

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, March 23, 2020
2323 North Broadway, #107
Santa Ana, CA 92706**

Pursuant to Governor Newsom’s Executive Order N-29-20, dated March 17, 2020, members of the Board of Trustees of the Rancho Santiago Community College District, staff, and the public will participate in the March 23, 2020 meeting via a teleconference. No in-person attendance will be accommodated or permitted. To avoid exposure to COVID-19 this meeting will be held via teleconference by calling (669) 900-6833,,750097676# or by using **this link:** <https://cccconfer.zoom.us/j/750097676>. Additionally, you may submit your comments electronically by emailing lucarelli_anita@rsccd.edu.”

Should you wish to participate in public comments or request to “speak” to an agenda item, you may speak when authorized by the Board President of the meeting or submit your comments electronically by emailing lucarelli_anita@rsccd.edu. Submissions by email must be received prior to the posted start time of the meeting. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF MARCH 23, 2020**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.”

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

Should you wish to participate in public comments or request to “speak” to an agenda item, you may speak when authorized by the Board President of the meeting or submit your comments electronically by emailing lucarelli_anita@rsccd.edu. Submissions by email must be received prior to the posted start time of the meeting. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF MARCH 23, 2020**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.”

1.5 Approval of Minutes – Regular meeting of March 9, 2020 Action

1.6 Approval of Consent Calendar Action

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

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

2.2 Reports from College Presidents

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 Executive Committee
- Board Facilities Committee
- Orange County Community Colleges Legislative Task Force

2.8 RSCCD Governance Presentation on the Brown Act

3.0 INSTRUCTION

*3.1 Approval of Contract #MA-026-20011095 for Deferred Entry of Judgment Program Services between the County of Orange for Office of District Attorney and Rancho Santiago Community College District dba Santa Ana College (SAC) Action

The administration recommends approval of the contract for Deferred Entry of Judgment Program Services between County of Orange for the Office of the District Attorney and RSCCD dba SAC as presented.

*3.2 Approval of Amendment Number Nine to Contract MA-060-11010909 between County of Orange and Rancho Santiago Community College District Action

The administration recommends approval of Amendment Number Nine to Contract MA-060-11010909 between the County of Orange and RSCCD as presented.

- *3.3 Approval of Amendment Number Four to Contract MA-060-13010027 between County of Orange and Rancho Santiago Community College District Action
The administration recommends approval of Amendment Number Four to Contract MA-060-13010027 between the County of Orange and RSCCD as presented.
- *3.4 Approval of Amendment Number Fourteen to Contract Z1000000068 between County of Orange and Rancho Santiago Community College District Action
The administration recommends approval of Amendment Number Fourteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District as presented.
- *3.5 Approval of Service Bureau Agreement between Global Financial Aid Services, Inc. and Rancho Santiago Community College District Action
The administration recommends approval of the service bureau agreement between Global Financial Aid Services, Inc. and RSCCD as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from February 26, 2020, to March 10, 2020.
- *4.3 Approval of 2020-2021 Tentative Budget Assumptions Action
The administration recommends approval of the 2020-2021 Tentative Budget Assumptions as presented.
- *4.4 Approval of Change Order #1 for R2Build dba R2B Engineering for Bid #1364 for Safety and Security Department Portable Offices at Santiago Canyon College (SCC) Action
The administration recommends approval of change order #1 for R2Build dba R2B Engineering for Bid #1364 for Safety and Security Department portable offices at SCC as presented.
- *4.5 Acceptance of Completion of Bid #1364 for Safety and Security Department Portable Offices 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.

- *4.6 Approval of Change Order #1 for R Dependable Const, Inc. for Bid #1369 for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College Action
The administration recommends approval of Change Order #1 for R Dependable Const, Inc. for Bid #1369 for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College as presented.
- *4.7 Acceptance of Completion of Bid #1369 for Barrier Removal Paper Towel Dispenser Replacement 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.
- *4.8 Approval of Change Order #1 for AMPCO Contracting, Inc for Bid #1375 for Orange Education Center (OEC) Demolition at 1465 North Batavia Street, Orange, California 92867 Action
The administration recommends approval of change order #1 for AMPCO Contracting, Inc. for Bid #1375 OEC demolition at 1465 North Batavia Street, Orange, California 92867 as presented.
- *4.9 Acceptance of Completion of Bid #1375 for Orange Education Center Demolition at 1465 North Batavia Street, Orange, California 92867 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.
- *4.10 Acceptance of Completion of Bid #1378 for Access Control System Pilot at District Operations Center and Approval of Recording a Notice of Completion Action
The administration recommends acceptance of the project as complete and approval of filing a Notice of Completion with the County as presented.
- *4.11 Approval of Legal Services Agreement with Tao Rossini, A Professional Corporation Action
The administration recommends approval of the legal services agreement between RSCCD and Tao Rossini, a Professional Corporation as presented.
- *4.12 Approval of Agreement with SVA Architects, Inc. for Architectural and Engineering Services for Heating, Ventilation and Air Conditioning (HVAC) Equipment Replacement for Information Technology Services Data Center at District Operations Center Action
The administration recommends approval of the agreement with SVA Architects, Inc. for architectural and engineering services for HVAC equipment replacement for the Information Technology Services Data Center at the District Operations Center as presented.

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

- *4.13 Approval of Agreement with P2S, Inc. for Fire Alarm and Fire Life Safety Specialist Consultant Services Action
The administration recommends approval of the agreement with P2S, Inc. for fire alarm and fire life safety specialist consultant services as presented.
- *4.14 Approval of Second Amendment to Agreement with Go To Technologies, Inc. for Information Technology (IT) Management and Transition Consulting Services Action
The administration recommends approval of the second amendment to agreement with Go To Technologies, Inc. for IT management and transition consulting services as presented.
- *4.15 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period January 12, 2020, through February 15, 2020.

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:
- K12 Strong Workforce Program Pathway Improvement \$36,532,553.00 Funds (District Office)
- *5.2 Approval of Sub-Agreement between RSCCD and Los Rios Community College District for Statewide Director for Retail/Hospitality/Tourism Grant Action
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Sub-Agreements between RSCCD and Local Educational Agencies in Bay Area, Central Valley/Mother Lode, Inland Empire Desert, Los Angeles County, North/Far North, Orange County, San Diego/Imperial and South Central Coast Regions Selected to Host Strong Workforce Program K12 Pathway Coordinators Action
The administration recommends approval of the sub-agreements and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related contractual agreements on behalf of the district.

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

- *5.4 Approval of Second Amendment to Sub-Agreement between RSCCD and California Workforce Association for California Apprenticeship Initiative 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.
- 5.5 Adoption of Resolution Number 20-03 – Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19) Action
The administration recommends adoption of Resolution Number 20-03 – Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19) as presented.
- 5.6 Board Member Comments Information

RECESS TO CLOSED SESSION

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Management Staff
 - d. Classified Staff
 - e. Student Workers
 - f. Educational Administrator Appointments
 - (1) Director
2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

Loretta Jordan v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01072357-CU-WT-CJG

Anthony Rabiola v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01115249-CU-OE-CJC

Joseph Robert Pineo v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2019-01092834-CU-PO-CJC

Alliance of Schools for Cooperative Insurance Programs (ASCIP) vs. Sandra Elizabeth Castro Palma Claim #1805554

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

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

4. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

5. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

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 | <u>Management/Academic Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval of Employment Agreements• Approval of Appointments• Ratification of Resignations/Retirements• Approval of Final Salary Placements for Temporary Faculty Member• Approval of 2019/2020 Contract Extension Days• Approval of Leaves of Absence• Approval of Adjusted Dates for Leave of Absence• Approval of Beyond Contract/Overload Stipends• Approval of Part-time Hourly New Hires/Rehires• Approval of Non-paid Instructors of Record• Approval of Non-paid Intern Services | |
| 6.2 | <u>Classified Personnel</u> | <u>Action</u> |
| | <ul style="list-style-type: none">• Approval of New Appointments• Approval of Out of Class Assignments• Approval of Professional Growth Increments• Approval of Return to Regular Assignments | |

6.2 Classified Personnel (cont.)

- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Short Term Assignments
- Approval of Changes in Temporary Assignment
- Approval of Additional Hours for Ongoing Assignment
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Approval of 2020-2021 Non-Credit Instructional Calendar

Action

It is recommended that the board approve the 2020-2021 Non-Credit Instructional Calendar as presented.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on April 13, 2020.

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

Board of Trustees
(Regular meeting)

Monday, February 24, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

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

Administrators present during the regular meeting were Ms. Tracie Green, Mr. Peter Hardash, Dr. John Hernandez, Dr. Linda Rose, Mr. Marvin Martinez, and Mr. Enrique Perez. 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 Michael Toledo, Interim Chief, District Safety & Security, Rancho Santiago Community College District.

1.3 Approval of Additions or Corrections to Agenda

There were no additions or corrections to the agenda.

1.4 Public Comment

Mr. Ernesto D. Garza spoke regarding Item 3.1 Amendment to Sponsorship Agreement with Pepsi Bottling Group, LLC, a Delaware Limited Liability Company, and Its Affiliates and/or Their Respective Subsidiaries Collectively Comprising Pepsi Beverages Company.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the minutes of the regular meeting held February 3, 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.1 (Amendment to Sponsorship Agreement with Bottling Group, LLC, a Delaware Limited Liability Company, and Its Affiliates and/or Their Respective Subsidiaries Collectively Comprising Pepsi Beverages Company) removed from the Consent Calendar by Mr. Hanna. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

3.2 Approval of Rancho Santiago Community College District Professional Services Agreement with Sunrise Choices, Inc., a California Corporation

The board approved the RSCCD professional services agreement with Sunrise Choices, Inc., a California corporation, located in Santa Ana, California, as presented.

3.3 Approval of Educational Affiliation Agreement Renewal with Speechlink, Inc.

The board approved the educational affiliation agreement renewal with Speechlink, Inc., located in Irvine, California, as presented.

3.4 Approval of Clinical Training Affiliation Agreement Renewal (**With** School Instructor on Hospital Premises) with St. Jude Medical Center

The board approved the clinical training affiliation agreement renewal (with school instructor on hospital premises) with St. Jude Medical Center, located in Fullerton, California, as presented.

3.5 Approval of Clinical Training Affiliation Agreement Renewal (**Without** School Instructor on Hospital Premises) with St. Jude Medical Center

The board approved the clinical training affiliation agreement renewal (without school instructor on hospital premises) with St. Jude Medical Center, located in Fullerton, California, as presented.

3.6 Approval of Memorandum of Understanding (MOU) with Strength in Support

The board approved the MOU with Strength in Support.

3.7 Approval of Clinical Affiliation Agreement for Athletic Training with Azusa Pacific University (APU)

The board approved the clinical affiliation agreement for athletic training with APU.

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, Transfers, and Intrafund and Interfund Transfers

The board approved budget increases/decreases, transfers, and intrafund and interfund transfers from January 22, 2020, to February 9, 2020.

4.3 Approval of Nonresident Fees for 2020-2021

The board approved establishing the nonresident tuition fee at \$290 per unit, the capital outlay fee at \$35 per unit, and the application fee at \$50 for 2020-2021 as presented.

4.4 Approval of Amendment to Agreement with Knowland Construction Services for Project Inspector Services for Science Center at Santa Ana College (SAC)

The board approved the amendment to the agreement with Knowland Construction Services for project inspector services for the Science Center at SAC as presented.

4.5 Approval of Agreement Renewal with Competitive Edge Software, LLC, dba Omnigo Software

The board approved the agreement renewal with Competitive Edge Software, LLC dba Omnigo Software as presented.

4.6 Approval of Surplus Property

The board approved declaring the list of equipment as surplus property and utilizing The Liquidation Company to conduct an auction as presented.

4.7 Approval of Purchase Orders

The board approved the purchase order listing for the period December 15, 2019, through January 11, 2020.

5.1 Approval of Sub-Agreement between RSCCD and San Mateo County Community College District to Award the 2019-2020 Regional Director Special Projects Funded by Key Talent Administration and Sector Strategy Grant

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

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

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

1.6 Approval of Consent Calendar (cont.)

5.3 Approval of First Amendment to Agreement with Hyatt Regency Huntington Beach

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

5.4 Approval of Santa Ana College and Santiago Canyon College (SCC) Guided Pathways Scale of Adoption Assessments

The board approved SAC and SCC Guided Pathways Scale of Adoption Assessments.

1.7 Board President's Award – Dr. Regina Lamourelle

Ms. Claudia Alvarez presented Dr. Regina Lamourelle with a Board President's Award for her exceptional contributions and excellence in education for the past 20 years at Santiago Canyon College.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Mr. Marvin Martinez, Chancellor, provided a report to the board, which included a report on the Association of Community College Trustees (ACCT) Community College National Legislative Summit in Washington, D.C. on February 10-12, 2020.

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

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

Mr. Mariano Cuellar, Student President, Santa Ana College
Ms. Angelique Nguyen, Secretary, Santiago Canyon College

2.5 Report from Classified Representative

Mr. Ivan Zambrano, Financial Aid Analyst, Santiago Canyon College, provided a report on behalf of the 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

3.0 INSTRUCTION

Items 3.2 through 3.7 were approved as part of Item 1.6 (Consent Calendar).

3.1 Approval of Amendment to Sponsorship Agreement with Pepsi Bottling Group, LLC, a Delaware Limited Liability Company, and Its Affiliates and/or Their Respective Subsidiaries Collectively Comprising Pepsi Beverages Company

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the amendment to the sponsorship agreement with Pepsi Bottling Group, a Delaware limited liability company, and its affiliates and/or their respective subsidiaries collectively comprising Pepsi Beverages Company, which has an office located in Aliso Viejo, California, as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

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

5.0 GENERAL

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Board Member Comments

Mr. Hernandez provided a report on the Santa Ana Chamber of Commerce GROW (Geography, Resources, Opportunity, Workforce) Conference that he attended in Santa Ana on February 20, 2020.

Mr. Hernandez indicated he attended the dedication of the Anthony B. Heinsbergen art collection at SCC on February 20, 2020.

5.5 Board Member Comments (cont.)

As president of the Santa Ana League of United Latin American Citizens (LULAC) Council #147, Mr. Hernandez reported that Ms. Barrios was recognized by the organization as one of the 2020 Orange County Hispanic Women of the Year awardees on February 22, 2020.

Mr. Moreno congratulated Ms. Barrios on her recognition by LULAC and shared encouraging words about another LULAC honoree, Ms. Lisa Gonzales-Solomon, Santa Ana Unified School District.

Mr. Moreno indicated that students are currently completing their applications for scholarships to be awarded at the end of the spring semester.

Since RSCCD did not offer classes in the German language or scuba training at either college, Mr. Moreno stated that he has been taking those classes at Fullerton College and asked that the colleges consider offering foreign language classes in the future.

Mr. Hanna, Mr. Hernandez, and Mr. Yarbrough provided reports on the ACCT Community College National Legislative Summit in Washington, D.C. on February 10-12, 2020.

Mr. Hanna reported that meetings in Washington, D.C. were held with Congresswoman Katie Porter; Congressman Lou Correa; and Assistant Secretary Scott Stump, Department of Education, Office of Career, Technical, and Adult Education. Mr. Hanna encouraged lifelong learning at RSCCD colleges instead of only focusing on students receiving certificates; he suggested offering courses to update an employee's line of work and working with employers to train employees.

In addition, while in Washington, D.C., Mr. Hanna reported he visited Congressmen Mike Levin, Juan Vargas, Scott Peters, and Paul Cook, and Congresswoman Susan Davis to discuss workforce training and Pell grants.

Mr. Hanna reported that he attended a lawyers roundtable while at the ACCT Community College National Legislative Summit in Washington, D.C. and shared the *Wozniak v. Adesida*, No. 18-3315 (7th Cir. 2019) case regarding a professor who sued the University of Illinois alleging violations of the First Amendment. He commended RSCCD faculty who have not behaved in this manner for the 21 years he has served on the RSCCD Board of Trustees.

Mr. Hanna reported that he, Ms. Barrios, and Mr. Hernandez attended the Community Foundation of Orange Gala in Anaheim on February 21, 2020.

As a member of the ACCT Public Policy and Advocacy Committee, Mr. Yarbrough provided a report on a committee meeting in Washington, D.C. on February 8, 2020.

5.5 Board Member Comments (cont.)

Mr. Hanna thanked Dr. Hernandez for the informative flyer and comments on distance education at SCC.

Mr. Hanna expressed his concern over the increase in application fees for Item 4.3 Nonresident Fees for 2020-2021.

Mr. Hanna explained that the first amendment for Item 5.3 (First Amendment to Agreement with Hyatt Regency Huntington Beach) was needed due to an oversight in the original contract by the hotel.

Ms. Alvarez congratulated Mr. Hanna on the birth of his fifth grandchild.

Ms. Alvarez thanked Dr. Rose for SAC offering classes to employees at the City of Santa Ana and encouraged SAC staff to meet with Santa Ana Unified School District to offer classes to their employees. In addition, she said that the County has settled contracts with the Orange County Employee Association and the Sheriff's Department and each of the contracts included a \$10,000 tuition fee reimbursement per year for each employee; and encouraged staff to reach out to those organizations too.

Ms. Alvarez indicated she is working with the chancellor to schedule a retreat in late March or April and asked trustees for dates of availability.

Ms. Alvarez indicated she is looking forward to celebrating women in the district as part of Women's History Month in March.

Ms. Alvarez encouraged those present to vote in the upcoming primary election.

Ms. Alvarez thanked those who have donated their efforts in support of Measure L.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:45 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. Management Staff
 - d. Classified Staff
 - e. Student Workers
 - f. Educational Administrator Appointments
 - (1) Administrative Dean

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

Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
(FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees

Mr. Moreno left the meeting at this time.

RECONVENE

The board reconvened at 6:59 p.m.

Public Comment

There were no public comments.

Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment and labor negotiations, and the board took no action.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez 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, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve Interim to Permanent Assignments
- Approve Leaves of Absence
- Approve Adjusted Leaves of Absence
- Approve Column Changes
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Instructors of Record
- Approve Non-paid Intern Services

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez 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, and Mr. Yarbrough.

- Approve New Appointments
- Approve Professional Growth Increments
- Approve Longevity Increments
- Approve Changes in Position/Location
- Approve Changes in Salary Placement
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Short Term Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Student Assistant Lists

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on March 9, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 6:59 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

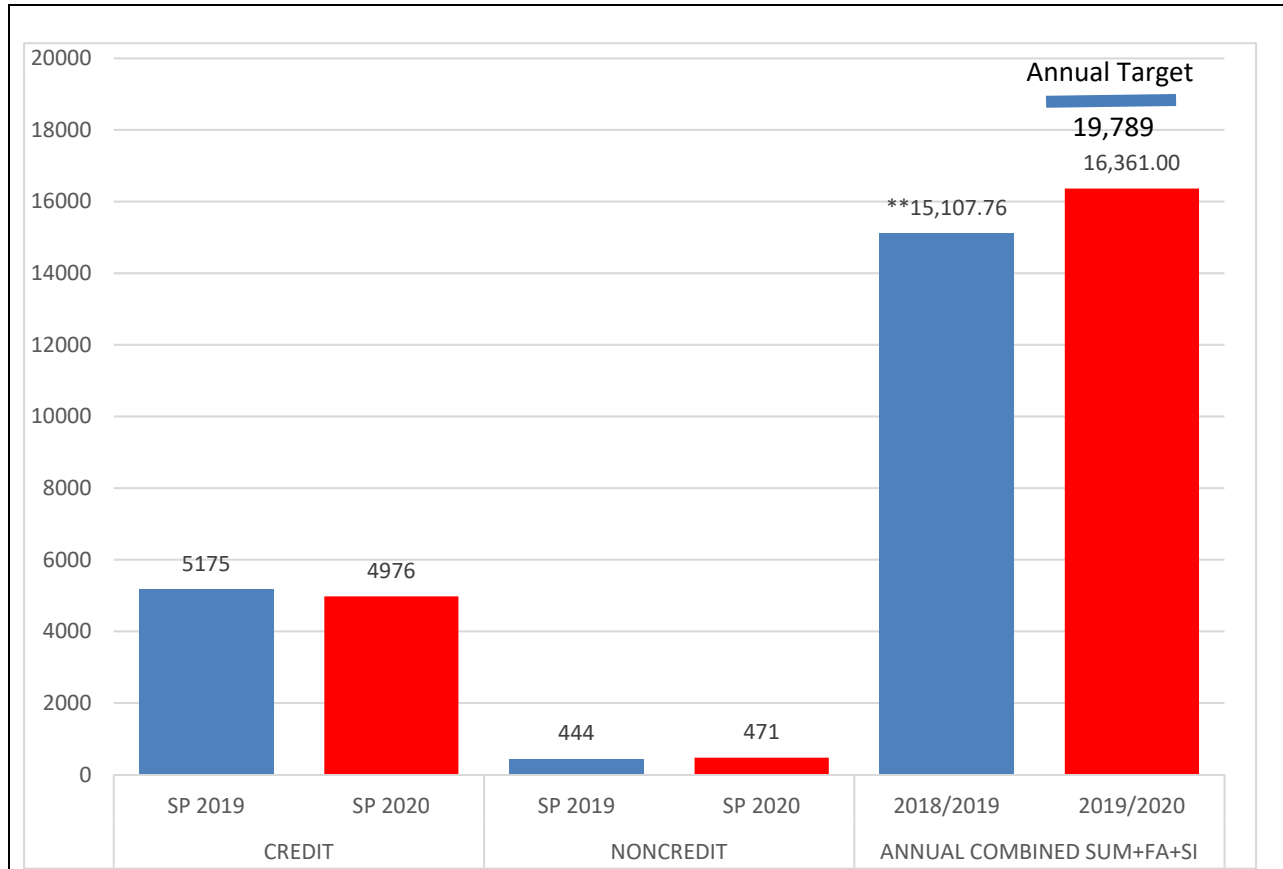
Approved: _____
Clerk of the Board

Minutes approved: March 9, 2020



SAC 2019/2020 Spring Enrollment Report

*Date: 2/20/20



FTES Target

Terms	2019/2020	DIFF	PCT
Credit SP Target	6598.00		
Credit SP Projection	6598.00	0.00	0%
Noncredit SP Target***	2111.00		
Noncredit SP Projection	2111.00	0.00	0%
Annual Target	19789.00		
Annual Projection	19671.00	-118.00	-1%

NOTES:

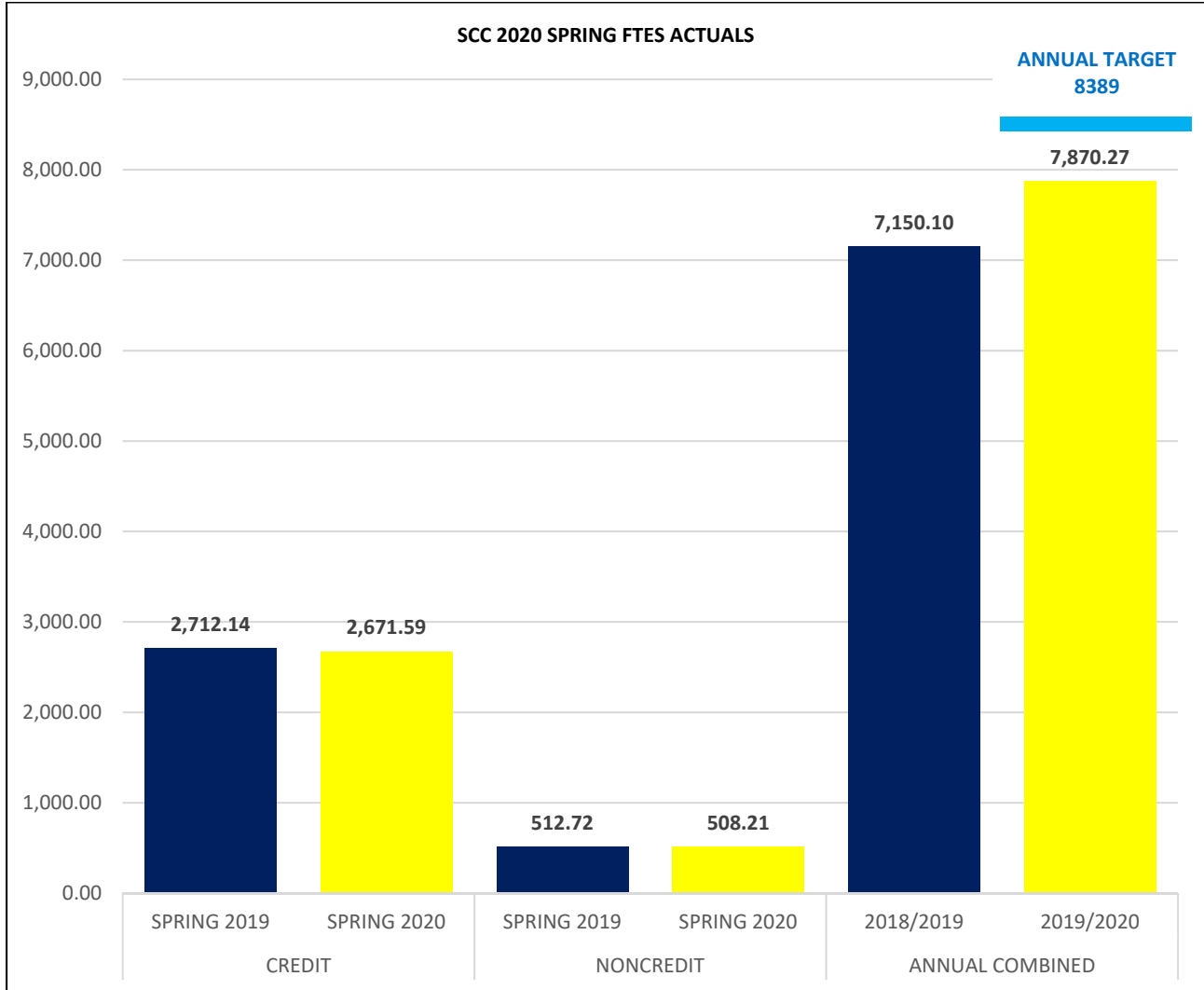
* This report represents a "moment in time" comparison between like terms.

** 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.

*** Spring Target includes all FTES earned by June 30, 2020.



SCC 2019/2020 ENROLLMENT REPORT
2/20/2020



FTES TARGETS

TERMS	2019/2020	DIFF	PCT
Credit Spring Target	2766		
Credit Spring Projection	2766	0	0.0%
NonCredit Spring Target	1155		
NonCredit Spring Projection	1155	0	0.0%
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**Santa Ana College – Community Services Program**

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Contract # MA-026-20011095 for Deferred Entry of Judgment Program Services between County of Orange for the Office of the District Attorney and Rancho Santiago Community College District DBA Santa Ana College	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College Community Services Program offers courses that are not for credit and designed for a specific audience or particular need. These courses are shorter in duration and do not require lengthy preparation or rigorous testing. From creative arts and financial management to computer software and travel tours, these classes are available to the community for a fee. In fall 2008, Santa Ana College established a contract with the County of Orange, Office of the District Attorney that referred individuals to attend a Deferred Entry of Judgment or Diversion course for misdemeanor charges from drug, alcohol and traffic offenses in lieu of incarceration.

ANALYSIS

The Contract # MA-026-20011095 for Deferred Entry of Judgment Program Services between County of Orange for the Office of the District Attorney and Rancho Santiago Community College District DBA Santa Ana College will authorize Santa Ana College Community Services Program to continue offering the program, as well as expand the program to offer seven additional new Deferred Entry of Judgment courses to referred individuals ([view document](#)). The Santa Ana Community Services Program is an approved referral site for behavior modification diversion classes. Santa Ana College Community Services Program will register and collect \$325 from each student who participates in a 6-hour Deferred Entry of Judgment course and \$550 from students ordered to attend a 12-hour Diversion course. The Orange County District Attorney will receive \$110 from the fees collected to cover its administrative costs. The balance of the fees paid by individuals taking these courses will provide adequate revenue for the program and the certified instructor(s).

RECOMMENDATION

It is recommended that the Board of Trustees approve Contract # MA-026-20011095 for Deferred Entry of Judgment Program Services between County of Orange for the Office of the District Attorney and Rancho Santiago Community College District DBA Santa Ana College, as presented.

Fiscal Impact:	\$100,000 annually (estimated net income after expenses)	Board Date: March 23, 2020
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	

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

To: Board of Trustees	Date: March 23, 2020
Re: Approval of Amendment Number Nine to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District	
Action: Request for Approval	

BACKGROUND

Presently, the Criminal Justice Academies have contracts with the County of Orange to support contract training for the Orange County Sheriff's Department (OCS), the Coroner's Office, and the Orange County Probation Department. This year marks the 50th year of the partnership between the Criminal Justice Academies and the OCS. The original period of the County of Orange Contract #MA-060-11010909 extended from January 1, 2011 to December 31, 2015 and identifies the services and responsibilities for the DISTRICT and COUNTY, including facility use, course scheduling, use of instructors, and procurement of equipment and supplies. The contract also identifies the means for the DISTRICT to reimburse the COUNTY for the Sheriff's Department personnel costs at \$144,400, as addressed in County of Orange #MA-060-11010909, Amendment Number One, effective July 1, 2014. The College has been in productive dialogue with the OCS on an updated 5-year contract, which will give both parties ample time to complete this process.

ANALYSIS

This Amendment Number Nine to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District shall remain in effect from April 1, 2020 through September 30, 2020 or until terminated by either party, and carries a pro-rated cost of \$72,200.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Amendment Number Nine to Contract MA-060-11010909 between the County of Orange and Rancho Santiago Community College District, as presented.

Fiscal Impact:	\$72,200/ 6 months	Board Date: March 23, 2020
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

AMENDMENT NUMBER NINE
TO
CONTRACT MA-060-11010909
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER NINE to CONTRACT number MA-060-11010909 (hereinafter "AMENDMENT NUMBER NINE") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed a CONTRACT for Space and Services for Training Programs, as Contract number MA-060-11010909 (hereinafter "ORIGINAL CONTRACT"), for a five (5) year term of January 1, 2011 through and including December 31, 2015; and

WHEREAS, COUNTY and DISTRICT amended the ORIGINAL CONTRACT, MA-060-11010909, to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015 (hereinafter "AMENDMENT NUMBER ONE");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on December 15, 2015, to continue providing services for an additional two (2) month term of January 1, 2016 through and including February 29, 2016 (hereinafter "AMENDMENT NUMBER TWO");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on February 23, 2016, to continue providing services for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 (hereinafter "AMENDMENT NUMBER THREE");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 22, 2016, to continue providing services for an additional six (6) month term of April 1, 2016 through and including September 30, 2016 (hereinafter "AMENDMENT NUMBER FOUR");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on September 27, 2016, to continue providing services for an additional six (6) month term of October 1, 2016 through and including March 31, 2017 (hereinafter "AMENDMENT NUMBER FIVE");

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 16, 2017, to continue providing services for a one (1) year term of April 1, 2017 through and including March 31, 2018 (hereinafter “AMENDMENT NUMBER SIX”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 27, 2018, to continue to provide services for a one (1) year term of April 1, 2018 through and including March 31, 2019 (hereinafter ‘AMENDMENT NUMBER SEVEN”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT, MA-060-11010909 on March 26, 2019, to continue to provide services for a one (1) year term of April 1, 2019 through and including March 31, 2020 (hereinafter “AMENDMENT NUMBER EIGHT”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT, MA-060-11010909, to continue to provide services for an additional six (6) month term of April 1, 2020 through and including September 30, 2020 and both COUNTY and DISTRICT agree to continue to provide those services at the rates set forth in AMENDMENT ONE;

NOW THEREFORE, in consideration of the mutual obligations set forth the ORIGINAL CONTRACT as amended, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section A, Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

2. **Term of Contract:**

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 1/1/11 through and including 9/30/20, unless otherwise terminated by COUNTY or DISTRICT. The period of 1/1/11 through and including 9/30/20 shall be known as Contract number MA-060-11010909.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010909) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060- 11010909) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-11010909) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract MA-060- 11010909) is attached hereto as Exhibit E and incorporated by this reference.

