

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, March 11, 2019
2323 North Broadway, #107
Santa Ana, CA 92706

This meeting will include a teleconference location:
212 Carpenters Union Way, Justin Weidner Conference Room, 2nd Floor,
Las Vegas, Nevada

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 25, 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.

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
 - RSCCD Foundation

3.0 INSTRUCTION

- *3.1 Approval of Santa Ana College (SAC) Community Services Program for Summer 2019 Action

The administration recommends approval of the proposed SAC Community Services Program for Summer 2019.
- *3.2 Approval of Santiago Canyon College (SCC) Community Services Program for Summer 2019 Action

The administration recommends approval of the proposed SCC Community Services program for Summer 2019.
- *3.3 Approval of Assembly Bill (AB) 288 College and Career Access Pathways (CCAP) Partnership Agreement between Rancho Santiago Community College District and Orange Unified School District Action

The administration recommends approval of the annual renewal of the AB 288 CCAP Partnership agreement with modifications.
- *3.4 Approval of Professional Services Agreement with Interact Communications, Inc. for Rancho Santiago Adult Education Consortium Marketing Campaign Action

The administration recommends approval of the professional services agreement with Interact Communications, Inc. for a Rancho Santiago Adult Education Consortium Marketing Campaign as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action

The administration recommends payment of bills as submitted.

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

- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from February 12, 2019, to February 26, 2019.
- *4.3 Approval of Demolition and Development Option for Orange Education Center Project Action
The administration recommends approval of the demolition of the existing building to further remediation activities on the site in compliance with Orange County Health Care Agency standards and to consider further design development options.
- *4.4 Approval of Amendment to Agreement with Knowland Construction for Project Inspector Services for Science Center at Santa Ana College Action
The administration recommends approval of the agreement with Knowland Construction Services for project inspector services for the Science Center at SAC as presented.
- *4.5 Approval of Agreement with HL Construction Management for Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College Action
The administration recommends approval of the agreement with HL Construction Management – cost estimating consulting services for campus entrance improvements at SCC as presented.
- *4.6 Approval of Agreement with Kitchell for Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College Action
The administration recommends approval of the agreement with Kitchell for constructability review services for campus entrance improvements at SCC as presented.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- College Textbook Affordability Program (AB 798) (SAC) \$49,000
 - Project RAISE (Regional Alliance in Science, Technology, Engineering and Math [STEM] Education) – Year 3 (SAC) \$20,000

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

- *5.2 Approval of Sub-Agreements between RSCCD and Chaffey, San Jose-Evergreen and Sierra Joint Community College Districts to Award Industry Sector Projects in Common (ISPIC) 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.
- *5.3 Approval of First Amendment to Sub-Agreement between RSCCD and Stephen A. Wright, LLC for Sector Navigator – Information Communications Technology (ICT)/Digital Media Sector Grant Action
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.4 Approval of Service Agreement with Charter Communications Holdings, LLC for Strong Workforce Program Action
The administration recommends approval of the service agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee sign and enter into a related contractual agreement on behalf of the district.
- 5.5 Update on Centennial Education Center Information
This item is presented as an information item.
- 5.6 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

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

2. Public Employment: Chancellor (pursuant to Government Code Section 54957)

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

3. 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
4. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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

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

6.0 HUMAN RESOURCES

- 6.1 **Management/Academic Personnel** **Action**
 - Approval of Revised Job Descriptions
 - Approval of Appointments
 - Approval of Appointments/Interim to Permanent
 - Approval of Adjusted Salary Placements for Interim Assignment/
Employment of Retired State Teachers' Retirement System (STRS)
Members
 - Approval of 2019/2020 Tenure Review Recommendations for CSEA 888
 - Approval of 2019/2020 Tenure Review Recommendations for FARSCCD
 - Approval of Banked Leaves/Lecture Hour Equivalent (LHE) Withdrawals
 - Approval of Adjusted Banked Leaves/LHE Withdrawals
 - Rescission of Banked Leaves/LHE Withdrawals
 - Approval of Beyond Contract/Overload Stipends
 - Approval of Part-time/Hourly New Hires/Rehires
- 6.2 **Classified Personnel** **Action**
 - Approval of New Classifications
 - Approval of Revised Job Descriptions
 - Approval of New Appointments
 - Approval of Hourly Ongoing to Contract Assignments

6.2 Classified Personnel (cont.)

- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Leaves of Absence
- Approval of Voluntary Furloughs
- Approval of Temporary to Hourly Ongoing Assignments
- Ratification of Resignations/Retirements
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment
- Approval of Additional Hours for Ongoing Assignment
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

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

6.4 Presentation of the Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to Rancho Santiago Community College District Action
It is recommended that the board approve scheduling a public hearing for March 25, 2019.

6.5 Approval of a Professional Services Agreement with Solomon Law APC for Investigative Services Action
The administration recommends approval of the professional services agreement with Solomon Law APC for investigative services as presented.

6.6 Adoption of Resolution No. 19-02 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Lawrence "Larry" R. Labrado for his absence from the February 25, 2019, board meeting due to illness.

6.7 Adoption of Resolution No. 19-03 authorizing payment to Trustee Absent from Board Meetings Action
This resolution requests authorization of payment to Nelida Mendoza for her absence from the February 25, 2019, board meeting due to illness.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on March 25, 2019.

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

Board of Trustees
(Regular meeting)

Monday, February 25, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:38 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, and Ms. Elizabeth Weber. Mr. Larry Labrado and Ms. Nelida Mendoza were not present due to illness.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Lisa Hermen, Assistant Coach, Santiago Canyon College (SCC) Women's Soccer Team.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

There were no public comments.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Mr. Hanna to approve the minutes of the meeting held February 4, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Hernandez and seconded by Ms. Alvarez 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 3.1 (Agreement with Substance Media, Inc.), Item 3.3 (Agreement with Mater Dei High School), and Item 5.1 (Resource Development Items) removed by Mr. Hernandez. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

- 3.2 Approval of Dual Enrollment Agreement between Rancho Santiago Community College District and Orange County School of the Arts
The board approved the dual enrollment agreement between RSCCD and Orange County School of the Arts located in Santa Ana, California, as presented.
- 3.4 Approval of Software As A Service Subscription License Agreement with curriQunet
The board approved the Software As A Service subscription license agreement with curriQunet located in Idaho Falls, Idaho, as presented.
- 3.5 Approval of Proposed Revisions for 2018-2019 Santa Ana College (SAC) Catalog Addendum
The board approved the proposed revisions for the 2018-2019 SAC catalog.
- 3.6 Approval of Classroom Lease Renewal with Orange Unified School District (OUSD)
The board approved the Santiago Canyon College Orange Education Center (OEC) classroom lease renewal with OUSD for the period of July 1, 2018, through June 30, 2019, 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 23, 2019, to February 11, 2019.
- 4.3 Approval of Agreement with Cambridge West Partnership, LLC
The board approved the agreement with Cambridge West Partnership, LLC as presented.
- 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
The board approved 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.

1.6 Approval of Consent Calendar (cont.)

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

The board approved 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.

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

The board accepted the project as complete and approved 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

The board approved 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

The board ratified 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

The board approved 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

The board accepted the project as complete and approved 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

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

1.6 Approval of Consent Calendar (cont.)

- 4.13 Award of Bid #1363 for Proposition 39 Year 5 U Portables Heating, Ventilation and Air Conditioning (HVAC) Upgrades at Santiago Canyon College
The board awarded Bid #1363 to Allison Mechanical, Inc. for Proposition 39 Year 5 U Portables HVAC upgrades at SCC as presented.
- 4.14 Ratification of Award of Bid #1361 for Barrier Removal Drinking Fountain Repairs and Replacement at Santiago Canyon College
The board ratified 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
The board approved 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
The board approved the purchase order listing for the period December 9, 2018, through January 19, 2019.
- 5.2 Approval of Sub-Agreement between RSCCD and California State University, Fullerton Auxiliary Services Corporation for Strong Workforce Program Regional Funds Initiative
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.3 Approval of Sub-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
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.
- 5.4 Approval of Sub-Agreement between RSCCD and Foundation for California Community Colleges for Data Science Tools Grant
The board approved the sub-agreement and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

1.6 Approval of Consent Calendar (cont.)

5.5 Approval of First Amendment to Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative

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

5.6 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

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.

5.7 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

The board approved the second 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 Professional Services Agreement between RSCCD and Ana Aguayo

The board approved the professional services 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.

5.9 Approval of Service Agreement between RSCCD and Education Workforce Alliance

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

5.10 Approval of Research Contract with Cambridge West Partnership, LLC

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

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

The board recognized Mr. Luis Vargas, Santa Ana College Student Athlete for being the 2018 California Community College Athletic Association Wrestling State Champ (157 lbs.) and the Santiago Canyon College Women's Soccer Team for being the 2018 California Community College Athletic Association State Champions with a perfect 24-0 record.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

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

2.3 Report from Student Trustee

Ms. Weber provided a report to the board that included a report on the Association of Community College Trustees (ACCT) Community College National Legislative Summit and meetings with legislators in Washington, D.C. on February 10-13, 2019.

2.4 Reports from Student Presidents

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

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

2.5 Report from Classified Representative

There was no representation from classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

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

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Since Mr. Labrado was not present, there was no report provided on the February 21, 2019, Board Facilities Committee meeting.

Ms. Alvarez provided a report on the February 6, 2019, Board Safety & Security Committee meeting.

Although Mr. Hernandez was unable to attend the February 14, 2019, Orange County Community College Legislative Task Force meeting, he provided a report from information received from Mr. Enrique Perez who was in attendance at the meeting.

3.0 INSTRUCTION

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

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

It was moved by Ms. Alvarez and seconded by Mr. Hanna to approve 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. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

3.3 Approval of Standard Clinical Affiliation Agreement with Mater Dei High School

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the standard clinical affiliation agreement with Mater Dei High School located in Santa Ana, California, as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

Mr. Yarbrough called a brief recess at 6 p.m.

The board reconvened at 6:04 p.m.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.3, and 4.5 through 4.16 were approved as part of Item 1.6 (Consent Calendar).

4.4 Approval of Development Option for Orange Education Center Project

It was moved by Mr. Hanna and seconded by Ms. Weber to consider and approve a development option to provide staff direction to proceed with the OEC project. Ms. Carri Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction & Support Services; and Mr. Jose Vargas, Vice President, Santiago Canyon College Orange Education Center (OEC), provided a presentation on the OEC Project Update. Discussion ensued.

It was moved by Mr. Hanna and seconded by Mr. Hernandez to amend the first motion to asking the chancellor to direct staff to provide the board with a demolition proposal and additional information on Option 8 for the OEC project in order for the board to consider a development option at the next board meeting. The amended motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

5.0 GENERAL

Items 5.2 through 5.10 were approved as part of Item 1.6 (Consent Calendar).

5.1 Approval of Resource Development Items

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve budgets, accept grants, and authorize 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

Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

5.11 Adoption of Board Policies

It was moved by Mr. Hanna and seconded by Ms. Barrios to 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

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

5.12 Board Member Comments

Ms. Alvarez reminded everyone that March includes International Women’s Day and asked staff to select two women to be honored during a board meeting in March.

Ms. Weber indicated that the Associated Student Government and SAC staff are researching additional resources to address the need for hunger free campuses.

Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough provided reports on the ACCT Community College National Legislative Summit and meetings with legislators in Washington, D.C. on February 10-13, 2019. Mr. Hanna thanked the chancellor and vice chancellor for attending the Summit with them. In addition, he commended Student Trustee Weber for her participation in the meetings with legislators.

Mr. Hanna plans to provide the chancellor and the board’s attorney with literature referencing changes in the Human Resources area regarding claims of sexual misconduct.

As a result of a meeting with a representative of the United States (U.S.) Census Bureau in Washington, D.C., Mr. Hernandez reported that he and the chancellor’s cabinet plan to meet with a local representative of the U.S. Census Bureau to possibly develop a partnership with the Bureau.

Mr. Hernandez also met with representatives from the Federal Communications Commission (FCC) regarding broadband width possibly being used for tele-health care.

As a member of the ACCT Public Policy and Advocacy Committee, Mr. Yarbrough reported that he attended a committee meeting on February 9, 2019, while in Washington, D.C. for the ACCT Community College National Legislative Summit.

Mr. Yarbrough asked that the answers to Mr. Hernandez’ questions on agenda items be attached to the minutes.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:56 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

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

Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 8:06 p.m.

Closed Session Report

Mr. Hernandez reported during closed session the board discussed labor negotiations and a liability claim, and took no action.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Revised Job Descriptions
- Approve Revised Job Descriptions/Title Changes
- Approve Employment Agreements

6.1 Management/Academic Personnel (cont.)

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

6.2 Classified Personnel

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

- Approve of New Appointments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Voluntary Furloughs
- Approve Temporary to Hourly Ongoing Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

6.3 Approval of Non-Credit Instructional Calendar 2019-2020

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve the 2019-2020 Non-Credit Instructional Calendar as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough.

6.4 Approval of an Increase in Costs for Services of Job Elephant

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve an increase in costs to support the services of Job Elephant for posting of job vacancies through June 30, 2019, as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough.

6.5 Rejection of Claim

It was moved by Ms. Barrios and seconded by Ms. Alvarez to authorize the chancellor or his designee to reject claim #1805624. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough.

7.0 ADJOURNMENT

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

There being no further business, Mr. Yarbrough declared the meeting adjourned at 8:08 p.m., in memory of SCC student Joseph D. Rutschke who was 18 years old and played football at Foothill High School, was enrolled in SCC in Fall 2018, and died in a motorcycle accident on Dec. 11, 2018; and SCC student Ziomara Zaragoza who graduated from Orange High School and was enrolled in SCC in Fall 2014. She was involved in SCC's TRiO program and was a student assistant in SCC's Child Development Center. She was majoring in Child Development and hoping to pursue a career as an elementary school teacher. The 23-year-old was among four victims killed by a suspected DUI (driving under the influence) driver in Santa Ana on Feb. 17, 2019.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

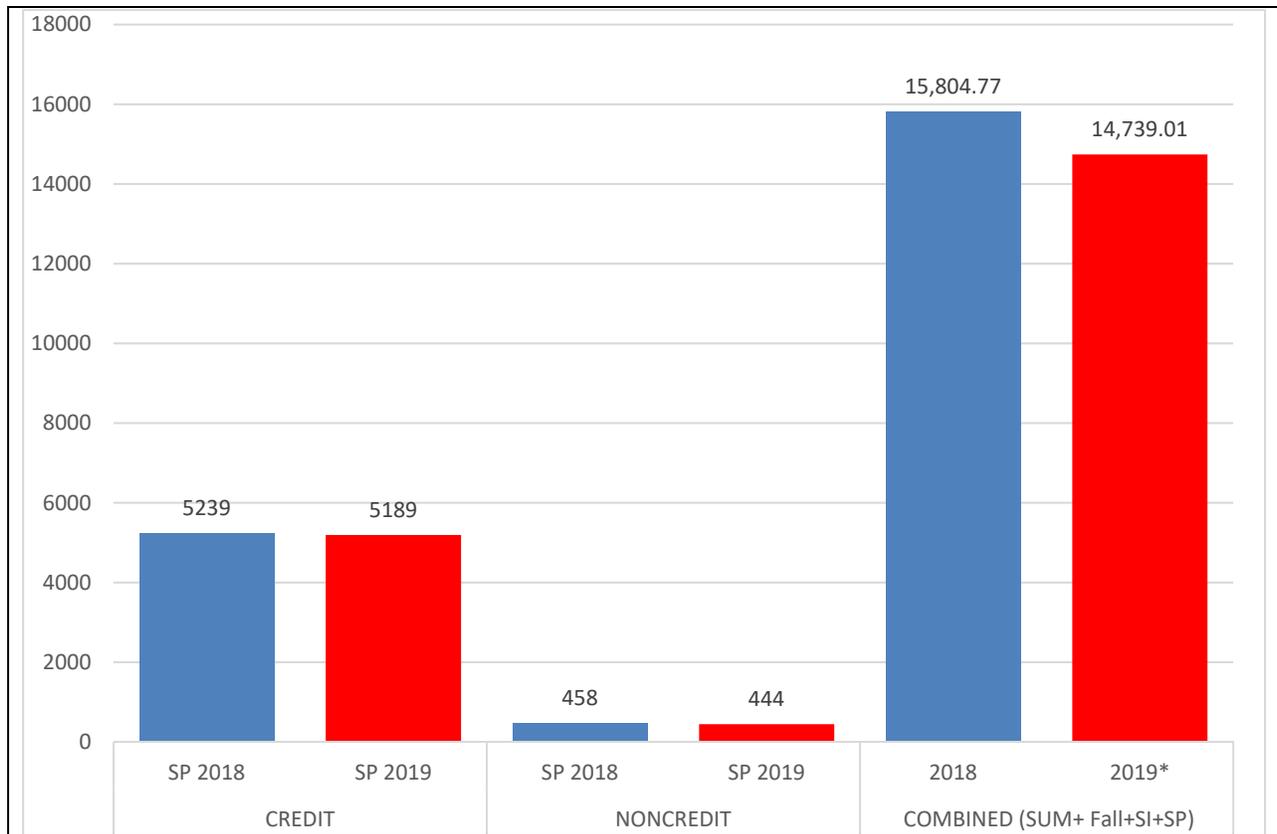
Approved: _____
Clerk of the Board

Minutes approved: March 11, 2019



SAC 2018/2019 Spring Enrollment Report

Date: 02/14/19



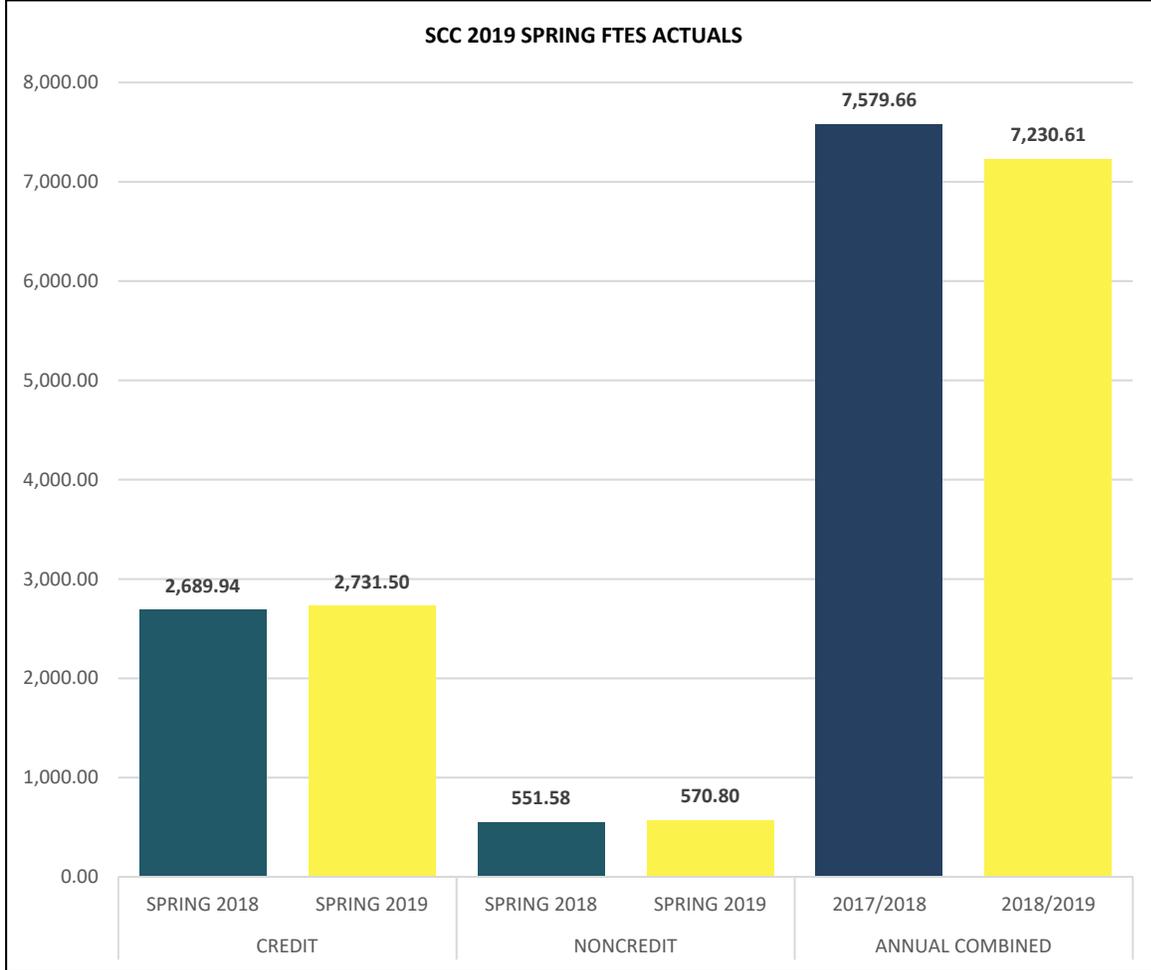
FTES Target

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
2/22/19



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.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the President – Santa Ana College

Date: February 25, 2019
To: Dr. Raúl Rodríguez
From: Dr. Linda Rose
Subject: Responses to Board Requests

From Trustee Zeke Hernandez

Agenda Item 3.1: Agreement ... Online Orientation & Probation Workshop Videos by Substance Media, Inc.

*** Would like to pull this item for discussion and additional information.

Q-1: What is the overall budget for SAC Public Affairs, including personnel?

The overall budget—including personnel—is as follows:

Fund 11	\$598,246
Fund 12 <ul style="list-style-type: none">• includes \$150,000 allocation for website redesign• includes salary/benefits for electronic media specialist that is still in process.	\$344,223
Fund 13	\$26,400
TOTAL:	\$968,869

Q-2: What is the amount being re-allocated from the budget, and is there any negative impact to long-term programming of public affairs?

Can Trustee Hernandez please clarify his question? What does he mean by “re-allocated from the budget?”

Q-3: This agreement is for 3 months ... can the scope of work agreed to be accomplished in this time frame?

Yes. Counseling anticipates using these videos and the software beginning used this summer.

Q-4: As to background info, states that "videos will be as key component .. to assist in retention and completion efforts." Have we adopted an overall game plan for Guided Pathways retention and completion? What is this plan? Can you provide this to the Board.

All Guided Pathways work is focused on retention and completion, and follows the four pillars: Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning. For this particular project—led by the Counseling Department and Guided Pathways team—the software being used for online orientations and online probation workshops has videos as a key component of the software. Other colleges that have used this same software have included videos in each of the “modules” of the orientation/workshop. Examples can be found here: <https://www.comevo.com/example-school-orientations/>

According to our spring 2018 media preferences survey, video is key to reaching our students. YouTube and YouTube Red is the second favorite source of streaming content (Netflix is #1), among the 16-20, 26-30, and 51 and up age ranges. Over 50% of respondents is every age demographic never read a daily or weekly newspaper.

Q-5: Have we looked at producing these videos through the Digital Media Center? Why not?

The SAC Public Affairs department has worked with the Digital Media Center to produce shorter videos for social media use, when appropriate. Student-led work is not the same as a professional agency. DMC staff has worked over the last year to upgrade their technology and equipment in order to meet leading industry standards.

For some budgeting background, DMC staff and students recently completed a video through the Career Education department (using local Strong workforce dollars). The total cost of this project was **\$12,820** for one 3-minute video, and cutdowns of the same video for 1-minute and 15-second lengths. Total production time was about 2 months, once students were hired and went through the proper HR processes. This video is now on our youtube page: <https://www.youtube.com/watch?v=w-UJHH08gfc>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the President – Santa Ana College

Date: February 25, 2019
To: Dr. Raúl Rodríguez
From: Dr. Linda Rose
Subject: Responses to Board Requests

From Trustee Zeke Hernandez

Agenda Item 3.3: Agreement ... Clinical Affiliation Agreement with Mater Dei High School

Q-1: Realizing there is no fiscal impact - Are there any costs associated with duties/responsibilities of the Clinical Coordinator?

- The duties/responsibilities include arranging the clinical placement and teaching the course.
- The Associate Dean of Health Sciences/Nursing Program Director arranges the clinical placement.
- A faculty person is assigned to teach the course.
- No additional costs are incurred.

Q-2: What are the entire full responsibilities of a student within the program - as it relates to status of health and financial burden for any personal health care (i.e., physical examination, verifications, etc)?

- The students are placed at the site (Mater Dei High School) to learn the role of the School Nurse and pediatric nursing as part of the students' clinical experience in the Nursing Program.
- Students are with the School Nurse; care is determined and covered by Mater Dei.
- Faculty are available by phone and visit the site.

Office of the Vice Chancellor - Educational Services

To: Dr. Raúl Rodríguez
From: Enrique Perez
Date: February 25, 2019
Subject: Response to Board Request

From Trustee Zeke Hernandez:

Agenda Item 5.8: Professional Services Agreement with Ana Aguayo.

Note: Will be asking for pulling of agenda item for additional information.

Additional Information:

The U.S. Department of Education's TRIO Student Support Services Program will be holding a competition soon (applications are expected to be out March or April). SAC and SCC both have existing programs that they will reapply for, and SCC is applying for two new programs. There are also other grant opportunities that are on the list for possible development.

This pertains to the need for grant expertise for the following reasons:

- Resource Development will be tasked with developing five (5) TRIO Student Success Services competitive grant proposals within a 30-45 day time frame, as well as other grant projects (2-3) that are in the works.
- To develop a competitive federal grant application takes dedicated work of a grant team for at least a month for each proposal.
- TRIO grants are extremely competitive – a score less than 100% is not liable to be funded.
 - existing programs have the opportunity to earn 15 bonus points based on performance. This means that a competition's potential score would be 115+ points. A new applicant can only get at most 100 points, because they don't have prior experience.
 - A new applicant has to earn 100%, and any additional points possible (via competitive priorities) to have a chance. ½ a point off can mean all of the work of development fails to secure an award.
 - TRIO grants are pursued because they endure (SAC's program is 20+ years in operation). That also means that successful proposals have been shared widely, therefore it is fine distinctions and elevating the professional quality of an application that makes a proposal distinctive to earn points.
 - The Department of Education required applicants to provide a rationale for project activities based on research-based models. This means that the grant developer has to identify and read research studies for student success strategies that employ quasi-experimental design/control studies that yielded statistically significant results and which the grant program can replicate the model to improve the likelihood of obtaining similar results.
 - We were able to secure new TRIO grants in prior competitions—Veterans Upward Bound, Upward Bound Math & Science, and Veterans Student Support Services—when these competitions were held separately and at most there were two applications being developed.
- Because grant competitions are sporadic (there are peaks and lulls, delays, etc), securing grant expertise in times of need is a more efficient use of time and resources.

- Also, there is only one experienced grant writer in the department. While grant development duties are in the staff's job descriptions, their work has consisted of compiling, formatting, proofreading, developing the budget, completing application forms, and ensuring completion of all application components (note that the grant development duties in the Resource Development Coordinator position were written when grant development was much simpler and less competitive). They have not yet been responsible for strategic development of competitive proposals by writing sections and researching and analyzing data and information to make a compelling case for a project; or for identifying data and research, and evaluating research studies' methodologies, statistics and models. These skills are needed to meet the demands of new RFAs and to increase the likelihood that the work invested in developing proposals yields results in securing awards.
- Ana Aguayo is an experienced grant writer and developer, including complex U.S. Department of Education Grants (GEAR UP, TRIO, etc.). She has the knowledge to identify weak areas in a proposal, inconsistencies, evaluate data sources and the case being made with the data, identify research that substantiates the project design, and approaches to best presenting the information. This additional review and identification will make more efficient use of staff time by focusing on areas the expert highlights for improvement.

Agenda Item 5.9: Service Agreement with Education Workforce Alliance.

NOTE: I feel uncomfortable with a yes vote on this item and will be pulling this for additional information/explanation of work scope and fiscal impact. I realize this is Grant Funded through the Strong Workforce Program Trailer Bill.

Additional Information:

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.

