0001360	1T*0001363
1T1902209	SAC Diversified Trust Fund	4,547.56	0.00	4,547.56	1T*0001364	1T*0001367
1T1902311	SAC Diversified Trust Fund	1,443.89	0.00	1,443.89	1T*0001368	1T*0001370
<b>Total 1T SAC Diversified Trust Fund</b>		<b><u>25,089.75</u></b>	<b><u>391.93</u></b>	<b><u>24,697.82</u></b>		

**SUMMARY**

Total Fund 1A SAC Diversified Agency Fund	6,450.40
Total Fund 1B SAC Bookstore Fund	223,238.91
Total Fund 1C SAC Community Education Fu	19,937.35
Total Fund 1R SAC Representation Fee Func	4,250.00
Total Fund 1S SAC Associated Students Fun	25,136.50
Total Fund 1T SAC Diversified Trust Fund	24,697.82
<b>Grand Total:</b>	<b><u><u>\$303,710.98</u></u></b>

Checks Written for Period 01/23/19 Thru 02/11/19

<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>
2A1901531	SCC Diversified Agency Fund	3,418.19	0.00	3,418.19	2A*0001254	2A*0001261
<b>Total 2A SCC Diversified Agency Fund</b>		<b><u>3,418.19</u></b>	<b><u>0.00</u></b>	<b><u>3,418.19</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
2B1901531	SCC Bookstore Fund	33,663.93	0.00	33,663.93	2B*0001382	2B*0001393
2B1902209	SCC Bookstore Fund	159,729.98	0.00	159,729.98	2B*0001394	2B*0001413
<b>Total 2B SCC Bookstore Fund</b>		<b><u>\$193,393.91</u></b>	<b><u>\$0.00</u></b>	<b><u>\$193,393.91</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

<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>
2R1901426	SCC Represenation Fee Fund	7,770.01	0.00	7,770.01	2R*0001009	2R*0001010
<b>Total 2R SCC Represenation Fee Fund</b>		<b><u>7,770.01</u></b>	<b><u>0.00</u></b>	<b><u>7,770.01</u></b>		

Checks Written for Period 01/23/19 Thru 02/11/19

<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>
2S1901531	SCC Associated Students Fund	3,621.14	0.00	3,621.14	2S*0001179	2S*0001184
2S1902209	SCC Associated Students Fund	3,033.32	0.00	3,033.32	2S*0001185	2S*0001185
<b>Total 2S SCC Associated Students Fund</b>		<u><u>\$6,654.46</u></u>	<u><u>\$0.00</u></u>	<u><u>\$6,654.46</u></u>		

Checks Written for Period 01/23/19 Thru 02/11/19

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
2T1901426	SCC Diversified Trust Fund	1,582.86	0.00	1,582.86	2T*0001162	2T*0001167
2T1901531	SCC Diversified Trust Fund	677.37	0.00	677.37	2T*0001168	2T*0001169
2T1902209	SCC Diversified Trust Fund	304.45	0.00	304.45	2T*0001170	2T*0001171
<b>Total 2T SCC Diversified Trust Fund</b>		<b><u>\$2,564.68</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,564.68</u></b>		

**SUMMARY**

Total Fund 2A SCC Diversified Agency Fund	3,418.19
Total Fund 2B SCC Bookstore Fund	193,393.91
Total Fund 2R SCC Representation Fee Fund	7,770.01
Total Fund 2S SCC Associated Students Fun	6,654.46
Total Fund 2T SCC Diversified Trust Fund	2,564.68
<b>Grand Total:</b>	<b><u><u>\$213,801.25</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**BUDGET BOARD REPORT**  
**From 01/23/2019 To 02/11/2019**  
**Board Meeting on 02/25/2019**

**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.

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>		
1000 ACADEMIC SALARIES	139,374	
2000 CLASSIFIED SALARIES		32,102
3000 EMPLOYEE BENEFITS		15,661
4000 SUPPLIES & MATERIALS		38,271
5000 OTHER OPERATING EXP & SERVICES	28,160	
6000 CAPITAL OUTLAY		81,500
<b>Total Transfer Fund 11</b>	<b>\$167,534</b>	<b>\$167,534</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
1000 ACADEMIC SALARIES		214,703
2000 CLASSIFIED SALARIES	43,700	
3000 EMPLOYEE BENEFITS		104,451
4000 SUPPLIES & MATERIALS	45,080	
5000 OTHER OPERATING EXP & SERVICES	19,093	
6000 CAPITAL OUTLAY	199,404	
7000 OTHER OUTGO	1,789	
7900 RESERVE FOR CONTINGENCIES	10,088	
<b>Total Transfer Fund 12</b>	<b>\$319,154</b>	<b>\$319,154</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
1000 ACADEMIC SALARIES		19,041
2000 CLASSIFIED SALARIES		10,677
3000 EMPLOYEE BENEFITS		7,304
4000 SUPPLIES & MATERIALS		23,847
5000 OTHER OPERATING EXP & SERVICES	3,900	
6000 CAPITAL OUTLAY	18,635	
7900 RESERVE FOR CONTINGENCIES	38,334	
<b>Total Transfer Fund 13</b>	<b>\$60,869</b>	<b>\$60,869</b>
<b><u>Fund 33: Child Development Fund</u></b>		
2000 CLASSIFIED SALARIES		6
4000 SUPPLIES & MATERIALS		1,941
5000 OTHER OPERATING EXP & SERVICES	1,947	
<b>Total Transfer Fund 33</b>	<b>\$1,947</b>	<b>\$1,947</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>		
6000 CAPITAL OUTLAY		1,904,692
7900 RESERVE FOR CONTINGENCIES	1,904,692	
<b>Total Transfer Fund 41</b>	<b>\$1,904,692</b>	<b>\$1,904,692</b>
<b><u>Fund 61: Property and Liability Fund</u></b>		
5000 OTHER OPERATING EXP & SERVICES		4,750
7900 RESERVE FOR CONTINGENCIES	4,750	
<b>Total Transfer Fund 61</b>	<b>\$4,750</b>	<b>\$4,750</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 01/23/2019 To 02/11/2019  
Board Meeting on 02/25/2019**

**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.

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 79: Diversified Trust Fund</u></b>		
1000 ACADEMIC SALARIES		5,083
2000 CLASSIFIED SALARIES		14,346
3000 EMPLOYEE BENEFITS		1,621
6000 CAPITAL OUTLAY	21,050	
<b>Total Transfer Fund 79</b>	<b>\$21,050</b>	<b>\$21,050</b>

<b>BUDGET INCREASES AND DECREASES</b>	<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
8100 FEDERAL REVENUES	20,281	
8600 STATE REVENUES	(47,600)	
8800 LOCAL REVENUES	2,946	
1000 ACADEMIC SALARIES		12,603
2000 CLASSIFIED SALARIES		(2,120)
3000 EMPLOYEE BENEFITS		2,164
4000 SUPPLIES & MATERIALS		16,446
5000 OTHER OPERATING EXP & SERVICES		(16,866)
6000 CAPITAL OUTLAY		(36,000)
7000 OTHER OUTGO		(600)
<b>Total Transfer Fund 12</b>	<b>\$(24,373)</b>	<b>\$(24,373)</b>

<b><u>Fund 33: Child Development Fund</u></b>		
8600 STATE REVENUES	50,000	
2000 CLASSIFIED SALARIES		3,000
4000 SUPPLIES & MATERIALS		4,400
5000 OTHER OPERATING EXP & SERVICES		42,600
<b>Total Transfer Fund 33</b>	<b>\$50,000</b>	<b>\$50,000</b>

<b><u>Fund 74: Student Financial Aid Fund</u></b>		
8600 STATE REVENUES	600	
7000 OTHER OUTGO		600
<b>Total Transfer Fund 74</b>	<b>\$600</b>	<b>\$600</b>

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

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

From 01/23/2019 To 02/11/2019

Board Meeting on 02/25/2019

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.

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B025143</b>	<b>02/01/19</b>		
1000	ACADEMIC SALARIES	49,071	
2000	CLASSIFIED SALARIES		32,206
3000	EMPLOYEE BENEFITS		16,865
		<hr/>	<hr/>
<b>Total Reference B025143</b>		<b>\$49,071</b>	<b>\$49,071</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	71% shft Fd11 fr F12 #1483723		
<b>B025210</b>	<b>02/11/19</b>		
1000	ACADEMIC SALARIES	73,993	
3000	EMPLOYEE BENEFITS	17,508	
4000	SUPPLIES & MATERIALS		6,001
6000	CAPITAL OUTLAY		85,500
		<hr/>	<hr/>
<b>Total Reference B025210</b>		<b>\$91,501</b>	<b>\$91,501</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Surv/mappng eqpt:Apprntcshp		
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B025058</b>	<b>01/25/19</b>		
3000	EMPLOYEE BENEFITS		68,000
6000	CAPITAL OUTLAY		
		<hr/>	<hr/>
<b>Total Reference B025058</b>		<b>\$68,000</b>	<b>\$68,000</b>
<b>Reason:</b>	Reason Code 'Fnd negs in 3000 ee benfs acct' not found		
<b>Description:</b>	negtvs 3000 ee benfs accts		
<b>B025082</b>	<b>01/28/19</b>		
2000	CLASSIFIED SALARIES		7,664
3000	EMPLOYEE BENEFITS		2,424
7900	RESERVE FOR CONTINGENCIES	10,088	
		<hr/>	<hr/>
<b>Total Reference B025082</b>		<b>\$10,088</b>	<b>\$10,088</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Subst classfd AdmnSec Hlth&Well		
<b>B025132</b>	<b>01/31/19</b>		
1000	ACADEMIC SALARIES		26,848
2000	CLASSIFIED SALARIES	13,917	
5000	OTHER OPERATING EXP & SERVICES	12,931	
		<hr/>	<hr/>
<b>Total Reference B025132</b>		<b>\$26,848</b>	<b>\$26,848</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Fnd Beyond contract cnslng acct		
<b>B025139</b>	<b>01/31/19</b>		
5000	OTHER OPERATING EXP & SERVICES		40,500
6000	CAPITAL OUTLAY	40,500	
		<hr/>	<hr/>
<b>Total Reference B025139</b>		<b>\$40,500</b>	<b>\$40,500</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Purch SW Lic FDM Dpt		

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

From 01/23/2019 To 02/11/2019

Board Meeting on 02/25/2019

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B025157</b>	<b>02/01/19</b>		
1000	ACADEMIC SALARIES		39,308
3000	EMPLOYEE BENEFITS		2,106
4000	SUPPLIES & MATERIALS	11,178	
5000	OTHER OPERATING EXP & SERVICES	30,236	
<b>Total Reference B025157</b>		<b>\$41,414</b>	<b>\$41,414</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Elim negtvs/fnd upcmng exps		
<b>B025158</b>	<b>02/01/19</b>		
1000	ACADEMIC SALARIES		29,678
3000	EMPLOYEE BENEFITS		752
5000	OTHER OPERATING EXP & SERVICES	8,463	
6000	CAPITAL OUTLAY	21,967	
<b>Total Reference B025158</b>		<b>\$30,430</b>	<b>\$30,430</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Elmn negtvs/fnd upcmng exps		
<b>B025160</b>	<b>02/04/19</b>		
1000	ACADEMIC SALARIES		42,934
3000	EMPLOYEE BENEFITS		1,286
4000	SUPPLIES & MATERIALS	44,220	
<b>Total Reference B025160</b>		<b>\$44,220</b>	<b>\$44,220</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Elim negtvs/fund exp's		
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
<b>B025101</b>	<b>01/29/19</b>		
5000	OTHER OPERATING EXP & SERVICES		9,600
7900	RESERVE FOR CONTINGENCIES	9,600	
<b>Total Reference B025101</b>		<b>\$9,600</b>	<b>\$9,600</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Award:Frnscs Spg Trnmt&Nat'l's		
<b>B025197</b>	<b>02/08/19</b>		
1000	ACADEMIC SALARIES		1,922
3000	EMPLOYEE BENEFITS		456
7900	RESERVE FOR CONTINGENCIES	2,378	
<b>Total Reference B025197</b>		<b>\$2,378</b>	<b>\$2,378</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	1LHE Diaz-eLumen curr dev,Int		
<b>B025200</b>	<b>02/08/19</b>		
2000	CLASSIFIED SALARIES		2,039
3000	EMPLOYEE BENEFITS		649
7900	RESERVE FOR CONTINGENCIES	2,688	
<b>Total Reference B025200</b>		<b>\$2,688</b>	<b>\$2,688</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	50 hrs OT eLumen implmt Garcia		

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

From 01/23/2019 To 02/11/2019

Board Meeting on 02/25/2019

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B025206</b>	<b>02/08/19</b>		
1000	ACADEMIC SALARIES		10,419
2000	CLASSIFIED SALARIES		8,638
3000	EMPLOYEE BENEFITS		4,611
7900	RESERVE FOR CONTINGENCIES	23,668	
<b>Total Reference B025206</b>		<b>\$23,668</b>	<b>\$23,668</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	FT fac ovrlid hrs/ot FT class		
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B025017</b>	<b>01/23/19</b>		
6000	CAPITAL OUTLAY		474,339
7900	RESERVE FOR CONTINGENCIES	474,339	
<b>Total Reference B025017</b>		<b>\$474,339</b>	<b>\$474,339</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	SAC ITS COPPER WIRE PRJCT		
<b>B025059</b>	<b>01/25/19</b>		
6000	CAPITAL OUTLAY		745,425
7900	RESERVE FOR CONTINGENCIES	745,425	
<b>Total Reference B025059</b>		<b>\$745,425</b>	<b>\$745,425</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	JohnsonStdtCtr fr CentrPlant		
<b>B025060</b>	<b>01/25/19</b>		
6000	CAPITAL OUTLAY		61,487
7900	RESERVE FOR CONTINGENCIES	61,487	
<b>Total Reference B025060</b>		<b>\$61,487</b>	<b>\$61,487</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SCC Campus DirctPJ:new bgt est		
<b>B025061</b>	<b>01/25/19</b>		
6000	CAPITAL OUTLAY		190,113
7900	RESERVE FOR CONTINGENCIES	190,113	
<b>Total Reference B025061</b>		<b>\$190,113</b>	<b>\$190,113</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SAC CampsDirctyPJ: new bgt est		
<b>B025062</b>	<b>01/25/19</b>		
6000	CAPITAL OUTLAY		230,025
7900	RESERVE FOR CONTINGENCIES	230,025	
<b>Total Reference B025062</b>		<b>\$230,025</b>	<b>\$230,025</b>
<b>Reason:</b>	Reason Code 'SAC Sign/wayfndg PRJ:newb est' not found		
<b>Description:</b>	SAC Sign/wayfndg PRJ:newb est		
<b>B025063</b>	<b>01/25/19</b>		
6000	CAPITAL OUTLAY		163,878
7900	RESERVE FOR CONTINGENCIES	163,878	
<b>Total Reference B025063</b>		<b>\$163,878</b>	<b>\$163,878</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Signg/Wayfndg Prjct:NEWB Est		

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

From 01/23/2019 To 02/11/2019

Board Meeting on 02/25/2019

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B025064</b>	<b>01/25/19</b>		
6000	CAPITAL OUTLAY	28,300	
7900	RESERVE FOR CONTINGENCIES		28,300
<b>Total Reference B025064</b>		<b>\$28,300</b>	<b>\$28,300</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Fnds for Contingency		
<b>B025107</b>	<b>01/30/19</b>		
6000	CAPITAL OUTLAY		8,225
7900	RESERVE FOR CONTINGENCIES	8,225	
<b>Total Reference B025107</b>		<b>\$8,225</b>	<b>\$8,225</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	FMR18-408:off spc recnfg S-201		
<b>B025108</b>	<b>01/30/19</b>		
6000	CAPITAL OUTLAY		59,500
7900	RESERVE FOR CONTINGENCIES	59,500	
<b>Total Reference B025108</b>		<b>\$59,500</b>	<b>\$59,500</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	FMR18-319:DustCollct sys C-106		

**Fund 61: Property and Liability Fund**

<b>B025077</b>	<b>01/28/19</b>		
5000	OTHER OPERATING EXP & SERVICES		3,900
7900	RESERVE FOR CONTINGENCIES	3,900	
<b>Total Reference B025077</b>		<b>\$3,900</b>	<b>\$3,900</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	Incr bgtd amt ADP Licns grnt HRB Wrkforce NOW prgm thru 12/31/18		
<b>B025194</b>	<b>02/07/19</b>		
5000	OTHER OPERATING EXP & SERVICES		850
7900	RESERVE FOR CONTINGENCIES	850	
<b>Total Reference B025194</b>		<b>\$850</b>	<b>\$850</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	18/19BdgtAmt insuffcnt FineAr		

<b>BUDGET INCREASES AND DECREASES</b>	<b>Revenue</b>	<b>Appropriation</b>
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**Fund 12: General Fund Restricted**

<b>B025041</b>	<b>01/24/19</b>		
8600	STATE REVENUES	(50,000)	
6000	CAPITAL OUTLAY		(50,000)
<b>Total Reference B025041</b>		<b>\$(50,000)</b>	<b>\$(50,000)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	ChildDevSvcsThinkTogether Svcs SpringSem@SAC-SCE		

**Fund 33: Child Development Fund**

<b>B025042</b>	<b>01/24/19</b>		
8600	STATE REVENUES	50,000	
2000	CLASSIFIED SALARIES		3,000
4000	SUPPLIES & MATERIALS		4,400
5000	OTHER OPERATING EXP & SERVICES		42,600
<b>Total Reference B025042</b>		<b>\$50,000</b>	<b>\$50,000</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	ChildDvThinkTogetherSvcs to SpringSem@SAC-SCE		

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Agreement with Cambridge West Partnership, LLC	
Action:	Request for Approval	

**BACKGROUND:**

In August 2017 the Purchasing Services department began the process of evaluating practices and procedures, training materials, agreements, updating standard department forms and an analysis of staff assignments. The District entered into an agreement with Cambridge West Partnership, LLC (CWP) for Phase I - assistance with evaluations of Purchasing Services functions as compared to other CA community college district's best practices and requested recommendations on improving the efficiency and effectiveness of the department.

**ANALYSIS**

Pete Cruz of CWP provided assistance with Phase I, the District wishes to continue working with Mr. Cruz on Phase II of this project which includes assistance with developing a Purchasing Services General Practices Handbook to aid users on all processes related to procurement; evaluation and recommendations on improvements for district-wide records retention and assistance with developing a modern fixed assets inventory to include tagging, scanning and recording of inventory per BP6503. The cost of Phase II is not to exceed \$28,800.

This project will be funded by the Business Operations/Fiscal Services budget.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement with Cambridge West Partnership, LLC (CWP) as presented.

Fiscal Impact:	Not to exceed \$28,800	Board Date: February 25, 2019
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# CONTRACT AGREEMENT

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND CAMBRIDGE WEST PARTNERSHIP, LLC

This AGREEMENT (“AGREEMENT”) between RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a public educational agency (“DISTRICT”) and CAMBRIDGE WEST PARTNERSHIP, LLC (“CONTRACTOR”) shall be effective upon the execution date of this AGREEMENT. DISTRICT and CONTRACTOR are referred to herein individually as “PARTY” and collectively as “PARTIES.”

WHEREAS, DISTRICT desires to obtain special services (SERVICES) to assist Rancho Santiago Community College District with the with fixed assets, records retention and purchasing guidelines and procedures, as described in “project proposal” attached hereto; and

WHEREAS, CONTRACTOR warrants and represents to DISTRICT that CONTRACTOR has the experience, expertise and resources to successfully complete the SERVICES required by DISTRICT and will provide these SERVICES in a timely manner and in conformance with the laws of the State of California.

NOW, WHEREFORE, the PARTIES agree as follows:

### **ARTICLE I: CONTRACTOR’S SERVICES AND RESPONSIBILITIES**

1. CONTRACTOR shall timely and competently provide those SERVICES set forth in ATTACHMENT 1 of this AGREEMENT.

2. CONTRACTOR covenants with DISTRICT to furnish the necessary professional skill and judgment in accordance with the level of care and skill exercised by members of the profession or occupation currently practicing under similar conditions and in similar locations. CONTRACTOR shall use its best professional efforts to complete the SERVICES in an expeditious and economical manner consistent with the interests and goals of DISTRICT. CONTRACTOR agrees it shall take all special precautions necessary to protect the CONTRACTOR’S employees, DISTRICT’S employees, and members of the public from risk of harm arising out the nature of the work.

3. CONTRACTOR consents to use of CONTRACTOR’S name in conjunction with the sale, use, performance, and distribution of the matters, for any purpose and in any medium.

### **ARTICLE II: COMPENSATION**

1. DISTRICT agrees to pay the CONTRACTOR for SERVICES satisfactorily rendered pursuant to this AGREEMENT. District will be billed at \$160 an hour for 180 hours. Total contract not to exceed \$28,800. Printing (if requested) will be billed separately.

2. CONTRACTOR shall bill the DISTRICT on milestone completions. Billing shall include necessary support sufficient to satisfy the requirements of the DISTRICT. Invoices shall include information that shows progress billing and percentage of phase or phases completed to date of billing.

3. Invoices for payment of services by the CONTRACTOR shall be paid by the DISTRICT within a 45-day period from the invoice receipt date from the CONTRACTOR.

### **ARTICLE III: TERM, TERMINATION**

1. This AGREEMENT shall commence on the effective date of execution by the PARTIES, with CONTRACTOR'S SERVICES to commence on or about February 25<sup>th</sup>, 2019. All SERVICES shall be completed by no later than June 30th, 2019 at which time this AGREEMENT shall expire, unless extended or modified by mutual written consent and approval of the DISTRICT'S governing board.

2. DISTRICT may, at any time, terminate this AGREEMENT and compensate CONTRACTOR only for SERVICES satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of SERVICE by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than five days after the day of mailing, whichever occurs first.

### **ARTICLE IV: INDEMNITY AND INSURANCE**

1. CONTRACTOR agrees to indemnify and hold harmless DISTRICT, its trustees, officers, agents and employees from and against all damages, liabilities and costs, in law or in equity, including attorneys' fees and costs, and other legal expenses, including litigation expenses, in any way related to any actions or inaction of CONTRACTOR or of any Officer, Director, Agent, or Employee of CONTRACTOR.

2. DISTRICT agrees to indemnify and hold harmless CONTRACTOR, its officers, agents and employees from and against all damages, liabilities and costs, in law or in equity, including attorneys' fees and costs, and other legal expenses, including litigation expenses, in any way related to any actions or inaction of DISTRICT or of any Trustees, Officer, Director, Agent, or Employee of DISTRICT.

3. DISTRICT may require CONTRACTOR to provide DISTRICT with evidence of Insurance in the form of an Insurance Certificate.

### **ARTICLE V: INDEPENDENT CONTRACTOR**

1. CONTRACTOR, in the performance of this AGREEMENT, will determine the method, details, and means of performing the SERVICES, and will at CONTRACTOR'S own expense, supply all labor, tools, materials, equipment, supplies, and items necessary to perform such SERVICES. CONTRACTOR has no authority to bind DISTRICT. CONTRACTOR understands and agrees that CONTRACTOR and all of CONTRACTOR'S employees shall not be considered officers, employees, or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled. CONTRACTOR assumes the full responsibility for the acts and/or omissions its employees or agents. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, with respect to CONTRACTOR and its employees.

### **ARTICLE VI: MISCELLANEOUS PROVISIONS**

1. An inducement to the DISTRICT for entering into this AGREEMENT is the professional reputation and competence of CONTRACTOR and its employees. Neither this AGREEMENT, nor any

interest therein may be assigned by CONTRACTOR without the prior written consent of DISTRICT, which consent may be withheld in DISTRICT'S sole discretion.

2. This AGREEMENT represents the entire and integrated AGREEMENT between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended only by written instrument signed by both DISTRICT and CONTRACTOR.

3. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT.

4. Time is of the essence for this AGREEMENT.

5. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that PARTY of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

6. In the event of any dispute, arbitration, or litigation between the PARTIES arising out of or relating in any manner to this AGREEMENT including the necessity of either PARTY to defend any action which has been covered hereby or to prosecute any action to enforce this AGREEMENT, the losing PARTY shall pay all reasonable costs and expenses including reasonable attorneys' fees of the prevailing PARTY.

7. Any notice or communication required or permitted to be given hereunder or by law shall be in writing and served personally, delivered by courier, or sent by United States certified mail, postage prepaid with return receipt requested, addressed to the other PARTY as follows:

**TO DISTRICT:**

Peter J. Hardash  
Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District  
714.480.7340 Office

**TO CONTRACTOR:**

Cambridge West Partnership, LLC  
C. M. Brahmhatt, Managing Director  
2472 Chambers Road, Suite 210  
Tustin, California 92780

Any such notices personally served or delivered by carrier shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after being deposited in the U.S. mail. Each PARTY shall make a reasonable, good faith effort to ensure that it will accept or receive notices that are given in accordance with this paragraph. A PARTY may change its address for purposes of this paragraph by giving the other PARTY written notice of a new address in the manner set forth above.

IN WITNESS WHEREOF, DISTRICT and CONTRACTOR have executed this AGREEMENT as of the date of execution by the District below.

**DISTRICT**

**CAMBRIDGE WEST PARTNERSHIP, LLC**

\_\_\_\_\_  
Peter J. Hardash,  
Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District

\_\_\_\_\_  
C.M. Brahmhatt, Managing Director

Dated: \_\_\_\_\_

Federal ID No. 20-5500381  
Dated: \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Purchasing/Warehouse/Mailroom Services**  
**PROJECT PROPOSAL**

Cambridge West Partnership, LLC (CWP) is pleased to provide a proposal to assist Rancho Santiago Community College District with fixed assets, records retention and purchasing guidelines and procedures.

The project will include the following tasks:

**1. Fixed Assets Inventory**

- Identify alternative ways to automate the recording of the annual inventory counts that can directly update the Fixed Assets listing in Ellucian/Colleague System.
- Explore the feasibility of engaging outside vendors to develop an application to interface the annual physical inventory count with the Ellucian/Colleague System.

**2. Records Retention**

- Review the current RSCCD retention schedule practices/procedures.
- Review records retention procedures by other school districts, identify useful practices and recommendations to RSCCD for adoption.
- Identify efficient and effective methods of maintaining current, archived and future records.

**3. Purchasing Guidelines**

- Assist the Purchasing Services Department in developing a Purchasing Handbook for internal use.
- Develop guidelines for Users to efficiently and effectively prepare purchase requisitions and required supporting documentation.

We anticipate completing this project in 180 hours at a rate of \$ 160.00 per hour or a total not to exceed \$28,800. Actual hours will be billed on a monthly basis. Printing (if requested) will be billed separately.

We plan to begin this project upon approval of the proposal and expect completion by June 30, 2019. Based on the findings, the project scope and schedule may change with the agreement of both parties.

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Development Option for Orange Education Center Project	
Action:	Request for Action	

**BACKGROUND:**

Since 2014, the District has been exploring options for the rehabilitation and redevelopment of the Orange Education Center building located at 1465 North Batavia Street in the City of Orange. On December 7, 2015, the Board of Trustees had previously approved proceeding with the recommendation of a project that included partial demolition of the existing building and reconfiguration of the interior spaces to allow for the building to be rehabilitated. The current existing building is approximately 85,000 square feet and the rehabilitation of the existing building would have decreased the square footage to approximately 63,425 square feet. A new design would require submittal to the Division of State Architect (DSA) for review and approval. Over the past few years, the District has met with the DSA and the Orange County Health Care Agency (OCHCA) to discuss feasible options for the project.

In March of 2015, the District was required by the OCHCA to reopen environmental investigations and soil testing of the property due to the significant rehabilitation plans for the building and to address new legal environmental soil testing requirements. More stringent California environmental standards have been put in place since the original environmental case closure in 2003 when the District first acquired the property. The additional environmental testing is now required as a result of the former industrial use that occurred at the property and due to the operations of a Child Development Center at the center. As a result of further environmental investigations that are required, the District has been undertaking subsurface soil and soil vapor sampling and testing in multiple locations of the property under the oversight of the OCHCA.

In the summer of 2018, the District submitted a Work Plan to the OCHCA for approval of further testing and the agency reviewed and approved such plan. In the fall of 2018, the OCHCA requested that the District take the next step to prepare an environmental Interim Removal and Remediation Action Plan for the property due to the test results showing elevated concentrations of soil vapor trapped in the subsurface soils beneath the building. The District is required to remediate the environmental conditions on the property before it can proceed to renovate or construct the facility.

The District staff will present to the Board of Trustees an update on the status of the project, a review of the various options for development, the academic need for the center at the current location, and discuss a newly proposed recommendation for the project.

**RECOMMENDATION:**

It is recommended that the Board of Trustees consider and approve a development option to provide staff direction to proceed with the Orange Education Center Project.

Fiscal Impact:	To Be Determined	Board Date: February 25, 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	

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Amendment to Agreement with Southwest Inspection and Testing, Inc. - On-Call Materials Testing and Inspection Consulting Services for Various Facility Improvement Projects	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement for additional on-call materials testing and inspection consulting services. On October 24, 2016 the Board of Trustees approved an agreement with Southwest Inspection and Testing, Inc. for on-call district-wide materials testing and inspection consulting services for various facility improvement projects. The District utilizes a variety of consultants for projects that are urgent, unanticipated or requested by the colleges in order to respond as quickly as possible. The on-call agreement allows the District to utilize consultant services on an as needed basis in a timely fashion.

The on-call materials testing and inspection consultant undertakes tests such as structural and concrete tests for a variety of small projects that occur districtwide. The District desires to have several on-call firms available who can respond timely and have adequate resources to provide services on an as-needed basis. Southwest Inspection and Testing, Inc. has a history of providing timely services to the District as an on-call consultant. Additionally, materials testing and inspection services are required by the Division of the State Architect during the course of construction for specific scopes of work.

The District desires to continue utilizing the consultant and wishes to increase the contract amount for on-call services to provide continued services for work on projects district-wide as needed. To see original agreement, please [click here](#).

**ANALYSIS:**

The amendment is to increase the contract by \$25,000. The revised total contract amount is \$75,000. Southwest Inspection and Testing, Inc. has agreed to retain 2016 hourly rates without an increase. The District evaluates and recommends contract amendments for on-call consultants at times when projects and anticipated work in the future necessitate such. The contract end date remains the same through December 31, 2019. The District has reviewed the fee and it is reasonable and within industry standards.

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to the agreement with Southwest Inspection and Testing, Inc. - On-Call Materials Testing and Inspection Consulting Services for Various Facility Improvement Projects as presented.

Fiscal Impact:	\$25,000	Board Date: February 25, 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: 2/25/19**

Project: On-Call Materials Testing and Inspection Consulting Services

Site: **District-Wide**

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Consultants: **Southwest Inspection & Testing, Inc.**

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Type of Service: Materials Testing and Inspection Consulting Services

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Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$50,000.00		10/25/2016	12/31/2019
Amendment #1	\$25,000.00			
<b>Total Agreement Amount</b>	<b>\$75,000.00</b>			

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**AGREEMENT NO: 0216.00/DESCRIPTION:**

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Amendment #1 for materials testing and inspection consulting services

This agreement #0216.00 is incorporated herein by reference and included as part of the agenda.

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**Total Proposed Amount:** **\$25,000.00**

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

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FIRST AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **26th** day of **February** in the year **2019**, between **SOUTHWEST INSPECTION & TESTING, 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 #0216.00 entered into on October 24, 2016 to provide on-call special inspection and material testing services. Please amend the AGREEMENT to include the following:
  - A. By increasing the AGREEMENT amount by TWENTY-FIVE THOUSAND DOLLARS (\$25,000) from FIFTY THOUSAND DOLLARS (\$50,000); for a total AGREEMENT amount of SEVENTY-FIVE THOUSAND DOLLARS (\$75,000).
2. Except as amended herein, the terms and conditions of AGREEMENT 0216.00 effective October 24, 2016, shall remain in full force and effect.

**SOUTHWEST INSPECTION & TESTING, INC.**

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

By \_\_\_\_\_

By \_\_\_\_\_

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

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

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

COPIES TO:

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

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Change Order #2 - GMS Elevator Services, Inc. for Bid #1336 – Elevator Pump, Motor and Cylinder Replacement at District Operations Center	
Action:	Request for Approval	

**BACKGROUND:**

On May 14, 2018, the Board of Trustees approved a contract with GMS Elevator Services, Inc. for the elevator pump, motor and cylinder replacement project at the District Operations Center. The hydraulic cylinders in the two elevators were original building construction circa 1966. The hydraulic cylinders were steel and non-insulated, which were subject to corrosion and failure over time. The age and condition of the elevator pumps and hydraulic fluid storage tanks were at the end of their life cycle. In order to prevent any future risks of leaks and failure from the hydraulic storage tanks and elevator pumps, the replacement of these components were essential to maintain the proper use of the elevator. The work included demolition activities, night work, weekend work and phasing work on one elevator at a time to try and minimize impacts to occupants in the building. The project was completed on December 16, 2018.

**ANALYSIS:**

Change Order #2 decreases the contract amount by \$3,884 which is a credit back to the District for an unused allowance related to unforeseen work. The District allowance was for unforeseen repairs and conditions related to cylinder removal, boring activities, electrical, mechanical and/or structural repairs. The contract amount has been decreased from \$220,651 to \$216,767. 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 agreement was funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2 - GMS Elevator Services, Inc. for Bid #1336 – Elevator Pump, Motor and Cylinder Replacement at District Operations Center as presented.

Fiscal Impact:	\$3,884 Credit	Board Date: February 25, 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 Date: February 25, 2019  
 Project/Bid No. 1336  
 Site: District Operations Center  
 Change Order (CO) No. : #2

Project Name: Elevator Pump, Motor and Cylinder Replacement  
 Contractor: GMS Elevator Services  
 Contract #: 18.1336

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
06/21/18	100	09/07/18	106	0	1/14/2019

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$220,651.00	
Previous Change Orders	0	\$0.00	0.0%
<b>This Change Order</b>	<b>0</b>	<b>(\$3,884.00)</b>	<b>-1.76%</b>
<b>Total Change Order (s)</b>		<b>(\$3,884.00)</b>	<b>-1.76%</b>
<b>Revised Contract Amount</b>		<b>\$216,767.00</b>	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount. District Allowance was for unforeseen repairs and conditions related to cylinder removal, boring activities, electrical, mechanical and/or structural repairs.	Owner	1	0	(\$3,884.00)	\$0.00	(\$3,884.00)
Subtotal					(\$3,884.00)	\$0.00	(\$3,884.00)
<b>Grand Total</b>							<b>(\$3,884.00)</b>

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

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Accept the Completion of Bid #1336 – Elevator Pump, Motor and Cylinder Replacement at District Operations Center and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On May 14, 2018, the Board of Trustees approved a contract with GMS Elevator Services, Inc. for the elevator pump, motor and cylinder replacement project at the District Operations Center. The project was completed on December 16, 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 \$216,767.

