

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)**  
**Board of Trustees (Regular meeting)**  
**Monday, November 18, 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 October 28, 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 Presentation to Student Veterans

- 1.8 Adoption of Resolution No. 19-27 – Recognition of Phi Theta Kappa Honor Society Alpha Beta Chapter’s 90-Year Charter, Honors Received and Contribution of Scholarship at Santa Ana College (SAC)
- 1.9 Recognition of Ms. Nora Mendez Named as Distinguished Alumni Award Recipient by Community College League of California

## **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. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)  
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources  
Employee Organizations: California School Employees Association (CSEA), Chapter 579

## **RECONVENE**

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

- 1.10 Signing Ceremony of Faculty Association of Rancho Santiago Community College District Bargaining Agreement and California School Employees Association, Chapter 579 Agreement

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

- 2.1 Report from the Chancellor
- 2.2 Reports from College Presidents
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
- 2.5 Report from Classified Representative
- 2.6 Reports from Academic Senate Presidents
- 2.7 Reports from Board Committee Chairpersons and Representatives of the Board
  - Board Facilities Committee

## **3.0 INSTRUCTION**

- \*3.1 Approval of Sponsorship Agreement with Bottling Group, LLC and its Affiliates and/or Respective Subsidiaries Collectively Comprising Pepsi Beverages Company (“Pepsi”) Action

The administration recommends approval of the sponsorship agreement with Bottling Group, LLC and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company (“Pepsi”) located in Aliso Viejo, California, as presented.

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

- \*3.2 Confirmation of Santa Ana College Associate Degrees and Certificates Awarded in Summer 2019 Action  
The administration recommends confirmation of the list of recipients of SAC associate degrees and certificates for Summer 2019 as presented
- \*3.3 Confirmation of Santiago Canyon College Associate Degrees and Certificates Awarded in Summer 2019 Action  
The administration recommends confirmation of the list of recipients of SCC associate degrees and certificates for Summer 2019 as presented.
- \*3.4 Approval of Santa Ana College Community Services Program for Spring 2020 Action  
The administration recommends approval of the SAC Community Services Program for Spring 2020 as presented.
- \*3.5 Approval of Santiago Canyon College (SCC) Community Services Program for Spring 2020 Action  
The administration recommends approval of the SCC Community Services Program for Spring 2020 as presented.
- \*3.6 Approval of Professional Services Agreement with Substance Media, Inc. for Online Orientation Videos and Images Action  
The administration recommends approval of the professional services agreement with Substance Media, Inc. for online orientation videos and images 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, Transfers, and Intrafund and Interfund Transfers Action  
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from October 16, 2019, to November 5, 2019.
- \*4.3 Acceptance of 2018-2019 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community Action  
The administration recommends acceptance of the 2018-2019 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community as presented.

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

- \*4.4 Approval of Agreement with Team Inspections for Division of State Architect (DSA) Project Inspection Services for Various Facility Improvement Projects District-wide Action  
The administration recommends approval of the agreement with Team Inspections for DSA project inspection services for various facility improvement projects District-wide as presented.
- \*4.5 Approval of Agreement with Little Diversified Architectural Consulting, Inc. for Preliminary Schematic Design Architectural Services for Plaza de Artes, Amphitheatre, and Central Mall Site Improvements at Santa Ana College Action  
The administration recommends approval of the agreement with Little Diversified Architectural Consulting, Inc. for preliminary schematic design architectural services for Plaza de Artes, Amphitheatre, and Central Mall site improvements at SAC as presented.
- \*4.6 Award of Bid #1380 for Barrier Removal East Chapman Entry Repairs at Santiago Canyon College Action  
The administration recommends award of Bid #1380 to Golden Gate Steel, Inc. dba Golden Gate Construction for barrier removal Chapman entry repairs at SCC as presented.
- \*4.7 Approval of Change Order #1 for Ramco General Engineering Contractor for Bid #1373 for Emergency Blue Phones & Accessible Path of Travel at Santa Ana College Action  
The administration recommends approval of change order #1 for Ramco General Engineering Contractor for Bid #1373 for emergency blue phones & accessible path of travel at SAC as presented.
- \*4.8 Acceptance of Completion of Bid #1373 for Emergency Blue Phones & Accessible Path of Travel at Santa Ana College and Approval of Recording a Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.9 Approval of Change Order #1 for Ramco General Engineering Contractor For Bid #1374 for Emergency Blue Phones & Accessible Path of Travel at Santiago Canyon College Action  
The administration recommends approval of change order #1 for Ramco General Engineering Contractor for Bid #1374 for emergency blue phones & accessible path of travel at SCC as presented.

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

- \*4.10 Acceptance of Completion of Bid #1374 for Emergency Blue Phones & Accessible Path of Travel at Santiago Canyon College and Approval of Recording a Notice of Completion Action  
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- \*4.11 Approval of California Multiple Award Schedule (CMAS) Contract #4-19-00-0115B to I.P.S. Group, Inc. Action  
The administration recommends approval of the use of the CMAS Contract #4-19-11-0115B with I.P.S. Group, Inc. for parking permit dispensers, including renewals, future addendums, supplements and extensions as presented.
- \*4.12 Acceptance of Donation of Fire Engines from City of Laguna Beach and City of Orange Action  
The administration recommends acceptance of the donation of fire engines from the City of Laguna Beach and the City of Orange as presented.
- \*4.13 Approval of Disposal of Surplus Vehicles Action  
The administration recommends approval of declaring the list of two district-owned vehicles as surplus property and utilizing Ken Porter Auctions to conduct an auction as presented.
- \*4.14 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period September 22, 2019, through October 19, 2019.

## 5.0 GENERAL

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- |   |           |
|---|-----------|
| - California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant V (District Office [DO]) | \$ 75,000 |
| - Behavior Technician Certificate Program+ (DO/SCC)   | \$125,000 |
| - Child Care Access Means Parents in School (CCAMPIS-SAC) – Year 2 (District)   | \$ 58,893 |
| - Child Care Access Means Parents in School (CCAMPIS-SCC) – Year 2 (District)   | \$ 58,149 |
| - Child Development Training Consortium (SCC)   | \$ 2,800  |

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

- \*5.2 Approval of Correction to Sub-Agreement between RSCCD and Carnegie Mellon University for California Education Learning Lab Grant Action  
The administration recommends approval of the correction 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.
- \*5.3 Approval of Second Amendment to Sub-Agreement between RSCCD and Santiago Canyon College Foundation for National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) 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.
- \*5.4 Adoption of Board Policy (BP) Action  
It is recommended the board adopt the following revised board policy:  
• BP 5500 Standards of Student Conduct
- 5.5 Board of Trustees Express Interest in Board Officer Positions Information  
The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2019-2020, as well as any committee assignments.
- 5.6 Review and Discussion of Self-Evaluation Responses from Community and Staff Information  
The survey responses from community and staff are presented to the board for review and discussion
- 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

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

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  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association (CEFA)  
Unrepresented Management Employees
3. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)
4. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])  
  
Alliance of Schools for Cooperative Insurance Programs (ASCIP) vs. Sandra Elizabeth Castro  
Palma Claim #1805554  
  
Loretta Jordan v. Rancho Santiago Community College District, Orange County Superior Court  
Case No. 30-2019-01072357-CU-WT-CJG
5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
6. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)  
Property: Centennial Education Center/Centennial Park  
2900 W. Edinger Avenue, Santa Ana, California  
Agency Negotiators: Marvin Martinez, Chancellor, Rancho Santiago Community College District  
Negotiating Parties: City of Santa Ana  
Under Negotiation: Price and Terms of Payment

## **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 Appointments
- Ratification of Resignations/Retirements
- Approval of Beyond Contract/Overload Hourly Step Increases
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Interns

- 6.2 Classified Personnel Action
- Approval of New Appointments
  - Approval of Hourly Ongoing to Contract Assignments
  - Approval of Temporary to Contract Assignments
  - Approval of Professional Growth Increments
  - Approval of Out of Class Assignments
  - Approval of Changes in Salary Placement
  - Approval of Leaves of Absence
  - Ratification of Resignations/Retirements
  - Approval of Temporary to Hourly Ongoing Assignments
  - Approval of Changes in Salary Placements
  - Approval of Short Term Assignments
  - Approval of Changes in Temporary Assignments
  - Approval of Additional Hours for Ongoing Assignments
  - Approval of Substitute Assignments
  - Approval of Miscellaneous Positions
  - Approval of Instructional Associates/Associate Assistants
  - Approval of Volunteers
  - Approval of Student Assistant Lists
- 6.3 Presentation of Child Development Centers – California School Employees Association (CSEA) Chapter 888 Initial Bargaining Proposal to Rancho Santiago Community College District Action  
It is recommended that the board receive CSEA Chapter 888 initial bargaining proposal to the RSCCD and schedule a public hearing for the next regularly scheduled board meeting.
- 6.4 Public Disclosure of Collective Bargaining Agreement between California School Employees Association, Chapter 579 and Rancho Santiago Community College District Action  
It is recommended that the board approve the proposed agreement with CSEA, Chapter 579 for the period of July 1, 2019, through June 30, 2022.
- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on December 9, 2019.

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

**Monday, October 28, 2019**

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

**Board of Trustees  
(Regular meeting)**

**Monday, October 28, 2019**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:45 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 Mr. Theodore Moreno.

Administrators present during the regular meeting were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Mr. Marvin Martinez, Mr. Enrique Perez, 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 Mr. Roy Shahbazian, Academic Senate President, Santa Ana College (SAC).

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Alvarez and seconded by Mr. Hernandez to approve two revised pages for Item 6.1 (Academic/Management 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 Moreno's advisory vote was aye.

1.4 Public Comment

Ms. Natalie Battersbee, Ms. Rosa Benitez, Ms. Valeria Benitez, Ms. Reneé Lancaster, and Ms. Flor Morales spoke regarding support for Item 3.1 (Memorandum of Understanding [MOU] between NOVA Academy Early College High School and Rancho Santiago Community College District on behalf of Santa Ana College).

1.4 Public Comment (cont.)

Mr. Larry Cohn and Ms. Narges Rabii-Rakin spoke regarding support for Item 4.5 (Resolution No. 19-25 – Resolution Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot).

Mr. Ken Sill spoke regarding the needs of the math department and Ms. Stephanie Clark spoke regarding the needs of Digital Media Arts being included on the project list for Item 4.5 (Resolution No. 19-25 – Resolution Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot).

Mr. Sal Addotta and Mr. Gerardo Guerra requested the board approve a resolution at its next board meeting in honor of Phi Theta Kappa's 90<sup>th</sup> birthday.

1.5 Approval of Minutes

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the minutes of the regular meeting held October 14, 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 Moreno's advisory vote was aye.

1.6 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, with the exception of Item 4.6 (Award of Bid #1378 for Access Control System – District Operations Center [DOC] Pilot at District) removed from the Consent Calendar by Mr. Yarbrough. 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 Moreno's advisory vote was aye.

3.1 Approval of Memorandum of Understanding between NOVA Academy Early College High School and Rancho Santiago Community College District on behalf of Santa Ana College

The board approved the MOU between NOVA Academy Early College High School and RSCCD on behalf of SAC, as presented.

3.2 Approval of Amendment with eLumen Client Services Agreement

The board approved the amendment with eLumen Client Services agreement as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (cont.)

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from October 2, 2019, to October 15, 2019.

4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended September 30, 2019

The board approved the CCFS-311Q for the period ended September 30, 2019, as presented.

4.7 Approval of California Multiple Award Schedule (CMAS) Contract #4-14-72-0057B to KYA Services, LLC

The board approved the district's participation in CMAS contract #4-14-72-0057B including any future renewals, extensions, and supplements awarded to KYA Services, LLC as presented.

4.8 Approval of Purchase Orders

The board approved the purchase order listing for the period August 18, 2019, through September 21, 2019.

5.1 Approval of Resource Development Items

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

- California Early Childhood Mentor Program (SAC & Santiago Canyon College [SCC]) \$ 1,150
- Child Development Training Consortium (SAC) \$ 29,750
- Cooperative Agencies Resources for Education (CARE) (SAC & SCC) \$ 152,817
- Extended Opportunity Programs & Services (EOPS) (SAC & SCC) \$2,298,935
- University of California, Irvine – Joint Graduate Student/Faculty Internship Program (SAC) \$ 42,000

5.2 Approval of Correction to Sub-Agreement between RSCCD and Carnegie Mellon University for California Education Learning Lab Grant

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

5.3 Approval of First Amendments to Grant Sub-Agreements between RSCCD and Educational Results Partnership and WestEd for Integrated Technology for Data Science Tools Fiscal Agent Grant

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

1.6 Approval of Consent Calendar (cont.)

5.4 Approval of First Amendment to Professional Services Agreement with Full Capacity Marketing Incorporated for Sector Navigator for Retail/Hospitality/Tourism Grant

The board approved the first amendment to the professional services agreement with Full Capacity Marketing Incorporated and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

5.5 Adoption of Board Policies

The board adopted the following policies:

- Board Policy (BP) 4110 Honorary and Posthumous Degrees and Certificates
- BP 5220 Shower Access for Homeless Students

1.7 Recognition of Faculty by Board of Trustees

The board recognized Mr. Lance Lockwood, Professor, Communications Studies, for being selected as the 2019 Santa Ana College Distinguished Faculty Member.

1.8 Presentation on Santa Ana College International Student Program

Mr. Mark Liang, Dean of Enrollment & Support Services, SAC, provided a presentation on the international student program at Santa Ana College. Board members received clarification on data related to the presentation from Mr. Liang.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board.

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

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

2.3 Report from Student Trustee

Mr. Moreno provided a report to the board.

2.4 Reports from Student Presidents

Mr. Mariano Cuellar, Student President, Santa Ana College provided a report to the board on behalf of the Associated Student Government (ASG) organization.

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  
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Alvarez provided a report on the October 2, 2019, Board Safety & Security Committee meeting.

**3.0 INSTRUCTION**

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

**4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1, 4.2, 4.3, 4.7, and 4.8 were approved as part of Item 1.6 (Consent Calendar).

4.4 Quarterly Investment Report as of September 30, 2019

The quarterly investment report as of September 30, 2019, was presented as information.

4.5 Adoption of Resolution No. 19-25 – Resolution Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot

It was moved by Mr. Labrado and seconded by Ms. Alvarez to adopt Resolution No. 19-25 for a resolution ordering an election to authorize the issuance of general obligation bonds and establishing specifications of the election order for the March 3, 2020, ballot as presented. Discussion ensued.

4.5 Adoption of Resolution No. 19-25 – Resolution Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot (cont.)

It was moved by Mr. Hanna and seconded by Ms. Alvarez to consider the following amendment (in italics) to Item 4.5 on page 2 or 4.5 (4):

**WHEREAS**, classrooms, labs and career training facilities require upgrades for science, technology, engineering, math, biotech, and skilled trades including industrial technology, welding, automotive technology *and other career training programs that do not duplicate existing programs, and are necessary upgrades of continuing education centers*; and

It was moved by Mr. Hanna and seconded by Ms. Alvarez to consider the following amendment (in italics) to Item 4.5 on page A-3 or 4.5 (12):

Constructing, furnishing, equipping, *rebuilding and remodeling* fine and performing arts centers, which may include classrooms, practice rooms, art studios and galleries, a theater with stage, backstage, scene shop, costume shop, dressing rooms, lighting system, sound system, recording system, orchestra pit, public lobby, box office, and other related services.

It was moved by Mr. Hanna and seconded by Ms. Alvarez to consider the following amendment (in italics) to Item 4.5 on page A-3 or 4.5 (12):

Construction of improvements, removal of existing barriers, *and replacement of classroom space for buildings with accessibility deficiencies*, to comply with Federal and State-mandated Americans with Disabilities Act (ADA) handicap accessibility requirements, including constructing accessibility upgrades and improvements to the main campus entrance and elimination of existing barriers to ADA accessibility requirements.

It was moved by Mr. Hanna and seconded by Ms. Alvarez to consider the following amendment (in italics) to Item 4.5 on page A-3 or 4.5 (12):

Upgrading, *constructing*, and replacing athletic equipment, fields and facilities to meet current safety standards and student and community demands.

It was moved by Mr. Hanna and seconded by Ms. Alvarez to consider the following amendment (in italics) to Item 4.5 on page A-6 or 4.5 (15):

The District may also pursue public-private partnerships or partnerships with nonprofit entities to complete any of the projects listed herein and reduce costs to the District, in compliance with applicable law, and at the direction of the Board. *The District is committed to working with public and private entities to seek funds and share facilities use in order to maximize student success and save taxpayers dollars.*

4.5 Adoption of Resolution No. 19-25 – Resolution Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot (cont.)

The motion to approve the abovementioned five amendments to Resolution No. 19-25 carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

The motion to adopt Resolution No. 19-25 with the abovementioned amendments carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough, and a nay vote from Ms. Barrios. Student Trustee Moreno’s advisory vote was aye.

4.6 Ratification of Award of Bid #1378 for Access Control System – District Operations Center Pilot at District Operations Center

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to ratify the award of Bid #1378 for access control system for the DOC Pilot at the District Operations Center as presented.

Mr. Yarbrough called a recess at 8:39 p.m.

The board reconvened at 8:50 p.m.

4.6 Ratification of Award of Bid #1378 for Access Control System – District Operations Center Pilot at District Operations Center (cont.)

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

**5.0 GENERAL**

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

5.6 First Reading of Board Policy

The following policy was presented for a first reading as an information item.

- BP 5500 Standards of Student Conduct

5.7 Board Member Comments

Ms. Alvarez, Mr. Hernandez, and Mr. Yarbrough congratulated Mr. Martinez on being selected as one of the Champions of Change by the Salvadoran American Leadership and Educational Fund (SALEF). Ms. Alvarez and Mr. Hernandez reported that they attended SALEF’s annual awards and scholarship celebration on October 25, 2019, where Mr. Martinez was honored.

5.7 Board Member Comments (cont.)

Ms. Alvarez and Mr. Hanna commended the students, chancellor, and staff for their efforts in obtaining an 85-year lease for Centennial Education Center (CEC) from the City of Santa Ana.

Ms. Alvarez and Mr. Hanna reported they attended the Santa Ana State of the City luncheon on October 17, 2019. Mr. Hanna commended Ms. Alvarez and Mr. Martinez on the comments they made regarding Santa Ana College at the event.

Ms. Alvarez declared her candidacy for Mayor for the City of Santa Ana in the November 2020 election.

Ms. Barrios reported she is unable to attend and be the guest conductor for the National Anthem at the SCC Holiday Concert Peace event.

Ms. Barrios indicated she plans to run for a different office in November 2020.

Ms. Barrios expressed gratitude to board members for understanding her not voting in support of Item 4.5 (Resolution No. 19-25 Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot).

Ms. Mendoza recently learned that Mendez Fundamental Intermediate School student Emmanuel Florentino was recognized as a national winner in the 2019 Reach for the Stars Rocketry Competition at a ceremony at the United States Space & Rocket Center in Alabama on October 19, 2019. She asked that the colleges create a partnership with young scientists in elementary schools.

Mr. Hernandez and Mr. Yarbrough reported that they attended the Association of Community College Trustees (ACCT) Leadership Congress in San Francisco, California, on October 16-19, 2019. Mr. Hernandez provided a synopsis of the workshops he attended. Mr. Yarbrough indicated that as a member of the ACCT Public Policy and Advocacy Committee, he attended the committee meeting on October 15, 2019, and received a certificate of appreciation from the committee. In addition, he reported that he is hoping to have the committee take a position on Deferred Action for Childhood Arrivals (DACA) at a future meeting.

Mr. Hernandez reported that he attended the 150<sup>th</sup> anniversary celebration for the City of Santa Ana on October 27, 2019, and commended Ms. Louisa Ruiz and Ms. Teresa Mercado-Cota for their participation at the event in the Santa Ana College booth.

Mr. Moreno encouraged everyone to promote safety during the Halloween holiday.

### 5.7 Board Member Comments (cont.)

On behalf of the students, Mr. Moreno expressed his thankfulness for the board's support of Item 4.5 (Resolution No. 19-25 Ordering an Election to Authorize the Issuance of General Obligation Bonds and Establishing Specifications of Election Order for March 3, 2020, Ballot) and is hopeful the bond will be approved by the voters.

Mr. Moreno asked that veterans be remembered on Veteran's Day (November 11) and expressed appreciation for Mr. Jesse Vera, who is his 20-year-old friend and active military member who passed away two weeks ago from a heart attack. Mr. Moreno asked that the meeting be closed in Mr. Vera's honor.

Mr. Yarbrough thanked Dr. Rose and staff for hosting the board meeting at Santa Ana College.

Mr. Yarbrough asked that the answers to his questions regarding Item 4.3 (Quarterly Financial Status Report [CCFS-311Q] for Period Ended September 30, 2019) be included in the minutes.

Mr. Yarbrough indicated that Ms. Alvarez has plans to meet with lobbyists in Washington, D.C. on November 14-15, 2019, in connection with the National Parks Service approval for the CEC lease, and suggested Ms. Mendoza also attend since CEC is in her district.

Mr. Yarbrough thanked staff for the pink ribbons provided to board members to acknowledge October as Breast Cancer Awareness month.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 9:15 p.m. to consider the following items:

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

Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources  
Employee Organizations: 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 Negotiator: Tracie Green, Vice Chancellor, Human Resources

  - a. Chancellor Goals

4. Student Expulsion (pursuant to Education Code 72122)  
Student I.D. #2351170  
Student I.D. #2423611
5. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)  
Property: Centennial Education Center/Centennial Park  
2900 W. Edinger Avenue, Santa Ana, California  
Agency Negotiators: Marvin Martinez, Chancellor, Rancho Santiago Community College District  
Negotiating Parties: City of Santa Ana  
Under Negotiation: Price and Terms of Payment
6. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

Mr. Moreno left the meeting after participating in the discussion and vote on the student expulsion item during closed session.

### **RECONVENE**

The board reconvened at 10:04 p.m.

### **Closed Session Report**

Mr. Hernandez reported during closed session the board discussed labor negotiations, the chancellor's goals, student expulsions, real property negotiations, public employee discipline/dismissal/release; and the board took action to expel Student I.D. #2351170 and Student I.D. # 2423611 during closed session with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

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

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

- Approve Revised Job Descriptions
- Approve Appointments/Changes of Assignment
- Approve Extensions of Interim Assignment

### 6.1 Management/Academic Personnel (cont.)

- Ratify Resignations/Retirements
- Approve 2019-2020 FARSCCD Salary Schedules
- Approve 2020-2021 FARSCCD Salary Schedules
- Approve 2021-2022 FARSCCD Salary Schedules
- Approve Beyond Contract/Overload Stipends
- Approve Leaves of Absence
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record

### 6.2 Classified Personnel

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

- Approve New Appointments
- Ratify Resignations/Retirements
- Approve Changes in Position
- Approve Short Term Assignments
- Approve Additional Hours for Ongoing Assignment
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

### 6.3 Authorization for Board Travel/Conferences

It was moved by Ms. Mendoza and seconded by Ms. Barrios to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, 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 Monday, November 18, 2019.

**7.0 ADJOURNMENT (cont.)**

There being no further business, Mr. Yarbrough declared the meeting adjourned at 10:06 p.m., in memory of Mr. Jesse Vera, a United States Veteran who honored his country with his service.

Respectfully submitted,

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Marvin Martinez, Chancellor

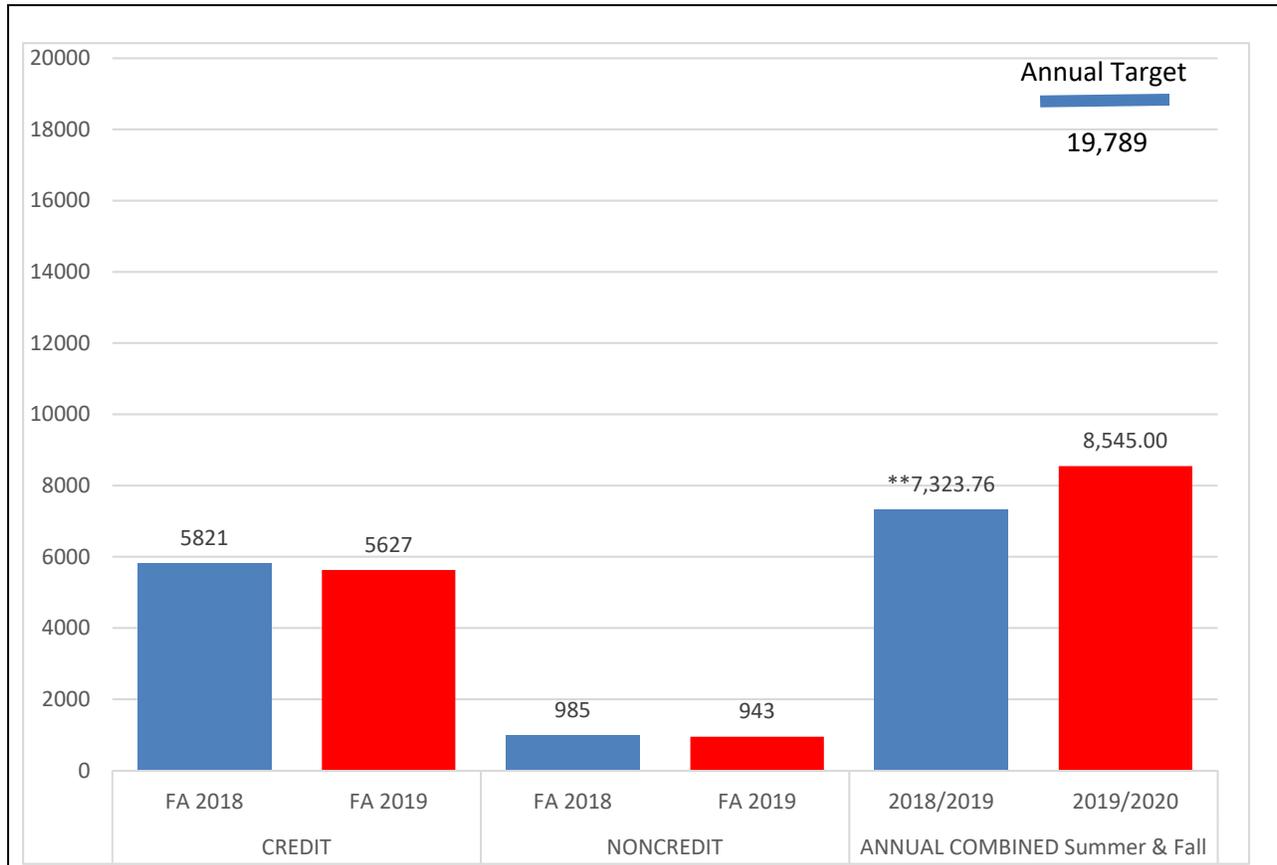
Approved: \_\_\_\_\_  
Clerk of the Board

Minutes approved: November 18, 2019



## SAC 2019/2020 Fall Enrollment Report

\*Date: 10/24/19



### FTES Target

Terms	2019/2020	DIFF	PCT
Credit FA Target	6860.00		
Credit FA Projection	6792.00	-68.00	-1%
Noncredit FA Target	1683.00		
Noncredit FA Projection	1683.00	0.00	0%
Annual Target	19789.00		
Annual Projection	19789.00	0.00	0%

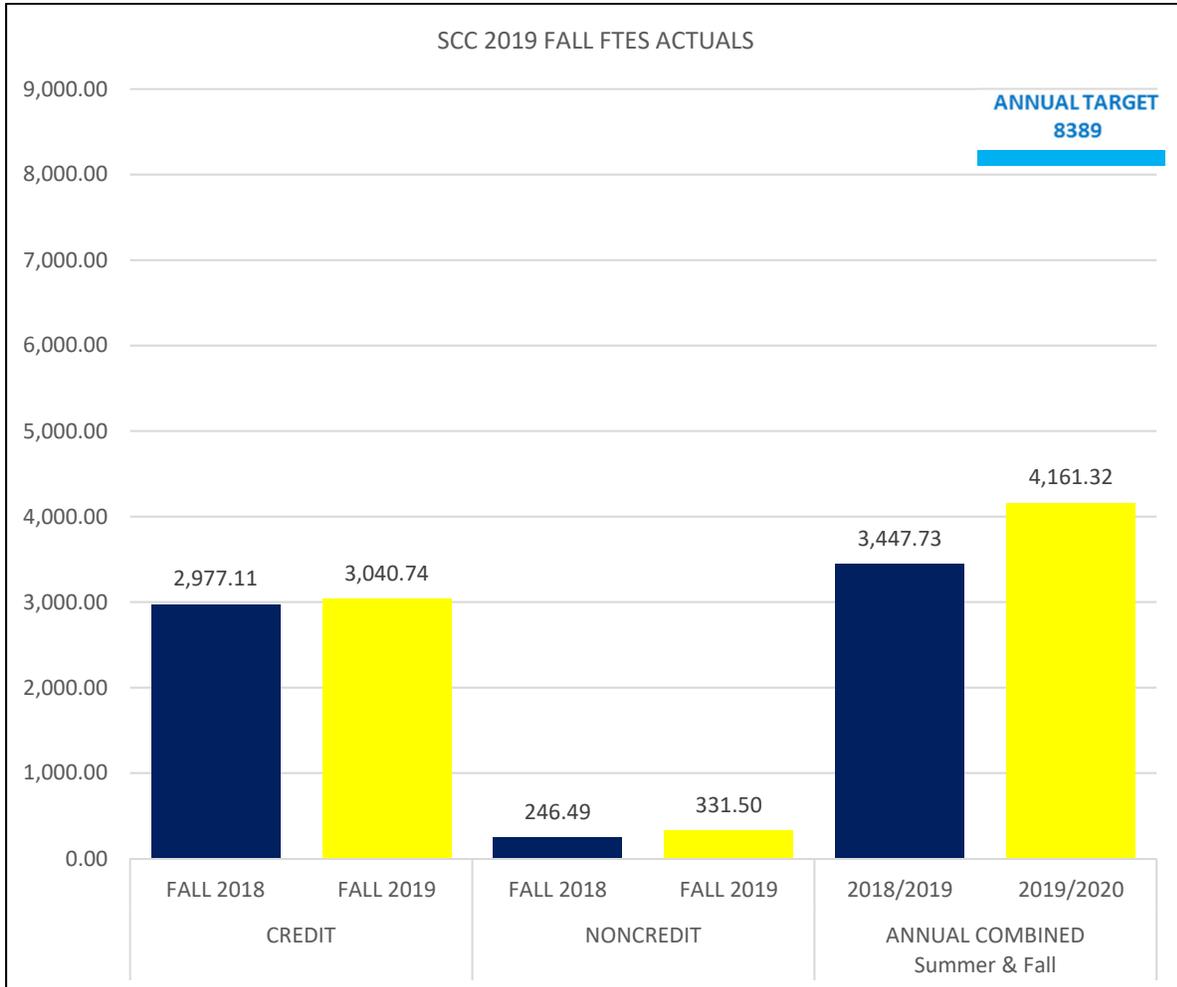
### NOTES:

\* This report represents a "moment in time" comparison between like terms.

\*\*Accounts for summer shift of 942.34 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.



**SCC 2019/2020 ENROLLMENT REPORT**  
10/25/19



**FTES TARGETS**

TERMS	2019/2020	DIFF	PCT
Credit Fall Target	3015		
Credit Fall Projection	3100	+85.00	+2.8%
Noncredit Fall Target	420		
Noncredit Fall Projection	505	+85.00	+20.2%
Annual Target	8389		
Annual Projection	8389	0	0.0%

**NOTES:**

\*Accounts for summer shift of 450.66 FTES shifted from 2018/19 to 2017/18 which decreased summer 2018 FTES as well as the 2018/2019 Annual Combined Total.

**SOURCE:** Executive Dashboard  
Report

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

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

**Date:** October 28, 2019  
**To:** Marvin Martinez, Chancellor  
**From:** Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services  
Adam O'Connor, Assistant Vice Chancellor, Fiscal Services  
Carri Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support  
**Subject:** Responses to Board Requests

*From Trustee Yarbrough*

**4.3 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Action Ended September 30, 2019**

*Phil Yarbrough asked under III. General Fund Cash there is an increase from 18-19 to 19-20 \$52 million. Is this from our decision to increase the reserve balance?*

- It is not based on our policy reserve level change. The increase reflects revenue received for the Statewide Strong Workforce Program administered by RSCCD that is currently unspent.

*From Trustees Yarbrough and Hernandez*

**4.6 Ratification of Award of Bid #1378 for Access Control System – District Action Operations Center (DOC) Pilot at District Operations Center**

*Phil Yarbrough asked why is there only one bid for a project this size - \$161K?*

- There is currently a very competitive bid market at this period of time and many contractors have the opportunity to bid on several types of projects. This is considered a smaller scale project to most contractors and involves certain specific electrical, low voltage, door and electronic access control work with specialized programming for the doors. The contractor must also be a Genetec certified installer to comply with the District's access control system. The third party estimate was \$243,439. Although the low bid is a lump sum dollar amount, we believe the differences to likely be between overhead general conditions and mark up costs. There is no reason to reject the bid as the bidder is considered responsive, responsible and has provided a competitive price among current industry standards and given market conditions.

*Zeke Hernandez asked although this is a pilot project for District Operations Center – it later lists four additional sites – why is CEC being included, considering the possibility of a new construction at CEC?*

- The CEC test pilot only includes a mechanical door lock change for locks on doors to be converted to the District's standard mechanical key system. These door core locks can be reutilized in the future on other doors or even in a future new building if needed as the cores are then just re-pinned. Electronic access control is not currently being planned as a test pilot at this site. The College and Campus Safety requested the door locks be changed at this site as a test pilot site so that new keys can be distributed to employees according to the new District standard for locks and keys.

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

**Resolution No. 19-27 – Recognition of Phi Theta Kappa Honor Society  
Alpha Beta Chapter’s 90-Year Charter, Honors Received and  
Contribution of Scholarship at Santa Ana College**

Resolution No. 19-27

**WHEREAS**, Phi Theta Kappa Honor Society Alpha Beta Chapter was chartered on November 17, 1929 at Santa Ana College, making it the oldest chapter in California and one of the oldest chapters of the Society; and

**WHEREAS**, Alpha Beta Chapter for 90 years has recognized and encouraged scholarship among students of Santa Ana College, providing opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence for students of Santa Ana College; and

**WHEREAS**, Alpha Beta Chapter was chosen as Student Organization of the Year at Santa Ana College for the 2017-2018 school year, the fifth time it has received the award in the last nine years; and

**WHEREAS**, the entire executive board of Alpha Beta Chapter recently achieved Five Star Member status for the first time ever having successfully completed Phi Theta Kappa’s Competitive Edge Professional Development Course; and

**WHEREAS**, in 2019 Alpha Beta Chapter achieved Five Star Chapter status, the highest level of engagement in Phi Theta Kappa programs and an international status, for the sixth year in a row and seven times in eight years; and

**WHEREAS**, Alpha Beta Chapter received international recognition with its officer team being selected as one of 30 chapters out of almost 1,300 Phi Theta Kappa chapters to be honored as a 2019 Distinguished Chapter Officer Team for having demonstrated an exceptional atmosphere of teamwork, leadership abilities, promotion of Honors in Action and other engagement in the Society, and enthusiasm for the Society’s Hallmarks;

**THEREFORE BE IT RESOLVED** that the Rancho Santiago Community College District Board of Trustees declare their recognition of the historic value of Phi Theta Kappa Honor Society Alpha Beta Chapter’s charter at Santa Ana College, the honors the chapter has received, and the contribution of scholarship it has provided to Santa Ana College students for 90 years.

Dated the 18<sup>th</sup> day of November 2019.

Ayes:

Noes:

Absent:

Abstain:

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Marvin Martinez  
Secretary, Board of Trustees

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Sponsorship Agreement with Bottling Group, LLC and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company (“Pepsi”)	
Action:	Request For Approval	

**BACKGROUND**

The District is currently in a five-year exclusivity sponsorship agreement with the Pepsi Bottling Group that ends October 2019. The District is looking to enter into a new Sponsorship Agreement with Bottling Group, LLC and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company (“Pepsi”). This Sponsorship Agreement gives The Pepsi Bottling Group rights to be the exclusive beverage supplier pouring rights district wide and provides for sponsorship dollars, commissions, rebates and additional funds for scholarship and sustainability projects.

**ANALYSIS**

The Pepsi Bottling Company has proposed a five (5) year agreement to have exclusive pouring rights for the district and provide a sponsorship of \$385,000.00 dispersed in annual allotments over the term of the agreement. Also, provided is an annual \$3,000.00 scholarship fund, an annual sustainability fund of \$1,500.00, a \$10,000 annual flex spending fund, commissions on vending sales, and \$1,800 in free product annually.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Sponsorship Agreement with Bottling Group, LLC and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company (“Pepsi”), located in Aliso Viejo, California, as presented.

Fiscal Impact:	\$476,000 in total revenue over five (5) years excluding vending machine commissions and rebates	Board Date: November 18, 2019
Prepared by:	Simon B. Hoffman, Ed.D., Vice President, Administrative Services Jennie Adams, Director, Auxiliary Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

## SPONSORSHIP AGREEMENT

This sets forth the Sponsorship Agreement (“*Agreement*”) between Bottling Group, LLC and its affiliates and/or respective subsidiaries collectively comprising Pepsi Beverages Company, with an office located at 27717 Aliso Creek Road, Aliso Viejo, CA 92656 (“*Pepsi*”) and Rancho Santiago Community College District, on behalf of Santa Ana College and Santiago Canyon College (collectively the “*Colleges*”) with its principal place of business at 2323 N. Broadway, Santa Ana, CA 92706(the “*District*”).

**WHEREAS**, Pepsi desires the right to be the exclusive supplier of Beverages (as defined below) to the District; and

**WHEREAS**, Pepsi is experienced in installing, operating, servicing and maintaining equipment for dispensing beverage products and the District has determined that it is in the best interests of the District to contract with Pepsi to provide services for the sale of beverage products; and

**WHEREAS**, Pepsi wishes to identify itself with the District and to have its products promoted and sold at the Facilities (as defined below) and further wishes to receive the other promotional benefits provided for by the District in this Agreement; and

**NOW, THEREFORE**, in consideration of the terms, covenants and conditions herein contained, and the other mutual promises set forth herein, the parties agree as follows:

### AGREEMENT

#### **1. DEFINITIONS.**

“*Approved Cups*” means the disposable cups approved by Pepsi from time to time as its standard trademark cups and other containers approved by Pepsi from time to time and bearing the trademark(s) of Pepsi and/or other Products. In addition, Pepsi agrees that the District shall have the right to produce limited-run commemorative plastic cups reasonably acceptable to Pepsi for use at the Facilities and that such cups shall also be considered to be Approved Cups, provided that Pepsi’s trademark(s) for Pepsi® shall be included on such commemorative cups. The use and size of Pepsi’s trademark(s) on such commemorative cups shall be subject to the prior approval of Pepsi.

“*Beverage*” or “*Beverages*” means all carbonated and non-carbonated, non-alcoholic drinks, however dispensed, including but not limited to, (i) colas and other flavored carbonated drinks; (ii) fruit juice, fruit juice containing and fruit flavored drinks; (iii) chilled coffee drinks; (iv) chilled tea products; (v) hypertonic, isotonic and hypotonic drinks (sports drinks and fluid replacements); (vi) energy drinks, (vii) packaged carbonated or still water (including spring, mineral or purified), (viii) liquid concentrate teas (“*LCT*”), (ix) frozen carbonated and non-carbonated beverages (“*FB*”), and (x) any future categories of nonalcoholic beverage products that may be distributed by Pepsi.

“**Cases**” shall mean the number of cases of Packaged Products purchased by the District from Pepsi, initially delivered in quantities of 24, 15, 12, 8, and 6 bottle/can units, and thereafter in such other size, quantity and type of containers as determined by Pepsi, from time to time.

“**Competitive Products**” shall mean any and all Beverages other than the Products.

“**District Marks**” shall mean (i) the Designations (as defined below) and (ii) the District’s characters, colors, emblems, designs, identifications, logos, mascots, name, service marks, symbols, trademarks, all trade names, uniforms and other proprietary designations which are owned, licensed to or controlled by the District and which relate to the Facilities and which are in existence on at the beginning of the Term or which will be created during the Term. For clarity purposes, District Marks shall include, without limitation, characters, colors, emblems, designs, identifications, logos, mascots, name, service marks, symbols, trademarks, all trade names, uniforms and other proprietary designations associated with or related to all intercollegiate athletic teams associated with the District, at the beginning of the Term or which will be created during the Term, if any.

“**Designations**” shall include, but not be limited to, the following: “A Proud Sponsor of the [District],” “Official Water and Soft Drink of the [District]” and “Official Sponsor of the [District].”

“**Equipment**” means the following types of equipment owned and operated by Pepsi and used to sell or dispense the Products: (i) full service vending machines (“**Vending Machines**”); (ii) retail single-serve food service equipment and (iii) fountain service equipment.

“**Facilities**” shall mean the entire premises of every facility owned, leased, occupied or operated by the District or its Food Service Provider, now or in the future, including all buildings, the grounds, parking lots, dining facilities, snack bars, food carts, book stores, athletic facilities and concession stands, and, for each building, the grounds, parking, lots, dining facilities, unbranded and branded food service outlets and vending areas. “**Facilities**” shall also be deemed to include all and other convenience store operations and restaurants initiated during the Term of this Agreement in space leased to third-party commercial tenants within District-owned buildings principally utilized for educational purposes, student activities or student residences.

“**Food Service Provider**” shall mean any food service provider which may serve at the Facilities at any point during the Term. The District acknowledges and agrees that this Agreement, including the pricing, funding and other consideration provided for herein is based on the District’s current operating model/use of third party Food Service Providers. Thus, in the event that: (i) if the District is currently self-operated, the District switches to a Food Service Provider, or (ii) if the District currently uses a Food Service Provider to operate its concessions, such agreement between the District and the current Food Service Provider expires or is terminated, and the District enters into a new arrangement with a Food Service Provider; then any such new or subsequent agreement between the District and any Food Service Provider (pursuant to either (i) or (ii) above) shall require such Food Service provider to abide by the applicable pricing and other terms set forth in this Agreement to the exclusion of all other benefits, and shall specifically require such Food Service Provider to affirm that it will not be entitled or seek to receive any funding or other benefits/consideration in connection with any agreement such Food Service Provider may separately have with Pepsi or Pepsi’s affiliates. In the event that the District fails to adhere to this requirement (or the Food Service Provider refuses to abide accordingly), then District hereby authorizes

Pepsi, and Pepsi shall be entitled to adjust its pricing, funding or other consideration provided to the District by an amount equal to the incremental costs incurred by Pepsi as a result of the District's change in Food Service Providers.

“**Gallons**” shall mean the number of gallons of the Postmix Products purchased by the District from Pepsi.

“**Packaged Products**” shall mean Beverages that are distributed in pre-packaged form (*i.e.*, bottles & cans). A current list of Pepsi's Packaged Products is found in attached Exhibit A which may be amended by Pepsi from time to time.

“**Postmix Products**” shall mean beverage products used to create and dispense fountain beverages. A current list of Pepsi's Postmix Products is found in attached Exhibit A which may be amended by Pepsi from time to time.

“**Products**” shall mean Postmix Products and Packaged Products manufactured, bottled, sold and/or distributed by Pepsi.

“**Year**” shall mean each 12-month period during the Term commencing on the first day of the Term or an anniversary thereof.

## 2. TERM.

The term of this Agreement shall be for a Five (5) year period beginning on November 19, 2019 and expiring on November 18, 2024, unless sooner terminated as provided herein (“**Term**”).

## 3. GRANT OF BEVERAGE AVAILABILITY AND MERCHANDISING RIGHTS.

During the Term, District hereby grants to Pepsi the following exclusive Beverage availability and exclusive Beverage merchandising right as set forth and described below:

### A. Beverage Availability at the Facilities.

#### (1) Grant of Rights.

(a) Pepsi shall have the exclusive right to make Beverages available for sale and distribution throughout the Facilities, including the right to provide all Beverages sold at athletic contests (*i.e.*, concession stands, sales in stands (hawking) or other means), booster club activities, and all other special events conducted at or any location on the Facilities (“**Special Events**”). The Products shall be the only Beverages sold, dispensed or served at the Facilities (*i.e.*, at concession stands, sales in stands (hawking) or other means), and the Products shall be sold at all food service concession or vending locations located within the Facilities; and

(b) Pepsi shall have the exclusive right to install the Equipment throughout the Facilities. Pepsi shall have the further right to install additional Equipment in buildings and facilities acquired and/or constructed by the District after the date of this Agreement.

Pepsi shall install the Equipment at its sole expense; *provided, however*, that the District will be responsible for all electrical hook-ups and charges related thereto. Pepsi shall have the right to place full trademark panels on all sides of its Equipment. Pepsi, or one of its affiliates, shall retain title to all Equipment.

(2) Purchasing of Postmix Products.

The Postmix Products shall be purchased by District or the Food Service Provider from Pepsi at the prices established by Pepsi from time to time. Current pricing for Postmix Products is as set forth in Exhibit A attached hereto.

(3) Purchasing of Packaged Products.

The Packaged Products shall be purchased by District or the Food Service Provider from Pepsi at prices established by Pepsi from time to time. Current pricing for Packaged Products is as set forth in Exhibit A attached hereto.

(4) Food Service.

During the Term, Pepsi shall work directly with, District and the Food Service Provider for the Facilities, to provide all of its requirements for the Products. District shall cause its Food Service Provider to purchase the Product from Pepsi at prices as determined by Pepsi. The District shall cause its Food Service Provider to purchase Products from Pepsi in sufficient quantities to ensure the regular and continuous distribution of the Products at the Facilities. Pepsi shall work directly with District and its Food Service Provider to promote sales of the Products through appropriate point-of-sale and other advertising materials bearing the trademarks of the Products at Pepsi's expense.

(5) Vending.

Pepsi shall have the right to place no less than Twenty-five (25) Vending Machines at the Facilities for dispensing the Products; *provided, however*, that Pepsi shall work with District to identify optimal locations for such equipment. Pepsi shall not be assessed common area maintenance fees, taxes or other charges based on its occupation of the space allocated to Vending Machines.

B. Product Merchandising Rights.

During the Term and subject to the terms and conditions contained in this Agreement, District grants Pepsi the exclusive right to merchandise Beverages at the Facilities as set forth and described below:

(1) Menu Board Advertising.

District agrees that Pepsi's trademarks for products shall be listed on the menu boards at concession locations in which Products are served to Districts at the Facilities. All brand

identification containing Pepsi trademarks and/or service marks for menu boards set forth herein will be prepared and installed by District at District's sole cost and expense.

(2) Approved Cups; Product Hawking and Catering.

District agrees that all Products served, sold or dispensed at concession locations in which Products are served to Districts at the Facilities shall be served in Approved Cups and all other Beverages served, sold or dispensed within the Facilities shall be served in either Approved Cups or other disposable cups which do not bear, display or contain the trademarks or service marks of a manufacturer of Competitive Products. Pepsi agrees to make Approved Cups available for purchase and the District shall purchase, and shall require that all concessionaires, Food Service Providers, booster clubs and other third parties selling Beverages at the Facilities purchase all Products, cups, lids and carbon dioxide directly from Pepsi at prices determined by Pepsi. District shall cause Products to be "*hawked*" at the Facilities at all events taking place at the Facilities (including, without limitation, at all home games of all intercollegiate athletic teams associated with the District, if any), and served as part of the catering selection in private boxes, suite, backstage areas, lockerooms and press areas. District further agrees that Products to be "*hawked*" in the stands shall be sold only in Approved Cups. As used herein, "*hawking*" shall refer to the sale of single servings of a product in the seating areas of the Facilities through the use of vendors circulating through such seating areas.

4. GRANT OF ADVERTISING AND PROMOTIONAL RIGHTS.

During the Term, District hereby grants to Pepsi the right to advertise and promote Products in and with respect to the District and the District Marks upon the terms and conditions contained in this Agreement and as set forth and described below.

A. Advertising

(1) Design and Installation of District Advertising.

Pepsi agrees, at its own cost, to provide District with the general design of all District Advertising. The District Advertising shall be constructed and installed by District (or an agent thereof) at District's sole cost and expense. All District Advertising shall be in conformity with the general scheme and plan of the District and the surrounding areas.

(2) Advertising/Signage Changes/Removal.

District recognizes Pepsi's right to change, modify, alter or remove its advertising for, or identification of, any of the Products or to discontinue the manufacture of any of the Products. Pepsi shall reimburse District for all reasonable costs and expenses incurred by District in changing, modifying, altering or removing any Facilities Advertising, menu boards and other Pepsi identification or references to any of the Products necessitated by Pepsi's changes to or removal of the advertising, trademarks or trade names, designations or identification thereof. Pepsi shall have the right to modify, change, alter or remove the

promotional messages appearing thereon and all such modifications, changes, alterations and/or removals shall be at Pepsi's sole cost and expense. District shall use reasonable efforts to minimize the cost to Pepsi for changing, modifying, altering and/or removing Pepsi's advertising.

(3) Maintenance of Signage.

District shall maintain all Facility Advertising and other signs and advertising for Products in good order. District shall effect any necessary repairs reasonably determined by District at District's sole cost and expense. Where practical, District shall consult with Pepsi prior to incurring any material signage or other related maintenance expenses.

B. Promotional Rights.

(1) General Sponsorship Designation.

District hereby agrees that Pepsi shall have the right to promote the fact that Pepsi is an official sponsor of the District and its intercollegiate athletic teams, if any, and that the Products are available at the Facilities, including the right of Pepsi to refer to itself using the Designations. Such promotion may be conducted through the distribution channels of television, radio and print media, on the packaging of (including cups and vessels) and at the point-of-sale of any and all Products wherever they may be sold or served.

C. Representations, Warranties and Covenants regarding the Ownership and Protection of the District Marks and Related Proprietary Rights.

District represents and warrants that it is the sole and exclusive owner of all right, title and interests in and to the District Marks (including without limitation, all goodwill associated therewith) and Pepsi's use of the District Marks pursuant to this Agreement will not infringe the rights of any third parties. Pepsi acknowledges that nothing contained in this Agreement shall provide Pepsi with any right, title or interest to the District Marks other than the right to use such District Marks granted under this Agreement. Pepsi (on behalf of itself and its affiliates) agrees that it shall not attack the title or any rights of District and its affiliates and cooperate with District and its affiliates to procure any protection or to protect any of the rights of District and its affiliates in and to the District Marks. Pepsi shall cause to appear on all materials incorporating the District Marks such legends, markings and notices as District or its affiliates may request in order to give appropriate notice of any trademarks, service mark, trade name, copyright or other right with respect to the District Marks. Pepsi shall not make any alterations or changes to the design or type of the District Marks without the prior written consent of District.

D. Representations, Warranties and Covenants regarding the Ownership and Protection of Proprietary Rights of Pepsi.

Pepsi represents and warrants that Pepsi is authorized to use certain names, logos, service marks and trademarks of PepsiCo, Inc. (including without limitation, all goodwill associated therewith) (the "**Pepsi Marks**") under a license from PepsiCo, Inc. District

acknowledges that nothing contained in this Agreement shall provide District with any right, title or interest to the names, logos, service marks and trademarks of PepsiCo, Inc. without the prior written approval of PepsiCo, Inc. District (on behalf of itself and its affiliates) agrees that it shall not attack the title or any rights of PepsiCo, Inc., Pepsi and its affiliates and cooperate with PepsiCo, Inc., Pepsi and its affiliates to procure any protection or to protect any of the rights of PepsiCo, Inc., Pepsi and its affiliates in and to the Pepsi Marks. District shall cause to appear on all materials incorporating the Pepsi Marks such legends, markings and notices as Pepsi or its affiliates may request in order to give appropriate notice of any trademarks, service mark, trade name, copyright or other right with respect to the Pepsi Marks. District shall not make any alterations or changes to the design or type of the Pepsi Marks without the prior written consent of PepsiCo, Inc.

## 5. GRANT OF OTHER RIGHTS.

### A. Sampling.

District agrees to permit to conduct, at Pepsi's sole cost and expense, limited sampling of Pepsi products at the Facilities in a form and manner as specifically authorized and approved by District and in accordance with rules and procedures established by District, in its sole discretion, as may be amended or supplemented from time to time by District.

### B. Right of First Negotiation/Refusal.

It is hereby agreed that District shall not enter into another agreement for the rights granted hereunder commencing within 365 days after the end of the expiration of the Term unless it shall have complied with the following procedures:

(1) It is hereby agreed that District and Pepsi shall enter into negotiations to extend the terms of this Agreement no later than one hundred twenty (120) days prior to the end of the Term. In the event the parties cannot agree to the terms under which this Agreement will be continued thirty (30) days prior to the end of the Term, District shall be free to enter into negotiations with third parties.

(2) In the event that District receives a bona fide offer for any of the rights granted under this Agreement, District shall notify Pepsi of such offer including the consideration payable to District and the length of term. Pepsi may, within sixty (60) days of such notice, notify District that it is willing to enter into an extension of this Agreement for the term set forth in such notice and providing for the fees and other consideration payable to District described in such notice.

(3) If Pepsi fails to send the notice set forth in subparagraph (2) within the time period provided therein, District shall be free to enter into an agreement with any party thereafter, free and clear of any rights of Pepsi; *provided, however*, that such arrangement may not provide for a term, fees and other consideration payable to District which are less than those stipulated in District's notice given pursuant to subparagraph (2). Nothing herein shall preclude District from entering into any arrangement whatsoever (i) following a

termination of this Agreement by reason of Pepsi’s default; or (ii) for a period commencing more than 365 days after the expiration of the entire Term set forth herein.

**6. EXCLUSIVITY.**

A. During the Term, District, its agents, representatives, intercollegiate athletic teams coaches and players, and staff (i) shall not themselves nor shall they permit a third party to, sell, serve, promote, market, advertise, sponsor or endorse Competitive Products at the Facilities or in connection with the District, its intercollegiate athletic teams coaches and players, and its staff and (ii) shall ensure that the Products are the only Beverages sold, served, promoted, marketed, advertised, merchandised, sponsored or endorsed, at the Facilities or in connection with the District, intercollegiate athletic teams coaches and players, and its staff.

B. District recognizes that Pepsi has paid valuable consideration to ensure an exclusive associational relationship with the Facilities, District, and/or District Marks with respect to Beverages and that any dilution or diminution of such exclusivity seriously impairs Pepsi’s valuable rights. Accordingly, the District will promptly oppose Ambush Marketing (as defined below) and take all reasonable steps to stop Ambush Marketing and to protect the exclusive associational rights granted to Pepsi pursuant to this Agreement. In the event any such Ambush Marketing occurs during the Term, each party will notify the other party of such activity immediately upon learning thereof. As used herein, “**Ambush Marketing**” shall mean an attempt by any third party, without Pepsi’s consent, to associate Competitive Products with the Facilities, District and/or District Marks, or to suggest that Competitive Products are endorsed by or associated with the Facilities, District and/or District Marks by referring directly or indirectly to the Facilities, District and/or District Marks.

**7. CONSIDERATION.**

In consideration for the advertising, merchandising, promotional rights, and the other related rights and benefits provided to Pepsi by District as described herein, and provided District is not in breach of this Agreement, Pepsi agrees to pay to District:

A. Annual Sponsorship Fund.

An Annual Sponsorship Fund (the “**Annual Sponsorship Fund**”), payable annually pursuant to the following:

Year	Applicable Time Period	Amount*	Due Date: within 60 days after:
1	November 19, 2019–November 18, 2020	\$75,000	The execution of this Agreement by both parties.
2	November 19, 2020 – November 18, 2021	\$75,000	November 19, 2020
3	November 19, 2021 – November 18, 2022	\$75,000	November 19, 2021
4	November 19, 2022 – November 18, 2023	\$80,000	November 19, 2022
5	November 19, 2023 – November 18, 2024	\$80,000	November 19, 2023

\* The District acknowledges and agrees that each Annual Sponsorship Fund payable to the District is based on a minimum number of Units purchased from Pepsi and sold throughout all the Facilities pursuant to this Agreement during the applicable Year. The minimum number of Units per Year is

Year	Applicable Time Period	Amount*	Due Date: within 60 days after:
13,600 (“ <b>Annual Units Threshold</b> ”). As used herein, “ <b>Units</b> ” means Gallons and Cases (including Cases sold through Vending Machines). For the purposes of determining Units sold, 1 Case shall equal 1 Gallon. Therefore, if during any Year the number of Units falls below the Annual Units Threshold, then the Annual Sponsorship Fund payable for the next Year will be reduced by a percentage equal to the percentage decrease between the Annual Units Threshold and the actual number of Units sold during such Year. <i>For example, if the Annual Sponsorship Fund is \$1,000 and the Annual Units Threshold is 500 Units, and during Year 1 the actual Units sold is 250 Units, and then the Annual Sponsorship Fund for Year 2 will be \$500 (reduced by 50%).</i>			

The Annual Sponsorship Fund is earned throughout the Year in which they are paid. In the event Pepsi terminates this Agreement due to the District’s failure to cure a breach hereof, the unearned Annual Sponsorship Fund will be repaid to Pepsi pursuant to the terms of Section 10.D (Sponsorship Fees in the Event of Termination.) herein.

