

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, May 13, 2019
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS

4:30 p.m.

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

Action

1.4 Public Comment

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

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

1.5 Approval of Minutes - Regular meeting of April 29, 2019
- Special meeting of May 7, 2019
- Special meeting of May 8, 2019

Action

1.6 Approval of Consent Calendar

Action

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

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

- 1.7 Adoption of Resolution No. 19-09 in Honor of Classified School Employee Week - May 19-25, 2019 Action
The administration recommends adoption of Resolution No. 19-09.
- 1.8 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Continuing Education Faculty Association (CEFA)

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
- Enrollment
 - Guided Pathways
 - Upcoming Events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
- Student activities
- 2.5 Report from Classified Representative
- 2.6 Reports from Academic Senate Presidents
- Senate meetings
- 2.7 Informational Presentation on the Budget
- 2.8 Reports from Board Committee Chairpersons and Representatives of the Board
- Orange County Community Colleges Legislative Task Force

3.0 INSTRUCTION

- *3.1 Approval of Affiliation Agreement Renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc. Action
The administration recommends approval of the affiliation agreement renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc., located in Pomona, California as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from April 17 to April 30, 2019.

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

- *4.3 Approval of Agreement with PBK Architects, Inc. for Architectural and Engineering Services for Barrier Removal for Nealley Library Restroom Remodel at Santa Ana College (SAC) Action
The administration recommends approval of the agreement with PBK Architects, Inc. for architectural and engineering services for barrier removal for the Nealley Library restroom remodel at SAC as presented.
- *4.4 Approval of Amendment to Agreement with LSA Associates, Inc. for Traffic/Circulation Analysis for Campus Entrance Improvements at Santiago Canyon College (SCC) Action
The administration recommends approval of the amendment to the agreement with LSA Associates, Inc. for the traffic/circulation analysis for campus entrance improvements at SCC as presented.
- *4.5 Approval of Change Order #1 for Active Directory Federation Services (ADFS) in Azure with Core BTS Action
The administration recommends approval of change order #1 for ADFS in Azure with Core BTS.

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:
- Disabled Students Programs & Services (DSPS) (SAC) - \$ 6,772
Augmentation
 - Hunger Free Campus Support (SAC) – *Augmentation* \$ 739
 - Hunger Free Campus Support (SCC) \$73,253
- *5.2 Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for Strong Workforce Program – Regional Funds Initiative (DO# 18-2225-36) Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreement between RSCCD and Ventura County Community College District 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-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 Sub-Agreement between RSCCD and Feather River Community College District for K12 Strong Workforce Program Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.5 Approval of Second Amendment to Sub-Agreement between RSCCD and WestEd for Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant Action
The administration recommends approval of the second amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- 5.6 Adoption of Resolution No. 19-08 Requesting the State of California to Provide Proposition 51 Funding in Fiscal Year 2019-2020 for All Projects Proposed on the Board of Governors' 2019-2020 Capital Outlay Spending Plan Action
It is recommended that the board adopt Resolution No. 19-08 as presented.
- 5.7 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees
3. Conference with Labor Negotiator (pursuant to Government Code, section 54957.6)
Agency designated representative: Ruben Smith
Unrepresented employee: Chancellor

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

4. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
5. Public Employment: Chancellor (pursuant to Government Code Section 54957)

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 Employment Agreements
- Approval of Changes of Department
- Approval of Appointments
- Ratification of Resignations/Retirements
- Approval of Adjusted End Dates for Sabbatical Leave (Fall Only)
- Approval of 2018-2019 Contract Extension Days
- Approval of Beyond Contract/Overload Stipends
- Approval of Adjusted Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record

6.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Changes in Salary Placement
- Ratification of Resignations/Retirements
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- 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 Student Assistant Lists

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on Tuesday, May 28, 2019.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

**Board of Trustees
(Regular meeting)**

Monday, April 29, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:37 p.m. by Mr. Phillip Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Ms. Elizabeth Weber.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Ella Mangali, Second Grader at Chapman Hills Elementary School in Orange, California, and daughter of Ms. Colleen Mangali, President, California School Employees Association (CSEA) Chapter 888.

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Recognition of Students

The board recognized Ms. Jessica Padilla, student at Santa Ana College, and Mr. Edward Valenzuela, student at Santiago Canyon College, for their scholastic achievements, leadership, and service to the campus community and the Rancho Santiago Community College District.

1.5 Recognition of Community Members

The board recognized Mr. Rudy Diaz and Mr. Jose Rea, community members, for their community contributions and service to the Rancho Santiago Community College District.

1.6 Public Comment

Ms. Catherine Candela, Ms. Colleen Mangali, and Mr. Matt Phutisatayakul spoke regarding equal compensation and benefits for members of CSEA Chapter 888.

Mr. Mark Smith asked if community forums would be conducted by the candidates for chancellor.

1.7 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the minutes of the meeting held April 16, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

1.8 Approval of Consent Calendar

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

3.1 Approval of Proposed Revisions for 2019-2020 Santa Ana College (SAC) Catalog Addendum

The board approved the proposed revisions for the 2019-2020 SAC catalog addendum.

3.2 Confirmation of Santa Ana College Associate Degrees and Certificates for Fall 2018

The board confirmed the list of recipients of SAC associate degrees and certificates for Fall 2018 as presented.

3.3 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Fall 2018

The board confirmed the list of recipients of SCC associate degrees and certificates for Fall 2018 as presented.

3.4 Approval of Memorandum of Understanding (MOU) with Foothill-De Anza Community College District

The board approved the MOU with Foothill-De Anza Community College District as presented.

3.5 Approval of Memorandum of Understanding between Rowland Water District and Rancho Santiago Community College District

The board approved the non-binding MOU with the Rowland Water District.

1.8 Approval of Consent Calendar (cont.)

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 March 26, 2019, to April 16, 2019.

4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended March 31, 2019

The board approved the CCFS-311Q for the period ended March 31, 2019, as presented.

4.6 Approval of Lease Agreement between RSCCD and Congressman Jose Luis “Lou” Correa at District Office, 2323 N. Broadway, Suite 319, Santa Ana, California

The board approved the lease agreement between RSCCD and Congressman Correa as presented.

4.7 Approval of Agreement with P2S Inc. for Door Access Control System at District Operations Center

The board approved the agreement with P2S Inc. for the door access control system at the District Operations Center as presented.

4.8 Approval of Amendment to Agreement with Cumming Construction Management, Inc. for Planning and Project Management Services

The board approved the amendment to the agreement with Cumming Construction Management, Inc. for planning and project management services as presented.

4.9 Approval of Amendment to Agreement with Morrissey Associates, Inc. for Architectural Services for Emergency Blue Phone and Americans with Disabilities Act (ADA) Path of Travel Upgrade Project at Various Sites

The board approved the amendment to the agreement with Morrissey Associates, Inc. for architectural services for the emergency blue phone and ADA path of travel upgrade project at various sites as presented.

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

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

4.11 Approval of Change Order #1 for Patriot Contracting and Engineering, Inc. for Bid #1337 for Building H Window Replacement at Santa Ana College

The board approved change order #1 for Patriot Contracting and Engineering, Inc. for Bid #1337 for Building H window replacement at SAC as presented.

1.8 Approval of Consent Calendar (cont.)

4.12 Acceptance of Completion of Bid #1337 for Building H Window Replacement at Santa Ana College and Approval of Recording a Notice of Completion

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

4.13 Approval of Agreement with LSA Associates, Inc. for Traffic/Circulation Analysis for Campus Entrance Improvements at Santiago Canyon College

The board approved the agreement with LSA Associates, Inc. for traffic/circulation analysis for campus entrance improvements at SCC as presented.

4.14 Approval of Amendment to Contract with Class Leasing LLC

The board approved the amendment to the contract with Class Leasing LLC for the purchase and installation of Division of the State Architect (DSA) approved portable building, accessories and related installation supplies as presented.

4.15 Approval of California Multiple Award Schedule (CMAS), Contract #3-12-70-2247E to Carahsoft Technology Corporation

The board approved the use of CMAS Contract #3-12-70-2247E awarded to Carahsoft Technology Corporation, including renewals, future addendums, supplements and extensions as presented.

4.16 Approval of Foundation for California Community Colleges (FCCC) Administrative Services Agreement #CB-278-19 to Utelogy Corporation

The board approved the use of the FCCC Administrative Services Agreement #CB-278-19 and in association with the Los Angeles Community College District Master Agreement #40414 including renewals, supplements and extensions on an as needed basis awarded to Utelogy Corporation as presented.

4.17 Approval of Vendor Name Change

The board approved the name change request from SADA Systems to Core BTS, Inc. as presented.

4.18 Approval of Disposal of Surplus Vehicles

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

4.19 Approval of Purchase Orders

The board approved the purchase order listing for the period February 24, 2019, through March 23, 2019.

1.8 Approval of Consent Calendar (cont.)

5.1 Approval of Resource Development Items

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

- Early Head Start – Year 5 (District) - *Augmentation* \$32,939
- Veteran Resource Center Ongoing Funding (SAC & SCC) \$77,998

5.2 Approval of Sub-Agreement between RSCCD and Victor Valley Community College District to Award the 2018-2019 Deputy Sector Navigator Grant to Host District in State of California

The board approved of 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 Butte-Glenn, Cabrillo, Riverside, Santa Barbara, and State Center Community College Districts and Foundation for Grossmont-Cuyamaca Colleges for K12 Strong Workforce Program Initiative

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.

Mr. Hanna asked that future agendas include an item for board members to be able to close the meeting in honor or memory of someone. He asked that the board meeting be adjourned in honor of Ms. Lori Gilbert-Kaye, of Poway, who died while shielding Rabbi Yisroel Goldstein from gunfire during a shooting at Chabad of Poway synagogue on April 27, 2019.

1.9 Public Hearing – Continuing Education Faculty Association (CEFA) Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

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

Dr. Linda Rose, President, Santa Ana College, provided a report to the board.

There was no representation from Santiago Canyon College.

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

2.3 Report from Student Trustee

Ms. Weber provided a report to the board.

2.4 Reports from Student Presidents

Ms. Brianna Ceja, Student President, Santa Ana College, provided a report to the board.

There was no representation from 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

3.0 INSTRUCTION

Items 3.1 through 3.5 were approved as part of Item 1.8 (Consent Calendar).

3.6 Approval of Santa Ana College Vision for Success Local Goals, 2019-2022

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve SAC's Vision for Success local goals for 2019-2022. A presentation for Item 3.6 (SAC) and Item 3.7 (SCC) was made by Ms. Marilyn Flores, Dr. Jeffrey Lamb, Ms. Janice Love, Ms. Nga Pham, and Mr. Aaron Voelcker regarding the background, process, timeline, metrics, and goals. Discussion ensued. Board members received clarification on items related to the Vision for Success local goals for SAC and SCC by the presenters. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

3.7 Approval of Santiago Canyon College Vision for Success Local Goals, 2019-2022

It was moved by Mr. Labrado and seconded by Mr. Hernandez to approve SCC's Vision for Success local goals for 2019-2022. A presentation for Item 3.6 (SAC) and Item 3.7 (SCC) was made by Ms. Marilyn Flores, Dr. Jeffrey Lamb, Ms. Janice Love, Ms. Nga Pham, and Mr. Aaron Voelcker regarding the background, process, timeline, metrics, and goals. Discussion ensued. Board members received clarification on items related to the Vision for Success local goals for SAC and SCC by the presenters. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.4, and 4.6 through 4.19 were approved as part of Item 1.8 (Consent Calendar).

4.3 Adoption of Resolution No. 19-07 Regarding Expenditure Transfers to Permit Payment of Obligations

It was moved by Mr. Labrado and seconded by Mr. Hernandez to adopt Resolution No. 19-07 regarding expenditure transfers as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Weber’s advisory vote was aye.

4.5 Quarterly Investment Report as of March 31, 2019

The quarterly investment report as of March 31, 2019, was presented as information.

5.0 GENERAL

Items 5.1, 5.2, and 5.3 were approved as part of Item 1.8 (Consent Calendar).

5.4 Approval of Privileges for Student Trustee

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the following privileges for the student trustee:

- The privilege to make and second motions;
- The privilege to attend closed sessions on matters relating to student discipline;
- The privilege to receive the same compensation for meeting attendance and the amount of that compensation, up to the amount prescribed by Education Code Section 72425;
- The privilege to serve a term commencing on May 15;
- The privilege to serve on board committees.

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

5.5 Board Member Comments

Ms. Weber indicated she has benefitted from the child care services that CSEA Chapter 888 members have provided.

Ms. Weber expressed appreciation for staff that have worked on the Vision for Success local goals and Guided Pathways program.

5.5 Board Member Comments (cont.)

Ms. Alvarez indicated she is looking forward to the upcoming commencements and end-of-year activities.

Mr. Hernandez congratulated SCC's Lady Hawks on advancing to the State playoffs and SAC track & field student Octavio Moreno who broke his own personal record to become the first SAC Orange Empire Conference Champion in the 400 meter hurdles since 2006.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:46 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)
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
California School Employees Association, Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association
Unrepresented Management Employees
4. Public Employment: Chancellor (pursuant to Government Code Section 54957)
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Ms. Barrios and Ms. Weber left the meeting at this time.

RECONVENE

The board reconvened at 8:09 p.m.

Mr. Hanna did not return to the meeting although he was in the building.

Closed Session Report

Mr. Hernandez reported during closed session the board discussed public employment, anticipated/potential litigation, public employee discipline/dismissal/release, and labor negotiations; and took no reportable action.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Appointments
- Approve Short-term Assignments
- Approve Changes in Title
- Ratify Resignations/Retirements
- Approve 2019-2020 Sabbatical Leaves
- Approve 2018-2019 Contract Extension Days
- Approve Beyond Contract/Overload Stipends
- Approve Part-time/Hourly New Hires/Rehires
- Approve Non-paid Intern Services

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Out of Class Assignments
- Approve Changes in Position
- Approve Professional Growth Increments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Additional Hours for Ongoing Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

6.3 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to Continuing Education Faculty Association (CEFA) Action

It was moved by Mr. Labrado and seconded by Ms. Mendoza to have the board receive and file the district's initial bargaining proposal to CEFA and schedule a public hearing for May 13, 2019. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.4 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

It was moved by Mr. Labrado and seconded by Ms. Mendoza to adopt the district's initial bargaining proposal to FARSCCD. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on May 13, 2019.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 8:10 p.m. in honor of Ms. Lori Gilbert-Kaye, of Poway, who died while shielding Rabbi Yisroel Goldstein from gunfire during a shooting at Chabad of Poway synagogue on April 27, 2019.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

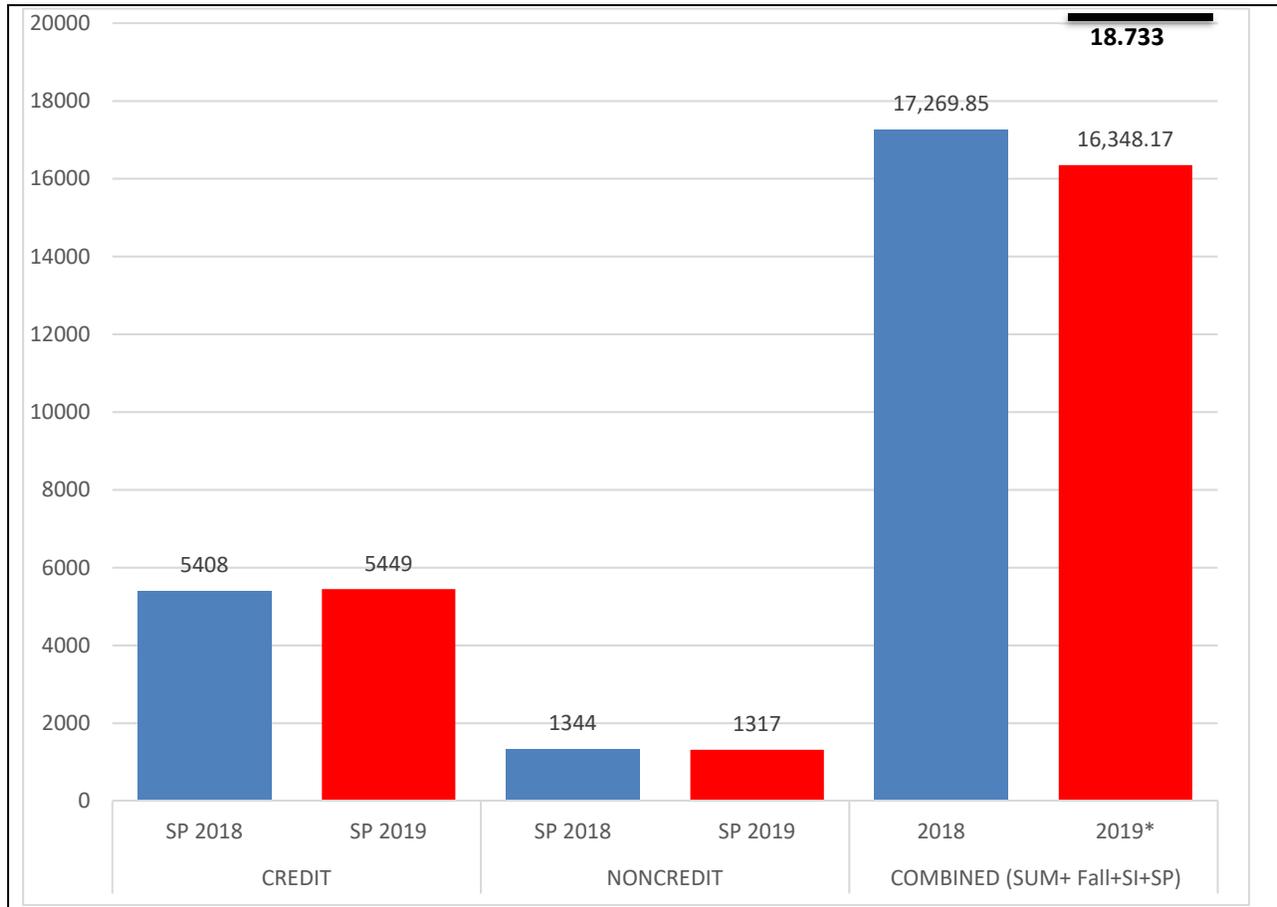
Approved: _____
Clerk of the Board

Minutes approved: May 13, 2019



SAC 2018/2019 Spring Enrollment Report

Date: 04/25/19



FTES Target

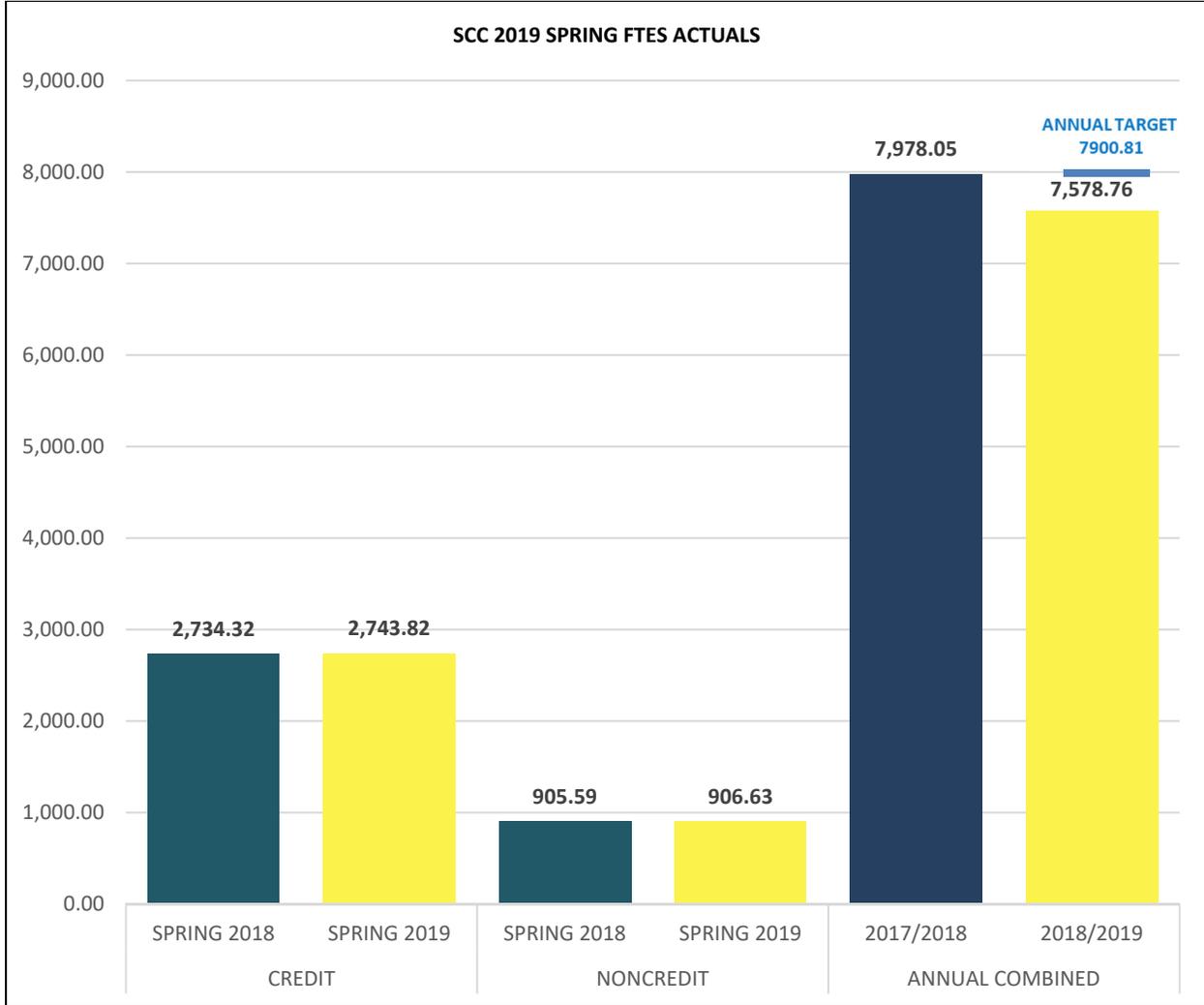
| Terms | 2018/2019 | DIFF | PCT |
|-------------------------|-----------|------|-----|
| Credit SP Target | 6721.00 | | |
| Credit SP Projection | 6721.00 | 0.00 | 0% |
| Noncredit SP Target | 2221.00 | | |
| Noncredit SP Projection | 2221.00 | 0.00 | 0% |
| Annual Target* | 18773.00 | | |
| Annual Projection* | 18773.00 | 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



What happens here matters.