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 25, 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, Santa Ana, caused improvements to be made to the property to with: Bid #1336 for Elevator Pump, Motor and Cylinder Replacement at District Operations Center, the contract for the doing of which was heretofore entered into on the 15th day of May, 2018, which contract was made with GMS Elevator Services, Inc., PO 19-P0052303 as contractor; that said improvements were completed on the 16th day of December, 2018 and accepted by formal action of the governing Board of said District on the 25th 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 Developers Surety and Indemnity Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 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 25, 2019
Re:	Approval of Amendment to the Agreement with Alta Environmental – Hazardous Material Construction Monitoring Services for the Johnson Student Center (Building U) Demolition at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement with Alta Environmental for additional hazardous materials construction testing and monitoring services. On September 24, 2018, the Board of Trustees approved an agreement with Alta Environmental for the new Johnson Student Center (Building U) demolition and new construction project at Santa Ana College. To see the original agreement, please [click here](#).

As part of the District's due diligence process, a hazardous material survey was completed during the planning and design phase of the project to identify any hazardous materials within the Johnson building. During recent demolition of the building, additional unforeseen concealed hazardous materials were discovered. As a result, the District requires additional hazardous materials testing and construction monitoring services for the proper oversight and abatement of the newly found hazardous materials in the existing building to continue with demolition activities.

Concurrently, and in an abundance of caution due to concerns raised at the College of existing undisturbed asbestos-containing fireproofing materials known in Building R (Russell Hall) above the enclosed ceiling spaces, Alta Environmental was requested to immediately investigate and monitor air conditions in Russell Hall including, over the entire duration of demolition activities. These concerns were raised by staff due to potential building vibrations that may occur in Russell Hall during demolition activities of the existing Johnson building. To provide assurances to all that occupy or visit Russell Hall, the District requested that Alta Environmental undertake the following additional services: 1) perform a visual inspection of the condition of the asbestos-containing fireproofing materials on all three floors of Russell Hall prior to the demolition activities; 2) perform background asbestos air sampling in the building prior to the start of demolition; 3) provide on-going asbestos air monitoring in the building during the demolition and earthwork activities; and 4) provide necessary asbestos air monitoring reports for the project. To date, the air sampling tests undertaken have not found any asbestos containing materials in the air samples, and Russell Hall is deemed fit for continued occupancy by the environmental consultant prior to the superstructure (major) building demolition activities starting.

The District is required to ensure compliance with proper oversight, handling, management and monitoring of hazardous materials abatement work according to all applicable laws and regulations, including the California Code of Regulations (CCR), the Division of Occupational Safety and Health of California (Cal/OSHA) and the Air Quality Management District (AQMD). Alta Environmental has extensive experience with hazardous materials surveys, air monitoring services, development of specifications, and ensuring compliance with applicable laws and regulations for the monitoring and abatement work at educational facilities during construction.

**ANALYSIS:**

The amendment is to increase the contract by \$118,699. The increase in the amendment is primarily due to the daily air testing and monitoring in Russell Hall during the demolition activities of the existing Johnson building and the associated underground demolition work. The revised total contract amount is an hourly, not to exceed fee of \$152,927. The District has reviewed the fee and it is reasonable and within industry standards. The contract duration for this agreement remains the same from September 25, 2018 through December 31, 2019.

This agreement is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to the agreement with Alta Environmental – Hazardous Material Construction Monitoring Services for the Johnson Student Center (Building U) Demolition at Santa Ana College as presented.

Fiscal Impact:	\$118,699	Board Date: February 25, 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: 2/25/19**

Project: Johnson Student Center (Building U) Demolition

Site: **Santa Ana College**

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**Consultants: Alta Environmental**

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**Type of Service: Hazardous Material Construction Monitoring Services**

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<b>Agreement Summary</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration</b>	<b>End</b>
Original Contract Amount	\$33,228.00	\$1,000.00	9/25/2018		12/31/2019
Amendment #1	\$118,699.00				
<b>Total Agreement Amount</b>	<b>\$152,927.00</b>				

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**AGREEMENT NO: 0304.00/ DESCRIPTION:**

Amendment #1 for additional hazardous material construction monitoring services

This agreement #0304.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

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**Total Proposed Amount:** **\$118,699.00**

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

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FIRST AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **26th** day of **February** in the year **2019**, between **ALTA ENVIRONMENTAL** hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

1. To amend that certain AGREEMENT #0304.00 entered into on September 25, 2018 for **HAZARDOUS MATERIALS CONSTRUCTION MONITORING SERVICES for the JOHNSON STUDENT CENTER at Santa Ana College**. Please amend the AGREEMENT to include the following:
  - A. By adding project scope, per the attached Exhibit A; and
  - B. By increasing the AGREEMENT amount by ONE HUNDRED EIGHTEEN THOUSAND SIX HUNDRED NINETY-NINE AND 00/100 DOLLARS (\$118,699) from THIRTY-FOUR THOUSAND TWO HUNDRED TWENTY-EIGHT DOLLARS AND ZERO/100 (\$34,228), for a total AGREEMENT amount of ONE HUNDRED FIFTY-TWO THOUSAND NINE HUNDRED TWENTY-SEVEN AND 00/100 DOLLARS (\$152,927).
2. Except as amended herein, the terms and conditions of AGREEMENT 0304.00 effective September 25, 2019, shall remain in full force and effect.

**ALTA ENVIRONMENTAL**

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

By \_\_\_\_\_

By \_\_\_\_\_

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

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

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Email \_\_\_\_\_

COPIES TO:

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

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

**EXHIBIT “A”**

**1. Project Scope**

Building R - Consultant will conduct an asbestos fireproofing investigation, provide background asbestos air sampling, provide air monitoring during the Building U demolition and earthwork activities, and provide an environmental closeout report.

Building U - Consultant will conduct additional hazardous materials sampling at various locations previously not sampled, provide a work plan for underground transite pipe, provide additional hazardous materials monitoring, and provide an environmental closeout report.

**2. Compensation and Fee Schedule**

The District shall compensate the Consultant for the additional hazardous materials environmental services according to the fee schedule table. The Consultant shall perform the scope as described in paragraph 1 above at a not-to-exceed fee of One Hundred Eighteen Thousand Six Hundred Ninety-Nine and 00/100 Dollars.

<b>Building R - Tasks</b>	<b>Not-To-Exceed Fee</b>
Task 1 –Asbestos-Containing Fireproofing Inspection	\$1,400.00
Task 2 – Background Asbestos Air Sampling	\$3,155.00
Task 3 – Air Monitoring During Bldg. U Demolition and Earthwork	\$70,860.00
Task 4 – Closeout Report	\$1,972.00
<i>SUBTOTAL</i>	<i>\$77,387.00</i>
<b>Building U – Tasks</b>	
Task 1 – Additional Hazardous Materials Sampling Services	\$2,508.00
Task 2 –Hazardous Materials Work Plan (Transite Pipe)	\$1,512.00
Task 3 –Additional Hazardous Materials Monitoring Services	\$5,320.00
Task 4 – Closeout Report	\$1,972.00
<i>SUBTOTAL</i>	<i>\$11,312.00</i>
District Allowance * (Additional Hazmat Consulting Services)	\$30,000.00
<b>GRAND TOTAL</b>	<b>\$118,699.00</b>

\* **Allowance:** Prior written approval by the District is required for use of the allowance. Rates and fees are subject to written District approval prior to commencement of additional services as described in Article VIII.

Any overtime, weekend, or holiday work must be pre-approved and authorized by the District in advance prior to commencement of such work and must be provided in writing.

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Ratification of Award of Bid #1362 - Proposition 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa Ana College	
Action:	Request for Ratification	

**BACKGROUND:**

This is a ratification for the award of Bid #1362 for Proposition 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa Ana College. On November 6, 2012, Proposition 39 was passed by the voters that will provide energy efficient project funds for the California K-12 and community colleges for a period of five years. Rancho Santiago Community College District (District) has been awarded Proposition 39 funds in addition to qualifying for possible energy rebates through the California Community College Investor Owned Utilities (CCCIU) program. The District to date has completed all five years of projects associated with funding from Proposition 39.

The District now has project savings from Proposition 39 Year 5 funds, and has created a new project to spend down the funds. The Lighting Occupancy Sensor Retrofit project at Santa Ana College has been reviewed by the District's energy consultant, Wildan Group, and the project includes energy saving measures and qualifies as an energy efficiency project under the Proposition 39 program. The District provided these findings to the CCCIU and Southern California Edison for concurrence.

The consultant's findings identified yearly energy savings of 49,464 kWh/yr resulting in energy demand savings of 8 kW/yr. The energy efficiency recommendations include installing new lighting occupancy/vacancy sensors to automatically turn lights on when entering a space or off when leaving a space at multiple buildings. These improvements will reduce annual lighting energy costs.

As a condition of using the available savings, the project must be completed and closed out with the state by June 28, 2019 and will need to comply will all state mandates for procurement, expenditure reporting, and auditing requirements.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCAA), Bid #1362 - Proposition 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa

Ana College was advertised and a Notice of Inviting Bids was sent to 41 contractors from the District's qualified contractors list on January 2, 2019.

A mandatory job walk was conducted on January 8, 2019, and there were four attendees. Bids were opened on January 28, 2019, as noted on the attached bid summary. The District received two bids for the project. Inter-Pacific, Inc. dba Inter-Pacific Systems, Inc. (Tustin) was deemed non-responsive due to failure to acknowledge addendum #1 on the bid proposal. J Kim Electric, Inc. (Fullerton) submitted the lowest responsive bid in the amount of \$109,740. District staff conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the bids received, the District recommends approval of award of Bid #1362 to J Kim Electric, Inc.

The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA to J Kim Electric, Inc.

The anticipated start date is February 18, 2019. The estimated construction duration is 100 calendar days.

The project is funded by State Proposition 39 Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify the award of Bid #1362 - Proposition 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa Ana College as presented.

Fiscal Impact:	\$109,740	Board Date: February 25, 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 and Support Services**  
2323 North Broadway, Suite 112  
Santa Ana, CA 92706-1640

**BID SUMMARY**

<b>BID #1362</b>	<b>PROJECT:</b> Prop 39 Year 5 Lighting Occupancy Sensor Retrofit at Santa Ana College	<b>TIME: 2:00 P.M.</b> <b>DATE: January 28, 2019</b>
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**BIDDERS**

**TOTAL BASE BID AMOUNT**

Inter-Pacific, Incorporated dba Inter-Pacific Systems, Incorporated 1421 Edinger Avenue, Unit A Tustin, CA 92780	\$82,564.80  Non-responsive and therefore this bid is rejected.
J Kim Electric, Incorporated 842 West Las Palmas Drive Fullerton, CA 92835	\$109,740

**2 TOTAL BIDDERS**

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Change Order #1 for Patriot Contracting and Engineering, Inc. for Bid #1342 – Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On May 14, 2018, the Board of Trustees approved a contract with Patriot Contracting and Engineering, Inc. for Bid #1342 for Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College. This barrier removal project was one of several large projects to address the Blaser settlement deficiency items and deadlines. The project was dual funded by Scheduled Maintenance and Capital Outlay funds. The Phase 1 project consisted of removing barriers to provide compliant accessible parking stall slopes, striping, signage, adequate quantity, and disbursement of accessible parking stalls campus wide. New curb ramps, ramps, sidewalks, and crosswalks were provided that are adjacent to the accessible parking stalls. The project was completed on December 21, 2018.

**ANALYSIS:**

Change Order #1 increases the contract amount by \$35,847.80. The scope of work in this change order included re-routing of existing and installing new sleeved irrigation piping and sprinkler heads to connect to the existing system due to unforeseen conditions relating to re-grading the hillside to a proper elevation at the new switch back ramp location adjacent Parking Lot 5 at the main entry from Chapman Avenue. Additional survey work was also needed for precise elevation at the ramp. In order to make the grade slope work for path of travel requirements, the contractor had to remove and replace additional existing sidewalk by the switch back ramp landing for code compliance.

The costs indicated in the change order are considered fair, reasonable and within industry standards by architect, construction manager and staff. The change order for the project is 4.94% of construction cost. The increase to the contract amount associated with this change order is \$35,847.80. The contract amount has been increased from \$725,000 to \$760,847.80. Pursuant to Administrative Regulation 6600, staff has approved this change order.

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

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

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 for Patriot Contracting and Engineering, Inc. for Bid #1342 – Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College as presented.

Fiscal Impact:	\$35,847.80	Board Date: February 25, 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 Date: February 25, 2019  
 Project/Bid No. 1337  
 Site: Santiago Canyon College  
 Change Order (CO) No. : #1

Project Name: Barrier Removal Exterior Path of Travel (Phase 1)  
 Contractor: Patriot Contracting & Engineering  
 Contract #: 18-P0052242

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
06/12/18	195	12/21/18	0	0	12/21/2018

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$725,000.00	
Previous Change Orders		\$0.00	0.0%
<b>This Change Order</b>		<b>\$ 35,847.80</b>	<b>4.94%</b>
<b>Total Change Order (s)</b>		<b>\$35,847.80</b>	<b>4.94%</b>
<b>Revised Contract Amount</b>		<b>\$760,847.80</b>	

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Re-routing of existing and installing new sleeved irrigation piping and sprinkler heads to connect to existing system.	Owner	2	0	\$ -	\$ 6,491.89	\$ 6,491.89
2	Re-grading and compacting the hillside with stockpiled native soil to proper elevation needed for the new switch back ramp.	Owner	2	0	\$ -	\$ 13,534.00	\$ 13,534.00
3	Remove and replace additional existing sidewalk by switch back ramp landing for code compliance.	Owner	1	0	\$ -	\$ 12,514.71	\$ 12,514.71
4	Additional survey work of the hillside for precise elevation at switch back ramp.	Owner	1	0	\$ -	\$3,307.20	\$ 3,307.20
Subtotal					\$ -	\$35,847.80	\$ 35,847.80
<b>Grand Total</b>							<b>\$ 35,847.80</b>

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

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Accept the Completion of Bid #1342 – Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On May 14, 2018, the Board of Trustees approved a contract with Patriot Contracting and Engineering, Inc. for Bid #1342 – Barrier Removal Exterior Parking (Phase 1) 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 \$760,847.80.

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

**RECOMMENDATION:**

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

Fiscal Impact:	N/A	Board Date: February 25, 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 #1342 for Barrier Removal Exterior Parking (Phase 1) at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 14th day of May, 2018, which contract was made with Patriot Contracting and Engineering, Inc., PO 18-P0052242 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 25th 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 United Fire & Casualty Company.

I, the undersigned, say: I am the Vice Chancellor- Business/Fiscal Services of the Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 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 25, 2019
Re:	Accept the Completion of Bid #1356 - Barrier Removal Exterior Stair Treads 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 SD Remodeling, Incorporated for Bid #1356 Barrier Removal Exterior Stair Treads at Santiago Canyon College. This barrier removal project was one of several projects to address the Blaser settlement deficiency items and deadlines. This project consisted of preparing, priming, and painting a detectable warning stripe near the edge of exterior stair treads in the Science Building for individuals with sight impairment and to comply with California Building Codes. 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 \$16,500.

This project was funded by State Scheduled Maintenance Funds.

**RECOMMENDATION:**

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

Fiscal Impact:	N/A	Board Date: February 25, 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 #1356 for Barrier Removal Exterior Stair Treads 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 SD Remodeling, Inc., PO 19-P0054691 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 25th day of February, 2019; that title to said property is vested in the Rancho Santiago Community College District of Orange County, 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 25, 2019
Re:	Award of Bid #1363 – Proposition 39 Year 5 U Portables HVAC Upgrades at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is an approval for the award of Bid #1363 for the Proposition 39 Year 5 U Portables HVAC upgrades project at Santiago Canyon College. On November 6, 2012, Proposition 39 was passed by the voters that will provide energy efficient project funds for the California K-12 and community colleges for a period of five years. Rancho Santiago Community College District (District) has been awarded Proposition 39 funds in addition to qualifying for possible energy rebates through the California Community College Investor Owned Utilities (CCCIU) program. The District to date has completed all five years of projects associated with funding from Proposition 39.

The District now has project savings from Proposition 39 Year 5 funds, and has created a new project to spend down the funds. The U Portables HVAC Upgrade project at Santiago Canyon College has been reviewed by the District's energy consultant, Wildan Group, and the project includes energy saving measures and qualifies as an energy efficiency project under the Proposition 39 program. The District provided these findings to the CCCIU and Southern California Edison for concurrence.

The consultant's findings identified yearly energy savings of 8,580 kWh/yr resulting in energy demand savings of 1.2 kW/yr. The energy efficiency recommendations include replacing the HVAC equipment with higher energy efficiency rated equipment, installing smart-technology thermostats, installing occupancy sensors to automatically shut off equipment, and installing new automatic outside air economizers to provide reduce cooling energy costs during optimal weather conditions. The upgrades will improve energy efficiency, performance, automate system operations, and lower maintenance costs.

As a condition of using the available savings, the project must be completed and closed out with the state by June 28, 2019 and will need to comply will all state mandates for procurement, expenditure reporting, and auditing requirements.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCAA), Bid #1363 for the Proposition 39 Year 5 U Portables HVAC upgrades project at

Santiago Canyon College was advertised on December 23, 2018 and December 30, 2018 in the Orange County Register. A Notice Calling for Bids was sent to the trade journals and 93 contractors from the District's qualified contractors list on January 2, 2019.

A mandatory job walk was conducted on January 4, 2019 and there were 17 attendees. Bids were opened on January 22, 2019, as noted on the attached bid summary. The District received twelve bids for the project. Allison Mechanical, Inc. (Redlands) submitted the lowest responsive bid in the amount of \$223,400. District staff has completed a due diligence review of contract documents to ensure compliance with license and bid bond requirements. After review of the bid received, the District recommends approval of award of Bid #1363 to Allison Mechanical, Inc.

The anticipated start date is March 6, 2019. The estimated construction duration is 100 calendar days.

This project is funded by State Proposition 39 Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees award Bid #1363 to Allison Mechanical, Inc. for Proposition 39 Year 5 U Portables HVAC Upgrades at Santiago Canyon College as presented.

Fiscal Impact:	\$223,400	Board Date: February 25, 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 and Support Services**  
2323 North Broadway, Suite 112  
Santa Ana, CA 92706-1640

**BID SUMMARY**

<b>BID #1363</b>	<b>PROJECT:</b> Prop 39 Year 5 U Portables HVAC Upgrades at Santiago Canyon College	<b>TIME: 2:00 P.M.</b> <b>DATE: January 22, 2019</b>
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<b>BIDDERS</b>	<b>TOTAL BASE BID AMOUNT</b>
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Allison Mechanical, Incorporated 1968 Essex Court Redlands, CA 92373	\$223,400.00
Famand, Incorporated dba Indoor Environmental Services 22362 Gilberio Rancho Santa Margarita, CA 92688	\$228,306.00
Bon Air, Incorporated 11340 West Olympic Boulevard, #302 Los Angeles, CA 90064	\$238,000.00
Horizons Construction Company International, Incorporated 432 West Meats Avenue Orange, CA 92865	\$238,750.00
Scorpio Enterprises dba Aire-Masters Air Conditioning 12556 McCann Drive Santa Fe Springs, CA 90670	\$270,900.00
Golden Gate Steel, Incorporated dba Golden Gate Construction 14775 Carmenita Road Norwalk, CA 90650	\$278,380.00
Dalke & Sons Construction, Incorporated 4585 Allstate Drive Riverside, CA 92501	\$296,480.00
Sol Source, Incorporated dba DC Construction Management Team 26791 Pariso Drive Mission Viejo, CA 92691	\$304,529.51 *Non-responsive
Patriot Contracting & Engineering, Incorporated 22601 La Palma Avenue, Suite 100 Yorba Linda, CA 92887	\$308,000.00
A 2 Z Construct, Incorporated P.O. Box 80425 Rancho Santa Margarita, CA 92688	\$310,000.00 *Non-responsive
Air-Ex Air Conditioning, Incorporated 157 Gentry Street Pomona, CA 91767	\$312,875.00
SD Remodeling, Incorporated P.O. Box 1488 Rancho Santa Fe, CA 92067	\$349,000.00

**12 TOTAL BIDDERS**

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

To:	Board of Trustees	Date: February 25, 2019
Re:	Ratification of Award of Bid #1361 – Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College	
Action:	Request for Ratification	

**BACKGROUND:**

This is a ratification for the award of Bid #1361 for Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College. This project is part of the District’s barrier removal and Americans with Disabilities Act (ADA) improvement plans. Drinking fountains in locations across campus (Buildings D, E, H, Library, gymnasium, and sports facilities) will either be repaired, reinstalled to meet current accessibility requirements, and/or replaced with new accessible drinking fountains. Approximately 14 drinking fountains will be replaced, and five will be relocated to comply with ADA Codes. The work schedule is being coordinated with the college.

**ANALYSIS:**

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1361 - Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College was advertised and a Notice of Inviting Bids was sent to 93 contractors from the District’s qualified contractors list on January 7, 2019.

A mandatory job walk was conducted on January 17, 2019, and there were 14 attendees. Bids were opened on January 29, 2019, as noted on the attached bid summary. The District received four bids for the project. R Dependable Construction, Inc. (San Bernardino) was the lowest bidder in the amount of \$89,000. District staff conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the bids received, the District recommends approval of award of Bid #1361 to R Dependable Construction, Inc.

The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA to R Dependable Construction, Inc.

The anticipated start date is March 11, 2019. The estimated construction duration is 120 calendar days.

The project is funded by State Scheduled Maintenance Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify the award of Bid #1361 - Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College as presented.

Fiscal Impact:	\$89,000	Board Date: February 25, 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 and Support Services**  
2323 North Broadway, Suite 112  
Santa Ana, CA 92706-1640

**BID SUMMARY**

<b>BID #1361</b>	<b>PROJECT:</b> Barrier Removal Drinking Fountain Repairs & Replacement at Santiago Canyon College	<b>TIME: 2:00 P.M.</b> <b>DATE: January 29, 2019</b>
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**BIDDERS**

**TOTAL BASE BID AMOUNT**

R Dependable Construction, Incorporated  
1019 West 3<sup>rd</sup> Street, Suite B  
San Bernardino, CA, 92410

\$89,000

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

\$117,950

Pro-Craft Construction, Incorporated  
31597 Outer Highway 10 South, Suite B  
Redlands, CA, 92373

\$234,000

Minako America Corporation dba Minco Construction  
522 East Airline Way  
Gardena, CA, 90248

\$307,730

**4 TOTAL BIDDERS**

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

To:	Board of Trustees	Date:	February 25, 2019
Re:	Approval of Contract with Shade Structures, Inc. dba USA Shade & Fabric Structures		
Action:	Request for Approval		

**BACKGROUND:**

The Santa Ana College Early Childhood Education Center has an existing shade canopy which requires a more durable replacement. Located between V-200 and V-300, this canopy serves as shade to infants, six (6) months to twenty-four (24) months in age. The current fabric canopy is over eight (8) years old and due to constant sun exposure has become extremely worn and dilapidated. To see the original agreement, please [click here](#).

**ANALYSIS:**

On July 12, 2016, the Fullerton Joint Union High School District (FJUHSD) awarded Bid 1516-15, issued to Shades Structures, Inc. dba USA Shade & Fabric Structures, for the purchase and installation of Division of State Architects (DSA) preapproved shade structures by the piggyback method. The inflation adjusted price, per terms of Bid 1516-15 is \$19,404.17. This is a cooperative contract, competitively bid and meets the legal requirements to utilize the piggyback method set forth in Public Contract Code Section 20652. The contract term between the FJUHSD and USA Shade & Fabric Structures is for five years, renewed annually, and were subsequently renewed on June 6, 2017 and June 5, 2018.

USA Shade & Fabric Structures contract pricing structure is based on the shade structure size and type and as set forth in Exhibit "A" of the FJUHSD Bid 1516-15.

The project is to be funded by Child Development funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Fullerton Joint Union High School District (FJUHSD) Bid 1516-15 to Shade Structures, dba USA Shade & Fabric Structures for the purchase and installation of DSA preapproved shade structures as presented.

Fiscal Impact:	\$19,404.17 for initial purchase	Board Date:	February 25, 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		

Purchase Order List

12/09/2018 thru 01/19/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-B0001554	12/11/2018	79	Auxiliary Services Office	Other Operating Exp & Services	WELLSPRING SOFTWARE INC	420.77
19-B0001557	1/7/2019 1	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	NAT'L SPORTS APPAREL LLC	447.12
19-B0001558	1/9/2019 1	79	Admissions & Records	Non-Instructional Supplies	ALBERTSON'S/SAFEWAY	500.00
19-B0001559	1/9/2019 1	79	Admissions & Records	Non-Instructional Supplies	DON BOOKSTORE/HAWK BOOKSTORE	350.00
19-B0001560	1/10/2019	79	Auxiliary Services Office	Unrestricted Contingency	D4 SOLUTIONS INC.	2,514.13
19-B0001561	1/10/2019	79	Auxiliary Services Office	Unrestricted Contingency	D4 SOLUTIONS INC.	669.28
19-B0001562	1/14/2019	79	Admissions & Records	Non-Instructional Supplies	CALUMET CARTON CO	665.80
19-B0001563	1/15/2019	72	Student Development	Other Participant Travel Exp	WASHINGTON PLAZA HOTEL LLC	3,241.59
19-B0001564	1/16/2019	71	Student Activities	Other Operating Exp & Services	CAL POLY POMONA FOUNDATION	6,417.43
19-B0001566	1/17/2019	79	Admissions & Records	Equip-Tablet/Laptop>\$200<\$1000	SHI INTERNATIONAL CORP	3,287.02
19-P0054849	12/10/2018	12	Manufacturing Technology	Software License and Fees	GOENGINEER	5,144.00
19-P0054850	12/10/2018	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	62,991.22
19-P0054851	12/10/2018	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	317.24
19-P0054852	12/10/2018	33	CDC Administration	Other Licenses & Fees	NAEYC	775.00
19-P0054853	12/10/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	17.66
19-P0054855	12/10/2018	12	EOPS	Other Exp Paid for Students	RSCCD	2,210.00
19-P0054856	12/10/2018	11	Honors Program	Inst Dues & Memberships	HONORS TRANSFER COUNCIL OF CALIF	120.00
19-P0054857	12/10/2018	12	Dance	Instructional Supplies	HUMPHRIES DEBI	750.00
19-P0054858	12/10/2018	33	EHS Administration	Food and Food Service Supplies	PARADISE BAKERY & CAFE	120.06
19-P0054859	12/10/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	85.12
19-P0054860	12/10/2018	33	EHS Administration	Online Training Courses	FELDESMAN TUCKER LEIFER FIDELL LLP	500.00
19-P0054861	12/10/2018	11	Athletics	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	452.16
19-P0054862	12/10/2018	11	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	601.66
19-P0054863	12/10/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	ACCO BRANDS USA LLC	423.92
19-P0054864	12/10/2018	33	CDC Santiago Canyon College	Food and Food Service Supplies	ALBERTSON'S/SAFEWAY	500.00
19-P0054865	12/10/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	398.83
19-P0054866	12/10/2018	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	10,000.00
19-P0054867	12/10/2018	33	CDC Santa Ana College - East	Instructional Supplies	SMART & FINAL	500.00
19-P0054868	12/10/2018	12	Paralegal	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,301.86
19-P0054869	12/10/2018	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	87.09
19-P0054870	12/10/2018	12	Biology	Instructional Supplies	VWR FUNDING INC	825.22
19-P0054871	12/10/2018	12	EOPS	Non-Instructional Supplies	DON BOOKSTORE	87.00
19-P0054872	12/10/2018	11	Digital Media Center	Landscaping	TROPICAL PLAZA NURSERY	300.00
19-P0054873	12/10/2018	13	Maintenance	Contracted Repair Services	BEYNON SPORTS SURFACES, INC.	66,895.00
19-P0054874	12/10/2018	43	Facility Planning Office	Bldg Impr - OCIP	ARTHUR J. GALLAGHER & CO.	91,851.02
19-P0054875	12/10/2018	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	1,890.17
19-P0054876	12/10/2018	33	EHS Administration	Equip-Fed Prgm >\$1,000< \$5,000	COMMUNITY PLAYTHINGS	3,287.07

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Legend: \* = Multiple Funds for this P.O.

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Purchase Order List

12/09/2018 thru 01/19/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054877	12/11/2018	43	Facility Planning Office	Bldg Impr - SWPPP	STATE WATER RESOURCES	526.00
19-P0054878	12/11/2018	33	EHS Santa Ana College	Bldg Impr - Contractor Svcs	PAINTING & DECOR INC	10,790.00
19-P0054879	12/11/2018	41	Facility Planning Office	Bldg Impr - Environmental	CONVERSE CONSULTANTS	315,300.00
19-P0054880	12/11/2018	11	Board of Trustees	Food and Food Service Supplies	MILLER JESSY ARAOZ	87.50
19-P0054881	12/11/2018	12	Library Services	Library Books	AMAZON COM	14,400.00
19-P0054882	12/11/2018	12	Library Services	Library Books - Periodicals	CALIFORNIA NEWSPAPERS PARTNERSHIP	210.09
19-P0054883	12/11/2018	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	140.00
19-P0054885	12/11/2018	12	Counseling & Student Sup Ofc	Conference Expenses	COMMUNITY COLLEGE FOUNDATION	295.00
19-P0054886	12/11/2018	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	2,715.56
19-P0054887	12/11/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	175.00
19-P0054888	12/11/2018	13	Workforce Education	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	740.29
19-P0054889	12/11/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	1,000.00
19-P0054890	12/11/2018	13	Maintenance	Contracted Repair Services	SO CAL LAND MAINTENANCE INC	3,693.50
19-P0054891	12/11/2018	11	Grounds	Landscaping	MARIPOSA LANDSCAPES INC	83,468.00
19-P0054892	12/11/2018	41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	24,900.00
19-P0054893	12/11/2018	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	654.26
19-P0054894	12/12/2018	43	Facility Planning Office	Bldg Impr - Spcl Ins/Mat Tes	SOUTHWEST INSPECTION	376,370.00
19-P0054895	12/12/2018	12	Student Development	Food and Food Service Supplies	SANYO FOODS CORPORATION	4,063.65
19-P0054896	12/12/2018	12	Career Education Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	485.04
19-P0054897	12/12/2018	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	413.29
19-P0054898	12/12/2018	33	EHS Santa Ana College	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	175.00
19-P0054899	12/12/2018	33	EHS Administration	Food and Food Service Supplies	SMART & FINAL	366.57
19-P0054900	12/12/2018	12	Student Development	Fees Paid for Students	RSCCD	1,354.50
19-P0054901	12/12/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
19-P0054902	12/12/2018	12	Student Development	Contracted Services	COOLSPEAK, LLC	8,000.00
19-P0054903	12/12/2018	12	Television (TV/Film/Video)	Equip-All Other >\$1,000<\$5,000	TEXAS MEDIA SYSTEMS, LTD	140,602.98
19-P0054904	12/12/2018	13	Maintenance	Maint/Oper Service Agreements	GEARY FLOORS INC	37,000.00
19-P0054905	12/12/2018	12	Academic Affairs Office	Instructional Supplies	DUNN EDWARDS CORP	900.00
19-P0054906	12/12/2018	13	Maintenance	Contracted Repair Services	DON F. HOLLY AND SON, INC.	1,870.00
19-P0054907	12/12/2018	12	Educational Services Office	Conference Expenses	WELLS FARGO BANK	564.95
19-P0054908	12/12/2018	13	Maintenance	Contracted Repair Services	COAST ELECTRIC	760.00
19-P0054909	12/12/2018	11	Maintenance	Contracted Repair Services	SADDLEBACK GOLF CARS	1,100.00
19-P0054910	12/12/2018	11	Mailroom	Postage	RESERVE ACCOUNT	50,000.00
19-P0054911	12/12/2018	13	Educational Services Office	Food and Food Service Supplies	WELLS FARGO BANK	380.67
19-P0054912	12/12/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	BIO RAD LABORATORIES	1,101.95
19-P0054913	12/12/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	BIO RAD LABORATORIES	3,556.68
19-P0054914	12/12/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	7,528.43