**B. Annual Scholarship Fund.**

An Annual Scholarship Fund (the “**Annual Scholarship Fund**”), payable annually pursuant to the following:

Year	Applicable Time Period	Amount	Due Date: within 60 days after:
1	November 19, 2019–November 18, 2020	\$3,000	Execution of Agreement by parties
2	November 19, 2020 – November 18, 2021	\$3,000	November 19, 2020
3	November 19, 2021 – November 18, 2022	\$3,000	November 19, 2021
4	November 19, 2022 – November 18, 2023	\$3,000	November 19, 2022
5	November 19, 2023 – November 18, 2024	\$3,000	November 19, 2023

Pepsi will receive recognition in connection with those scholarships that are awarded using the Annual Scholarship Fund. The Annual Scholarship Fund is earned throughout the Year in which it is paid. In the event Pepsi terminates this Agreement due to the District’s failure to cure a breach hereof, the unearned Annual Scholarship Fund will be repaid to Pepsi pursuant to the terms of Section 10.D herein.

**C. Annual Marketing Support**

In each Year during the Team, Pepsi will provide District with an annual marketing support valued at up to Two Thousand US Dollars (\$2,000) (the “**Annual Marketing Support**”). The Annual Marketing Support will be used and spent by Pepsi to pay for point-of-sale materials and promotional programs in support of sale of the Products at the District, as mutually agreed to by the parties. District acknowledges and agrees that unused Marketing Support in any Year will not be carried over to a subsequent Year and will not be redeemable for a cash payment.

D. Annual Sustainability Fund.

An Annual Sustainability Fund (the “*Annual Sustainability Fund*”), payable annually pursuant to the following:

<i>Year</i>	<i>Applicable Time Period</i>	<i>Amount</i>	<i>Due Date: within 60 days after:</i>
1	November 19, 2019 – November 18, 2020	\$1,500	Execution of Agreement by parties
2	November 19, 2020 – November 18, 2021	\$1,500	November 19, 2020
3	November 19, 2021 – November 18, 2022	\$1,500	November 19, 2021
4	November 19, 2022 – November 18, 2023	\$1,500	November 19, 2022
5	November 19, 2023 – November 18, 2024	\$1,500	November 19, 2023

District acknowledges that the Annual Sustainability Fund is intended to be used by District to support its sustainability initiatives at the Facilities. The Annual Sustainability Fund is earned throughout the Year in which it is paid. In the event Pepsi terminates this Agreement due to the District’s failure to cure a breach hereof, the unearned Annual Sustainability Fund will be repaid to Pepsi pursuant to the terms of Section 10.D herein.

E. Flex Funds

An Annual Flex Fund (the “*Flex Fund*”), payable annually pursuant to the following:

<i>Year</i>	<i>Applicable Time Period</i>	<i>Amount</i>	<i>Due Date: within 60 days after:</i>
1	November 19, 2019 – November 18, 2020	\$10,000	Execution of Agreement by parties
2	November 19, 2020 – November 18, 2021	\$10,000	November 19, 2020
3	November 19, 2021 – November 18, 2022	\$10,000	November 19, 2021
4	November 19, 2022 – November 18, 2023	\$10,000	November 19, 2022
5	November 19, 2023 – November 18, 2024	\$10,000	November 19, 2023

District acknowledges that the Flex Fund is intended to be used and spent by District to support for example: event sponsorship, merchandise and student activities. The Annual Flex Fund is earned throughout the Year in which it is paid. In the event Pepsi terminates this Agreement due to the District’s failure to cure a breach hereof, the unearned Annual Sustainability Fund will be repaid to Pepsi pursuant to the terms of Section 10.D herein.

Pepsi pursuant to the terms of Section 10.D herein.

F. Commissions.

Commissions, as a percentage of the actual cash (“*cash in bag*” or “*CIB*”) collected by Pepsi from the Vending Machines placed at the Facilities, plus actual amounts received by Pepsi in connection with credit card or debit card sales (collectively with CIB, “*Revenue*”), less any applicable fees or deposits (“*Commissions*”). Such Commissions shall be at the rate(s) set forth below (the “*Commission Rate*”) and shall be calculated as follows:

*For locations in California:*

**(CIB \* Commission Rate) – applicable CRV = Commission Due**

<b>Product</b>	<b>Initial Vend Price*</b>	<b>Commission Rate**</b>
All 20oz CSDs	\$1.75	38%
Mt Dew	\$2.00	38%
*Commission Rates and Vend Prices for new Products will be mutually agreed upon by Pepsi. If Pepsi proposes any new Products to the District during the Term, then Pepsi shall have the right to apply a different Commission Rate and/or Minimum Vend Price for such new Product.		

(1) **Commissions Payment.** Commissions shall be remitted by Pepsi to the District within thirty (30) days of the end of each 4-week accounting period established by Pepsi. Pepsi shall make all pertinent revenue and sales records respecting the Vending Machines available to District. District agrees that it is responsible for reviewing such records and that any claim or dispute relating to the Commissions must be brought by District in writing within one (1) year of the date such Commissions payment is due. District further acknowledges and agrees that it shall not receive any Commissions payment from Pepsi if Commissions fail to reach a certain threshold amount per period or quarter. The applicable threshold amounts vary based on the payment period and will be established and communicated pursuant to Pepsi’s policies and procedures related to its Full Service Vending business, as may be revised by Pepsi from time to time.

(2) **Change to Commission Rate.** District acknowledges and agrees that Pepsi established the Commission Rate based on any applicable sales tax associated with the sale of the Products through the Vending Machines as of the commencement date of this Agreement. If, during the Term, applicable sales taxes should increase by more than five percent (5%), then Pepsi shall have the right to automatically reduce the Commission Rate by the same percentage amount.

(3) **Change to Commission Formula.** In addition to the above, District agrees that Pepsi shall have the right to change its formula/method for calculating Commissions at any time in its reasonable discretion provided that any such formula adjustments shall not result in a material change to the Commissions due with respect to the same sales of Products.

(4) **Vend Price.** The minimum vend price necessary for District to qualify for any Commissions is set forth above. Pepsi shall have the absolute right, at its sole discretion, to change such vend prices as it deems appropriate in light of cost of goods increases or to otherwise stay reasonably consistent with applicable vending prices for similar accounts operating in the relative geography. Pepsi shall have the right to increase mech rates \$0.25 in Year 3.

G. **Rebates.**

Each Year throughout the Term, Pepsi shall calculate the total applicable Cases of Packaged Products and applicable Gallons of Postmix Products purchased from Pepsi by the District and its Food Service Provider pursuant to this Agreement, and shall provide the District

with rebates calculated based on applicable amounts set forth below (the “*Rebates*”). The Rebates, if applicable, shall be paid by Pepsi within sixty (60) days of the end of each applicable Year during the Term.

Rebates Rates	Eligible Products**
\$1.50/Case	<b>All Packaged Products</b>
<b>*The following Products are excluded from Rebates: Tropicana, Naked Juice Smoothie and Tropicana</b> <b>**24-pk or equivalent (e.g., two (2) 12-pk)</b>	

**8. ADDITIONAL CONSIDERATION.**

In addition to the consideration specified above, and provided District is not in breach of this Agreement, Pepsi shall provide the following further consideration to the District:

A. **Free Product Donations.** Pepsi will provide annual Product donations valued up to One Thousand Eight Hundred US Dollars (\$1,800), based on the then current price offered under this Agreement for the requested Products, for use across the District upon request of the District, *provided, however*, that the District will administer all requests through a central contact so that the District may prioritize the requests. District acknowledges and agrees that donated Product requests not used or made in any Year shall not be carried over to the subsequent Year.

B. Pepsi will provide District with a one-time Foundation for California Community College Scholarship payment in the amount of Two Thousand US Dollars (\$2,000), payable to District within sixty (60) days of the signing of this Agreement by both parties.

C. Each Year during the Term, Pepsi will provide District with a Gatorade sideline merchandise support valued up to One Thousand Five Hundred US Dollars (\$1,500) (the “*Gatorade Sideline Merchandise Fund*”). This Gatorade Sideline Merchandise Fund will be held by Pepsi, and accessed by Pepsi to offset the cost of Gatorade sideline merchandise ordered by District. Any unused portion of the Gatorade Sideline Merchandise Fund in any Year will not be carried over to a subsequent Year and will not be redeemable for a cash payment.

**9. EQUIPMENT AND SERVICE.**

A. Beverage Dispensing and Other Equipment.

(1) Pepsi shall, based upon Pepsi’s survey of the Facilities’ needs, provide and install all Equipment at the Facilities for the dispensing of Product during the Term. Title to all Equipment shall be with Pepsi or its affiliates.

(2) During the Term Pepsi will provide, at no charge to the District, preventative maintenance and service to the Equipment. Pepsi will service and stock, if necessary, (i) the Equipment and (ii) any additional Equipment determined by the parties to be installed at new locations on the Facilities.

(3) The Equipment may not be removed from the Facilities without Pepsi's written consent, and the District agrees not to encumber the Equipment in any manner or permit other equipment to be attached thereto except as authorized by Pepsi. At the end of the Term, Pepsi shall have the right to, and shall upon request of the District, remove all Equipment from the Facilities at no expense to the District.

(4) Pepsi shall be responsible for collecting, for its own account, all cash monies from the Vending Machines and for all related accounting for all cash monies collected therefrom. The District agrees to provide reasonable assistance to Pepsi in apprehending and prosecuting vandals. Pepsi shall not be obligated to pay commissions as provided in this Agreement on documented revenue losses resulting from vandalism or theft of product with respect to any Vending Machines on the Facilities.

(5) Pepsi, at its sole discretion or upon mutual agreement between the parties, agrees to install magnetic strip card, online or chip card offline readers on Vending Machines placed at the Facilities. If agreed to by Pepsi, Vending Machines in mutually agreed upon locations will be fitted with magnetic stripe card on-line or chip card off-line readers in accordance with a mutually agreed to conversion schedule.

(6) Pepsi reserves the absolute right to remove any glass front Vending Equipment that sells less than eight (8) cases of Product per week or any other Vending Equipment that sells less than two (2) cases of Product per week.

B. Service to Equipment.

Other than routine maintenance, which shall be the responsibility of and completed by District or its designee, Pepsi or its designated agents shall be responsible for maintaining, repairing and replacing the Equipment. Pepsi shall provide District with a telephone number to request emergency repairs and receive technical assistance related to the Equipment. Pepsi shall respond to each District request and use reasonable efforts to remedy the related Equipment problem as soon as possible.

**10. REMEDIES FOR LOSS OF RIGHTS - TERMINATION.**

A. District's Termination Rights.

Without prejudice to any other remedy available to District at law or in equity in respect of any event described below, this Agreement may be terminated by District at any time effective thirty (30) days following written notice to Pepsi from District if:

(1) Pepsi fails to make any payment due hereunder, and such default shall continue for thirty (30) days after written notice of such default is received by Pepsi; or

(2) Pepsi breaches or fails to perform any other material term, covenant or condition of this Agreement or any representation or warranty shall prove to have been false or misleading in any material respect and Pepsi fails to cure such breach within forty-five (45)

days after written notice of default is delivered to Pepsi. If such cure cannot reasonably be accomplished within such forty-five (45) day period, this provision shall not apply where Pepsi shall have, in good faith, commenced such cure and thereafter shall diligently proceed to completion; *provided, however*, that such cure is completed to the reasonable satisfaction of District within ninety (90) days from the date of Pepsi's receipt of such written notice of default.

B. Pepsi's Termination Rights.

Without prejudice to any other remedy available to Pepsi at law or in equity in respect of any event described below, this Agreement may be terminated in whole or in part by Pepsi at any time, effective thirty (30) days following written notice to the District if (i) any of the Products are not made available as required in this Agreement by the District, their agents or concessionaires; (ii) any of the rights granted to Pepsi herein are materially restricted or limited during the Term of this Agreement; (iii) a final judicial opinion or governmental regulation prohibits, or materially impacts or impairs (*e.g.*, beverage tax or size restriction) the availability or cost of Beverages, whether or not due to a cause beyond the reasonable control of the District; or (iv) District breaches any or fails to perform any other material term, covenant or condition of this Agreement or any representation or warranty shall prove to have been false or misleading in any material respect. In connection with the foregoing, Pepsi shall give District notice of the event and where applicable (for events within District's control), shall provide District forty-five (45) days to cure such breach. If the identified breach/event is not remedied with the applicable notice period, then Pepsi may terminate this Agreement and recover from the District a reimbursement in accordance with Section D below (Sponsorship Fees in the Event of Termination.). In addition to the termination rights set forth herein, in the event of any of the occurrences outlined in subsections (i) – (iii) above, Pepsi shall have the right, at its discretion and in lieu of termination, to mandate that the District meet and engage in good faith negotiations aimed at modifying the Agreement to reduce Pepsi's ongoing support of the District by an amount that is equitable in light of the diminution of right to Pepsi (*e.g.*, equivalent to the percentage volume decline on campus). If such negotiations fail, then Pepsi shall have the right to terminate the Agreement upon thirty (30) days' notice.

C. Additional Termination Rights Available to Pepsi and District.

Without prejudice to any other right or remedy available to either party at law or in equity of any event described below, this Agreement may be terminated by either party if the other party, or any parent of such other party, shall: (i) have an order for relief entered with respect to it, commence a voluntary case or have an involuntary case filed against it under any applicable bankruptcy, insolvency or other similar law now or hereafter in effect (and such order or case is not stayed, withdrawn or settled within sixty (60) days thereafter) it is the intent of the parties hereto that the provisions of Section 365(e)(2)(A) of Title 11 of the United States Code, as amended, or any successor statute thereto, be applicable to this Agreement; or (ii) file for reorganization, become insolvent or have a receiver or other officer having similar powers over it appointed for its affair in any court of competent jurisdiction, whether or not with its consent (unless dismissed, bonded or discharged within 60 days thereafter); or (iii) admit in writing its inability to pay its debts as such debts become due.

D. Sponsorship Fees in the Event of Termination.

If Pepsi terminates this Agreement pursuant to Section 10 or District terminates this Agreement without cause, then Pepsi shall be entitled to from District, without prejudice to any other right or remedy available to Pepsi, and District shall pay to Pepsi all funding paid by Pepsi to the District which remains unearned as of the time of termination.

With regard to the Annual Sponsorship Fund, the amount of such reimbursement shall be determined by multiplying the Annual Sponsorship Fund by a fraction, the numerator of which is the number of months remaining in the Term at the time such termination occurs and the denominator of which is the total number of months within the Term (*e.g.*, 5 year term is 60 months). With regard to the Annual Scholarship Fund, the amount of such reimbursement shall be determined by multiplying Annual Scholarship Fund by a fraction, the numerator of which is the number of months remaining in the Year in which the Agreement is terminated at the time such termination occurs and the denominator of which is twelve (12). With regard to the Annual Sustainability Fund, the amount of such reimbursement shall be determined by multiplying Annual Sustainability Fund by a fraction, the numerator of which is the number of months remaining in the Year in which the Agreement is terminated at the time such termination occurs and the denominator of which is twelve (12). With regard to the Flex Fund, the amount of such reimbursement shall be determined by multiplying Flex Fund by a fraction, the numerator of which is the number of months remaining in the Year in which the Agreement is terminated at the time such termination occurs and the denominator of which is twelve (12).

11. TAXES.

District acknowledges and agrees that neither Pepsi nor its affiliates shall be responsible for any taxes payable, fees or other tax liability incurred by the District in connection with any fees payable by Pepsi under this Agreement. In addition, Pepsi shall be responsible only for the payment of taxes on the sales of Products through Vending Machines. Pepsi shall not be assessed common area maintenance fees, taxes or other charges based on its occupation of the space allocated to its Equipment.

12. CONFIDENTIALITY.

A. Except as otherwise required by law or the rules or regulations of any national securities exchange or the rules or regulation of the District, the District and Pepsi agree not to disclose Confidential Information (as hereinafter defined) to any third party other than to their respective directors, officers, employees and agents (and directors, officers, employees and agents of their respective affiliates) and advisors (including legal, financial and accounting advisors) (collectively, “*Representatives*”), as needed.

B. “*Confidential Information*” shall include all non-public, confidential or proprietary information that District or its Representatives make available to Pepsi or its Representatives or that Pepsi or its Representatives make available to District or its Representatives in connection with this Agreement. “*Confidential Information*” shall include, but not be limited to, the terms and conditions of this Agreement. It is expressly understood that the disclosure in or pursuant to this Agreement by District, Pepsi or their respective

Representatives of Confidential Information is not a public disclosure thereof, nor is a sale or offer for sale of any product, equipment, process or service of District or Pepsi.

C. These Confidentiality provisions and the obligations of the parties hereunder will survive the expiration or sooner termination of this Agreement for a period of three (3) years following such date of expiration or termination of this Agreement.

### 13. **REPRESENTATIONS, WARRANTIES AND COVENANTS.**

A. Each party represents and warrants to the other: (1) it has full power and authority to enter into this Agreement and to grant and convey to the other the rights set forth herein; and (2) all necessary approvals for the execution, delivery and performance of this Agreement have been obtained and this Agreement has been duly executed and delivered by the parties and constitutes the legal, valid and binding obligation, enforceable in accordance with its terms, and nothing contained in this Agreement violates, interferes with or infringes upon the rights of any third party; (3) the respective signatory of this Agreement is duly authorized and empowered to bind the party to the terms and conditions of this Agreement for the duration of the Term; and (4) the parties have complied with all applicable laws, ordinances, codes, rules and regulations relating to its entering into this Agreement and its performance hereunder.

B. Each of the parties hereto agree that: (1) the representations, warranties and covenants contained herein shall survive the execution and delivery of this Agreement, and (2) except as expressly set forth herein, neither party has made, and neither party is relying on, any representation or warranty, express or implied, with respect to the subject matter hereof.

C. To the extent that the any intercollegiate athletic team is relocated to a venue which is not within the Facilities as its home venue, District agrees that it shall ensure all rights of Pepsi hereunder shall be extended to such alternate venue as to the intercollegiate athletic team and any advertising and pouring rights contained herein.

### 14. **INDEMNIFICATION.**

A. Pepsi will indemnify and hold the District harmless from any and all suits, actions, claims, demands, losses, costs, damages, liabilities, fines, expenses and penalties (including reasonable attorneys' fees) arising out of: (i) its breach of any term or condition of this Agreement; (ii) product liability suits resulting from the use or consumption of Products purchased directly from Pepsi; and/or (iii) the negligence or willful misconduct of Pepsi, (excluding claims arising out of the District's negligence or willful misconduct).

B. To the extent permitted by applicable law, the District will indemnify and hold Pepsi, its subsidiaries, affiliates or assigns harmless from and against any and all suits, actions, claims, demands, losses, costs, damages, liabilities, fines, expenses and penalties (including reasonable attorneys' fees) arising out of (i) its breach of any term or condition of this Agreement; and/or (ii) the negligence or willful misconduct of the District (excluding claims arising out of Pepsi's negligence or willful misconduct).

C. The provisions of this Section shall survive the termination of this Agreement.

**15. INSURANCE.**

A. Each party hereto maintains and agrees to maintain, at all times during the Term and for a period of three (3) years thereafter, a comprehensive program of risk retention and insurance with such insurance carriers and in such amounts of insurance coverage reasonably acceptable to the other party. Each party agrees to name the other and each of its affiliates, and their respective officers, directors, employees, agents, representatives and successors and assigns on a certificate of insurance, as additional insureds with respect to the certificate holder's negligence.

B. Either party shall have the right, during the Term from time to time, to request copies of such certificates of insurance and/or other evidence of the adequacy of the above insurance coverages.

**16. NOTICES.**

Unless otherwise specified herein, all notices, requests, demands, consents, and other communications hereunder shall be transmitted in writing and shall be deemed to have been duly given when hand delivered, upon delivery when sent by express mail, courier, overnight mail or other recognized overnight or next day delivery service, or three (3) days following the date mailed when sent by registered or certified United States mail, postage prepaid, return receipt requested, or when deposited with a public telegraph company for immediate transmittal, charges prepaid, or by telecopier, with a confirmation copy sent by recognized overnight courier, next day delivery, addressed as follows:

If to Pepsi:

Pepsi Beverages Company  
27717 Aliso Creek Road  
Aliso Viejo, CA 92656

Attn: Director, Food Service

With a copy to (which shall not constitute notice):

Pepsi Beverages Company  
1111 Westchester Avenue  
White Plains, NY 10604  
Attn: Legal Department

If to District:

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

**17. ASSIGNMENT.**

This Agreement or any part hereof or interest herein shall not be assigned or otherwise transferred by either party without the prior written consent of the other party nor shall the same be assignable by operation of law, without the prior written consent of the other party; *provided, however*, that Pepsi may assign and transfer this Agreement (in whole and not in part) to an affiliate without the consent of District hereto; *provided, however*, that, (x) such affiliate is capable of fully performing all obligations of the assignor hereunder and (y) such affiliate agrees, under a separate agreement acceptable to the other party and signed by such affiliate, to perform all of the obligations and assume all liabilities of the assignor hereunder. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective permitted successors and assigns. District represents and warrants to Pepsi that any change in the Food Service Provider at the Facilities shall not affect Pepsi's rights or obligations hereunder.

**18. GOVERNING LAW.**

This Agreement shall be governed by and construed in accordance with the laws of the State of California without regard to conflicts of laws principles. Any legal proceeding of any nature whatsoever brought by either party against the other to enforce any right or obligation under this Agreement, or arising out of any matter pertaining to this Agreement, shall be submitted for trial, without jury, before the Courts of the State of California, or the United States District Court having jurisdiction in Orange County, California, or, if neither of such courts shall have jurisdiction, then before any court sitting in Orange County, California having subject matter jurisdiction. The parties consent and submit to the jurisdiction of any such court and agree to accept service of process inside or outside the State of California in any manner to be submitted to any such court pursuant hereto, and the parties hereto expressly waive all rights to trial by jury regarding any such matter.

**19. FORCE MAJEURE.**

If the performance by either party hereto of its respective nonmonetary obligations under this Agreement is delayed or prevented in whole or in part by acts of God, fire, floods, storms, explosions, accidents, epidemics, war, civil disorder, strikes or other labor difficulties, or any law, rule, regulation, order or other action adopted or taken by any federal, state or local government authority, or any other cause not reasonably within such party's control, whether or not specifically mentioned herein, such party shall be excused, discharged and released of performance only to the extent such performance or obligation is so delayed or prevented by such occurrence without liability of any kind. Nothing contained herein shall be construed as requiring either party hereto to accede to any demands of, or to settle any disputes with, labor or labor unions, suppliers or other parties that such party considers unreasonable.

**20. RELEASE, DISCHARGE OR WAIVER.**

No release, discharge or waiver of any provision hereof shall be enforceable against or binding upon either party hereto unless in writing and executed by both parties hereto. Neither the failure to insist upon strict performance of any of the agreements, terms, covenants or conditions hereof, nor the acceptance of monies due hereunder with knowledge of a breach of this Agreement, shall be deemed a waiver of any rights or remedies that either party hereto may have or a waiver of any subsequent breach or default in any of such agreements, terms, covenants or conditions.

**21. PRIOR NEGOTIATIONS; ENTIRE AGREEMENT.**

This Agreement and the exhibits attached hereto, set forth the entire understanding between the parties in connection with respect to the subject matter hereof, and no statement or inducement with respect to the subject matter by either party hereto or by any agent or representative of either party hereto which is not contained in this Agreement shall be valid or binding among the parties. This provision shall not be read to invalidate or amend any other written agreements between Pepsi and/or any of its affiliates and any affiliate of District.

**22. RELATIONSHIP OF THE PARTIES.**

The parties are independent contractors with respect to each other. Nothing contained in this Agreement will be deemed or construed as creating a joint venture partnership between the parties.

**23. EFFECT OF HEADINGS.**

The headings and subheadings of the sections of this Agreement are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the agreements, terms, covenants and conditions of this Agreement in any manner.

**24. CONSTRUCTION.**

This Agreement has been fully reviewed and negotiated by the parties hereto and their respective legal counsel. Accordingly, in interpreting this Agreement, no weight shall be placed upon which party hereto or its counsel drafted the provision being interpreted. Wherever this Agreement provides for one party hereto to provide authorization, agreement, approval or consent to another party hereto, or provides for mutual agreement of the parties hereto, such authorization, approval, agreement or consent shall, except as may otherwise be specified herein, be given in such party's reasonable judgment and reasonable discretion, and shall be in writing unless otherwise mutually agreed by the parties.

**25. SEVERABILITY.**

If any term or provision of this Agreement shall be found to be void or contrary to law, such term or provision shall, but only to the extent necessary to bring this Agreement within the requirements of law, be deemed to be severable from the other terms and provisions hereof, and the remainder of this Agreement shall be given effect as if the parties had not included the severed term herein.

**26. AMENDMENTS.**

No provision of this Agreement may be modified, waived or amended except by a written instrument duly executed by each of the parties hereto. Any such modifications, waivers or amendments shall not require additional consideration to be effective.

**27. COUNTERPARTS.**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**28. FURTHER ASSURANCES.**

Each party hereto shall execute any and all further documents or instruments and take all necessary action that either party hereto may deem reasonably necessary to carry out the proper purposes of this Agreement.

**IN WITNESS WHEREOF**, the undersigned have caused this Agreement to be duly entered into as of the date set forth below.

Rancho Santiago Community College District

Bottling Group, LLC

By: Peter J. Hardash

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

Name (Sign): \_\_\_\_\_

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

Title: Vice Chancellor, Business  
Operations/Fiscal Services

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

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

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

**Exhibit A**

**Current description & pricing for Postmix Products and Packaged Products**

District acknowledges and agrees (and shall require that any third parties or Food Service Providers purchasing Products through this Agreement agree) that Pepsi shall be entitled to pass-through any incremental fees, deposits, taxes or other governmentally imposed charges (whether local, state, federal or judicially imposed) and that the pass-through of any such governmentally imposed fees, deposits, taxes or charges on the Products shall not be deemed as a price increase subject to any pricing cap or notification restrictions that may be specified in this Agreement.

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Confirmation of Santa Ana College Associate Degrees and Certificates for Summer 2019	
Action:	Request for Approval	

**BACKGROUND**

Attached is a list of students who successfully completed coursework at Santa Ana College leading to an Associate in Arts Degree, Associate in Arts for Transfer Degree, Associate in Science Degree, Associate in Science for Transfer Degree, Certificate of Achievement, and /or Certificate of Proficiency for summer 2019. Also included, are the statistical tables showing degrees and certificates awarded by major.

**ANALYSIS**

Santa Ana College awarded 274 Associate Degrees at the conclusion of summer 2019. Of the total number of degrees awarded, 173 were Associate in Arts, 25 Associate in Science, 50 Associate in Arts for Transfer and 26 Associate in Science for Transfer. The area with the highest number of degrees was in Liberal Arts: Arts, Humanities, Communication with 95 degrees awarded in summer 2019.

Santa Ana College awarded 310 Certificates of Achievement (CA) and Proficiency (CP) at the conclusion of summer 2019.

**RECOMMENDATION**

It is recommended that the Board of Trustees confirm the list of recipients of the Santa Ana College Associate Degrees and Certificates for summer 2019 as presented.

Fiscal Impact:	None	Board Date: November 18, 2019
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Mark C. Liang, J.D., Dean, Enrollment Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

Santa Ana College  
Certificates Awarded  
Summer 2019

MAJOR	2018	2019
Accounting		
- <i>Accounting and Financial Planning*</i>	1	0
- General Accounting	40	5
- <i>General Bookkeeping</i>	0	1
- Computerized Accounting - QuickBooks	5	2
- Computerized Bookkeeping - QuickBooks	4	3
- <i>Tax Preparer*</i>	0	1
American Sign Language	5	1
Art		
- 3D Modeling & Animation - Art	12	0
- 3D Modeling & Animation - Video Game & Interactive	0	1
- 3D Modeling & Animation - Previsualization	0	1
- Digital Media Art Graphic Design	0	3
- Crafts - Jewelry	0	2
Auto		
- <i>Air Conditioning Service*</i>	2	0
- Business Technology	1	1
- <i>Chassis Maintenance*</i>	8	0
- Chassis Service	11	1
- Drive Train Service	8	0
- <i>Electrical Maintenance*</i>	21	13
- Engine Performance & Electrical	5	2
Biotechnology		
- <i>Lab Assistant*</i>	4	4
- Biomanufacturing Technician	1	1
- Biotechnology Lab Technician	0	1
Business Applications & Technology		
- <i>Adobe Applications for Business*</i>	1	0
- <i>Adobe Web Projects for Business*</i>	1	0
- <i>Computer Fundamentals for Business*</i>	37	12
- Digital Publishing	2	0
- Microsoft Office Professional	0	2
- <i>Office Management*</i>	0	1
- <i>Spanish English Interpretation &amp; Translation*</i>	1	1
Child Development (formerly Human Development)		
- <i>Early Childhood Assistant Teacher*</i>	3	2
Computer Information Systems		

Santa Ana College  
Certificates Awarded  
Summer 2019

- Database*	2	0
- Help Desk *	6	0
- Networking*	1	0
- PC Maintenance and Troubleshooting*	1	0
Computer Science		
- Computer Science	3	0
- Programming*	7	0
Criminal Justice Corrections Officer*	10	1
CSU General Education	91	105
Dance	0	1
Diesel Technology		
- Diesel & Heavy Equipment	1	1
- Heavy Duty Diesel Engine Service*	1	1
- Heavy Duty Chassis Service*	4	0
- Mid-Range Engine Service	0	1
- Transport Refrigeration/Temperature Control*	0	1
Education		
- After School Program Associate Teacher*	3	1
Engineering		
- AutoCAD 2D Basics*	18	5
- 3D CAD Skill Builder*	5	2
- Mechatronics Technology	0	1
- Mechanical 3D Solid Modeling CAD*	13	0
- Surveying Skill Builder*	14	1
- Computer Aided Drafting & Design	4	1
- Drafting and Design II	0	1
- Civil Technology	0	1
Entrepreneurship		
- Freelancer*	6	0
Fashion Design	0	1
- Costume Design*	1	1
- Fashion Assistant*	3	0
- Quinceañera Dress Design	0	1
- Swimwear Design*	5	1
- Visual Merchandising*	6	0
Fire Technology		
- Administrative Fire Services Chief Officer	10	0
- Fire Service Core Competencies*	58	4

Santa Ana College  
Certificates Awarded  
Summer 2019

- Public Fire Service	2	2
- Prevention Officer	31	20
Human Development		
- Bilingual (Eng./Span) Preschool Associate Teacher	5	1
- Infant/Toddler	1	0
- Preschool Child	1	1
- School Age	1	1
International Business	9	0
- <i>Global Business &amp; Entrepreneurship*</i>	18	1
- <i>Global Trade Skills*</i>	8	3
- <i>International Finance Specialist*</i>	12	10
- <i>International Law Specialist*</i>	106	0
- <i>International Logistics Specialist*</i>	76	0
- <i>International Marketing Specialist*</i>	88	0
- <i>Survey of International Business*</i>	7	1
IGETC General Education	29	26
Kinesiology		
- Fitness Specialist	1	0
- <i>Kinesiology Sport Medicine*</i>	3	0
Pathway to Law School	2	3
Library Technology	6	0
Management		
- Management	7	1
- <i>Human Resource Management*</i>	7	2
- <i>Retail Management*</i>	1	0
- <i>Supervision*</i>	9	1
Manufacturing Technology		
- CNC Lathe Set Up & Operation	7	0
- CNC Machine Set Up & Operation	16	3
- CNC Milling Set Up & Operation	7	2
- CNC Programmer A - Mastercam	5	4
- <i>Solid works 3D *</i>	13	1
Medical Assistant - Administrative / Clinical	18	6
Music		
- Digital Music Production	4	1
Paralegal	3	5
Pharmacy Technology		
- Advanced	2	6

Santa Ana College  
 Certificates Awarded  
 Summer 2019

- Basic	11	13
Theater Arts		
- <i>Costume Design*</i>	0	1
- <i>Performance Emphasis*</i>	9	0
Welding Technology	28	2
- Automated Robotic Welding Systems	15	0
<b>TOTAL</b>	<b>1014</b>	<b>310</b>

Note:

Non-Italicized entries denote Certificate of Achievement Certificates (CA) - 18 and above transcribed units)

Italicized (\*) entries denote Certificate of Proficiency (CP) - below 18 non-transcribed units

Santa Ana College  
Degrees Awarded  
Summer 2019

<b>MAJOR</b>	<b>2018</b>	<b>2019</b>
Accounting	8	4
Administration of Justice for Transfer	6	6
Art		
- Studio Arts for Transfer	1	2
Anthropology for Transfer	0	1
Automotive Technology	0	3
Biological Science	0	1
Biological Science for Transfer	0	1
Business		
- Business Administration	5	3
- Business Administration for Transfer	28	16
Chemistry	1	1
Chemistry for Transfer	0	1
Communication Studies for Transfer	1	0
Community Social Services	2	4
Computer Information System	0	1
Computer Science	0	2
Criminal Justice	2	0
Diesel and Heavy Equipment Technology	0	1
Economics	1	0
Early Childhood Education for Transfer	0	1
Elementary Education	4	6
English for Transfer	1	0
Engineering	0	1
- Civil Technology	0	1
- Computer Aided Drafting & Design	1	1
- Drafting and Design	0	1
- Mechatronics Technology	0	1
Fire Technology		
- Fire Administration	0	1
- Public Fire Service	8	9
- Prevention Officer	1	3
History	1	0
History for Transfer	2	2
Human Development		

Santa Ana College  
Degrees Awarded  
Summer 2019

- Preschool Child	1	1
International Business	1	0
Kinesiology	0	1
Kinesiology for Transfer	4	1
Liberal Arts		
- American Studies	2	2
- Arts, Humanities, Communications	76	95
- Business and Technology	5	2
- Kinesiology and Wellness	1	1
- Math and Science	23	23
- Social and Behavioral Science	26	25
Library Technology	1	1
Math	3	0
Math for Transfer	2	1
Medical Assistant	6	3
Music for Transfer	1	0
Nursing - Pre-Nursing	4	6
Occupational Therapy Assistant	0	1
Paralegal	2	4
Pharmacy Technology	2	3
Philosophy for Transfer	1	1
Physics	1	0
Political Science	1	0
Political Science for Transfer	1	1
Psychology	2	2
Psychology for Transfer	11	13
Science	1	1
Sociology	0	2
Sociology for Transfer	3	3
Speech Language Pathology Assistant	2	3
Spanish for Transfer	1	1
Television/Video Communications	2	0
Theater Arts Performance Emphasis	0	2
Welding Technology	0	1
<b>TOTAL</b>	<b>259</b>	<b>274</b>

Santa Ana College  
Student List  
Summer 2019

2058389	CA	Pharmacy Technology - Basic Option   CA   SAC
1959179	AS	Public Fire Service   AS   SAC
	CA	Public Fire Service   CA   SAC
2199296	AA	Liberal Arts: Business and Technology   AA   SAC
	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1775342	CA	Computerized Accounting-QuickBooks   CA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
	CA	General Accounting   CA   SAC
2136673	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2222360	CERT	Automotive Electrical Maintenance   CERT   SAC
2265510	AA	Elementary Education (Pre-Professional)   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1152107	CA	Digital Media Arts A-Graphic Design   CA   SAC
2330969	CA	Pharmacy Technology - Basic Option   CA   SAC
2114928	CERT	Automotive Electrical Maintenance   CERT   SAC
2228920	CERT	Automotive Electrical Maintenance   CERT   SAC
2081545	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Business Administration   AS   SAC
	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2117002	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
	CA	Medical Assistant-Administrative/Clinical   CA   SAC
2166604	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1784584	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1796563	AS	Pre-Nursing for the Bachelor's Degree in Nurs   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2216576	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2130916	CERT	Automotive Electrical Maintenance   CERT   SAC
2413181	CERT	AutoCAD 2D Basics   CERT   SAC
1287267	AS	Public Fire Service   AS   SAC
2166633	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
2132582	CERT	Automotive Electrical Maintenance   CERT   SAC
1324593	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1821501	CA	CSU GE-Breadth (Plan B)   CA   SAC
1335707	AS	Public Fire Service   AS   SAC

Santa Ana College  
Student List  
Summer 2019

1871868	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Fire Prevention Officer   AS   SAC
	CA	IGETC (Plan C)   CA   SAC
2092570	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
2194446	CERT	Fire Service Core Competencies   CERT   SAC
2372107	CA	Fire Prevention Officer   CA   SAC
2269758	AA	Psychology   AA   SAC
	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
2289612	CA	Medical Assistant-Administrative/Clinical   CA   SAC
2099387	CERT	Automotive Electrical Maintenance   CERT   SAC
2315349	CERT	After School Program Assistant   CERT   SAC
1807895	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
	CERT	Early Childhood Assistant Teacher   CERT   SAC
2117143	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2245041	CA	CSU GE-Breadth (Plan B)   CA   SAC
2383690	CERT	AutoCAD 2D Basics   CERT   SAC
2029923	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2306377	CERT	Biotechnology Lab Assistant   CERT   SAC
2295251	CERT	Biotechnology Lab Assistant   CERT   SAC
1674935	AA	Community Social Services   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2270007	CERT	Automotive Electrical Maintenance   CERT   SAC
1930044	AA	Community Social Services   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1901584	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
2240481	CERT	Fire Service Core Competencies   CERT   SAC
2135197	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AS	Computer Science   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1098084	CA	Digital Media Arts A-Graphic Design   CA   SAC
2299784	AAT	Associate in Arts in Philosophy for Transfer   AAT   SAC
	CA	IGETC (Plan C)   CA   SAC
1985280	CA	Microsoft Office Professional   CA   SAC
	CERT	Computer Fundamentals for Business   CERT   SAC
2072106	AS	Engineering Mechatronics Technology   AS   SAC

Santa Ana College  
Student List  
Summer 2019

	CA	Engineering Mechatronics Technology   CA   SAC
2093193	CERT	Biotechnology Lab Assistant   CERT   SAC
2278842	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2381059	CA	Fire Prevention Officer   CA   SAC
1675830	CA	Pharmacy Technology - Basic Option   CA   SAC
1843974	CERT	Computer Fundamentals for Business   CERT   SAC
2253503	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AAT	Associate in Arts in Spanish for Transfer   AA T   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
	CA	IGETC (Plan C)   CA   SAC
1282363	AS	Engineering   AS   SAC
	AS	Engineering Civil Technology   AS   SAC
2272735	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
1307342	AS	Public Fire Service   AS   SAC
	CA	Public Fire Service   CA   SAC
2116653	CA	Preschool Child   CA   SAC
2353492	CERT	International Finance Specialist   CERT   SAC
2176726	CA	Fire Prevention Officer   CA   SAC
2385507	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2242525	CERT	Automotive Electrical Maintenance   CERT   SAC
1985086	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
2152222	CA	School Age   CA   SAC
2179352	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2062533	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1687521	CA	CNC Programmer A-Mastercam   CA   SAC
1486344	CA	Crafts Certificate A-Jewelry   CA   SAC
1972859	CA	Crafts Certificate A-Jewelry   CA   SAC
1920724	CA	Digital Media Arts A-Graphic Design   CA   SAC
2148275	CA	Pharmacy Technology - Basic Option   CA   SAC
	CA	Pharmacy Technology Advanced   CA   SAC
1478725	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2300100	CERT	International Finance Specialist   CERT   SAC
2166779	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1788573	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC

Santa Ana College  
Student List  
Summer 2019

1800996	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Business Administration   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2391032	CERT	Survey of International Business   CERT   SAC
2256259	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
2301659	CERT	Computer Fundamentals for Business   CERT   SAC
1614869	AS	Welding Technology   AS   SAC
1544192	CA	Digital Music Production   CA   SAC
2004970	AA	Paralegal   AA   SAC
	CA	Paralegal   CA   SAC
2229005	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2085587	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1055754	AS	Pharmacy Technology   AS   SAC
	CA	Pharmacy Technology Advanced   CA   SAC
2231813	AS	Chemistry   AS   SAC
	AST	Associate in Science in Biology for Transfer   AST   SAC
	AST	Associate in Science in Chemistry for Transfer   AST   SAC
	CA	IGETC (Plan C)   CA   SAC
2260980	CA	CNC Machine Set Up and Operation   CA   SAC
2154480	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2195493	CERT	AutoCAD 2D Basics   CERT   SAC
1932866	CA	CSU GE-Breadth (Plan B)   CA   SAC
1145858	AS	Fire Prevention Officer   AS   SAC
	CA	Fire Prevention Officer   CA   SAC
1672828	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Science   AS   SAC
	AST	Associate in Sci. in Mathematics for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1746731	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	Pharmacy Technology - Basic Option   CA   SAC
2213834	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1899487	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC

Santa Ana College  
Student List  
Summer 2019

1755278	AS	Medical Assistant-Administrative/Clinical   AS   SAC
2290024	CERT	Global Trade Skills   CERT   SAC
2379838	CERT	International Finance Specialist   CERT   SAC
2243386	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
2240909	AS	Public Fire Service   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1986900	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
1696518	CERT	Corrections Officer Program   CERT   SAC
1626142	AA	Elementary Education (Pre-Professional)   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: American Studies   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1626142	CA	CSU GE-Breadth (Plan B)   CA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2221499	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Public Fire Service   AS   SAC
	AS	Fire Prevention Officer   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1736068	CA	CSU GE-Breadth (Plan B)   CA   SAC
1267259	AA	Community Social Services   AA   SAC
1397850	CERT	Human Resource Management   CERT   SAC
2345132	CA	Fire Prevention Officer   CA   SAC
2301631	CERT	Computer Fundamentals for Business   CERT   SAC
1849058	AA	Library Technology   AA   SAC
2160685	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Elementary Education (Pre-Professional)   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1298299	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Asso. in Sci. in Early Childh. Edu. for Transf   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2243529	CA	CSU GE-Breadth (Plan B)   CA   SAC
1722396	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1902059	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2059734	AS	Automotive Technology   AS   SAC
2046931	AS	Computer Science   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2301715	CERT	Computer Fundamentals for Business   CERT   SAC
2243396	CERT	Transport Refrigeration/Temperature Control   CERT   SAC
2029675	AAT	Associate in Arts in Anthropology for Transfer   AAT   SAC

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2205905	CA	CSU GE-Breadth (Plan B)   CA   SAC
1384533	AS	Automotive Technology   AS   SAC
1982930	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Mathematics and Science   AA   SAC
1998229	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1387671	CA	CSU GE-Breadth (Plan B)   CA   SAC
1916350	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1958264	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AST	Associate in Sci. in Adm. of Justice for Transf   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1640016	CA	American Sign Language   CA   SAC
1490540	AS	Accounting   AS   SAC
2111880	AA	Performance Emphasis   AA   SAC
2277345	AAT	Associate in Arts in Sociology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2202339	AAT	Associate in Arts in Sociology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2054250	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1961959	CA	Pharmacy Technology - Basic Option   CA   SAC
2121107	AA	Liberal Arts: Mathematics and Science   AA   SAC
1882469	CA	Computerized Bookkeeping-Quickbooks   CA   SAC
2013721	CA	Fire Prevention Officer   CA   SAC
2395962	CERT	Human Resource Management   CERT   SAC
2127144	CERT	Tax Preparer   CERT   SAC
2311016	CA	Fire Prevention Officer   CA   SAC
2023538	CA	General Accounting   CA   SAC
1787550	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2177389	CERT	Automotive Electrical Maintenance   CERT   SAC
2301721	CERT	Computer Fundamentals for Business   CERT   SAC
2073723	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2021083	CA	Fire Prevention Officer   CA   SAC
2211430	AS	Business Administration   AS   SAC
	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
2242621	CA	CSU GE-Breadth (Plan B)   CA   SAC
1215513	AA	Paralegal   AA   SAC
	CA	Paralegal   CA   SAC
2310894	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC

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	CA	CSU GE-Breadth (Plan B)   CA   SAC
2355267	CA	Fire Prevention Officer   CA   SAC
1269217	AS	Fire Administration   AS   SAC
2372614	CA	Fire Prevention Officer   CA   SAC
2236548	CA	Dance   CA   SAC
2293150	CA	Fire Prevention Officer   CA   SAC
2194041	CA	Fire Prevention Officer   CA   SAC
2150086	CA	CNC Machine Set Up and Operation   CA   SAC
1820779	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2240100	CA	Pharmacy Technology - Basic Option   CA   SAC
2365659	CERT	International Finance Specialist   CERT   SAC
1401834	CA	Pharmacy Technology - Basic Option   CA   SAC
2288490	CA	Medical Assistant-Administrative/Clinical   CA   SAC
2201227	CA	Pathway to Law School   CA   SAC
1955410	AA	Sociology   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1454391	CA	Fire Prevention Officer   CA   SAC
1943325	CERT	Fire Service Core Competencies   CERT   SAC
1649104	CA	CSU GE-Breadth (Plan B)   CA   SAC
1649307	AA	Elementary Education (Pre-Professional)   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2166589	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1782543	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Accounting   AS   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2003354	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1490363	CERT	International Finance Specialist   CERT   SAC
2322360	CA	IGETC (Plan C)   CA   SAC
2044996	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2223851	CA	Pathway to Law School   CA   SAC
2251755	CERT	Spanish/English Interpretation and Translation   CERT   SAC
	CERT	Computer Fundamentals for Business   CERT   SAC
2123271	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2181030	CA	3-D Modeling and Animation D-Previsualization   CA   SAC
1511078	CERT	International Finance Specialist   CERT   SAC
	CERT	Global Trade Skills   CERT   SAC
1903520	CA	Pharmacy Technology - Basic Option   CA   SAC
1856391	CA	Fire Prevention Officer   CA   SAC

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2045445	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
2285143	AS	Accounting   AS   SAC
1106042	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1106042	AA	Liberal Arts: Mathematics and Science   AA   SAC
2116181	AS	Engineering Computer Aided Drafting and Design   AS   SAC
1125610	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
1967964	CA	Mid-Range Engine Service   CA   SAC
	CA	Diesel and Heavy Equipment Technology   CA   SAC
	CERT	Heavy Duty Diesel Engine Service   CERT   SAC
2367792	CA	Pharmacy Technology - Basic Option   CA   SAC
2179160	CA	Fire Prevention Officer   CA   SAC
2294462	CERT	Automotive Electrical Maintenance   CERT   SAC
1133420	AA	Liberal Arts: American Studies   AA   SAC
1937644	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1903383	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2070709	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Associate in Sci. in Adm. of Justice for Transf   AST   SAC
2070709	CA	CSU GE-Breadth (Plan B)   CA   SAC
2255016	AA	Liberal Arts: Mathematics and Science   AA   SAC
1174377	AS	Public Fire Service   AS   SAC
1194490	AS	Public Fire Service   AS   SAC
2073589	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2060045	AA	Elementary Education (Pre-Professional)   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2420317	CA	Microsoft Office Professional   CA   SAC
	CERT	Computer Fundamentals for Business   CERT   SAC
2205906	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AS	Pre-Nursing for the Bachelor's Degree in Nurs   AS   SAC
	CA	IGETC (Plan C)   CA   SAC
1250664	AS	Diesel and Heavy Equipment Technology   AS   SAC
1249625	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Elementary Education (Pre-Professional)   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2301711	CERT	Computer Fundamentals for Business   CERT   SAC
1985876	CA	General Accounting   CA   SAC
	CA	Computerized Bookkeeping-Quickbooks   CA   SAC
	CA	Computerized Accounting-Quickbooks   CA   SAC
	CERT	General Bookkeeping   CERT   SAC
1660038	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC

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	AA	Speech-Language Pathology Assistant   AA   SAC
2150903	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1977790	AS	Biological Science   AS   SAC
1392711	CA	Biotechnology Laboratory Technician   CA   SAC
	CA	Biotechnology Biomanufacturing Technician   CA   SAC
1954047	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Associate in Sci. in Adm. of Justice for Transf   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2377672	CA	Fire Prevention Officer   CA   SAC
1434821	AA	Speech-Language Pathology Assistant   AA   SAC
2255774	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AAT	Associate in Arts in Poli. Sci. for Transfer   AA T   SAC
2061802	CA	CNC Programmer A-Mastercam   CA   SAC
2233598	CERT	Automotive Electrical Maintenance   CERT   SAC
2258667	CA	Medical Assistant-Administrative/Clinical   CA   SAC
2118274	CERT	Biotechnology Lab Assistant   CERT   SAC
1842778	AAT	Associate in Arts in Studio Arts for Transfer   AAT   SAC
1987084	CA	3D Modeling & Ani. C-Video Game and Interactive   CA   SAC
2191009	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
2141936	CA	Pharmacy Technology Advanced   CA   SAC
2247070	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2183359	CA	CNC Milling Machine Set Up and Operation   CA   SAC
2132198	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1563855	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
2228925	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
2338297	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Community Social Services   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2130952	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
1422757	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2233534	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
1997482	AS	Pharmacy Technology   AS   SAC

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	CA	Pharmacy Technology Advanced   CA   SAC
1875737	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1686057	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Pre-Nursing for the Bachelor's Degree in Nurs   AS   SAC
	AS	Pre-Nursing for the Bachelor's Degree in Nurs   AS   SAC
2299414	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
2342247	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2320007	AA	Kinesiology   AA   SAC
	AA	Liberal Arts: Kinesiology and Wellness   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1760831	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1148139	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2299497	AA	Sociology   AA   SAC
1736124	AA	Paralegal   AA   SAC
	CA	Paralegal   CA   SAC
2118166	AAT	Associate in Arts in History for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1200412	CA	Paralegal   CA   SAC
2098670	AA	Paralegal   AA   SAC
	CA	Paralegal   CA   SAC
2056551	CERT	International Finance Specialist   CERT   SAC
1210369	CA	Fire Prevention Officer   CA   SAC
2166784	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Business and Technology   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1224407	CA	Engineering Computer Aided Drafting and Design   CA   SAC
	CA	Engineering Drafting and Design II-Archi   CA   SAC
	CERT	3D CAD Skill Builder   CERT   SAC
2226552	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
2275092	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1229357	CERT	Global Trade Skills   CERT   SAC
2240898	CA	CSU GE-Breadth (Plan B)   CA   SAC
1846117	AA	Liberal Arts: Mathematics and Science   AA   SAC

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1778604	AS	Occupational Therapy Assistant   AS   SAC
1774910	AA	Performance Emphasis   AA   SAC
2204334	CERT	International Finance Specialist   CERT   SAC
1889079	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1399499	CA	Pharmacy Technology - Basic Option   CA   SAC
2107005	CA	Pharmacy Technology Advanced   CA   SAC
2123697	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2279333	CA	CNC Machine Set Up and Operation   CA   SAC
2323864	CA	Welding Technology   CA   SAC
1966918	CA	Fire Prevention Officer   CA   SAC
1349885	CA	General Accounting   CA   SAC
1875954	CA	Medical Assistant-Administrative/Clinical   CA   SAC
1370256	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1378383	CERT	International Finance Specialist   CERT   SAC
2203639	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AAT	Associate in Arts in Kinesiology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2151326	AST	Associate in Sci. in Adm. of Justice for Transf   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2089381	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2235643	CERT	Computer Fundamentals for Business   CERT   SAC
1999596	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1984198	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1948701	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
2226625	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1669572	CA	CSU GE-Breadth (Plan B)   CA   SAC
1854876	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Automotive Technology   AS   SAC
1490699	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2201969	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC

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1499194	CERT	Quinceañera Dress Design   CERT   SAC
1592715	CA	Pathway to Law School   CA   SAC
2180321	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2166628	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
2287755	CERT	Costume Design   CERT   SAC
	CERT	Costume Design   CERT   SAC
1998673	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2258006	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2201979	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1957019	CERT	3D CAD Skill Builder   CERT   SAC
2060180	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AAT	Associate in Arts in Sociology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2010406	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1749869	CA	Fashion Design   CA   SAC
	CERT	Swimwear Design   CERT   SAC
1597804	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
2132664	CA	IGETC (Plan C)   CA   SAC
1665341	AS	Accounting   AS   SAC
2266980	CERT	Automotive Electrical Maintenance   CERT   SAC
2165363	AS	Engineering Drafting and Design I-Engin Draftin   AS   SAC
1891927	CERT	International Finance Specialist   CERT   SAC
2123290	CA	General Accounting   CA   SAC
1602178	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1887501	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1760144	CERT	Computer Fundamentals for Business   CERT   SAC
1946500	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
1096431	AA	Preschool Child   AA   SAC
2263763	CA	IGETC (Plan C)   CA   SAC
2103823	AS	Speech-Language Pathology Assistant   AS   SAC
1224729	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AAT	Associate in Arts in History for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2194014	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC

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	CA	IGETC (Plan C)   CA   SAC
2235494	CA	IGETC (Plan C)   CA   SAC
2341083	CERT	Fire Service Core Competencies   CERT   SAC
2314125	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
1820625	AA	Psychology   AA   SAC
2090854	CA	Bilingual (ENGL/SPAN) Preschool Asso. Teacher   CA   SAC
2242051	CERT	AutoCAD 2D Basics   CERT   SAC
1931536	CA	Engine Performance and Electrical   CA   SAC
2313699	CA	CSU GE-Breadth (Plan B)   CA   SAC
1380042	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Computer Information Systems   AS   SAC
1811880	CERT	Office Management   CERT   SAC
2344839	CA	Pharmacy Technology - Basic Option   CA   SAC
2251271	CA	Medical Assistant-Administrative/Clinical   CA   SAC
2262166	CA	CSU GE-Breadth (Plan B)   CA   SAC
1832120	CA	Computerized Bookkeeping-Quickbooks   CA   SAC
1832510	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2162109	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
2130860	CA	Engine Performance and Electrical   CA   SAC
1618866	CA	Automotive Business Technology   CA   SAC
2223032	AST	Associate in Sci. in Adm. of Justice for Transf   AST   SAC
1800108	AS	Medical Assistant-Administrative/Clinical   AS   SAC
2318318	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
2294914	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
2210168	CA	CNC Programmer A-Mastercam   CA   SAC
	CA	CNC Milling Machine Set Up and Operation   CA   SAC
2064545	CERT	Solidworks 3D Solid Modeling   CERT   SAC
1955616	AS	Pre-Nursing for the Bachelor's Degree in Nurs   AS   SAC
1784205	CA	Welding Technology   CA   SAC
1681829	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2266981	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AS	Medical Assistant-Administrative/Clinical   AS   SAC
1550948	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2274520	CA	Fire Prevention Officer   CA   SAC

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2257136	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2194623	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AST	Associate in Sci. in Adm. of Justice for Transf   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2272855	CA	Chassis Service   CA   SAC
2286930	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	AAT	Associate in Arts in Studio Arts for Transfer   AAT   SAC
	CA	IGETC (Plan C)   CA   SAC
1101394	CERT	Computer Fundamentals for Business   CERT   SAC
1935153	CERT	Early Childhood Assistant Teacher   CERT   SAC
2206279	CERT	Automotive Electrical Maintenance   CERT   SAC
1126205	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
1842858	CA	Management   CA   SAC
	CERT	Supervision   CERT   SAC
1131117	AA	Liberal Arts: Mathematics and Science   AA   SAC
	AS	Pre-Nursing for the Bachelor's Degree in Nurs   AS   SAC
	CA	IGETC (Plan C)   CA   SAC
2234993	AA	Liberal Arts: Mathematics and Science   AA   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2192412	AST	Associate in Science in Bus. Adm. for Transfer   AST   SAC
	CA	CSU GE-Breadth (Plan B)   CA   SAC
2116016	CA	CNC Programmer A-Mastercam   CA   SAC
1238414	AS	Public Fire Service   AS   SAC
2214089	CA	Fire Prevention Officer   CA   SAC
1849211	AS	Pharmacy Technology   AS   SAC
	CA	Pharmacy Technology Advanced   CA   SAC
	CA	Pharmacy Technology - Basic Option   CA   SAC
2261978	CA	IGETC (Plan C)   CA   SAC
1341627	CA	Engineering Civil Technology   CA   SAC
	CERT	Surveying Skill Builder   CERT   SAC
1921245	CERT	Global Business and Entrepreneurship   CERT   SAC
2228010	AA	Liberal Arts: Social and Behavioral Sciences   AA   SAC
	AAT	Associate in Arts in Psychology for Transfer   AAT   SAC
	CA	IGETC (Plan C)   CA   SAC
2166853	AA	Liberal Arts: Arts, Humanities & Communications   AA   SAC
	CA	IGETC (Plan C)   CA   SAC
1637316	CERT	AutoCAD 2D Basics   CERT   SAC

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Santiago Canyon College – Student Services**

To:	Board of Trustees	Date: November 18, 2019
Re:	Confirmation of SCC Associate Degrees and Certificates Awarded in Summer 2019	
Action:	Request for Approval	

**BACKGROUND**

Presented is a list of students who successfully completed coursework at Santiago Canyon College leading to an associate of arts degree, associate in arts for transfer degree, associate of science degree, associate in science for transfer degree, certificate of achievement, and/or certificate of proficiency for Summer 2019. Statistical tables showing degrees and certificates awarded by major are included ([click here for report](#)).