SCC 2018/2019 ENROLLMENT REPORT
4/25/19



FTES TARGETS

| TERMS | 2018/2019 | DIFF | PCT |
|---------------------------------------|-----------|-------|-----|
| Credit Spring Target | 2795 | | |
| Credit Spring Projection | 2810 | 15 | 1% |
| Credit Spring Intersession Target | 269.81 | | |
| Credit Spring Intersession Projection | 297 | 27.19 | 10% |
| Noncredit Spring Target | 1152 | | |
| Noncredit Spring Projection | 1112 | -40 | -3% |
| Annual Target* | 7900.81 | | |
| Annual Projection* | 7925.81 | 25 | 0% |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway, #409
Santa Ana, CA 92706

Board of Trustees (Special meeting)

Tuesday, May 7, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:18 p.m. by Mr. Phil Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Mr. Phillip Yarbrough.

Ms. Tracie Green was the administrator present during the special meeting and served as the record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Yarbrough.

1.3 Public Comment

There were no public comments.

RECESS TO CLOSED SESSION

The board convened into closed session at 4:19 p.m. to consider the following item:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Chancellor Search

RECONVENE

The board reconvened at 8:30 p.m.

Closed Session Report

Mr. Yarbrough reported the board discussed the abovementioned item, and there was no action taken during closed session.

Public Comment

There were no public comments.

7.0 ADJOURNMENT

The next special meeting will be held on May 8, 2019, and the next regular meeting of the Board of Trustees will be held on May 13, 2019, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Mr. Yarbrough declared this meeting adjourned at 8:42 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: May 13, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
2323 North Broadway, #409
Santa Ana, CA 92706

Board of Trustees (Special meeting)

Wednesday, May 8, 2019

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:17 p.m. by Mr. Phil Yarbrough. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, and Mr. Phillip Yarbrough.

Ms. Tracie Green was the administrator present during the special meeting and served as the record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Yarbrough.

1.3 Public Comment

There were no public comments.

RECESS TO CLOSED SESSION

The board convened into closed session at 4:20 p.m. to consider the following item:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Chancellor Search

RECONVENE

The board reconvened at 9:50 p.m.

Closed Session Report

Mr. Yarbrough reported the board discussed the abovementioned item, and there was no reportable action taken during closed session.

Public Comment

There were no public comments.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on May 13, 2019, at the District Office, 2323 N. Broadway, Santa Ana, California.

There being no further business, Mr. Yarbrough declared this meeting adjourned at 9:50 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: May 13, 2019

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

**In honor of Classified School Employee Week
May 19-25, 2019**

Resolution No. 19-09

WHEREAS, classified professionals provide valuable and essential services to the colleges and students of the Rancho Santiago Community College District; and

WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of Rancho Santiago Community District's students; and

WHEREAS, classified professionals employed by the Rancho Santiago Community College District strive for excellence in all areas relative to the educational community;

THEREFORE, BE IT RESOLVED, that the Rancho Santiago Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Rancho Santiago Community College District and declares the week of May 19-25, 2019, as Classified School Employee Week in the Rancho Santiago Community College District.

DATED the 13th day of May, 2019.

Ayes:

Noes:

Absent:

Abstain:

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

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

| | | |
|---------|---|--------------------|
| To: | Board of Trustees | Date: May 13, 2019 |
| Re: | Approval of Affiliation Agreement Renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc. | |
| Action: | Request for Approval | |

BACKGROUND

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

ANALYSIS

This affiliation agreement renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc., covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This affiliation agreement renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc., shall be effective for two (2) years or until termination by written notice of either party. Dr. Simon B. Hoffman and college staff have reviewed this affiliation agreement renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this affiliation agreement renewal with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc., located in Pomona, California as presented.

| | | |
|-----------------|--|--------------------------|
| Fiscal Impact: | None | Board Date: May 13, 2019 |
| Prepared by: | Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Carolyn K. Breeden, Ed.D., Interim Dean, Human Services & Technology | |
| Submitted by: | Linda D. Rose, Ed.D., President, Santa Ana College | |
| Recommended by: | Raúl Rodríguez, Ph.D., Chancellor, RSCCD | |

AFFILIATION AGREEMENT

The Agreement is made and entered into this **14TH DAY OF MAY, 2019**, between Rancho Santiago Community College District on the behalf of **SANTA ANA COLLEGE**, hereafter referred to as the "UNIVERSITY" and **CASA COLINA HOSPITAL AND CENTERS FOR HEALTHCARE** and **CASA COLINA CENTERS FOR REHABILITATION, INC.**, hereafter referred to as the "FACILITY."

WHEREAS:

The UNIVERSITY has a curriculum in occupational therapy which awards a degree and is accredited by the ACOTE, the Accreditation Council for Occupational Therapy Education; and,

Clinical experience is required as an integral component of the occupational therapy curriculum and professional preparation; and,

The UNIVERSITY desires the cooperation of the FACILITY and its staff in the development and implementation of the clinical experience and professional preparation of occupational therapy students; and,

The FACILITY will benefit from having professional services delivered to patients of the FACILITY by qualified occupational therapist or occupational therapist assistant students of the UNIVERSITY; and,

The parties have found it to be in the public interest for the FACILITY to join the UNIVERSITY in satisfying the curriculum requirements and professional preparation of occupational therapist and occupational therapist assistant students.

NOW, THEREFORE, the UNIVERSITY and the FACILITY agree to the following terms and conditions for the establishment and operation of a clinical education program.

1. THE PARTIES MUTUALLY AGREE:

- a. That this Agreement shall continue in force and effect from and after May 14th, 2019, and including May 14th, 2021. This Agreement may be renewed for a two (2) year period by mutual consent of both parties. This Agreement may be terminated by either party with or without cause upon thirty (30) days written notice, provided that (subject to the other terms of this Agreement) all students currently enrolled in the Program at the FACILITY at the time of notice of termination shall be given the opportunity to complete the Program at the FACILITY.
- b. To pursue the educational objectives for the clinical education experience, devise methods for their implementation and continually evaluate the effectiveness of the clinical experience in meeting the objectives.
- c. The period of time for each student's clinical experience shall be mutually agreed upon prior to beginning the clinical education program.
- d. The number of students able to participate in the FACILITY's clinical education program will be mutually determined by agreement of the parties and may be altered by mutual agreement, with due consideration given to the clinical space available.

- e. That neither party shall receive any pay or remuneration for participation in this program.
- f. That the FACILITY may request UNIVERSITY to withdraw from the FACILITY's clinical experience training program any student who the FACILITY determines is not performing satisfactorily, or who refuses to follow the FACILITY's administrative and patient care policies, procedures, rules and regulations. Such request shall be in writing and must include a statement of the reason or reasons why the FACILITY desires to have the student withdrawn. UNIVERSITY may withdraw a student from the clinical program any time, upon written notice to the FACILITY.
- g. To not illegally discriminate in the assignment of student occupational therapists on the basis of race, color, disability, sex, religion, national origin, sexual orientation, ancestry, or any other basis prohibited by law.
- h. That the students are fulfilling specific requirements for field experiences as part of a degree requirement and, therefore, regardless of the nature or extent of the acts performed by them, the students are not to be considered employees or agents of either the UNIVERSITY or the FACILITY for any purpose, including Workers' Compensation or employee benefit programs, and the students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
- i. That notices required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class as follows:

To FACILITY:

Casa Colina Hospital and Centers for Healthcare
 Casa Colina Centers for Rehabilitation, Inc
 255 East Bonita Avenue
 Pomona, CA 91767
 Attention: President/CEO

To UNIVERSITY:

Santa Ana College
 Occupational Therapy Asst. Program
 1530 West 17th Street.
 Santa Ana, CA 92706
 Attn: Academic Fieldwork Coordinator

- j. To acknowledge that they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- k. That neither shall have the right, directly or indirectly, to assign, transfer, convey or encumber any of its rights under this Agreement without the prior written consent of the other party hereto. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the UNIVERSITY and the FACILITY.
- l. That any failure by either party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.

- m. That if any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- n. That this Agreement shall be governed by the laws of the state of California. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such action shall be Los Angeles, California.

2. THE FACILITY AGREES:

- a. To designate a Center Coordinator of Clinical Education who will be responsible for the planning and implementation of the clinical education experience. The aforementioned individual shall meet the criteria established by that state's legislative and regulatory agency for the supervision of students in the clinical education setting.
- b. To provide the Center Coordinator of Clinical Education or Clinical Instructor with reasonable time to plan and implement the clinical education experience including, when feasible, time to attend relevant meetings and conferences.
- c. To indemnify, hold harmless, and at the UNIVERSITY's request, defend the UNIVERSITY, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FACILITY, its agents, or employees.
- d. To structure the clinical experience as needed to meet the objectives of the clinical education experience and professional preparation of occupational therapy students. The FACILITY will attempt to meet the objectives set forth by the UNIVERSITY within the constraints of the FACILITY's physical environment, patient load, and experience available.
- e. To advise the UNIVERSITY of any changes in its personnel, operation, or policies which may affect the clinical education experience.
- f. To provide the assigned students, whenever possible with the use of library resources, reference materials, equipment, and all other items necessary to operate the program at the FACILITY.
- g. To provide all participating students with a copy of the FACILITY's rules, regulations, policies, and procedures with which the students are expected to comply.
- h. To provide for emergency health care of the student in case of accident at the expense of the student.
- i. To permit, upon reasonable request, UNIVERSITY and/or appropriate agencies charged with the responsibility of accrediting or approving the occupational therapy training program to inspect the clinical facilities, services available for clinical experience, student records, and other materials pertaining to the clinical training program.
- j. To evaluate the performance of the student on a regular basis using the evaluation form provided by the UNIVERSITY or one that is regularly used by the FACILITY. The FACILITY shall notify the UNIVERSITY, by at least midterm, of any serious deficit noted

in that assigned student's ability to accomplish the objectives set forth for that clinical experience. (It will then be the mutual responsibility of the assigned student, Academic Coordinator of the Clinical Education and Center Coordinator of Clinical Education to devise a plan by which the student may be assisted to achieve the stated objectives).

- k. To forward a copy of the student's final written evaluation, upon completion of the clinical education experience, to be received by the UNIVERSITY within five (5) working days.
- l. To comply with all federal, state and local statutes and regulations applicable to the operation of the program, including, without limitation, laws relating to the confidentiality of student records.
- m. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FACILITY or involving employees or agents of the FACILITY; to take prompt and effective remedial action when discrimination or harassment is found to have occurred; and to promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- n. To provide, upon request by any participating student, with such reasonable accommodations at the FACILITY as required by law in order to allow qualified disabled students to participate in the program.
- o. To maintain in full force and effect, at its sole expense Commercial General Liability (including professional and general liability, personal bodily injury, and advertising injury), with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

3. THE UNIVERSITY AGREES:

- a. To assume responsibility for the professional preparation of the student and compliance of the curriculum with the education standards set forth by the American Occupational Therapy Association.
- b. To establish and maintain ongoing communication with the Center Coordinator of Clinical Education of the FACILITY on items pertinent to occupational therapy education and the clinical education of students enrolled in the UNIVERSITY. (Such communication might include, but is not limited to, a description of the experience, student biographical information, policies, faculty qualification, etc.) On-site visits will be arranged when feasible or upon request by the FACILITY.
- c. To refer to the FACILITY only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
- d. To inform the student of the FACILITY's requirements for acceptance when applicable.
- e. To have each participating student provide the FACILITY written certification concerning the student's health and any immunization against communicable diseases requested by the FACILITY. Such requests shall be transmitted to the UNIVERSITY on Clinical Education Center Information forms.

- f. To maintain professional and general liability coverage with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate, for any participating student.
- g. To supply the Center Coordinator of Clinical Education with an appropriate evaluation instrument for each student's clinical education experience or to accept the instrument regularly used by the FACILITY.
- h. To have each participating student provide, prior to commencement of the clinical experience, such confidential information as may be required by the FACILITY as deemed necessary for the training and guidance of the students, together with the student's authorization for release of such information, as required by law.
- i. To indemnify, hold harmless, and defend the FACILITY, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FACILITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its agents, or employees.
- j. That participating students are not employees of the FACILITY and they will not receive compensation from said FACILITY.
- k. To inform participating students that they must abide by existing rules and regulations of the FACILITY.
- l. To inform participating students that they must be cleared, if required by the FACILITY, from an absence caused by injury or illness, by a physician.
- m. That the student will provide evidence of health insurance coverage, current TB test and livescan test results (if required), CPR/AED, and first aide (if required) at the beginning of the clinical experience.
- n. To provide the FACILITY, upon request, with any documentation of student's competency, including but not limited to, evidence that student's knowledge and experience and competencies are appropriate for his/her assigned responsibilities as required by the FACILITY.
- o. That student will participate in any training and/or competency assessment process the FACILITY deems appropriate for staff assigned as required by FACILITY policies, procedures, and/or licensure.
- p. HIPAA Compliance. The UNIVERSITY agrees to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder, including, without limitation, the federal privacy regulations as contained in 45C.F.R. Part 164, and the federal security standards as contained in 45 C.F.R. Part142 (collectively, the "Regulations"). The UNIVERSITY shall not use or further disclose any protected health information, as defined in 45 C.F.R. 164.504, or individually identifiable health information, as defined in 42 U.S.C. § 1320d (collectively the "Protected Health Information"), other than as permitted by this Agreement and the requirements of HIPAA or the Regulations. The UNIVERSITY will implement appropriate safeguards to prevent

the use or disclosure of Protected Health Information other than as contemplated by this Agreement. The UNIVERSITY will promptly report to Casa Colina any use or disclosures, of which the FACILITY becomes aware, of Protected Health Information in violation of HIPAA or the Regulations. In the event that the UNIVERSITY contracts with any agents to whom the UNIVERSITY provides Protected Health Information, the UNIVERSITY shall include provisions in such agreements pursuant to which the UNIVERSITY and such agents agree to the same restrictions and conditions that apply to the FACILITY with respect to Protected Health Information. The UNIVERSITY will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with HIPAA and the Regulations. No attorney-client, accountant-client or other legal or equitable privilege shall be deemed to have been waived by the UNIVERSITY or FACILITY by virtue of this Section 3.p. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof, and no change in, modification of or addition to, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

This Agreement may be executed in one or more counterparts, each of which shall constitute one and the same agreement. Further, the parties may execute this Agreement via fax or electronic mail transmission. A true and correct copy of the Agreement, as executed by the Parties, may be used in lieu of an original for all purposes permitted by law.

FACILITY:

UNIVERSITY:

**CASA COLINA HOSPITAL AND CENTERS FOR
HEALTHCARE AND CASA COLINA CENTERS FOR
REHABILITATION, INC.**

**Rancho Santiago Community College District
on behalf of SANTA ANA COLLEGE**

By: _____
Felice Loverso, Ph.D.
President and CEO

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

Dated: _____

Dated: _____

Rancho Santiago Comm Coll District

Board Meeting of 05/13/19

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 04/17/19 Thru 04/30/19

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--|---------------------------|---------------------|-------------------|---------------------|-------------|-------------|
| 67030 | General Fund Unrestricted | 0.00 | 10.00 | -10.00 | 92*0514481 | 92*0514481 |
| 67129 | General Fund Unrestricted | 0.00 | 91.79 | -91.79 | 92*0516203 | 92*0516203 |
| 67264 | General Fund Unrestricted | 0.00 | 34.30 | -34.30 | 92*0518217 | 92*0518217 |
| 67272 | General Fund Unrestricted | 0.00 | 52.39 | -52.39 | 92*0518386 | 92*0518386 |
| 67289 | General Fund Unrestricted | 0.00 | 4,198.38 | -4,198.38 | 92*0518644 | 92*0518644 |
| 67305 | General Fund Unrestricted | 37,052.39 | 0.00 | 37,052.39 | 92*0518829 | 92*0518852 |
| 67306 | General Fund Unrestricted | 30,221.34 | 0.00 | 30,221.34 | 92*0518855 | 92*0518882 |
| 67307 | General Fund Unrestricted | 1,438.90 | 0.00 | 1,438.90 | 92*0518883 | 92*0518888 |
| 67310 | General Fund Unrestricted | 23,894.62 | 0.00 | 23,894.62 | 92*0518907 | 92*0518944 |
| 67313 | General Fund Unrestricted | 23,940.36 | 0.00 | 23,940.36 | 92*0518970 | 92*0519002 |
| 67316 | General Fund Unrestricted | 700.00 | 0.00 | 700.00 | 92*0519014 | 92*0519014 |
| 67318 | General Fund Unrestricted | 6,027.64 | 0.00 | 6,027.64 | 92*0519021 | 92*0519044 |
| 67322 | General Fund Unrestricted | 133,821.27 | 0.00 | 133,821.27 | 92*0519052 | 92*0519077 |
| 67324 | General Fund Unrestricted | 42,645.62 | 0.00 | 42,645.62 | 92*0519084 | 92*0519131 |
| 67325 | General Fund Unrestricted | 5,369.37 | 0.00 | 5,369.37 | 92*0519134 | 92*0519136 |
| 67330 | General Fund Unrestricted | 19,112.04 | 0.00 | 19,112.04 | 92*0519172 | 92*0519184 |
| 67331 | General Fund Unrestricted | 60,435.07 | 0.00 | 60,435.07 | 92*0519190 | 92*0519213 |
| 67337 | General Fund Unrestricted | 25,221.70 | 0.00 | 25,221.70 | 92*0519242 | 92*0519263 |
| 67338 | General Fund Unrestricted | 2,131.32 | 0.00 | 2,131.32 | 92*0519273 | 92*0519278 |
| Total Fund 11 General Fund Unrestricted | | \$412,011.64 | \$4,386.86 | \$407,624.78 | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--|---------------------------|---------------------|--------------------|---------------------|-------------|-------------|
| 67261 | General Fund Restricted | 0.00 | 15.73 | -15.73 | 92*0518149 | 92*0518149 |
| 67272 | General Fund Restricted | 0.00 | 340.00 | -340.00 | 92*0518391 | 92*0518391 |
| 67292 | General Fund Restricted | 0.00 | 35,640.00 | -35,640.00 | 92*0518700 | 92*0518700 |
| 67305 | General Fund Restricted | 11,888.24 | 0.00 | 11,888.24 | 92*0518830 | 92*0518853 |
| 67306 | General Fund Restricted | 8,137.71 | 0.00 | 8,137.71 | 92*0518854 | 92*0518876 |
| 67307 | General Fund Restricted | 1,211.05 | 0.00 | 1,211.05 | 92*0518884 | 92*0518896 |
| 67308 | General Fund Restricted | 1,561.12 | 0.00 | 1,561.12 | 92*0518897 | 92*0518897 |
| 67310 | General Fund Restricted | 61,497.59 | 0.00 | 61,497.59 | 92*0518909 | 92*0518943 |
| 67311 | General Fund Restricted | 373,351.05 | 0.00 | 373,351.05 | 92*0518945 | 92*0518967 |
| 67313 | General Fund Restricted | 236,182.94 | 0.00 | 236,182.94 | 92*0518972 | 92*0519010 |
| 67318 | General Fund Restricted | 9,431.98 | 0.00 | 9,431.98 | 92*0519016 | 92*0519046 |
| 67322 | General Fund Restricted | 64,893.40 | 0.00 | 64,893.40 | 92*0519051 | 92*0519080 |
| 67324 | General Fund Restricted | 57,437.38 | 0.00 | 57,437.38 | 92*0519083 | 92*0519133 |
| 67325 | General Fund Restricted | 39,370.26 | 0.00 | 39,370.26 | 92*0519135 | 92*0519152 |
| 67326 | General Fund Restricted | 340.00 | 0.00 | 340.00 | 92*0519153 | 92*0519153 |
| 67330 | General Fund Unrestricted | 1,081.45 | 0.00 | 1,081.45 | 92*0519179 | 92*0519183 |
| 67331 | General Fund Restricted | 20,352.79 | 0.00 | 20,352.79 | 92*0519187 | 92*0519214 |
| 67337 | General Fund Restricted | 16,626.94 | 0.00 | 16,626.94 | 92*0519239 | 92*0519255 |
| 67338 | General Fund Restricted | 51,121.02 | 0.00 | 51,121.02 | 92*0519264 | 92*0519284 |
| Total Fund 12 General Fund Restricted | | \$954,484.92 | \$35,995.73 | \$918,489.19 | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|-------------------------------|---------------------|-----------------|---------------------|-------------|-------------|
| 67234 | GF Unrestricted One-Time Func | 0.00 | 850.00 | -850.00 | 92*0517594 | 92*0517594 |
| 67306 | GF Unrestricted One-Time Func | 139.32 | 0.00 | 139.32 | 92*0518868 | 92*0518868 |
| 67310 | GF Unrestricted One-Time Func | 1,293.00 | 0.00 | 1,293.00 | 92*0518914 | 92*0518914 |
| 67311 | GF Unrestricted One-Time Func | 2,827.31 | 0.00 | 2,827.31 | 92*0518948 | 92*0518966 |
| 67313 | GF Unrestricted One-Time Func | 274,353.41 | 0.00 | 274,353.41 | 92*0518993 | 92*0519008 |
| 67318 | GF Unrestricted One-Time Func | 62,876.44 | 0.00 | 62,876.44 | 92*0519043 | 92*0519043 |
| 67322 | GF Unrestricted One-Time Func | 2,389.75 | 0.00 | 2,389.75 | 92*0519064 | 92*0519071 |
| 67324 | GF Unrestricted One-Time Func | 6,034.84 | 0.00 | 6,034.84 | 92*0519107 | 92*0519129 |
| 67330 | GF Unrestricted One-Time Func | 52,149.09 | 0.00 | 52,149.09 | 92*0519178 | 92*0519186 |
| 67331 | General Fund Unrestricted | 14,118.90 | 0.00 | 14,118.90 | 92*0519189 | 92*0519194 |
| 67338 | GF Unrestricted One-Time Func | 8,504.05 | 0.00 | 8,504.05 | 92*0519269 | 92*0519275 |
| Total Fund 13 GF Unrestricted One-Time | | \$424,686.11 | \$850.00 | \$423,836.11 | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|------------------------|---------------------------|--------------------------|---------------------------|-------------|-------------|
| 67304 | Child Development Fund | 19,446.10 | 9,723.05 | 9,723.05 | 92*0518825 | 92*0518828 |
| 67309 | Child Development Fund | 4,077.58 | 0.00 | 4,077.58 | 92*0518898 | 92*0518906 |
| 67321 | Child Development Fund | 420.60 | 0.00 | 420.60 | 92*0519049 | 92*0519050 |
| 67327 | Child Development Fund | 6,028.02 | 0.00 | 6,028.02 | 92*0519154 | 92*0519168 |
| 67332 | Child Development Fund | 15,421.52 | 0.00 | 15,421.52 | 92*0519215 | 92*0519224 |
| Total Fund 33 Child Development Fund | | <u>\$45,393.82</u> | <u>\$9,723.05</u> | <u>\$35,670.77</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--|------------------------------|--------------------|--------------------|--------------------|-------------|-------------|
| 67295 | Capital Outlay Projects Fund | 0.00 | 25,570.00 | -25,570.00 | 92*0518728 | 92*0518728 |
| 67312 | Capital Outlay Projects Fund | 1,321.52 | 0.00 | 1,321.52 | 92*0518968 | 92*0518969 |
| 67320 | Capital Outlay Projects Fund | 25,570.00 | 0.00 | 25,570.00 | 92*0519048 | 92*0519048 |
| 67328 | Capital Outlay Projects Fund | 4,044.27 | 0.00 | 4,044.27 | 92*0519169 | 92*0519170 |
| 67333 | Capital Outlay Projects Fund | 58,415.74 | 0.00 | 58,415.74 | 92*0519225 | 92*0519233 |
| Total Fund 41 Capital Outlay Projects Fun | | \$89,351.53 | \$25,570.00 | \$63,781.53 | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|----------------------|------------------------------|----------------------|------------------------------|-------------|-------------|
| 67314 | Bond Fund, Measure Q | 1,165,129.25 | 0.00 | 1,165,129.25 | 92*0519011 | 92*0519012 |
| 67317 | Bond Fund, Measure Q | 16,064.00 | 0.00 | 16,064.00 | 92*0519015 | 92*0519015 |
| 67319 | Bond Fund, Measure Q | 57,570.00 | 0.00 | 57,570.00 | 92*0519047 | 92*0519047 |
| 67334 | Bond Fund, Measure Q | 46,732.13 | 0.00 | 46,732.13 | 92*0519234 | 92*0519235 |
| Total Fund 43 Bond Fund, Measure Q | | <u>\$1,285,495.38</u> | <u>\$0.00</u> | <u>\$1,285,495.38</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--|-----------------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 67315 | Property and Liability Fund | 40,000.00 | 0.00 | 40,000.00 | 92*0519013 | 92*0519013 |
| 67329 | Property and Liability Fund | 5,822.10 | 0.00 | 5,822.10 | 92*0519171 | 92*0519171 |
| 67335 | Property and Liability Fund | 13,889.40 | 0.00 | 13,889.40 | 92*0519236 | 92*0519237 |
| Total Fund 61 Property and Liability Fund | | <u>\$59,711.50</u> | <u>\$0.00</u> | <u>\$59,711.50</u> | | |

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|---|----------------------------|---------------------|--------------------|---------------------|-------------|-------------|
| 67336 | Workers' Compensation Fund | 46.33 | 0.00 | 46.33 | 92*0519238 | 92*0519238 |
| Total Fund 62 Workers' Compensation Fu | | <u>46.33</u> | <u>0.00</u> | <u>46.33</u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| | | | | | | |
|---|----------------------------|--------------------------|----------------------|--------------------------|------------|------------|
| 67323 | Student Financial Aid Fund | 6,596.00 | 0.00 | 6,596.00 | 92*0519081 | 92*0519082 |
| Total Fund 74 Student Financial Aid Fund | | <u><u>\$6,596.00</u></u> | <u><u>\$0.00</u></u> | <u><u>\$6,596.00</u></u> | | |

SUMMARY

| | |
|---|------------------------------|
| Total Fund 11 General Fund Unrestricted | 407,624.78 |
| Total Fund 12 General Fund Restricted | 918,489.19 |
| Total Fund 13 GF Unrestricted One-Time Fund | 423,836.11 |
| Total Fund 33 Child Development Fund | 35,670.77 |
| Total Fund 41 Capital Outlay Projects Fund | 63,781.53 |
| Total Fund 43 Bond Fund, Measure Q | 1,285,495.38 |
| Total Fund 61 Property and Liability Fund | 59,711.50 |
| Total Fund 62 Workers' Compensation Fund | 46.33 |
| Total Fund 74 Student Financial Aid Fund | 6,596.00 |
| Grand Total: | <u><u>\$3,201,251.59</u></u> |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|---|-----------------------------|----------------------------------|-----------------------------|----------------------------------|------------------------|------------------------|
| 1A1904320 | SAC Diversified Agency Fund | 3,600.85 | 0.00 | 3,600.85 | 1A*0001689 | 1A*0001692 |
| 1A1904427 | SAC Diversified Agency Fund | 18,909.43 | 0.00 | 18,909.43 | 1A*0001693 | 1A*0001713 |
| Total 1A SAC Diversified Agency Fund | | <u><u>\$22,510.28</u></u> | <u><u>\$0.00</u></u> | <u><u>\$22,510.28</u></u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|------------------------------------|--------------------|----------------------------------|-----------------------------|----------------------------------|--------------------|--------------------|
| 1B1904320 | SAC Bookstore Fund | 37,057.91 | 0.00 | 37,057.91 | 1B*0001726 | 1B*0001744 |
| 1B1904530 | SAC Bookstore Fund | 26,776.59 | 0.00 | 26,776.59 | 1B*0001745 | 1B*0001768 |
| Total 1B SAC Bookstore Fund | | <u><u>\$63,834.50</u></u> | <u><u>\$0.00</u></u> | <u><u>\$63,834.50</u></u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|--|------------------------------|---------------------------|----------------------|---------------------------|--------------------|--------------------|
| 1C1904427 | SAC Community Education Fund | 12,060.00 | 0.00 | 12,060.00 | 1C*0001130 | 1C*0001132 |
| Total 1C SAC Community Education Fund | | <u><u>\$12,060.00</u></u> | <u><u>\$0.00</u></u> | <u><u>\$12,060.00</u></u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|---|-----------------------------|------------------------|----------------------|------------------------|--------------------|--------------------|
| 1R1904530 | SAC Representation Fee Fund | 3,286.72 | 0.00 | 3,286.72 | 1R*0001022 | 1R*0001022 |
| Total 1R SAC Representation Fee Fund | | <u>3,286.72</u> | <u>0.00</u> | <u>3,286.72</u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|--|------------------------------|---------------------------------|-----------------------------|---------------------------------|------------------------|------------------------|
| 1S1904320 | SAC Associated Students Fund | 5,188.69 | 0.00 | 5,188.69 | 1S*0001335 | 1S*0001348 |
| 1S1904427 | SAC Associated Students Fund | 4,433.16 | 0.00 | 4,433.16 | 1S*0001349 | 1S*0001357 |
| Total 1S SAC Associated Students Fund | | <u><u>\$9,621.85</u></u> | <u><u>\$0.00</u></u> | <u><u>\$9,621.85</u></u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|--|----------------------------|----------------------------------|-----------------------------|----------------------------------|--------------------|--------------------|
| 1T1904320 | SAC Diversified Trust Fund | 500.00 | 0.00 | 500.00 | 1T*0001437 | 1T*0001437 |
| 1T1904427 | SAC Diversified Trust Fund | 14,358.44 | 0.00 | 14,358.44 | 1T*0001438 | 1T*0001448 |
| Total 1T SAC Diversified Trust Fund | | <u><u>\$14,858.44</u></u> | <u><u>\$0.00</u></u> | <u><u>\$14,858.44</u></u> | | |

SUMMARY

| | |
|---|-----------------------------------|
| Total Fund 1A SAC Diversified Agency Fund | 22,510.28 |
| Total Fund 1B SAC Bookstore Fund | 63,834.50 |
| Total Fund 1C SAC Community Education Fu | 12,060.00 |
| Total Fund 1R SAC Representation Fee Func | 3,286.72 |
| Total Fund 1S SAC Associated Students Fun | 9,621.85 |
| Total Fund 1T SAC Diversified Trust Fund | 14,858.44 |
| Grand Total: | <u><u>\$126,171.79</u></u> |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|---|-----------------------------|---------------------------|----------------------|---------------------------|--------------------|--------------------|
| 2A1904427 | SCC Diversified Agency Fund | 13,234.67 | 0.00 | 13,234.67 | 2A*0001339 | 2A*0001365 |
| 2A1904530 | SCC Diversified Agency Fund | 7,125.68 | 0.00 | 7,125.68 | 2A*0001366 | 2A*0001375 |
| Total 2A SCC Diversified Agency Fund | | <u>\$20,360.35</u> | <u>\$0.00</u> | <u>\$20,360.35</u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|------------------------------------|--------------------|---------------------------|---------------------------|---------------------------|-------------|-------------|
| 2B1904427 | SCC Bookstore Fund | 52,016.20 | 21,372.55 | 30,643.65 | 2B*0001557 | 2B*0001606 |
| 2B1904530 | SCC Bookstore Fund | 301.86 | 0.00 | 301.86 | 2B*0001607 | 2B*0001607 |
| Total 2B SCC Bookstore Fund | | <u>\$52,318.06</u> | <u>\$21,372.55</u> | <u>\$30,945.51</u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|--|------------------------------|----------------------------------|-----------------------------|----------------------------------|--------------------|--------------------|
| 2C1904427 | SCC Community Education Fund | 10,516.26 | 0.00 | 10,516.26 | 2C*0001110 | 2C*0001111 |
| Total 2C SCC Community Education Fund | | <u><u>\$10,516.26</u></u> | <u><u>\$0.00</u></u> | <u><u>\$10,516.26</u></u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| Register # | Fund Title | Amount | Voided Checks | Adjusted Amount | Beg Check # | End Check # |
|--|------------------------------|---------------------------|----------------------|---------------------------|-------------|-------------|
| 2S1904320 | SCC Associated Students Fund | 163.00 | 0.00 | 163.00 | 2S*0001238 | 2S*0001238 |
| 2S1904427 | SCC Associated Students Fund | 12,161.92 | 0.00 | 12,161.92 | 2S*0001239 | 2S*0001259 |
| 2S1904530 | SCC Associated Students Fund | 522.00 | 0.00 | 522.00 | 2S*0001260 | 2S*0001260 |
| Total 2S SCC Associated Students Fund | | <u>\$12,846.92</u> | <u>\$0.00</u> | <u>\$12,846.92</u> | | |

Checks Written for Period 04/17/19 Thru 04/30/19

| <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> |
|--|----------------------------|--------------------------|----------------------|--------------------------|--------------------|--------------------|
| 2T1904427 | SCC Diversified Trust Fund | 7,484.11 | 0.00 | 7,484.11 | 2T*0001216 | 2T*0001224 |
| Total 2T SCC Diversified Trust Fund | | <u><u>\$7,484.11</u></u> | <u><u>\$0.00</u></u> | <u><u>\$7,484.11</u></u> | | |

SUMMARY

| | |
|---|----------------------------------|
| Total Fund 2A SCC Diversified Agency Fund | 20,360.35 |
| Total Fund 2B SCC Bookstore Fund | 30,945.51 |
| Total Fund 2C SCC Community Education Fu | 10,516.26 |
| Total Fund 2S SCC Associated Students Fun | 12,846.92 |
| Total Fund 2T SCC Diversified Trust Fund | 7,484.11 |
| Grand Total: | <u><u>\$82,153.15</u></u> |

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/17/2019 To 04/30/2019
Board Meeting on 05/13/2019

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> | | |
| 4000 SUPPLIES & MATERIALS | | 40,148 |
| 5000 OTHER OPERATING EXP & SERVICES | | 3,252 |
| 6000 CAPITAL OUTLAY | 43,400 | |
| Total Transfer Fund 11 | \$43,400 | \$43,400 |
| <u>Fund 12: General Fund Restricted</u> | | |
| 1000 ACADEMIC SALARIES | | 20,770 |
| 2000 CLASSIFIED SALARIES | 52,700 | |
| 3000 EMPLOYEE BENEFITS | 3,599 | |
| 4000 SUPPLIES & MATERIALS | 5,976 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 78,680 |
| 6000 CAPITAL OUTLAY | 20,140 | |
| 7000 OTHER OUTGO | 17,035 | |
| Total Transfer Fund 12 | \$99,450 | \$99,450 |
| <u>Fund 13: GF Unrestricted One-Time Funds</u> | | |
| 4000 SUPPLIES & MATERIALS | | 2,571 |
| 5000 OTHER OPERATING EXP & SERVICES | 571 | |
| 6000 CAPITAL OUTLAY | 2,000 | |
| Total Transfer Fund 13 | \$2,571 | \$2,571 |
| <u>Fund 76: Community Education Fund</u> | | |
| 1000 ACADEMIC SALARIES | 7,000 | |
| 2000 CLASSIFIED SALARIES | | 7,000 |
| 3000 EMPLOYEE BENEFITS | 215 | |
| 5000 OTHER OPERATING EXP & SERVICES | | 215 |
| Total Transfer Fund 76 | \$7,215 | \$7,215 |
| BUDGET INCREASES AND DECREASES | | |
| | Revenue | Appropriation |
| <u>Fund 12: General Fund Restricted</u> | | |
| 8100 FEDERAL REVENUES | 19,500 | |
| 8600 STATE REVENUES | (672,778) | |
| 1000 ACADEMIC SALARIES | | (13,528) |
| 2000 CLASSIFIED SALARIES | | 19,500 |
| 3000 EMPLOYEE BENEFITS | | (37,394) |
| 4000 SUPPLIES & MATERIALS | | (13,752) |
| 5000 OTHER OPERATING EXP & SERVICES | | (520,392) |
| 6000 CAPITAL OUTLAY | | (87,712) |
| Total Transfer Fund 12 | \$(653,278) | \$(653,278) |
| <u>Fund 13: GF Unrestricted One-Time Funds</u> | | |
| 8800 LOCAL REVENUES | 20,864 | |
| 6000 CAPITAL OUTLAY | | 20,864 |
| Total Transfer Fund 13 | \$20,864 | \$20,864 |

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/17/2019 To 04/30/2019
Board Meeting on 05/13/2019**

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 31: Bookstore Fund</u> | | | |
| 8800 | LOCAL REVENUES | (200,000) | |
| 2000 | CLASSIFIED SALARIES | | 22,799 |
| 3000 | EMPLOYEE BENEFITS | | 6,212 |
| 4000 | SUPPLIES & MATERIALS | | (139,258) |
| 5000 | OTHER OPERATING EXP & SERVICES | | (19,176) |
| 7000 | OTHER OUTGO | | (33,323) |
| 7900 | RESERVE FOR CONTINGENCIES | | (37,254) |
| Total Transfer Fund 31 | | \$(200,000) | \$(200,000) |
| <u>Fund 74: Student Financial Aid Fund</u> | | | |
| 8100 | FEDERAL REVENUES | (19,500) | |
| 7000 | OTHER OUTGO | | (19,500) |
| Total Transfer Fund 74 | | \$(19,500) | \$(19,500) |

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 04/17/2019 To 04/30/2019

Board Meeting on 05/13/2019

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 11: General Fund Unrestricted</u> | | | |
| B025664 | 04/18/19 | | |
| 4000 | SUPPLIES & MATERIALS | | 40,000 |
| 6000 | CAPITAL OUTLAY | 40,000 | |
| Total Reference B025664 | | \$40,000 | \$40,000 |

Reason: Adjustment
Description: Additional funding for districtwide phone replacement

| | | | |
|--|--------------------------------|-----------------|-----------------|
| <u>Fund 12: General Fund Restricted</u> | | | |
| B025648 | 04/17/19 | | |
| 2000 | CLASSIFIED SALARIES | 22,502 | |
| 4000 | SUPPLIES & MATERIALS | 15,000 | |
| 5000 | OTHER OPERATING EXP & SERVICES | | 47,502 |
| 6000 | CAPITAL OUTLAY | 10,000 | |
| Total Reference B025648 | | \$47,502 | \$47,502 |

Reason: Special Project Adjustment
Description: Fund CAEP Consortium-wide Marketing Campaign

| BUDGET INCREASES AND DECREASES | | Revenue | Appropriation |
|--|----------------------|--------------------|----------------------|
| <u>Fund 12: General Fund Restricted</u> | | | |
| B025645 | 04/17/19 | | |
| 8600 | STATE REVENUES | (112,996) | |
| 4000 | SUPPLIES & MATERIALS | | (27,532) |
| 6000 | CAPITAL OUTLAY | | (85,464) |
| Total Reference B025645 | | \$(112,996) | \$(112,996) |

Reason: Special Project Adjustment
Description: SWP reallocation for SP2226 to different projects

| | | | |
|--------------------------------|-------------------|-------------------|-------------------|
| B025646 | 04/17/19 | | |
| 8600 | STATE REVENUES | (30,338) | |
| 1000 | ACADEMIC SALARIES | | (25,000) |
| 3000 | EMPLOYEE BENEFITS | | (5,338) |
| Total Reference B025646 | | \$(30,338) | \$(30,338) |

Reason: Special Project Adjustment
Description: SWP reallocation for SP 2226 to different projects

| | | | |
|--------------------------------|--------------------------------|--------------------|--------------------|
| B025649 | 04/17/19 | | |
| 8600 | STATE REVENUES | (524,361) | |
| 1000 | ACADEMIC SALARIES | | (8,000) |
| 5000 | OTHER OPERATING EXP & SERVICES | | (516,113) |
| 6000 | CAPITAL OUTLAY | | (248) |
| Total Reference B025649 | | \$(524,361) | \$(524,361) |

Reason: Special Project Adjustment
Description: SWP Round 2 reallocation of new projects in SP2226

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

From 04/17/2019 To 04/30/2019

Board Meeting on 05/13/2019

| BUDGET INCREASES AND DECREASES | | Revenue | Appropriation |
|---------------------------------------|---|--------------------|----------------------|
| B025651 | 04/17/19 | | |
| 8600 | STATE REVENUES | (33,753) | |
| 1000 | ACADEMIC SALARIES | | (9,423) |
| 3000 | EMPLOYEE BENEFITS | | (24,330) |
| Total Reference B025651 | | \$(33,753) | \$(33,753) |
| Reason: | Special Project Adjustment | | |
| Description: | Moving funds to reallocate to new SWP projects | | |
| B025680 | 04/23/19 | | |
| 8600 | STATE REVENUES | 90,000 | |
| 1000 | ACADEMIC SALARIES | | 53,986 |
| 3000 | EMPLOYEE BENEFITS | | 12,773 |
| 4000 | SUPPLIES & MATERIALS | | 13,780 |
| 5000 | OTHER OPERATING EXP & SERVICES | | 3,461 |
| 6000 | CAPITAL OUTLAY | | 6,000 |
| Total Reference B025680 | | \$90,000 | \$90,000 |
| Reason: | New Budget | | |
| Description: | Certified Nursing Assistant Expansion CNA OEC | | |
| <u>Fund 31: Bookstore Fund</u> | | | |
| B025709 | 04/26/19 | | |
| 8800 | LOCAL REVENUES | (200,000) | |
| 2000 | CLASSIFIED SALARIES | | 22,799 |
| 3000 | EMPLOYEE BENEFITS | | 6,212 |
| 4000 | SUPPLIES & MATERIALS | | (139,258) |
| 5000 | OTHER OPERATING EXP & SERVICES | | (19,176) |
| 7000 | OTHER OUTGO | | (33,323) |
| 7900 | RESERVE FOR CONTINGENCIES | | (37,254) |
| Total Reference B025709 | | \$(200,000) | \$(200,000) |
| Reason: | Adjustment | | |
| Description: | Adjust budget for projected expenses/income 18/19 | | |

RECOMMENDATION

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

4.2 (4)

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

| | | |
|---------|--|--------------------|
| To: | Board of Trustees | Date: May 13, 2019 |
| Re: | Approval of Agreement with PBK Architects, Inc. - Architectural and Engineering Services for Barrier Removal – Nealley Library Restroom Remodel at Santa Ana College | |
| Action: | Request for Approval | |

BACKGROUND:

This is a new agreement for architectural and engineering services for a barrier removal accessibility restroom remodel project in the Nealley Library (“Library”) at Santa Ana College. The Library building was originally constructed in 1957 with a first floor addition in 1970, an alteration for audio/visual services in 1976, a second floor addition in 1993, and voluntary seismic structural upgrades were undertaken in 2002. The Library restrooms located at the main entry appear to be from the original construction with limited to no Americans with Disabilities Act (ADA) improvements. Due to the age, existing compliance issues, and high volume usage, the restrooms have been identified as a high priority for upgrade by the college and as noted in the District’s ADA and Section 504 Self-Evaluation and Transition Plan Report (December 2018). A qualified architect is needed to assist the District in preparing construction documents that will be submitted to the Division of the State Architect (DSA) for review and approval. The project scope of work includes a complete restroom modernization with schematic design through construction document phases, agency approvals, construction administration, and project closeout. The District intends to utilize State Scheduled Maintenance funding for the project.