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Purchase Order List

12/09/2018 thru 01/19/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054915	12/12/2018	11	Safety & Security Office	Non-Instructional Supplies	NEW MANAGEMENT, INC.	2,634.81
19-P0054916	12/13/2018	11	Graphic Communications	Software License and Fees	WELLS FARGO BANK	959.88
19-P0054917	12/13/2018	33	EHS Santa Ana College	Non-Instructional Supplies	WELLS FARGO BANK	570.00
19-P0054918	12/13/2018	12	Digital Media Center	Contracted Services	BRIGHTVIEW TREE CARE SERVICES, INC.	1,600.00
19-P0054919	12/13/2018	12	Veterans Resource Center	Inst Dues & Memberships	NAT'L ASSN OF VETERANS UPWARD BOUND	150.00
19-P0054920	12/14/2018	12	Educational Services Office	Conference Expenses	WELLS FARGO BANK	564.95
19-P0054921	12/14/2018	33	EHS Administration	Software License and Fees	PARENTS AS TEACHERS NAT'L CENTER	240.00
19-P0054922	12/14/2018	13	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	365.02
19-P0054923	12/14/2018	33	EHS Administration	Non-Instructional Supplies	AKERS THOMAS	1,535.98
19-P0054924	12/14/2018	11	Admin Services Office	Public Agencies' Assess & Fees	SCAQMD	1,065.63
19-P0054925	12/14/2018	12	Student Equity	Contracted Services	NEAL VERONICA K	10,000.00
19-P0054926	12/14/2018	33	EHS Administration	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	522.13
19-P0054927	12/14/2018	12	Safety & Parking - DO	Conference Expenses	RIVERSIDE COMMUNITY COLLEGE DISTRICT	1,840.00
19-P0054928	12/14/2018	12	Safety & Parking - DO	Conference Expenses	FOX VALLEY TECHNICAL COLLEGE	840.00
19-P0054929	12/14/2018	33	EHS Administration	Non-Instructional Supplies	ENVIRONMENTS INC	733.87
19-P0054930	12/14/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	AMERICAN 3B SCIENTIFIC	2,154.90
19-P0054931	12/14/2018	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	3,095.43
19-P0054932	12/14/2018	11	Human Svcs & Technology Office	Excess/Copies Usage	XEROX CORP	532.66
19-P0054933	12/14/2018	12	Manufacturing Technology	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	1,973.98
19-P0054934	12/17/2018	33	EHS Administration	Non-Instructional Supplies	KAPLAN	809.98
19-P0054935	12/17/2018	33	EHS Administration	Non-Instructional Supplies	KAPLAN	652.64
19-P0054936	12/17/2018	33	EHS Administration	Non-Instructional Supplies	B & H PHOTO VIDEO INC	394.33
19-P0054937	12/17/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	POCKET NURSE	26,002.93
19-P0054938	12/17/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	788.37
19-P0054939	12/17/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	SCHOOL NURSE SUPPLY INC	529.16
19-P0054940	12/17/2018	12	Biology	Instructional Supplies	DNA TWOPOINTO, INC.	3,205.57
19-P0054941	12/17/2018	33	EHS Administration	Equip-Fed Prgm >\$1,000< \$5,000	SHI INTERNATIONAL CORP	1,240.16
19-P0054942	12/17/2018	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	9,729.82
19-P0054943	12/17/2018	13	Maintenance	Contracted Repair Services	ACCO ENGINEERED SYSTEMS INC	4,765.00
19-P0054944	12/17/2018	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,232.11
19-P0054945	12/17/2018	12	Career Education Office	Contracted Services	INTERACT COMMUNICATIONS	42,000.00
19-P0054946	12/17/2018	62	Risk Management	Workers Compensation Insurance	STATE OF CALIF	752.95
19-P0054947	12/17/2018	12	Career Education Office	Contracted Services	INTERACT COMMUNICATIONS	50,000.00
19-P0054948	12/17/2018	43	Facility Planning Office	Bldg Impr - Geotech/Geohaz	MTGL, INC	127,100.00
19-P0054949	12/17/2018	11	Maintenance & Operations	Contracted Repair Services	HIGH RISE GLASS & DOORS INC	3,220.00
19-P0054950	12/17/2018	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	AMAZON COM	340.27
19-P0054951	12/17/2018	11	Fire Academy	Contracted Repair Services	RINCON TRUCK CENTER, INC.	3,983.23

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Purchase Order List

12/09/2018 thru 01/19/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0054952	12/17/2018	12	Computer Science	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	390.00
19-P0054953	12/17/2018	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,218.37
19-P0054954	12/17/2018	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	597.16
19-P0054955	12/17/2018	33	EHS Administration	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	675.00
19-P0054956	12/17/2018	12	Career Education Office	Non-Instructional Supplies	DON BOOKSTORE	537.01
19-P0054957	12/17/2018	12	Career Education Office	Advertising	SUNTWIST, INC.	1,252.05
19-P0054958	12/17/2018	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	285.00
19-P0054959	12/17/2018	11	CJ/Academies	Non-Instructional Supplies	GRAINGER	600.00
19-P0054960	12/17/2018	11	CJ/Academies	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,572.90
19-P0054961	12/17/2018	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	527.46
19-P0054962	12/17/2018	12	Chemistry	Instructional Supplies	AIRGAS, INC.	244.68
19-P0054963	12/17/2018	12	Distance Education	Advertising	TEAMWORK PROMOTIONAL	1,131.38
19-P0054964	12/17/2018	12	Public Affairs/Gov Rel Office	Contracted Services	INTERACT COMMUNICATIONS	13,875.00
19-P0054965	12/17/2018	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	537.00
19-P0054966	12/17/2018	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	165.86
19-P0054967	12/17/2018	11	Grounds	Non-Instructional Supplies	SITONE LANDSCAPE SUPPLY HOLDING LLC	3,000.00
19-P0054968	12/17/2018	12	Student Placement	Food and Food Service Supplies	NENA BALDIZON-RIOS	613.35
19-P0054969	12/17/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	306.17
19-P0054970	12/17/2018	12	Career Education Office	Non-Instructional Supplies	SABERS RENA	1,720.30
19-P0054971	12/17/2018	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	160.70
19-P0054972	12/17/2018	11	International Student Program	Contracted Services	CAN-ACHIEVE EDUCATION CONSULTANTS LTD	2,800.00
19-P0054973	12/17/2018	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	264.64
19-P0054974	12/17/2018	13	Student Information Support	Conference Expenses	ELLUCIAN COMPANY L.P.	1,049.00
19-P0054975	12/17/2018	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	3,099.99
19-P0054976	12/17/2018	12	Manufacturing Technology	Equip-All Other >\$1,000<\$5,000	AERIAL MEDIA PROS, LLC	3,465.23
19-P0054977	12/17/2018	12	Public Affairs/Gov Rel Office	Contracted Services	CLARUS CORPORATION	1,820.00
19-P0054978	12/17/2018	12	Resource Development	Bldg Impr - Contractor Svcs	SOL SOURCE, INC.	23,498.00
19-P0054979	12/17/2018	12	Manufacturing Technology	Instructional Supplies	ADORAMA INC	19,767.79
19-P0054980	12/18/2018	12	Ctr for Intl Trade Dev Office	Instructional Supplies	DON BOOKSTORE	1,996.07
19-P0054981	12/18/2018	11	Publications	Non-Instructional Supplies	WELLS FARGO BANK	786.90
19-P0054982	12/18/2018	13	Maintenance	Contracted Repair Services	IMPERIAL SPRINKLER	180.00
19-P0054983	12/18/2018	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	925.73
19-P0054984	12/18/2018	13	Maintenance	Contracted Repair Services	DAY LITE MAINTENANCE CO INC	187.47
19-P0054985	12/18/2018	12	Career Education Office	Advertising	HAGGARTY PRINTING INC	5,115.26
19-P0054986	12/18/2018	33	EHS Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	222.39
19-P0054987	12/18/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	420.18
19-P0054988	12/18/2018	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,914.00

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Purchase Order List

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19-P0054989	12/18/2018	33	EHS Administration	Non-Instructional Supplies	LOCTEK ERGONOMIC	1,063.45
19-P0054990	12/18/2018	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
19-P0054991	12/18/2018	12	Media Systems	Instructional Supplies	HOME DEPOT	2,000.00
19-P0054992	12/18/2018	11	Maintenance	Non-Instructional Supplies	MAINTENANCE SOLUTION INC	2,000.00
19-P0054993	12/18/2018	41	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	129.00
19-P0054994	12/18/2018	43	Facility Planning Office	Buildings - Commissioning	ARCHITECTURAL TESTING, INC.	54,290.00
19-P0054995	12/18/2018	43	Facility Planning Office	Buildings - Other Services	ENVISE	7,160.00
19-P0054996	12/18/2018	41	Facility Planning Office	Bldg Impr - Other Services	HILLS BROS LOCK & SAFE	23,316.00
19-P0054997	12/18/2018	12	Resource Development	Contracted Services	MERITMARK, LLC	497.01
19-P0054998	12/18/2018	12	Resource Development	Contracted Services	CORRIGAN SARAH CLARK	1,037.26
19-P0054999	12/18/2018	12	Resource Development	Contracted Services	GUTMAN PAMELA VIRGINIA	508.00
19-P0055000	12/18/2018	12	Resource Development	Contracted Services	FOX-MARCHEV JUDY	135.92
19-P0055001	12/18/2018	12	Business Applications & Tech	Equip-All Other >\$1,000<\$5,000	AERIAL MEDIA PROS, LLC	4,874.60
19-P0055002	12/18/2018	12	Fine & Performing Arts Office	Instructional Supplies	SAMY'S CAMERA	1,200.00
19-P0055003	12/18/2018	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
19-P0055005	12/19/2018	11	Maintenance	Non-Instructional Supplies	GRAINGER	3,000.00
19-P0055006	12/19/2018	11	Grounds	Contracted Repair Services	EBERHARD EQUIPMENT	1,000.00
19-P0055007	12/19/2018	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	27.98
19-P0055009	12/19/2018	12	Biology	Instructional Supplies	VWR FUNDING INC	2,513.51
19-P0055010	12/19/2018	13	Maintenance	Non-Instructional Supplies	HOWARD INDUSTRIES	442.42
19-P0055011	12/19/2018	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	1,383.58
19-P0055012	12/19/2018	13	Santiago Canyon College	Contracted Services	GOODWILL INDUSTRIES OF ORANGE COUNTY	3,000.00
19-P0055013	12/19/2018	11	Admissions & Records	Non-Instructional Supplies	SCRIP SAFE SECURITY PRODUCTS	4,896.25
19-P0055014	12/19/2018	13	Maintenance	Contracted Repair Services	SADDLEBACK GOLF CARS	1,500.00
19-P0055015	12/19/2018	12	Manufacturing Technology	Equip-All Other >\$1,000<\$5,000	AERIAL MEDIA PROS, LLC	7,996.16
19-P0055016	12/19/2018	33	EHS Administration	Conference Expenses	CA HEAD START ASSOC.	475.00
19-P0055017	12/19/2018	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	CENGAGE LEARNING/ EDUC. TO GO	1,545.47
19-P0055018	12/19/2018	12	SAC Research	Software License and Fees	TABLEAU SOFTWARE INC	1,122.00
19-P0055019	12/19/2018	12	Distance Education	Equip-All Other >\$1,000<\$5,000	APPLE COMPUTER INC	1,349.55
19-P0055020	12/19/2018	13	Santiago Canyon College	Contracted Services	MODERNTHINK LLC	3,949.00
19-P0055021	12/19/2018	12	Resource Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	828.69
19-P0055023	12/19/2018	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	2,074.30
19-P0055024	12/19/2018	11	Grounds	Contracted Services	VORTEX INDUSTRIES	2,000.00
19-P0055025	12/19/2018	12	Automotive Technology/Engine	Equip-All Other > \$5,000	MATCO TOOLS	10,861.20
19-P0055026	12/19/2018	12	Corporate Training Institute	Inst Dues & Memberships	WGSN INC	10,000.00
19-P0055027	12/19/2018	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	316.05
19-P0055028	12/19/2018	12	Student Equity	Contracted Services	NEAL VERONICA K	3,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055029	12/19/2018	11	Human Resources Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,288.96
19-P0055030	12/19/2018	11	Resource Development	Conference Expenses	GRANT WRITING USA	455.00
19-P0055031	12/19/2018	13	Maintenance	Contracted Services	VIEJO SWEEPING SERVICES	2,990.00
19-P0055032	12/19/2018	13	Maintenance	Contracted Services	ABBA TERMITE & PEST CONTROL INC	195.00
19-P0055033	12/19/2018	12	Welding	Equip-w/Contr Svc > \$5,000	ADAPTIVE INNOVATIONS	77,301.74
19-P0055034	12/20/2018	41	Facility Planning Office	Bldg Impr - Engineering Costs	WILLDAN ENERGY SOLUTIONS	6,000.00
19-P0055035	12/20/2018	12	Paralegal	Non-Instructional Supplies	HALO BRANDED SOLUTIONS INC	2,160.63
19-P0055036	12/20/2018	12	Foster Youth	Other Exp Paid for Students	OREA DAVID OMAR	63.00
19-P0055037	12/20/2018	12	Library Services	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,619.32
19-P0055038	12/20/2018	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	1,557.18
19-P0055039	12/20/2018	11	Business Operations' Office	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	264.38
19-P0055040	12/20/2018	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	MATCO TOOLS	11,627.28
19-P0055041	12/20/2018	33	EHS Administration	Instructional Supplies	WELLS FARGO BANK	348.05
19-P0055042	12/20/2018	33	EHS Administration	Non-Instructional Supplies	MASIMO AMERICA'S INC	748.86
19-P0055043	12/20/2018	12	Small Business Dev Ctr Office	Instructional Supplies	ENTREPRENEURIAL LEARNING	3,297.72
* 19-P0055044	12/20/2018	11	Continuing Education Division	Class Schedules/Printing	ADVANCED WEB OFFSET INC	9,284.80
* 19-P0055044	12/20/2018	13	Continuing Education Division	Class Schedules/Printing	ADVANCED WEB OFFSET INC	10,682.61
PO Amt Total for *19-P0055044 :						19,967.41
19-P0055045	12/20/2018	13	Santiago Canyon College	Contracted Services	RISE INTERPRETING, INC.	184.81
19-P0055046	12/20/2018	13	Maintenance	Contracted Repair Services	ACTION DOOR CONTROLS INC	709.88
19-P0055047	12/20/2018	12	Automotive Technology/Engine	Equip-All Other > \$5,000	IDSC HOLDINGS LLC	11,227.66
19-P0055048	12/20/2018	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	970.14
19-P0055049	1/2/2019	11	Facility Planning Office	Software License and Fees	WELLS FARGO BANK	384.00
19-P0055050	1/2/2019	11	Maintenance	Contracted Services	CALIFORNIA COMFORT SYSTEMS USA, INC	742.50
19-P0055051	1/2/2019	11	Maintenance	Contracted Services	SMOKE GUARD CALIFORNIA	1,140.00
19-P0055052	1/2/2019	41	Facility Planning Office	Bldg Impr - Other Services	TEAM ONE MANAGEMENT	635.00
19-P0055053	1/2/2019	12	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	250.00
19-P0055054	1/2/2019	11	Continuing Education Division	Maint Contract - Office Equip	CARD INTEGRATORS INC	1,785.00
19-P0055055	1/2/2019	11	Maintenance & Operations	Contracted Repair Services	ACADEMY ELECTRIC INC	1,198.00
19-P0055056	1/2/2019	11	Maintenance & Operations	Contracted Repair Services	ACADEMY ELECTRIC INC	1,205.24
19-P0055058	1/2/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	744.62
19-P0055059	1/2/2019	12	Orientation/Coord/Training	Non-Instructional Supplies	SAFEGUARD BUSINESS SYSTEMS	3,961.49
19-P0055060	1/2/2019	12	Learning Support Center	Food and Food Service Supplies	BENJAMIN R. HAGER	198.86
19-P0055061	1/2/2019	12	Health & Wellness Center	Inst Dues & Memberships	AMERICAN COLLEGE HEALTH ASSOC	375.00
19-P0055062	1/2/2019	12	Student Services Office	Contracted Services	SOUTHWEST MINORITY ECONOMIC DEVELOPMENT ASSOCIATI	15,160.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055063	1/2/2019	12	Dance	Instructional Supplies	LEANN D. ALDUENDA	248.59
19-P0055064	1/3/2019	11	Safety & Security Office	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS INC	6,549.00
19-P0055065	1/3/2019	11	Risk Management	Non-Instructional Supplies	AMAZON COM	43.09
19-P0055066	1/3/2019	12	Research	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	63.00
19-P0055067	1/3/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	915.89
19-P0055068	1/3/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	251.96
19-P0055069	1/3/2019	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	132.82
19-P0055070	1/3/2019	11	Chancellor's Office	Contracted Services	FABIANKE JO-CAROL	2,700.00
19-P0055071	1/3/2019	12	Kinesiology - Intercoll Athlet	Instructional Supplies	LAURIE SALLINGER	203.65
19-P0055072	1/3/2019	12	Fine & Performing Arts Office	Instructional Supplies	SCHOOL OUTFITTERS	2,456.65
19-P0055073	1/3/2019	12	Library Services	Instructional Supplies	DEMCO INC	474.45
19-P0055074	1/3/2019	11	Communications & Media Studies	Reproduction/Printing Expenses	ADVANTAGE MAILING LLC	9,000.00
19-P0055075	1/3/2019	12	CJ/Academies	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
19-P0055076	1/3/2019	11	Distance Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,149.26
19-P0055077	1/3/2019	13	Transportation	Equip-All Other > \$5,000	BIG TEX TRAILER WORLD, INC.	5,835.32
19-P0055078	1/3/2019	12	Dance	Instructional Supplies	HEATHER K. GILLETTE	2,345.78
19-P0055079	1/3/2019	12	Resource Development	Reproduction/Printing Expenses	DALAUIDAO HERMSEN JOY SIQUIAN	40.00
19-P0055080	1/3/2019	13	Nursing	Instructional Supplies	POCKET NURSE	1,872.20
19-P0055081	1/3/2019	11	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,063.00
19-P0055082	1/3/2019	41	Facility Planning Office	Equip-w/Contr Svc > \$5,000	CASE EMERGENCY SYSTEMS, INC.	30,228.80
19-P0055083	1/3/2019	13	Occupational Therapy	Food and Food Service Supplies	DAWN M. MCKENNA-SALLADE	55.15
19-P0055084	1/4/2019	11	Risk Management	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	831.13
19-P0055085	1/4/2019	11	Chancellor's Office	Books, Mags & Subscrip-Non-Lib	WELLS FARGO BANK	214.39
19-P0055086	1/8/2019	11	Safety & Security Office	Maint/Oper Service Agreements	COSCO FIRE PROTECTION INC	1,572.00
19-P0055087	1/4/2019	11	District Wide Technology	Non-Instructional Supplies	APPLE COMPUTER INC	206.88
19-P0055088	1/4/2019	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	50.00
19-P0055089	1/4/2019	11	Safety & Parking - DO	Ammunition/Firearm Supplies	DOOLEY ENTERPRISES	1,235.35
19-P0055091	1/4/2019	12	Human Development	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	10,000.00
19-P0055092	1/4/2019	11	Safety & Security Office	Contracted Repair Services	PYRO-COMM SYSTEMS INC	285.00
19-P0055093	1/7/2019	12	Communications & Media Studies	Instructional Supplies	SEHI COMPUTER PRODUCTS	582.02
19-P0055094	1/7/2019	12	Art	Equip-All Other >\$1,000<\$5,000	SAMY'S CAMERA	1,238.05
19-P0055095	1/7/2019	11	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,200.00
19-P0055096	1/7/2019	13	Educational Multimedia Service	Equip-All Other >\$1,000<\$5,000	B & H PHOTO VIDEO INC	7,310.91
19-P0055097	1/7/2019	12	Library Services	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	219.69
19-P0055098	1/7/2019	11	Business Division Office	Inst Dues & Memberships	NACCE	800.00
19-P0055099	1/7/2019	12	Center for Teacher Education	Non-Instructional Supplies	A SIMPLER TIME, INC.	61.75
19-P0055100	1/7/2019	12	Communications	Instructional Supplies	AMAZON COM	14.37

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055101	1/7/2019	11	Mailroom	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	625.84
19-P0055102	1/7/2019	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	24.77
19-P0055103	1/7/2019	11	Humanities & Social Sci Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	350.00
19-P0055104	1/7/2019	12	Communications & Media Studies	Instructional Supplies	B & H PHOTO VIDEO INC	10,068.49
19-P0055105	1/8/2019	12	Safety & Parking - DO	Inst Dues & Memberships	CCUPCA CALIFORNIA COLLEGE AND	299.00
19-P0055106	1/8/2019	41	Facility Planning Office	Bldg Impr - Utility Fees	SO CALIF EDISON CO	11,127.80
19-P0055107	1/8/2019	41	Facility Planning Office	Bldg Impr - Utility Fees	SO CALIF EDISON CO	11,555.84
19-P0055108	1/8/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	399.84
19-P0055109	1/9/2019	12	Student Equity	Books Paid for Students	DON BOOKSTORE	5,000.00
19-P0055110	1/9/2019	12	Student Services Office	Conference Expenses	CSSO ASSOCIATION INC	515.00
19-P0055111	1/9/2019	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	605.00
19-P0055112	1/9/2019	12	Counseling	Conference Expenses	TOWN AND COUNTRY RESORTYAND CONVENTION CENTER	1,008.44
19-P0055113	1/9/2019	12	Athletics	Instructional Supplies	LAURIE SALLINGER	411.74
19-P0055114	1/9/2019	12	SAC Continuing Ed-Instruction	Software License and Fees	BURLINGTON ENGLISH INC	4,800.00
19-P0055115	1/9/2019	12	Exercise Science	Instructional Supplies	MEDCO/PATTERSON MEDICAL	1,814.07
19-P0055116	1/9/2019	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	SLANGMAN PUB	903.81
19-P0055117	1/9/2019	43	Facility Planning Office	Buildings - SWPPP	STATE WATER RESOURCES	526.00
19-P0055118	1/9/2019	11	Operations	Trash Disposal	CERTIFIED ENTERPRISES, INC.	210.00
19-P0055119	1/9/2019	12	Safety & Parking - DO	Conference Expenses	SCOTT E. BAKER	280.00
19-P0055120	1/9/2019	12	Safety & Parking - DO	Conference Expenses	RAYMOND A. WERT	280.00
19-P0055121	1/9/2019	12	Resource Development	Conference Expenses	WELLS FARGO BANK	480.96
* 19-P0055122	1/9/2019	11	CJ/Academies	Contracted Repair Services	AMERICAN ALARM SYSTEMS, INC	475.00
* 19-P0055122	1/9/2019	13	CJ/Academies	Contracted Repair Services	AMERICAN ALARM SYSTEMS, INC	5,000.00
PO Amt Total for *19-P0055122 :						5,475.00
19-P0055123	1/9/2019	12	Nursing	Non-Instructional Supplies	SHI INTERNATIONAL CORP	854.68
19-P0055124	1/9/2019	12	Counseling	Conference Expenses	MARIA DELA CRUZ	350.00
19-P0055125	1/9/2019	12	Professional Development	Conference Expenses	THE UNIVERSITY OF TEXAS AT AUSTIN	3,000.00
19-P0055126	1/10/2019	12	SAC Research	Software License and Fees	ALTERYX INC	15,980.00
19-P0055127	1/10/2019	13	Occupational Therapy	Equip-All Other >\$1,000<\$5,000	WELLS FARGO BANK	1,075.14
19-P0055128	1/10/2019	13	CJ/Academies	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	1,885.63
19-P0055129	1/10/2019	12	Nursing	Instructional Supplies	DIAMEDICAL USA EQUIPMENT, LLC	1,033.31
19-P0055130	1/10/2019	12	Nursing	Instructional Supplies	POCKET NURSE	3,872.23
19-P0055132	1/10/2019	11	Board of Trustees	Conference Expenses	ZEKE F. HERNANDEZ	1,300.00
19-P0055133	1/10/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	ARBOR SCIENTIFIC	1,977.96
19-P0055134	1/10/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	71.69

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055135	1/10/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	962.72
19-P0055136	1/10/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	BIO RAD LABORATORIES	1,726.46
19-P0055137	1/10/2019	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	314.37
19-P0055138	1/10/2019	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	350.00
19-P0055140	1/10/2019	11	Information Tech Svcs Office	Conference Expenses	ALFONSO M. OROPEZA	449.00
19-P0055141	1/10/2019	12	Resource Development	Conference Expenses	GRANT WRITING USA	455.00
19-P0055142	1/10/2019	13	Maintenance	Contracted Repair Services	JOHNSON CONTROLS	703.00
19-P0055143	1/10/2019	12	Nursing	Contracted Services	LAERDAL MEDICAL CORP	19,319.54
19-P0055144	1/10/2019	12	Student Equity	Transportation - Student	AIRPORT VAN RENTAL INC	447.13
19-P0055145	1/10/2019	12	LA/OC Regional Consortia	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,741.75
19-P0055146	1/10/2019	13	Maintenance	Gasoline	SC FUELS	5,000.00
19-P0055147	1/10/2019	12	Veterans Service Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	450.77
19-P0055148	1/10/2019	12	Counseling	Non-Instructional Supplies	AMAZON COM	118.47
19-P0055149	1/10/2019	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
19-P0055150	1/10/2019	11	International Student Program	Courier/Delivery Services	FEDEX	41.16
19-P0055151	1/10/2019	12	Fine & Performing Arts Office	Instructional Supplies	TERRAKOTTA, INC.	1,500.00
19-P0055152	1/10/2019	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	300.00
19-P0055153	1/10/2019	11	Admissions & Records	Non-Instructional Supplies	CALUMET CARTON CO	803.73
19-P0055154	1/10/2019	12	Fine & Performing Arts Office	Instructional Supplies	ANATOMICAL WORLDWIDE LLC	478.42
19-P0055155	1/10/2019	12	SAC Continuing Ed-Instruction	Software License and Fees	FAIRFIELD LANGUAGE TECHNOLOGIES	11,500.00
19-P0055156	1/10/2019	11	Maintenance & Operations	Contracted Repair Services	PROFESSIONAL PLUMBING &	855.00
19-P0055157	1/11/2019	11	Administrative Services Office	Conference Expenses	ACCCA	175.00
19-P0055158	1/11/2019	11	Apprenticeship	Conference Expenses	WELLS FARGO BANK	262.59
19-P0055159	1/11/2019	12	Distance Education	Software License and Fees	WELLS FARGO BANK	360.00
19-P0055160	1/11/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	TKH DESIGN, INC.	205.27
19-P0055161	1/11/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	FITNESS VENTURES INTERNATIONAL, LLC	954.96
19-P0055162	1/11/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	WELLS FARGO BANK	48.04
19-P0055163	1/11/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	LAURIE SALLINGER	2,605.06
19-P0055164	1/11/2019	12	Safety & Parking - DO	Contracted Repair Services	ORANGE COUNTY MONSTER CARTS INC	4,000.00
19-P0055165	1/10/2019	12	Talent Search	Conference Expenses	WELLS FARGO BANK	443.59
19-P0055166	1/14/2019	12	Counseling	Conference Expenses	CALIFORNIA COMMUNITY COLLEGES CALWORKS ASSOC	2,400.00
19-P0055167	1/14/2019	12	Student Development	Conference Expenses	5 MONTEREY PENINSULA HOTELS GROUP LP	360.48
19-P0055168	1/14/2019	12	Student Development	Conference Expenses	5 MONTEREY PENINSULA HOTELS GROUP LP	360.48
19-P0055169	1/14/2019	12	Talent Search	Conference Expenses	GVI-TN PHOENIX TENANT JV LLC	658.56
19-P0055170	1/14/2019	12	Student Development	Other Participant Travel Exp	5 MONTEREY PENINSULA HOTELS GROUP LP	5,046.72
19-P0055171	1/14/2019	12	Student Equity	Books Paid for Students	DON BOOKSTORE	28,000.00
19-P0055172	1/14/2019	12	Counseling	Food and Food Service Supplies	JAY'S CATERING	892.18

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19-P0055173	1/14/2019	41	Facility Planning Office	Buildings - Other Services	HEDRICK FIRE PROTECTION	650.00
19-P0055174	1/14/2019	11	Maintenance	Non-Instructional Supplies	HD SUPPLY CONSTRUCTION SUPPLY, LTD	1,500.00
19-P0055175	1/14/2019	12	Special Services Office	Conference Expenses	TOWN AND COUNTRY RESORTYAND CONVENTION CENTER	504.24
19-P0055176	1/14/2019	12	Special Services Office	Conference Expenses	CALIFORNIA COMMUNITY COLLEGES CALWO	600.00
19-P0055177	1/14/2019	11	Board of Trustees	Food and Food Service Supplies	TOP HAT PRODUCTIONS	658.08
19-P0055178	1/14/2019	11	Maintenance & Operations	Non-Instructional Supplies	ACTION SALES	1,314.21
19-P0055179	1/14/2019	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	18.00
19-P0055180	1/14/2019	12	Resource Development	Contracted Services	JAIME GONZALEZ	977.44
19-P0055181	1/14/2019	12	DSPS Office	Conference Expenses	CSSO ASSOCIATION INC	515.00
19-P0055182	1/14/2019	12	Resource Development	Contracted Services	SOLANO COMMUNITY COLLEGE DISTRICT	699.90
19-P0055183	1/14/2019	13	Santiago Canyon College	Advertising	HAGGARTY PRINTING INC	10,430.97
19-P0055184	1/14/2019	12	Career Education Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	352.14
19-P0055185	1/14/2019	12	Computer Science	Non-Instructional Supplies	DIANA SANDERS CINAMON	2,101.13
19-P0055186	1/14/2019	11	Publications	Non-Instructional Supplies	VERITIV OPERATING COMPANY	1,630.47
19-P0055187	1/14/2019	33	CDC Administration	Equip-All Other >\$1,000<\$5,000	COMMUNITY PLAYTHINGS	3,968.53
19-P0055188	1/15/2019	11	Internal Audit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
19-P0055189	1/15/2019	12	Engineering	Software License and Fees	STUDICA INC	795.00
19-P0055190	1/15/2019	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	37,142.50
19-P0055191	1/15/2019	11	Administrative Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
19-P0055192	1/15/2019	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,856.50
19-P0055193	1/15/2019	12	Financial Aid Office	Contracted Services	ECMC SOLUTIONS CORP	2,700.00
19-P0055194	1/15/2019	11	Continuing Education Division	Non-Instructional Supplies	NESTLE WATERS NORTH AMERICA	399.99
19-P0055195	1/15/2019	12	Nursing	Instructional Supplies	MEDICAL EQUIPMENT AFFILIATES	3,289.84
19-P0055196	1/15/2019	11	Maintenance	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	5,000.00
* 19-P0055197	1/15/2019	11	Continuing Education Division	Packaging/Mail Prep/Processing	ADVANCED WEB OFFSET INC	1,990.01
* 19-P0055197	1/15/2019	12	Continuing Education Division	Packaging/Mail Prep/Processing	ADVANCED WEB OFFSET INC	18,986.56
PO Amt Total for *19-P0055197 :						20,976.57
19-P0055198	1/15/2019	12	Fine & Performing Arts Office	Instructional Supplies	JOHN R. ASARO	489.85
19-P0055199	1/15/2019	12	Kinesiology - Intercoll Athlet	Instructional Supplies	JLT PROMOTIONS, INC.	860.80
19-P0055200	1/15/2019	12	Counseling	Non-Instructional Supplies	ERGODIRECT INC	401.94
19-P0055201	1/15/2019	12	Counseling	Contracted Services	VITAL LINK OF ORANGE COUNTY	31,497.18
19-P0055202	1/15/2019	11	Digital Media Center	Contracted Services	VIEJO SWEEPING SERVICES	575.00
19-P0055203	1/15/2019	12	Administrative Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	1,625.00
19-P0055204	1/15/2019	12	Administrative Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	9,000.00
19-P0055205	1/15/2019	12	LA/OC Regional Consortia	Contracted Services	HYATT REGENCY	37,307.82

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Legend: \* = Multiple Funds for this P.O.