**ANALYSIS**

Santiago Canyon College awarded 171 associate degrees, 54 associate degrees for transfer, 409 certificates of achievement and 187 certificates of proficiency in Summer 2019.

**RECOMMENDATION**

It is recommended that the Board of Trustees confirm the list of recipients of SCC associate degrees and certificates awarded in Summer 2019.

Fiscal Impact:	None	Board Date: November 18, 2019
Prepared by:	Syed Rizvi, Vice President of Student Services	
Submitted by:	John Hernandez, Ph.D., President	
Recommended by:	Marvin Martinez, Chancellor	

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Santa Ana College Community Services Program for Spring 2020	
Action:	Request For Approval	

**BACKGROUND**

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

**ANALYSIS**

The proposed Spring 2020 schedule supports the mission of Santa Ana College as a partner that inspires, transforms and empowers a diverse community of learners. Adults and children in the Santa Ana College service area will be given access to 175 academic and professional development courses, personal enrichment and recreational activities. This comprehensive fee-based program seeks to provide educational opportunities for students to discover, prepare, develop and pursue lifelong learning.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Santa Ana College Community Services Program for Spring 2020 as presented.

Fiscal Impact:	\$35,000 (estimated net income after expenses)	Board Date: November 18, 2019
Prepared by:	James Kennedy, Ed.D, Vice President, Santa Ana College, School of Continuing Education Lithia Williams, Community Services Program Coordinator II	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

## COMMUNITY SERVICES – SPRING 2020 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Active Adults</b>			
Computer Basics	Analisa Morgan	\$49	\$35/hrly
Eldercare Benefits	Carl Leiter	\$25	60/40
VA Benefits/Government Grants	Carl Leiter	\$25	60/40
Tai Chi	Celia Rubalcaba	\$79	\$40/hrly
Mature Driver	Parvin Mollakarimi	\$150	\$35/hr.
<b>Animal Care</b>			
Dog Obedience	Dog Services Unlimited	\$96	60/40
Dog Manners "Crash Course"	Dog Services Unlimited	\$84	60/40
<b>Around The Home</b>			
Basic Electrical Repairs	Phil Famolaro	\$125	\$35/hr.
Advanced Electrical Repairs	Phil Famolaro	\$125	\$35/hr.
Building Construction	Phil Famolaro	\$125	\$35/hr.
Furniture Upholstery	Pacino Dominguez	\$99	60/40
Itty Bitty Container Gardening	Beth Davidson	\$30	70/30
Miniature Gardens	Beth Davidson	\$39	70/30
Auto Upholstery	Pacino Dominguez	\$125	60/40
Eliminate Clutter in Your Home & Office	Nancy Miller	\$39	60/40
<b>Arts &amp; Crafts</b>			
Spring Floral Design	Mina Asadirad	\$70	50/50
Wedding Floral Design	Mina Asadirad	\$70	50/50
Terrarium Workshop	Beth Davidson	\$25	70/30
Mosaic Tiling	Beth Davidson	\$55	70/30
Beads, Crystals & Semi-Precious	Brigitte Burns	\$30	60/40
Wire-Wrapping	Brigitte Burns	\$30	60/40
Creative Greeting Cards	Brigitte Burns	\$30	60/40
Soap Making	Quayum Abdul	\$29	60/40
Candle Making	Quayum Abdul	\$29	60/40
Bath Products	Quayum Abdul	\$29	60/40
Art of Calligraphy	Beth Davidson	\$55	70/30
Suncatcher Workshop	Beth Davidson	\$30	70/30
Metal Stamping	Beth Davidson	\$30	70/30
Creative Card Making	Brigitte Burns	\$29	60/40
Flower Plate Workshop	Beth Davidson	\$39	70/30
Dreamcatcher Workshop	Beth Davidson	\$35	70/30
Boho Wall Art	Beth Davidson	\$30	70/30
Windchime Workshop	Beth Davidson	\$30	70/30
One Stroke Painting	Carmen MacDonald	\$69	\$40/hr.
Face Painting	Carmen MacDonald	\$69	\$40/hr.
Intro to Macramé	Beth Davidson	\$30	70/30
<b>Automotive</b>			
BAR Update	Marty Rudd	\$295	60/40
CCDET Smoke Inspection	Marty Rudd	\$175	60/40
EPA Certification	Marty Rudd	\$175	60/40
Auto Wholesale Business	Ronald Williams	\$89	60/40
Auto Upholstery	Paciano Dominguez	\$125	60/40
DVOM T-T-T	Marty Rudd	\$200	60/40
DEAM Certification	Marty Rudd	\$175	60/40
HVAC I & II	Marty Rudd	\$200	50/50
Electrical Transit Systems	Marty Rudd	\$200	60/40

## COMMUNITY SERVICES – SPRING 2020 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Business &amp; Careers</b>			
Become A Mystery Shopper	Jennifer Schutz	\$35	60/40
Become A Notary Public	NPS Inc.	\$95	60/40
Renewing Your Notary	NPS, Inc.	\$49	60/40
Loan Signing Agent	NPS, Inc.	\$95	60/40
Voice-Overs	Such A Voice	\$29	60/40
Become A Floral Designer	Mina Asadirad	\$70	60/40
Human Resources Management	Silvia Gonzalez	\$125	60/40
Certified Phlebotomy Technician	AUMT Institute	\$2000	25/75
Monetize Websites, Blogs & Social Media	LeeAnne Krusemark	\$29	60/40
Home-Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$29	60/40
Meet the Publisher	LeeAnne Krusemark	\$15	60/40
Intro to Screenwriting	LeeAnne Krusemark	\$15	60/40
Writing Blogs, Magazines & Websites	LeeAnne Krusemark	\$15	60/40
QuickBooks Fundamentals	Miguel Figueroa	\$95	60/40
Small Business Bookkeeping & Taxes	Phil Famolaro	\$125	\$35/hr.
Start A Home-based Business	Nancy Miller	\$39	60/40
Protect Your Property with Patents, Trademarks	Michael Rounds	\$39	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
Start A Homebased Business	Nancy Miller	\$39	60/40
Intro to Podcasting	Michael Rounds	\$39	60/40
AirBnB Tax Perspective	Dean Ferraro	\$69	60/40
Sell Like A Pro	Dean Ferraro	\$49	60/40
Spanish for Business	Gates Language	\$89	\$35/hr.
Spanish for Healthcare	Gates Language	\$125	\$35/hr.
Spanish for Justice Administration	Gates Language	\$125	\$35/hr.
Become a Travel Agent	Dahlia Quinonez	\$39	\$40/hr.
<b>College For Kids</b>			
Early Reader	Phyllis Neal	\$89	\$30/hr.
Reading Development & Comprehension	Phyllis Neal	\$89	\$30/hr.
Basic Math	Mary Alice Perez	\$89	\$35/hr.
Study Skills for Kids	Phyllis Neal	\$35	\$30/hr.
Online Driver's Education	Safety Driver's Ed	\$55	60/40
English Composition	Phyllis Neal	\$59	\$30/hr.
Cursive Handwriting	Phyllis Neal	\$39	\$30/hr.
Kid's Martial Arts	John Bishop	\$125	60/40
Spanish for Kids	Gates Language	\$85	\$35/hr
Composition & Illustration	Mary Alice Perez	\$59	60/40
ABC's Phonics & Me	Mary Alice Perez	\$59	60/40
Creative Arts for Wee Ones	Beth Davidson	\$25	70/30
Gardening with Toddlers	Beth Davidson	\$25	70/30
Cooking with Toddlers/Kinders	Beth Davidson	\$30	70/30
Kid's Creative Arts – After School	Beth Davidson	\$25	70/30
<b>Computers</b>			
Computer Basics & Windows 10	Silvia Gonzalez	\$49	\$35/hr
Microsoft Excel	Silvia Gonzalez	\$49	\$35/hr
Microsoft Word	Silvia Gonzalez	\$49	\$35/hr
Microsoft Outlook: Email & Calendar	Silvia Gonzalez	\$49	\$35/hr
Intro to Programming	Maurice Wilkins	\$125	30/hr.

## COMMUNITY SERVICES – SPRING 2020 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Court Mandated</b>			
Alcohol & Drug Awareness	Dennis Donovan	\$50	80/20
VC 14601.1 Suspended License Program	Barry Reed	\$295	50/50
DEJ Deferred Dismissal	Lori Thomas	\$295	50/50
<b>Culinary Arts</b>			
New Orleans Gumbo	Tarla Fallgatter	\$35	60/40
Spring Lamb Dinner	Tarla Fallgatter	\$35	60/40
French County Chicken	Tarla Fallgatter	\$35	60/40
<b>Dance</b>			
Salsa Beginning	Salomon Rivera	\$69	60/40
Ballroom Dance	Ashley Fletcher	\$59	60/40
Country Line Dance	Jeanne Estrin	\$60	50/50
Adult Ballet	Jeanne Estrin	\$75	50/50
Adult Tap Dance	Jeanne Estrin	\$55	50/50
Caribbean & Latin Dance	Miguel Figueroa	\$79	60/40
Social Salsa	Miguel Figueroa	\$79	60/40
Belly Dance	Stella McKenzie	\$59	60/40
<b>Health, Fitness &amp; Beauty</b>			
Yoga, Mind, Body & Spirit	John Bishop	\$79	60/40
Basic First Aid	Sabrina Bradley	\$30	60/40
Adult, Child, Infant, CPR	Sabrina Bradley	\$30	60/40
Mindfulness & Meditation	Donna Valenti	\$59	60/40
Zumba	Salomon Rivera	\$25	60/40
Open Court Badminton	Chi Tran	\$49/\$69	60/40
Essential Oils	Beth Davidson	\$25	30/70
Tai Chi	Celia Rubalcaba	\$79	\$40/hr.
Sports Conditioning	Varies	\$15	50/50
Adult Martial Arts	John Bishop	\$49	60/40
Women's Self-Defense	John Bishop	\$85	60/40
<b>Language</b>			
Spanish for Beginners	Gates Language.	\$89	\$35/hr.
Mandarin for Beginners	Gates Language	\$89	\$35/hr.
French for Beginners	Gates Language	\$89	\$35/hr.
<b>Medical Billing</b>			
Medical Insurance Billing Certificate	Kris Patterson	\$150	60/40
Start A Medical Billing Service	Kris Patterson	\$25	60/40
Medical Front Office Certificate	Kris Patterson	\$35	60/40
<b>Money Matters</b>			
Basic Investing	Jason Micheli	\$39/\$59	60/40
Investing in the Stock Market	Jason Micheli	\$39/\$59	60/40
Investment Strategies	Jason Micheli	\$39/\$59	60/40
Manage Your Money	Lee & Olson	\$25	60/40
Financial Independence	Lee & Olson	\$25	60/40
Estate Planning	Lee & Olson	\$25	60/40
Women and Retirement	Lee & Olson	\$25	60/40
<b>Music</b>			
Beginning Guitar	Jimmy Nguyen	\$75	\$30/hr.

## COMMUNITY SERVICES – SPRING 2020 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Online Workshops</b>			
Internet & Basic Computer Literacy	Education To Go	\$115	\$75
Web Page Design, Graphics & Multimedia	Education To Go	\$115	\$75
Computer Troubleshooting & Networking	Education To Go	\$115	\$75
Computer Programming	Education To Go	\$115	\$75
Design & Composition	Education To Go	\$115	\$75
Digital Photography & Digital Video	Education To Go	\$115	\$75
Languages (various)	Education To Go	\$115	\$75
Writing Courses	Education To Go	\$115	\$75
Entertainment Industry	Education To Go	\$115	\$75
Business Planning & Sales	Education To Go	\$115	\$75
Business Marketing & Accounting	Education To Go	\$115	\$75
Finance, Wealth & Career Building	Education To Go	\$115	\$75
Family, Parenting & Child Care	Education To Go	\$115	\$75
Personal Development	Education To Go	\$115	\$75
Healthcare & Medical	Education To Go	\$115	\$75
College Readiness	Education To Go	\$115	\$75
<b>Online Career Training Programs</b>			
Arts, Media & Design	Gatlin Education	\$1795	\$300
Business, Professional & Industry	Gatlin Education	\$1795	\$300
Construction, Environment & Trade	Gatlin Education	\$1795	\$300
Health & Fitness	Gatlin Education	\$1795	\$300
Hospitality	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Language	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
<b>Real Estate</b>			
Buying Your First Home	Sandy Flores	\$25	60/40
Getting The Best Home Loan	Sandy Flores	\$25	60/40
Real Estate Investment	Gustavo Duran	\$69	60/40
<b>Travel</b>			
Travel Do's & Don'ts	Dahlia Quinonez	\$39	\$40/hr.
Whale Watching/Dana Point	Dahlia Quinonez	\$75	\$40/hr.
San Juan Capistrano Mission	Dahlia Quinonez	\$65	\$40/hr.
Hamilton, An American Musical	Good Times Travel	\$219	75/35
Reagan Library & Egypt's Lost Cities	Good Times Travel	\$85	75/35
Hollywood Lights & Cosmic Sights at Griffith	Good Times Travel	\$59	75/35
Lavender & Lincoln	Good Times Travel	\$59	75/35
A Pisa Italy	Good Times Travel	\$89	75/35
Sistine Chapel Exhibit/Michaelangelo Santa Barbara	Good Times Travel	\$149	75/35
Springtime at Huntington Library	Good Times Travel	\$115	75/35
Pismo Beach & Monarch Butterflies	Good Times Travel	\$849	75/35
Lanternman, Simon & Stearns	Good Times Travel	\$79	75/35
Ramona Pageant	Good Times Travel	\$99	75/35
Descanso Gardens & Norton Simon Museum	Good Times Travel	\$119	75/35
Getty & Gladstone	Good Times Travel	\$109	75/35
Balloon Glow at Temecula Valley Wine Festival	Good Times Travel	\$149	75/35
Catalina Island Getaway	Good Times Travel	\$139	75/35

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

To: Board of Trustees	Date: November 18, 2019
Re: Approval of the SCC Community Services Program for Spring 2020	
Action: Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

The Spring 2020 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the SCC Community Services Program for Spring 2020 as presented.

Fiscal Impact: \$25,000 revenue	Board Date: November 18, 2019
Prepared by: Jose Vargas, Vice President, Continuing Education	
Submitted by: John C. Hernandez, Ph.D., President	
Recommended by: Marvin Martinez, Chancellor	

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Spring 2020**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<b>Active Adults</b>			
Online Courses	Education To Go	Varied	Varied
Retired – Now What?	Flora M. Brown	\$49	\$30/hour
Tai Chi For Balance	Karen Mack	\$99	60/40
Total Fitness	Lila Riesen	\$30	\$35/hour
Total Fitness –Circuit Training	Lila Riesen	\$30	\$35/hour
Meditation for Everyday	Mariana Fischer-Militaru	\$25	\$35/hour
Yoga for Every Body	Mariana Fischer-Militaru	\$48	\$40/hour
Advanced Retirement Strategies	Pure Financial Advisors	\$49	No Charge
Retirement Planning Today	Pure Financial Advisors	\$49	No Charge
Mature Drivers Course	TBD	\$45	\$35/hour
<b>Animal Care</b>			
Basic Dog Manners “Crash Course”	Dog Services Unlimited	\$88	50/50
Dog Obedience	Dog Services Unlimited	\$99	50/50
Dog Obedience Refresher & Drill	Dog Services Unlimited	\$88	50/50
Frisbee Dogs! Catch the FUN!	Dog Services Unlimited	\$32	50/50
Online Courses	Education to Go	Varied	Varied
How to Help Your Dog Help Others	Kim Pagones	\$82	60/40
S.T.A.R. Puppy	Kim Pagones	\$82	60/40
<b>Around the Home &amp; Garden</b>			
Online Courses	Education to Go	Varied	Varied
<b>Arts &amp; Crafts</b>			
Silk Painting	Christie Campbell	\$99	\$30/hour
Printmaking for Fun	Deborah Goldman	\$120	60/40
Drawing & Painting in Pastels	Dori Dewberry	\$120	60/40
Online Courses	Education to Go	Varied	Varied
Beginners Buttercream Cake Decorating	Elizabeth Perreault	\$60	60/40
Beginners Cookie Decorating	Elizabeth Perreault	\$150	60/40
Beginners Fondant Cake Decorating	Elizabeth Perreault	\$60	60/40
Cake Decorating	Elizabeth Perreault	\$150	60/40
Cherry Blossom Art Workshop	Jennifer Lee	\$35	60/40
Whimsical Still Life Workshop	Jennifer Lee	\$35	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$120	60/40
The Art of Balloon Twisting	Kim-Yen Gil	\$49	60/40
Portrait Drawing and Painting	Michael Munroe	\$120	TBD
Basic Floral Designs	Mina Wholesale Flowers	\$70	50/50
Become A Floral Designer	Mina Wholesale Flowers	\$70	50/50
Spring Holiday Designs	Mina Wholesale Flowers	\$70	50/50
Wedding Floral Designs	Mina Wholesale Flowers	\$70	50/50
<b>Business &amp; Careers</b>			
LS Test Prep Course	CA Land Surveyors Assoc. OC	\$400/\$499	70/30
How to Become a Travel Agent	Dahlia Quinonez	\$120/\$59	\$30/hour

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Spring 2020**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<b><i>Business &amp; Careers Continued</i></b>			
Online Courses	Education To Go	Varied	Varied
How to Sell on EBay	Frances Greenspan	\$65	60/40
Accounting Basics	Glenn Villanea	\$120	\$30/hour
Intro/Advanced QuickBooks	Glenn Villanea	\$120	\$30/hour
How to Become a Mystery Shopper	Jennifer Hayes/Schutzta	\$39	60/40
ACLS/PALS for Healthcare Professionals	Joe Mendivil	\$170	\$115/Participant
BLS/CPR for Healthcare Professionals	Joe Mendivil	\$45	\$35/Participant
Survey Mapping in Civil 3D	Jonathan Maddox	\$350	\$55/hour
How to Start a Business in 5 Easy Steps	Julie Diebolt-Price	\$129	50/50
Medical Insurance Billing Certificate Program	Kris G. Patterson	\$150	60/40
Medical Front Office Certificate Program	Kris G. Patterson	\$25	60/40
Start Your Own Billing Service	Kris G. Patterson	\$25	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Explore 250 Home Based Business Ideas	LeeAnne Krusemark	\$39	60/40
Introduction to Screenwriting for TV and Movies	LeeAnne Krusemark	\$19	60/40
Make Money w/Virtual Assistant	LeeAnne Krusemark	\$19	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Self-Publishing vs. Traditional	LeeAnne Krusemark	\$19	60/40
Writing for Online Blogs, Magazines, & Websites	LeeAnne Krusemark	\$19	60/40
Personal Training Lessons	Lila Riesen	\$50	\$35/hour
How to Stand Out as a Writer	Lila Riesen	\$89	\$35/hour
Medical Transcription Training Program	Medical Transcription Services	TBD	TBD
Become a Notary Public	Notary Public Seminars	\$99	60/40
Certified Loan Signing Agent	Notary Public Seminars	\$89	60/40
Renew Your Notary Commission	Notary Public Seminars	\$50	60/40
What do I want to do When I Grow Up	Linda Neumann Perez	TBD	TBD
Wholesale Auto Dealer	Ronald Williams	\$89	60/40
Human Resources Series	Silvia Gonzalez	\$120	60/40
• What is Human Resources?	Silvia Gonzalez	\$39	60/40
• How to Manage Diversity	Silvia Gonzalez	\$39	60/40
• Avoid Employment Litigation	Silvia Gonzalez	\$39	60/40
Water Certification Continuing Ed Units	Stephen McLean	\$2,400	\$55/hour
Alcohol Server Certification	TBD	TBD	TBD
Continuing Ed. Units	TBD	TBD	TBD
Land Surveying Capstone Project	TBD	TBD	TBD
Introduction to Voiceovers	Voices for All	\$29	60/40
<b><i>College For Kids</i></b>			
Yoga for Kids	Alexandra Boggio	\$89	60/40Reading
Development (Grades 1-2)	Alpine Tutoring	\$89	\$38/hour
Reading Development (Grades 3-5)	Alpine Tutoring	\$89	\$38/hour
Stellar College Application Essay	Alpine Tutoring	\$89	\$38/hour
Study Skills for Struggling Students	Alpine Tutoring	\$39	\$38/hour
Code Academy: HTML & CSS (Grades 7-12)	Brainstorm	\$160	30/70
Code Academy: IT & Cyber Security (G 4-6)	Brainstorm	\$160	30/70

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Spring 2020**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<b>College For Kids Continued</b>			
S.T.E.A.M Studio: CodeFlyers Drone Dev.	Brainstorm	\$160	30/70
S.T.E.A.M Studio: 3D Printing	Brainstorm	\$160	30/70
S.T.E.A.M Studio: Rocketry (Grades 4-6)	Brainstorm	\$160	30/70
S.T.E.A.M Studio: Rocketry (Grades 7-12)	Brainstorm	\$160	30/70
STEAM University: Excellence/Engineer (G 1-3)	Brainstorm	\$160	30/70
STEAM University: Excellence/Engineer (G 4-6)	Brainstorm	\$160	30/70
Entrepreneur School Jr. (Ages 9-13)	Christopher J. Trujillo	\$65	\$40/hour
Entrepreneur School (Ages 14-18)	Christopher J. Trujillo	\$115	\$40/hour
Natural A's	Curtis Adney	\$49	60/40
Basic Math Review	Danielle Deguzman	\$85/\$99	\$30/hour
Creative Writing	Danielle Deguzman	\$89	\$35/hour
First Grade Prep	Danielle Deguzman	\$89	\$35/hour
Language Arts Development	Danielle Deguzman	\$89	\$35/hour
Reading Development & Com.	Danielle Deguzman	\$85/\$99	\$30/hour
Writing Academy	Danielle Deguzman	\$85/\$99	\$30/hour
Young Writers	Danielle Deguzman	\$85/\$99	\$30/hour
Printmaking for Fun	Deborah Goldman	\$120	60/40
Chinese –Mandarin (Ages 8-12)	Grace Chou	\$99	\$30/hour
Chinese –Mandarin for Teens	Grace Chou	\$99	\$30/hour
Songwriting for Kids	Julie Young	TBD	TBD
What do I want to do When I Grow Up	Linda Neumann Perez	TBD	TBD
Self Defense for Kids	Lila Riesen	\$99	\$30/hour
Early Reader	Luzminia G. Valladares	\$89	\$35/hour
Private Swim Lessons	N. Irvine Water Polo Club	\$30	75/25
Swim Lessons	N. Irvine Water Polo Club	\$60	25/75
Swim Camp (Ages 5-13)	N. Irvine Water Polo Club	\$125	25/75
Water Polo Camp (Ages 7-14)	N. Irvine Water Polo Club	\$125	25/75
Composition & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Research & Writing Skills (Grades 4-6)	Phyllis Neal	\$59	\$35/hour
Spelling Bee Time!	Phyllis Neal	\$59	\$35/hour
Children's Broadway Theatre Workshop	Roberta Kay	\$130	\$45/hour
<b>Computers &amp; Technology</b>			
Online Courses	Education To Go	Varied	Varied
Computer Basics	Glenn Villanea	\$45	\$30/hour
Computer Proficiency Combo Class	Glenn Villanea	\$45	\$30/hour
Conquering Cyber Security Insecurities	Glenn Villanea	\$45	\$30/hour
How to Use Your Smart Phone!	Glenn Villanea	\$45	\$30/hour
3D Animation for Beginners	Leonardo Kiyabu	TBD	\$30/hour
Improving PC Performance	Robert Cohen	\$39	50/50
iPhones iPads and I'm Lost	Robert Cohen	\$39	50/50
Marketing with Facebook & Social Media	Robert Cohen	\$39	50/50
Secrets of Internet Marketing	Robert Cohen	\$39	50/50 Introduction to
Microsoft Windows	Glenn Villanea	\$45	\$30/hour
Managing Computer Files, E-Mail, Calendar	Glenn Villanea	\$45	\$30/hour

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Spring 2020**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<b>Computers &amp; Technology Continued</b>			
Microsoft Word - Part I/ Pat II	Glenn Villanea	\$45	\$30/hour
Perfecting Power Point Proficiency	Glenn Villanea	\$45	\$30/hour
MS Excel – Part I/ Part II	Glenn Villanea	\$89	\$30/hour
<b>Dance</b>			
Ballroom/Social Dance	Diana Krivosheya	\$69	60/40
Intermediate Ballroom/Social Dance	Diana Krivosheya	\$50	60/40
Body Movement through Dance	Imani Shabazz	\$69	\$30/hour
Dance Through the 7 Chakras	Natalie Glassford	TBD	\$30/hour
Yoga Dance for Students w/Disabilities	Natalie Glassford	TBD	\$30/hour
Latin Dance Bootcamp	Salomon Rivera	\$59	60/40
Sizzling Salsa Level I & II	Salomon Rivera	\$59	60/40
Zumba	Salomon Rivera	\$59	60/40
Beginning Adult Tap	The Dance Centre	\$69	50/50
Beginner Line Dance	The Dance Center	\$50	50/50
Intermediate Line Dance	The Dance Center	\$60	50/50
Swing Dance	The Dance Center	\$72	50/50
<b>Gemology</b>			
Online Courses	Education to Go	Varied	Varied
<b>Health, Beauty &amp; Fitness</b>			
Lullaby Yoga	Alexandra Boggio	\$110	60/40
Yoga for Relaxation/Renewal	Alexandra Boggio	\$110	60/40
Restorative Yoga	Alexandra Boggio	\$110	60/40
Online Courses	Education To Go	Varied	Varied
Healing the Body with Food	Jennifer Zaft	TBD	TBD
Women's Self Defense	Lila Riesen	\$89	\$30/hour
One on One Yoga	Naghmeh Eskandari (Melody)	\$55	\$30/hour
Chair Yoga	Mariana Fischer-Militaru	\$89	60/40
Makeup Artist Business	Michelle Jackson	\$125	60/40
Makeup 101	Michelle Jackson	\$65	60/40
Adult Lap Swim	Premier Swim	\$99	50/50
Adult Water Aerobics	Premier Swim	\$99	50/50
Zumba	Salomon Rivera	\$59	\$35/hour
Nutrition Basics	Lori Eber	TBD	TBD
Become A Certified Personal Trainer	W.I.T.S	\$650	\$499/ Participant
<b>Language</b>			
Conversational Spanish	Alpine Tutoring	\$69	\$38/hour
Italian for Travelers Part I & Part II	Alpine Tutoring	\$69	\$38/hour
Online Courses	Education To Go	Varied	Varied
Fast Fun French	Katherine Watson	\$59	60/40
English Language Program (ELP)	Nayrouz Raslan	\$862-\$3,450	\$39/hour
Español Uno	Rigoberto Barreto	\$99	\$35/hour

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Spring 2020**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<b><i>Language Continued</i></b>			
Español Dos	Rigoberto Barreto	\$99	\$35/hour
Hablemos Español	Rigoberto Barreto	\$99	\$35/hour
Spanish at Home	Rigoberto Barreto	\$99	\$35/hour
Spanish at Work	Rigoberto Barreto	\$99	\$35/hour
<b><i>Money Matters</i></b>			
DIY Stock Picking	Chase Metcalf	TBD	TBD
Online Courses	Education To Go	Varied	Varied
Estate Planning for Everyone	Jalon O'Connell	\$29	No Charge
Investment Bootcamp	Jalon O'Connell	\$29	No Charge
Master Your Investments	Jalon O'Connell	\$49	No Charge
Mutual Funds and Annuities Explained	Jalon O'Connell	\$45	No Charge
Stocks and Bonds	Jalon O'Connell	\$49	No Charge
Modern Retirement	Pinnacle Financial	\$29	60/40
Savvy Social Security Planning	Pinnacle Financial	\$29	60/40
Retirement Made Easy	Pure Financial Advisors	\$49	No Charge
How to Live, Work or Retire Abroad Affordably	Robert Cohen	\$39	50/50
<b><i>Music</i></b>			
Online Courses	Education To Go	Varied	Varied
Vocal Coaching/Voice Lessons	Hea Suk Park	TBD	TBD
Beginning Guitar	Ron Gorman	\$99	50/50
Beginning Ukulele	Ron Gorman	\$99	50/50
Intermediate Guitar	Ron Gorman	\$99	50/50
Guitar Ensemble	Sharan Sacks	\$99	\$30/hour
SCC Community Chorale	Lee Lee Truong-Sawicki	\$60	\$25/hour
<b><i>Personal Enrichment</i></b>			
What were you Born To Do?	Curtis Adney	\$49	60/40
Feng Shui & Chinese Astrology	Kim-Yen Gil	\$69	60/40
Online Courses	Education To Go	Varied	Varied
<b><i>Real Estate</i></b>			
Real Estate Investment	Gustavo A. Duran	\$89	\$30/hour
Flipping Houses	Gustavo A. Duran	\$55	\$30/hour
Online Courses	Education To Go	Varied	Varied
How to Sell Residential Real Estate	TBD	\$49	50/50
<b><i>Special Interest</i></b>			
Online Courses	Education To Go	Varied	Varied
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
Basic Digital Cameras Tutoring	Julie Diebolt Price	\$69	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$189	50/50
Night Photography Magic	Julie Diebolt Price	\$39	50/50
Outdoor Photography at Tucker Wildlife	Julie Diebolt Price	\$39	50/50

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Spring 2020**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<b>Special Interest</b>			
Photography –Shoot & Show	Julie Diebolt Price	\$179	50/50
The Art/Science of Photography	Julie Diebolt Price	\$189	50/50
Unleash the Power of your iPhone	Julie Diebolt Price	\$59	50/50
Wildlife Photography at San Joaquin Marsh	Julie Diebolt Price	\$39	50/50
The Art of Balloon Twisting	Kim-Yen Gil	\$49	60/40
Your Personal Destiny Revealed	Kim-Yen Gil	\$69	60/40
Journey Into Your Inner Wisdom	Kim-Yen Gil	\$39	60/40
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
Behind the Classics	Theo Siegel	\$50	\$35/hour
<b>Test Preparation</b>			
NEW SAT Preparation	Alpine Tutoring	\$125/\$99	\$40/Hour
Online Driver's Education	Bay Area Driving School	\$25/\$45	50/50
Online Mature Driver's Course	Bay Area Driving School	\$25/\$45	50/50
ACT/SAT Prep Course	Chris Padeo	\$269/\$79	TBD
Online Courses	Education To Go	Varied	Varied
CBEST Test Prep Course	TBD	TBD	TBD
<b>Travel</b>			
Autumn Arts & Crafts Faire	Good Times Travel	\$219/\$59	\$91-\$47/pp
Baseball, Billy Clubs & Bottle Caps	Good Times Travel	\$219/\$59	\$91-\$47/pp
Cereal Baron's Estate Tour	Good Times Travel	\$219/\$59	\$91-\$47/pp
Coastal Missions by Rail	Good Times Travel	\$219/\$59	\$91-\$47/pp
Coronado Enchantment By Rail	Good Times Travel	\$219/\$59	\$91-\$47/pp
Doheny Mansion & St. Vincent de Paul Lunch	Good Times Travel	\$219/\$59	\$91-\$47/pp
Estates of Fame & Fortune	Good Times Travel	\$219/\$59	\$91-\$47/pp
Food for the Soul	Good Times Travel	\$219/\$59	\$91-\$47/pp
Hamilton –The Broadway Musical	Good Times Travel	\$219/\$59	\$91-\$47/pp
High Tea In A High Town	Good Times Travel	\$219/\$59	\$91-\$47/pp
Hold Your Horses	Good Times Travel	\$219/\$59	\$91-\$47/pp
How is it Made –Mystery Tour	Good Times Travel	\$219/\$59	\$91-\$47/pp
Iconic Eats	Good Times Travel	\$219/\$59	\$91-\$47/pp
Lantern, Simon, & Stearns	Good Times Travel	\$219/\$59	\$91-\$47/pp
Lavender & Lincoln	Good Times Travel	\$219/\$59	\$91-\$47/pp
Miramar Air Show	Good Times Travel	\$219/\$59	\$91-\$47/pp
Monks & Mojave	Good Times Travel	\$219/\$59	\$91-\$47/pp
Multi Day Tours	Good Times Travel	TBA	65/35
On the Mother Road Again	Good Times Travel	\$219/\$59	\$91-\$47/pp
Palm Springs Tribute Show	Good Times Travel	\$219/\$59	\$91-\$47/pp
Route 66 Nostalgia & Nibbles	Good Times Travel	\$219/\$59	\$91-\$47/pp
Solvang Danish Days Festival	Good Times Travel	\$219/\$59	\$91-\$47/pp
Some Enchanted Evening –Mission Inn	Good Times Travel	\$219/\$59	\$91-\$47/pp
Sweet & Wild Mystery Tour	Good Times Travel	\$219/\$59	\$91-\$47/pp
The Ramona Pageant	Good Times Travel	\$219/\$59	\$91-\$47/pp
Vison & Victorian on Valentines	Good Times Travel	\$219/\$59	\$91-\$47/pp
Walt Disney Concert Hall	Good Times Travel	\$219/\$59	\$91-\$47/pp

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Santiago Canyon College - Student Services

To:	Board of Trustees	Date:	November 18, 2019
Re:	Approval of Professional Services Agreement with Substance Media, Inc. for the Online Orientation Videos and Images		
Action:	Request for Approval		

**BACKGROUND**

The Santiago Canyon College (SCC) Guided Pathways (GP) Leadership Group, with the endorsement of the GP Student Services Cluster, approved funds for the creation of online orientation videos and images as an essential element of providing high quality onboarding services for students. Incoming students will be able to access an on-demand, convenient, and robust online orientation to help them gain important information about SCC's programs, services, policies, and procedures to support their success and goal completion.

**ANALYSIS**

As a college that has grown with new buildings, programs, and services, SCC's current online orientation content is out of date and a new orientation is needed. Substance Media, Inc. has a record of producing extraordinary content for Santa Ana College and has the capability to provide the visual elements of a high quality orientation for SCC as well. The scope of work includes the following: Nine (9) Orientation Videos; One (1) Explainer Animation for AB 705; Forty (40) High Resolution Photographs; Aerial Drone Footage of Campus; Three rounds of revisions; and captioning in accordance with the Rehabilitation Act and the Americans with Disabilities Act.

This agreement will support SCC's Counseling Department with improving online onboarding services for students. The agreement is not to exceed \$40,350, and will end no later than June 30, 2020. The project is funded by one-time Guided Pathways dollars.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the professional services agreement with Substance Media, Inc. for online orientation videos and images as presented.

Fiscal Impact:	\$40,350 (Categorical funding)	Board Date:	November 18, 2019
Prepared by:	Syed Rizvi, Vice President of Student Services Ruth Babeshoff, Dean of Counseling & Student Support Services		
Submitted by:	John C. Hernandez, Ph.D., President		
Recommended by:	Marvin Martinez, Chancellor, RSCCD		



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**PROFESSIONAL SERVICES AGREEMENT**

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

Contractor certifies that Contractor is a (check applicable):

Sole Proprietor  Corporation  Limited Liability Company  Partnership  Nonprofit Corporation

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

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

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

WHEREAS, Contractor represents that it is specially trained, experienced, properly certified/licensed and competent to perform the services required by the District, and such services are needed on a limited basis;

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

**Terms and Conditions**

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to **Exhibit A** are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
2. Term. The term of this Agreement shall commence upon the execution of this agreement by both parties or on November 19, 2019, whichever is later, and shall continue in full force and effect thereafter until and including June 30, 2020 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
  - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
  - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
  - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the

date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.

- D. Contractor Licensing, etc.: Notwithstanding any other provision herein, District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, certification, insurance, or certificate that Contractor must hold to provide services under this Contract or in the event of filing for bankruptcy Termination.
- E. In the event of early termination, District shall compensate Contractor only for work satisfactorily rendered to the date of termination. District shall not be liable for any direct, indirect, or consequential damages
- F. All finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District.
- G. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.

#### 4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed Forty thousand three hundred and fifty Dollars (\$40,350) ("Contract Amount"). Additional details are specified in **Exhibit A**.
- B. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A**. Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A**. District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses
- C. Invoicing and Method of Payment. Unless otherwise specified in **Exhibit A**, Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.
- D. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor
- E. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB)

withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Independent Contractor. By its signature on this Contract, Contractor acknowledges and agrees that the Services to be performed under this Contract are those of an independent contractor, and that Contractor is solely responsible for the Services and any other work performed as a result of this Contract. Contractor represents and warrants that Contractor, its subcontractors, and their employees, and agents are not officers, agents, or employees of District. Contractor acknowledges and agrees any personnel performing the Services under this Contract shall at all times be under Contractor's exclusive direction and control, and that Contractor is solely responsible for payment of all compensation, wages, salaries, benefits, and other amounts due to such personnel. Contractor further acknowledges and agrees that Contractor shall be solely responsible for all federal, state, and local taxes and any and all fees applicable to any Services performed under this Contract, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

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

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

8. Ownership of Property. Contractor agrees that all final work products created or developed for District by Contractor pursuant to this Contract are intended as "works made for hire" and shall be the exclusive property of the District. If any such work products contain Contractor's intellectual property that is or could be protected by federal copyright, patent, or trademark laws, Contractor hereby grants District a perpetual, royalty-

free, fully-paid, non-exclusive, and irrevocable license to copy, reproduce, deliver, publish, perform, dispose of, and use or re-use, in whole or in part, and to authorize others to do so, all such work products. District claims no right to any pre-existing work product of Contractor provided to District by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.

9. Indemnification/Hold Harmless.

- a. To the fullest extent allowed by law, Contractor shall defend, indemnify and hold District, its officials, trustees, officers, agents, employees, volunteers, and representatives (“Indemnitees”) free and harmless from any and all claims, demands, negligence (including the active or passive negligence of Indemnitees as allowed by law), causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, (collectively “Loss”) to the extent arising out of or incident to: 1) Contractor or any subcontractor’s failure to fully comply with or breach of any of the terms and conditions of this Contract, or 2) any acts, omissions, negligence or willful misconduct of Contractor, any subcontractor, and their officials, officers, employees, and agents arising out of or in connection with the performance of Services or otherwise arising from this Contract (“Indemnification”).
- b. Contractor’s Indemnification includes, but is not limited to, the payment of all damages and attorney’s fees, fines, penalties and other related costs and expenses. The only limitations on this provision shall be those imposed by Civil Code § 2782, as may be applicable, or other applicable provisions of law.
- c. Contractor’s defense obligations (with counsel approved by District), shall arise immediately upon tender of any of the Indemnitees, and the defense shall be paid at Contractor’s own cost, expense and risk, for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against any of the Indemnitees, notwithstanding whether liability is, can be or has yet been established.

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

- a. Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence / Two Million Dollars (\$2,000,000) aggregate and must include coverage for property damage, bodily injury, personal & advertising injury, products and completed operations, liability assumed under an insured Contract (including tort of another assumed in a business contract), and independent contractor’s liability, written on an "occurrence" form;
- b. Business Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000). (Business Auto Liability is required when a vendor is operating a vehicle on District premises for other than commute purposes or the vehicle is an integral part of their services).
- c. Workers' Compensation insurance. This coverage is required unless Contractor provides written verification it has no employees. Coverage must be at least as broad as that which is required by the State of California, with Statutory Limits. Contractor must also maintain Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. as required by statutory insurance requirement of the State of California;

### Other Insurance Requirements

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

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

12. Compliance with Applicable Laws. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

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

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

15. Confidentiality. Under the terms of this Contract, Contractor may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publically available, which is covered by federal or state privacy laws, rules, and regulations, or which is otherwise considered confidential and protected from disclosure by the policies and procedures of District ("Confidential Information"). Contractor understands

and agrees that all Confidential Information shall be preserved and protected as privileged or confidential, that Confidential Information shall be held strictly in accordance with the District's policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable state or federal laws, rules, or regulations, and that Confidential Information shall not be shared with any third party without the expressed written authorization of District. If Contractor is a provider of digital education services (i.e. an operator of an internet web site, online service, online application, or mobile application, a provider of digital education software, etc.), at any time upon the request of District, Contractor shall enter into a separate California Student Data Privacy Agreement with District. Once signed by both parties. If executed the California Student Data Privacy Agreement shall become incorporated herein. IF CONTRACTOR BECOMES AWARE OF A POSSIBLE UNAUTHORIZED RELEASE OR DISCLOSURE OF CONFIDENTIAL INFORMATION, CONTRACTOR SHALL IMMEDIATELY NOTIFY DISTRICT.

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

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

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

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

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

With a copy to: (District Department Responsible for Contract)  
Santiago Canyon College  
Attn: Syed Rizvi, Vice President of Student Services  
8045 E. Chapman Ave.  
Orange, CA 92869

Contractor: Brian Y. Marsh, Creative Director - Substance Media, Inc.  
800 S. Barranca Ave., Suite 340  
Covina, CA 91723

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

20. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

21. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

22. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

23. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

24. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California.

25. Time is of the Essence. Time is of the essence and Contractor shall perform the services required by this Agreement in an expeditious and timely manner so as not to unreasonably delay the purpose of this Agreement.

26. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

27. Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

28. Failure to Perform. As used in this Contract, "failure to perform" means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then District, after giving seven days' written notice and opportunity to cure to Contractor, has the right to complete the work itself, to obtain the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both Parties agree that

Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.

29. Dispute Resolution.

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

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

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

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

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

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

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

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

33. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that states that no person who is doing business with or soliciting business from the District shall make any gift to any designated employee who, by virtue of his District employment, could make a governmental decision, participate in making a

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

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

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

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

Print Name: Peter J. Hardash

Print Title: Vice Chancellor, Business Operations/Fiscal Services

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

CONTRACTOR

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

Print Name: \_\_ Brian Y. Marsh

Print Title: \_\_ Creative Director - Substance Media, Inc.

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

## Exhibit A

### Scope of Work and Detailed Schedule of Payment.

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

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

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

Production Date(s) and Time(s): TBD between CLIENT and AGENCY. Slated to begin in mid-February.  
Production Location: Santiago Canyon College, 8045 E Chapman Avenue, Orange, CA 92869

#### Deliverables:

Nine (9) ORIENTATION VIDEOS at 1:30 - 1:45 minutes in length.

One (1) EXPLAINER ANIMATION for Guided Self-Placement at 1:00 to 1:30 minute in length.

Aerial drone footage capture of campus.

Forty (40) HI-RESOLUTION PHOTOS professionally shot and processed.

CLIENT to scout and cast talent for "On-camera Presenter" in ORIENTATION VIDEOS.

CLIENT to supply AGENCY with the script.

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

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

Final script to AGENCY by January 24, 2020.

Final production (filming) date: March 31, 2020.

First draft date: May 22, 2020.

Final delivery date: June 30, 2020.

Note: District is responsible for FINAL SCRIPT delivery to Contractor by March 29, 2019. Missing this deliverable or any other project milestone, including art/asset delivery and approvals created and incurred by District may shift the DELIVERABLE schedule and result in additional costs or OVERAGE FEES to District.

#### Payment Schedule:

District agrees to pay the TOTAL COST of \$40,350 USD. Payment to be made payable to SUBSTANCE

MEDIA, INC. A 50% non-refundable deposit in the amount of \$20,175 USD is required by the start of production. The remaining balance is due upon final delivery of the ORIENTATION VIDEOS. CLIENT further agrees to a late fee of 1.5% per month (not to exceed 6% per annum) to be applied on all balances more than sixty (60) days overdue.

#### Overages and Fees

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

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

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

#### District Representations

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

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

Rancho Santiago Comm Coll District

Board Meeting of 11/18/19

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67535	General Fund Unrestricted	0.00	184.00	-184.00	92*0522719	92*0522719
67734	General Fund Unrestricted	0.00	350.00	-350.00	92*0525201	92*0525201
67735	General Fund Unrestricted	0.00	356.92	-356.92	92*0525226	92*0525226
67869	General Fund Unrestricted	6,548.84	0.00	6,548.84	92*0527153	92*0527188
67875	General Fund Unrestricted	23,057.15	0.00	23,057.15	92*0527222	92*0527257
67876	General Fund Unrestricted	20,454.38	0.00	20,454.38	92*0527259	92*0527261
67877	General Fund Unrestricted	368.00	184.00	184.00	92*0527271	92*0527272
67881	General Fund Unrestricted	14,452.89	0.00	14,452.89	92*0527289	92*0527310
67882	General Fund Unrestricted	33,416.19	0.00	33,416.19	92*0527313	92*0527344
67884	General Fund Unrestricted	16,897.47	42.28	16,855.19	92*0527349	92*0527403
67887	General Fund Unrestricted	3,063.68	0.00	3,063.68	92*0527433	92*0527437
67888	General Fund Unrestricted	69,103.83	0.00	69,103.83	92*0527442	92*0527464
67889	General Fund Unrestricted	8,800.00	0.00	8,800.00	92*0527466	92*0527466
67890	General Fund Unrestricted	1,285.87	0.00	1,285.87	92*0527467	92*0527469
67893	General Fund Unrestricted	7,347.40	3,673.70	3,673.70	92*0527486	92*0527505
67895	General Fund Unrestricted	4,076.50	0.00	4,076.50	92*0527507	92*0527565
67898	General Fund Unrestricted	9,231.05	0.00	9,231.05	92*0527577	92*0527601
67899	General Fund Unrestricted	9,164.03	0.00	9,164.03	92*0527610	92*0527619
67900	General Fund Unrestricted	29,675.37	0.00	29,675.37	92*0527626	92*0527643
67901	General Fund Unrestricted	31,667.92	0.00	31,667.92	92*0527644	92*0527734
67905	General Fund Unrestricted	20,127.60	0.00	20,127.60	92*0527746	92*0527777
67906	General Fund Unrestricted	2,949.70	0.00	2,949.70	92*0527797	92*0527803
67907	General Fund Unrestricted	9,522.17	0.00	9,522.17	92*0527804	92*0527804
67909	General Fund Unrestricted	34,978.04	0.00	34,978.04	92*0527807	92*0527830
67910	General Fund Unrestricted	978.07	0.00	978.07	92*0527855	92*0527855
67913	General Fund Unrestricted	45,283.80	0.00	45,283.80	92*0527869	92*0527892
67914	General Fund Unrestricted	6,275.49	0.00	6,275.49	92*0527894	92*0527919
67921	General Fund Unrestricted	46,538.48	0.00	46,538.48	92*0527945	92*0527972
67922	General Fund Unrestricted	10,190.20	0.00	10,190.20	92*0527984	92*0527998
67927	General Fund Unrestricted	772.08	0.00	772.08	92*0528019	92*0528026
67928	General Fund Unrestricted	70,668.81	0.00	70,668.81	92*0528032	92*0528070
67930	General Fund Unrestricted	3,682.49	0.00	3,682.49	92*0528120	92*0528128
67932	General Fund Unrestricted	27,881.63	0.00	27,881.63	92*0528139	92*0528166
67933	General Fund Unrestricted	90,842.93	0.00	90,842.93	92*0528169	92*0528198
67934	General Fund Unrestricted	546.56	0.00	546.56	92*0528207	92*0528217
67935	General Fund Unrestricted	475.00	0.00	475.00	92*0528222	92*0528222
<b>Total Fund 11 General Fund Unrestricted</b>		<b>\$660,323.62</b>	<b>\$4,790.90</b>	<b>\$655,532.72</b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67660	General Fund Restricted	0.00	620.00	-620.00	92*0524279	92*0524279
67816	General Fund Restricted	0.00	5,709.61	-5,709.61	92*0526375	92*0526375
67833	General Fund Restricted	0.00	450.00	-450.00	92*0526562	92*0526562
67862	General Fund Restricted	0.00	740.00	-740.00	92*0527115	92*0527115
67869	General Fund Restricted	573,346.97	0.00	573,346.97	92*0527155	92*0527186
67875	General Fund Restricted	40,038.69	0.00	40,038.69	92*0527217	92*0527258
67876	General Fund Restricted	16,886.70	0.00	16,886.70	92*0527262	92*0527270
67881	General Fund Restricted	24,657.66	0.00	24,657.66	92*0527288	92*0527312
67882	General Fund Restricted	166,285.77	0.00	166,285.77	92*0527314	92*0527346
67884	General Fund Restricted	2,556,780.13	0.00	2,556,780.13	92*0527350	92*0527406
67887	General Fund Restricted	18,268.16	6.38	18,261.78	92*0527413	92*0527441
67888	General Fund Restricted	385,715.40	0.00	385,715.40	92*0527443	92*0527465
67892	General Fund Restricted	28,083.47	0.00	28,083.47	92*0527471	92*0527484
67893	General Fund Restricted	2,265.00	1,132.50	1,132.50	92*0527494	92*0527504
67894	General Fund Restricted	10,000.00	0.00	10,000.00	92*0527506	92*0527506
67898	General Fund Restricted	159,591.38	0.00	159,591.38	92*0527578	92*0527609
67899	General Fund Restricted	12,807.16	0.00	12,807.16	92*0527611	92*0527623
67900	General Fund Restricted	2,652.20	0.00	2,652.20	92*0527624	92*0527640
67905	General Fund Restricted	14,402.30	0.00	14,402.30	92*0527744	92*0527767
67906	General Fund Restricted	123,928.40	0.00	123,928.40	92*0527778	92*0527802
67909	General Fund Restricted	80,775.18	0.00	80,775.18	92*0527809	92*0527851
67910	General Fund Restricted	37,162.22	0.00	37,162.22	92*0527852	92*0527865
67913	General Fund Restricted	7,184.79	0.00	7,184.79	92*0527868	92*0527891
67914	General Fund Restricted	4,505.28	0.00	4,505.28	92*0527893	92*0527916
67915	General Fund Restricted	1,200.00	0.00	1,200.00	92*0527920	92*0527920
67916	General Fund Restricted	1,651.81	0.00	1,651.81	92*0527921	92*0527921
67921	General Fund Restricted	19,156.35	0.00	19,156.35	92*0527950	92*0527979
67922	General Fund Restricted	365,624.01	0.00	365,624.01	92*0527980	92*0528010
67927	General Fund Restricted	167,793.98	0.00	167,793.98	92*0528020	92*0528029
67928	General Fund Restricted	12,964.22	0.00	12,964.22	92*0528030	92*0528071
67929	General Fund Restricted	31,621.99	0.00	31,621.99	92*0528072	92*0528119
67930	General Fund Restricted	2,807.06	0.00	2,807.06	92*0528121	92*0528127
67932	General Fund Restricted	3,440,049.78	0.00	3,440,049.78	92*0528134	92*0528165
67933	General Fund Restricted	173,775.79	0.00	173,775.79	92*0528167	92*0528193
67934	General Fund Restricted	23,238.74	0.00	23,238.74	92*0528200	92*0528221
<b>Total Fund 12 General Fund Restricted</b>		<b>\$8,505,220.59</b>	<b>\$8,658.49</b>	<b>\$8,496,562.10</b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67869	General Fund Unrestricted	4,909.41	0.00	4,909.41	92*0527154	92*0527183
67875	GF Unrestricted One-Time Func	94.52	0.00	94.52	92*0527245	92*0527245
67882	GF Unrestricted One-Time Func	4,636.04	0.00	4,636.04	92*0527319	92*0527320
67884	GF Unrestricted One-Time Func	2,461.68	0.00	2,461.68	92*0527361	92*0527384
67887	GF Unrestricted One-Time Func	400.00	400.00	0.00	92*0527414	92*0527414
67888	GF Unrestricted One-Time Func	9,700.00	0.00	9,700.00	92*0527446	92*0527457
67892	GF Unrestricted One-Time Func	148.72	0.00	148.72	92*0527483	92*0527485
67899	GF Unrestricted One-Time Func	9,050.08	0.00	9,050.08	92*0527616	92*0527618
67900	GF Unrestricted One-Time Func	2,124.06	0.00	2,124.06	92*0527641	92*0527641
67905	GF Unrestricted One-Time Func	15,673.72	0.00	15,673.72	92*0527743	92*0527775
67906	GF Unrestricted One-Time Func	7,046.93	0.00	7,046.93	92*0527791	92*0527800
67909	GF Unrestricted One-Time Func	316.92	0.00	316.92	92*0527831	92*0527835
67910	GF Unrestricted One-Time Func	4,257.33	0.00	4,257.33	92*0527856	92*0527859
67913	GF Unrestricted One-Time Func	1,067.75	0.00	1,067.75	92*0527872	92*0527888
67914	GF Unrestricted One-Time Func	16,214.14	0.00	16,214.14	92*0527901	92*0527917
67921	GF Unrestricted One-Time Func	2,225.18	0.00	2,225.18	92*0527946	92*0527946
67922	General Fund Unrestricted	2,604.21	0.00	2,604.21	92*0527985	92*0528002
67927	GF Unrestricted One-Time Func	195.00	0.00	195.00	92*0528018	92*0528018
67930	General Fund Restricted	319.52	0.00	319.52	92*0528126	92*0528126
67933	GF Unrestricted One-Time Func	1,731.80	0.00	1,731.80	92*0528173	92*0528199
67934	GF Unrestricted One-Time Func	702.48	0.00	702.48	92*0528208	92*0528208
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b>\$85,879.49</b>	<b>\$400.00</b>	<b>\$85,479.49</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67866	Child Development Fund	1,601.00	0.00	1,601.00	92*0527134	92*0527148
67870	Child Development Fund	11,691.95	0.00	11,691.95	92*0527189	92*0527198
67878	Child Development Fund	762.89	0.00	762.89	92*0527273	92*0527274
67883	Child Development Fund	831.40	0.00	831.40	92*0527347	92*0527348
67885	Child Development Fund	1,551.07	0.00	1,551.07	92*0527407	92*0527409
67896	Child Development Fund	2,662.75	0.00	2,662.75	92*0527566	92*0527575
67902	Child Development Fund	2,189.24	741.94	1,447.30	92*0527735	92*0527740
67908	Child Development Fund	80.00	0.00	80.00	92*0527805	92*0527806
67911	Child Development Fund	8,634.63	0.00	8,634.63	92*0527866	92*0527866
67917	Child Development Fund	5,357.13	0.00	5,357.13	92*0527922	92*0527933
67924	Child Development Fund	2,180.88	0.00	2,180.88	92*0528012	92*0528015
67931	Child Development Fund	2,016.56	0.00	2,016.56	92*0528129	92*0528133
<b>Total Fund 33 Child Development Fund</b>		<b>\$39,559.50</b>	<b>\$741.94</b>	<b>\$38,817.56</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67867	Capital Outlay Projects Fund	4,239.51	0.00	4,239.51	92*0527149	92*0527149
67871	Capital Outlay Projects Fund	228,365.00	0.00	228,365.00	92*0527199	92*0527210
67879	Capital Outlay Projects Fund	300,678.11	0.00	300,678.11	92*0527275	92*0527281
67886	Capital Outlay Projects Fund	60,180.01	0.00	60,180.01	92*0527410	92*0527412
67918	Capital Outlay Projects Fund	93,184.07	0.00	93,184.07	92*0527934	92*0527942
67923	Capital Outlay Projects Fund	925.00	0.00	925.00	92*0528011	92*0528011
<b>Total Fund 41 Capital Outlay Projects Fun</b>		<b>\$687,571.70</b>	<b>\$0.00</b>	<b>\$687,571.70</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67868	Bond Fund, Measure Q	3,379,750.58	0.00	3,379,750.58	92*0527150	92*0527152
67872	Bond Fund, Measure Q	94,211.00	0.00	94,211.00	92*0527211	92*0527213
67880	Bond Fund, Measure Q	155,712.49	0.00	155,712.49	92*0527282	92*0527287
67891	Bond Fund, Measure Q	6,382.06	0.00	6,382.06	92*0527470	92*0527470
67919	Bond Fund, Measure Q	43,893.95	0.00	43,893.95	92*0527943	92*0527943
<b>Total Fund 43 Bond Fund, Measure Q</b>		<b><u>\$3,679,950.08</u></b>	<b><u>\$0.00</u></b>	<b><u>\$3,679,950.08</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67873	Property and Liability Fund	2,423.75	0.00	2,423.75	92*0527214	92*0527214
67903	Property and Liability Fund	252.65	0.00	252.65	92*0527741	92*0527741
67912	Property and Liability Fund	3,122.15	0.00	3,122.15	92*0527867	92*0527867
67925	Property and Liability Fund	1.50	0.00	1.50	92*0528016	92*0528016
<b>Total Fund 61 Property and Liability Fund</b>		<b><u>5,800.05</u></b>	<b><u>0.00</u></b>	<b><u>5,800.05</u></b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67897	Workers' Compensation Fund	172.47	0.00	172.47	92*0527576	92*0527576
67904	Workers' Compensation Fund	477.40	0.00	477.40	92*0527742	92*0527742
67920	Workers' Compensation Fund	1,120.00	0.00	1,120.00	92*0527944	92*0527944
<b>Total Fund 62 Workers' Compensation Fu</b>		<b>\$1,769.87</b>	<b>\$0.00</b>	<b>\$1,769.87</b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
67874	Student Financial Aid Fund	3,307.99	0.00	3,307.99	92*0527215	92*0527216
67926	Student Financial Aid Fund	19,682.00	0.00	19,682.00	92*0528017	92*0528017
<b>Total Fund 74 Student Financial Aid Fund</b>		<b><u><u>\$22,989.99</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$22,989.99</u></u></b>		