7. A true and correct copy of AMENDMENT NUMBER FIVE (Contract MA-060-11010909) is attached hereto as Exhibit F and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER SIX (Contract MA-060-11010909) is attached hereto as Exhibit G and incorporated by this reference.
9. A true and correct copy of AMENDMENT NUMBER SEVEN (Contract MA-060-11010909) is attached hereto as Exhibit H and incorporated by this reference.
10. A true and correct copy of AMENDMENT NUMBER EIGHT (Contract MA-060-11010909) is attached hereto as Exhibit I and incorporated by this reference.
11. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBERS ONE through EIGHT, to the extent they are not inconsistent with this AMENDMENT NUMBER NINE, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2020 are hereby extended to September 30, 2020.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER NINE to ORIGINAL CONTRACT MA-060-11010909.

***Contractor: Rancho Santiago Community College District**

Vice Chancellor

By: _____ Title: Business Operations/Fiscal Services

Print Name: Peter J. Hardash Date: _____

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____

Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by: _____

Deputy

Exhibit A

ORIGINAL CONTRACT (Contract number MA-060-11010909)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010909)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11010909)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-11010909)

Exhibit E

AMENDMENT NUMBER FOUR (Contract number MA-060-11010909)

Exhibit F

AMENDMENT NUMBER FIVE (Contract number MA-060-11010909)

Exhibit G

AMENDMENT NUMBER SIX (Contract number MA-060-11010909)

Exhibit H

AMENDMENT NUMBER SEVEN (Contract number MA-060-11010909)

Exhibit I

AMENDMENT NUMBER EIGHT (Contract number MA-060-11010909)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date:	March 23, 2020
Re:	Approval of Amendment Number Four to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District		
Action:	Request for Approval		

BACKGROUND

Presently, the Criminal Justice Academies have contracts with the County of Orange to support contract training for the Orange County Sheriff’s Department (OCSD), the Coroner’s Office, and the Orange County Probation Department. This year marks the 50th year of the partnership between the Criminal Justice Academies and the OCSD. The original period of this contract extended from September 18, 2012 to September 17, 2017. This Amendment Number Four to Contract MA-060-13010027 (Amendment Number Four) between the County of Orange and Rancho Santiago Community College District will extend the terms of the agreement from April 1, 2020 through September 30, 2020. This contract identifies the scope of work (academy and continuing professional development classes) provided by the DISTRICT, as well as the registration fees paid by the COUNTY. The College has been in productive dialogue with the OCSD on an updated 5-year contract, which will give both parties ample time to complete this process.

ANALYSIS

This Amendment Number Four shall remain in effect from April 1, 2020 through September 30, 2020 or until terminated by either party, and carries no cost or financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Amendment Number Four to Contract MA-060-13010027 between the County of Orange and Rancho Santiago Community College District, as presented.

Fiscal Impact:	None	Board Date:	March 23, 2020
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Marvin Martinez, Chancellor, RSCCD		

AMENDMENT NUMBER FOUR
TO
CONTRACT MA-060-13010027
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER FOUR to CONTRACT number MA-060-13010027 (hereinafter “AMENDMENT NUMBER FOUR”) between the County of Orange, a political subdivision of the State of California (hereinafter “COUNTY”) and Rancho Santiago Community College District (hereinafter “DISTRICT”) with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT on September 11, 2012 for Registration and Tuition Fees for Criminal Justice Academy Classes, as Contract MA-060-13010027 (hereinafter “ORIGINAL CONTRACT”), for a five (5) year term of September 18, 2012 through and including September 17, 2017; and

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 14, 2017, to continue providing services for an additional term of September 18, 2017 through and including March 31, 2018 (hereinafter “AMENDMENT NUMBER ONE”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 27, 2018, to continue providing services for an additional one (1) year term of April 1, 2018 through and including March 31, 2019 (hereinafter “AMENDMENT NUMBER TWO”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 26, 2019 for an additional one (1) year term of April 1, 2019 through and including March 31, 2020 (hereinafter “AMENDMENT NUMBER THREE”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT for an additional six (6) month term of April 1, 2020 through and including September 30, 2020 and the DISTRICT has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section A, Term of Contract, of the ORIGINAL

CONTRACT is amended to read in its entirety as follows:

A. Term of Contract:

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 9/18/2012 through and including 9/30/20, unless otherwise terminated by COUNTY or DISTRICT. The period of 9/18/12 through and including 9/30/20 shall be known as Contract MA-060-13010027.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-13010027) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-13010027) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-13010027) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010027) is attached hereto as Exhibit D and incorporated by this reference.
6. All other provisions of the ORIGINAL CONTRACT, AMENDMENT ONE and AMENDMENT THREE, to the extent they are not inconsistent with this AMENDMENT NUMBER FOUR, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2020 are hereby extended to September 30, 2020.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FOUR to ORIGINAL CONTRACT MA-060-13010027.

*Contractor: Rancho Santiago Community College District
Vice Chancellor

By: _____ Title: Business Operations/Fiscal Services

Print Name: Peter J. Hardash Date: _____

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____

Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by: _____

Deputy

Exhibit A

ORIGINAL CONTRACT (Contract number MA-060-13010027)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-13010027)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-13010027)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-13010027)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date:	March 23, 2020
Re:	Approval of Amendment Number Fourteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District		
Action:	Request for Approval		

BACKGROUND

Presently, the Criminal Justice Academies have contracts with the County of Orange to support contract training for the Orange County Sheriff’s Department (OCSD), the Coroner’s Office, and the Orange County Probation Department. This year marks the 50th year of the partnership between the Criminal Justice Academies and the OCSD. The original period of the County of Orange Contract Z1000000068 extended from August 22, 2009 to August 21, 2010, with four (4) renewable one-year terms. This Amendment Number Fourteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District (Amendment Number Fourteen) extends the terms of the Contract from April 1, 2020 through September 30, 2020. This Contract identifies the consultant services provided to the Criminal Justice Academies Program by the OCSD Training Division Captain and provides the means for the COUNTY to receive \$15,000 during the agreement term for these services. The College has been in productive dialogue with the OCSD on an updated 5-year contract, which will give both parties ample time to complete this process.

ANALYSIS

This Amendment Number Fourteen shall remain in effect from April 1, 2020 through September 30, 2020 or until terminated by either party, and carries an agreement cost of \$15,000 for Captain Consultant Fees.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Amendment Number Fourteen to Contract Z1000000068 between the County of Orange and Rancho Santiago Community College District, as presented.

Fiscal Impact:	\$15,000/ 6 months	Board Date:	March 23, 2020
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology		
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College		
Recommended by:	Marvin Martinez, Ph.D., Chancellor, RSCCD		

AMENDMENT NUMBER FOURTEEN
TO
CONTRACT Z1000000068
BETWEEN THE
COUNTY OF ORANGE
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

This AMENDMENT NUMBER FOURTEEN to CONTRACT number Z1000000068 (hereinafter "AMENDMENT NUMBER FOURTEEN") between the County of Orange, a political subdivision of the State of California (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 92706, is made and entered upon execution of all necessary signatures.

RECITALS

WHEREAS, COUNTY and DISTRICT executed CONTRACT on August 4, 2009 for Consultant Services, Law Enforcement Training, as Contract Z1000000068 (hereinafter "ORIGINAL CONTRACT"), for a one (1) year term of August 22, 2009 through and including August 21, 2010, renewable for four (4) additional one (1) year terms; and

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on December 23, 2010, as Contract number MA-060-11010253 (hereinafter "AMENDMENT NUMBER ONE"), for a one (1) year term of August 22, 2010 through and including August 21, 2011;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 1, 2011, as Contract number MA-060-11012581 (hereinafter "AMENDMENT NUMBER TWO"), for a one (1) year term of August 22, 2011 through and including August 21, 2012;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 22, 2012, as Contract number MA-060-13010020 (hereinafter "AMENDMENT NUMBER THREE"), for a one (1) year term of August 22, 2012 through and including August 21, 2013;

WHEREAS, COUNTY and DISTRICT renewed the ORIGINAL CONTRACT on August 21, 2013, as Contract number MA-060-14010056 (hereinafter "AMENDMENT NUMBER FOUR"), for a one (1) year term of August 22, 2013 through and including August 21, 2014;

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on September 9, 2014 to continue providing services to DISTRICT for a four (4) month term of

August 22, 2014 through and including December 31, 2014 (hereinafter “AMENDMENT NUMBER FIVE”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 9, 2014 to continue providing services to DISTRICT for one (1) year term of January 1, 2015 through and including December 31, 2015 (hereinafter “AMENDMENT NUMBER SIX”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on December 15, 2015 to continue providing services to DISTRICT for an additional two (2) months term of January 1, 2016 through and including February 29, 2016 (hereinafter “AMENDMENT NUMBER SEVEN”);

WHEREAS, COUNTY and DISTRICT extended Contract number MA-060-14010056 on February 23, 2016 to continue providing services to DISTRICT for an additional one (1) month term of March 1, 2016 through and including March 31, 2016 (hereinafter “AMENDMENT NUMBER EIGHT”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 22, 2016 to continue providing services to DISTRICT for an additional six (6) month term of April 1, 2016 through and including September 30, 2016 (hereinafter “AMENDMENT NUMBER NINE”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on September 27, 2016 to continue providing services to DISTRICT for an additional six (6) month term of October 1, 2016 through and including March 31, 2017 (hereinafter “AMENDMENT NUMBER TEN”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 16, 2017, to continue providing services to DISTRICT for an additional one (1) year term of April 1, 2017 through and including March 31, 2018 (hereinafter “AMENDMENT NUMBER ELEVEN”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 27, 2018, to continue providing services to DISTRICT for an additional one (1) year term of April 1, 2018 through and including March 31, 2019 (hereinafter “AMENDMENT NUMBER TWELVE”);

WHEREAS, COUNTY and DISTRICT extended the ORIGINAL CONTRACT on March 26, 2019, to continue providing services to DISTRICT for an additional one (1) year term of April 1, 2019 through and including March 31, 2020 (hereinafter “AMENDMENT NUMBER THIRTEEN”);

WHEREAS, COUNTY and DISTRICT desire to extend the ORIGINAL CONTRACT to continue providing services to DISTRICT for an additional six (6) month term of April 1, 2020

through and including September 30, 2020 and the DISTRICT has agreed to continue to provide those services at the rates set forth in the ORIGINAL CONTRACT;

NOW THEREFORE, in consideration of the mutual obligations set forth herein, both COUNTY and DISTRICT agree as follows:

1. ARTICLES

- a. Additional Terms and Conditions, Section A -Term of Contract, of the ORIGINAL CONTRACT is amended to read in its entirety as follows:

A. Term of Contract:

This Contract shall commence upon execution of all necessary signatures, and continue in effect from 8/22/09 through and including 9/30/20, unless otherwise terminated by COUNTY or DISTRICT. The period of 8/22/09 through and including 8/21/10 shall be known as Contract Z1000000068. The period of 8/22/10 through and including 8/21/11 shall be known as Contract MA-060-11010253. The period of 8/22/11 through and including 8/21/12 shall be known as Contract MA-060-11012581. The period of 8/22/12 through and including 8/21/13 shall be known as Contract number MA-060-13010020. The period of 8/22/13 through and including 9/30/20 shall be known as Contract number MA-060-14010056.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract Z1000000068) is attached hereto as Exhibit A and incorporated by this reference.
3. A true and correct copy of AMENDMENT NUMBER ONE (Contract MA-060-11010253) is attached hereto as Exhibit B and incorporated by this reference.
4. A true and correct copy of AMENDMENT NUMBER TWO (Contract MA-060-11012581) is attached hereto as Exhibit C and incorporated by this reference.
5. A true and correct copy of AMENDMENT NUMBER THREE (Contract MA-060-13010020) is attached hereto as Exhibit D and incorporated by this reference.
6. A true and correct copy of AMENDMENT NUMBER FOUR (Contract Number MA-060-14010056) is attached hereto as Exhibit E and incorporated by this reference.
7. A true and correct copy of AMENDMENT NUMBER FIVE (Contract Number MA-060-14010056) is attached hereto as Exhibit F and incorporated by this reference.
8. A true and correct copy of AMENDMENT NUMBER SIX (Contract Number MA-060-14010056) is attached hereto as Exhibit G and incorporated by this reference.
9. A true and correct copy of AMENDMENT NUMBER SEVEN (Contract Number MA-060-14010056) is attached hereto as Exhibit H and incorporated by this reference.

10. A true and correct copy of AMENDMENT NUMBER EIGHT (Contract Number MA-060-14010056) is attached hereto as Exhibit I and incorporated by this reference.
11. A true and correct copy of AMENDMENT NUMBER NINE (Contract Number MA-060-14010056) is attached hereto as Exhibit J and incorporated by this reference.
12. A true and correct copy of AMENDMENT NUMBER TEN (Contract Number MA-060-14010056) is attached hereto as Exhibit K and incorporated by this reference.
13. A true and correct copy of AMENDMENT NUMBER ELEVEN (Contract Number MA-060-14010056) is attached hereto as exhibit L and incorporated by this reference.
14. A true and correct copy of AMENDMENT NUMBER TWELVE (Contract Number MA-060-14010056) is attached hereto as exhibit M and incorporated by this reference.
15. A true and correct copy of AMENDMENT NUMBER THIRTEEN (contract Number MA-060-14010056) is attached hereto as exhibit N and Incorporated by this reference.
16. All other provisions of the ORIGINAL CONTRACT and AMENDMENT NUMBERS ONE through THIRTEEN, to the extent they are not inconsistent with this AMENDMENT NUMBER FOURTEEN, remain unchanged and in full force and effect. All obligations of the Parties that would have been terminated on March 31, 2020 are hereby extended to September 30, 2020.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER FOURTEEN to ORIGINAL CONTRACT Z1000000068.

*Contractor: Rancho Santiago Community College District
Vice Chancellor

By: _____ Title: Business Operations/Fiscal Services _____
Print Name: Peter J. Hardash Date: _____

**If the contracting party is a corporation, (2) two signatures are required: (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision.*

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

County Of Orange

A political subdivision of the State of California



Sheriff-Coroner Department

By: _____ Title: _____
Print Name: _____ Date: _____

Approved by the Board of Supervisors: _____

Approved as to Form
Office of the County Counsel
Orange County, California

by: _____
Deputy

Exhibit A

ORIGINAL CONTRACT (Contract number Z1000000068)

Exhibit B

AMENDMENT NUMBER ONE (Contract number MA-060-11010253)

Exhibit C

AMENDMENT NUMBER TWO (Contract number MA-060-11012581)

Exhibit D

AMENDMENT NUMBER THREE (Contract number MA-060-13010020)

Exhibit E

AMENDMENT NUMBER FOUR (Contract number MA-060-14010056)

Exhibit F

AMENDMENT NUMBER FIVE (Contract number MA-060-14010056)

Exhibit G

AMENDMENT NUMBER SIX (Contract number MA-060-14010056)

Exhibit H

AMENDMENT NUMBER SEVEN (Contract number MA-060-14010056)

Exhibit I

AMENDMENT NUMBER EIGHT (Contract number MA-060-14010056)

Exhibit J

AMENDMENT NUMBER NINE (Contract number MA-060-14010056)

Exhibit K

AMENDMENT NUMBER TEN (Contract number MA-060-14010056)

Exhibit L

AMENDMENT NUMBER ELEVEN (Contract number MA-060-14010056)

Exhibit M

AMENDMENT NUMBER TWELVE (Contract number MA-060-14010056)

Exhibit N

AMENDMENT NUMBER THIRTEEN (Contract number MA-060-14010056)

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

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Service Bureau Agreement between Global Financial Aid Services, Inc. and the Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

Currently, students at Santa Ana College and Santiago Canyon College submit their Financial Aid document in person to their corresponding Financial Aid office and there is a need to adopt a program or service that would allow students the ability to submit Financial Aid documents remotely. The attached agreement with Global Financial Aid Services will provide students at both colleges the ability to submit financial aid documents online, including mobile devices.

ANALYSIS

Through the attached agreement, Global Financial Aid Services will contact students to request financial aid documents. Students will upload documents to Global Financial Aid Service's website via computer and/or smartphone camera. Global Financial Aid Services will store the documents so that RSCCD staff may view the documents to verify financial aid eligibility. This process will allow students to submit documentation 24/7 rather than being restricted to the Financial Aid Offices' business hours and allow students and parents to submit documents from home, or other locations, rather than being required to travel to campus. This agreement will result in shortening the time between application submission and receipt of financial aid. Because of the streamlined process, the agreement will also have the potential to increase the number of students who receive Pell and California College Promise Grants (formerly known as the BOG fee waiver) thereby increasing district revenue through the supplemental portion of the student centered funding formula. The contract requires Global Financial Aid Services to maintain Web Content Accessibility Guidelines (WCAG) accessibility compliance for both students and staff. The term of this agreement is April 14, 2020 through June 30, 2025. The cost is \$65,000 per year plus a one-time set up cost of \$8,000 which will be charged 100% to Financial Aid Technology funds, categorical funds provided by the State Chancellor's Office.

The Financial Aid Offices and ITS staff viewed demonstrations and proposals from three companies - Global Financial Aid Services, ProVerify, and Campus Logic. It was unanimously agreed that Global Financial Aid Services provided the best affordable product of the three.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Service Bureau Agreement between Global Financial Aid Services, Inc. and the Rancho Santiago Community College District as presented.

Fiscal Impact:	\$333,000 (categorical funds)	Board Date: March 23, 2020
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Syed Rizvi, Vice President, Student Services	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College John Hernandez, Ph.D., President, Santiago Canyon College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

SERVICE BUREAU AGREEMENT

This Service Bureau Agreement (including all Addenda, Schedules, Exhibits, and other attachments, "Agreement") is made as of March 2, 2020 ("Effective Date") between Global Financial Aid Services, Inc., a Mississippi corporation ("Global"), and Rancho Santiago Community College District.

In consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, the parties agree as follows:

1. Services. Client by this Agreement is engaging Global to provide the financial aid processing services set forth in the Scope of Services ("Services"), which is attached hereto as an Addendum. All special arrangements (including legally required default management plans, agreements, limitations, suspensions, and terminations) entered into by Client with the U.S. Department of Education (the "Department") with respect to which Global is providing Services ("Departmental Agreements") are listed in the Scope of Services, and copies of these Departmental Agreements have been provided to Global.
2. Client Responsibilities. In a timely fashion, Client shall provide Global with accurate information regarding applicants, prospective students, and current students and Client policies and procedures to the extent necessary for Global to fulfill its obligations under this Agreement in accordance with the Higher Education Act of 1965, as amended, and the regulations promulgated thereunder (collectively, the "HEA") and any other guidelines mutually agreed upon by the parties. Additionally, Client agrees to be responsible for all aspects of compliance with the requirements of all applicable federal and state licensing and accreditation agencies.
3. New Departmental Agreement. In the event Client becomes subject to any new special arrangement (including legally required default management plans, agreements, limitations, suspensions, and terminations) entered into under the HEA with the Department, Client shall immediately notify Global and provide Global with a copy of such arrangement unless prohibited by law or by the arrangement itself. If such arrangement requires Client to undertake significant new obligations and responsibilities and if such obligations and responsibilities fall within the scope of the Services being provided by Global under the terms of this Agreement, then the parties agree to negotiate in good faith concerning any additional services to be provided by Global and any additional fees to be paid by Client for such services.
4. Term. The "Term" of this Agreement shall commence on the Effective Date and shall continue until June 30, 2025. Either Global or Client may terminate this Agreement without cause by providing the other party written notice of termination at least sixty (60) calendar days in advance.
5. Fees. The fees due Global from Client for Services rendered during the Term comprise service fees which are stated in the Fee Schedule Addendum to this Agreement under the heading "Fee Schedule." Term fees shall be Global's standard fees for performing Services in effect at the commencement of each new Term; *provided*, however, clients will be provided at least 60 days' notice of the increase and no more than one increase will take place per year.
6. Representations and Warranties of Global. Global represents and warrants to Client as follows:
 - a. Global is a corporation, duly organized, validly existing, and in good standing under the laws of Mississippi and is duly qualified to do business in such state. Global has full power and all necessary permits, licenses, approvals, authorizations, franchises, and registrations to perform the Services.
 - b. Global has not been: (i) limited, suspended, or terminated by the Secretary of the Department within the preceding five (5) years; (ii) required under any audit finding by the Department to repay any

amount in connection with the two (2) most recent audits of Global's administration of any program of student financial assistance under Title IV of the HEA ("Title IV, HEA Program"); or (iii) cited by the Department during the preceding five (5) years for failure to submit audit reports under Title IV in a timely fashion and in compliance with Title IV.

7. Insurance. Global will procure and maintain the following insurance coverage during the term of this Agreement:
- a. Commercial General Liability with limits of Two Million Dollars (\$2,000,000), Combined Single limit per occurrence, and Two Million Dollars (\$2,000,000) in the aggregate. Global's insurance will be primary and non-contributory. Client will be named as an additional insured on Global's policy.
 - b. Workers Compensation with statutory limits and Employers' Liability with limits of the following: Each accident, One Million Dollars (\$1,000,000), Disease Policy Limit, One Million Dollars (\$1,000,000), Disease each employee – Policy Limit, One Million Dollars (\$1,000,000).
 - c. Policy of Professional Liability with a per-claim limit of One Million Dollars (\$1,000,000) and an annual aggregate limit of Three Million Dollars (\$3,000,000).
 - d. Blanket Commercial Fidelity Bond of no less than Two Million Dollars (\$2,000,000).
 - e. Cyber, Privacy and Network Security Liability One Million (\$1,000,000).

Certificates of Insurance evidencing the fact that these insurance coverages are in force will be provided to Client upon request. These Certificates so provided will indicate that Client is to be notified in writing of any cancellation or reduction of coverage thirty (30) days before such cancellation or reduction.

8. Confidentiality. In the course of performance under this Agreement, each party will have access to confidential information made available by the other party (including, with respect to Global, the Global IP (as defined below) and, with respect to Client, the Data (as defined below)) ("Confidential Information"). Confidential Information shall specifically and without limitation include all records relating to Client's students provided to Global, but shall not include information that: (i) is generally available to the public, or (ii) was lawfully available to the party holding such information from a source other than the other party to this Agreement. As to all Confidential Information:
- a. The receiving party shall preserve the secrecy of Confidential Information, and, consistent with that obligation:
 - (i) shall not use, or induce or permit others to use, any Confidential Information for any other purpose whatsoever, nor at any time, except in carrying out its obligations under this Agreement, directly or indirectly, print, copy, or otherwise reproduce, in whole or in part, any Confidential Information, without the prior written consent of the disclosing party, nor shall the receiving party disclose or reveal any Confidential Information to anyone except those of its employees, agents, or consultants with a need to know;
 - (ii) agrees that all third parties to whom the receiving party reveals any Confidential Information, whether revealed in compliance with or in breach of this Agreement, shall be bound by the terms of, and be jointly and severally liable under, this Agreement and that it shall be the obligation of the receiving party to bind, and obtain the adherence of, every such party to this Agreement;
 - (iii) shall, upon the disclosing party's request, or upon termination of this Agreement, whichever occurs first, return to the disclosing party or securely destroy all documents or materials containing any Confidential Information, including any such material created by or on behalf of the receiving party (including any summary or analyses of Confidential Information); and

acknowledges that all Confidential Information is and shall remain the property of the disclosing party.

- (iv) Client data destruction will be performed by Global using techniques consistent with National Institute of Standards and Technology "NIST" 800-88("Guidelines for Media Sanitization").
- b. If the receiving party is requested or required to disclose Confidential Information under a subpoena or an order of a court or governmental agency, the receiving party shall, if permitted:
- (i) Promptly notify the disclosing party of the existence, terms, and circumstances surrounding the governmental request or requirement;
 - (ii) Consult with the disclosing party on the advisability of taking steps to resist or narrow the request;
 - (iii) If disclosure of Confidential Information is required, furnish only such portion of the Confidential Information as the receiving party is advised by counsel is legally required to be disclosed; and
 - (iv) Cooperate with the disclosing party in its efforts to obtain an order or other reliable assurance that confidential treatment will be accorded to that portion of the Confidential Information that is required to be disclosed.

9. Proprietary Materials.

- a. Client shall be the exclusive owner of all data, Client-specific analyses, and other information (the "Data") created in connection with this Agreement; *provided* that the "Data" excludes the systems, processes, and software owned or licensed by Global and used in generating or managing such Data (the "Global IP").
- b. Upon Client's request, Global shall provide Client or its external compliance auditor with timely access to the Data, any student files, and such other information or materials in Global's possession as is reasonably necessary for Client or its external compliance auditor to conduct an audit or examination. After Client provides a copy of such written request to Global, Global shall adhere to Client's written internal procedures and guidelines relating to the disclosure of the Data and student files to Client or its external compliance auditor. Global shall provide to Client or its external compliance auditor any assistance that may be reasonably required in connection with such audit or examination. Subject to Client approval, Global shall make all reasonable changes requested by, and take any other reasonable action necessitated by, any such audit or examination. Global agrees to retain copies of all Data, including all records related to the operations of Global under this Agreement, for the longer of any record retention period required under Title IV or the term of this Agreement, and will return all such records to Client or securely destroy them upon termination of this Agreement consistent with the provisions of Section 11.

10. Termination. This Agreement may be terminated as follows:

- a. by mutual written consent of the parties;
- b. by either party by providing written notice to the other at the end of the Term or in accordance with Section 4; and
- c. by either party on written notice if the other party commits a material breach of this Agreement that is not cured within thirty (30) days following written notice of that breach from the nonbreaching party; *provided* that Global or client may terminate this Agreement immediately by providing written notice without a cure period if Client or Global breaches or threatens to breach Section 8.

- d. By either party without cause by providing to the other party written notice of termination at least sixty (60) calendar days in advance.
 - e. By Client with no cost or penalty to Client if Global is unable to produce Voluntary Product Accessibility Templates "VPATs" for both its Core Student and Core Staff products within twelve (12) calendar months from the Effective Date of this agreement.
 - f. By Client with no cost or penalty to Client if Global is unable to meet Web Content Accessibility Guidelines "WCAG" 2.0 level AA accessibility compliance, at a minimum, for both its Core Student and Core Staff products within twelve (12) calendar months from the Effective Date of this agreement as stated in Global's most current Voluntary Product Accessibility Templates "VPATs" for these products.
 - g. By Client with no cost or penalty to Client if Global's products, at any point during the Term of this Agreement, are unable to comply 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.
11. Disposition of Records and data at Termination. If this Agreement terminates, then within thirty (30) days of termination Global will promptly return to the Client, at no cost, or securely destroy all Client-owned records and data in Global's possession pertaining to the Client's participation in the Title IV, HEA Program or Programs specified in the Services. Further, Funds including Title IV, HEA program funds, received from or on behalf of the institution or the institution's students, for the purposes of the program or programs for which services are no longer provided will be returned to the institution.
12. Transition Services. If this Agreement terminates, then Global will provide such transition services (potentially including, but not limited to project management and data transition) as are determined in good faith by the mutual agreement of the parties under the following principles:
- a. transition services will be provided for a minimum of thirty (30) days and for a maximum of ninety (90) days, as mutually agreed, after termination of this Agreement; and
 - b. the parties will endeavor to complete the transition as rapidly as possible.
13. Performance. Neither Client nor Global shall be responsible for delays, failures, or constraints in performance resulting from acts beyond its control, including acts of God, strikes, riots, acts of war, fire, communication line failures, or power failures. It is further agreed that the responsibility for performance of the duties stated herewith is to be limited to those periods after the Effective Date. It is agreed that the resolution of any audits or program reviews for periods before the Effective Date will be the sole responsibility of Client. If work is required to correct deficiencies occurring in work performed before the Effective Date of this Agreement, Global will submit a separate proposal to resolve these deficiencies. Global cannot make and has not made any guarantees regarding outcome. The expressions about the outcome of any matter are Global's best professional estimates only and are limited by its knowledge at the time they are expressed. Global will be compensated for the effort devoted to the project on the Client's behalf and not for any particular result.
14. Indemnification.
- a. Indemnification by Client. Client covenants and agrees to defend, indemnify, and hold harmless Global and its respective partners, officers, directors, employees, agents, advisers, representatives, and affiliates (collectively, the "Global Indemnitees") from and against, and to pay or reimburse the Global Indemnitees for any Losses resulting from or arising out of any of the following:

- (i) any action or inaction of Client before the Effective Date;
 - (ii) this Agreement or the Services, but only to the extent determined to have resulted from any failure by Client to comply with any provision of this Agreement or the negligence or willful misconduct of Client.
- b. Indemnification by Global. Global covenants and agrees to defend, indemnify, and hold harmless Client and its respective partners, officers, directors, employees, agents, advisers, representatives, and affiliates (collectively, the "Client Indemnitees") from and against, and to pay or reimburse the Client Indemnitees for, any and all Losses resulting from or arising out of any of the following:
- (i) the infringement of the intellectual property rights of any third party resulting from Client's use of any of Global's work product created under this Agreement; or
 - (ii) this Agreement or the Services to the extent determined to have resulted from any failure by Global to comply with any provision of this Agreement or the negligence or willful misconduct of Global.
 - (iii) Global's failure to comply 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.
- c. Procedures Relating to Indemnification. In the case of any Losses entitling a party hereto to indemnification (the "Indemnified Party"), notice will be given by the Indemnified Party to the party required to provide indemnification (the "Indemnifying Party") promptly after such Indemnified Party has actual knowledge of any matter as to which indemnity may be sought ("Claim"). The Indemnified Party will permit the Indemnifying Party (at the expense of such Indemnifying Party) to assume the defense of the Claim; *provided* that (i) the counsel for the Indemnifying Party who shall conduct the defense of such claim or litigation will be satisfactory to the Indemnified Party in its reasonable discretion, (ii) the Indemnified Party may participate in such defense at such Indemnified Party's expense, and (iii) the failure of the Indemnified Party to give notice as provided herein will not relieve the Indemnifying Party of its indemnification obligation under this Agreement except to the extent that such failure results in material prejudice to the Indemnifying Party. Except with the prior written consent of the Indemnified Party, no Indemnifying Party, in the defense of any Claim, will consent to entry of any judgment or enter into any settlement that provides for injunctive or other nonmonetary relief affecting the Indemnified Party or that does not include as an unconditional term thereof the giving by each claimant or plaintiff to such Indemnified Party of a release from all liability with respect to such Claim. In the event that the Indemnifying Party does not promptly accept the defense of any Claim as above provided, the Indemnified Party will have the full right to defend against such Claim and will be entitled to settle or agree to pay in full such Claim and to recover said amount from the Indemnifying Party. In any event, the Indemnifying Party and the Indemnified Party will use commercially reasonable efforts to cooperate in the defense of any claim or litigation subject to this Section 14(c).
- d. Incidental Damages. Notwithstanding anything herein to the contrary, neither party shall have liability for nor duty to indemnify against any special, incidental, punitive, exemplary, or consequential Losses (including lost profits or opportunity costs), even if the parties have been advised of their possible existence.
- e. Indemnifying Party's Right to Cure. In the case of any Claim by an Indemnified Party, the Indemnifying Party shall have thirty (30) days to cure the asserted basis for the Claim; *provided* that the basis for such Claim is reasonably curable within the time period set forth herein and the Claim is not based on any alleged fraud, willful misconduct, bad faith, or intentional misstatement or omission. If such permitted cure is effected before an Indemnifying Party has made a payment hereunder to an Indemnified Party in respect of any such Claim, the obligation of the Indemnifying Party in respect of such Claim shall be reduced or eliminated, as appropriate, to reflect such cure.