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Purchase Order List

12/09/2018 thru 01/19/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055206	1/16/2019	11	Business Operations' Office	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	286.82
19-P0055207	1/16/2019	62	Risk Management	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	853.38
19-P0055208	1/16/2019	13	Continuing Education Division	Non-Instructional Supplies	CDW GOVERNMENT INC.	196.11
19-P0055209	1/16/2019	12	Counseling	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,072.45
19-P0055210	1/16/2019	12	Professional Development	Contracted Services	MACK KEVIN JOSEPH	115.00
19-P0055211	1/16/2019	12	Professional Development	Contracted Services	SOMO SANDY	100.00
19-P0055212	1/16/2019	12	Professional Development	Contracted Services	MAIER MARK H.	100.00
19-P0055213	1/16/2019	11	Business Division Office	Inst Dues & Memberships	NASBITE	400.00
19-P0055214	1/16/2019	11	Public Affairs/Gov Rel Office	Reproduction/Printing Expenses	AAA FLAG AND BANNER	2,184.79
19-P0055215	1/16/2019	12	Orientation/Coord/Training	Food and Food Service Supplies	CMA RESTAURANTS INC	293.58
19-P0055216	1/16/2019	12	Career Education Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	330.17
19-P0055217	1/16/2019	12	Student Development	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	623.42
19-P0055218	1/16/2019	13	Planetarium	Equip-All Other >\$1,000<\$5,000	ASH ENTERPRISES INT'L INC	4,310.00
19-P0055219	1/16/2019	11	Public Affairs/Gov Rel Office	Advertising	SANTA ANA CHAMBER OF COMMERCE	1,000.00
19-P0055220	1/16/2019	12	Public Affairs/Gov Rel Office	Online Training Courses	NCMPR NAT'L COUNCIL FOR MARKETING	150.00
* 19-P0055221	1/16/2019	11	Kinesiology - Admin Office	Equip-All Other >\$1,000<\$5,000	GRAINGER	0.00
* 19-P0055221	1/16/2019	12	Kinesiology - Intercoll Athlet	Equip-All Other >\$1,000<\$5,000	GRAINGER	7,706.67
PO Amt Total for *19-P0055221 :						7,706.67
19-P0055222	1/17/2019	12	Small Business Dev Ctr Office	Contracted Services	XEROX CORP	359.00
19-P0055223	1/17/2019	12	Transfer Center	Food and Food Service Supplies	MARTHA C. VARGAS	800.00
19-P0055224	1/17/2019	11	Maintenance	Non-Instructional Supplies	SYRUS OLAMAI	91.37
19-P0055225	1/17/2019	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	2,267.75
19-P0055226	1/17/2019	12	Transfer Center	Other Participant Travel Exp	RLJ LODGING TRUST MASTER TRS INC	12,366.57
19-P0055227	1/17/2019	13	Maintenance	Contracted Services	HANNEMAN TIM	842.14
19-P0055228	1/17/2019	12	Pathways to Teaching	Books, Mags & Subscrip-Non-Lib	AMAZON COM	50.83
19-P0055229	1/17/2019	12	EOPS	Books Paid for Students	DON BOOKSTORE	53,000.00
19-P0055230	1/17/2019	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	2,845.60
19-P0055231	1/17/2019	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	323.09
19-P0055232	1/17/2019	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	PEARSON ED	2,358.65
19-P0055233	1/17/2019	11	CJ/Academies	Maint/Oper Service Agreements	ACCO ENGINEERED SYSTEMS INC	2,984.00
19-P0055234	1/17/2019	13	Maintenance	Contracted Repair Services	ACCO ENGINEERED SYSTEMS INC	5,790.00
19-P0055235	1/17/2019	13	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,808.10
19-P0055236	1/17/2019	12	Transfer Center	Transportation - Student	GOLD COAST TOURS	3,622.63
19-P0055237	1/17/2019	13	Maintenance	Contracted Services	SO CAL LAND MAINTENANCE INC	9,051.00
19-P0055238	1/17/2019	11	Maintenance	Repair & Replacement Parts	ACCO ENGINEERED SYSTEMS INC	390.00

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Purchase Order List

12/09/2018 thru 01/19/2019

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055239	1/17/2019	12	Resource Development	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	3,243.31
19-P0055240	1/17/2019	12	DSPS Office	Non-Instructional Supplies	APPLE COMPUTER INC	214.26
19-P0055241	1/17/2019	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	47,140.63
19-P0055242	1/17/2019	12	Research	Conference Expenses	JACOB D. POORE	500.00
19-P0055243	1/17/2019	12	LA/OC Regional Consortia	Conference Expenses	ADRIENE DAVIS	1,620.00
19-P0055244	1/17/2019	12	Research	Conference Expenses	JESSICA J. CRETE	700.00
19-P0055245	1/17/2019	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	6,543.60
19-P0055246	1/17/2019	11	Administrative Services Office	Transportation - Student	CERTIFIED TRANSPORTATIONS	14,500.00
19-P0055247	1/17/2019	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
19-P0055248	1/17/2019	11	Maintenance & Operations	Contracted Services	PROFESSIONAL PLUMBING &	975.00
19-P0055249	1/17/2019	11	Maintenance & Operations	Non-Instructional Supplies	HILLS BROS LOCK & SAFE	2,286.02
19-P0055250	1/17/2019	11	Public Affairs/Gov Rel Office	Other Licenses & Fees	AAA FLAG AND BANNER	184.73
19-P0055251	1/17/2019	41	Facility Planning Office	Bldg Impr - AE Fee	ARCHITECTURE 9 PLLLP	97,500.00
19-P0055252	1/17/2019	12	CJ/Academies	Instructional Supplies	PACIFIC FIBRE & ROPE	387.90
19-P0055253	1/17/2019	12	Kinesiology - Intercol Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	368.86
19-P0055254	1/17/2019	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	BOUNDLESS NETWORK, INC.	5,967.82
19-P0055255	1/17/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	ORANGE COUNTY TELESCOPE INC	798.30
19-P0055256	1/17/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	1,578.60
19-P0055257	1/18/2019	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	17,950.00
19-P0055258	1/18/2019	11	Safety & Security Office	Contracted Repair Services	PYRO-COMM SYSTEMS INC	6,465.72
19-P0055259	1/18/2019	12	Nursing	Equip-Fed Prgm >\$1,000< \$5,000	MED ONE EQUIPMENT SERVICES, LLC	8,326.75
19-P0055260	1/18/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	PASCO SCIENTIFIC	8,588.82
19-P0055261	1/18/2019	12	Business Division Office	Instructional Supplies	ROBOTSHOP INC	128.44
19-P0055262	1/18/2019	12	CJ/Academies	Instructional Supplies	ADORAMA INC	229.00
19-P0055263	1/18/2019	12	High Tech Center DSPS	Instructional Supplies	AMAZON COM	879.51
19-P0055264	1/18/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	REALITYWORKS, INC.	4,551.38
19-P0055265	1/18/2019	12	Library Services	Library Books	GREENHAVEN PUBLISHING LLC	608.04
19-P0055266	1/18/2019	11	Maintenance	Non-Instructional Supplies	REGENCY LIGHTING	3,000.00
19-P0055267	1/18/2019	11	Transportation	Gasoline	UNITED RENTALS	1,000.00
19-P0055268	1/18/2019	12	Sci, Math, Health Sci Office	Instructional Supplies	HARDY DIAGNOSTICS	1,838.41
19-P0055269	1/18/2019	12	Library Services	Library Books	GREY HOUSE PUBLISHING	399.43
19-P0055270	1/18/2019	12	DSPS Office	Non-Instructional Supplies	GREY HOUSE PUBLISHING	192.29
19-P0055271	1/18/2019	12	Library Services	Library Books - Periodicals	HISPANIC OUTLOOK IN	54.00
19-P0055272	1/18/2019	13	Maintenance	Contracted Services	PRICE DAVID MATTHEW	502.50
19-P0055273	1/18/2019	13	Maintenance	Repair & Replacement Parts	KNORR SYSTEMS INC	2,389.95
19-P0055274	1/18/2019	12	History	Instructional Supplies	USA TROPHY INC	1,131.38
19-P0055275	1/18/2019	13	Maintenance	Contracted Services	VIEJO SWEEPING SERVICES	1,340.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
19-P0055276	1/18/2019	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	2,993.61
* 19-P0055277	1/18/2019	12	Professional Development	Contracted Services	PAUL GALLAGHER	10,000.00
* 19-P0055277	1/18/2019	13	Continuing Education Division	Contracted Services	PAUL GALLAGHER	35,000.00
PO Amt Total for *19-P0055277 :						45,000.00
19-P0199412	12/10/2018	12	Educational Services Office	Contracted Services	YOSEMITE COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199413	12/18/2018	12	Resource Development	Contracted Services	STATE CENTER COMMUNITY COLLEGE DIST	20,000.00
19-P0199414	12/18/2018	12	Resource Development	Contracted Services	SEQUOIAS COMMUNITY COLLEGE DISTRICT	18,000.00
19-P0199415	12/19/2018	12	Resource Development	Contracted Services	SO ORANGE COUNTY COMMUNITY COLLEGE DIST	150,000.00
19-P0199416	12/19/2018	12	Educational Services Office	Contracted Services	SONOMA COUNTY JUNIOR COLLEGE DISTRI	200,000.00
19-P0199417	12/19/2018	12	Educational Services Office	Contracted Services	LOS RIOS COMM COLLEGE DIST	200,000.00
19-P0199418	12/19/2018	12	Educational Services Office	Contracted Services	PERALTA COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199419	12/19/2018	12	Educational Services Office	Contracted Services	CONTRA COSTA COMMUNITY COLLEGE DIST	200,000.00
19-P0199420	12/19/2018	12	Educational Services Office	Contracted Services	SONOMA COUNTY JUNIOR COLLEGE DISTRI	200,000.00
19-P0199421	12/19/2018	12	Student Support Services	Excess/Copies Usage	XEROX CORP	718.51
19-P0199422	12/20/2018	12	Administrative Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	4,505.00
19-P0199423	1/3/2019 1	12	Educational Services Office	Contracted Services	ALLAN HANCOCK JOINT CCD	200,000.00
19-P0199424	12/20/2018	12	Administrative Services Office	Maint/Oper Service Agreements	VIEJO SWEEPING SERVICES	1,240.00
19-P0199425	1/3/2019 1	12	Educational Services Office	Contracted Services	MOUNT SAN ANTONIO COMMUNITY CO	238,000.00
19-P0199426	1/7/2019 1	12	Resource Development	Contracted Services	CTR FOR LAW AND SOCIAL POLICY	173,000.00
19-P0199427	1/8/2019 1	12	Educational Services Office	Contracted Services	STATE CENTER COMMUNITY COLLEGE DIST	200,000.00
19-P0199428	1/8/2019 1	12	Educational Services Office	Contracted Services	SAN DIEGO COMMUNITY COLLEGE DIST	200,000.00
19-P0199429	1/8/2019 1	12	Educational Services Office	Contracted Services	CHAFFEY COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199430	1/8/2019 1	12	Educational Services Office	Contracted Services	MIRA COSTA COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199431	1/8/2019 1	12	Educational Services Office	Contracted Services	MIRA COSTA COMMUNITY COLLEGE DISTRICT	200,000.00
19-P0199432	1/8/2019 1	12	Educational Services Office	Contracted Services	SIERRA JOINT COMMUNITY COLLEGE DIST	200,000.00
19-P0199433	1/8/2019 1	12	Educational Services Office	Contracted Services	CHAFFEY COMMUNITY COLLEGE DISTRICT	100,000.00
19-P0199434	1/9/2019 1	12	Educational Services Office	Contracted Services	MIRA COSTA COMMUNITY COLLEGE DISTRICT	100,000.00
19-P0199435	1/9/2019 1	12	Educational Services Office	Contracted Services	YOSEMITE COMMUNITY COLLEGE DISTRICT	100,000.00
19-P0199436	1/9/2019 1	12	Continuing Education Division	Buildings - Facility Lease	AFFORDABLE HOUSING SPECIALISTS GROUP LLC	73,520.35
19-P0199437	1/10/2019	11	Reprographics	Excess/Copies Usage	CANON SOLUTIONS AMERICA, INC	3,500.00
19-P0199438	1/14/2019	12	Resource Development	Contracted Services	CITRUS COMMUNITY COLLEGE DISTRICT	438,500.00
19-P0199439	1/14/2019	12	Resource Development	Contracted Services	LONG BEACH CITY COLLEGE	868,363.00
19-P0199440	1/15/2019	12	Educational Services Office	Contracted Services	LOS RIOS COMM COLLEGE DIST	100,000.00

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<b>Grand Total :</b>	<b>8,203,984.46</b>
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**Board Meeting of 2/25/2019  
Bookstore Fund Purchase Order List  
12/9/18 thru 1/19/19**

<b>P.O. #</b>	<b>Date</b>	<b>Fund</b>	<b>Department</b>	<b>Description</b>	<b>Vendor Name</b>	<b>Amount</b>
GM-CAF000912	12/11/2018	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$159.24
GM-CAF000913	12/11/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$560.95
GM-CAF000914	12/11/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$343.80
GM-CAF000915	12/11/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$594.00
GM-CAF000916	12/12/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,427.55
GM-CAF000917	12/18/2018	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$2,977.66
GM-CAF000919	12/14/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,135.84
GM-CAF000920	12/18/2018	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,771.53
GM-CAF000921	12/20/2018	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$129.20
GM-CAF000922	1/4/2019	31	SAC Café	General Merchandise	PENS ETC.	\$1,878.94
GM-CAF000923	1/4/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$496.60
GM-CAF000924	1/11/2019	31	SAC Café	General Merchandise	A&E DISTRIBUTION	\$1,182.50
GM-CAF000925	1/14/2019	31	SAC Café	General Merchandise	BARRY'S DISTRIBUTING	\$88.20
GM-CAF000926	1/11/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$240.30
GM-CAF000927	1/9/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$808.40
GM-CAF000928	1/14/2019	31	SAC Café	General Merchandise	MELODEE ICE CREAM	\$238.10
GM-CAF000929	1/15/2019	31	SAC Café	General Merchandise	PEPSI COLA CO	\$1,033.22
GM-CAF000930	1/17/2019	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$1,320.10
GM-DON002897	12/10/2018	31	SAC Bookstore	General Merchandise	MV SPORT	\$3,406.00
GM-DON002898	12/12/2018	31	SAC Bookstore	General Merchandise	TEAMWORK	\$404.43
GM-DON002900	12/14/2018	31	SAC Bookstore	General Merchandise	EL DORADO TRADING GROUP	\$1,875.78
GM-DON002902	1/4/2019	31	SAC Bookstore	General Merchandise	PENS ETC.	\$473.40
GM-DON002903	1/14/2019	31	SAC Bookstore	General Merchandise	STORM DUDS	\$419.75
GM-EXPR001608	12/11/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$557.80
GM-EXPR001609	12/12/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$856.75
GM-EXPR001610	12/18/2018	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$1,975.00
GM-EXPR001612	12/14/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,610.83
GM-EXPR001613	12/11/2018	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$264.12
GM-EXPR001614	12/11/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$544.63
GM-EXPR001615	1/4/2019	31	Don Express	General Merchandise	PENS ETC.	\$235.44
GM-EXPR001616	1/4/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$747.24
GM-EXPR001617	1/8/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$118.14
GM-EXPR001618	1/8/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$725.01
GM-EXPR001619	1/11/2019	31	Don Express	General Merchandise	A&E DISTRIBUTION	\$1,086.80
GM-EXPR001620	1/11/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$283.40
GM-EXPR001621	1/9/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,591.45
GM-EXPR001622	1/14/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$92.16

**Board Meeting of 2/25/2019  
Bookstore Fund Purchase Order List  
12/9/18 thru 1/19/19**

<b>P.O. #</b>	<b>Date</b>	<b>Fund</b>	<b>Department</b>	<b>Description</b>	<b>Vendor Name</b>	<b>Amount</b>
GM-EXPR001623	1/15/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$1,552.58
GM-EXPR001624	1/17/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$1,535.60
GM-HAWK002808	12/10/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$554.34
GM-HAWK002809	12/10/2018	31	Don Express	General Merchandise	MW FOOD DISTRIBUTION	\$232.96
GM-HAWK002810	12/10/2018	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,211.45
GM-HAWK002811	12/10/2018	31	Don Express	General Merchandise	PEPSI COLA CO	\$967.06
GM-HAWK002812	12/11/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$201.43
GM-HAWK002813	12/11/2018	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$145.46
GM-HAWK002814	12/11/2018	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$193.95
GM-HAWK002815	12/11/2018	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$96.97
GM-HAWK002816	12/11/2018	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$290.92
GM-HAWK002817	12/13/2018	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$134.74
GM-HAWK002818	12/19/2018	31	Don Express	General Merchandise	HAMILTON BELL CO	\$359.90
GM-HAWK002819	12/20/2018	31	Don Express	General Merchandise	THE DRIP	\$255.80
GM-HAWK002820	1/2/2019	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$144.00
GM-HAWK002821	1/2/2019	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$180.00
GM-HAWK002822	1/2/2019	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$234.00
GM-HAWK002823	1/2/2019	31	Don Express	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$234.00
GM-HAWK002824	1/2/2019	31	Don Express	General Merchandise	4IMPRINT	\$496.00
GM-HAWK002825	1/8/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$328.68
GM-HAWK002826	1/8/2019	31	Don Express	General Merchandise	PEPSI COLA CO	\$714.17
GM-HAWK002827	1/14/2019	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$884.20
GM-HAWK002828	1/15/2019	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$259.14
GM-HAWK002829	1/15/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$751.93
GM-HAWK002830	1/15/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$113.83
GM-HAWK002831	1/15/2019	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$739.30
GM-HAWK002832	1/16/2019	31	Don Express	General Merchandise	EL DORADO TRADING GROUP	\$924.06
GM-HAWK002833	1/16/2019	31	Don Express	General Merchandise	HAMILTON BELL CO	\$433.78
GM-HAWK002834	1/17/2019	31	Don Express	General Merchandise	DOUGLAS STEWART CO.	\$658.80
TX-CEC000541	12/10/2018	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$342.00
TX-CEC000545	1/8/2019	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$496.00
TX-CEC000546	1/9/2019	31	CEC Bookstore	Textbook	CENGAGE LEARNING	\$750.00
TX-CEC000547	1/10/2019	31	CEC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$933.00
TX-CEC000548	1/16/2019	31	CEC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$396.00
TX-CEC000549	1/16/2019	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$470.00
TX-DON005459	12/11/2018	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,335.00
TX-DON005461	12/11/2018	31	CEC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$382.95

Board Meeting of 2/25/2019  
 Bookstore Fund Purchase Order List  
 12/9/18 thru 1/19/19

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005462	12/11/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$360.00
TX-DON005463	12/11/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$92.00
TX-DON005465	12/13/2018	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$9,000.00
TX-DON005466	12/13/2018	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$2,180.00
TX-DON005467	12/20/2018	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$26.23
TX-DON005469	1/2/2019	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$15.60
TX-DON005470	1/2/2019	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$638.40
TX-DON005471	1/2/2019	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$131.40
TX-DON005472	1/2/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$980.00
TX-DON005474	1/4/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$3,412.50
TX-DON005475	1/4/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$41.12
TX-DON005476	1/4/2019	31	SAC Bookstore	Textbook	CERTIPOINT SALES	\$7,196.00
TX-DON005477	1/7/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$680.00
TX-DON005478	1/8/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$41.20
TX-DON005479	1/8/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$640.00
TX-DON005480	1/11/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$51,706.26
TX-DON005481	1/11/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$27,628.02
TX-DON005482	1/14/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$558.54
TX-DON005483	1/14/2019	31	SAC Bookstore	Textbook	INDICO	\$74.10
TX-DON005484	1/15/2019	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$8,526.96
TX-DON005485	1/15/2019	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$7,905.91
TX-DON005486	1/15/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$100,611.65
TX-DON005487	1/15/2019	31	SAC Bookstore	Textbook	UNIVERSITY OF CHICAGO PRE	\$486.40
TX-DON005488	1/15/2019	31	SAC Bookstore	Textbook	ALFRED PUBLISHING CO. INC	\$47.92
TX-DON005489	1/15/2019	31	SAC Bookstore	Textbook	SOUTHWEST ED ENTERPRISES	\$2,296.00
TX-DON005490	1/15/2019	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$6,177.60
TX-DON005491	1/15/2019	31	SAC Bookstore	Textbook	KJOS MUSIC CO	\$1,133.88
TX-DON005492	1/15/2019	31	SAC Bookstore	Textbook	ACS DIVCHED EXAM INST.	\$220.00
TX-DON005493	1/15/2019	31	SAC Bookstore	Textbook	INDUSTRIAL PRESS	\$532.58
TX-DON005494	1/15/2019	31	SAC Bookstore	Textbook	HAYDEN-MCNEIL	\$1,559.25
TX-DON005495	1/15/2019	31	SAC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$11,720.63
TX-DON005496	1/15/2019	31	SAC Bookstore	Textbook	AMAZON	\$3,776.66
TX-DON005497	1/15/2019	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$336.00
TX-DON005498	1/15/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$61,018.58
TX-DON005499	1/15/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$130,216.00
TX-DON005500	1/15/2019	31	SAC Bookstore	Textbook	WEST GROUP	\$67.80
TX-DON005501	1/15/2019	31	SAC Bookstore	Textbook	DOVER	\$32.00

Board Meeting of 2/25/2019  
 Bookstore Fund Purchase Order List  
 12/9/18 thru 1/19/19

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON005503	1/15/2019	31	SAC Bookstore	Textbook	KENDALL PUBLISHING	\$1,691.62
TX-DON005505	1/15/2019	31	SAC Bookstore	Textbook	ASPEN PUBLISHERS INC.	\$96.75
TX-DON005506	1/15/2019	31	SAC Bookstore	Textbook	GOODHEART-WILLCOX CO.,INC	\$1,464.69
TX-DON005508	1/15/2019	31	SAC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$2,392.68
TX-DON005509	1/15/2019	31	SAC Bookstore	Textbook	MORTON	\$571.90
TX-DON005510	1/15/2019	31	SAC Bookstore	Textbook	HUMAN KINETICS PUBS, INC.	\$1,240.80
TX-DON005511	1/15/2019	31	SAC Bookstore	Textbook	MPS FORMERLY VHPS	\$12,289.74
TX-DON005512	1/15/2019	31	SAC Bookstore	Textbook	FLAT WORLD KNOWLEDGE	\$225.00
TX-DON005513	1/15/2019	31	SAC Bookstore	Textbook	IFSTA	\$6,014.00
TX-DON005514	1/15/2019	31	SAC Bookstore	Textbook	HOPKINS FULFILLMENT SERVICES	\$829.92
TX-DON005515	1/15/2019	31	SAC Bookstore	Textbook	JAMRIC PRESS INTERNATIONA	\$144.20
TX-DON005517	1/15/2019	31	SAC Bookstore	Textbook	TOWNSEND PRESS	\$4,731.70
TX-DON005518	1/15/2019	31	SAC Bookstore	Textbook	JONES & BARTLETT LEARNING	\$5,288.44
TX-DON005519	1/15/2019	31	SAC Bookstore	Textbook	DAWN SIGN PRESS	\$11,213.40
TX-DON005520	1/15/2019	31	SAC Bookstore	Textbook	NORTON, INC.	\$24,189.00
TX-DON005521	1/15/2019	31	SAC Bookstore	Textbook	TEACHERS COLLEGE PRESS	\$461.52
TX-DON005522	1/15/2019	31	SAC Bookstore	Textbook	CENGAGE LEARNING	\$339.00
TX-DON005523	1/15/2019	31	SAC Bookstore	Textbook	CHANNING L. BETE	\$101.50
TX-DON005524	1/15/2019	31	SAC Bookstore	Textbook	TAYLOR & FRANCIS	\$315.77
TX-DON005526	1/15/2019	31	SAC Bookstore	Textbook	SAGE PUBLICATIONS, INC.	\$5,239.20
TX-DON005527	1/15/2019	31	SAC Bookstore	Textbook	PARADIGM PUBLISHING CO.	\$6,155.70
TX-DON005528	1/15/2019	31	SAC Bookstore	Textbook	NAPER PUBLISHING	\$1,260.00
TX-DON005529	1/15/2019	31	SAC Bookstore	Textbook	HACHETTE BOOK GROUP	\$839.60
TX-DON005530	1/15/2019	31	SAC Bookstore	Textbook	TREEHOUSE VIDEO	\$2,094.75
TX-DON005532	1/15/2019	31	SAC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$16,792.00
TX-DON005533	1/15/2019	31	SAC Bookstore	Textbook	CADCIM TECHNOLOGIES	\$174.00
TX-DON005534	1/15/2019	31	SAC Bookstore	Textbook	SCHROFF DEVELOPMENT CORP	\$1,935.00
TX-DON005535	1/15/2019	31	SAC Bookstore	Textbook	NYSTROM	\$1,020.60
TX-DON005536	1/15/2019	31	SAC Bookstore	Textbook	ARGUS	\$15,925.00
TX-DON005537	1/15/2019	31	SAC Bookstore	Textbook	POLICE FIRE PUBLISHING	\$3,749.85
TX-DON005539	1/15/2019	31	SAC Bookstore	Textbook	ASSOCIATED PRESS	\$558.24
TX-DON005541	1/15/2019	31	SAC Bookstore	Textbook	SLACK INCORPORATED	\$388.08
TX-DON005542	1/15/2019	31	SAC Bookstore	Textbook	HARPER COLLINS TRADE DIV.	\$266.10
TX-DON005543	1/15/2019	31	SAC Bookstore	Textbook	BROADVIEW PRESS	\$447.36
TX-DON005545	1/15/2019	31	SAC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$20,732.30
TX-DON005546	1/15/2019	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$16,097.00
TX-HAWK004035	12/10/2018	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$145.96

Board Meeting of 2/25/2019  
 Bookstore Fund Purchase Order List  
 12/9/18 thru 1/19/19

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK004036	12/10/2018	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$4,398.40
TX-HAWK004038	12/13/2018	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,010.61
TX-HAWK004039	12/18/2018	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$19,861.16
TX-HAWK004040	12/18/2018	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$19,862.38
TX-HAWK004041	12/19/2018	31	SCC Bookstore	Textbook	TEXAS BOOK COMPANY	\$1,788.60
TX-HAWK004043	12/19/2018	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$128,024.99
TX-HAWK004044	12/19/2018	31	SCC Bookstore	Textbook	INDICO FORMERLY NACSCORP	\$5,803.10
TX-HAWK004045	12/19/2018	31	SCC Bookstore	Textbook	ACS DIVCHED EXAM INST.	\$420.00
TX-HAWK004046	12/19/2018	31	SCC Bookstore	Textbook	MPS FORMERLY VHPS	\$13,624.13
TX-HAWK004047	12/19/2018	31	SCC Bookstore	Textbook	NORTON, INC.	\$37,858.35
TX-HAWK004048	12/19/2018	31	SCC Bookstore	Textbook	HAYDEN-MCNEIL	\$1,048.95
TX-HAWK004049	12/19/2018	31	SCC Bookstore	Textbook	KJOS MUSIC CO	\$153.12
TX-HAWK004050	12/19/2018	31	SCC Bookstore	Textbook	TEACHERS COLLEGE PRESS	\$183.60
TX-HAWK004051	12/19/2018	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$81,390.94
TX-HAWK004052	12/19/2018	31	SCC Bookstore	Textbook	DAWN SIGN PRESS	\$4,289.44
TX-HAWK004054	12/19/2018	31	SCC Bookstore	Textbook	KENDALL PUBLISHING	\$6,872.88
TX-HAWK004055	12/19/2018	31	SCC Bookstore	Textbook	UNIV. SOUTHERN CALIFORNIA	\$1,170.00
TX-HAWK004056	12/19/2018	31	SCC Bookstore	Textbook	XYZ TEXTBOOKS	\$225.00
TX-HAWK004060	12/19/2018	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$4,496.32
TX-HAWK004061	12/19/2018	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$21,321.60
TX-HAWK004062	12/19/2018	31	SCC Bookstore	Textbook	UNIVERSITY ENTERPRISES	\$924.00
TX-HAWK004063	12/19/2018	31	SCC Bookstore	Textbook	BVT PUBLISHING	\$6,015.58
TX-HAWK004065	12/19/2018	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$2,376.82
TX-HAWK004067	12/19/2018	31	SCC Bookstore	Textbook	JOHN WILEY & SONS, INC	\$7,040.00
TX-HAWK004069	12/19/2018	31	SCC Bookstore	Textbook	MORTON	\$2,538.48
TX-HAWK004070	12/19/2018	31	SCC Bookstore	Textbook	ROCKWELL PUBLISHING	\$1,431.57
TX-HAWK004074	12/19/2018	31	SCC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$3,136.00
TX-HAWK004075	12/19/2018	31	SCC Bookstore	Textbook	EDUCATIONAL TEXTBOOK COMP	\$1,065.00
TX-HAWK004077	12/19/2018	31	SCC Bookstore	Textbook	BLUEDOOR	\$19,287.50
TX-HAWK004079	12/19/2018	31	SCC Bookstore	Textbook	ACR PUBLICATIONS	\$474.30
TX-HAWK004080	12/19/2018	31	SCC Bookstore	Textbook	VISTA HIGHER LEARNING	\$15,720.00
TX-HAWK004082	12/19/2018	31	SCC Bookstore	Textbook	MCGRAW-HILL CREATE (PRIMIS)	\$3,462.00
TX-HAWK004083	12/19/2018	31	SCC Bookstore	Textbook	HUMAN KINETICS PUBS, INC.	\$5,001.00
TX-HAWK004085	12/19/2018	31	SCC Bookstore	Textbook	AGAINST THE CLOCK	\$1,007.82
TX-HAWK004091	12/19/2018	31	SCC Bookstore	Textbook	ON COURSE LEARNING	\$1,537.92
TX-HAWK004093	12/20/2018	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$642.70
TX-HAWK004094	12/26/2018	31	SCC Bookstore	Textbook	UNIVERSITY ENTERPRISES	\$720.00

<b>P.O. #</b>	<b>Date</b>	<b>Fund</b>	<b>Department</b>	<b>Description</b>	<b>Vendor Name</b>	<b>Amount</b>
TX-HAWK004095	1/3/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,128.43
TX-HAWK004096	1/7/2019	31	SCC Bookstore	Textbook	DAWN SIGN PRESS	\$5,097.00
TX-HAWK004097	1/7/2019	31	SCC Bookstore	Textbook	CENGAGE LEARNING	\$6,900.00
TX-HAWK004098	1/8/2019	31	SCC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$604.05
TX-HAWK004099	1/9/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$1,446.06
TX-HAWK004100	1/9/2019	31	SCC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$2,253.70
TX-HAWK004101	1/9/2019	31	SCC Bookstore	Textbook	TEXAS BOOK COMPANY	\$722.03
TX-HAWK004103	1/9/2019	31	SCC Bookstore	Textbook	HAYDEN-MCNEIL	\$238.80
TX-HAWK004105	1/9/2019	31	SCC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$13,266.00
TX-HAWK004106	1/9/2019	31	SCC Bookstore	Textbook	BLUEDOOR	\$1,910.00
TX-HAWK004107	1/9/2019	31	SCC Bookstore	Textbook	OXFORD UNIVERSITY PRESS	\$1,913.36
TX-HAWK004110	1/9/2019	31	SCC Bookstore	Textbook	CAMBRIDGE UNIVERSITY PRES	\$328.44
TX-HAWK004111	1/9/2019	31	SCC Bookstore	Textbook	DEAF LIFE PRESS/HPO BOOK	\$2,240.00
TX-HAWK004113	1/9/2019	31	SCC Bookstore	Textbook	NORTON, INC.	\$2,837.40
TX-HAWK004118	1/9/2019	31	SCC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$1,112.15
TX-HAWK004119	1/9/2019	31	SCC Bookstore	Textbook	BVT PUBLISHING	\$2,250.00
<b>Grand Total:</b>						<b>\$1,133,509.50</b>

Legend for All Funds at RSCCD	
Fund	Description
11	General Fund Unrestricted
12	General Fund Restricted
13	GF Unrestricted One-Time Funds
21	Bond Int & Red Fund, Series A
22	Bond Int & Red Fund, Series B
23	Bond Int & Red Fund, Series C
24	Bond Interest & Redemp Fund
31	Bookstore Fund
33	Child Development Fund
41	Capital Outlay Projects Fund
42	Bond Fund, Measure E
43	Bond Fund, Measure Q
51	Fixed Assets
52	Cash Flow Fund
61	Property and Liability Fund
62	Workers' Compensation Fund
63	Retiree Benefits Fund
71	Associated Students Fund
72	Representation Fee Trust Fund
74	Student Financial Aid Fund
76	Community Education Fund
79	Diversified Trust Fund
81	Diversified Agency Fund
91	Foundation Gen Op Fund Uninvst
92	Foundation Gen Op Fund Invest
93	Foundation Trust Fund Uninvest
94	Foundation Trust Fund Invested
95	Foundation Scholar Fund Uninvst
96	Foundation Scholar Fund Invest
97	Foundation Rest Rev Fund Uninv
98	Foundation Rest Rev Fund Invst
99	Foundation Endowment Fund

**Legend:** \* = Multiple Funds for this P.O.

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**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0054850	\$62,991.22	Servers, server racks and additional components	DO- ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-134 Board Approved: November 9, 2015
19-P0054873	\$66,895.00	Track repair and resurfacing at Santa Ana College	SAC- Maintenance & Operations	Received Quotations: *1. Beynon Sports Surfaces, Inc. 2. KYA Services, LLC *Successful Bidder
19-P0054874	\$91,851.02	Insurance premium to cover flood and insurance regarding the Johnson Student Center project at Santa Ana College	DO- Facility Planning	Requisition approved by Carri Matsumoto and Peter J. Hardash on December 10, 2018.
19-P0054879	\$315,300.00	Environmental consulting services for the Orange Education Center	DO- Facility Planning	Board Approved: December 10, 2018
19-P0054891	\$83,468.00	Landscape maintenance services at Santiago Canyon College	SCC- Grounds	Received Quotations: *1. Mariposa Landscapes, Inc 2. Rogers & Company *Successful Bidder
19-P0054892	\$24,900.00	Preparation and planting of two Holly Oak trees at Santa Ana College	DO- Facility Planning	Received Quotations: *1. Quezada Pro Landscape, Inc. 2. Pierre Landscape, Inc *Successful Bidder
19-P0054894	\$376,370.00	Material testing and special inspection services for the Johnson Student Center at Santa Ana College	DO- Facility Planning	Board Approved: December 10, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0054903	\$140,602.98	Video cameras and lenses	SAC- Television (TV/Film/Video)	Bid #1358 Board Approved: December 10, 2018
19-P0054904	\$37,000.00	Cook Gym floor refinishing at Santa Ana College	SAC- Maintenance & Operations	Received Quotations: *1. Geary Floors 2. R & S Flooring Solutions 3. Kya Services, LLC *Successful Bidder
19-P0054910	\$50,000.00	Metered postage for Santa Ana College	DO- Mailroom	Requisition approved by Armando Toner on December 7, 2018
19-P0054937	\$26,002.93	Miscellaneous nursing instructional supplies	SCC- OEC	Received Quotations: *1. Pocket Nurse 2. School Health Supply Co, Inc 3. School Nurse Supply, Inc *Successful Bidder
19-P0054945	\$42,000.00	Phase one of the development of a full Business and Career Education website	SCC- Business and Career Education	Board Approved: November 26, 2018
19-P0054947	\$50,000.00	Phase two of the development of a full Business and Career Education website	SCC- Business and Career Education	Board Approved: November 26, 2018
19-P0054948	\$127,100.00	Geotechnical and soils testing consulting services for the Johnson Student Center at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0054978	\$23,498.00	Tenant improvement project at the District Operations Center	DO- Resource Development	Received Quotations: 1. De La Torre Commercial Interiors *2. Sol Source, dba DC Construction 3. Painting & Décor 4. RT Contractor Corporation *Successful Bidder
19-P0054979	\$19,767.79	Drone system and components	SAC- Television (TV/Film/Video)	Received Quotations: *1. Adorama 2. DJI 3. Multicopter Warehouse 4. Quadcopter.com *Successful Bidder
19-P0054994	\$54,290.00	Building enclosure commissioning for the Science Center Project at Santa Ana College	DO- Facility Planning	Board Approved: January 14, 2019
19-P0054996	\$23,316.00	District-wide key hardware consulting services	DO- Facility Planning	Board Approved: December 10, 2018
19-P0055033	\$77,301.74	Robotic guidance system with software and installation	SAC- Welding	Received Quotations: *1. Adaptive Innovations Corp 2. Fanuc America Corp 3. IA Robotics *Successful Bidder
19-P0055044	\$19,967.41	Spring 2019 Continuing Education Center class schedules	SAC- CEC	Received Quotations: *1. Advanced Web Offset, Inc 2. Trend Offset Printing *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055062	\$15,160.00	Meals, food parcels, and associated services for economically disadvantaged Santa Ana College students	SAC- Student Services	Board Approved: June 11, 2018
19-P0055082	\$30,228.80	Emergency blue phone/light towers for the OC Sheriff's Regional Training Academy	DO- Facility Planning	Purchased from the California Multiple Award Schedules (CMAS) Contract #3-17-70-3480A Board Approved: September 10, 2018
19-P0055126	\$15,980.00	Alteryx Designer software license	SAC- Research	Requisition approved by Janice Love on January 7, 2019
19-P0055143	\$19,319.54	Nursing simulator manikin	SAC- Nursing	Received Quotations: *1. Laerdal Medical Corp. 2. Pocket Nurse *Successful Bidder
19-P0055171	\$28,000.00	Spring 2019 book vouchers for Santiago Canyon College EOPS students	SCC- Student Equity	Requisition approved by Joseph Alonzo on January 9, 2019
19-P0055190	\$37,142.50	Electronic Library subscriptions for academic resources	SAC- Library Services	Requisition approved by Brian Kehlenbach on November 6, 2018
19-P0055197	\$20,976.57	Spring 2019 continuing education class schedules	SCC- OEC	Requisition approved by Lori Fasbinder on January 9, 2019
19-P0055201	\$31,497.18	Logistics services for a senior day event at Santiago Canyon College	SCC- Counseling	Board Approved: October 29, 2018

4.16 (25)