Strong Workforce Program regional funds will be allocated to Education Workforce Alliance to provide process, organizational, and data systems development services to assist the Los Angeles/Orange County Regional Consortium (LAOCRC) with the implementation of the California K12 Strong Workforce Program (K12 SWP). Education Workforce Alliance was previously contracted thorough an independent contract with Amelia Kaufman, whoever, now that the projects are moving from a planning phase to an implementation phase, a service agreement with the organization provides the LAOCRC with additional resources and capacity to expand field support and coordination for regional projects across Los Angeles and Orange County unified school districts.

Education Workforce Alliance specializes in the K-12 arena, and is able to work with the Consortium on developing and implementing the overall strategy, along with Local Educational Agencies, to develop better Career Education pathways from high school to community college. There is no fiscal impact to the district as funding comes from the Strong Workforce Program allocation.

The Education Workforce Alliance is being secured to leverage expertise and capacity for the implementation and regional coordination for the K12 SWP. The K12 SWP is a massive and comprehensive project for the LAOCRC, and capacity-building is a critical component of organizing the scope of work for 81 Unified School Districts in Los Angeles and 15 Unified School Districts in Orange

County. This contract will support and expand the current infrastructure support of the LAOCRC, and will further position the LAOCRC to focus field support on yielding outcomes required by the K12 SWP Legislation and the metrics required for K12 SWP regional projects. The Education Workforce Alliance brings significant expertise from the local and regional Department of Education that is germane to Los Angeles and Orange County sub-regions.

Agenda Item 5.10: Research Contract with Cambridge West Partnership.

NOTE: Although, I am supportive, I will request this be pulled for additional information. Would like to be provided with expanded explanation/information on the scope of work, and will recommendations be provided to the Board for approval as to overall changes - if so recommended, and as to provide more efficiencies?

Additional Information:

Based on the requirements of the Student Centered Funding Formula and the implementation of Guided Pathways at both colleges, it is necessary to assess the district's research, planning and institutional effectiveness department to ensure that it is ready to provide the level of support and services the colleges will require moving forward.

The assessment will include:

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 are also looking to diversify our services and provide the colleges with more targeted and significant community, industry and labor related data through the Educational Services Division's partnerships in the community.

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

To:	Board of Trustees	Date: March 11, 2019
Re:	Approval of Santa Ana College Community Services Program for Summer 2019	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers classes that are of special interest or those designed for a specific audience or need. They are noncredit, usually shorter in duration than credit classes, and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these programs offered to the public for a fee. The nature of the program determines which classes to add or replace that have the most cost-effective impact on the program and the community.

ANALYSIS

The proposed Summer 2019 schedule supports the mission of Santa Ana College as a partner that inspires, transforms and empowers a diverse community of learners. Adults and children in the Santa Ana College service area will have access to 200 academic and professional development courses, personal enrichment and recreational activities. This summer, the College for Kids Program will feature over 60 academic and recreational activities. This comprehensive fee-based menu provides educational opportunities for students to discover, prepare, develop and pursue lifelong learning.

RECOMMENDATION

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Summer 2019.

Fiscal Impact:	\$35,000 (estimated net income after expenses)	Board Date: March 11, 2019
Prepared by:	Lithia Williams, Community Services Program Coordinator II James Kennedy Ed.D, Vice President of Continuing Education, SAC SCE	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

COMMUNITY SERVICES – SUMMER 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Active Adult			
Elder Care-Gov't Grants & Subsidies	Carl Leiter	\$25	60/40
VA Benefits	Carl Leiter	\$25	60/40
Tai Chi	Celia Rubacalva	\$69	60/40
Animal Care			
Basic Dog Manners	Dog Services	\$86	50/50
Dog Obedience	Dog Services Unlimited	\$96	50/50
Arts & Crafts			
Candlemaking	Quayum Abdul	\$35	60/40
Soapmaking	Quayum Abdul	\$35	60/40
Beads, Crystal & Semi Precious Stones	Brigitte Burns	\$	60/40
Wire Wrapping	Brigitte Burns	\$29	60/40
Creative Cards	Brigitte Burns	\$29	60/40
Summer Floral Design	Mina Asadirad	\$70	60/40
Wedding Floral Design	Mina Asadirad	\$70	60/40
Clay Sculpting	Semora McCampbell	\$125	60/40
Boho Wall Décor	Beth Davidson	\$30	70/30
Intro to Macrame	Beth Davidson	\$30	70/30
Mosaic Tiling for Beginners	Beth Davidson	\$30	70/30
Metal Stamping	Beth Davidson	\$30	70/30
Art of Balloon Twisting	Kim Yen Gil	\$49	60/40
Mix Media	Lorna Manapat	\$89	60/40
Watercolor	Lorna Manapat	\$75	60/40
Acrylic on Canvas	Lorna Manapat	\$25	60/40
Face Painting	Carmen MacDonald	\$79	60/40
Around the Home & Garden			
Electronic Repair	Phil Famolaro	\$125	60/40
Plumbing Repairs	Phil Famolaro	\$125	60/40
Succulent Birdhouse	Anne Huber	\$30	70/30
Plate Garden Flower Workshop	Beth Davidson	\$30	70/30
Miniature Gardens	Anne Huber	\$30	70/30
Terrarium Workshop	Anne Huber	\$30	70/30
Itty Bitty Container Gardening	Anne Huber	\$30	70/30
Windchimes	Beth Davidson	\$30	70/30
Suncatcher Workshop	Beth Davidson	\$30	70/30
Dreamcatcher Workshop	Beth Davidson	\$30	70/30
Tillandsia (Airplant) Workshop	Anne Huber	\$25	70/30
Furniture Upholstery	Paul Dominguez	\$89	60/40
Feng Shui & Chinese Astrology	Kim Yen Gil	\$69	60/40
Automotive			
BAR Update	James Rudd	\$295	60/40
CCDET Smoke Opacity	James Rudd	\$175	60/40
DEAM Certification	James Rudd	\$175	60/40
Electrical I & II	James Rudd	\$200	60/40
EPA Certification	James Rudd	\$215	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
HVAC I & II	James Rudd	\$200	60/40
Transit Vehicle Safety	James Rudd	\$100	60/40
Auto Upholstery	Paciano Dominguez	\$89	60/40

COMMUNITY SERVICES – SUMMER 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Business & Careers			
Become A Notary Public	Notary Public Seminars, Inc.	\$95	60/40
Renewing Notaries	Notary Public Seminars, Inc	\$49	60/40
Loan Signing	Notary Public Seminars, Inc.	\$95	60/40
Immigration Consultant	Notary Public Seminars, Inc.	\$199	60/40
Become A Legal Document Assistant	Notary Public Seminars, Inc.	\$199	60/40
Architectural Drafting/Blueprint Reading	Phil Famolaro	\$125	60/40
How to Sell on eBay	Francis Greenspan	\$79	60/40
Voice Overs-Now is Your Time!	Such A Voice	\$29	60/40
Human Resources	Silvia Gonzalez	\$125	60/40
Home Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Screenwriting for TV & Movies	LeeAnne Krusemark	\$29	60/40
Online Blogs, Magazines & Websites	LeeAnne Krusemark	\$15	60/40
Become A Mystery Shopper	Jennifer Schutza	\$39	60/40
Make-Up 101	Michelle Jackson	\$65	60/40
Phlebotomy Technician	AUMT Institute	\$2000	30/70
Airbnd Tax Perspective	Dean Ferraro	\$69	60/40
The Fun of Public Speaking	Donna Valenti	\$49	60/40
Contractor License	Phil Famolaro	\$125	60/40
How to Stay Employed	Valeree Lee	\$89	60/40
The Future of Work	Valeree Lee	\$89	60/40
Intro to Production of Distilling	Ryan Friesen	\$125	60/40
Makeup Artistry	Carmen MacDonald	\$125	60/40
College For Kids			
Around the World Art	Erna van Dyk	\$50	70/30
Under the Sea	Erna van Dyk	\$50	70/30
Mighty Jungle	Erma vanDyk	\$50	70/30
Dragonfly Summer Camp	Beth Davidson	\$165	70/30
Mosaics for Kids	Beth Davidson	\$50	70/30
Jewelry Making	Beth Davidson	\$50	70/30
Coding for Kids	Felicia Aubert	\$135	70/30
Kid's Fairy Garden	Beth Davisdon	\$25	70/30
Web Development	Felicia Aubert	\$135	70/30
Legos for Kids	Maurice Wilkins	\$135	\$30/hr.
Magic & Origami	Maurice Wilkins	\$135	\$30/hr.
You-tube & MovieMaking	Hyun Hwang	\$135	\$30/hr.
Early Reader	Alpine Tutoring	\$89	\$35/hr
Reading Development & Comprehension	Alpine Tutoring	\$89	\$35/hr
Basic Math	Alpine Tutoring	\$89	\$35/hr
Study Skills & Test Taking	Alpine Tutoring	\$89	\$35/hr
Writing Academy	Alpine Tutoring	\$92	60/40
English Composition	Phyllis Neal	\$59	\$30/hr
Seriously Awesome Sitters	Workshops on Wellness	\$39	60/40
Cooking Around the World	Angela Barber	\$79	\$35/hr
SAT Prep	Angela Barber	\$125	\$35/hr
Teen Make-Up & Skin Care	Michelle Jackson	\$39	60/40
Study Your Way to An A	Alpine Tutoring	\$69	60/40
Crazy Chemworks	Mad Science	\$135	60/40
NASA Jr. Astronauts	Mad Science	\$135	60/40
Forensic Lab	Mad Science	\$135	60/40

COMMUNITY SERVICES – SUMMER 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Science in Motion	Mad Science	\$135	60/40
Rockin Rockets	Mad Science	\$135	60/40
Secret Agent Lab	Mad Science	\$135	60/40
Robots 101	Mad Science	\$135	60/40
Galaxy Far Away	Bricks4Kidz	\$125	60/40
Engineers Summer Camp	Bricks4Kidz	\$125	60/40
Mining & Crafting	Bricks4Kidz	\$125	60/40
Comic Creator Camp	Bricks4Kidz	\$130	60/40
Remote Control Mania Camp	Bricks4Kidz	\$130	60/40
Green Screen Lego Flix	Incrediflix	\$140	60/40
Animation Flix	Incrediflix	\$140	60/40
Online Driver's Ed	Erika Vieyra	\$55	60/40
Spanish For Kids	Sonia Maldonado	\$69	60/40
Game Design	Matthew Sparks	\$125	60/40
Basketball Camp	Rob Wakefield	\$125	60/40
Typing for Kids	Jacob Mindes	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Pre-Algebra	Maryann Jacques	\$99	\$35/hr
Algebra	Maryann Jacques	\$99	\$35/hr
Fractions, Decimals & Percents	Angela Barber	\$99	\$35/hr
Geometry	Angela Barber	\$99	\$35/hr
Cooking Up Cultures	Pat Arnano	\$99	60/40
Aquatics Camp	Brandy Sanders	\$60	60/40
Research Writing Skills	Phyllis Neal	\$59	\$30/hr
Vocabulary & Spelling	Phyllis Neal	\$59	\$30/hr.
Beginning Guitar	Jimmy Nguyen	\$69	\$30/hr.
Kids Piano	Omar Avalos	\$69	60/40
Creative Clay	Semora McCampbell	\$125	60/40
Mixed Media	Semora McCampbell	\$125	60/40
ABC, Phonics & Me	Mary-Alice Perez	\$89	60/40
Composition & Illustration	Mary-Alice Perez	\$89	60/40
Cooking with Tarla	Tarla Fallgatter	\$35	60/40
Scratch Programing	Matthew Sparks	\$125	60/40
Minecraft	Matthew Sparks	\$125	60/40
Public Speaking	Donna Valenti	\$59	60/40
Musical Theatre	Shakespeare Theatre	\$135	60/40
Kids Martial Arts	John Bishop	\$125	60/40
Hip Hop	Ashley Fletcher	125	60/40
Computers			
MS Applications	Dori Dumon	\$69	\$35/hr
Photoshop Fundamentals	Debra Crowley	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Computer Basics	Dori Dumon	\$44	\$35/hr.
Intro to MS Word	Dori Dumon	\$44	\$35/hr.
Intro to MS Excel	Dori Dumon	\$44	\$35/hr.
Intro to Powerpoint	Dori Dumon	\$44	\$35/hr.
Intro to Outlook	Dori Dumon	\$44	\$35/hr.
Intro to Google Drive	Kelly Tayles	\$69	\$35/hr.
Iphones & Ipads	Felicia Aubert	\$85	\$30/hr.
Intro to Coding	Felicia Aubert	\$85	\$30/hr.
Court Mandated			
Alcohol & Drug Awareness	Pat Verviel	\$50	50/50
V.C. 14601.1 Suspended License Program	Berry Reed	\$260	50/50

COMMUNITY SERVICES – SUMMER 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
DEJ Deferred Dismissal Drug Program	Diego Fuentes	\$260	50/50
Dance			
Country Line Dancing	Jeanne Estrin	\$40	60/40
Salsa	Salomon Rivera	\$59	60/40
Caribbean & Latin Dance	Miguel Figueroa	\$69	60/40
Social Dancing	Miguel Figueroa	\$69	60/40
Health, Fitness & Beauty			
Yoga	John Bishop	\$50	60/40
Tai Chi	Celia Rubalcaba	\$59	60/40
Basic First Aid & CPR	Workshops on Wellness	\$30	60/40
Open Court Badminton	Chi Tran	\$39/\$59	60/40
Mindfulness Stress Reduction	Donna Valenti	\$79	60/40
Essential Oils	Beth Davidson	\$20	70/30
Stress Management & Emotional Resilience	Kristine Fish	\$69	60/40
Adult Martial Arts	John Bishop	\$50	60/40
Women's Self Defense	John Bishop	\$50	60/40
Magnet Therapy	Shahrzad Nasrabadi	\$25	60/40
Lower Back Pain Relief	Shahrzad Nasrabadi	\$25	60/40
Understanding Women's Hormonal Imbalance	Shahrzad Nasrabadi	\$25	60/40
Language			
Conversational Spanish	Alpine Tutoring	\$69	\$35/hr.
Italian For Travelers	Alpine Tutoring	\$69	\$35/hr.
French for Travelers	Alpine Tutoring	\$69	\$35/hr.
Medical Billing			
Medical Insurance Billing Certificate	Kris Patterson	\$150	60/40
Start A Medical Billing Service	Kris Patterson	\$35	60/40
Medical Front Office	Kris Patterson	\$25	60/40
Money Matters			
Budget Financing	Lee & Olson	\$25	60/40
Estate Planning	Lee & Olson	\$25	60/40
Medicare – Long Term Care	Lee & Olson	\$25	60/40
Make the Most of Social Security	James Peters	\$25	60/40
Investment Strategies	Jason Micheli	69	60/40
Online Workshops			
Internet & Basic Computer Literacy	Education To Go	\$89	\$52
Web Page Design, Graphics & Multimedia	Education To Go	\$89	\$52
Computer Troubleshooting & Networking	Education To Go	\$89	\$52
Computer Programming	Education To Go	\$89	\$52
Digital Photography & Digital Video	Education To Go	\$89	\$52
Languages (various)	Education To Go	\$89	\$52
Writing Courses	Education To Go	\$89	\$52
Entertainment Industry	Education To Go	\$89	\$52
Business Planning & Sales	Education To Go	\$89	\$52
Business Marketing & Accounting	Education To Go	\$89	\$52
Finance, Wealth & Career Building	Education To Go	\$89	\$52
Family, Parenting & Child Care	Education To Go	\$89	\$52
Personal Enrichment	Education To Go	\$89	\$52

COMMUNITY SERVICES – SUMMER 2019 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Online Career Training Programs			
Business & Professional	Gatlin Education	\$1795	\$300
Healthcare & Fitness	Gatlin Education	\$1795	\$300
Hospitality & Gaming	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
Media & Design	Gatlin Education	\$1795	\$300
Skilled Trades & Industrial	Gatlin Education	\$1795	\$300
Sustainable Energy & Going Green	Gatlin Education	\$1795	\$300
Real Estate			
Smart Home Buying	Sandy Flores	\$25	60/40
Secure Best Home Loan	Sandy Flores	\$25	60/40
Travel			
Hollywood Bowl Spectacular	Good Times Travel Tours	\$96	70/30
Pageant of the Masters	Good Times Travel Tours	\$79	70/30
Solvang Danish Days	Good Times Travel Tours	\$59	70/30
The Bodyguard	Good Times Travel Tours	\$149	70/30
Historic Cities of Eastern Canada	Good Times Travel Tours	\$250/deposit	65/35

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santiago Canyon College
Community Services Program**

To: Board of Trustees	Date: March 11, 2019
Re: Approval of Santiago Canyon College Community Services Program, Summer 2019	
Action: Request for Approval	

BACKGROUND

The Summer 2019 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

ANALYSIS

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational program by offering more than 120 cost effective classes in the SCC service area. Classes offered are presented to SCC's Curriculum and Instruction Council twice per year to ensure that they do not compete with credit and noncredit course offerings.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Santiago Canyon College Community Services Program for Summer 2019.

Fiscal Impact: \$25,000 revenue	Board Date: March 11, 2019
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Active Adults			
Online Courses	Education To Go	Varied	Varied
Retired – Now What?	Flora M. Brown	\$49	\$30/hour
Total Fitness	Jeff Nolasco	\$30	\$35/hour
Total Fitness –Circuit Training	Jeff Nolasco	\$30	\$35/hour
Barre Class	Jordyn Parent	\$99	\$30/hour
Tai Chi For Balance	Karen Mack	\$99	60/40
Meditation for Everyday	Mariana Fischer-Militaru	\$16	\$35/hour
Yoga for Every Body	Mariana Fischer-Militaru	\$24	\$40/hour
Advanced Retirement Strategies	Pure Financial Advisors	\$49	No Charge
Retirement Planning Today	Pure Financial Advisors	\$49	No Charge
Mature Drivers Course	TBD	\$45	\$35/hour
Animal Care			
Basic Dog Manners “Crash Course”	Dog Services Unlimited	\$88	50/50
Frisbee Dogs! Catch the FUN!	Dog Services Unlimited	\$34	50/50
Online Courses	Education To Go	Varied	Varied
How to Help Your Dog Help Others	Kim Pagonos	\$82	60/40
S.T.A.R. Puppy	Kim Pagonos	\$82	60/40
Around the Home & Garden			
Online Courses	Education To Go	Varied	Varied
Arts & Crafts			
Printmaking for Fun	Deborah Goldman	\$120	60/40
Advanced Pastels	Dori Dewberry	\$120	\$35/hour
Drawing & Painting with Pastels	Dori Dewberry	\$120	\$35/hour
Online Courses	Education To Go	Varied	Varied
Summer Cake/Cookie Decorating	Elizabeth Perreault	\$70	60/40
Basic Buttercream Cake Decorating	Elizabeth Perreault	\$70	60/40
Basic Fondant Cake Decorating	Elizabeth Perreault	\$70	60/40
Cake Decorating Combo Class	Elizabeth Perreault	\$135	60/40
Figure Drawing Essentials	Jennifer Lee	\$79	60/40
Introduction to Drawing	Jennifer Lee	\$79	60/40
Mixed Media	Jennifer Lee	\$30	60/40
Summer Still Life Workshop	Jennifer Lee	\$30	60/40
Advanced Watercolor	Jennifer Lee	\$140	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$140	60/40
The Art of Balloon Twisting	Kim-Yen Gil	\$49	60/40
Become a Floral Designer	Mina Wholesale Flowers	\$70	50/50
Summer Floral Designs	Mina Wholesale Flowers	\$70	50/50
Beginning Jewelry Designs	TBD	\$35	\$35/hour
Stained Glass for Beginners	TBD	\$150	\$35/hour
Business & Careers			
LS Exam Review Class	CA Land Surveyors Assoc.	\$400/\$495	30/70

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<i>Business & Careers Continued</i>			
How to Become a Travel Agent	Dahlia Quinonez	\$120/\$59	\$30/hour
Backflow Prevention Device Repair	Gary Blackmore	\$260	\$55/hour
How to Sell on EBay	Frances Greenspan	\$65	60/40
Advanced Computer Aided Drafting	Jeff Covey	\$290	\$50/hour
How to Become a Mystery Shopper	Jennifer Hayes/Schutzta	\$39	60/40
ACLS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
BLS/CPR for Healthcare Professionals	Joe Mendivil	\$50	\$35/Participant
PALS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
Survey Mapping in Civil 3D	Jonathan Maddox	\$290	\$55/hour
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Intro to Screenwriting for TV or Movies	LeeAnne Krusemark	\$19	60/40
Make Money with a VR Assistant/WP Business	LeeAnne Krusemark	\$19	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Self-Publishing vs. Traditional Publishing	LeeAnne Krusemark	\$19	60/40
Administrative Professional Certificate	National Career Advancement	TBD	70/30
HVAC (Heating, Ventilation & AC)	National Career Advancement	TBD	70/30
Intermediate Coding: Ruby on Rails and Java	National Career Advancement	TBD	70/30
Introduction to Coding	National Career Advancement	TBD	70/30
Security Specialist	National Career Advancement	TBD	70/30
How to Stand Out as a Writer	Nikki Hanna	\$59/\$120	\$30/hour
Become a Notary Public	Notary Public Seminars	\$85	60/40
Become an Immigration Consultant	Notary Public Seminars	\$129	60/40
Certified Loan Signing Agent	Notary Public Seminars	\$89	60/40
Renew Your Notary Commission	Notary Public Seminars	\$50	60/40
Wholesale Auto Dealer	Ronald Williams	\$89	60/40
Introduction to Production Distilling	Ryan Friesen	\$95	60/40
Human Resources Series	Silvia Gonzalez	\$120	60/40
• What is Human Resources?	Silvia Gonzalez	\$39	60/40
• How to Manage Diversity	Silvia Gonzalez	\$39	60/40
• Avoid Employment Litigation	Silvia Gonzalez	\$39	60/40
Water Certification Continuing Ed Units	Stephen McLean	\$2,400	\$55/hour
Accounting for the Non-Accountants	TBD	\$120	\$40/hour
Alcohol Server Certification	TBD	\$150	\$35/hour
Intro/Advanced QuickBooks	TBD	\$99	\$30/hour
Intro to Mixology	TBD	\$150	\$35/hour
Introduction to Voiceovers	Voices for All	\$29	60/40
<i>College For Kids</i>			
Yoga for Kids	Alexandra Boggio	\$89	60/40
Algebra (Grades 7-10)	Alpine Tutoring	\$85/\$99	\$38/hour
Algebra I (Grades 8-10)	Alpine Tutoring	\$85/\$99	\$38/hour
Geometry (Grades 9-11)	Alpine Tutoring	\$85/\$99	\$38/hour
NEW SAT Preparation	Alpine Tutoring	\$125	\$38/Hour
Pre-Algebra (Entering Grades 7-8)	Alpine Tutoring	\$85/\$99	\$38/hour
Stellar College Application Essay	Alpine Tutoring	\$85/\$99	\$38/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids Continued			
Study Skills for Struggling Students	Alpine Tutoring	\$49	\$38/hour
Coding for Kids, Augmented Reality (Grades 4-6)	Bit Scouts	\$135	\$80/Person
Coding for Kids, Jr. (Grades 1-3)	Bit Scouts	\$135	\$80/Person
Coding for Kids, (Grades 4-6)	Bit Scouts	\$135	\$80/Person
Python Programming (Grades 7-9)	Bit Scouts	\$135	\$80/Person
Python Programming (Grades 10-12)	Bit Scouts	\$135	\$80/Person
Web Development Immersive (Grades 7-9)	Bit Scouts	\$135	\$80/Person
Code Academy: Advanced Apps w/Android (4-6)	Brainstorm	\$220	30/70
Code Academy: Android Studio (Grades 7-12)	Brainstorm	\$220	30/70
Code Academy: App Dev & Arduino (G 4-6)	Brainstorm	\$220	30/70
Code Academy: App Dev & Arduino (G G-12)	Brainstorm	\$220	30/70
Code Academy: App Dev & Game Dev (G 4-6)	Brainstorm	\$220	30/70
Code Academy: HTML & CSS (Grades 7-12)	Brainstorm	\$220	30/70
Code Academy: IT & Cyber Security (G 4-6)	Brainstorm	\$220	30/70
Code Academy: Kodu Game Lab (G 1-3)	Brainstorm	\$220	30/70
Code Academy: Python (Grades 4-6)	Brainstorm	\$220	30/70
Code Academy: Python (Grades 7-12)	Brainstorm	\$220	30/70
Code Academy: Scratch Programming (G 1-3)	Brainstorm	\$220	30/70
Code Academy: Scratch Programming (G 4-6)	Brainstorm	\$220	30/70
Code Academy: Tech Titans (Grades 4-6)	Brainstorm	\$220	30/70
Code Academy: Web Development (G 4-6)	Brainstorm	\$220	30/70
First Lego League Robotics (Grades 4-6)	Brainstorm	\$220	30/70
Gamemaker: Code & Create (Grades 4-6)	Brainstorm	\$220	30/70
Gamemaker: 2D Game Development (G 4-6)	Brainstorm	\$220	30/70
Gamemaker: 2D Game Development (G 7-12)	Brainstorm	\$220	30/70
Gamemaker: 3D Game Development w/Unity	Brainstorm	\$220	30/70
Lego Engineering: Jedi Academy (Grades 1-3)	Brainstorm	\$220	30/70
Lego Engineering: Medieval Machines (G 1-3)	Brainstorm	\$220	30/70
Lego Engineering: Modern Machines (G 1-3)	Brainstorm	\$220	30/70
Lego Engineering & Robotics (Grades 4-6)	Brainstorm	\$220	30/70
Lego Engineering: Superhero City (Grades 1-3)	Brainstorm	\$220	30/70
Lego Robotics Academy (Grades 4-6)	Brainstorm	\$220	30/70
Lego Robotics Academy (Grades 7-12)	Brainstorm	\$220	30/70
Lego Robotics BattleBots (Grades 4-6)	Brainstorm	\$220	30/70
Minecraft University: Advanced Modding (G 4-6)	Brainstorm	\$220	30/70
Minecraft University: California Missions (G 4-6)	Brainstorm	\$220	30/70
Minecraft University: Circuits/Electronics (G 4-6)	Brainstorm	\$220	30/70
Minecraft University: Civilizations (Grades 4-6)	Brainstorm	\$220	30/70
Minecraft University: Dinocraft (Grades 4-6)	Brainstorm	\$220	30/70
Minecraft University: Gold Rush (Grades 4-6)	Brainstorm	\$220	30/70
Minecraft University: Math (Grades 4-6)	Brainstorm	\$220	30/70
Minecraft University: Python Modding (G 4-6)	Brainstorm	\$220	30/70
Minecraft University: Python Modding (G 7-12)	Brainstorm	\$220	30/70
Minecraft University: Python Temple (G 4-6)	Brainstorm	\$220	30/70
Minecraft University: Python Temple (G 7-12)	Brainstorm	\$220	30/70