ANALYSIS:

A Request for Proposal (RFP) #1819-243 for architectural and engineering services for Barrier Removal – Nealley Library Restroom Remodel at Santa Ana College was solicited on March 6, 2019 to 17 prequalified architects with a due date of April 1, 2019. The District received one proposal from PBK Architects, Inc. (Costa Mesa). The District is experiencing a low response rate to architect proposals for work due to the current large volume of work in the industry, preference for larger projects, and architects have been unavailable to take on additional work. A selection panel convened on April 3, 2019 to review the proposal. The panel reviewed the timeliness and completeness of the response, technical qualifications and competence, record of past performance, approach to work, and ability to meet the anticipated schedule. The panel recommends PBK Architects, Inc. by consensus based upon the culmination of their RFP response and responsiveness, qualifications, experience, team members, reference checks, approach to the project, fee, knowledge, and ability to meet the anticipated schedule. It is recommended that the District enter into an agreement with PBK Architects, Inc. for

architectural and engineering services for Barrier Removal – Nealley Library Restroom Remodel project at Santa Ana College.

The services covered by this agreement shall commence May 14, 2019 and end June 30, 2021. The contract is a total not-to-exceed fee of \$97,000.00, which includes \$2,000 in reimbursable expenses. The District has reviewed the fee and it is reasonable and within industry standards.

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve the agreement with PBK Architects, Inc. - Architectural and Engineering Services for Barrier Removal – Nealley Library Restroom Remodel at Santa Ana College as presented.

| | | |
|-----------------|---|--------------------------|
| Fiscal Impact: | \$97,000 (includes reimbursables) | Board Date: May 13, 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: 5/13/19

Project: Barrier Removal – Nealley Library Restroom Remodel

Site: Santa Ana College

Consultants: **PBK Architects, Inc.**

Type of Service: Architectural and Engineering Services

| Agreement Summary | Amount | Reimbursables | Start | Duration | End |
|-------------------------------|--------------------|----------------------|--------------|-----------------|------------|
| Original Contract Amount | \$95,000.00 | \$2,000.00 | 5/14/2019 | | 6/30/2021 |
| Total Agreement Amount | \$97,000.00 | | | | |

AGREEMENT NO: 0344.00/ DESCRIPTION:

This agreement #0344.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$97,000.00**

Contract End Date: **6/30/2021**

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

| | | |
|---------|--|--------------------|
| To: | Board of Trustees | Date: May 13, 2019 |
| Re: | Approval of Amendment to Agreement with LSA Associates, Inc. – Traffic/ Circulation Analysis for Campus Entrance Improvements at Santiago Canyon College | |
| Action: | Request for Approval | |

BACKGROUND:

At the Board of Trustees meeting held on April 29, 2019, the Board approved a new agreement for a traffic/circulation analysis for the Campus Entrance Improvements project at Santiago Canyon College. The docket item 4.13 (April 29, 2019 meeting) incorrectly noted the agreement amount as \$18,530. Therefore, this is an approval of an amendment to the agreement to correct the contract amount to \$25,940 as this was a staff error in preparing the agenda docket. All terms and conditions of the contract as approved remain unchanged.

This project work is necessary to address Blaser legal settlement deficiency items related to path of travel, as described in docket item 4.13 on the April 29, 2019 agenda. In order to correct such, the entire hardscape from the sidewalk at the bus stop along Chapman Avenue's entrance traveling to the fountain area (front of campus), through Strenger Plaza, and up to doorway entrances at Buildings D, E and the Library are all potentially impacted. The amount of work required to fix the path of travel slopes throughout campus is significant and challenging due to the various changes in site elevations and grades.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to the agreement with LSA Associates, Inc. – Traffic/Circulation Analysis for Campus Entrance Improvements at Santiago Canyon College as presented.

| | | |
|-----------------|---|--------------------------|
| Fiscal Impact: | \$25,940 | Board Date: May 13, 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: May 13, 2019 |
| Re: | Approval of Change Order #1 for ADFS in Azure with Core BTS | |
| Action: | Request for Approval | |

BACKGROUND

On August 29, 2018, the District entered into an agreement with SADA Systems Inc. in the amount of \$14,995 to assist in creating a solution for cloud based logon authentication in Azure (Microsoft's cloud platform) through Microsoft's Active Directory Federation Services (ADFS). These services will allow us to provide a streamlined single sign on experience for multiple IT services for both students and staff, including Office 365, Regroup text messaging, Comevo student orientation and our Ellucian products. In March 2019, the District was informed that SADA Systems had changed their name to Core BTS, Inc. The name change was filed with the State of California to do business under the new name of Core BTS, Inc. effective January 3, 2019. On April 29, 2019, the Board of Trustees approved the vendor name change.

Additional consulting hours are required to successfully complete the deployment process due to a number of remediation initiatives and configuration changes required within our Azure environment beyond the original projected estimate and scope of work. Core BTS has issued a change order to cover the additional remediation and configuration activities. The increase of hours will bring the total contract amount over \$15,000. Therefore, approval from the Board of Trustees is required.

ANALYSIS

The change order increases the contract by \$6,035. The total contract amount has increased from \$14,995 to \$21,030. The District has reviewed the estimated amount of hours required and they are reasonable and sufficient to complete the work. There are no revisions to the contract hourly rates and completion of the work can occur within the 2018-2019 fiscal year.

This project will be funded by the ITS operational budget.

RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #1 for ADFS in Azure with Core BTS as presented.

| | | |
|-----------------|--|--------------------------|
| Fiscal Impact: | Not to exceed \$21,030 | Board Date: May 13, 2019 |
| Prepared by: | Jesse Gonzalez, Assistant Vice Chancellor of Information Technology Services | |
| Submitted by: | Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services | |
| Recommended by: | Raúl Rodríguez, Ph.D., Chancellor | |

Rancho Santiago Community College District Change Order 1

Change Request Form

Date Requested: 4/25/2019 **Change Number:** 1

| | | |
|---|-----------------|--|
| This Change to the “ADFS in Azure Re-Implementation” agreement, between “Client” and Core BTS is entered between the parties and is effective on 5/1/2019. This Change Order is subject to all terms and conditions in the Agreement and SOW. The parties agree as follows: | | |
| Description of Change: <ul style="list-style-type: none"> - Upgrade source anchor - Domain federation - Knowledge transfer (documentation) - Admin session w/RSCCD | | |
| Impact of Change (complete all that apply): | | |
| | <i>Current:</i> | <i>Proposed:</i> |
| Cost | | Sr. Consultant – 25 hours - \$195/hour Project Manager – 8 hours - \$145/hour Total: \$6,035.00 *Resource rates are blended, and applicable to this change order only. *Travel expenses will be invoiced at cost, and approved before incurring. - SADA will bill for one-way travel time, estimated ~2 hours of traffic. - Business Onsite hours: Start at 8:15am PT |
| Resources | | (1) Sr. Consultant (2) Project Manager |

Effective Date

This Change Control will be effective on 5/1/2019

Rancho Santiago Community College District:

Print Name/Title: Peter J. Hardash - Vice Chancellor of Business Operations/Fiscal Services

Signature _____ Date _____

Core BTS Approval

Print Name/Title _____

Signature _____ Date _____



Rancho Santiago Community College District

SADA Systems, Inc.

Statement of Work

ADFS in Azure Re-Implementation

August 3, 2018

This Statement of Work (this "SOW") is entered into as of the SOW Effective Date (as set forth in Section 1 below) and will be governed by the terms of that certain Master Professional Services Agreement by and between Rancho Santiago Community College District, and SADA Systems, Inc., (such agreement, the "MPSA"), the terms of which are fully incorporated by reference into this SOW. In the event of a conflict between the Agreement and this SOW, the Agreement shall prevail.

Version 1.1

Patrick Watson
Director, Business Development
Phone: (818) 942-2058
Email: patrick.watson@sadasystems.com

Ruben Abdalian
Business Development Associate
Phone: (818) 237-8894
Email: ruben.abdalian@sadasystems.com



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1 Introduction

SADA Systems, Inc. (SADA) is pleased to provide this Statement of Work (SOW) to Rancho Santiago Community College District as a document of intent and scope designed to bring clarity to all parties involved.

This Statement of Work No. 1 (this "SOW") is entered into as of the SOW Effective Date (as set forth in Sections below) and will be governed by the terms of that certain Master Professional Services Agreement by and between Rancho Santiago Community College District, and SADA Systems, Inc., (such agreement, the "MPSA"), the terms of which are fully incorporated by reference into this SOW. In the event of a conflict between the Agreement and this SOW, the Agreement shall prevail.

2 Business Objectives

The business objectives for this project are as follows:

- Discovery of the ADFS environment, identify the issues and estimate the work needed for remediation

Subject to the assumptions set forth below and any changes in scope reflected in a mutually executed Change Order, Consultant will provide the Professional Services described below as in-scope as part of the Rancho Santiago Community College District's project ("Project").

3 Project Blueprint

The following table outlines the blueprint for this project. Specific text in regard to the approach for each phase can be found in the reference location.

| Phase | Purpose | Activities |
|-------|---|--|
| I | Discovery | <ul style="list-style-type: none"> • Discovery (Azure Networking, Resource Groups, Load Balancers, Traffic Manager, ADFS Federation & Proxy Servers, Domain Controllers in Azure, Azure AD Connect, Azure AD) |
| II | Design | <ul style="list-style-type: none"> • Discovery findings review session • Remediation discussion • VPN Configuration envisioning • ADFS Cutover Envisioning • Overall Architecture design documentation and client sign-off |
| III | Deploy <i>(estimate only)</i> | <ul style="list-style-type: none"> • <i>Azure Palo Alto VPN Configuration</i> • <i>Azure Networking Remediation</i> • <i>Domain Controller Replication & Remediation</i> • <i>ADFS Health Checks & Remediation</i> • <i>Azure AD Connect Remediation</i> • <i>ADFS Cutover/Go-live</i> |
| IV | Dedication | <ul style="list-style-type: none"> • Post-transition Support (4 hours) • Admin training – 1 session • Documentation and hand-off |



3.1 Timeline

The project is expected to be completed in three weeks.

4 Rancho Santiago Community College District Responsibilities

Rancho Santiago Community College District will provide the following deliverables to the Project:

- Provisioning all project infrastructure as specified in the Entry Criteria document and Envisioning Session action plans
- Consolidated feedback to the deliverables in the timeframe as defined above
- Prompt review of Consultant deliverables for sign-off
- Responsible for procuring, installing, hosting, testing, deploying, monitoring, and maintaining all associated hardware and third party software, including patches or upgrades required to support the integration deliverables
- Rancho Santiago Community College District is responsible for any third-party support costs, which includes but is not limited to Microsoft tickets, contracts, or other means of support.

5 Assumptions

5.1 General Assumptions

- Full time during normal business hours: 7am – 4pm, Monday – Friday PST based on a 40-hour week. (migrations can/will occur after hours as well)
- Adequate facilities and resources will be provided by Rancho Santiago Community College District for services rendered by SADA full time while on-site at any Rancho Santiago Community College District location, as needed.
- Rancho Santiago Community College District will acquire all necessary hardware, software and/or subscriptions required to complete this project.
- Any changes made to technical or business specifications found in this proposal must be submitted through a valid Change Order, and approved by both Advisor Rancho Santiago Community College District and SADA.
- Rancho Santiago Community College District and SADA must mutually agree to additions or changes to the scope of Services, Deliverables, or assumptions in writing. SADA activities or responsibilities not expressly stated to be within scope are agreed to be out of scope.
- Any delays in the project schedule which are not under the control of SADA, including, but not limited to, delays in approvals, procurement or staff availability, may require an adjustment of fees and expenses and/or scheduling estimates for project completion.



- The estimated fee structure is based on the estimated timeline and SADA's involvement described herein. Rancho Santiago Community College District will dedicate the necessary resources to complement SADA and to complete the activities and deliverables according to this SOW.
- Any expenses to be paid by Rancho Santiago Community College District shall be duly documented with the corresponding invoices.
- SADA will be provided with access to relevant materials, work product, and other documentation, as well as to those representatives within Rancho Santiago Community College District's organization whose help may facilitate development of Project activities (e.g. meetings, tasks, and deliverables).
- SADA will perform its services from SADA's office. If there's a need to go on Rancho Santiago Community College District premises, Rancho Santiago Community College District will provide SADA project team members with a workspace consisting of a suitable network connection (including Internet access), printer and copier access, overhead projector, and telephone access as well as work areas with availability to conference rooms and space for group interviews and meetings (where applicable).
- It is assumed the engagement will proceed continuously and there will be no project interruptions or stoppages ordered other than as may be contemplated by the project plan.
- Proposal pricing to Rancho Santiago Community College District will be valid for a period of (30) thirty days from the date of this SOW.

5.1.1 Technical Assumptions

- Client has an active Azure subscription
 - Client has the following resources deployed in Azure US West: Azure Load Balancer, 2 ADFS Proxy servers (2012 R2), Load Balanced Set, 2 ADFS servers (2012 R2), 2 Domain Controllers
 - Client has the following resources deployed in Azure US East: 1 ADFS Proxy server (2012 R2), 1 ADFS server (2012 R2), 1 Domain Controller
 - Client has 2 Azure Traffic Manager instances balancing traffic (for failover) between Azure East and West
 - No VPN tunnel exists from the on premises environment to either Azure environment
 - Client would like to establish VPN tunnels to the Azure environments
 - Client would like to re-establish ADFS Federation with Azure AD
 - Client has a non-expired SSL certificate for adfs.rscdd.edu
 - If servers need to be re-provisioned, existing server licensing from the client will be used
- Client would like SADA to work with Palo Alto for VPN configuration

5.1.2 Out of Scope

Based on Consultant's current understanding of Rancho Santiago Community College District requirements, the following requirement areas, Application modules, tasks and deliverables are out of scope, and will not be executed as part of this Project.



- Any items not specifically called out in the scopes of work
- Network Remediation beyond VPN tunnel to Azure, and providing guidance and/or best practices
- Active Directory or Office 365 remediation
- Active Directory consolidation
- Deployment of client/desktop software
- Direct end-user assistance of any type
- Pilot implementation of ADFS
- ADFS branding, beyond verification of existing branding

5.1.3 Deployment of Partner of Record

In order for SADA Systems to provide RSCCD with the support and Microsoft Cloud lifecycle services for their cloud subscription(s) RSCCD owns, we request RSCCD to list SADA Systems as their Deployment Partner of Record (DPOR). When a customer purchases qualifying Microsoft Online Services such as Office 365, you are also able to select a certified Microsoft Partner to be associated with your account, a Deployment Partner of Record (DPOR). It is important to note that assigning a Partner of Record to your Microsoft Online services has no impact on your monthly subscription cost. It also has no impact on the support or services you receive from Microsoft. Additionally, it does not provide SADA Systems access to your data unless access is specifically provided or Delegated Administrator access is granted to SADA Systems. DPOR does allow SADA Systems to work on the customer’s behalf with Microsoft should the need arise, and act as the customer’s trusted advisor in applicable scenarios: i.e. design and implementation guidance, validation of best practices, quick turnaround timelines for escalation and direct communication with Microsoft’s technical and business groups. If you require further clarification and information on DPOR, please do not hesitate to reach out to your point of contact at SADA Systems.

6 Professional Fees – Time & Materials

SADA Systems is providing Rancho Santiago Community College District with a time and materials estimate for this project. The project estimates are based on the deliverables, project approach, and assumptions. Expenses are in addition to this amount and explained in a later section. A breakdown of hours, rates, and costs by resource is provided below.

ADFS

| Role | Estimated Hours | Rate | Total |
|-------------------------------|-----------------|----------|--------------------|
| Sr. Consultant | 65 | \$195.00 | \$12,675.00 |
| Project Manager | 16 | \$145.00 | \$2,320.00 |
| Estimated Subtotal: | | | \$14,995.00 |
| Estimated Grand Total: | | | \$14,995.00 |

All sales taxes which are properly payable in connection with this Agreement under the Applicable law shall be paid by Customer.



6.1 Travel Time and Expenses

This project will be delivered remotely and as such, SADA shall bear all of its own expenses incurred in connection with the Professional Services performed under this SOW.

6.2 Payment Terms

SADA Systems is providing Rancho Santiago Community College District with a time and materials estimate for this project. The project estimates are based on the scope above, project approach, and assumptions. A breakdown of hours, rates, and costs by resource is provided below:

- A ten percent down payment for the services fees (\$1,499.50) is due upon signing of this SOW, prior to the start of the project. The services down payment will be credited towards initial invoices.
- Project fees & expenses will be billed monthly on a time & materials basis on Net 30 terms.
- Pricing is for SADA professional fees only, and does not include Cloud hosting, software licensing, or other fees.
- SADA will utilize best efforts to retain and maintain assigned resources throughout the lifecycle of this project. SADA reserves the right to utilize any and all resources necessary to complete the project including resources that were not originally assigned to the project. In the event SADA chooses to change, remove or add resources to the project, SADA will consult with Rancho Santiago Community College District as soon as reasonably possible prior to making such resource changes, provided that any such changes will not result in the SADA personnel assigned to this project to cease to be deployed in the Los Angeles area.
- SADA is not responsible to the extent delays in the project timeline or budget overruns due to insufficient access to Rancho Santiago Community College District's staff and management or delays in procurement of required Rancho Santiago Community College District specific resources and/or information necessary for successful completion of the project prevent SADA from continuing to work on the project. SADA will provide as much lead time as reasonably possible prior to requesting specific resources and/or information from the Rancho Santiago Community College District.

7 Project Pause

- Should the project come to a PAUSE for reasons unrelated to SADA, SADA may terminate the project and request full fees associated with current phase as related to the percentage of work completed as deemed by SADA. A PAUSE is defined as a stoppage of work and / or communication over a two week period.

8 Change Orders

- Changes to project scope, incorrect assumptions or missing prerequisites may affect cost, resources or scheduling. Other circumstances may arise beyond SADA control that may cause it to be unable to accomplish the project objectives and would require a modification to this SOW. Any



such modification shall be memorialized in a mutually executed Change Order that details material changes to staff requirements, deliverables, fees and milestones, as applicable.

9 Expiration

This proposal expires within 30 days. Please indicate your acceptance by signing the below, and faxing it in its entirety to 818-766-0090. Rancho Santiago Community College District may also email a signed and scanned copy to the designated account manager.

10 Conclusion

We very much look forward to working with you on this project.

IN WITNESS WHEREOF, each of Rancho Santiago Community College District and Consultant has caused this SOW to be signed and delivered by its duly authorized representative.

Rancho Santiago Community College District

Name: Linda Melendez JG

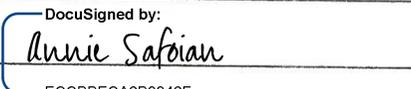
Signature: 

Title: Interim Director of Purchasing Services

Date: 8/29/18

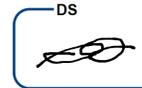
SADA Systems, Inc.