If such permitted cure is effected in whole or in part after an Indemnifying Party has made a payment hereunder to an Indemnified Party in respect of any such Claim, the Indemnified Party shall repay to the Indemnifying Party the amount of such prior payment remaining in its possession to reflect such cure, and shall assign to the Indemnifying Party the right (if any) to collect from any third party the remaining amount of such repayment to reflect such cure previously paid to such third party by the Indemnified Party.

15. Information Security

- a. Information Security Program. Global will maintain an Information Security Program compliant with the Gramm-Leach-Bliley ACT "GLBA" Safeguard's Rules. Global shall maintain physical, technical, and administrative safeguards to protect Client data against unauthorized access, use, or disclosure while it is accessible to or held by Global or its Third-Party Providers as provided by this Agreement. The Information Security Program shall include, but not be limited to, the performance of the following processes by Global: Information security risk assessments, security incident response procedures, vulnerability and security testing, developing Information Security strategy, implementing security controls, monitoring and updating and implementing treatment plans at appropriate intervals.
- b. Data Protection. Global will ensure that all Client data in transit or stored at rest in any data centers or hosting locations used by Global, will be encrypted and will not be transferred (except with Client's prior written consent) to any data center or hosting location outside of the United States.
- c. Data Privacy and compliance. Global represents and warrants that its collection, access, use, storage and disclosure of Client's data does and will comply with all applicable federal, state, and foreign privacy and data protection laws, regulations and ordinances including but not limited to FERPA, FERPA Regulations and the Graham-Leach-Bliley Act.

Global's procedures will prevent release of information to any third parties in violation of FERPA, FERPA regulations or the expressed objections of any current or former student of Client. Global will not access, use, sell, distribute, release or disclose information, including compilations of information, received from Client relating to Client's current or former students other than to carry out services for which Client disclosed the information, except as permitted or required by applicable law, or as otherwise authorized in writing by Client. If required by a court of competent jurisdiction or an administrative body to disclose such information, Global will notify Client in writing immediately upon receiving notice of such requirement, and prior to any disclosure, to give Client an opportunity to oppose or otherwise respond to such disclosure requirement (unless Global is prohibited by law from doing so). Global will provide security for the integrity and confidentiality of such information and conduct periodic independent audits to verify security is maintained at satisfactory levels.

- d. Breach Notification. Global will provide timely notification to Client in the event that Client's data is known to have suffered an Information Security Breach. Timely notification is defined as providing notice to Client as soon as reasonably practicable and without undue delay after Global became aware of the Information Security Breach. An "Information Security Breach" is defined as an event(s) that is known to have resulted in unauthorized access to, or use or disclosure of Client data. Global will further comply with the regulations of California Civil Code 1798.82 for breach notification and maintain a process to capture and apply knowledge gained from such events to prevent reoccurrence.

16. Disaster Recovery and Data Backups

- a. Disaster recovery. Global will maintain a disaster recovery plan for the technology environment used to provide the services in scope herein to client. Global's recovery time objective (RTO) is 12 hours limited performance; 72 hours complete performance measured from the time the services become unavailable until such services

become available and operational in accordance with the service level agreements. Global's recovery point objective (RPO) is 6 hours measured from the time the services become unavailable until such services become available and operational in accordance with the service level agreements.

- b. Data Backups. Global will conduct regular backups of all Client data and configuration items required for availability of the Services provided to Client. Global will perform regular testing to ensure backed up data can be properly restored. The frequency and retention time for data backups is the following: Backups are performed daily and retained offsite for 2 weeks.

17. Miscellaneous.

- a. Captions. Captions are used in this Agreement for convenience only and shall not be used to interpret this Agreement or any part thereof.
- b. Entire Agreement. This Agreement contains the entire agreement of the parties. It is an agreement entered on the date hereof, and all prior agreements and understandings, either written or oral, between the parties concerning the subject matter of this Agreement, including any and all contracts and addenda thereto, previously entered into between Global and Client or an affiliate or subsidiary of Client, are merged into and superseded by this Agreement. This Agreement may not be modified or supplemented by, nor construed or interpreted with reference to, any other contemporaneous or subsequent agreement or understanding between the parties hereto unless that agreement is in a writing executed by both parties.
- c. Governing Law. This Agreement shall be deemed to be made in, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of California without regard for the conflicts-of-law principles thereof.
- d. Forum Selection and Jurisdiction. If any judicial proceeding, legal action, claim or demand for mediation or arbitration, or other legal or equitable action of any kind is brought by either party to this Agreement against the other party, both parties agree that any such action, claim, or proceeding shall be asserted or filed in and shall proceed in the state or federal court or before a mediator or arbitrator, as the case may be, having jurisdiction and located within Orange County, California. Without waiving any rights under Sections 17(e) or (f), both parties hereto explicitly consent to the personal jurisdiction of the state and federal courts located in Orange County, California. Without limiting any of the foregoing, the parties may agree to an alternative forum for any mediation, arbitration, or litigation or other legal proceeding.
- e. Mandatory Mediation. If a dispute arises out of or relates to this Agreement or the breach, performance, interpretation, or construction thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered either by the American Arbitration Association under its Commercial Mediation Procedures, or by a mediator selected by both parties if both parties agree to select their own in lieu of utilizing the American Arbitration Association procedures, before either party resorts to arbitration, litigation, or some other dispute-resolution procedure.
- f. Mandatory Arbitration. Subject to the provisions of Section 17(e), any dispute, controversy, or claim arising from or in any way related to this Agreement or its performance, breach, interpretation, or construction—including specifically the arbitrability of any dispute, controversy, or claim or the validity, interpretation, or application of this Section—shall be referred to and settled by binding arbitration administered by the American Arbitration Association under its Arbitration Rules for Accounting and Related Services (“the Rules”), except as those rules are modified in this Section. No class claims shall be allowed, and the parties expressly waive any right to assert any claim on behalf of any non-party to this Agreement. Any judgment on the award rendered, if any, by the arbitrator may be entered in any court having jurisdiction thereof. The parties agree that any arbitration shall be held before a single arbitrator selected under the Rules. The arbitrator must be a California-licensed attorney. The arbitrator shall not have the authority to permit the use of

interrogatories or other written questions of any kind, except that the arbitrator shall be able, upon good cause shown, to order a limited exchange of documents to the extent the arbitrator believes a limited exchange would be pertinent to the issues raised, and with due regard for the goals of expediency, efficiency, and lower cost that arbitration is intended to realize. The arbitrator shall narrowly tailor the scope of any such document exchange to prevent needless or burdensome discovery. Further, the arbitrator shall not have the power to award attorneys' fees or filing fees or costs to the prevailing party, nor shall the arbitrator have the power to award punitive, consequential, or exemplary damages of any kind. The arbitrator shall have the power to award any equitable relief recognized under Mississippi law. The arbitrator shall be bound to apply California law to the merits of all claims made and shall be subject to Section 17(c) of this Agreement.

- g. Notice. Any notice required under this Agreement shall be in writing and shall be delivered by overnight courier to the party at the following addresses:

If to Global:

Global Financial Aid Services
Attn: President
10467 Corporate Drive
Gulfport, Mississippi 39503

If to Client:

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

Notifications to Client should have copies sent to campus points of contact: Robert Manson, Financial Aid Director of Santa Ana College and Sheena Tran, Financial Aid Director for Santiago Canyon College.

Either party may change the address to which subsequent notice by the other must be sent by serving notice of the new address to the other party in the manner described in this Section 17(g).

- h. Severability. This Agreement shall be construed in its entirety and shall not be divisible, except that if a court of competent jurisdiction declares any provision hereof invalid or unenforceable as written, it is the desire of the parties that such provision or provisions be reformed, if possible, by referring to the remaining provisions hereof so as to most closely approximate the intent of the parties, and the other provisions hereof shall remain valid and enforceable as written. Any provision hereof which is prohibited or unenforceable in any jurisdiction will, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction will not invalidate or render unenforceable such provision in any other jurisdiction. To the extent permitted by law, the parties hereto waive any provision of law which renders any such provision prohibited or unenforceable in any respect.
- i. Payment Terms. An invoice will be submitted to Client by Global with payment due for the amount invoiced within thirty (30) days of the date of receipt of the invoice. Any amount overdue shall bear interest at the rate of 1% per month (12% ANNUAL PERCENTAGE RATE), or maximum rate allowed under law, whichever is lower, or fraction thereof, from the date of receipt until paid in full. Breach of this section shall be a material breach of this Agreement. Invoices greater than 60 days past due subject the Client to interruption of service. Client reserves the right to prepay for services for future years. Should Client prepay for future years and terminate the service payments for future years will be refunded.
- j. Successors. The terms, conditions, and obligations of this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns. Without the prior written consent of the other party, no party hereto may assign such party's rights, duties, or obligations hereunder or any part thereof to any other person or entity.

- k. Waiver. Failure to insist upon strict compliance with any of the terms, covenants, or conditions hereof shall not be deemed a waiver of such term, covenant, or condition, nor shall any waiver or relinquishment of any right or power hereunder at any one time or more times be deemed a waiver or relinquishment of such right or power at any other time or times. No delay or failure on the part of any party hereto to exercise any right, power, or privilege hereunder shall operate as a waiver thereof; nor shall any waiver on the part of any party hereto of any right, power, or privilege hereunder operate as a waiver of any other right, power, or privilege hereunder; nor shall any single or partial exercise of any right, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, power, or privilege hereunder.
- l. Counterpart Execution. This Agreement may be executed in counterparts, and when copies of this Agreement are executed by all parties hereto, it shall constitute but one Agreement, binding upon all parties hereto.
- m. DISCLAIMER OF WARRANTIES. THE SERVICES AND PRODUCTS PROVIDED BY GLOBAL UNDER THIS AGREEMENT ARE PROVIDED "AS-IS" AND "WITH ALL FAULTS." GLOBAL DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, OR STATUTORY, AND WHETHER ARISING THROUGH COURSE OF DEALING OR USAGE OF TRADE, INCLUDING ANY WARRANTY: THAT THE OPERATION OF THE SERVICES OR PRODUCTS WILL BE UNINTERRUPTED OR ERROR FREE, THAT THE SERVICES AND PRODUCTS ARE MERCHANTABLE OR WILL FULFILL ANY PARTICULAR PURPOSES OR NEEDS OF CLIENT OR ANY THIRD PARTY, AGAINST INTERFERENCE WITH THE ENJOYMENT OF THE SERVICES AND PRODUCTS PROVIDED BY GLOBAL, OR AGAINST INFRINGEMENT.
- n. Internet Acknowledgement. Client and Global acknowledge that: (1) Global and Client may correspond or convey documentation to each other via Internet e-mail unless the other party expressly requests otherwise, (2) neither party has control over the performance, reliability, availability, or security of Internet e-mail, and (3) neither party shall be liable for any loss, damage, expense, harm, or inconvenience resulting from the loss, delay, interception, corruption, or alteration of any Internet e-mail due to any reason beyond such party's reasonable control; *provided* that, notwithstanding the foregoing, Global and Client both agree to adopt security measures with respect to such communications and data that are consistent with all applicable federal or state laws or regulations and that are reasonable under the circumstances and consistent with generally-accepted industry best practices; provided, further, that Internet e-mail shall not be deemed to be a "notice" under Section 15 (g)
- o. Third-Party Beneficiaries. This Agreement has been entered into for the sole benefit of Client and Global and in no event shall any third-party beneficiaries be created thereby except as otherwise required under Title IV.
- p. No Hiring of Employees. The parties acknowledge that each other's business is dependent upon being able to attract, train, and keep qualified persons and adequately utilize its employees. Unless it first obtains the prior written consent of the other party, neither party to this Agreement shall directly nor indirectly, for itself, or on behalf of any other person, firm, corporation, or other entity, solicit, participate in, or promote the solicitation of the other party's employees to leave the employ of the other party, or hire or retain as an employee or as an independent contractor the other party's employees, during the term of this Agreement and for one (1) year immediately following the termination of the foregoing for any reason. Notwithstanding the foregoing, the parties hereby acknowledge and agree that the restrictions of this section shall not apply to the hiring by either party of any individual who, not being specifically solicited or targeted, responds to a general recruitment advertisement of the other party.
- q. Expenses. Except as otherwise expressly provided in this Agreement, the parties hereto shall each pay their own respective costs and expenses in connection with this Agreement and the transactions contemplated by this Agreement.

- r. Interpretive Provisions. Whenever appropriate from the context, each term, whether stated in the singular or the plural, shall include both the singular and the plural, and each pronoun, whether stated in the masculine, feminine or neuter gender, shall include the masculine, feminine and the neuter gender. Unless otherwise specified, all references in this Agreement to Sections, Addenda, Schedules, Exhibits, and other attachments are references to Sections, Addenda, Schedules, Exhibits, and other attachments of or to this Agreement. Except as otherwise provided herein, in the event of a conflict between the terms of the body of this Agreement and the terms of any Addenda, Schedules, Exhibits, and other attachments, the terms of the body of the Agreement shall control. The words “include,” “includes” and “including” shall be deemed to be followed by the phrase “without limitation.” The word “will” shall be construed to have the same meaning and effect as the word “shall.” The words “herein,” “hereof” and “hereunder,” and words of similar import, shall be construed to refer to this Agreement in its entirety and not to any particular provision hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and Addendum as of the Effective Date:

Rancho Santiago CC District

Global Financial Aid Services, Inc.

Name: Peter J. Hardash

Name: Edward J. Addison

An Authorized Signatory

An Authorized Signatory

Peter J. Hardash, VC Business/Fiscal Services
714-480-7340 Main Number
Hardash_Peter@rsccd.edu

Edward J. Addison, President and CEO
228-523-1000 Main Number
228-523-1020 Direct Line
jaddison@globalfas.com

Signature: _____

Signature: _____

Title: Vice Chancellor, Business/Fiscal Services

Title: President

Date: _____

Date: _____

Addendum A

Service Level Agreement

The following Service Levels are for the purpose of determining “non-performance” under the Service Bureau Master Services Agreement dated March 2, 2020. Violation of a Service Level is when Global processing times are worse than the Service Levels over a 14-day consecutive period and may be cause for termination under the terms of the Master Contract. Global requires written notice of termination due to SLA violations in accordance with the Master Contract. Global shall have a 30-day cure period to fix the SLA deficiency. If the SLA is resolved, within the 30-day cure period, then the contract shall continue.

System Availability (GlobalCore) - The GLOBAL Core application will be available 24 hours per day, 7 days per week, with an average 99.8% uptime, except for scheduled maintenance, which will be provided to Client in advance. Notification of downtime to address immediate/emergency issues will be provided via email 24 hours prior to access interruption. Should unexpected interruption occur that affects multiple users or campuses, Global IT staff will respond to the reporting party within 30 minutes to acknowledge the problem and provide a resolution or plan for resolution. Global will have the online GLOBAL Core Student and Staff portals fully operational and available to Client no later than July 1, 2020 for training and launch of the support services.

Financial Aid Technical Assistance - Global will have live answered phone numbers for Client. Response to Client calls that go to voicemail or email requests to the Client Services Representative will be provided within 2 hours of receipt when received on regular business days during normal business hours. Immediate resolution will be provided when possible. When immediate resolution is not provided a solution/escalation path will be communicated and the representative will follow the path until satisfactory resolution is provided to the client. Normal Client Services hours are 8 am-5 pm Central.

Addendum B

Fee Schedule

Described below is the standard Fee Structure associated with GLOBAL Core SaaS for the Rancho Santiago Community College District.

\$65,000 per year provides the Rancho Santiago Community College District with access rights to a branded GLOBAL Core student portal for collection of Verification/C-Flag documents, creation of the electronic file, submission of the file to the college for compliance review and upon successful compliance review the results file provided for integration to the District's Student Information System. Rancho Santiago Community College District may elect to prepay fees for future years of the contract term. If this occurs and the contract is terminated, a prorated refund will be provided of all funds for months/years where the service was not provided.

Conversion and Set Up Fee – The set up and conversion fee is a one-time fee of **\$8,000**

GLOBAL Core Training – All training for initial use of GLOBAL Core will be provided via Zoom at no additional cost. Subsequent training for new award years will be provided via Zoom at no additional cost. Should the District require supplemental training, the request should be provided to Global Client Services Director and a price will be quoted.

Addendum C

Scope of Services

Global Financial Aid Services & Rancho Santiago Community College District

March 2, 2020

Summary of Scope - Rancho Santiago Community College District is seeking the services of Global Financial Aid Services, Inc. (GFAS) to utilize GLOBAL Core (COmpliance and Review Efficiency) Verification and C-Flag software. RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will upload ISIRs to GLOBAL Core for specifically those selected for Verification or having C-Flags (e.g., proof of citizenship).

GFAS's GLOBAL Core student portal will guide students through the Verification and C-Flag financial aid process and assist in the resolution of Verification and C-Flag documents necessary to obtain Title IV federal student aid and state aid. GLOBAL Core will also process students with California specific "Dream Act" documentation requirements. This process presents online customized Verification Worksheets, which will collect only the data that is relevant to that student's Verification requirements and screens relevant to each C-Flag. The GLOBAL Core Student portal allows students to upload supporting documentation (e.g., tax documentation, proof of citizenship) which eliminates paper and expedites the process. GLOBAL Core's robust email engine provides email and/or text message notifications at predetermined milestones to guide the student through the process. RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT may review students' progress in our web-based GLOBAL Core Staff portal. As students complete all steps in GLOBAL Core, they will submit their documents for review by the College's FA personnel.

Once a student has submitted their documentation, the College's staff will conduct a full compliance file review using GLOBAL Core and the College's internal review process. College staff can initiate ISIR corrections as needed using GLOBAL Core, and if the College staff determines a file is not compliant, an e-mail and/or text will go to the student with a message to return to the GLOBAL Core website. Then he or she will review a custom message and specific instructions to resubmit documents for his or her file to be determined as compliant. Once the student's Verification and C-Flag documents have been determined as compliant, the college can create a daily export of the completed files for import to RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT's Student Information System (Colleague).

GFAS will provide support services to RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, including training (via Zoom) of RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT personnel to utilize the GLOBAL Core student portal and GLOBAL Core Staff portal.

GLOBAL Core communicates with students via preapproved email notifications or when agreed upon by the student text messages. These communications are used to help stalled students move forward, and to let students know they need to return to the portal to provide additional information.

GLOBAL Core Technology

- GLOBAL Core is proprietary GFAS software built specifically to automate the Verification, C-Flag and subsequent file review process. GLOBAL Core is student driven with RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT counselor assisted options.
- The following is a summary of the steps involved between the student, RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, and Global staff.
 - Students access GLOBAL Core using personal computers, smart phones, tablets or via computers at the Campus kiosk
 - Students receive an e-mail notification directing them to the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT branded site

- Students are authenticated by RSCCD SIS system and redirected using single sign on to GLOBAL Core, Global supports CAS, SAML 2.0, with or without ADFS.
- Students are prompted to complete online, customized Verification Worksheets based on dependency status, exclusions, and verification category as well as any applicable C-Flag forms
- GLOBAL Core electronically guides each student through the portal while providing specific instructions needed to complete each of the required forms
- Help content such as RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT phone numbers and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT e-mail addresses are easily accessible
- When required, students may attach scanned images of documents (e.g., tax transcript or required tax documentation, proof of citizenship) using personal computer, smart phone, tablet or via Campus kiosk
- College Staff may upload to the Core site on the student's behalf
- Customized automated e-mail notifications or text messages to return to the site are sent to students based on inactivity, additional information required, or completed status
- Using the Staff Portal, college staff can mark student files/documents as clear or reject due to missing information or non-compliance. College staff can also access various reports
- Using the Staff Portal, college staff can review:
 - Student status
 - Images of documents provided
 - Notifications sent
 - Reject notes and required information determined during the review by Rancho Santiago CC District
 - Initiate ISIR Corrections
- GLOBAL Core will also facilitate the import of the California ISIR. Once imported, GLOBAL Core will determine the necessary documents and workflow.

Additional Global Technology Information

- Global technology utilizes TLS (Transport Layer Security), which provides a higher level of protection and confidence to the student.
- Global secures all data with a combination of encryption (e.g., SFTP servers, application layer, etc.) and data management.
- Global technology is all hosted in the Tier 4 data center and accessed by RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT students and staff using Internet browsers (Student) or Smart Clients and Internet browsers (staff depending on role).
- Global has multiple options to interface with RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT technology including relatively simple Secure FTP servers or more integrated web service technologies
- RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT images and data are the property of RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT and are available to RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT as mutually agreed.

Services Provided by RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

- RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will assist and provide support to GFAS in setting up all IT interfaces needed to successfully process ISIRs and the results of their review of student documents. RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will provide all data elements for ISIR upload in the format as received from CPS, including any additional data fields required. RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will also provide fields that GFAS will need to export results back to RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT's Student Information System. RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will work with GFAS to test and ensure the accuracy of information exported from and imported to RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT's Student Information System
- RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will conduct joint User Acceptance Testing with GFAS.

- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will evaluate current communication types with students to ensure there will not be any conflict in the messaging once they are live with the GLOBAL Core Verification and C-Flag process via the institution's website, signs, emails, letters, or messages on an SIS student portal. Global will provide a suggested communications plan to assist, but RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT must implement any changes in their environment.
 - ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will ensure ISIRs that are related to the student population that RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT has determined should be processed through the GLOBAL Core Verification and C-Flag process are imported daily.
 - These ISIRs will include:
 - All ISIRs selected by CPS for Verification
 - Note that there are certain ISIRs selected for Verification that do not require the collection of any documentation (IRS Data Retrieval and meets the exclusion for Household Size/Number in College). RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT may wish to exclude those ISIRs.
 - C-Flag for Citizenship/Eligible Alien Proof
 - C-Flag for Exceeds Loan Limits (NSLDS)
 - C-Flag for Overpayment (NSLDS)
 - C-Flag for Default (NSLDS)
 - C-Flag for Bankruptcy (NSLDS)
 - C-Flag for SSN/Last Name (NSLDS)
 - C-Flag for Loan discharged for disability (NSLDS)
 - C-Flag for SSN/DOB match
 - C-Flag for SSN/Last Name match
 - C-Flag for SSN proof
 - C-Flag for Selective Service
 - C-Flag for Veteran Status
 - C-Flag for Drug Eligibility
 - C-Flag for Potential Conflict in IRS DRT
 - ISIR's containing comment code 400/401, regardless of verification category present.
 - ISIR's containing IRS Request Flag Value 06 or 07, regardless of verification category present
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will ensure GLOBAL Core receives the subsequent ISIRs related to the student population that RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT has determined should be processed through the GLOBAL Core Verification and C-Flag process in a timely manner.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will be able to initiate required ISIR Corrections in the GLOBAL Core Staff Portal.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will ensure GLOBAL Core receives the subsequent ISIRs through CPS, if the correction was processed (regardless of the method of transmission i.e. - FAA Access or a CPS acceptable export file).
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will be responsible for monitoring subsequent ISIRs with a change to an element affecting Verification or the addition of a comment code.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will provide the Client ISIR File to be uploaded into GLOBAL Core Staff Portal.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT suggestions for improvements to the GLOBAL Core application will be considered by Global's Change Control Board.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will ensure all users have undergone adequate training.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will provide an Executive Sponsor and day-to-day project manager.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT should assign a 'Campus Lead' that will receive additional training and will be escalation point at each campus for questions from RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT's staff prior to contacting GFAS Client Services.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will be responsible for monitoring and working the ISIR Exceptions Report within the GLOBAL Core Staff Portal.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT will monitor the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT email address assigned to the GLOBAL Core system to address notifications that bounce due to an invalid email address listed for the student by determining an alternate email address and entering it into the system.
- ❑ RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT should contact students that have not logged in, have stalled, owe supporting documents, are rapidly approaching a class start, etc.

Conversion Process

Conversion training for the Financial Aid staff on GLOBAL Core software and the submission process will be conducted with GFAS Client Training Specialists via Zoom sessions. The conversion date will be determined based on a project plan tracking receipt of required documents, successful User Acceptance Testing, and any technology integration. Training agendas will be provided in advance.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date:

Rancho Santiago Community College District Global Financial Aid Services, Inc.

Name: Peter J. Hardash

Name: Edward J. Addison

An Authorized Signatory

An Authorized Signatory

Peter J. Hardash, VC Business/Fiscal Services
714-480-7340 Main Number
Hardash_Peter@rsccd.edu

Edward J. Addison, President and CEO
228-523-1000 Main Number
228-523-1020 Direct Line
jaddison@globalfas.com

Signature: _____

Signature: _____

Title: Vice Chancellor, Business/Fiscal Services

Title: President

Date: _____

Date: _____

Rancho Santiago Comm Coll District

Board Meeting of 03/23/20

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68046	General Fund Unrestricted	0.00	392.00	-392.00	92*0529927	92*0529927
68093	General Fund Unrestricted	0.00	675.00	-675.00	92*0530876	92*0530876
68122	General Fund Unrestricted	0.00	300.00	-300.00	92*0531357	92*0531357
68252	General Fund Unrestricted	27,486.28	0.00	27,486.28	92*0533058	92*0533087
68253	General Fund Unrestricted	4,882.23	0.00	4,882.23	92*0533094	92*0533121
68254	General Fund Unrestricted	7,602.20	0.00	7,602.20	92*0533123	92*0533151
68255	General Fund Unrestricted	9,611.96	0.00	9,611.96	92*0533152	92*0533162
68257	General Fund Unrestricted	11,370.10	0.00	11,370.10	92*0533165	92*0533190
68261	General Fund Unrestricted	83,952.71	0.00	83,952.71	92*0533205	92*0533246
68262	General Fund Unrestricted	109,309.20	0.00	109,309.20	92*0533250	92*0533285
68267	General Fund Unrestricted	38,343.39	0.00	38,343.39	92*0533299	92*0533328
68268	General Fund Unrestricted	34,563.97	0.00	34,563.97	92*0533332	92*0533362
68269	General Fund Unrestricted	14,464.39	0.00	14,464.39	92*0533365	92*0533385
68270	General Fund Unrestricted	253.45	0.00	253.45	92*0533389	92*0533389
68275	General Fund Unrestricted	33,333.72	0.00	33,333.72	92*0533410	92*0533445
68276	General Fund Unrestricted	2,100.04	0.00	2,100.04	92*0533449	92*0533466
68277	General Fund Unrestricted	2,381,698.16	0.00	2,381,698.16	92*0533486	92*0533507
68278	General Fund Unrestricted	375.98	0.00	375.98	92*0533509	92*0533513
68279	General Fund Unrestricted	22,533.74	0.00	22,533.74	92*0533514	92*0533609
68284	General Fund Unrestricted	45,833.59	0.00	45,833.59	92*0533618	92*0533663
68285	General Fund Unrestricted	26,522.48	0.00	26,522.48	92*0533665	92*0533676
Total Fund 11 General Fund Unrestricted		\$2,854,237.59	\$1,367.00	\$2,852,870.59		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68055	General Fund Restricted	0.00	77.74	-77.74	92*0530079	92*0530079
68218	General Fund Restricted	0.00	150.00	-150.00	92*0532583	92*0532583
68252	General Fund Restricted	13,740.46	0.00	13,740.46	92*0533053	92*0533092
68253	General Fund Restricted	1,722.46	0.00	1,722.46	92*0533095	92*0533108
68254	General Fund Restricted	499,186.15	0.00	499,186.15	92*0533124	92*0533138
68255	General Fund Restricted	75,115.01	0.00	75,115.01	92*0533154	92*0533161
68256	General Fund Restricted	1,065.19	0.00	1,065.19	92*0533163	92*0533163
68257	General Fund Restricted	9,894.45	0.00	9,894.45	92*0533164	92*0533191
68261	General Fund Restricted	399,679.08	0.00	399,679.08	92*0533202	92*0533248
68262	General Fund Restricted	19,709.52	0.00	19,709.52	92*0533249	92*0533283
68267	General Fund Restricted	793,224.97	0.00	793,224.97	92*0533302	92*0533330
68268	General Fund Restricted	666,021.95	71,692.01	594,329.94	92*0533331	92*0533364
68269	General Fund Restricted	7,328.48	0.00	7,328.48	92*0533367	92*0533388
68275	General Fund Restricted	893,188.99	0.00	893,188.99	92*0533409	92*0533447
68276	General Fund Restricted	446,794.54	0.00	446,794.54	92*0533448	92*0533485
68277	General Fund Restricted	4,858.93	0.00	4,858.93	92*0533489	92*0533508
68284	General Fund Restricted	43,238.04	0.00	43,238.04	92*0533616	92*0533664
Total Fund 12 General Fund Restricted		<u>\$3,874,768.22</u>	<u>\$71,919.75</u>	<u>\$3,802,848.47</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68252	GF Unrestricted One-Time Func	1,650.00	0.00	1,650.00	92*0533071	92*0533073
68253	GF Unrestricted One-Time Func	49,205.80	0.00	49,205.80	92*0533093	92*0533122
68257	GF Unrestricted One-Time Func	2,131.99	0.00	2,131.99	92*0533171	92*0533186
68267	GF Unrestricted One-Time Func	15,020.26	0.00	15,020.26	92*0533303	92*0533320
68268	GF Unrestricted One-Time Func	18,630.91	0.00	18,630.91	92*0533350	92*0533357
68276	GF Unrestricted One-Time Func	10,751.01	0.00	10,751.01	92*0533454	92*0533482
68277	GF Unrestricted One-Time Func	44.85	0.00	44.85	92*0533499	92*0533499
68285	GF Unrestricted One-Time Func	33,106.80	0.00	33,106.80	92*0533666	92*0533671
Total Fund 13 GF Unrestricted One-Time		\$130,541.62	\$0.00	\$130,541.62		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68205	Child Development Fund	0.00	76.90	-76.90	92*0532396	92*0532396
68249	Child Development Fund	9,001.60	0.00	9,001.60	92*0533026	92*0533038
68258	Child Development Fund	349.20	0.00	349.20	92*0533192	92*0533192
68260	Child Development Fund	364.26	0.00	364.26	92*0533196	92*0533201
68263	Child Development Fund	2,288.38	0.00	2,288.38	92*0533286	92*0533292
68271	Child Development Fund	5,259.52	0.00	5,259.52	92*0533390	92*0533403
68274	Child Development Fund	1,258.68	0.00	1,258.68	92*0533407	92*0533408
68280	Child Development Fund	181.08	0.00	181.08	92*0533610	92*0533610
Total Fund 33 Child Development Fund		\$18,702.72	\$76.90	\$18,625.82		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68250	Capital Outlay Projects Fund	20,594.50	0.00	20,594.50	92*0533039	92*0533045
68259	Capital Outlay Projects Fund	96,834.32	0.00	96,834.32	92*0533193	92*0533195
68264	Capital Outlay Projects Fund	79,672.50	0.00	79,672.50	92*0533293	92*0533295
68272	Capital Outlay Projects Fund	1,031.24	0.00	1,031.24	92*0533404	92*0533405
Total Fund 41 Capital Outlay Projects Fun		\$198,132.56	\$0.00	\$198,132.56		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68251	Bond Fund, Measure Q	258,603.10	0.00	258,603.10	92*0533046	92*0533052
Total Fund 43 Bond Fund, Measure Q		<u><u>\$258,603.10</u></u>	<u><u>\$0.00</u></u>	<u><u>\$258,603.10</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68265	Property and Liability Fund	5,462.90	0.00	5,462.90	92*0533296	92*0533297
68273	Property and Liability Fund	3,931.50	0.00	3,931.50	92*0533406	92*0533406
68281	Property and Liability Fund	7,165.17	0.00	7,165.17	92*0533611	92*0533611
Total Fund 61 Property and Liability Fund		<u>\$16,559.57</u>	<u>\$0.00</u>	<u>\$16,559.57</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68266	Workers' Compensation Fund	21,034.28	0.00	21,034.28	92*0533298	92*0533298
68282	Workers' Compensation Fund	884.62	0.00	884.62	92*0533612	92*0533612
Total Fund 62 Workers' Compensation Fu		\$21,918.90	\$0.00	\$21,918.90		