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids Continued			
Minecraft University: Revolutions (Grades 4-6)	Brainstorm	\$220	30/70
Minecraft University: Robotics Program (G 4-6)	Brainstorm	\$220	30/70
Minecraft University: Rocketry (Grades 4-6)	Brainstorm	\$220	30/70
S.T.E.A.M Studio: CodeFlyers Drone Dev. (4-6)	Brainstorm	\$220	30/70
S.T.E.A.M Studio: CodeFlyers Drone Dev. (7-12)	Brainstorm	\$220	30/70
S.T.E.A.M Studio: 3D Printing (Grades 4-6)	Brainstorm	\$220	30/70
S.T.E.A.M Studio: 3D Printing (Grades 7-12)	Brainstorm	\$220	30/70
S.T.E.A.M Studio: Rocketry (Grades 4-6)	Brainstorm	\$220	30/70
S.T.E.A.M Studio: Rocketry (Grades 7-12)	Brainstorm	\$220	30/70
STEAM University: Excellence/Engineer (G 1-3)	Brainstorm	\$220	30/70
STEAM University: Excellence/Engineer (G 4-6)	Brainstorm	\$220	30/70
STEAM University: Mastering Math (G 1-3)	Brainstorm	\$220	30/70
STEAM University: Mastering Math (G 4-6)	Brainstorm	\$220	30/70
STEAM University: Success in Science (G 1-3)	Brainstorm	\$220	30/70
STEAM University: Success in Science (G 4-6)	Brainstorm	\$220	30/70
STEAM University: Teaching w/Tech (G 1-3)	Brainstorm	\$220	30/70
STEAM University: Teaching w/Tech (G 4-6)	Brainstorm	\$220	30/70
VEX Robotics: BotSports (Grades 7-12)	Brainstorm	\$220	30/70
VEX Robotics: BotSports (Grades 4-6)	Brainstorm	\$220	30/70
Young Einstein (Grade K)	Brainstorm	\$220	30/70
Young Einstein: STEM Lab (Grades 1-3)	Brainstorm	\$220	30/70
Young Einstein: STEM Lab Squared (G 1-3)	Brainstorm	\$220	30/70
Young Einstein: STEM Lab Cubed (G 1-3)	Brainstorm	\$220	30/70
Young Einstein: Tech Academy (G 1-3)	Brainstorm	\$220	30/70
Brick World! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Classic Adventures! (Ages 6-12)	Bricks 4 Kidz	\$135	\$94/Person
Galaxy Far Away with Lego (Ages 6-12)	Bricks 4 Kidz	\$119	\$94/Person
LEGO! ®	Bricks 4 Kidz	\$135	\$94/Person
Mining & Crafting with Lego (Ages 6-12)	Bricks 4 Kidz	\$119	\$94/Person
Remote Control Mania (Ages 6-12)	Bricks 4 Kidz	\$129	\$94/Person
Self Defense for Kids	Celis Joseph	\$125	\$30/hour
Entrepreneur School Jr. (Ages 9-13)	Christopher J. Trujillo	\$85	\$40/hour
Entrepreneur School (Ages 14-18)	Christopher J. Trujillo	\$85	\$40/hour
Natural A's (Ages 10-17)	Curtis Adney	\$49	60/40
Basic Math Skills (Grades 2-3)	Danielle Deguzman	\$89	\$30/hour
Creative Writing (Grades 2-3)	Danielle Deguzman	\$89	\$35/hour
First Grade Prep	Danielle Deguzman	\$89	\$35/hour
Language Arts Development (Grades 2-3)	Danielle Deguzman	\$89	\$35/hour
Reading Comprehension & Development (2-3)	Danielle Deguzman	\$89	\$35/hour
Basic Math Review (Grades 4-5)	Danielle Deguzman	\$85/\$99	\$30/hour
Basic Math Review (Grades 3-4)	Danielle Deguzman	\$85/\$99	\$30/hour
Basic Math Review (Grades 5-6)	Danielle Deguzman	\$85/\$99	\$30/hour
Creative Writing (Grades 4-5)	Danielle Deguzman	\$85/\$99	\$30/hour
Reading Development & Com. (Grades 1-2)	Danielle Deguzman	\$85/\$99	\$30/hour
Reading Development & Com. (Grades 3-5)	Danielle Deguzman	\$89/\$99	\$30/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids Continued			
Writing Academy (Grades 1-2)	Danielle Deguzman	\$85/\$99	\$30/hour
Writing Academy (Grades 3-5)	Danielle Deguzman	\$85/\$99	\$30/hour
Writing Academy (Grades 6-8)	Danielle Deguzman	\$85/\$99	\$30/hour
Young Writers	Danielle Deguzman	\$85/\$99	\$30/hour
Printmaking for Fun	Deborah Goldman	\$120	60/40
Exploring Photoshop (Ages 13-17)	Dori Dumon	\$85	\$35/hour
Chinese –Mandarin (Ages 8-12)	Grace Chou	\$99	\$30/hour
Chinese –Mandarin for Teens	Grace Chou	\$99	\$30/hour
Action Stop Motion Flix (Ages 7-13)	IncrediFlix	\$185	\$145/Person
After Camp Care (Ages 7-13)	IncrediFlix	\$40	\$30/Person
Go Pro Flix (Ages 7-13)	IncrediFlix	\$185	\$145/Person
Full Day Action & Go Pro Flix (7-13)	IncrediFlix	\$299	\$255/Person
Lego Flix (Ages 7-13)	IncrediFlix	\$185	\$145/Person
Video Editing	Jacob Mindes	TBD	TBD
YouTube Channel	Jacob Mindes	TBD	TBD
Writing a College Application Essay (10-12)	Jayne Munoz	\$59	\$40/hour
Writing Workshop-Grammar & Composition	Jayne Munoz	TBD	\$40/hour
Premium Hoops Basketball Camp	Jeff Bonds	\$150	\$95/person
Sports Camp	Jeff Bonds	\$150	\$95/person
Animation – Learning to Draw	Jennifer Lee	TBD	60/40
Kids Mixed Media Studio (Ages 7-12)	Jennifer Lee	\$120	60/40
Teen Mixed Media Studio (Ages 13-16)	Jennifer Lee	\$120	60/40
Stunt Double Training	Justin Chavers	\$120	\$30/hour
Crafts for Kids (Ages 4-5)	Jordyn Parent	\$89	\$30/hour
Crafting with Purpose (Ages 6-8)	Jordyn Parent	\$89	\$30/hour
Ballet 1 (Ages 4-5)	Jordyn Parent	\$120	\$30/hour
Ballet 1 (Ages 6-8)	Jordyn Parent	\$120	\$30/hour
Ballet Stretching & Strengthening	Jordyn Parent	\$120	\$30/hour
Board Game Battle Camp	Jordyn Parent	\$84/\$120	\$30/hour
Fun Camp!	Jordyn Parent	\$84/\$120	\$30/hour
Poetry Camp	Jordyn Parent	\$84/\$120	\$30/hour
Yoga Ballet	Jordyn Parent	\$120	\$30/hour
Photography Study Hall (Ages 6-13)	Julie Diebolt-Price	\$39	50/50
Songwriting for Kids	Julie Young	\$59/\$120	\$30/hour
Balloon Twisting for Kids	Kim-Yen Gil	\$120	60/40
3D Animation (Ages 10-13)	Leonardo Kiyabu	\$120	\$30/hour
3D Animation for Teens	Leonardo Kiyabu	\$120	\$30/hour
What do I want to do When I Grow Up	Linda Neumann Perez	\$59/\$120	\$30/hour
Early Reader (Ages 6-7)	Luz Contreras	\$85/\$99	\$30/hour
Common Core Math (Ages 8-10)	Luz Contreras	\$85/\$99	\$30/hour
Chemical Detectives (Ages 5-12)	Mad Science	\$150	\$89/Person
Little Green Thumbs (Ages 5-12)	Mad Science	\$150	\$89/Person
Junior Robot Engineers (Ages 5-12)	Mad Science	\$150	\$89/Person
Wings and Things (Ages 5-12)	Mad Science	\$150	\$89/Person
Rockin Rocket Scientists (Ages 5-12)	Mad Science	\$150	\$89/Person

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
College For Kids Continued			
Private Swim Lessons	N. Irvine Water Polo Club	\$30	75/25
Recreational Swimming (Ages 13+)	N. Irvine Water Polo Club	\$60	25/75
Swim Lessons	N. Irvine Water Polo Club	\$60	25/75
Swim Camp (Ages 5-13)	N. Irvine Water Polo Club	\$125	25/75
Water Polo Camp (Ages 7-14)	N. Irvine Water Polo Club	\$125	25/75
ESL – Learning the Basics	Nayrouz Raslan	\$85/\$120	\$30/hour
Keyboarding for Kids (Ages 8-12)	Nancy Haugen	\$79	\$35/hour
SCC Pathways Camps	Pathways	\$59/\$99	\$20/hour
Composition & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Research & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Spelling Bee Time (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Jedi Engineering LEGO® Materials (Ages 5-6)	Play-Well TEKnologies	\$150	\$96/Person
Jedi Master Engineering LEGO® (AGES 7-12)	Play-Well TEKnologies	\$150	\$96/Person
Mine, Craft, Build Adventure LEGO® (Ages 5-6)	Play-Well TEKnologies	\$150	\$96/Person
Mine, Craft, Build Surviva LEGO® (Ages 7-12)	Play-Well TEKnologies	\$150	\$96/Person
Children's Theatre	Roberta Kay Smith	\$130	\$45/hour
Beginning Guitar for Kids (Ages 8-16)	Ron Gorman	\$99	50/50
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Zumba for Kids	Salomon Rivera	\$59	60/40
Beginner/Intermediate Spanish (Ages 10-14)	Sonia Maldonado	\$79	\$35/hour
Beginner/Intermediate Spanish (Ages 6-9)	Sonia Maldonado	\$79	\$35/hour
ACT Test Prep	Su Park	\$125	\$35/hour
How to Write a College Application Essay	Su Park	\$59/\$99	\$35/hour
Read, Think & Write (Grades 3-4)	Su Park	\$59/\$99	\$35/hour
Read, Think & Write (Grades 5-6)	Su Park	\$59/\$99	\$35/hour
Read, Think & Write (Grades 7-9)	Su Park	\$59/\$99	\$35/hour
SAT Test Prep	Su Park	\$59/\$99	\$35/hour
SAT 2 Test Prep –Math & Science	Su Park	\$59/\$99	\$35/hour
Acting Fundamentals (Ages 8-16)	Tara Meyer	\$69	\$35/hour
Modeling and Style (Ages 11-16)	Tara Meyer	\$69	\$35/hour
Basketball Training for Beginners	TBD	\$65	60/40
Debate Camp (Grades 7-12)	TBD	\$400	\$35/hour Music
Jr. Gemologists	TBD	\$59/\$120	\$30/hour
Production for DJ's	TBD	\$120	\$35/hour
Princess Dance Camp (Ages 4-6)	The Dance Centre	\$150	50/50
Queen Ballet Camp (Ages 6-9)	The Dance Centre	\$150	50/50
Pop Star Dance Camp (Ages 6-9)	The Dance Centre	\$150	50/50
Anime & Maga Workshop	Young Rembrandts	\$149	60/40
Elementary Drawing	Young Rembrandts	\$99	60/40
Pastels: World of Dinosaurs	Young Rembrandts	\$159	60/40
Computers & Technology			
Computer Basics	Adriel Samaniego	\$45	\$30/hour
Computer Proficiency Combo Class	Adriel Samaniego	\$45	\$30/hou
Conquering Cyber Security Insecurities	Adriel Samaniego	\$45	\$30/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Computers & Technology Continued			
How to Use Your Smart Phone!	Adriel Samaniego	\$45	\$30/hour
Introduction to Microsoft Windows	Adriel Samaniego	\$45	\$30/hour
Managing Computer Files, E-Mail, Calendar	Adriel Samaniego	\$45	\$30/hour
Social Media FUN-damentals	Adriel Samaniego	\$45	\$30/hour
Microsoft Word - Part I/ Pat II	Adriel Samaniego	\$45	\$30/hour
Perfecting Power Point Proficiency	Adriel Samaniego	\$45	\$30/hour
Python Programming for Adults	Bit Scouts	\$135	\$80/Person
Edit PDF Files with Adobe Acrobat Pro DC	Dori Dumon	\$89	\$40/hour
MS Excel – Part I/ Part II	Dori Dumon	\$89	\$40/hour
Online Courses	Education To Go	Varied	Varied
3D Animation for Beginners	Leonardo Kiyabu	TBD	\$30/hour
iPhones iPads and I'm Lost	Robert Cohen	\$39	50/50
Marketing with Facebook & Social Media	Robert Cohen	\$39	50/50
Intro and Intermediate Publisher	TBD	\$89	\$35/hour
Introduction to Lightroom/Photoshop	TBD	\$99	\$35/hour
Music Production for DJ's	TBD	\$120	\$35/hour
YouTube/ Video Editing Channel	TBD	\$120	\$35/hour
Dance			
Ballroom Dance	Diana Krivosheya	\$69	60/40
Beginning Social Dance	Diana Krivosheya	\$69	60/40
Showcase Choreography	Carrie Woodson	TBD	TBD
Latin Dance Bootcamp	Salomon Rivera	\$59	60/40
Sizzling Salsa Level I & II	Salomon Rivera	\$59	60/40
Zumba	Salomon Rivera	\$59	60/40
Beginning Adult Tap	The Dance Centre	\$69	50/50
Beginner Line Dance	The Dance Center	\$50	50/50
Intermediate Line Dance	The Dance Center	\$60	50/50
Swing Dance	The Dance Center	\$72	50/50
Gemology			
Color Me Purple	John Eyre	\$35	60/40
Deceivers and Destroyers in the Gem World	John Eyre	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Health, Beauty & Fitness			
Restorative	Alexandra Boggio	\$89	60/40
Yoga for Relaxation/Renewal	Alexandra Boggio	\$89	60/40
Women's Self Defense	Celis Joseph	\$99	\$30/hour
Online Courses	Education To Go	Varied	Varied
Healing the Body with Food	Jennifer Zaft	\$59/\$99	\$30/hour
Barre Class	Jordyn Parent	\$99	\$30/hour
Nutrition Basics	Lori Eber	\$59/\$99	\$30/hour
Back to Basics Make-up and Skin Care	Michelle Jackson	\$59	60/40
Beauty Trends: Make-up Workshop	Michelle Jackson	\$65	60/40

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Health, Beauty & Fitness Continued</i>			
Private Swim Lessons	N. Irvine Water Polo Club	\$60	75/25
Adult Swim Lap	Premier Swim	\$99	60/40
Adult Water Aerobics	Premier Swim	\$99	60/40
Family Yoga	TBD	\$89	\$30/hour
Fit Body Bootcamp	TBD	\$65	\$30/hour
Pilates	TBD	\$89	\$30/hour
Become A Certified Personal Trainer	W.I.T.S	\$650	\$499/ Participant
<i>Language</i>			
Italian for Travelers Part I & Part II	Alpine Tutoring	\$69	\$38/hour
Online Courses	Education To Go	Varied	Varied
Chinese –Mandarin for Families	Grace Chou	\$99	\$30/hour
Fast Fun French	Katherine Watson	\$59	60/40
English Language Program (ELP)	Nayrouz Raslan	\$862-\$3,450	\$39/hour
Español Uno/ Dos	Rigoberto Barreto	\$99	\$30/hour
Spanish At Home	Rigoberto Barreto	\$99	\$30/hour
Spanish At Work	Rigoberto Barreto	\$99	\$30/hour
<i>Medical Billing</i>			
Medical Front Office Certificate Program	Kris G. Patterson	\$25	60/40
Medical Insurance Billing Certificate Program	Kris G. Patterson	\$150	60/40
Start Your Own Billing Service	Kris G. Patterson	\$25	60/40
<i>Money Matters</i>			
DIY Stock Picking	Chase Metcalf	\$59/\$120	\$30/hour
Online Courses	Education To Go	Varied	Varied
Estate Planning for Everyone	Jalon O'Connell	\$45	No Charge
Investment Bootcamp	Jalon O'Connell	\$45	No Charge
Master Your Investments	Jalon O'Connell	\$49	No Charge
Mutual Funds and Annuities Explained	Jalon O'Connell	\$45	No Charge
Stocks, Bonds and Mutual Bonds	Jalon O'Connell	\$49	No Charge
Global Finance	Kevin Rice	TBD	\$35/hour
International Business	Kevin Rice	TBD	\$35/hour
Managerial Finance	Kevin Rice	TBD	\$35/hour
Project Management	Kevin Rice	TBD	\$35/hour
College Funding & Planning A-Z	Michael Alimo	\$10	No Charge
Financial Empowerment for Widows/Divorcees	Michelle Hensley	\$30/\$59	\$30/hour
Modern Retirement	Pinnacle Financial	\$29/\$59	60/40
Savvy Social Security Planning	Pinnacle Financial	\$29	60/40
Retirement Course	Pure Financial Advisors	\$49	No Charge
<i>Music</i>			
Online Courses	Education To Go	Varied	Varied
Vocal Coaching/Voice Lessons	Hea Suk Park	\$59/\$120	\$30/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<i>Music Continued</i>			
Beginning & Intermediate Guitar	Ron Gorman	\$99	50/50
Beginning Ukulele	Ron Gorman	\$99	50/50
Beyond Beginning Ukulele	Ron Gorman	\$99	50/50
SCC Community Chorale	Lee Lee Truong-Sawicki	\$60	\$25/hour
SCC Community Orchestra	TBD	TBD	\$25/hour
General Instrumental Musicianship	Zun-Hin Woo	\$300	\$45/hour
<i>Personal Enrichment</i>			
What Were You Born To Do?	Curtis Adney	\$49	60/40
Online Courses	Education To Go	Varied	Varied
Feng Shui & Chinese Astrology	Kim-Yen Gil	\$59	60/40
Overcome Anxiety & Panic Forever	Nick Lazaris	\$29	50/50
Assertiveness Skills for Toxic Relationship	Nick Lazaris	\$29	50/50
Overcome Your Fear of Public Speaking	Nick Lazaris	\$29	50/50
<i>Real Estate</i>			
Real Estate License Prep	Alana Gates	\$25	60/40
Online Courses	Education To Go	Varied	Varied
Real Estate Investments	Gustavo A. Duran	\$89	\$30/hour
<i>Special Interest</i>			
Online Courses	Education To Go	Varied	Varied
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
How to Start a Business	Julie Diebolt Price	\$89	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$149	50/50
Intermediate/Advanced Digital Photography	Julie Diebolt Price	\$99	50/50
iPhone Photography	Julie Diebolt Price	\$89	50/50
Night Photography Series	Julie Diebolt Price	\$69	50/50
Outdoor Photography at Tucker Wildlife	Julie Diebolt Price	\$49	50/50
Personal Projects in Photography	Julie Diebolt Price	\$129	50/50
Photography Study Hall	Julie Diebolt Price	\$39	50/50
Stock Photography Basics	Julie Diebolt Price	\$29	50/50
Student Review	Julie Diebolt Price	\$19	50/50
The Novice Photographer	Julie Diebolt Price	\$35	50/50
The Photography Garage	Julie Diebolt Price	\$99	50/50
Balloon Twisting	Kim-Yen Gil	\$49	60/40
Journey Into Your Inner Wisdom	Kim-Yen Gil	\$39	60/40
Your Personal Destiny Revealed	Kim-Yen Gil	\$59	60/40
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
How to Stand Out as a Writer	Nikki Hanna	\$59	\$30/hour
Basic First Aid	Sabrina Bradley	\$29	60/40
CPR	Sabrina Bradley	\$29	60/40
Behind the Classics	Theo Siegel	\$35	\$30/hour
Songwriting	TBD	\$69	\$30/hour

SANTIAGO CANYON COLLEGE
Community Services Program – Summer 2019

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
Test Preparation			
NEW SAT Preparation	Alpine Tutoring	\$125/\$99	\$40/Hour
ACT Prep Course	Chris Padeo	\$269/\$79	TBD
Online Courses	Education To Go	Varied	Varied
Online Driver's Education	Safety Drivers Ed	\$45	50/50
CBEST Test Prep Course	TBD	TBD	TBD
Travel			
How to Become a Travel Agent	Dahlia Quinonez	\$120/\$59	\$30/hour
Travel Do's and Don'ts	Dahlia Quinonez	\$99/\$59	\$30/hour
Temple & Teppan	Good Times Travel	\$129/\$59	\$71-\$47/pp
The Colorful Songs Revue –Luck O' the Irish	Good Times Travel	\$129/\$59	\$71-\$47/pp
Glendale Center Theatre	Good Times Travel	\$129/\$59	\$71-\$47/pp
LA's Hidden Gardens	Good Times Travel	\$129/\$59	\$71-\$47/pp
Sunday by the Seaside	Good Times Travel	\$129/\$59	\$71-\$47/pp
Lavender & Lincoln	Good Times Travel	\$129/\$59	\$71-\$47/pp
Santa Barbara French Festival	Good Times Travel	\$129/\$59	\$71-\$47/pp
Tehachapi Train Loop & Alpaca Ranch	Good Times Travel	\$129/\$59	\$71-\$47/pp
LA's Great Observatories	Good Times Travel	\$129/\$59	\$71-\$47/pp
Get Your Kicks...On Route 66!	Good Times Travel	\$129/\$59	\$71-\$47/pp
Witaria Vine Festival	Good Times Travel	\$129/\$59	\$71-\$47/pp
The Huntington Library & Gardens	Good Times Travel	\$129/\$59	\$71-\$47/pp
A Ride Down Memory Lane	Good Times Travel	\$129/\$59	\$71-\$47/pp
Beverly Hills-Greystone Mansion	Good Times Travel	\$129/\$59	\$71-\$47/pp
Santa Barbara Fiesta!	Good Times Travel	\$129/\$59	\$71-\$47/pp
Solvang Danish Days	Good Times Travel	\$129/\$59	\$71-\$47/pp
Million Dollar Views	Good Times Travel	\$129/\$59	\$71-\$47/pp
Riviera & Reagan by Rail	Good Times Travel	\$129/\$59	\$71-\$47/pp
LA's Artistic Side w/Step-On Guided Tour	Good Times Travel	\$129/\$59	\$71-\$47/pp
Doheny & The Bounty	Good Times Travel	\$129/\$59	\$71-\$47/pp
Route 66...The Mother Road	Good Times Travel	\$129/\$59	\$71-\$47/pp
Coastal Missions by Rail	Good Times Travel	\$129/\$59	\$71-\$47/pp
Much Ado About Pasadena	Good Times Travel	\$129/\$59	\$71-\$47/pp
Holiday Express & The Hacienda	Good Times Travel	\$129/\$59	\$71-\$47/pp
Multi Day Tours	Good Times Travel	TBA	65/35
Pageant of the Masters	Santa Ana Staff	\$79	TBD

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College
Academic Affairs

To: Board of Trustees	Date: March 11, 2019
Re: Approval of AB 288 College and Career Access Pathways (CCAP) Partnership Agreement between Rancho Santiago Community College District (RSCCD) and Orange Unified School District (OUSD)	
Action: Approve the Annual Renewal of CCAP Agreement with Modifications	

BACKGROUND: This is an annual renewal to the existing AB 288 CCAP Partnership Agreement. The AB 288 CCAP Partnership Agreement, shall be for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness. The AB 288 CCAP Partnership Agreement with OUSD was presented to the RSCCD Board as Information on February 26, 2018 and approved at the Public Hearing Board meeting on March 12, 2018.

ANALYSIS: AB 288 requires a CCAP Partnership Agreement be presented to the board meeting as an annual renewal. Listed below are the modifications that have been made:

- Page 8: 2.7 (a); Inserted the last sentence to make reference to the Student & Parent Waiver of Privacy Rights release form. Appendix C was added with the release form.
- Appendix B: Updated to include data we are required to collect for annual yearly report.

RECOMMENDATION: It is recommended that the RSCCD Board of Trustees approve the annual renewal of the AB 288 College and Career Access Pathways (CCAP) Partnership agreement with modifications.

Fiscal Impact:	Apportionment	Board Date: March 11, 2019
Prepared by:	Jennifer Coto, Ed.D., Interim Dean, Enrollment and Support Services Marilyn Flores, Ph.D., Vice President, Academic Affairs	
Submitted by:	John Hernandez, Ph.D., President	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor	

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP)
PARTNERSHIP AGREEMENT**

This Agreement outlines the College and Career Access Pathways (CCAP) Partnership Agreement (hereafter “AGREEMENT”) between Rancho Santiago Community College District (hereafter “COLLEGE DISTRICT”) and the Orange Unified School District (hereafter “SCHOOL DISTRICT”).

1. LEGAL AUTHORITY

WHEREAS, the mission of the COLLEGE DISTRICT includes providing innovative educational opportunities and student support services that lead to the successful completion of degrees, transfer, career/technical education and basic skills proficiency; and

WHEREAS, the SCHOOL DISTRICT is a public school district serving grades 9-12 located within the regional service area of the COLLEGE DISTRICT, unless otherwise specified and agreed to as specified in AB 288 Sec. 2, Education Code Section 76004 (e); and

WHEREAS, dual enrollment partnerships represent a “strategy to provide critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate” *AB 288 Section 1 (d)*; and

WHEREAS, the COLLEGE DISTRICT and SCHOOL DISTRICT desire to enter into this CCAP Partnership Agreement for purposes consistent with the provisions of AB 288, “offering or expanding dual enrollment opportunities for high school students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;” and

WHEREAS, the Governing Boards of each district, at an open public meeting of that board, presented the AGREEMENT as an informational item; and at a subsequent open public meeting of that Board took comments from the public and approved the AGREEMENT;

COLLEGE DISTRICT Board Meetings:

- a. Information Board Meeting Date February 26, 2018
- b. Public Hearing Board Meeting Date March 12, 2018

SCHOOL DISTRICT Board Meetings:

- a. Information Board Meeting Date February 15, 2018
- b. Public Hearing Board Meeting Date March 8, 2018

*Note: “AB 288” refers to California Assembly Bill No. 288 Chapter 618
Note: “Education Code” and “EC” refer to the California Education Code*

NOW THEREFORE, the COLLEGE DISTRICT and SCHOOL DISTRICT agree to the terms outlined in this AGREEMENT.

2. TERMS OF CCAP PARTNERSHIP

2.1 College and Career Access Pathways (CCAP) Partnership

- a. The COLLEGE DISTRICT shall not enter into a College and Career Access Pathways (CCAP) partnership with a school district within the service area of another community college district except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership. *AB 288 Sec. 2, EC § 76004(c)*
 - i. If the course(s) will be located outside the boundaries of the COLLEGE DISTRICT, the COLLEGE DISTRICT must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.
- b. By mutual agreement, the SCHOOL DISTRICT and the COLLEGE DISTRICT will develop College and Career Access Pathways which represent aligned, sequenced series of college-level courses to facilitate associate degree completion, four-year transfer (i.e., UC, CSU), or completion of a credential or certificate in career and technical education.
- c. The Governing Board of COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. *EC § 78015 et seq*
- d. The SCHOOL DISTRICT and the COLLEGE DISTRICT will collaborate in a College and Career Access Pathways (CCAP) Partnership throughout the term of this AGREEMENT to offer CCAP courses to eligible students within the SCHOOL DISTRICT.
 - i. The COLLEGE DISTRICT is responsible for the educational program(s) and/or course(s) offered on-site at the SCHOOL DISTRICT.
- e. A description of the College and Career Access Pathways included under this AGREEMENT is appended to the document and shall be known as Appendix A. Any updates to Appendix A, by mutual agreement of the SCHOOL DISTRICT and the COLLEGE DISTRICT, shall be in accordance with AB 288 Sec. 2, Education

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Code Section 76004 and shall be submitted to the Chancellor's Office in accordance with applicable instructions.

- f. Enrollment in CCAP courses offered as part of this AGREEMENT at the SCHOOL DISTRICT during the regular school day will be limited to high school students in the SCHOOL DISTRICT. *AB 288 Sec. 2, EC § 76004(o)(1)*

2.2 CCAP Course Instruction

- a. Students enrolled in CCAP courses offered as part of this AGREEMENT shall be held to the same behavioral standards and standards of academic achievement as those expected of students in classes offered at the COLLEGE DISTRICT campus.
- b. The scope, nature, time, location and listing of courses to be offered by the COLLEGE DISTRICT at any school within the SCHOOL DISTRICT will be appended to this document each term during the duration of this AGREEMENT and shall be known as Appendix B. The original submission of this document to the Chancellor's Office shall include Appendix B, and subsequent submissions of Appendix B shall be in accordance with Chancellor's Office instructions.
- c. The COLLEGE DISTRICT shall not provide physical education course opportunities to students at the SCHOOL DISTRICT or any other course opportunities that do not assist in the attainment of at least one of the goals listed in subdivision (a) of AB 288 Sec. 2, Education Code Section 76004. *AB 288 Sec. 2, EC § 76004 (d)*
- d. The COLLEGE DISTRICT shall ensure that instruction to be claimed for unit credit under this AGREEMENT is under the immediate supervision and control of an employee of the COLLEGE DISTRICT who has met the minimum qualifications for instruction in the approved course discipline(s) as specified by the California Community Colleges Chancellor's Office. www.cccco.edu
- e. By mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, SCHOOL DISTRICT personnel who meet Chancellor's Office minimum qualifications may be selected to provide instruction for CCAP courses offered as part of this AGREEMENT.
- f. The COLLEGE DISTRICT shall be employer of record for all CCAP instructors, regardless of whether the COLLEGE DISTRICT or SCHOOL DISTRICT assumes responsibility for payment of instructors.