Name: Annie Safoian

Signature: 
DocuSigned by:
ECCBBECA6B3346F...

Title: Co-Founder

Date: 8/30/2018 | 9:31 AM PDT



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

| | | |
|---------|--|--------------------|
| To: | Board of Trustees | Date: May 13, 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. Disabled Students Programs & Services (DSPS) (SAC) - <i>Augmentation</i> Mid-year reallocation from the California Community Colleges Chancellor's Office to provide services for disabled students. (18/19). Match is \$351,149 that consists of DSPS staff salary and benefits. | 03/07/19 | \$6,772 |
| 2. Hunger Free Campus Support (SAC) - <i>Augmentation</i> Final allocation from the California Community Colleges Chancellor's Office to provide services that address the food security of students within the campus. Funding will support a food pantry or a regular food distribution on campus and ensure students have the information needed to enroll in CalFresh. (18/19). No match required. | 02/13/19 | \$739 |
| 3. Hunger Free Campus Support (SCC) Funds from the California Community Colleges Chancellor's Office to provide services that address the food security of students within the campus. Funding will support a food pantry or a regular food distribution on campus and ensure students have the information needed to enroll in CalFresh. (18/19). No match required. | 02/13/19 | \$73,253 |

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: \$80,764 | Board Date: May 13, 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 #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations
 Adjustment: (\$90,941) - P1 Final Allocations
 Augmentation: \$6,772 - Mid-Year Allocations
TOTAL INCOME: \$1,014,866

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

Date: 05/01/19

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|---|------------------|-----------|-----------------|-----------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2230-000000-10000-8623 | DSPS : Santa Ana College | | 1,099,035 | | 1,014,866 | 84,169 | |
| 12-2230-642000-19521-1210 | Academic Management : DSPS - Veronica O. (100%) | 138,434 | | 138,434 | | - | |
| 12-2230-642000-19521-1430 | Part-Time Counselors : DSPS | 1,000 | | 2,700 | | 1,700 | |
| 12-2230-642000-19521-2130 | Classified Employees : DSPS - Elizabeth H. (100%); Ian K (100%) - Robert N (100%); Amy T (100%) | 233,067 | | 236,726 | | 3,659 | |
| 12-2230-642000-19521-2340 | Student Assistants - Hourly | 3,200 | | 2,810 | | | 390 |
| 12-2230-642000-19521-2350 | Overtime - Classified | 12,787 | | 4,666 | | | 8,121 |
| 12-2230-642000-19521-3115 | STRS - Non-Instructional : | - | | 440 | | 440 | |
| 12-2230-642000-19521-3215 | PERS - Non-Instructional : | 67,101 | | 67,101 | | - | |
| 12-2230-642000-19521-3315 | OASDHI - Non-Instructional | 24,347 | | 24,048 | | | 299 |
| 12-2230-642000-19521-3325 | Medicare - Non-Instructiona | 5,696 | | 5,823 | | 127 | |
| 12-2230-642000-19521-3415 | H & W - Non-Instructional : | 93,235 | | 77,105 | | | 16,130 |
| 12-2230-642000-19521-3435 | H & W - Retiree Fund Non-In | 14,371 | | 14,908 | | 537 | |
| 12-2230-642000-19521-3515 | SUI - Non-Instructional : D | 198 | | 201 | | 3 | |
| 12-2230-642000-19521-3615 | WCI - Non-Instructional : D | 8,908 | | 9,240 | | 332 | |
| 12-2230-642000-19521-3915 | Other Benefits - Non-Instru | 8,496 | | 8,660 | | 164 | |
| 12-2230-642000-19521-4610 | Non-Instructional Supplies | 8,870 | | 8,870 | | | - |
| 12-2230-642000-19521-4710 | Food and Food Service Suppl | 676 | | 676 | | - | - |
| 12-2230-642000-19521-5100 | Contracted Services : DSPS | 2,000 | | 2,000 | | | - |

5.1 (2)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations
 Adjustment: (\$90,941) - P1 Final Allocations
 Augmentation: \$6,772 - Mid-Year Allocations
TOTAL INCOME: \$1,014,866

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

Date: 05/01/19

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|-------------------------------|--|------------------|----------|-----------------|----------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2230-642000-19521-5300 | Inst Dues & Memberships : D | 2,335 | | 665 | | | 1,670 |
| 12-2230-642000-19521-5610 | Lease Agreement - Equipment | 7,500 | | 7,500 | | - | - |
| 12-2230-642000-19521-5630 | Maint Contract - Office Equ | 3,476 | | 3,476 | | - | - |
| 12-2230-642000-19521-5652 | Rental - Equipment | 1,330 | | 1,327 | | | 3 |
| 12-2230-642000-19521-5800 | Advertising : DSPS Office | 500 | | - | | | 500 |
| 12-2230-642000-19521-5845 | Excess/Copies Useage : DSPS | 2,136 | | 2,136 | | - | - |
| 12-2230-642000-19521-5940 | Reproduction/Printing Expen | 885 | | 885 | | - | |
| 12-2230-642000-19521-5950 | Software License and Fees : | 5,950 | | - | | | 5,950 |
| 12-2230-675000-19521-5210 | Conference Expenses : DSPS | 11,842 | | 9,342 | | | 2,500 |
| Totals for DEPARTMENT: | 19521 - DSPS Office | 658,340 | - | 629,739 | - | | |
| 12-2230-499900-19523-2445 | Professional Experts - Inst - Interpreters - hourly | 96,993 | | 68,000 | | | 28,993 |
| 12-2230-499900-19523-3211 | PERS - Instructional : Deaf | 4,610 | | 2,641 | | | 1,969 |
| 12-2230-499900-19523-3311 | OASDHI - Instructional : De | 1,583 | | 906 | | | 677 |
| 12-2230-499900-19523-3321 | Medicare - Instructional : | 1,480 | | 986 | | | 494 |
| 12-2230-499900-19523-3331 | PARS - Instructional : Deaf | 995 | | 694 | | | 301 |
| 12-2230-499900-19523-3431 | H & W - Retiree Fund Inst : | 3,706 | | 2,468 | | | 1,238 |
| 12-2230-499900-19523-3511 | SUI - Instructional : Deaf | 51 | | 34 | | | 17 |
| 12-2230-499900-19523-3611 | WCI - Instructional : Deaf | 2,297 | | 1,530 | | | 767 |
| 12-2230-642000-19523-5100 | Contracted Services : Deaf | 74,017 | | 61,970 | | | 12,047 |
| Totals for DEPARTMENT: | 19523 - Deaf & Hard of Hea | 185,732 | - | 139,229 | - | | |

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations
 Adjustment: (\$90,941) - P1 Final Allocations
 Augmentation: \$6,772 - Mid-Year Allocations
TOTAL INCOME: \$1,014,866

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

Date: 05/01/19

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|-------------------------------|--|------------------|----------|-----------------|----------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2230-499900-19524-4310 | Instructional Supplies (ATP) | 8,574 | | 3,466 | | | 5,108 |
| 12-2230-499900-19524-6410 | Equip-All Other >\$1000<\$5000 (ATP) | 2,689 | | 2,689 | | - | |
| 12-2230-499900-19524-6411 | Equip-All Other <\$5000 (ATP) | 5,108 | | 5,108 | | - | |
| | Access To Print (ATP) | 16,371 | | 11,263 | | | |
| 12-2230-642000-19524-2130 | Classified Employees : High - Angela T. (100%) | 74,851 | | 80,261 | | 5,410 | |
| 12-2230-642000-19524-3215 | PERS - Non-Instructional : | 13,520 | | 13,860 | | 340 | |
| 12-2230-642000-19524-3315 | OASDHI - Non-Instructional | 4,734 | | 5,071 | | 337 | |
| 12-2230-642000-19524-3325 | Medicare - Non-Instructiona | 1,108 | | 1,186 | | 78 | |
| 12-2230-642000-19524-3415 | H & W - Non-Instructional : | 8,527 | | 8,574 | | 47 | |
| 12-2230-642000-19524-3435 | H & W - Retiree Fund Non-In | 2,773 | | 2,968 | | 195 | |
| 12-2230-642000-19524-3515 | SUI - Non-Instructional : H | 39 | | 39 | | - | |
| 12-2230-642000-19524-3615 | WCI - Non-Instructional : H | 1,719 | | 1,840 | | 121 | |
| 12-2230-642000-19524-3915 | Other Benefits - Non-Instru | 1,500 | | 1,500 | | - | - |
| Totals for DEPARTMENT: | 19524 - High Tech Center D | 108,771 | - | 115,299 | - | | |
| 12-2230-493031-19525-1110 | Contract Instructors : Lea - Louise J. (40%) - VRC funds 10% - Mark T. (40%) | 85,299 | | 76,718 | | | 8,581 |
| 12-2230-493031-19525-3111 | STRS - Instructional : Lear | 6,648 | | 5,251 | | | 1,397 |
| 12-2230-493031-19525-3211 | PERS - Instructional : Lear | 8,031 | | 8,028 | | | 3 |
| 12-2230-493031-19525-3311 | OASDHI - Instructional : Le | 2,800 | | 2,638 | | | 162 |

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations
 Adjustment: (\$90,941) - P1 Final Allocations
 Augmentation: \$6,772 - Mid-Year Allocations
TOTAL INCOME: \$1,014,866

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

Date: 05/01/19

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------------|----------------------------------|------------------|------------------|------------------|------------------|---------------|---------------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2230-493031-19525-3321 | Medicare - Instructional : | 1,257 | | 1,095 | | | 162 |
| 12-2230-493031-19525-3411 | H & W - Instructional : Lea | 16,134 | | 15,135 | | | 999 |
| 12-2230-493031-19525-3431 | H & W - Retiree Fund Inst : | 3,147 | | 2,830 | | | 317 |
| 12-2230-493031-19525-3511 | SUI - Instructional : Learn | 43 | | 37 | | | 6 |
| 12-2230-493031-19525-3611 | WCI - Instructional : Learn | 1,951 | | 1,805 | | | 146 |
| 12-2230-493031-19525-3911 | Other Benefits - Instructio | 1,400 | | 1,246 | | | 154 |
| Totals for DEPARTMENT: | 19525 - Learning Disabled | 126,710 | - | 114,783 | - | | |
| 12-2230-642000-19525-1484 | Int/Sum Beynd Contr-Reassig | 2,176 | | 3,308 | | 1,132 | |
| 12-2230-642000-19525-3115 | STRS - Non-Instructional : | 333 | | 431 | | 98 | |
| 12-2230-642000-19525-3215 | PERS - Non-Instructional : | 23 | | 119 | | 96 | |
| 12-2230-642000-19525-3315 | OASDHI - Non-Instructional | 8 | | 41 | | 33 | |
| 12-2230-642000-19525-3325 | Medicare - Non-Instructiona | 32 | | 48 | | 16 | |
| 12-2230-642000-19525-3435 | H & W - Retiree Fund Non-In | 79 | | 120 | | 41 | |
| 12-2230-642000-19525-3515 | SUI - Non-Instructional : L | 1 | | 2 | | 1 | |
| 12-2230-642000-19525-3615 | WCI - Non-Instructional : L | 49 | | 74 | | 25 | |
| 12-2230-642000-19525-5220 | Mileage/Parking Expenses : | 410 | | 410 | | - | - |
| Totals for DEPARTMENT: | 19525 - Learning Disabled | 3,111 | - | 4,553 | - | | |
| Totals for PROJECT: 2230 | DSPS (FD 12) | 1,099,035 | 1,099,035 | 1,014,866 | 1,014,866 | 99,101 | 99,101 |

519

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations
 Adjustment: (\$90,941) - P1 Final Allocations
 Augmentation: \$6,772 - Mid-Year Allocations
TOTAL INCOME: \$1,014,866

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

Date: 05/01/19

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|-------------------------------|---|------------------|----------|-----------------|----------|---------------|--------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 11-2230-499900-19523-2445 | Professional Experts - Inst - Interpreters - hourly (TOE from fd 12) | 19,490 | | 19,880 | | 390 | |
| 11-2230-499900-19523-3211 | PERS - Instructional : | 1,760 | | 851 | | | 909 |
| 11-2230-499900-19523-3311 | OASDHI - Instructional : | 604 | | 296 | | | 308 |
| 11-2230-499900-19523-3321 | Medicare - Instructional : | 283 | | 288 | | 5 | |
| 11-2230-499900-19523-3331 | PARS - Instructional : Deaf | 127 | | 196 | | 69 | |
| 11-2230-499900-19523-3431 | H & W - Retiree Fund Inst : | 707 | | 721 | | 14 | |
| 11-2230-499900-19523-3511 | SUI - Instructional : Deaf | 10 | | 1 | | | 9 |
| 11-2230-499900-19523-3611 | WCI - Instructional : Deaf | 439 | | 448 | | 9 | |
| 11-2230-642000-19523-2130 | Classified Employees : Deaf - Ruth Rodriguez (80%) | 90,748 | | 90,748 | | - | - |
| 11-2230-642000-19523-3215 | PERS - Non-Instructional : | 15,960 | | 16,391 | | 431 | |
| 11-2230-642000-19523-3315 | OASDHI - Non-Instructional | 5,553 | | 5,468 | | | 85 |
| 11-2230-642000-19523-3325 | Medicare - Non-Instructiona | 1,299 | | 1,279 | | | 20 |
| 11-2230-642000-19523-3415 | H & W - Non-Instructional : | 18,756 | | 20,489 | | 1,733 | |
| 11-2230-642000-19523-3435 | H & W - Retiree Fund Non-In | 3,251 | | 3,338 | | 87 | |
| 11-2230-642000-19523-3515 | SUI - Non-Instructional : D | 47 | | 44 | | | 3 |
| 11-2230-642000-19523-3615 | WCI - Non-Instructional : D | 2,015 | | 2,069 | | 54 | |
| 11-2230-642000-19523-3915 | Other Benefits - Non-Instru | 1,200 | | 1,200 | | - | - |
| Totals for DEPARTMENT: | 19523 - Deaf & Hard of Hea | 162,249 | - | 163,707 | - | | |

5.1
 (6)

SPECIAL PROJECT DETAILED BUDGET #2230
NAME: Disabled Student Programs and Services (DSPS) - SAC
FISCAL YEAR: 2018/2019

CONTRACT PERIOD: 7/01/18 - 6/30/19
 CONTRACT INCOME: \$1,099,035 - SAC P1 Allocations
 Adjustment: (\$90,941) - P1 Final Allocations
 Augmentation: \$6,772 - Mid-Year Allocations
TOTAL INCOME: \$1,014,866

PROJ. ADM. Vaniethia Hubbard
 PROJ. DIR. Veronica Oforlea

Prime Sponsor: CCC Chancellor's Office
Fiscal Agent: RSCCD
CFDA #: N/A; Award #: N/A

Date: 05/01/19

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------------|---|------------------|----------|-----------------|----------|---------------|--------------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 11-2230-493031-19525-1110 | Contract Instructors : Lea - Louise Janus (60%) - Mark Turner (60%) | 126,415 | | 126,245 | | | 170 |
| 11-2230-493031-19525-3111 | STRS - Instructional : Lear | 9,852 | | 9,852 | | - | - |
| 11-2230-493031-19525-3211 | PERS - Instructional : Lear | 11,903 | | 11,875 | | | 28 |
| 11-2230-493031-19525-3311 | OASDHI - Instructional : Le | 4,151 | | 3,894 | | | 257 |
| 11-2230-493031-19525-3321 | Medicare - Instructional : | 1,863 | | 1,802 | | | 61 |
| 11-2230-493031-19525-3411 | H & W - Instructional : Lea | 24,201 | | 24,327 | | 126 | |
| 11-2230-493031-19525-3431 | H & W - Retiree Fund Inst : | 4,665 | | 4,659 | | | 6 |
| 11-2230-493031-19525-3511 | SUI - Instructional : Learn | 64 | | 62 | | | 2 |
| 11-2230-493031-19525-3611 | WCI - Instructional : Learn | 2,892 | | 2,836 | | | 56 |
| 11-2230-493031-19525-3911 | Other Benefits - Instructio | 2,100 | | 1,890 | | | 210 |
| Totals for DEPARTMENT: | 19525 - Learning Disabled | 188,106 | - | 187,442 | - | | |
| 11-2230-642000-19526-2130 | Classified Employees : Phys | 603 | | - | | | 603 |
| 11-2230-642000-19526-3215 | PERS - Non-Instructional : | 109 | | - | | | 109 |
| 11-2230-642000-19526-3315 | OASDHI - Non-Instructional | 37 | | - | | | 37 |
| 11-2230-642000-19526-3325 | Medicare - Non-Instructiona | 9 | | - | | | 9 |
| 11-2230-642000-19526-3435 | H & W - Retiree Fund Non-In | 22 | | - | | | 22 |
| 11-2230-642000-19526-3615 | WCI - Non-Instructional : P | 14 | | - | | | 14 |
| Totals for DEPARTMENT: | 19526 - Physically Disable | 794 | - | - | - | | |
| Totals for PROJECT: 2230 | DSPS (FD 11 - Match) | 351,149 | - | 351,149 | - | 2,918 | 2,918 |

517

SPECIAL PROJECT DETAILED BUDGET # 2389
NAME: Hunger Free Campus (2018-19) - SAC
FISCAL YEAR: 2018/19 & 2019/20

CONTRACT PERIOD: 07/01/18 - 06/30/20
 CONTRACT INCOME: \$165,686 - SAC Allocation (10/31/18)
 Augmentation: \$739 - Final FY18/19 Allocation (02/19/19)
TOTAL INCOME: \$166,425

PROJ ADM: Dr. V. Hubbard
 PROJ DIR: Dr. V. Hubbard
 Rev. Date: 05/01/19

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

| GL Account | Description | Allocated Budget | | Revising Budget | | Changes (+/-) | |
|---------------------------|---|------------------|----------------|-----------------|----------------|---------------|------------|
| | | Debit | Credit | Debit | Credit | Debit | Credit |
| 12-2389-000000-10000-8629 | Other Gen Categorical Apport : Santa Ana College | | 165,686 | | 166,425 | | 739 |
| 12-2389-649000-19100-2320 | Classified Employees - Hourly - Stud. Svcs. Coordinator (\$28.07/hr x 19 hrs/wk x 39 wks x 1.5 yrs) | 31,200 | | 31,200 | | - | |
| 12-2389-649000-19100-3215 | PERS - Non-Instructional | 5,635 | | 5,635 | | - | |
| 12-2389-649000-19100-3315 | OASDHI - Non-Instructional | 1,934 | | 1,934 | | - | |
| 12-2389-649000-19100-3325 | Medicare - Non-Instructional | 452 | | 452 | | - | |
| 12-2389-649000-19100-3435 | H & W Ret Fd - Non-Instructional | 1,133 | | 1,133 | | - | |
| 12-2389-649000-19100-3515 | SUI - Non-Instructional | 16 | | 16 | | - | |
| 12-2389-649000-19100-3615 | WCI - Non-Instructional | 702 | | 702 | | - | |
| 12-2389-649000-19100-4610 | Non-Instructional Supplies : Student Services | 4,000 | | 4,000 | | - | |
| 12-2389-649000-19100-4710 | Food and Food Service Supplies : Student Services | 10,000 | | 10,000 | | - | |
| 12-2389-649000-19100-5100 | Contracted Services : Student Services Office | 30,000 | | 30,000 | | - | |
| 12-2389-649000-19100-5800 | Advertising : Student Services Office | 2,000 | | 2,000 | | - | |
| 12-2389-649000-19100-5940 | Reproduction/Printing Expenses : Student Services | 1,000 | | 1,000 | | - | |
| 12-2389-649000-19100-5999 | Special Project Holding Acct : Student Services | 75,614 | | 76,353 | | 739 | |
| 12-2389-732000-19100-7670 | Other Expenses Paid to Student | 2,000 | | 2,000 | | - | |
| Total Project 2389 | Hunger Free Campus (2018-19) | 165,686 | 165,686 | 166,425 | 166,425 | 739 | 739 |

(8) 5.1.C

SPECIAL PROJECT DETAILED BUDGET # 2389
NAME: Hunger Free Campus (2018-19) - SCC
FISCAL YEAR: 2018/19 & 2019/20

CONTRACT PERIOD: 07/01/18 - 06/30/20
 CONTRACT INCOME: \$73,253

PROJ ADM: S. Rizvi
 PROJ DIR: J. Alonzo

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

Date: 04/26/19

| GL Accounts | Description | Debit | Credit |
|---------------------------------|--|---------------|---------------|
| 12-2389-000000-20000-8629 | Other General Categorical Apport : SCC | | 73,253 |
| 12-2389-649000-29365-2340 | Student Assistants - Hourly : Student Equity | 3,792 | |
| 12-2389-649000-29365-3435 | H & W Ret Fd Non-Instructional : Student Equity | 161 | |
| 12-2389-649000-29365-3615 | WCI Non-Instructional : Student Equity | 47 | |
| 12-2389-649000-29365-4610 | Non-Instructional Supplies - Supplies (\$10,253) - Computers - under \$1,000 (\$5,000) | 15,253 | |
| 12-2389-649000-29365-4710 | Food & Food Service Supplies : Student Equity | 1,500 | |
| 12-2389-649000-29365-5100 | Contracted Services : Student Equity | 2,000 | |
| 12-2389-649000-29365-6410 | Equipment - all other (>\$1K <\$5k) : Student Equity | 50,000 | |
| 12-2389-732000-29365-7670 | Other Expenses Paid for Students : Student Equity | 500 | |
| Totals for Project: 2389 | Hunger Free Campus (2018-19) | 73,253 | 73,253 |

5.1 (9)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

| | |
|--|--------------------|
| To: Board of Trustees | Date: May 13, 2019 |
| Re: Approval of Sub-Agreement between RSCCD and Orange County Superintendent of Schools for the Strong Workforce Program - Regional Funds Initiative (DO#18-2225-36) | |
| 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

Strong Workforce Program regional funds will be allocated to the Orange County Superintendent of Schools in support of the **2019 Orange County Counselor Symposium** scheduled for November 7, 2019. The event is directed to counselors from K-12, adult education centers and community colleges providing an opportunity to engage in professional development, networking, early career exploration, enhance articulation and action plan development. The enclosed sub-agreement (DO-18-2225-36) outlines the terms of the project. The period of performance is November 1, 2019, to November 30, 2019. The cost shall not exceed \$50,000.