Checks Written for Period 02/26/20 Thru 03/10/20

68283	Student Financial Aid Fund	37,448.00	0.00	37,448.00	92*0533613	92*0533615
Total Fund 74 Student Financial Aid Fund		<u><u>\$37,448.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$37,448.00</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,852,870.59
Total Fund 12 General Fund Restricted	3,802,848.47
Total Fund 13 GF Unrestricted One-Time Fund	130,541.62
Total Fund 33 Child Development Fund	18,625.82
Total Fund 41 Capital Outlay Projects Fund	198,132.56
Total Fund 43 Bond Fund, Measure Q	258,603.10
Total Fund 61 Property and Liability Fund	16,559.57
Total Fund 62 Workers' Compensation Fund	21,918.90
Total Fund 74 Student Financial Aid Fund	37,448.00
Grand Total:	<u><u>\$7,337,548.63</u></u>

Checks Written for Period 02/26/20 Thru 03/10/20

<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>
1A2002529	SAC Diversified Agency Fund	119.40	0.00	119.40	1A*0002271	1A*0002271
1A2003107	SAC Diversified Agency Fund	3,356.85	0.00	3,356.85	1A*0002272	1A*0002276
1A2003210	SAC Diversified Agency Fund	9,436.38	0.00	9,436.38	1A*0002277	1A*0002281
Total 1A SAC Diversified Agency Fund		<u><u>\$12,912.63</u></u>	<u><u>\$0.00</u></u>	<u><u>\$12,912.63</u></u>		

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1B2002529	SAC Bookstore Fund	86,702.91	38,469.62	48,233.29	1B*0002325	1B*0002336
1B2003107	SAC Bookstore Fund	40,124.21	2,501.33	37,622.88	1B*0002337	1B*0002349
Total 1B SAC Bookstore Fund		\$126,827.12	\$40,970.95	\$85,856.17		

Checks Written for Period 02/26/20 Thru 03/10/20

<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>
1C2003107	SAC Community Education Fund	659.55	0.00	659.55	1C*0001252	1C*0001252
Total 1C SAC Community Education Fund		<u><u>\$659.55</u></u>	<u><u>\$0.00</u></u>	<u><u>\$659.55</u></u>		

Checks Written for Period 02/26/20 Thru 03/10/20

<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>
1R2003210	SAC Representation Fee Fund	9,931.76	0.00	9,931.76	1R*0001034	1R*0001034
Total 1R SAC Representation Fee Fund		<u><u>\$9,931.76</u></u>	<u><u>\$0.00</u></u>	<u><u>\$9,931.76</u></u>		

Checks Written for Period 02/26/20 Thru 03/10/20

<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>
1S2003107	SAC Associated Students Fund	6,572.01	0.00	6,572.01	1S*0001670	1S*0001676
1S2003210	SAC Associated Students Fund	1,631.85	0.00	1,631.85	1S*0001677	1S*0001677
Total 1S SAC Associated Students Fund		<u><u>\$8,203.86</u></u>	<u><u>\$0.00</u></u>	<u><u>\$8,203.86</u></u>		

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1T2003107	SAC Diversified Trust Fund	10,854.10	0.00	10,854.10	1T*0001875	1T*0001878
1T2003210	SAC Diversified Trust Fund	240.00	0.00	240.00	1T*0001879	1T*0001880
Total 1T SAC Diversified Trust Fund		\$11,094.10	\$0.00	\$11,094.10		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	12,912.63
Total Fund 1B SAC Bookstore Fund	85,856.17
Total Fund 1C SAC Community Education Fu	659.55
Total Fund 1R SAC Representation Fee Func	9,931.76
Total Fund 1S SAC Associated Students Fun	8,203.86
Total Fund 1T SAC Diversified Trust Fund	11,094.10
Grand Total:	<u><u>\$128,658.07</u></u>

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2A2002529	SCC Diversified Agency Fund	3,604.77	0.00	3,604.77	2A*0001701	2A*0001705
2A2003107	SCC Diversified Agency Fund	13,368.41	0.00	13,368.41	2A*0001706	2A*0001716
2A2003210	SCC Diversified Agency Fund	3,526.66	0.00	3,526.66	2A*0001717	2A*0001723
Total 2A SCC Diversified Agency Fund		<u>\$20,499.84</u>	<u>\$0.00</u>	<u>\$20,499.84</u>		

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2B2002529	SCC Bookstore Fund	175,961.80	87,718.53	88,243.27	2B*0002172	2B*0002194
2B2003107	SCC Bookstore Fund	53,216.98	5,530.00	47,686.98	2B*0002195	2B*0002208
2B2003210	SCC Bookstore Fund	5,222.72	0.00	5,222.72	2B*0002209	2B*0002215
Total 2B SCC Bookstore Fund		\$234,401.50	\$93,248.53	\$141,152.97		

Checks Written for Period 02/26/20 Thru 03/10/20

<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>
2C2002529	SCC Community Education Fund	11,285.28	0.00	11,285.28	2C*0001181	2C*0001182
2C2003107	SCC Community Education Fund	4,573.60	0.00	4,573.60	2C*0001183	2C*0001185
Total 2C SCC Community Education Fund		<u><u>\$15,858.88</u></u>	<u><u>\$0.00</u></u>	<u><u>\$15,858.88</u></u>		

Checks Written for Period 02/26/20 Thru 03/10/20

<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>
2R2002529	SCC Represenation Fee Fund	8.97	0.00	8.97	2R*0001037	2R*0001037
Total 2R SCC Represenation Fee Fund		<u>\$8.97</u>	<u>\$0.00</u>	<u>\$8.97</u>		

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2S2002529	SCC Associated Students Fund	1,527.77	0.00	1,527.77	2S*0001409	2S*0001412
2S2003210	SCC Associated Students Fund	265.00	0.00	265.00	2S*0001413	2S*0001413
Total 2S SCC Associated Students Fund		<u>\$1,792.77</u>	<u>\$0.00</u>	<u>\$1,792.77</u>		

Checks Written for Period 02/26/20 Thru 03/10/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T2002529	SCC Diversified Trust Fund	860.80	0.00	860.80	2T*0001458	2T*0001464
2T2003107	SCC Diversified Trust Fund	9,697.75	0.00	9,697.75	2T*0001465	2T*0001466
2T2003210	SCC Diversified Trust Fund	1,360.31	0.00	1,360.31	2T*0001467	2T*0001471
Total 2T SCC Diversified Trust Fund		<u>\$11,918.86</u>	<u>\$0.00</u>	<u>\$11,918.86</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	20,499.84
Total Fund 2B SCC Bookstore Fund	141,152.97
Total Fund 2C SCC Community Education Fu	15,858.88
Total Fund 2R SCC Representation Fee Fund	8.97
Total Fund 2S SCC Associated Students Fun	1,792.77
Total Fund 2T SCC Diversified Trust Fund	11,918.86
Grand Total:	<u><u>\$191,232.29</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 02/26/2020 To 03/10/2020
Board Meeting on 03/23/2020

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS	From	To
<u>Fund 11: General Fund Unrestricted</u>		
2000 CLASSIFIED SALARIES	3,698	
3000 EMPLOYEE BENEFITS	302	
4000 SUPPLIES & MATERIALS		3,147
5000 OTHER OPERATING EXP & SERVICES	12,339	
6000 CAPITAL OUTLAY		13,192
Total Transfer Fund 11	\$16,339	\$16,339
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		19,892
2000 CLASSIFIED SALARIES		330,098
3000 EMPLOYEE BENEFITS		135,952
4000 SUPPLIES & MATERIALS		17,595
5000 OTHER OPERATING EXP & SERVICES	501,355	
6000 CAPITAL OUTLAY		11,757
7000 OTHER OUTGO	13,939	
Total Transfer Fund 12	\$515,294	\$515,294
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
2000 CLASSIFIED SALARIES		18,090
3000 EMPLOYEE BENEFITS		9,446
4000 SUPPLIES & MATERIALS		362,740
5000 OTHER OPERATING EXP & SERVICES	189,889	
6000 CAPITAL OUTLAY	200,387	
Total Transfer Fund 13	\$390,276	\$390,276
<u>Fund 31: Bookstore Fund</u>		
4000 SUPPLIES & MATERIALS		24,000
5000 OTHER OPERATING EXP & SERVICES		4,000
7900 RESERVE FOR CONTINGENCIES	28,000	
Total Transfer Fund 31	\$28,000	\$28,000
<u>Fund 79: Diversified Trust Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		15,000
6000 CAPITAL OUTLAY		1,000
7900 RESERVE FOR CONTINGENCIES	16,000	
Total Transfer Fund 79	\$16,000	\$16,000
BUDGET INCREASES AND DECREASES		
	Revenue	Appropriation
<u>Fund 79: Diversified Trust Fund</u>		
8800 LOCAL REVENUES	3,000	
5000 OTHER OPERATING EXP & SERVICES		3,000
Total Transfer Fund 79	\$3,000	\$3,000

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 02/26/2020 To 03/10/2020
Board Meeting on 03/23/2020**

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

BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
B026539	03/09/20		
1000	ACADEMIC SALARIES	5,935	
2000	CLASSIFIED SALARIES	7,894	
3000	EMPLOYEE BENEFITS	23,012	
4000	SUPPLIES & MATERIALS		12,808
5000	OTHER OPERATING EXP & SERVICES		29,972
7000	OTHER OUTGO	5,939	
Total Reference B026539		\$42,780	\$42,780
Reason:	Special Project Adjustment		
Description:	Budget revision for SP#2549 - Student Equity		
BCAV9EL4G2	02/28/20		
2000	CLASSIFIED SALARIES		184,476
3000	EMPLOYEE BENEFITS		82,841
4000	SUPPLIES & MATERIALS		500
5000	OTHER OPERATING EXP & SERVICES	268,817	
6000	CAPITAL OUTLAY		1,000
Total Reference BCAV9EL4G2		\$268,817	\$268,817
Reason:	Special Project Adjustment		
Description:	Allocate funds to OC region		
BCKT23VU6M	02/28/20		
2000	CLASSIFIED SALARIES		184,476
3000	EMPLOYEE BENEFITS		82,841
4000	SUPPLIES & MATERIALS		500
5000	OTHER OPERATING EXP & SERVICES	268,817	
6000	CAPITAL OUTLAY		1,000
Total Reference BCKT23VU6M		\$268,817	\$268,817
Reason:	Special Project Adjustment		
Description:	Allocate funds to LA region		
BCOPNTG6LS	03/03/20		
4000	SUPPLIES & MATERIALS	32,043	
5000	OTHER OPERATING EXP & SERVICES		32,043
Total Reference BCOPNTG6LS		\$32,043	\$32,043
Reason:	Adjustment		
Description:	Software fee payment		
BCRT9UOFK0	02/26/20		
4000	SUPPLIES & MATERIALS		26,369
6000	CAPITAL OUTLAY	26,369	
Total Reference BCRT9UOFK0		\$26,369	\$26,369
Reason:	Adjustment		
Description:	Instructional Supplies		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 02/26/2020 To 03/10/2020
Board Meeting on 03/23/2020**

Fund 13: GF Unrestricted One-Time Funds

BUDGET TRANSFERS	From	To
BC1MYOZF5J 02/27/20		
4000 SUPPLIES & MATERIALS		136,700
5000 OTHER OPERATING EXP & SERVICES	136,700	
Total Reference BC1MYOZF5J	\$136,700	\$136,700
Reason: Adjustment		
Description: Fund approved furniture replacement		
BC6ULAMD1Z 02/27/20		
4000 SUPPLIES & MATERIALS		185,840
5000 OTHER OPERATING EXP & SERVICES	6,153	
6000 CAPITAL OUTLAY	179,687	
Total Reference BC6ULAMD1Z	\$185,840	\$185,840
Reason: Adjustment		
Description: Fund SACTAC approved computer		
BCK3Q9ATV8 02/26/20		
2000 CLASSIFIED SALARIES		18,090
3000 EMPLOYEE BENEFITS		5,729
4000 SUPPLIES & MATERIALS		4,500
5000 OTHER OPERATING EXP & SERVICES	28,319	
Total Reference BCK3Q9ATV8	\$28,319	\$28,319
Reason: Adjustment		
Description: Fund Research Office approved		

Fund 31: Bookstore Fund

BC21VRKNFD 02/28/20		
4000 SUPPLIES & MATERIALS		24,000
5000 OTHER OPERATING EXP & SERVICES		4,000
7900 RESERVE FOR CONTINGENCIES	28,000	
Total Reference BC21VRKNFD	\$28,000	\$28,000
Reason: Adjustment		
Description: Budget increase needed		

Fund 79: Diversified Trust Fund

BC75VXPCNH 02/27/20		
5000 OTHER OPERATING EXP & SERVICES		15,000
7900 RESERVE FOR CONTINGENCIES	15,000	
Total Reference BC75VXPCNH	\$15,000	\$15,000
Reason: Adjustment		
Description: Fund contracted services		
BCXBKSGDY9 02/27/20		
6000 CAPITAL OUTLAY		1,000
7900 RESERVE FOR CONTINGENCIES	1,000	
Total Reference BCXBKSGDY9	\$1,000	\$1,000
Reason: Adjustment		
Description: Budget Adjustment		

RECOMMENDATION

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

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

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of the 2020-21 Tentative Budget Assumptions	
Action:	Request for Approval	

BACKGROUND

Each year, the Board of Trustees approve the Budget Assumptions that serve as the foundation in the development of the district's annual budget.

ANALYSIS

On January 10, Governor Newsom released his second proposed budget which continues implementation of the Student Centered Funding Formula (SCFF). The Administration noted that it supports the recent recommendations from the SCFF Oversight Committee to include a metric reflecting first-generation college students within the formula. Incorporating this metric first requires the collection of first-generation data that is aligned with the committee's recommended definition and thus the Administration expects the Chancellor's Office to develop guidance and work with community colleges to collect this data for inclusion in the formula starting in 2021-22. The budget proposal funds a 2.29% Cost of Living Adjustment (COLA) and 0.5% system-wide student enrollment growth.

At this stage of the 2020-21 budget preparation cycle, impacts related to the implementation of the SCFF continue to be worked out. Based on the information known at this time, the district is budgeting at the hold-harmless level, meaning our apportionment revenue is estimated at 2017-18 Total Computational Revenue (TCR) plus 2018-19 COLA, 2019-20 COLA and 2020-21 COLA, though revenue assumptions may change once more information is known. Total new unrestricted revenues are estimated at \$4.4 million

The assumptions for new expenses total approximately \$9.6 million in additional ongoing costs including cost of negotiated COLA, step and column movement, a projected 3.5% increase in health and welfare benefits for the second half of the year, continuing PERS and STRS rate increases, and other increased costs. These expenses are offset by the remaining unallocated funds from 2019-20, faculty placement savings and \$3 million in Phase 1 budget reductions. Based on these assumptions at this time, the 2020-21 ongoing budget produces a net \$152 thousand unallocated.

These assumptions, which are the starting point for building the 2020-21 Tentative Budget, were reviewed and recommended by both the Fiscal Resources Committee and District Council.

On February 25, the Chancellor’s Office posted a “first draft” of the P1 apportionment report for 2019-20 which confirms RSCCD is a “Hold Harmless” District and indicated that additional corrections and updates will be forthcoming. As of this report, a deficit factor of over 3.3% is showing system-wide (3.689% for RSCCD). Under this deficit, with no backfill, this is a reduction in funding for our district of \$6.5 million in the current 2019-20 fiscal year. The Chancellor’s Office anticipates at least a portion, if not all of this deficit will be backfilled for 2019-20. If not, and with any deficit factor anticipated for 2020-21, further budget reductions will need to be made.

When additional information becomes available, such as the May Revise, these assumptions will be updated for the Tentative Budget presented to the Board of Trustees for approval on June 15, 2020. Once a State budget is enacted by the Legislature at the end of June, any necessary changes to our State funding can be made in the district’s proposed Adopted Budget for approval by the Board of Trustees on September 14, 2020.

RECOMMENDATION

It is recommended the Board of Trustees approve the 2020-21 Tentative Budget Assumptions as presented.

Fiscal Impact:	Projected \$152,059 net unallocated budget	Board Date: March 23, 2020
Prepared by:	Adam M. O’Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
DRAFT 2020/21 Tentative Budget Assumptions
February 26, 2020**

I. State Revenue

A. Budgeting will begin using the new Student Centered Funding Formula (SCFF) at the hold harmless provision for the 2017/18 Total Computational Revenue plus 2018/19 & 2019/20 & 2020/21 cost of living adjustments (COLA).

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2014/15	28,688.93	28,908.08	28,908.08	0.76%
2015/16	28,908.08	28,901.64	28,901.64	-0.02%
2016/17	28,901.64	27,517.31	28,901.64	-4.79%
2017/18	28,901.64	29,378.53	29,375.93	1.65%
2018/19	P3 29,375.93	25,925.52	28,068.86	-11.75%
2019/20	P1 28,068.86	28,198.47	Unknown	0.46%

a - based on submitted P3, District went into Stabilization in FY 2016/17

b - based on submitted P3, the district shifted 1,392.91 FTES from summer 2018

c - To maintain the 2015/16 funding level and produce growth FTES in 2017/18, the district borrowed from summer 2018 which reduced FTES in 2018/19.

The state budget proposes .50% systemwide growth funding, 2.29% COLA, and no base allocation increase. The effects of the SCFF on our budget is not fully known at this time. The components will now remain at 70/20/10 split with COLA added each year. Any changes to our funding related to the new formula will be incorporated when known.

Projected COLA of 2.29%	\$4,003,793
Projected Growth/Access	\$0
Projected Base Allocation Increase	\$0
Apportionment Base Incr (Decr) for 2020/21	<u>\$4,003,793</u>

2020/21 Potential Growth at 0.5% 28,209

C. Education Protection Account (EPA) funding estimated at \$26,437,430 based on 2019/20 @ Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$153 per FTES (\$4,414,163). Restricted lottery at \$54 per FTES (\$1,557,940). (2019/20 @ P1 of resident & nonresident factored FTES, 28,850.74 x \$153 = \$4,414,163 unrestricted lottery; 28,850.74 x \$54 = \$1,557,940.) Increase of about 9%.

E. Estimated reimbursement for part-time faculty compensation is estimated at \$575,927 (2019/20 @ Advance). Slight decrease.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. College Promise Grants (BOG fee waivers 2% administration) funding estimated at 2019/20 @ Advance of \$278,496. Slight decrease.

H. Mandates Block Grant estimated at a total budget of \$869,923 (\$30.85 x 28,198.47). Slight increase. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$3,400,000. (SAC \$2,400,000, SCC \$1,000,000) - Unchanged.

J. Interest earnings estimated at \$1,400,000. Unchanged.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$407,680. Unchanged.

L. Apprenticeship revenue estimated at \$3,159,472. Unchanged.

M. Scheduled Maintenance/Instructional Equipment allocation. \$7.6 million in state budget. Our allocation is estimated \$190,000.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
UNRESTRICTED GENERAL FUND
DRAFT 2020/21 Tentative Budget Assumptions
February 26, 2020**

III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is providing a Cost of Living Allowance (COLA) of 2.29%. Any collectively bargained increased costs will be added to the budget. The estimated cost of a 1% salary increase is \$1.80 million for all funds. The estimated cost of a 1% salary increase is \$1.43 million for the unrestricted general fund.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.69 million including benefits for FD 11 & 13 (FARSCCD approximate cost \$546,816 CSEA approximate cost \$641,986, Management/Other approximate cost \$497,529) For all funds, it is estimated to = \$2.42 million (FARSCCD = \$642,315, CSEA = \$1,007,254, Management/Others = \$766,088) In addition, the colleges would need to budget for step/column increases for P/T faculty.
- D. Health and Welfare benefit premium cost increase as of 1/1/2021 is estimated at 3.5% for an additional cost of approximately \$646,936 for active employees and an additional cost of \$279,138 for retirees, for a combined increase of \$926,074 for unrestricted general fund. The additional cost increase for all funds is estimated to = \$976,180
State Unemployment Insurance local experience charges are estimated at \$250,000 (2019/20 budgeted amount). Unchanged.
CalSTRS employer contribution rate will increase in 2020/21 from 17.10% to 18.40% for an increase of \$1,253,020.
(Note: The cost of each 1% increase in the STRS rate is approximately \$740,000.)
CalPERS employer contribution rate will increase in 2020/21 from 19.721% to 22.80% for an increase of \$1,125,548.
(Note: The cost of each 1% increase in the PERS rate is approximately \$390,000.)
- E. The full-time faculty obligation (FON) for Fall 2020 has not been calculated at this time. The District will recruit to replace 13 faculty vacancies. SAC is recruiting for 6 positions. SCC is recruiting for 7 positions. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$154,847. Penalties for not meeting the obligation amount to approximately \$80,250 per FTE not filled.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/20 for hourly faculty is \$1,455. Increase of \$56 per LHE.
- G. Retiree Health Benefit Fund (OPEB/GASB 75 Obligation) - The calculated Actuarially Determined Contribution (ADC) as of July 1, 2020 is estimated to be \$10,224,861. The District will therefore decrease the employer payroll contribution rate of 2.75% to 1.10% of total salaries. This reduction provides a savings of \$1,899,032 to the unrestricted general fund and \$2,483,330 for all funds.
- H. Capital Outlay Fund - The District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 2.5%, estimated at \$100,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:

Ellucian increased contract cost	\$ 400,000
Data Integrity Specialist	\$ 200,000
- M. Child Development Fund - The District will continue to budget \$250,000 as an interfund transfer from the unrestricted general fund as a contingency plan. (\$140,000 each year was transferred since 2014/15 and expected again in 2020/21)
- N. Estimated annual cost of Santiago Canyon College ADA Settlement expenses of \$2 million from available funds.
- O. Round One budget reductions totalling \$3 million are being made for this tentative budget due to State Budget uncertainty.

Rancho Santiago Community College District
Unrestricted General Fund Summary
DRAFT 2020/21 Tentative Budget Assumptions
February 26, 2020

*	<u>New Revenues</u>	Ongoing Only	One-Time
A	Student Centered Funding Formula (see note below)		
B	COLA 2.29%	\$4,003,793	
B	Growth	\$0	
B	State Augmentation	\$0	
D	Unrestricted Lottery	\$352,286	
H	Mandates Block Grant	\$77,096	
I	Non-Resident Tuition	\$0	
J	Interest Earnings	\$0	
L	Apprenticeship - SCC	\$0	
EGK	Misc Income	(\$53,641)	
	Total	\$4,379,534	\$0
	 <u>New Expenditures</u>		
B	Salary Schedule Increases/Collective Bargaining 4.00%	\$5,710,477	
C	Step/Column	\$1,686,330	
D	Health and Welfare/Benefits Increase (3.5%)	\$926,074	
D	CalSTRS Increase	\$1,253,020	
D	CalPERS Increase	\$1,125,548	
E	Full Time Faculty Obligation Hires	\$0	
E/F	Hourly Faculty Budgets (Match Budget to Actual Expense)	\$0	
G	Decreased Cost of Retiree Health Benefit ADC	(\$1,899,032)	
H	Capital Outlay/Scheduled Maintenance Contribution	\$0	
I	Utilities Increase	\$100,000	
J	ITS Licensing/Contract Escalation Cost	\$125,000	
K	Property, Liability and All Risks Insurance	\$0	
II.L	Apprenticeship - SCC	\$0	
L	Other Additional DS/Institutional Costs	\$600,000	\$0
N	SCC ADA Settlement Costs	\$0	\$2,000,000
O	Round One Budget Reductions	(\$3,000,000)	
	Total	\$6,627,417	\$2,000,000
	2020/21 Budget Year Unallocated (Deficit)	(\$2,247,883)	
	2019/20 Structural Unallocated (Deficit)	\$1,809,582	
	Savings Faculty replacement budget at VI-12	\$590,360	
	Savings 2019/20 all employees - budgeted vs actual		
	Total Net Unallocated (Deficit)	\$152,059	(\$2,000,000)

In addition, as both college budgets for adjunct faculty have been underbudgeted in total by approximately \$6.5 million, the colleges need to appropriately fund adjunct faculty costs tied to the class schedules offered and prior year actual costs when adjusted for new full-time faculty hired.

* Reference to budget assumption number

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

To:	Board of Trustees	Date:	March 23, 2020
Re:	Approval of Change Order #1 for R2Build dba R2B Engineering for Bid #1364 – Safety and Security Department Portable Offices at Santiago Canyon College		
Action:	Request for Approval		

BACKGROUND:

On April 16, 2019, the Board of Trustees approved a contract with R2Build dba R2B Engineering for Bid #1364 for the Safety and Security Department portable offices project at Santiago Canyon College for labor installation and site utility improvement work associated with the portables. The purchase of the portables was under separate agreement. The portables will serve as the operations center for the department. The Safety and Security Department was located in the U Village portables temporarily until the new portables were constructed. The department was in need of an operations center that is permanent and more centrally located on campus which is visible to the public. The custom designed portables will accommodate new offices and staff workstations, an emergency operation center with generator power backup, parking spaces, cart chargers, locker rooms, and appropriate storage for weapons and emergency supplies. The project included limited exterior site improvements, new exterior concrete slab, exterior accessible improvements, exterior utility site work, and provided for new dual electric vehicle charging stations (the first accessible electric vehicle charging stations on campus).

ANALYSIS:

Change Order #1 increases the contract amount by \$59,729.01. The scope of work in this change order included re-routing of storm drain and fire lines to avoid unforeseen underground utility conflicts, additional concrete work to address accessibility and site runoff conditions, as well as interior sign changes to be similar to the new District and campus standard recently approved after the project started. The costs indicated in the change order are considered fair, reasonable and within industry standards by architect, construction manager and staff. The change order for the project is 7.12% of construction cost. The contract amount has been increased from \$839,000 to \$898,729.01.

Change Order #1 also includes a non-compensable extension of time which extends the contract duration by 99 days from 200 calendar days to 299 calendar days to allow for additional time needed to address all project contract and unforeseen condition work.

The District has reviewed the change order and has found the additional costs and the time extension to be fair and reasonable. Pursuant to Board Policy and Administrative Regulation

6600, staff has approved this change order. 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 as the project is complete.

This project was funded by Capital Outlay funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve Change Order #1 for R2Build dba R2B Engineering for Bid #1364 – Safety and Security Department Portable Offices at Santiago Canyon College as presented.

Fiscal Impact:	\$59,729.01	Board Date: March 23, 2020
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: March 23, 2020
 Project/Bid No. 3801/1364
 Site: Sanjago Canyon College
 Change Order (CO) No. : 1

Project Name: Safety Department Portable Offices
 Contractor: R2Build dba R2B Engineering
 Contract No.: PO No. 19-P0056863

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
05/06/19	200	11/22/19	0	99	2/29/2020

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$ 839,000.00	
Previous Change Orders	0	\$ -	0.0%
This Change Order	0	\$ 59,729.01	7.12%
Total Change Order (s)		\$ 59,729.01	7.12%
Revised Contract Amount		\$ 898,729.01	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	A non-compensable extension of time. Extend the contract duration from 200 calendar days to 299 calendar days to allow additional time needed due to unforeseen conditions.	1, 2, & 4	99	\$ -	\$ -	\$ -
2	Unforeseen conditions related to COR 2 reroute underground storm drain and fire line due to discovered utility conflicts; COR 9 demolition of existing unforeseen cement treated base (CTB) at electrical trench in parking lots 6 & 7; COR 11 replace discovered cracked concrete pad for new electrical equipment; COR 17 replace discovered corroded valve and box in street.	2	0	\$ -	\$ 43,377.03	\$ 43,377.03
3	COR 21 Install handrail and widen switchback ramp for accessibility; COR 22 additional concrete needed between downspouts and swale; and COR 25 relocation of security camera.	1 & 4	0	\$ -	\$ 13,557.53	\$ 13,557.53
4	COR 23 Sign changes to match Building H to address new wayfinding District standard.	5	0	\$ -	\$ 2,969.40	\$ 2,969.40
5	COR 12 and CCD 01 install pull boxes in manholes to separate low and high voltage; COR 18 replace distribution panel; COR 19 increase conduit size in electrical room; COR 24 relocate automatic transfer switch (ATS); COR 26 convert ATS to 120/208v.; and COR 27 added Notifier devices to fire alarm system. Total paid by GBA \$66,152.82	4	0	\$ -	\$ -	\$ -
6	Credit for unused District allowance related to unforeseen conditions.	5	0	\$ (174.95)	\$ -	\$ (174.95)
Subtotal				\$ (174.95)	\$ 59,903.96	\$ 59,729.01
Grand Total						\$ 59,729.01

- 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: March 23, 2020
Re:	Accept the Completion of Bid #1364 – Safety and Security Department Portable Offices at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On April 16, 2019, the Board of Trustees approved a contract with R2Build dba R2B Engineering for Bid #1364 for the Safety and Security Department portable offices project at Santiago Canyon College. The project was completed on February 29, 2020.

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 \$898,729.01.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended 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: March 23, 2020
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 #1364 for Safety and Security Department Portable Offices at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 17th day of April, 2019, which contract was made with R2Build dba R2B Engineering, PO 19-P0056863 as contractor; that said improvements were completed on the 29th day of February, 2020 and accepted by formal action of the governing Board of said District on the 23rd day of March, 2020; 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 SureTec 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 _____, 2020 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: March 23, 2020
Re:	Approval of Change Order #1 for R Dependable Const, Inc. for Bid #1369 – Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On May 28, 2019, the Board of Trustees approved a contract with R Dependable Const, Inc. for Bid #1369 for the barrier removal paper towel dispenser replacement project at Santiago Canyon College. The project included the removal and replacement of existing paper towel dispensers in eight buildings at Santiago Canyon College, and the replacement with new electrical paper towel dispensers and hand dryers so that they are mounted at proper accessible heights. This project was necessary as a result of the Blaser legal settlement. The bid was for the installation and labor services only as the purchase of the paper towel dispensers (28) and hand dryers (39) was under a separate contract provided to the contractor from the District as an owner furnished item. The contractor also installed electrical conduits from the existing electrical panels for the new accessories. The project was constructed in two phases. The first phase included the Humanities Building, the Library and the Science Center and was completed last summer. The second phase included Building D, Building E, Building G and Concession Stand and was substantially completed during the winter break.

ANALYSIS:

Change Order #1 decreases the contract amount by \$35,656.53, which is a credit back to the District for an unused allowance related to unforeseen conditions for potential cracking and replacement of additional tile, paint or drywall in restroom locations. The contract amount has been decreased from \$227,600 to \$191,943.47.

Change Order #1 also includes a non-compensable extension of time which extends the contract duration by 30 days from 245 calendar days to 275 calendar days to allow for additional time needed due to longer than anticipated delivery times for the paper towel dispensers.