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- g. Where the instructor of a CCAP course offered as part of this AGREEMENT is not a paid employee of the COLLEGE DISTRICT, the COLLEGE DISTRICT shall maintain an additional agreement/contract with each instructor requiring attendance to be reported by the instructor and stating that the COLLEGE DISTRICT has the primary right to control and direct the instructional activities of the instructor.
 - i. As employer of record for instructors of CCAP classes offered as part of this AGREEMENT, the COLLEGE DISTRICT shall direct and control instructional activities through such actions as providing instructors with orientations, manuals, course outlines, curriculum materials, testing and grading procedures, and any other materials and services it would provide to its on-campus instructors.
- h. The COLLEGE DISTRICT shall ensure that the instruction of courses offered as part of this CCAP Partnership AGREEMENT adheres to the official course outline of record and the student learning outcomes established by the associated COLLEGE DISTRICT academic department. Appendix B shall include the course outline of record for each course identified therein.
- i. The COLLEGE DISTRICT shall conduct formal evaluation of instructors of CCAP courses in accordance with its district policies and local collective bargaining agreements, as well as applicable local, state, and federal mandates in effect at the time in which instruction occurred.
- j. The SCHOOL DISTRICT shall designate personnel at each participating school campus (e.g., Principal) to provide on-site supervision of activity related to the CCAP partnership and communicate any matters with COLLEGE DISTRICT designated contact.
- k. The COLLEGE DISTRICT and SCHOOL DISTRICT shall ensure that instructors of CCAP classes do not have any other assigned duty during the instructional activity and that they are able to provide supervision and control necessary for the protection of the health and safety of students. As a general rule, instructors must be physically present in the classroom or lab or within line-of-sight of the students.
- l. Within the context of the CCAP Partnership with the SCHOOL DISTRICT, the COLLEGE DISTRICT may enroll a special part-time student in up to a maximum of 15 units per term so long as the units constitute no more than four (4) classes per term per school within the SCHOOL DISTRICT.

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- m. The maximum student enrollment per class for CCAP courses offered as part of this AGREEMENT shall be established in accordance with COLLEGE DISTRICT practices in effect at the time in which the course is offered and will take into consideration the room capacity of the SCHOOL DISTRICT.
- n. The SCHOOL DISTRICT will be immediately notified of any change in textbook selection initiated by a COLLEGE DISTRICT employee. Every attempt will be made to maintain selected textbooks for any given course if there is a change in the instructor.

2.3 Educational Facilities

- a. The SCHOOL DISTRICT shall provide adequate classroom space, inclusive of required technological or laboratory equipment, to conduct the instruction at its facilities, or other location mutually agreed upon by the COLLEGE DISTRICT and the SCHOOL DISTRICT.
 - i. If CCAP courses will be offered at a charter school site, the SCHOOL DISTRICT shall submit to the COLLEGE DISTRICT documentation that the site facilities have been certified as compliant with the Field Act of the California Education Code.
- b. Subject to mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT, the COLLEGE DISTRICT facilities may be used as expressed in Appendix B for any given term.
- c. Joint facilities use, solely as specified by the terms of this AGREEMENT, shall be extended at no charge to either party for activity directly related to the CCAP partnership.

2.4 Student Eligibility

- a. The COLLEGE DISTRICT and SCHOOL DISTRICT identify the following student populations as able to benefit from courses offered under this AGREEMENT: 1) underachieving students, 2) students from groups underrepresented in postsecondary education, 3) students seeking advanced studies while in high school, and 4) students seeking a credential/certificate in career and technical education. *AB 288 Sec. 2, EC § 76004(c)(1)*

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- b. A high school student interested in enrolling in a CCAP course offered under this AGREEMENT must apply to the COLLEGE DISTRICT and submit a *Santiago Canyon College Career Advancement Placement Form* signed by his/her parent and by the high school principal, counselor, or other designated personnel.
 - i. By endorsing a high school student’s Concurrent Enrollment Application, the SCHOOL DISTRICT certifies its determination that the student has the potential for success in coursework offered by the COLLEGE DISTRICT.
- c. Enrollment shall be open to any eligible student within the SCHOOL DISTRICT who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements as specified in Appendix B for the term for which s/he is enrolled. Applicable prerequisite courses, training, or experience which are required as preparation for courses offered through this AGREEMENT will be determined by the COLLEGE DISTRICT and shall be in compliance with applicable law and COLLEGE DISTRICT policies and standards.

2.5 Student Registration and Enrollment

- a. The COLLEGE DISTRICT shall provide the necessary college application and registration forms currently in effect for dual enrollment under this AGREEMENT.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall collaborate to provide ancillary and support service in the areas of outreach and recruitment, assessment, placement, counseling, tutoring, and other related services as necessary. SCHOOL DISTRICT students requiring disability-related accommodations will be provided by SCHOOL DISTRICT in accordance to Section 504 or ADA requirements and as defined by COLLEGE DISTRICT standards.
- c. The COLLEGE DISTRICT shall be responsible for processing student applications for dual enrollment under this AGREEMENT.
- d. A student who has been admitted to the COLLEGE DISTRICT and who meets applicable prerequisite requirements for CCAP coursework as specified in Appendix B may enroll in a maximum of 15 units per term if all of the following circumstances are satisfied *AB 288 Sec.2, EC § 76004(p)*:
 - i. The units constitute no more than four COLLEGE DISTRICT courses per term
 - ii. The units are part of an academic program that is part of the CCAP partnership agreement outlined in this AGREEMENT

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- iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential
- a. Students enrolled in CCAP courses offered as part of this AGREEMENT will be directed to the official catalog of the COLLEGE DISTRICT for information regarding applicable academic policies and procedures.
- b. A student who withdraws from a CCAP course offered as part of this AGREEMENT will not receive credit for that course from the COLLEGE DISTRICT.
- c. Grades earned by students enrolled in CCAP courses offered as part of this AGREEMENT will be posted on the student's official COLLEGE DISTRICT transcript.

2.6 Student Fees and Instructional Materials

- a. High school students enrolled in CCAP courses offered as part of this AGREEMENT shall not be assessed any fee that is prohibited by Section 49011 of the California Education Code. *AB 288 Sec. 2, EC § 76004(f)*
 - i. The total cost of textbooks and other instructional materials for CCAP courses shall be specified in Appendix B of this AGREEMENT. The SCHOOL DISTRICT shall assume responsibility for the cost of all instructional materials.
- b. High school students enrolled in a CCAP course offered as part of this AGREEMENT and who are properly classified as having "special part-time student" status as described in AB 288 Sec.2, Education Code Section 76004(p) and item 2.5(d) above shall be exempt from the following COLLEGE DISTRICT fee requirements *AB 288 Sec.2, EC § 76004(q)*:
 - i. Student Representation Fee (*EC § 76060.5*);
 - ii. Nonresident Tuition Fee (*EC § 76140*);
 - iii. Transcript Fees (*EC § 76223*);
 - iv. Course Enrollment Fees (*EC § 76300*); and

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- v. Apprenticeship Course Fees (*EC § 76350*).
- c. In accordance with COLLEGE DISTRICT policies, high school students enrolled in a course offered through this AGREEMENT may be assessed fees that are not prohibited by Section 49011 of the California Education Code and are otherwise permitted pursuant to the Education Code.

2.7 Student Records

- a. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain the confidentiality of all student academic records and other personal student records in accordance with all applicable privacy laws, ordinances, regulations, and directives at the federal, state, and local levels. Both parties agree not to release such data to any third party without the prior written consent of the student or unless disclosure is otherwise authorized by law. This is not applicable to the information that impacts the student’s educational legitimate interest as defined in the “Student and Parent Waiver of Privacy Rights” release form (Appendix C).
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall inform all of its officers, employees, and agents providing services as part of this AGREEMENT of the confidentiality of student academic records and other personal student records.
- c. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall enforce applicable policies and procedures to ensure that each student record received pursuant to this AGREEMENT is used solely for the purpose(s) consistent with the user’s authority to access that information pursuant to applicable federal and state law.
- d. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall maintain accurate and complete records which shall include a record of educational services provided in sufficient detail to permit an evaluation of services in accordance with Education Code provisions. Such records shall be open to the respective inspection and audit by authorized professional staff of the COLLEGE DISTRICT, the SCHOOL DISTRICT, and other state agencies where such inspection and audit does not conflict with the Education Code.
- e. In all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements will apply, including as prescribed by California Code of Regulations, Title 5, Sections 58003.1 et seq., 58020 et seq., 58030 and 59020 et seq.

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- f. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall securely transmit data files to each other upon the completion of articulated and dual enrolled courses according to each district's grade reporting deadlines. Upon completion of each term, OUSD will release student demographic information, grades and course completion data for students interested in acquiring college credit. Upon completion of each college term, SCC will release student demographic information, grades and course completion data for all OUSD students.
- g. If the COLLEGE DISTRICT and the SCHOOL DISTRICT determines that parent consent is necessary, it will be the SCHOOL DISTRICT's responsibility to attain such consent.

2.8 Regulatory Reporting

- a. The COLLEGE DISTRICT shall be responsible for the following as they relate to CCAP courses offered as part of this AGREEMENT:
 - i. Employer of record for purposes of assignment monitoring and reporting to the county office of education; and
 - ii. Reporting responsibilities pursuant to applicable federal teacher quality mandates.
- b. The COLLEGE DISTRICT and the SCHOOL DISTRICT shall report annually to the California Community Colleges Chancellor's Office all of the following information:
 - i. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. *AB 288 Sec. 2, EC § 76004(t)(1)(A)*
 - ii. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(B)*
 - iii. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. *AB 288 Sec. 2, EC § 76004(t)(1)(C)*

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- iv. The total number of full-time equivalent students generated by CCAP partnership community college district participants. *AB 288 Sec. 2, EC § 76004(t)(1)(D)*

2.9 State Apportionment

- a. The COLLEGE DISTRICT shall include students enrolled in CCAP courses in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) comply with current requirements for dual enrollment under applicable California law.
 - i. The COLLEGE DISTRICT may limit enrollment in a course solely to eligible high school students if the course is offered at a SCHOOL DISTRICT campus during the regular school day and the course is offered pursuant to this AGREEMENT. *AB 288 Sec. 2, EC § 76004(o)(1)*
 - ii. For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to AB 288 Sec. 2, Education Code Section 76004 (p)(1) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. *AB 288 Sec. 2, EC § 76004(o)(1)*
- b. Neither the COLLEGE DISTRICT nor the SCHOOL DISTRICT shall receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. *AB 288 Sec. 2, EC § 76004(r)*
- c. The number of full-time equivalent students (FTES) that the COLLEGE DISTRICT will claim per term per school for CCAP courses offered as part of this AGREEMENT will vary depending upon the particular course(s) offered and the number of students enrolled in any given term. Course details (e.g., course name, course title, number of units) for any given term in which CCAP courses are offered at the SCHOOL DISTRICT can be found in Appendix B of this AGREEMENT.

2.10 Other Procedures, Terms, and Conditions

Note: "AB 288" refers to California Assembly Bill No. 288 Chapter 618

Note: "Education Code" and "EC" refer to the California Education Code

Note: "CCR" refers to the California Code of Regulations

- a. The COLLEGE DISTRICT shall provide the SCHOOL DISTRICT with current information pertaining to the procedures, terms, and conditions specified by its Governing Board regarding the following:
 - i. Enrollment period;
 - ii. Student fees ;
 - iii. Number of class hours sufficient to meet the stated performance objectives (if applicable);
 - iv. Supervision and evaluation of students; and
 - v. Withdrawal of students prior to completion of a course of program.

Current COLLEGE DISTRICT policies and procedures are accessible on the college website at www.sccollege.edu

- b. The COLLEGE DISTRICT and SCHOOL DISTRICT shall adhere to applicable procedures, terms, and conditions set forth by federal, state, and local regulations related to CCAP partnerships.
- c. The COLLEGE DISTRICT shall assess the CCAP partnership and the provisions of this AGREEMENT in accordance with COLLEGE DISTRICT guidelines regarding the review of its programs and partnership agreements.

3. CERTIFICATIONS

- 3.1 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011. All instructors employed by the COLLEGE DISTRICT must comply with the fingerprinting requirements set forth in the Education Code and COLLEGE DISTRICT board policies. *AB 288 Sec. 2, EC § 76004(h)*
- 3.2 This AGREEMENT certifies that any COLLEGE DISTRICT instructor teaching a CCAP course at the SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing SCHOOL DISTRICT teacher teaching the same course on that campus. *AB 288 Sec. 2, EC § 76004(i)*

Note: "AB 288" refers to California Assembly Bill No. 288 Chapter 618

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- 3.3** This AGREEMENT certifies that a qualified SCHOOL DISTRICT teacher teaching a CCAP course offered for college credit at a SCHOOL DISTRICT campus has not displaced or resulted in the termination of an existing COLLEGE DISTRICT faculty member teaching the same course at the partnering COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(j)*
- 3.4** This AGREEMENT certifies that both the COLLEGE DISTRICT and the SCHOOL DISTRICT comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications and evaluation of the teacher or faculty member teaching a CCAP partnership course offered for high school credit. *AB 288 Sec. 2, EC § 76004(l)*
- 3.5** This AGREEMENT certifies that any remedial course taught by COLLEGE DISTRICT faculty at the SCHOOL DISTRICT campus as part of a CCAP partnership shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the SCHOOL DISTRICT, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student’s junior or senior year to ensure the student is prepared for college-level work upon graduation. *AB 288 Sec. 2, EC § 76004(n)*
- 3.6** The COLLEGE DISTRICT certifies that:
- a. Degree and certificate programs offered by the COLLEGE DISTRICT have been approved by the California Community Colleges Chancellor’s Office; courses that constitute the programs are part of the approved programs, or the COLLEGE DISTRICT has received delegated authority to separately approve those courses locally. *CCR, Title5, § 58050(a)(1)*
 - b. A COLLEGE DISTRICT course offered for college credit at the SCHOOL DISTRICT campus does not reduce access to the same course offered at the COLLEGE DISTRICT campus. *AB 288 Sec. 2, EC § 76004(k)(1)*
 - c. A COLLEGE DISTRICT course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership. *AB 288 Sec. 2, EC § 76004(k)(2)*
 - d. Participation in a CCAP partnership is consistent with the core mission of the COLLEGE DISTRICT pursuant to Section 66010.4, and that pupils participating in

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a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the COLLEGE DISTRICT. *AB 288 Sec. 2, EC § 76004(k)(3)*

- e. The COLLEGE DISTRICT does not receive full compensation for the direct education costs of the course(s) offered as part of this AGREEMENT from any public or private agency, individual, or group. *EC § 84752; CCR, Title5, § 58051.5*
- f. The COLLEGE DISTRICT is responsible for obtaining certification from the SCHOOL DISTRICT verifying that the instructional activity to be conducted will not be fully funded by other sources. *EC § 84752; CCR, Title5, § 58051.5*

4. INDEMNIFICATION

- 4.1** The COLLEGE DISTRICT agrees to indemnify, defend, and hold harmless the SCHOOL DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the COLLEGE DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the COLLEGE DISTRICT's property or any property in the care, custody or control of the COLLEGE DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from acts of negligence by the COLLEGE DISTRICT, its officials, officers, employees, or other agents.
- 4.2** The SCHOOL DISTRICT agrees to indemnify, defend, and hold harmless the COLLEGE DISTRICT and its elected officials, appointed officers, employees, and other agents from and against any and all claims, liabilities, expenses, damages, defense costs, and reasonable legal fees resulting from the SCHOOL DISTRICT's operations or its services provided under this AGREEMENT, including without limitation bodily injury, death, personal injury, or property damage to any property, including physical damage to or loss of the SCHOOL DISTRICT's property or any property in the care, custody or control of the SCHOOL DISTRICT. The obligation to indemnify shall extend to all claims and losses that arise from acts of negligence by the SCHOOL DISTRICT, its officials, officers, employees, or other agents.

5. NON-DISCRIMINATION

- 5.1** It is the policy of the COLLEGE DISTRICT to provide fair and equitable treatment of all individuals participating in its programs without regard to ethnicity, religion, sexual identity, national origin, ancestry, age, or physical handicap.

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- 5.2** The COLLEGE DISTRICT is committed to providing a work and learning environment free of intimidation, harassment and unlawful discrimination. The COLLEGE DISTRICT and the SCHOOL DISTRICT share in the responsibility of providing a harassment-free employment and educational environment in complying with both federal and state mandates and guidelines regarding non-discrimination and sexual harassment.

6. INSURANCE

- 6.1** Each Party to this Agreement shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; California Workers' Compensation Insurance on their employees performing any services under this Agreement; and, 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. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement may be requested by either party.

7. CCAP POINTS OF CONTACT

- 7.1** The COLLEGE DISTRICT and the SCHOOL DISTRICT shall each appoint an educational administrator, as identified in Appendix B of this AGREEMENT, to serve as designated point of contact for the CCAP Partnership.
- 7.2** The COLLEGE DISTRICT and the SCHOOL DISTRICT are each responsible for providing immediate written notification to the other party regarding any changes in contact information over the course of any given term.

8. FILING OF CCAP PARTNERSHIP AGREEMENT

- 8.1** A copy of this AGREEMENT shall be filed with the California Community Colleges Chancellor's Office before the start of the CCAP partnership between the COLLEGE DISTRICT and the SCHOOL DISTRICT.
- 8.2** Any revision and subsequent submission of this AGREEMENT (including any

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appendices) shall be by mutual agreement of the COLLEGE DISTRICT and the SCHOOL DISTRICT and shall be in accordance with the California Community Colleges Chancellor's Office instructions.

9. TERM OF CCAP PARTNERSHIP AGREEMENT

9.1 The term of this renewal is for the 2019-2020 academic year. However, the term of this AGREEMENT shall be for one year beginning on the start date for the 2018 – 2019 and shall be renewable annually unless otherwise cancelled or terminated by the COLLEGE DISTRICT or the SCHOOL DISTRICT pursuant to Section 10 of this AGREEMENT. Per Education Code Section 81644, this continuing contract will be renewed annually, unless cancelled otherwise, for a period not to exceed 5 years.

10. CANCELLATION AND TERMINATION OF CCAP PARTNERSHIP AGREEMENT

10.1 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may cancel this AGREEMENT for convenience with a minimum 30-day written notice prior to the start of any course(s) to be offered as part of the CCAP partnership.

10.2 Either the COLLEGE DISTRICT or the SCHOOL DISTRICT may terminate this AGREEMENT for convenience with a minimum 30-day written notice specifying the date and scope of such termination. Such notice of termination shall not affect students currently enrolled in CCAP courses offered as part of this AGREEMENT.

11. NOTICES

11.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered to the other party or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, at the following addresses and to the attention of the persons indicated below.

COLLEGE DISTRICT

Rancho Santiago Community College District

2323 North Broadway

Santa Ana, California 92706-1640

ATTN: Mr. Peter J. Hardash, Vice Chancellor of Finance Services

SCHOOL DISTRICT

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Orange Unified School District
1401 North Handy Street
Orange, California 92867
ATTN: Dr. Gunn Marie Hansen, Superintendent

12. ACCEPTANCE OF FACSIMILE SIGNATURES

12.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT agree that agreements ancillary to this AGREEMENT and related documents to be entered into in connection with this AGREEMENT will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

13. GOVERNING LAW

13.1 This AGREEMENT has been made in and will be construed in accordance with the laws of the State of California and exclusive venue for any action involving this Agreement will be in Orange County.

14. SEVERABILITY

14.1 If any provisions of this AGREEMENT are or become contrary to State law or regulations of other agencies or decisions of courts of competent jurisdictions, the COLLEGE DISTRICT and the SCHOOL DISTRICT agree to renegotiate such provisions accordingly.

15. AUTHORIZATION WARRANTY

15.1 The COLLEGE DISTRICT and the SCHOOL DISTRICT hereby represent and warrant that the persons executing this AGREEMENT for each District is an authorized agent who has actual authority to bind the District to each and every term, condition, and obligation set forth in this AGREEMENT and that all requirements of the District have been fulfilled to provide such actual authority.

16. COUNTERPARTS

Note: "AB 288" refers to California Assembly Bill No. 288 Chapter 618

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16.1 This AGREEMENT may be executed in any number or counterparts, each of which will be an original, but all of which together will constitute one instrument executed on the same date.

IN WITNESS WHEREOF, the COLLEGE DISTRICT and the SCHOOL DISTRICT have caused this AGREEMENT to be subscribed in its behalf by its duly authorized officers, the day, month, and year indicated below.

Rancho Santiago Community College District

By: _____ Date _____
Peter J. Hardash
Vice Chancellor, Finance Services

Orange Unified School District

By: _____ Date _____
Dr. Gunn Marie Hansen
Superintendent

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Note: "Education Code" and "EC" refer to the California Education Code
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APPENDIX A

Pursuant to California Assembly Bill No. 288, the COLLEGE DISTRICT and SCHOOL DISTRICT enter into this partnership agreement to offer College and Career Pathways (CCAPs) to high school students for the purposes of expanding dual enrollment opportunities to facilitate college and career readiness, particularly among students who may not already be college-bound or who are underrepresented in higher education.

The goal of the CCAP partnership is to offer seamless pathways from high school to community college to promote: 1) academic preparation for transfer to four-year colleges/universities; and/or 2) completion of career and technical education programs for entry into the workforce.

The following pathways are included in this CCAP partnership agreement between the COLLEGE DISTRICT and SCHOOL DISTRICT:

1. Intersegmental General Education Transfer Curriculum (IGETC) Pathway*

This pathway includes COLLEGE DISTRICT courses which have been approved to meet the lower-division general education requirements at any CSU or University of California campus.

** The specific courses offered during any particular term may vary. All courses offered within this pathway shall represent courses approved for the Intersegmental General Education Transfer Curriculum (IGETC) for UC and CSU in the semester in which they are offered.*

SAMPLE IGETC Pathway:

Term/Year	9th	10th	11th	12th
Fall	Counseling 101: Educational, Personal, Cultural, and Career Exploration (3 units)	American Sign Language 110: American Sign Language I (4 units) OR Spanish 101: Elementary Spanish I (5 units)	Communication 100: Introduction to Interpersonal Communication (3 units) OR Communication 110: Public Speaking (3 units)	History 120: The United States to 1877 (3 units) OR History 121: The United States Since 1877 AND English 101, 102 or 103: Composition, Literature or Critical Thinking (4 units)
Spring	Kinesiology 104: Healthful Living (3 units)	American Sign Language 111: American Sign Language II (4 units) OR Spanish 102: Elementary Spanish II (5 units)	Psychology 100: Introduction to Psychology (3 units) OR Sociology 100: Introduction to Sociology (3 units) AND Earth Science 100: Physical Geology (3 units) OR Any course from IGETC Area 5B/5C	Political Science 101: Introduction to Political Science (3 units) OR Any course from IGETC Area 4 AND English 101, 102 or 103: Composition, Literature or Critical Thinking (4 units)
Summer	TV/Video Communications 104: History of Film 1945 to Present (3 units) OR Music 101: Music Appreciation (3 units)	TV/Video Communications 104: History of Film 1945 to Present (3 units) OR Music 101: Music Appreciation (3 units)	Biology 259: Environmental Biology (4 units)	
OTHER			College level math to be determined and taken in either junior or senior year.	

APPENDIX B – SUBMISSION FOR _____ [INSERT TERM(S)/YEAR]

Appendix B must be completed and submitted for each term during which COLLEGE DISTRICT coursework is offered at the SCHOOL DISTRICT as part of a College and Career Access Pathways (CCAP) partnership governed by California Assembly Bill No. 288, Chapter 618.

Course Name	Course Number	Term	Time	Days/Hours	Location	Number Of Students Enrolled	Projected FTES Claimed by CC
1.							
2.							
3.							
4.							

INSTRUCTIONAL MATERIALS AND COSTS - The total cost of textbooks and other instructional materials for SCHOOL DISTRICT students participating as part of this CCAP partnership will be borne by school district, pursuant to the terms of this AGREEMENT. The selection of the textbook will be made by the COLLEGE DISTRICT instructor.

Course Name	Text	Cost	Other Instructional Materials	Cost
1.				
2.				
3.				
4.				

COLLEGE DISTRICT

Marilyn Flores, Ph.D.
 Vice President, Academic Affairs
 Santiago Community College
 8045 East Chapman
 Orange, California 92869

SCHOOL DISTRICT

Gunn Marie Hansen, Ph.D.
 Superintendent of Schools
 Orange Unified School District
 1401 North Handy Street
 Orange, California 92867

APPENDIX C – STUDENT & PARENT WAIVER OF PRIVACY RIGHTS



Santiago Canyon College

**STUDENT & PARENT WAIVER OF PRIVACY RIGHTS
AUTHORIZATION TO RELEASE STUDENT INFORMATION
FOR STUDENTS ENROLLED IN THE EARLY COLLEGE PROGRAM**

Student Name _____ College ID# _____ <i>(Please print)</i> Last First
Semester _____ Year _____

As required under the provisions of the Family Education Rights and Privacy Act (FERPA), the Rancho Santiago Community College District will make public without student consent only certain directory information. This information consists of the following: student’s name; city of residence; a major field; dates of attendance; degree and award received; and the most recent previous educational institution or agency attended by the student. The Family Educational Rights and Privacy Act and Rancho Santiago Community College District policy state that when an individual is admitted to Santiago Canyon College, the rights of consent for non-directory information belong to the student, regardless of age.

I acknowledge the Early College Program is a collaborative partnership between Santiago Canyon College and Orange High School within the Orange Unified School District. As an Early College student, I hereby grant permission to Santiago Canyon College officials to disclose confidential educational information related to my participation in the Early College Program to Orange High School and Orange Unified School District officials. The basis for this release is legitimate educational interest whereby only those officials who are acting in the student’s educational interest, including faculty, administrators, clerical and professional employees, and other persons who manage student record information, will be given access to said information.

This release remains in effect for the duration of my participation in the Early College Program. It will terminate when my participation in the Early College Program ends or when I elect to terminate this release, whichever occurs first.

Student Signature _____ Date _____

Parent Signature _____ Date _____
(If student is under the age of 18)

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

To:	Board of Trustees	Date: March 11, 2019
Re:	Approval of a Professional Services Agreement with Interact Communications, Inc. for a Rancho Santiago Adult Education Consortium Marketing Campaign	
Action:	Request for Approval	

BACKGROUND

Through the AB104 California Adult Education Program, CAEP (formerly Adult Education Block Grant), the State Chancellor's Office has apportioned funds to consortia throughout the state to expand and improve opportunities for educational and workforce services for adult learners. Santiago Canyon College, Division of Continuing Education, on behalf of The Rancho Santiago Adult Education Consortium (RSAEC) seeks to enter into a Professional Services Agreement with Interact Communications, Inc. for the purpose of launching a region-wide marketing campaign to improve and expand marketing, communication and recruitment efforts for adult education students. The attached Professional Services Agreement describes the scope of work, cost of services, and deliverables.

ANALYSIS

The RSAEC will work with Interact Communications to implement a 12-month marketing and media buying plan with the goal to increase brand loyalty, increase awareness of noncredit offerings to prospective students, and increase student enrollments in CAEP programs. This agreement will enhance a similar initiative that has been completed by the Strong Workforce Program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Professional Services Agreement with Interact Communications, Inc. for a Rancho Santiago Adult Education Consortium Marketing Campaign as presented.