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**SUMMARY**

Total Fund 11 General Fund Unrestricted	655,532.72
Total Fund 12 General Fund Restricted	8,496,562.10
Total Fund 13 GF Unrestricted One-Time Fund	85,479.49
Total Fund 33 Child Development Fund	38,817.56
Total Fund 41 Capital Outlay Projects Fund	687,571.70
Total Fund 43 Bond Fund, Measure Q	3,679,950.08
Total Fund 61 Property and Liability Fund	5,800.05
Total Fund 62 Workers' Compensation Fund	1,769.87
Total Fund 74 Student Financial Aid Fund	22,989.99
Grand Total:	<u><u>\$13,674,473.56</u></u>

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1A1910319	SAC Diversified Agency Fund	8,487.35	213.00	8,274.35	1A*0002007	1A*0002023
1A1910426	SAC Diversified Agency Fund	4,737.32	0.00	4,737.32	1A*0002024	1A*0002031
1A1910531	SAC Diversified Agency Fund	15,316.96	0.00	15,316.96	1A*0002032	1A*0002043
1A1911205	SAC Diversified Agency Fund	6,554.11	0.00	6,554.11	1A*0002044	1A*0002064
<b>Total 1A SAC Diversified Agency Fund</b>		<b>\$35,095.74</b>	<b>\$213.00</b>	<b>\$34,882.74</b>		

Checks Written for Period 10/16/19 Thru 11/05/19

<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>
1B1910319	SAC Bookstore Fund	153.18	0.00	153.18	1B*0002146	1B*0002146
1B1910531	SAC Bookstore Fund	2,883.53	0.00	2,883.53	1B*0002147	1B*0002153
1B1911205	SAC Bookstore Fund	114,791.79	0.00	114,791.79	1B*0002154	1B*0002183
<b>Total 1B SAC Bookstore Fund</b>		<b><u><u>\$117,828.50</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$117,828.50</u></u></b>		

Checks Written for Period 10/16/19 Thru 11/05/19

<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>
1C1910426	SAC Community Education Fund	15,377.93	0.00	15,377.93	1C*0001201	1C*0001204
1C1911205	SAC Community Education Fund	11,556.24	0.00	11,556.24	1C*0001205	1C*0001208
<b>Total 1C SAC Community Education Fund</b>		<b><u><u>\$26,934.17</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$26,934.17</u></u></b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S1910319	SAC Associated Students Fund	3,453.40	0.00	3,453.40	1S*0001552	1S*0001561
1S1910426	SAC Associated Students Fund	4,302.44	0.00	4,302.44	1S*0001562	1S*0001568
1S1910531	SAC Associated Students Fund	802.39	0.00	802.39	1S*0001569	1S*0001572
1S1911205	SAC Associated Students Fund	4,920.50	0.00	4,920.50	1S*0001573	1S*0001582
<b>Total 1S SAC Associated Students Fund</b>		<b>\$13,478.73</b>	<b>\$0.00</b>	<b>\$13,478.73</b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1T1910319	SAC Diversified Trust Fund	3,421.82	0.00	3,421.82	1T*0001713	1T*0001718
1T1910426	SAC Diversified Trust Fund	920.43	0.00	920.43	1T*0001719	1T*0001726
1T1910531	SAC Diversified Trust Fund	8,413.00	4,044.00	4,369.00	1T*0001727	1T*0001732
1T1911205	SAC Diversified Trust Fund	27,963.81	10,120.00	17,843.81	1T*0001733	1T*0001742
<b>Total 1T SAC Diversified Trust Fund</b>		<b>\$40,719.06</b>	<b>\$14,164.00</b>	<b>\$26,555.06</b>		

**SUMMARY**

Total Fund 1A SAC Diversified Agency Fund	34,882.74
Total Fund 1B SAC Bookstore Fund	117,828.50
Total Fund 1C SAC Community Education Fu	26,934.17
Total Fund 1S SAC Associated Students Fun	13,478.73
Total Fund 1T SAC Diversified Trust Fund	26,555.06
<b>Grand Total:</b>	<b><u><u>\$219,679.20</u></u></b>

Checks Written for Period 10/16/19 Thru 11/05/19

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
2A1910319	SCC Diversified Agency Fund	3,095.83	0.00	3,095.83	2A*0001561	2A*0001563
2A1910426	SCC Diversified Agency Fund	3,441.51	0.00	3,441.51	2A*0001564	2A*0001569
2A1910531	SCC Diversified Agency Fund	593.84	0.00	593.84	2A*0001570	2A*0001576
2A1911205	SCC Diversified Agency Fund	9,138.81	0.00	9,138.81	2A*0001577	2A*0001584
<b>Total 2A SCC Diversified Agency Fund</b>		<b><u>\$16,269.99</u></b>	<b><u>\$0.00</u></b>	<b><u>\$16,269.99</u></b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B1910319	SCC Bookstore Fund	31,952.63	0.00	31,952.63	2B*0001928	2B*0001947
2B1910426	SCC Bookstore Fund	14,138.48	0.00	14,138.48	2B*0001948	2B*0001968
2B1910531	SCC Bookstore Fund	9,761.31	0.00	9,761.31	2B*0001969	2B*0001982
2B1911205	SCC Bookstore Fund	3,340.61	0.00	3,340.61	2B*0001983	2B*0001986
<b>Total 2B SCC Bookstore Fund</b>		<b><u>\$59,193.03</u></b>	<b><u>\$0.00</u></b>	<b><u>\$59,193.03</u></b>		

Checks Written for Period 10/16/19 Thru 11/05/19

<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>
2C1910426	SCC Community Education Fund	1,213.04	431.52	781.52	2C*0001147	2C*0001149
2C1911205	SCC Community Education Fund	5,321.40	0.00	5,321.40	2C*0001150	2C*0001150
<b>Total 2C SCC Community Education Fund</b>		<u><u>\$6,534.44</u></u>	<u><u>\$431.52</u></u>	<u><u>\$6,102.92</u></u>		

Checks Written for Period 10/16/19 Thru 11/05/19

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
2S1910319	SCC Associated Students Fund	43.35	0.00	43.35	2S*0001340	2S*0001340
2S1910426	SCC Associated Students Fund	892.88	0.00	892.88	2S*0001341	2S*0001345
2S1911205	SCC Associated Students Fund	1,121.77	0.00	1,121.77	2S*0001346	2S*0001349
<b>Total 2S SCC Associated Students Fund</b>		<b><u>\$2,058.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,058.00</u></b>		

Checks Written for Period 10/16/19 Thru 11/05/19

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T1910426	SCC Diversified Trust Fund	2,635.28	0.00	2,635.28	2T*0001347	2T*0001356
2T1910531	SCC Diversified Trust Fund	2,005.07	0.00	2,005.07	2T*0001357	2T*0001361
2T1911205	SCC Diversified Trust Fund	13,041.12	0.00	13,041.12	2T*0001362	2T*0001366
<b>Total 2T SCC Diversified Trust Fund</b>		<b>\$17,681.47</b>	<b>\$0.00</b>	<b>\$17,681.47</b>		

**SUMMARY**

Total Fund 2A SCC Diversified Agency Fund	16,269.99
Total Fund 2B SCC Bookstore Fund	59,193.03
Total Fund 2C SCC Community Education Fu	6,102.92
Total Fund 2S SCC Associated Students Fun	2,058.00
Total Fund 2T SCC Diversified Trust Fund	17,681.47
<b>Grand Total:</b>	<b><u><u>\$101,305.41</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 10/16/2019 To 11/05/2019  
Board Meeting on 11/18/2019**

**BACKGROUND**

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

**ANALYSIS**

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

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
1000	ACADEMIC SALARIES	37,532	
2000	CLASSIFIED SALARIES		77,776
3000	EMPLOYEE BENEFITS	15,222	
4000	SUPPLIES & MATERIALS		1,570
5000	OTHER OPERATING EXP & SERVICES	24,519	
6000	CAPITAL OUTLAY	2,073	
<b>Total Transfer Fund 12</b>		<b>\$79,346</b>	<b>\$79,346</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
5000	OTHER OPERATING EXP & SERVICES	500,000	
7000	OTHER OUTGO		500,000
<b>Total Transfer Fund 13</b>		<b>\$500,000</b>	<b>\$500,000</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
6000	CAPITAL OUTLAY		13,584,148
7900	RESERVE FOR CONTINGENCIES	13,584,148	
<b>Total Transfer Fund 41</b>		<b>\$13,584,148</b>	<b>\$13,584,148</b>
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
8100	FEDERAL REVENUES	(60,980)	
8600	STATE REVENUES	3,191,037	
8800	LOCAL REVENUES	16,681	
1000	ACADEMIC SALARIES		1,164,145
2000	CLASSIFIED SALARIES		372,925
3000	EMPLOYEE BENEFITS		542,228
4000	SUPPLIES & MATERIALS		169,191
5000	OTHER OPERATING EXP & SERVICES		716,897
6000	CAPITAL OUTLAY		239,740
7000	OTHER OUTGO		(58,388)
<b>Total Transfer Fund 12</b>		<b>\$3,146,738</b>	<b>\$3,146,738</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
8900	OTHER FINANCING SOURCES	500,000	
7900	RESERVE FOR CONTINGENCIES		500,000
<b>Total Transfer Fund 41</b>		<b>\$500,000</b>	<b>\$500,000</b>
<b><u>Fund 74: Student Financial Aid Fund</u></b>			
8600	STATE REVENUES	27,500	
7000	OTHER OUTGO		27,500
<b>Total Transfer Fund 74</b>		<b>\$27,500</b>	<b>\$27,500</b>

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT  
From 10/16/2019 To 11/05/2019  
Board Meeting on 11/18/2019**

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

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B026402</b>	<b>10/18/19</b>		
1000	ACADEMIC SALARIES	47,402	
2000	CLASSIFIED SALARIES		67,707
3000	EMPLOYEE BENEFITS	15,910	
4000	SUPPLIES & MATERIALS	4,464	
5000	OTHER OPERATING EXP & SERVICES		69
<b>Total Reference B026402</b>		<b>\$67,776</b>	<b>\$67,776</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> SP#2490 SAC Non-Credit			
<b>B026409</b>	<b>10/28/19</b>		
1000	ACADEMIC SALARIES		9,870
2000	CLASSIFIED SALARIES		9,755
3000	EMPLOYEE BENEFITS		5,300
4000	SUPPLIES & MATERIALS		7,267
5000	OTHER OPERATING EXP & SERVICES	32,192	
<b>Total Reference B026409</b>		<b>\$32,192</b>	<b>\$32,192</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> To cover negatives due to encumbrances and est charges			
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>			
<b>B026411</b>	<b>10/29/19</b>		
5000	OTHER OPERATING EXP & SERVICES	500,000	
7000	OTHER OUTGO		500,000
<b>Total Reference B026411</b>		<b>\$500,000</b>	<b>\$500,000</b>
<b>Reason:</b> Adjustment			
<b>Description:</b> Trsf fd from 13 to 41 to allocate fds for future FMRS.			
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B026390</b>	<b>10/17/19</b>		
6000	CAPITAL OUTLAY		249,296
7900	RESERVE FOR CONTINGENCIES	249,296	
<b>Total Reference B026390</b>		<b>\$249,296</b>	<b>\$249,296</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allcte fnd to other svcs for amendment#2 to Marx Okubo Agreement			
<b>B026410</b>	<b>10/29/19</b>		
6000	CAPITAL OUTLAY		34,852
7900	RESERVE FOR CONTINGENCIES	34,852	
<b>Total Reference B026410</b>		<b>\$34,852</b>	<b>\$34,852</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Cover adjusted est budget for FMR 18-319 Dust Collect Proj			
<b>B026424</b>	<b>11/04/19</b>		
6000	CAPITAL OUTLAY		13,300,000
7900	RESERVE FOR CONTINGENCIES	13,300,000	
<b>Total Reference B026424</b>		<b>\$13,300,000</b>	<b>\$13,300,000</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Allocate fund to contractor SVCS from RDA fnd			

**BUDGET INCREASES AND DECREASES** **Revenue** **Appropriation**

4.2 (2)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT  
From 10/16/2019 To 11/05/2019  
Board Meeting on 11/18/2019**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>Fund 12: General Fund Restricted</b>			
<b>B026389</b>	<b>10/17/19</b>		
8100	FEDERAL REVENUES	(42,156)	
1000	ACADEMIC SALARIES		(2,300)
2000	CLASSIFIED SALARIES		(10,127)
3000	EMPLOYEE BENEFITS		(34,629)
4000	SUPPLIES & MATERIALS		4,900
<b>Total Reference B026389</b>		<b>\$(42,156)</b>	<b>\$(42,156)</b>
<b>Reason:</b> New Budget			
<b>Description:</b> NEWB #1101 WIOA Title II (SAC Non-Credit)			
<b>B026392</b>	<b>10/17/19</b>		
8100	FEDERAL REVENUES	(28,244)	
1000	ACADEMIC SALARIES		(2,332)
2000	CLASSIFIED SALARIES		(10,628)
3000	EMPLOYEE BENEFITS		(14,680)
5000	OTHER OPERATING EXP & SERVICES		(604)
<b>Total Reference B026392</b>		<b>\$(28,244)</b>	<b>\$(28,244)</b>
<b>Reason:</b> New Budget			
<b>Description:</b> NEWB #1101 WIOA Title II (Non-Credit)			
<b>B026393</b>	<b>10/17/19</b>		
8100	FEDERAL REVENUES	(51,550)	
1000	ACADEMIC SALARIES		34,345
2000	CLASSIFIED SALARIES		(44,213)
3000	EMPLOYEE BENEFITS		(70,675)
4000	SUPPLIES & MATERIALS		19,938
5000	OTHER OPERATING EXP & SERVICES		9,055
<b>Total Reference B026393</b>		<b>\$(51,550)</b>	<b>\$(51,550)</b>
<b>Reason:</b> New Budget			
<b>Description:</b> NEWB #1102 WIOA Title II (SAC Non-credit)			
<b>B026395</b>	<b>10/17/19</b>		
8100	FEDERAL REVENUES	(8,243)	
1000	ACADEMIC SALARIES		15,500
2000	CLASSIFIED SALARIES		13,770
3000	EMPLOYEE BENEFITS		(45,413)
4000	SUPPLIES & MATERIALS		7,500
5000	OTHER OPERATING EXP & SERVICES		400
<b>Total Reference B026395</b>		<b>\$(8,243)</b>	<b>\$(8,243)</b>
<b>Reason:</b> New Budget			
<b>Description:</b> 2019/20 WIOA Title II #1106 (SAC noncredit)			
<b>B026397</b>	<b>10/17/19</b>		
8100	FEDERAL REVENUES	33,494	
1000	ACADEMIC SALARIES		(966)
2000	CLASSIFIED SALARIES		30,265
3000	EMPLOYEE BENEFITS		9,143
5000	OTHER OPERATING EXP & SERVICES		(4,948)
<b>Total Reference B026397</b>		<b>\$33,494</b>	<b>\$33,494</b>
<b>Reason:</b> New Budget			
<b>Description:</b> 2019/20 WIOA Title II #1106 (SCC noncredit)			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT  
From 10/16/2019 To 11/05/2019  
Board Meeting on 11/18/2019**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B026398</b>	<b>10/17/19</b>		
8100	FEDERAL REVENUES	33,598	
1000	ACADEMIC SALARIES		5,210
2000	CLASSIFIED SALARIES		13,814
3000	EMPLOYEE BENEFITS		4,108
4000	SUPPLIES & MATERIALS		8,146
5000	OTHER OPERATING EXP & SERVICES		2,320
<b>Total Reference B026398</b>		<b>\$33,598</b>	<b>\$33,598</b>
<b>Reason:</b> New Budget			
<b>Description:</b> 2019/20 WIOA Title II #1109 (SAC noncredit)			
<b>B026399</b>	<b>10/17/19</b>		
8600	STATE REVENUES	145,922	
2000	CLASSIFIED SALARIES		90,997
3000	EMPLOYEE BENEFITS		54,925
<b>Total Reference B026399</b>		<b>\$145,922</b>	<b>\$145,922</b>
<b>Reason:</b> New Budget			
<b>Description:</b> 2019/20 CA Adult Education Program (DO/Research)			
<b>B026400</b>	<b>10/18/19</b>		
8600	STATE REVENUES	1,294,252	
1000	ACADEMIC SALARIES		534,999
3000	EMPLOYEE BENEFITS		227,622
4000	SUPPLIES & MATERIALS		93,910
5000	OTHER OPERATING EXP & SERVICES		384,481
6000	CAPITAL OUTLAY		53,240
<b>Total Reference B026400</b>		<b>\$1,294,252</b>	<b>\$1,294,252</b>
<b>Reason:</b> New Budget			
<b>Description:</b> 2019/20 CA Adult Education Program (SAC noncredit)			
<b>B026401</b>	<b>10/18/19</b>		
8600	STATE REVENUES	1,720,270	
1000	ACADEMIC SALARIES		527,133
2000	CLASSIFIED SALARIES		265,471
3000	EMPLOYEE BENEFITS		396,366
4000	SUPPLIES & MATERIALS		25,500
5000	OTHER OPERATING EXP & SERVICES		319,300
6000	CAPITAL OUTLAY		186,500
<b>Total Reference B026401</b>		<b>\$1,720,270</b>	<b>\$1,720,270</b>
<b>Reason:</b> New Budget			
<b>Description:</b> 2019/20 CA Adult Education Program (SCC noncredit)			
<b>B026406</b>	<b>10/24/19</b>		
8600	STATE REVENUES	(28,000)	
7000	OTHER OUTGO		(28,000)
<b>Total Reference B026406</b>		<b>\$(28,000)</b>	<b>\$(28,000)</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> To correct B026382			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT  
From 10/16/2019 To 11/05/2019  
Board Meeting on 11/18/2019**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B026414</b>	<b>10/31/19</b>		
8600	STATE REVENUES	52,614	
1000	ACADEMIC SALARIES		40,092
2000	CLASSIFIED SALARIES		19,984
3000	EMPLOYEE BENEFITS		27,265
4000	SUPPLIES & MATERIALS		6,680
7000	OTHER OUTGO		(41,407)
<b>Total Reference B026414</b>		<b>\$52,614</b>	<b>\$52,614</b>
<b>Reason:</b> New Budget			
<b>Description:</b> NEWB SP# 2250 - SCC EOPS			
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B026412</b>	<b>10/29/19</b>		
8900	OTHER FINANCING SOURCES	500,000	
7900	RESERVE FOR CONTINGENCIES		500,000
<b>Total Reference B026412</b>		<b>\$500,000</b>	<b>\$500,000</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Transfer fds from 13 to 41 to allocate fd for future FMRs			
<b><u>Fund 74: Student Financial Aid Fund</u></b>			
<b>B026396</b>	<b>10/17/19</b>		
8600	STATE REVENUES	28,000	
7000	OTHER OUTGO		28,000
<b>Total Reference B026396</b>		<b>\$28,000</b>	<b>\$28,000</b>
<b>Reason:</b> Special Project Adjustment			
<b>Description:</b> Correct B026383			

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS  
From 10/16/2019 To 11/05/2019  
Board Meeting on 11/18/2019**

**BACKGROUND**

Intrafund transfers are the transfers of monies within a fund of the district. Interfund transfers are the transfers of monies between funds of the district.

**ANALYSIS**

This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

**INTERFUND TRANSFERS**

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
10/28/19	J057161	Record Interfund transfer from fund 13 to 41 for future FMR's	500,000.00

**RECOMMENDATION**

It is recommended the Board approve the intrafund and interfund transfers as presented.

4.2 (6)

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Accept the 2018-19 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community	
Action:	Request for Acceptance	

**BACKGROUND**

With the District's successful passage of the Santa Ana College Facilities Improvement District No. 1, Measure Q Bond in November 2012, the Board of Trustees appointed a Citizens' Bond Oversight Committee to comply with the requirements of Proposition 39. One of the responsibilities and duties of the Citizens' Bond Oversight Committee is to report annually to the Board of Trustees and the community on the District's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed and approved by the Citizens' Bond Oversight Committee at its October 28, 2019 meeting.

**ANALYSIS**

A copy of the report was provided with the Board docket. Printed copies of this report will be available to the community at their request. The report, in pdf format, is also available on the District website ([click to view report](#)). This report covers bond funded activities and financial information for the period July 1, 2018 through June 30, 2019.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2018-19 Measure Q Citizens' Bond Oversight Committee Annual Report to the Community as presented.

Fiscal Impact:	None	Board Date: November 18, 2019
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Agreement with Team Inspections – Division of State Architect (DSA) Project Inspection Services for Various Facility Improvement Projects District-wide	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement for Division of State Architect (DSA) project inspection services for various facility improvement projects district-wide. DSA inspectors are required to acquire and maintain specialized licenses and are tested and approved for various classifications of projects by the Division of the State Architect (DSA). The District utilizes the services of third-party DSA inspection firms regularly for a variety of projects. Third-party inspection services are required for all DSA projects that require DSA review and approval. Additionally, inspection services may also be required in cases when DSA reviews a project but determines the project is exempt and the District requires inspection to ensure code compliance items are still implemented. It is in the District's best interest to have a District DSA inspector for projects given the current and future anticipated volume of work and projects. DSA inspection services are required for the barrier removal/access compliance work and having a consistently available DSA inspector available for smaller scale projects will save time and not cause delays to implementing smaller projects that need inspection oversight. In the last year, the District has struggled to find and retain qualified third-party DSA inspection services for smaller scale and short duration projects due to the shortage of experienced qualified inspectors and various construction projects in the region. As a result of these circumstances, the District developed a new Request for Qualifications/Request for Proposal to solicit for an in-house inspector when need. An example of planned inspector's services include the parking ticket kiosks projects at Santa Ana College and Santiago Canyon College, barrier removal East Chapman entry repairs project at Santiago Canyon College and other campus requested facility modification projects such as the installation of the dust collection system in Building C at Santa Ana College.

**ANALYSIS:**

A Request for Qualifications/Request for Proposal (RFQ/RFP) #1819-256 was advertised on the District's website and solicited to nine pre-qualified project inspectors on June 14, 2019 with a due date of July 22, 2019. The District received six proposals including American Engineering Laboratories, Inc. (La Habra); BPI Inspection Service (Los Angeles); Knowland Construction Services (Rancho Palos Verdes); Martin Brothers Construction Services (Costa Mesa); Stephen Payte DSA Inspections, Inc. (Quartz Hill); and Team Inspections (Riverside). A screening panel convened on July 24, 2019 to review the proposals and interviewed American Engineering Laboratories, Inc.; Knowland Construction Services; and Team Inspections on August 6, 2019 and October 1, 2019. The selection panel recommends Team Inspections by consensus based

upon a thorough review and the culmination of their RFQ/RFP response, experience, approach to the project, fee, schedule and familiarity with similar project types. It is recommended that the District enter into an agreement with Team Inspections for DSA project inspection services for various facility improvement projects district-wide.

The services covered by this agreement shall commence December 1, 2019 and end December 31, 2020. The contract is a total not-to-exceed fee of \$197,000. The District has reviewed the fee and it is reasonable, within industry standards and similar to other prequalified project inspection firms.

The District will have the ability to renew the contract on an annual basis for up to an additional four (4) years maximum at an estimated not to exceed amount of \$197,000 per year for a Class 1 inspector rate of \$98 an hour for years 1-3 and \$100 an hour for years 4-5. The hourly rates are fixed for a five year period. The contract duration is December 1, 2019 through December 31, 2020 with an option to renew up to four additional years if on an annual basis the District elects to renew such contract based on project need and workload assignments.

The total five (5) year breakdown is estimated as follows:

Year 1 (12/1/19 – 12/31/20):	\$197,000
Year 2 (1/1/21 – 12/31/21):	\$197,000 optional to renew based on need
Year 3 (1/1/22 – 12/31/22):	\$197,000 optional to renew based on need
Year 4 (1/1/23 – 12/31/23):	\$197,000 optional to renew based on need
Year 5 (1/1/24 – 11/30/24):	<u>\$197,000</u> optional to renew based on need
Total Not to Exceed:	\$985,000

This agreement is funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Team Inspections – Division of State Architect (DSA) Project Inspection Services for Various Facility Improvement Projects District-wide as presented.

Fiscal Impact:	\$197,000 Annual Year 1 \$197,000 Annual Renewal Years 2 - 5	Board Date: November 18, 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:	Marvin Martinez, Chancellor	

# Board Agreement Summary

**Board Date: 11/18/19**

Project: Division of State Architect (DSA) Project Inspection Services    Site: **District-wide**  
for Various Facility Improvement Projects

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Consultants: **Team Inspections**

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Type of Service: Division of State Architect (DSA) Project Inspection Services

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<b>Agreement Summary</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration</b>	<b>End</b>
Original Contract Amount	\$197,000.00		12/1/2019		12/31/2020
<b>Total Agreement Amount</b>	<b>\$197,000.00</b>				

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**AGREEMENT NO 0368.00/ DESCRIPTION:**

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This agreement #0368.00 is incorporated herein by reference and included as part of the agenda.

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**Total Proposed Amount:** **\$197,000.00**

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

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**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Agreement with Little Diversified Architectural Consulting, Inc. – Preliminary Schematic Design Architectural Services for Plaza de Artes, Amphitheatre, and Central Mall Site Improvements at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement for preliminary schematic design architectural services for Plaza de Artes, Amphitheatre, and Central Mall Site Improvements at Santa Ana College. The College has requested studies take place to add shading devices to the Amphitheatre and Central Mall as well as upgrade the plaza between Buildings C, N, and P to a new “Plaza de Artes”. The intent of the College is for the plaza to become a place where interest for the fine and performing arts is sparked, interchangeable canvas murals from students can be displayed, gathering can occur before and after performing arts functions, and a proper shading device(s) can be provided to encourage use of the plaza on warm days. The design team will study various options for each location including providing sun studies to analyze the best locations for shade structures. This project will yield conceptual designs and associated costs for each concept for the College to review and determine which portions of the projects to move forward with based on available funds.

**ANALYSIS:**

A Request for Proposal (RFP) #1920-261 for preliminary schematic design architectural services for Plaza de Artes, Amphitheatre, and Central Mall Site Improvements at Santa Ana College was solicited on September 25, 2019 to fourteen prequalified architects with a due date of October 18, 2019. The District received two proposals including Little Diversified Architectural Consulting, Inc. (Newport Beach), and SVA Architects, Inc. (Santa Ana). A screening panel convened on October 21, 2019 to review the proposals and interviewed both firms on October 24, 2019. The selection panel recommends Little Diversified Architectural Consulting, Inc. by consensus based upon a thorough review and the culmination of their response, experience, team members, reference checks, approach to the project, and fee. It is recommended that the District enter into an agreement with Little Diversified Architectural Consulting, Inc. for preliminary schematic design architectural services for Plaza de Artes, Amphitheatre, and Central Mall Site Improvements at Santa Ana College.

The services covered by this agreement shall commence November 19, 2019 and end June 30, 2020. The contract is a total not-to-exceed fee of \$37,000. The District has reviewed the fee and it is reasonable, within industry standards and similar to other prequalified architectural firms. This agreement is funded by Capital Outlay funded by the college.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with Little Diversified Architectural Consulting, Inc. – Preliminary Schematic Design Architectural Services for Plaza de Artes, Amphitheatre, and Central Mall Site Improvements at Santa Ana College as presented.

Fiscal Impact:	\$37,000	Board Date: November 18, 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:	Marvin Martinez, Chancellor	

# Board Agreement Summary

**Board Date: 11/18/19**

Project: Plaza de Artes, Amphitheatre, and Central Mall Site Improvements

Site: **Santa Ana College**

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Consultants: **Little Diversified Architectural Consulting, Inc.**

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Type of Service: Preliminary Schematic Design Architectural Services

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<b>Agreement Summary</b>	<b>Amount</b>	<b>Reimbursables</b>	<b>Start</b>	<b>Duration</b>	<b>End</b>
Original Contract Amount	\$37,000.00		11/19/2019		6/30/2020
<b>Total Agreement Amount</b>	<b>\$37,000.00</b>				

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**AGREEMENT NO 0367.00/ DESCRIPTION:**

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This agreement #0367.00 is incorporated herein by reference and included as part of the agenda.

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**Total Proposed Amount:** **\$37,000.00**

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**Contract End Date:** **6/30/2020**

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

To:	Board of Trustees	Date:	November 18, 2019
Re:	Award of Bid #1380 – Barrier Removal East Chapman Entry Repairs at Santiago Canyon College		
Action:	Request for Approval		

**BACKGROUND:**

This is an approval for the award of Bid #1380 for the barrier removal East Chapman entry repairs project at Santiago Canyon College. This barrier removal project is one of several large projects to address the Blaser settlement deficiency items and deadlines. The East Chapman entry roadway and sidewalk was originally constructed in 2014 as a secondary entry point to the campus. The existing sidewalk and roadway are adjacent a sloped hillside and during the rainy season, sand, dirt, and landscaping debris accumulates on the sidewalk leading into campus, which can impede pedestrian access. The project scope of work consists of providing a new concrete curb and gutter along the entire length of the existing sidewalk (backside of sidewalk adjacent the sloped hill). This addition will prevent slipping hazards on the sidewalk and capture water run off from the hillside to direct it into the existing catch basins. Hillside slope stabilization including minor grading, additional landscaping, and repairing the existing irrigation system is also included in the scope of work.

**ANALYSIS:**

Bid #1380 for the Barrier Removal East Chapman Entry Repairs project at Santiago Canyon College was advertised in the Orange County Register on September 15, 2019 and September 22, 2019. A Notice Inviting Formal Bids was sent to the trade journals and to 120 contractors from the District's qualified contractors list on September 16, 2019.

A mandatory job walk was conducted on September 24, 2019 and there were 17 attendees. Bids were opened on October 15, 2019, as noted on the attached bid summary. The District received eight bids for the project. Golden Gate Steel, Inc. dba Golden Gate Construction (Norwalk) submitted the lowest responsive bid in the amount of \$223,000. District staff has completed a due diligence review of contract documents to ensure compliance with license and bid bond requirements. After review of the bid received, the District recommends approval of award of Bid #1380 to Golden Gate Steel, Inc. dba Golden Gate Construction.

The anticipated start date is December 13, 2019. The estimated construction duration is 120 calendar days.

This project is funded by State Scheduled Maintenance Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees award Bid #1380 to Golden Gate Steel, Inc. dba Golden Gate Construction for Barrier Removal East Chapman Entry Repairs at Santiago Canyon College as presented.

Fiscal Impact:	\$223,000	Board Date: November 18, 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:	Marvin Martinez, Chancellor	



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

**BID SUMMARY**

<b>BID #1380</b>	<b>PROJECT:</b> Barrier Removal East Chapman Entry Repairs at Santiago Canyon College	<b>TIME: 2:00 P.M.</b> <b>DATE: October 15, 2019</b>
<b>BIDDERS</b>		<b>TOTAL BASE BID AMOUNT</b>
Golden Gate Steel, Incorporated dba Golden Gate Construction 14775 Carmenita Road Norwalk, CA 90650		\$223,000.00
Harbor Coating and Restoration 3943 East Donna Avenue Orange, CA 92869		\$244,730.00
RAMCO General Engineering Contractor P.O. Box 920878 Sylmar, CA 91392		\$340,000.00
Speedy Fix, Incorporated 3605 West MacArthur Boulevard, Suite 713 Santa Ana, CA 92704		\$344,000.00
Amtek Construction 946 North Lemon Street Orange, CA 92867		\$346,133.00
Sol Source, Incorporated dba DC Construction Management 26791 Pariso Drive Mission Viejo, CA 92691		\$419,125.00
Astra Builders, Incorporated 1227 South Dale Avenue Anaheim, CA 92804		\$474,374.00
Kazoni, Incorporated dba Kazoni Construction 150 Poularino Avenue, Suite D160 Costa Mesa, CA 92626		\$509,228.69

**8 TOTAL BIDDERS**

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

To:	Board of Trustees	Date:	November 18, 2019
Re:	Approval of Change Order #1 - Ramco General Engineering Contractor for Bid #1373 – Emergency Blue Phones & Accessible Path of Travel at Santa Ana College		
Action:	Request for Approval		

**BACKGROUND:**

On July 15, 2019, the Board of Trustees approved a contract with Ramco General Engineering Contractor for Bid #1373 for the Emergency Blue Phones & Accessible Path of Travel project at Santa Ana College. This project replaced nine existing yellow call boxes with blue light emergency phone towers and installed four new phone towers at different locations across campus. The bid was for the installation and labor services only as the purchase of the 13 new blue light emergency phone towers were under separate contract as approved by the Board of Trustees on September 10, 2018 to utilize the California Multiple Award Schedules (CMAS) contract for the procurement of the blue light emergency phone towers.

The emergency phones are intended to be highly visible on campus and the locations had been coordinated with the recommendation of the college and Campus Safety. There are currently seven existing blue light emergency phone towers that were installed as part of the Central Plant Utility Infrastructure project. This project upgraded the remaining old emergency phones and added additional emergency phones, all of which communicate directly with Campus Safety, and provided a total of 20 emergency blue phone locations across campus.

**ANALYSIS:**

Change Order #1 decreases the contract amount by \$10,000, which is a credit back to the District for an unused allowance related to unforeseen work. The District allowance was for additional demolition required due to unforeseen conditions requiring further repair, additional hardscape/concrete required to repair or replace to maintain a compliant path of travel, landscape and irrigation repairs. The contract amount has been decreased from \$75,000 to \$65,000.

Change Order #1 is also a non-compensable extension of time which extends the contract duration from 30 calendar days to 60 calendar days to allow additional time needed to complete the programming from the manufacturer. The District has reviewed the change order and has found the time extension to be fair and reasonable. Pursuant to Board Policy and Administrative Regulation 6600, it is recommended that the Board of Trustees approve the change order.

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

This project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 - Ramco General Engineering Contractor for Bid #1373 – Emergency Blue Phones & Accessible Path of Travel at Santa Ana College as presented.

Fiscal Impact:	\$10,000 Credit	Board Date: November 18, 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:	Marvin Martinez, Chancellor	



**Board Date:** November 18, 2019  
**Project/Bid No.** 3082/1373  
**Site:** Santa Ana College  
**Change Order (CO) No. :** 1

**Project Name:** 3082 Emergency Blue Phone & ADA POT  
**Contractor:** Ramco Engineering  
**Contract No.:** 20-P0058075

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
08/12/19	30	09/11/19	0	30	10/11/2019

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$75,000.00	
Previous Change Orders	0	\$0.00	0.0%
<b>This Change Order</b>	<b>0</b>	<b>(\$10,000.00)</b>	<b>-13.3%</b>
<b>Total Change Order (s)</b>		<b>(\$10,000.00)</b>	<b>-13.3%</b>
<b>Revised Contract Amount</b>		<b>\$65,000.00</b>	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount. The District allowance was for additional demolition required due to unforeseen conditions requiring further repair; additional hardscape/concrete required to repair or replace to maintain a compliant path of travel, landscape and irrigation repairs.	5	0	(\$10,000.00)	\$0.00	(\$10,000.00)
2	A noncompensable extension of time. Extend the contract duration from 30 calendar days to 60 calendar days to allow additional time needed to complete the programming from the manufacturer.	5	30	\$0.00	\$0.00	\$0.00
Subtotal				(\$10,000.00)	\$0.00	(\$10,000.00)
<b>Grand Total</b>						<b>(\$10,000.00)</b>

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

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Accept the Completion of Bid #1373 – Emergency Blue Phones & Accessible Path of Travel at Santa Ana College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On July 15, 2019, the Board of Trustees approved a contract with Ramco General Engineering Contractor for Bid #1373 for the Emergency Blue Phones & Accessible Path of Travel project at Santa Ana College. The project was completed on October 11, 2019.

**ANALYSIS:**

The District, upon approval by the Board of Trustees, will record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$65,000.

This project was funded by Capital Outlay Funds.

**RECOMMENDATION:**

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

Fiscal Impact:	N/A	Board Date: November 18, 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:	Marvin Martinez, Chancellor	

**RECORDING REQUESTED BY:**  
**Rancho Santiago Comm. College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**AND WHEN RECORDED MAIL TO:**

**Carri Matsumoto**  
**Rancho Santiago Community College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**THIS SPACE FOR RECORDER'S USE ONLY**

**NO FEES CHARGED PER GOVERNMENT CODE §27383**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
2323 N. Broadway  
Santa Ana, CA 92706-1640

## **NOTICE OF COMPLETION**

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located 1530 West 17<sup>th</sup> Street, Santa Ana, caused improvements to be made to the property to with: Bid #1373 for Emergency Blue Phones & Accessible Path of Travel at Santa Ana College, the contract for the doing of which was heretofore entered into on the 16th day of July, 2019, which contract was made with Ramco General Engineering Contractor Inc., PO 20-P0058075 as contractor; that said improvements were completed on the 11th day of October, 2019 and accepted by formal action of the governing Board of said District on the 18th day of November, 2019; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is United Surety Insurance Company.

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

Executed on \_\_\_\_\_, 2019 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_

Peter J. Hardash, Vice Chancellor  
Rancho Santiago Community College District

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature \_\_\_\_\_ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Change Order #1 - Ramco General Engineering Contractor for Bid #1374 – Emergency Blue Phones & Accessible Path of Travel at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On July 15, 2019, the Board of Trustees approved a contract with Ramco General Engineering Contractor for Bid #1374 for the Emergency Blue Phones & Accessible Path of Travel project at Santiago Canyon College. This project replaced fifteen existing yellow call boxes with blue light emergency phone towers and installed seven new phone towers at different locations across campus. The bid was for the installation and labor services only as the purchase of the 22 new blue light emergency phone towers were under separate contract as approved by the Board of Trustees on September 10, 2018 to utilize the California Multiple Award Schedules (CMAS) contract for the procurement of the blue light emergency phone towers.

The emergency phones are intended to be highly visible on campus and the locations had been coordinated with the recommendation of the college and Campus Safety. This project upgraded the remaining old emergency phones and added additional emergency phones, all of which communicate directly with Campus Safety, and provided a total of 22 emergency blue phone locations across campus.

**ANALYSIS:**

Change Order #1 decreases the contract amount by \$17,083.04, which is a credit back to the District for an unused allowance related to unforeseen work. The District allowance was for additional demolition required due to unforeseen conditions requiring further repair, additional hardscape/concrete required to repair or replace to maintain a compliant path of travel, landscape and irrigation repairs. The contract amount has been decreased from \$162,000 to \$144,916.96. Change Order #1 is also a non-compensable extension of time which extends the contract duration from 40 calendar days to 100 calendar days to allow additional time needed to complete the programming from the manufacturer. The District has reviewed the change order and has found the time extension to be fair and reasonable. Pursuant to Board Policy and Administrative Regulation 6600, it is recommended that the Board of Trustees approve the change order.

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

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

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1 - Ramco General Engineering Contractor for Bid #1374 to Ramco General Engineering Contractor for Emergency Blue Phones & Accessible Path of Travel at Santiago Canyon College as presented.

Fiscal Impact:	\$17,083.04 Credit	Board Date: November 18, 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:	Marvin Martinez, Chancellor	



Board Date: November 18, 2019  
 Project/Bid No. 3081/1374  
 Site: Santiago Canyon College  
 Change Order (CO) No. : 1

Project Name: 2732.1 Emergency Blue Phone & ADA POT  
 Contractor: Ramco Engineering  
 Contract No.: 20-P0057927

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
07/22/19	40	08/31/19	0	60	10/30/2019

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$162,000.00	
Previous Change Orders	0	\$0.00	0.0%
<b>This Change Order</b>	<b>0</b>	<b>(\$17,083.04)</b>	<b>-10.5%</b>
<b>Total Change Order (s)</b>		<b>(\$17,083.04)</b>	<b>-10.5%</b>
<b>Revised Contract Amount</b>		<b>\$144,916.96</b>	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for unused District allowance. The change order will result in a credit to the contract amount. The District allowance was for additional demolition required due to unforeseen conditions requiring further repair; additional hardscape/concrete required to repair or replace to maintain landscape and irrigation repairs.	5	0	(\$20,000.00)	\$0.00	<b>(\$20,000.00)</b>
2	Addition of a 8" concrete curb to prevent soil erosion at one phone location.	5	0	\$0.00	\$2,916.96	<b>\$2,916.96</b>
2	A noncompensable extension of time. Extend the contract duration from 40 calendar days to 100 calendar days to allow additional time needed to complete the programming from the manufacturer.	5	60	\$0.00	\$0.00	<b>\$0.00</b>
Subtotal				(\$20,000.00)	\$2,916.96	<b>(\$17,083.04)</b>
<b>Grand Total</b>						<b>(\$17,083.04)</b>

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES**

To:	Board of Trustees	Date: November 18, 2019
Re:	Accept the Completion of Bid #1374 – Emergency Blue Phones & Accessible Path of Travel at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

**BACKGROUND:**

On July 15, 2019, the Board of Trustees approved a contract with Ramco General Engineering Contractor for Bid #1374 for the Emergency Blue Phones & Accessible Path of Travel project at Santiago Canyon College. The project was completed on October 30, 2019.

**ANALYSIS:**

The District, upon approval by the Board of Trustees, will record a Notice of Completion with the office of the Orange County Clerk-Recorder, as outlined under California Civil Code §9204. Total cost of the project was \$144,916.96.

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

**RECOMMENDATION:**

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

Fiscal Impact:	N/A	Board Date: November 18, 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:	Marvin Martinez, Chancellor	

**RECORDING REQUESTED BY:**  
**Rancho Santiago Comm. College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**AND WHEN RECORDED MAIL TO:**

**Carri Matsumoto**  
**Rancho Santiago Community College District**  
**2323 N. Broadway**  
**Santa Ana, CA 92706-1640**

**THIS SPACE FOR RECORDER'S USE ONLY**

**NO FEES CHARGED PER GOVERNMENT CODE §27383**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
2323 N. Broadway  
Santa Ana, CA 92706-1640

## **NOTICE OF COMPLETION**

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santiago Canyon College, located 8045 East Chapman Avenue, Orange, caused improvements to be made to the property to with: Bid #1374 for Emergency Blue Phones & Accessible Path of Travel at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 16th day of July, 2019, which contract was made with Ramco General Engineering Contractor Inc., PO 20-P0057927 as contractor; that said improvements were completed on the 30th day of October, 2019 and accepted by formal action of the governing Board of said District on the 18th day of November, 2019; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is United Surety Insurance Company.

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

Executed on \_\_\_\_\_, 2019 at Santa Ana, California.

Rancho Santiago Community College District of Orange County, California

by \_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Rancho Santiago Community College District

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, proved to me on this basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Signature \_\_\_\_\_ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of California Multiple Award Schedule (CMAS), Contract #4-19-00-0115B to I.P.S. Group, Inc.	
Action:	Request for Approval	

**BACKGROUND:**

The RSCCD Safety Department completed an evaluation of our current parking permit dispensers at both Santa Ana College and Santiago Canyon College. The current dispenser kiosks are aged and in need of replacing. Based on evaluation results it was determined that the current operating system is outdated, not energy efficient and does not provide for alternative payment options outside of cash or credit cards. In order to ensure that the District has the ability to provide the most up-to-date technological options for students, the District reviewed several cooperative contracts available for use by California community colleges for replacing the existing kiosks.

**ANALYSIS:**

I.P.S. Group, Inc. offers integrated products that provide power-efficient kiosks and alternative payment options such as Apple Pay and Google Pay. The optional products include an enforcement management system for web-based citation management; a permit management system which provides the flexibility to manage parking permits electronically and a public citation management portal that allows for individuals to access their parking citation information and payment methods. Based on the various products available, the District selected the I.P.S. Group Inc. product.

This purchase is for a total of twenty (20) IPS MS1 Pay and Display kiosks. Ten (10) for Santa Ana College and ten (10) for Santiago Canyon College. The total cost for this project, including installation is \$184,568.32 and will be funded by parking revenue. Approval of this CMAS contract will allow the District to purchase and install the twenty (20) kiosks including required components.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the use of the California Multiple Award Schedule (CMAS), Contract #4-19-00-0115B with I.P.S Group, Inc., for parking permit dispensers, including renewals, future addendums, supplements and extensions as presented.

Fiscal Impact:	\$184,568.32	Board Date: November 18, 2019
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

State of California  
**MULTIPLE AWARD SCHEDULE**  
**I.P.S. Group, Inc.**

CMAS NUMBER:	<b>4-19-00-0115B</b>
AMENDMENT NUMBER:	N/A
CMAS TERM DATES:	10/18/2019 through 7/31/2022
CMAS CATEGORY:	Non Information Technology Commodities
APPLICABLE TERMS & CONDITIONS:	<u>December 1, 2017</u> ( <a href="http://www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Commodities-CMAS-Terms-and-Conditions.ashx?la=en&amp;hash=9AD54FF697C740F342E8B9B5BDEEDFC263632CB3">www.dgs.ca.gov/-/media/Divisions/PD/Acquisitions/CMAS/Non-IT-Commodities-CMAS-Terms-and-Conditions.ashx?la=en&amp;hash=9AD54FF697C740F342E8B9B5BDEEDFC263632CB3</a> )
MAXIMUM ORDER LIMIT:	State Agencies: <b>See Purchasing Authority Dollar Threshold provision</b> Local Government Agencies: <b>Unlimited</b>
FOR USE BY:	State & Local Government Agencies
BASE SCHEDULE #:	NCPA 05-36
BASE SCHEDULE HOLDER:	IPS Group

This CMAS provides for the purchase, warranty, maintenance and installation of parking meters and accessories. (See page 3 for the restrictions applicable to this CMAS.)

*Original Signature on File* Effective Date: **10/18/2019**  
**JANNA WELK, Program Analyst, California Multiple Award Schedules Unit**

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Acceptance of Donation of Fire Engines from the City of Laguna Beach and the City of Orange	
Action:	Request for Approval	

**BACKGROUND**

Fire agencies throughout Orange County occasionally donate surplus fire engines to the Santa Ana College Fire Academy. As prescribed in BP3820 such donations must be accepted by Board action.

**ANALYSIS**

The City of Laguna Beach would like to donate a 1999 International Master Body, Model 19 Type III Fire Engine to the SAC Fire Academy. The VIN number is 1HTSDADN7XH671530 and the odometer reads 46,648. The estimated value of the unit is \$1,000.

The City of Orange would also like to donate a 1997 Seagrave Type I Fire Engine to the SAC Fire Academy. The VIN number is 1F9EW28T6VCST2027 and the odometer reads 144,191. The estimated value of this unit is \$1,000.

These vehicles have been maintained extremely well, are in good condition and will be put to use in support of day-to-day activities related to wildland firefighting and fire training skills for students enrolled in the SAC Fire Academy. In compliance with BP6752, the District will have the units registered to Rancho Santiago Community College District.

**RECOMMENDATION**

It is recommended that the Board of Trustees accept the donation of Fire Engines from the City of Laguna Beach and the City of Orange as presented.

Fiscal Impact:	None	Board Date: November 18, 2019
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	



# CITY OF LAGUNA BEACH

505 Forest Ave.  
Laguna Beach, CA 92651

Phone: (949) 497-0700  
Fax: (949) 497-0784



## FIRE DEPARTMENT

October 8, 2019

Michael Busch  
Interim, Director of Fire Instruction  
Santa Ana College  
1530 West 17<sup>th</sup> St. A-113  
Santa Ana, CA 92706-3398

Dear Mr. Busch,

The Laguna Beach Fire Department has enjoyed a long and positive relationship with Santa Ana College and its Fire Academy. We are also very pleased to see the college's commitment to training your new-fire recruits in Wildland Firefighting and would like to support this program by donating a Type 3 Wildland Fire Engine.

The following is the identifying vehicle information:

- 1999 International Master Body, Model 19.
- Odometer – 46,648
- VIN# - 1HTSDADN7XH671530

Please let me know if you need anything else from me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael C. Garcia".

Michael C. Garcia  
Fire Chief  
Laguna Beach Fire Department



## ORANGE CITY FIRE DEPARTMENT

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OFFICE OF THE FIRE CHIEF • WWW.CITYOFORANGE.ORG • PHONE: (714) 288-2501 • FAX: (714) 744-6035

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October 3, 2019

Mike Busch  
Director of Fire Instruction  
Santa Ana College  
1530t 17<sup>th</sup> St. A-113  
Santa Ana, CA 92706-3398

**RE: DONATION OF 1997 SEAGRAVE TYPE 1 ENGINE**

Dear Mr. Busch,

As you are aware, the Orange City Fire Department has enjoyed a long and positive relationship with Santa Ana College and its Fire Academy. We would like to donate this vehicle (described below) to the Rancho Santiago Community College District and the purpose of this correspondence is to formalize that intent.

The identifying vehicle information is as follows:

- 1997 Seagrave Type 1 Engine
- Odometer – 144191
- VN# - 1F9EW28T6VCST2027
- Value - \$500.00 - \$1000.00

Please let me know if you need anything else from me.

Sincerely,

Christopher Boyd  
Fire Chief

4.12 (3)

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

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Disposal of Surplus Vehicles	
Action:	Request for Approval	

**BACKGROUND**

The Santa Ana College Fire Academy and the Automotive Technology Division have five vehicles that have exceeded their useful lives and are no longer needed. Legally, in order to dispose of District property, the Board of Trustees must take action to declare the property as surplus prior to donation or auction.

**ANALYSIS**

Based on the age and/or condition of the vehicles, it is recommended to not donate the vehicles listed below to other schools or non-profit organizations. Below is a list of the vehicles recommended to be declared surplus property and sent to auction:

RSCCD Tag	VIN	Year	Make/Model	Odometer/Hours	Issues or Rationale for Retiring
N/A	JT2BG22R3W0125218	1999	Toyota Camry	N/A missing dashboard	No longer needed as a training aid, does not run
N/A	4TAWN72NXTZ122552	1996	Toyota Tacoma	23,996	No longer needed as a training aid, does not run
322436	5XYKT3A10BG000679	2010	Kia Sorento	3,495	No longer needed as a training aid, does not run
320025	1VABTAK81HJ43754	2001	Freightliner FL70 Stake Bed	230,794	No longer needed as a training aid
315405	HCC1309585	1985	Hahn Fire Apparatus	138,103	No longer needed as a training aid

Ken Porter Auctions (KPA) can auction surplus vehicles in accordance with the terms and conditions of the current agreement the Board of Trustees approved on September 24, 2018. The auctioneer's commission fee is 5% of the gross sales, less transportation fees which vary from \$50 to \$120 depending on the size of the vehicle. The fee from KPA includes de-logo,

smog/safety inspection, advertising and paperwork required by the Department of Motor Vehicles (DMV). The District has utilized the services of KPA in the past and their performance and service has been satisfactory. This process is in accordance with BP6550 and AR6550.