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0055205	\$37,307.82	Hosting of the LAOCRC Governance Council Standing Quarterly Meeting and the LAOCRC Governance Council Annual Retreat	DO- LA/OC RC	Requisition approved by Adriene Davis on January 15, 2019
19-P0055229	\$53,000.00	Spring 2019 book vouchers for Santiago Canyon College EOPS students	SCC- EOPS	Requisition approved by Ruth Babshoff on January 16, 2019
19-P0055241	\$47,140.63	Replacement telephones for District-wide deployment	DO- ITS	Received Quotations: *1. Cxtec 2. Curvature *Successful Bidder
19-P0055251	\$97,500.00	On-call architectural design services for District-wide projects	DO- Facility Planning	Board Approved: January 14, 2019
19-P0055257	\$17,950.00	Renovation services to Suite 301 at the District Operations Center	DO- Facility Planning	Received Quotations: *1. De La Torre Commercial Interiors 2. Sol Source, Inc *Successful Bidder
19-P0055277	\$45,000.00	Consulting services to improve student access to education plans, schedules and on demand access to complete certificates	SAC- CEC	Board Approved: January 14, 2019
19-P0199412	\$200,000.00	Sub-agreement with Yosemite CCD to host the Central Valley/Mother Lode Deputy Sector Navigator for Agriculture, Water and Environmental Technologies	DO- Resource Development	Board Approved: October 29, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199413	\$20,000.00	Award with State Center CCD on behalf of Clovis Community College to participate in an Industry Sector Projects in Common (ISPIC), the Linking Small Business Advising to the Classroom project	DO- Resource Development	Board Approved: May 14, 2018
19-P0199414	\$18,000.00	Award with Sequoias CCD on behalf of College of the Sequoias to participate in an Industry Sector Projects in Common (ISPIC), the Ensuring Safe Food Production and Distribution project	DO- Resource Development	Board Approved: November 26, 2018
19-P0199415	\$150,000.00	Sub-agreement with South Orange County CCD to implement Round 2 of the Strong Workforce Program Regional Apportionment	DO- Resource Development	Board Approved: February 27, 2017
19-P0199416	\$200,000.00	Sub-agreement with Sonoma County Junior CCD on behalf of Santa Rosa Junior College to host the Bay Area Deputy Sector Navigator for Business and Entrepreneurship	DO- Resource Development	Board Approved: October 29, 2018
19-P0199417	\$200,000.00	Sub-agreement with Los Rios CCD, on behalf of Sacramento City College to host the North/Far North Deputy Sector Navigator for Health	DO- Resource Development	Board Approved: October 29, 2018
19-P0199418	\$200,000.00	Sub-agreement with Peralta CCD, on behalf of Laney College to host the Bay Area Deputy Sector Navigator for Advanced Manufacturing	DO- Resource Development	Board Approved: October 29, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199419	\$200,000.00	Sub-agreement with Contra Costa CCD, on behalf of Diablo Valley College to host the Bay Area Deputy Sector Navigator for Information Communications Technology/Digital Media	DO- Resource Development	Board Approved: October 29, 2018
19-P0199420	\$200,000.00	Sub-agreement with Sonoma County Junior CCD on behalf of Santa Rosa Junior College to host the Bay Area Deputy Sector Navigator for Agriculture, Water and Environmental Technologies	DO- Resource Development	Board Approved: October 29, 2018
19-P0199423	\$200,000.00	Sub-agreement with Allan Hancock Joint CCD to host the South Central Coast Deputy Sector Navigator for Agriculture, Water and Environmental Technologies	DO- Resource Development	Board Approved: November 26, 2018
19-P0199425	\$238,000.00	Sub-agreement with Mount San Antonio CCD, on behalf of Mount San Antonio College to host and supervise the Technical Assistance Providers for Contract Education	DO- Resource Development	Board Approved: November 26, 2018
19-P0199426	\$173,000.00	Agreement with Center for Postsecondary and Economic Success, Center for Law and Social Policy to implement the Career Technical Education Data Unlocked Program	DO- Resource Development	Board Approved: December 10, 2018
19-P0199427	\$200,000.00	Sub-agreement with State Center CCD to host the Central Valley/Mother Lode Region Deputy Sector Navigator for Information Communications Technology/Digital Media	DO- Resource Development	Board Approved: October 29, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199428	\$200,000.00	Sub-agreement with San Diego CCD, on behalf of San Diego Miramar College to host the San Diego/Imperial Region Deputy Sector Navigator for Advanced Transportation and Logistics	DO- Resource Development	Board Approved: October 29, 2018
19-P0199429	\$200,000.00	Sub-agreement with Chaffey CCD, on behalf of Chaffey College to host the Inland Empire/Desert Region Deputy Sector Navigator for Advanced Manufacturing	DO- Resource Development	Board Approved: November 26, 2018
19-P0199430	\$200,000.00	Sub-agreement with Mira Costa CCD, on behalf of MiraCosta College to host the San Diego/Imperial Region Deputy Sector Navigator for Business and Entrepreneurship	DO- Resource Development	Board Approved: November 26, 2018
19-P0199431	\$200,000.00	Sub-agreement with Mira Costa CCD, on behalf of MiraCosta College to host the San Diego/Imperial Region Deputy Sector Navigator for Life Science/Biotech	DO- Resource Development	Board Approved: November 26, 2018
19-P0199432	\$200,000.00	Sub-agreement with Sierra Joint CCD, on behalf of Sierra College to host the North/Far North Region Deputy Sector Navigator for Advanced Manufacturing	DO- Resource Development	Board Approved: December 10, 2018
19-P0199433	\$100,000.00	Sub-agreement with Chaffey CCD, on behalf of Chaffey College to host and supervise the Center of Excellence for Labor-Market Research	DO- Resource Development	Board Approved: November 26, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
19-P0199434	\$100,000.00	Sub-agreement with Mira Costa CCD, on behalf of MiraCosta College to host and supervise the Center of Excellence for Labor-Market Research	DO- Resource Development	Board Approved: November 26, 2018
19-P0199435	\$100,000.00	Sub-agreement with Yosemite CCD, on behalf of Modesto Junior College to host and supervise the Center of Excellence for Labor-Market Research	DO- Resource Development	Board Approved: November 26, 2018
19-P0199436	\$73,520.35	Lease of property at 1572 N. Main Street, Orange, CA 92867	SCC- OEC	Board Approved: November 26, 2018
19-P0199438	\$438,500.00	Sub-agreement with Citrus CCD, on behalf of Citrus College to implement Round 3 of the Strong Workforce Program	DO- Resource Development	Board Approved: February 27, 2017
19-P0199439	\$868,363.00	Sub-agreement with Long Beach CCD, on behalf of Long Beach City College to implement Round 3 of the Strong Workforce Program	DO- Resource Development	Board Approved: February 27, 2017
19-P0199440	\$100,000.00	Sub-agreement with Los Rios CCD to host and supervise the Center of Excellence for Labor-Market Research	DO- Resource Development	Board Approved: November 26, 2018
19-P0199441	\$220,000.00	Sub-agreement with Riverside CCD to host and supervise the Inland Empire/Desert Regional Consortium	DO- Resource Development	Board Approved: June 23, 2018

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
TX-DON005480	\$51,706.26	Textbooks purchased for resale	SAC Bookstore	Purchased from Nebraska Book Co. Manager review and approval : Jennie Adams - 1/11/19
TX-DON005481	\$27,628.02	Textbooks purchased for resale	SAC Bookstore	Purchased from MBS Textbook Exchange. Manager review and approval : Jennie Adams - 1/11/19
TX-DON005486	\$100,611.65	Textbooks purchased for resale	SAC Bookstore	Purchased from McGraw-Hill Publishing. Manager review and approval : Jennie Adams - 1/15/19
TX-DON005498	\$61,018.58	Textbooks purchased for resale	SAC Bookstore	Purchased from Cengage Learning. Manager review and approval : Jennie Adams 1/15/19
TX-DON005499	\$130,216.00	Textbooks purchased for resale	SAC Bookstore	Purchased from Pearson Education. Manager review and approval : Jennie Adams - 1/15/19
TX-DON005520	\$24,189.00	Textbooks purchased for resale	SAC Bookstore	Purchased from Norton Inc. Manager review and approval : Jennie Adams - 1/15/19
TX-DON005532	\$16,792.00	Textbooks purchased for resale	SAC Bookstore	Purchased from John Wiley and Sons. Manager review and approval : Jennie Adams - 1/15/19

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
TX-DON005536	\$15,925.00	Textbooks purchased for resale	SAC Bookstore	Purchased from Argus. Manager review and approval : Jennie Adams - 1/15/19
TX-DON005545	\$20,732.30	Textbooks purchased for resale	SAC Bookstore	Purchased from McGraw Hill. Manager review and approval : Jennie Adams - 1/15/19
TX-DON005546	\$16,097.00	Textbooks purchased for resale	SAC Bookstore	Purchased from Pearson Education. Manager review and approval : Jennie Adams 1/15/19
TX-HAWK004039	\$19,861.16	Textbooks purchased for resale	SCC Bookstore	Purchased from Nebraska Book Co. Manager review and approval : Bill Jeffery 12/18/18
TX-HAWK004040	\$19,862.38	Textbooks purchased for resale	SCC Bookstore	Purchased from MBS Textbook Exchange. Manager review and approval : Bill Jeffery 12/18/18
TX-HAWK004043	\$128,024.99	Textbooks purchased for resale	SCC Bookstore	Purchased from Pearson Education. Manager review and approval : Bill Jeffery 12/19/18
TX-HAWK004047	\$37,858.35	Textbooks purchased for resale	SCC Bookstore	Purchased from Pearson Education. Manager review and approval : Bill Jeffery 12/19/18

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM DECEMBER 9, 2018 THROUGH JANUARY 19, 2019  
BOARD MEETING OF FEBRUARY 25, 2019**

P.O. #	Amount	Description	Department	Comment
TX-HAWK004051	\$81,390.94	Textbooks purchased for resale	SCC Bookstore	Purchased from Nebraska Book CO. Manager review and approval : Bill Jeffery 12/19/18
TX-HAWK004061	\$21,321.60	Textbooks purchased for resale	SCC Bookstore	Purchased from Cengage Learning. Manager review and approval : Bill Jeffery 12/19/18
TX-HAWK004077	\$19,287.50	Textbooks purchased for resale	SCC Bookstore	Purchased from Bluedoor. Manager review and approval : Bill Jeffery 12/19/18
TX-HAWK004080	\$15,720.00	Textbooks purchased for resale	SCC Bookstore	Purchased from Vista Higher Learning. Manager review and approval : Bill Jeffery 12/19/2018

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Resource Development Items	
Action: Request for Approval	

**ANALYSIS**

Items for the following categorically funded programs were developed.

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>						
1. Hunger Free Campus Support (SAC) Funds from the California Community Colleges Chancellor’s Office to provide services that address the food security of students within the campus. Funding will support a food pantry or a regular food distribution on campus and endure students have the information needed to enroll in CalFresh. (18/19). <i>No match required.</i>	10/31/2018	\$165,686						
2. Mental Health Support Program (SAC & SCC) One time funding from the California Community Colleges Chancellor’s Office to support mental health services and training. Colleges may use funding to support activities, including but not limited to, expanding mental health services, providing training, and developing stronger relationships with the Orange County behavioral health department and community-based mental health services for which reimbursement is available through the students’ health coverage. (18/19). <i>No match required.</i>	10/31/2018	\$244,731						
<table border="1"> <thead> <tr> <th><u>SAC</u></th> <th><u>SCC</u></th> <th><u>TOTAL</u></th> </tr> </thead> <tbody> <tr> <td>\$169,934</td> <td>\$74,797</td> <td>244,731</td> </tr> </tbody> </table>	<u>SAC</u>	<u>SCC</u>	<u>TOTAL</u>	\$169,934	\$74,797	244,731		
<u>SAC</u>	<u>SCC</u>	<u>TOTAL</u>						
\$169,934	\$74,797	244,731						
3. Transitioning Math Majors into Teaching (SAC) Santa Ana College (SAC) was a sub-award recipient of California State University, Fullerton’s Transitioning Math Majors to Teaching (TMMT) project funded by the National Science Foundation. SAC mathematics faculty and the SAC Teacher Preparation Program will collaborate and develop a model for preparing mathematics students to transfer to university credential programs for secondary education mathematics teachers. The sub-award grant is for three years with an additional two years of funding contingent upon availability of funds. (18/19, 19/20, 20/21). <i>No match required.</i>	01/01/2019	\$75,000						

**RECOMMENDATION**

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

Fiscal Impact: \$485,417	Board Date: February 25, 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	

**SPECIAL PROJECT DETAILED BUDGET # 2xxx  
NAME: Hunger Free Campus 2018-19 (SAC)  
FISCAL YEAR: 2018/19 & 2019/20**

CONTRACT PERIOD: 07/01/18 - 06/30/20  
SAC Allocations: \$165,686

PROJ ADM: Dr. V. Hubbard  
PROJ DIR: Dr. V. Hubbard

**Prime Sponsor: CCC Chancellor's Office**  
**Fiscal Agent: Rancho Santiago CCD**  
**Prime Award No.: N/A**

Date: 01/29/19

GL Account	Description	Debit	Credit
12-2xxx-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		165,686
12-2xxx-649000-19100-2310	Classified Employees - Ongoing	-	
12-2xxx-649000-19100-2320	Classified Employees - Hourly - Stud. Svcs. Coordinator (\$28.07/hr x 19 hrs/wk x 39 wks x 1.5 yrs)	31,200	
12-2xxx-649000-19100-3215	PERS - Non-Instructional	5,635	
12-2xxx-649000-19100-3315	OASDHI - Non-Instructional	1,934	
12-2xxx-649000-19100-3325	Medicare - Non-Instructional	452	
12-2xxx-649000-19100-3335	PARS - Non-Instructional	-	
12-2xxx-649000-19100-3435	H & W Ret Fd - Non-Instructional	1,133	
12-2xxx-649000-19100-3515	SUI - Non-Instructional	16	
12-2xxx-649000-19100-3615	WCI - Non-Instructional	702	
12-2xxx-649000-19100-4610	Non-Instructional Supplies : Student Services Offic	4,000	
12-2xxx-649000-19100-4710	Food and Food Service Supplies : Student Services O	10,000	
12-2xxx-649000-19100-5100	Contracted Services : Student Services Office	30,000	
12-2xxx-649000-19100-5800	Advertising : Student Services Office	2,000	
12-2xxx-649000-19100-5940	Reproduction/Printing Expenses : Student Services O	1,000	
12-2xxx-649000-19100-5999	Special Project Holding Acct : Student Services Off	75,614	
12-2xxx-732000-19100-7670	Other Expenses Paid to Student	2,000	
<b>Total Project 2xxx</b>	<b>Hunger Free Campus 2018-19</b>	<b>165,686</b>	<b>165,686</b>

**SPECIAL PROJECT DETAILED BUDGET #2475**  
**NAME: Mental Health Support Allocation - Santa Ana College**  
**FISCAL YEAR: 2018/2019**

**CONTRACT PERIOD: 07/01/18 - 06/30/20**

**PROJ. ADM.: Dr. Vaniethia Hubbard**

**CONTRACT INCOME: \$169,934**

**PROJ. DIR.: Dr. Vaniethia Hubbard**

**PRIME SPONSOR: California Community College Chancellor's Office**

GL Account String	Description	New Budget	
		Debit	Credit
12-2475-000000-10000-8629	Other Gen Categorical Apport		169,394
12-2475-644000-19530-1460	Physicians/Psychiatrists/Psych: Health & Wellness <i>Psychiatrist: 776 hours @ \$90/hour</i>	69,840	
12-2475-644000-19530-1465	Inst/Sum - Physicians/Psych: Health & Wellness <i>Psychiatrist: 116 hours @ \$90/hour</i>	10,440	
12-2475-644000-19530-3115	<i>STRS - Non-Instructional: Health &amp; Wellness</i>	13,774	
12-2475-644000-19530-3325	<i>Medicare - Non-Instructional : Health &amp; Wellness</i>	1,164	
12-2475-644000-19530-3435	<i>H&amp;W Retiree Fund - Non-Instructional : : Health &amp; Wellness</i>	2,915	
12-2475-644000-19530-3515	<i>SUI - Non-Instructional : Health &amp; Wellness</i>	41	
12-2475-644000-19530-3615	<i>WCI - Non-Instructional :Health &amp; Wellness</i>	1,807	
12-2475-675000-19530-1480	Part-Time Reassigned Time: Health & Wellness	5,000	
12-2475-675000-19530-1483	Beyond Contr - Reassigned Time: Health & Wellness	10,000	
12-2475-675000-19530-1484	Int/Sum Beynd Contr-Reassigned:Health & Wellness	5,000	
12-2475-675000-19530-1485	Int/Sum - Reassigned Time, PT: Health & Wellness	4,000	
12-2475-675000-19530-3115	<i>STRS - Non-Instructional: Health &amp; Wellness</i>	4,130	
12-2475-675000-19530-3325	<i>Medicare - Non-Instructional : Health &amp; Wellness</i>	348	
12-2475-675000-19530-3335	<i>PARS - Non-Instructional : Health &amp; Wellness</i>	-	
12-2475-675000-19530-3435	<i>H&amp;W Retiree Fund - Non-Instructional : : Health &amp; Wellness</i>	872	
12-2475-675000-19530-3515	<i>SUI - Non-Instructional : Health &amp; Wellness</i>	12	
12-2475-675000-19530-3615	<i>WCI - Non-Instructional :Health &amp; Wellness</i>	540	
12-2475-644000-19530-4610	Non-Instructional Supplies: Health & Wellness	10,000	
12-2475-644000-19530-4710	Food and Food Service Supplies	511	
12-2475-644000-19530-5100	Contracted Services: Health & Wellness <i>Workshop/Program for Faculty/Students \$8,000</i> <i>Mariposa Contracted Services \$20,000</i>	28,000	
12-2475-644000-19530-5800	Advertising: Health & Wellness	1,000	
<b>Total Project 2475</b>		<b>169,394</b>	<b>169,394</b>

**SPECIAL PROJECT DETAILED BUDGET #2475**  
**NAME: Mental Health Support Allocation - Santiago Canyon College**  
**FISCAL YEAR: 2018/2019**

**CONTRACT PERIOD: 07/01/18 - 06/30/20**

**CONTRACT INCOME: \$74,797**

**PRIME SPONSOR: California Community College Chancellor's Office**

**PROJ. ADM.: Syed Rizvi**

**PROJ. DIR.: Jennifer Coto**

GL Account String	Description	New Budget	
		Debit	Credit
12-2475-000000-20000-8629	Other Gen Categorical Apport		74,797
12-2475-644000-29600-1460	Physicians/Psychiatrists/Psych: Health & Wellness <i>Psychologist - Dr.S.McIntosh : 708 hours @ \$76.56/hour</i>	54,051	
12-2475-644000-29600-1465	Inst/Sum - Physicians/Psych: Health & Wellness <i>Psychologist - Dr.S.McIntosh : 70 hours @ \$76.56/hour</i>	5,359	
12-2475-644000-29600-3115	<i>STRS - Non-Instructional: Health &amp; Wellness</i>	9,672	
12-2475-644000-29600-3325	<i>Medicare - Non-Instructional : Health &amp; Wellness</i>	861	
12-2475-644000-29600-3335	<i>PARS - Non-Instructional : Health &amp; Wellness</i>	-	
12-2475-644000-29600-3435	<i>H&amp;W Retiree Fund - Non-Instructional : : Health &amp; Wellness</i>	2157	
12-2475-644000-29600-3515	<i>SUI - Non-Instructional : Health &amp; Wellness</i>	30	
12-2475-644000-29600-3615	<i>WCI - Non-Instructional :Health &amp; Wellness</i>	1,337	
12-2475-644000-29600-4710	Food and Food Service Supplies: Health & Wellness	1,000	
12-2475-644000-29600-5940	Reproduction/Printing Expenses: Health & Wellness	330	
<b>Total Project 2475</b>		<b>74,797</b>	<b>74,797</b>

**SPECIAL PROJECT DETAILED BUDGET #1XXX**  
**NAME: Transitioning Math Majors into Teaching Education**  
**National Science Foundation (NSF) (Santa Ana College)**  
**FISCAL YEAR: 2018/2019, 2019/2020 & 2020/2021**

CONTRACT PERIOD: 01/01/2019 - 12/31/2021

PROJ ADM.: Carolyn Breeden

CONTRACT INCOME: \$75,000

PROJ. DIR.:Christa Solheid

PRIME SPONSOR: National Science Foundation (NSF)

Date: 02/07/2019

FISCAL AGENT: CSU Fullerton Auxiliary Services Corporation (ASC)

PRIME AWARD No.: 1758389

SUB-AWARD No.: S-6668-SAC

CFDA No.: 47.076

GL Account String	Description	Year 1	Year 2	Year 3	New Budget	
					Debit	Credit
12_1XXX_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana College					75,000
12_1XXX_679000_10000_5865	Indirect Cost: Santa Ana College @ 28% - Exclude: student supplies, books, stipends and other participant travel	4,393	3,026	3,026	10,445	
12_1XXX_649000_16201_1483	Beynd Contr-Reassig - - Co-PI, Dr. Christa Solheid \$1,000 stipend/yr - Martin Romero \$2,000 stipend/yr - Kyle Bradley \$2,000 stipend/yr	5,000	5,000	5,000	15,000	
12_1XXX_649000_16201_2340	Student Assistants-Hourly (Yr. 1) - \$12.25/hr x 124 hrs x 1 Student Assistant (Yr. 2 - Yr. 3) - \$12.25/hr x 124 hrs x 2 Student Assistant	1,519	3,038	3,038	7,595	
12_1XXX_649000_16201_3115	STRS - Instructional : Mathematics, General	721	721	721	2,163	
12_1XXX_649000_16201_3325	Medicare - Instructional : Mathematics, General	73	73	73	219	
12_1XXX_649000_16201_3435	H & W - Retiree Fund Inst : Mathematics, General	236	292	292	820	
12_1XXX_649000_16201_3515	SUI - Instructional : Mathematics, General	3	3	3	9	
12_1XXX_649000_16201_3615	WCI - Instructional : Mathematics, General	146	180	180	506	
12_1XXX_732000_16201_7610	Books Paid for Students: Mathematics, General	1,500	1,500	1,500	4,500	
12_1XXX_732000_16201_7630	Supplies Paid for Students: Mathematics, General	200	167	667	1,034	
12_1XXX_649000_16201_4610	Non-Instructional Supplies: Mathematics, General	992	0	0	992	
12_1XXX_675000_16201_5210	Conference Expenses: Mathematics, General	7,000	1,500	1,500	10,000	
12_1XXX_649000_16201_5905	Other Participant Travel Exp: Mathematics, General	217	500	1,500	2,217	
12_1XXX_732000_16201_7650	Stipends Paid to Students: Mathematics, General -\$1,500/stipend	3,000	9,000	7,500	19,500	
<b>Total 1XXX TMM into Teaching Education - (SAC)</b>		<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>75,000</b>	<b>75,000</b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Sub-Agreement between RSCCD and CSU Fullerton - Auxiliary Services Corporation for the Strong Workforce Program Regional Funds Initiative	
Action: Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

Santiago Canyon College will collaborate with California State University Fullerton – Auxiliary Services Corporation to implement the *Careers in Education Pathway Collaborative Phase 2 Project* to establish articulated and dual-enrollment pathways from K-12 to postsecondary education.

Students will build skills in an integrated standards-based academic and career relevant sequenced curriculum focused on career technical education/science, technology, engineering, and math (STEM) educational pathways to allow for early entrance into employment as paraprofessionals and culminates in a post-baccalaureate teaching credential. These skills are a significant part of preparing students for employment in CTE/STEM career sectors to meet regional outcomes of the Strong Workforce Program regional initiative.

The enclosed sub-agreement (#DO-17-2225-34) outline the terms of the project. The cost shall not exceed \$100,000.00 and the term of the project is February 1, 2019, through December 31, 2019.

The project director is Janis Perry, Faculty Facilitator of Pathways to Teaching Program, and the project administrator is Ruth Babeshoff, Dean of Counseling.

**RECOMMENDATION**

It is recommended that the Board approve 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: \$100,000.00 (grant-funded)	Board Date: February 25, 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	5.2 (1)

**SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CSU FULLERTON  
AUXILIARY SERVICES CORPORATION  
FOR THE  
STRONG WORKFORCE PROGRAM – REGIONAL FUNDS INITIATIVE  
ORANGE COUNTY REGION**

This sub-agreement (hereinafter “Agreement”) is entered into on this 25<sup>th</sup> day of February 2019, between Rancho Santiago Community College District (hereinafter “FISCAL AGENT”) and CSU Fullerton Auxiliary Services Corporation (hereinafter “SUBCONTRACTOR”). FISCAL AGENT and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement. This Agreement is based on the Strong Workforce Program - Regional Funds Initiative agreement between the FISCAL AGENT and the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”).

WHEREAS, the Rancho Santiago Community College District was designated as the FISCAL AGENT for the Strong Workforce Program – Regional Funds Initiative for the Los Angeles and Orange County region and is responsible for distributing funds to the community college districts within the region following certification of the regional plans by the Regional Consortia, and is responsible for monitoring the work of the Agreement for compliance with the terms and conditions of the funds, as delineated in the FISCAL AGENT’s Scope of Work; and

WHEREAS, FISCAL AGENT 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 Agreement according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

1. Statement of Work

SUBCONTRACTOR agrees to implement the work as described in the Scope of Work (**Exhibit A**), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be from February 1, 2019, through December 31, 2019.

3. Total Cost

The total cost to FISCAL AGENT for performance of this Agreement shall not exceed **\$100,000.00** USD, to be funded by the Strong Workforce Program Regional Initiative – *Careers in Education Pathway Collaborative Project - Phase 2*.

4. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by reference is incorporated into this Agreement.

5. Payment

Upon execution of this Agreement, no more often than once per quarter, and upon receipt and approval by FISCAL AGENT of SUBCONTRACTOR's itemized invoice requesting payment of eligible expenditures, FISCAL AGENT shall make reimbursement payments. Payment to SUBCONTRACTOR shall not exceed the amount listed under "Total Cost" in the Agreement.

6. Invoices

SUBCONTRACTOR must submit itemized invoices and appropriate back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion (or very significant progress towards completion) of Scope of Work as described in **Exhibit A**. SUBCONTRACTOR shall submit invoices on or before October 10<sup>th</sup> (quarter 1) and January 10<sup>th</sup> (quarter 2). Invoices must include the Agreement number (refer to footer), and should be submitted to the following address:

Santiago Canyon College  
ATTN: Janis Perry, Project Director, Careers in Education Pathway Collaborative  
8045 East Chapman Avenue  
Orange, CA 92869

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, upon request, for the duration of the Agreement. Reports are due on a quarterly basis as follows: September 30<sup>th</sup> and December 31<sup>st</sup>. If the report due date falls on a weekend or holiday, the report will be due the day before the due date. SUBCONTRACTOR will submit reports to the Project Director via email at [Perry\\_Janis@sccollege.edu](mailto:Perry_Janis@sccollege.edu) in a timely manner.

8. Expenditure of Funds

SUBCONTRACTOR agrees to comply with all funding requirements and that it is solely responsible for the appropriate expenditure of all funds received and for any misappropriation or dis-allowment of funds.

9. Time Extensions

FISCAL AGENT will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **December 31, 2019**.

10. Independent Contractor

SUBCONTRACTOR agrees that the services provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of FISCAL AGENT, nor shall its employees be entitled to any personnel benefits of FISCAL AGENT whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by FISCAL AGENT. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR guidelines. SUBCONTRACTOR shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by SUBCONTRACTOR. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to FISCAL AGENT copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

12. Rules for Deliverables

- A. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.
- B. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).
- C. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of five (5) 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 FISCAL AGENT, 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 FISCAL AGENT, 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. Insurance

The Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. Each Party warrants that through its program of self-

insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Parties performance of this contract.

16. Mutual Indemnification

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

17. Termination

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

The obligations of FISCAL AGENT 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 FISCAL AGENT Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, FISCAL AGENT shall provide SUBCONTRACTOR with written notification of such determination, and FISCAL AGENT shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in **Exhibit A**, including without limitation, all non-cancelable obligations incurred through the date of termination.

18. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by FISCAL AGENT 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, FISCAL AGENT 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 FISCAL AGENT or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

19. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

**FISCAL AGENT:**

Rancho Santiago Community College District

**Primary Contact:**

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
2323 North Broadway, Ste. 404-1  
Santa Ana, CA 92706  
(714) 480-7340, Hardash\_Peter@rsccd.edu

Santiago Canyon College  
ATTN: Janis Perry, Project Director, Careers in Education Pathway Collaborative  
8045 East Chapman Avenue  
Orange, CA 92869  
(714) 628-4779; Perry\_Janis@sccollege.edu

**SUBCONTRACTOR:**

CSU Fullerton Auxiliary Services Corporation

**Primary Contact:**

California State University, Fullerton  
Department of Educational Leadership  
Dr. Daniel Choi, Assistant Professor  
P.O. Box 6868, CP-520-07  
Fullerton, CA 92834-6868  
(657) 278-3903; dchoi@fullerton.edu

**Fiscal Agent:**

Sydney Dawes  
Director of Sponsored Programs  
(657) 278-4103; SDawes@fullerton.edu

**Grant Administrator:**

Ingrid Thompson  
Special Projects Administrator  
(657)278-4110; IThompson@fullerton.edu

Office of Sponsored Programs  
1121 N State College Blvd  
Fullerton, CA 92831-3014

20. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

21. Waiver

Any waiver by FISCAL AGENT of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping FISCAL AGENT from enforcing the terms of this Agreement.

22. Severability

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

23. 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.

As the Agreement is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, FISCAL AGENT 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.

24. Assurances

By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill, and with the guidance documents provided by the California Community College Chancellor's Office, as set forth and incorporated into this Agreement by reference.

By signing this Agreement the SUBCONTRACTOR certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Project-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

25. 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. 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. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

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: CSU Fullerton  
Auxiliary Services Corporation

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

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

Title: Business Operations/Fiscal Services

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

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

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

Board Approval Date: February 25, 2019

95-2081258  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A	Scope of Work/Workplan
Exhibit B	Project Budget
Exhibit C	Guidelines, Definitions and Reasonable Standards for SWP Trailer
Exhibit D	Bill Language for Strong Workforce Program ( <a href="#">link</a> )

**EXHIBIT A**

**California State University, Fullerton – Orange County Teacher Pathway Partnership  
WORK PLAN: February 1, 2019 - December 31, 2019**

Requirement	Activities to meet requirement	Timeframe	Person(s) responsible	Metrics/ major outcomes
<b>Instruction:</b>				
Dual enrollment/early admission into aligned postsecondary career programs	Principal Investigator (PI) working with Project Specialist work to Offer/Enroll students in a CSU/Community College (CC) jointly credited class focused on science teacher education during the Summer STEM Institute	Feb '19- May '19	PI, Project Specialist	Reach enrollment target of 25 per science course, totaling 75 students total
Classed offered at alternative sites	Project Specialist will go out to NEW partner CC sites Offer/Enroll students in a CSU/Community College jointly credited class focused on science teacher education during the Summer STEM Institute on campus at California State University, Fullerton (CSUF)	May '19- July '19	Project Specialist	Community colleges share list of student from their campus to CSUF, to enter into central registration system
<b>Experiential Learning</b>				
Work-based learning and job-shadowing and volunteer opportunities	Project Specialist will take lead in oversight of Summer STEM Institute students at the Anaheim YMCA – i.e, monitoring how students engage in experiential learning, teaching elementary aged students in after-school programs during the 7-week Summer STEM Institute	June '19- July '19	Project Specialist, Anaheim YMCA	Students will be going out to teach their after-school lessons starting in Week 2 of the program
	Project Specialist and Graduate Assistants (GAs) will guide students from STEM Institute, through social media, be invited to on and off campus volunteer opportunities in an effort to continue to enrich their experience working with students	Ongoing July '19 – Aug '19	Project Specialist, GAs	Job opportunities and volunteer opportunities at Anaheim Achieves – have been shared through TPP

5.2 (10)

**EXHIBIT A**

Requirement	Activities to meet requirement	Timeframe	Person(s) responsible	Metrics/ major outcomes
				Extended Support for transfer students at CSUF
Paid or unpaid internships, employment opportunities	<p>Graduate Students (GAs) in the College of Education will serve as paid interns in a leadership &amp; support services role including the following:</p> <ul style="list-style-type: none"> <li>• Assist Project Specialist to recruit students into Summer STEM Institute and Summer STEM Residential Institute</li> <li>• Group advising and educational programming/interventions of community college participants in OC TPP program</li> <li>• Weekly individual/group advising of OC TPP students at assigned community college</li> <li>• Preparation and administrative work involved in case management work of high school and community college students at assigned community college site and at CSUF as necessary</li> <li>• Supervision and committee work in collaboration with staff at community college and CSUF staff</li> <li>• Supervision of Summer STEM Institute students in after-school sites</li> </ul>	May '19- July '19	PI, Program Specialist	Recruitment for this year's GAs and volunteers started in the summer. One GA has been assigned to Santa Ana College. GA working with community college students at the assigned community college
<b>Services</b>				
Support services, career exploration and planning, field trips guest speakers	PI will train and oversee Graduate Students that will provide group advising and educational programming/interventions for community college participants in OC TPP program	June '19- July '19	PI, Program Specialist	In collaboration and with direction of the Project Specialist, GA's provided teambuilding, leadership, career exploration, and

5.2 (11)

**EXHIBIT A**

Requirement	Activities to meet requirement	Timeframe	Person(s) responsible	Metrics/ major outcomes
				reflection activities to students successfully
	Same level of support will be available on CSUF campus for transitioning students			
	GAs will oversee weekly individual/group advising of OC TPP students at assigned community college	April '19 – June '19	GAs	
	Project Specialist and PI will attend and oversee opportunity to attend a fieldtrip to JPL/NASA for STEM Institute students will be offered to all students	July '19	Project Specialist, JPL/NASA Educator	
<b>Professional Development</b>				
Early Pre-service teachers (students on pathway) professional development/enrichment	PI works with Secondary Education professor and JPL educator to incorporate 5 key elements/activities, where CSUF will: <ul style="list-style-type: none"> <li>• Offer/Enroll students in a CSU/Community College jointly credited class focused on science teacher education</li> <li>• Offer participants in STEM activity trainings via JPL/NASA education program leading to a certificate</li> <li>• Coordinate and provide work experience in After-School programs leading to STEM activities for elementary and middle school youth at area after school employers</li> <li>• Provide tutoring for student participants</li> <li>• Provide learning materials in the training</li> <li>• Program will be held on CSUF campus</li> </ul>	June '19 – July '19	PI, Project Specialist, GAs, Tutors, Anaheim YMCA, Anaheim Achieves	2 teachers from the pathway and 2 credential candidates were trained by Lyle Tavernier who is the JPL/NASA educator, and by Secondary Education professor

5.2 (12)

EXHIBIT B  
**California State University, Fullerton**  
**Orange County Teacher Pathway Partnership Budget**

	Year 1	Total
<b>PERSONNEL (Salaries and Wages)</b>		
Principal Investigator, Daniel Choi	\$ 7,194	\$ 7,194
Antoinette Linton (Secondary Education)	\$ 4,000	\$ 4,000
Valerie Rosa (Biological Science)	\$ 6,000	\$ 6,000
Sissi L Li (Chemistry and Biochemistry)	\$ 6,000	\$ 6,000
Angela Perez (Geological Sciences)	\$ 6,000	\$ 6,000
ASC Part-time, no benefit staff	\$ 7,080	\$ 7,080
<b>Total Personnel</b>	<b>\$ 36,274</b>	<b>\$ 36,274</b>
<b>FRINGE BENEFITS</b>		
Principal Investigator, Daniel Choi	\$ 2,672	\$ 2,672
Antoinette Linton (Secondary Education)	\$ 412	\$ 412
Valerie Rosa (Biological Science)	\$ 619	\$ 619
Sissi L Li (Chemistry and Biochemistry)	\$ 619	\$ 619
Angela Perez (Geological Sciences)	\$ 619	\$ 619
ASC Part-time Staff	\$ 789	\$ 789
<b>Total Fringe Benefits</b>	<b>\$ 5,730</b>	<b>\$ 5,730</b>
<b>PARTICIPANT COSTS</b>		
Non-CSUF Participant (Textbooks)	\$ 6,000	\$ 6,000
Non-CSUF Other (Tuition)	\$ 36,750	\$ 36,750
<b>Total Participant Costs</b>	<b>\$ 42,750</b>	<b>\$ 42,750</b>
<b>OTHER DIRECT COSTS</b>		
Project or Research Materials/Supplies	\$ 1,000	\$ 1,000
Vendor Costs - Services (Bus)	\$ 2,400	\$ 2,400
Duplication/Printing	\$ 500	\$ 500
Other - T-Shirts	\$ 1,500	\$ 1,500
SSRC Evaluation	\$ 6,000	\$ 6,000
<b>Total Other Direct Costs</b>	<b>\$ 11,400</b>	<b>\$ 11,400</b>
Total Direct Cost	\$ 96,154	\$ 96,154
<b>ADMINISTRATION COST</b>		
Indirect Cost	\$ 3,846	\$ 3,846
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

## Exhibit C

# Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investment

*(Local and Regional Share)*

### Reasonable

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision. Systems that can guide this definition are: necessary for the performance of the funding; follow sound business practices (procurement processes, follow state and local laws, follow the terms of the funding source); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

The following, directly relate to Strong Workforce Education Code Requirements and some examples of the standard non-allowable activities that meet the "front-page of the newspaper" test of reasonable and the allowable indirect cost rate:

- **Supplanting:** Funds appropriated to community college districts for local or regional share investment shall supplement, not supplant, existing funding of community college career technical education programs. This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year. *[EC§88824(e)]*
- **Funding CTE Only:** Funds expended must show a direct benefit to the requirements of the Strong Workforce Program outcomes of increasing the number of quality students or programs in CTE courses programs and pathways and addressing the recommendations of the Strong Workforce Task Force. *[EC§88824(d)(5)(A-C)]*
- **Duplication of Effort:** To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs. *[EC§88821(4)(d)]*
- **District Procedures:** All fiscal policy and program procedures adopted by the applicable Community College District shall be followed when expending (local and regional) allocations.