Fiscal Impact: \$200,000 (CAEP Funds)	Board Date: March 11, 2019
Prepared by:	Christine Gascon, Executive Director, CAEP Jose Vargas, Vice President, Continuing Education
Submitted by:	John Hernandez, Ph.D., President
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 Interact Communications, Inc., a Limited Liability Corporation, LLC, having its principal business address located at 502 Main Street, 3rd Floor, La Crosse, WI 54601 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 June 31, 2020 (“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
3.4 (2)

amount not to exceed TWO HUNDRED THOUSAND Dollars (\$200,000) (“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 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. 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 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
3.4 (4)

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;

Check 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;
- E. 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*] with limits of not less than One Million Dollars (\$1,000,000), \$2,000,000 aggregate.;

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, 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 J. Hardash, VC of Business/Fiscal
Operations
2323 N. Broadway
Santa Ana, Ca 92706

With a copy to: (District Department Responsible for Contract)
Chrissy Gascon
Executive Director, CAEP
CWPC, 1572 N. Main Street
Orange, CA 92867

Contractor: _____
Interact Communications, Inc.
Attn: Cheryl Broom, President
502 Main Street, 3rd Floor
La Crosse, WI 54601

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 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.
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 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.

Phase One: Research and Photography

Marketing Retreat & Plan Development

To assist the consortium with identifying avenues to improve and expand its marketing, communications and recruitment efforts for adult education students, Interact Communications will hold a half-day, on-site marketing retreat, followed by the development of a one-year (July 2019-June 2020) marketing/communications and media buying plan that will guide activities during Phase II of the project.

Marketing Retreat

Upon contract signing, Interact Communications will send Rancho Santiago a "data needs" document, containing a request for data about your enrollment trends and any outreach and marketing plans and collateral you have already created. We ask that the Consortium return to us the completed document at least two weeks prior to the first scheduled retreat day.

The Consortium and Interact will schedule a four- to six-hour, on-site marketing retreat, to be attended by representatives from the various adult education providers, including faculty, staff and students. It is important for members of the Consortium to be present, so they understand how and why the marketing plan is developed, are part of the process and are able to contribute as representatives of their programs. The organization of the retreat, including room scheduling and invitations, will be managed by Rancho Santiago. The agenda and activities to be conducted during the retreat will be organized by Interact Communications, with consultation from Rancho Santiago.

During this retreat, representatives from Rancho Santiago and Interact Communications will work collectively to evaluate your current marketing efforts, identify student barriers to enrollment and discuss opportunities to raise awareness of your programs. During this time, Interact Communications will also provide a thorough review of the 2018 Student Media Preferences data; a survey conducted by Interact Communications with students from the Rancho Santiago Community College District and throughout Orange County.

It is recommended that this retreat be held in early- to mid-March, 2019.

Final Marketing and Media Buying Plan

No more than three weeks following the retreat, Interact Communications will provide the Consortium with a marketing and media buying plan that spans a 12-month period (July 2019-June 2020).

With the goal to increase affinity and brand loyalty, increase awareness of your adult education offerings to prospective students, and drive inquiries into the enrollment funnel, this plan will be:

- Organized by key audiences, including but not limited to current students, high school students and young adults, working adults, influencers and community stakeholders, business/labor/industry leaders, non-native English speakers, and any other audiences and/or programmatic initiatives that are identified by the Consortium.
- Organized by key dates that center around recruitment and enrollment cycles.
- Informed by Media Preferences research already conducted in Orange County, plus the best practices that Interact Communications has established in 20+ years working with community college marketing departments.
- Comprised of a mix of digital and traditional media spends that maximize your budget to ensure that you get the broadest reach possible.
- Complete with ROI advice and measurements.
- Supplemented with sample marketing language to help guide a campaign concept that will unify your various programs under a single umbrella while still maintaining their autonomy in marketing activities.
- Supplemented by a deliverables list for full implementation.

The media buying portion of the plan will:

- Contain a mix of digital and traditional media spends that maximize your budget to ensure that you get the broadest reach possible.
 - Provide the consortium with a fully developed and comprehensive media buying and placement strategy that is based upon your students' communications habits.
 - Contain a collateral development list for your planning purposes so that your marketing department knows the work that needs to occur to implement this plan.
 - Include key ROI measurements against which to measure the results of your campaign.
- Cost: \$22,000, inclusive of all travel and production fees relevant to this contract.

Timeline: Retreat to be held in early- to mid-March, with plan delivered three weeks following

retreat.

Final approval of marketing and media buying plan needed at least three weeks prior to the start of media placement.

Photography Services

Interact Communications will send one photographer on-site for four full days to Santa Ana and Santiago Canyon Colleges and any identified off-campus locations to capture images of your Adult Education programs and locations for use in local and regional advertising, outreach materials, social media and your website. This visit will ensure that each of your unique programs are featured in your advertisements and website in a consistent, professional manner. A dedicated photographer for your programs will allow your Consortium to capture images that can be used for years to come.

All photos taken will be provided to Rancho Santiago as raw images, with up to 50 selected photos being edited, color-corrected and optimized visually for marketing use, and provided as jpegs. Rancho Santiago will be responsible for all scheduling with faculty, staff, and administrators, securing locations for photography and providing access to campus locations for our photographer. Interact Communications will assist with this scheduling by providing a sign-up document for use by the Consortium when recruiting participation, with the stipulation that all sign-ups be complete at least five business days prior to the photographer's arrival. Interact Communications will ensure that all photo releases are signed by participating students and will digitally file all images by the name of program, classroom or location.

Cost: Four days of photography services: \$12,000

Travel is included, if it occurs within a four-day consecutive period. Otherwise, travel will be billed at actual cost.

Timing: Photography services will be scheduled during a four-day consecutive period with the final date to be agreed upon between Rancho Santiago and Interact Communications. It is recommended that this trip happen no later than mid-April, 2019. At least three weeks' notice must be given to Interact Communications prior to the start of the trip with all scheduling complete five business days prior to arrival.

Interact Communications will create a brand booklet and guideline rulebook for the Rancho Santiago Consortium campaigns. Included will be messaging approach, algorithm for ads, color usage, dos and don'ts of messaging and design, writing guidelines, when to use which college logo vs. the consortium logo in advertising, which phone numbers and websites will be used to advertise which programs, boilerplate language for each key program as well as for the consortium, and any other issues of importance that will impact advertising. This document describes, defines and presents examples of what your campaign will look like in various visual media such as print, digital and broadcast and how/when to use the Consortium brand in conjunction with (or separate from) the individual college and high school district brands.

Cost: \$7,500

Timing: Final version sent no more than eight weeks following marketing retreat

Phase Two: Collateral Development & Implementation

Collateral Development (Advertising Materials)

This portion of the contract includes graphic design, writing support services and production costs

necessary to implement your advertising and media relations plan, to be invoiced monthly.

Actual

costs will be determined based upon the approved collateral list developed as part of your marketing

and media buying plan. Collateral development includes items such as digital advertisements, billboards, bus boards, direct mail pieces (printing and mailing not included), radio ads, digital radio

ads, YouTube ads, social media ads, print ads, email advertising, etc. We are able to produce advertisements in English and Spanish; additional translations can be ordered at an additional fee.

Cost: \$15,000-\$25,000 (estimated, depending on the requirements of the plan and whether the Consortium wishes for any video production services). This is a do-not-exceed amount. Design and

writing support require two weeks of lead time and are charged at \$100/hour for writing, graphic design, production, voice overs (radio), and support services, including revisions.

One full day of video services (film crew of three professionals, on-site) will be billed at \$7,000 for the

first video (travel expenses included), which includes the creation and approval of all video treatments

and the editing of one :30 second spot, then \$4,500 for each subsequent video, with travel expenses

included if two or more videos are filmed during a two-day consecutive period, otherwise travel expenses will be billed at the actual cost.

Timing: A schedule for collateral development and due dates/approval dates will be created following the marketing and media buying plan approval.

Media Buying Services

Interact Communications has substantial experience placing media across traditional and digital channels. Interact Communications boasts one of the lowest fees for media buying (10%) and some of the greatest results. Below is an outline of some of the media buying services we offer.

- **Social Media:** Interact Communications runs sophisticated social media campaigns on Facebook, Instagram, SnapChat, YouTube and Twitter. We have experience running campaigns based on search traffic, demographics, CRM lists, remarketing, and more. Minimum campaign spends apply to social media campaigns; campaigns start at \$2,500 per month and include the ability for a remarketing pixel to be placed on your website so that traffic driven there from campaigns continues to see your advertisements for months to come.
- **Traditional Media & Digital Radio:** Examples of traditional media spends are radio or television advertising, direct mail, outdoor (buses, billboards) or print advertising. Interact Communications also has substantial experience with digital radio, including Pandora, iHeart radio and Spotify.
- **Search Engine Marketing:** We focus your budget towards the winning keyword searches and search engines that are generating conversions. What happens post-click – after someone lands on your website – did they call, enroll or fill out a form? Our technology optimizes to intelligently re-allocate the budget towards keywords and search engines that drive conversions from the site. This technology has achieved one of the highest average Google AdWords Quality Scores in all North America and meets Google's high standards for creating, managing and optimizing Google AdWords campaigns.
- **YouTube Pre-Roll Ads:** We deliver micro-targeted video ad campaigns through programmatic buying. We leverage technology to precisely segment audiences and select channels for reaching them with video ads. We go way beyond traditional demographics to target criteria such as location, context, devices/mobile, recent online activity through browsing and search, time of day, frequency, retargeting, etc. The software we use allows us to set up targeting based on online search behavior, demographics, age, gender, location, topics of interest and behavior.
- **Mobile GeoFencing:** We use the most precise location-based targeting available to identify users who come within just a few miles of any specified location. By tagging users immediately when they enter your geofence, we can target them for 30 days after with your advertising banner ads on their mobile devices. This is the most advanced location-based mobile advertising technology that targets people in specific geographic areas. It is meant to aggregate smartphone users whose GPS signals have entered a fence that we have drawn

based on the specific addresses you have provided. We then deliver them ads, not only while they are in the fence, but also for up to 30 days after they have left the fence.

- **Email Campaigns:** Interact Communications can work with the Consortium to identify individuals who have already had an interaction with Consortium members. These population groups would include applicants who completed an application but never enrolled at one of your colleges or in one of your programs and/or applicants who started your application process but never finished or current credit students who have not yet completed a high school diploma. By reaching out directly to these populations, you are contacting individuals who already have a vested interest in your programs and who are more likely to engage via an email campaign. Furthermore, these lists can be used in our Social Media, YouTube and GeoFencing campaigns to boost the reach and also to continuously get in front of potential students.

Cost: \$75,000-\$150,000 (recommendation based on size and location of district); will be set as a donot-exceed amount and actual costs adjusted as quotes are collected from the various media outlets identified in the marketing plan. Interact charges a 10% media buying fee and will bill for media buying in full upon contract signing.

Timing: Media buying services will follow the approved marketing and media buying plan.
Fee Proposal

Phase One Total Cost

Marketing Retreat and Marketing & Media Buying Plan Development \$22,000

Campaign and Brand Style Guide \$7,500

Photography Services \$12,000

TOTAL FOR PHASE ONE \$41,500

Phase Two (Optional) Total Cost

Collateral Development (Advertising Materials) \$15,000-\$25,000

Media Buying
(Hard costs of media buy and placement and media buying fees)
\$75,000-\$150,000

TOTAL FOR PHASE TWO \$90,000 - \$175,000

Rancho Santiago Comm Coll District

Board Meeting of 03/11/19

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 02/12/19 Thru 02/26/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67111	General Fund Unrestricted	17,203.25	0.00	17,203.25	92*0515858	92*0515901
67116	General Fund Unrestricted	54,587.20	0.00	54,587.20	92*0515911	92*0515943
67117	General Fund Unrestricted	4,203.64	0.00	4,203.64	92*0515949	92*0515981
67120	General Fund Unrestricted	8,645.58	0.00	8,645.58	92*0515995	92*0516016
67121	General Fund Unrestricted	142,985.18	0.00	142,985.18	92*0516027	92*0516062
67123	General Fund Unrestricted	38,860.20	0.00	38,860.20	92*0516078	92*0516118
67124	General Fund Unrestricted	17,251.74	0.00	17,251.74	92*0516124	92*0516161
67128	General Fund Unrestricted	63,843.92	0.00	63,843.92	92*0516172	92*0516199
67129	General Fund Unrestricted	28,331.20	0.00	28,331.20	92*0516203	92*0516216
67134	General Fund Unrestricted	20,211.11	0.00	20,211.11	92*0516225	92*0516259
67135	General Fund Unrestricted	11,333.40	0.00	11,333.40	92*0516266	92*0516281
67137	General Fund Unrestricted	361.26	0.00	361.26	92*0516311	92*0516312
67138	General Fund Unrestricted	91,553.46	0.00	91,553.46	92*0516319	92*0516354
67140	General Fund Unrestricted	15,326.98	0.00	15,326.98	92*0516356	92*0516379
67141	General Fund Unrestricted	591.33	0.00	591.33	92*0516381	92*0516381
67142	General Fund Unrestricted	119.71	0.00	119.71	92*0516396	92*0516404
67143	General Fund Unrestricted	22,433.25	0.00	22,433.25	92*0516405	92*0516489
67147	General Fund Unrestricted	253,059.86	0.00	253,059.86	92*0516504	92*0516536
67148	General Fund Unrestricted	14,516.10	0.00	14,516.10	92*0516538	92*0516575
67149	General Fund Unrestricted	4,558.85	0.00	4,558.85	92*0516581	92*0516607
67150	General Fund Unrestricted	16,124.24	0.00	16,124.24	92*0516614	92*0516614
Total Fund 11 General Fund Unrestricted		\$826,101.46	\$0.00	\$826,101.46		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67116	General Fund Restricted	297,274.36	0.00	297,274.36	92*0515914	92*0515947
67117	General Fund Restricted	3,014.27	0.00	3,014.27	92*0515951	92*0515968
67120	General Fund Restricted	7,505.71	0.00	7,505.71	92*0515999	92*0516025
67121	General Fund Restricted	275,465.80	0.00	275,465.80	92*0516028	92*0516057
67123	General Fund Restricted	121,333.29	0.00	121,333.29	92*0516079	92*0516120
67124	General Fund Restricted	242,746.05	0.00	242,746.05	92*0516121	92*0516162
67127	General Fund Restricted	28,402.56	0.00	28,402.56	92*0516166	92*0516169
67128	General Fund Restricted	5,782.89	0.00	5,782.89	92*0516170	92*0516200
67129	General Fund Restricted	777,610.15	0.00	777,610.15	92*0516201	92*0516213
67130	General Fund Restricted	1,410.72	0.00	1,410.72	92*0516217	92*0516217
67131	General Fund Unrestricted	878.67	0.00	878.67	92*0516218	92*0516218
67134	General Fund Restricted	2,852,036.74	0.00	2,852,036.74	92*0516227	92*0516265
67135	General Fund Restricted	39,522.30	0.00	39,522.30	92*0516267	92*0516280
67137	General Fund Restricted	47,373.61	0.00	47,373.61	92*0516287	92*0516318
67138	General Fund Restricted	26,157.38	0.00	26,157.38	92*0516323	92*0516352
67140	General Fund Restricted	6,374.67	0.00	6,374.67	92*0516358	92*0516371
67141	General Fund Unrestricted	542,986.66	0.00	542,986.66	92*0516380	92*0516395
67147	General Fund Restricted	18,223.94	0.00	18,223.94	92*0516507	92*0516515
67148	General Fund Restricted	486,149.89	0.00	486,149.89	92*0516537	92*0516579
67149	General Fund Restricted	3,655.59	0.00	3,655.59	92*0516580	92*0516612
67150	General Fund Unrestricted	2,545.05	0.00	2,545.05	92*0516613	92*0516613
Total Fund 12 General Fund Unrestricted		<u>\$5,786,450.30</u>	<u>\$0.00</u>	<u>\$5,786,450.30</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67116	GF Unrestricted One-Time Func	4,818.78	0.00	4,818.78	92*0515918	92*0515948
67121	GF Unrestricted One-Time Func	35,692.35	0.00	35,692.35	92*0516026	92*0516044
67123	GF Unrestricted One-Time Func	4,416.36	0.00	4,416.36	92*0516110	92*0516110
67124	GF Unrestricted One-Time Func	3,708.87	0.00	3,708.87	92*0516126	92*0516149
67127	GF Unrestricted One-Time Func	4,864.00	0.00	4,864.00	92*0516165	92*0516167
67129	GF Unrestricted One-Time Func	969.75	0.00	969.75	92*0516202	92*0516202
67134	GF Unrestricted One-Time Func	1,186.31	0.00	1,186.31	92*0516238	92*0516257
67135	GF Unrestricted One-Time Func	3,299.06	0.00	3,299.06	92*0516270	92*0516278
67137	GF Unrestricted One-Time Func	23,469.85	0.00	23,469.85	92*0516286	92*0516314
67138	General Fund Unrestricted	7,250.06	0.00	7,250.06	92*0516320	92*0516320
67140	GF Unrestricted One-Time Func	453.12	0.00	453.12	92*0516357	92*0516357
67147	GF Unrestricted One-Time Func	952.65	0.00	952.65	92*0516516	92*0516516
67148	GF Unrestricted One-Time Func	31,882.36	0.00	31,882.36	92*0516542	92*0516577
Total Fund 13 GF Unrestricted One-Time		\$122,963.52	\$0.00	\$122,963.52		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67112	Child Development Fund	3,280.26	0.00	3,280.26	92*0515902	92*0515907
67118	Child Development Fund	1,059.98	529.99	529.99	92*0515982	92*0515983
67119	Child Development Fund	7,923.12	0.00	7,923.12	92*0515984	92*0515994
67122	Child Development Fund	10,735.27	0.00	10,735.27	92*0516063	92*0516077
67125	Child Development Fund	675.00	0.00	675.00	92*0516163	92*0516163
67133	Child Development Fund	1,950.54	0.00	1,950.54	92*0516220	92*0516224
67139	Child Development Fund	222.17	0.00	222.17	92*0516355	92*0516355
Total Fund 33 Child Development Fund		\$25,846.34	\$529.99	\$25,316.35		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67113	Capital Outlay Projects Fund	1,340.54	0.00	1,340.54	92*0515908	92*0515908
67132	Capital Outlay Projects Fund	25,570.00	0.00	25,570.00	92*0516219	92*0516219
67136	Capital Outlay Projects Fund	35,267.00	0.00	35,267.00	92*0516282	92*0516285
67144	Capital Outlay Projects Fund	213,082.10	0.00	213,082.10	92*0516490	92*0516500
Total Fund 41 Capital Outlay Projects Fun		\$275,259.64	\$0.00	\$275,259.64		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67114	Bond Fund, Measure Q	3,048.00	0.00	3,048.00	92*0515909	92*0515909
67126	Bond Fund, Measure Q	774,376.06	0.00	774,376.06	92*0516164	92*0516164
67145	Bond Fund, Measure Q	40,077.85	0.00	40,077.85	92*0516501	92*0516501
Total Fund 43 Bond Fund, Measure Q		<u><u>\$817,501.91</u></u>	<u><u>\$0.00</u></u>	<u><u>\$817,501.91</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67115	Property and Liability Fund	566.28	0.00	566.28	92*0515910	92*0515910
67146	Property and Liability Fund	5,932.55	0.00	5,932.55	92*0516502	92*0516503
Total Fund 61 Property and Liability Fund		<u><u>\$6,498.83</u></u>	<u><u>\$0.00</u></u>	<u><u>\$6,498.83</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	826,101.46
Total Fund 12 General Fund Unrestricted	5,786,450.30
Total Fund 13 GF Unrestricted One-Time Fund	122,963.52
Total Fund 33 Child Development Fund	25,316.35
Total Fund 41 Capital Outlay Projects Fund	275,259.64
Total Fund 43 Bond Fund, Measure Q	817,501.91
Total Fund 61 Property and Liability Fund	6,498.83
Grand Total:	<u><u>\$7,860,092.01</u></u>

Checks Written for Period 02/12/19 Thru 02/26/19

<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>
1A1902316	SAC Diversified Agency Fund	2,500.00	0.00	2,500.00	1A*0001573	1A*0001573
1A1902423	SAC Diversified Agency Fund	14,044.35	0.00	14,044.35	1A*0001574	1A*0001590
1A1902526	SAC Diversified Agency Fund	11,874.14	0.00	11,874.14	1A*0001591	1A*0001600
Total 1A SAC Diversified Agency Fund		<u>\$28,418.49</u>	<u>\$0.00</u>	<u>\$28,418.49</u>		

Checks Written for Period 02/12/19 Thru 02/26/19

<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>
1B1902316	SAC Bookstore Fund	12,207.58	0.00	12,207.58	1B*0001580	1B*0001581
1B1902526	SAC Bookstore Fund	396,484.18	124,026.94	272,457.24	1B*0001582	1B*0001610
Total 1B SAC Bookstore Fund		<u>\$408,691.76</u>	<u>\$124,026.94</u>	<u>\$284,664.82</u>		

Checks Written for Period 02/12/19 Thru 02/26/19

<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>
1C1902526	SAC Community Education Fund	1,797.16	0.00	1,797.16	1C*0001114	1C*0001119
Total 1C SAC Community Education Fund		<u><u>\$1,797.16</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,797.16</u></u>		

Checks Written for Period 02/12/19 Thru 02/26/19

<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>
1S1902423	SAC Associated Students Fund	670.75	0.00	670.75	1S*0001298	1S*0001300
1S1902526	SAC Associated Students Fund	338.58	0.00	338.58	1S*0001301	1S*0001301
Total 1S SAC Associated Students Fund		<u><u>\$1,009.33</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,009.33</u></u>		

Checks Written for Period 02/12/19 Thru 02/26/19

<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>
1T1902423	SAC Diversified Trust Fund	3,158.76	0.00	3,158.76	1T*0001371	1T*0001374
1T1902526	SAC Diversified Trust Fund	4,395.45	0.00	4,395.45	1T*0001375	1T*0001384
Total 1T SAC Diversified Trust Fund		<u>\$7,554.21</u>	<u>\$0.00</u>	<u>\$7,554.21</u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	28,418.49
Total Fund 1B SAC Bookstore Fund	284,664.82
Total Fund 1C SAC Community Education Fu	1,797.16
Total Fund 1S SAC Associated Students Fun	1,009.33
Total Fund 1T SAC Diversified Trust Fund	7,554.21
Grand Total:	<u><u>\$323,444.01</u></u>

Checks Written for Period 02/11/19 Thru 02/26/19

<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>
2A1902316	SCC Diversified Agency Fund	4,002.18	0.00	4,002.18	2A*0001262	2A*0001271
2A1902526	SCC Diversified Agency Fund	2,091.89	0.00	2,091.89	2A*0001272	2A*0001276
Total 2A SCC Diversified Agency Fund		<u><u>\$6,094.07</u></u>	<u><u>\$0.00</u></u>	<u><u>\$6,094.07</u></u>		

Checks Written for Period 02/11/19 Thru 02/26/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B1902316	SCC Bookstore Fund	6,791.57	1,048.82	5,742.75	2B*0001414	2B*0001421
2B1902423	SCC Bookstore Fund	18,632.94	0.00	18,632.94	2B*0001422	2B*0001437
2B1902526	SCC Bookstore Fund	3,703.06	0.00	3,703.06	2B*0001438	2B*0001439
Total 2B SCC Bookstore Fund		\$29,127.57	\$1,048.82	\$28,078.75		

Checks Written for Period 02/11/19 Thru 02/26/19

<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>
2C1902526	SCC Community Education Fund	620.00	0.00	620.00	2C*0001097	2C*0001097
Total 2C SCC Community Education Fund		<u><u>\$620.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$620.00</u></u>		

Checks Written for Period 02/11/19 Thru 02/26/19

<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>
2R1902316	SCC Represenation Fee Fund	2,030.00	0.00	2,030.00	2R*0001011	2R*0001012
Total 2R SCC Represenation Fee Fund		<u>2,030.00</u>	<u>\$0.00</u>	<u>\$2,030.00</u>		

Checks Written for Period 02/11/19 Thru 02/26/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2S1902316	SCC Associated Students Fund	188.56	0.00	188.56	2S*0001186	2S*0001186
2S1902423	SCC Associated Students Fund	938.62	0.00	938.62	2S*0001187	2S*0001189
2S1902526	SCC Associated Students Fund	2,374.63	0.00	2,374.63	2S*0001190	2S*0001203
Total 2S SCC Associated Students Fund		<u>\$3,501.81</u>	<u>\$0.00</u>	<u>\$3,501.81</u>		

Checks Written for Period 02/11/19 Thru 02/26/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T1902316	SCC Diversified Trust Fund	5,931.96	0.00	5,931.96	2T*0001172	2T*0001175
2T1902423	SCC Diversified Trust Fund	664.28	0.00	664.28	2T*0001176	2T*0001176
2T1902526	SCC Diversified Trust Fund	2,303.73	0.00	2,303.73	2T*0001177	2T*0001183
Total 2T SCC Diversified Trust Fund		<u>\$8,899.97</u>	<u>\$0.00</u>	<u>\$8,899.97</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	6,094.07
Total Fund 2B SCC Bookstore Fund	28,078.75
Total Fund 2C SCC Community Education Fu	620.00
Total Fund 2R SCC Representation Fee Fund	2,030.00
Total Fund 2S SCC Associated Students Fun	3,501.81
Total Fund 2T SCC Diversified Trust Fund	8,899.97
Grand Total:	<u><u>\$49,224.60</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/12/2019 To 02/26/2019
Board Meeting on 03/11/2019

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
2000 CLASSIFIED SALARIES	12,518	
3000 EMPLOYEE BENEFITS		12,518
4000 SUPPLIES & MATERIALS	14,063	
5000 OTHER OPERATING EXP & SERVICES		14,202
6000 CAPITAL OUTLAY	139	
Total Transfer Fund 11	\$26,720	\$26,720
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		26,154
2000 CLASSIFIED SALARIES	209,977	
3000 EMPLOYEE BENEFITS	42,265	
4000 SUPPLIES & MATERIALS		81,161
5000 OTHER OPERATING EXP & SERVICES		184,302
6000 CAPITAL OUTLAY	46,742	
7000 OTHER OUTGO		9,400
7900 RESERVE FOR CONTINGENCIES	2,000	
Total Transfer Fund 12	\$300,984	\$301,017
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
1000 ACADEMIC SALARIES		7,624
3000 EMPLOYEE BENEFITS		564
4000 SUPPLIES & MATERIALS		4,410
5000 OTHER OPERATING EXP & SERVICES	4,410	
6000 CAPITAL OUTLAY		38,800
7900 RESERVE FOR CONTINGENCIES	46,988	
Total Transfer Fund 13	\$51,398	\$51,398
<u>Fund 31: Bookstore Fund</u>		
4000 SUPPLIES & MATERIALS		10,000
7900 RESERVE FOR CONTINGENCIES	10,000	
Total Transfer Fund 31	\$10,000	\$10,000
<u>Fund 33: Child Development Fund</u>		
2000 CLASSIFIED SALARIES	9,000	
4000 SUPPLIES & MATERIALS		8,680
5000 OTHER OPERATING EXP & SERVICES		320
Total Transfer Fund 33	\$9,000	\$9,000
<u>Fund 79: Diversified Trust Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		4,014
7000 OTHER OUTGO	4,014	
Total Transfer Fund 79	\$4,014	\$4,014

BUDGET INCREASES AND DECREASES	Revenue	Appropriation
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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/12/2019 To 02/26/2019
Board Meeting on 03/11/2019**