**RECOMMENDATION**

It is recommended that the Board of Trustees declare two District owned vehicles as surplus property and to utilize Ken Porter Auctions to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: November 18, 2019
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

09/22/19 thru 10/19/19

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-B0001711	09/23/19	71	Student Activities	Excess/Copies Usage	KONICA MINOLTA BUSINESS	2,500.00
20-B0001713	09/25/19	71	Student Life & Leadership	Other Operating Exp & Services	UNIVERSAL ATHLETIC SERVICES INC	318.78
20-B0001714	09/26/19	79	Auxiliary Services Office	Equip-All Other >\$1,000<\$5,000	OFFICE DEPOT BUSINESS SVCS	200.00
20-B0001715	09/26/19	79	Admissions & Records	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	2,165.50
20-B0001716	09/26/19	71	Student Life & Leadership	Other Operating Exp & Services	APPLE COMPUTER INC	4,729.62
20-B0001717	10/01/19	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	1,497.04
20-B0001718	10/01/19	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	852.70
20-B0001719	10/01/19	71	Student Life & Leadership	Other Operating Exp & Services	ALBERTSONS/SAFEWAY	200.00
20-B0001721	10/03/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	GOLDEN STAR TECHNOLOGY, INC.	3,581.84
20-B0001722	10/03/19	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	831.42
20-B0001723	10/03/19	71	Student Activities	Other Operating Exp & Services	SIMS ORANGE WELDING SUPPLY	31.56
20-B0001724	10/07/19	79	International Student Program	Non-Instructional Supplies	STAPLES CONTRACT & COMMERCIAL INC	96.47
20-B0001725	10/08/19	79	Auxiliary Services Office	Contracted Services	KOALA TEE SCREENPRINTING, INC.	200.00
20-B0001726	10/08/19	79	Auxiliary Services Office	Contracted Services	4 IMPRINT	200.00
20-B0001727	10/10/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	JESSE HELLEN-LLOYD	2,000.00
20-B0001728	10/10/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	DAKTRONICS	275.00
20-B0001729	10/10/19	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	723.73
20-B0001730	10/10/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	CERTIFIED TRANSPORTATIONS	570.48
20-B0001731	10/14/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	CERTIFIED TRANSPORTATIONS	496.48
20-B0001732	10/14/19	79	Continuing Education Division	Other Operating Exp & Services	CERTIFIED TRANSPORTATIONS	1,140.96
20-B0001733	10/14/19	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	173.29
20-B0001734	10/16/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	IDVILLE	439.45
20-B0001735	10/16/19	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	SMART & FINAL	400.00
20-B0001736	10/16/19	79	Auxiliary Services Office	Non-Instructional Supplies	DON BOOKSTORE	1,000.00
20-B0001737	10/18/19	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	565.16
20-P0058674	09/23/19	12	Geography	Software License and Fees	FOUNDATION FOR CALIFORNIA	2,500.00
20-P0058675	09/23/19	11	District Wide Technology	Non-Instructional Supplies	CABLE EXPRESS CORP	21,161.73
20-P0058676	09/23/19	33	CDC Administration	Contracted Services	ACERO	5,962.05
20-P0058677	09/23/19	62	Risk Management	Non-Instructional Supplies	AMAZON COM	70.67
20-P0058678	09/23/19	12	Pathways to Teaching	Books, Mags & Subscrip-Non-Lib	RSCCD	2,766.21
20-P0058679	09/23/19	11	Grounds	Contracted Services	AMERICAN CITY PEST CONTROL INC	850.00
20-P0058680	09/23/19	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	448.41
20-P0058681	09/23/19	11	Admissions & Records	Inst Dues & Memberships	CACCRAO CALIF ASSOC OF COMMUNITY	300.00
20-P0058682	09/23/19	12	Science Learning Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	848.04
20-P0058683	09/23/19	12	Biology	Equip-All Other > \$5,000	FOLLETT LLC	7,973.71
20-P0058684	09/23/19	12	LA/OC Regional Consortia	Food and Food Service Supplies	SMART & FINAL	500.00
20-P0058685	09/23/19	11	Public Affairs/Gov Rel Office	Software License and Fees	HOPKINS DEAN ALAN	700.00
20-P0058686	09/23/19	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	22,400.00
20-P0058687	09/24/19	12	Talent Search	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	37.20
20-P0058688	09/24/19	11	Human Resources Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	2,440.65
20-P0058689	09/24/19	12	Welding	Equip-All Other > \$5,000	GOLDEN STAR TECHNOLOGY, INC.	5,089.90
20-P0058690	09/24/19	12	Short-Term Vocational	Instructional Supplies	CARQUEST AUTO PARTS	1,200.00

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No. 4.14

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

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09/22/19 thru 10/19/19

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 20-P0058691	09/24/19	12	Academic Affairs Office	Software License and Fees	FARMERS AND MERCHANTS BANK OF LB	1,000.00
* 20-P0058691	09/24/19	13	Santiago Canyon College	Software License and Fees	FARMERS AND MERCHANTS BANK OF LB	3,000.00
PO Amt Total for * 20-P0058691:						4,000.00
20-P0058692	09/24/19	12	Welding	Instructional Supplies	SIMS ORANGE WELDING SUPPLY	11,923.15
20-P0058693	09/24/19	12	MESA	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
20-P0058694	09/24/19	12	Library Services	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	7,000.00
20-P0058695	09/24/19	12	Television (TV/Film/Video)	Instructional Supplies	AMAZON COM	163.75
20-P0058696	09/25/19	41	Facility Planning Office	Site Improv - DSA Project Insp	MARTIN BROTHERS CONSTRUCTION SERVICES	8,925.00
20-P0058697	09/25/19	12	Center for Teacher Education	Contracted Services	HYATT REGENCY LOS ANGELES INTE	10,000.00
20-P0058698	09/25/19	11	Digital Media Center	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	2,000.00
20-P0058699	09/25/19	12	Welding	Equip-All Other > \$5,000	SIMS ORANGE WELDING SUPPLY	14,842.14
20-P0058700	09/25/19	12	Student Equity	Food and Food Service Supplies	VIVA LIBRE RESTAURANT CONCEPTS, INC.	1,467.88
20-P0058701	09/25/19	12	Chemistry	Software License and Fees	WAVEFUNCTION INC	4,500.00
20-P0058702	09/25/19	12	Biology	Instructional Supplies	NEW ENGLAND BIOLABS INC	79.26
20-P0058703	09/25/19	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	130.07
20-P0058704	09/25/19	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	2,258.72
20-P0058705	09/25/19	12	Student Equity	Non-Instructional Supplies	JOVANNYS A. MEJIA	386.38
20-P0058707	09/25/19	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	MATCO TOOLS	12,388.82
20-P0058708	09/25/19	12	Pathways to Teaching	Other Licenses & Fees	PROJECT TOMORROW	2,415.00
20-P0058709	09/25/19	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	451.12
20-P0058710	09/25/19	13	Maintenance	Contracted Services	D4 SOLUTIONS INC.	1,310.79
20-P0058711	09/25/19	11	Mailroom	Postage	UNITED STATES POSTAL SERVICE	2,620.00
20-P0058712	09/25/19	11	Mailroom	Postage	PURCHASE POWER	100,000.00
20-P0058713	09/25/19	12	Library Services	Library Books	EBSCO	326.25
20-P0058714	09/25/19	13	Maintenance	Non-Instructional Supplies	GRAINGER	4,000.00
20-P0058715	09/25/19	11	Mailroom	Postage	PURCHASE POWER	10,000.00
20-P0058716	09/25/19	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	KELLY PAPER	2,496.65
* 20-P0058717	09/25/19	11	Admin Services Office	Non-Instructional Supplies	SYRUS OLAMAI	300.00
* 20-P0058717	09/25/19	13	Admin Services Office	Non-Instructional Supplies	SYRUS OLAMAI	1,000.00
PO Amt Total for * 20-P0058717:						1,300.00
20-P0058718	09/25/19	12	Computer Science	Equip-All Other >\$1,000<\$5,000	ROBOT LAB INC	1,748.00
20-P0058719	09/26/19	12	Exercise Science	Instructional Supplies	AMAZON COM	472.66
20-P0058720	09/26/19	11	Mailroom	Postage	POSTMASTER	150,000.00
20-P0058721	09/26/19	12	Library Services	Library Books - Periodicals	EBSCO SUBSCRIPTION SERVICES	16,803.30
20-P0058722	09/26/19	12	Health Sciences Education	Equip-Software >\$1,000 <\$5,000	LAERDAL MEDICAL CORP	2,339.97
20-P0058723	09/26/19	12	Kinesiology - Intercoll Athlet	Instructional Supplies	MOLTEN USA INC	637.17
20-P0058724	09/26/19	12	Kinesiology - Intercoll Athlet	Instructional Supplies	KAI ATHLETIC	1,255.59
20-P0058725	09/26/19	12	Nursing	Equip-w/Contr Svc > \$5,000	POCKET NURSE	42,293.03
20-P0058726	09/26/19	12	Kinesiology - Intercoll Athlet	Instructional Supplies	DAKTRONICS	64.63
20-P0058727	09/26/19	12	Career Ed & Work Dev Office	Contracted Services	INLAND MOVING AND STORAGE CO., INC.	2,410.00
20-P0058728	09/26/19	12	Veterans Resource Center	Inst Dues & Memberships	WESTOP	375.00
20-P0058729	09/26/19	12	Counseling	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	353.97

4.14 (2)

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0058730	09/26/19	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	600.39
20-P0058731	09/27/19	12	CJ/Academies	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	2,674.44
20-P0058732	09/27/19	12	Occupational Therapy	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	87.39
20-P0058733	09/27/19	11	Maintenance & Operations	Landscaping	QUEZADA PRO LANDSCAPE INC	7,120.00
20-P0058734	09/27/19	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	246.05
20-P0058735	09/27/19	12	Financial Aid Office	Inst Dues & Memberships	NATIONAL STUDENT EMPLOYMENT ASSOCIATION	450.00
20-P0058736	09/27/19	12	Career Ed & Work Dev Office	Food and Food Service Supplies	HARKISON	576.00
20-P0058737	09/27/19	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	24.02
20-P0058738	09/27/19	11	Nursing	Inst Dues & Memberships	CALIF ORG OF ASSOC DEGREE NURSING PROGRAMS- S	100.00
20-P0058739	09/27/19	12	CJ/Academies	Instructional Supplies	M F ATHLETIC COMPANY INC	1,016.11
20-P0058740	09/27/19	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,310.54
20-P0058741	09/27/19	12	Learning Support Center	Food and Food Service Supplies	KATHARINE L. WALCZAK	1,574.15
20-P0058742	09/27/19	12	Sci, Math, Health Sci Office	Instructional Supplies	APPERSON	158.29
20-P0058743	09/27/19	41	Facility Planning Office	Site Improv - Land Survey	BKF ENGINEERS	12,480.00
20-P0058744	09/27/19	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	MATCO TOOLS	8,708.84
20-P0058745	09/27/19	12	Automotive Technology/Engine	Instructional Supplies	MIDWEST MOTOR SUPPLY CO, INC.	2,119.12
20-P0058746	09/27/19	11	Public Affairs/Gov Rel Office	Community/Public Relations	SANTA ANA CHAMBER OF COMMERCE	900.00
20-P0058748	09/27/19	12	Health Sciences Education	Books, Mags & Subscrip-Non-Lib	GREY HOUSE PUBLISHING	2,572.67
20-P0058749	09/27/19	12	Learning Support Center	Food and Food Service Supplies	BENJAMIN R. HAGER	200.46
20-P0058750	09/27/19	12	Welding	Instructional Supplies	SIMS ORANGE WELDING SUPPLY	7,215.76
20-P0058751	09/27/19	12	CJ/Academies	Instructional Supplies	COULTER VENTURES, LLC	9,019.99
20-P0058752	09/27/19	12	Academic Affairs Office	Instructional Supplies	SWEETWATER SOUND	1,520.89
20-P0058753	09/27/19	12	LA/OC Regional Consortia	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	281.17
20-P0058754	09/27/19	12	Athletics	Instructional Supplies	SAN JUAN SOCCER INC	373.46
20-P0058755	09/27/19	12	Biology	Instructional Supplies	VWR FUNDING INC	2,106.15
20-P0058756	09/27/19	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	6,478.55
20-P0058757	09/27/19	12	Dance	Instructional Supplies	HILDE VOLLSTAD BYRNE	2,294.14
20-P0058758	09/27/19	12	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	650.00
20-P0058759	09/27/19	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	256.18
20-P0058760	09/27/19	12	Kinesiology - Intercol Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	2,554.17
20-P0058761	09/27/19	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	OXFORD UNIV PRESS	463.54
20-P0058762	09/27/19	12	Continuing Education Division	Software License and Fees	VALSOFT CORPORATION	4,000.00
20-P0058763	09/27/19	12	Health & Wellness	Contracted Services	MEDICAL BILLING TECH INC	195.31
20-P0058764	09/27/19	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	MATCO TOOLS	9,339.21
20-P0058765	09/27/19	12	Small Business Dev Ctr Office	Internet Services	T-MOBILE USA INC	654.50
20-P0058766	09/27/19	12	Biology	Equip-All Other >\$1,000<\$5,000	VWR FUNDING INC	4,969.83
20-P0058767	09/27/19	12	Biology	Instructional Supplies	C.C. IMEX	1,630.72
20-P0058768	09/27/19	13	Grounds	Maint/Oper Service Agreements	LAWNSCAPE SYSTEMS	12,625.00
20-P0058769	09/27/19	12	Computer Science	Equip-All Other > \$5,000	ROBOT LAB INC	7,095.80
20-P0058770	09/30/19	11	Public Affairs/Gov Rel Office	Internet Services	CISION US INC	3,775.00
20-P0058771	09/30/19	12	Student Equity	Inst Dues & Memberships	CCLC COMMUNITY COLLEGE LEAGUE	4,000.00
20-P0058772	09/30/19	12	Fine & Performing Arts Office	Instructional Supplies	TERRAKOTTA, INC.	1,200.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0058773	09/30/19	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	300.00
20-P0058774	09/30/19	33	CDC Administration	Food and Food Service Supplies	SMART & FINAL	800.00
20-P0058775	09/30/19	12	Manufacturing Technology	Instructional Supplies	MCMASTER CARR SUPPLY CO	2,000.00
20-P0058776	09/30/19	12	Manufacturing Technology	Instructional Supplies	DIX METALS	2,000.00
20-P0058777	09/30/19	12	Manufacturing Technology	Instructional Supplies	US SHOP TOOLS	2,000.00
20-P0058778	09/30/19	12	Manufacturing Technology	Instructional Supplies	MSC INDUSTRIAL SUPPLY CO. INC	2,000.00
20-P0058779	09/30/19	12	Manufacturing Technology	Instructional Supplies	TNR TECHNICAL INC	400.00
20-P0058780	09/30/19	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
20-P0058781	09/30/19	12	Veterans Resource Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
20-P0058782	09/30/19	12	Veterans Resource Center	Non-Instructional Supplies	DON BOOKSTORE	200.00
20-P0058783	09/30/19	12	Health Sciences Education	Instructional Supplies	VITALITY MEDICAL INC	415.02
20-P0058784	09/30/19	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
20-P0058785	09/30/19	12	Human Development	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	300.00
20-P0058786	09/30/19	12	Health Sciences Education	Instructional Supplies	EMERGENCY MEDICAL PRODUCTS, INC	440.42
20-P0058787	09/30/19	41	Facility Planning Office	Bldg Impr - Materials OFIBO	ALAN LEWIS, INC	19,981.83
20-P0058788	09/30/19	12	Emergency Medical Technician	Instructional Supplies	POCKET NURSE	404.84
20-P0058789	09/30/19	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
20-P0058790	09/30/19	12	Health Sciences Education	Books, Mags & Subscrip-Non-Lib	WOLTERS KLUWER CLINICAL DRUG INFORMATION INC	652.98
20-P0058791	09/30/19	12	Safety & Parking - DO	Contracted Services	NICOLE MILLER & ASSOC INC	658.50
20-P0058792	09/30/19	12	Special Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	750.00
20-P0058793	09/30/19	12	Engineering	Instructional Supplies	HOME DEPOT	500.00
20-P0058794	09/30/19	12	Art	Instructional Supplies	ULINE	297.58
20-P0058795	09/30/19	11	Publications	Equip-All Other >\$1,000<\$5,000	INFORMATION MANAGEMENT DBA: MYBINDING.COM	1,857.25
20-P0058796	09/30/19	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	32,902.23
20-P0058797	09/30/19	12	Special Services Office	Food and Food Service Supplies	DON BOOKSTORE	360.00
20-P0058798	09/30/19	12	Phillips Hall	Instructional Supplies	HOME DEPOT	5,000.00
20-P0058799	09/30/19	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	400.00
20-P0058800	09/30/19	11	Human Resources Office	Contracted Services	SEHI COMPUTER PRODUCTS	75.00
20-P0058801	10/01/19	12	Counseling	Software License and Fees	COLLEGESOURCE INC	8,789.00
20-P0058802	10/01/19	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	231.72
20-P0058803	10/01/19	13	Maintenance	Contracted Services	COAST ELECTRIC	4,061.25
20-P0058804	10/01/19	41	Facility Planning Office	Site Improv - Contractor Svcs	SOL SOURCE, INC.	3,500.00
20-P0058805	10/01/19	12	Continuing Education Division	Contracted Services	INTERACT COMMUNICATIONS	125,000.00
20-P0058806	10/01/19	62	Risk Management	Non-Instructional Supplies	AMAZON COM	109.20
20-P0058807	10/01/19	13	Admin Services Office	Contracted Services	ONE OC	11,400.00
20-P0058808	10/01/19	41	Facility Planning Office	Site Improv - AE Fee	SVA ARCHITECTS, INC	120,300.00
20-P0058809	10/01/19	11	Maintenance	Maint/Oper Service Agreements	BLUERAY MANAGEMENT	5,400.00
20-P0058810	10/01/19	12	Orange Educ Ctr-Instruction	Instructional Supplies	LAKESHORE LEARNING MATERIALS	997.96
20-P0058811	10/01/19	13	Educational Services Office	Contracted Services	LINDA CHERISE LANGGLE	10,000.00
20-P0058812	10/01/19	12	Health & Wellness	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,207.52
20-P0058813	10/02/19	12	Career Ed & Work Dev Office	Rental - Other (Short-term)	PACIFIC AIRSHOW, LLC	2,000.00
20-P0058814	10/02/19	11	Maintenance	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	120.16

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09/22/19 thru 10/19/19

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0058815	10/02/19	12	Computer Science	Instructional Supplies	CDW GOVERNMENT INC.	710.99
20-P0058816	10/02/19	12	Engineering	Instructional Supplies	SOURCE GRAPHICS	716.99
20-P0058817	10/02/19	12	Engineering	Instructional Supplies	ART SUPPLY WAREHOUSE	262.20
20-P0058818	10/02/19	12	Engineering	Instructional Supplies	ROBOTSHOP INC	508.23
20-P0058819	10/02/19	12	Engineering	Instructional Supplies	AMAZON COM	314.31
20-P0058820	10/02/19	12	Engineering	Instructional Supplies	AMAZON COM	621.47
20-P0058821	10/02/19	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	95.00
20-P0058822	10/02/19	12	Special Services Office	Other Exp Paid for Students	SVM LP	1,312.45
20-P0058823	10/02/19	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	1,450.00
20-P0058824	10/02/19	12	EOPS	Other Exp Paid for Students	DOS MEXICANOS GRILL	173.00
20-P0058825	10/02/19	12	Academic Affairs Office-VP	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	1,906.61
20-P0058826	10/02/19	11	Kinesiology - Physical Educ	Maint Contract - Other Equip	MKH ELECTRONICS	425.00
20-P0058827	10/02/19	12	Legal Studies	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	237.41
20-P0058828	10/02/19	12	Legal Studies	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,364.19
20-P0058829	10/02/19	12	EOPS	Food and Food Service Supplies	THE HABIT RESTAURANT, LLC	5,717.79
20-P0058830	10/02/19	12	International Business	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	729.35
20-P0058831	10/02/19	12	Legal Studies	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	636.22
20-P0058832	10/02/19	11	Publications	Non-Instructional Supplies	VERITIV OPERATING COMPANY	5,000.00
20-P0058833	10/02/19	13	Workforce Education	Contracted Services	ANGELA LUCENTE	21,200.00
20-P0058834	10/03/19	11	Digital Media Center	Maint/Oper Service Agreements	ORKIN PEST CONTROL	1,874.88
20-P0058837	10/03/19	11	Administrative Services Office	Contracted Services	PYRO-COMM SYSTEMS INC	6,919.00
20-P0058838	10/03/19	11	Maintenance	Maint/Oper Service Agreements	STATE CHEMICAL MFG CO	12,977.33
20-P0058839	10/03/19	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	1,759.50
20-P0058840	10/04/19	12	Automotive Technology/Engine	Equip-All Other > \$5,000	SNAP ON EQUIPMENT	1,242.81
20-P0058841	10/04/19	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
20-P0058842	10/04/19	11	Public Affairs/Gov Rel Office	Books, Mags & Subscrip-Non-Lib	CHRONICLE OF HIGHER ED	99.95
20-P0058843	10/04/19	12	Orientation/Coord/Training	Non-Instructional Supplies	SMART LEVELS MEDIA	660.96
20-P0058844	10/04/19	11	District Wide Technology	Contracted Services	VPLS SOLUTIONS LLC	11,800.00
20-P0058846	10/04/19	12	Counseling	Contracted Services	SEHI COMPUTER PRODUCTS	2,160.00
20-P0058847	10/04/19	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	12,200.00
20-P0058849	10/07/19	12	Career Center	Internet Services	COLLEGESOURCE INC	10,264.00
20-P0058850	10/07/19	12	Nursing	Equip-All Other >\$1,000<\$5,000	EMERGENCY MEDICAL PRODUCTS, INC	19,632.94
20-P0058851	10/07/19	11	Central Plant	Contracted Services	ECOLAB EQUIPMENT CARE	8,547.48
20-P0058852	10/07/19	13	Maintenance	Contracted Repair Services	ACCO ENGINEERED SYSTEMS INC	910.00
20-P0058853	10/07/19	12	Counseling	Software License and Fees	THE MYERS-BRIGGS COMPANY	195.00
20-P0058854	10/07/19	12	Health & Wellness	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,207.52
20-P0058855	10/07/19	12	Academic Computing Center	Software License and Fees	NETOP	1,438.80
20-P0058856	10/07/19	12	Geology	Instructional Supplies	AMAZON COM	417.77
20-P0058857	10/07/19	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	4,054.85
20-P0058858	10/07/19	12	Pathways to Teaching	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	31.56
20-P0058859	10/07/19	12	Career Education Office	Instructional Supplies	FISHER SCIENTIFIC	13,691.30
20-P0058860	10/07/19	12	Orange Educ Ctr-Instruction	Instructional Supplies	LEARNING GLASS SOLUTIONS INC	9,976.98

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0058861	10/07/19	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	1,743.90
20-P0058862	10/07/19	12	Health & Wellness	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	241.56
20-P0058863	10/07/19	12	Short-Term Vocational	Contracted Services	IRVINE MEGAN ONEILL	1,540.00
20-P0058864	10/07/19	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	NEW READERS PRESS	925.20
20-P0058865	10/07/19	12	Career Education Office	Advertising	CRAIG KELMAN & ASSOCIATES	1,450.00
20-P0058866	10/07/19	12	Biology	Instructional Supplies	HANNA INSTRUMENTS USA INC	5,260.39
20-P0058867	10/07/19	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	8,111.21
20-P0058868	10/07/19	12	LA/OC Regional Consortia	Non-Instructional Supplies	AMAZON COM	167.81
20-P0058869	10/07/19	12	Short-Term Vocational	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	28,549.56
20-P0058870	10/07/19	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	92.86
20-P0058871	10/07/19	12	Short-Term Vocational	Equip-All Other >\$1,000<\$5,000	A TECH TRAINING	4,633.27
20-P0058872	10/07/19	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	4,458.13
20-P0058873	10/07/19	43	Facility Planning Office	Buildings - OCIP	ARTHUR J. GALLAGHER & CO.	15,082.68
20-P0058874	10/07/19	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	7,800.00
20-P0058875	10/07/19	12	Career Ed & Work Dev Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	874.83
20-P0058876	10/07/19	13	Counseling Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	31.13
20-P0058877	10/07/19	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	6,992.70
20-P0058878	10/07/19	13	Counseling Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	574.00
20-P0058879	10/07/19	13	Santiago Canyon College	Contracted Services	QUICK CAPTION	1,700.00
20-P0058880	10/07/19	13	Maintenance	Contracted Repair Services	VERNES PLUMBING INC	3,441.60
20-P0058881	10/07/19	12	Diesel	Instructional Supplies	MATCO TOOLS	13,600.87
20-P0058882	10/07/19	13	Counseling Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	292.24
20-P0058883	10/07/19	12	Physics	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	25,694.60
20-P0058884	10/08/19	12	CJ/Academies	Equip-All Other >\$1,000<\$5,000	SOUTHWEST MOBILE STORAGE, INC.	9,050.66
20-P0058885	10/08/19	12	Orientation/Coord/Training	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	383.60
20-P0058886	10/08/19	12	CJ/Academies	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	397.94
20-P0058887	10/08/19	12	CJ/Academies	Instructional Supplies	TITLE BOXING, LLC	1,093.89
20-P0058888	10/08/19	11	Administrative Services Office	Non-Instructional Supplies	JC FOODSERVICE, INC	466.54
20-P0058889	10/08/19	12	Counseling	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	648.95
20-P0058890	10/08/19	12	Nursing	Equip-All Other >\$1,000<\$5,000	EMERGENCY MEDICAL PRODUCTS, INC	1,251.04
20-P0058891	10/08/19	12	Television/Video	Non-Instructional Supplies	B & H PHOTO VIDEO INC	1,342.10
20-P0058892	10/08/19	12	Health & Wellness Center	Equip-All Other >\$1,000<\$5,000	MCKESSON GENERAL MEDICAL CORP	4,488.62
20-P0058893	10/08/19	13	Santiago Canyon College	Contracted Services	PRESTOSPORTS, INC.	3,900.00
20-P0058894	10/08/19	12	Chemistry	Equip-w/Contr Svc > \$5,000	FISHER SCIENTIFIC	32,740.63
20-P0058895	10/08/19	41	Facility Planning Office	Site Improv - DSA Project Insp	TEAM PROFESSIONAL SERVICES, INC.	1,960.00
20-P0058896	10/08/19	12	Human Resources Office	District In-Service Activities	CHARTHOUSE INTL LEARNING CORP	1,156.41
20-P0058897	10/08/19	12	Academic Affairs Office	Food and Food Service Supplies	JAYS CATERING	1,473.13
20-P0058898	10/08/19	12	Nursing	Equip-All Other >\$1,000<\$5,000	NASCO	1,728.58
20-P0058899	10/08/19	11	International Student Program	Software License and Fees	NAFSA	590.00
20-P0058900	10/08/19	12	EOPS	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,239.50
20-P0058901	10/08/19	13	Maintenance	Rental - Facility (Short-term)	UNITED RENTALS	3,000.00
20-P0058902	10/09/19	11	Music	Contracted Repair Services	GROSPE JOEL	95.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0058903	10/09/19	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	4,330.77
20-P0058904	10/09/19	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	637.23
20-P0058905	10/09/19	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	807.45
20-P0058906	10/09/19	11	Fire Technology	Non-Instructional Supplies	AMAZON COM	217.98
20-P0058907	10/09/19	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,255.44
20-P0058908	10/09/19	12	Geology	Instructional Supplies	NEWEGG BUSINESS INC.	412.61
20-P0058909	10/09/19	12	Library Services	Library Books	ACRL PUB	77.54
20-P0058910	10/09/19	12	Television/Video	Non-Instructional Supplies	B & H PHOTO VIDEO INC	509.13
20-P0058911	10/09/19	12	Chemistry	Instructional Supplies	VWR FUNDING INC	896.31
20-P0058912	10/09/19	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	EDUCATIONAL TESTING SVC	139.30
20-P0058913	10/09/19	33	CDC Santiago Canyon College	Non-Instructional Supplies	AKERS THOMAS	1,328.28
20-P0058914	10/09/19	12	Chemistry	Instructional Supplies	PASCO SCIENTIFIC	1,366.12
20-P0058915	10/09/19	12	Elementary & Second Basic Skls	Food and Food Service Supplies	STATER BROS	500.00
20-P0058916	10/09/19	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	218.41
20-P0058917	10/09/19	12	Kinesiology - Intercol Athlet	Instructional Supplies	M F ATHLETIC COMPANY INC	176.38
20-P0058918	10/09/19	12	Financial Aid Office	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	607.31
20-P0058919	10/09/19	13	Maintenance	Contracted Repair Services	SADDLEBACK GOLF CARS	5,000.00
* 20-P0058920	10/09/19	11	Athletics	Inst Dues & Memberships	ORANGE EMPIRE CONFERENCE	5,600.00
* 20-P0058920	10/09/19	13	Santiago Canyon College	Inst Dues & Memberships	ORANGE EMPIRE CONFERENCE	1,400.00
PO Amt Total for * 20-P0058920:						7,000.00
20-P0058921	10/09/19	12	Short-Term Vocational	Online Training Courses	K2SHARE LLC	1,000.00
20-P0058922	10/09/19	12	Educational Services Office	Contracted Services	WATANBE DAN SYIO	18,000.00
20-P0058923	10/09/19	13	Admin Services Office	Contracted Services	ONE OC	3,800.00
20-P0058924	10/09/19	12	Biology	Instructional Supplies	VWR FUNDING INC	1,077.39
20-P0058925	10/10/19	11	Kinesiology - Physical Educ	Contracted Repair Services	DIMARCO CHARLIE	6,120.00
20-P0058926	10/10/19	12	Academic Affairs Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,427.48
20-P0058927	10/10/19	12	Biology	Equip-All Other >\$1,000<\$5,000	VWR FUNDING INC	4,433.86
20-P0058928	10/10/19	12	EOPS	Books Paid for Students	ATI ASSESSMENT TECHNOLOGIES	1,162.50
20-P0058929	10/10/19	12	Career Education Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,932.19
20-P0058930	10/10/19	12	Health & Wellness	Contracted Services	HANNEMAN TIM	158.33
20-P0058931	10/10/19	12	Kinesiology - Intercol Athlet	Instructional Supplies	HENRY SCHEIN INC	857.35
20-P0058932	10/10/19	12	Career Ed & Work Dev Office	Food and Food Service Supplies	KIMBERLY M. MATHEWS	294.79
20-P0058933	10/10/19	12	Center for Teacher Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	730.00
20-P0058934	10/10/19	12	Center for Teacher Education	Food and Food Service Supplies	SMART & FINAL	600.00
20-P0058935	10/10/19	12	Center for Teacher Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,615.23
20-P0058936	10/10/19	12	Sci, Math, Health Sci Office	Instructional Supplies	BIOQUIP PRODUCTS INC	237.65
20-P0058937	10/10/19	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
20-P0058938	10/10/19	11	Warehouse	Lease Agreement - Facility	SCHICK RECORDS MGMT	10,319.00
20-P0058939	10/10/19	12	Resource Development	Software License and Fees	WIZEHIVE, INC.	11,250.00
20-P0058940	10/10/19	12	Counseling	Food and Food Service Supplies	HARKISON	39.99
20-P0058941	10/10/19	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
20-P0058942	10/10/19	11	Academic Affairs Office-Dean	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	26.20

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0058943	10/10/19	12	Engineering	Instructional Supplies	PARALLAX INC	243.40
20-P0058944	10/10/19	12	Kinesiology - Intercoll Athlet	Instructional Supplies	ORTHOPEDIC OUTFITTERS, INC	782.19
20-P0058946	10/10/19	33	CDC Administration	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	6,091.53
20-P0058947	10/10/19	12	Sci, Math, Health Sci Office	Instructional Supplies	MICROTECH SCIENTIFIC	35.14
20-P0058948	10/10/19	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	1,598.29
20-P0058949	10/10/19	12	Kinesiology - Intercoll Athlet	Instructional Supplies	ALL AMERICAN SPORTS CORP	544.70
20-P0058950	10/10/19	12	Transfer Center	Food and Food Service Supplies	HARKISON	125.82
20-P0058951	10/11/19	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	33,803.95
20-P0058952	10/11/19	12	Human Resources Office	Contracted Services	JOB ELEPHANT COM INC	25,000.00
20-P0058953	10/11/19	41	Facility Planning Office	Bldg Impr - Utility Fees	SO CALIF GAS CO	1,047.76
20-P0058954	10/11/19	11	Educational Services Office	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	100.80
20-P0058955	10/11/19	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	183.81
20-P0058956	10/11/19	12	Upward Bound	Other Exp Paid for Students	RSCCD	30.00
20-P0058957	10/11/19	12	Outreach	Transportation - Student	PLACENTIA YORBA LINDA	356.00
20-P0058958	10/11/19	33	EHS Santa Ana College	Non-Instructional Supplies	FARMERS AND MERCHANTS BANK OF LB	602.56
20-P0058959	10/11/19	12	Fine & Performing Arts Office	Instructional Supplies	HOME DEPOT	54.86
20-P0058960	10/11/19	11	District Wide Technology	Equip-All Other > \$5,000	NTH GENERATION COMPUTING INC	35,071.25
20-P0058961	10/11/19	33	EHS Santa Ana College	Non-Instructional Supplies	FARMERS AND MERCHANTS BANK OF LB	561.79
20-P0058962	10/11/19	12	Sci, Math, Health Sci Office	Instructional Supplies	EMERGENCY MEDICAL PRODUCTS, INC	6,076.76
20-P0058963	10/11/19	33	EHS Administration	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	294.98
20-P0058964	10/11/19	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	316.42
20-P0058965	10/11/19	12	Sci, Math, Health Sci Office	Instructional Supplies	HOPKINS MEDICAL PRODUCTS	2,231.02
20-P0058966	10/11/19	13	Educational Services Office	Inst Dues & Memberships	SANTA ANA CHAMBER OF COMMERCE	1,000.00
20-P0058967	10/11/19	11	Publications	Non-Instructional Supplies	VERITIV OPERATING COMPANY	2,753.89
20-P0058968	10/11/19	12	Financial Aid Office	Food and Food Service Supplies	SMART & FINAL	750.00
20-P0058969	10/11/19	11	Academic Affairs Office-Dean	Non-Instructional Supplies	AMAZON COM	26.84
20-P0058970	10/11/19	12	Television/Video	Non-Instructional Supplies	4 IMPRINT	554.56
20-P0058971	10/11/19	11	Business Operations' Office	Contracted Services	PUBLIC FINANCE STRATEGIES LLC	17,779.03
20-P0058972	10/14/19	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	370.00
20-P0058973	10/14/19	12	Resource Development	Non-Instructional Supplies	4 IMPRINT	1,572.87
20-P0058974	10/14/19	12	Kinesiology - Intercoll Athlet	Software License and Fees	AGILE SPORTS TECHNOLOGIES	1,000.00
20-P0058975	10/14/19	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	681.50
20-P0058976	10/14/19	12	Kinesiology - Intercoll Athlet	Software License and Fees	RAPSODO, INC.	500.00
20-P0058977	10/14/19	12	Automotive Technology/Engine	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	45,862.99
20-P0058978	10/14/19	12	Legal Studies	Software License and Fees	NATIONAL SOCIETY FOR LEGAL TECHNOLOGY, INC.	12,000.00
20-P0058979	10/14/19	13	Sci, Math, Health Sci Office	Transportation - Student	AIRPORT VAN RENTAL INC	1,041.00
20-P0058980	10/14/19	12	Puente	Transportation - Student	JFK TRANSPORTATION	846.50
20-P0058981	10/14/19	11	Maintenance	Other Licenses & Fees	SCAQMD	143.22
20-P0058982	10/14/19	12	Center for Teacher Education	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	2,120.27
20-P0058983	10/14/19	12	Career Ed & Work Dev Office	Food and Food Service Supplies	KIMBERLY M. MATHEWS	299.33
20-P0058984	10/14/19	12	Center for Teacher Education	Transportation - Student	GOLD COAST TOURS	940.31
20-P0058985	10/14/19	12	Kinesiology - Intercoll Athlet	Software License and Fees	COMPUTER SPORTS MEDICINE, INC.	500.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
20-P0058986	10/14/19	12	EOPS	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	364.12	
20-P0058987	10/14/19	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	2,145.10	
20-P0058988	10/14/19	11	Board of Trustees	Conference Expenses	FARMERS AND MERCHANTS BANK OF LONG BEACH	4,000.00	
20-P0058989	10/14/19	11	Mailroom	Lease Agreement - Equipment	PITNEY BOWES	2,500.00	
20-P0058990	10/14/19	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	11,241.50	
20-P0058991	10/14/19	12	Center for Teacher Education	Contracted Services	MANNING MANDY RHEA	2,250.00	
20-P0058992	10/14/19	11	Fire Academy	Contracted Services	SAHAKIAN HAYREGH	1,046.51	
20-P0058993	10/14/19	12	Counseling	Software License and Fees	VALSOFT CORPORATION	5,000.00	
20-P0058994	10/14/19	12	Center for Teacher Education	Transportation - Student	GOLD COAST TOURS	833.88	
20-P0058995	10/14/19	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	200.00	
20-P0058996	10/14/19	12	Communications & Media Studies	Instructional Supplies	FARMERS AND MERCHANTS BANK OF LB	208.16	
20-P0058997	10/14/19	41	Facility Planning Office	Bldg Impr - Contractor Svcs	HANNEMAN TIM	5,605.66	
20-P0058998	10/14/19	12	Family & Consumer Studies	Instructional Supplies	FARMERS AND MERCHANTS BANK OF LB	35.39	
20-P0058999	10/14/19	41	Facility Planning Office	Bldg Impr - Contractor Svcs	DE LA TORRE COMMERCIAL	3,025.00	
20-P0059000	10/14/19	11	Maintenance & Operations	Non-Instructional Supplies	MORSCO SUPPLY, LLC	183.96	
20-P0059001	10/15/19	12	International Business	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	4,334.36	
20-P0059002	10/15/19	12	Academic Affairs Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,872.00	
20-P0059003	10/15/19	11	Maintenance & Operations	Contracted Services	ACADEMY ELECTRIC INC	390.00	
20-P0059004	10/15/19	12	Pathways to Teaching	Contracted Services	AGILE AMS	6,000.00	
20-P0059005	10/15/19	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	196.43	
20-P0059006	10/15/19	12	Upward Bound	Software License and Fees	HEIBERG CONSULTING INC	1,599.00	
20-P0059007	10/15/19	12	Continuing Education Division	Transportation - Student	CERTIFIED TRANSPORTATIONS	919.13	
20-P0059008	10/15/19	12	Continuing Education Division	Food and Food Service Supplies	CMA RESTAURANTS INC	2,005.00	
20-P0059009	10/15/19	12	Upward Bound	Other Exp Paid for Students	RSCCD	697.00	
20-P0059010	10/15/19	12	Automotive Technology/Engine	Equip-All Other > \$5,000	MOHAWK RESOURCE LTD	40,272.85	
20-P0059011	10/15/19	12	Automotive Technology/Engine	Equip-All Other > \$5,000	MOHAWK RESOURCE LTD	65,267.20	
20-P0059012	10/15/19	12	Theatre Arts	Instructional Supplies	AMAZON COM	937.53	
20-P0059013	10/15/19	12	Family & Consumer Studies	Software License and Fees	CDW GOVERNMENT INC.	2,223.40	
20-P0059015	10/15/19	12	Biology	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	123.09	
20-P0059016	10/15/19	12	Short-Term Vocational	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	340.00	
20-P0059017	10/15/19	12	Short-Term Vocational	Books Paid for Students	DON BOOKSTORE	3,113.63	
20-P0059018	10/16/19	11	Digital Media Center	Contracted Services	PYRO-COMM SYSTEMS INC	840.00	
20-P0059019	10/16/19	12	Career Ed & Work Dev Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	3,000.00	
* 20-P0059020	10/16/19	12	Distance Education	Contracted Services	STONE LEEANN	16,500.00	
* 20-P0059020	10/16/19	13	Distance Education	Contracted Services	STONE LEEANN	28,500.00	
PO Amt Total for * 20-P0059020:						45,000.00	
4.14(9)	20-P0059021	10/16/19	13	Grounds	Maint/Oper Service Agreements	PROFESSIONAL TURF SPECIALTIES INC	46,690.00
	20-P0059022	10/16/19	12	Health & Wellness	Awards & Incentives	FARMERS AND MERCHANTS BANK OF LB	382.32
	20-P0059023	10/16/19	11	Maintenance	Maint/Oper Service Agreements	HSG, INC., DBA CONTROL CONCEPTS	9,395.00
	20-P0059024	10/16/19	11	Maintenance	Maint/Oper Service Agreements	ORANGE COUNTY PUMPING, INC.	41,881.30
	20-P0059025	10/16/19	12	Theatre Arts	Instructional Supplies	AMAZON COM	2,319.64
	20-P0059026	10/16/19	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	794.61

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0059027	10/16/19	11	International Student Program	Courier/Delivery Services	FEDEX	54.48
20-P0059028	10/16/19	11	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	1,676.07
20-P0059029	10/16/19	12	Career Ed & Work Dev Office	Food and Food Service Supplies	SMART & FINAL	500.00
20-P0059030	10/16/19	12	Career Ed & Work Dev Office	Non-Instructional Supplies	SMART & FINAL	100.00
20-P0059031	10/16/19	12	Counseling	Non-Instructional Supplies	DON BOOKSTORE	500.00
20-P0059032	10/16/19	12	Short-Term Vocational	Instructional Supplies	THE DICKLER CORPORATION	9,047.17
20-P0059033	10/16/19	12	Automotive Technology/Engine	Instructional Supplies	CARQUEST AUTO PARTS	1,800.00
20-P0059034	10/16/19	12	Family & Consumer Studies	Instructional Supplies	SCREEN PRINTERS RESOURCE, INC.	229.92
20-P0059035	10/16/19	12	Family & Consumer Studies	Instructional Supplies	SCREEN PRINTERS RESOURCE, INC.	108.55
20-P0059036	10/16/19	12	Student Equity	Non-Instructional Supplies	JOVANNYS A. MEJIA	109.76
20-P0059037	10/16/19	12	Continuing Education Division	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,489.44
20-P0059038	10/16/19	12	SAC Research	Non-Instructional Supplies	AMAZON COM	55.68
20-P0059039	10/16/19	12	Financial Aid Office	Contracted Services	BUSINESS MACHINES SECURITY	87.67
20-P0059040	10/16/19	11	Maintenance	Contracted Repair Services	THYSSENKRUPP ELEVATOR CORP	770.00
20-P0059041	10/16/19	12	LA/OC Regional Consortia	Contracted Services	HYATT CORPORATION	4,698.38
20-P0059042	10/16/19	12	Professional Development	Inst Dues & Memberships	4C SD MEMBERSHIP	175.00
20-P0059043	10/16/19	12	Short-Term Vocational	Software License and Fees	MITCHELL1	1,556.00
20-P0059044	10/16/19	12	Kinesiology - Intercol Athlet	Software License and Fees	SYNERGY SPORTS TECHNOLOGY, LLC	1,000.00
20-P0059045	10/16/19	12	Kinesiology - Intercol Athlet	Software License and Fees	SCOUTWARE	450.00
20-P0059046	10/16/19	11	Kinesiology - Physical Educ	Contracted Services	PAPER DEPOT DOCUMENT	110.00
20-P0059047	10/16/19	11	Grounds	Contracted Services	AMERICAN CITY PEST CONTROL INC	1,939.50
20-P0059048	10/16/19	11	Graphic Communications	Software License and Fees	FARMERS AND MERCHANTS BANK OF LONG BEACH	899.00
20-P0059049	10/16/19	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	ADVENTURES IN ADVERTISING	1,176.56
20-P0059050	10/16/19	11	Chancellor's Office	Books, Mags & Subscrip-Non-Lib	CAPITOL ENQUIRY	45.22
20-P0059051	10/17/19	11	Networking	Maint Contract - Other Equip	COMPUTER PROTECTION TECHNOLOGY, INC.	14,750.00
20-P0059052	10/17/19	12	Library Services	Instructional Supplies	AMAZON COM	9,000.00
20-P0059053	10/17/19	12	Safety & Parking - DO	Contracted Services	WAYNE BENNETT	4,705.65
20-P0059054	10/17/19	12	CJ/Academies	Equip-Fed Prgm > \$5,000	TROXELL COMM INC	12,018.09
20-P0059055	10/17/19	12	Kinesiology - Intercol Athlet	Instructional Supplies	FARMERS AND MERCHANTS BANK OF LB	613.85
20-P0059056	10/17/19	33	CDC Administration	Food and Food Service Supplies	SANDORS GOURMET CATERING, INC	329.07
20-P0059057	10/17/19	12	Academic Affairs Office	Instructional Supplies	SOUTHWEST PLASTIC BINDING CO	195.01
20-P0059058	10/17/19	12	Geology	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	78.35
20-P0059059	10/17/19	12	Geology	Instructional Supplies	COLE-PARMER INSTRUMENT COMPANY LLC	300.97
20-P0059060	10/17/19	12	SAC Continuing Ed-Instruction	Instructional Supplies	DISCOUNT SCHOOL SUPPLY	500.00
20-P0059061	10/17/19	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
20-P0059062	10/17/19	13	Continuing Education Division	Non-Instructional Supplies	ADVENTURES IN ADVERTISING	613.73
20-P0059063	10/17/19	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00
20-P0059064	10/17/19	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
20-P0059065	10/17/19	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00
20-P0059066	10/17/19	12	Diesel	Instructional Supplies	UNITED RENTALS	150.00
20-P0059067	10/17/19	12	Communications Studies Instr	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,600.00
20-P0059068	10/17/19	33	EHS Santa Ana College	Non-Instructional Supplies	SMART & FINAL	200.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0059069	10/17/19	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,400.00
20-P0059070	10/17/19	11	Fire Academy	Contracted Services	PAPER DEPOT DOCUMENT	160.00
20-P0059071	10/17/19	12	Student Services Office	Instructional Supplies	DON BOOKSTORE	19,996.00
20-P0059072	10/17/19	41	Facility Planning Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	6,438.31
20-P0059073	10/17/19	41	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	14,790.82
20-P0059074	10/17/19	12	Television (TV/Film/Video)	Equip-All Other > \$5,000	ADORAMA INC	20,393.42
20-P0059075	10/17/19	13	Maintenance	Contracted Services	SUNBELT CONTROLS INC	660.00
20-P0059076	10/17/19	12	Biology	Non-Instructional Supplies	CDW GOVERNMENT INC.	351.77
20-P0059077	10/17/19	12	Geology	Transportation - Student	CERTIFIED TRANSPORTATIONS	588.50
20-P0059078	10/18/19	11	Maintenance & Operations	Contracted Repair Services	HILLS BROS LOCK & SAFE	217.11
20-P0059079	10/18/19	12	Special Services Office	Conference Expenses	FARMERS AND MERCHANTS BANK OF LONG BEACH	351.60
20-P0059080	10/18/19	12	Geology	Instructional Supplies	VWR FUNDING INC	254.48
20-P0059081	10/18/19	11	Fiscal Services Office	Non-Instructional Supplies	HITT MARKING DEVICES	62.01
20-P0059082	10/18/19	12	Career Ed & Work Dev Office	Food and Food Service Supplies	HARKISON	252.00
20-P0059083	10/18/19	12	LA/OC Regional Consortia	Inst Dues & Memberships	LOS ANGELES COUNTY ECONOMIC DEV CORP	52,500.00
20-P0059084	10/18/19	12	Biology	Instructional Supplies	VWR FUNDING INC	639.17
20-P0059085	10/18/19	12	Counseling	Contracted Services	AREVALO HERNANDEZ LIDIETH A.	500.00
20-P0059086	10/18/19	12	CJ/Academies	Equip-All Other >\$1,000<\$5,000	WEST COAST SAND & GRAVEL	831.52
20-P0059087	10/18/19	12	Fire Technology	Instructional Supplies	AMAZON COM	635.48
20-P0059088	10/18/19	12	Human Resources Office	Non-Instructional Supplies	SHI INTERNATIONAL CORP	108.43
20-P0209092	10/17/19	33	CDC Santa Ana College - East	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,696.30
20-P0209093	10/18/19	33	CDC Santa Ana College - East	Excess/Copies Usage	KONICA MINOLTA BUSINESS	1,000.00
20-P0209238	10/15/19	12	Resource Development	Excess/Copies Usage	KONICA MINOLTA BUSINESS	1,490.00
20-P0209318	09/25/19	12	Resource Development	Contracted Services	EL MONTE UNION HIGH SCHOOL DISTRICT	387,204.00
20-P0209320	09/25/19	12	Resource Development	Contracted Services	HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT	544,915.00
20-P0209327	09/25/19	12	Computer Science	Contracted Services	CSU FULLERTON AUXILIARY SVCS CORP	297,693.00
20-P0209334	10/17/19	12	Small Business Dev Ctr Office	Excess/Copies Usage	XEROX CORP	2,617.62
20-P0209335	09/24/19	12	Resource Development	Contracted Services	SONOMA COUNTY JUNIOR COLLEGE DISTRI	11,247.00
20-P0209336	09/24/19	12	Resource Development	Contracted Services	EAST SAN GABRIEL VALLEY ROP/TC	525,903.00
20-P0209337	09/24/19	12	Resource Development	Contracted Services	CULVER CITY UNIFIED SCHOOL DISTRICT	108,765.00
20-P0209338	09/24/19	12	Educational Services Office	Contracted Services	OHLONE COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209339	09/24/19	12	Educational Services Office	Contracted Services	CONTRA COSTA COMMUNITY COLLEGE DIST	5,680.00
20-P0209340	09/26/19	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN COMPANY L.P.	46,561.00
20-P0209341	09/26/19	12	Safety & Parking - DO	Software License and Fees	RAVE WIRELESS, INC	32,529.78
20-P0209342	09/27/19	12	Educational Services Office	Contracted Services	VENTURA COUNTY COMMUNITY COLLEGE DISTRICT	13,400.00
20-P0209343	09/27/19	12	Educational Services Office	Contracted Services	SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTR	200,000.00
20-P0209344	09/27/19	12	Educational Services Office	Contracted Services	SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTR	200,000.00
20-P0209345	10/01/19	12	Educational Services Office	Contracted Services	CERRITOS COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209346	10/01/19	12	Educational Services Office	Contracted Services	RIO HONDO COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209347	10/01/19	12	Educational Services Office	Contracted Services	YOSEMITE COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209348	10/04/19	12	Educational Services Office	Contracted Services	LAKE TAHOE CMTY COLLEGE	200,000.00
20-P0209349	10/04/19	12	Educational Services Office	Contracted Services	CERRITOS COMMUNITY COLLEGE DISTRICT	200,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0209350	10/04/19	12	Resource Development	Contracted Services	WESTED	893,026.00
20-P0209351	10/04/19	12	Resource Development	Contracted Services	LOS ANGELES UNIFIED SCHOOL DISTRICT	3,573,765.00
20-P0209352	10/04/19	12	Educational Services Office	Contracted Services	VENTURA COUNTY COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209353	10/04/19	12	Educational Services Office	Contracted Services	BUTTE GLENN COMMUNITY COLLEGE	200,000.00
20-P0209354	10/07/19	11	Fine & Performing Arts Office	Maint Contract - Office Equip	SCANTRON CORP	150.00
20-P0209355	10/07/19	12	Research	Software License and Fees	ALTERYX INC	11,985.00
20-P0209356	10/08/19	12	Educational Services Office	Contracted Services	SAN FRANCISCO CCD	15,000.00
20-P0209357	10/08/19	12	Educational Services Office	Contracted Services	SAN JOSE EVERGREEN COMMUNITY COLLEG	15,000.00
20-P0209358	10/08/19	12	Resource Development	Contracted Services	LONG BEACH UNIFIED SCHOOL DISTRICT	469,866.00
20-P0209359	10/08/19	12	Educational Services Office	Contracted Services	SANTA CLARITA COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209360	10/08/19	12	Educational Services Office	Contracted Services	SANTA CLARITA COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209361	10/08/19	12	Educational Services Office	Contracted Services	SANTA CLARITA COMMUNITY COLLEGE DIS	200,000.00
20-P0209362	10/08/19	12	Educational Services Office	Contracted Services	MERCED COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209363	10/08/19	12	Educational Services Office	Contracted Services	SAN MATEO COUNTY COMMUNITY COLLEGE	200,000.00
20-P0209364	10/08/19	12	Educational Services Office	Contracted Services	BUTTE GLENN COMMUNITY COLLEGE	200,000.00
20-P0209365	10/08/19	12	Educational Services Office	Contracted Services	LOS RIOS COMM COLLEGE DIST	200,000.00
20-P0209366	10/08/19	12	Educational Services Office	Contracted Services	GROSSMONT-CUYAMACA CMTY CLG DIST	200,000.00
20-P0209367	10/08/19	12	Educational Services Office	Contracted Services	SAN MATEO COUNTY COMMUNITY COLLEGE	200,000.00
20-P0209368	10/08/19	12	Educational Services Office	Contracted Services	SEQUOIAS COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209369	10/08/19	12	Educational Services Office	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209370	10/08/19	12	Short-Term Vocational	Contracted Services	CITY OF SANTA ANA	21,176.00
20-P0209371	10/18/19	12	Library Services	Library Books - Databases	OCLC ONLINE COMPUTER LIBRARY	32,397.20
20-P0209373	10/18/19	11	Art Gallery	Lease Agreement - Facility	SANTORA GROUP LLC	26,400.00
<b>Grand Total:</b>						<b>\$13,457,252.59</b>

4.14 (12)

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount	
1	GM-CAF001106	9/23/2019	31	SAC CAFÉ	General Merchandise	BARRY'S DISTRIBUTING	\$165.06
2	GM-CAF001110	9/24/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$2,032.96
3	GM-CAF001112	9/26/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,117.95
4	GM-CAF001114	9/25/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,303.39
5	GM-CAF001115	9/30/2019	31	SAC CAFÉ	General Merchandise	BARRY'S DISTRIBUTING	\$143.28
6	GM-CAF001116	9/27/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,395.87
7	GM-CAF001117	10/1/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,992.17
8	GM-CAF001118	9/27/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,275.40
9	GM-CAF001119	10/2/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$2,085.10
10	GM-CAF001120	10/3/2019	31	SAC CAFÉ	General Merchandise	PENS ETC.	\$247.02
11	GM-CAF001121	10/4/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,075.19
12	GM-CAF001122	10/7/2019	31	SAC CAFÉ	General Merchandise	BARRY'S DISTRIBUTING	\$171.36
13	GM-CAF001123	10/8/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$2,203.70
14	GM-CAF001124	10/8/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,190.70
15	GM-CAF001126	10/10/2019	31	SAC CAFÉ	General Merchandise	A&E DISTRIBUTION	\$3,621.27
16	GM-CAF001127	10/11/2019	31	SAC CAFÉ	General Merchandise	A&E DISTRIBUTION	\$4,518.90
17	GM-CAF001128	10/11/2019	31	SAC CAFÉ	General Merchandise	A&E DISTRIBUTION	\$5,741.76
18	GM-CAF001129	10/4/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,572.04
19	GM-CAF001130	10/12/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$907.95
20	GM-CAF001131	10/11/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,447.35
21	GM-CAF001132	10/14/2019	31	SAC CAFÉ	General Merchandise	BARRY'S DISTRIBUTING	\$107.28
22	GM-CAF001133	10/16/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$2,231.29
23	GM-CAF001134	10/18/2019	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,392.15
24	GM-CAF001136	10/18/2019	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$2,335.84
25	GM-DON002950	9/24/2019	31	SAC BOOKSTORE	General Merchandise	ANGELUS PACIFIC	\$771.75
26	GM-DON002951	9/24/2019	31	SAC BOOKSTORE	General Merchandise	CHAMPION PRODUCTS INC	\$11,242.64
27	GM-DON002952	10/3/2019	31	SAC BOOKSTORE	General Merchandise	PENS ETC.	\$138.78
28	GM-DON002953	10/3/2019	31	SAC BOOKSTORE	General Merchandise	PENS ETC.	\$293.73
29	GM-DON002954	10/10/2019	31	SAC BOOKSTORE	General Merchandise	LA DISTRIBUTING COMPANY	\$1,257.80
30	GM-EXPR001776	9/23/2019	31	DON EXPRESS	General Merchandise	BARRY'S DISTRIBUTING	\$256.14
31	GM-EXPR001780	9/24/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,451.50
32	GM-EXPR001783	9/26/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,440.40
33	GM-EXPR001784	9/25/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,654.55
34	GM-EXPR001785	9/30/2019	31	DON EXPRESS	General Merchandise	BARRY'S DISTRIBUTING	\$334.44
35	GM-EXPR001786	9/27/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$2,658.70
36	GM-EXPR001787	10/1/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,174.50
37	GM-EXPR001788	9/27/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,298.44

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount	
1	GM-EXPR001789	10/2/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,583.85
2	GM-EXPR001790	10/3/2019	31	DON EXPRESS	General Merchandise	PENS ETC.	\$214.14
3	GM-EXPR001791	10/8/2019	31	DON EXPRESS	General Merchandise	BARRY'S DISTRIBUTING	\$225.36
4	GM-EXPR001792	10/4/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$887.50
5	GM-EXPR001793	10/8/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,336.54
6	GM-EXPR001794	10/4/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,834.85
7	GM-EXPR001795	10/8/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,124.90
8	GM-EXPR001796	10/11/2019	31	DON EXPRESS	General Merchandise	A&E DISTRIBUTION	\$2,649.65
9	GM-EXPR001797	10/11/2019	31	DON EXPRESS	General Merchandise	A&E DISTRIBUTION	\$3,774.31
10	GM-EXPR001798	10/11/2019	31	DON EXPRESS	General Merchandise	A&E DISTRIBUTION	\$3,174.69
11	GM-EXPR001799	10/14/2019	31	DON EXPRESS	General Merchandise	BARRY'S DISTRIBUTING	\$252.90
12	GM-EXPR001800	10/11/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$2,317.21
13	GM-EXPR001801	10/12/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$811.45
14	GM-EXPR001802	10/16/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,488.14
15	GM-EXPR001803	10/18/2019	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,477.00
16	GM-EXPR001804	10/18/2019	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$2,340.34
17	GM-HAWK003243	9/23/2019	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$1,820.34
18	GM-HAWK003244	9/23/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,302.65
19	GM-HAWK003245	9/23/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$214.05
20	GM-HAWK003246	9/23/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$522.24
21	GM-HAWK003248	9/23/2019	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$1,565.94
22	GM-HAWK003249	9/23/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$123.48
23	GM-HAWK003250	9/23/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$127.20
24	GM-HAWK003251	9/23/2019	31	SCC BOOKSTORE	General Merchandise	SULLIVAN, MICHAEL	\$89.66
25	GM-HAWK003252	9/24/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$588.48
26	GM-HAWK003253	9/24/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$802.04
27	GM-HAWK003254	9/24/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$91.08
28	GM-HAWK003255	9/24/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$158.40
29	GM-HAWK003256	9/24/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,470.77
30	GM-HAWK003257	9/24/2019	31	SCC BOOKSTORE	General Merchandise	DA LUAU HAWAIIAN GRILL	\$320.00
31	GM-HAWK003258	9/25/2019	31	SCC BOOKSTORE	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$761.98
32	GM-HAWK003259	9/25/2019	31	SCC BOOKSTORE	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$826.74
33	GM-HAWK003260	9/25/2019	31	SCC BOOKSTORE	General Merchandise	TAMALERIA RINCON SINALOENSE	\$143.20
34	GM-HAWK003261	9/25/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$72.36
35	GM-HAWK003262	9/26/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$149.41
36	GM-HAWK003263	9/26/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$504.12
37	GM-HAWK003264	9/26/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$373.46