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, staff has approved this change order. 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 as the project is complete.

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

RECOMMENDATION:

It is recommended the Board of Trustees approve Change Order #1 for R Dependable Const, Inc. for Bid #1369 – Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College as presented.

Fiscal Impact:	\$35,656.53 Credit	Board Date: March 23, 2020
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: March 23, 2020
 Project/Bid No. 2733.3/1369
 Site: Santiago Canyon College
 Change Order (CO) No. : 1

Project Name: Barrier Removal Paper Towel Dispensers
 Contractor: R Dependable Const, Inc.
 Contract No.: PO No. 19-P0057318

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
06/07/19	245	02/07/20	0	30	3/8/2020

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$ 227,600.00	
Previous Change Orders	0	\$ -	0.00%
This Change Order	0	\$ (35,656.53)	-15.67%
Total Change Order (s)		\$ (35,656.53)	-15.67%
Revised Contract Amount		\$ 191,943.47	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for the unused District allowance. The change order will result in a credit to the contract amount. The District allowance was for unforeseen conditions that would cause replacing additional tile, paint, or drywall.	5	0	\$ (35,656.53)	\$ -	\$ (35,656.53)
2	A non-compensable extension of time. Extend the contract duration from 245 calendar days to 275 calendar days to allow additional time needed due to late delivery of owner furnished equipment.	5	30	\$ -	\$ -	\$ -
Subtotal				\$ (35,656.53)	\$ -	\$ (35,656.53)
Grand Total						\$ (35,656.53)

- 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: March 23, 2020
Re:	Accept the Completion of Bid #1369 – Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College and Approve Recording a Notice of Completion	
Action:	Request for Acceptance and Approval	

BACKGROUND:

On May 28, 2019, the Board of Trustees approved a contract with R Dependable Const, Inc. for Bid #1369 for the barrier removal paper towel dispenser replacement project at Santiago Canyon College. The project was completed on March 8, 2020.

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 \$191,943.47.

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

RECOMMENDATION:

It is recommended 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: March 23, 2020
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 #1369 for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 29th day of May, 2019, which contract was made with R Dependable Const, Inc., PO 19-P0057318 as contractor; that said improvements were completed on the 8th day of March, 2020 and accepted by formal action of the governing Board of said District on the 23rd day of March, 2020; 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 International Fidelity 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 _____, 2020 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:	March 23, 2020
Re:	Approval of Change Order #1 for AMPCO Contracting, Inc. for Bid #1375 – Orange Education Center Demolition at 1465 North Batavia Street, Orange, CA 92867		
Action:	Request for Approval		

BACKGROUND:

On July 15, 2019, the Board of Trustees approved a contract with AMPCO Contracting, Inc. for Bid #1375 for the Orange Education Center demolition project at Santiago Canyon College located at 1465 North Batavia Street, Orange, CA 92867. On March 11, 2019, the Board of Trustees approved the demolition of the existing Orange Education Center building to allow for further environmental remediation activities on the site in compliance with Orange County Health Care Agency (OCHCA) cleanup requirements. The project included the abatement of asbestos and lead-containing materials, the demolition of the 85,000 square foot building structure, and removal of underground tanks and pits associated with former historical industrial uses at the property.

ANALYSIS:

Change Order #1 decreases the contract amount by \$267,398.54, which is a credit back to the District for an unused allowance related to unforeseen conditions and a credit from the contractor’s bonding agency for a portion of the bond fee. The District unused allowance was for potential additional demolition required due to unforeseen conditions including removal or relocation of conflicting utilities, additional underground hazardous materials removal, Air Quality Management District permit costs, utility locating services, additional soils mitigation encountered during demolition activities, and additional demolition work not identified in the original plans and specifications that could not be anticipated. The contract amount has been decreased from \$697,300 to \$429,901.46.

Pursuant to Board Policy and Administrative Regulation 6600, staff has approved this change order. 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 the Board of Trustees approve Change Order #1 - AMPCO Contracting, Inc. for Bid #1375 – Orange Education Center Demolition at 1465 North Batavia Street, Orange, CA 92867 as presented.

Fiscal Impact:	\$267,398.54 Credit	Board Date: March 23, 2020
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: March 23, 2020
 Project/Bid No. 1375
 Site: Santiago Canyon College (OEC)
 Change Order (CO) No. : 1

Project Name: Orange Education Center Demolition
 Contractor: AMPCO Contracting, Inc.
 Contract No.: PO No. 20-P0058531

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
09/30/19	150	02/27/20	0	0	N/A

Change Order Summary			
Description	Number	Amount	% of Contract
Original Contract Amount		\$697,300.00	
Previous Change Orders	0	\$0.00	0.0%
This Change Order	0	(\$267,398.54)	-38.3%
Total Change Order (s)		(\$267,398.54)	-38.3%
Revised Contract Amount		\$429,901.46	

Items in Change Order						
Item No.	Description	Reason	Ext. Day	Credit	Add	Net
1	Deductive change order for the unused District allowance. The change order will result in a credit to the contract amount. The District allowance was for unforeseen conditions including removal or relocation of conflicting utilities, additional underground hazardous materials removal, Air Quality Management District permit costs, utility locating services, additional soils mitigation encountered during demolition activities, and additional demolition work not identified in the original plans and specifications.	5	0	(\$262,799.54)	\$0.00	(\$262,799.54)
2	Deductive change order from the contractor's bonding agency to credit back a portion of the bond fee as a result of not using all of the allowance budget. This change will result in a credit to the contract amount.	5	0	\$ (4,599.00)		\$ (4,599.00)
Subtotal				(\$267,398.54)	\$0.00	(\$267,398.54)
Grand Total						(\$267,398.54)

- 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: March 23, 2020
Re:	Accept the Completion of Bid #1375 – Orange Education Center Demolition at 1465 North Batavia Street, Orange, CA 92867 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 AMPCO Contracting, Inc. for Bid #1375 for the Orange Education Center demolition project at Santiago Canyon College located at 1465 North Batavia Street, Orange, CA 92867. The project was completed on January 23, 2020.

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 \$429,901.46.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended 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: March 23, 2020
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 Orange Education Center, located 1465 North Batavia Street, Orange, caused improvements to be made to the property to with: Bid #1375 for Orange Education Center Demolition at Santiago Canyon College, the contract for the doing of which was heretofore entered into on the 19th day of July, 2019, which contract was made with AMPCO Contracting, PO 20-P0058531 as contractor; that said improvements were completed on the 23rd day of January, 2020 and accepted by formal action of the governing Board of said District on the 23rd day of March, 2020; 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 Argonaut 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 _____, 2020 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:	March 23, 2020
Re:	Accept the Completion of Bid #1378 – Access Control System Pilot at the District Operations Center and Approve Recording a Notice of Completion		
Action:	Request for Acceptance and Approval		

BACKGROUND:

On October 28, 2019, the Board of Trustees ratified a contract with Convergent Technologies LLC for Bid #1378 for the Access Control System Test Pilot at the District Operations Center. The project was completed on February 7, 2020. The test pilot study project at the District Operations Center replaced the existing electronic access control system only to test out the new software platform, Genetec Security Center as well as replace existing employee electronic access control cards and make them both identification badges along with door access entry capabilities. The District's Safety and Security Department was responsible for issuing the new employee identification badges that were programmed to have access control credentials for employees needing access to the building. The District's objective is to transition to new electronic access control systems for newer buildings constructed and eventually retrofit and upgrade older District owned and campus buildings to the new system, recognizing this transition will take several years to accomplish. The access control system will be implemented on future projects at Santa Ana College such as the new Science Center, Johnson Student Center, and Health Sciences buildings, as these new buildings are planned to have electronic access-controlled systems and new standardized mechanical key locks as well. Therefore, the District was and continues to be in need of test piloting the software, the programming of employees for door access credentials, the changes to the Safety and Security Department issuing new badges, and distribution of mechanical keys based on the new key and access control procedures.

The existing access control system at the District Operations Center was failing regularly because it was at its end of life. It was inefficient and difficult to maintain due to the age of the system and lack of service providers available to make repairs to the system. The test pilot for the access control system was completed as part of a phased scope of work that included a limited amount of doors, and served to test the new dual-purpose identification and electronic access control badges issued by the Safety and Security Department.

Future test pilot projects on certain buildings will include both mechanical key lock changes and/or new electronic access control features at both colleges, the Digital Media Center and Centennial Education Center. Additional test pilot projects will be on-going for several years as operational changes with the new key and access control systems are implemented and evaluated so that the District can utilize this information to develop a long-term comprehensive plan districtwide that addresses building door lock standards for mechanical key locks, new electronic

access control features, and adherence to a new employee key and access control distribution procedure in compliance with Administrative Regulation 3501, Campus Security and Access.

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 \$161,883.20.

This project was funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended 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: March 23, 2020
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

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §9204 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as District Operations Center, located 2323 North Broadway, Santa Ana, caused improvements to be made to the property to with: Bid #1378 for Access Control System Pilot at District Operations Center, the contract for the doing of which was heretofore entered into on the 26th day of September, 2019, which contract was made with Convergint Technologies LLC, PO 20-P0059269 as contractor; that said improvements were completed on the 7th day of February, 2020 and accepted by formal action of the governing Board of said District on the 23rd day of March, 2020; 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 Fidelity and Deposit Company of Maryland.

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 _____, 2020 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: March 23, 2020
Re:	Approval of Legal Services Agreement – Tao Rossini, A Professional Corporation	
Action:	Request for Approval	

BACKGROUND:

The District utilizes a number of law firms for specialized legal services. This is a new agreement with Tao Rossini, a Professional Corporation for legal services (Tao Rossini) arising from prior representation on the Blaser v. Rancho Santiago Community College District matter for accessibility compliance at Santiago Canyon College. The law firm of Tao Rossini, specializes in the representation of public agencies in facilities and construction related matters, contracting, negotiations, mediations, arbitrations, litigations and has an office based in of Orange County. Given past representation by attorney, Terry Tao, formerly with Atkinson, Andelson, Loya, Rudd & Romo (AALRR), on the Blaser case, the District desires to engage with counsel to discuss the District's current progress and status of the settlement terms and agreement.

ANALYSIS:

Hourly rates for Tao Rossini, A Professional Corporation range from \$380 per hour for senior partners; \$320 for partners/senior counsel; \$290 for senior associates; \$265 for associates; \$225 for electronic technology litigations specialist; and \$200 for non-legal consultants/senior paralegals/law clerks/paralegals/legal assistants. Word processing, clerical and staff overtime, telephone and facsimile charges, outside costs such as deposition fees, experts, messengers, copying projects, mileage, travel, etc. are charged at actual invoiced cost. The term of this agreement is from March 24, 2020 through June 30, 2022. This agreement will ensure access to the legal services required by the district as it relates to the Blaser matter.

RECOMMENDATION:

It is recommended the Board of Trustees approve and authorize the Vice Chancellor of Business Operations/Fiscal Services to enter into the legal services agreement between Rancho Santiago Community College District and Tao Rossini, a Professional Corporation, as presented.

Fiscal Impact:	Based upon utilization	Board Date: March 23, 2020
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	

Rancho Santiago Community College District

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (the "AGREEMENT") is dated as of March 24, 2022, is entered into by and between RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (the "DISTRICT"), and TAO ROSSINI, A PROFESSIONAL CORPORATION (the "FIRM").

RECITALS

- A. WHEREAS, the FIRM has the legal competence, experience and expertise to provide professional legal services to the DISTRICT; and
- B. WHEREAS, the DISTRICT desires to retain the FIRM to provide professional services;
- C. NOW, THEREFORE, the DISTRICT and the FIRM mutually agree as follows:

AGREEMENT

In consideration of the foregoing recitals and the mutual covenants contained in this AGREEMENT, it is agreed between and among each of the parties hereto as follows:

1. TERM OF PROFESSIONAL SERVICES AGREEMENT

The term of this AGREEMENT shall begin March 24, 2020 and shall continue thereafter until June 30, 2022 unless terminated earlier as set forth herein. If the DISTRICT continues to seek services from FIRM beyond end of the term, then the AGREEMENT shall have been considered to have been extended on a month-to-month basis until terminated by either party. The District has the right to terminate this AGREEMENT at any time upon written notice. This Agreement shall supersede and replace any prior agreements between the parties relating to the provision of legal services.

2. SCOPE OF REPRESENTATION

The FIRM agrees to provide legal services arising from prior representation on the matter Blaser v. Rancho Santiago Community College District, other facilities services and construction contracting and construction related contracting matters, negotiations, mediations, arbitrations, litigations, regarding the DISTRICT's building program(s) and/or construction projects, and as otherwise requested by DISTRICT, and as to any other facilities or business related matters.

3. THE FIRM'S SERVICES AND RESPONSIBILITIES:

- a. **Supervising Attorney: The FIRM appoints Terry T. Tao, Esq. as the "Supervising Attorney" for work performed for the DISTRICT under this**

AGREEMENT. Any changes in this designation shall be promptly communicated in writing to the DISTRICT and is subject to prior written approval of the DISTRICT. The FIRM's Supervising Attorney shall have full authority to act for the FIRM on all matters under this AGREEMENT and shall serve as or designate lead counsel for all proceedings in which the substantive rights of the DISTRICT may be adjudicated or determined. The FIRM's designation of Supervising Attorney shall be subject to prior written approval by the DISTRICT.

- b. Legal Representation:** The FIRM shall provide the DISTRICT with high quality legal advice and representation consistent with this AGREEMENT, the Rules of Professional Conduct, and all applicable laws and court rules. The FIRM shall keep the DISTRICT informed of all significant developments in each case or matter assigned to the FIRM. If requested by DISTRICT, any verbal legal advice provided by the FIRM to the DISTRICT shall be provided in writing to the DISTRICT.
- c. Non-Exclusivity:** The FIRM acknowledges that nothing in this AGREEMENT is intended, nor will be construed, as creating any exclusive contract between the DISTRICT and the FIRM related to the providing of legal services. As such, nothing in this AGREEMENT shall be interpreted to restrict or prohibit the DISTRICT from obtaining similar professional services from other attorneys, law firms, or sources.
- d. Anti-Discrimination:** It is the policy of the DISTRICT that in connection with all work performed under this AGREEMENT, there is no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, or marital status. The FIRM agrees to comply with applicable federal and State laws, including, but not limited to, the California Fair Employment and Housing Act, Government Code Section 12900 et seq. In addition, the FIRM agrees to require such compliance by all of its employees working on DISTRICT assigned work.
- e. Certification Regarding Suspension and Debarment:** The FIRM certifies that to the best of its knowledge and belief that the FIRM and its principals or affiliates utilized under this AGREEMENT, are not debarred or suspended from federal financial assistance programs and activities nor proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency.
 - i. If the debarment/suspension occurs during the term of the contract, such attorney or firm shall cease representing the DISTRICT and the DISTRICT may elect to terminate this AGREEMENT.
- f. Adherence to Board Policy 3821 Gift Ban Policy:** The FIRM is notified that the DISTRICT's Board adopted the Board Policy 3821 Gift Ban Policy.

"5. *Gift* shall have the meaning it is defined to have in the California Political Reform Act, and the regulations issued pursuant to that Act, except that the following shall not be deemed to be gifts:

a. Meals, beverages, and free admission at any event sponsored by, or for the benefit of, a bona fide educational, academic, or charitable organization, and commemorative gifts from such organizations with a cumulative value from any single source of fifty dollars (\$50.00) or less during any twelve-month period."

FIRM acknowledges and adheres to the Board Policy 3821 Gift Ban Policy.

4. THE DISTRICT'S RESPONSIBILITIES:

- a. Documents and Information:** The DISTRICT shall cooperate with counsel to make available to the FIRM all documents and other information possessed by the DISTRICT as may be necessary and relevant to any case or other matter assigned to the FIRM under this AGREEMENT. The DISTRICT shall also assist the FIRM in obtaining the DISTRICT's records and/or information necessary to respond to discovery and to help familiarize the FIRM with the DISTRICT's operations and policies.
- b. Cooperation with the FIRM:** The DISTRICT agrees to fully respond to appropriate and reasonable inquiries made to it by the FIRM, and provide such written materials or documents that are in the DISTRICT's possession, custody or control in a timely manner, and otherwise provide the FIRM with any and all information necessary for the prosecution and/or defense of litigation or transactional matters that the FIRM is handling on the DISTRICT's behalf.

5. COMPENSATION:

- a. Billing Requirements:** The FIRM shall provide legal services under this AGREEMENT in compliance with the DISTRICT's "Billing Requirements", attached hereto as Attachment "A" and incorporated herein by this reference. The Billing Requirements may be amended by the DISTRICT from time to time. The DISTRICT shall provide the FIRM with any amended Billing Requirements promptly after they are promulgated. Whenever amended Billing Requirements are made available to the FIRM, the FIRM shall within no later than thirty (30) days from the next billing month conform all of its future services and invoices to the DISTRICT's amended Billing Requirements. Additionally, the FIRM's request for reimbursement for costs and expenses incurred and presented shall be in accordance with the DISTRICT's Billing Requirements.
- b. Legal Fees:** The FIRM shall provide legal services at the hourly billing rates for attorneys and paralegals or paraprofessionals as set forth in Attachment "B" to this AGREEMENT. The billing rates set forth in Attachment B shall be set for the initial term of this Agreement. After the initial term the billing rates may be subject to periodic review and adjustment or

modification as agreed between the DISTRICT and the FIRM. Any extension of the term of this Agreement and any billing rate change shall be in writing and be executed as an amendment to this AGREEMENT.

- c. **Reimbursable Costs and Expenses:** The DISTRICT will pay and reimburse only for the actual and ordinary costs for reasonable expenses without any premiums or markups. The maximum allowable actual costs for black and white photocopies and facsimiles are \$.10 per page and \$.25 for color copies. A more complete description of reimbursable costs and expenses are set forth in the DISTRICT's Billing Requirements.
- d. **Non-Reimbursable Expenses:** Certain expenses incurred by the FIRM in providing services under this AGREEMENT shall be considered as part of the FIRM's overhead and shall not be reimbursed by the DISTRICT, and shall be borne by the FIRM as expenses included within the hourly billing rates set forth in Attachment "B". Non-Reimbursable Expenses which will not be reimbursed and which should not be billed are more fully described in the DISTRICT's Billing Requirements.
- e. **Invoices:** The FIRM shall submit its invoices for services and for reimbursable expenses monthly in arrears in accordance with the Billing Requirements. The firm shall first submit its invoices to DISTRICT's General Counsel for review. The FIRM shall maintain in a form subject to audit, and in accordance with generally accepted accounting principles, backup documentation to support all entries included in the monthly billing statement. Such documentation shall be available to the DISTRICT upon request.
- f. **Payment to the FIRM:** The DISTRICT shall make payment(s) for services rendered under this AGREEMENT within sixty (60) days upon receipt of FIRM'S invoice, provided they are approved by the District. FIRM'S invoice shall be billed in arrears based on the itemized billing statement(s) that the FIRM submits to the DISTRICT as noted above in Section 5(e). DISTRICT personnel shall review all billing statements for reasonableness of the time billed as well as full compliance with this AGREEMENT and all Billing Requirements. The DISTRICT shall make its best effort to process payments promptly after receiving the FIRM's billing statement. However, the DISTRICT shall not pay interest or finance charges on any outstanding balance(s).

6. TERMINATION:

- a. **Termination and/or Suspension for the DISTRICT's Convenience:** The FIRM's services performed under this AGREEMENT may be terminated or suspended, in whole or in part, by the DISTRICT at any time, when the DISTRICT, in its sole discretion, deems such termination or suspension is in the DISTRICT's best interest. The DISTRICT shall terminate or suspend services by delivering to the FIRM a written notice specifying the extent to which services are terminated or suspended and the effective date of the termination or suspension.

- i. After receiving a Notice of Termination or Suspension, unless otherwise directed by the DISTRICT, the FIRM shall: 1) stop services on the date and to the extent specified in the Suspension or Termination Notice; and 2) complete services not terminated or suspended by the Notice.

Within fifteen (15) days upon any termination or suspension, the FIRM shall, at its own cost, deliver to the DISTRICT all evidence, files, and attorney work product for each case or matter for which work under this AGREEMENT has been terminated or suspended. This includes any computerized indices, programs, and document retrieval systems created or used for the case or matter. If the FIRM's services include pending litigation, the FIRM shall file the appropriate substitution of counsel with the court when instructed by the DISTRICT. Notwithstanding the foregoing, the DISTRICT may at its sole discretion terminate this AGREEMENT.

- b. **Notice of Termination:** The DISTRICT shall give written notice to the FIRM of the FIRM's default under this AGREEMENT. The DISTRICT, in its sole discretion, shall decide whether the default is of such a nature that the FIRM should be given a period to cure the default, and, if so, the cure period shall be specified in the notice. If the DISTRICT wholly or partially terminates services under this AGREEMENT, replacement services may be obtained from another law firm or any other source with terms and in a manner the DISTRICT deems appropriate.
- c. **Termination for Professional Conflict of Interest:** If either the FIRM or the DISTRICT determines a matter of professional conflict has arisen during the FIRM's engagement, which should not or cannot be postponed until the conclusion of the FIRM's representation of the DISTRICT, the FIRM or the DISTRICT may immediately give written notice to terminate this AGREEMENT. Within fifteen (15) days the FIRM shall, at its own cost, deliver to the DISTRICT all evidence, files, and attorney work product for each case or matter for which work under this AGREEMENT has been terminated. This includes any computerized indices, programs, and document retrieval systems created or used for each case or matter. If the FIRM's services include pending litigation, the FIRM shall file the appropriate substitution(s) of attorney with the court when instructed by the DISTRICT. The FIRM shall continue to provide high quality, professional legal representation until the appropriate substitution(s) of attorney can be filed.

7. **DISPUTE RESOLUTION.** In the event the DISTRICT becomes dissatisfied with any aspect of the relationship, the DISTRICT will bring such concerns to the FIRM's attention immediately. If the DISTRICT and the FIRM are unable to resolve any dispute to their mutual satisfaction, the DISTRICT will first comply with any mandatory dispute resolution procedures that may apply to any such dispute including, bringing the claim before the mandatory Fee Arbitration Committee in Orange County, California, in accordance with the state bar rules for mandatory fee arbitration.

If the DISTRICT and the FIRM are unable to resolve any dispute, regardless of its nature, and after mandatory dispute resolution procedures have been waived or exhausted (including but not limited to,

Mandatory Fee Arbitration), the parties shall submit such dispute to final and binding arbitration in Orange County, California before the American Arbitration Association and pursuant to its Commercial Arbitration Rules, unless the parties agree in writing to a different arbitration method or forum. The FIRM acknowledges and agrees that in arbitration there is no right to a trial by jury, and the arbitrator's legal and factual determinations are generally not subject to appellate review.

The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. Arbitration shall be in accordance with the laws of the State of California. Unless otherwise provided by law, reasonable attorneys' fees and costs incurred in connection with any such arbitration, litigation or dispute shall be awarded to the prevailing party.

- 8. NOTICES:** Notices and required reports may be hand-delivered, sent by electronic mail or mailed by first class, postage prepaid, addressed to the DISTRICT or the FIRM at the addresses below, or at any other address the DISTRICT or the FIRM shall provide in writing to each other:

To the DISTRICT:

Marvin Martinez, Chancellor
Rancho Santiago Community College District
2323 N Broadway, Suite 410
Santa Ana, CA 92706
Email: martinez_marvin@rsccd.edu

To the FIRM:

Tao Rossini, A Professional Corporation
921 North Harbor Blvd., Ste 408
La Habra, CA 90631
Email: ttt@taorossini.com

- 9. ASSIGNMENT:** No part of this AGREEMENT or any right or obligation arising from it is assignable without the DISTRICT's written consent. Any attempt by the FIRM to assign or subcontract services relating to this AGREEMENT without the DISTRICT's prior written consent shall constitute a material breach of this AGREEMENT.
- 10. INDEMNIFICATION:** FIRM shall indemnify, defend and hold harmless DISTRICT and its board members, officers, and employees, from and against any and all claims, suits, losses, liabilities or damage, including (but not limited to) legal fees and costs of litigation, arising out of or related to the FIRM's, negligent performance of the services provided hereunder, or any action involving intentional actions or omissions to act or other wrongdoing, and which forms the basis, in whole or in part, of or for any such claim, suit, or other action by a third party against DISTRICT, except for any such claim, suit,

loss, liability or damage caused by or arising from the negligence of client. The foregoing indemnification shall apply to services rendered effective as of the date of this AGREEMENT.

- 11. INSURANCE:** Without limiting the FIRM's indemnification of the DISTRICT and its board members, officers, agents, employees, and volunteers, the FIRM shall provide and maintain at its own expense the following programs of insurance covering the FIRM's operations during the term of this AGREEMENT. Insurance is to be placed with insurers having a current A.M. Best Rating of not less than A. The FIRM shall use insurer(s) satisfactory to the DISTRICT and shall deliver evidence of satisfactory insurance to the DISTRICT on or before the effective date of this AGREEMENT. Such evidence shall specifically identify this AGREEMENT and shall contain express conditions that the DISTRICT is to be given written notice at least thirty (30) days in advance of any modification or termination of any insurance program.
- a.** Liability Insurance: Such insurance shall be primary to and not contributing with any other insurance maintained by the DISTRICT, shall specifically name the DISTRICT, its officers, agents, employees, and volunteers as an additional insured, and shall include, but not be limited to:
 - i.** Comprehensive General Liability insurance endorsed for Premises-Operations, Products/Completed Operations, Contractual, Broad Form Property Damage, and Personal Injury with a combined single limit of not less than \$2,000,000 per occurrence.
 - ii.** The above insurance must be provided or written on an occurrence basis.
 - b.** Workers' Compensation Insurance: The FIRM will procure and maintain statutory workers' compensation insurance covering all employees of the FIRM as required by law in the State of California and in compliance with all federal, state and local laws and ordinances applicable to the work to be performed under this Agreement.
 - c.** Professional Liability Insurance (Errors and Omissions): FIRM will procure and maintain professional liability insurance (errors and omissions) covering claims arising out of the performance of services under this Agreement. FIRM's coverage shall reflect a minimum of \$2,000,000 per occurrence and at least a minimum of \$4,000,000 annual aggregate.
 - d.** Failure on the part of the FIRM to procure or maintain required insurance shall constitute a material breach for which the DISTRICT may immediately terminate or suspend this AGREEMENT.
- 12. INDEPENDENT CONTRACTOR STATUS:** This AGREEMENT is not intended, and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the DISTRICT and the FIRM. As such, the FIRM understands and agrees that the FIRM's personnel who furnish services to the DISTRICT under this AGREEMENT are employees solely of the FIRM and not of the DISTRICT for purposes of workers' compensation liability. The FIRM shall bear the sole responsibility and liability for furnishing workers' compensation benefits to any personnel of the

FIRM for injuries arising from services performed under this AGREEMENT.

13. **GOVERNING LAWS:** This AGREEMENT shall be governed by and construed in accordance with the laws of the State of California and any action brought by either party on this AGREEMENT shall be brought in Orange County.
14. **ENTIRE AGREEMENT:** This AGREEMENT constitutes the entire AGREEMENT between the parties pertaining to the subject matter of this AGREEMENT and supersedes all prior and contemporaneous agreements and understandings of the parties. There are no warranties, representations or other agreements between the parties pertaining to the subject matter of this AGREEMENT except as expressly set forth in this AGREEMENT. No supplementation, modification, waiver or termination of this AGREEMENT shall be binding unless executed in writing by the DISTRICT to be bound thereby.
15. **WAIVER:** No waiver of a breach of any provision of this AGREEMENT by either party shall constitute a waiver of any other breach of the provision or any other provision of this AGREEMENT. The failure of either party to enforce any provision of this AGREEMENT at any time shall not be construed as a waiver of that provision. The DISTRICT's remedies as described in this AGREEMENT shall be cumulative and additional to any other remedies in law or equity.

[Signatures to follow on the next page]

AGREEMENT FOR PROFESSIONAL SERVICES

EXECUTED AS SET FORTH HEREINABOVE:

TAO ROSSINI, A PROFESSIONAL CORPORATION

By: _____ Date: _____

Terry T. Tao, Esq.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____ Date: _____

Peter Hardash
Vice Chancellor, Business Operations & Fiscal Services

Approved as to Form:

**AlvaradoSmith, a
Professional Law Corporation**

By: _____ Date: _____

Ruben A. Smith

ATTACHMENT "A" TO AGREEMENT FOR PROFESSIONAL SERVICES
DISTRICT BILLING REQUIREMENTS

A. Billing Submissions

Bills that reflect fees for professional services rendered and expenses incurred shall be submitted no more than monthly and within thirty (30) days of the end of the previous month. The Firm is responsible for obtaining all outstanding invoices from outside vendors, including experts, before submitting the final bill to the DISTRICT. Unless there are exigent circumstances, bills submitted after the final bill will not be paid. Any necessary extraordinary postage charges (such as certified mail, overnight service, or oversized packages) must be delineated on the bill with an explanation of the nature and purpose of the charge.

B. Approval and Payment

Before any payment is made, all bills must be sent to DISTRICT's General Counsel at the address below. The General Counsel, who, after review to assure the billing is in accord with the AGREEMENT and otherwise in order, will then forward the bills to the DISTRICT for final review and payment.

Ruben Smith, Esq.
AlvaradoSmith APC
1 MacArthur Place, Suite 200
Santa Ana, CA 92707
Tel: 714-852-6800
rsmith@alvaradosmith.com

C. Billing Format

Billing statements must have a cover page that summarizes all matters on one page and the billing statements must accurately itemize in detail all work performed on a matter in a task or activity based format. Attorneys and paralegals are to bill actual time incurred. If an activity warrants a minimum billing entry

it shall not exceed 1/10th (.10) of an hour. Minimum charges for any activity in any amount above 1/10th (.10) of an hour are not acceptable. Each bill must include the following: Law firm name and address; Date of the bill; Law firm tax identification number; Plaintiff(s) name(s) or legal subject matter; Date(s) of the task and/or activity; Detailed description of the task and/or activity so as to permit the DISTRICT to determine the exact name, purpose, and necessity of the expense; Actual time spent, in increments of 1/10th of an hour for each entry or task; Summary at the end of the bill of the number of hours for each specific billing rate and the name and initials of each attorney and paralegal; Summary at the end of the bill of the totals for fees, costs and experts; Each billing entry must indicate the name or initials of the timekeeper who performed the work, the date the work was performed, the hours billed, a detailed description of the services performed, and the total amount billed for that entry. Narrative or block/bundled billing is not permitted; Final bills should be so designated; Bills must reflect activity for only one case or matter; Billing entries on each invoice are to be structured chronologically (in order of occurrence) and not sub-divided by individual or task. If numerous tasks are undertaken in one day, each task must be separately identified with a specified time for performing that task, e.g., a telephone call, a court appearance, a meeting, and legal research; Travel costs should identify the person who traveled and the reason for the travel. Telephone calls must specify the participants and the subject matter discussed.

The FIRM must review and approve all vendor invoices before submitting them to the DISTRICT.

C. Level of Work Performed

The FIRM'S staffing on all cases will be commensurate with the type of case, number of parties and complexity of the factual and legal issues that are involved in the matter. Partners or shareholders may supervise the work performed by associates/paralegals or provide strategic and supplementary review. The billing descriptions should clearly indicate the reason and difference in the work being performed by the partner/shareholder and the associate/paralegal.