BACKGROUND

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

ANALYSIS

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

BUDGET INCREASES AND DECREASES

		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8600	STATE REVENUES	285,231	
1000	ACADEMIC SALARIES		191,402
2000	CLASSIFIED SALARIES		15,424
3000	EMPLOYEE BENEFITS		47,678
4000	SUPPLIES & MATERIALS		13,043
5000	OTHER OPERATING EXP & SERVICES		27,150
6000	CAPITAL OUTLAY		(2,500)
7000	OTHER OUTGO		(6,966)
Total Transfer Fund 12		\$285,231	\$285,231
<u>Fund 33: Child Development Fund</u>			
8600	STATE REVENUES	2,500	
5000	OTHER OPERATING EXP & SERVICES		2,500
Total Transfer Fund 33		\$2,500	\$2,500
<u>Fund 74: Student Financial Aid Fund</u>			
8600	STATE REVENUES	32,000	
7000	OTHER OUTGO		32,000
Total Transfer Fund 74		\$32,000	\$32,000

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

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

From 02/12/2019 To 02/26/2019

Board Meeting on 03/11/2019

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

BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
B025216	02/12/19		
4000	SUPPLIES & MATERIALS		36,000
6000	CAPITAL OUTLAY	36,000	
		<hr/>	<hr/>
Total Reference B025216		\$36,000	\$36,000
Reason:	Special Project Adjustment		
Description:	Fnd final ord:CalRecycl grnt		
B025294	02/26/19		
1000	ACADEMIC SALARIES		1,451
2000	CLASSIFIED SALARIES	24,330	
3000	EMPLOYEE BENEFITS	10,954	
4000	SUPPLIES & MATERIALS		300
5000	OTHER OPERATING EXP & SERVICES		33,533
		<hr/>	<hr/>
Total Reference B025294		\$35,284	\$35,284
Reason:	Special Project Adjustment		
Description:	Cover negative balances for salary COLA & other adjs 18/19		
B025304	02/26/19		
4000	SUPPLIES & MATERIALS		2,749
5000	OTHER OPERATING EXP & SERVICES	749	
7900	RESERVE FOR CONTINGENCIES	2,000	
		<hr/>	<hr/>
Total Reference B025304		\$2,749	\$2,749
Reason:	Special Project Adjustment		
Description:	Pay non-instrctnl suppl		
B025310	02/26/19		
2000	CLASSIFIED SALARIES	80,001	
3000	EMPLOYEE BENEFITS	47,310	
4000	SUPPLIES & MATERIALS		23,400
5000	OTHER OPERATING EXP & SERVICES		102,311
6000	CAPITAL OUTLAY		1,600
		<hr/>	<hr/>
Total Reference B025310		\$127,311	\$127,311
Reason:	Special Project Adjustment		
Description:	Reallc fds:reflct apend B appl		
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B025260	02/20/19		
1000	ACADEMIC SALARIES		7,624
3000	EMPLOYEE BENEFITS		564
7900	RESERVE FOR CONTINGENCIES	8,188	
		<hr/>	<hr/>
Total Reference B025260		\$8,188	\$8,188
Reason:	Adjustment		
Description:	Sp'19 Bnkd Iv 15LHE: Varela,A.#1027258 for Geissler,J#1027221		
B025274	02/22/19		
6000	CAPITAL OUTLAY		38,800
7900	RESERVE FOR CONTINGENCIES	38,800	
		<hr/>	<hr/>
Total Reference B025274		\$38,800	\$38,800
Reason:	Adjustment		
Description:	Prjct updts Clsrms: E204,205,305,306 &307		
<u>Fund 31: Bookstore Fund</u>			

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

From 02/12/2019 To 02/26/2019

Board Meeting on 03/11/2019

BUDGET TRANSFERS		From	To
B025287	02/22/19		
4000	SUPPLIES & MATERIALS		10,000
7900	RESERVE FOR CONTINGENCIES	10,000	
Total Reference B025287		\$10,000	\$10,000
Reason:	Adjustment		
Description:	Adj bgt 18/19		

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

B025311	02/26/19		
8600	STATE REVENUES	75,000	
1000	ACADEMIC SALARIES		15,000
2000	CLASSIFIED SALARIES		7,595
3000	EMPLOYEE BENEFITS		3,717
4000	SUPPLIES & MATERIALS		992
5000	OTHER OPERATING EXP & SERVICES		22,662
7000	OTHER OUTGO		25,034
Total Reference B025311		\$75,000	\$75,000

Reason: New Budget
Description: SP1682 NSF TRANS MATH MAJORS

B025312	02/26/19		
8600	STATE REVENUES	(32,000)	
7000	OTHER OUTGO		(32,000)
Total Reference B025312		\$(32,000)	\$(32,000)

Reason: Special Project Adjustment
Description: Tx 12-7670 ob code to Fd74

B025322	02/26/19		
8600	STATE REVENUES	169,934	
1000	ACADEMIC SALARIES		104,280
3000	EMPLOYEE BENEFITS		25,603
4000	SUPPLIES & MATERIALS		11,051
5000	OTHER OPERATING EXP & SERVICES		29,000
Total Reference B025322		\$169,934	\$169,934

Reason: New Budget
Description: MentalSupportAlloc

B025323	02/26/19		
8600	STATE REVENUES	74,797	
1000	ACADEMIC SALARIES		59,410
3000	EMPLOYEE BENEFITS		14,057
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		330
Total Reference B025323		\$74,797	\$74,797

Reason: New Budget
Description: Mental Spt Alloc SCC NEWB

Fund 74: Student Financial Aid Fund

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

From 02/12/2019 To 02/26/2019

Board Meeting on 03/11/2019

BUDGET INCREASES AND DECREASES

B025313 02/26/19

8600 STATE REVENUES

7000 OTHER OUTGO

Revenue

Appropriation

32,000

32,000

Total Reference B025313

\$32,000

\$32,000

Reason: Special Project Adjustment

Description: TX 12-7670 obj codeT:Fd74-ER Hsng grnt

RECOMMENDATION

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

4.2 (5)

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

To:	Board of Trustees	Date: March 11, 2019
Re:	Approval of Demolition and Development Option for Orange Education Center Project	
Action:	Request for Approval	

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 presented to the Board of Trustees an update on the status of the project at its last regular meeting on February 25, 2019. Upon discussion and review of the various options for development, the staff was requested to bring the approval for the demolition of the existing building back to the Board for consideration to continue with remediation investigations and to concurrently provide additional information related to budget and costs.

RECOMMENDATION:

It is recommended that the Board of Trustees consider and approve 1) the demolition of the existing building to further remediation activities on the site in compliance with OCHCA standards and 2) to consider further design development options related to Option 8 (a) and (b) as previously discussed on February 25, 2019 as presented.

Fiscal Impact:	To Be Determined	Board Date: March 11, 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: March 11, 2019
Re:	Approval of Amendment to Agreement with Knowland Construction Services - Project Inspector Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement with Knowland Construction Services for additional project inspector services. On October 23, 2017, the Board of Trustees approved an agreement with Knowland Construction Services to provide project inspector services for the Science Center project at Santa Ana College. The Division of the State Architect (DSA) requires all construction projects to be overseen by a DSA certified project inspector to ensure the project is constructed in accordance with the DSA approved plans and specifications. This project is currently under construction and due to the number of activities and trades on site that have increased, the project now needs to add one full-time assistant project inspector DSA Class 3 to ensure proper oversight of all ongoing activities. A Class 1 inspector is already on the project and is allowed to inspect any type of DSA project approved by the DSA. A Class 3 is a lower level assistant project inspector certified to work on smaller project inspections and can assist the Class 1 due to the volume of work in the field. In addition to adding the assistant project inspector, this amendment also increases the hourly rates for the Class 1 and Class 3 inspectors as noted below. To see the original agreement, please [click here](#).

ANALYSIS:

The amendment is to increase the contract by \$30,170. The revised total contract amount is a not to exceed fee of \$487,770. The increase in the fee is to account for the additional hours needed to add the Class 3 inspector, and to reflect a slight fee increase to the hourly rates for both Class 1 and Class 3 inspectors to adjust the rates from \$80 to \$86, and \$68 to \$74 respectively. The adjustment is needed to reflect the current industry market rates as there has been a shortage of qualified DSA inspectors available. The District has already had to make one change on the Class 1 inspector for the project. The District has reviewed the fee, which is reasonable and within industry standards. The contract duration for this agreement remains the same from October 24, 2017 through December 31, 2020.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with Knowland Construction Services for Project Inspector Services - Science Center at Santa Ana College as presented.

Fiscal Impact:	\$30,170	Board Date: March 11, 2019
Prepared by:	Carri 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: 3/11/19

Project: Science Center

Site: **Santa Ana College**

Consultants: **Knowland Construction Services**

Type of Service: Project Inspector Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$403,200.00	\$54,400.00	10/24/2017		12/31/2020
Amendment #1	\$30,170.00				
Total Agreement Amount	\$487,770.00				

AGREEMENT NO: 0247.00/ DESCRIPTION:

Amendment #1 for additional project inspector services.

This agreement #0247.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount: **\$30,170.00**

Contract End Date: **12/31/2020**

FIRST AMENDMENT TO PROJECT INSPECTOR SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **12TH** day of **MARCH** in the year **2019**, between **KNOWLAND CONSTRUCTION SERVICES**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0247.00 entered into on October 24, 2017 to provide PROJECT INSPECTOR SERVICES FOR THE SCIENCE CENTER AT SANTA ANA COLLEGE. Please amend the AGREEMENT to include the following:
 - 1. By adding a full-time Class 3 project inspector and increasing the hourly rates per **Exhibit “A”**; and
 - 2. By increasing the AGREEMENT amount by THIRTY THOUSAND ONE HUNDRED SEVENTY DOLLARS (\$30,170) from FOUR HUNDRED FIFTY-SEVEN THOUSAND SIX HUNDRED DOLLARS (\$457,600), for a total AGREEMENT amount of FOUR HUNDRED EIGHTY-SEVEN THOUSAND SEVEN HUNDRED SEVENTY DOLLARS (\$487,770).
- B. Except as amended herein, the terms and conditions of AGREEMENT No. 0247.00, effective October 24, 2017, shall remain in full force and effect.

KNOWLAND CONSTRUCTION SERVICES **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY**

By _____ By _____
Print Name _____ Peter J. Hardash
Title _____ Vice Chancellor, Business Operations and Fiscal Services
Date _____ Date _____

COPIES TO:

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

EXHIBIT "A"

Scope Revision:

Add (1) full-time DSA Class 3 inspector from February 2019 through Substantial Completion (anticipated to be November 8, 2019).

Hourly Rate Revision:

Effective February 2019 through completion of the project.

Position	Name of Personnel	Hourly Rate
DSA Class 1	Steve Jaime	\$86
DSA Class 3	Brandon Volivitch	\$74
CASp	TBD	\$85 (<i>no change</i>)

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

To:	Board of Trustees	Date: March 11, 2019
Re:	Approval of Agreement with HL Construction Management – Cost Estimating Consulting Services for Campus Entrance Improvements Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for cost estimating consulting services for the campus entrance improvements project at Santiago Canyon College. This project is part of the Blaser settlement to correct deficiencies and improve the main campus entry off of Chapman Avenue as well as to beautify and improve the main entrance and campus drop off area. The majority of hardscape from the front drop off area through the main quad up to the building entrances of the Library, Buildings D and E as well as through Strenger Plaza needs to be replaced to be compliant with path of travel tolerances. The project is currently in the schematic design phase and the architect is preparing estimates of probable construction cost. In order to validate and reconcile probable costs of construction, the District is in need of an independent third party cost estimate from a qualified consultant with experience in the area of estimating similar projects. This will assist the District to properly evaluate the probable construction cost and validate estimates received from the architect as the project progresses through the various phases of design.

ANALYSIS:

A Request for Proposal (RFP) #1819-232 was solicited January 9, 2019 to eight pre-qualified firms with a response deadline of February 8, 2019. The District received three proposals from Cumming Construction Management, Inc. (Aliso Viejo); HL Construction Management (Orange); and Jacobus & Yuang, Inc. (Camarillo). A screening panel convened on February 11, 2019 to review the proposals. After thorough review, the panel recommends HL Construction Management by consensus based upon the culmination of their RFP response and responsiveness, qualifications, experience, team members, reference checks, project approach, fee, schedule, knowledge, experience, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence March 12, 2019 and end December 31, 2019. The contract is a not to exceed fee of \$19,320. The District has reviewed the fee, which is reasonable and within industry standards.

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with HL Construction Management – Cost Estimating Consulting Services for Campus Entrance Improvements at Santiago Canyon College as presented.

Fiscal Impact:	\$19,320	Board Date: March 11, 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: 03/11/19

Project: Campus Entrance Improvements

Site: **Santiago Canyon College**

Consultants: HL Construction Management

Type of Service: Cost Estimating Consulting Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$19,320.00		3/12/2019		12/31/2019
Total Agreement Amount	\$19,320.00				

AGREEMENT NO: 0335.00/ DESCRIPTION:

This agreement #0335.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$19,320.00**

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

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

To:	Board of Trustees	Date: March 11, 2019
Re:	Approval of Agreement with Kitchell - Constructability Review Services for Campus Entrance Improvements Project at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for constructability review services for the campus entrance improvements project at Santiago Canyon College. This project is part of the Blaser settlement to correct deficiencies and improve the main campus entry off of Chapman Avenue as well as to beautify and improve the main entrance and campus drop off area. The majority of hardscape from the front drop off area through the main quad up to the building entrances of the Library, Buildings D and E as well as through Strenger Plaza needs to be replaced to be compliant with path of travel tolerances. The project is currently in the design schematic design phase. The District is in need of a qualified and competent consultant to independently review the architect and engineers' design documents to ensure buildability, reduce change orders, provide feedback from a contractor's perspective, and assist the design team and District in identifying conflicts for early resolution. The consultant will be responsible to review the drawings and specifications for all design disciplines and provide comments for the design team to review, address, and correct as the architect progresses through the various phases of design.

ANALYSIS:

A Request for Proposals (RFP) #1819-233 was solicited on January 10, 2019 to ten pre-qualified firms with a response deadline of February 8, 2019. The District received two proposals from Cumming Construction Management, Inc. (Los Angeles) and Kitchell (Tustin). A screening panel convened on February 11, 2019 to review the proposals and interviewed both firms on February 12, 2019. After a thorough review, the panel recommends Kitchell by consensus based upon the culmination of their RFP response and responsiveness, qualifications, interviews, experience, team members, project approach, fee, schedule, knowledge, and ability to meet the anticipated schedule.

The services covered by this agreement shall commence March 12, 2019 and end December 31, 2019. The contract is a total not-to-exceed fee of \$64,155. The District has reviewed the fee, which is reasonable and within industry standards.

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with Kitchell - Constructability Review Services for Campus Entrance Improvements at Santiago Canyon College as presented.

Fiscal Impact:	\$64,155	Board Date: March 11, 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: 3/11/19

Project: Campus Entrance Improvements

Site: **Santiago Canyon College**

Consultants: **Kitchell**

Type of Service: Constructability Review

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$64,155.00		3/12/2019		12/31/2019
Total Agreement Amount	\$64,155.00				

AGREEMENT NO: 0333.00/ DESCRIPTION:

This agreement #0333.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$64,155.00**

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 11, 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. College Textbook Affordability Program (Assembly Bill 798) (SAC) Santa Ana College was awarded the College Textbook Affordability Program Grant (Assembly Bill 798) from the California State University, Office of the Chancellor to support high quality, free and open education resources for courses materials to reduce the cost of education for students. (18/19). <i>No match required.</i>	01/01/2019	\$49,000
2. Project RAISE (Regional Alliance in Science, Technology, Engineering and Math (STEM) Education) – Year 3 (SAC) Third year of a five-year sub-award grant from California State University, Fullerton to serve as a partner in their U.S. Department of Education grant, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. Project RAISE will implement a variety of project components to increase the number of Hispanic and low-income students who pursue STEM majors, as well as their persistence, retention and graduation rates in support of the goals and objectives of the project. (18/19). <i>No match required.</i>	02/26/2019	\$20,000

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: \$69,000	Board Date: March 11, 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: College Textbook Affordability Program (AB 798) - Santa Ana College

FISCAL YEAR: 2018/2019

CONTRACT TERM: 01/01/2019 - 04/30/2020

Proj Adm: Jeffrey N.Lamb

CONTRACT AWARD: \$49,000

Proj Dir: Cherylee Kushida

PRIME SPONSOR: California State University, Office of the Chancellor

Date: 02/27/2019

FISCAL AGENT: California Community Colleges Chancellor's Office

PRIME AWARD No.: N/A

SUB-AWARD No.: AB798118-SAC00

Account String	Description	New Budget	
		Debit	Credit
12_2xxx_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana College		49,000
12_2xxx_602000_15054_1483	Beyond Contr - Reassigned Time : Distance Edu	405	
12_2xxx_602000_15054_3115	STRS - Non-Instructional : Distance Education	66	
12_2xxx_602000_15054_3325	Medicare - Non-Instructional : Distance Educa	6	
12_2xxx_602000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	14	
12_2xxx_602000_15054_3515	SUI - Non-Instructional : Distance Education	0	
12_2xxx_602000_15054_3615	WCI - Non-Instructional : Distance Education	9	
12_2xxx_602000_15054_5940	Reproduction/Printing Expenses : Distance Edu	100	
12_2xxx_602000_15054_6410	Equip-All Other >\$1,000<\$5,000 : Distance Edu Laptop (faculty checkout & pdf editing for accessibility)	1,600	
12_2xxx_602000_15054_5100	Contracted Services : Distance Education Independent Contractor to provide instructional curriculum re-design at \$45/hr. 25 hrs. x 10 months	11,250	
12_2xxx_675000_15054_1483	Beyond Contr - Reassigned Time : Distance Edu Professional Development/Workshop (50) stipends at \$323/each	16,150	
12_2xxx_675000_15054_3115	STRS - Non-Instructional : Distance Education	2,659	
12_2xxx_675000_15054_3325	Medicare - Non-Instructional : Distance Educa	234	
12_2xxx_675000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	586	
12_2xxx_675000_15054_3515	SUI - Non-Instructional : Distance Education	8	
12_2xxx_675000_15054_3615	WCI - Non-Instructional : Distance Education	363	
12_2xxx_675000_15054_4710	Food and Food Service Supplies : Distance Ed OER Summit food expenses	550	
12_2xxx_675000_15054_5100	Contracted Services : Distance Education OER Summit (independent contractors/experts)		
12_2xxx_679000_15054_2320	Classified Employees - Hourly : Distance Edu	13,057	
12_2xxx_679000_15054_3315	OASDHI - Non-Instructional : Distance Education	810	
12_2xxx_679000_15054_3335	PARS - Non-Instructional : Distance Education	171	
12_2xxx_679000_15054_3325	Medicare - Non-Instructional : Distance Educa	189	
12_2xxx_679000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	473	
12_2xxx_679000_15054_3515	SUI - Non-Instructional : Distance Education	7	
12_2xxx_679000_15054_3615	WCI - Non-Instructional : Distance Education	294	
	#2xxx Textbook Affordability (SAC)	49,000	49,000

SPECIAL PROJECT DETAILED BUDGET # 1625
NAME: Project RAISE: Regional Alliance in STEM Education (SAC)
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 10/01/18 TO 09/30/2019
 CONTRACT INCOME: \$19,755.22 - Year 2 authorize carryover
 \$20,000.00 - Year 3 Funding
TOTAL FUNDING: \$39,755.22

PROJ. ADM. Carolyn Breeden (Interim)
 PROJ. DIR. Patty Oertel

Prime Sponsor: U.S. Department of Education
Fiscal Agent: CSU Fullerton; Subaward No: S-6386-SAC
CFDA #: 84.031C; Award # P031C160152

Date: 02/27/19

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1625-000000-10000-8120	Higher Education Act : SAC - Year 2 Carryover \$19,755.22 - Year 3 Funding: \$20,000.00		19,755		39,755		20,000
12-1625-649000-16410-1480	Part-Time Reassigned Time :	330		660		330	
12-1625-649000-16410-1483	Beyond Contr - Reassigned T	14,523		23,540		9,017	
12-1625-649000-16410-3115	STRS - Non-Instructional :	2,366		4,387		2,021	
12-1625-649000-16410-3325	Medicare - Non-Instructiona	211		351		140	
12-1625-649000-16410-3435	H & W - Retiree Fund Non-In	528		878		350	
12-1625-649000-16410-3515	SUI - Non-Instructional : B	7		12		5	
12-1625-649000-16410-3615	WCI - Non-Instructional : B	327		545		218	
12-1625-649000-16410-4610	Non-Instructional Supplies	-		237		237	
12-1625-649000-16410-5220	Mileage/Parking Expenses :	-		500		500	
12-1625-675000-16410-5210	Conference Expenses	-		5,700		5,700	
12-1625-679000-10000-5865	Indirect Costs : Santa Ana	1,463		2,945		1,482	
Totals for PROJECT: 1625	Project RAISE - SAC	19,755	19,755	39,755	39,755	20,000	20,000

5.1 (3)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 11, 2019
Re: Approval of Sub-Agreements between RSCCD and Chaffey, San Jose-Evergreen and Sierra Joint Community College Districts to award Industry Sector Projects in Common (ISPIC) 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 statewide 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 the following sectors:

List of Colleges/Districts implementing ISPIC projects

Sector	College/District	Agreement#	Amount
Energy, Construction, Utilities	Chaffey College/Chaffey CCD	DO-18-2565-93	\$131,000
Retail/Hospitality/Tourism	San Jose-Evergreen CCD	DO-18-2565-94	\$15,000
	Sierra College/ Sierra Joint CCD	DO-18-2565-95	\$10,000
Sub-agreements for ISPIC awards			\$156,000

Project Director: Sarah Santoyo

Project Administrator: Enrique Perez

RECOMMENDATION

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

Fiscal Impact: \$156,000 (grant-funded)	Board Date: March 11, 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
NAME OF COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 11th day of March, 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) for **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, 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

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

SUBCONTRACTOR:
Primary Contact:
Name: _____
Title: _____

Address: _____

Phone: _____

Email: _____

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.)

THIS FORM MAY NOT BE REPLICATED



APPENDIX B

GRANT TYPE: [GRANT RENEWAL](#)

The following information are linked throughout the forms package:

DISTRICT (Grantee):

Please select District

COLLEGE:

Please select College or N/A

PROJECT:

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

District: _____
Address: _____
City: _____ State _____ Zip _____

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

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

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

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

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

Person Responsible for Budget Certification	
Name: _____	Phone: _____
Title: _____	Fax: _____
E-mail Address: _____	

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

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	1100 Academic Salaries, Instructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1200 Academic Salaries, Noninstructional, Contract or Regular Status Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1300 Instructional Salaries Other, Adjunct or Part-time Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	1400 Non-Instructional Salaries, Other Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
2000	2100 Classified Salaries, Noninstructional (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2200 Instructional Aides, Regular Status (Regular, Full-time) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2300 Classified Salaries, Noninstructional (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
	2400 Instructional Aides Salaries (Non-Regular) Name/Classification (Days/hours) x (Daily/hourly rate) = \$	\$	-
3000	Employee Benefits Name / Position Title / Percentage Rate for Benefits Name / Position Title / Percentage Rate for Benefits	\$	-
4000	Supplies and Materials List type and costs: Software; Books, Magazines and Periodicals; Instructional Supplies and Materials; Noninstructional Supplies and Materials	\$	-
5000	Other Operating Expenses and Services Travel Travel and Mileage = \$ Conference Expenses = \$ College Dues and Membership Meetings Workshops Training Rents and Leases Postage Equipment repairs and Maintenance Consultant Services Subcontractors Contract Services: Name (daily/hourly rate); Identify specific service to be rendered	\$	-
6000	Capital Outlay List type and costs: 6400 Equipment with a purchase price of at least \$200 and a useful life of more than one year.	\$	-
7000	Other Outgo	\$	-
TOTAL DIRECT COSTS:		\$	0
TOTAL INDIRECT COSTS (Not to exceed % of Direct Costs):		\$	0
TOTAL COSTS:		\$	0

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		\$ -
		\$ -
		\$ -
TOTAL DIRECT COSTS:		\$ 0
TOTAL INDIRECT COSTS (Not to Exceed % of Direct Costs):		
TOTAL COSTS:		\$ 0

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				

5.2 (16)

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

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: March 11, 2019
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Stephen A. Wright, LLC for the Sector Navigator – Information Communications Technology (ICT)/Digital Media Sector Grant	
Action:	Request for Approval	

BACKGROUND

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

ANALYSIS

The Rancho Santiago Community College District and Stephen A. Wright, LLC have mutually agreed to augment the sub-award amount from \$172,000 to \$178,000 (increase of \$6,000). The existing sub-agreement has been amended accordingly (DO-18-2535-03.01).

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: \$6,000 (grant funded)	Board Date: March 11, 2019
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*STEPHEN A. WRIGHT, LLC***

This **First Amendment** (hereinafter “Amendment”) is entered into on this 11th day of March, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Stephen A. Wright, LLC (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

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

WHEREAS, SUBCONTRACTOR want to amend the Total Cost of the Agreement;

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

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

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$178,000 USD (*Exhibit A, Amended 02/26/19*). Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with the Amendment, remain unchanged.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Stephen A. Wright,
LLC

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Steven A. Wright

Title: Business Operations/Fiscal Services

Title: Manager

Date: _____

Date: _____

81-2592903

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: March 11, 2019

EXHIBIT A (amended 02/26/19)

Stephen Wright SN

\$ 172,000.00 Original contract amount
 \$ 6,000.00 Augmentation requested for required travel
\$ 178,000.00 New amended total

Budget expense calculation for statewide DWM meetings (i.e CCCC Meetings)			
	Occasions	Projected cost each	Total
4 Chancellors office meetings per year	4	\$ 500.00	\$ 2,000.00

Actual:	Days	Actual cost
7/18/2019 SN OnBoarding Sacramento	2	\$ 371.00
9/25/2026 All Hands	2	\$ 583.00
10/23-26/2018 EDPAC..CIO	4	\$ 1,387.00
12/2-5/2018 All hands/exops	4	\$ 1,664.00
Planned		Projection
2/5/2019 COC : SN Meeting	1	\$ 50.00
2/25-27/19 All Hands /Exops	4	\$ 1,400.00
3/18/2018 RC/SN Leadership	1	\$ 400.00
4/29/2019 RC/SN Leadership	1	\$ 400.00
5/13-15/19 all Hands /Exops	4	\$ 1,400.00
6/17/2019 RC/SN Leadership	1	\$ 400.00
Combined Actual and Projection		\$ 8,055.00

Budget/Actual Projection	\$ 8,055.00
Original Budgeted	\$ 2,000.00
Net	\$ 6,055.00 Expense overrun due to Required meetings

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 11, 2019
Re: Approval of Service Agreement with Charter Communications Holdings, LLC for the Strong Workforce Program	
Action: Request for Approval	

BACKGROUND

Through the Strong Workforce Program Trailer Bill, the state allocated funds to community colleges to support collaborative regional work to improve the quality of career technical education programs, and to increase the number of students who complete these programs, and enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional 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

The Los Angeles and Orange County Regional Consortium is currently leasing office space at 350 S. Bixel St., Los Angeles, CA 90017 (Suite 150). The Los Angeles and Orange County Regional Consortium (LAOCRC) staff in that office require internet access. We currently have a proposed service agreement with a performance period of October 26, 2018 – October 25, 2021. Due to the performance period of the original service proposal, our Purchasing Department has determined that the proposal requires Board Approval. Spectrum is providing internet services for a monthly charge of \$899; this service agreement is for a term of 36 months (\$32,364.00). Note the month of October 2018 is prorated.

The project director is Dr. Adrien Davis, Ph.D., Assistant Vice Chancellor of Economic Workforce Development, LAOCRC and the project administrator is Enrique Perez, J.D., Vice Chancellor of Educational Services.

RECOMMENDATION

It is recommended that the Board approve this service 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: \$32,364.00 (grant-funded)	Board Date: March 11, 2019
Prepared by: Adriene Davis, Ph.D., Assistant Vice Chancellor of Economic Workforce Development	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



Customer Service Order

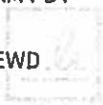
THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, https://enterprise.spectrum.com/ (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Justin Piller
Phone: 4694709912 ext:
Cell Phone:
Fax:
Email: justin.piller@charter.com

Order # 10674790

Table with 3 columns: Field Name, Value, and another Field Name. Rows include Customer Information, Billing Address, Billing Contact, Authorized Contact, and Technical Contact.