## Exhibit C

- **Non-Allowable Activities:**

**Entertainment** – Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

**Alcoholic Beverages** – Costs of alcoholic beverages are unallowable.

**Contingency (Rainy Day Funds)** – Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.

**Goods and Services for Personal Use** – Cost of goods and services for Personal use is unallowable.

**Lobbying** – Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

**Contributions or Donations** – Cash or property contributions or donations are unallowable.

**Fund Raising and Investment Costs** – Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.

**Indirect Cost Rates Allowed**

Allocation	Indirect Cost Rate (Total Direct Costs)
60% Local Share	4%
40% Regional Share	No Indirect Allowed

The following table can be used as a quick reference guide for participation requirements and/or plan requirements as listed within Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines. This table is not meant to substitute a full review of

## Exhibit C

Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines in their entirety in addition to all recommendations from the Strong Workforce Task Force. Links to the above mentioned documents and documents that are designed to inform in the development of these investments can be found at:

<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

<b>Recipients of Local or Regional Share Funding Shall</b>	<b>Plans for Local or Regional Share Funding Shall Address</b>
<p><b>Be a member of a consortium</b> [EC§88824(d)(1)] (Career Technical Education Regional Consortium,” or “consortium,” means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor’s office for the purpose of coordination and joint planning within regions, as defined in subdivision [EC88822§(c)])</p>	<p>Increasing the number of student in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes. [EC§88824(d)(5)(A)]</p>
<p><b>Work with other members of the consortium to create and submit a plan to the chancellor by January 31, 2017</b> [EC§88824 (d)(2)], for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).</p>	<p>Increasing the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes (completions, transfer, employment rates, employment in a field of study, earning, median change in earning, proportion of student who attained living wages). [EC§88824(d)(5)(B)]</p>
<p><b>Collaborate:</b> [EC§88821(a-e)] All Community College Districts participating in local or regional investments are required to follow collaboration requirements as specified in these sections.</p>	<p>Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning. [EC§88824(d)(5)(C)] <a href="http://doingwhatmatters.cccco.edu/portals/6/docs/sw/2016_11%20Workforce_Task_Force_Implementation%20Recommendations%20Version%201.pdf">http://doingwhatmatters.cccco.edu/portals/6/docs/sw/2016_11%20Workforce_Task_Force_Implementation%20Recommendations%20Version%201.pdf</a></p>
<p><b>LMI Data:</b> [EC§88824(d)(4)] Provide accessible performance and labor-market data that can be used by community college districts and their regional partners to support the implementation of the program and describe related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).</p>	<p><b>Local Investment Shall:</b> Provide Evidence of Demand for Workers within the funded CTE Program or Across Multiple Programs</p> <ul style="list-style-type: none"> <li>• Identify geography and occupations targeted</li> <li>• Identify demand and supply and gap Cite source of Labor Market Information</li> </ul>

## Exhibit C

<p><b>Local Investment Planning Efforts:</b>  <i>[EC§88823(f)]</i> Community College Districts participating in a consortium shall utilize their region’s plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.</p>	<p><b>Regional Investment Shall --</b> <i>[EC 88823(b)(3-7)]</i> review for the following:</p> <ul style="list-style-type: none"> <li>Summary of Local Share Investments by Sector</li> <li>Regional/Sub Regional Labor Market Information</li> <li>Supply &amp; Demand Table with Living Wage Occupations</li> <li>Other Establish Questions &amp; Agenda for Collaborative Regional Planning</li> </ul> <p>Are priority and emergent sectors for the region still the same?</p> <p>What more must be done for students to move through the region’s career pathways in the sectors?</p> <p>How will job placement, internships, and regional industry engagement be coordinated?</p> <p>How can industry inform and co-invest in CTE?</p>
<p><b>Certifications:</b> <i>[EC§88824(d)(5)(A-C)]</i>Community College Districts will certify that the use of funds will meet the intent of the program to accomplish <b>all</b> of the following:</p> <p>(A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.</p> <p>(B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.</p> <p>(C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.</p>	<p><b>Regional Share Plan</b> <i>[EC §88823 (h)]</i></p> <p>Each region’s plan shall be for the primary purpose of informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region’s plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.</p>
<p><b>Regional Share Consortium Shall:</b></p> <ul style="list-style-type: none"> <li>• <i>[EC§88824(c)(1) &amp; §88823(b)(1)]</i> each consortium shall select a CCD to be fiscal agent.</li> <li>• <i>[EC§88824(f)]</i> a consortium shall allocate funds only to CCDs.</li> <li>• <i>[EC§88823(b)(2)]</i> a consortium shall establish a governance model for the consortium. Fiscal Resources shall be determined exclusively by the CCDs participating in the consortium.</li> </ul>	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of Sub-Agreements between RSCCD and Allan Hancock Joint, Cerritos, Contra Costa, Long Beach, Los Angeles, MiraCosta, Peralta, San Diego, San Francisco, Santa Clarita, Solano, Ventura, Yosemite and Yuba County Community College Districts to award Industry-Sector Projects in Common projects funded by the Key Talent Administration and Sector Strategy Fiscal Agent 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 in the *Doing What Matters* Framework, as well as for other special projects and partners.

**ANALYSIS**

Industry Sector Projects in Common (ISPIC) are designed to engage colleges in implementing projects that are prioritized and informed by industry. The combined efforts of the project partners serve to take strategic work to scale, and strengthen the alignment between the colleges and industry to collaboratively inform the development and implementation of career education.

The Chancellor’s Office has allocated funds for ISPIC projects for each of the ten industry sectors. The Sector Navigators will use these funds or allocate funds to college and other partners to implement ISPIC projects approved by the Chancellor’s Office. ISPIC projects have been created for seven of the ten sectors, as presented below; ISPIC projects for Advanced Manufacturing and Energy, Construction & Utilities are being developed.

**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: \$745,000 (grant-funded)	Board Date: February 25, 2019
Prepared by: Sarah Santoyo, Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**List of Colleges/Districts implementing ISPIC projects**

<b>Sector</b>	<b>College/District</b>	<b>Agreement#</b>	<b>Amount</b>
Agriculture, Water & Environmental Technologies	Allan Hancock College / Allan Hancock Joint CCD	DO-18-2565-76	\$30,000
	Modesto Junior College / Yosemite CCD	DO-18-2565-77	\$30,000
	Woodland Community College / Yuba CCD	DO-18-2565-78	\$30,000
Advanced Transportation & Logistics	Cerritos CCD	DO-18-2565-79	\$131,000
Business & Entrepreneurship	Solano CCD	DO-18-2565-80	\$131,000
Global Trade	Long Beach CCD	DO-18-2565-81	\$131,000
Health	Santa Clarita CCD	DO-18-2565-82	\$131,000
Life Sciences/Biotech	City College of San Francisco / San Francisco CCD	DO-18-2565-83	\$15,000
	Contra Costa College / Contra Costa CCD	DO-18-2565-84	\$5,680
	LA Harbor / Los Angeles CCD	DO-18-2565-85	\$11,712
	LA Mission / Los Angeles CCD	DO-18-2565-86	\$14,970
	LA Pierce / Los Angeles CCD	DO-18-2565-87	\$6,900
	Laney College / Peralta CCD	DO-18-2565-88	\$13,240
	MiraCosta College / MiraCosta CCD	DO-18-2565-89	\$15,000
	San Diego Miramar College / San Diego CCD	DO-18-2565-90	32098
	Moorpark College / Ventura CCD	DO-18-2565-91	\$13,400
	Ventura College / Ventura CCD	DO-18-2565-92	\$3,000
	<b>Sub-agreements for ISPIC awards</b>		
<i>NOTE: RSCCD hosts the Sector Navigators for ICT/Digital Media and Retail/Hospitality/Tourism, therefore the ISPIC awards for these sectors will be created as budgets in RSCCD's Colleague system.</i>			
ICT/Digital Media	RSCCD	N/A	\$131,000
Retail/Hospitality/Tourism	RSCCD	N/A	\$131,000

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

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 25<sup>th</sup> day of February, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **NAME OF COLLEGE DISTRICT**, on behalf of **COLLEGE NAME** (hereinafter “SUBCONTRACTOR”). 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 for Jobs and the Economy* 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 participate in an **Industry Sector Project in Common (ISPIC)**, **TITLE OF PROJECT**, 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. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR. However, the PRIME SPONSOR allows the SUBCONTRACTOR to continue to use funds to achieve the Project’s goals for data management and capacity development until June 30, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$**X** USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Matching Contribution

The funds allocated through this Agreement are considered matching funds to encourage investment of Strong Workforce Program or other funds in Industry Sector Projects in Common (ISPIC) (*see Exhibit B, ISPICS memo 10/21/17*). Consequently, SUBCONTRACTOR is required to monitor and confirm that the college partners participating in the project provide matching funds from Strong Workforce Program Local and/or Regional Share or other funds to support the work of the Project. SUBCONTRACTOR shall submit documentation that this grant requirement was met by the end of the Project.

6. Payment

A one-time payment of the total cost will be issued to SUBCONTRACTOR upon RSCCD's receipt of the fully executed Agreement and an invoice for payment. Payment to the SUBCONTRACTOR will not exceed the amount listed under Article I.3. "Total Cost."

7. Invoices

SUBCONTRACTOR must submit one invoice for payment for the total cost of the Agreement. The invoice will be reviewed and approved by the PRIME SPONSOR and then paid by RSCCD. The invoice must include the Agreement number (refer to footer), and should be submitted via e-mail to [RS@cccco.edu](mailto:RS@cccco.edu), and include the subject line: "Invoice Enclosed – District Acronym/ISPIC-[*SECTOR NAME*]-18-207-001."

8. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

9. 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.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. 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.

12. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

13. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

14. 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.

15. 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.

16. 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.

17. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

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

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

**SUBCONTRACTOR:**  
**Primary Contact:**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Fiscal Representative:**

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

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**18. 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.

**19. 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.



List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Chancellor's Office Memorandum for ISPIC projects

Exhibit C: Articles I, Rev. 07/18 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 #8.)*

**EXHIBIT A**

THIS FORM MAY NOT BE REPLICATED



**APPENDIX B**

**GRANT TYPE:** [GRANT RENEWAL](#)

The following information are linked throughout the forms package:

**DISTRICT (Grantee):**

[Redacted]

Please select District

**COLLEGE:**

[Redacted]

Please select College or N/A

**PROJECT:**

[Redacted]

Please select Project

**FISCAL YEAR:** 2018/2019

**Agreement Number:** 18-2565-xx an agreement number will be assigned by fiscal agent

**FUNDING SOURCE:** Key Talent & Sector Strategy/Econ Dev Program

**Requested Amount:** \$ 131,000

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

PROJECT: Please Select Project on 'Do First' Tab

COLLEGE: Please Select College or N/A on 'Do First' Tab

FISCAL YEAR: 2018/2019

RFA Number: 18-2565-xx

**CONTACT PAGE**

<b>District:</b> _____
<b>Address:</b> _____
<b>City:</b> _____ <b>State</b> _____ <b>Zip</b> _____

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

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

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

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

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

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

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

PROJECT: Please Select Project on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE: ERROR-College is not within District selected

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-xx

**APPLICATION BUDGET SUMMARY**

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

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED	Match
			\$ 131,000	\$ 131,000
1000	INSTRUCTIONAL SALARIES	1	\$ 0	\$ 0
2000	NONINSTRUCTIONAL SALARIES	2	\$ 0	\$ 0
3000	EMPLOYEE BENEFITS	3	\$ 0	\$ 0
4000	SUPPLIES AND MATERIALS	4	\$ 0	\$ 0
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$ 0	\$ 0
6000	CAPITAL OUTLAY	6	\$ 0	\$ 0
7000	OTHER OUTGO	7	\$ 0	\$ 0
<b>TOTAL DIRECT COSTS:</b>		8	\$ 0	\$ 0
<b>TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Cost): 4%</b>		9	\$ 0	
<b>TOTAL COSTS:</b>		10	\$ 0	\$ 0

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: \_\_\_\_\_

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

Please Note:  
 To avoid rounding issues, please key  
 only whole numbers and not cents.

PROJECT: Please Select Project on 'Do First' Tab  
 DISTRICT: Please Select District on 'Do First' Tab  
 COLLEGE: ERROR-College is not within District  
 selected  
 FISCAL YEAR: 2018/2019  
 RFA NUMBER: 18-2565-xx

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	FUNDS REQUESTED	
		Key Talent & Sector	
		\$	131,000
1000			
2000			
3000	Employee Benefits		
4000	Supplies and Materials		
5000	Other Operating Expenses and Services		

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

Please Note:  
To avoid rounding issues, please key only whole numbers and not cents.

PROJECT: Please Select Project on 'Do First' Tab  
 DISTRICT: Please Select District on 'Do First' Tab  
 COLLEGE: ERROR-College is not within District selected  
 FISCAL YEAR: 2018/2019  
 RFA NUMBER: 18-2565-xx

**APPLICATION BUDGET DETAIL SHEET**

Object of Expenditure	Classification	FUNDS REQUESTED	
		Key Talent & Sector	
		\$	131,000
6000	Capital Outlay		
7000	Other Outgo		
<b>TOTAL DIRECT COSTS:</b>			<b>0</b>
<b>TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):</b>			<b>0</b>
<b>TOTAL COSTS:</b>			<b>0</b>

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

PROJECT: Please Select Project on 'Do First' Tab  
 DISTRICT: Please Select District on 'Do First' Tab  
 COLLEGE: ERROR-College is not within District selected  
 FISCAL YEAR: 2018/2019  
 RFA NUMBER: 18-2565-xx

**APPLICATION BUDGET DETAIL SHEET (SAMPLE)**

Object of Expenditure	Classification	FUNDS REQUESTED	
		\$	131,000
1000	<b>1100 Academic Salaries, Instructional, Contract or Regular Status</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	<b>1200 Academic Salaries, Noninstructional, Contract or Regular Status</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	<b>1300 Instructional Salaries Other, Adjunct or Part-time</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	<b>1400 Non-Instructional Salaries, Other</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
2000	<b>2100 Classified Salaries, Noninstructional (Regular, Full-time)</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	<b>2200 Instructional Aides, Regular Status (Regular, Full-time)</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	<b>2300 Classified Salaries, Noninstructional (Non-Regular)</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	<b>2400 Instructional Aides Salaries (Non-Regular)</b> Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
3000	<b>Employee Benefits</b> Name / Position Title / Percentage Rate for Benefits Name / Position Title / Percentage Rate for Benefits	\$	-
4000	<b>Supplies and Materials</b> List type and costs: Software; Books, Magazines and Periodicals; Instructional Supplies and Materials; Noninstructional Supplies and Materials	\$	-
5000	<b>Other Operating Expenses and Services</b> <b>Travel</b> Travel and Mileage = \$ Conference Expenses = \$ <b>College Dues and Membership</b>  <b>Meetings</b>  <b>Workshops</b>  <b>Training</b>  <b>Rents and Leases</b>  <b>Postage</b>  <b>Equipment repairs and Maintenance</b>  <b>Consultant Services</b>  <b>Subcontractors</b> Contract Services: Name (daily/hourly rate); Identify specific service to be rendered	\$	-
6000	<b>Capital Outlay</b> List type and costs: 6400 Equipment with a purchase price of at least \$200 and a useful life of more than one year.	\$	-
7000	<b>Other Outgo</b>	\$	-
<b>TOTAL DIRECT COSTS:</b>		\$	<b>0</b>
<b>TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs):</b>		\$	<b>0</b>
<b>TOTAL COSTS:</b>		\$	<b>0</b>

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

PROJECT: Please Select Project on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE: ERROR-College is not within District selected

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-xx

Please Note:  
To avoid rounding issues, please key only whole numbers and not cents.  
Cents may also be created when using

**APPLICATION BUDGET DETAIL SHEET  
MATCH**

Object of Expenditure	Classification	Match Amount
1000		\$ -
		\$ -
		\$ -
2000		\$ -
		\$ -
		\$ -
3000		\$ -
		\$ -
		\$ -
4000		\$ -
		\$ -
		\$ -
5000		\$ -
		\$ -
		\$ -
6000		\$ -
		\$ -
		\$ -
7000		\$ -
		\$ -
		\$ -
<b>TOTAL DIRECT COSTS:</b>		<b>\$ 0</b>
<b>TOTAL INDIRECT COSTS (Not to Exceed % of Direct Costs):</b>		
<b>TOTAL COSTS:</b>		<b>\$ 0</b>

THIS FORM MAY NOT BE REPLICATED

**APPENDIX B**

PROJECT: Please Select Project on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE: ERROR-College is not within District selected

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-xx

**Statement of Work (Annual Workplan)  
Objectives/Common Metrics**

Objective: 1

Strong Workforce Metrics:  
Select:

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

5.3 (17)

STATE OF CALIFORNIA

ELOY ORTIZ OAKLEY, CHANCELLOR

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4400  
SACRAMENTO, CA 95811-6549  
(916) 322-4005  
<http://www.cccco.edu>



October 21, 2017

**To:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Career Education (CTE) Deans  
Regional Consortia Chairs & Other WED Grantees

**From:** Van Ton-Quinlivan Vice Chancellor,  
CCCCO Workforce & Digital Futures

**CC:** Javier Romero, Dean, CCCCCO Workforce & Economic Development  
CCCCO WED Leadership & Staff  
Sector Navigators, Deputy Sector Navigators

**Subject: Match Dollars to Promote Industry Sector Projects-in-Common  
Year 2 of the Strong Workforce Program**

**INDUSTRY SECTOR PROJECTS IN COMMON (ISPIC)**

The CCCCCO Workforce and Economic Development Division is making match funds available to encourage you to invest Strong Workforce dollars\* in projects that adopt or adopt/adapt Industry Sector Projects-in-Common (ISPIC). ISPIC projects make it easier for colleges (or regional consortia of colleges) to deliver 'more and better career education' in areas of labor market demand. This suggests the sub-recommendations of the Strong Workforce Task Force, "Develop and broadly publicize industry-informed career pathways that prepare students for jobs needed within the regional labor market".

Our [network of Sector Navigators](#) will administer the rollout of these match funds, with support from their Deputy Sector Navigators. Faculty and colleges are encouraged to contact the pertinent Sector Navigator to learn more.

Each Sector Navigator will have up to \$400,000 in matching funds to deploy and drive workforce outcomes found in LaunchBoard.

*\*Other funding sources are eligible for the match, such as Adult Education Block Grant funds.*

**HOW DO I SEEK OUT THE MATCH?**

## EXHIBIT B

Begin by reviewing our [ISPIC Index](#) for curated opportunities that you may wish to explore in order to drive student outcomes listed in your LaunchBoard. The ISPIC Index projects have been identified by Sector Navigators (SN) and Deputy Sector Navigators (DSN).

Next, reach out to the pertinent [Sector Navigator](#) to express your interest in adopting or adopting/adapting projects, to better understand how the process will roll out, and to know how commitments of matches can be obtained. Sector Navigators were provided with [guidance on Industry Sector Projects in Common](#) on October 19, 2017.

Concurrently, build support by your college's CIO and Career Education (CTE) Dean to pledge Local Shares of your college's Strong Workforce dollars against the project. Regional Share can also be used.

QUESTIONS can be directed to [ispics@cccco.edu](mailto:ispics@cccco.edu)

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

**GRANT AGREEMENT**

**ARTICLE I**

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

**ARTICLE II**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Sub-Agreement between RSCCD and Foundation for California Community Colleges for the Data Science Tools Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District (RSCCD) was selected to serve as the fiscal agent for the California Community Colleges Chancellor's Office's Data Science Tools Fiscal Agent Grant, which is for the development and maintenance of a cohesive set of data sources that are integrated, current and provide historical and real-time data analytics for community colleges to use for strategic and data-informed program development.

**ANALYSIS**

Foundation for California Community Colleges will develop and implement the communications plan for the Data Science Tools initiative, to inform and guide the field and other stakeholders. The Chancellor's Office has approved the scope of work, and a sub-agreement (#DO-18-2237-04) has been developed accordingly.

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

**RECOMMENDATION**

It is recommended that the Board approve 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: \$168,269 (grant-funded)	Board Date: February 25, 2019
Prepared by: Sarah Santoyo, Assistant Vice Chancellor of Educational Services	
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  
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this February 25, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Foundation for California Community Colleges (hereinafter “SUBCONTRACTOR”). 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 “Data Science Tools,” Prime Award #18-083-001 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, for the development and maintenance of a cohesive set of data sources that are integrated, current and provide historical and real-time data analytics for community colleges to use for strategic and data-informed program development.

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

**ARTICLE I**

1. Statement of Work  
SUBCONTRACTOR agrees to perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.
2. Period of Performance  
The period of performance for this Agreement shall be from January 1, 2019 – December 31, 2019.
3. Total Cost  
The total cost to RSCCD for performance of this Agreement shall not exceed \$168,269 USD.
4. Budget  
SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Project Budget (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement.

5. Payment and Invoicing

SUBCONTRACTOR will submit invoices as follows: for a 40% advance payment at the start of the project, for a 50% progress payment at the mid-point of the project, and for the remaining 10% at the end of the project. Payment is contingent upon successful completion of the work, as approved by the PRIME SPONSOR.

SUBCONTRACTOR should include the Agreement number on the invoice (refer to footer). Back-up documentation for expenditures may be requested, if required in order to adhere to compliance terms and standards. Invoices should be submitted to the following: [RS@cccoco.edu](mailto:RS@cccoco.edu). The subject line of the email submission should be "INVOICE\_DST\_FCCC\_18-083-001".

6. Reporting

SUBCONTRACTOR will submit reports as required by the Prime Sponsor and/or RSCCD. Progress reports should be emailed to [Santoyo\\_Sarah@rsccd.edu](mailto:Santoyo_Sarah@rsccd.edu), and include other recipients as requested by the Prime Sponsor.

7. Expenditure of Grant Funds

SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or dis-allowment of Grant funds.

8. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

10. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. By entering into this Agreement SUBCONTRACTOR agrees that it is the direct provider of intended services. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

11. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

13. Mutual Indemnification

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

14. Termination

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

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

15. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the

appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be via email or deposited in the United States Mail addressed as follows:

**RSCCD:**

**Primary Contact:**

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

**Fiscal Representative:**

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

**SUBCONTRACTOR:**

**Primary Contact:**

Nancy Pryor, Director of Communications  
Foundation for California Community Colleges  
1102 Q Street, Suite 4800  
Sacramento, CA 95811  
(916) 367-9870, [Npryor@foundationccc.org](mailto:Npryor@foundationccc.org)

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 04/18 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: *Foundation for California Community Colleges*

By: \_\_\_\_\_  
Name: Peter J. Hardash

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Title: Vice Chancellor  
Business Operations/Fiscal Services

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

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

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

Board Approval Date: February 25, 2019

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

List of Exhibits

Exhibit A: Scope of Work and Budget

Exhibit B: Articles I and II

*(NOTE: Articles I and II are included in this Agreement as a reference for the terms and conditions for the use of funds. The specific payment and reporting terms described in the Articles pertain to the Fiscal Agent and not to the Subcontractor.)*

EXHIBIT A - SCOPE OF WORK

PROJECT Data Science Tools  
 DISTRICT Rancho Santiago Community College District  
 COLLEGE  
 RFA NUMBER 18-0083  
 Timing March 2019 - June 2019  
 Budget NTE \$168,269

Objectives

Task #	Activities	Performance Outcomes	Timelines	Responsible Persons (with RACI)
<b>1</b>	<b>LaunchBoard and Student Success Metrics UI/UX Review</b>			
1.1	Review	1. Non-primed review of LaunchBoard by up to 5 users 2. Walk through with LaunchBoard developers for additional context and roadmap 3. Report with impressions and actionable recommendations	1. March 2019 2. March 2019 3. April 2019	VP, Communications and Technology (A); Director of Communications (C); Director of Technology and Special Projects (C); Communications Manager (R); Senior Content Specialist (C); Senior Director Research (C)
1.2	User roles and workflow inventory	1. Inventory user groups and use cases of each role type 2. Map current workflows 3. Report with analysis and actionable recommendations	1. March 2019 2. March 2019 3. April 2019	VP, Communications and Technology (A); Director of Communications (C); Director of Technology and Special Projects (C); Communications Manager (R); Senior Content Specialist (C); UI/UX Assistant (R)
1.3	User interface (UI) guidelines	1. Create guidelines for color usage, data display, chart and graph styles within Chancellor's Office brand.	April-May 2019	Communications Manager (R); Senior Content Specialist (C); Senior Director Research (C); Visual Communications Specialist (R)
1.3	Contribute to implementation	1. Participate in review process by key stakeholders and assist if asked with implementation.	June 2019	VP, Communications and Technology (A); Project Specialist (R);
<b>2</b>	<b>Brand Alignment</b>			
2.1	Brand alignment with Chancellor's Office	1. Review LaunchBoard and provide recommendations, if necessary, to align with the Chancellor's Office brand and website guidelines. 2. Deliverables could include updated brand lockups or refined creative templates.	May 2019	VP, Communications and Technology (A); Director of Communications (C); Communications Manager (R); Project Specialist (R); Visual Communications Specialist (R); Design and Communications Associate (R)

5.4 (8)

EXHIBIT A - SCOPE OF WORK

PROJECT Data Science Tools  
 DISTRICT Rancho Santiago Community College District  
 COLLEGE  
 RFA NUMBER 18-0083  
 Timing March 2019 - June 2019  
 Budget NTE \$168,269

Objectives

Task #	Activities	Performance Outcomes	Timelines	Responsible Persons (with RACI)
<b>3 Digital Futures Communication Integration</b>				
3.1	Monthly support for Chancellor's Office information aggregation	1. Produce at least two (2) bi-monthly Digital Futures Newsletters 2. Place Data Science Tools news in other Chancellor's Office newsletters or social media 3. Coordinate media relations and aggregate message calendar 4. Identify and create at least one (1) human interest stories of benefits of Data Science Tools to students and faculty for various communication channels	April 2019 June 2019	Communications Manager (A); Project Specialist (R); Senior Content Specialist (R); External Relations Specialist (C); Visual Communications Specialist (R);
3.2	Original photography and asset management	1. Update image library with at least 5 images representing data visualization; photography support for up to 3 events or on-site locations 2. Review and secure a photography and video b-roll asset management system for shared use by system-level and initiative communications authorized by the Chancellor's Office	April 2019  June 2019	Project Specialist (A); Photographer (R); Visual Communications Specialist (R)
3.3	Project management and coordination	1. Bi-weekly check in meetings with West Ed; 2. Digital Futures bi-weekly check ins; 3. Marketing Roundtable calls	February-June 2019	Communications Manager (R); Project Specialist (R)
<b>4 Communications Support</b>				
4.1	Define project scope	1. Conduct a landscape analysis of current communications of key projects within LaunchBoard 2. Develop key messages and measure of success for communications 3. Create communications plan and workflow for communications deliverables	1. March 2019 2. March 2019 3. April 2019	VP, Communications and Technology (C); Director of Communications (A); Communications Manager (R); Project Specialist (R); Senior Content Specialist (R); Visual Communications Specialist (C);

5.4 (9)

EXHIBIT A - SCOPE OF WORK

PROJECT Data Science Tools  
 DISTRICT Rancho Santiago Community College District  
 COLLEGE  
 RFA NUMBER 18-0083  
 Timing March 2019 - June 2019  
 Budget NTE \$168,269

Objectives

Task #	Activities	Performance Outcomes	Timelines	Responsible Persons (with RACI)
4.2	Ad-hoc Communications support	1. Identify and implement opportunities to place LaunchBoard content in communities or modules on the Vision Resource Center 2. Ad hoc communications support upon request	March-June 2019	Content Manager (R); Communications Manager (A); Project Specialist (C); Senior Content Specialist (C);
<b>5</b>	<b>Ad Hoc Support</b>			
5.1	Requests as necessary to respond to identified needs		Ongoing: March - June 2019	Communications Manager (A); Project Specialist (R); Senior Content Specialist (R); Visual Communications Specialist (R); Design and Communications Associate (R)

5.4 (10)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and California Workforce Association for the California Apprenticeship Initiative	
Action:	Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Apprenticeship Initiative (CAI) – Public Pathway Program grant, from the California Community Colleges Chancellor’s Office. This program is developed in partnership with the California Labor Workforce Development Agency and the California Workforce Association. The intent of the program is to create pathways for individuals that are currently unemployed, underemployed, and to help ensure the public sector maintains a highly skilled workforce.

**ANALYSIS**

The Chancellor’s Office approved California Workforce Association’s proposal for the California Apprenticeship Initiative New and Innovative project to develop cohorts in central, northern and southern California of the Workforce Development Apprenticeship Program that meet the Division of Apprenticeship curriculum standards and follow the local, regional and statewide needs for a qualified workforce for these occupations. The Chancellor’s Office and the fiscal agent, RSCCD have agreed to change the invoicing process for the California Workforce Association. As the workplan activities, outcomes and timelines have been developed in collaboration with the Chancellor’s Office, the invoices clause has been revised to reflect the invoicing process developed by the Chancellor’s Office for fiscal agents. Consequently, a first amendment (#DO-18-2029-02.01) to the sub-agreement has been developed to amend this clause.

To access a copy of the 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 25, 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  
CALIFORNIA WORKFORCE ASSOCIATION**

This first amendment (hereinafter “Amendment”) is entered into on this 25<sup>th</sup> day of February, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and California Workforce Association (hereinafter “SUBCONTRACTOR”) to amend that certain agreement #DO-18-2029-02 between the parties dated November 26, 2018, with a term of November 1, 2018, 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 California Apprenticeship Initiative – Public Pathway Program – Fiscal Agent grant, Prime Award #18-191-014 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support development of apprenticeship programs;

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 **California Apprenticeship Initiative New and Innovative Grant Program**, hereinafter “Project,” which is supported by the Grant, according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

**Invoices will be amended as follows:**

7. Invoices

Detailed invoices will be submitted on a quarterly basis according to the following schedule:

Quarter	Invoice Due Date
1 <sup>st</sup> Quarter: July – September	October 15 <sup>th</sup>
2 <sup>nd</sup> Quarter: October – December	January 15 <sup>th</sup>
3 <sup>rd</sup> Quarter: January – March	April 15 <sup>th</sup>
4 <sup>th</sup> Quarter: April – June	July 15 <sup>th</sup>

Invoices will be reviewed and approved by the PRIME SPONSOR and then paid by RSCCD. Payment is contingent upon successful completion of the work, as approved by the PRIME SPONSOR. SUBCONTRACTOR must submit invoices for payment via e-mail to [RS@cccco.edu](mailto:RS@cccco.edu). SUBCONTRACTOR should include the Agreement number on the invoice (refer to footer). Back-up documentation for expenditures may be requested, if required in order to adhere to compliance terms and standards. 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: *California  
Workforce Association*

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash

Name: Robert Lanter

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: Executive Director

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

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

Board Approval Date: February 25, 2019

68-0100006

Employer/Taxpayer Identification Number (EIN)

List of Exhibits (updated February 2019)

Exhibit A: Scope of Work

Exhibit B: Articles I, Rev. 07/18 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 #8.)*

Exhibit C: Invoice Form and Instructions

## 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

Grant Number:

Fiscal Agent Sub-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.**

5.5 (5)

## Instructions for Invoice Template

All invoices must be submitted electronically to the CCC Chancellor's Office Accounting Office inbox ([RS@cccco.edu](mailto:RS@cccco.edu)). The e-mail subject line must state "Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCC Program Contact/Monitor or the Fiscal Agent at [Gil\\_Maria@rsccd.edu](mailto:Gil_Maria@rsccd.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 sub-agreement with the Fiscal Agent.