The project director is Dr. Gustavo Chamorro, Director of Los Angeles/Orange County Regional Consortium and the project administrator is Dr. Adriene "Alex" Davis, Assistant Vice Chancellor of Economic and Workforce Development.

RECOMMENDATION

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

| | |
|--|--------------------------|
| Fiscal Impact: \$50,000.00 (grant-funded) | Board Date: May 13, 2019 |
| Prepared by: Francisco Villaseñor, Resource Development Coordinator | |
| Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services | |
| Recommended by: Raul Rodriguez, Ph.D., Chancellor | |

**SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE COUNTY SUPERINTENDENT OF SCHOOLS**

**FOR THE
STRONG WORKFORCE PROGRAM – REGIONAL FUNDS INITIATIVE
ORANGE COUNTY REGION**

This sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of May 2019, between Rancho Santiago Community College District (hereinafter “FISCAL AGENT”) and Orange County Superintendent of Schools also referred to as Orange County Department of Education (hereinafter “SUBCONTRACTOR”). FISCAL AGENT and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement. This Agreement is based on the Strong Workforce Program - Regional Funds Initiative agreement between the FISCAL AGENT and the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”).

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

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

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

NOW, THEREFORE, the Parties agree as follows:

1. Statement of Work

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

2. Period of Performance

The period of performance for this Agreement shall be from November 1, 2019, through November 30, 2019.

3. Total Cost

The total cost to FISCAL AGENT for performance of this Agreement shall not exceed **\$50,000.00** USD, to be funded by the Strong Workforce Program Regional Initiative – *Orange*

County Marketing and Branding Project.

4. Budget

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

5. Payment

A one-time payment of the “Total Cost” will be issued to SUBCONTRACTOR upon receipt of the fully executed Agreement and an invoice requesting payment in full. Payment to SUBCONTRACTOR shall not exceed the amount listed under “Total Cost”.

6. Invoices

SUBCONTRACTOR must submit one invoice for payment of “Total Cost” that includes a statement indicating “payment in full for the 2019 Orange County Counselor Symposium.” The invoice must include the Agreement number (refer to footer), and should be submitted to the following address:

Rancho Santiago Community College District
ATTN: Gustavo Chamorro, Ed.D., Orange County Director
Los Angeles and Orange County Regional Consortium (LAOCRC)
2323 N. Broadway, Suite 328
Santa Ana, CA 92706

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, upon request, for the duration of the Agreement. SUBCONTRACTOR will submit reports to the Project Director via email at Chamorro_Gustavo@rsccd.edu in a timely manner.

8. Expenditure of Funds

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

9. Time Extensions

FISCAL AGENT will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **November 30, 2019**.

10. Independent Contractor

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

11. Subcontract Assignment

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

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

12. Rules for Deliverables

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

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of five (5) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

SUBCONTRACTOR agrees that FISCAL AGENT, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. SUBCONTRACTOR agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, SUBCONTRACTOR agrees to include a similar right of FISCAL AGENT, the PRIME SPONSOR, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to the performance of this Agreement.

15. Insurance

The Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. Each Party warrants that through its program of self-

insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Parties performance of this contract.

16. Mutual Indemnification

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

17. Termination

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

The obligations of FISCAL AGENT under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the FISCAL AGENT Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, FISCAL AGENT shall provide SUBCONTRACTOR with written notification of such determination, and FISCAL AGENT shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in **Exhibit A**, including without limitation, all non-cancelable obligations incurred through the date of termination.

18. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by FISCAL AGENT and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, FISCAL AGENT receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of FISCAL AGENT or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California,

and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

19. Notices

All notices, reports and correspondence between the Parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

FISCAL AGENT:

Rancho Santiago Community College District

Primary Contact:

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, Hardash_Peter@rsccd.edu

Gustavo Chamorro, Ed.D., Orange County Director
Los Angeles and Orange County Regional Consortium (LAOCRC)
2323 N. Broadway, Suite 328
Santa Ana, CA 92706
(714) 564-5521; Chamorro_Gustavo@rsccd.edu

SUBCONTRACTOR:

Orange County Superintendent of Schools
Orange County Department of Education
200 Kalmus Drive
Costa Mesa, CA 92626

Primary Contact:

Mayu Iwatani, Coordinator
CWA and Counseling Services
(714) 327-1052; MIwatani@ocde.us

Fiscal Contact:

Renee Hendrick, Associate Superintendent
Administrative Services
(714) 966-4061; RHendrick@ocde.us

20. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

21. Waiver

Any waiver by FISCAL AGENT of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping FISCAL AGENT from enforcing the terms of this Agreement.

22. Severability

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

23. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

As the Agreement is contingent upon the availability of funds, and is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, FISCAL AGENT may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

24. Assurances

By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill, and with the guidance documents provided by the California Community College Chancellor's Office, as set forth and incorporated into this Agreement by reference.

By signing this Agreement the SUBCONTRACTOR certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Project-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

25. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Orange County
Superintendent of Schools

By: _____

By: _____

Name: Peter J. Hardash

Name: _____

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: May 13, 2019

95-6000943

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

| | |
|-----------|---|
| Exhibit A | Scope of Work |
| Exhibit B | Project Budget |
| Exhibit C | Guidelines, Definitions and Reasonable Standards for SWP |
| Exhibit D | Trailer Bill Language for Strong Workforce Program (Link) |

Exhibit A

Orange County Department of Education Educational Services Division Counseling Services 2019-2020

OCDE Vision

Orange County students will lead the nation in college and career readiness and success.

OCDE Counselor Leadership Network Mission

The mission of the Orange County Department of Education Counselor Leadership Network is to support Orange County school districts in the development of comprehensive school counseling programs which support the whole child in order to promote academic success, college and career readiness, and social/emotional development.

2019 Orange County School Counselor Symposium---November 7, 2019, Anaheim Marriott

Goal:

To provide K-12 and Community College counselors with targeted professional development and opportunities for collaboration and to enhance vertical articulation to support the whole child, increase high school graduation rates, and post-secondary enrollment in Orange County and result in a strong workforce in Orange County. In addition, the conference will set the foundation for the series of professional development for the year.

Event Description:

- A conference inviting (800 plus) K-12, Community College, and Adult Education counselors throughout Orange County for an opportunity to engage in professional development, vertical articulation, and networking opportunities.
- The conference will feature content from the three domains prescribed in the *ASCA model (academic, social/emotional, and career development)* <https://www.schoolcounselor.org/school-counselors-members/about-asca/mindsets-behaviors> as well as content focused on the *role of the Counselor within a Multi-Tiered System of Support framework* <http://ocde.us/MTSS>
 - The conference will consist of a *morning keynote speakers, breakout sessions, and a networking social.*
- *This conference will kick off a series of professional development* also focused on the county vision and the ASCA model and MTSS that will be offered throughout the year for Counselors.
- This conference will launch the *2019-2020 Orange County Counselor Recognition Program nomination process* with Community Colleges joining us for the first time. The selected counselors will be recognized at the annual Orange County Counselor Symposium for their outstanding work in the field supporting students as they plan for successful futures

Exhibit A

Proposal Summary:

\$50, 000 for the 2019 Counselor Symposium sponsorship which will include the following collaborative opportunity:

Member representatives in the core Counselor Symposium planning team.

10 vendor tables at prime spot for each Community College.

Planning and development of breakout sessions supporting Community College counselors

Planning and development Visibility and marketing of organization by print section in Counselor Symposium related webpage and conference link.

Networking opportunities connecting to K-12 counselors.

Collaborative opportunity for Community College counselors to share best practices and work with feeder K-12 counseling teams.

Exhibit B

**Orange County Department of Education
Educational Services Division
Counseling Services
2019-2020**

2019 - 2020 OCDE Counselor Sub Agreement Itemized Budget

2019 Orange County School Counselor Symposium – November 7, 2019, Anaheim Marriott

| Allocation of funds | |
|---------------------------------------|--------------------|
| Social Network (room rental/food) | \$2,000.00 |
| Materials for the Counselor Symposium | \$3,000.00 |
| Hotel Deposit | \$30,000.00 |
| AV | \$15,000.00 |
| | |
| Total: | \$50,000.00 |

Exhibit C

Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investment

(Local and Regional Share)

Reasonable

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision. Systems that can guide this definition are: necessary for the performance of the funding; follow sound business practices (procurement processes, follow state and local laws, follow the terms of the funding source); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

The following, directly relate to Strong Workforce Education Code Requirements and some examples of the standard non-allowable activities that meet the "front-page of the newspaper" test of reasonable and the allowable indirect cost rate:

- **Supplanting:** Funds appropriated to community college districts for local or regional share investment shall supplement, not supplant, existing funding of community college career technical education programs. This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year. *[EC§88824(e)]*
- **Funding CTE Only:** Funds expended must show a direct benefit to the requirements of the Strong Workforce Program outcomes of increasing the number of quality students or programs in CTE courses programs and pathways and addressing the recommendations of the Strong Workforce Task Force. *[EC§88824(d)(5)(A-C)]*
- **Duplication of Effort:** To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs. *[EC§88821(4)(d)]*
- **District Procedures:** All fiscal policy and program procedures adopted by the applicable Community College District shall be followed when expending (local and regional) allocations.

- **Non-Allowable Activities:**

Entertainment – Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

Alcoholic Beverages – Costs of alcoholic beverages are unallowable.

Contingency (Rainy Day Funds) – Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.

Goods and Services for Personal Use – Cost of goods and services for Personal use is unallowable.

Lobbying – Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

Contributions or Donations – Cash or property contributions or donations are unallowable.

Fund Raising and Investment Costs – Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.

Indirect Cost Rates Allowed

| Allocation | Indirect Cost Rate (Total Direct Costs) |
|---------------------------|--|
| 60% Local Share | 4% |
| 40% Regional Share | No Indirect Allowed |

The following table can be used as a quick reference guide for participation requirements and/or plan requirements as listed within Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines. This table is not meant to substitute a full review of

Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines in their entirety in addition to all recommendations from the Strong Workforce Task Force. Links to the above mentioned documents and documents that are designed to inform in the development of these investments can be found at:

<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx>

| Recipients of Local or Regional Share Funding Shall | Plans for Local or Regional Share Funding Shall Address |
|---|---|
| <p>Be a member of a consortium [EC§88824(d)(1)] (Career Technical Education Regional Consortium,” or “consortium,” means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor’s office for the purpose of coordination and joint planning within regions, as defined in subdivision [EC88822§(c)])</p> | <p>Increasing the number of student in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes. [EC§88824(d)(5)(A)]</p> |
| <p>Work with other members of the consortium to create and submit a plan to the chancellor by January 31, 2017 [EC§88824 (d)(2)], for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).</p> | <p>Increasing the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes (completions, transfer, employment rates, employment in a field of study, earning, median change in earning, proportion of student who attained living wages). [EC§88824(d)(5)(B)]</p> |
| <p>Collaborate: [EC§88821(a-e)] All Community College Districts participating in local or regional investments are required to follow collaboration requirements as specified in these sections.</p> | <p>Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning. [EC§88824(d)(5)(C)] http://doingwhatmatters.cccco.edu/portals/6/docs/sw/2016_11%20Workforce_Task_Force_Implementation%20Recommendations%20Version%201.pdf</p> |
| <p>LMI Data: [EC§88824(d)(4)] Provide accessible performance and labor-market data that can be used by community college districts and their regional partners to support the implementation of the program and describe related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).</p> | <p>Local Investment Shall: Provide Evidence of Demand for Workers within the funded CTE Program or Across Multiple Programs</p> <ul style="list-style-type: none"> • Identify geography and occupations targeted • Identify demand and supply and gap Cite source of Labor Market Information |

| | |
|---|---|
| <p>Local Investment Planning Efforts: <i>[EC§88823(f)]</i> Community College Districts participating in a consortium shall utilize their region’s plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.</p> | <p>Regional Investment Shall -- <i>[EC 88823(b)(3-7)]</i> review for the following:</p> <ul style="list-style-type: none"> Summary of Local Share Investments by Sector Regional/Sub Regional Labor Market Information Supply & Demand Table with Living Wage Occupations Other Establish Questions & Agenda for Collaborative Regional Planning Are priority and emergent sectors for the region still the same? What more must be done for students to move through the region’s career pathways in the sectors? How will job placement, internships, and regional industry engagement be coordinated? How can industry inform and co-invest in CTE? |
| <p>Certifications: <i>[EC§88824(d)(5)(A-C)]</i>Community College Districts will certify that the use of funds will meet the intent of the program to accomplish all of the following:</p> <p>(A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.</p> <p>(B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.</p> <p>(C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.</p> | <p>Regional Share Plan <i>[EC §88823 (h)]</i></p> <p>Each region’s plan shall be for the primary purpose of informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region’s plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.</p> |
| <p>Regional Share Consortium Shall:</p> <ul style="list-style-type: none"> • <i>[EC§88824(c)(1) & §88823(b)(1)]</i> each consortium shall select a CCD to be fiscal agent. • <i>[EC§88824(f)]</i> a consortium shall allocate funds only to CCDs. • <i>[EC§88823(b)(2)]</i> a consortium shall establish a governance model for the consortium. Fiscal Resources shall be determined exclusively by the CCDs participating in the consortium. | |

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4550
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



August 25, 2016

To: Regional Consortium Chairs

From: Matt Roberts, Ed.D. Dean of Field Operations
Workforce and Economic Development Division

Subject: Guidance on use of funds for strong workforce program

This memorandum provides guidance on the use of funds for the strong workforce program.

August 24, 2016 – Scope of Work

Roles and Responsibility

Regional Share Fiscal Agent

The fiscal agent has no authority over decisions on the use of funding, rather the fiscal agent role is to dispense, monitor and audit sub-grants once spending decisions have been authorized by the CTE Regional Consortia as stipulated in Strong Workforce legislation. The district designated as the fiscal agent shall perform the following roles and responsibilities:

- Provide a single-point of contact to act as an embedded member of the CTE Regional Consortium (RC) Team to account for financial operation and control associated with the Regional Share.
- Review sub-awardee applications for compliance with grant terms and requirements. Work with sub-awardees to resolve issues that arise.
- Review sub-award application budgets to ensure that expenditures are allowable under the grant terms and conditions, are properly classified, and that the calculations are correct. Work with sub-awardees to resolve any issues that arise.
- Develop policies, procedures, systems and timelines for disbursement of funds.
- Determine the documentation required to ensure funds are properly accounted for
- Develop systems to track each of the contracts/grants and their status that can be shared with the RCs, the CCCCCO grant monitors, and sub-awardees.
- Develop sub-award agreements with each of the sub-awardees that incorporate the contracting requirements of the CCCCCO and the Fiscal Agent.
- Provide information, guidelines and technical assistance to sub-awardees.
- Manage the flow of funds to sub-awardees by receiving, reviewing and approving claims for funds and ensure that proper documentation has been received to verify that what was requested conforms to what was approved when discrepancies occur.
- Issue payments and verify that payments have been received.
- Fulfill reporting requirements by receiving and monitoring quarterly reports and final reports from the sub-awardees.
- Follow-up on missing or incorrect reports. Work with sub-awardees to resolve issues.
- Consolidate reports and report up to the RC/CCCCO as required and upon request.
- Conduct sub-recipient monitoring and audits, in accordance with grant requirements and OMB Uniform Guidelines.
- Field questions on allowable expenditures in accordance with any CCCCCO guidance
- Review sub-awardees' requests for approval of contracts and sub-agreements, prior to forwarding requests to CCCCCO for final approval. Provide guidance and direction to the colleges to ensure compliance and facilitate CCCCCO review and approval, as needed.
- Collaborate with RCs to standardize Strong Workforce related fiscal related and reporting processes, procedures and to develop recommendations and responses to CCCCCO.

Expanded Regionalized Coordination:

The chart below shows a regional model funding breakdown that includes the following sources: Perkins 1b and the regional share allocation. Under this model, the CTE Regional Consortia shall use 5% of the regional share allocation for basic operations of the CTE Regional Consortia capacity including any fiscal agency costs. 2% of the 5% regional share operational amount will cover the fiscal agency costs (with amounts adjusted to a maximum of \$200,000 and a minimum of \$100,000. This adjustment affects Regions B, D, & G1). The remaining 3% is then leveraged with the Perkins 1b funds, and becomes the total funds available for RC basic operations and key talent expenditures. These amounts are represented in the last column of the chart.

| Region | Region | Perkins 1B Leadership | Regional Share | From Regional Share 5% | Fiscal Agent Costs 2% | FA Minimum \$ 100,000.00 | FA Maximum \$200,000.00 | Allowable Fiscal Agent Costs* | Regional Share Available for RC Infrastructure | Total Funds for RC |
|--------|--|-----------------------|------------------|---------------------------|-----------------------------|-----------------------------|----------------------------|----------------------------------|--|--------------------|
| A | Northern Inland, Northern Coastal, Greater Sacramento | \$ 370,000.00 | \$ 6,970,845.00 | \$ 348,542.25 | \$ 139,416.90 | \$ 100,000.00 | \$200,000.00 | \$ 139,416.90 | \$ 209,125.35 | \$ 579,125.35 |
| B | SF/San Mateo, East Bay, Silicon Valley, North Bay, Santa Cruz/Monterey | \$ 370,000.00 | \$ 16,675,900.00 | \$ 833,795.00 | \$ 333,518.00 | \$ 100,000.00 | \$200,000.00 | \$ 200,000.00 | \$ 633,795.00 | \$ 1,003,795.00 |
| C | Central Valley, Mother lode | \$ 300,000.00 | \$ 7,779,382.00 | \$ 388,969.10 | \$ 155,587.64 | \$ 100,000.00 | \$200,000.00 | \$ 155,587.64 | \$ 233,381.46 | \$ 533,381.46 |
| D | South Central Coast | \$ 220,000.00 | \$ 4,227,548.00 | \$ 211,377.40 | \$ 84,550.96 | \$ 100,000.00 | \$200,000.00 | \$ 100,000.00 | \$ 111,377.40 | \$ 331,377.40 |
| E | San Diego & Imperial | \$ 220,000.00 | \$ 6,604,171.00 | \$ 330,208.55 | \$ 132,083.42 | \$ 100,000.00 | \$200,000.00 | \$ 132,083.42 | \$ 198,125.13 | \$ 418,125.13 |
| F | Inland Empire & Desert | \$ 220,000.00 | \$ 7,703,557.00 | \$ 385,177.85 | \$ 154,071.14 | \$ 100,000.00 | \$200,000.00 | \$ 154,071.14 | \$ 231,106.71 | \$ 451,106.71 |
| G1 | Los Angeles | \$ 185,000.00 | \$ 18,631,147.00 | \$ 931,557.35 | \$ 372,622.94 | \$ 100,000.00 | \$200,000.00 | \$ 200,000.00 | \$ 731,557.35 | \$ 916,557.35 |
| G2 | Orange County | \$ 185,000.00 | \$ 7,407,450.00 | \$ 370,372.50 | \$ 148,149.00 | \$ 100,000.00 | \$200,000.00 | \$ 148,149.00 | \$ 222,223.50 | \$ 407,223.50 |
| | | \$ 2,070,000.00 | \$ 76,000,000.00 | \$ 3,800,000.00 | \$ 1,520,000.00 | | | \$ 1,229,308.10 | \$ 2,570,691.90 | \$ 4,640,691.90 |

* 2% or a ceiling of \$200,000 and a floor of \$100,000

Chart A

Budget Development Guidance/Fiscal Agent fees

As you continue budget development, please consider the following points:

- The total amount taken from the regional share allocation is 5%. Of this amount, the fiscal agency costs shall be capped at 2% (=40% of the 5%) or a maximum of \$200,000 and a minimum of \$100,000 for each region, leaving 3% (=60% of the 5%) to cover regional consortium costs.
- Indirect cannot be taken on any part of the 5% funds. The 2% (with a max of \$200,000 and a min of \$100,000) shall fund the fiscal agent operational costs such as office space, network support, copier use, personnel, etc. The 3% (along with the Perkins 1B allocation) will fund the regional consortium operational costs such as clerical/office staff, travel, meeting facilitation, etc.
- Perkins 1B funds should be used to pay for Key Talent costs, such as the RC salaries. Keep in mind that these funds have a 4% indirect being charged to the each of these grants.
- If 5% of the regional allocation is for fiscal agent and regional consortium costs, and 85% of the regional allocation is for more and better CTE program(s). The remaining 10% covers soft costs associated with Task Force recommendations should not be used to build regional consortium capacity or infrastructure. This percentage should be used for the following:
 - Region-wide outreach to employers with ultimate goal of increasing internships/hires
 - Region-wide outreach to students/parents about CTE options
 - Additional data-related needs
 - Professional development for curriculum approval

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

| | |
|--|--------------------|
| To: Board of Trustees | Date: May 13, 2019 |
| Re: Approval of Sub-Agreement between RSCCD and Ventura County Community College District to award the 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. An ISPIC project has been created for the following sector:

| Sector | College/District | Agreement# | Amount |
|---|------------------|----------------|----------|
| Agriculture, Water and Environmental Technologies | Ventura College | DO-18-2565-109 | \$16,848 |

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

RECOMMENDATION

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

| | |
|--|--------------------------|
| Fiscal Impact: \$16,848 (grant-funded) | Board Date: May 13, 2019 |
| Prepared by: Maria N. Gil, Senior Resource Development Coordinator | |
| Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services | |
| Recommended by: Raúl Rodríguez, Ph.D., Chancellor | |

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

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of May, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and 12-Ventura County Community College District, on behalf of **Ventura College** (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 Agriculture, Water and Environmental Technologies**, 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 \$16,848 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: Felicia Dueñas
Title: Dean, Career Education II
Address: Office: MCW-315

4667 Telegraph Road
Ventura, CA 93003
Phone: (805) 289-6430
Email: fduenas@vcccd.edu

Fiscal Representative:

Name: Larry Maher
Title: Supervising Financial Analyst, VCCCD
Address: 761 East Daily Road, Suite 200
Camarillo, CA 93010
Phone: (805) 652-5542
Email: lmaher@vcccd.edu

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.