The legal work should be assigned to those individuals who are most appropriate for the task in terms of their competency and experience. The FIRM should exercise reasonable judgment to assign a certain task or activity to a less expensive biller as long as there is no loss in efficiency or competency. The FIRM may assign paralegals for work and tasks which do not require an attorney's involvement, but paralegals shall not perform tasks usually performed by secretaries, clerks, and messengers (i.e., photocopying, filing and delivering materials).

Clerical, secretarial, and administrative work is a part of law office overhead and non-billable, regardless of who performs it.

The DISTRICT will not pay any form of general administration fee or charges, including any monthly administration fees.

Unless authorized in writing in advance by the DISTRICT, there should be no more than two (2) attorneys and one (1) paralegal doing the work and billing time on a single case.

Firm personnel may occasionally have to

work on a case because of job departures, vacations, illnesses, schedule conflicts, etc., but this is to be the exception not the rule and requires prior written approval. These occasional billers will not record more than ten percent (10%) of the total run time on a case. The DISTRICT will not pay for "learning" time or "orientation" time as occasional billers become involved in a matter and are brought up to speed on the facts and issues. Such time should be written off by the FIRM on its own or noted as a "No Charge" to the DISTRICT.

If new or inexperienced attorneys are going to be working on a case in any capacity, the DISTRICT will not pay for "training" time, that is, time spent on research or other matters which would likely be within the knowledge of more experienced attorneys. If the DISTRICT is retaining FIRM for its expertise in a given field, attorneys should not need to learn that area of the law and any such time should be written off by the FIRM. The time of summer associates shall not be billed without the prior approval of the DISTRICT.

The DISTRICT may decide to waive or modify some or all of the above billing requirements as the situation demands. However, the FIRM is expected to adhere to these billing requirements as written, unless the FIRM is specifically exempted or exception is authorized from any of these provisions.

D. Maximum Allowable Charges

The following guidelines are provided regarding maximum allowable charges: The DISTRICT will pay only the actual costs for reasonable expenses without any premiums or markups; The FIRM shall limit the making of photocopies and, wherever cost effective, to use the resources of designated

copy services. Bill entries for photocopies must provide the number of copies made, the per page rate, and the total amount billed. The \$.10 per page rate may be exceeded only when the FIRM cannot control costs, such as certified copies from the courthouse; **Mileage:** The applicable federal rate at the time of travel. Indicate the actual number of miles driven; Air travel is limited to coach or economy rate. Receipts for airfare should identify the fare as economy/coach class; **Telephone:** Actual long distance charges only. **FAX:** Actual long distance charges only. No charge for an incoming FAX. No per-page fax charge.

E. Travel

The Firm shall not charge for travel time to and from the DISTRICT. Prior to traveling more than 50 miles each way, the FIRM must obtain the written approval of the DISTRICT. Rental cars are acceptable only if such vehicles are the most economical means of accomplishing necessary business; reimbursement is limited to the mid-size class; Any rental cars and overnight stay costs must be approved in writing by the DISTRICT. Reasonably priced meals when counsel is out of town overnight are allowed; Incidentals and entertainment costs, such as movies, alcohol, and entertainment, are not allowed; Travel time shall be prorated if the travel includes time spent on non-DISTRICT related business, e.g., incoming/outgoing phone calls to other clients, etc.. Unless otherwise agreed, travel billing should indicate the actual travel time, reduced by the traveler's usual commuting time from home to office or vice versa, if appropriate.

F. Disallowed Charges

In addition to the information contained in section C, D, and E above, the DISTRICT will not reimburse for the following items:

(1) Local telephone calls and all cellular phone charges; (2) Per-page fax charges; (3) Routine postage, such as U.S. Postal Service rates for letters; (4) File opening, file organization, or other administrative charges; (5) Books, magazines, subscriptions, or library charges, unless prior written specific approval by the DISTRICT is obtained; (6) Intra-office conferences between members of the FIRM, including assigning files or tasks to members of the FIRM (however, the DISTRICT will pay for one attorney charging for intra-office conferencing regarding strategy of the case); (7) Intra-office conferences of an administrative, supervisory or educational purpose are not compensable; (8) Case administration (e.g., reviewing status of assignments given to associates and paralegals, reviewing bills); (9) Clerical tasks (e.g., transcription, pulling files, photocopying documents, arranging for copying, labeling documents for production, communication with court clerks, updating master case caption, preparing proofs of service, indexing pleadings, faxing,); (10) More than one attorney or other timekeeper at motions, interviews, depositions, hearings, trials, court appearance, arbitration, mediation, third party meeting, conference call, or any similar event, without prior DISTRICT approval; (11) Meals, except in conjunction with travel as authorized by the DISTRICT; (12) Entertainment; (13) Staff overtime charges; (14) Routine or elementary legal research, including issues considered to be common knowledge among reasonably experienced counsel in the local jurisdiction (e.g., research on local rules, special verdict forms, standards for motions for summary judgment); (15) Billing more than once for documents which are reproduced for multiple witnesses, such as subpoenas; Routine file review and learning time to get

up to speed; (16) Staffing inefficiencies caused by the unavailability of the firm's personnel; (17) Routine scheduling or rescheduling of depositions, hearings, and the like; (18) All work customarily performed by secretaries and other administrative personnel; (19) Reviewing or analyzing the FIRM's conflict of interest issues; (20) Subscription services (e.g., Westlaw, Lexis-Nexis or other legal database charge), unless the service provides

a case specific reference or invoice for actual charges incurred; (21) Time and/or expenses incurred due to change in resources or attorney departure from the FIRM; (22) Work performed by an attorney not approved by the DISTRICT; (23) Expenses/disbursements without supporting invoices; (24) Receipts are required for all travel expenses and for costs.

ATTACHMENT “B” TO AGREEMENT FOR PROFESSIONAL SERVICES

HOURLY BILLING RATES FOR ATTORNEYS AND PARALEGALS

Hourly Rates (Billed at .10 minute increments)	
Senior Partners	\$380/hr
Partners/Senior Counsel	\$320/hr
Senior Associates	\$290/hr
Associates	\$265/hr
Electronic Technology Litigation Specialist	\$225/hr
Non-Legal Consultants	\$200/hr
Senior Paralegals/Law Clerks	\$200/hr
Paralegals/Legal Assistants	\$200/hr

A fixed rate may be established for specially identified projects, subject to prior approval by Client.

Training Costs. The Firm will provide up to 4 in-services training seminars to the District at no cost each fiscal year.

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

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Agreement with SVA Architects, Inc. – Architectural and Engineering Services for HVAC Equipment Replacement – Information Technology Services Data Center at the District Operations Center	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for architectural and engineering services for the Heating, Ventilation and Air Conditioning (HVAC) equipment replacement – Information Technology Services Data Center (Data Center) project at the District Operations Center. The Data Center is located in Suite 250-2 of the District Operations building. The Data Center runs critical equipment 24 hours a day, 7 days a week for district-wide technology services and support. The continuous 24 hour running of the equipment in the Data Center generates a significant amount of heat. The existing HVAC system is deficient and located above the ceiling in the adjacent conference room in Suite 250-1 which currently does not provide sufficient cooling necessary for the Data Center. In addition, there is no redundant back up system in the event the HVAC system fails. When failure occurs, the Data Center will quickly overheat, damaging equipment and causing shutdown which would halt network connectivity for District Operations, Orange Education Center Chapman and College & Workforce Preparation centers. The detrimental effect to instruction and business processing associated with such an event demands the installation of an efficient, reliable and redundant HVAC system. It's the District's objective to 1) improve the cooling system by relocating the HVAC system in to a more appropriate location than above the ceiling in the adjacent conference room; 2) install energy efficient and reliable HVAC equipment; 3) create a redundant system to ensure uninterrupted operations of ITS equipment and services; 4) install code compliant HVAC systems for the space it is intended for. The District is looking to retain a design team to assist the District in selecting the proper type of equipment, considering budget and building constraints, and to provide solutions to manage the temperature in this critical operational space.

ANALYSIS:

A Request for Proposal (RFP) #1920-267 for architectural and engineering services for the HVAC equipment replacement – Information Technology Data Center project at the District Operations Center was solicited on October 31, 2019 to 17 prequalified architects with a due date of November 21, 2019. The District received one proposal from SVA Architects, Inc. (Santa Ana). A screening panel convened on January 13, 2020 to review the proposal. The selection panel unanimously recommends SVA Architects, Inc. 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 the District enter into an agreement with SVA Architects,

Inc. for architectural and engineering services for the HVAC equipment replacement – Information Technology Data Center project at the District Operations Center.

The services covered by this agreement shall commence March 24, 2020 and end December 31, 2021. The contract is a total not to exceed fee of \$59,200. 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 Funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the agreement with SVA Architects, Inc. – Architectural and Engineering Services for HVAC Equipment Replacement – Information Technology Data Center at the District Operations Center as presented.

Fiscal Impact:	\$59,200	Board Date: March 23, 2020
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: 3/23/20

Project: HVAC Equipment Replacement – Information Technology
Data Center

Site: **District Operations Center**

Consultants: **SVA Architects, Inc.**

Type of Service: Architectural and Engineering Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$59,200.00		3/24/2020		12/31/2021
Total Agreement Amount	\$59,200.00				

AGREEMENT NO 0373.00/ DESCRIPTION:

This agreement #0373.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$59,200.00**

Contract End Date: **12/31/2021**

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

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Agreement with P2S, Inc. – Fire Alarm and Fire Life Safety Specialist Consultant Services	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for fire alarm and fire life safety consulting services (Consultant) to work with the District's Safety and Security department. Under the supervision of the District's Interim Chief of District Safety and Security, the fire alarm and fire life safety consultant shall assist the department to oversee, coordinate, manage and make recommendations for improvement of Districtwide fire alarm related systems and procedures in accordance with Board Policy and Administrative Regulation 6520 *Security for District Property*, to ensure the continued protection of life and property.

The consultant has the following key roles and responsibilities: develop, plan, update, implement, and monitor the District's fire management protocols that addresses multiple fire alarm and fire life safety systems throughout the various District properties. District equipment and systems include, but are not limited to, fire alarm panels, smoke detectors, heat detectors, manual pull stations, horn/strobe components, area speakers, duct smoke detectors, fire dampers, combo smoke/fire dampers, mass notification systems, fire water pumps, fire riser assemblies, dual check detector assemblies, position-indicating valves, sprinklers, kitchen fume hood systems, smoke control doors and grills, and other specialty systems such as fire suppressant systems and smoke evacuation systems.

Additionally, the consultant will develop, manage, coordinate and facilitate any training if needed on behalf of the Interim Chief of District Safety and Security for personnel at various District colleges and centers; coordinate and assist the activities of District personnel and third-party vendors who are contracted to inspect, test or work on the fire alarms or fire life safety systems of District facilities; ensure all fire alarm and fire life safety systems and equipment are in place and functional at all District properties through on-going continued management of third-party vendors (their inspection and repair work) and coordination with campus maintenance personnel.

ANALYSIS:

A Request for Qualifications/Request for Proposal (RFQ/RFP) #1920-262 for fire alarm and fire life safety specialist consultant services was solicited on September 12, 2019 with a due date of October 11, 2019 to six interested vendors, and advertised on the District's website and on the Coalition for Community Colleges Foundation (CCFC) website. The District did not receive any proposals so the RFQ/RFP was re-advertised for a second time on November 19, 2019 with a new due date of January 7, 2020. The District received one proposal from P2S, Inc. (Long

Beach). A screening panel convened on January 28, 2020 to review the proposal and interviewed P2S, Inc. on February 18, 2020. The selection panel unanimously recommends P2S, Inc. 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 P2S Inc. for fire alarm and fire life safety specialist consultant services for a minimum of one year; however, the District anticipates needing assistance for potentially three years given the magnitude of all fire alarm systems and devices that exist in all facilities districtwide. The District will need time to implement, coordinate and oversee new fire alarm and system testing protocols uniformly across all District facilities and it will take time to train staff and work with new fire alarm vendors to meet all of the appropriate maintenance and testing items requested by the District.

The services covered by this agreement shall commence March 24, 2020 and end June 30, 2021. The contract is a total not to exceed fee of \$265,000 for the first year. The average hourly rates to be utilized most frequently range from \$139-\$177 an hour for consultant services and are fixed for the duration of the agreement. The District has reviewed the fee and it is reasonable and within industry standards. The not to exceed contract amounts were negotiated for the first three years if the District desires to renew the contract on an annual basis.

The contract duration is March 24, 2020 through June 30, 2021 with an option to renew on an annual basis. The District will have the ability to renew the contract on an annual basis for up to four (4) years maximum. The not to exceed annual contract amount has been negotiated for a three year period and is outlined below.

The total three year (3) year breakdown is estimated as follows:

Year 1 (3/24/2020 – 6/30/2021):	\$265,000
Year 2 (7/1/2021 – 6/30/2022):	\$200,000 optional to renew based on need
Year 3 (7/1/2022 – 6/30/2023):	<u>\$200,000</u> optional to renew based on need
Total Not to Exceed (Years 1-3):	\$665,000

This agreement is funded by One-Time Safety Funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the agreement with P2S, Inc. – Fire Alarm and Fire Life Safety Specialist Consultant Services as presented.

Fiscal Impact:	\$265,000 Annual Year 1 \$200,000 Annual Renewal Years 2-3	Board Date: March 23, 2020
Prepared by:	Michael Toledo, Interim District Chief of Safety and Security 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: 3/23/20

Project: Fire Alarm and Fire Life Safety Specialist Consultant Services Site: **District-wide**

Consultants: **P2S, Inc.**

Type of Service: Fire Alarm and Fire Life Safety Specialist Consultant Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$265,000.00		3/24/2020		6/30/2021
Total Agreement Amount	\$265,000.00				

AGREEMENT NO 0374.00/ DESCRIPTION:

This agreement #0374.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$265,000.00**

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

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

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Second Amendment to Agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services	
Action:	Request for Approval	

BACKGROUND

On May 28, 2019, the Board of Trustees approved an agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services. The scope of services consisted of ongoing project oversight and onboarding transition services, in lieu of an interim assignment, to cover the vacancy of Director, Academic and End User Support Services at Santa Ana College. The scope also included transitional onboarding assistance for another ITS Director position being filled at the District Office.

On December 9, 2019, the Board of Trustees approved an amendment to the original agreement, which added coverage for the vacancy of Director of Academic and End User Support Services at Santiago Canyon College.

Now that the vacancy at Santiago Canyon College has been filled, the District has made the decision to move the ITS Web Team under the Director of Technology Infrastructure Support Services in ITS. Additional time is needed to transfer existing projects and responsibilities to this role.

ANALYSIS

This amendment will provide additional hours required to transition the Web Team under the ITS Infrastructure team as well as additional time for ongoing project management oversight. The amendment will extend the contract duration from March 18, 2020 to June 30, 2020 and add an additional maximum of 155 hours to the contract. The District negotiated a rate of \$160 per hour for this amendment, which will extend the contract cost by an amount not to exceed \$24,800. The total contract amount has increased from \$262,000 to \$286,800.

The District reserves the right to terminate the agreement by providing thirty days written notice should the work be completed ahead of schedule. The District has reviewed the amendment and has found the time extension to be sufficient and reasonable to complete the work.

This agreement is funded by the ITS operational budget.

RECOMMENDATION

It is recommended the Board of Trustees approve the second amendment to agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services as presented.

Fiscal Impact:	Not to exceed \$24,800	Board Date: March 23, 2020
Prepared by:	Jesse Gonzalez, Assistant Vice Chancellor of Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

AMENDMENT TO AGREEMENT

THIS AMENDMENT to AGREEMENT is made this 24th day of March in the year 2020, between **GO TO TECHNOLOGIES, INC.**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT entered into on June 6th, 2019 to provide IT Management and Transition Consulting Services. Please amend the AGREEMENT to include the following:
 - 1. Amend the contracted scope of work, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference.
 - 2. Extend the contract duration period from March 18, 2020 to be through June 30, 2020.
 - 3. Increase the contract billable hours by 155 hours. This will thereby increase the total contract amount by \$24,800.

- B. Except as amended herein, the terms and conditions of AGREEMENT effective June 6th, 2019 and amended on December 10th, 2019 shall remain in full force and effect.

GO TO TECHNOLOGIES, INC.

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

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations/Fiscal Services

Date _____

Date _____

COPIES TO:

GENERATING OFFICE
Rancho Santiago Community College
District
2323 N. Broadway, Suite 250
Santa Ana, CA 92706
Jesse Gonzalez
Assistant Vice Chancellor, ITS

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

Exhibit A Amended Scope of Work

Business Purpose

Go To Technologies will provide transitional consulting services during the reorganization of the ITS department as the Web Team is reassigned to the Director, Technology Infrastructure and Support Services. Go To Technologies will also provide Project Management leadership to ensure PMO processes are implemented to support technology mid-year and end year reports.

Inclusions

- Transition of all ongoing projects and initiatives handled by the ITS Web Team to the Director, Technology Infrastructure and Support Services at the District Office
- Project management oversight to support the delivery of technology end year report

Deliverables

Key Deliverables & Acceptance Criteria

Go To Technologies will provide the following items (the “Go To Technologies Materials”) to Customer during the Engagement to review and approve in accordance with the acceptance process set forth below:

Deliverable	Acceptance Criteria
Transition Plan for the ITS Web Team to the new Director, Technology Infrastructure and Support Services	▫ Reviewed and approved by the Director, Technology Infrastructure and Support Services and Assistant Vice-Chancellor of ITS
Detailed project documentation to support the delivery of ITS year-end technology report	▫ Reviewed and approved by ITS Directors and Assistant Vice-Chancellor of ITS

01/12/20 thru 02/15/20

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-B0001771	01/13/20	79	Auxiliary Services Office	Other Operating Exp & Services	CARD INTEGRATORS INC	861.45
20-B0001772	01/16/20	71	Student Activities	Other Participant Travel Exp	LUX BUS AMERICA	1,310.00
20-B0001774	01/16/20	72	Student Development Office	Other Participant Travel Exp	FARMERS AND MERCHANTS BANK OF LONG BEACH	10,000.00
20-B0001775	01/21/20	79	A&R Office - Credit	Non-Instructional Supplies	EAGLE GRAPHICS INC	2,949.75
20-B0001776	01/22/20	71	Student Activities	Other Operating Exp & Services	SIGNATURE PARTY RENTALS	1,404.38
20-B0001777	01/22/20	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	HAWK BOOKSTORE	1,500.00
20-B0001778	01/28/20	71	Student Activities	Other Operating Exp & Services	CORNER BAKERY/CBC RESTAURANT	1,631.85
20-B0001780	01/28/20	79	Auxiliary Services Office	Instructional Supplies	EDUCATIONAL TESTING SVC	225.00
20-B0001781	01/28/20	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	1,081.20
20-B0001782	01/28/20	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	2,625.85
20-B0001783	01/28/20	71	Student Activities	Other Operating Exp & Services	SIGNATURE PARTY RENTALS	1,919.07
20-B0001784	01/28/20	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	DIRECTV	35.00
20-B0001785	01/29/20	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	PACIFIC PARKING SYSTEMS INC	4,000.00
20-B0001786	01/30/20	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	GEMINI SIGN CORPORATION	611.99
20-B0001787	02/04/20	79	Continuing Education Division	Non-Instructional Supplies	MICHAEL J MACKENZIE	12.56
20-B0001788	02/04/20	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MCKESSON GENERAL MEDICAL CORP	7,254.67
20-B0001789	02/04/20	71	Student Life & Leadership	Other Operating Exp & Services	CRESTLINE CO INC	1,041.97
20-B0001790	02/04/20	79	Admissions & Records	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	230.56
20-B0001791	02/05/20	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	849.38
20-B0001792	02/06/20	79	Auxiliary Services Office	Rental-Equipment (Short-term)	SIGNATURE PARTY RENTALS	9,011.00
20-B0001793	02/12/20	71	Student Activities	Other Operating Exp & Services	DOING GOOD WORKS	478.25
20-B0001794	02/12/20	79	Auxiliary Services Office	Non-Instructional Supplies	SMART & FINAL	350.00
20-B0001795	02/13/20	31	Bookstore - SCC	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,821.35
20-B0001796	02/13/20	31	Bookstore - SCC	Other Operating Exp & Services	POST-UP STAND INC	286.82
20-B0001797	02/13/20	79	Admissions & Records	Equip-Tablet/Laptop>\$200<\$1000	GOLDEN STAR TECHNOLOGY, INC.	2,098.34
20-P0059899	01/13/20	12	SAC Research	Software License and Fees	ALTERYX INC	15,980.00
20-P0059900	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	STATE OF CALIFORNIA, DEPT OF PARKS & RECREATION	41,814.35
20-P0059901	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIALTO	14,118.50
20-P0059902	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF SAN CLEMENTE	3,830.29
20-P0059903	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ANAHEIM	12,547.25
20-P0059904	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF BREA	13,918.75
20-P0059905	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FULLERTON	7,980.50
20-P0059906	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ORANGE	27,364.50
20-P0059907	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	ORANGE COUNTY FIRE AUTHORITY	232,909.25
20-P0059908	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LA VERNE	11,979.50
20-P0059909	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF WEST COVINA	14,111.50
20-P0059910	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF VERNON	15,417.00
20-P0059911	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF MONTEBELLO	22,069.00
20-P0059912	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FOUNTAIN VALLEY	9,544.00
20-P0059913	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	DOWNEY FIRE DEPT	16,411.00
20-P0059914	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RANCHO CUCAMONGA	15,405.00
20-P0059915	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF COSTA MESA	9,212.25

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01/12/20 thru 02/15/20

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0059916	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	US OCEAN SAFETY	18,789.04
20-P0059917	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF SEAL BEACH	10,687.71
20-P0059918	01/13/20	12	Career Education Office	Contracted Services	HARRINGTON ROBIN L.	14,800.00
20-P0059919	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	25,208.75
20-P0059920	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	7,392.44
20-P0059921	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	56,264.25
20-P0059922	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	41,647.00
20-P0059923	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	14,188.50
20-P0059924	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	10,016.71
20-P0059925	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	SAN BERNARDINO COUNTY	32,167.50
20-P0059926	01/13/20	11	Fire Academy	Instructional Agrmt - Salary	CHINO VALLEY INDEPENDENT	14,654.50
20-P0059927	01/13/20	12	Biology	Instructional Supplies	VWR FUNDING INC	2,308.59
20-P0059928	01/13/20	12	Student Equity	Non-Instructional Supplies	AMAZON COM	98.31
20-P0059929	01/13/20	12	Distance Education	Software License and Fees	KANOPY INC.	7,000.00
20-P0059930	01/14/20	11	District Wide Technology	Contracted Services	DAVID FUHRMANN	10,000.00
20-P0059931	01/14/20	41	Facility Planning Office	Non-Instructional Supplies	QUALITY OFFICE FURNISHINGS INC	16,137.76
20-P0059932	01/14/20	12	Career Ed & Work Dev Office	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	466.25
20-P0059933	01/14/20	11	CJ/Academies	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS, INC.	2,238.00
20-P0059934	01/14/20	11	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS, INC.	1,374.55
20-P0059935	01/14/20	13	Biology	Equip-All Other > \$5,000	COLE-PARMER INSTRUMENT COMPANY LLC	6,228.76
20-P0059936	01/14/20	11	Student Information Support	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	45.17
20-P0059937	01/14/20	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	82,000.00
20-P0059938	01/14/20	12	Business Division Office	Instructional Software	LIVEBINDERS INC	99.50
20-P0059939	01/14/20	12	Engineering	Software License and Fees	DASSAULT SYSTEMES AMERICAS CORP.	1,836.50
20-P0059940	01/14/20	11	Facility Planning Office	Non-Instructional Supplies	OFFICE FURNITURE GROUP, LLC	6,337.20
20-P0059941	01/14/20	11	Facility Planning Office	Equip-Mod Furn>\$1,000 < \$5,000	THE HON COMPANY LLC	4,229.81
20-P0059942	01/15/20	12	LA/OC Regional Consortia	Contracted Services	ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	10,285.00
20-P0059943	01/15/20	12	LA/OC Regional Consortia	Contracted Services	CALIFORNIA ASSOCIATION OF PUBLIC INFORMATION OF	480.00
20-P0059944	01/15/20	41	Facility Planning Office	Non-Instructional Supplies	COMMLINE INC	2,800.00
20-P0059945	01/15/20	13	Maintenance	Contracted Repair Services	ABBA TERMITE & PEST CONTROL INC	320.00
20-P0059946	01/15/20	13	Maintenance	Contracted Repair Services	SO CAL LAND MAINTENANCE INC	315.34
20-P0059948	01/15/20	12	Student Equity	Contracted Services	CONROY EDWARD	1,500.00
20-P0059949	01/15/20	12	Counseling	Food and Food Service Supplies	ALBERTSONS/SAFEWAY	275.00
20-P0059950	01/15/20	12	Music	Software License and Fees	BIG FISH AUDIO INC	5,714.53
20-P0059951	01/15/20	13	Maintenance	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	1,500.00
20-P0059952	01/15/20	41	Facility Planning Office	Bldg Impr - DSA Fees	DEPT OF GENERAL SERVICES	4,600.00
20-P0059953	01/15/20	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	522.16
20-P0059954	01/16/20	11	Nursing	Contracted Repair Services	AVANTE HEALTH SOLUTIONS	925.00
20-P0059955	01/16/20	12	Humanities & Social Sci Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	188.59
20-P0059956	01/16/20	12	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	350.00
20-P0059957	01/16/20	13	Maintenance	Contracted Repair Services	ACTION DOOR REPAIR CORPORATION	2,847.54
20-P0059958	01/16/20	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	814.21

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01/12/20 thru 02/15/20

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0059959	01/16/20	12	Health & Wellness	Awards & Incentives	DON BOOKSTORE	380.00
20-P0059960	01/16/20	11	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
20-P0059961	01/16/20	13	Maintenance	Contracted Repair Services	ACTION DOOR REPAIR CORPORATION	1,987.63
20-P0059962	01/16/20	12	Small Business Dev Ctr Office	Non-Instructional Supplies	RUTH J. COSSIO-MUNIZ	289.32
20-P0059963	01/16/20	41	Facility Planning Office	Bldg Impr - Materials OFIBO	ALAN LEWIS, INC	8,849.25
20-P0059964	01/17/20	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	36,244.71
20-P0059965	01/17/20	11	Maintenance	Contracted Repair Services	MORROW-MEADOWS CORPORATION	352.57
20-P0059966	01/17/20	13	Maintenance	Contracted Services	VERNES PLUMBING INC	2,825.00
20-P0059967	01/17/20	11	Publications	Non-Instructional Supplies	INFORMATION MANAGEMENT DBA: MYBINDING.COM	163.87
20-P0059968	01/17/20	11	International Student Program	Advertising	SABERS RENA	4,041.19
20-P0059969	01/17/20	13	Maintenance	Contracted Repair Services	PYRO-COMM SYSTEMS, INC.	370.00
20-P0059970	01/17/20	12	Veterans Resource Center	Equip-Tablet/Laptop>\$200<\$1000	SEHI COMPUTER PRODUCTS	305,947.87
20-P0059971	01/17/20	12	Chemistry	Instructional Supplies	VWR FUNDING INC	490.53
20-P0059972	01/17/20	12	Career Education Office	Advertising	CALIF LAND SURVEYORS ASSOC	242.50
20-P0059973	01/17/20	12	Career Education Office	Inst Dues & Memberships	RP GROUP	500.00
20-P0059974	01/17/20	13	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	SHI INTERNATIONAL CORP	2,327.08
20-P0059975	01/17/20	11	International Student Program	Online Training Courses	NGUYEN JAY	560.00
20-P0059976	01/17/20	12	Career Education Office	Non-Instructional Supplies	AMAZON COM	349.60
20-P0059977	01/17/20	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	675.02
20-P0059978	01/17/20	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	593.58
20-P0059979	01/21/20	12	Career Ed & Work Dev Office	Reproduction/Printing Expenses	SMART LEVELS MEDIA	2,026.00
20-P0059980	01/21/20	33	CDC Administration	Other Licenses & Fees	NAEYC	650.00
20-P0059981	01/21/20	33	CDC Administration	Other Licenses & Fees	NAEYC	775.00
20-P0059982	01/21/20	12	Safety & Parking - DO	Contracted Services	NICOLE MILLER & ASSOC INC	975.00
20-P0059983	01/21/20	11	Safety & Security Office	Non-Instructional Supplies	GALLS QUARTERMASTER LLC	7,500.00
20-P0059984	01/21/20	12	Engineering	Software License and Fees	PATON GROUP	510.00
20-P0059985	01/21/20	11	Maintenance & Operations	Non-Instructional Supplies	IMMEL DESIGN INC	1,078.96
20-P0059986	01/21/20	12	LA/OC Regional Consortia	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	946.26
20-P0059987	01/21/20	12	Career Ed & Work Dev Office	Contracted Services	LOUIE GERMAIN	6,827.00
20-P0059988	01/21/20	12	Distance Education	Software License and Fees	SPEAKWORKS, INC	5,277.60
20-P0059989	01/21/20	11	Business Division Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	218.48
20-P0059990	01/22/20	11	Library Services	Maint Contract - Office Equip	BIBLIOTHECA LLC	1,876.13
20-P0059991	01/22/20	12	Student Placement	Food and Food Service Supplies	JAYS CATERING	355.55
20-P0059992	01/22/20	41	Facility Planning Office	Bldg Impr - Other Services	HILLS BROS LOCK & SAFE	14,850.00
20-P0059993	01/22/20	12	Student Development	Food and Food Service Supplies	SANYO FOODS CORPORATION	500.00
20-P0059994	01/22/20	41	Facility Planning Office	Bldg Impr - Contractor Svcs	HILLS BROS LOCK & SAFE	2,810.73
20-P0059995	01/22/20	12	Short-Term Vocational	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	671.89
20-P0059996	01/22/20	12	Biology	Instructional Supplies	VWR FUNDING INC	1,343.55
20-P0059997	01/22/20	12	Counseling	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,500.00
20-P0059998	01/22/20	12	Short-Term Vocational	Instructional Supplies	TOOLTOPIA LLC	2,000.00
20-P0059999	01/22/20	13	Maintenance	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	302.61
20-P0060000	01/22/20	12	Biology	Instructional Supplies	AMAZON COM	355.51