**Address** – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

**Grant Number** – Enter the grant number provided by the Project Monitor.

**Fiscal Agent Sub-Agreement Number** – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

**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 CCCC.

**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 25, 2019
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and WestEd 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**

The Chancellor's Office and the fiscal agent, RSCCD have agreed to change the invoicing process for WestEd, sub-contractor. As the workplan activities, outcomes and timelines have been developed in collaboration with the Chancellor's Office, the invoices clause has been revised to reflect the invoicing process developed by the Chancellor's Office for fiscal agents. Consequently, a first amendment (#DO-18-2559-02.01) to the sub-agreement has been developed to amend this clause.

To access a copy of the 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 25, 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  
WESTED**

This first amendment (hereinafter “Amendment”) is entered into on this 25<sup>th</sup> day of February 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and WestEd (hereinafter “SUBCONTRACTOR”), to amend that certain agreement #DO-18-2559-02 (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:

**Invoices will be amended as follows:**

6. Invoices

SUBCONTRACTOR must submit invoices for payment via e-mail to [RS@cccco.edu](mailto:RS@cccco.edu). Invoices will be reviewed and approved by the PRIME SPONSOR and then paid by RSCCD. Payment is contingent upon successful completion of the work, as approved by the PRIME SPONSOR. SUBCONTRACTOR should include the Agreement number on the invoice (refer to footer). Back-up documentation for expenditures may be requested, if required in order to adhere to compliance terms and standards. 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: WestEd

By: \_\_\_\_\_

Name: Peter J. Hardash

\_\_\_\_\_  
Vice Chancellor

Title: Business Operations/Fiscal Services

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

Board Approval Date: February 25, 2019

By: \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
94-3233542  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits (updated February 2019)

Exhibit A: Scope of Work

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.*)

Exhibit C: Invoice Form and Instructions

## 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

Grant Number:

Fiscal Agent Sub-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 CCC Chancellor's Office Accounting Office inbox ([RS@cccco.edu](mailto:RS@cccco.edu)). The e-mail subject line must state "Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCC Program Contact/Monitor or the Fiscal Agent at [Gil\\_Maria@rsccd.edu](mailto:Gil_Maria@rsccd.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 sub-agreement with the Fiscal Agent.

**Address** – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

**Grant Number** – Enter the grant number provided by the Project Monitor.

**Fiscal Agent Sub-Agreement Number** – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

**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 CCCC.

**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 25, 2019
Re:	Approval of Second 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. The Chancellor's Office and the fiscal agent, RSCCD have agreed to change the terms of payment for productOps. 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 second amendment (#DO-18-2559.01.02) to the sub-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.

To access a copy of the sub-agreement and first amendment, please [click here](#).

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

**RECOMMENDATION**

It is recommended that the Board approve the second 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 25, 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	

**SECOND AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
PRODUCTOPS**

This second amendment (hereinafter “Amendment”) is entered into on this 25<sup>th</sup> 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 and the first amendment #DO-18-2559-01.01 dated February 4, 2019, 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:

**Payment will be amended as follows:**

5. Payment

SUBCONTRACTOR will submit an invoice for a 90% advance payment to initiate the work, and will submit invoices thereafter for payment of the remaining 10%. Payment is contingent upon successful performance of the work, as approved by the Chancellor’s Office. Payment will not exceed the amount listed under Article I.3. “Total Costs.” Payments will occur through submission of invoices.

**Invoices will be amended as follows:**

6. Invoices

SUBCONTRACTOR must submit invoices for payment via e-mail to [RS@cccco.edu](mailto:RS@cccco.edu). Invoices will be reviewed and approved by the PRIME SPONSOR and then paid by RSCCD. Payment is contingent upon successful completion of the work, as approved by the PRIME SPONSOR. SUBCONTRACTOR should include the Agreement number on the invoice (refer to footer). Back-up documentation for expenditures may be requested, if required in order to adhere to compliance terms and standards. 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 Second 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  
\_\_\_\_\_  
Vice Chancellor  
Title: Business Operations/Fiscal Services  
\_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Bob Cagle  
\_\_\_\_\_  
Title: CEO  
\_\_\_\_\_  
Date: \_\_\_\_\_

Board Approval Date: February 25, 2019

\_\_\_\_\_  
26-2920333  
\_\_\_\_\_  
Employer/Taxpayer Identification Number (EIN)

List of Exhibits (updated February 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.*)

Exhibit C: Invoice Form and Instructions

## 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

Grant Number:

Fiscal Agent Sub-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.

5.7 (5)

## Instructions for Invoice Template

All invoices must be submitted electronically to the CCC Chancellor's Office Accounting Office inbox ([RS@cccco.edu](mailto:RS@cccco.edu)). The e-mail subject line must state "Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Example: RSCCD/Santa Ana/DSN/#18-459-008

If you are submitting a corrected invoice, please state it in the subject line "REVISED Invoice Enclosed – District Acronym/Key Talent Role or Program/Grant Number".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact your CCCCO Program Contact/Monitor or the Fiscal Agent at [Gil\\_Maria@rsccd.edu](mailto:Gil_Maria@rsccd.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 sub-agreement with the Fiscal Agent.

**Address** – Enter the District address which should match with the address listed on the sub-agreement with the Fiscal Agent.

**Grant Number** – Enter the grant number provided by the Project Monitor.

**Fiscal Agent Sub-Agreement Number** – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

**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 CCCCO.

**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 25, 2019
Re: Approval of Professional Services Agreement between RSCCD and Ana Aguayo	
Action: Request for Approval	

**BACKGROUND**

As competitive grants have become more competitive and more complex, perfect scores are becoming the norm in order to secure funding. The grant environment is influenced by trends in the social sciences and education such as the insights of cognitive and learning science, standards for designing valid research-models to measure effectiveness (e.g., control group, quasi-experimental models), validation through statistical analysis, etc., which has required grant developers to be knowledgeable in these areas to guide development of competitive proposals. In addition, funding agencies have specific priorities, application methods, and expectations that has led to many grant writers specializing in proposal development for specific agencies: e.g., National Institutes of Health (NIH), National Science Foundation (NSF), Department of Education, U.S. Department of Agriculture (USDA), etc.

**ANALYSIS**

Grant development is a significant investment of time and effort in crafting a competitive proposal. To ensure the direction and investment of that effort to craft competitive proposals in the current environment for pursuing grants—growing number of those applying, limited funds, funders’ expectations to produce results based on research-based and data-driven design—Resource Development is securing the services of a grant consultant to review proposals and provide feedback and guidance to ensure we produce the most competitive proposals possible.

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

**RECOMMENDATION**

It is recommended that the Board approve the professional services 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: \$10,000	Board Date: February 25, 2019
Prepared by: Sarah Santoyo, Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL SERVICES AGREEMENT**

This Professional Services Agreement ("Agreement") is between Rancho Santiago Community College District ("District"), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706 and **Ana Aguayo, Ed.D.** having its principal business address located at 13122 Laburnum Dr., Tustin, CA 92780 (hereinafter called "Contractor").

District and Contractor are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of the payments hereinafter set forth, Contractor shall perform services for District in accordance with the terms and conditions set forth herein and in **Exhibit A** attached hereto and by this reference made a part hereof, and, in consideration of the services rendered in accordance with all terms and conditions set forth herein and in **Exhibit A**, District shall make payment to Contractor in the manner specified in **Exhibit A**.

1. Scope of Service.

See **Exhibit A**

2. Term. This Agreement shall commence on **2/26/19**, and shall continue in full force and effect thereafter until and including **6/30/19** ("Term"), unless this Agreement is terminated during the Term pursuant to this Agreement.

3. Payment.

A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed Ten Thousand Dollars (\$10,000) ("Contract Amount"). Additional details are specified in **Exhibit A**.

B. For Reimbursement of Expenses. Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").

C. Method and Schedule of Payment. District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

i. Invoice. Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses

shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department.

4. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Trademark/Logo Use. Contractor must obtain written approval from the District to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, the District will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

6. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. Contractor shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor's employees. Contractor should be aware the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor's employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Contractor's employees.

7. Use of Subcontractors. Contractor must obtain District's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. District retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between District and any approved subcontractor. Notwithstanding District's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in the Section titled Insurance Requirements.

8. Materials and Expenses. Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Work to be provided pursuant to this Agreement. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing Work for District.

9. Ownership of Property.

a. Matters Produced Under this Agreement. Contractor understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

b. Contractor Use of Other Copyright/Trademark/Patent Materials. Contractor is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Contractor agrees to indemnify, defend and hold harmless the District from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.

10. Termination. Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. In such case, District shall compensate Contractor only for Work satisfactorily rendered to the date of termination. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor. In such case, notice shall be deemed given when received by the Contractor or no later than three (3) days after the day of mailing, whichever is sooner.

11. Indemnification/Hold Harmless. To the fullest extent permitted by law and as a material part of this agreement, Contractor shall indemnify, hold harmless, and defend the District, its Board of Trustees, officers, employees, agents, volunteers, and representatives from and against all claims, liability, loss, cost, damages, expenses and obligations, including reasonable attorney fees, arising from the acts or omissions of Contractor or of persons acting on behalf of Contractor, however caused, in the performance of the services specified herein excluding, however, such liability claims, losses, damages, or expenses arising from the District's sole or active negligence, willful misconduct, or unlawful acts. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Contractor shall indemnify, hold harmless, and defend the District from any and all loss, cost or expense resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. In no event shall the District be liable for any loss of Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages.

The parties understand and agree that the above shall be the sole indemnity provision governing this agreement. Any other indemnity that is attached to this agreement shall be void and unenforceable between the parties.

**12 Insurance Requirements.** Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverage from an admitted carrier in the State of California with an AM Best Rating of A-VII or higher:

- A. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence / Two Million Dollars (\$2,000,000) aggregate including bodily injury (including, but not limited to, injuries sustained as a result of an offense directly or indirectly related to Contractor employee or Contractor third-party representative including assault or abuse, sexual or otherwise), broad form property damage and blanket contractual liability, written on an "occurrence" form;
- B. Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).
- C. Workers' Compensation insurance as required by statutory insurance requirement of the State of California;
- D. Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence;
- E. Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); *(Professional Liability Insurance required for Contractors providing a professional service regulated by the state. Examples of service providers regulated by the state are insurance agents, professional architects, engineers, doctors, certified public accountants, lawyers, etc. However, other professional Contractors, such as computer or software designers, technology services would also need to provide such insurance)*

Contractor agrees to name District, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy (ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be delivered before Work is to commence.

**NOTE: Workers' Compensation Insurance.** The Contractor shall have in effect, during the life of this Agreement that the Contractor has employees, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this Agreement, Contractor certifies awareness of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and certifies compliance with such provisions before commencing the performance of this work of the Agreement as set forth in California Labor Code section 1861.

**Initial this box if you have employees**

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code, and I will comply with such provisions before commencing the performance of any work required under this Agreement with employees.

**Initial this box only if you have no employees and will not submit a Certificate of Workers' Compensation**

I have no employees and, therefore, will not submit a Certificate of Workers' Compensation.

**13 Transportation.** Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all Work necessary and/or required by this Agreement and is solely responsible for all associated costs. The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the District.

**14 Assignment.** The obligations of the Contractor pursuant to this Agreement shall not be assigned by the

Contractor without the express, written approval of the District.

15. Compliance with Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations ("Rules").

16. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

17. Prevailing Wage. Contractor certifies that Contractor is aware of Labor Code Section 1771, prevailing wages paid on Public Works projects greater than \$1,000, and Contractor will comply with said requirement.

18. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

19. Confidentiality. Subject to any state or federal laws requiring disclosure (e.g., the California Public Records Act), the Parties agree, during the term of this Agreement and for five (5) years after termination or expiration of Agreement, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. Parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of, and as specified in, this Agreement. Each Party agrees to take all reasonable steps to ensure that proprietary or confidential information of either Party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Agreement.

20. Employment with Public Agency. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Work is actually being performed pursuant to this Agreement.

21. Entire Agreement/Amendment. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by District's Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

22. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District, on the basis of race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.

23. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

24. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The

address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: Rancho Santiago Community College District  
Attn: Peter Hardash, VC of Business & Fiscal Operations  
2323 N. Broadway  
Santa Ana, Ca 92706

Contractor: Ana Aguayo, Ed.D.  
13122 Laburnum Dr.  
Tustin, CA 92780  
(714) 309-6338 / [anaaguayo@hotmail.com](mailto:anaaguayo@hotmail.com)

A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

25. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

26. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

27. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

28. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

29. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.

30. Approval by District's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

31. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.

32. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless the South Orange County Community College District, the Chancellor's Office of the California Community Colleges and any California community college using the Contractor's products from any claim

arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

33. Failure to Perform. If, at any time, in the opinion of District, Contractor fails to render services of proper quality or has failed to perform, keep, and observe any of the terms or conditions herein contained on the part of Contractor to be performed, kept, and observed, District may give Contractor written notice to correct such conditions or cure such default; and if any such condition or default shall continue for ten (10) days after said written notice, then, and in that event, this Agreement shall cease and expire. Thereupon District or its duly authorized representative may employ other parties or carry this Agreement to completion as District may deem proper.

34. Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

35. Dispute Resolution. Should any dispute arise out of this Agreement, the parties agree to meet in mediation and attempt to reach a resolution with the assistance of a mutually agreed upon mediator. The mediation process shall provide for the selection, within fifteen (15) days of either party notifying the other of the existence of a dispute, by both parties of a disinterested third person as mediator and shall be concluded within forty-five (45) days from the commencement of the mediation unless a time requirement is extended by stipulation of both parties.

If a mediated settlement is reached, neither party shall be the prevailing party for the purposes of the mediated settlement. Each party agrees to bear an equal quota of the expenses of the mediator.

A party that refuses to participate in mediation or refuses to participate in the selection of a mediator cannot file a legal action. The non-refusing party shall be permitted to file a legal action immediately upon the other party's refusal to participate in mediation or the selection of a mediator.

36. Severability. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.

37. Amendments. This Agreement may be amended only by written instrument signed by both District and Contractor which writing shall state expressly that it is intended by the parties to amend the terms and conditions of this Agreement.

38. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

39. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).

1. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98) (see Appendix 15).
2. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State

antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;

- 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2) above, of this certification;
- 4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
- 5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
- 6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

39. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

CONTRACTOR

BY: Ana Aguayo  
Signature of Authorized Person

Print Name: Ana Aguayo

Print Title: Grant Consultant

Date: 2/11/19

Rancho Santiago Community College District

BY: \_\_\_\_\_  
Signature of Authorized Person

Print Name: Peter J. Hardash

Print Title: Vice Chancellor of Business & Fiscal Services

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

Exhibit A

Scope of Work and Terms of Payment

The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

January 16, 2018

Ms. Sarah Santoyo  
Executive Director of Resource Development  
Rancho Santiago Community College District  
2323 North Broadway, #201  
Santa Ana, CA 92706

Dear Ms. Santoyo,

Thank you for the opportunity to provide consulting services to the Rancho Santiago Community College District. This letter is intended to confirm the terms of my professional services to your organization. At your direction, I will provide appropriate consulting services in order to advance your interests with respect to such matters as you may assign.

**Understanding of Project**

Contract services includes: review assigned proposals to assess it's responsiveness to evaluation criteria published in the Request for Proposal (RFP); identify research and data that will strengthen the proposal; and, provide constructive feedback in the form of comments that indicate analysis of the strengths and weaknesses in the quality of information presented in the proposal.

The detailed scope of work to be performed is listed below:

Provide feedback on the integrity and quality of the overall proposal and/or the project design.
Review program design and provide feedback on its alignment with best practices and models.
Review overall proposal and provide feedback on feasibility of the plan to achieve the goals, objectives and outcomes.
Review the proposal and provide feedback on its expression of a strong Theory of Action, Logic Model, or similar principle of robust design.
Identify research and data to inform the program design and evaluation plan.
Provide other relevant feedback that would be useful in strengthening competitive grant applications.

**Budget and Timeline**

All work to be completed by June 30, 2019.

All work to be performed on an hourly basis at a rate of \$50/hr. An estimated budget and description of the services provided is presented below:

Provide service(s) for up to 16 grant proposals.

Description of Services per Proposal	Estimated Hours	Estimated Cost
	20 hours	\$50 an hour
Thoroughly read each assigned proposal to assess the proposal's responsiveness to evaluation criteria published in the RFP.	5	\$250
Identify research and data that will strengthen the proposal.	5	\$250
Provide constructive feedback in the form of comments that indicate analysis of the strengths and weaknesses in the quality of information presented in the proposal.	8	\$400
Meetings and communication	2	\$100
<b>Total hours and costs</b>	<b>20</b>	<b>\$1,000</b>

\* Time allotted to each proposal may vary based on the service needs and the complexity of the project; or, conversely, multiple proposals for one grant opportunity, which requires less time per proposal.

### **Termination and Modification of Agreement**

Either party may terminate this agreement at any time upon thirty (30) days written notice to the other party. In the event of such termination, Ana Aguayo-Bryant will turn over all work product and files and present a final invoice for payment of all work completed up to time of termination. This contract may only be modified upon mutual consent.

I am very excited for the opportunity to work with the Rancho Santiago Community District. Please don't hesitate to call me if you have any additional questions or would like further information.

Sincerely,



Ana Aguayo-Bryant, Ed.D.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Service Agreement between RSCCD and Education Workforce Alliance	
Action: Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

Strong Workforce Program regional funds will be allocated to Education Workforce Alliance (EWA) to provide process, organizational, and data systems development services to assist the Los Angeles/Orange County Regional Consortium (LA/OC RC) with the implementation of the California K12 Strong Workforce Program. The goals and intent of this project will be to: Support the LA/OC RC planning processes, infrastructure support, and development of key guidance to the field consistent with the K12 SWP Legislation. Provide recommendations on data and accountability key metrics to use in measuring program effectiveness, local/regional planning, and accountability reporting to California Department of Education and the California Community College Chancellor's Office.

The project director is Dr. Adriene “Alex” Davis, Ed.D., Assistant Vice Chancellor of Economic and Workforce Development and the project administrator is Enrique Perez, J.D., Vice Chancellor of Educational Services.

**RECOMMENDATION**

It is recommended that the Board approve the 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: \$115,200 (grant-funded)	Board Date: February 25, 2019
Prepared by: Dr. Adriene “Alex” Davis, Ed.D, Assistant Vice Chancellor of Economic & Workforce Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Dr. Raúl Rodríguez, Ph.D., Chancellor	

## **Service Agreement**

This AGREEMENT is made and entered into between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as (“DISTRICT”), and Education Workforce Alliance, hereinafter referred to as “SERVICE PROVIDER”. The DISTRICT and the SERVICE PROVIDER are sometimes referred to herein as a “PARTY” and collectively as the “PARTIES”. This AGREEMENT is made with reference to the following facts:

### **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 to provide process, organizational, and data systems development services to assist the Los Angeles/Orange County Regional Consortium (LA/OC RC) with the implementation of the California K12 Strong Workforce Program. The goals and intent of this project will be to: Support the LA/OC RC planning processes, infrastructure support, and development of key guidance to the field consistent with the K12 SWP Legislation. Provide recommendations on data and accountability key metrics to use in measuring program effectiveness, local/regional planning, and accountability reporting to California Department Education and the California Community College Chancellor’s Office (CCCCO). “Service Provider” will provide all, materials, tools, and other items necessary to complete the contracted services. See **Exhibit A**.

### **Term of Agreement**

The term of this Agreement will be for two years to begin March 1, 2019 and will remain in full force and effect until February 28, 2021.

### **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 agrees to pay Service Provider, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed one hundred fifteen thousand, two hundred dollars (\$115,200.00). The remainder of the service fees will be paid upon receipt of a final invoice requesting payment, and the project director's certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all work plan activities and outcomes.

### **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**

The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date. In such case, District shall compensate Contractor only for Work satisfactorily rendered to the date of termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.

### **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**

To the fullest extent permitted by law, Service Provider shall indemnify, hold harmless, and defend the District, its Board of Trustees, officers, employees, agents, volunteers, and representatives ("Indemnitees") from and against all claims, liability, loss, cost, damages, expenses and obligations, including reasonable attorney fees, arising from the acts or omissions

of Service Provider or of persons acting on behalf of Service Provider, however caused, in the performance of the services specified herein excluding, however, such liability claims, losses, damages, or expenses arising from the District's sole or active negligence, willful misconduct, or unlawful acts.

**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 workhereunder

- 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.
- b) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).

**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:  
Education Workforce Alliance**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Peter J. Hardash  
Vice Chancellor

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

Title: Business Operations/Fiscal Services

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

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

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

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

## Exhibit A

### Amalia Kaufman/Education Workforce Alliance Scope of Work

#### Goals and Intent

Education Workforce Alliance (EWA) will provide process, organizational, and data systems development services to assist the Los Angeles/Orange County Regional Consortium (LA/OC RC) with the implementation of the California K12 Strong Workforce Program. The goals and intent of this project will be to:

- Support the LA/OC RC planning processes, infrastructure support, and development of key guidance to the field consistent with the K12 SWP Legislation.
- Provide recommendations on data and accountability key metrics to use in measuring program effectiveness, local/regional planning, and accountability reporting to CDE and the CCCCCO.
- Provide ongoing training and technical assistance to the field on the data and accountability tools, data driven planning, and major system topics related to building and strengthening K14 career education pathways.
- EWA proposes a 2-year scope of work March 1, 2019- February 28, 2021 expandable to at the discretion of the parties, to provide continuity in the implementation processes and ongoing support for the state agencies and the field for the K12 Strong Workforce Program and the Los Angeles/Orange County Regional Consortium as a whole.

#### Activities:

##### 1. Process, Implementation, and Organizational Support

- A. Process support for LA/OC RC on implementation plans, and processes governing the K12 SWP program as these are decided by the State Agencies.
- B. Organizational and process support for implementation of the integrated K12/K14 technical assistance infrastructure including:
  - i. Convening and planning with the LA/OC RC K14 Regional TAPs
  - ii. Support for the regional consortia in the initial stages of implementation of the K12 SWP program including attending statewide Regional Consortia calls and participating in statewide workgroups.

##### 2. Data and Accountability Systems

- A. Support for regional input into the identification and vetting of key metrics for the K12 SWP program and how those would be captured including any discussions regarding the division of labor between CDE and the CCCCCO for data collection and data sharing issues

### 3. Professional Development and Training

- A. Implementation of a LA/OC RC level training pool using the K14 Regional TAPs on key training elements – this would include identification of TAPs with specific expertise related to training on data and accountability and key implementation issues such as:
  - i. Training and PD on use of the K12 SWP tab and data for local and regional planning, defining regional SWP K12 priorities, and local accountability
  - ii. Training on key systems development issues faced by consortia including topics such as dual enrollment/early credit, work based learning, or collaboration with other regional planning efforts.

#### Timeline:

##### Spring/Summer (March-August) 2019

- Meet with LEA's interested in applying for K12 SWP
- Assist K12SWP LEA's with their LOI's and Applications
- Participate in LA and OC planning calls and work groups related to K12SWP and SWP
- Other duties as needed to support Executive Director and Regional Directors (LA and OC)
- Attend LA/OC Regional Consortium meetings
- Attend/Represent (present) CCAOE
- Attend/Represent (present) at Educating for Careers
- Represent LA/OC Regional Consortium at events (example: Presentations at California Workforce Association events and Jobs for the Future.)
- Represent LA/OC Regional Consortium as member of statewide local planning council for special population students
- Attend Regional Business Council and Development Board meetings
- Represent LA/OC Regional Consortium in current role at Global Co-Chair of Universities and Colleges Committee for VR/AR Association
- Collaborate with the Community College Foundation on the continued development of the WBL Hub

##### Fall (September-December) 2019:

- Provide technical assistance to K12SWP awarded LEA's with implementations of Pathway Improvement Plan
- Participate in LA and OC planning calls and work groups related to K12SWP and SWP
- Other duties as needed to support Executive Director and Regional Directors (LA and OC)
- Meet with LEA's interested in applying for Round Two K12 SWP
- Assist K12SWP LEA's with their Round Two LOI's and Applications
- Attend LA/OC Regional Consortium meetings
- Attend/Represent (present) CCAOE

- Attend/Represent (present) at Educating for Careers
- Represent LA/OC Regional Consortium at events (example: Presentations at California Workforce Association events and Jobs for the Future.)
- Represent LA/OC Regional Consortium as member of statewide local planning council for special population students
- Attend Regional Business Council and Development Board meetings
- Under direction of LA/OC Regional Consortium Director, plan, organize and execute Los Angeles Orange County Regional Consortium 2019 Inaugural State of the Region Conference
- Collaborate with the Community College Foundation on the continued development of the WBL Hub
- Represent LA/OC Regional Consortium in current role at Global Co-Chair of Universities and Colleges Committee for VR/AR Association

#### **Spring/Summer (January-August) 2020**

- Provide technical assistance to K12SWP awarded LEA's with implementations of Pathway Improvement Plan
- Participate in LA and OC planning calls and work groups related to K12SWP and SWP
- Other duties as needed to support Executive Director and Regional Directors (LA and OC)
- Attend LA/OC Regional Consortium meetings
- Attend/Represent (present) CCAOE
- Attend/Represent (presentation) at Educating for Careers
- Represent LA/OC Regional Consortium at events (example: Presentations at California Workforce Association events and Jobs for the Future.)
- Represent LA/OC Regional Consortium as member of statewide local planning council for special population students
- Attend Regional Business Council and Development Board meetings
- Represent LA/OC Regional Consortium in current role at Global Co-Chair of Universities and Colleges Committee for VR/AR Association
- Collaborate with the Community College Foundation on the continued development of the WBL Hub

#### **Fall (September-December) 2020:**

- Provide technical assistance to K12SWP awarded LEA's with Round Two Implementation of Pathway Improvement Plan
- Participate in LA and OC planning calls and work groups related to K12SWP and SWP

- Other duties as needed to support Executive Director and Regional Directors (LA and OC)
- Meet with LEA's interested in applying for Round Three K12 SWP
- Assist K12SWP LEA's with their Round Three LOI's and Applications
- Attend LA/OC Regional Consortium meetings
- Attend/Represent (present) CCAOE
- Attend/Represent (present) CAROCP
- Represent LA/OC Regional Consortium at statewide events (example: Presentations at California Workforce Association events and Jobs for the Future.)
- Under direction of LA/OC Regional Consortium Director, plan, organize and executive Los Angeles Orange County Regional Consortium 2020 State of the Region Conference
- Collaborate with the Community College Foundation on the continued development of the WBL Hub

### **Spring (January-February) 2021**

- Provide technical assistance to K12SWP awarded LEA's with implementations of Pathway Improvement Plan
- Participate in LA and OC planning calls and work groups related to K12SWP and SWP
- Other duties as needed to support Executive Director and Regional Directors (LA and OC)
- Attend LA/OC Regional Consortium meetings
- Represent LA/OC Regional Consortium at events (example: Presentations at California Workforce Association events and Jobs for the Future.)
- Represent LA/OC Regional Consortium as member of statewide local planning council for special population students
- Attend Regional Business Council and Development Board meetings
- Represent LA/OC Regional Consortium in current role at Global Co-Chair of Universities and Colleges Committee for VR/AR Association
- Collaborate with the Community College Foundation on the continued development of the WBL Hub

### **Payment Terms:**

Total Contract: \$115,200

\$800 daily 6 days month = \$4800 month

24 months to be invoiced in monthly increments.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Research Contract with Cambridge West Partnership, LLC (CWP)	
Action: Request for approval	

**BACKGROUND**

The Rancho Santiago Community College District and its colleges – Santa Ana College and Santiago Canyon College, are currently in the process of ensuring that the functions and responsibilities of district versus campus level are current, appropriate, and transparent. In particular, with increased state and federal initiatives requiring additional data analysis, research and planning efforts, we need assistance from an outside agency to review the existing resources at the district and at the colleges to be efficient and effective.

**ANALYSIS**

The contract with Cambridge West will address but is not limited to the following items:

- review the current functions and responsibilities of the District Research, Planning and Institutional Effectiveness department and that at the colleges
- identify recent changes within the California Community College system and external environment that have implications on the research and planning functions
- analyze and compare job descriptions to similar multi-college districts
- review program reviews of the district and college research and planning departments
- develop a comparison of staffing levels to similar multi-college districts
- determine strengths and areas of improvement

The project will commence upon Board approval. Based on the findings, the project scope of work and expected date of completion may change with agreement of both parties.

**RECOMMENDATION**

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

Fiscal Impact: not to exceed \$35,000.00	Board Date: February 25, 2019
Prepared by: Patricia S. Dueñez, Assistant to Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

# CONTRACT AGREEMENT

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND CAMBRIDGE WEST PARTNERSHIP, LLC

This AGREEMENT (“AGREEMENT”) between RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a public educational agency (“DISTRICT”) and CAMBRIDGE WEST PARTNERSHIP, LLC (“CONTRACTOR”) shall be effective upon the execution date of this AGREEMENT. DISTRICT and CONTRACTOR are referred to herein individually as “PARTY” and collectively as “PARTIES.”

WHEREAS, DISTRICT desires to obtain special services (SERVICES) to assist Rancho Santiago Community College District with a comparative analysis of the functional responsibilities of district vs. campus level research and planning office services, as described in “project proposal” attached hereto; and

WHEREAS, CONTRACTOR warrants and represents to DISTRICT that CONTRACTOR has the experience, expertise and resources to successfully complete the SERVICES required by DISTRICT and will provide these SERVICES in a timely manner and in conformance with the laws of the State of California.

NOW, WHEREFORE, the PARTIES agree as follows:

### **ARTICLE I: CONTRACTOR’S SERVICES AND RESPONSIBILITIES**

1. CONTRACTOR shall timely and competently provide those SERVICES set forth in ATTACHMENT 1 of this AGREEMENT.
2. CONTRACTOR covenants with DISTRICT to furnish the necessary professional skill and judgment in accordance with the level of care and skill exercised by members of the profession or occupation currently practicing under similar conditions and in similar locations. CONTRACTOR shall use its best professional efforts to complete the SERVICES in an expeditious and economical manner consistent with the interests and goals of DISTRICT. CONTRACTOR agrees it shall take all special precautions necessary to protect the CONTRACTOR’S employees, DISTRICT’S employees, and members of the public from risk of harm arising out the nature of the work.
3. CONTRACTOR consents to use of CONTRACTOR’S name in conjunction with the sale, use, performance, and distribution of the matters, for any purpose and in any medium.

### **ARTICLE II: COMPENSATION**

1. DISTRICT agrees to pay the CONTRACTOR for SERVICES satisfactorily rendered pursuant to this AGREEMENT. District will be billed at \$175 an hour for 200 hours. Total contract not to exceed \$35,000. Printing (if requested) will be billed separately.
2. CONTRACTOR shall bill the DISTRICT on milestone completions. Billing shall include necessary support sufficient to satisfy the requirements of the DISTRICT. Invoices shall include information that shows progress billing and percentage of phase or phases completed to date of billing.

3. Invoices for payment of services by the CONTRACTOR shall be paid by the DISTRICT within a 45-day period from the invoice receipt date from the CONTRACTOR.

### **ARTICLE III: TERM, TERMINATION**

1. This AGREEMENT shall commence on the effective date of execution by the PARTIES, with CONTRACTOR'S SERVICES to commence on or about February 1st, 2019. All SERVICES shall be completed by no later than May 31st, 2019 at which time this AGREEMENT shall expire, unless extended or modified by mutual written consent and approval of the DISTRICT'S governing board.

2. DISTRICT may, at any time, terminate this AGREEMENT and compensate CONTRACTOR only for SERVICES satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of SERVICE by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than five days after the day of mailing, whichever occurs first.

### **ARTICLE IV: INDEMNITY AND INSURANCE**

1. CONTRACTOR agrees to indemnify and hold harmless DISTRICT, its trustees, officers, agents and employees from and against all damages, liabilities and costs, in law or in equity, including attorneys' fees and costs, and other legal expenses, including litigation expenses, in any way related to any actions or inaction of CONTRACTOR or of any Officer, Director, Agent, or Employee of CONTRACTOR.

2. DISTRICT agrees to indemnify and hold harmless CONTRACTOR, its officers, agents and employees from and against all damages, liabilities and costs, in law or in equity, including attorneys' fees and costs, and other legal expenses, including litigation expenses, in any way related to any actions or inaction of DISTRICT or of any Trustees, Officer, Director, Agent, or Employee of DISTRICT.

3. DISTRICT may require CONTRACTOR to provide DISTRICT with evidence of Insurance in the form of an Insurance Certificate.

### **ARTICLE V: INDEPENDENT CONTRACTOR**

1. CONTRACTOR, in the performance of this AGREEMENT, will determine the method, details, and means of performing the SERVICES, and will at CONTRACTOR'S own expense, supply all labor, tools, materials, equipment, supplies, and items necessary to perform such SERVICES. CONTRACTOR has no authority to bind DISTRICT. CONTRACTOR understands and agrees that CONTRACTOR and all of CONTRACTOR'S employees shall not be considered officers, employees, or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled. CONTRACTOR assumes the full responsibility for the acts and/or omissions its employees or agents. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, with respect to CONTRACTOR and its employees.

### **ARTICLE VI: MISCELLANEOUS PROVISIONS**

1. An inducement to the DISTRICT for entering into this AGREEMENT is the professional reputation and competence of CONTRACTOR and its employees. Neither this AGREEMENT, nor any

interest therein may be assigned by CONTRACTOR without the prior written consent of DISTRICT, which consent may be withheld in DISTRICT'S sole discretion.