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount	
1	GM-HAWK003265	9/30/2019	31	SCC BOOKSTORE	General Merchandise	PENS ETC.	\$647.40
2	GM-HAWK003266	9/30/2019	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$912.64
3	GM-HAWK003267	9/30/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,172.64
4	GM-HAWK003268	10/1/2019	31	SCC BOOKSTORE	General Merchandise	HANY WAHBA	\$122.55
5	GM-HAWK003269	10/1/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$121.44
6	GM-HAWK003270	10/1/2019	31	SCC BOOKSTORE	General Merchandise	SULLIVAN, MICHAEL	\$79.85
7	GM-HAWK003271	10/1/2019	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$847.56
8	GM-HAWK003272	10/1/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$125.10
9	GM-HAWK003273	10/1/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$975.02
10	GM-HAWK003274	10/1/2019	31	SCC BOOKSTORE	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$1,004.70
11	GM-HAWK003275	10/1/2019	31	SCC BOOKSTORE	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$1,084.33
12	GM-HAWK003276	10/1/2019	31	SCC BOOKSTORE	General Merchandise	SUBWAY SANTIAGO AUTO SPA	\$1,029.70
13	GM-HAWK003277	10/1/2019	31	SCC BOOKSTORE	General Merchandise	THE OC JUICE TRUCK	\$161.00
14	GM-HAWK003278	10/2/2019	31	SCC BOOKSTORE	General Merchandise	TAMALERIA RINCON SINALOENSE	\$168.60
15	GM-HAWK003279	10/2/2019	31	SCC BOOKSTORE	General Merchandise	DOS CHINOS LLC	\$107.75
16	GM-HAWK003280	10/2/2019	31	SCC BOOKSTORE	General Merchandise	DOS CHINOS LLC	\$134.69
17	GM-HAWK003281	10/2/2019	31	SCC BOOKSTORE	General Merchandise	BLACK DROP COFFEE, INC.	\$140.00
18	GM-HAWK003282	10/2/2019	31	SCC BOOKSTORE	General Merchandise	BLACK DROP COFFEE, INC.	\$210.00
19	GM-HAWK003283	10/2/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$966.57
20	GM-HAWK003284	10/2/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$424.57
21	GM-HAWK003285	10/2/2019	31	SCC BOOKSTORE	General Merchandise	MV SPORT	\$455.00
22	GM-HAWK003286	10/3/2019	31	SCC BOOKSTORE	General Merchandise	HANY WAHBA	\$156.09
23	GM-HAWK003287	10/3/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$108.36
24	GM-HAWK003298	10/7/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,389.75
25	GM-HAWK003299	10/7/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$321.40
26	GM-HAWK003300	10/7/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$490.63
27	GM-HAWK003301	10/7/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$193.88
28	GM-HAWK003302	10/8/2019	31	SCC BOOKSTORE	General Merchandise	UNIVERSITY FRAMES	\$197.00
29	GM-HAWK003303	10/8/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$936.48
30	GM-HAWK003304	10/8/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$319.50
31	GM-HAWK003305	10/8/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$161.82
32	GM-HAWK003306	10/10/2019	31	SCC BOOKSTORE	General Merchandise	SULLIVAN, MICHAEL	\$80.30
33	GM-HAWK003307	10/10/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$230.82
34	GM-HAWK003308	10/10/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$208.62
35	GM-HAWK003309	10/10/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$38.16
36	GM-HAWK003310	10/10/2019	31	SCC BOOKSTORE	General Merchandise	HANY WAHBA	\$122.55
37	GM-HAWK003311	10/10/2019	31	SCC BOOKSTORE	General Merchandise	TAMALERIA RINCON SINALOENSE	\$144.00

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
1 GM-HAWK003312	10/10/2019	31	SCC BOOKSTORE	General Merchandise	DA LUAU HAWAIIAN GRILL	\$355.00
2 GM-HAWK003313	10/10/2019	31	SCC BOOKSTORE	General Merchandise	DA LUAU HAWAIIAN GRILL	\$342.50
3 GM-HAWK003314	10/10/2019	31	SCC BOOKSTORE	General Merchandise	JERSEY MIKE'S SUBS ORANGE	\$165.00
4 GM-HAWK003315	10/10/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,157.82
5 GM-HAWK003316	10/14/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$495.58
6 GM-HAWK003317	10/14/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$475.12
7 GM-HAWK003318	10/14/2019	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$603.55
8 GM-HAWK003319	10/14/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,315.95
9 GM-HAWK003320	10/14/2019	31	SCC BOOKSTORE	General Merchandise	COLLEGIATE PACIFIC	\$993.75
10 GM-HAWK003321	10/15/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$1,210.63
11 GM-HAWK003322	10/15/2019	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$612.18
12 GM-HAWK003323	10/15/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$134.82
13 GM-HAWK003324	10/16/2019	31	SCC BOOKSTORE	General Merchandise	MASCOT FACTORY	\$204.00
14 GM-HAWK003325	10/16/2019	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,209.44
15 GM-HAWK003326	10/16/2019	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$227.76
16 GM-HAWK003327	10/16/2019	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$28.62
17 GM-HAWK003328	10/16/2019	31	SCC BOOKSTORE	General Merchandise	SULLIVAN, MICHAEL	\$62.98
18 GM-HAWK003329	10/17/2019	31	SCC BOOKSTORE	General Merchandise	HANY WAHBA	\$190.92
19 GM-HAWK003330	10/17/2019	31	SCC BOOKSTORE	General Merchandise	TAMALERIA RINCON SINALOENSE	\$72.00
20 TX-CEC000596	10/10/2019	31	CEC BOOKSTORE	Textbook	PEARSON EDUCATION	\$2,999.00
21 TX-CEC000598	10/10/2019	31	CEC BOOKSTORE	Textbook	STECK VAUGHN PUBLISHING	\$119.00
22 TX-CEC000599	10/16/2019	31	CEC BOOKSTORE	Textbook	CENGAGE LEARNING	\$900.00
23 TX-CEC000600	10/16/2019	31	CEC BOOKSTORE	Textbook	PEARSON EDUCATION	\$2,999.00
24 TX-DON006024	9/23/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$33.96
25 TX-DON006025	9/23/2019	31	SAC BOOKSTORE	Textbook	AMAZON	\$242.00
26 TX-DON006026	9/23/2019	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$1,275.00
27 TX-DON006027	9/24/2019	31	SAC BOOKSTORE	Textbook	AMAZON	\$42.52
28 TX-DON006030	9/24/2019	31	SAC BOOKSTORE	Textbook	AMAZON	\$42.76
29 TX-DON006031	9/25/2019	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$247.65
30 TX-DON006032	9/25/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$96.40
31 TX-DON006033	9/26/2019	31	SAC BOOKSTORE	Textbook	INDICO	\$111.90
32 TX-DON006034	9/27/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$290.80
33 TX-DON006035	9/27/2019	31	SAC BOOKSTORE	Textbook	POLICE FIRE PUBLISHING	\$833.30
34 TX-DON006036	9/27/2019	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$143.45
35 TX-DON006037	9/27/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$53.20
36 TX-DON006038	9/27/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$73.92
37 TX-DON006039	9/27/2019	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$449.95

P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
1 TX-DON006040	9/27/2019	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$14.75
2 TX-DON006041	10/1/2019	31	SAC BOOKSTORE	Textbook	AMAZON	\$173.25
3 TX-DON006042	10/4/2019	31	SAC BOOKSTORE	Textbook	ASPEN PUBLISHERS INC.	\$483.80
4 TX-DON006043	10/7/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$179.25
5 TX-DON006044	10/7/2019	31	SAC BOOKSTORE	Textbook	AMAZON	\$106.46
6 TX-DON006045	10/7/2019	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$319.00
7 TX-DON006046	10/8/2019	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$5,520.00
8 TX-DON006047	10/8/2019	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$476.45
9 TX-DON006048	10/9/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$1,120.00
10 TX-DON006049	10/9/2019	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$560.00
11 TX-DON006052	10/16/2019	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$139.98
12 TX-HAWK004524	9/24/2019	31	SCC BOOKSTORE	Textbook	MONTEZUMA PUBLISHING	\$405.36
13 TX-HAWK004525	10/1/2019	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$1,766.48
14 TX-HAWK004526	10/1/2019	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$54.00
15 TX-HAWK004527	10/1/2019	31	SCC BOOKSTORE	Textbook	BVT PUBLISHING	\$2,010.00
16 TX-HAWK004528	10/1/2019	31	SCC BOOKSTORE	Textbook	CENGAGE LEARNING	\$3,392.50
17 TX-HAWK004529	10/1/2019	31	SCC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$9,695.00
18 TX-HAWK004530	10/4/2019	31	SCC BOOKSTORE	Textbook	CAMBRIDGE UNIVERSITY PRES	\$1,269.00
19 TX-HAWK004531	10/10/2019	31	SCC BOOKSTORE	Textbook	MW FOOD DISTRIBUTION	\$230.82
20 TX-HAWK004532	10/14/2019	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$1,590.00
21 TX-HAWK004533	10/16/2019	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$1,096.95
22 TX-HAWK004534	10/17/2019	31	SCC BOOKSTORE	Textbook	NORTON, INC.	\$1,117.20
<b>Grand Total:</b>						<b>\$170,290.93</b>

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

4.14 (18)

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

Printed: 11/4/2019 10:12:56AM

Environment: Production

LoginID: DR21189

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-B0001655	09/22/19*	71	OFFICE DEPOT BUSINESS SVCS	500.00		LL09867
20-B0001655	10/16/19	71	OFFICE DEPOT BUSINESS SVCS	1,500.00		LL09867
<b>20-B0001655 Changed in: PO Amount</b>						
20-B0001668	09/25/19	31	DE LAGE LANDEN FINANCIAL SER	5,000.00		GC25569
20-B0001668	10/03/19	31	DE LAGE LANDEN FINANCIAL SER	4,000.00		GC25569
20-B0001668	10/03/19	31	DE LAGE LANDEN FINANCIAL SER	2,000.00		GC25569
<b>20-B0001668 Changed in: PO Amount</b>						
20-B0001676	09/22/19*	81	DON BOOKSTORE/HAWK BOOKSTORE	500.00	Blanket PO FY 19/20	TC82689
20-B0001676	10/10/19	81	DON BOOKSTORE/HAWK BOOKSTORE	600.00	Blanket PO FY 19/20	TC82689
<b>20-B0001676 Changed in: PO Amount</b>						
20-B0001681	09/22/19*	79	KONICA MINOLTA BUSINESS	2,000.00		RP60482
20-B0001681	10/09/19	79	KONICA MINOLTA BUSINESS	1,842.66		GC25569
<b>20-B0001681 Changed in: PO Amount</b>						
20-B0001703	09/22/19*	71	FARMERS AND MERCHANTS BANK O	3,000.00		LL09867
20-B0001703	10/15/19	71	FARMERS AND MERCHANTS BANK O	3,000.00		GC25569
<b>20-B0001703 Changed in: Vendor</b>						
20-B0001705	09/22/19*	72	FARMERS AND MERCHANTS BANK O	2,000.00	Associated Students of Santiago Canyon College	TC82689
20-B0001705	09/24/19	72	FARMERS AND MERCHANTS BANK O	2,500.00	Associated Students of Santiago Canyon College	TC82689
<b>20-B0001705 Changed in: PO Amount</b>						
20-B0001714	09/26/19	79	OFFICE DEPOT BUSINESS SVCS	1,000.00		GC25569
20-B0001714	09/26/19	79	OFFICE DEPOT BUSINESS SVCS	200.00		GC25569
<b>20-B0001714 Changed in: PO Amount</b>						
20-B0001715	09/26/19	79	APPLE COMPUTER INC	2,165.50	Admissions & Records	TC82689
20-B0001715	09/26/19	79	APPLE COMPUTER INC	2,165.50	Admissions & Records E-101-2 For Sergio Rodriguez	TC82689
<b>20-B0001715 Changed in: Printed Coments</b>						
20-B0001716	09/26/19	71	APPLE COMPUTER INC	0.00	Associated Student Government	TC82689
20-B0001716	10/07/19	71	APPLE COMPUTER INC	4,729.62	Associated Student Government	TC82689

4.14 (19)

\* This entry shows the PO on the given date, not that it changed on this date.

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
<b>20-B0001716 Changed in: PO Amount</b>						
20-B0001721	10/03/19	81	GOLDEN STAR TECHNOLOGY, INC.	0.00	SCC Library	TC82689
20-B0001721	10/03/19	81	GOLDEN STAR TECHNOLOGY, INC.	3,581.84	SCC Library	TC82689
<b>20-B0001721 Changed in: PO Amount</b>						
20-B0001725	10/08/19	79	KOALA TEE SCREENPRINTING, IN	2,000.00		GC25569
20-B0001725	10/08/19	79	KOALA TEE SCREENPRINTING, IN	200.00		GC25569
<b>20-B0001725 Changed in: PO Amount</b>						
20-P0057599	09/22/19*	61	FRS ENVIRONMENTAL	2,400.00		DR21189
20-P0057599	10/10/19	61	FRS ENVIRONMENTAL	2,423.75	CHANGE ORDER #1, 10/10/19; INCREASE PO BY \$23.75 FOR PAYMENT OF INVOICE.	DR21189
<b>20-P0057599 Changed in: PO Amount, Printed Coments</b>						
20-P0057846	09/22/19*	33	PEDRO A. NOGUERA, LTD.	3,500.00		EE88439
20-P0057846	10/03/19	33	PEDRO A. NOGUERA, LTD.	3,500.00	CHANGE ORDER NO.:1, DATE: 10/03/2019, TO INCREASE PO BY \$46.20 FOR A TOTAL AGREEMENT AMOUNT OF \$3,546.20 PER THE FIRST AMENDMENT SPEAKER AGREEMENT DATED 10/01/2019.	EE88439
20-P0057846	10/03/19	33	PEDRO A. NOGUERA, LTD.	3,546.20	CHANGE ORDER NO.:1, DATE: 10/03/2019, TO INCREASE PO BY \$46.20 FOR A TOTAL AGREEMENT AMOUNT OF \$3,546.20 PER THE FIRST AMENDMENT SPEAKER AGREEMENT DATED 10/01/2019.	EE88439
<b>20-P0057846 Changed in: PO Amount, Printed Coments</b>						
20-P0058296	09/22/19*	12	CORIELL INSTITUTE FOR MEDICA	83.83		FC78314
20-P0058296	10/08/19	12	CORIELL INSTITUTE FOR MEDICA	122.72	Change Order #1 10/8/2019 Increase item #2 shipping charges to \$59.72	FC78314
<b>20-P0058296 Changed in: PO Amount, Printed Coments</b>						
20-P0058495	09/22/19*	13	AOTA	4,356.89		LB15150
20-P0058495	10/11/19	13	AOTA	3,988.00	CHANGE ORDER #1, 10/11/19; REMOVAL OF SALES TAX.	DR21189
<b>20-P0058495 Changed in: PO Amount, Printed Coments</b>						
20-P0058505	09/22/19*	33	ADVANTAGE WEST INVESTMENT EN	400.00	VENDOR TO FURNISH THE FOLLOWING CUSTODIAL SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT # 4-13-73-0024A; BOARD APPROVED: 4/13/15	CE97939
20-P0058505	10/03/19	33	ADVANTAGE WEST INVESTMENT EN	425.00	CHANGE ORDER #1, 10/3/19; INCREASE PO BY \$25.00 TO FULFILL ORDER PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING CUSTODIAL SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT # 4-13-73-0024A; BOARD APPROVED: 4/13/15	DR21189

4.14 (20)

\* This entry shows the PO on the given date, not that it changed on this date.

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
<b>20-P0058505 Changed in: PO Amount, Printed Coments</b>						
20-P0058654	09/22/19*	12	OFFICE DEPOT BUSINESS SVCS	518.39		FC78314
20-P0058654	09/24/19	12	OFFICE DEPOT BUSINESS SVCS	633.10	Change Order #1 9/24/19 Amend item #1 description and unit price.	FC78314
<b>20-P0058654 Changed in: PO Amount, Printed Coments</b>						
20-P0058680	09/23/19	12	OFFICE DEPOT BUSINESS SVCS	440.91		FC78314
20-P0058680	09/23/19	12	OFFICE DEPOT BUSINESS SVCS	448.41		FC78314
<b>20-P0058680 Changed in: PO Amount</b>						
20-P0058697	09/25/19	12	HYATT REGENCY LOS ANGELES IN	6,500.00		DR21189
20-P0058697	09/26/19	12	HYATT REGENCY LOS ANGELES IN	10,000.00		DR21189
<b>20-P0058697 Changed in: PO Amount</b>						
20-P0058731	09/27/19	12	CN SCHOOL AND OFFICE SOLUTIO	2,674.44		DR21189
20-P0058731	10/03/19	12	CN SCHOOL AND OFFICE SOLUTIO	2,674.44	CHANGE ORDER #1 10/3/2019 AMEND SHIP TO OCSRTA SITE.	FC78314
<b>20-P0058731 Changed in: Printed Coments</b>						
20-P0058743	09/27/19	41	BKF ENGINEERS	12,480.00	CAPITAL OUTLAY	EE88439
20-P0058743	09/27/19	41	BKF ENGINEERS	12,480.00		EE88439
<b>20-P0058743 Changed in: Printed Coments</b>						
20-P0058747	09/27/19	12	SHASTA-TEHAMA-TRINITY COMMUN	200,000.00		EE88439
20-P0058747	09/27/19	12	SHASTA-TEHAMA-TRINITY COMMUN	0.00		EE88439
<b>20-P0058747 Changed in: PO Amount</b>						
20-P0058759	09/27/19	12	AMAZON COM	292.96		DR21189
20-P0058759	09/27/19	12	AMAZON COM	249.94		DR21189
<b>20-P0058759 Changed in: PO Amount</b>						
20-P0058768	09/27/19	11	LAWNSCAPE SYSTEMS	12,625.00		DR21189
20-P0058768	10/03/19	11	LAWNSCAPE SYSTEMS	12,625.00	CHANGE ORDER #1, 10/3/19; UPDATE ACCOUNT PER DEPARTMENT REQUEST.	DR21189
<b>20-P0058768 Changed in: Printed Coments</b>						
20-P0058773	09/30/19	12	HOME DEPOT	300.00		FC78314

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0058773	09/30/19	12	HOME DEPOT	300.00	***HOME DEPOT REPRESENTATIVE, YOU MUST INCLUDE THE DISTRICTS PURCHASE ORDER NUMBER, LOCATED IN THE UPPER RIGHT-HAND CORNER OF THIS FORM, WHEN PROCESSING ALL ORDERS. ***	FC78314
<b>20-P0058773 Changed in: Printed Coments</b>						
20-P0058786	10/08/19	12	EMERGENCY MEDICAL PRODUCTS,	787.69		AT10861
20-P0058786	10/09/19	12	EMERGENCY MEDICAL PRODUCTS,	440.42	Change Order #1 10/9/19 Return item #1 and add item 2.	FC78314
<b>20-P0058786 Changed in: PO Amount, Printed Coments</b>						
20-P0058793	09/30/19	12	HOME DEPOT	500.00		FC78314
20-P0058793	09/30/19	12	HOME DEPOT	500.00	***HOME DEPOT REPRESENTATIVE, YOU MUST INCLUDE THE DISTRICTS PURCHASE ORDER NUMBER, LOCATED IN THE UPPER RIGHT-HAND CORNER OF THIS FORM, WHEN PROCESSING ALL ORDERS. ***	FC78314
<b>20-P0058793 Changed in: Printed Coments</b>						
20-P0058796	09/30/19	11	NTH GENERATION COMPUTING INC	32,950.60		EE88439
20-P0058796	09/30/19	11	NTH GENERATION COMPUTING INC	32,950.60	VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
20-P0058796	10/10/19	11	NTH GENERATION COMPUTING INC	32,902.23	VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
20-P0058796	10/10/19	11	NTH GENERATION COMPUTING INC	32,902.23	CHANGE ORDER NO.:1, DATE: 10/10/2019, TO DECREASE PRICE ON LINE ITEMS 1, 2, 14, 15, 16, AND INCREASE PRICE ON LINE ITEMS 7 AND 17. VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
<b>20-P0058796 Changed in: PO Amount, Printed Coments</b>						
20-P0058801	10/01/19	12	COLLEGESOURCE INC	8,789.00	September 30 2019 2:01 PM Debbie Hjorth	FC78314
20-P0058801	10/01/19	12	COLLEGESOURCE INC	8,789.00		FC78314
<b>20-P0058801 Changed in: Printed Coments</b>						
20-P0058818	10/02/19	12	ROBOTSHOP INC	508.23		FC78314
20-P0058818	10/02/19	12	ROBOTSHOP INC	508.23	ATTENTION VENDOR: SEND ALL PRODUCTS IN ONE SHIPMENT ONLY	FC78314
<b>20-P0058818 Changed in: Printed Coments</b>						
20-P0058835	10/03/19	13	FARMERS AND MERCHANTS BANK O	143.82		EE88439

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0058835	10/03/19	13	FARMERS AND MERCHANTS BANK O	0.00		EE88439
<b>20-P0058835 Changed in: PO Amount</b>						
20-P0058836	10/03/19	33	APPLE COMPUTER INC	6,091.53		EE88439
20-P0058836	10/04/19	33	APPLE COMPUTER INC	0.00		EE88439
<b>20-P0058836 Changed in: PO Amount</b>						
20-P0058843	10/04/19	12	SMART LEVELS MEDIA	660.96		DR21189
20-P0058843	10/04/19	12	SMART LEVELS MEDIA	660.96	INTERNAL CORRECTION TO DESCRIPTION	DR21189
<b>20-P0058843 Changed in: Printed Coments</b>						
20-P0058847	10/04/19	11	AIR TREATMENT CORP	12,200.00	CONTRACTOR TO PERFORM ANNUAL MAINTENANCE ROUTINES ON THE MULTISTACK CHILLER AT THE DISTRICT OPERATIONS CENTER, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.013, DATED AUGUST 19, 2019. RSCCD CONTACT: ALEX OVIEDO (714)480-7517 LOCATION: DISTRICT OPERATIONS CTR 2323 NORTH BROADWAY SANTA ANA, CA 92706	EE88439
20-P0058847	10/04/19	11	AIR TREATMENT CORP	12,200.00	CONTRACTOR TO PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT TO PERFORM ANNUAL MAINTENANCE ROUTINES ON THE MULTISTACK CHILLER AT THE DISTRICT OPERATIONS CENTER, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.013, DATED AUGUST 19, 2019. RSCCD CONTACT: ALEX OVIEDO (714)480-7517 LOCATION: DISTRICT OPERATIONS CTR 2323 NORTH BROADWAY SANTA ANA, CA 92706	EE88439
20-P0058847	10/07/19	11	AIR TREATMENT CORP	12,200.00	CONTRACTOR TO PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT TO PERFORM ONE-YEAR OF MAINTENANCE ROUTINES ON THE MULTISTACK CHILLER AT THE DISTRICT OPERATIONS CENTER, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.013, DATED AUGUST 19, 2019. RSCCD CONTACT: ALEX OVIEDO (714)480-7517 LOCATION: DISTRICT OPERATIONS CTR 2323 NORTH BROADWAY SANTA ANA, CA 92706	EE88439
20-P0058847	10/07/19	11	AIR TREATMENT CORP	12,200.00	CONTRACTOR TO PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT TO PERFORM ONE-YEAR OF MAINTENANCE ROUTINES ON THE MULTISTACK CHILLER AT THE DISTRICT OPERATIONS CENTER, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.013, DATED AUGUST 19, 2019.	EE88439
<b>20-P0058847 Changed in: Printed Coments</b>						
20-P0058848	10/07/19	41	SAWSTOP, LLC	5,947.97	SAWSTOP,LLC 11555 S.W. MYSLONY STREET TUALATIN, OR 97062	EE88439
20-P0058848	10/07/19	41	SAWSTOP, LLC	5,947.97		EE88439
20-P0058848	10/07/19	41	SAWSTOP, LLC	0.00		EE88439
<b>20-P0058848 Changed in: PO Amount, Printed Coments</b>						

4.14 (23)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0058850	10/07/19	12	EMERGENCY MEDICAL PRODUCTS,	19,632.94		DR21189
20-P0058850	10/09/19	12	EMERGENCY MEDICAL PRODUCTS,	19,632.94	CHANGE ORDER #1, 10/9/19; UPDATE TO ACCOUNTS ONLINE ITEM 4 PER DEPARTMENT REQUEST.	DR21189
<b>20-P0058850 Changed in: Printed Coments</b>						
20-P0058853	10/07/19	12	THE MYERS-BRIGGS COMPANY	195.00	October 3 2019 10:57 AM Debbie Hjorth	FC78314
20-P0058853	10/07/19	12	THE MYERS-BRIGGS COMPANY	195.00		FC78314
<b>20-P0058853 Changed in: Printed Coments</b>						
20-P0058868	10/07/19	12	AMAZON COM	167.81		EE88439
20-P0058868	10/07/19	12	AMAZON COM	167.81	For LAOCRC, 2019 Orange County County Counselor Symposium, on November 7, 2019	EE88439
<b>20-P0058868 Changed in: Printed Coments</b>						
20-P0058935	10/10/19	12	OFFICE DEPOT BUSINESS SVCS	1,615.23		FC78314
20-P0058935	10/10/19	12	OFFICE DEPOT BUSINESS SVCS	1,615.23	Vendor to furnish the following in accordance with the Terms & Conditions of FCCC Contract# CB 15-003, Board Approved 10/26/15.	FC78314
<b>20-P0058935 Changed in: Printed Coments</b>						
20-P0058951	10/11/19	11	NTH GENERATION COMPUTING INC	33,803.95	VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE THE TERMS AND CONDITIONS OF CA NASPO VALUEPOINT CONTRACT (CALIFORNIA CONTRACT #7-15-70-34-002); #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
20-P0058951	10/11/19	11	NTH GENERATION COMPUTING INC	33,803.95	VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
<b>20-P0058951 Changed in: Printed Coments</b>						
20-P0058952	10/16/19	12	JOB ELEPHANT COM INC	15,000.00		CE28973
20-P0058952	10/17/19	12	JOB ELEPHANT COM INC	25,000.00	CHANGE ORDER NO.: 1, DATE: 10/17/2019, TO INCREASE THE PO BY \$10,000 FOR A TOTAL PO AMOUNT OF \$25,000.	EE88439
<b>20-P0058952 Changed in: PO Amount, Printed Coments</b>						
20-P0058960	10/11/19	11	NTH GENERATION COMPUTING INC	35,071.25	VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE THE TERMS AND CONDITIONS OF CA NASPO VALUEPOINT CONTRACT (CALIFORNIA CONTRACT #7-15-70-34-002); #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
20-P0058960	10/15/19	11	NTH GENERATION COMPUTING INC	35,071.25	VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE THE TERMS AND CONDITIONS OF CA NASPO VALUEPOINT CONTRACT (CALIFORNIA CONTRACT #7-15-70-34-002); #MNNVP-134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439

4.14 (24)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0058960	10/15/19	11	NTH GENERATION COMPUTING INC	35,071.25	VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -134 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
<b>20-P0058960 Changed in: Printed Coments</b>						
20-P0058969	10/11/19	11	AMAZON COM	21.84		FC78314
20-P0058969	10/11/19	11	AMAZON COM	26.84		FC78314
<b>20-P0058969 Changed in: PO Amount</b>						
20-P0058997	10/14/19	41	HANNEMAN TIM	5,605.66	VENDOR TO PROVIDE SERVICES TO FABRICATE AND INSTALL WINDOW SHADES IN THE FOLLOWING OFFICES SPACES AT THE DISTRICT OPERATIONS CENTER: 301-8,308-9,301-10,308-13 AND 301-3, IN ACOORDANCE PER THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS20.031, DATED SEPTEMBER 16, 2019. SEE ATTACHED RSCCD QUOTE FOR DETAILED SCOPE OF WORK RSCCD CONTACT: ALEX OVIEDO (714) 480-7517	EE88439
20-P0058997	10/14/19	41	HANNEMAN TIM	5,605.66		EE88439
20-P0058997	10/14/19	41	HANNEMAN TIM	5,605.66	VENDOR TO FABRICATE AND INSTALL WINDOW SHADES IN THE FOLLOWING OFFICES SPACES AT THE DISTRICT OPERATIONS CENTER: 301-8,308-9,301-10,308-13 AND 301-3, IN ACOORDANCE PER THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS20.031, DATED SEPTEMBER 16, 2019.	EE88439
20-P0058997	10/14/19	41	HANNEMAN TIM	5,605.66	VENDOR TO FABRICATE AND INSTALL WINDOW SHADES IN THE FOLLOWING OFFICES SPACES AT THE DISTRICT OPERATIONS CENTER: 301-8,308-9,301-10,308-13 AND 301-3, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS20.031, DATED SEPTEMBER 16, 2019.	EE88439
<b>20-P0058997 Changed in: Printed Coments</b>						
20-P0059055	10/17/19	12	FILTERS FAST LLC	613.85		FC78314
20-P0059055	10/17/19	12	FARMERS AND MERCHANTS BANK O	613.85		FC78314
<b>20-P0059055 Changed in: Vendor</b>						
20-P0059066	10/17/19	12	UNITED RENTALS	150.00	Larisa Sergeyeva/Marty Rudd SAC Diesel Technolgy Lab J-109	FC78314
20-P0059066	10/17/19	12	UNITED RENTALS	150.00		FC78314
<b>20-P0059066 Changed in: Printed Coments</b>						
18-P0189390	09/22/19*	12	RIO HONDO COMMUNITY COLLEGE	2,379,424.00	Change Order No. 1, 11/30/2018, To increase PO by \$91,015.00 for a total agreement amount of \$2,379,424.00 per the amended Participation Agreement 10/20/2018	DE68698
18-P0189390	10/16/19	12	RIO HONDO COMMUNITY COLLEGE	2,109,424.00	Change Order No.: 2, Date: 10/16/2019, To decrease PO by \$270,000 for a total agreement amount of \$2,109,424 per the amened Participation Agreement 10/16/2019.	EE88439

4.14 (25)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
18-P0189390	10/16/19	12	RIO HONDO COMMUNITY COLLEGE	2,109,424.00	Change Order No.: 2, Date: 10/16/2019, To decrease PO by \$270,000 for a total agreement amount of \$2,109,424 per the modified Participation Agreement dated 09/20/2019.	EE88439
<b>18-P0189390 Changed in: PO Amount, Printed Coments</b>						
18-P0189405	09/22/19*	12	CERRITOS COMMUNITY COLLEGE D	518,500.00	CHANGE ORDER #1, 11/30/18; INCREASE PO BY \$47,629 FOR A TOTAL AGREEMENT AMOUNT OF \$518,500 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 10/31/18.	CP41423
18-P0189405	10/16/19	12	CERRITOS COMMUNITY COLLEGE D	558,500.00	CHANGE ORDER NO.: 2, DATE: 10/16/2019, TO INCREASE PO BY \$40,000 FOR A TOTAL AGREEMENT AMOUNT OF \$558,500 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/20/2019.	EE88439
18-P0189405	10/16/19	12	CERRITOS COMMUNITY COLLEGE D	558,500.00	CHANGE ORDER NO.: 2, DATE: 10/16/2019, TO INCREASE PO BY \$40,000 FOR A TOTAL AGREEMENT AMOUNT OF \$558,500 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/20/2019. CHANGE ORDER #1, 11/30/18; INCREASE PO BY \$47,629 FOR A TOTAL AGREEMENT AMOUNT OF \$518,500 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 10/31/18.	EE88439
<b>18-P0189405 Changed in: PO Amount, Printed Coments</b>						
18-P0189441	09/22/19*	12	CITRUS COMM COLLEGE DISTRICT	498,500.00	CHANGE ORDER #1, 8/9/18; UPDATE VENDOR ID FROM 1063581 TO 1032016.	CP41423
18-P0189441	09/24/19	12	CITRUS COMM COLLEGE DISTRICT	350,500.00	CHANGE ORDER NO.:2, DATE: 09/24/2019, TO DECREASE PO BY \$148,000 FOR A TOTAL OF \$350,500 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/16/2019.	EE88439
18-P0189441	09/24/19	12	CITRUS COMM COLLEGE DISTRICT	350,500.00	CHANGE ORDER NO.:2, DATE: 09/24/2019, TO DECREASE PO BY \$148,000 FOR A TOTAL OF \$350,500 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/16/2019. CHANGE ORDER #1, 8/9/18; UPDATE VENDOR ID FROM 1063581 TO 1032016.	EE88439
<b>18-P0189441 Changed in: PO Amount, Printed Coments</b>						
19-P0199323	09/22/19*	12	SANTA MONICA COMMUNITY COLLE	4,607,063.00		DE68698
19-P0199323	10/17/19	12	SANTA MONICA COMMUNITY COLLE	2,999,997.00		EE88439
19-P0199323	10/17/19	12	SANTA MONICA COMMUNITY COLLE	4,607,063.00		EE88439
<b>19-P0199323 Changed in: PO Amount</b>						
19-P0199375	09/22/19*	12	LOS ANGELES COMMUNITY COLLEG	1,001,495.00		DE68698
19-P0199375	10/18/19	12	LOS ANGELES COMMUNITY COLLEG	1,012,495.00	CHANGE NO.:1, DATE: 10/18/2019, TO INCREASE PO BY \$11,000 FOR A TOTAL AGREEMENT AMOUNT OF \$1,012,495 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/16/2019.	EE88439
<b>19-P0199375 Changed in: PO Amount, Printed Coments</b>						
19-P0199389	09/22/19*	12	LOS ANGELES COMMUNITY COLLEG	994,722.00		DE68698

4.14 (26)

\* This entry shows the PO on the given date, not that it changed on this date.

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
19-P0199389	10/16/19	12	LOS ANGELES COMMUNITY COLLEG	1,048,721.93	CHANGE ORDER NO.: 1, DATE: 10/16/2019, TO INCREASE PO BY \$54,000 FOR A TOTAL AGREEMENT AMOUNT OF \$1,048,722 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/20/2019.	EE88439
<b>19-P0199389 Changed in: PO Amount, Printed Coments</b>						
19-P0199391	09/22/19*	12	LOS ANGELES COMMUNITY COLLEG	498,642.00		DR21189
19-P0199391	10/16/19	12	LOS ANGELES COMMUNITY COLLEG	512,642.00	CHANGE ORDER NO.: 1, DATE: 10/16/2019, TO INCREASE PO BY \$14,000 FOR A TOTAL AGREEMENT AMOUNT OF \$512,642 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 11/21/2018.	EE88439
19-P0199391	10/17/19	12	LOS ANGELES COMMUNITY COLLEG	512,642.00	CHANGE ORDER NO.: 1, DATE: 10/16/2019, TO INCREASE PO BY \$14,000 FOR A TOTAL AGREEMENT AMOUNT OF \$512,642 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/20/2019.	EE88439
<b>19-P0199391 Changed in: PO Amount, Printed Coments</b>						
19-P0199463	09/22/19*	12	SANTA CLARITA COMMUNITY COLL	200,000.00		DE68698
19-P0199463	10/09/19	12	SANTA CLARITA COMMUNITY COLL	200,000.00	CHANGE ORDER NO.:1, DATED: 10/09/2019, TO UPDATE THE PERIOD OF PERFORMANCE PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 08/12/2019. BOARD APPROVED: 08/12/2019	EE88439
<b>19-P0199463 Changed in: Printed Coments</b>						
19-P0199507	09/22/19*	12	FOOTHILL-DEANZA COMMUNITY CO	200,000.00		CE28973
19-P0199507	10/09/19	12	FOOTHILL-DEANZA COMMUNITY CO	200,000.00	CHANGE ORDER NO.:1, DATED: 10/09/2019, TO UPDATE THE PERIOD OF PERFORMANCE PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 08/12/2019. BOARD APPROVED: 08/12/2019	EE88439
<b>19-P0199507 Changed in: Printed Coments</b>						
19-P0199521	09/22/19*	12	PALOMAR COLLEGE	200,000.00		CE28973
19-P0199521	10/09/19	12	PALOMAR COLLEGE	200,000.00	CHANGE ORDER NO.:1, DATED: 10/09/2019, TO UPDATE THE PERIOD OF PERFORMANCE PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 08/12/2019. BOARD APPROVED: 08/12/2019	EE88439
<b>19-P0199521 Changed in: Printed Coments</b>						
19-P0199522	09/22/19*	12	PALOMAR COLLEGE	200,000.00		CE28973
19-P0199522	10/09/19	12	PALOMAR COLLEGE	200,000.00	CHANGE ORDER NO.:1, DATED: 10/09/2019, TO UPDATE THE PERIOD OF PERFORMANCE PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 08/12/2019. BOARD APPROVED: 08/12/2019.	EE88439
<b>19-P0199522 Changed in: Printed Coments</b>						
19-P0199528	09/22/19*	12	LOS ANGELES COMMUNITY COLLEG	844,071.00		DE68698

4.14 (27)

\* This entry shows the PO on the given date, not that it changed on this date.

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
19-P0199528	10/18/19	12	LOS ANGELES COMMUNITY COLLEG	855,071.00	CHANGE NO.1, DATE: 10/18/2019, TO INCREASE PO BY \$11,000 FOR A TOTAL AGREEMENT AMOUNT OF \$855,071 PER THE MODIFIED PARTICIPATION AGREEMENT DATED 09/20/2019.	EE88439
<b>19-P0199528 Changed in: PO Amount, Printed Coments</b>						
19-P0199530	09/22/19*	12	SAN MATEO COUNTY COMMUNITY C	200,000.00		EE88439
19-P0199530	10/09/19	12	SAN MATEO COUNTY COMMUNITY C	200,000.00	CHANGE ORDER NO.:1, DATED: 10/09/2019, TO UPDATE THE PERIOD OF PERFORMANCE PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 08/12/2019. BOARD APPROVED: 08/12/2019	EE88439
<b>19-P0199530 Changed in: Printed Coments</b>						
19-P0199536	09/24/19	12	EDUCATION WORKFORCE ALLIANCE	30,000.00		ET18911
19-P0199536	09/25/19	12	EDUCATION WORKFORCE ALLIANCE	50,000.00	CHANGE ORDER NO.:1, DATE: 09/25/2019, TO UPDATE THE ACCOUNT NUMBER AND INCREASE PO BY \$20,000 FOR A TOTAL AGREEMENT AMOUNT OF \$50,000.	EE88439
<b>19-P0199536 Changed in: PO Amount, Printed Coments</b>						
20-P0209092	10/17/19	33	KONICA MINOLTA BUSINESS	1,696.30	NEW 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE BUYOUT OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERNS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB 13-011 RELATED TO RFP #13-001; BOARD APPROVED: FEB 22, 2016	EE88439
20-P0209092	10/17/19	33	KONICA MINOLTA BUSINESS	1,696.30	NEW 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE BUYOUT OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERNS AND CONDITIONS OF THE CMAS CONTRACT #3-16-36-0052B; BOARD APPROVED: OCTOBER 14, 2019	EE88439
<b>20-P0209092 Changed in: Printed Coments</b>						
20-P0209093	10/18/19	33	KONICA MINOLTA BUSINESS	1,000.00		EE88439
20-P0209093	10/18/19	33	KONICA MINOLTA BUSINESS	1,000.00	NEW 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE BUYOUT OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERNS AND CONDITIONS OF THE CMAS CONTRACT #3-16-36-0052B; BOARD APPROVED: OCTOBER 14, 2019	EE88439
<b>20-P0209093 Changed in: Printed Coments</b>						
20-P0209304	09/24/19	11	WARE DISPOSAL CO INC	16,665.36		AK37208
20-P0209304	10/17/19	11	WARE DISPOSAL CO INC	20,763.36	CHANGE ORDER #1 10/17/19 INCREASE ITEM #2 UNIT PRICE AND ADD ITEM #3	FC78314
<b>20-P0209304 Changed in: PO Amount, Printed Coments</b>						

4.14 (28)

\* This entry shows the PO on the given date, not that it changed on this date.

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM SEPTEMBER 22, 2019 THROUGH OCTOBER 19, 2019  
BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0058675	\$21,161.73	Cisco phones to be deployed at Santa Ana College and Santiago Canyon College	DO -ITS	Received Quotations: *1. Cxtec 2. Teracai *Successful Bidder
20-P0058686	\$22,400.00	VMWare Vsphere software license and support	DO -ITS	Received Quotations: *1. Computerland of Silicon Valley 2. CDW-Government *Successful
20-P0058712	\$100,000.00	Postage meter for Santa Ana College	DO -Mailroom	
20-P0058720	\$150,000.00	Postage meter for District Operations	DO -Mailroom	
20-P0058721	\$16,803.30	Annual renewal of periodical subscriptions for the Santa Ana College Library	SAC -Library	Annual renewal
20-P0058725	\$42,293.03	Nursing Anne simulator dummies	SAC -Nursing	Received Quotations: *1. Pocket Nurse 2. Laerdal *Successful Bidder
20-P0058787	\$19,981.83	Paper towel dispensers and hand dryers for phase two of the replacement project at Santiago Canyon College	DO -Facility Planning	

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM SEPTEMBER 22, 2019 THROUGH OCTOBER 19, 2019  
BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0058796	\$32,902.23	Storage servers and components	DO -ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
20-P0058805	\$125,000.00	Digital design and marketing services for the Online Career Technical Education Pathways	SCC -OEC	Board Approved: September 23, 2019
20-P0058808	\$120,300.00	Architectural design consultant services for phase 2 of the schematic design for the campus entrance improvements at Santa Ana College	DO -Facility Planning	Board Approved: September 23, 2019
20-P0058833	\$21,200.00	Marketing and promotion of Contract Education offerings of the RSCCD Customized Training Institute	DO -Workforce Education	Board Approved: September 23, 2019
20-P0058850	\$19,632.94	Resusci Anne simulator dummies with accessories	SAC -Nursing	Received Quotations: *1. Emergency Medical Products, Inc *Successful Bidder
20-P0058869	\$28,549.56	Laptop computers with extended warranties	CEC -Jail Program	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015

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FROM SEPTEMBER 22, 2019 THROUGH OCTOBER 19, 2019  
BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0058873	\$15,082.68	Extension of insurance coverage for the Science Center Project at Santa Ana College	DO -Facility Planning	Required insurance
20-P0058883	\$25,694.60	Laptop computers with extended warranties	SCC -Physics	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
20-P0058894	\$32,740.63	Spectrometer with perpetual software licenses, installation and training	SCC -Chemistry	Purchased from the NASPO Valuepoint Master Agreement #MA16000234-1 & DGS Master Agreement #7-16-99-26-02 Board Approved: April 24, 2017
20-P0058922	\$18,000.00	Implement the Industry Sector Project in Common for Information Communications Technology (ICT)/Digital Media Funding	DO -Resource Development	Board Approved: September 23, 2019
20-P0058951	\$33,803.95	Servers, processors and memory kits for installation at Santa Ana College	DO -ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
20-P0058952	\$25,000.00	Recruitment advertising services	DO -Human Resources	Board Approved: July 15, 2019

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PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0058960	\$35,071.25	Servers, processors and memory kits for installation at Santiago Canyon College	DO -ITS	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
20-P0058971	\$17,779.03	Bond feasibility consulting services	DO -Business Operations	Board Approved: April 16, 2019
20-P0058977	\$45,862.99	Laptop computers with extended warranties and charging cart	SAC -Automotive Technology	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
20-P0059010	\$40,272.85	Tire balancer/changer equipment	SAC -Automotive Technology	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-13-56-0055A Board Approved: October 14, 2019
20-P0059011	\$65,267.20	Tire aligner equipment	Automotive Technology/Engine	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-13-56-0055A Board Approved: October 14, 2019
20-P0059020	\$45,000.00	Instructional designer services for online coarse growth	SAC -Distance Education	Board Approved: July 15, 2019

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PURCHASE ORDERS OF \$15,000 AND OVER  
FROM SEPTEMBER 22, 2019 THROUGH OCTOBER 19, 2019  
BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0059021	\$46,690.00	Baseball, softball and football field renovation project at Santa Ana College	SAC -Grounds	Received Quotations: *1. Professional Turf Specialties *Successful Bidder
20-P0059024	\$41,881.30	Hydro-jet and grease trap project at Santa Ana College	SAC -Maintenance	Received Quotations: *1. Orange County Pumping *Successful Bidder
20-P0059071	\$19,996.00	Miscellaneous supplies and textbooks for Santa Ana College Middle College students	SAC -Student Services	
20-P0059074	\$20,393.42	Camera filters and lenses	SAC -Television	Received Quotations: *1. Adorama 2. B & H Photo *Successful Bidder
20-P0059083	\$52,500.00	Annual memberships to LA Economic Development Corporation for 21 institutions	DO -LA/OC Regional Consortia	
20-P0209318	\$387,204.00	Sub-agreement with El Monte Union High School District to create, support and/or expand high-quality career technical education programs at the K12 and K12 to community college pathway improvement projects	DO -Resource Development	Board Approved: July 15, 2019

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PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209320	\$544,915.00	Sub-agreement with Hacienda La Puente Unified School District to create, support and/or expand high-quality career technical education programs at the K12 and K12 to community college pathway improvement projects	DO -Resource Development	Board Approved: July 15, 2019
20-P0209327	\$297,693.00	Sub-agreement CSU Fullerton to implement the Community Sourced, Data-Driven Improvements to Open Adaptive Courseware project	DO -Resource Development	Board Approved: August 12, 2019
20-P0209336	\$525,903.00	Sub-agreement with East San Gabriel Valley ROP to create, support and/or expand high-quality career technical education programs at the K12 and K12 to community college pathway improvement projects	DO -Resource Development	Board Approved: July 15, 2019
20-P0209337	\$108,765.00	Sub-agreement with Culver City Unified School District to create, support and/or expand high-quality career technical education programs at the K12 and K12 to community college pathway improvement projects	DO -Resource Development	Board Approved: July 15, 2019

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BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209338	\$200,000.00	Sub-agreement with Ohlone CCD to host the Bay Area region Deputy Sector Navigator/ Regional Director for Life Science/Biotech	DO -Resource Development	Board Approved: August 12, 2019
20-P0209340	\$46,561.00	Ellucian payment center license subscription, year 5 of 5	DO -ITS	Board Approved: September 28, 2015
20-P0209341	\$32,529.78	Annual license fees for emergency mass communications software and services	DO -Safety & Parking	Board Approved: June 17, 2019
20-P0209343	\$200,000.00	Sub-agreement with Shasta-Tehama-Trinity Joint CCD to host the North/Far North region Deputy Sector Navigator/ Regional Director for Advanced Manufacturing	DO -Resource Development	Board Approved: August 12, 2019
20-P0209344	\$200,000.00	Sub-agreement with Shasta-Tehama-Trinity Joint CCD to host the North/Far North region Deputy Sector Navigator/ Regional Director for Business and Entrepreneurship	DO -Resource Development	Board Approved: August 12, 2019
20-P0209345	\$200,000.00	Sub-agreement with Cerritos CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/ Regional Director for Business and Entrepreneurship	DO -Resource Development	Board Approved: August 12, 2019

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM SEPTEMBER 22, 2019 THROUGH OCTOBER 19, 2019  
BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209346	\$200,000.00	Sub-agreement with Rio Hondo CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/ Regional Director for Health	DO -Resource Development	Board Approved: August 12, 2019
20-P0209347	\$200,000.00	Sub-agreement with Yosemite CCD to host the Central Valley/Mother Lode region Deputy Sector Navigator/Regional Director for Agriculture, Water and Environmental Technologies	DO -Resource Development	Board Approved: August 12, 2019
20-P0209348	\$200,000.00	Sub-agreement with Lake Tahoe CCD to host the North/Far North region Deputy Sector Navigator/ Regional Director for Retail/ Hospitality/Tourism	DO -Resource Development	Board Approved: August 12, 2019
20-P0209349	\$200,000.00	Sub-agreement with Cerritos CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/ Regional Director for Advanced Transportation and Logistics	DO -Resource Development	Board Approved: August 12, 2019
20-P0209350	\$893,026.00	Sub-agreement with WestEd to participate in the Integrated Technology Data Science Tools Fiscal Agent Grant	DO -Resource Development	Board Approved: August 12, 2019

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM SEPTEMBER 22, 2019 THROUGH OCTOBER 19, 2019  
BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209351	\$3,573,765.00	Sub-agreement with Los Angeles Unified School District to create, support and/or expand high-quality career technical education programs at the K12 and K12 to community college pathway improvement projects	DO -Resource Development	Board Approved: July 15, 2019
20-P0209352	\$200,000.00	Sub-agreement with Ventura County CCD on behalf of Moorpark College to host and supervise the Center of Excellence for Labor Market Research	DO -Resource Development	Board Approved: July 15, 2019
20-P0209353	\$200,000.00	Sub-agreement with Butte-Glenn CCD to host the North/Far North region Deputy Sector Navigator/ Regional Director for Energy, Construction and Utilities	DO -Resource Development	Board Approved: August 12, 2019
20-P0209356	\$15,000.00	Sub-agreement with San Francisco CCD on behalf of City College of San Francisco to participate in an Industry Sector Projects in Common (ISPIC) for Life Sciences/Biotech	DO -Resource Development	Board Approved: February 25, 2019
20-P0209357	\$15,000.00	Sub-agreement with San Jose-Evergreen CCD to participate in an Industry Sector Projects in Common (ISPIC) for Retail/Hospitality/Tourism	DO -Resource Development	Board Approved: March 11, 2019

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209358	\$469,866.00	Sub-agreement with Long Beach Unified School District to create, support and/or expand high-quality career technical education programs at the K12 and K12 to community college pathway improvement projects	DO -Resource Development	Board Approved: July 15, 2019
20-P0209359	\$200,000.00	Sub-agreement with Santa Clarita CCD to host the South Central Coast region Deputy Sector Navigator/Regional Director for Information Technology (ICT)/Digital Media	DO -Resource Development	Board Approved: August 12, 2019
20-P0209360	\$200,000.00	Sub-agreement with Santa Clarita CCD to host the South Central Coast region Deputy Sector Navigator/Regional Director for Advanced Manufacturing	DO -Resource Development	Board Approved: August 12, 2019
20-P0209361	\$200,000.00	Sub-agreement with Santa Clarita CCD to host the South Central Coast region Deputy Sector Navigator/Regional Director for Health	DO -Resource Development	Board Approved: August 12, 2019
20-P0209362	\$200,000.00	Sub-agreement with Merced CCD to host the Central Valley/Mother Lode region Deputy Sector Navigator/Regional Director for Retail/Hospitality/Tourism	DO -Resource Development	Board Approved: August 12, 2019

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PURCHASE ORDERS OF \$15,000 AND OVER  
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BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209363	\$200,000.00	Sub-agreement with San Mateo CCD to host the Bay Area region Deputy Sector Navigator/Regional Director for Global Trade	DO -Resource Development	Board Approved: August 12, 2019
20-P0209364	\$200,000.00	Sub-agreement with Butte-Glenn CCD to host the North/Far North region Deputy Sector Navigator/ Regional Director for Health	DO -Resource Development	Board Approved: August 12, 2019
20-P0209365	\$200,000.00	Sub-agreement with Los Rios CCD to host the North/Far North region Deputy Sector Navigator/ Regional Director for Advanced Transportation and Logistics	DO -Resource Development	Board Approved: August 12, 2019
20-P0209366	\$200,000.00	Sub-agreement with Grossmont-Cuyamaca CCD to host the San Diego/Imperial region Deputy Sector Navigator/Regional Director for Health	DO -Resource Development	Board Approved: August 12, 2019
20-P0209367	\$200,000.00	Sub-agreement with San Mateo CCD to host the Bay Area region Deputy Sector Navigator/Regional Director for Health	DO -Resource Development	Board Approved: August 12, 2019
20-P0209368	\$200,000.00	Sub-agreement with Sequoias CCD to host the Central Valley/Mother Lode region Deputy Sector Navigator/Regional Director for Health	DO -Resource Development	Board Approved: August 12, 2019

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BOARD MEETING OF NOVEMBER 18, 2019**

P.O. #	Amount	Description	Department	Comment
20-P0209369	\$200,000.00	Sub-agreement with Coast CCD to host the Los Angeles and Orange County region Deputy Sector Navigator/Regional Director for Retail/Hospitality/Tourism	DO -Resource Development	Board Approved: August 12, 2019
20-P0209370	\$21,176.00	Sub-agreement with City of Santa Ana for the Strong Workforce Program Local Funds Initiative	CEC -Vocational	Board Approved: June 17, 2019
20-P0209371	\$32,397.20	Annual renewal of Library database	SAC -Library	Annual renewal
20-P0209373	\$26,400.00	Lease of office space at Santora Building, 207 N. Broadway, Suite Q, Santa Ana, CA 92706	SAC -Art Gallery	Board Approved: September 23, 2019

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: November 18, 2019
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

**ANALYSIS**

Items for the following categorically funded programs were developed.

	<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
	<b><u>Fiscal Year 2018/2019</u></b>		
1.	California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant V (District) Sub-award from the California Department of Education – California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) Block Grant awarded to RSCCD’s Child Development Services to support program quality improvement activities and Professional Learning Communities (PLCs) trainings and meetings for early childhood teachers and program staff. (18/19). <i>No match required.</i>	10/1/2019	\$75,000
	<b><u>Fiscal Year 2019/2020</u></b>		
2.	Behavior Technician Certificate Program+ (DO/SCC) Competitive award from the Orange County Community Foundation of the Henry W. and Ellen R. Warne Family Endowment grant for Santiago Canyon College and the Institute for Workforce Development to develop a Behavior Technician Certificate Program+ that will be offered by Orange Education Center, and will provide academic counseling, job placement with regional employers, and will cover certification exam fees for low-income students. (19/20). <i>No match required.</i>	01/13/2020	\$125,000
3.	Child Care Access Means Parents in School (CCAMPIS-SAC) – Year 2 (District) Second year of a four-year grant award from the U.S. Department of Education to support additional campus-based child care services and funding for a key staff member that will provide individualized evaluation, counseling, and referral services to parents at Santa Ana College’s Child Development Center who are also low-income students at the college. (19/20). <i>No match required.</i>	07/23/2019	\$58,893
4.	Child Care Access Means Parents in School (CCAMPIS-SCC) – Year 2 (District) Second year of a four-year grant award from the U.S. Department of Education to support additional campus-based child care services and funding	07/23/2019	\$58,149

**Project Title**

**Award Date Amount**

for a key staff member that will provide individualized evaluation, counseling, and referral services to parents at Santiago Canyon College’s Child Development Center who are also low-income students at the college. (19/20). *No match required.*

- 5. Child Development Training Consortium (SCC) 10/24/2019     \$2,800

Sub-award from the Yosemite Community College District – Child Development Training Consortium to award the Child Care and Development Block Grant funded by the U.S. Department of Health and Human Services. This award will support program facilitation, recruitment and assistance to students seeking a new or maintaining a current Child Development Permit through Santiago Canyon College’s Child Development Program. (19/20). *No match required.*

**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:	\$319,842	Board Date: November 18, 2019
Prepared by:	Maria N. Gil, Senior Resource Development Coordinator	
Submitted by:	Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

**SPECIAL PROJECT DETAILED BUDGET #2524**

**NAME: Child Development Services - California State Preschool Program (CSPP)**

**Quality Rating and Improvement System (QRIS) Block Grant V (District)**

**FISCAL YEAR: 2018/2019**

**CONTRACT PERIOD: 07/01/2018 - 06/30/19 (continuous)**

**PROJ ADM: Enrique Perez**

**CONTRACT AMOUNT: \$75,000**

**PROJ DIR: Janneth Linnell**

**PRIME SPONSOR: California Department of Education**

**DATE: 11/01/19**

**FISCAL AGENT: Orange Count Superintendent of Schools/Orange County Department of Education**

**PRIME AWARD #: N/A**

**SUB-AWARD #: 48834**

<b>GL Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
33-2524-000000-50000-8699	Other Misc State Revenue :		75,000
33-2524-692000-53323-4310	Instructional Supplies : CD CED	12,000	
33-2524-692000-53325-4310	Instructional Supplies : CD SAC	36,000	
33-2524-692000-53326-4310	Instructional Supplies : CD SCC	12,000	
33-2524-692000-53327-4310	Instructional Supplies : CD SAC East	15,000	
<b>Totals for PROJECT: 2524</b>	<b>CSPP/QRIS Block Grant V</b>	<b>75,000</b>	<b>75,000</b>

**California State Preschool Program (CSPP)  
Quality Rating and Improvement System (QRIS) Block Grant**

SUMMARY

Rancho Santiago Community College District's Child Development Services is a sub-awardee of a California State Preschool Program (CSPP) Quality Rating and Improvement System (QRIS) block-grant from the Orange County Superintendent of Schools/Orange County Department of Education to support program quality improvement activities and Professional Learning Communities (PLCs) trainings and meetings for early childhood teachers and program staff to engage in dialogue on curriculum planning, program assessment, and family engagement.