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060001	01/22/20	13	Maintenance	Non-Instructional Supplies	KNORR SYSTEMS INC	195.56
20-P0060002	01/22/20	11	Digital Media Center	Contracted Services	CLIMATEC LLC	87.50
20-P0060003	01/22/20	11	Digital Media Center	Contracted Services	HILLS BROS LOCK & SAFE	708.26
20-P0060004	01/22/20	11	Administrative Services Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	135.67
20-P0060005	01/23/20	41	Facility Planning Office	Site Improv - Contractor Svcs	SOL SOURCE, INC.	24,975.00
20-P0060006	01/23/20	12	Engineering	Software License and Fees	STUDICA INC	795.00
20-P0060007	01/23/20	11	Kinesiology - Intercol Athlet	Transportation - Student	GOLD COAST TOURS	3,698.92
20-P0060008	01/23/20	11	Kinesiology - Intercol Athlet	Transportation - Student	CERTIFIED TRANSPORTATIONS	6,301.08
20-P0060009	01/23/20	33	CDC Administration	Other Licenses & Fees	NAEYC	650.00
20-P0060010	01/23/20	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	450.00
20-P0060011	01/23/20	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	647.71
20-P0060012	01/23/20	12	Dance	Instructional Supplies	HEATHER K. GILLETTE	2,188.86
20-P0060013	01/23/20	12	Special Services Office	Conference Expenses	FARMERS AND MERCHANTS BANK OF LONG BEACH	327.80
20-P0060014	01/23/20	11	Occupational Therapy	Inst Dues & Memberships	CALIF OCCUPATIONAL THERAPY	200.00
20-P0060015	01/23/20	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	988.99
20-P0060016	01/23/20	12	Health & Wellness Center	Software Support Service	DLT SOLUTIONS, LLC	365.86
20-P0060017	01/23/20	12	Health & Wellness Center	Software License and Fees	DLT SOLUTIONS, LLC	192.00
20-P0060018	01/23/20	12	Occupational Therapy	Instructional Supplies	AOTA	156.10
20-P0060019	01/24/20	12	Nursing	Non-Instructional Supplies	ATI ASSESSMENT TECHNOLOGIES	4,017.00
20-P0060020	01/24/20	11	Business Operations' Office	Audit	EIDE BAILLY LLP	71,500.00
20-P0060021	01/24/20	12	SAC Research	Non-Instructional Supplies	VARIDSK LLC	431.54
20-P0060022	01/24/20	12	EOPS	Other Exp Paid for Students	IN N OUT BURGER	1,000.00
20-P0060023	01/24/20	12	Library Services	Library Books - Databases	AMERICAN WELDING SOCIETY, INC.	2,400.00
20-P0060024	01/24/20	12	Small Business Dev Ctr Office	Rental - Other (Short-term)	BAKER PARTY RENTALS	145.00
20-P0060025	01/24/20	12	Academic Affairs Office-Dean	Reproduction/Printing Expenses	SMART LEVELS MEDIA	399.16
20-P0060026	01/24/20	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	8,002.00
20-P0060027	01/24/20	11	Public Affairs/Gov Rel Office	Contracted Services	25TH HOUR COMMUNICATIONS	9,000.00
20-P0060028	01/24/20	12	Special Services Office	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	2,410.54
20-P0060029	01/24/20	12	Center for Teacher Education	Transportation - Student	GOLD COAST TOURS	654.77
20-P0060030	01/24/20	13	Continuing Education Division	Contracted Services	PAUL GALLAGHER	54,600.00
20-P0060031	01/24/20	12	Library Services	Library Books	ROWMAN & LITTLEFIELD PUBLISHING GROUP	312.46
20-P0060032	01/24/20	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	5,194.03
20-P0060033	01/24/20	13	Maintenance	Contracted Repair Services	RAMCO REFRIGERATION & AIR	150.50
20-P0060034	01/24/20	12	Communications	Instructional Supplies	DON BOOKSTORE	101.05
20-P0060035	01/24/20	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	30.01
20-P0060036	01/24/20	12	Sci, Math, Health Sci Office	Instructional Supplies	ARTEL INC	793.83
20-P0060037	01/24/20	12	Kinesiology - Physical Educ	Instructional Supplies	NATL SPORTS APPAREL LLC	2,439.60
20-P0060038	01/24/20	11	Maintenance	Rental-Equipment (Short-term)	EBERHARD EQUIPMENT	1,500.00
20-P0060039	01/27/20	12	Kinesiology - Physical Educ	Instructional Supplies	NATL SPORTS APPAREL LLC	249.08
20-P0060040	01/27/20	12	Kinesiology - Physical Educ	Instructional Supplies	NATL SPORTS APPAREL LLC	270.00
20-P0060041	01/27/20	12	Kinesiology - Physical Educ	Instructional Supplies	TOMARK SPORTS	1,108.71
20-P0060042	01/27/20	12	Student Equity	Non-Instructional Supplies	ULINE	1,825.02

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060043	01/27/20	12	Kinesiology - Physical Educ	Instructional Supplies	BADEN SPORTS INC	937.54
20-P0060044	01/27/20	12	Kinesiology - Physical Educ	Instructional Supplies	NATL SPORTS APPAREL LLC	615.88
20-P0060045	01/27/20	12	Career Education Office	Non-Instructional Supplies	AMAZON COM	200.73
20-P0060046	01/27/20	11	Publications	Non-Instructional Supplies	KELLY PAPER	5,000.00
20-P0060047	01/27/20	12	Veterans Service Office	Food and Food Service Supplies	JAYS CATERING	399.75
20-P0060048	01/27/20	12	Career Education Office	Software License and Fees	TURNING TECHNOLOGIES LLC	1,350.00
20-P0060049	01/27/20	13	Maintenance	Non-Instructional Supplies	KNORR SYSTEMS INC	655.35
20-P0060050	01/27/20	13	Maintenance	Repair & Replacement Parts	SUNBELT CONTROLS INC	1,412.60
20-P0060051	01/27/20	12	Inmate Education Program	Instructional Supplies	DON BOOKSTORE	3,000.00
20-P0060052	01/27/20	12	Veterans Service Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
20-P0060053	01/27/20	13	Maintenance	Contracted Repair Services	PRICE DAVID MATTHEW	575.50
20-P0060054	01/27/20	13	Maintenance	Contracted Services	SMOKE GUARD CALIFORNIA	1,340.00
20-P0060055	01/28/20	11	Chancellor's Office	Inst Dues & Memberships	ORANGE CHAMBER OF COMMERCE	495.00
20-P0060056	01/28/20	11	Facility Planning Office	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	724.05
20-P0060057	01/28/20	11	District Wide Technology	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	411.18
20-P0060058	01/28/20	11	Purchasing	Non-Instructional Supplies	B & H PHOTO VIDEO INC	293.31
20-P0060059	01/28/20	12	Kinesiology - Intercol Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	89.00
20-P0060060	01/28/20	12	Kinesiology - Intercol Athlet	Instructional Supplies	LAURIE SALLINGER	132.18
20-P0060061	01/28/20	11	Kinesiology - Admin Office	Non-Instructional Supplies	XEROX CORP	147.49
20-P0060062	01/29/20	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	10,000.00
20-P0060063	01/29/20	33	CDC Santa Ana College	Instructional Supplies	HOME DEPOT	1,900.00
20-P0060064	01/29/20	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
20-P0060065	01/29/20	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	500.00
20-P0060066	01/29/20	33	CDC Santa Ana College - East	Instructional Supplies	SMART & FINAL	500.00
20-P0060067	01/29/20	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
20-P0060068	01/29/20	33	EHS Santa Ana College	Non-Instructional Supplies	HOME DEPOT	200.00
20-P0060069	01/29/20	33	CDC Santa Ana College - East	Instructional Supplies	SMART & FINAL	500.00
20-P0060070	01/29/20	33	CDC Santa Ana College - East	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	500.00
20-P0060071	01/29/20	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	4,288.00
20-P0060072	01/29/20	33	EHS Santa Ana College	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	200.00
20-P0060073	01/29/20	33	EHS Administration	Food and Food Service Supplies	SMART & FINAL	1,000.00
20-P0060074	01/29/20	11	International Student Program	Contracted Services	DAVIS BARBER PRODUCTIONS INC	7,844.15
20-P0060075	01/29/20	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	1,000.00
20-P0060076	01/29/20	33	CDC Santa Ana College - East	Non-Instructional Supplies	HOME DEPOT	500.00
20-P0060077	01/29/20	33	CDC Santa Ana College - East	Non-Instructional Supplies	SMART & FINAL	250.00
20-P0060078	01/29/20	33	CDC Santa Ana College - East	Food and Food Service Supplies	SYSCO FOOD SVC	5,000.00
20-P0060079	01/30/20	33	EHS Administration	Contracted Services	WALSVICK JENNIFER EILEEN	20,000.00
20-P0060080	01/30/20	11	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	2,053.83
20-P0060081	01/30/20	11	Purchasing	Contracted Services	THE SCANNING COMPANY, INC	15,000.00
20-P0060082	01/30/20	12	Resource Development	Contracted Services	CASEWORX, INC.	14,000.00
20-P0060083	01/30/20	12	CJ/Academies	Instructional Supplies	ORANGE COUNTY RANGE STORE, LLC	2,578.53
20-P0060084	01/31/20	12	Family & Consumer Studies	Instructional Supplies	ULINE	3,281.18

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060085	01/31/20	12	SAC Research	Software License and Fees	TABLEAU SOFTWARE INC	1,200.00
20-P0060086	01/31/20	11	Mailroom	Postage	PURCHASE POWER	10,000.00
20-P0060087	01/31/20	12	Counseling	Food and Food Service Supplies	CLAUDBASE VENTURES INC	74.68
20-P0060088	01/31/20	12	Financial Aid Office	Maint Contract - Office Equip	FORMAX	2,195.00
20-P0060089	01/31/20	33	EHS Administration	Contracted Services	PUBLIC HEALTH FOUNDATION ENTERPRISES INC	14,000.00
20-P0060090	01/31/20	11	Fire Technology	Instructional Supplies	DUMMIES UNLIMITED INC	1,599.22
20-P0060091	01/31/20	12	Fire Academy	Instructional Supplies	SAM CARBIS SOLUTIONS GROUP INC	1,244.18
20-P0060092	01/31/20	41	Facility Planning Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,061.09
20-P0060093	01/31/20	11	Admin Services Office	Contracted Services	GOODWILL INDUSTRIES OF ORANGE COUNTY	5,000.00
20-P0060094	01/31/20	33	CDC Santiago Canyon College	Instructional Supplies	SMART & FINAL	1,000.00
20-P0060095	01/31/20	33	EHS Santa Ana College	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,000.00
20-P0060096	01/31/20	12	CJ/Academies	Instructional Supplies	HOGENTOGLER & CO INC	490.29
20-P0060097	01/31/20	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	8,500.00
20-P0060098	01/31/20	13	SAC Research	Non-Instructional Supplies	DON BOOKSTORE	217.40
20-P0060099	01/31/20	11	International Student Program	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	162.24
20-P0060100	01/31/20	12	Library Services	Library Books - Databases	EBSCO	309.49
20-P0060101	01/31/20	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	1,000.00
20-P0060102	01/31/20	12	Health & Wellness Center	Contracted Services	SOCAL SHRED LLC	75.00
20-P0060103	01/31/20	12	Career Education Office	Instructional Supplies	AMAZON COM	189.64
20-P0060104	01/31/20	12	Special Services Office	Non-Instructional Supplies	DON BOOKSTORE	270.94
20-P0060105	01/31/20	12	Biology	Food and Food Service Supplies	MAR PIZZA INC	58.09
20-P0060106	01/31/20	12	Career Education Office	Rental - Other (Short-term)	GEM FAIRE INC	1,118.00
20-P0060107	01/31/20	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	3,000.00
20-P0060108	01/31/20	33	CDC Santiago Canyon College	Non-Instructional Supplies	SMART & FINAL	500.00
20-P0060109	01/31/20	33	EHS Administration	Contracted Services	MC LEAN GAYLE M.	7,000.00
20-P0060110	02/03/20	12	Human Resources Office	Contracted Services	LIEBERT CASSIDY WHITMORE	5,425.20
20-P0060111	02/03/20	12	LA/OC Regional Consortia	Contracted Services	CODESTORM	9,750.00
20-P0060112	02/03/20	11	District Wide Technology	Contracted Services	OCULUSIT, LLC	8,750.00
20-P0060113	02/03/20	11	Internal Audit	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
20-P0060114	02/03/20	33	CDC Santiago Canyon College	Non-Instructional Supplies	AMMEX	300.00
20-P0060115	02/03/20	12	Kinesiology - Physical Educ	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
20-P0060116	02/03/20	13	Maintenance	Contracted Services	COSCO FIRE PROTECTION INC	2,925.65
20-P0060117	02/03/20	43	Facility Planning Office	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	28,097.32
20-P0060118	02/03/20	12	Academic Affairs Office	Instructional Supplies	VOICE OF THE ARTS INC	593.55
20-P0060119	02/03/20	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,364.41
20-P0060120	02/03/20	12	Student Services Office	Food and Food Service Supplies	SMART & FINAL	1,000.00
20-P0060121	02/03/20	11	Kinesiology - Admin Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,212.66
20-P0060122	02/03/20	12	Pathways to Teaching	Non-Instructional Supplies	4 IMPRINT	371.08
20-P0060123	02/03/20	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	1,457.19
20-P0060124	02/03/20	12	Student Development	Non-Instructional Supplies	VERSARE SOLUTIONS, LLC	457.76
20-P0060125	02/03/20	12	Chemistry	Instructional Supplies	QUARK ENTERPRISES INC	649.74
20-P0060126	02/03/20	33	CDC Santa Ana College	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	600.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060127	02/03/20	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
20-P0060128	02/03/20	12	EOPS	Supplies Paid for Students	EAGLE GRAPHICS INC	232.16
20-P0060129	02/03/20	33	CDC Santa Ana College	Instructional Supplies	SMART & FINAL	200.00
20-P0060130	02/03/20	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	10.70
20-P0060131	02/03/20	12	Biology	Food and Food Service Supplies	PARADISE BAKERY & CAFE	136.20
20-P0060132	02/03/20	13	Maintenance	Contracted Services	KNORR SYSTEMS INC	2,778.89
20-P0060133	02/04/20	11	Maintenance & Operations	Contracted Services	AIR TREATMENT CORP	1,650.00
20-P0060134	02/04/20	41	Facility Planning Office	Bldg Impr - AE Fee	PBK ARCHITECTS, INC.	58,500.00
20-P0060135	02/04/20	33	EHS Santa Ana College	Non-Instructional Supplies	AMMEX	1,125.00
20-P0060136	02/04/20	12	Sci, Math, Health Sci Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	77.35
20-P0060137	02/04/20	11	Maintenance & Operations	Landscaping	QUEZADA PRO LANDSCAPE INC	3,550.00
20-P0060138	02/04/20	12	Academic Affairs Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	147.83
20-P0060139	02/04/20	11	Maintenance	Contracted Services	TEAM ONE MANAGEMENT	800.00
20-P0060140	02/04/20	11	District Wide Technology	Contracted Services	COMPUTER PROTECTION TECHNOLOGY, INC.	6,723.84
20-P0060141	02/04/20	33	CDC Santa Ana College	Food and Food Service Supplies	SMART & FINAL	500.00
20-P0060142	02/04/20	12	LAOCRC - Orange County	Food and Food Service Supplies	SMART & FINAL	500.00
20-P0060143	02/05/20	11	Safety & Security Office	Non-Instructional Supplies	SOS SURVIVAL PRODUCTS	288.53
20-P0060144	02/05/20	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	551.44
20-P0060145	02/05/20	33	EHS Administration	Software License and Fees	PARENTS AS TEACHERS NATL CENTER	240.00
20-P0060146	02/05/20	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	5,000.00
20-P0060147	02/05/20	13	Maintenance	Contracted Services	COSCO FIRE PROTECTION INC	1,160.00
20-P0060148	02/05/20	12	EOPS	Other Exp Paid for Students	SVM LP	19,027.10
20-P0060149	02/05/20	12	Library Services	Library Books	GREENHAVEN PUBLISHING LLC	361.00
20-P0060150	02/05/20	12	Computer Science	Contracted Services	SCHMIDT TERRY A.	67,696.00
20-P0060151	02/05/20	12	EOPS	Food and Food Service Supplies	SMART & FINAL	4,000.00
20-P0060152	02/05/20	11	Continuing Education Division	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	6,000.00
20-P0060153	02/05/20	13	Admin Services Office	Non-Instructional Supplies	WOODWARDS ACE HARDWARE	14,900.00
20-P0060154	02/05/20	13	Admin Services Office	Food and Food Service Supplies	ALBERTSONS/SAFEWAY	14,900.00
20-P0060155	02/05/20	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	844.87
20-P0060156	02/05/20	11	Purchasing	Non-Instructional Supplies	SAFEGUARD BUSINESS SYSTEMS	1,680.94
20-P0060157	02/05/20	11	Administrative Services Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	86.80
20-P0060158	02/05/20	12	Career Ed & Work Dev Office	District Business/Sponsorships	CYPRESS COLLEGE	2,000.00
20-P0060159	02/05/20	11	Public Affairs/Gov Rel Office	Advertising	RDC, INC.	400.00
20-P0060160	02/05/20	11	Warehouse	Non-Instructional Supplies	ULINE	247.92
20-P0060161	02/05/20	12	Counseling	Food and Food Service Supplies	HARKISON	140.00
20-P0060162	02/05/20	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	14,634.00
20-P0060163	02/05/20	12	Engineering	Instructional Supplies	CUTTING EDGE SYSTEMS	357.75
20-P0060164	02/05/20	12	Counseling	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,081.00
20-P0060165	02/05/20	11	CJ/Academies	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,110.63
20-P0060166	02/05/20	12	Computer Science	Contracted Services	GREGG D. ANDER, LLC	68,400.00
20-P0060167	02/05/20	13	Maintenance	Equip-All Other >\$1,000<\$5,000	RAMCO REFRIGERATION & AIR	5,263.86
20-P0060168	02/06/20	11	Maintenance & Operations	Non-Instructional Supplies	WALTERS WHOLESALE ELECTRIC CO	978.54

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060169	02/06/20	11	Maintenance & Operations	Contracted Services	D4 SOLUTIONS INC.	144.85
20-P0060170	02/06/20	12	Special Services Office	Conference Expenses	FARMERS AND MERCHANTS BANK OF LONG BEACH	337.81
20-P0060171	02/06/20	11	Digital Media Center	Contracted Services	PYRO-COMM SYSTEMS, INC.	365.00
20-P0060172	02/06/20	13	Digital Media Center	Contracted Services	IRVINE VALLEY AIR CONDITIONING INC	3,468.03
20-P0060173	02/06/20	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
20-P0060174	02/06/20	12	Automotive Technology/Engine	Non-Instructional Supplies	MATCO TOOLS	6,683.08
20-P0060175	02/07/20	12	Fine & Performing Arts Office	Instructional Supplies	GUPTA PERMOLD CORPORATION	1,329.19
20-P0060176	02/07/20	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	732.31
20-P0060177	02/07/20	11	Library Services	Software License and Fees	ACRL PUB	649.00
20-P0060179	02/07/20	11	Fiscal Services Office	Reproduction/Printing Expenses	SYSTEMS PRINT AND MAIL	795.34
20-P0060180	02/07/20	11	Continuing Education Division	Contracted Services	PAPER DEPOT DOCUMENT	250.00
20-P0060181	02/07/20	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	141.31
20-P0060183	02/07/20	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	7.93
20-P0060184	02/07/20	13	Digital Media Center	Contracted Services	COAST ELECTRIC	5,808.28
20-P0060185	02/07/20	12	Health & Wellness Center	Software License and Fees	POINT AND CLICK SOLUTIONS INC	1,390.00
20-P0060186	02/07/20	12	Counseling	Supplies Paid for Students	DON BOOKSTORE	741.00
20-P0060187	02/07/20	11	Humanities & Social Sci Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	325.00
20-P0060188	02/07/20	13	Maintenance	Contracted Repair Services	YALE CHASE	2,500.00
20-P0060189	02/07/20	12	Biology	Instructional Supplies	VWR FUNDING INC	1,257.97
20-P0060190	02/07/20	12	Library Services	Library Books	ROWMAN & LITTLEFIELD PUBLISHING GROUP	212.63
20-P0060191	02/07/20	12	Chemistry	Instructional Supplies	IMMEDIATE FEEDBACK ASSESSMENT TECHNIQUES	326.37
20-P0060192	02/07/20	12	DSPS Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	279.38
20-P0060193	02/07/20	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	1,853.91
20-P0060194	02/07/20	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	858.18
20-P0060195	02/07/20	12	Automotive Technology/Engine	Instructional Supplies	TOYOTA PLACE	10,762.84
20-P0060196	02/07/20	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	479.83
20-P0060197	02/07/20	12	Engineering	Instructional Supplies	WOLF & ASSOCIATES INC	69.75
20-P0060198	02/07/20	12	Reprographics	Instructional Supplies	KELLY PAPER	2,496.65
20-P0060199	02/07/20	13	Public Affairs/Gov Rel Office	Advertising	NGUOI VIET DAILY NEWS	2,000.00
20-P0060200	02/07/20	13	Public Affairs/Gov Rel Office	Advertising	ABEL TORRES	1,000.00
20-P0060201	02/07/20	12	Engineering	Instructional Supplies	PARALLAX INC	137.53
20-P0060202	02/07/20	12	Engineering	Instructional Supplies	MATTER HACKERS INC	136.55
20-P0060203	02/07/20	13	Public Affairs/Gov Rel Office	Advertising	VIET BAO DAILY NEWS INC	1,750.00
20-P0060204	02/07/20	13	Public Affairs/Gov Rel Office	Advertising	EXCELSIOR	1,925.00
20-P0060205	02/07/20	12	Engineering	Instructional Supplies	ROBOTSHOP INC	327.34
20-P0060206	02/07/20	11	CJ/Academies	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,600.00
20-P0060208	02/07/20	11	Maintenance	Contracted Services	CALIFORNIA LABORATORIES AND DEVELOPMENT, INC	12,180.00
20-P0060209	02/07/20	11	Maintenance	Non-Instructional Supplies	HILLS BROS LOCK & SAFE	5,000.00
20-P0060210	02/07/20	12	Engineering	Instructional Supplies	ART SUPPLY WAREHOUSE	88.38
20-P0060211	02/07/20	11	Fire Technology	Instructional Supplies	ACCESS SAVING INC	257.17
20-P0060212	02/07/20	11	District Wide Technology	Contracted Services	COMPUTER PROTECTION TECHNOLOGY, INC.	1,743.24
20-P0060213	02/07/20	12	Library Services	Library Books	GALE GROUP	6,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060214	02/07/20	12	Health & Wellness Center	Food and Food Service Supplies	SMART & FINAL	100.00
20-P0060215	02/07/20	12	Fine & Performing Arts Office	Instructional Supplies	DEMCO INC	1,500.00
20-P0060216	02/10/20	11	District Wide Technology	Contracted Services	COMPUTER PROTECTION TECHNOLOGY, INC.	10,417.47
20-P0060217	02/10/20	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
20-P0060218	02/10/20	11	Purchasing	Non-Instructional Supplies	AMAZON COM	112.51
20-P0060219	02/10/20	11	Facility Planning Office	Reproduction/Printing Expenses	SAFEGUARD BUSINESS SYSTEMS	892.74
20-P0060220	02/10/20	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	652.35
20-P0060221	02/10/20	61	Risk Management	Prop, Liab, Boiler & Machine	HUNTINGTON T BLOCK	850.00
20-P0060222	02/10/20	11	Mailroom	Postage	POSTMASTER	240.00
20-P0060223	02/12/20	11	Risk Management	Non-Instructional Supplies	SCHOOL HEALTH SUPPLY CO INC	847.93
20-P0060224	02/12/20	33	EHS Administration	Food and Food Service Supplies	PARADISE BAKERY & CAFE	121.52
20-P0060225	02/12/20	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	2,031.50
20-P0060226	02/12/20	12	Communications & Media Studies	Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	251.28
20-P0060227	02/12/20	12	Chemistry	Instructional Supplies	VWR FUNDING INC	396.46
20-P0060228	02/12/20	43	Facility Planning Office	Equip-All Other > \$5,000	VWR FUNDING INC	286,947.96
20-P0060229	02/12/20	12	Phillips Hall	Instructional Supplies	APEX AUDIO INC	1,789.52
20-P0060230	02/12/20	13	Administrative Services Office	Equip-All Other >\$1,000<\$5,000	TROXELL COMM INC	1,720.91
20-P0060231	02/12/20	12	LA/OC Regional Consortia	Contracted Services	CALIFORNIA CAREER DEVELOPMENT ASSOCIATION	1,040.00
20-P0060233	02/12/20	11	Maintenance	Contracted Services	KAISER ROBERT	750.00
20-P0060234	02/12/20	11	Fiscal Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	700.00
20-P0060235	02/12/20	13	Distance Education	Contracted Services	STONE LEEANN	45,000.00
20-P0060236	02/12/20	12	Special Services Office	Food and Food Service Supplies	OVERLAND RESTAURANT GROUP	249.09
20-P0060237	02/12/20	12	Exercise Science	Instructional Supplies	LYTLE SCREEN PRINTING INC	4,842.05
20-P0060238	02/12/20	12	Athletics	Instructional Supplies	PRIME SPORTS SALES & DESIGN, INC	266.96
20-P0060239	02/12/20	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	CANON SOLUTIONS AMERICA, INC	2,150.38
20-P0060240	02/12/20	12	Athletics	Instructional Supplies	LYTLE SCREEN PRINTING INC	168.79
20-P0060241	02/12/20	11	Kinesiology - Physical Educ	Contracted Services	DONALD W BERNAL	1,500.00
20-P0060242	02/12/20	12	Spanish	Instructional Supplies	SWANK MOTION PICTURES INC	300.00
20-P0060243	02/12/20	12	History	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	534.59
20-P0060244	02/12/20	43	Facility Planning Office	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	56,832.79
20-P0060245	02/12/20	12	LA/OC Regional Consortia	Contracted Services	THE GRANTSMANSHIP CENTER	600.00
20-P0060246	02/12/20	12	EOPS	Other Exp Paid for Students	P2W, INC. NFP	1,000.00
20-P0060247	02/12/20	12	Career Education Office	Food and Food Service Supplies	PARADISE BAKERY & CAFE	799.48
20-P0060248	02/12/20	12	Financial Aid Office	Contracted Services	ECMC SOLUTIONS CORP	2,700.00
20-P0060250	02/13/20	33	EHS Santa Ana College	Non-Instructional Supplies	SMART & FINAL	200.00
20-P0060251	02/13/20	33	CDC Santa Ana College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	9,500.00
20-P0060252	02/13/20	12	Engineering	Instructional Supplies	SOURCE GRAPHICS	875.36
20-P0060253	02/13/20	12	LA/OC Regional Consortia	District Business/Sponsorships	OCBC ORANGE CTY BUS COUNCIL	3,500.00
20-P0060254	02/13/20	12	LAOCRC - Orange County	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	144.81
20-P0060255	02/13/20	12	EOPS	Other Exp Paid for Students	INDEPENDENT PURCHASING COOPERATIVE INC	2,500.00
20-P0060256	02/13/20	12	LAOCRC - Orange County	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	192.71
20-P0060257	02/13/20	43	Facility Planning Office	Equip-Mod Furn > \$5,000	OFFICE FURNITURE GROUP, LLC	13,516.48

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060258	02/13/20	12	Short-Term Vocational	Contracted Services	IRVINE MEGAN ONEILL	2,750.00
20-P0060259	02/13/20	13	Maintenance	Contracted Services	SO CAL LAND MAINTENANCE INC	10,300.00
20-P0060260	02/13/20	12	Career Education Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,150.00
20-P0060261	02/13/20	12	Kinesiology - Intercoll Athlet	Instructional Supplies	TOMARK SPORTS	275.72
20-P0060262	02/13/20	11	Kinesiology - Physical Educ	Repair & Replacement Parts	NATL SPORTS APPAREL LLC	1,184.00
20-P0060263	02/13/20	12	LA/OC Regional Consortia	Contracted Services	QUIET CANNON MONTEBELLO, INC.	14,461.12
20-P0060264	02/13/20	12	Talent Search	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	444.34
20-P0060265	02/13/20	12	Fine & Performing Arts Office	Instructional Supplies	TERRAKOTTA, INC.	1,500.00
20-P0060266	02/13/20	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	834.74
20-P0060267	02/13/20	12	Kinesiology - Physical Educ	Instructional Supplies	MOLTEN USA INC	42.16
20-P0060268	02/13/20	12	Kinesiology - Intercoll Athlet	Instructional Supplies	TOMARK SPORTS	118.79
20-P0060269	02/13/20	12	Talent Search	Food and Food Service Supplies	SMART & FINAL	275.00
20-P0060270	02/13/20	12	Orientation/Coord/Training	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
20-P0060271	02/13/20	13	Counseling Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,130.00
20-P0060272	02/13/20	11	Kinesiology - Physical Educ	Contracted Repair Services	FITNESS REPAIR SHOP	180.08
20-P0060273	02/13/20	11	Facility Planning Office	Non-Instructional Supplies	THOMSON REUTERS (MARKETS) LLC	124.55
20-P0060274	02/13/20	12	Health & Wellness	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
20-P0060275	02/13/20	11	Communications & Media Studies	Reproduction/Printing Expenses	ADVANTAGE MAILING LLC	2,500.00
20-P0060276	02/13/20	12	Elementary & Second Basic Skls	Food and Food Service Supplies	STATER BROS	700.00
20-P0060277	02/13/20	12	Library Services	Library Books - Databases	GALE GROUP	10,000.00
20-P0060278	02/13/20	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
20-P0060279	02/13/20	12	Health & Wellness	Food and Food Service Supplies	RALPHS GROCERY CO	600.00
20-P0060280	02/13/20	12	Health & Wellness	Food and Food Service Supplies	WISE GUYS PIZZERIA	520.00
20-P0060281	02/13/20	11	Library Services	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,260.39
20-P0060282	02/13/20	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
20-P0060283	02/13/20	11	Accounts Payable	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	100.00
20-P0060284	02/13/20	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	21,446.00
20-P0060285	02/13/20	12	Library Services	Library Books	AMAZON COM	4,885.00
20-P0060286	02/13/20	12	Student Services Office	Food and Food Service Supplies	SMART & FINAL	9,000.00
20-P0060287	02/13/20	11	Research	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
20-P0060288	02/13/20	12	CJ/Academies	Instructional Supplies	MEDCO SPORTS MEDICINE	565.48
20-P0060289	02/13/20	12	Career Education Office	Non-Instructional Supplies	AMAZON COM	121.46
20-P0060290	02/13/20	33	CDC Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	1,000.00
20-P0060291	02/13/20	33	EHS Administration	Food and Food Service Supplies	SMART & FINAL	1,000.00
20-P0209457	02/04/20	11	Facility Planning Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	2,000.00
20-P0209467	01/21/20	11	District Wide Technology	Software Support Service-Fixed	COMEVO, INC	21,000.00
20-P0209468	01/22/20	12	Health & Wellness Center	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,151.98
20-P0209469	01/22/20	12	Health & Wellness Center	Excess/Copies Useage	KONICA MINOLTA BUSINESS	138.00
20-P0209470	01/22/20	11	CJ/Academies	Excess/Copies Useage	KONICA MINOLTA BUSINESS	350.00
20-P0209471	01/22/20	11	CJ/Academies	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,090.23
20-P0209472	01/22/20	11	Administrative Services Office	Lease Agreement - Equipment	KONICA MINOLTA BUSINESS	1,535.44
20-P0209473	01/22/20	11	Administrative Services Office	Excess/Copies Useage	KONICA MINOLTA BUSINESS	1,500.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0209474	01/22/20	12	Financial Aid Office	Contracted Services	SANTIAGO CANYON COLLEGE FOUNDATION	34,805.00
20-P0209475	01/31/20	12	Distance Education	Contracted Services	CARNEGIE MELLON UNIVERSITY	311,191.00
20-P0209476	01/31/20	12	Distance Education	Contracted Services	UNIVERSITY OF CALIFORNIA BERKELEY	53,460.00
20-P0209477	02/04/20	11	Public Affairs/Gov Rel Office	Contracted Services	25TH HOUR COMMUNICATIONS	54,000.00
20-P0209478	02/06/20	12	Resource Development	Contracted Services	LYLA A EDDINGTON	60,000.00
20-P0209479	02/06/20	12	Resource Development	Contracted Services	FOUNDATION FOR CALIFORNIA	168,269.00
20-P0209480	02/07/20	61	Risk Management	Legal Expenses	SHAW HR CONSULTING, INC.	10,000.00
20-P0209481	02/13/20	11	Human Resources Office	Legal Expenses	ATKINSON ANDELSON LOYA RUUD ROMO	15,000.00
Grand Total:						\$3,524,595.28