Adriene Davis
E-signed 2018-08-14 11:44AM PDT
davis_adriene@rscdd.edu
Assistant Vice Chancellor, EWD





Fiber Internet and Ethernet Service Order Information For 350 S Bixel St 150 Los Angeles CA 90017			
Site Name	Address Location	Location Type	Bandwidth
	350 S Bixel St Los Angeles, CA 90017		

New and Revised Services and Monthly Charges At 350 S Bixel St Unit 150, Los Angeles CA 90017				
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
5 Static IP	1	\$0.00	\$0.00	36 Months
Fiber Internet 100M	1	\$899.00	\$899.00	36 Months
*Total			\$899.00	

*Prices do not include taxes and fees.

One Time fees At 350 S Bixel St Unit 150, Los Angeles CA 90017			
Description	Quantity	Sales Price	Total
DIA Installation	1	\$0.00	\$0.00
Total			\$0.00

*Prices do not include taxes and fees.

Adriene Davis

E-signed 2018-08-14 11:44AM PDT

davis_adriene@rscdd.edu

Assistant Vice Chancellor, EWD 

Special Terms

[Empty box for Special Terms]

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.



Authorized Signature for Customer

Adriene Davis Assistant Vice Chancellor, EWD

Printed Name and Title

Aug 14, 2018

Date Signed

Rancho Santiago Community College District

Authorized Signature

Peter Hardash, Vice Chancellor of Business Operations and Fiscal Services
Printed Name

Date Signed

Adriene Davis

E-signed 2018-08-14 11:44AM PDT

davis_adriene@rscdd.edu

Assistant Vice Chancellor, EWD





SPECTRUM ENTERPRISE SERVICE AGREEMENT

The customer identified below ("Customer") hereby acknowledges and agrees to the Commercial Terms of Service available at <https://enterprise.spectrum.com/> ("Terms of Service"), which are incorporated herein by this reference, with respect to any service order(s) placed by Customer and accepted by Spectrum hereafter (each, a "Service Order"), which together with this agreement constitute the "Service Agreement" by and between the Customer and Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the service(s) hereunder ("Spectrum").

Spectrum Contact Information	
Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Justin Piller Telephone: 4694709912 Email: justin.piller@charter.com

Customer Information				
Customer Name (Exact Legal Name): Rancho Santiago Community College District			Main Tel. No.:	
Billing Address: 2323 N. Broadway	Suite: 328	City: Santa Ana	State: CA	Zip Code: 92706
Billing Contact Name: Adriene Davis, Ed.D.	Tel.No.: (714) 564-5575		E-mail: davis_adriene@rscdd.edu	
Authorized Contact Name: Ray Maa	Tel.No.: (714) 480-7432		E-mail: maa_ray@rscdd.edu	

BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS OF SERVICE, INCLUDING THE ARBITRATION SECTION THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE ANY CONTROVERSY OR CLAIM ARISING OUT OF OR RELATING TO THE SERVICE AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

Customer: Rancho Santiago Community College District

By: 
Adriene Davis (Aug 14, 2018)

Name (printed): Adriene Davis

Title: Assistant Vice Chancellor, EWD

Date: Aug 14, 2018

Rancho Santiago Community College District

Authorized Signature

Peter Hardash, Vice Chancellor of Business Operations and Fiscal Services

Printed Name

Page 1 of 1

Date Signed

E-signed 2018-08-14 11:44AM PDT

davis_adriene@rscdd.edu

Assistant Vice Chancellor, EWD 

5.4 (5)

Spectrum Enterprise Fiber Internet Access Service Level Agreement

This document outlines the Service Level Agreement ("SLA") for Fiber Internet Access ("FIA") fiber-based service (the "Service").

This SLA is a part of, and hereby incorporated by reference into the Spectrum Enterprise Service Agreement (including the terms and conditions, attachments, and Service Orders described therein, the "Agreement"). To the extent any provision of this SLA conflicts with the Agreement, this SLA shall control. All SLA Targets in the table below are measured from Customer's Service Location to the location where Spectrum Enterprise has local access to the Internet (the Spectrum Enterprise "Point of Presence" or "POP") at the individual circuit or service level, and any applicable credits are issued only for the affected FIA circuit or service (the "Affected Service"). Capitalized words used, but not defined herein, shall have the meanings given to them in the Agreement.

I. SLA Targets for FIA Services:

Service Availability	Mean Time To Restore ("MTTR")	Latency / Frame Delay (Roundtrip)	Jitter / Frame Delay Variation	Packet Loss / Frame Loss
End to End: 99.99%	Priority 1 Outages within 4 hours	45ms	<2ms	<0.1%

II. Priority Classification:

A "Service Disruption" is defined as an outage, disruption, or severe degradation, other than an Excluded Disruption, that interferes with the ability of a Spectrum Enterprise network hub to: (i) transmit and receive network traffic on Customer's dedicated access port at the Spectrum Enterprise network hub; or (ii) exchange network traffic with another Spectrum Enterprise network hub. The Service Disruption period begins when Customer reports a Service Disruption using Spectrum Enterprise's trouble ticketing system by contacting Customer Care, Spectrum Enterprise acknowledges receipt of such trouble ticket, Spectrum Enterprise validates that the Service is affected, and Customer releases the Service for testing. The Service Disruption ends when the affected Service has been restored.

"Service Degradation" means a degradation of the Service that is not a Service Disruption or a result of an Excluded Disruption, such as failure of the Service to achieve the SLA Targets for Latency / Frame Delay, Jitter / Frame Delay Variation, or Packet / Frame Loss.

"Excluded Disruptions" means (i) planned outages, (ii) routine or urgent maintenance, (iii) time when Spectrum Enterprise is unable to gain access to Customer's Service Location, if necessary, (iv) service issues arising from acts of omissions of Customer or Customer's representatives or agents, (v) Customer equipment failures, (vi) Customer is not prepared to release the Service for testing, and (vii) Force Majeure Events.

FIASLA.v.171015

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Adriene Davis

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5.4 (6)

Spectrum Enterprise will classify Service problems as follows:

Priority	Criteria
Priority 1	Each a "Priority 1 Outage": <ul style="list-style-type: none"> • Service Disruption resulting in a total loss of Service, or • Service Degradation to the point where Customer is unable to use the Service and is prepared to release it for immediate testing
Priority 2	<ul style="list-style-type: none"> • Service Degradation where Customer is able to use the Service and is not prepared to release it for immediate testing.
Priority 3	<ul style="list-style-type: none"> • A service problem that does not impact the Service; or • A single non-circuit specific quality of Service inquiry.

III. Service Availability

"Service Availability" is calculated as the total number of minutes in a calendar month less the number of minutes that the FIA Service is unavailable due to a Priority 1 Outage ("Downtime"), divided by the total number of minutes in a calendar month.

The following table contains examples of the percentage of Service Availability translated into minutes of Downtime for the 99.99% Service Availability Target:

Percentage by Days Per Month	Total Minutes / Month	Downtime Minutes
99.99% for 31 Days	44,640	4.5
99.99% for 30 Days	43,200	4.3
99.99% for 29 Days	41,760	4.2
99.99% for 28 Days	40,320	4

IV. Mean Time to Restore ("MTTR")

The MTTR measurement for Priority 1 Outages is the average time to restore Priority 1 Outages during a calendar month calculated as the cumulative length of time it takes Spectrum Enterprise to restore an FIA Service following a Priority 1 Outage in a calendar month divided by the corresponding number of trouble tickets for Priority 1 Outages opened during the calendar month for the FIA Service.

MTTR per calendar month is calculated as follows:

Cumulative length of time to restore Priority 1 Outage(s) per FIA Service
Total number of Priority 1 Outage trouble tickets per FIA Service

V. Latency / Frame Delay

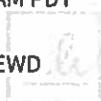
Latency or Frame Delay is the average roundtrip network delay, measured every 5 minutes during a calendar month, unless measurement is not possible as a result of an Excluded Disruption, to adequately determine a consistent average monthly performance level for frame delay for each FIA Service. The roundtrip delay is expressed in milliseconds (ms).

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Latency is calculated as follows:

$$\frac{\text{Latency/Frame Delay} = \text{Sum of the roundtrip delay measurements for an FIA Service}}{\text{Total \# of measurements for an FIA Service}}$$

VI. Packet Loss / Frame Loss Ratio

Packet Loss or Frame Loss Ratio is defined as the percentage of frames that are not successfully received compared to the total frames that are sent in a calendar month, except where any packet or frame loss is the result of an Excluded Disruption. The percentage calculation is based on frames that are transmitted from a network origination point and received at a network destination point.

Packet Loss / Frame Loss Ratio is calculated as follows:

$$\text{Packet Loss / Frame Loss (\%)} = 100 (\%) - \frac{\text{Frames Received (\%)}}{\text{Total \# of measurements for an FIA Service}}$$

VII. Jitter / Frame Delay Variation

Jitter or Frame Delay Variation is defined as the variation in delay for two consecutive frames that are transmitted (one-way) from a network origination point and received at a network destination point. Spectrum Enterprise measures a sample set of frames every 5 minutes during a calendar month, unless measurement is not possible as a result of an Excluded Disruption, and determines the average delay between consecutive frames within each sample set. The monthly Jitter / Frame Delay Variation is calculated as the average of all of the frame delay variation measurements during such calendar month and is expressed in milliseconds (ms).

Jitter / Frame Delay Variation is calculated as follows:

$$\frac{\text{Jitter / Frame Delay Variation} = \text{Sum of the Frame Delay Variation measurements for an FIA Service}}{\text{Total \# of measurements for an FIA Service}}$$

VIII. Network Maintenance

Maintenance Notice:

Customer understands that from time to time, Spectrum Enterprise will perform network maintenance for network improvements and preventive maintenance. In some cases, Spectrum Enterprise will need to perform urgent network maintenance, which will usually be conducted within the routine maintenance windows. Spectrum Enterprise will use reasonable efforts to provide advance notice of the approximate time, duration, and reason for any urgent maintenance outside of the routine maintenance windows.

Maintenance Windows:

Routine maintenance may be performed Monday – Friday 12 a.m. – 6 a.m. Local Time.

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IX. Remedies

Service Credits:

If the actual performance of an FIA Service during any calendar month is less than the SLA Targets and Customer is in compliance with the terms of the Agreement and this SLA, then Customer may request credit equal to the corresponding percentage of monthly recurring charges for the Affected Service as set forth in the table below. Any credit to be applied will be off-set against amounts due from Customer to Spectrum Enterprise in the billing cycle following the date Spectrum Enterprise makes its credit determination. Credit requests must be submitted to Spectrum Enterprise within thirty (30) days of the calendar month in which the SLA Target was missed. Spectrum Enterprise will exercise commercially reasonable efforts to respond to such credit requests within thirty (30) days of receipt thereof.

Service Availability	Mean Time To Restore ("MTTR")	Latency / Frame Delay (Roundtrip)	Jitter / Frame Delay Variation	Packet Loss / Frame Loss
30%	> 4 hours ≤ 7:59:59 hours	4%	5%	5%
	> 8 hours	10%		

All SLA Targets are monthly measurements, and Customer may request only one credit per SLA Target per month for the Affected Service. Should one event impact more than one SLA hereunder, Customer shall receive the single highest of the qualifying credits only. Except as set forth below, the credits described in this SLA shall constitute Customer's sole and exclusive remedy, and Spectrum Enterprise's sole and exclusive liability, with respect to any missed SLA Targets. Service Credits hereunder shall not be cumulative per Service.

Chronic Priority 1 Outages:

If Customer experiences and reports three (3) separate Priority 1 Outages where the Downtime exceeds four (4) hours during each Priority 1 Outage within three (3) consecutive calendar months, then Customer may terminate the Affected Service without charge or liability by providing at least thirty (30) days written notice to Spectrum Enterprise; provided, however, that (i) Customer may only terminate the Affected Service; (ii) Customer must exercise its right to terminate the Affected Service by providing written notice to Spectrum Enterprise within thirty (30) days after the event giving rise to Customer's termination right; (iii) Customer shall have paid Spectrum Enterprise all amounts due at the time of such termination for all Services provided by Spectrum Enterprise pursuant to the Agreement, and (iv) the foregoing termination right provides the sole and exclusive remedy of Customer and the sole and exclusive liability of Spectrum Enterprise for chronic Priority 1 Outages and Customer shall not be eligible for any additional credits. Termination will be effective forty-five (45) days after Spectrum Enterprise's receipt of such written notice of termination.

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

March 11, 2019

MANAGEMENT

Revised Job Description/Attachment #1

Dean, Enrollment & Support Services
Academic Administrator
Grade Level B

Appointment

Ortiz, Fernando
Dean
Academic Affairs
Santa Ana College

Effective: April 1, 2019
Salary Placement: B-A \$135,440.91/Year

Appointment/Interim to Permanent

Hoffman, Simon Bart
Vice President
Administrative Services
Santa Ana College

Effective: February 14, 2019
Salary Placement: A-6 \$192,067.50/Year

Adjusted Salary Placement for Interim Assignment/Employment of Retired STRS Member

Breeden, Carolyn
Interim Dean
Science, Mathematics & Health Sciences Division
Santa Ana College

Effective: January 28, 2019
From: B-1 \$584.49/Day
To: B-2 \$616.27/Day
(Limited to 72 days)

FACULTY

Approval of 2019/2020 Tenure Review Recommendations for CSEA 888/Attachment #2

Approval of 2019/2020 Tenure Review Recommendations for FARSCCD/Attachment #3

Banked Leave/LHE Withdrawal

Colunga, Molly
Professor, Reading
Humanities & Social Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Reason: Banked Leave Withdrawal: 0.50 LHE

FACULTY (CON'TD)

Banked Leave/LHE Withdrawal

Gilreath, Genice
Professor, Reading
Humanities & Social Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Reason: Banked Leave Withdrawal: 3.0 LHE

Hassel, Elissa
Professor, ESL
Humanities & Social Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Reason: Banked Leave Withdrawal: 3.0 LHE

Rock, Brandon
Associate Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Reason: Banked Leave Withdrawal: 1.0 LHE

Solheid, Christa
Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Reason: Banked Leave Withdrawal: 1.2 LHE

Tran, Melissa
Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
Reason: Banked Leave/Withdrawal: 1.5 LHE

Adjusted Banked Leave/LHE Withdrawal

Lewis, Michael
Professor, ESL
Humanities & Social Sciences Division
Santa Ana College

Effective: February 4 – June 8, 2019
From: Banked LHE Withdrawal/Leave: 15.0 LHE
To: Banked LHE Withdrawal/Leave: 18.0 LHE

Rescission of Banked Leave/LHE Withdrawal

Armbruster, Lynda
Professor, CIS/Computer Science
Business & Career Technical
Education Division
Santiago Canyon College

Effective: August 20, 2018 – June 8, 2019
Rescind Withdrawal: 6.0 LHE Banked Leave

FACULTY (CONT'D)

Beyond Contract/Overload Stipends

Jang, Charles
Associate Professor, Biology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4, 2019
Amount: \$1,000.00
Reason: Staff Development
(Project #3440)

Kosuth-Wood, Kathryn
Professor, English
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: September 17, 2018
Amount: \$1,000.00
Reason: Staff Development
(Project #2058)

Kramer, Jessica
Assistant Professor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 5, 2019
Amount: \$180.00
Reason: Matric/Student Assessment
(Project #2380)

Leeds, Kelvin
Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4, 2019
Amount: \$2,500.00
Reason: Staff Development
(Project #3440)

Littlejohn, Stacey
Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 4, 2019
Amount: \$1,000.00
Reason: Staff Development
(Project #3440)

Murphy, Ryan
Assistant Professor, English
Arts, Humanities & Social
Sciences Division
Santiago Canyon College

Effective: September 17, 2018
Amount: \$1,000.00
Reason: Staff Development
(Project #2058)

Part-time/Hourly New Hires/Rehires

Carlson, John W
Instructor, Inmate Education/Vocational-Computer
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 01, 2019
Hourly Lecture Rate: II-3 \$51.51

FACULTY (CONT'D)

Part-time/Hourly New Hires/Rehires (cont'd)

Clarke, Edward J
Instructor, High School Subjects/ABE
Vocational/Workforce Prep/Parent Education
Continuing Education Division (OEC)
Santiago Canyon College
Effective: February 25, 2019
Hourly Lecture Rate: II-3 \$51.51

Cuen, David Reynaldo
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College
Effective: March 11, 2019
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Farris, Jason S
Instructor, Criminal Justice
Human Services & Technology Division
Santa Ana College
Effective: March 11, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Freidenrich, Sandra Leah
Librarian
Institutional Effectiveness, Library and
Learning Support Services Division
Santiago Canyon College
Effective: February 26, 2019
Hourly Rate: IV-5 \$63.63

Girgis, Peter N
Instructor, Computer Information Systems
Business & Career Technical Education Division
Santiago Canyon College
Effective: February 13, 2019
Hourly Lecture Rate: I-3 \$58.56

Jones, Jay T
Instructor, Criminal Justice (equivalency)
Human Services & Technology Division
Santa Ana College
Effective: March 11, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Kozycz, Ryan D
Instructor, Inmate Education HSS/GED/ABE
Continuing Education Division (OEC)
Santiago Canyon College
Effective: March 01, 2019
Hourly Lecture Rate: I-3 \$50.25

Perry, Amos M
Instructor, Fire Technology
Human Services & Technology Division
Santa Ana College
Effective: February 25, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

FACULTY (CONT'D)

Part-time/Hourly New Hires/Rehires (cont'd)

Pezeshkpour, Ali
Instructor, Public Works
Business & Career Technical Education Division
Santiago Canyon College

Effective: March 04, 2019
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Roque, Pedro
Instructor, Public Works
Business & Career Technical Education Division
Santiago Canyon College

Effective: March 04, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Sneddon, Donald E
Instructor, Fire Technology/Wellness
Human Services & Technology Division
Santa Ana College

Effective: February 25, 2019
Hourly Lecture/Lab Rates: IV-5 \$74.74/\$67.27

Wasserman, Jay P
Instructor, Business Administration/
Management/Marketing
Business Division
Santa Ana College

Effective: March 11, 2019
Hourly Lecture Rate: II-3 \$61.50

Willis, Eugenia G
Instructor, Older Adults
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 01, 2019
Hourly Lecture Rate: II-3 \$51.51

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED FEBRUARY 2019

DEAN OF ENROLLMENT AND SUPPORT SERVICES JOB DESCRIPTION

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the supervision and administration of all programs and services provided through the Office of Enrollment Services which may include but not limited to Admissions and Records, Financial Aid, International Student Program, On Campus Job Placement, Outreach, Scholarships, Veterans Services and other assigned departments; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

Under general direction of the Vice President of Student Services, plans, directs, manages, supervises, oversees, and coordinates the Enrollment Services functions as described above. The Dean ensures the integrity of all policies, procedures, and programs and works to support the college as a whole. The Dean coordinates assigned activities with other district departments, divisions, and outside agencies and provides highly responsible and complex administrative support to the Vice President of Student Services. The Dean works collaboratively with the Dean of Counseling and other Academic Deans.

1. Plans, organizes, implements, and administers the Enrollment Services department through Subordinate managers and coordinators. Works closely with all college constituencies in efforts to enhance student services in the assigned departments and functional areas.
2. Plans, implements and administers goals and objectives and ensures development of policies and procedures related to programs and services in assigned departments and functional areas. Provides managerial direction including planning, goal setting, implementation, coordination, evaluation and accountability for enrollment management, registration, records management and the awarding of degrees and certificates.
3. Provides general oversight and supervision for staff in directly assigned departments and functional managers. Allocates personnel and resources to optimize departmental efficiency and effectiveness.
4. Provides planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
5. Consults with District Information Technology Services and participates in the development and enhancement of specialized automated systems; maintains current knowledge in the latest technology related to functional areas, including hardware and software capabilities; provides major input to long-range technology planning decisions.
6. Develops and presents reports and recommendations for a variety of programs and projects, and integrates the functions of the division in a manner that is responsive to student needs, the campus and the community.
7. Oversees the development, implementation, maintenance, and evaluation of enrollment services and ensures that state and federal regulations are implemented in academic policies and anticipates legal ramifications, including but not limited to, security, privacy, and identity theft, and fraud.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED FEBRUARY 2019

DEAN OF ENROLLMENT AND SUPPORT SERVICES JOB DESCRIPTION (CONTINUED)

8. Evaluates and directs the implementation of interfaces with student information systems. Implements strategies and processes to perform and assess outcomes measures for programs and services; makes recommendations for improvements based on assessment.
9. Provides effective management of the College fiscal resources including fiscal responsibility for assigned budgets and overall supervisory authority for the budget process in the division.
10. Represents the college at community and external organization functions.
11. Performs other duties as assigned by the Vice President of Student Services.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all assigned personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for handling student personal, program-and staff- related complaints, resolving conflicts, and student discipline issues; advises student groups and counsels students.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budget for assigned programs and functions; has substantial responsibility for reporting and accounting for funding of programs, and related reports; seeks additional and alternative funding for programs and activities.

PLANNING

Plans all programs under supervision, student activities; responsible for preparation of schedules for work, events, courses, transportation services, and the delivery of services.

COMMUNITY CONTACT/REPRESENTATION

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
REVISED FEBRUARY 2019

**DEAN OF ENROLLMENT AND SUPPORT SERVICES
JOB DESCRIPTION (CONTINUED)**

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing and supervision of service area and college-wide committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy and related reports.
- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies to students and student groups; advises all groups and clubs and assures delivery of adequate health care and legal services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a California Administrative or Supervisory Credential authorizing service at the community college level or possesses a master's degree and has one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; possesses the minimum qualifications to serve as a faculty member in the California Community Colleges.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.

Other: Possess sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Board Approval Date: March 11, 2019

**2019/2020 TENURE REVIEW RECOMMENDATIONS
FOR CSEA CHAPTER 888**

LAST NAME	FIRST NAME	POSITION	CTR/SITE	RECOMMENDATION
Abramovitz	Julieta	Master Teacher	DO	Contract III (b)
Benavente	Nicole	Master Teacher	SAC ECEC	Tenure
Carnero	Allyce	Master Teacher	SAC ECEC	Contract II
Chavez	Erika	Master Teacher	SCC	Tenure
Covarrubias	Julisa	Master Teacher	DO	Contract III (b)
Escobar Pacheco	Ximena	Master Teacher	SAC East	Contract III (a)
Fouquette	Anne	Master Teacher	SCC	Contract III (a)
Le	Vy	Master Teacher	SAC ECEC	Contract III (a)
Montalbetti de Perez	Laura	Master Teacher	DO	Contract III (b)
Ortiz	Consuelo	Master Teacher	SAC ECEC	Tenure
Ramirez	Lilia	Master Teacher	SAC EAST	Tenure
Sanchez	Sandra C.	Master Teacher	SAC ECEC	Contract II
Witron	Briseyda	Master Teacher	SAC ECEC	Contract III (b)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2019/2020 TENURE REVIEW RECOMMENDATIONS
FOR FARSCCD**

ATTACHMENT #3

LAST NAME	FIRST NAME	DIVISION	LOC	RECOMMENDATION
Alduenda	Leann	Fine & Performing Arts	SAC	Tenured
Barrios	Andrew	Sci, Math & Health Sci	SAC	Contract II
Bath	Navanjot	Math & Science	SCC	Contract II
Bennett	Sarah	Fine & Performing Arts	SAC	Contract III (b)
Bootman	Ashly	Humanities & Social Sci	SAC	Tenured
Breeden	Emma	Arts, Humanities & Social Sci	SCC	Tenured
Briones	Michael	Fine & Performing Arts	SAC	Contract III (b)
Brocatto	Carlos	Humanities & Soc Sci	SAC	Contract II
Bui	Annette	Extended Opportunities Programs & Services	SAC	Contract III (a)
Carpio	Brenda	Arts, Humanities & Social Sci	SCC	Contract III (b)
Carriger	Lisa	Science, Mathematics & Health Sciences Division	SAC	Contract III (a)
Chaidez	Maria	Counseling & Student Support Svcs	SCC	Contract III (b)
Chamberlain	Amberly	Fine & Performing Arts Division	SAC	Contract III (a)
Corp	Richard	Science, Math, & Health Sci	SAC	Tenured
Cotter	Matthew	Math & Science	SCC	Contract III (b)
Crammer	Cale	Arts, Humanities & Social Sci	SCC	Contract III (b)
Cummings	Reyna	Fine & Performing Arts	SAC	Contract III (b)
Danova	Veselka	Math & Science	SCC	Tenured
Daugherty	Seth	Institutional Effectiveness, Library & Learning Sup Svcs	SCC	Contract III (b)
Dennis	Jeffry	Business & Career Technical Ed	SCC	Contract II
Dermody	Michael	Fine & Performing Arts	SAC	Contract III (b)
Diamond	Zachary	Human Svcs & Tech	SAC	Contract I
Dibb	Patrick	Science, Math, & Health Sci	SAC	Tenured
Dinh-Mahavongtrakul	Minhan	Science, Math, & Health Sci	SAC	Contract III (b)
Dombroske	Leona	Human Svcs & Tech	SAC	Contract III (a)
Dufala	Christopher	Fine & Performing Arts	SAC	Contract III (b)
Dumon	Dori	Business	SAC	Contract III (a)
Engstrom	Vanessa	Arts, Humanities & Social Sci	SCC	Tenured
Escobar	Dora	Counseling & Student Support Svcs	SCC	Tenured
Estrada	Maria	Student Services	SAC	Contract III (b)
Fernandez	Joseph	Sci, Math & Health Sci	SAC	Contract II
Fosmire	Edward	Fine & Performing Arts	SAC	Tenured
Freese	Amy	Arts, Humanities & Social Sci	SCC	Contract III (b)
Galvan	Juana	Counseling & Student Support Svcs	SCC	Contract III (b)
Garnett	Susan	Continuing Ed	CEC/SAC	Tenured
Gonzales	Gregory	Human Svcs & Tech	SAC	Contract I
Gonzalez-Diaz	Haydee	Counseling	SAC	Tenured
Govea-Von Velasco	Melissa	Arts, Humanities & Social Sci	SCC	Contract III (b)
Graham	Song Nguyet	Counseling & Student Support Svcs	SCC	Tenured
Guevara	Angela	Continuing Ed	OEC/SCC	Contract III (b)
Gutierrez	Erika	Arts, Humanities & Social Sci	SCC	Contract III (b)
Ha	Michael	Continuing Ed	CEC/SAC	Contract III (b)
Hall	Kathryn	Arts, Humanities & Social Sci	SCC	Contract III (b)
Hedenberg	Lacy	Counseling & Student Support Svcs	SCC	Tenured
Hernandez	Rosalba	Continuing Ed	OEC/SCC	Tenured