The grant sub-award is \$75,000. There is no match required. The performance period is July 1, 2018 through June 30, 2019. Although the grant performance period began on July 1, 2018, the grant terms and conditions allow for rollover of funding and commencement of project activities and spending this fiscal year.

To access the CSPP QRIS Agreement No. 48834, please [click here](#).

**PROGRAM INCOME #3xxx**  
**NAME: Behavior Technician Certificate Program+ (DO/SCC)**  
**Fiscal Year 2019/2020**

Contract Amount: \$125,000 Prog Dir: Christine Gascon/Leila Mozaffari  
 Contract Term: 01/13/20 - 01/13/21 Prog Admin: Jose Vargas/Enrique Perez  
 Funder: OC Community Foundation Date: 11/04/19

Account	Description	Budget	
		Debit	Credit
12-3xxx-000000-50000-8891	Other Local Revenues - Special Project		125,000
<b>Behavior Technician Courses</b>			
12-3xxx-490330-28200-1310	Part-Time Instructor (prep)	779	
12-3xxx-490330-28200-3111	STRS Instructional	133	
12-3xxx-490330-28200-3321	Medicare Instructional	11	
12-3xxx-490330-28200-3431	H&W Ret Fnd Instructional	21	
12-3xxx-490330-28200-3511	SUI Instructional	0	
12-3xxx-490330-28200-3611	WCI Instructional	12	
<b>Counseling for Participants</b>			
12-3xxx-631000-28100-1430	Part-Time Counselors	55,135	
12-3xxx-631000-28100-3115	STRS Non-instructional	9,251	
12-3xxx-631000-28100-3325	Medicare Non-instructional	799	
12-3xxx-631000-28100-3425	H&W Ret Fnd Non-instructional	1,516	
12-3xxx-631000-28100-3515	SUI Non-instructional	28	
12-3xxx-631000-28100-3615	WCI Non-instructional	827	
<b>Participant Costs</b>			
12-3xxx-732000-28100-7620	Exam fees paid for students	2,400	
<b>Institute for Workforce Development</b>			
12-3xxx-701000-53350-2310	Classified Ongoing	0	
12-3xxx-701000-53350-2320	Classified Hourly/Short-Term <i>Job Developer Coordinator</i>	32,598	
12-3xxx-701000-53350-3325	Medicare Instructional	473	
12-3xxx-701000-53350-3335	PARS	424	
12-3xxx-701000-53350-3435	H&W Ret Fnd Instructional	16	
12-3xxx-701000-53350-3515	SUI Instructional	489	
12-3xxx-701000-53350-3615	WCI Instructional	896	
12-3xxx-701000-53350-4610	Non-instructional supplies	528	
12-3xxx-701000-53350-4710	Food & Food Services	500	
12-3xxx-701000-53350-5100	Contracted Services <i>Recruitment: Craigslist, Indeed, etc. \$2,500 Services Agreement with ABA \$3,000</i>	5,500	
12-3xxx-701000-53350-5650	Facility Rental (Short-Term)	300	
12-3xxx-701000-53350-5940	Reproduction/Printing Expenses	1,000	
	<b>Total Direct Costs</b>	<b>113,636</b>	
12-3xxx-679000-50000-5865	Indirect Costs (10%)	11,364	
	<b>Total Project Costs</b>	<b>125,000</b>	

**ORANGE COUNTY COMMUNITY FOUNDATION**  
**GRANT AGREEMENT**

The grant to Rancho Santiago Community College District (hereafter referred to as “grantee”) from the Henry W. and Ellen R. Warne Family Endowment Fund grant program of the Orange County Community Foundation (hereafter referred to as “OCCF”) is for the explicit purpose described below and is subject to the grantee’s acceptance of the following conditions.

**GRANTEE:** Rancho Santiago Community College District  
2323 North Broadway, Suite 319  
Santa Ana, CA 92706

**STAFF RESPONSIBLE FOR ACHIEVING GRANT PURPOSE:** Christine Gascon

**GRANT AMOUNT:** \$125,000.00

**GRANT PERIOD:** January 13, 2020 – January 13, 2021

**GRANT PURPOSE:** This grant is to support the Behavior Technician Certificate Program+ in partnership with Autism Business Association and Santiago Canyon College as described in the proposal to OCCF. The proposal and budget are part and parcel to this agreement. A request for re-direction of any grants funds must be submitted to OCCF in writing and approval is subject to OCCF’s sole discretion.

**PAYMENT SCHEDULE:** The single \$125,000.00 payment will be paid upon receipt by OCCF of a signed copy of this agreement.

**REPORTS:** One final report is required. Please use the appropriate guidelines specific to the grantee’s grant program found online at [www.oc-cf.org/grantguidelines](http://www.oc-cf.org/grantguidelines). Failure to submit complete reports on time and in the format provided will jeopardize the grantee’s grant status and future funding opportunities. If at any time throughout the grant period the grantee is unable to fulfill the grant agreement, or the grantee has any questions or concerns regarding report requirements, please contact Mollie Esposito-Cerros at (949) 553-4202 ext. 230 or [mesposito@oc-cf.org](mailto:mesposito@oc-cf.org).

- A progress report is due by June 13, 2020
- The final report is due by January 13, 2021

Please assign responsibility for these reports immediately. OCCF’s records reflect Christine Gascon as the responsible party for reporting. Should this change during the grant period, the grantee must notify Mollie Esposito-Cerros.

**SPECIAL PROVISIONS:** All grants are made in accordance with current and applicable laws and pursuant to the Internal Revenue Code (hereafter referred to as the “Code”) as amended and the regulations issued thereunder.

**I. ANNOUNCING GRANTS**

- A. This grant should be reported to any regulatory entity as a grant from OCCF.

Staff Use Only	
Fund ID: _____	Grant Number: <u>BD2049406</u>
Received: ___	Approved: ___ F: ___ G: ___
501(c)(3): _____	Board/Financials/990: ___

- B. OCCF and the grantee agree that any initial or future public disclosure or press release regarding this grant shall be mutually agreed upon in advance thereof. To the extent any approval is given, it may be conditioned upon express approval of the text of any written public disclosure.
- C. In recognition of this grant, the grantee agrees to acknowledge the contribution as follows:  
Orange County Community Foundation
- D. The grantee will allow OCCF to include information about this grant in OCCF's periodic public reports, newsletter, news releases, social media postings, and on OCCF's website. This includes the amount and purpose of the grant, any photographs the grantee has provided, the grantee's logo or trademark, and other information and materials about the grantee's organization and its activities.

## II. EXPENDING OF FUNDS

This grant is to be used only for the purpose described in the grant proposal and in accordance with the approved budget. The program is subject to modification only with OCCF's prior written approval. If the amount granted is less than what was originally requested in the grant proposal and the grantee needs to modify the objectives from the proposal, please contact OCCF.

- A. The grantee shall return to OCCF any unexpended funds:
  - 1. At the end of the grant period, or
  - 2. If OCCF determines that the grantee has not performed in accordance with this agreement and approved program budget, or
  - 3. If the grantee loses its exemption from federal income taxes under Section 501(c)(3) of the Code.
- B. No funds provided by OCCF may be used for any political campaign, lobbying activity or to support attempts to influence legislation by any governmental body, other than through making available the results of nonpartisan analysis, study and research or for any purpose other than one specified in Section 170(c)(2)(b) of the Code.
- C. Expenses charged against this grant may not be incurred prior to the effective date of the grant or subsequent to the termination date, and may be incurred only as necessary to carry out the purpose and activities of the approved program.
- D. The grantee is responsible for the expenditure of funds and for maintaining adequate supporting records. Books and records must be adequately maintained to demonstrate that the grant funds were used for the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended. The grantee shall give OCCF reasonable access to their files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
- E. Equipment or property purchased with grant funds shall be the property of the grantee so long as it is not diverted from the purposes for which the grant was made. If the purpose of the

organization or the use of grant funds is changed, the equipment or property reverts to OCCF at its option.

F. For projects involving possibility of patents and licensure, the grantee should request further information from OCCF.

**III. REQUIRED NOTIFICATION**

The grantee is required to provide OCCF with immediate written notification of: 1) any changes in the grantee's legal or tax-exempt status, 2) changes in the key staff responsible for achieving the grant purpose, and 3) ability to expend the grant for the intended purpose.

**IV. NO ASSIGNMENT OR DELEGATION**

The grantee may not assign, or otherwise transfer, their rights or delegate any of their obligations under this grant without prior written approval from OCCF.

**V. INDEMNIFICATION**

The grantee agrees to defend, hold harmless, and indemnify OCCF, its officers, agents, employees, and assigns against any and all expense, liability, loss, damages or claims (including attorneys' fees, judgments, fines, excise taxes or penalties and amounts to be paid in settlement) arising from or allegedly arising from the grantee's performance or activities. OCCF assumes no liability concerning persons or property associated with OCCF's sponsorship contemplated under this Agreement.

**VI. LIMITATION OF LIABILITY**

Unless otherwise stipulated in writing, this grant is made with the understanding that OCCF has no obligation to provide other or additional support to the grantee. Notwithstanding the foregoing provisions to the contrary, OCCF shall not be obligated on any Disbursement Date to disburse an amount greater than the balance on that date in the Henry W. and Ellen R. Warne Family Endowment Fund standing on OCCF's books.

**VII. RIGHT TO MODIFY OR REVOKE**

OCCF reserves the right to discontinue, modify, or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in OCCF's sole discretion, such action is necessary: 1) because parties have not fully complied with the terms and conditions of this grant, 2) to protect the purpose and objectives of the grant or any other charitable activities of OCCF, or 3) to comply with the requirements of any law or regulation applicable to the grantee, OCCF, or this grant.

**FOR THE GRANTEE:**

\_\_\_\_\_  
Signature of Authorized Representative  
  
Peter J. Hardash  
\_\_\_\_\_  
Name, printed  
  
Vice Chancellor of Business Operations/Fiscal Services  
\_\_\_\_\_  
Title

**ORANGE COUNTY  
COMMUNITY FOUNDATION:**

Date



---

Cathleen Otero  
Vice President, Donor Relations and Programs

4041 MacArthur Blvd Ste 510 | Newport Beach, CA 92660 | Tel. (949) 553-4202 | Fax (949) 553-4211 | [oc-cf.org](http://oc-cf.org)

**SPECIAL PROJECT DETAILED BUDGET #1248**

**NAME: Child Care Access Means Parents in School (CCAMPIS) - SAC - Year 2 of 4 (District)**

**FISCAL YEAR: 2019/2020 and 2020/2021**

**CONTRACT PERIOD: 10/01/19 - 09/30/20**

**PROJ. ADM.: Enrique Perez**

**CONTRACT INCOME: \$58,893**

**PROJ. DIR.: Janneth Linnell**

**PRIME SPONSOR: U.S. Department of Education**

**FISCAL AGENT: Rancho Santiago CCD**

**Date: 10/28/19**

**PRIME AWARD #: P335A180089**

**CFDA #: 84.335A**

<b>GL Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
33-1248-000000-50000-8199	Other Federal Revenues : District Operations		58,893
33-1248-672000-50000-5865	Indirect Costs : District Operations	2,265	
33-1248-692000-53321-2320	Classified Employees - Hourly : CDC Administration	2,394	
33-1248-692000-53321-3215	PERS - Non-Instructional : CDC Administration	474	
33-1248-692000-53321-3315	OASDHI - Non-Instructional : CDC Administration	148	
33-1248-692000-53321-3325	Medicare - Non-Instructional : CDC Administration	35	
33-1248-692000-53321-3435	H & W - Retiree Fund Non-Inst : CDC Administration	66	
33-1248-692000-53321-3515	SUI - Non-Instructional : CDC Administration	1	
33-1248-692000-53321-3615	WCI - Non-Instructional : CDC Administration	36	
33-1248-732000-53321-7670	Other Exp Paid for Students : CDC Administration	53,474	
<b>Total Project 1248</b>	<b>CCAMPIS - SAC (Year 2)</b>	<b>58,893</b>	<b>58,893</b>

## ABSTRACT

**Organizational Overview:** Rancho Santiago Community College District (RSCCD) has two community colleges, Santa Ana College and Santiago Canyon College, and operates a child care center at each of those campuses. The enclosed proposal is to implement a CCAMPIS project at Santa Ana College's Early Childhood Education Center, located on the Santa Ana College campus in the City of Santa Ana, in Orange County California. The City of Santa Ana has been identified as one of the most troubled cities in the nation by a 2004 study of urban hardship, based on such factors low educational attainment, poverty, crowded housing, and unemployment.<sup>1</sup> Santa Ana College plays a key role in the community by providing disadvantaged and under-represented residents access to higher education and educational services. While some time has passed since the report, the issues persist.

**Santa Ana College student demographic data:** Student demographic data from RSCCD's Research Department and the California Community Colleges Chancellor's Office indicate that for 2015/16, 91% of Santa Ana College students were low-income, 68% were Hispanic/ Latino, and 89% are first generation college students.

**Santa Ana College Early Childhood Education Center demographic data:** 93% of parents served by the Center are low-income, 91% of parents who are also students at Santa Ana College are low-income, and 92% of student-parents are Hispanic/Latino.

**Priorities:** Santa Ana College's CCAMPIS project will address the following Priorities:

- Absolute Priority #1- Leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted
- Absolute Priority #2 – Utilize a sliding fee scale for child care services provided in order to support a high number of low-income parents pursuing postsecondary education at the institution.

**Services/activities that will be provided during the performance period:** CCAMPIS funds will be used to provide additional child care slots for 7-19 children. The range is based on the days of service (2-, 3-, or 5-day), and on whether the child is an infant, toddler or preschooler, and on the use of a sliding fee scale. In addition, CCAMPIS student-parents and their children will be well-supported by additional on- and off-campus resources and services to ensure the healthy development and well-being of the children and the educational success of the parents. Further, staff dedicated to the project will closely monitor student-parents' progress and performance to intervene, if needed, to connect them to resources that will support their success.

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<sup>1</sup> Montiel, Lisa M., Richard P. Nathan and David J. Wright. *An Update on Urban Hardship*. The Nelson A. Rockefeller Institute of Government. August 2004.

**SPECIAL PROJECT DETAILED BUDGET #1237**

**NAME: Child Care Access Means Parents in School (CCAMPIS) - SCC - Year 2 of 4 (District)**

**FISCAL YEAR: 2019/2020 and 2020/2021**

**CONTRACT PERIOD: 10/01/19 - 09/30/20**

**PROJ. ADM.: Enrique Perez**

**CONTRACT INCOME: \$58,149**

**PROJ. DIR.: Janneth Linnell**

**PRIME SPONSOR: U.S. Department of Education**

**FISCAL AGENT: Rancho Santiago CCD**

**Date: 10/28/19**

**PRIME AWARD #: P335A180253**

**CFDA #: 84.335A**

<b>GL Account</b>	<b>Description</b>	<b>Debit</b>	<b>Credit</b>
33-1237-000000-50000-8199	Other Federal Revenues : District Operations		58,149
33-1237-692000-53321-2320	Classified Employees - Hourly : CDC Administration	2,394	
33-1237-692000-53321-3215	PERS - Non-Instructional : CDC Administration	474	
33-1237-692000-53321-3315	OASDHI - Non-Instructional : CDC Administration	148	
33-1237-692000-53321-3325	Medicare - Non-Instructional : CDC Administration	35	
33-1237-692000-53321-3435	H & W - Retiree Fund Non-Inst : CDC Administration	66	
33-1237-692000-53321-3515	SUI - Non-Instructional : CDC Administration	1	
33-1237-692000-53321-3615	WCI - Non-Instructional : CDC Administration	36	
33-1237-732000-53321-7670	Other Exp Paid for Students : CDC Administration	54,995	
<b>Total Project 1237</b>	<b>CCAMPIS - SCC (Year 2)</b>	<b>58,149</b>	<b>58,149</b>

## ABSTRACT

**Organizational Overview:** Rancho Santiago Community College District has two community colleges, and operates a childcare center at each campus, in addition to four other centers at other sites. The proposed project would implement a CCAMPIS program at Santiago Canyon College's Childhood Education Center, located on the college's campus in the City of Orange, in Orange County California. Orange County has one of the highest costs of living in the nation, which makes it difficult for low-income parents to pursue higher education to improve their employment prospects, in order to earn a living wage to support their families. Subsidized care in the region is limited, with only 5% of eligible children served. CCAMPIS will make college dreams possible for four-eight low-income student-parents who are dedicated to completing a certificate, degree or transfer.

**Santiago Canyon College student demographic data:** Student demographic data from RSCCD's Research Department and the California Community Colleges Chancellor's Office indicate that for 2016/17, 77% were first-generation college students and 48% were low-income.

**Santiago Canyon College Childhood Education Center demographic data:** 73% of parents served by the Center are low-income, and 96% of student-parents served are low-income.

**Priorities:** Santiago Canyon College's CCAMPIS project will address the following Priorities:

- Absolute Priority - Utilize a sliding fee scale for childcare services provided in order to support a high number of low-income parents pursuing postsecondary education at the institution.

CCAMPIS funds will be used to provide additional childcare spaces for 3-7 children. The range is based on the days of service (2-, 3-, or 5-day), and on whether the child is an infant, toddler or preschooler, and on the use of a sliding fee scale.

- Competitive Preference Priority – Leverage significant local or institutional resources, including in-kind contributions, to support the activities assisted.

The center will use its Family Services program and its network of on-campus and off-campus services and resources to provide wrap-around services for CCAMPIS student-parents and their children. The Executive Director, Center Director, and center staff will closely monitor student-parents' progress and performance to provide just-in-time interventions, as needed, to connect student-parents to resources that will support their success. Selection into CCAMPIS will be based on a ranking system to identify those with the greatest need and potential to benefit. To remain in the program, student-parents will need to enroll full-time, maintain a C average, have an updated educational plan on file, and use referrals, services and resources as directed by the director or family services staff. This model will support low-income parents to persist in and complete college post-secondary education programs.

**SPECIAL PROJECT DETAILED BUDGET #1241**  
**NAME: CHILD DEVELOPMENT TRAINING CONSORTIUM - SANTIAGO CANYON COLLEGE**  
**FISCAL YEAR: 2019/2020**

**CONTRACT PERIOD: 9/1/2019 - 6/30/2020**

PROJ. ADM. E. Arteaga

**CONTRACT INCOME:**

PROJ. DIR. Jody Johnson

Instructional Services            \$1,300

Date: 10/25/19

Coordinator Stipend            \$1,500

**TOTAL**                                \$2,800

**Prime Sponsor: Department of Health & Human Services Administration for Children and Families**

**Fiscal Agent: Yosemite Community College District/Child Development Training Consortium**

**Sub-Award Agreement #: 19-20-2885**

**CFDA #: 93.575**

GL Account	Description	Debit	Credit
12-1241-000000-20000-8199	Other Federal Revenues : Santiago Canyon College		2,800
12-1241-130500-25230-1480	Part-Time Reassigned Time : Human Dev.	1,220	
12-1241-130500-25230-3115	STRS - Non-Instructional : Human Dev.	209	
12-1241-130500-25230-3325	Medicare - Non-Instructional : Human Dev.	18	
12-1241-130500-25230-3435	H & W - Retiree Fund Non-Inst : Human Dev.	34	
12-1241-130500-25230-3515	SUI - Non-Instructional : Human Dev.	1	
12-1241-130500-25230-3615	WCI - Non-Instructional : Human Dev.	18	
12-1241-732000-25230-7610	Books Paid for Students : Human Dev.	500	
12-1241-732000-25230-7640	Tuition Paid for Students : Human Dev.	800	
<b>Total 1241 - CDTC FY 19/20 Santiago Canyon College</b>		<b>2,800</b>	<b>2,800</b>

October 24, 2019

Jody Johnson  
Santiago Canyon College  
8045 E. Chapman  
Orange, CA 92689

Dear Coordinator:

Below is the 2019-2020 Instructional & Campus Coordinator Agreement between the Yosemite Community College District, Child Development Training Consortium (CDTC) and **Rancho Santiago Community College District for Santiago Canyon College**. Refer to the 2018-2019 Instructional & Campus Coordinator Agreement for comparison of the changes being implemented for the upcoming 2019-2020 year.

Please print one (1) copy of the Instructional & Campus Coordinator Agreement and obtain the appropriate signature.

Also, below is the **Confidentiality Assurance Agreement**. Please print one (1) copy. **Note: This document should be signed by the designated campus coordinator.**

**RETURN** both documents, with original signatures, to the CDTC at the following address:

Child Development Training Consortium  
PO Box 3603  
Modesto, CA 95352

Upon obtaining the required signature of the Vice Chancellor at Yosemite Community College District, a fully executed copy will be returned for your records.

If you have any questions or need additional information, please contact Gail Brovont at (209) 548-5721, and know that your prompt response will be greatly appreciated.

**Changes:**

**Page 2**

**I. STATEMENT OF WORK**

- A. The Campus Coordinator must notify CDTC at least 30 days in advance of a sabbatical leave, **and/or any type of formal or informal leave.**
- B. **Physical education courses and** General work experience courses are excluded.

**Page 6**

**III. BUDGET AND ALLOWABLE EXPENSES**

- F. If the CONTRACTOR demonstrates a consistent pattern of under-generating its contracted number of units, the number of contracted units may be reduced in the subsequent years.

IV. **PAYMENT FOR INSTRUCTIONAL SERVICES**

- B. The CONTRACTOR will be paid \$26.00 per enrolled unit of course work, which meets requirements of the Child Development Permit Matrix and/or child care licensing regulations to the maximum stated in Paragraph IB. (Proposed)
- C. The designated Campus Coordinator will submit all summer '19 and/or fall '19 student profiles to CDTC, postmarked no later than March 13, 2020, or CDTC may reduce the coordinator stipend by \$200.00. Additional coordinator stipend reduction policies specified in the 2019-2020 Campus Coordinator Agreement, Payment for Services, pg. 6, section V A., still apply.

Thank you for your continued participation in CDTC and we look forward to our MANDATORY Fall Business Meeting Webinar (choose September 26 or 27, 2019), as well as seeing you at the Fall Meeting/PD Forum in Palm Springs on November 7-9, 2019.

Sincerely,



Stephanie Aguilar, Director  
Child Development Training Consortium

SA:cl

Enclosures

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To: Board of Trustees	Date: November 18, 2019
Re: Approval of Correction to Sub-Agreement between RSCCD and Carnegie Mellon University for the California Education Learning Lab Grant	
Action: Request for Approval	

**BACKGROUND**

The Governor’s Office of Planning and Research (OPR) released a Request for Application for a competitive grant, the California Education Learning Lab, in order to solicit project proposals that would “improve learning outcomes and close equity and achievement gaps, using learning science and adaptive learning technologies in online or hybrid college-level lower division courses.” Santa Ana College, California State University, Fullerton, University of California, Berkeley, and Carnegie Mellon University developed a project proposal, “Community-Sourced, Data-Driven Improvements to Open, Adaptive Courseware,” that would develop online STEM courses and would use learning technologies to improve completion and achievement of STEM courses, especially among underrepresented and disadvantaged students. OPR selected the project, and awarded a \$1,300,000 grant to Santa Ana College (the applicant) to implement it.

**ANALYSIS**

Sub-agreements with the project partners—University of California, Berkeley; California State University, Fullerton; and Carnegie Mellon University—were approved at RSCCD’s 7/15/19 board meeting. Carnegie Mellon University (CMU) has requested revisions to the Indemnification and Dispute clauses, per the requirements of their institution. These revisions were submitted to RSCCD’s Risk Management for review, and the changes were determined to be acceptable. The sub-agreement (#DO-18-2059-02) with Carnegie Mellon University has been revised accordingly. As CMU did not sign the first version of the agreement, the corrected version will not be an amendment to the original agreement, but will replace that agreement. The corrected item was submitted for the 10/28/19 board docket, but it was discovered that the correct version of the sub-agreement had not been included. Therefore, we are re-submitting the item for the 11/18/19 docket with the accurate version of the agreement.

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

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

**RECOMMENDATION**

It is recommended that the Board approve the correction 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: November 18, 2019
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by: Marvin Martinez, Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
CARNEGIE MELLON UNIVERSITY**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 18<sup>th</sup> day of November, 2019, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Carnegie Mellon University** (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, Santa Ana College was awarded a California Education Learning Lab grant, OPR18117, (hereinafter “Grant”) from the State of California, Office of Planning and Research, hereinafter “Prime Sponsor,” to implement the “Community Sourced, Data-Driven Improvements to Open, Adaptive Courseware” project; 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, the Parties hereby agree as follows:

**ARTICLE I**

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work in 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, 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 June 30, 2019 through June 30, 2022.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$311,191.

4. **Budget**

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) 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

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 40%, a progress payment of 50%, and a final payment of 10%. Payment is contingent upon approval by RSCCD and/or the PRIME SPONSOR. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment via email to [Kushida\\_Cherylee@sac.edu](mailto:Kushida_Cherylee@sac.edu). The subject line of the invoice should be as follows: "INVOICE\_CLL\_Carnegie Mellon University."

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner. RSCCD will provide report requirements and instructions to the SUBCONTRACTOR.

7. Expenditure of Grant Funds

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

8. Modifications

If the SUBCONTRACTOR wishes to make substantial changes to the scope of work, then a revised scope of work that describes the requested changes and their impact to the budget and outcomes must be submitted to RSCCD and approved by the PRIME SPONSOR. Substantial changes are those that would represent a significant deviation from the approved scope of work and would lead to different outcomes or fall outside of the generally understood purpose of the use of the funds. Changes in methods of implementation (i.e., the means by which the approved scope of work is implemented) or movement between budget line items would not be considered substantial changes, and would not require prior approval.

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. Indemnification

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers or directors to the extent allowed by law.

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 under this Contract, the Parties agree that they will act in good faith and use reasonable efforts to resolve in an amiable manner any dispute that may arise. The Parties shall meet within thirty (30) days of receipt by the other Party of written notice of a dispute from the aggrieved Party. In the event the dispute cannot be resolved through informal resolution within thirty (30) days of receipt of the written dispute

notice (unless otherwise agreed in writing by the Parties), either Party may pursue litigation in any court of competent jurisdiction.

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 - Santa Ana College  
Cherylee Kushida  
1530 W. 17th Street  
Santa Ana, CA 92706  
(714) 564-6766; [kushida\\_cherylee@sac.edu](mailto:kushida_cherylee@sac.edu)

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

**SUBCONTRACTOR:**

**Primary Contact:**  
Name: John C. Stamper  
Title: Assistant Professor, Human-  
Computer Interaction Institute  
Address: 5000 Forbes Avenue  
Pittsburgh, PA 15213  
Phone: (704) 699-2541  
Email: john@stamper.org

**Fiscal Representative:**  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

18. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other

than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

19. Amendments

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

**ARTICLE II**

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement and Request for Application Specifications, 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 requirements 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: *Carnegie Mellon  
University*

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

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

Name: Peter J. Hardash

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

Vice Chancellor

Title: Business Operations/Fiscal Services

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

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

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

Board Approval Date: November 18, 2019

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

List of Exhibits

Exhibit A: Grant Agreement that contains the approved project proposal and budget

Exhibit B: California Education Learning Lab Request for Applications

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: November 18, 2019
Re: Approval of Second Amendment to Sub-Agreement between RSCCD and Santiago Canyon College Foundation for the National Science Foundation Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Grant	
Action: Request for Approval	

**BACKGROUND**

Santiago Canyon College (SCC) was awarded a grant from the National Science Foundation to implement the “Santiago Canyon College STEM Scholars Academy” project. Through this project scholarships award to selected SCC STEM majors, who also benefit from faculty mentors and other student services, in order to increase the number of students who complete STEM majors and transfer, especially among disadvantaged student populations. SCC had requested and received the approval for no-cost extension. The revised end date is 02/29/2019.

**ANALYSIS**

At Santiago Canyon College, scholarships are disbursed through the Santiago Canyon College Foundation. The Santiago Canyon College and the Santiago Canyon College Foundation agree that the performance in the funding period of July 1, 2015 to December 31, 2019 be extended through February 29, 2020. Please refer to this [link](#) to access a copy of the original sub-agreement and first amendment.

**Project Director:** Jeff Wada

**Project Administrator:** Syed Rizvi

**RECOMMENDATION**

It is recommended that the Board approve this 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: November 18, 2019
Prepared by: Sarah Santoyo, Assistant Vice Chancellor of Educational Services	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Marvin Martinez, Chancellor	

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

This **Second Amendment** to the grant sub-agreement (hereinafter "Agreement") is entered into on this 18th day of November, 2019, between Rancho Santiago Community College District on behalf of Santiago Canyon College (hereinafter "RSCCD") and the Santiago Canyon College Foundation (hereinafter "SCCF"), to amend that certain Agreement between the parties which commenced on July 1, 2015, and

WHEREAS, Santiago Canyon College was awarded a S-STEM grant, award #1458337, (hereinafter "Grant") to implement the "Santiago Canyon College STEM Scholars Academy" project (hereinafter "Project") from the National Science Foundation (hereinafter "Prime Sponsor"); and

WHEREAS, RSCCD and SUBRECIPIENT want to revise the term of the Agreement;

NOW, THEREFORE, the Parties mutually agree as follows:

**Item 2. Period of Performance, page 1, of the Agreement is amended as follows:**

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2015 through February 29, 2020.

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 Agreement.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SANTIAGO CANYON COLLEGE  
FOUNDATION

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

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

Name: Peter J. Hardash  
Vice Chancellor

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

Title: Business Operations/Fiscal Services

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

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

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

Board Approval Date: November 18, 2019

EIN: 33-0794988

DUNS: 96-953-1222

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date: November 18, 2019
Re:	Adoption of Board Policy	
Action:	Request for Approval	

**BACKGROUND**

The Board Policy Committee met on October 14, 2019 and reviewed new and revised policies. This policy was presented to the Board for a First Reading on October 28, 2019 and is now presented for adoption.

**ANALYSIS**

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

**RECOMMENDATION**

It is recommended that the Board adopt the revised policy.

Fiscal Impact:	None	Board Date: November 18, 2019
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor	
Recommended by:	Marvin Martinez, Chancellor	

**Rancho Santiago Community College District**  
**BOARD POLICY**  
Chapter 5  
Student Services

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**BP 5500 Standards of Student Conduct**

**References:**

Education Codes 66300 and 66301;  
ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees (including BP/AR 3430 Prohibition of Harassment), and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

**I. GUIDELINES FOR STUDENT CONDUCT**

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.

F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.

G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.

H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.

I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

M. Engaging in expression which is libelous, slanderous, obscene (according to current legal standards) or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

N. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

O. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

P. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, religion, age, sexual orientation or any other status protected by law.

Q. Continuous disruptive behavior or willful disobedience, harassment, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel.

R. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

S. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

(a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.

(b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.

(c) Using or causing to be used, computer services without permission.

(d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.

(e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.

(f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.

(g) Using any account or password without authorization.

(h) Allowing or causing an account number or password to be used by any other person without authorization.

(i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.

(j) Use of systems or networks for personal commercial purposes.

(k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

T. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

## **II. DISCIPLINARY ACTIONS FOR STUDENTS**

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

A. **WARNING** - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

B. **REPRIMAND** - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

C. **PROBATION** - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

D. **RESTITUTION** - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

E. **REMOVAL** - An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

F. SUSPENSION - The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

G. EXPULSION - Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

### III. DUE PROCESS

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

#### A. Suspension

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

#### B. Expulsion

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

#### **IV. DUE PROCESS HEARING**

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) Documentary evidence that will be introduced at the hearing;
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.
- (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its recommendation to the College President on the evidence presented within two school days of the close of the hearing. The College President will review the recommendation within three days and render a decision to the Vice President of Student Services. The Vice President of Student Services or their designee will notify the student by certified mail of the outcome. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

**Revised: July 21, 2014 (Previously BP5201)**  
**Revised: November 18, 2019**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To: Board of Trustees	Date: November 18, 2019
Re: Board of Trustees Express Interest in Board Officer Positions	
Action: Information	

**BACKGROUND**

At the July 21, 2014, board meeting the board approved changes to BP 2210 –Officers to include the following:

*At the board meeting immediately prior to the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President, or Clerk of the Board, as well as any committee assignments.*

At the January 13, 2014, board meeting the board approved changes to BP 2305 – Annual Organizational Meeting to include the following:

*At the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.*

**ANALYSIS**

Board members will have two opportunities (at the November meeting and December meeting) to express interest regarding service as president, vice president, and clerk for 2019-2020.

**RECOMMENDATION**

The board president shall solicit expressions of interest from board members regarding service as president, vice president, and clerk for 2019-2020, as well as any committee assignments.

Fiscal Impact: None	Board Date: November 18, 2019
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Marvin Martinez, Chancellor	
Recommended by: Marvin Martinez, Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

To: Board of Trustees	Date: November 18, 2019
Re: Review and Discussion of Self-Evaluation Responses from Community and Staff	
Action: Information	

**BACKGROUND**

Board Policy 2745 provides for the Board of Trustees to conduct an annual self-evaluation by December of each year.

**ANALYSIS**

An evaluation survey was approved by the Board on October 14, 2019, and was distributed to the individuals identified in Board Policy 2745. The survey responses are now presented to the board for review. The remaining steps in the evaluation process are as follows:

November 19, 2019 - November 25, 2019

Board members complete self-evaluation instrument.

December 9, 2019

Board reviews and discusses tabulated self-evaluation results and creates annual unit goals.

**RECOMMENDATION**

The survey responses from community and staff are presented to the board for review and discussion.

Fiscal Impact: None	Board Date: November 18, 2019
Prepared by: Nga Pham, Exec. Director, Research, Planning and Institutional Effectiveness	
Submitted by: Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by: Marvin Martinez, Chancellor	

## **Rancho Santiago Community College District (RSCCD) Student, Staff and Community Input Regarding RSCCD Board of Trustees' Self-Evaluations**

**November 2019**

The RSCCD Board of Trustees implemented an annual review of its internal operations and performance and invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government officers, academic senates officers, the chancellor, vice chancellors, assistant vice chancellors, the college presidents, college vice presidents, representatives of the District's employee unions, college accreditation representatives and community members who serve on the District bond oversight committees or foundations. The survey and data are independently implemented and analyzed by the RSCCD District Research, Planning and Institutional Effectiveness Department.

The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board will review its collective input and develop goals that members want to work toward during the year. In the following year, the Board again asks the community, staff and students to reassess them so they can evaluate the degree to which their goals have been met and to continue to refine the Board's internal operations and performance, if needed. On a regular basis, the Board Policy Committee also reviews the survey instrument, participant list, timelines and makes recommendations to the Board to ensure the established procedures are still appropriate for intended self-evaluation purposes.

This year's survey was disseminated to 145 individuals; 23 surveys were completed (16% response rate): six community members, 14 faculty/managers/staff members, and three respondents who did not report their affiliation with the District.

Thirty-five percent of respondents reported that they regularly (more than 10 meetings annually) attended Board of Trustees meetings; 4% reported that they occasionally attended (6-10 meetings), 53% rarely (1-5 meetings), 4% never attended and 4% did not report.

Respondents were asked how useful they think the questionnaire is to the Board's self-evaluation process; 22% found the survey "very useful", 39% reported "somewhat useful", 13% were "neutral", and 26% found it "not very useful".

## **Summary of Findings**

Overall, this year's respondents rated the board lower than in 2018. Because the number of respondents is small and the number of respondents is different each year, there is greater variation in percentage points. It is recommended that comparisons be used cautiously.

### ***The Board is rated highest (over 80% of respondents "agree" or "strongly agree") for:***

- Conducting its meetings in compliance with state laws, including The Brown Act, (mean rating of 3.17, on a scale of 1 to 4, with 1 being "strongly disagree" and 4 being "strongly agree"),
- The board recognizes and celebrates positive accomplishments of the district and colleges (mean rating of 3.12),
- The board is knowledgeable about the mission and purpose of the institution (mean rating of 3.07),
- Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response (mean rating of 3.07),
- Board members participate actively in community activities (mean rating of 3.07),
- The board and chancellor have a positive, cooperative relationship (mean rating of 3.02),
- The board follows a procedure for annual evaluations of the chancellor (mean rating of 2.91), and
- The board keeps the chancellor informed of community contacts (mean rating of 2.81).

### ***The Board is rated lowest (less than 55% of respondents "agree" or "strongly agree") for:***

- The board makes decisions in the best interest of students, the colleges, and the entire district (mean rating of 2.74),
- The board regularly develops and reviews goals for continuous improvement (mean rating of 2.52),
- The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff (mean rating of 2.31).

Respondents were very thoughtful when given the opportunity to voice their opinions on the Board's greatest strengths, major accomplishments, and areas in which the Board could improve. There were many accolades, as well as suggestions for improvement, offered.

### ***Comparisons with Prior Years' Findings:***

In making comparisons between 2019 responses and those of the prior year, it is important to note that the number of respondents from one survey year to the next varies greatly AND that percentages may fluctuate widely due to the low sample count.

The areas that experienced the most significant increases in ratings (of at least +10 percentage points) since last year, specifically:

- The board and chancellor have a positive, cooperative relationship (19%), and
- Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response (14%).

The areas that experienced the most significant decreases in ratings (of at least -30 percentage points) since last year, specifically:

- The board regularly develops and reviews goals for continuous improvement (-35%),
- Board members act on behalf of the entire community (-35%),
- The board makes decisions in the best interest of students, the colleges, and the entire district (-34%),
- Board members regularly seek the opinion of the student trustee (-32%), and
- The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met (-30%).

### ***Other Findings:***

A significant proportion of survey respondents (40% or more) indicated “not applicable” or “don’t know” as their responses. Attention may be needed to develop and/or promote a better understanding of these issues:

- The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships (68%),
- The board follows communication procedures with staff, ensuring the chancellor is informed of such communication (57%),
- Board members participate in trustee development activities (57%),
- The board follows a procedure for annual evaluations of the chancellor (52%),
- The board keeps the chancellor informed of community contacts (48%), and
- The board and chancellor have a positive, cooperative relationship (43%).

## Detail of Findings

### Results of the Student, Staff and Community's Evaluation of Board of Trustees' Operations and Performance, 2019

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
<b>Board Organization and Operation</b>							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	9%	68%	18%	5%	22	2.81	4%
Board members respect each others' opinions.	14%	57%	29%	0%	21	2.85	9%
The board conducts its meetings in compliance with state laws, including The Brown Act.	29%	61%	5%	5%	21	3.17	9%
Board members understand that they have no legal authority beyond board meetings.	21%	47%	21%	11%	19	2.78	17%
Board members regularly seek the opinion of the student trustee.	13%	49%	25%	13%	16	2.65	30%
<b>Policy Role</b>							
Board meetings focus on policy issues that relate to board responsibilities.	14%	63%	9%	14%	22	2.8	4%
The board focuses on policy in board discussion, not administrative matters.	14%	41%	18%	27%	22	2.42	4%
The board is knowledgeable about the mission and purpose of the institution.	24%	61%	10%	5%	21	3.07	9%
The board clearly delegates the administration of the colleges to the chancellor.	14%	53%	19%	14%	21	2.64	9%
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	25%	63%	6%	6%	16	3.07	27%
<b>Strategic Planning</b>							
The board understands the budget process.	11%	58%	26%	5%	19	2.75	17%
The board gives adequate attention to the mission, goals, and future planning of the district.	18%	41%	32%	9%	22	2.68	4%
The board regularly develops and reviews goals for continuous improvement.	19%	33%	29%	19%	21	2.52	9%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	10%	45%	35%	10%	20	2.55	13%
The board understands the colleges' educational programs and services.	24%	37%	29%	10%	21	2.78	9%
The board is appropriately involved in defining the vision and goals of the district.	19%	47%	24%	10%	21	2.78	9%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	15%	60%	20%	5%	20	2.85	13%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	20%	35%	35%	10%	20	2.65	13%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	15%	55%	20%	10%	20	2.75	13%

**Results of the Student, Staff and Community's Evaluation of  
Board of Trustees' Operations and Performance, 2019**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
<b>Board Relations with the Chancellor, Presidents, Faculty, and Staff</b>							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	10%	60%	20%	10%	20	2.7	13%
The board keeps the chancellor informed of community contacts.	8%	76%	8%	8%	12	2.81	48%
The board follows a procedure for annual evaluations of the chancellor.	9%	82%	0%	9%	11	2.91	52%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	11%	34%	33%	22%	18	2.31	22%
The board and chancellor have a positive, cooperative relationship.	23%	61%	8%	8%	13	3.02	43%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	11%	47%	21%	21%	19	2.48	17%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	21%	51%	21%	7%	14	2.83	39%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	0%	72%	14%	14%	7	2.55	68%
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	10%	60%	20%	10%	10	2.7	57%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	29%	43%	14%	14%	14	2.87	39%
<b>Community Relations – Advocacy</b>							
Board members are knowledgeable about community college and state-related issues.	10%	70%	10%	10%	20	2.8	13%
The board acts as an advocate for community colleges.	15%	65%	10%	10%	20	2.85	13%
Board members participate actively in community activities.	22%	66%	6%	6%	18	3.07	22%
Board agendas include legislative and state policy issues that will impact the district.	26%	43%	26%	5%	19	2.87	17%
Board members act on behalf of the entire community.	15%	40%	30%	15%	20	2.55	13%
The board recognizes and celebrates positive accomplishments of the district and colleges.	29%	56%	10%	5%	21	3.12	9%
The board works to build a positive image of the district in the community.	25%	55%	0%	20%	20	2.85	13%
Board members adhere to policies for dealing with college, community citizens, and the media.	17%	55%	11%	17%	18	2.75	22%
The community and district employees are aware of who the elected trustees are and their role in district governance.	13%	43%	19%	25%	16	2.47	30%

**Results of the Student, Staff and Community's Evaluation of  
Board of Trustees' Operations and Performance, 2019**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
<b>Board Leadership, Ethics, and Standards of Conduct</b>							
The board understands collective bargaining and its role in the process.	15%	45%	30%	10%	20	2.65	13%
The board practices appropriate collegial consultation (participatory governance).	11%	44%	28%	17%	18	2.49	22%
The board maintains confidentiality of privileged information.	19%	49%	19%	13%	16	2.77	30%
The board makes decisions in the best interest of students, the colleges, and the entire district.	24%	29%	42%	5%	21	2.74	9%
The board operates ethically without conflict of interest following established board policies.	24%	34%	24%	18%	17	2.67	26%
Board members participate in trustee development activities.	20%	50%	10%	20%	10	2.7	57%

**Results of the Student, Staff and Community's Evaluation of  
Board of Trustees' Operations and Performance, 2015-2019**

	% "strongly agree" or "agree"					% change from 2018
	2019 n=23	2018 n=26	2017 n=27	2016 n=29	2015 n=30	
<b>Board Organization and Operation</b>						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	77%	96%	83%	73%	89%	-19%
Board members respect each others' opinions.	71%	90%	91%	75%	100%	-19%
The board conducts its meetings in compliance with state laws, including The Brown Act.	90%	95%	91%	77%	84%	-5%
Board members understand that they have no legal authority beyond board meetings.	68%	78%	76%	62%	82%	-10%
Board members regularly seek the opinion of the student trustee.	62%	94%	70%	83%	85%	-32%
<b>Policy Role</b>						
Board meetings focus on policy issues that relate to board responsibilities.	77%	90%	77%	76%	84%	-13%
The board focuses on policy in board discussion, not administrative matters.	55%	68%	57%	47%	70%	-13%
The board is knowledgeable about the mission and purpose of the institution.	85%	87%	82%	73%	82%	-2%
The board clearly delegates the administration of the colleges to the chancellor.	67%	74%	72%	63%	85%	-7%
The board ensures compliance with federal and state laws and measures for emergency response.	88%	74%	95%	84%	89%	14%
<b>Strategic Planning</b>						
The board understands the budget process.	69%	87%	79%	68%	82%	-18%
The board gives adequate attention to the mission, goals, and future planning of the district.	59%	83%	75%	71%	85%	-24%
The board regularly develops and reviews goals for continuous improvement.	52%	87%	63%	76%	92%	-35%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	55%	85%	69%	72%	90%	-30%
The board understands the colleges' educational programs and services.	61%	73%	56%	59%	75%	-12%
The board is appropriately involved in defining the vision and goals of the district.	66%	85%	79%	78%	87%	-19%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	75%	90%	86%	85%	89%	-15%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	55%	82%	85%	67%	79%	-27%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	70%	90%	77%	81%	90%	-20%

**Results of the Student, Staff and Community's Evaluation of  
Board of Trustees' Operations and Performance, 2015-2019**

	% "strongly agree" or "agree"					% change from 2018
	2019 n=23	2018 n=26	2017 n=27	2016 n=29	2015 n=30	
<b>Board Relations with the Chancellor, Presidents, Faculty, and Staff</b>						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	70%	74%	74%	73%	88%	-4%
The board keeps the chancellor informed of community contacts.	84%	89%	87%	83%	95%	-5%
The board follows a procedure for annual evaluations of the chancellor.	91%	86%	95%	89%	100%	5%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	45%	57%	62%	61%	76%	-12%
The board and chancellor have a positive, cooperative relationship.	84%	65%	78%	77%	92%	19%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	58%	63%	56%	71%	80%	-5%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	72%	67%	79%	75%	87%	5%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	72%	75%	83%	64%	89%	-3%
The board follows communication procedures with staff.	70%	80%	67%	63%	86%	-10%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	72%	93%	89%	89%	96%	-21%
<b>Community Relations – Advocacy</b>						
Board members are knowledgeable about community college and state-related issues.	80%	86%	82%	84%	96%	-6%
The board acts as an advocate for community colleges.	80%	96%	92%	81%	94%	-16%
Board members participate actively in community activities.	88%	92%	81%	86%	93%	-4%
Board agendas include legislative and state policy issues that will impact the district.	69%	91%	95%	92%	96%	-22%
Board members act on behalf of the entire community.	55%	90%	59%	59%	87%	-35%
The board recognizes and celebrates positive accomplishments of the district and colleges.	85%	92%	92%	89%	96%	-7%
The board works to build a positive image of the district in the community.	80%	90%	71%	77%	93%	-10%
Board members adhere to policies for dealing with college, community citizens, and the media.	72%	94%	73%	77%	84%	-22%
The community and district employees are aware of who the elected trustees are and their role in district governance.	56%	76%	72%	64%	86%	-20%
<b>Board Leadership, Ethics, and Standards of Conduct</b>						
The board understands collective bargaining and its role in the process.	60%	80%	80%	75%	86%	-20%
The board practices appropriate collegial consultation (participatory governance).	55%	81%	73%	80%	82%	-26%
The board maintains confidentiality of privileged information.	68%	85%	74%	72%	81%	-17%
The board makes decisions in the best interest of students, the colleges, and the entire district.	53%	87%	60%	52%	83%	-34%
The board operates ethically without conflict of interest following established board policies.	58%	86%	72%	59%	78%	-28%
Board members participate in trustee development activities.	70%	93%	92%	79%	100%	-23%

**Rancho Santiago Community College District (RSCCD)  
Student, Staff and Community Input Regarding  
RSCCD Board of Trustees' Self-Evaluations  
(*Respondents Who Regularly Attend BOT Meetings*)**

**November 2019**

The RSCCD Board of Trustees implemented an annual review of its internal operations and performance. On a regular basis, the Board Policy Committee also reviews the survey instrument, participant list, timelines and makes recommendations to the Board to ensure the established procedures are still appropriate for intended self-evaluation purposes. The survey and data are independently implemented and analyzed by the RSCCD District Research, Planning and Institutional Effectiveness Department.

The Board invites community representatives, faculty/staff and students who interact with them on a regular basis to offer feedback. An online survey instrument is made available to individuals including (but not limited to) the associated student government officers, academic senates officers, the chancellor, vice chancellors, assistant vice chancellors, the college presidents, college vice presidents, representatives of the District's employee unions, college accreditation representatives and community members who serve on the District bond oversight committees or foundations.

The Board reviews the input prior to their own individual assessment using the same survey instrument. At the next meeting, the Board reviews its collective input and develops goals that members want to work on for the year. The survey instrument was disseminated online to 145 individuals; 23 surveys were completed (a 16% response rate). Thirty-five percent (n=8) of those respondents stated that they regularly attend (more than 10 meetings annually) Board of Trustees meetings: seven management/faculty/classified staff and one community member. The data summary for this group is included in this report.

**Summary of Findings**

Overall, the sporadic ratings are due to several factors: in addition to the already low number of survey participation and the number of respondents from year to year, the number of respondents who attend BOT meetings regularly is also very small (n=8). Therefore, the variability in percentage is much greater and comparison should be used cautiously.

The Board is unanimously rated as satisfactory (100% of respondents “agree” or “strongly agree”) in six of the forty-four areas rated by respondents:

- The board keeps the chancellor informed of community contacts (mean rating of 3.00, on a scale of 1 to 4, with 1 being “strongly disagree” and 4 being “strongly agree”),
- The board follows a procedure for annual evaluations of the chancellor (mean rating of 3.33),
- The board and chancellor have a positive, cooperative relationship (mean rating of 3.5),
- The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships (mean rating of 3.0),
- The board follows communication procedures with staff, ensuring the chancellor is informed of such communication (mean rating of 3.0), and
- Board members are knowledgeable about community college and state-related issues (mean rating of 3.14).

The Board is rated lowest (less than 50% of respondents “agree” or “strongly agree”) in nine of the forty-four areas rated by respondents:

- The board maintains confidentiality of privileged information (40%),
- The board makes decisions in the best interest of students, the colleges, and the entire district (38%),
- The board focuses on policy in board discussion, not administrative matters (38%),
- The board clearly delegates the administration of the colleges to the chancellor (38%),
- The board regularly develops and reviews goals for continuous improvement (38%),
- The board operates ethically without conflict of interest following established board policies (34%),
- The board understands its role and that of the chancellor, presidents, faculty, and staff (29%),
- The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff (17%), and
- Board members participate in trustee development activities (0%).

More than half of survey respondents indicated “not applicable” or “don’t know” as their responses:

- Board members participate in trustee development activities. (88%)
- The board follows communication procedures with staff, ensuring the chancellor is informed of such communication. (75%)
- The board keeps the chancellor informed of community contacts. (75%)
- The board and chancellor have a positive, cooperative relationship. (75%)
- The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships. (63%)
- The board follows a procedure for annual evaluations of the chancellor. (63%)

To fully understand how respondents feel about the board’s self-evaluation process, a question about the usefulness of the survey instrument was added. More than half of the respondents (63%) stated that the instrument would be “very useful” or “somewhat useful,” and 37% was either “neutral” or did not think it was useful.