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Ventura County
Community College District

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: May 13, 2019

By: _____

Name: _____

Title: _____

Title: _____

Date: _____

Employer/Taxpayer Identification Number (EIN)

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 ([link](#))

(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): **Ventura County CCD**

Please select District

COLLEGE: **Ventura College**

Please select College or N/A

PROJECT: **ISPIC Agri, Water, Environmental Tech**

Please select Project

FISCAL YEAR: **2018/2019**

Agreement Number: **18-2565-109**

an agreement number will be assigned by fiscal agent

FUNDING SOURCE: **Key Talent & Sector Strategy/Econ Dev Program**

Requested Amount: **\$ 16,848**

THIS FORM MAY NOT BE REPLICATED**APPENDIX B****PROJECT: ISPIC Agri, Water, Environmental Tech****DISTRICT: Ventura County CCD****COLLEGE: Ventura College****FISCAL YEAR: 2018/2019****RFA NUMBER: 18-2565-109****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 |
|---|---------------------------------------|------|-------------------------------|-----------|
| | | | \$ 16,848 | \$ 16,848 |
| 1000 | INSTRUCTIONAL SALARIES | 1 | \$ 8,200 | \$ 16,848 |
| 2000 | NONINSTRUCTIONAL SALARIES | 2 | \$ 0 | \$ 0 |
| 3000 | EMPLOYEE BENEFITS | 3 | \$ 0 | \$ 0 |
| 4000 | SUPPLIES AND MATERIALS | 4 | \$ 500 | \$ 0 |
| 5000 | OTHER OPERATING EXPENSES AND SERVICES | 5 | \$ 0 | \$ 0 |
| 6000 | CAPITAL OUTLAY | 6 | \$ 0 | \$ 0 |
| 7000 | OTHER OUTGO | 7 | \$ 7,500 | \$ 0 |
| TOTAL DIRECT COSTS: | | 8 | \$ 16,200 | \$ 16,848 |
| TOTAL INDIRECT COSTS (Not to Exceed 4% of Direct Cost): 4% | | 9 | \$ 648 | |
| TOTAL COSTS: | | 10 | \$ 16,848 | \$ 16,848 |

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: Jennifer GarnerTitle: Associate Professor, BiologyAuthorized Signature: Date: 43510.0**District Chief Business Officer (or authorized designee):**Name: Larry MaherTitle: Supervising Financial Analyst, VCCCCD

Authorized Signature: _____

Date: _____

THIS FORM MAY NOT BE REPLICATED**APPENDIX B****PROJECT: ISPIC Agri, Water, Environmental Tech****DISTRICT: Ventura County CCD****COLLEGE: Ventura College****FISCAL YEAR: 2018/2019****RFA NUMBER: 18-2565-109****Please Note:**

To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET

| Object of Expenditure | Classification | FUNDS REQUESTED | |
|---|---|-----------------|------------------------------|
| | | \$ | Key Talent & Sector |
| | | | 16,848 |
| 1000 | Professional Expert Intstuctors for training courses | | |
| | PCQI - Human Food: Instructor Expenses for 16 hours over 2 days \$1,900, books and supplies per student \$110, 20 students. | | 4,100 |
| | PCQI - Animal Food (Livestock):Instructor Expenses for 16 hours over 2 days \$1,900, books and supplies per student \$110, 20 students. | | 4,100 |
| 2000 | | | |
| 3000 | Employee Benefits | | |
| 4000 | Supplies and Materials HACCP materials printing | | 500 |
| 5000 | Other Operating Expenses and Services | | |
| 6000 | Capital Outlay | | |
| 7000 | Other Outgo Faculty conference/training travel - Food Safety Summit, NA Food Safety and Quality: travel, lodging, per diem and registra Agriculture Student travel - FPFC/PMA & CA Food Producers: lodging, travel, per diem, and registration costs | | 4,000 3,500 |
| | | | 16,200 |
| TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs): | | | 648 |
| TOTAL COSTS: | | | 16,848 |

5.3 (12)

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: ISPIC Agri, Water, Environmental Tech

DISTRICT: Ventura County CCD

COLLEGE: Ventura College

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-109

Please Note:

To avoid rounding issues, please key only whole numbers and not cents. Cents may also be created when using formulas. If this happens, type over the calculated amount within the cell.

APPLICATION BUDGET DETAIL SHEET MATCH

| Object of Expenditure | Classification | Match Amount |
|--|--|------------------|
| 1000 | Salary matching | \$ - |
| | Dorothy Farias, Agriculture Faculty | \$ 9,924 |
| | Jennifer Garner, Biotechnology Faculty | \$ 6,924 |
| 2000 | | \$ - |
| | | \$ - |
| | | \$ - |
| 3000 | | \$ - |
| | | \$ - |
| | | \$ - |
| 4000 | | \$ - |
| | | \$ - |
| | | \$ - |
| 5000 | | \$ - |
| | | \$ - |
| | | \$ - |
| 6000 | | \$ - |
| | | \$ - |
| | | \$ - |
| 7000 | | \$ - |
| | | \$ - |
| | | \$ - |
| TOTAL DIRECT COSTS: | | \$ 16,848 |
| TOTAL INDIRECT COSTS (Not to Exceed % of Direct Costs): | | |
| TOTAL COSTS: | | \$ 16,848 |

THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: ISPIC Agri, Water, Environmental Tech

DISTRICT: Ventura County CCD

COLLEGE: Ventura College

FISCAL YEAR: 2018/2019

RFA NUMBER: 18-2565-109

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
Data collection and professional development activities will be conducted to build a food safety certificate at Ventura College in a collaboration between the Agriculture and Biotechnology programs. We will provide a series of industry trainings for third party certifications aligned with Food Safety Modernization Act (FSMA) regulations for agriculture and food packing/production for the purpose of industry outreach, faculty professional development, and data collection on local demand for such trainings. Data collected will guide curriculum development of a for-credit food safety certificate of achievement at Ventura College.

Strong Workforce Metrics:

Select: 1 • **Number of course enrollments: The number of registrations in courses** - not-for-credit course offerings to serve as pipeline for students to credit courses in degree granting food safety program.

Select: 6 • **Job closely related to field of study: The proportion of students who reported that their current job is close or very close to their field of study** - not-for-credit courses will provide industry certification for job placement and/or advancement.

| # | Activities | Performance Outcomes | Timelines | Responsible Person(s) |
|-----|--|---|-----------------------------|-----------------------|
| 1.1 | Printing costs for advertising and course supplies and materials to allow offering two training sessions that comply explicitly with the International HACCP Alliance where the participant would receive a Certificate of Completion after completing a 16 hour class over 2.0 days. HACCP FDA courses will be updated to include most current federal regulations in Hazard Analysis Risk Based Preventative Controls (HARBPC), to serve as a foundation for next steps in food safety training. This would be a pre-requisite for PCHF and PCAF. Instructor costs will be covered by participant fees (Pilot HACCP training was offered Fall 2018 and funded by Round 1 ISPIC funds.) | HACCP training will provide foundation for participants in PCHF and PCAF trainings. HACCP training courses will provide increased opportunities for outreach to local industry and data collection for demand for training. | August 2019 January 2020 | Jennifer Garner |
| 1.2 | Offering trainings that comply explicitly with FSMA course requirements through FSPCA that would provide the participant with a FSMA Preventative Control Qualified Individual (PCQI) Certificate of Completion specific for human food production after completing a 20 hour class over 2.5 days. | Ventura College faculty will receive training for professional development. Pilot course will serve as industry outreach by serving employees from local companies. Data will be collected through end-of-training participant surveys to determine future demand for such training courses at Ventura College. | November 2019 | Jennifer Garner |

5.3 (14)

THIS FORM MAY NOT BE REPLICATED**APPENDIX B****PROJECT: ISPIC Agri, Water, Environmental Tech****DISTRICT: Ventura County CCD****COLLEGE: Ventura College****FISCAL YEAR: 2018/2019****RFA NUMBER: 18-2565-109****Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1
Data collection and professional development activities will be conducted to build a food safety certificate at Ventura College in a collaboration between the Agriculture and Biotechnology programs. We will provide a series of industry trainings for third party certifications aligned with Food Safety Modernization Act (FSMA) regulations for agriculture and food packing/production for the purpose of industry outreach, faculty professional development, and data collection on local demand for such trainings. Data collected will guide curriculum development of a for-credit food safety certificate of achievement at Ventura College.

| | | | | |
|-----|--|---|---|-----------------------------------|
| 1.3 | Offering trainings that comply explicitly with FSMA course requirements through FSPCA that would provide the participant with a FSMA Preventative Control Qualified Individual (PCQI) Certificate of Completion specific for animal food production after completing a 20 hour class over 2.5 days. | Ventura College faculty will receive training for professional development. Pilot course will serve as industry outreach by serving employees from local companies. Data will be collected through end-of-training participant surveys to determine future demand for such training courses at Ventura College. | February 2020 | Jennifer Garner |
| 1.4 | FPFC/PMA & CA Food Producers: Funds will provide for student transportation, room and board on a tour of CP SLO to introduce students to opportunities for transfer and career pathways in food safety, agriculture and biotechnology. | Increase student interaction with industry leaders and awareness of current issues in food safety. Career development opportunities for students. | July 2019 (FPFC/PMA Expo) May 2020 (Food Safety Summit) | Dorothy Farias |
| 1.5 | Food Safety Summit & NA Food Safety and Quality: conference travel is requested for faculty to update CE program development strategies in order to increase access to continuous workforce improvement and basic skills instruction for Ventura County incumbent workers and certificate of achievement for Ventura College students. | Professional development to provide faculty with current information on food safety regulations and industry standards. Networking opportunity with food safety experts. | January 2020 (CA Food Producers Conf.) June 2020 (NA Food Safety and Quality) | Jennifer Garner Dorothy Farias |

5.3 (15)

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: May 13, 2019 |
| Re: | Approval of Sub-Agreement between RSCCD and Feather River Community College District for the K12 Strong Workforce Program Grant | |
| Action: | Request for Approval | |

BACKGROUND

RSCCD was selected to serve as the Fiscal Agent for the K12 Strong Workforce Program Initiative (#18-205-011), funded by the California Community Colleges, Workforce and Economic Development (WED) Division, to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

ANALYSIS

The Chancellor's Office has allocated \$1,520,000 to support K-14 Pathway Technical Assistance Providers (K14 TAPs) to be hosted in each region, as part of the infrastructure to support the K12 Strong Workforce Program. Each host will receive \$190,000 to support the K14 TAP; a Regional Consortium host district, a college or community college district, or another allowable host, e.g., a Local Educational Agency, may serve as a host for the K14 TAP. The Regional Consortia are tasked with identifying the K14 TAP hosts, so that RSCCD, the fiscal agent, can develop agreements with the hosts.

The North Far North Regional Consortium has confirmed that Feather River College will serve as the host for the K14 TAP for their region. An agreement (DO-18-2559-09) with Feather River Community College District has been developed accordingly.

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

It is recommended that the Board approve this 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: \$190,000 (grant-funded) | Board Date: May 13, 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
FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 13th day of May, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Feather River Community College District** (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 K12 Strong Workforce Program, Award #18-205-011 (hereinafter “Grant”) by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division (hereinafter “Prime Sponsor”) to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative; and

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

WHEREAS, SUBCONTRACTOR has agreed to **host the K14 Technical Assistance Provider for the North Far North Region** and to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

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

2. **Period of Performance**

The period of performance for this Agreement shall be from July 1, 2019 through December 31, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$190,000.00.

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. **Payment and Invoicing**

SUBCONTRACTOR will submit an invoice for an advance payment of 80%, and a final invoice for payment of the remaining 20%. Payment is contingent upon successful performance of the work, as

approved by the Chancellor's Office. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

Invoices should be submitted via email to RS@cccoco.edu, and Sarah Santoyo (Santoyo_Sarah@rsccd.edu) and Maria Gil (Gil_Maria@rsccd.edu) should be copied on the submission.

The subject line of the email should be written as follows: INVOICE_K14TAP_*[name of college district]*.

6. Reporting
SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. Guidance on the reporting process and requirement will be provided to the SUBCONTRACTOR by RSCCD.
7. Expenditure of Grant Funds
SUBCONTRACTOR agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or disallowment of Grant funds.
8. Modifications
Substantial changes to the program components and service levels detailed in the Scope of Work must be submitted for prior approval to the PRIME SPONSOR and/or RSCCD.
9. Time Extensions
SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.
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
Unless specifically noted in the Scope of Work (*Exhibit A*), none of the duties of, or work to be performed by, SUBCONTRACTOR under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written approval by the PRIME SPONSOR. No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.
12. 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, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

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:

Rancho Santiago Community College District
Sarah Santoyo
2323 N. Broadway, Suite 201
Santa Ana, CA 92706
(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:

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

SUBCONTRACTOR:

Primary Contact:

Derek Lerch, Dean of Instruction/CIO
Feather River College
570 Golden Eagle Ave.
Quincy, CA 95971
(530) 283-0202, x321, dlersch@frc.edu

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. 09/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

By signing this Agreement the Parties certify that they comply with the Legal Terms and Conditions described in Article II (Rev. 5/14) regarding Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, the Nondiscrimination Clause, Accessibility for

Persons with Disabilities, and Drug-Free Workplace Certification.

This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: *Feather River Community College District*

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____
Date: _____

Board Approval Date: May 13, 2019

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Guidance Memo from the Chancellor's Office

Exhibit C: Articles I, Rev. 09/18 and Article II, Rev. 05/14

(NOTE: this is for general reference on the allowable and appropriate use of funds. Payment and reporting dates in Articles I and II are relevant to the Fiscal Agent and do not apply to the SUBCONTRACTOR.)

APPENDIX B

THIS FORM MAY NOT BE REPLICATED



The following information are linked throughout the forms package:

DISTRICT (Grantee):

[Redacted]

Please Select District

COLLEGE:

[Redacted]

PROJECT:

K14 Technical Assistance Provider

FISCAL YEAR: 2019/20

RFA NUMBER: 18-205-011

FUNDING SOURCE: Workforce & Economic Development Division

PROJECT BUDGET: \$

190,000

EXHIBIT A
APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: K14 Technical Assistance Provider

COLLEGE: 0.0

RFA NUMBER: 18-205-011

CONTACT PAGE

| | | | |
|-----------|-------|-----------|------------|
| District: | _____ | | |
| Address: | _____ | | |
| City: | _____ | State: CA | 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: | _____ | | |

EXHIBIT A

APPENDIX B

THIS FORM MAY NOT BE REPLICATED

PROJECT: K14 Technical Assistance Provider

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

COLLEGE: 0.0

RFA NUMBER: 18-205-011

APPLICATION BUDGET DETAIL SHEET

| Object of Expenditure | Classification | PROJECT BUDGET | |
|---|---------------------------------------|----------------|---------|
| | | \$ | 190,000 |
| 1000 | | \$ | - |
| | | \$ | - |
| 2000 | | \$ | - |
| | | \$ | - |
| 3000 | Employee Benefits | \$ | - |
| | | \$ | - |
| 4000 | Supplies and Materials | \$ | - |
| | | \$ | - |
| 5000 | Other Operating Expenses and Services | \$ | - |
| | | \$ | - |
| 6000 | Capital Outlay | \$ | - |
| 7000 | Other Outgo | \$ | - |
| TOTAL DIRECT COSTS: | | \$ | 0 |
| TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs): | | \$ | 0 |
| TOTAL COSTS: | | \$ | 0 |

**EXHIBIT A
APPENDIX B**

THIS FORM MAY NOT BE REPLICATED

PROJECT: K14 Technical Assistance Provider

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

COLLEGE: 0.0

RFA NUMBER: 18-205-011

APPLICATION BUDGET SUMMARY

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

| Object of Expenditure | Classification | Line | TOTAL PROJECT FUNDS REQUESTED | FUNDING REQUIRES MATCH |
|---|---------------------------------------|------|-------------------------------|------------------------|
| | | | \$ 190,000 | 0% |
| 1000 | INSTRUCTIONAL SALARIES | 1 | \$ 0 | \$ 0 |
| 2000 | NONINSTRUCTIONAL SALARIES | 2 | \$ 0 | \$ 0 |
| 3000 | EMPLOYEE BENEFITS | 3 | \$ 0 | \$ 0 |
| 4000 | SUPPLIES AND MATERIALS | 4 | \$ 0 | \$ 0 |
| 5000 | OTHER OPERATING EXPENSES AND SERVICES | 5 | \$ 0 | \$ 0 |
| 6000 | CAPITAL OUTLAY | 6 | \$ 0 | \$ 0 |
| 7000 | OTHER OUTGO | 7 | \$ 0 | \$ 0 |
| TOTAL DIRECT COSTS: | | 8 | \$ 0 | \$ 0 |
| TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs): | | 9 | \$ 0 | |
| TOTAL COSTS: | | 10 | \$ 0 | \$ 0 |

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:** _____

EXHIBIT A
THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First' Tab

SECTOR (If applicable): Please Select Sector on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE:

FISCAL YEAR: 2017/18

RFA NUMBER: ERROR

**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 | | | | |

5.4 (12)

EXHIBIT A
THIS FORM MAY NOT BE REPLICATED

APPENDIX B

PROJECT: Please Select Project on 'Do First' Tab

SECTOR (If applicable): Please Select Sector on 'Do First' Tab

DISTRICT: Please Select District on 'Do First' Tab

COLLEGE:

FISCAL YEAR: 2017/18

RFA NUMBER: ERROR

**Statement of Work (Annual Workplan)
Objectives/Common Metrics**

Objective: 1

Strong Workforce Metrics:
Select:

| # | Activities | Performance Outcomes | Timelines | Responsible Person(s) |
|-----|------------|----------------------|-----------|-----------------------|
| 1.3 | | | | |

5.4 (13)



California
Community
Colleges

MEMORANDUM

March 25, 2019

19-005 | Via Email

To: Chief Executive Officers
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
CTE Deans
Regional Consortium Chairs

K12 Local Education Agencies

CC: Sheneui Weber, Vice Chancellor
Division of Workforce and Economic Development

California Department of Education

Division of Workforce and Economic Development Leadership and Staff

From: Matthew Roberts, Ed.D., Dean of Workforce and Economic Development
California Community Colleges Chancellor's Office

Subject: Funding Announcement for Career Technical Education Incentive Grant and K12 Strong Workforce Program Combined Key Field Talent Positions

Guidance on the Selection of Career Technical Education Incentive Grant (CTEIG) and K12 SWP Combined Position

The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE), is pleased to announce annual funding to put in place a regional technical assistance structure to assist Local Educational Agencies (LEAs), teachers and industry partners in implementing high-quality CTE programs. Education Code 88833 appropriates up to \$12,000,000 in annual career technical education funding to support the establishment of Career Technical Education Key Talent field positions to support **both the CTE Incentive Grant Program and the K12 component of the Strong Workforce Program** as follows:

1. Eight (8) **K14 Technical Assistance Providers** – roughly one per Strong Workforce regional consortium and funded through each regional consortium;

EXHIBIT B

- a. The state's eight regional target areas under K12 SWP are as follows:
- North Far North region
 - San Francisco Bay Area region
 - Central Valley/Mother Lode region
 - South Central Coast region
 - Los Angeles sub-region
 - Orange County sub-region
 - Inland Empire/Desert region
 - San Diego/Imperial Counties region

This memo provides guidance for the K14 Technical Assistance Providers (K14 TAPs) only. A memo will be forthcoming that provides guidance for the K12 Pathways Coordinator position.