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2019/2020 TENURE REVIEW RECOMMENDATIONS
FOR FARSCCD**

ATTACHMENT #3

LAST NAME	FIRST NAME	DIVISION	LOC	RECOMMENDATION
Higgins	Conor	Humanities & Social Sci	SAC	Tenured
Hoang	Susan	Fine & Performing Arts	SAC	Tenured
Horenstein	Daniel	Science, Mathematics & Health Sciences Division	SAC	Contract III (a)
Hostetter	Darren	Fine & Performing Arts	SAC	Tenured
Janio	Jaroslav	Continuing Ed	CEC/SAC	Contract III (a)
Johnson	Kimberly	Math & Science	SCC	Tenured
Kelley	Sara	Humanities & Social Sci	SAC	Contract III (b)
Khalid	Donna	Continuing Ed	CEC/SAC	Contract III (b)
Kimmel	Michelle	Human Svcs & Tech	SAC	Contract II
King	Judith	Fine & Performing Arts	SAC	Contract III (b)
Kowsari	Ali	Business	SAC	Contract III (b)
Kramer	Jessica	Math & Science	SCC	Tenured
Lamourelle	Chantal	Human Svcs & Tech	SAC	Contract III (b)
Lange	Megan	Humanities & Social Sci	SAC	Contract III (a)
Lopez Mercedes	Jose	Continuing Ed	CEC/SAC	Contract III (a)
Lui	Rachel	Science, Math, & Health Sci	SAC	Tenured
Macintyre	Michelle	Counseling	SAC	Tenured
Madrigal	Osiel	Continuing Ed	CEC/SAC	Contract III (b)
Maertzheimer Laney	Marianne	Business & Career Technical Ed	SCC	Contract II
Martin	Linda	Institutional Effectiveness, Library & Learning Sup Svcs	SCC	Tenured
Martin (Kirchen)	DeAnna	Business & Career Technical Ed	SCC	Tenured
Mathot	Sarah	Human Svcs & Tech	SAC	Tenured
McKenna	Dawn	Human Svcs & Tech	SAC	Contract III (a)
Meckes	Ana	Counseling	SAC	Tenured
Meloni	Jennifer	Human Svcs & Tech	SAC	Tenured
Mirbeik Sabzevary	Mohammadreza	Continuing Ed	CEC/SAC	Contract III (b)
Mishal	Amit	Science, Math, & Health Sci	SAC	Tenured
Moreno	Alejandro	Continuing Ed	CEC/SAC	Contract III (b)
Morgan	Adam	Business	SAC	Contract II
Muir	Shannon	Counseling	SAC	Contract III (b)
Murphy	Ryan	Arts, Humanities & Social Sciences Division	SCC	Contract III (a)
Nair	Arjun	Sci, Math & Health Sci	SAC	Contract II
Nguyen	Huy	Business	SAC	Contract II
Nguyen	Kelly	Science, Math, & Health Sci	SAC	Contract III (b)
Nguyen	Steven	Mathematics & Sciences Division	SCC	Contract III (a)
Nilles	Thomas	Kinesiology, Health & Athletics	SAC	Tenured
Oase	Daniel	Continuing Ed	OEC/SCC	Contract III (b)
Oh	Suanne	Science, Mathematics & Health Sciences Division	SAC	Contract III (a)
Ortiz	Rebecca	Humanities & Social Sci	SAC	Contract III (a)
Papa	Elenor Gael	Science, Math, & Health Sci	SAC	Contract III (b)
Pecenkovic	Nidzara	Arts, Humanities & Social Sci	SCC	Tenured
Peraza	Daniel	Counseling Division	SAC	Contract III (a)
Petrocelli	Rachel	Arts, Humanities & Social Sci	SCC	Contract III (b)
Pham	Elaine	Continuing Ed	OEC/SCC	Contract III (b)
Pineda	Maribel	Counseling	SAC	Tenured

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2019/2020 TENURE REVIEW RECOMMENDATIONS
FOR FARSCCD**

ATTACHMENT #3

LAST NAME	FIRST NAME	DIVISION	LOC	RECOMMENDATION
Quach	Nguyen	Business	SAC	Tenured
Ramirez	Adriana	Humanities & Social Sci	SAC	Contract III (a)
Ro	Kelly	Science, Math, & Health Sci	SAC	Tenured
Roper	David	Human Svcs & Tech	SAC	Contract II
Salcido	Denise	Continuing Ed	OEC/SCC	Contract III (b)
Sanchez	Sandra	Mathematics & Sciences Division	SCC	Contract III (a)
Saterfield	Kalonji	Fine & Performing Arts	SAC	Contract III (b)
Schlossman	Jacqueline	Fine & Performing Arts	SAC	Contract I
Seitz	Carol	Science, Math, & Health Sci	SAC	Contract III (b)
Shirah	Melissa	Business & Career Technical Ed	SCC	Contract III (b)
Siddiqui	Shereen	Arts, Humanities & Social Sci	SCC	Contract III (b)
Sim	Jai	Business	SAC	Contract II
Simmerman	Stacy	Humanities & Social Sci	SAC	Contract III (b)
Smith	Kimberly	Business	SAC	Contract III (b)
Smith	Sean	Science, Mathematics & Health Sciences Division	SAC	Contract III (a)
Strong	John	Business	SAC	Tenured
Sung	Linda	Business	SAC	Contract III (b)
Tashima	John	Continuing Ed	CEC/SAC	Tenured
Taylor	Michael R.	Fine & Performing Arts	SAC	Tenured
Tolentino	Justin	Science, Math, & Health Sci	SAC	Contract III (b)
Torneo	Nicole	Math & Science	SCC	Tenured
Valdos	Yanina	Arts, Humanities & Social Sciences Division	SCC	Contract III (a)
Valles	Rodrigo	Humanities & Social Sci	SAC	Contract III (b)
Vasquez	Michelle	Science, Math, & Health Sci	SAC	Tenured
Viera	Violeta	Continuing Ed	CEC/SAC	Contract III (b)
Vu	Vivien	Student Services	SCC	Tenured
Weber	Merari	Continuing Ed	CEC/SAC	Contract III (b)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 11, 2019**

CLASSIFIED

New Classification Attachment #1

Senior Accounting Analyst Grade 19

Revised Job Description Attachment #2

Curriculum Specialist Grade 13

New Appointment

Becerra Varela, Jonae Effective: February 19, 2019
 Job Developer (CL18-1209) Grade 12, Step 1 \$50,020.52
 Science & Math/ SAC

Di Tommaso, Christina Effective: February 28, 2019
 Administrative Secretary (CL18-1231) Grade 12, Step 1 \$50,020.52
 Health & Wellness Ctr/ SAC

Kincaid, Paula Effective: March 5, 2019
 Research Analyst (CL18-1222) Grade 16, Step 1 \$62,179.89
 Research/ SAC

Hourly Ongoing to Contract

Suzuki, Miya Effective: February 11, 2019
 From: General Office Clerk Grade 12, Step 1 \$50,020.52
 To: Administrative Secretary (CL18-1208)
 Science & Math/ SAC

Professional Growth Increments

Partida, Cynthia Effective: April 1, 2019
 Student Services Coord./ Counseling/ SCC Grade 15, Step 1 + 2 PG (1000)
\$59,606.02

**HUMAN RESOURCES CLASSIFIED DOCKET
MARCH 11, 2019**

Professional Growth Increments cont'd

Pun, Nancy Administrative Secretary/ Academic Affairs/ SAC	Effective: April 1, 2019 Grade 12, Step 4 + 2 PG (1000) \$58,948.76
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Out of Class Assignment

Mead, Esther International Student Coordinator/ Admissions/ SCC	Effective: 01/01/19 – 05/31/19 Grade 16, Step 1 + 3 PG(1500) \$63,679.89
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Leave of Absence

Di Tommaso, Christina Administrative Secretary/ Health & Wellness Ctr/ SAC	Effective: 04/08/19 – 04/12/19 06/24/19 – 06/28/19 Reason: Non Work Days for 11 Month Contract
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Voluntary Furlough

Flores, Ruby Student Services Coordinator/ Human Services & Tech./ SAC	Effective: 03/18/19 – 06/30/19 Grade 15, Step 2 + 1PG (500) @ 90% VF \$55,870.38
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Lleneras, Lizet Student Services Specialist/ Counseling/ SAC	Effective: 02/25/19 – 06/30/19 <i>Revised start date</i> Grade 10, Step 6 + 3PG (1000) @ 92% VF \$53,938.84
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CLASSIFIED HOURLY

Temporary to Hourly Ongoing

Vu, Thanh N. Intermediate Clerk (CL18-1221) Counseling/ SAC	Effective: February 19, 2019 19 Hours/Week 12 Months/Year Grade 5, Step A \$17.85/Hour
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Professional Growth Increments

Tapia, Linda Administrative Clerk/ Continuing Ed./ OEC	Effective: April 1, 2019 Grade 10, Step A + 2.5%Bil + 1PG (250) \$22.34/Hour + \$20.84/Mo. PG
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Out of Class Assignment

Lomeli, Elizabeth Student Services Coord./ Student Services/ SAC	Effective: 02/15/19 – 05/31/19 Grade 15, Step A + 5%L \$29.48/Hour
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Ratification of Resignation/Retirement

Ochoa, Elizabeth Student Services Specialist/ Student Affairs/ SAC	Effective: February 11, 2019 Reason: Resignation
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TEMPORARY ASSIGNMENT

Friel, Heidi Data Entry Clerk/ Human Services & Tech./ SAC	Effective: 03/12/19 – 06/30/19
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Jorgensen, Maren Instructional Assistant/ Science & Math/ SAC	Effective: 03/12/19 – 06/28/19
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Mendez, Mayra Administrative Clerk/ Student Services/ SAC	Effective: 03/12/19 – 06/14/19
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Phan, Timothy Instructional Assistant/ Student Services/ SAC	Effective: 03/12/19 – 05/31/19
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Prajapati, Darshna Cashier/ Admin. Services/ SCC	Effective: 03/12/19 – 06/30/19
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Vazquez, Erika Instructional Assistant/ Math & Science/ SCC	Effective: 03/12/19 – 06/07/19
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Change in Temporary Assignment

Roa, Maria Intermediate Clerk/ Digital Media Ctr./ Ed. Services/ District	Effective: 01/18/18 – 02/04/18
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Additional Hours for Ongoing Assignment

Corona, Jose Student Program Spec./ College Advancement/ SAC	Effective: 02/18/19 – 05/17/19 Not to exceed 19 consecutive working days in any given period.
Khan, Khadija Student Program Spec./ College Advancement/ SAC	Effective: 02/18/19 – 05/17/19 Not to exceed 19 consecutive working days in any given period.
Villalovos, David Instructional Assistant/ Continuing Ed./ OEC	Effective: 02/04/19 – 5/18/19 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Abernathy, Derrick Custodian/ Admin. Services/ SCC	Effective: 01/01/19 – 06/30/19
Barriaga Orozco, Carlos Custodian/ Admin. Services/ SCC	Effective: 01/01/19 – 06/30/19
Calzada, Juan Student Services Spec./ Student Services/ SAC	Effective: 02/19/19 – 05/31/19 Not to exceed 19 consecutive working days in any given period.
Castaneda Ramirez, Cesar Intermediate Clerk/ Student Services/ SAC	Effective: 02/25/19 – 03/01/19 Not to exceed 19 consecutive working days in any given period.
Cruz Silverio, Armando Custodian/ Admin. Services/ SCC	Effective: 01/01/19 – 06/30/19
Espinoza, Sandra Intermediate Clerk/ Student Services/ SAC	Effective: 02/25/19 – 03/01/19 Not to exceed 19 consecutive working days in any given period.
Peralta, Amanda Learning Facilitator/ Student Services/ SCC	Effective: 02/25/19 – 06/30/19 Not to exceed 19 consecutive working days in any given period.
Sweeney, Toshie Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: 03/11/19 – 04/12/19

Substitute Assignments cont'd

Tonix, Jorge Student Services Spec./ Student Services/ SAC	Effective: 02/19/19 – 05/31/19 Not to exceed 19 consecutive working days in any given period.
Velazquez, Kimberly Intermediate Clerk/ Student Services/ SAC	Effective: 02/25/19 – 03/01/19 Not to exceed 19 consecutive working days in any given period.
Zuniga, Emilio Intermediate Clerk/ Student Services/ SAC	Effective: 02/25/19 – 03/01/19 Not to exceed 19 consecutive working days in any given period.

MISCELLANEOUS POSITIONS

Almanza, Danielle Presenter I/ Business & Career Tech./ SCC	Effective: 02/20/19 – 06/30/19
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Instructional Associates/Associate Assistants

Nursing Witt, Melissa	Effective: 03/12/19
Fire Academy Kessloff, Chad	Effective: 03/12/19
Miller, Austin	Effective: 03/12/19

COMMUNITY SERVICE PRESENTERS

Stipends Effective January 11 – February 10, 2019

Burris, Brigitte	Amount: \$ 78.96
Gonzalez, Silvia	Amount: \$ 423.00
Rudd, James	Amount: \$ 1,648.83
Williams, Ronald	Amount: \$ 803.13

VOLUNTEERS

Bartoli, Kira Volunteer/Fine & Performing Arts/ SAC	Effective: 03/12/19 – 05/31/19
Capiz, Alexa Student Driver/ Science & Math/ SAC	Effective: 03/12/19 – 06/30/19
Guerrero, Alejandra Student Driver/ Science & Math/ SAC	Effective: 03/12/19 – 06/30/19
King, Tawnie Volunteer/ Human Services & Tech./ SAC	Effective: 03/12/19 – 06/30/19
Murillo, Alicia Student Driver/ Fine & Performing Arts/ SAC	Effective: 03/12/19 – 06/30/19
Perry, Stormi Student Driver/ Fine & Performing Arts/ SAC	Effective: 03/12/19 – 06/30/19

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Baez, Michelle S.	Effective: 02/27/19-06/30/19
Covarrubias, Alejandro	Effective: 02/20/19-06/30/19
Harbaugh, Clarissa A.	Effective: 02/28/19-06/30/19
Ly, Tommy	Effective: 02/25/19-06/30/19
Nguyen, Phuc T.	Effective: 02/25/19-06/30/19
Sevilla, Camerina H.	Effective: 03/04/19-06/30/19

**SANTIAGO CANYON COLLEGE
STUDENT ASSISTANT NEW HIRE LIST**

Lahdab, Samy	Effective: 02/19/2019– 06/30/2019
DeSantiago-Blaha, Alik	Effective: 02/25/2019– 06/30/2019

Attachment #1

RANCHO SANTIAGO COMMUNIT COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA MARCH 2019

SENIOR ACCOUNTING ANALYST

CLASS SUMMARY

Under general direction performs a variety of complex and technical accounting tasks in the analysis, maintenance and auditing of accounts affecting District-wide operations; analyzes and prepares financial statements, reports and schedules; maintains specially funded (local, state, federal) projects database and monitors projects for compliance with financial reporting requirements; provides accounting direction on new and established District-wide accounting principles, policies and procedures; communicates results of financial analysis to management and outside agencies and makes recommendations for appropriate action; identifies problems and implements solutions; and performs related work as required to meet the department and District-wide accounting objectives.

REPRESENTATIVE DUTIES

Serves as accounting lead responsible for analyzing the accounting and reporting requirements of Federal, State, District and other agencies and establishing appropriate accounting procedures to comply with these requirements; Directs the work of staff by prioritizing projects, delegating assignments, setting deadlines, reviewing work and explaining the impact of changes; Research and develop procedures to resolve complex accounting problems: implements any necessary changes in operations or procedures; Research and analyze transactions, budgets, contracts and special funds to resolve questions and validate data; reviews budget changes, transfers of expenditure, and journal entries for accuracy, completeness, proper authorization, appropriate support; Maintains specially funded (local, state, federal) projects database; monitors financial reporting deadlines, review financial reports related to specially funded projects; Coordinates information and communications among the District and other County departments and external agencies to clarify and reconcile special funds, allocations and accounting issues or inconsistencies; Develop recommendations for presentation to administrators and management at the District and campus level by conducting statistical analyses, researching records, compiling data, forecasting revenues and expenditures to address administrative, budget and productivity issues; Prepare and present written and oral reports containing detailed findings and recommendations to address administrative problems, implement improvement of services and operations; Review annual and interim financial statements and schedules; Gathers, organizes, analyzes and reviews documentation requested by external and internal auditors; meets with auditors and representatives of funding agencies to ensure compliance with accounting, federal and state requirements; Reconciles accounts and budgets according to schedules and policy; Performs full-charge bookkeeping; Requests funds from the Department of Education to cover the periodic financial aid disbursement and manage federal cash balances; Determines the necessary

Attachment #2

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised March 2019

CURRICULUMSPECIALIST

CLASS SUMMARY

Under general supervision, provides administrative support involving the coordination of curriculum and instruction functions with academic integrity; edit and update college catalog; compile and maintain curricular information in the student information system, curriculum management system and the State curriculum inventory; maintain curricular changes and act as a liaison for MIS reporting and State Chancellor's Office; required to exercise independent judgment; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Serve as a non-voting member on assigned curriculum and instruction committees and councils; acts as a resource to monitor course and program curricula throughout the approval process; review proposals for completeness, formatting, spelling and grammar; Provide administrative and technical expertise for college curricula while adhering to established policies and procedures; prepare user guides and other training documentation to ensure district compliance with Federal, State standards (i.e. matriculation, transfer curriculum, program and course review); conduct training sessions for faculty, administrators and staff related to automated curriculum databases and management systems. Prepares agendas, calendars, correspondence, meetings, minutes, reports and statistical records; Audit, enter and validate course and program (i.e. course descriptions and components, pre-requisites and co-requisites, recommended preparation units and other data codes), , and articulation data elements into various software programs including the student information system curriculum management system and the State curriculum inventory while adhering to State and District policies and procedures; maintain curriculum and archives curriculum approvals as well as other historical materials; Advises the Curriculum and Instruction Committee, faculty, administrators and other staff on curriculum-related policies and regulations (i.e. State Chancellor's Office Curriculum Inventory, the Program and Course Approval Handbook, California Education Code), act as a liaison with assigned curriculum platform vendors develop systems, processes and administrative reports; report issues in vendor's software; and provide follow-up with vendor; Provide support and technical expertise for college curricula in State Chancellor's Office curriculum inventory; submit new, revised and deactivated proposals for courses and programs; attend online training and conferences; conduct training sessions for faculty, administrators and staff; Coordinate, edit, maintain and produce content for college catalog, databases and timelines according to College processes, Board policies, state and federal requirements; serve as secretarial support to assigned committees, councils and task forces; Collaborate with sister college, District IT Services, Curriculum and Instruction Council, Articulation Officer, division chairs, Admissions and Records, Graduation, Distance Education, administrators and staff responsible for maintaining class schedule; review and correct error reports on State Management Information System (MIS) submissions; coordinates scheduling timeline with

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION
Revised March 2019

CURRICULUM SPECIALIST CONT'D

District support systems; Research, report and disseminate information to college and District administrators; Train, direct and coordinate the work of clerical personnel.

ORGANIZATIONAL RELATIONSHIPS

This class reports to designated administrator or supervisor, and may be responsible for determining work flow to lower grade positions or for resolving factual or procedural questions.

MINIMUM QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or experience equivalent to a B.A./B.S. degree or equivalent and four years of increasingly responsible administrative experience in a college instructional office including one year of work involving independent responsibility in coordinating complex operating systems;

Knowledge and Abilities

Knowledge of: Administrative organizations and functions of community colleges and the State Chancellor's Office;

- Pertinent federal, state, and local laws, codes, and regulations relating to curriculum and instruction;
- Procedures and standards for course, program and policy approval;
- Principles and procedures of record keeping and the ability to devise record keeping and reporting systems for local, federal and State laws, codes and regulations;
- College and District policies relating to curriculum and program development;
- Support systems (e.g., Academic Divisions, Scheduling Office, Graphic Communication, Reprographics, Chancellor's Office Academic Affairs, Chancellor's Office Curriculum Inventory (COCI) and Information Systems/ITS);
- Basic research methods and collection of statistical data;
- College, District, state and federal government reports;
- Information technology procedures, terminology and operations;
- Office methods, procedures and equipment, including computers and applicable software applications such as word processing, spreadsheets and databases.

Ability to:

- Coordinate and organize a wide variety of material from many different sources;
- Work cooperatively with various levels of responsibility and authority;
- Perform responsible and difficult work involving the use of independent judgment and personal initiative;

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASSIFICATION SPECIFICATION
SANTA ANA, CALIFORNIA

Revised March 2019

CURRICULUM SPECIALIST CONT'D

- Plan, organize and complete assignments to meet deadlines with minimum supervisory direction;
- Perform technical work related to curriculum and instruction.

Skills:

- Must complete keyboarding, clerical (filing names) and software skills evaluation. Screening Committee will use results as one of the selection criteria.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To: Board of Trustees	Date: March 11, 2019
Re: Approval of Employee Calendar (2019-2020)	
Action: Request for Approval	

BACKGROUND

In accordance with the negotiated holidays specified in the Agreement between the District and California School Employees Association (CSEA) and its Chapter 579, the 2019-2020 Employee Calendar has been developed.

ANALYSIS

The calendar reflects the holidays designated in the Education Code, plus all additional holidays listed in the CSEA bargaining agreement.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2019-2020 Employee Calendar, as presented.

Fiscal Impact: None	Board Date: March 11, 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: March 11, 2019
Re:	Presentation of the Faculty Association of Rancho Santiago Community College District (FARSCCD) Initial Bargaining Proposal to the Rancho Santiago Community College District	
Action:	Request for Approval to Schedule Public Hearing	

BACKGROUND

Pursuant to Government Code Section 3547(a), the Faculty Association of Rancho Santiago Community College District's initial bargaining proposal to Rancho Santiago Community College District is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

ANALYSIS

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its March 25, 2019 meeting.

RECOMMENDATION

It is recommended that the Board of Trustees approve scheduling a public hearing for March 25, 2019.

Fiscal Impact: To be Determined	Board Date: March 11, 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	



February 13, 2019

The Faculty Association of Rancho Santiago Community College District intends to negotiate the following items for a successor collective bargaining agreement.

Article 5: Health and Welfare Benefits

- Update amount of District maximum contribution in 5.2.1 for 2019.
- Addition of STRS Cash Balance retirement program for eligible part-time faculty.

Article 6: Instructional Hours, Duties and Workload

- Codify the preparation time necessary for teaching noncredit program teaching and department leadership.
- Clarify and update Counseling Assignments (and appendix M) and parameters of preparation hours responsibilities.
- Expand the Large Group Instruction bonus factors to conform with current classroom sizes.
- Clarification of the determination of coordinator annual contract length.
- Add appropriate composition courses to the list in 6.1.4.
- Clarification of the established criteria for extra service assignments in 6.3.3.

Article 7: Salaries

- Increase to salary schedules, stipends, and rates of pay commensurate with the District's ability to pay and to maintain the ability to attract and retain faculty.
- Distribution of state parity funds to part-time faculty.
- Addition of Intersession/Summer compensation for Chairs.

Article 8: Evaluation

- Review and clean-up of current forms.
- Clarification and codification of the delivery modality of evaluative surveys.
- Clarification of timelines.

Appendix K-3 Duties and Responsibilities of Department Chairs

- Updating and expansion of X-Factors and formulas to reflect current workloads.

Appendix K-4 Non-Instructional Department Chair Assignments

- Updating and expansion of LHE and stipends to reflect current workloads.
- Update the job titles which would be included in this appendix.

New Articles/Items: Continuation of student office hours for part-time faculty for student success; Association Rights, particularly in the area of unit member communication and orientation.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: March 11, 2019
Re:	Approval of a Professional Services Agreement with Solomon Law APC for Investigative Services	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District has a responsibility to investigate various types of complaints such as Title V, Title IX and other personnel related matters. On occasions with complaints, which are more complex and extensive the District utilizes third party investigative firms, this helps maintain independence and legal timelines. Currently, the District has two investigation firms who are under retention, it is recommended to add a third to help maintain impartiality.

ANALYSIS

Solomon Law, APC are recognized as a statewide leader in helping public sector employers manage their most challenging investigations. They conduct independent investigations to assist employers in evaluating complaints of discrimination, Title IX., harassment and other employee concerns.

RECOMMENDATION

The administration recommends approval of the Professional Services Agreement with Solomon Law APC for investigative services as presented.

Fiscal Impact: None	Board Date: March 11, 2019
Item Prepared by: Alistair Winter, Assistant 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

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 Solomon Law APC a legal firm who will be carrying out workplace investigations, having its principal business address located at 1875 Century Park East, Ste. 700 Los Angeles, CA 90067 (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

- 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.
- 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, 2020, (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
- 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.
- Payment.** : As compensation for the services to be performed by the Contractor pursuant to this Agreement District agrees to pay Solomon Law’s counsel an hourly fee of \$315.00 for work performed and for travel time. Client agrees to pay these rates unless and until they are adjusted. Client also agrees that if counsel is called to testify regarding the investigation, such as at a deposition, trial, arbitration or in any other venue, Client will pay counsel at their hourly rate for all hours spent preparing for and giving such testimony and for travel time. Solomon Law charges time in a minimum

unit of one-tenth (.1) of an hour.

- a) **Costs:** Counsel's hourly rate incorporates costs such as a reasonable amount of photocopying and faxing. However, costs for extraordinary amounts of copying, faxing, all costs for messengers, overnight mail, postage, computerized legal research, mileage, and other similar expenses normally not included in hourly rates will be Client's responsibility to pay. Under certain circumstances, for significant amounts, Client will be asked to pay costs directly or fund them prior to the time they are incurred.
- b) **Billing and Payments:** Client will receive each month a bill for all services and costs incurred in the previous month. Client will pay all statements in full within sixty (60) calendar days from the date of the bill. If full payment is not received within sixty (60) days of the statement date, a late charge of .67 percent per month (8.04 % annually) will be imposed on the unpaid balance. In any lawsuit to recover unpaid attorneys' fees, Solomon Law and/or Ms. Solomon shall be entitled to attorneys' fees if they are deemed to be the prevailing party.
- c) **Approval and Payment:** The Contractor will forward the bills to the District's Human Resource Department, Attention of Vice Chancellor, Human Resources for final review and payment.

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 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.** Contractor must be able to seek out and support conclusions without concern about being a possible respondent of a claim or defendant in a lawsuit. Accordingly, if a lawsuit arises as a result of services performed or findings made by the Contractor relating to the investigation, Client agrees to provide a defense for that lawsuit at Client’s expense through Client’s legal counsel. The Client will also indemnify and hold the Contractor and its counsel harmless with respect to any judgment entered against it and/or with respect to any and all terms of settlement of any third-party claims relating to the services rendered hereunder. This indemnification agreement applies only to claims against the Contractor or its counsel by third parties arising out of the investigation and does not apply to any acts or omissions by the Contractor or its employees or contractors that are outside the scope of the investigation, fall below the standard of care, or are acts of willful misconduct.

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;
- e) 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*] with limits of not less than Five Hundred Thousand Dollars (\$500,000), \$1,000,000 aggregate.;

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.

- 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, 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
Attention: Peter J. Hardash
Vice Chancellor, Business Operations/Fiscal Services
2323 N. Broadway
Santa Ana, Ca 92706

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

Contractor: Nancy Solomon
Solomon Law, APC
1875 Century Park East, Ste. 700
Los Angeles, CA 90067

Email: nsolomon@nsolomonlaw.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.

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 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.

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).

- a) By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - ii. 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

AGREEMENT FOR PROFESSIONAL SERVICES

EXECUTED AS SET FORTH HEREIN ABOVE

SOLOMON LAW APC

By: _____ Date: _____
 Nancy Solomon, Esq.
 President/Owner

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____ Date: _____
 Peter J. Hardash
 Vice Chancellor, Business Operations/Fiscal Services

Exhibit A

Scope of Work and Detailed Schedule of Payment

Solomon Law, APC's counsel shall conduct confidential and independent investigations for the District. All work executed under this Agreement shall be subject to the attorney-client privilege.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 19-02

Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

Whereas, on February 25, 2019, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Lawrence “Larry” R. Labrado was not present at the board meeting;
and

Whereas, the board has determined that Trustee Labrado’s absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Labrado shall be paid at the regular rate of compensation for the board meeting on February 25, 2019.

Dated this 11th day of March 2019.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Adoption of Resolution Authorizing Payment to Trustee Absent from Board Meetings

Resolution No. 19-03

Whereas, California Education Code Section 72024(5d) provides that “a member (of the Board of Trustees) may be paid for any meeting when absent if the Board by Resolution duly adopted and included in its minutes find that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board,” and

Whereas, on February 25, 2019, the Board of Trustees of the Rancho Santiago Community College District held a regular board meeting; and

Whereas, Trustee Nelida Mendoza was not present at the board meeting; and

Whereas, the board has determined that Trustee Mendoza’s absence was due to illness;

NOW, THEREFORE, BE IT RESOLVED that Trustee Mendoza shall be paid at the regular rate of compensation for the board meeting on February 25, 2019.

Dated this 11th day of March 2019.

Ayes:
Noes:
Absent:
Abstain:

Raúl Rodríguez, Ph.D.
Secretary to the Board of Trustees