## Detail of Findings

### Results of the Student, Staff and Community's Evaluation of Board of Trustees' Operations and Performance, 2019 (Respondents Who Regularly Attend BOT Meetings)

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
<b>Board Organization and Operation</b>							
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	0%	74%	13%	13%	8	2.61	0%
Board members respect each others' opinions.	13%	49%	38%	0%	8	2.75	0%
The board conducts its meetings in compliance with state laws, including The Brown Act.	13%	61%	13%	13%	8	2.74	0%
Board members understand that they have no legal authority beyond board meetings.	13%	37%	25%	25%	8	2.38	0%
Board members regularly seek the opinion of the student trustee.	13%	62%	25%	0%	8	2.88	0%
<b>Policy Role</b>							
Board meetings focus on policy issues that relate to board responsibilities.	25%	25%	25%	25%	8	2.50	0%
The board focuses on policy in board discussion, not administrative matters.	13%	25%	13%	49%	8	2.02	0%
The board is knowledgeable about the mission and purpose of the institution.	25%	62%	13%	0%	8	3.12	0%
The board clearly delegates the administration of the colleges to the chancellor.	13%	25%	25%	37%	8	2.14	0%
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.	17%	49%	17%	17%	6	2.66	25%
<b>Strategic Planning</b>							
The board understands the budget process.	13%	74%	13%	0%	8	3.00	0%
The board gives adequate attention to the mission, goals, and future planning of the district.	25%	37%	25%	13%	8	2.74	0%
The board regularly develops and reviews goals for continuous improvement.	25%	13%	25%	37%	8	2.26	0%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	13%	49%	25%	13%	8	2.62	0%
The board understands the colleges' educational programs and services.	13%	38%	49%	0%	8	2.64	0%
The board is appropriately involved in defining the vision and goals of the district.	13%	37%	37%	13%	8	2.50	0%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	13%	62%	25%	0%	8	2.88	0%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	13%	49%	38%	0%	8	2.75	0%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	13%	49%	25%	13%	8	2.62	0%

**Results of the Student, Staff and Community's Evaluation of  
Board of Trustees' Operations and Performance, 2019  
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
<b>Board Relations with the Chancellor, Presidents, Faculty, and Staff</b>							
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	14%	43%	29%	14%	7	2.57	13%
The board keeps the chancellor informed of community contacts.	0%	100%	0%	0%	2	3.00	75%
The board follows a procedure for annual evaluations of the chancellor.	33%	67%	0%	0%	3	3.33	63%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	17%	0%	33%	50%	6	1.84	25%
The board and chancellor have a positive, cooperative relationship.	50%	50%	0%	0%	2	3.50	75%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	0%	29%	29%	42%	7	1.87	13%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	25%	25%	50%	0%	4	2.75	50%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	0%	100%	0%	0%	3	3.00	63%
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.	0%	100%	0%	0%	2	3.00	75%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	25%	50%	0%	25%	4	2.75	50%
<b>Community Relations – Advocacy</b>							
Board members are knowledgeable about community college and state-related issues.	14%	86%	0%	0%	7	3.14	13%
The board acts as an advocate for community colleges.	29%	57%	14%	0%	7	3.15	13%
Board members participate actively in community activities.	50%	33%	17%	0%	6	3.33	25%
Board agendas include legislative and state policy issues that will impact the district.	37%	25%	25%	13%	8	2.86	0%
Board members act on behalf of the entire community.	25%	25%	37%	13%	8	2.62	0%
The board recognizes and celebrates positive accomplishments of the district and colleges.	38%	49%	13%	0%	8	3.25	0%
The board works to build a positive image of the district in the community.	29%	42%	0%	29%	7	2.71	13%
Board members adhere to policies for dealing with college, community citizens, and the media.	13%	49%	13%	25%	8	2.50	0%
The community and district employees are aware of who the elected trustees are and their role in district governance.	17%	49%	17%	17%	6	2.66	25%

**Results of the Student, Staff and Community's Evaluation of  
Board of Trustees' Operations and Performance, 2019  
(Respondents Who Regularly Attend BOT Meetings)**

	Distribution of Valid Responses				Total # Respondents	Average Rating (excluding n/a)	Not applicable or don't know
	Strongly Agree	Agree	Disagree	Strongly Disagree			
	4	3	2	1			
<b>Board Leadership, Ethics, and Standards of Conduct</b>							
The board understands collective bargaining and its role in the process.	29%	29%	29%	13%	7	2.74	13%
The board practices appropriate collegial consultation (participatory governance).	13%	37%	37%	13%	8	2.50	0%
The board maintains confidentiality of privileged information.	20%	20%	40%	20%	5	2.40	38%
The board makes decisions in the best interest of students, the colleges, and the entire district.	13%	25%	62%	0%	8	2.51	0%
The board operates ethically without conflict of interest following established board policies.	17%	17%	33%	33%	6	2.18	25%
Board members participate in trustee development activities.	0%	0%	0%	100%	1	1.00	88%

**Comparison of Results of the Student, Staff and Community Input Regarding RSCCD  
Board of Trustees' Self-Evaluations, 2015-2019  
(Respondents Who Regularly Attend BOT Meetings)**

	% "strongly agree" or "agree"					% change from 2018
	2019 n=8	2018 n=10	2017 n=10	2016 n=9	2015 n=15	
<b>Board Organization and Operation</b>						
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.	74%	100%	70%	78%	97%	-26%
Board members respect each others' opinions.	62%	90%	90%	63%	100%	-28%
The board conducts its meetings in compliance with state laws, including The Brown Act.	74%	90%	80%	66%	87%	-16%
Board members understand that they have no legal authority beyond board meetings.	50%	67%	66%	88%	85%	-17%
Board members regularly seek the opinion of the student trustee.	75%	100%	60%	89%	91%	-25%
<b>Policy Roles</b>						
Board meetings focus on policy issues that relate to board responsibilities.	50%	100%	56%	56%	80%	-50%
The board focuses on policy in board discussion, not administrative matters.	38%	60%	50%	78%	57%	-22%
The board is knowledgeable about the mission and purpose of the institution.	87%	90%	78%	63%	80%	-3%
The board clearly delegates the administration of the colleges to the chancellor.	38%	80%	58%	38%	78%	-42%
The board ensures compliance with federal and state laws and measures for emergency response.	66%	70%	88%	76%	86%	-4%
<b>Strategic Planning</b>						
The board understands the budget process.	87%	80%	71%	67%	80%	7%
The board gives adequate attention to the mission, goals, and future planning of the district.	62%	90%	70%	67%	80%	-28%
The board regularly develops and reviews goals for continuous improvement.	38%	90%	38%	57%	92%	-52%
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.	62%	90%	50%	63%	92%	-28%
The board understands the colleges' educational programs and services.	51%	80%	44%	56%	71%	-29%
The board is appropriately involved in defining the vision and goals of the district.	50%	90%	57%	84%	85%	-40%
The board understands the financial audit and accepts responsibility for implementation of its recommendations.	75%	90%	88%	100%	87%	-15%
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.	62%	90%	86%	63%	73%	-28%
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.	62%	100%	74%	63%	87%	-38%

**Comparison of Results of the Student, Staff and Community Input Regarding RSCCD  
Board of Trustees' Self-Evaluations, 2015-2019  
(Respondents Who Regularly Attend BOT Meetings)**

	% "strongly agree" or "agree"					% change from 2018
	2019 n=8	2018 n=10	2017 n=10	2016 n=9	2015 n=15	
<b>Board Relations with the Chancellor, Presidents, Faculty, and Staff</b>						
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.	57%	90%	50%	63%	92%	-33%
The board keeps the chancellor informed of community contacts.	100%	100%	100%	100%	100%	0%
The board follows a procedure for annual evaluations of the chancellor.	100%	100%	100%	100%	100%	0%
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.	17%	67%	60%	44%	71%	-50%
The board and chancellor have a positive, cooperative relationship.	100%	70%	66%	67%	93%	30%
The board understands its role and that of the chancellor, presidents, faculty, and staff.	29%	60%	50%	55%	73%	-31%
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.	50%	78%	60%	63%	83%	-28%
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.	100%	86%	83%	0%	91%	14%
The board follows communication procedures with staff.	100%	87%	66%	60%	82%	13%
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.	75%	100%	100%	100%	100%	-25%
<b>Community Relations – Advocacy</b>						
Board members are knowledgeable about community college and state-related issues.	100%	90%	89%	78%	100%	10%
The board acts as an advocate for community colleges.	86%	100%	100%	89%	100%	-14%
Board members participate actively in community activities.	83%	100%	75%	100%	94%	-17%
Board agendas include legislative and state policy issues that will impact the district.	62%	100%	88%	100%	100%	-38%
Board members act on behalf of the entire community.	50%	100%	50%	44%	87%	-50%
The board recognizes and celebrates positive accomplishments of the district and colleges.	87%	100%	88%	88%	100%	-13%
The board works to build a positive image of the district in the community.	71%	100%	70%	78%	93%	-29%
Board members adhere to policies for dealing with college, community citizens, and the media.	62%	100%	76%	84%	79%	-38%
The community and district employees are aware of who the elected trustees are and their role in district governance.	66%	90%	62%	50%	86%	-24%
<b>Board Leadership, Ethics, and Standards of Conduct</b>						
The board understands collective bargaining and its role in the process.	58%	100%	66%	66%	78%	-42%
The board practices appropriate collegial consultation (participatory governance).	50%	100%	66%	78%	78%	-50%
The board maintains confidentiality of privileged information.	40%	100%	57%	55%	69%	-60%
The board makes decisions in the best interest of students, the colleges, and the entire district	38%	100%	40%	44%	78%	-62%
The board operates ethically without conflict of interest following established board policies.	34%	90%	56%	50%	64%	-56%
Board members participate in trustee development activities.	0%	100%	100%	100%	100%	-100%

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC

November 18, 2019

FACULTY

Appointment

Samano Gonzalez, Alma  
Master Teacher, Infant/Toddler  
Child Development Services  
Santa Ana College

Effective: November 4, 2019  
Salary Placement: MT/AA-1 \$41,492.72/Year  
(Requisition #AC19-0773)

Ratification of Resignation/Retirement

Wong, Lana  
Professor/Librarian  
Institutional Effectiveness, Library &  
Learning Support Services  
Santiago Canyon College

Effective: June 5, 2020 (Last Day)  
Reason: Retirement

Beyond Contract/Overload Hourly Step Increases

Babayan, Diana  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: October 16, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Beers-McCormick, Lynnette  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Brooks, Debra  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Camarco, Lisa  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: October 7, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Daneshman, Angela  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Hourly Step Increases (cont'd)*

Daugherty, Seth  
Institutional Effectiveness, Library &  
Learning Support Services  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Dela Cusack, Lisa  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Dumon, Dori  
Business Division  
Santa Ana College

Effective: October 4-6, 2019  
Amount: \$820.00  
Reason: Other Instructional Support Services-  
Career Education & Workforce Development  
(Project #2226)

Engstrom, Vanessa  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Fajardo, Lourdes  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Foley, Denise  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Freese, Amy  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Hedenberg, Lacy  
Counseling Division  
Santiago Canyon College

Effective: October 7, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Hourly Step Increases (cont'd)*

Howell, Scott  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Kubicka-Miller, Tara  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Malone, Charlie  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Martino, Danielle  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Perry, Janis  
Counseling Division  
Santiago Canyon College  
Effective: October 7, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Pimentel, Marcelo  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Rutan, Craig  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Sakamoto, Scott  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Smith, Mark  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: October 7, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

**FACULTY (CONT'D)**

*Beyond Contract/Overload Hourly Step Increases (cont'd)*

Taber, Alexander  
Arts, Humanities & Social Science Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Tragarz, Roberta  
Arts, Humanities & Social Science Division  
Santiago Canyon College  
Effective: October 7, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Vu, Binh  
Arts, Humanities & Social Science Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Wada, Jeffrey  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

Wong, Lana  
Institutional Effectiveness, Library &  
Learning Support Services  
Santiago Canyon College  
Effective: August 20, 2019  
Amount: \$180.00  
Reason: Matriculation/Student Assessment  
(Project #2380)

*Part-time Hourly New Hires/Rehires*

Anderson, Vanessa L.  
Instructor, Criminal Justice/Law & Internal Affairs  
Human Services & Technology Division  
Santa Ana College  
Effective: November 11, 2019  
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

Candelario, Jose  
Instructor, Older Adults/Health & Wellness  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: October 16, 2019  
Hourly Lecture Rate: III-3 \$54.53

Finn, Eva M.  
Instructor, Business Application & Technology  
Business Division  
Santa Ana College  
Effective: November 18, 2019  
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

**FACULTY (CONT'D)**

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

Ho, Nghia G. Effective: November 18, 2019  
Instructor, Business Applications & Technology Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82  
Business Division  
Santa Ana College

Hoberg, Megan L. Effective: November 18, 2019  
Instructor, Geography Hourly Lecture Rate: II-3 \$63.96  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Lovero, Karissa G. Effective: November 18, 2019  
Instructor, Biology Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56  
Science, Math & Health Sciences Division  
Santa Ana College

Nicolini, Sean J. Effective: October 31, 2019  
Instructor, Fire Technology/EMS Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82  
Human Services & Technology Division  
Santa Ana College

Rubalcava, Griselda S. Effective: October 21, 2019  
Instructor, Vocational/Business Skills Hourly Lecture Rate: II-3 \$53.19  
Continuing Education Division (CEC)  
Santa Ana College

Sandoval, Joseph J. Effective: October 28, 2019  
Instructor, Criminal Justice/Firearms Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82  
Human Services & Technology Division  
Santa Ana College

Skeen, Charlotte, N. Effective: October 31, 2019  
Instructor, Fire Technology/Nutrition Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56  
Human Services & Technology Division  
Santa Ana College

Vargas, Joseph G. Effective: November 18, 2019  
Instructor, Business Applications & Technology Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56  
Business Division  
Santa Ana College

**FACULTY (CONT'D)**

*Non-paid Intern*

Fink, Samantha  
Psychologist Intern  
Veterans Resource Center  
Student Affairs  
Santa Ana College

Effective: November 19, 2019 – June 30, 2020  
College Affiliation: Chicago School of  
Professional Psychology  
Major: Psychology Forensics

Perez, Jeremiah  
Counseling Intern  
Counseling Division  
Santa Ana College

Effective: November 19, 2019 – April 3, 2020  
College Affiliation: University of La Verne  
Major: Educational Counseling



Out of Class Assignment cont'd

Olivera, Martin Administrative Clerk/ Criminal Justice/ SAC	Effective: 08/05/19 – 11/01/19 Grade 10, Step 6 + 5%L + 2.5%Bil + 3PG (1500) \$63,942.12
Torres, Esmeralda Sr. Account Clerk/ Fiscal Services/ District	Effective: 10/05/19 – 01/17/20 Grade 10, Step 2 \$47,802.25

Change in Salary Placement

Gonzalez, Araceli General Office Clerk/ Continuing Ed. CEC	Effective: 10/28/19 – 12/21/19 Grade 3, Step 6 + 2.5%L + 3PG (1500) + 2.5%Bil \$48,385.50 <i>Temporary Bilingual Assignment</i>
Grayson, Anthony Senior District Safety Officer/ SCC	Effective: 10/21/19 Grade 13, Step 6 + 5%SW \$70,608.62 <i>Add Swing Shift</i>

Leave of Absence

Rodriguez, Kandi Financial Aid Analyst/ Financial Aid/SAC	Effective: 10/16/19 – 12/02/19 Reason: Maternity Leave
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Ratification of Resignation/Retirement

Nguyen, Cang Instructional Center Tech./ Counseling/ SAC	Effective: December 29, 2019 Reason: Retirement
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**CLASSIFIED HOURLY**

New Appointments

Crisantos Valencia, Angela Counseling Assistant/ EOPS/ SAC	Effective: November 4, 2019 19 Hours/Week 12 Months/Year Grade 5, Step A \$17.85/Hour
Silk, Jesse Learning Facilitator (CL19-1290) Humanities & Soc. Sci./ SAC	Effective: November 4, 2019 Up to 19 Hours/Week School Session Grade 8, Step A \$20.01/Hour

Temporary to Hourly Ongoing

Calzada, Juan Student Services Specialist (CL19-1301) Student Affairs/ SAC	Effective: October 28, 2019 19 Hours/Week 10 Months/Year Grade 10, Step A \$21.80/Hour
Ramirez Velasquez, Alejandro Student Services Specialist (CL19-1324) Counseling/ SCC	Effective: November 4, 2019 19 Hours/Week 12 Months/Year Grade 10, Step A \$21.80/Hour
Tonix, Jorge Student Services Specialist (CL19-1301) Student Affairs/ SAC	Effective: October 28, 2019 19 Hours/Week 10 Months/Year Grade 10, Step A \$21.80/Hour

Change in Salary Placement

Guillen, Patricia Instructional Assistant/ Continuing Ed./ CEC	Effective: 10/28/19 – 12/21/19 Grade 5, Step A + 5%L + 2.5% Bil \$19.19/Hour <i>Temporary Bilingual Assignment</i>
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Ratification of Resignation/Retirement

Lazaro, Janet Administrative Clerk/ Continuing Ed./ OEC	Effective: October 26, 2019 Reason: Resignation
Murillo, Maria Admissions & Records Spec. I/ Continuing Ed./ CEC	Effective: October 7, 2019 Reason: Resignation
Nguyen, Lisa Instructional Assistant/ Continuing Ed. / CEC	Effective: October 12, 2019 Reason: Resignation
Rebolledo, Karina Intermediate Clerk/ Fine & Performing Arts/ SAC	Effective: December 12, 2019 Reason: Resignation

**TEMPORARY ASSIGNMENT**

Short Term Assignment

Colon, Alejandra Support Services Assistant/ Academic Affairs/ SAC	Effective: 11/19/19- 06/30/20 Grade 11, Step A \$22.76/Hour
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Short Term Assignment cont'd

Eldridge, Alonzo  
Instructional Assistant/ Arts, Humanities &  
Soc. Sci./ SCC  
Effective: 11/19/19 – 06/06/20  
Grade 5, Step A \$17.85/Hour

Jung, Erica  
Instructional Assistant/ Student Services/  
SCC  
Effective: 11/19/19 – 06/30/20  
Grade 5, Step A \$17.85/Hour

Lewis, Michael  
Technology Storekeeper/ Science & Math/  
SAC  
Effective: 11/19/19 – 06/30/20  
Grade 7, Step A \$19.23/Hour

Lieu, Alina  
Instructional Assistant/ Math & Science/  
SCC  
Effective: 11/19/19 – 06/05/20  
Grade 5, Step A \$17.85/Hour

Starzynski, Michael  
Instructional Assistant/ Arts, Humanities &  
Soc. Sci./ SCC  
Effective: 11/19/19 – 06/06/20  
Grade 5, Step A \$17.85/Hour

Change in Temporary Assignment

Carrera, Paloma  
Lifeguard/ Kinesiology/ SAC  
Effective: 11/05/19 – 06/30/20  
Grade 5, Step A \$17.85/Hour

Heidrich, Hannah  
Lifeguard/ Kinesiology/ SCC  
Effective: 10/17/19 – 06/06/20  
Grade 5, Step A \$17.85/Hour

Additional Hours for Ongoing Assignment

Canett, Mark  
Student Program Specialist/ Student  
Services/ SAC  
Effective: 10/14/19 – 06/23/20  
Not to exceed 19 consecutive working  
days in any given period.

Gilbert, Jessica  
Administrative Clerk/ Instit.  
Effectiveness, Lib. & Learning Sup. Srv. /  
SCC  
Effective: 09/23/19 – 12/15/19  
Not to exceed 19 consecutive working  
days in any given period.

Osuna, Maria  
HS & Comm. Outreach Spec./ Continuing  
Ed./ CEC  
Effective: 07/10/19 – 08/10/19  
Not to exceed 19 consecutive working  
days in any given period.

*Substitute Assignments*

Aguilar Ramirez, Karina Instructional Assistant/ Continuing Ed./ CEC	Effective: 10/15/19 – 06/30/20
Gabriel, Adrian Senior Clerk/ Continuing Ed./ CEC	Effective: 10/28/19 – 12/20/19
LeBoeuf, Kristin Administrative Secretary/ Academic Affairs/ SAC	Effective: 10/28/19 – 01/31/20
Medina, Jonathan Student Services Spec./ Student Services/ SAC	Effective: 10/28/19 – 02/25/20
Navarro, Alfredo Lead Gardener/ Admin. Services/ SCC	Effective: 10/01/19 – 11/15/19
Stevenson, Christopher Gardener-Utility Worker/ Admin. Services/ SCC	Effective: 10/01/19 – 11/15/19

**MISCELLANEOUS POSITIONS**

Flores, Julian Clerical Assistant/ Continuing Ed./ OEC	Effective: 10/14/19 – 06/30/20
Gostin, Steven Business Expert Professional II/ SBDC/ District	Effective: 09/30/19 – 06/30/20
Gutierrez, Milagros Model/ Arts, Humanities & Soc. Sci./ SCC	Effective: 10/01/19 – 06/12/20

*Instructional Associates/Associate Assistants*

<b>Criminal Justice</b> Owens, Lindsey	Effective: 11/19/19
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*Instructional Associates/Associate Assistants cont'd*

**Fire Technology**

Schwab, Matthew

Effective: 10/29/19

**VOLUNTEERS**

Apodaca, Donald

Volunteer Driver/ Kinesiology/ SAC

Effective: 11/19/19 – 06/30/20

Leos, Monique

Volunteer/ Student Affairs/ SAC

Effective: 11/19/19 – 06/30/20

Vilela, Paul

Student Driver/ Kinesiology/ SCC

Effective: 11/19/19 – 06/30/20

**SANTA ANA COLLEGE  
STUDENT ASSISTANT NEW HIRE LIST**

Alba, Isabel	Effective:	11/04/19-06/30/20
Avila Medrano, Clara Y.	Effective:	10/30/19-06/30/20
Barreto Zavaleta, Hilda I.	Effective:	11/12/19-06/30/20
Barroso, Jocelyn R.	Effective:	11/07/19-06/30/20
Cabrera de Grajeda, Maria E.	Effective:	10/25/19-06/30/20
Cardoza, Jessica D.	Effective:	10/29/19-06/30/20
Co, Thien T.	Effective:	10/28/19-06/30/20
Diaz, Alondra	Effective:	10/24/19-06/30/20
Gutierrez, Griselda	Effective:	11/08/19-06/30/20
Harris, Jonathan L.	Effective:	10/31/19-06/30/20
Khong, The M.	Effective:	10/28/19-06/30/20
Mejia, Maria D.	Effective:	10/25/19-06/30/20
Mora, Louie A.	Effective:	11/04/19-06/30/20
Orellana Orellana, Maria M.	Effective:	11/08/19-06/30/20
Pav, Lina	Effective:	10/29/19-06/30/20
Pinedo, Samantha	Effective:	10/28/19-06/30/20
Ramirez Rosas, Micaela V.	Effective:	11/05/19-06/30/20
Roman, Maria E.	Effective:	10/24/19-06/30/20
Silva de Fernandez, Erika	Effective:	10/24/19-06/30/20
Tran, Mai N.	Effective:	11/05/19-06/30/20
Tran, Ngoc Minh C.	Effective:	10/29/19-06/30/20

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

Rivera, Rachelle	Effective:	10/23/2019 – 06/30/2020
Luciano-Martinez, Marilyn	Effective:	10/23/2019 – 06/30/2020
Burgos, Teresa	Effective:	10/28/2019 – 06/30/2020
Barrientos, Mariana	Effective:	10/28/2019 – 06/30/2020
Motan, Summer	Effective:	10/28/2019 – 06/30/2020

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES**

To:	Board of Trustees	Date: November 18, 2019
Re:	Presentation of Child Development Centers – CSEA Chapter 888 Initial Bargaining Proposal to the Rancho Santiago Community College District	
Action:	Receipt of Initial Bargaining Proposal and Request for Approval to Schedule Public Hearing	

**BACKGROUND**

Pursuant to Government Code Section 3547(a) the initial bargaining proposal of the Child Development Centers – CSEA Chapter 888 to the Rancho Santiago Community College District (RSCCD) is presented for your information. The Government Code also requires that the Board of Trustees conduct a public hearing on this proposal at its next regularly scheduled meeting.

**ANALYSIS**

Contract negotiations cannot begin until after the Board of Trustees conducts a public hearing on this proposal at its December 9, 2019 meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees receive CSEA Chapter 888 initial bargaining proposal to the RSCCD and schedule a public hearing for the next regularly scheduled board meeting.

Fiscal Impact: To be determined	Board Date: November 18, 2019
Prepared by: Tracie Green, Vice Chancellor, Human Resources	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Marvin Martinez, Chancellor	

Initial Contract Reopener Proposal of  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
And Its  
Rancho Santiago Community College District CDC Chapter 888  
2019-2020

The California School Employees Association (CSEA) and its Rancho Santiago Community College District's Child Development Center Chapter 888 with this initial proposal notifies Rancho Santiago Community College District of CSEA's intent to modify or amend the contract per Article 23.1 of the collective bargaining agreement. CSEA is presenting our proposal for public discussion in accordance with Government Code §3547:

Article 3 – Leaves

- CSEA has an interest in additional vacation days.

Article 8 – Wages and Hours

- CSEA has an interest in an increase to the salary schedule based on district's ability to pay.
- CSEA has an interest in modifying the amount of days in the instructional calendar, the time in which the calendar is negotiated, and establishing a set time for when a classroom is assigned to a teacher.

Article 11 – Health and Welfare

- CSEA has an interest in increasing district contributions for health and welfare benefits including Retiree Coverage.

Article 21 – Professional Responsibility and Workload

- CSEA has an interest in modifying the caseload and time for planning and assessment activities.

Should you have any questions or concerns please contact me.

Sincerely,



Catherine Candela  
President, CSEA Chapter 888

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES**

To:	Board of Trustees	Date: November 18, 2019
Re:	Public Disclosure of Collective Bargaining Agreement between the California School Employees Association, Chapter 579 and the Rancho Santiago Community College District	
Action:	Request for Approval	

**BACKGROUND**

The District and the California School Employees Association (CSEA), Chapter 579 have reached a tentative agreement for 2019-2022 fiscal year. The tentative agreement was ratified by the CSEA membership on November 12, 2019. The proposed agreement is now presented to the Board of Trustees for approval.

**ANALYSIS**

The fiscal implications and terms of the proposed agreement are detailed on the disclosure form.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the proposed agreement with the California School Employees Association, Chapter 579 for the period of July 1, 2019 through June 30, 2022.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: November 18, 2019
Prepared by: Tracie Green, Vice Chancellor, Human Resources	
Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Recommended by: Marvin Martinez, Chancellor	

**DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT**

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

**Rancho Santiago Community College District**

Name of Bargaining Unit:

**CSEA Chapter 579**

The proposed agreement covers the period beginning  
and will be acted upon by the Governing Board at

its **July 1, 2019** meeting on **November 18, 2019** and ending **June 30, 2022**

**A. Proposed Change in Compensation**

Compensation				Fiscal Impact of Proposed Agreement		
				2019-2020	2020-2021	2021-2022
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	F/T P/T	\$649,409 \$4,408	\$649,793 \$3,764	\$566,967 \$3,290
2.	Salary Schedule Increase	Cost (+/-)	F/T P/T	\$1,388,396 \$257,089 4.000%	\$1,443,932 \$267,372 4.000%	\$1,501,690 \$278,067 4.000%
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-)				
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.  PERS rate increase	Cost (+/-)	F/T P/T  F/T P/T	\$645,393 \$18,436  \$575,838 \$106,628	\$725,476 \$19,115  \$1,034,008 \$191,466	\$756,094 \$19,836  \$659,488 \$122,117
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	F/T	\$281,016	\$354,396	\$412,719
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	F/T P/T	\$3,540,052 \$386,561	\$4,207,605 \$481,717	\$3,896,958 \$423,310
7.	Total Number of Represented Employees		F/T P/T	499 236	499 236	499 236
8.	Total Compensation Cost for Average Employee - Increase (Decrease) Total Compensation % Total Compensation %	Cost (+/-)	F/T P/T F/T P/T	\$7,094 \$1,638 7.75% 5.62%	\$8,432 \$2,041 8.66% 6.73%	\$7,810 \$1,794 7.60% 5.69%

Please include comments and explanations as necessary:

**Article 14.1 - Salary** = The salary schedule for 2019-2020 shall be increased by 4% on schedule retroactive to July 1, 2019.

Effective beginning the 2020-2021 fiscal year, the salary schedule shall be increased by 4%.

Effective beginning the 2021-2022 fiscal year, the salary schedule shall be increased by 4%.  
(see attachment)

**Article 11.1 - Holiday Leave** = Any employee who is required to work on one or more of these days, (e.g. employees working in maintenance, custodial and safety classification) shall be paid overtime for each day worked.

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**Article 19.5 - Insurance Premiums** = Effective January 1, 2020, the portion of the premium paid by the District shall be limited to a maximum contribution of \$29,759.88.  
(see attachment)

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**B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)**

None

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**C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?**

None

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**D. What contingency language is included in the proposed agreement (reopeners, etc.)?**

This Agreement between the District and CSEA 579 is effective on July 1, 2019 and shall remain in full force and effect through the close of the workday on June 30, 2022, unless earlier superseded or amended by agreement of the parties.

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For the life of the agreement, each party may reopen one article, excluding Article 14. The parties may open on additional articles upon mutual agreement.

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(see attachment)

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**E. Source of Funding for Proposed Agreement**

1. Current Year

Base revenue

2. How will the ongoing cost of the proposed agreement be funded in future years?

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

**F. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

**1. State Reserve Standard**

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

**2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)**

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

**3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No \_\_\_**

**G. Certification**

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5

\_\_\_\_\_ District Chancellor

\_\_\_\_\_ Date

TENTATIVE AGREEMENT  
BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, CHAPTER 579 (CSEA)  
AND THE  
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (DISTRICT)  
2019 - 2022 Successor Agreement  
October 30, 2019

Pursuant to negotiations between the Rancho Santiago Community College District and the California School Employees Association and its Rancho Santiago Community College District Chapter 579 (CSEA), have reached tentative agreement on the 2019 – 2022 Successor Collective Bargaining Agreement as follows:

**Article 7 - ASSOCIATION RIGHTS AND NON-DISCRIMINATORY PRACTICES**

**7.5 Contract Printing and Distribution**

The District shall print and provide without charge a copy of this contract to the unit's executive board members ~~unit employees~~ within thirty (30) working days after the parties have proof read and signed the document. ~~Any~~ **All new employees covered by this agreement** ~~who becomes a member of the bargaining unit after the execution of the Agreement~~ shall be given a copy of this Agreement, without charge by the District, at the time of his/her employment. Each unit employee shall be sent, through District e-mail, **a link to the CSEA Agreement** ~~without charge by the District, a copy of this Agreement~~ upon ratification by CSEA and the District: **including** ~~Copies of any~~ **subsequent** ~~written changes to this Agreement, by the parties shall also be distributed to each unit employee.~~

~~7.6~~ **Employee Lists and Relevant Data**

~~The District agrees to furnish twice a year, upon request, a complete hire date roster of all unit employees, indicating employee class title, employee location and employment date of the employee within the District and present class, grade and step; and Board minutes and fiscal reports approved by action of the Governing Board. The District shall provide CSEA and the President with one copy of all Board policies and administrative regulations relating to classified personnel and transmit changes accordingly, as they occur.~~

~~7.6.7~~ **Release Time**

The CSEA chapter president or designee shall be given release time of a minimum of 16 hours per week to hold office hours and/or meet with unit employees or District representatives in regard to employer-employee relations.

~~7.7-8~~ **State Conference**

The District shall grant all the CSEA's authorized delegates, five (5) days' paid leave for the purpose of attending CSEA's annual conference.

~~7.7.18.1~~ Definition of all means two delegates for the first 150 members and one additional delegate for each additional one-hundred (100) members or fraction thereof.

~~7.8-9~~ **Contracting Out**

The District may contract out classified work in accordance with Education Code Section 88003.1

7.9-10 Transfer of Bargaining Unit Work

All bargaining unit work currently performed by the classified service shall not be transferred to non-bargaining unit employees.

7.10-11 Board Policies

The District shall provide CSEA and the President with copies of all Board policies related to classified personnel and update them as needed.

7.11-12 Discrimination Prohibited

No unit employee shall be discriminated against because of race, color, national origin, religion, or marital status and to the extent prohibited by law. No person shall be discriminated against because of age, sex, physical condition, Vietnam-era veteran status, sexual orientation, handicap, or disability. Any employee who feels he/she has been discriminated against may file a complaint under the District's affirmative action complaint procedure. Any employee, upon request, may receive a copy of the District's affirmative action plan and complaint form. Discrimination complaints under this section are not grievable under Article 13 of this contract.

7.12 ~~13~~ The CSEA Executive Board shall be granted release time to travel to Chapter meetings or for union business.

7.13-14 Job Stewards

The District recognizes the need and affirms the right of CSEA to designate Job Stewards from among classified employees in the unit. It is agreed that CSEA, in appointing such representatives does so for the purpose of promoting an effective relationship between the District and classified employees by helping to settle problems at the lowest level of supervision.

7.13.1-14.1 CSEA reserves the right to designate the number and method of selection of Job Stewards. Two (2) stewards shall be designated by CSEA as Grievance Chairpersons. CSEA shall provide the District with an up-to-date list of the names of the Job Stewards.

7.13.2-14.2 Job Stewards may schedule up to 16 hours each week to discuss possible grievances with unit employees or CSEA or to represent classified employees relative to the rights afforded under this Agreement.

7.13.3-14.3 A Job Steward shall be granted release time with pay to accompany a CAL -OSHA representative conducting an on-site walk around safety inspection of any area, department, division, or other subdivision for which the Job Steward has responsibilities as a Job Steward.

7.13.4-14.4 Job Stewards are entitled to seek and obtain assistance from CSEA Staff Personnel through the CSEA President for the purpose of processing grievances and matters related thereto and other reasons relating to wages, hours, and terms and conditions of employment covered by this Agreement.

7.14-15 In the event any CSEA member is elected or appointed to a CSEA statewide office or committee, the District agrees to negotiate appropriate release time for that individual.

## Article 8 – EVALUATION PROCEDURES

**8.1 The purpose of the evaluation is to support the improvement and/or development of the unit member. The performance evaluation is intended as a tool for constructive feedback and to highlight positive performance.**

### 8.2-1 Frequency

**8.2.1-1-1** Probationary employees shall be evaluated at the completion of their third (3rd), seventh (7th), and immediately prior to completion of their eleventh (11th) month of probationary service.

**8.2.2-1-2** Permanent employees shall be evaluated every third year, on or about their anniversary date.

**8.2.3-1-3** Probationary or permanent employees may be evaluated more frequently as determined by the District. No permanent employee shall be evaluated more frequently than every six (6) months.

**8.2.4** **Permanent employees promoted to a higher classification may be evaluated at the completion of their third (3<sup>rd</sup>) month and prior to completion of their sixth (6<sup>th</sup>) month of serving their probationary period in the higher classification.**

### 8.3-2 Evaluation Forms

Forms used for evaluation shall be prepared by the District and shall be considered a part of this Agreement (see Exhibit A).

### 8.4-3 Evaluation Criteria

Evaluations shall be prepared by the immediate supervisor. The immediate supervisor must have supervised the permanent employee for a period of at least **six (6)** ~~three (3)~~ months prior to completing the evaluation.

### 8.5-4 Evaluation Discussion

**8.5.1-4-1** **The unit member shall be notified in writing of an evaluation discussion at least three (3) working days prior to the evaluation discussion.** The completed evaluation form shall be shown to the employee being evaluated and each item discussed, with a minimum of thirty (30) minutes allocated to the employee to discuss the evaluation and ask or answer pertinent questions. Generally, evaluation discussions shall be conducted between the immediate supervisor and the employee, ~~and a CSEA representative, should the employee request representation.~~ If the immediate supervisor desires to have another **administrator or manager** ~~person~~ present, the immediate supervisor shall notify the employee at least **(3) three working days** ~~seventy-two (72) hours~~ in advance. **A CSEA representative will be present if, the employee requests representation.**

**8.5.2-4-2** **No evaluation of any unit member shall be placed in the personnel file without an opportunity for discussion between the unit member and the evaluator. All evaluations shall be confidential.** ~~maintained in confidence.~~

**8.6-5 Below Standard Performance ~~Negative Statements~~**

**Below standard performance ratings** ~~Negative statements~~ shall be followed by specific recommendations, time periods for improvement and provisions for assisting the employee in implementing any recommendations made.

**8.7-6 Signature**

The employee and his/her immediate supervisor shall sign the **evaluation form** ~~report~~. Signing the **evaluation form** ~~report~~ does not indicate that the employee agrees or disagrees with the **evaluation form** ~~report~~, but merely that he/she has seen it. The employee shall be given a copy of the **evaluation form** ~~report~~ at the conclusion of the meeting.

**8.8-7 Comments**

8.8.1 The employee shall be informed at the evaluation meeting of the right to prepare and attach to the evaluation any written comments deemed necessary.

8.8.2 The employee does not have a right to appeal or grieve the evaluation. The employee does have a right to write a rebuttal to the evaluation within thirty (30) calendar days of receipt of the evaluation. The written rebuttal will be attached to the evaluation and placed in the official personnel file.

**8.9-8 Filing**

All evaluations, along with any attached comments by the employee, shall be kept **confidential** ~~in confidence~~ and filed in the employee's official personnel file.

**Article 10 - LEAVES**

**10.1 Bereavement Leave**

Unit employees shall be granted, without loss of salary or other benefits, five (5) days leave of absence due to the death of the employee's spouse/**registered domestic partner**, parent or child,

10.1.1 Unit employees shall be granted, without loss of salary or other benefits, leave of absence not to exceed three (3) working days, five (5) working days if two hundred miles' travel in one direction is required, upon the death of any member of the employee's immediate family except as noted in 10.1.

10.1.2 "Member of the immediate family," as used in this section, means blood, step, and foster relations limited to the parents, grandparent, grandchild, spouse, child, sibling, nephew, niece, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships.

**10.12 Voluntary Furlough**

A unit employee may apply for a reduction of his/her assigned hours per week as a voluntary furlough. The District may grant such leave provided the employee's services are not needed or required by the district for the period of furlough time desired, as determined solely by the District. A request by an employee to reduce the number of work weeks per month or work months per year shall not be considered a voluntary furlough and shall be handled under the other leave provisions of this article.

- 10.12.1 The unit member may apply for a voluntary furlough at any time. The term of the furlough may not extend beyond the end of the current fiscal year without being renewed by the unit member and the District.
- 10.12.2 The unit member's compensation shall be reduced proportionately for the term of the furlough.
- 10.12.3 Employee benefits, including health and welfare, sick leave, and vacation shall remain in effect as though the employee was working his/her regular schedule, **except in instances when the voluntary furlough is greater than three (3) months, unit employees whose regular assignment is reduced to between 20 and 29 hours per week shall be entitled to employee benefits prorated at the same ratio as their regular work schedule, any balance due insurance carriers to be paid by the employee from payroll deductions. Unit employees whose regular assignment is reduced to between 30 and 39 hours per week shall be entitled to the same employee benefits as their regular work schedule.**
- 10.12.4 Eligibility for paid holidays will be handled in accordance with Education Code 88203. Employees must be in paid status during any portion of the working day immediately preceding or succeeding the holiday to be eligible for holiday pay.
- 10.12.5 For the purposes of calculating seniority, a unit member participating in a furlough shall be treated as if his/her assignment had not been reduced.
- 10.12.6 The furlough may be terminated at any time by mutual agreement of the unit member and the District. The unit member may unilaterally terminate the furlough in the event of hardship. Hardships are defined as:
  1. Death of a spouse
  2. Divorce
  3. Spouse's loss of employment
  4. Economic hardship beyond the control of the unit member.

**Article 11 – HOLIDAY LEAVE**

- 11.1 Unit employees shall be entitled to the following holidays with pay provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday:

Independence Day	New Year's Day
Labor Day	Martin Luther King, Jr. Day
Veteran's Day	Lincoln's Birthday
Thanksgiving	President's Day
Day after Thanksgiving Day	Cesar Chavez Day
Christmas Day	Spring Break (2 days)*
Christmas Week (4 days)*	Memorial Day

\*Any employee who is required to work on one or more of these days, (e.g. employees working in maintenance, custodial and safety classification) shall be **paid overtime given a floating holiday** for each day worked, ~~which shall be used on a date mutually agreed to between employee and supervisor.~~

Employees who work a 4/40, 9/80, or 36/4 workweek shall be allowed to use earned comp time, earned vacation, or excused absence without pay for the extra (1) or (2) hours that goes beyond the holiday time of eight (8) hours.

Salaried Part-time Employees and Percent of Contract Employees shall receive pro-rated holiday leave.

Hourly employees shall receive pro-rated holiday leave which shall be prorated based upon the percent of hours scheduled during the month in which the holiday occurs.

#### **Article 14 – WAGES AND HOURS**

##### **14.1 Salary**

The salary schedule for ~~2018-2019~~ **2019-2020** shall be increased by ~~2%~~ **4%** on schedule retroactive to July 1, ~~2018~~ **2019**.

**Effective beginning the 2020-2021 fiscal year, the salary schedule shall be increased by 4%.**

**Effective beginning the 2021-2022 fiscal year, the salary schedule shall be increased by 4%.**

#### **Article 15 – DISTRICT SAFETY DEPARTMENT**

##### **15.7 Vacation Scheduling**

**15.7.1 The Chief, District Safety and Security will develop an annual vacation calendar. District Safety and Security department members will be asked to submit their annual vacation requests for each available week/dates for the next fiscal year, by March 31 of the previous year.**

**15.7.2 Vacation requests for graduation dates, and the first two weeks of the credit semester will only be granted in extenuating circumstances and with approval of the Chief, District Safety and Security.**

**15.7.3 If there is multiple submissions received at the same time, for the same period, approval will be made in accordance with Article 12.8. Vacation will be approved for no more than two officers at the same time at each site, unless extenuating circumstances exist and with approval of the Chief, District Safety and Security.**

**15.7.4 Once the annual vacation schedule is finalized the remaining open vacation days will be made available on a first come first approved basis. Approval and denial will be in accordance with Article 12.8.**

**15.7.5 District safety officers who are scheduled to work on holidays, as designated in Article 11 shall be paid the appropriate over time for those days. Scheduled officers will be selected based on minimum staffing requirements as determined by the Chief. A list of all full time DSO/SDSO's within each college shall be created and used for offering holiday shifts on a rotation basis.**

#### **Article 16 – EMPLOYEE UNIFORMS**

##### **MAINTENANCE, CUSTODIAL, AUDIO-VISUAL, WAREHOUSE, AND GROUNDS EMPLOYEES**

16.1 The District agrees to furnish uniform **utility work** shirts for maintenance, **grounds** gardening, ~~audio-~~visual, warehouse, and custodial employees in the following manner:

- a.** The uniform shirts shall include short sleeve shirts and long sleeve shirts.
- b. a** The District will initially furnish six (6) **uniform** shirts to current employees except those who have received shirts within the previous (3) months.
- c. b:** The District will furnish six (6) **uniform** shirts to new employees upon initial hiring. After a period of one (1) year from the date of receipt of the initial six (6) uniform shirts the district shall provide employee with up to six (6) uniform shirts on an exchange basis.
- d. e.** ~~After a period of one (1) year from the date of receipt of the initial six (6) shirts the district shall provide employee with an additional six (6) shirts.~~ Subject to the approval of the District, uniform shirts will be replaced as needed on an exchange basis.
- e. d:** Employees will maintain and clean uniform shirts at their expense.
- f. e:** Upon termination of employment with the District, employees shall return all uniform shirts to the District.
- g. f:** Uniforms-shirts provided by the district are to be worn during work hours.

**Article 19 – HEALTH AND WELFARE**

19.5 Insurance Premiums

- a.** Effective January 1, ~~2020~~ 2019, the portion of the premium paid by the District shall be limited to a maximum contribution of ~~\$29,759.88~~ \$28,257.96. The maximum contribution shall be automatically increased by an amount not to exceed 6% in each succeeding year. The new annual maximum contribution will be memorialized by the parties in a side letter to be attached to this collective bargaining agreement. If the annual premium renewal rates represent an increase of more than 6%, the District and CSEA agree to immediately open negotiations on this article.
- b.** ~~Effective July 1, 2016~~ The District will contribute up to \$1,500 per year to full-time employees. A contribution of up to \$1,500 will be pro-rated for those employees whose regular assignment is between 20 and 29 hours per week. The employee can assign this contribution for dependent or employee’s medical/dental coverage, or other approved deductions consistent with IRS regulations.

**Article 20 – MILEAGE AND CONFERENCE REIMBURSEMENT AND PARKING**

20.1 Mileage Reimbursement

District shall reimburse unit employees for mileage on personal automobiles when used on authorized District business at the Board-approved rate. ~~Approved expenses incurred through attendance at approved conferences shall be reimbursed.~~

**20.2 Conference Reimbursement**

Approved expenses incurred through attendance at approved conferences for District business shall be reimbursed.

## 20.3 20.2 Parking

**20.3.1 All unit employees, regardless of worksite, shall pay a parking fee if they park on any District controlled property and must park in the appropriate designated area.**

**20.3.2 20.2.1** All unit employees, regardless of worksite, shall pay a parking fee of \$32 for the 2009/10 fiscal year. The parking fee shall increase to \$50 on July 1, 2010 for the 2010/11 fiscal year.

~~20.2.2~~ Unit employees who are required to obtain parking permits may obtain either staff or student parking permits but shall be required to park in areas designated by type of parking permits.

## **Article 25 – ORGANIZATIONAL SECURITY**

- A. CSEA shall have the right to have membership dues **and** initiation **fees** ~~and agency fees~~ deducted for unit members.
- B. The District shall deduct dues from the wages of all unit members who are members of CSEA on the date of execution of this Agreement, and who have submitted voluntary dues deduction authorization forms to the District.
- C. The District shall deduct dues from the wages of all unit members who, after the date of this Agreement, become members of the CSEA and submit voluntary dues deduction authorization forms.
- ~~D. Beginning on July 1, 1996, unit members who are CSEA members and who elect not to initiate a voluntary dues deduction authorization form, shall pay an agency service fee to the CSEA. The agency service fee must not support CSEA activities beyond CSEA's representational obligations, and shall not exceed the amount allowed by current law. Any dispute between a unit member and CSEA over the amount of the agency service fee must be expedited by CSEA and must be consistent with current law. Such agency service fee may be paid by submitting a voluntary agency service fee deduction authorization form to the District, by direct annual payment to CSEA by October 1st of any school year, or by involuntary deduction from wages pursuant to Education Code section 88167 which is the sole remedy in this Article for failure to voluntarily pay the agency service fee.~~
- D.E. CSEA shall comply with the following: CSEA shall notify unit members and the District of the dates of its fiscal year and its dues year.**

### ~~1. Dues Year and Fiscal Year~~

- ~~a. CSEA shall notify unit members and the District of the dates of its fiscal year and its dues year.~~

### ~~2. Annual Notice to Nonmembers~~

~~Prior to the commencement of any payment of an agency service fee including involuntary payroll deduction of the agency service fee, CSEA shall mail to all nonmembers an "Agency Service Fee Explanation and Notice of Right to Challenge," which shall be consistent with current law including any applicable regulations and decisions of the PERB.~~

### ~~3. Filing of Challenges~~

~~Nonmembers who wish to challenge the amount of the agency service fee may do so in a manner consistent with applicable law.~~

~~F. New unit members, within sixty (60) days from the commencement of actual employment must submit a dues or agency service fee voluntary deduction authorization form, or shall pay an amount not to exceed the amount allowed by current law directly to the CSEA. Failure to do either shall mean involuntary deduction from wages pursuant to Education Code section 88167 which is the sole remedy in the Article for failure to voluntarily pay the agency service fees. No involuntary deduction shall occur unless the requirements in paragraphs D and E have been completed.~~

~~G. Notwithstanding any other provision of this Article, any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such unit member is required, in lieu of payment of dues or agency service fee to CSEA, to pay an amount no greater than the current CSEA dues to any non-religious, non-labor organization, charitable fund exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code. In this regard, a District Scholarship account will be maintained. Proof of payment to any fund shall be made on an annual basis to the CSEA.~~

~~Any dispute over the eligibility of a unit member under this Provision F shall be resolved at any step in the following procedure: (1) investigation by CSEA; (2) meeting(s) between CSEA and unit member; (3) meeting(s) involving the District, CSEA and the unit member; and (4) the Grievance Procedure of this Agreement.~~

~~H. CSEA shall completely indemnify and hold the District harmless from any and all claims, demands or lawsuits, or other action arising from provisions contained in this Article. If CSEA fails to remit any costs to the District pursuant to this provision, or fails to completely indemnify and hold the District harmless, within sixty (60) days of notice to CSEA, the District may unilaterally terminate provisions D, E, F and G from this Article.~~

~~F. When new classified employee orientations occur, CSEA will be given the opportunity to meet with new classified employees and present those employees with information about CSEA and its function.~~

**Article 28 – DURATION OF AGREEMENT**

28.1 This Agreement between the District and CSEA 579 is effective on July 1, ~~2016~~ **2019** and shall remain in full force and effect through the close of the workday on June 30, ~~2019~~ **2022**, unless earlier superseded or amended by agreement of the parties.

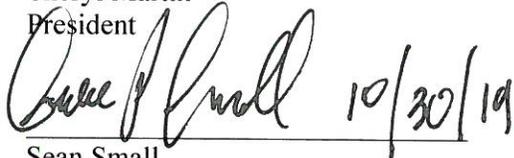
**For the life of the agreement, each party may reopen one article, excluding Article 14. The parties may open on additional articles upon mutual agreement.**

California School Employees Association  
and its RSCCD Chapter 579

Rancho Santiago Community College District

 10-30-19

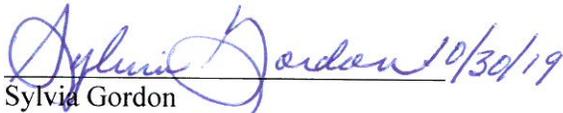
Sheryl Martin  
President

 10/30/19

Sean Small  
1<sup>st</sup> Vice President



Zina Edwards  
2<sup>nd</sup> Vice President

 10/30/19

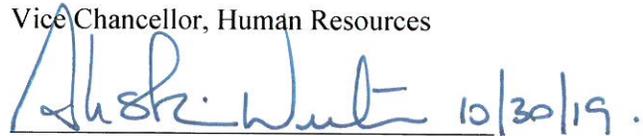
Sylvia Gordon  
Site Rep Coordinator

 10/30/19

Matthew Phutisatayakul  
CSEA Labor Relations Representative

 10/30/19

Tracie Green  
Vice Chancellor, Human Resources

 10/30/19

Alistair Winter  
Assistant Vice Chancellor, Human Resources

TENTATIVE AGREEMENT BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS RSCCD, CHAPTER 579  
TO THE  
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
Successor Agreement 2019-2021  
Article 8 Evaluation Form  
August 20, 2019

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
**CLASSIFIED PERFORMANCE APPRAISAL-EVALUATION FORM**

Employee's Name: \_\_\_\_\_ Job Title ID Number:

Job Title: \_\_\_\_\_ Department & Location:

Supervisor: \_\_\_\_\_

Period Covered by Appraisal: From \_\_\_\_\_ to \_\_\_\_\_

**Status** (please check one)

Probationary:	<input type="checkbox"/> 3-Month	<input type="checkbox"/> 7-Month	<input type="checkbox"/> 11-Month
Promotional:	<input type="checkbox"/> 6-Month		
Regular:	<input type="checkbox"/> 3-Year	<input type="checkbox"/> Special Evaluation	

**Required for 6-Months or 11-Months Probationary Employees Only** (please check one and sign)

Regular Status Recommended:  No  Yes Date: \_\_\_\_\_

Immediate Supervisor (signature): \_\_\_\_\_

**Abilities and Skills Affecting Performances:**

Identify and evaluate those abilities and skills that are relevant to the accomplishments of the employee's job responsibilities. Job relevant skills not listed may be added. (Definitions can be found on last page)

**Abilities/Skills:**

1 = Above Standard      2 = Standard      3 = Below Standard      4 = Not Relevant to Job

**PERFORMANCE STANDARD LEVELS**

1. Above Standard – Contribution exceeds what is normally expected. Often viewed as a model for other employees in the specific area of evaluation. Others see this individual's counsel based on demonstrated authority of knowledge. A majority of marks at this level would signify to the employee that they are ready for further growth opportunities.

2. Meets Standard – Performance is what is expected of a fully qualified and experienced person in the position. You would not require significant improvement. If improvement occurs, it is a plus. If not, you have no reason to complain. There is confidence in most recommendations and the individual requires only normal supervision and follow-up.

3. Below Standard – Has been on the job long enough to have shown better performance. Must be made aware of performance deficiencies. Has not grasped the situation. If there are a number of marks in the category, the individual should be on a formal improvement program. Could result from being new on the job.

4. Not Relevant to Job – Not relevant to current job duties.

**Workplace Performance Standards Documentation:**

Ratings of above standard and below standard must be supported citing examples in comments section. Reference Abilities/Skills letter for each comment. Ratings of below standard must have recommendations for improvements, which shall include specific recommendations, time periods for improvement and provisions to assist the employee in implementing any recommendations made.

	<b>ABILITIES/SKILLS</b>	<b>1/2/3/4</b>
A.	<u>Adaptability/Flexibility</u> – Consider the employee’s ability to change approaches or methods based upon circumstances unique to a particular situation in order to achieve the desired results.	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
B.	<u>Analytical Reasoning</u> - Consider the employee’s ability to separate a situation or problem into its component parts, identify all relevant factors, apply the principles of logic to determine relationships of variables, and thereby develop sound conclusions.	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
C.	<u>Coaching/Developing Others</u> – Consider the employee’s ability to recognize performance strengths and limitations of subordinates, and to effectively help them overcome their limitations and achieve their maximum potential.	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
D.	<u>Communications (listening, oral, written)</u> - Consider the employee’s ability to accurately and effectively transmit and receive information that is necessary to the accomplishment of position responsibilities.	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
E.	<u>Follow-up, Monitoring</u> - Consider the employee’s ability to implement methods and processes to track performance in the utilization of resources (including people) to achieve a planned result.	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
F.	<u>Creativity/Innovation</u> - Consider the employee’s ability to bring original thoughts or new and unique ideas into the accomplishment of position responsibilities.	

	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
G.	<u>Decisiveness - Consider the employee's willingness to make timely decisions based upon available information.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
H.	<u>Delegation - Consider the employee's ability to allocate work among subordinates equitably in such a way as to optimize the efficiency of the group as well as the development of the individuals comprising it.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
I.	<u>Initiative - Consider the employee's self-motivation or efforts applied to the commencement of needed activities without awaiting a directive.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
J.	<u>Interpersonal Skills - Consider the employee's ability to relate to and interact with others in a positive way that results in cooperation, mutual respect, and common benefit.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
K.	<u><del>Know-how</del> Knowledge - Consider the employee's knowledge of how to accomplish something smoothly and efficiently within the given organizational environment.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
L.	<u>Leadership - Consider the employee's ability to influence the activities of others in a desired direction, often by setting an example and establishing credibility, thereby inspiring their trust and loyalty.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
M.	<u>Planning &amp; Organizing - Consider the employee's ability to project the future course of action needed to achieve an identified objective, and to coordinate the activities and resources involved in such a way as to maximize the efficiency of the process.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
N.	<u>Attendance - Consider the employee's absence/tardiness and its effect on operations.</u>	6.4 (18)

	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
O.	<u>Punctuality - Consider the employee's ability to meet deadlines, operational commitments, lunch/break periods, and otherwise complete assigned tasks within reasonable time frames.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
P.	<u>Safety Consciousness - Consider the employee's ability to take necessary and reasonable precautions and to follow safety guidelines as prescribed.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
Q.	<u>Quality of Work - Consider the employee's work performance to the extent that completed work is accurate, neat, well organized, thorough and effective.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
R.	<u>Quantity of Work - Consider the employee's work performance to the extent that the productivity compares to the expectations of the assigned responsibilities.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
S.	<u>Supporting Student Learning <del>Learning</del> Achievement (if applicable) - Consider the employee's ability to support student achievement through assigned responsibilities.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
T	<u>Supporting Diversity &amp; Inclusion - Consider the employee's ability to engage with others from diverse backgrounds, promoting equity and inclusion.</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
U	<u>Other (define)</u>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	
V.	<b><u>Overall Rating</u></b>	
	<u>Comments:</u>	
	<u>Recommendations For Improvement:</u>	

**Comments for: Above Standard / Below Standard Ratings / Suggestions for Improvement**

Ratings of above standard and below standard must be supported citing examples. Reference Abilities/Skills letter for each comment.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
CLASSIFIED PERFORMANCE APPRAISAL FORM**

You have the right to respond to this evaluation either orally or in writing. If you choose to respond in writing, your response must be received in Human Resources within (30) thirty calendar days of the evaluation date.

**SIGNATURES**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Signing this report does not indicate that the employee agrees or disagrees with the report, but merely that he/she has seen it and has received a copy.

## DEFINITIONS

- A. **Adaptability/Flexibility**—The ability to change approaches or methods based upon circumstances unique to a particular situation in order to achieve the desired results.
- B. **Analytical Reasoning**—The ability to separate a situation or problem into its component parts, identify all relevant factors, apply the principles of logic to determine relationships of variables, and thereby develop sound conclusions.
- C. **Coaching/Developing Others**—The ability to recognize performance strengths and limitations of subordinates, and to effectively help them overcome their limitations and achieve their maximum potential.
- D. **Communications (listening, oral, written)**—The ability to accurately and effectively transmit and receive information that is necessary to the accomplishment of position responsibilities.
- E. **Follow-up, Monitoring**—The ability to implement methods and systems to track performance in the utilization of resources (including people) to achieve a planned result.
- A. **Creativity/Innovation**—The ability to bring original thoughts or new and unique ideas into the accomplishment of position responsibilities.
- B. **Decisiveness**—The willingness to make timely decisions based upon available information. The ability to recognize the point in time when the potential benefits of making the decision with existing information outweigh those of delaying until more data can be gathered.
- C. **Delegation**—The ability to allocate work among subordinates equitably in such a way as to optimize the efficiency of the group as well as the development of the individuals comprising it.
- I. **Initiative**—Self motivation or energy applied to the commencement of needed activities without awaiting a directive.
- J. **Interpersonal Skills**—The ability to relate to and interact with others in a positive way that results in cooperation, mutual respect, and common benefit.
- D. **Know-how**—Knowledge of how to accomplish something smoothly and efficiently within the given organizational environment.
- L. **Leadership**—The ability to influence the activities of others in a desired direction, often by setting an example and establishing credibility, thereby inspiring their trust and loyalty.
- M. **Planning and Organizing**—The ability to project the future course of action needed to achieve an identified objective, and to coordinate the activities and resources involved in such a way as to maximize the efficiency of the process.
- N. **Attendance**—Absence/tardiness and its effect on operations.
- O. **Punctuality**—The ability to meet deadlines, operational commitments, lunch/break periods, and otherwise complete assigned tasks within reasonable time frames.
- P. **Safety Consciousness**—The ability to take necessary and reasonable precautions and to follow safety guidelines as prescribed.
- Q. **Quality of Work**—Accuracy in work. Freedom from errors. Job performance.
- R. **Quantity of Work**—Amount of work completed and speed with which it is done.
- S. **Supporting Student Learning (if applicable)**—The ability to support student learning through assigned responsibilities.

## PERFORMANCE LEVELS

1. **Above Standard**—Contribution exceeds what is normally expected. Often viewed as a model for other employees in the specific area of evaluation. Others see this individual's counsel based on demonstrated authority of knowledge. A majority of marks at this level would signify to the employee that they are ready for further growth opportunities.
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Sheryl Martin 8/20/19

Sheryl Martin                      Date

President

Tracie Green 8/20/19

Tracie Green                      Date

Vice Chancellor, Human Resources

Matthew Phutisatayakul 08/20/19

Matthew Phutisatayakul                      Date

CSEA Labor Relations Representative

Alistair Winter

Alistair Winter                      Date 8/20/19 :

Asst.-Vice Chancellor, Human Resources

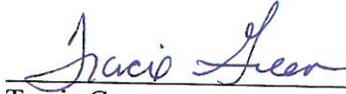
MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (The District)  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS RSCCD CHAPTER 579 (CSEA)  
HOLIDAY AND VACATION WORKGROUP

November 6, 2019

The Rancho Santiago Community College District (District) and The California School Employees Association and its RSCCD Chapter 579 (CSEA) enter into this Memorandum of Understanding.

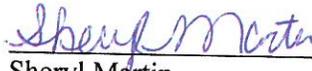
- The parties agree that they will form a workgroup and meet by July 31, 2020 to begin researching and discussing the data regarding California Community Colleges Holiday and Vacation benefits. The product of this workgroup will be to provide relevant information to both teams for negotiations.

For the District

  
Tracie Green  
Vice Chancellor Human Resources

11/6/19  
Date

For CSEA 579

  
Sheryl Martin  
President CSEA 579

11/6/19  
Date

  
Matthew Phutisatayakul  
Labor Relations Representative

11/06/19  
Date