Flow of Funding, Applications and Hiring

The California Community Colleges Chancellor's Office will use a single fiscal agent to administer the \$12 million in K12 SWP funding each year, and during the first year of implementation. This fiscal agent will help process all funding and execute contracts with LEAs and CCC Districts.

The application and employment process for the K14 TAPs will begin shortly and take place locally. See the list of key dates in the next section for an implementation timeline. Each K12 SWP Regional Consortium will activate the eight (8) **K14 Technical Assistance Provider** positions. Positions are expected to begin in July 2019 until the full number is activated.

K14 Technical Assistance Provider

For the K14 Technical Assistance Provider (TAP), each Regional Consortium will determine how to place the position in the region. Regions may use one of the following options to timely onboard each position: 1) to host with the established regional fiscal agent; 2) to have a college within the region host; or, 3) to contract with another allowable fiscal agent. The grant amount is capped: \$190,000.00 per year and includes travel and meeting arrangements. The salary range for this position is suggested to be between \$75,000.00- \$125,000.00 per year including benefits. The range is provided to allow compensation to commensurate with local market rates. The position is expected to start July 1, 2019 and run for 18 months under the first contract. The identified host will therefore receive a prorated grant amount equal to 18 months. The position will be renewable in 12 month increments thereafter (pending approval in the state budget)

EXHIBIT B

Rollout and Timeline for 2018–2019 K14 Technical Assistance Providers

The proposed timeline for applications, selection, and onboarding training of K14 Technical Assistance Providers (TAPs) is as follows:

| | |
|------------------------|--|
| March 22, 2019 | Formal Announcement of \$12 million K12 SWP funding with Job descriptions of K14 TAPs available online. |
| April 12, 2019 | Each Regional Consortium will identify and execute host fiscal agent grant contracts. |
| April 17, 2019 | Applications become available throughout the state for K14 TAPs. |
| Beginning July 1, 2019 | The Regional Consortium and its designated fiscal agent shall execute grant contracts to fiscal agent hosts, and subsequently notify the CCCC and CDE of employment process results. |
| Ongoing | CCCC and CDE will review executed contracts and coverage, and review process and outcomes of hiring and publish the final selection of K14 TAPs. |
| July TBD, 2019 | Onboarding and Training for K14 TAP |

Exhibit C

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

**K-12 Pathway Coordinators and K-14 Technical Assistance Providers
Program-Specific Legal Terms and Conditions
September 2018**

ARTICLE II

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

| | | |
|---------|---|--------------------|
| To: | Board of Trustees | Date: May 13, 2019 |
| Re: | Approval of Second Amendment to Sub-Agreement between RSCCD and WestEd for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers Grant | |
| Action: | Request for Approval | |

BACKGROUND

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

ANALYSIS

The Chancellor's Office and WestEd have agreed to change the terms and conditions of the Agreement, specifically to amend the clauses for Conflict of Interest and Regional and Statewide Regional Projects. Consequently, a second amendment (#DO-18-2559-02.02) to the sub-agreement has been developed to amend these clauses.

To access a copy of the sub-agreement and first amendment, please [click here](#).

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

RECOMMENDATION

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

| | |
|--|--------------------------|
| Fiscal Impact: none | Board Date: May 13, 2019 |
| Prepared by: Sarah Santoyo, Asst. Vice Chancellor of Educational Services | |
| Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services | |
| Recommended by: Raúl Rodríguez, Ph.D., Chancellor | |

**SECOND AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
WESTED**

This second amendment (hereinafter “Amendment”) is entered into on this 13th day of May, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **WestEd** (hereinafter “SUBCONTRACTOR”), to amend that certain agreement #DO-18-2559-02 (hereinafter “Agreement”) dated December 10, 2018, and the First Amendment #DO-18-2559-02.01 dated February 25, 2019, between the parties with a term of November 1, 2018, through December 31, 2020 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the Strong Workforce Program K-12 Pathway Coordinators and K-14 Technical Assistance Providers, Prime Award #18-205-011 (hereinafter “Grant”) to sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative; and

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

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

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

List of Exhibits will be amended as follows:

Exhibit A: Scope of Work

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

Exhibit C: Invoice Form and Instructions

Exhibit D: Additional Terms and Conditions (*April 2019*)

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

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: WestEd

By: _____

Name: Peter J. Hardash

Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

Board Approval Date: May 13, 2019

By: _____

Name: _____

Title: _____

Date: _____

94-3233542

Employer/Taxpayer Identification Number (EIN)

List of Exhibits (updated April 2019)

Exhibit A: Scope of Work

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

Exhibit C: Invoice Form and Instructions

Exhibit D: Additional Terms and Conditions (*April 2019*)

Exhibit D: Additional Terms & Conditions

The following verbiage is hereby made a part of the Grant Sub-Agreement between Rancho Santiago Community College District and WestEd:

“Conflict of Interest

SUBCONTRACTOR maintains an overarching policy of avoiding potential Organizational Conflicts of Interest (“OCI”). In doing so, WestEd has established a firewall (meaning any and all measures designed to restrict the access to and flow of information) regarding the work under this Agreement between the Key Personnel working under this Agreement and any Key Personnel working directly or on behalf of any California Community College, California Community College District, California Community College Region, or K-12 institution seeking to respond to solicitations for grants under the K-12 Strong Workforce Program.”

The following verbiage shall replace and supersede Exhibit B, Article II., Section 16, Statewide or Regional Projects:

“Statewide or Regional Projects

If this Agreement involves provision or coordination, technical assistance, or other services for the California Community Colleges system or for a particular region or group of colleges, Contractor agrees to consult regularly with the Project Monitor and representatives of the colleges to be served and to give every reasonable consideration to their views in the conduct of the project.

Contractor shall require all employees, consultants, and subcontractors to disclose any conflicts of interest they may have while performing duties under this contract. Contractor shall then notify Project Monitor of any conflicts of interests and the actions taken to resolve the conflict(s).”

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

**RESOLUTION REQUESTING THE STATE OF CALIFORNIA TO PROVIDE
PROPOSITION 51 FUNDING IN FISCAL YEAR 2019-2020 FOR ALL
PROJECTS PROPOSED ON THE BOARD OF GOVERNORS' 2019-2020
CAPITAL OUTLAY SPENDING PLAN**

Resolution No. 19-08

WHEREAS, the California Community College system is the largest postsecondary system of education in the United States, enrolling approximately 2.1 million students each year at 73 districts; and

WHEREAS, Article 1, Section 28 of the California Constitution states that public schools, including community colleges, shall be safe, secure and peaceful; and

WHEREAS, the primary mission of the California Community Colleges is to offer academic and vocational instruction. Colleges may grant associate in arts degrees, associate in science degrees, and select Baccalaureate Degrees; and

WHEREAS, California Community Colleges also perform essential functions in the State's interest by providing workforce training and improvement services, remedial instruction, English as a Second Language courses, adult noncredit instruction, and community service courses; and

WHEREAS, on November 8, 2016, voters of California passed Proposition 51, authorizing the State of California to sell \$9 billion worth of statewide school facilities bonds, including \$2 billion to community colleges for construction of new classrooms to accommodate enrollment growth, repair of health and safety issues, equipping classrooms with essential technology, and renovation of facilities; and

WHEREAS, the California Community Colleges Chancellor's Office estimates unmet community college facilities needs of approximately \$30.4 billion through 2023-2024; and

WHEREAS, less than half of the available \$2 billion provided by Proposition 51 has been committed to critical community college capital outlay projects, despite significant facilities needs; and

WHEREAS, the Board of Governors approved the 2019-2020 Capital Outlay Spending Plan in September 2018, including 39 new community college capital outlay projects worth \$690 million in State funding through construction; and

WHEREAS, these capital outlay projects are vital to student success, ensuring students receive the education and training needed to obtain a degree or certificate, or to transfer to a four-year university; and

WHEREAS, the 2019-2020 Capital Outlay Spending Plan proposes continuing funding for a Rancho Santiago Community College District project worth \$19,192,000 for the construction phase of the Russell Hall Replacement Project (Health Sciences); and

WHEREAS, community colleges face rising construction cost escalation the longer the State delays funding priority capital outlay projects, resulting in fewer students having access to new and renovated facilities from Proposition 51; and

WHEREAS, the federal government is increasing interest rates, resulting in higher taxpayer interest costs for school bonds the longer the state delays funding critical projects; and

WHEREAS, quality community college facilities enhance the education and training of a skilled 21st Century workforce, in furtherance of the State's academic and economic goals.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of the Rancho Santiago Community College District requests the State of California to provide Proposition 51 funding in Fiscal Year 2019-2020 for all projects proposed on the Board of Governors' 2019-2020 Capital Outlay Spending Plan, including 39 new capital outlay projects.

DATED the 13th day of May, 2019.

Ayes:
Noes:
Absent:
Abstain:

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

May 13, 2019

MANAGEMENT

Employment Agreement/Attachment #1

Dower, Kellori
Dean, Fine & Performing Arts Division
Santa Ana College

Change of Department

Torres, Jetzamina
Director, Special Programs
From: Business Career Technology
To: Student Services
Santiago College

Effective: May 20, 2019
Salary Placement: H-2 \$96,654.74/Year
(Reorg #1121)

FACULTY

Appointment

Kapil, Jill
Psychologist/Assistant Professor
Health & Wellness Center
Student Services
Santa Ana College

Effective: July 31, 2019
Tentative Salary Placement: VII-8 \$99,660.82/Year
(Requisition #AC19-0719)

Ratification of Resignation/Retirement

Cordoba, Luz
Master Teacher
SAC Early Childhood Education Center
Child Development Services
District

Effective: July 7, 2019 (Last Day)
Reason: Retirement

Nguyen, Steven
Assistant Professor, Chemistry
Mathematics & Sciences Division
Santiago Canyon College

Effective: August 9, 2019 (Last Day)
Reason: Resignation

FACULTY (CONT'D)

Adjusted End Date for Sabbatical Leave (Fall Only)

Simbro, Teresa
Professor/Coordinator, Nursing/National
Council Licensing Examination/Technology
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 19 – December 14, 2019
Salary Placement: VI-C \$121,516.12/Year
(Prorate at 80%)

2018/2019 Contract Extension Days

Galvan, Juana
Assistant Professor/Counselor
Extended Opportunities Programs & Services
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 11 – June 13, 2019
Contract Extension: 3 Days
Extension Rate: III-8 \$394.95/Day
Reason: Counseling

Perry, Janis
Professor/Counselor
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 11 – June 13, 2019
Contract Extension: 3 Days
Extension Rate: IV-16 \$516.83/Day
Reason: Instruction

Beyond Contract/Overload Stipends

Bradley, Kyle
Associate Professor, Math
Science, Mathematics, & Health
Sciences Division
Santa Ana College

Effective: February 11, 2019
Amount: \$1,000.00
Reason: Program Facilitation-Math
(Project #1682)

Lamourelle, Chantal
Assistant Professor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: August 27, 2018
Amount: \$809.09
Reason: Other Instructional Support Services-Human
Development-CA Early Childhood Mentor Program
(Project #1214)

Romero, Martin
Associate Professor, Math
Science, Mathematics, & Health
Sciences Division
Santa Ana College

Effective: February 11, 2019
Amount: \$3,000.00
Reason: Program Facilitation-Math
(Project #1682)

FACULTY (CONT'D)

Beyond Contract/Overload Stipends (cont'd)

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

Effective: February 11, 2019
Amount: \$1,000.00
Reason: Program Facilitation-Math
(Project #1682)

Adjusted Beyond Contract/Overload Stipend

McLean, Stephen
Associate Professor, Water Utility Science
Business & Career Technical
Education Division
Santiago Canyon College

Effective: November 7, 2018
From: \$360.00
To: \$540.00
Reason: Matriculation/Student Assessment
(Project #2380)

Part-time/Hourly New Hires/Rehires

Alexander, Robert C
Instructor, Kinesiology
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: June 17, 2019
Hourly Lab Rate: II-3 \$55.35

Barba, Justin M
Instructor, Criminal Justice/Mobile Field Force
Human Services & Technology Division
Santa Ana College

Effective: May 09, 2019
Hourly Lecture/Lab Rates: I-3 \$56.58/\$52.71

Breceda, Larry J
Instructor, Public Works/Code Enforcement
Business & Career Technical Education Division
Santiago Canyon College

Effective: June 01, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Carranza, Ernesto
Instructor, High School Subjects
Continuing Education Division (CEC)
Santa Ana College

Effective: May 06, 2019
Hourly Lecture Rate: I-3 \$50.25

Dsouza, Steven A
Instructor, Criminal Justice/CPR/First Aid
Human Services & Technology Division
Santa Ana College

Effective: May 05, 2019
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

FACULTY (CONT'D)

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

Nguyen, Hoc
Instructor, Automotive Technology
Human Services & Technology Division
Santa Ana College
Effective: August 19, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Puhek, Philip I
Instructor, Criminal Justice/CPR/First Aid
Human Services & Technology Division
Santa Ana College
Effective: May 09, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Rowe, Brian C
Instructor, Criminal Justice/Firearms
Human Services & Technology Division
Santa Ana College
Effective: May 09, 2019
Hourly Lecture/Lab Rates: I-3 \$58.56/\$52.71

Tran, Thi
Instructor, Vocational/Certified Nursing Assistant
Continuing Education Division (OEC)
Santiago Canyon College
Effective: May 09, 2019
Hourly Lecture Rate: II-3 \$51.51

Vaughn, Karen E
Instructor, Mathematics
Mathematics & Sciences Division
Santiago Canyon College
Effective: May 13, 2019
Hourly Lecture/Lab Rates: II-3 \$61.50/\$55.35

Non-paid Instructor of Record

Sandoval Lomeli, Isela
Instructor, Workforce Preparation for
Adults with Disability
Instructor Service Agreement with
Goodwill of Orange County
Orange Education Center (OEC)
Santiago Canyon College
Effective: March 25, 2019

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and Kellori Dower (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of Dean of Fine and Performing Arts Division at Santa Ana College (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing June 17, 2019 and ending June 30, 2020. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities, which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of \$140,862.79 per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation is unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

Board Approval Date: May 13, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MAY 13, 2019**

CLASSIFIED

New Appointment

| | |
|--|---|
| Bui, Hieu Accountant (CL19-1251) Fiscal Services/ District | Effective: April 29, 2019 Grade 13, Step 5 \$64,014.75 |
|--|---|

Professional Growth Increments

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|--|---|
| Tse, En The Auxiliary Services Specialist/ Continuing Ed./ OEC | Effective: June 1, 2019 Grade 10, Step 6 + 5%L + 10 PG (5000) \$65,989.98 |
|--|---|

| | |
|---|--|
| Vazquez, Reyes Curriculum Specialist/ Academic Affairs/ SAC | Effective: June 1, 2019 Grade 13, Step 6 + 12.5%L + 11 PG (5500) \$81,152.09 |
|---|--|

Change in Salary Placement

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|--|--|
| Quinonez Tapia, Edgar Sr. District Safety Officer/ District | Effective: May 6, 2019 Grade 13, Step 4 \$60,974.92 Change in shift to Day |
|--|--|

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|---|---|
| Urbina, Thomas Sr. District Safety Officer/ District | Effective: May 6, 2019 Grade 13, Step 4 + 7.5%GY \$65,548.04 Change in shift to Graveyard |
|---|---|

Ratification of Resignation/Retirement

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|---|---|
| Chen, Yusue Applications Specialist III/ ITS | Effective: June 3, 2019 Reason: Retirement |
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|---|--|
| Hill, Diane Risk Management Specialist/ Risk Management/ District | Effective: July 12, 2019 Reason: Retirement |
|---|--|

CLASSIFIED HOURLY

New Appointments

Chacon, Benjamin
District Safety Officer (CL19-1244)
District Safety/ SCC
Effective: May 7, 2019
Up to 19 Hours/Week School Session
Grade 9, Step A \$20.85/Hour

DeVera, Breanna
Instructional Assistant (CL19-1271)
Science & Math/ SCC
Effective: PENDING
Up to 19 Hours/Week School Session
Grade 5, Step A \$17.85/Hour

Professional Growth Increments

Khan, Khadija
Student Program Specialist/ Scholarship
Office/ SAC
Effective: June 1, 2019
Grade 10, Step A + 3PG (750)
\$21.80/Hour + \$62.50/Mo. PG

Leave of Absence

Tran, Vien
Publications Assistant/ Human Services &
Tech./ SAC
Effective: 08/12/19 – 08/23/19
12/16/19 – 12/20/19
01/06/20 – 01/17/20
02/03/20 – 02/07/20
06/08/20 – 06/26/20
Reason: Non Work Days for 10 Month
Contract

Ratification of Resignation/Retirement

Ahumada, Edith
Student Services Specialist/ Student
Services/ SCC
Effective: May 3, 2019
Reason: Resignation

TEMPORARY ASSIGNMENT

Nguyen, Christine
Custodian/ Facility Planning/ District
Effective: 05/14/19 – 06/30/19

Additional Hours for Ongoing Assignment

Nieto, Vicente
Custodian/ Facility Planning/ District
Effective: 04/05/19 – 06/30/19
Not to exceed 19 consecutive working
days in any given period.

Additional Hours for Ongoing Assignment cont'd

| | |
|--|---|
| Ontiveros, Tara Student Services Specialist/ Student Services/ SCC | Effective: 04/01/19 – 04/05/19 Not to exceed 19 consecutive working days in any given period. |
|--|---|

Substitute Assignments

| | |
|--|--------------------------------|
| Cuevas, Manuel Admissions & Records Spec. I/ Continuing Ed./ CEC | Effective: 04/08/19 – 06/30/19 |
|--|--------------------------------|

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|--|--------------------------------|
| Marquina, Anthony Custodian/ Custodial/ SCC | Effective: 04/09/19 – 06/30/19 |
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MISCELLANEOUS POSITIONS

| | |
|---|---------------------|
| Chou, Grace Community Services Presenter/ Continuing Ed./ OEC | Effective: 06/03/19 |
|---|---------------------|

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|---|---------------------|
| Friesen, Ryan Community Services Presenter/ Continuing Ed./ OEC | Effective: 06/03/19 |
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|---|---------------------|
| Hensley, Michelle Community Services Presenter/ Continuing Ed./ OEC | Effective: 06/03/19 |
|---|---------------------|

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|--|---------------------|
| Quinonez, Dahlia Community Services Presenter/ Continuing Ed./ OEC | Effective: 06/03/19 |
|--|---------------------|

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|--|--------------------------------|
| Viana, Alejandra Presenter I/ Business & Career Tech. Ed./ SCC | Effective: 04/22/19 – 06/30/19 |
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Instructional Associates/Associate Assistants

Criminal Justice

| | |
|----------------|---------------------|
| Delarosa, Rene | Effective: 05/14/19 |
|----------------|---------------------|

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|--------------------|---------------------|
| Contreras, Roberto | Effective: 05/14/19 |
|--------------------|---------------------|

Instructional Associates/Associate Assistants cont'd

Fire Technology

Marnocha, Nicholas

Effective: 04/16/19

Revised start date

Nursing

Espinoza, Cindy

Effective: 04/22/19

COMMUNITY SERVICE PRESENTERS

Stipends Effective January 11 – February 10, 2019

| | |
|--------------------------|-------------------|
| Adney, Curtis | Amount: \$ 187.57 |
| Dewberry, Dorianne | Amount: \$ 105.00 |
| Fischermilitaru, Mariana | Amount: \$ 253.75 |
| Hardy, Kamillia | Amount: \$ 129.92 |
| Nolasco, Jeffrey | Amount: \$ 175.00 |
| Samaniego, Adriel | Amount: \$ 180.00 |
| Watson, Katherine | Amount: \$ 66.00 |

Stipends Effective February 11 – March 10, 2019

| | |
|--------------------------|---------------------|
| Dewberry, Dorianne | Amount: \$ 420.00 |
| Fischermilitaru, Mariana | Amount: \$ 577.50 |
| Hardy, Kamillia | Amount: \$ 194.88 |
| Raslan, Nayrouz | Amount: \$ 2,925.00 |
| Samaniego, Adriel | Amount: \$ 270.00 |

Stipends Effective March 11 – April 10, 2019

| | |
|-----------------|-------------------|
| McLean, Stephen | Amount: \$ 440.00 |
|-----------------|-------------------|

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

| | | |
|-------------------|------------|-------------------|
| Arroyo, Jesus A. | Effective: | 04/23/19-06/30/19 |
| Le, Mary T. | Effective: | 04/23/19-06/30/19 |
| Robles, Esmeralda | Effective: | 05/01/19-06/30/19 |

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

| | | |
|--------------|------------|------------------------|
| Bailey, Evan | Effective: | 04/25/2019– 06/30/2019 |
|--------------|------------|------------------------|