2. This AGREEMENT represents the entire and integrated AGREEMENT between DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended only by written instrument signed by both DISTRICT and CONTRACTOR.

3. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT.

4. Time is of the essence for this AGREEMENT.

5. The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that PARTY of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

6. In the event of any dispute, arbitration, or litigation between the PARTIES arising out of or relating in any manner to this AGREEMENT including the necessity of either PARTY to defend any action which has been covered hereby or to prosecute any action to enforce this AGREEMENT, the losing PARTY shall pay all reasonable costs and expenses including reasonable attorneys' fees of the prevailing PARTY.

7. Any notice or communication required or permitted to be given hereunder or by law shall be in writing and served personally, delivered by courier, or sent by United States certified mail, postage prepaid with return receipt requested, addressed to the other PARTY as follows:

**TO DISTRICT:**

Peter Hardash  
Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District  
714.480.7340 Office

**TO CONTRACTOR:**

Cambridge West Partnership, LLC  
C. M. Brahmhatt, Managing Director  
2472 Chambers Road, Suite 210  
Tustin, California 92780

Any such notices personally served or delivered by courier shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after being deposited in the U.S. mail. Each PARTY shall make a reasonable, good faith effort to ensure that it will accept or receive notices that are given in accordance with this paragraph. A PARTY may change its address for purposes of this paragraph by giving the other PARTY written notice of a new address in the manner set forth above.

IN WITNESS WHEREOF, DISTRICT and CONTRACTOR have executed this AGREEMENT as of the date of execution by the District below.

**DISTRICT**

**CAMBRIDGE WEST PARTNERSHIP, LLC**

\_\_\_\_\_  
Peter Hardash,  
Vice Chancellor  
Business Operations/Fiscal Services  
Rancho Santiago Community College District

  
\_\_\_\_\_  
C.M. Brahmbhatt, Managing Director

Dated: \_\_\_\_\_

Federal ID No. 20-5500381      1/31/2019  
Dated: \_\_\_\_\_

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
PROJECT PROPOSAL

Cambridge West Partnership, LLC (CWP) is pleased to provide a proposal to assist Rancho Santiago Community College District to perform a comparative analysis of the functional responsibilities of district vs. campus-level research and planning offices.

The project will include the following tasks:

1. Based on recent annual FTES, select similar-sized multi-college districts within the California community college system. Perform a comparative analysis of the functional responsibilities of District vs. campus-level research and planning offices in those multi-college districts.
2. Develop a comparison of staffing levels among district office institutional research and planning units located within California community college multi-college districts.
3. Analyze and compare job descriptions for leadership roles in California community college research and planning units located at multi-college district offices with attention to any listings of skills and knowledge expected.
4. Compose a statement of the ideal role of the future institutional research function and personnel from a national vs. California community college perspective.
5. Identify some of the recent changes in the California community college system and the external environment in which they operate which have implication for district and college level research and planning staff groups.
6. Determine the strength and areas for improvement for the Rancho Santiago District Research, Planning and institutional Effectiveness unit. Develop this form interviews and a review of any program reviews that may be available for the District Office and college research units.

We anticipate completing this project in 200 hours at a rate of \$ 175.00 per hour or a total not to exceed \$35,000. Actual hours will be billed.

We plan to begin this project upon approval of the proposal and expect completion by May 31<sup>st</sup>, 2019. Based on the findings, the project scope and schedule may change with the agreement of both parties.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date: February 25, 2019
Re:	Adoption of Board Policies	
Action:	Request for Approval	

**BACKGROUND**

The Board Policy Committee met on January 18, 2019 and reviewed revised policies. These policies were presented to the Board for a First Reading on February 4, 2019 and are now presented for adoption.

**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**

It is recommended that the Board adopt the revised policies.

Fiscal Impact:	None	Board Date: February 25, 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

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**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: February 25, 2019**

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

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**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 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: February 25, 2019**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 3  
General Institution

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**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: February 25, 2019**

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 6  
Business and Fiscal Affairs

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**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. (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 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: February 25, 2019**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC

February 25, 2019

MANAGEMENT

Revised Job Description/Attachment #1

Associate Dean, Counseling  
Academic Administrator  
Grade Level D

Revised Job Description/Title Change/Attachment #2

From: Campus Budget Manager  
Classified Supervisory  
Grade F

To: Director, Campus Budget & Accounting  
Classified Supervisory  
Grade G

Employment Agreement/Attachment #3

Santoyo, Sarah  
Assistant Vice Chancellor  
Educational Services  
Classified Administrator

Appointment/Change of Assignment

Vega, Kennethia  
From: Assistant to the President  
Santa Ana College  
To: Assistant to the Vice Chancellor  
Business Operations & Fiscal Services  
District

Effective: March 1, 2019  
From: M-6 \$90,698.59  
To: M-7 \$95,233.52  
(Recruitment #CL19-1232)

Short-term/Interim Manager

Hoferitz, Joann  
Interim Project Manager  
District Safety  
District

Effective: March 12 – June 30, 2019  
Hourly Rate: E-A \$50.89/Hour

**MANAGEMENT (CONT'D)**

Extension of Interim Assignment

Santoyo, Sarah  
Interim Assistant Vice Chancellor  
Educational Services  
District

Effective: December 15, 2018 – January 27, 2019  
Salary Placement: A-1 \$150,489.91/Year

**FACULTY**

Adjusted Workload Percentage for CalSTRS Reduced Workload Participant

Keith, Katharine  
Professor, ESL  
Humanities & Social Sciences Division  
Santa Ana College

Effective: February 4 – June 8, 2019  
From: 83.3%  
To: 43.3%  
(Averaging 63.3% for 18/19)

Adjusted Leave of Absence

Sadler, Dennis  
Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: July 21, 2018 – June 30, 2019  
From: 30.0 LHE Banked Leave Withdrawal  
To: 30.5 LHE Banked Leave Withdrawal

Leave of Absence

Dinh-Mahavongtrakul, Minhan  
Assistant Professor, Biology  
Science, Mathematics & Health Sciences Division  
Santa Ana College

Effective: March 9 – May 4, 2019  
Reason: Maternity Leave

Dinh-Mahavongtrakul, Minhan  
Assistant Professor, Biology  
Science, Mathematics & Health Sciences Division  
Santa Ana College

Effective: May 5 – June 8, 2019  
Reason: Parental Leave

Beyond Contract/Overload Stipends

Bautista, Steven  
Professor/Counselor/Coordinator  
Center for Teacher Education  
Counseling Division  
Santa Ana College

Effective: February 4, 2019  
Amount: \$1,500.00  
Reason: Program Facilitation  
(Project #2240)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Stipends*

Beers-McCormick, Lynnette Professor, English Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: August 27, 2018 Amount: \$1,000.00 Reason: Staff Development (Project #2058)
Camarco, Lisa Professor/Head Coach Kinesiology Mathematics & Sciences Division Santiago Canyon College	Effective: January 18, 2019 Amount: \$180.00 Reason: Matriculation/Student Assessment (Project #2380)
Chaidez, Maria Assistant Professor/Counselor Counseling Counseling & Student Support Services Santiago Canyon College	Effective: December 16, 2018 Amount: \$500.00 Reason: Staff Development (Project #2058)
Dela Cusack, Lisa Professor, English Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: August 27, 2018 Amount: \$1,000.00 Reason: Staff Development (Project #2058)
Graham, Song Nguyet Assistant Professor/Counselor Counseling & Student Support Services Division Santiago Canyon College	Effective: December 5, 2018 Amount: \$180.00 Reason: Matriculation/Student Assessment (Project #2380)
Engstrom, Vanessa Assistant Professor, Geography Arts, Humanities & Social Sciences Division Santiago Canyon College	Effective: February 4, 2019 Amount: \$500.00 Reason: Staff Development (Project #2058)
Lange, Megan Assistant Professor, History Humanities & Social Sciences Division Santa Ana College	Effective: February 4, 2019 Amount: \$1,000.00 Reason: Staff Development (Project #3440)
Pedroza, Jeffrey Professor, Psychology Humanities & Social Sciences Division Santa Ana College	Effective: February 4, 2019 Amount: \$1,000.00 Reason: Staff Development (Project #3440)

**FACULTY (CONT'D)**

Beyond Contract/Overload Stipends

Sanchez, Sandra  
Assistant Professor, Biology  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: January 18, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment

Column Changes

Benavidez, Judith  
Instructor, Counseling  
Counseling Division  
Santa Ana College

Effective: February 11, 2019  
From: II-5 \$67.79/\$57.63  
To: III-5 \$71.18/\$60.51

Column Changes

Lemus Vallejo, Cristina  
Teacher, SAC Early Childhood  
Education Center  
Child Development Services  
District

Effective: January 7, 2019  
From: T/P-8 \$39,345.25/Year  
To: T/BA-8 \$42,610.57/Year

Part-time/Hourly New/Rehires

Bard, Mike A.  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College

Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Basart, Michael G  
Instructor, Speech Language Pathology Assistant  
Human Services & Technology Division  
Santa Ana College

Effective: February 11, 2019  
Hourly Lecture Rate: II-3 \$61.50

Bear, Bryan J  
Instructor, Fire Technology  
Human Services & Technology Division  
Santa Ana College

Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Birkelbach, Erik J  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College

Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

**FACULTY (CONT'D)**

*Part-time/Hourly New/Rehires (cont'd)*

Boykins, George E  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture Rate: II-3 \$61.50

Brace, Lynda C  
Instructor, Clinical Nurse  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 12, 2019  
Hourly Rate: II-3 \$61.50

Celestino, Rosa I  
Instructor, Library Science  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Rate: II-3 \$52.27

Covey, Craig R  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Cox, Barbara G  
Instructor, Real Estate  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: April 15, 2019  
Hourly Lecture Rate: IV-3 \$67.79

Eshun, Oliver  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 14, 2019  
Hourly Lecture/Lab Rates: IV-3 \$67.79/\$61.02

Garcia-Iris, Holly  
Instructor, Kinesiology  
Kinesiology, Health & Athletics Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lab Rate: II-3 \$55.35

Glatstein, Jeremy V  
Instructor, Art  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 04, 2019  
Hourly Lecture/Lab Rates: IV-3 \$67.79/\$61.02

Goudchaux, Michael A  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

**FACULTY (CONT'D)**

*Part-time/Hourly New/Rehires (cont'd)*

Greenberg, Lauren B  
Instructor, American Sign Language  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 04, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Halbout, Briac  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: IV-3 \$67.79/\$61.02

Ho, Josephine  
Instructor, Theatre Arts  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Jones, Monik  
Instructor, Dance  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Labato, Robert P  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Lai, Hew Yeng  
Instructor, Biology (equivalency)  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Lu, Shao-Hua  
Instructor, Engineering  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: February 12, 2019  
Hourly Lecture Rate: IV-3 \$67.79

Madru, Lyndsay N  
Counselor  
Counseling Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Rate: II-3 \$52.57

Martin, Douglas A  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

**FACULTY (CONT'D)**

*Part-time/Hourly New/Rehires (cont'd)*

Martinez, Cristian S  
Instructor, High School Subjects/Math  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: January 31, 2019  
Hourly Lecture Rate: I-3 \$50.25

Mitnik, Justin M  
Instructor, Music  
Fine & Performing Arts Division  
Santa Ana College  
Effective: February 04, 2019  
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Nguyen, Hoc G  
Instructor, Vocational/  
Automotive Maintenance  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture Rate: I-3 \$50.25

Nguyen, Tyuen T  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Nogle, Erik L  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Ortiz, Consuelo  
Instructor, Child Development (equivalency)  
Human Services & Technology Division  
Santa Ana College  
Effective: February 25, 2019  
Hourly Lecture Rate: IV-3 \$67.79

Parker, Cynthia R  
Instructor, Geography  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: February 11, 2019  
Hourly Lecture Rate: II-3 \$61.50

Ramin, Kelly I  
Instructor, Biology  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: February 11, 2019  
Hourly Lecture/Lab Rates: IV-3 \$67.79/\$61.02

**FACULTY (CONT'D)**

Part-time/Hourly New/Rehires (cont'd)

Simpson, Kristen C  
Instructor, Music  
Fine & Performing Arts Division  
Santa Ana College

Effective: February 04, 2019  
Hourly Lecture/Lab Rate: IV-3 \$67.79/\$61.02

Towner, Theresa L  
Instructor, Public Works/Code Enforcement  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 25, 2019  
Hourly Lecture Rate: I-3 \$58.56

Non-paid Instructors of Record

Vandervis, Melinda K  
Instructor, Sociology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: February 11, 2019  
Hourly Lecture Rate: II-3 \$61.50

Vo, Julie My  
Instructor, Clinical Nurse  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: February 11, 2019  
Hourly Rate: I-3 \$58.56

White, Lawrence J  
Instructor, Vocational/Business Skills  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: January 31, 2019  
Hourly Lecture Rate: III-3 \$52.81

Garcia, Daniel G  
Instructor, Apprenticeship/Surveying  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 11, 2019

Hall, Kenneth B  
Instructor, Apprenticeship Carpentry (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 14, 2019

Orta, Michael P  
Instructor, Apprenticeship Carpentry (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: February 14, 2019

**FACULTY (CONT'D)**

*Non-paid Interns*

Calixto, Kevin  
Student Services Intern  
Special Programs  
Student Services  
Santiago Canyon College

Effective: February 26 – June 30, 2019  
College Affiliation: CSU, Fullerton  
Major: Higher Education

Carrasco Sanchez, Ashley  
Student Services Intern  
Special Programs  
Student Services  
Santiago Canyon College

Effective: February 26 – June 30, 2019  
College Affiliation: CSU, Fullerton  
Major: Higher Education

Jorgensen, Cari  
English Intern  
Humanities & Social Sciences Division  
Santa Ana College

Effective: February 26 – June 30, 2019  
College Affiliation: CS, Dominguez Hills  
Major: Teaching Certification

Quezada Barrera, Monica  
Counseling Intern  
Counseling Division  
Santa Ana College

Effective: February 26 – June 30, 2019  
College Affiliation: CSU, Long Beach  
Major: Counseling

Santos, Helen  
Human Services Intern  
Academic Talent Search  
Academic Affairs  
Santa Ana College

Effective: February 26 – June 30, 2019  
College Affiliation: CSU, Fullerton  
Major: Human Services

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED FEBRUARY 2019

## **ASSOCIATE DEAN OF COUNSELING JOB DESCRIPTION**

### **GENERAL RESPONSIBILITIES**

Under the direction of the Dean of Counseling, the Associate Dean of Counseling is responsible for the leadership and oversight of the Assessment Center and Career/CTE Center. Includes all assigned personnel and all related records and reports. In addition, provide administration of special projects (such as the Summer Scholars Transfer Institute and Students for Students Leaders program) within the Counseling Division.

### **SPECIFIC RESPONSIBILITIES**

#### **DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS AND SERVICES**

Supervises assigned staff and oversees detailed operations in the Assessment Center and Career/CTE Center. This entails leading efforts, developing programs to ensure the most efficient delivery of counseling services. Works continuously with Counseling Division and college-wide personnel to achieve the functions above.

#### **PERSONNEL**

Responsible for or effectively recommends the hire, transfer, suspension, layoff, recall, promotion, assignment, discipline, training, professional development, direction, evaluation of work, and adjustment of grievances of assigned classified personnel; is responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules, and regulations regarding personnel, evaluation of performance, and the provision of direction and assistance whenever a need for improvement is identified.

#### **STUDENTS**

Supports the Dean in providing discipline, as required, of Division students, adjustment of grievances, resolution of problems and complaints as needed.

#### **BUDGET/FUNDING**

Supports the Dean in preparing, submitting, tracking, and administering the budget of the Assessment Center, Career/CTE Center and special projects assigned.

#### **PLANNING**

Leads the planning of programs and services related to the Assessment Center, Career/CTE Center and special projects assigned.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED FEBRUARY 2019

**ASSOCIATE DEAN OF COUNSELING  
JOB DESCRIPTION (CONTINUED)**

**COMMUNITY CONTACT/REPRESENTATION**

A highly visible educational leader in a community including K-12 School Districts.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Participates in, supervises or advises on District committees and task forces and assists in District articulation and dissemination of related information.

**ESSENTIAL FUNCTIONS**

- A. Supervises all aspects of the planning, funding, staffing, scheduling, delivery and evaluation of Division programs linked to student success.
- B. Supervise the performance of all personnel functions for assigned staff in the service area and hire staff for the Division as required.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment, and possess the minimum qualifications to serve as a faculty member at the community college level.

**Required Skills:** Ability to resolve conflicts and problems, evaluate staff, curriculum, and services, analyze and apply laws and policies, supervise staff, communicate effectively, and assure accuracy of records and reports.

Board Approval Date: February 25, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED FEBRUARY 2019

**DIRECTOR, CAMPUS BUDGET AND ACCOUNTING  
JOB DESCRIPTION**

**CLASS SUMMARY**

Under the direction of the Vice President, Administrative Services, plan, organize, coordinate and direct the College's budget functions; develop, implement and evaluate budget development, preparation and maintenance procedures and assure appropriate documentation and records maintenance; develop and implement processes designed to account for the expenditure and proper control of expenses; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES**

Plan, organize, and coordinate the College budget development process; Oversee the timely and accurate preparation of a variety of financial reports; assist with preparing and authorizing budget transfers, requests for reimbursement, and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, California Community College Budget and Accounting Manual, Auxiliary Organizations Manual, and District policy; develop grant and other special budgets, research and review proposed grants to determine allowable expenses, create new accounts and monitor grant expenses and provide comparative and quarterly reports, approve and submit budget changes for day-to-day accounting transactions, prepare and review expense reports, and obtain required signatures for final report submittal to funding agencies; work with external and internal auditors; train College Budget Office staff, complete performance appraisals, and act as liaison in providing information to administrators, personnel, and consultants at the College on accounting matters; assist District Fiscal Services Department with coordination of year-end financial closing; analyze accruals and carryover budgets; prepare revenue forecasts for annual budgets and periodic budget status report briefings; develop and analyze projections and variances; maintain the chart of accounts for the College and the Foundation to enable and facilitate accurate preparation of financial reports, making changes, additions, deletions, and reclassifications of existing accounts; maintain and update College Planning and Budget Process & Procedures Manual as necessary; coordinate with College departments the submittal, prioritization, and funding of annual resource allocation requests; oversee and review accounting transactions for the College and the Foundation, including check disbursements, posting of journal entries, budget changes, bank reconciliation, and preparation of financial reports as needed; develop and implement policies and procedures for cash control and check disbursements, prepare balance sheet and statement of financial position reports, assuring accuracy and compliance with Title 5 regulations, California Community College Budget and Accounting Manual, Auxiliary Organizations Manual, and District policy; reconcile faculty load banking records and implement financial transactions; assure compliance with a variety of local, state, and federal laws, codes, and regulations, including Government Accounting Standards Board (GASB) regulations; liaison among District Fiscal Services Department management and staff; perform related duties as required; develop and maintain excellent working relationships with all College and District staff.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
REVISED FEBRUARY 2019

**DIRECTOR, CAMPUS BUDGET AND ACCOUNTING  
JOB DESCRIPTION (CONTINUED)**

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to a designated administrator. Responsible for the direct supervision of the College Budget Office staff.

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience:**

A bachelor's degree with a major in accounting, business administration, finance, or a closely related field and at least five years of increasingly responsible financial management experience including three years in a supervisory capacity. Experience in budget, accounting, strategic planning, and financial research in a public education institution.

**Knowledge and Abilities:**

Thorough Knowledge of: fiscal management policies; generally accepted accounting and auditing principles, practices and methods of governmental and school accounting and budgeting; principles of management, supervision and training; legal, procedural and reporting requirements in school district and non-profit financial work; financial analysis and projection techniques; computer systems and equipment used to prepare and control budget and accounting.

Ability to: prepare and maintain complex statistical records and reports; provide leadership in areas related to the college budget; plan, organize, and coordinate the college's budgetary operations; analyze complex financial data and develop financial forecasts, plans, processes, reports, statements and recommendations; assure the preparation, maintenance and retention of appropriate accounting and budget data and documentation; provide technical expertise and assistance to District personnel regarding assigned functions; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; interpret, apply and explain complex fiscal policies and legal requirements.

Board Approval Date: February 25, 2019

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
CLASSIFIED ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and Sarah Santoyo (“Administrator”), on the other hand, hereby enter into this Classified 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 Assistant Vice Chancellor of Educational Services (“Position”). Administrator is a “classified employee” as defined in sub-section “b” of Section 87001.5 of the *Education Code*, is a “classified administrator” as defined in sub-section “c” 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 28, 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 \$150,489.91 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.

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.** Administrator has no retreat rights to any faculty or classified position, except as provided by law.

16. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, 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.

17. **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.

18. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Section 16 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.

19. **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.

20. **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.

21. **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.

22. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

23. **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".

24. **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 25, 2019

## RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET  
CLASSIFIED  
FEBRUARY 25, 2019**

**CLASSIFIED**New Appointment

Guadarrama, Aida Administrative Secretary (CL18-1193) Child Dev. Serv./ District	Effective: February 11, 2019 Grade 12, Step 1 + 2.5%Bil \$51,271.04
Nguyen, James V. Sr. Custodian/Utility Worker (CL18-1205) Ed. Services/ DMC/District	Effective: February 4, 2019 Grade 7, Step 1 \$40,147.86

Professional Growth Increments

Coney, Sara Student Services Coord./ Counseling/ SAC	Effective: March 1, 2019 Grade 15, Step 2 + 1PG (500) \$62,022.64
Contreras Bright, Dora Career Guidance Coord./ Counseling/ SCC	Effective: March 1, 2019 Grade 13, Step 6 + 7.5%L + 13PG (6500) \$78,789.79
Garcia Carmona, Javier HS & Comm. Outreach Spec./ Student Affairs/ SAC	Effective: March 1, 2019 Grade 13, Step 3 + 2.5%Bil + 2PG (1000) \$60,481.69
Garcia, Omelina Student Services Coord./ Student Affairs/ SAC	Effective: March 1, 2019 Grade 16, Step 6 + 5%L + 13PG (6500) \$89,832.82
Ly, Anh HS & Comm. Outreach Spec./ Continuing Ed./ CEC	Effective: March 1, 2019 Grade 13, Step 6 + 12.5%L + 2.5%Bil + 11 PG (5500) \$82,833.25

Out of Class Assignment

Beiza, Rene HR Analyst/ Human Resources/ District	Effective: 01/30/19 – 02/14/19 Grade L, Step A \$70,973.58 <i>Confidential</i>
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Voluntary Furlough

Llerenas, Liset Student Services Specialist/ Counseling/ SAC	Effective: 02/11/19 – 02/28/19 Grade 10, Step 6 + 1PG (500) @ 90%VF \$52,777.13 Effective: 03/01/19 – 06/30/19 Grade 10, Step 6 + 2PG (1000) @ 90%VF \$53,277.13
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**CLASSIFIED HOURLY**

New Appointments

Perez, Andres Instructional Assistant (CL18-1211) Continuing Ed./ OEC	Effective: February 4, 2019 Up to 19 Hours/Week School Session Grade 5, Step A \$17.85/Hour
Rose, Caralou Instructional Assistant-DSPS (CL18-1186) DSPS/ SCC	Effective: February 12, 2019 Up to 19 Hours/Week School Session Grade 6, Step A \$18.49/Hour

Temporary to Hourly Ongoing

Cintron, Veronica Sr. Clerk (CL18-1225) Continuing Ed./ OEC	Effective: February 19, 2019 19 Hours/Week 12 Months/Year Grade 8, Step A \$20.01/Hour
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Professional Growth Increments

Alvarez, Julian Instructional Assistant/ Continuing Ed./ CEC	Effective: March 1, 2019 Grade 5, Step A + 3 PG (750) \$17.85/Hour + \$62.50/Mo. PG
Palencia Funes, Debora Instructional Assistant/ Science & Math/ SAC	Effective: March 1, 2019 Grade 5, Step A + 1PG (250) \$17.85/Hour + \$20.80/Mo. PG
Ramirez, Abigail Counseling Assistant/ Counseling/ SAC	Effective: March 1, 2019 Grade 5, Step A + 2PG (500) \$17.85/Hour + \$41.67/Mo. PG

Leave of Absence

Shah, Sumitra Learning Assistant/ Student Services/ SCC	Effective: 02/21/19 – 03/25/19 Reason: Unpaid Leave of Absence
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*Ratification of Resignation/Retirement*

Cuevas, Manuel  
Admissions & Records Spec. I/ CEC

Effective: February 18, 2019  
Reason: Resignation

Ochoa, Elizabeth  
Student Services Specialist/ Student  
Services/ SAC

Effective: February 11, 2019  
Reason: Resignation

**TEMPORARY ASSIGNMENT**

McKowan, Essence  
Cashier/ Auxiliary Services/ SAC

Effective: 02/26/19 – 06/28/19

Morand, Alexander  
Instructional Assistant/ Math & Science/  
SCC

Effective: 08/19/19 – 12/13/19

Rizo, Roxanne  
Intermediate Clerk/ DMC/ Ed. Services

Effective: 02/26/19 – 06/30/19

Santoyo, Marisol  
Instructional Assistant/ Student Services/  
SAC

Effective: 02/26/19 – 05/31/19

*Change in Temporary Assignment*

Ferreri, Alexandra  
Instructional Assistant/ Math & Science/  
SCC

Effective: 02/11/19 – 06/07/19

Fuentes, Lesley  
Test Proctor/ DMC/ Ed. Services

Effective: 01/02/19 – 01/24/19

Gutierrez, Octavio  
Custodian/ Facility Planning/ District

Effective: 01/04/19 – 01/09/19

Hernandez Figueroa, Maria  
Student Services Coord./ Student Services/  
SCC

Effective: 09/11/18 – 09/12/18

Lokos, Carmina  
Sr. Payroll Specialist/ Payroll/ District

Effective: 12/10/18 – 12/10/18



**MISCELLANEOUS POSITIONS**

Alvarez, Arcelia Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 02/11/19
Gerbasi, Dennis Coaching Assistant/ Kinesiology/ SAC	Effective: 02/26/19
Inouye, Chris Sign Language Interpreter III/ DSPS/ SAC	Effective: 02/07/19 – 06/28/19
Maddox, Jonathan Community Services Presenter/ Continuing Ed./ SCC	Effective: 02/01/19
Martin, Esmeralda Presenter I/ Business & Career Tech. Ed./ SCC	Effective: 02/11/19 – 06/30/19
Phillips, Bryan Coaching Assistant/ Kinesiology/ SCC	Effective: 02/26/19
Ramirez, Vanessa Presenter I/ Bus. & Career Tech Ed./ SCC	Effective: 02/11/19 – 06/30/19

*Instructional Associates/Associate Assistants*

**Criminal Justice**

Badosa, Ernesto	Effective: 02/26/19
Cozad, Anthony	Effective: 02/26/19
Medina, Alex	Effective: 02/26/19

**Nursing/Health Sciences**

Aleksiejczyk, Samantha	Effective: 03/01/19
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**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Acosta, Vivian	Effective:	02/04/19-06/30/19
Alcibar, Paloma D.	Effective:	02/04/19-06/30/19
Alvarez, Cesar A.	Effective:	02/04/19-06/30/19
Cruz, Jessica	Effective:	02/11/19-06/30/19
Diaz, Monica D.	Effective:	02/04/19-06/30/19
Duan, Qiao	Effective:	02/04/19-06/30/19
Garcia, Jocelyn S.	Effective:	02/04/19-06/30/19
Garcia, Merejildo	Effective:	02/12/19-06/30/19
Garcia, Rebeca	Effective:	02/12/19-06/30/19
Gonzalez, Jesse R.	Effective:	02/11/19-06/30/19
Gonzalez, Karina B.	Effective:	01/31/19-06/30/19
Huynh, Van T.	Effective:	02/11/19-06/30/19
Le, Minh H.	Effective:	02/11/19-06/30/19
Martinez Cervantes, Claribel	Effective:	02/13/19-06/30/19
Mendez, Maria F.	Effective:	02/04/19-06/30/19
Murguia, Claudia V.	Effective:	02/14/19-06/30/19
Nguyen, Huynh Minh An	Effective:	02/11/19-06/30/19
Pham, Phuong S.	Effective:	02/11/19-06/30/19
Rios Pineda, Jose J	Effective:	01/31/19-06/30/19
Rocha, Margia M.	Effective:	02/11/19-06/30/19
Rodriguez, Amber	Effective:	02/04/19-06/30/19
Rosas, Abigail	Effective:	02/19/19-06/30/19
Sanchez, Leslie N.	Effective:	02/11/19-06/30/19
Skene, Tiffany F.	Effective:	02/06/19-06/30/19
Tapia, Kasandra	Effective:	02/12/19-06/30/19
Vasquez, Norma I.	Effective:	02/04/19-06/30/19
Velazquez Martinez, Viridiana J.	Effective:	02/11/19-06/30/19
Vielma, Beverly	Effective:	02/04/19-06/30/19
Villanueva, Harley S.	Effective:	02/11/19-06/30/19

**SANTIAGO CANYON COLLEGE  
STUDENT ASSISTANT NEW HIRE LIST**

Albalbisi, Loay	Effective: 02/08/2019– 06/30/2019
Alvarez, Francisco	Effective: 02/07/2019– 06/30/2019
Bouyer, Trenton	Effective: 02/06/2019– 06/30/2019
Bravo, Albert	Effective: 02/06/2019– 06/30/2019
Burger, Hannah	Effective: 02/06/2019– 06/30/2019
Calhoun, Cameron	Effective: 02/06/2019– 06/30/2019
Dachtler, Kenneth	Effective: 02/07/2019– 06/30/2019
Foley, Breanna	Effective: 02/04/2019– 06/30/2019
Heng, Ryan	Effective: 01/31/2019– 06/30/2019
Hernandez, Jeffery	Effective: 01/29/2019– 06/30/2019
Hernandez, Natalie	Effective: 02/12/2019– 06/30/2019
Martin, Colby	Effective: 02/04/2019– 06/30/2019
Randazzo, Cecilia	Effective: 02/12/2019– 06/30/2019
Rehman, Asma	Effective: 02/04/2019– 06/30/2019
Singh, Amanda	Effective: 02/04/2019– 06/30/2019
Smith, Jesse	Effective: 02/04/2019– 06/30/2019
Thompson, Andrew	Effective: 02/06/2019– 06/30/2019
Tran, Quoc Cuong	Effective: 02/06/2019– 06/30/2019
Vasi-Nazir, Sehr	Effective: 01/30/2019– 06/30/2019
Voigh-Bui, Nils	Effective: 02/06/2019– 06/30/2019
Zahedtalab, Sarah	Effective: 02/08/2019– 06/30/2019

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

To: Board of Trustees	Date: February 25, 2019
Re: Approval of Non-Credit Instructional Calendar (2019-2020)	
Action: Request for Action	

**BACKGROUND**

In conjunction with the Faculty Association of Rancho Santiago Community College District (FARSCCD) and the Continuing Education Faculty Association (CEFA), the

**ANALYSIS**

The calendar has been developed in accordance with the FARSCCD and CEFA contracts and relevant Title 5 regulations.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019-2020 Non-Credit Instructional Calendar as presented.

Fiscal Impact: None	Board Date: February 25, 2019
Item Prepared by: Tracie Green Vice Chancellor, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RSCCD NONCREDIT INSTRUCTIONAL CALENDAR 2019 - 2020**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	11	12	13	14	15	16	17
<b>AUGUST</b>	18	<b>19</b>	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7
<b>SEPTEMBER</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	1	2	3	4	5
<b>OCTOBER</b>	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
<b>NOVEMBER</b>	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
<b>DECEMBER</b>	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	<b>19</b>	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>JANUARY</b>	5	6	7	8	9	10	11
	12	<b>13</b>	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	1
<b>FEBRUARY</b>	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	1	2	3	4	5	6	7
<b>MARCH</b>	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
<b>APRIL</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
<b>MAY</b>	10	11	12	13	14	15	16
	17	18	19	20	<b>21</b>	<b>22</b>	23
	24	25	<b>26</b>	27	28	29	30
	31	1	2	3	4	5	6
<b>JUNE</b>	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	1	2	3	4
<b>JULY</b>	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	<b>1</b>
	2	3	4	5	6	7	8

*Faculty Projects: August 12-16*

**Fall 2019: Instruction Begins August 19**

Labor Day: September 2

Veterans Day: November 11

Thanksgiving Break: November 25-30

**End of Fall 2019 Semester December 19**

Winter Recess: Dec 23-Jan 7 / Christmas Day: Dec 25  
New Years Day: January 1

*Faculty Projects: January 8-10*

**Spring 2020: Instruction Begins January 13**

Martin Luther King Holiday: January 20

Lincoln's Birthday: February 14  
President's Day: February 17

Cesar Chavez Day: March 30

Spring Break: April 6-11

CEC Commencement: May 21  
OEC Commencement: May 22  
**End of Spring 2020 Semester: May 22**

Memorial Day: May 25

**Summer 2020: Instruction Begins May 26**

Independence Day: July 4 (Observed July 3)

**End of Summer 2020 Semester: August 1**

*Board Approved: 02/25/2019*

RSCCD noncredit programs operate on an open-entry/open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site, and student needs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

To:	Board of Trustees	Date: February 25, 2019
Re:	Approval of an Increase in Costs for Services of Job Elephant	
Action:	Request for Approval	

**BACKGROUND**

The Board of Trustees took action at their meeting on August 13, 2018 to approve the services of Job Elephant, which provides administrative support for posting of RSCCD job vacancies. Job Elephant also posts our job vacancy ads in various publications such as Chronicle of Education and diversity publications.

**ANALYSIS**

Initially, Human Resources estimated a fiscal impact of approximately \$25,000 that the Board of Trustees approved on August 13, 2018. Because job postings for classified management and faculty positions at RSCCD has increased, it is now necessary to increase the fiscal impact by \$15,000 to cover services covered through June 30, 2019.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve an increase in costs to support services of Job Elephant for posting of job vacancies through June 30, 2019, as presented.

Fiscal Impact: Estimated at approximately \$15,000	Board Date: February 25, 2019
Item Prepared by: Tracie Green Vice Chancellor, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources

To:	Board of Trustees	Date: February 25, 2019
Re:	Rejection of Claim	File # 1805624
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim #1805624.