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF001190	1/14/2020	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$2,271.20
GM-CAF001191	1/21/2020	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,918.90
GM-CAF001192	1/21/2020	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$594.05
GM-CAF001195	2/11/2020	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,054.08
GM-CAF001196	2/13/2020	31	SAC CAFÉ	General Merchandise	PEPSI COLA CO	\$1,923.97
GM-CAF001197	2/10/2020	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$974.30
GM-CAF001198	2/13/2020	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,309.85
GM-CAF001204	2/7/2020	31	SAC CAFÉ	General Merchandise	BROWN BAG SANDWICH CO	\$1,037.94
GM-DON002980	1/29/2020	31	SAC BOOKSTORE	General Merchandise	TEAMWORK	\$2,868.48
GM-EXPR001859	1/14/2020	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$2,383.94
GM-EXPR001860	1/21/2020	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$1,036.88
GM-EXPR001861	1/21/2020	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$662.90
GM-EXPR001862	2/11/2020	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$355.18
GM-EXPR001863	2/13/2020	31	DON EXPRESS	General Merchandise	PEPSI COLA CO	\$2,491.51
GM-EXPR001864	2/10/2020	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,070.85
GM-EXPR001865	2/13/2020	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$1,107.00
GM-EXPR001871	2/7/2020	31	DON EXPRESS	General Merchandise	BROWN BAG SANDWICH CO	\$707.65
GM-HAWK003463	1/13/2020	31	SCC BOOKSTORE	General Merchandise	PENS ETC.	\$460.78
GM-HAWK003464	1/13/2020	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$952.45
GM-HAWK003465	1/13/2020	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$918.70
GM-HAWK003466	1/14/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$294.47
GM-HAWK003467	1/14/2020	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$180.90
GM-HAWK003469	1/21/2020	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$621.30
GM-HAWK003470	1/22/2020	31	SCC BOOKSTORE	General Merchandise	RUSSELL ATHLETIC	\$527.52
GM-HAWK003471	1/23/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$361.29
GM-HAWK003472	1/27/2020	31	SCC BOOKSTORE	General Merchandise	HAMILTON BELL CO	\$92.70
GM-HAWK003473	1/27/2020	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$183.12
GM-HAWK003474	1/29/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$152.35
GM-HAWK003475	1/29/2020	31	SCC BOOKSTORE	General Merchandise	ROARING SPRING	\$1,936.39
GM-HAWK003476	2/3/2020	31	SCC BOOKSTORE	General Merchandise	4IMPRINT	\$767.00
GM-HAWK003477	2/5/2020	31	SCC BOOKSTORE	General Merchandise	HYDRO FLASK	\$620.00
GM-HAWK003478	2/6/2020	31	SCC BOOKSTORE	General Merchandise	COLLEGE WEAR INC	\$240.00
GM-HAWK003479	2/6/2020	31	SCC BOOKSTORE	General Merchandise	VALENTINO'S PIZZA	\$1,596.95
GM-HAWK003480	2/6/2020	31	SCC BOOKSTORE	General Merchandise	BARRY'S DISTRIBUTING	\$93.78
GM-HAWK003481	2/8/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$477.04
GM-HAWK003482	2/8/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$843.54
GM-HAWK003483	2/10/2020	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$160.68
GM-HAWK003484	2/12/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$576.04

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-HAWK003485	2/12/2020	31	SCC BOOKSTORE	General Merchandise	BROWN BAG SANDWICH CO	\$125.80
GM-HAWK003486	2/12/2020	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$1,798.84
GM-HAWK003487	2/13/2020	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$938.25
GM-HAWK003488	2/13/2020	31	SCC BOOKSTORE	General Merchandise	HANY WAHBA	\$265.74
GM-HAWK003489	2/13/2020	31	SCC BOOKSTORE	General Merchandise	MW FOOD DISTRIBUTION	\$253.70
GM-HAWK003490	2/13/2020	31	SCC BOOKSTORE	General Merchandise	SULLIVAN, MICHAEL	\$282.42
GM-HAWK003491	2/13/2020	31	SCC BOOKSTORE	General Merchandise	A&E DISTRIBUTION	\$2,124.49
GM-HAWK003492	2/13/2020	31	SCC BOOKSTORE	General Merchandise	PEPSI COLA CO	\$3,475.90
TX-CEC000618	1/16/2020	31	CEC BOOKSTORE	Textbook	CENGAGE LEARNING	\$600.00
TX-CEC000619	1/21/2020	31	CEC BOOKSTORE	Textbook	PEARSON EDUCATION	\$979.65
TX-CEC000620	1/28/2020	31	CEC BOOKSTORE	Textbook	OXFORD UNIVERSITY PRESS	\$443.20
TX-CEC000621	1/28/2020	31	CEC BOOKSTORE	Textbook	CAMBRIDGE UNIVERSITY PRES	\$532.00
TX-CEC000622	1/28/2020	31	CEC BOOKSTORE	Textbook	CENGAGE LEARNING	\$1,200.00
TX-CEC000623	2/6/2020	31	CEC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$1,388.40
TX-DON006127	1/14/2020	31	SAC BOOKSTORE	Textbook	LIPPINCOTT, WILLIAMS	\$949.90
TX-DON006128	1/14/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$960.00
TX-DON006129	1/16/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$50,096.28
TX-DON006130	1/17/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$3,085.22
TX-DON006132	1/21/2020	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$5,220.00
TX-DON006133	1/21/2020	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$4,005.90
TX-DON006134	1/21/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$4,183.42
TX-DON006135	1/21/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$22,556.41
TX-DON006136	1/23/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$3,356.48
TX-DON006137	1/23/2020	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$14,111.90
TX-DON006138	1/23/2020	31	SAC BOOKSTORE	Textbook	UNIVERSITY OF CHICAGO PRE	\$30.40
TX-DON006139	1/23/2020	31	SAC BOOKSTORE	Textbook	CENGAGE LEARNING	\$72,129.72
TX-DON006140	1/23/2020	31	SAC BOOKSTORE	Textbook	ALFRED PUBLISHING CO. INC	\$244.52
TX-DON006141	1/23/2020	31	SAC BOOKSTORE	Textbook	KJOS MUSIC CO	\$1,366.83
TX-DON006142	1/23/2020	31	SAC BOOKSTORE	Textbook	INGRAM PUBLISHING SERVICES	\$8,426.61
TX-DON006143	1/23/2020	31	SAC BOOKSTORE	Textbook	INDUSTRIAL PRESS	\$488.49
TX-DON006144	1/23/2020	31	SAC BOOKSTORE	Textbook	PENGUIN PUTNAM INC	\$233.10
TX-DON006145	1/23/2020	31	SAC BOOKSTORE	Textbook	HAYDEN-MCNEIL	\$4,207.95
TX-DON006146	1/23/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$2,531.74
TX-DON006147	1/23/2020	31	SAC BOOKSTORE	Textbook	FAIRCHILD	\$187.74
TX-DON006148	1/23/2020	31	SAC BOOKSTORE	Textbook	INGRAM PUBLISHING SERVICES	\$218.77
TX-DON006150	1/23/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$89,687.89
TX-DON006151	1/23/2020	31	SAC BOOKSTORE	Textbook	FOCUS/R.PULLINS INCROP.	\$299.70
TX-DON006152	1/23/2020	31	SAC BOOKSTORE	Textbook	PERFECTION LEARNING	\$260.40

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON006153	1/23/2020	31	SAC BOOKSTORE	Textbook	WEST GROUP	\$387.40
TX-DON006154	1/23/2020	31	SAC BOOKSTORE	Textbook	ACEBO	\$392.00
TX-DON006155	1/23/2020	31	SAC BOOKSTORE	Textbook	HACKETT PUBLISHING CO., I	\$143.20
TX-DON006156	1/23/2020	31	SAC BOOKSTORE	Textbook	KENDALL PUBLISHING	\$4,443.28
TX-DON006157	1/23/2020	31	SAC BOOKSTORE	Textbook	LAWDABLE PRESS	\$1,270.00
TX-DON006158	1/23/2020	31	SAC BOOKSTORE	Textbook	ASPEN PUBLISHERS INC.	\$638.80
TX-DON006159	1/23/2020	31	SAC BOOKSTORE	Textbook	CALIF. DEPT OF EDUCATION	\$52.65
TX-DON006160	1/23/2020	31	SAC BOOKSTORE	Textbook	MISVEND	\$30.00
TX-DON006161	1/23/2020	31	SAC BOOKSTORE	Textbook	OXFORD UNIVERSITY PRESS	\$3,822.30
TX-DON006163	1/23/2020	31	SAC BOOKSTORE	Textbook	MORTON	\$571.90
TX-DON006164	1/23/2020	31	SAC BOOKSTORE	Textbook	BAKER & TAYLOR	\$333.00
TX-DON006165	1/23/2020	31	SAC BOOKSTORE	Textbook	HUMAN KINETICS PUBS, INC.	\$2,905.12
TX-DON006166	1/23/2020	31	SAC BOOKSTORE	Textbook	NATIONAL SAFETY COUNCIL	\$217.40
TX-DON006167	1/23/2020	31	SAC BOOKSTORE	Textbook	IFSTA	\$3,686.40
TX-DON006168	1/23/2020	31	SAC BOOKSTORE	Textbook	NORTON, INC.	\$4,102.12
TX-DON006169	1/23/2020	31	SAC BOOKSTORE	Textbook	PRO-ED INC	\$158.00
TX-DON006170	1/23/2020	31	SAC BOOKSTORE	Textbook	JONES & BARTLETT LEARNING	\$5,570.90
TX-DON006171	1/23/2020	31	SAC BOOKSTORE	Textbook	DAWN SIGN PRESS	\$10,064.80
TX-DON006172	1/23/2020	31	SAC BOOKSTORE	Textbook	MPS FORMERLY VHPS	\$7,479.18
TX-DON006173	1/23/2020	31	SAC BOOKSTORE	Textbook	TEACHERS COLLEGE PRESS	\$119.76
TX-DON006174	1/23/2020	31	SAC BOOKSTORE	Textbook	ELSEVIER HEALTH SCIENCE	\$7,156.84
TX-DON006175	1/23/2020	31	SAC BOOKSTORE	Textbook	TAYLOR & FRANCIS	\$471.70
TX-DON006176	1/23/2020	31	SAC BOOKSTORE	Textbook	TOWNSEND PRESS	\$1,360.70
TX-DON006177	1/23/2020	31	SAC BOOKSTORE	Textbook	SAGE PUBLICATIONS, INC.	\$1,731.20
TX-DON006178	1/23/2020	31	SAC BOOKSTORE	Textbook	HARPER COLLINS TRADE DIV.	\$656.98
TX-DON006179	1/23/2020	31	SAC BOOKSTORE	Textbook	LIPPINCOTT, WILLIAMS	\$62.90
TX-DON006180	1/23/2020	31	SAC BOOKSTORE	Textbook	TREEHOUSE VIDEO	\$1,871.25
TX-DON006181	1/23/2020	31	SAC BOOKSTORE	Textbook	JOHN WILEY & SONS, INC	\$15,405.00
TX-DON006182	1/23/2020	31	SAC BOOKSTORE	Textbook	PARADIGM PUBLISHING CO.	\$1,039.50
TX-DON006183	1/23/2020	31	SAC BOOKSTORE	Textbook	ASHBURY PUBLISHING LLC	\$2,475.00
TX-DON006184	1/23/2020	31	SAC BOOKSTORE	Textbook	WEST ACADEMIC	\$416.00
TX-DON006186	1/23/2020	31	SAC BOOKSTORE	Textbook	GOODHEART-WILLCOX CO.,INC	\$2,324.41
TX-DON006187	1/23/2020	31	SAC BOOKSTORE	Textbook	University Readers	\$1,948.75
TX-DON006188	1/23/2020	31	SAC BOOKSTORE	Textbook	SCHROFF DEVELOPMENT CORP	\$117.00
TX-DON006190	1/23/2020	31	SAC BOOKSTORE	Textbook	TAYLOR & FRANCIS	\$359.76
TX-DON006191	1/23/2020	31	SAC BOOKSTORE	Textbook	CADCIM TECHNOLOGIES	\$968.00
TX-DON006192	1/23/2020	31	SAC BOOKSTORE	Textbook	CERTIPORT SALES	\$1,799.00
TX-DON006193	1/23/2020	31	SAC BOOKSTORE	Textbook	SLACK INCORPORATED	\$249.44

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON006194	1/23/2020	31	SAC BOOKSTORE	Textbook	BROADVIEW PRESS	\$1,246.56
TX-DON006195	1/23/2020	31	SAC BOOKSTORE	Textbook	NYSTROM	\$453.60
TX-DON006196	1/23/2020	31	SAC BOOKSTORE	Textbook	PENQUIN RANDOM HOUSE, INC.	\$510.30
TX-DON006197	1/23/2020	31	SAC BOOKSTORE	Textbook	SDC PUBLICATIONS	\$200.00
TX-DON006198	1/23/2020	31	SAC BOOKSTORE	Textbook	INGRAM BOOK CO	\$312.00
TX-DON006199	1/23/2020	31	SAC BOOKSTORE	Textbook	CALIF. PRINCETON FULFILLM	\$295.88
TX-DON006201	1/23/2020	31	SAC BOOKSTORE	Textbook	PLURAL PUBLISHING	\$487.00
TX-DON006202	1/23/2020	31	SAC BOOKSTORE	Textbook	STATE OF THE ART SOFTWARE	\$240.80
TX-DON006203	1/27/2020	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$7,245.00
TX-DON006204	1/27/2020	31	SAC BOOKSTORE	Textbook	NORTON, INC.	\$1,100.00
TX-DON006206	1/27/2020	31	SAC BOOKSTORE	Textbook	INGRAM BOOK CO	\$226.32
TX-DON006207	1/27/2020	31	SAC BOOKSTORE	Textbook	LONGLEAF SERVICES INC	\$206.55
TX-DON006208	1/28/2020	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$5,696.80
TX-DON006209	1/28/2020	31	SAC BOOKSTORE	Textbook	SCOTT GLABB	\$299.00
TX-DON006210	1/28/2020	31	SAC BOOKSTORE	Textbook	BROADVIEW PRESS	\$324.00
TX-DON006211	1/29/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$104.10
TX-DON006212	2/3/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$7,829.80
TX-DON006213	2/3/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$1,275.00
TX-DON006214	2/3/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$2,222.51
TX-DON006215	2/3/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$87.50
TX-DON006216	2/3/2020	31	SAC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$4,109.85
TX-DON006217	2/4/2020	31	SAC BOOKSTORE	Textbook	CENGAGE LEARNING	\$2,375.00
TX-DON006218	2/4/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$52.50
TX-DON006219	2/4/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$231.06
TX-DON006220	2/4/2020	31	SAC BOOKSTORE	Textbook	CENGAGE LEARNING	\$2,887.50
TX-DON006221	2/5/2020	31	SAC BOOKSTORE	Textbook	CENGAGE LEARNING	\$1,925.00
TX-DON006222	2/6/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$101.25
TX-DON006223	2/6/2020	31	SAC BOOKSTORE	Textbook	CERTIPORT SALES	\$1,799.00
TX-DON006224	2/6/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$2,082.00
TX-DON006225	2/6/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$2,602.50
TX-DON006226	2/6/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$457.70
TX-DON006227	2/6/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$1,362.20
TX-DON006228	2/6/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$177.00
TX-DON006229	2/6/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$38.50
TX-DON006230	2/6/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$122.40
TX-DON006231	2/6/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$71.25
TX-DON006232	2/6/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$3,182.83
TX-DON006233	2/7/2020	31	SAC BOOKSTORE	Textbook	INGRAM PUBLISHING SERVICES	\$678.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON006234	1/23/2020	31	SAC BOOKSTORE	Textbook	PENQUIN RANDOM HOUSE, INC.	\$534.40
TX-DON006235	2/7/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$3,750.00
TX-DON006236	2/7/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$90.44
TX-DON006237	2/7/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$1,166.00
TX-DON006238	2/7/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$1,251.58
TX-DON006239	2/7/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$148.30
TX-DON006240	2/7/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$252.04
TX-DON006241	2/7/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$2,399.60
TX-DON006242	2/10/2020	31	SAC BOOKSTORE	Textbook	XANEDU	\$2,548.45
TX-DON006243	2/10/2020	31	SAC BOOKSTORE	Textbook	NORTON, INC.	\$545.60
TX-DON006244	2/10/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$315.77
TX-DON006245	2/10/2020	31	SAC BOOKSTORE	Textbook	MPS FORMERLY VHPS	\$2,401.20
TX-DON006247	2/10/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$186.00
TX-DON006248	2/10/2020	31	SAC BOOKSTORE	Textbook	XANEDU	\$6,381.98
TX-DON006250	2/10/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$937.28
TX-DON006251	2/11/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$233.75
TX-DON006252	2/11/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$219.45
TX-DON006253	2/11/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$563.13
TX-DON006254	2/11/2020	31	SAC BOOKSTORE	Textbook	CHICAGO DISTRIBUTION CENTER	\$205.20
TX-DON006255	2/11/2020	31	SAC BOOKSTORE	Textbook	SAGE PUBLICATIONS, INC.	\$4,284.00
TX-DON006256	2/11/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$911.25
TX-DON006257	2/11/2020	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$5,000.00
TX-DON006258	2/12/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$76.20
TX-DON006259	2/12/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$66.66
TX-DON006260	2/12/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$439.94
TX-DON006261	2/12/2020	31	SAC BOOKSTORE	Textbook	NORTON, INC.	\$2,390.00
TX-DON006262	2/12/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$31.47
TX-DON006263	2/12/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$93.00
TX-DON006264	2/12/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$142.94
TX-DON006265	2/12/2020	31	SAC BOOKSTORE	Textbook	XANEDU	\$472.70
TX-DON006266	2/12/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$62.26
TX-DON006267	2/12/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$568.16
TX-DON006268	2/12/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$154.53
TX-DON006269	2/13/2020	31	SAC BOOKSTORE	Textbook	AMAZON	\$248.65
TX-DON006270	2/13/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$382.98
TX-DON006271	2/13/2020	31	SAC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$726.00
TX-DON006272	2/13/2020	31	SAC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$907.11
TX-DON006273	2/13/2020	31	SAC BOOKSTORE	Textbook	LAWDABLE PRESS	\$127.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-HAWK004618	1/13/2020	31	SCC BOOKSTORE	Textbook	CENGAGE LEARNING	\$3,800.00
TX-HAWK004620	1/21/2020	31	SCC BOOKSTORE	Textbook	INTERNATIONAL CODE COUNCIL	\$853.75
TX-HAWK004621	1/21/2020	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$2,575.53
TX-HAWK004622	1/21/2020	31	SCC BOOKSTORE	Textbook	XANEDU	\$1,065.40
TX-HAWK004625	1/27/2020	31	SCC BOOKSTORE	Textbook	INGRAM PUBLISHING SERVICES	\$2,457.26
TX-HAWK004636	1/27/2020	31	SCC BOOKSTORE	Textbook	BLUEDOOR	\$1,384.50
TX-HAWK004637	1/27/2020	31	SCC BOOKSTORE	Textbook	PEARSON EDUCATION	\$10,020.72
TX-HAWK004638	1/27/2020	31	SCC BOOKSTORE	Textbook	CENGAGE LEARNING	\$6,655.00
TX-HAWK004639	1/27/2020	31	SCC BOOKSTORE	Textbook	ARCHIMEDES PUBLISHING	\$1,632.00
TX-HAWK004641	1/27/2020	31	SCC BOOKSTORE	Textbook	PENQUIN RANDOM HOUSE, INC.	\$408.16
TX-HAWK004642	1/27/2020	31	SCC BOOKSTORE	Textbook	INGRAM PUBLISHING SERVICES	\$73.39
TX-HAWK004643	1/27/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$5,470.91
TX-HAWK004644	1/30/2020	31	SCC BOOKSTORE	Textbook	MCGRAW-HILL PUBLISHING CO	\$675.00
TX-HAWK004645	1/30/2020	31	SCC BOOKSTORE	Textbook	MPS FORMERLY VHPS	\$627.20
TX-HAWK004646	2/3/2020	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$423.40
TX-HAWK004647	2/4/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$235.20
TX-HAWK004648	2/4/2020	31	SCC BOOKSTORE	Textbook	CAMBRIDGE UNIVERSITY PRES	\$423.00
TX-HAWK004649	2/5/2020	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$1,494.52
TX-HAWK004650	2/5/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$4,044.40
TX-HAWK004651	2/6/2020	31	SCC BOOKSTORE	Textbook	XANEDU	\$170.30
TX-HAWK004652	2/6/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$520.79
TX-HAWK004653	2/6/2020	31	SCC BOOKSTORE	Textbook	PEARSON EDUCATION	\$699.90
TX-HAWK004654	2/6/2020	31	SCC BOOKSTORE	Textbook	MONTEZUMA PUBLISHING	\$290.16
TX-HAWK004655	2/6/2020	31	SCC BOOKSTORE	Textbook	OXFORD UNIVERSITY PRESS	\$2,134.69
TX-HAWK004656	2/6/2020	31	SCC BOOKSTORE	Textbook	ROCKWELL PUBLISHING	\$779.20
TX-HAWK004657	2/9/2020	31	SCC BOOKSTORE	Textbook	XANEDU	\$43.56
TX-HAWK004658	2/10/2020	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$441.00
TX-HAWK004659	2/10/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$66.21
TX-HAWK004660	2/10/2020	31	SCC BOOKSTORE	Textbook	JOHN WILEY & SONS, INC	\$965.65
TX-HAWK004661	2/11/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$1,268.24
TX-HAWK004662	2/11/2020	31	SCC BOOKSTORE	Textbook	BLUEDOOR	\$3,920.00
TX-HAWK004663	2/11/2020	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$718.28
TX-HAWK004664	2/12/2020	31	SCC BOOKSTORE	Textbook	BVT PUBLISHING	\$524.85
TX-HAWK004665	2/12/2020	31	SCC BOOKSTORE	Textbook	NEBRASKA BOOK COMPANY	\$916.00
TX-HAWK004666	2/13/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$1,700.18
TX-HAWK004667	2/13/2020	31	SCC BOOKSTORE	Textbook	MBS TEXTBOOK EXCHANGE	\$769.50
TX-HAWK004668	2/13/2020	31	SCC BOOKSTORE	Textbook	PEARSON EDUCATION	\$891.75

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\$582,847.96

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

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

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Environment: Production

LoginID: DR21189

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-B0001768	01/12/20*	79	IPS GROUP, INC.	184,568.32		GC25569
20-B0001768	02/06/20	79	IPS GROUP, INC.	2.00		GC25569
20-B0001768 Changed in: PO Amount						
20-B0001784	01/28/20	81	DIRECTV	35.00	LIBRARY MONTHLY RECIEVER FEE	TC82689
20-B0001784	01/28/20	81	DIRECTV	35.00	BLANKET PO	TC82689
20-B0001784 Changed in: Printed Coments						
19-P0054879	01/24/20	41	CONVERSE CONSULTANTS	315,300.00		CE28973
19-P0054879	01/27/20	41	CONVERSE CONSULTANTS	405,118.55	CHANGE ORDER NO.: 1, DATE: 01/27/2020, TO ADD ADDITIONAL SCOPE PER ATTACHED EXHIBIT A AND INCREASE PO BY \$89,818.55 FOR A TOTAL AGREEMENT AMOUNT OF \$405,118.55 PER THE FIRST AMENDMENT AGREEMENT DATED; 01/14/2020; BOARD APPROVED: 01/13/2020	EE88439
19-P0054879 Changed in: PO Amount, Printed Coments						
19-P0056078	01/12/20*	41	HELEKAR JAY	19,320.00		CE28973
19-P0056078	01/24/20	41	HELEKAR JAY	19,320.00	CHANGE ORDER NO.1, DATE: 01/24/2020, TO EXTEND THE CONTRACT COMPLETION DATE TO DECEMBER 31, 2020 AND REVISE THE PROJECT SCOPE AND SCHEDULE AS INIDICATED IN EXHIBIT A PER THE FIRST AMENDMENT DATED 01/14/2020; BOARD APPROVED: 01/13/2020	EE88439
19-P0056078	01/24/20	41	HELEKAR JAY	19,320.00	CHANGE ORDER NO.1, DATE: 01/24/2020, TO EXTEND THE CONTRACT COMPLETION DATE TO DECEMBER 31, 2020 AND REVISE THE PROJECT SCOPE AND SCHEDULE AS INDICATED IN EXHIBIT A PER THE FIRST AMENDMENT DATED 01/14/2020; BOARD APPROVED: 01/13/2020	EE88439
19-P0056078 Changed in: Printed Coments						
19-P0056153	01/12/20*	41	KITCHELL CORPORATION	64,155.00		DR21189
19-P0056153	01/24/20	41	KITCHELL CORPORATION	64,155.00	CHANGE ORDER NO.1, DATE: 01/24/2020, TO EXTEND THE CONTRACT COMPLETION DATE TO DECEMBER 31, 2020 AND REVISE THE PROJECT SCOPE AND SCHEDULE AS INIDICATED IN EXHIBIT A PER THE FIRST AMENDMENT DATED 01/13/2020; BOARD APPROVED: 01/13/2020	EE88439
19-P0056153	01/27/20	41	KITCHELL CORPORATION	64,155.00	CHANGE ORDER NO.1, DATE: 01/24/2020, TO EXTEND THE CONTRACT COMPLETION DATE TO DECEMBER 31, 2020 AND REVISE THE PROJECT SCOPE AND SCHEDULE AS INDICATED IN EXHIBIT A PER THE FIRST AMENDMENT DATED 01/13/2020; BOARD APPROVED: 01/13/2020	EE88439
19-P0056153 Changed in: Printed Coments						

4.15 (19)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
19-P0057097	01/12/20*	43	NOVA SOLUTIONS INC	55,985.02	CHANGE ORDER NO.:2, DATE: 01/08/2020, TO CHANGE QUANTITIES ON LINE ITEM 1-2, ADD LINE ITEMS 4-5, AND DECREASE PO BY \$3,230.56 FOR A TOTAL PO AMOUNT \$55,985.02. VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CMAS CONTRACT #GS-28F-0026W, BOARD APPROVED: APRIL 16, 2019.	EE88439
19-P0057097	02/12/20	43	NOVA SOLUTIONS INC	56,853.56	CHANGE ORDER NO.3, DATE: 02/12/2020, ADD ITEM #6. VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CMAS CONTRACT #GS-28F-0026W, BOARD APPROVED: APRIL 16, 2019.	FC78314
19-P0057097 Changed in: PO Amount, Printed Coments						
20-P0057619	01/12/20*	11	INTERMOUNTAIN LOCK & SECURIT	2,000.00		LB15150
20-P0057619	02/13/20	11	INTERMOUNTAIN LOCK & SECURIT	0.00	CHANGE ORDER #1, 2/13/20; CLOSE UNUSED PO PER DEPARTMENT REQUEST	DR21189
20-P0057619 Changed in: PO Amount, Printed Coments						
20-P0057741	01/12/20*	12	OFFICE DEPOT BUSINESS SVCS	600.00	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	CP41423
20-P0057741	01/15/20	12	OFFICE DEPOT BUSINESS SVCS	600.00	CHANGE ORDER #1, 1/15/20; ADDITION OF AUTHORIZED USER FOR INPUT. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	DR21189
20-P0057741 Changed in: Printed Coments						
20-P0058018	01/12/20*	11	CAMBRIDGE WEST PARTNERSHIP L	47,512.50		DR21189
20-P0058018	02/13/20	11	CAMBRIDGE WEST PARTNERSHIP L	47,512.50	CHANGE ORDER NO.:1, DATE: 02/13/2020, TO EXTEND THE CONTRACT DURATION PER THE SECOND AMENDMENT DATED 01/14/2020; BOARD APPROVED: 01/13/2020	EE88439
20-P0058018 Changed in: Printed Coments						
20-P0058145	01/12/20*	11	OFFICE DEPOT BUSINESS SVCS	1,000.00	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	CP41423
20-P0058145	01/31/20	11	OFFICE DEPOT BUSINESS SVCS	1,300.00	CHANGE ORDER #1, 1/31/20; INCREASE PO BY \$300 PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	DR21189
20-P0058145 Changed in: PO Amount, Printed Coments						
20-P0058150	01/12/20*	11	GLOBAL WORKS INC	14,000.00		DE68698
20-P0058150	01/28/20	11	GLOBAL WORKS INC	19,748.00	CHANGE ORDER #1, 1/28/20; INCREASE PO BY \$5,748.00 AND UPDATE DESCRIPTION TO NOW BE UNDER THE EXISTING DSPS AGREEMENT, BOARD APPROVED: 6/25/18.	DR21189
20-P0058150 Changed in: PO Amount, Printed Coments						
20-P0058156	01/14/20	12	OFFICE DEPOT BUSINESS SVCS	1,000.00	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	CP41423

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0058156	01/24/20	12	OFFICE DEPOT BUSINESS SVCS	1,000.00	CHANGE ORDER NO.:1, DATE: 01/24/2020, TO CHANGE ACCOUNT NUMBER PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	EE88439
20-P0058156	01/24/20	12	OFFICE DEPOT BUSINESS SVCS	1,000.00	CHANGE ORDER NO.:1, DATE: 01/24/2020, TO CHANGE ACCOUNT NUMBER PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	EE88439
20-P0058156 Changed in: Printed Coments						
20-P0058312	01/12/20*	11	CAMBRIDGE WEST PARTNERSHIP L	28,000.00		DR21189
20-P0058312	01/22/20	11	CAMBRIDGE WEST PARTNERSHIP L	28,000.00	CHANGE ORDER #1, 1/22/20; EXTENTION OF CONTRACT DURATION TO BE THROUGH JUNE 30, 2020 PER THE AMENDMENT TO THE AGREEMENT DATED 1/13/20. BOARD APPROVED: 1/13/20	DR21189
20-P0058312 Changed in: Printed Coments						
20-P0058638	01/12/20*	12	DON BOOKSTORE	946.38	***ATTENTION DON BOOKSTORE STAFF: PLEASE GENERATE AN INVOICE UPON DELIVER/RECEIPT OF ITEMS***	FC78314
20-P0058638	01/31/20	12	DON BOOKSTORE	946.38	CHANGE ORDER #1 1/31/20 AMEND ACCOUNT NUMBER TO READ AS FOLLOWS:	FC78314
20-P0058638 Changed in: Printed Coments						
20-P0058965	01/12/20*	12	HOPKINS MEDICAL PRODUCTS	2,231.02		DR21189
20-P0058965	02/13/20	12	HOPKINS MEDICAL PRODUCTS	2,250.53	CHANGE ORDER #1, 2/13/20; UPDATE PRICING PER UPDATED QUOTATION #QU00897471.	DR21189
20-P0058965 Changed in: PO Amount, Printed Coments						
20-P0059127	01/12/20*	12	EMILIO RAMIREZ	14,950.00		EE88439
20-P0059127	01/14/20	12	EMILIO RAMIREZ	0.00	CHANGE ORDER #1, 1/14/19; INTERNAL CHANGE ORDER TO DISENCUMBER FUNDS FOR TRANSFER AND FUTURE CHANGE ORDER OF ACCOUNT ON PO.	DR21189
20-P0059127	01/21/20	12	EMILIO RAMIREZ	14,950.00	CHANGE ORDER #2, 1/21/20; INTERNAL CHANGE ORDER TO UPDATE ACCOUNT AND RE-ENCUMBER FUNDS.	DR21189
20-P0059127 Changed in: PO Amount, Printed Coments						
20-P0059471	01/12/20*	11	NASBITE	400.00	CHANGE ORDER #1, 12/2/19; UPDATE ACCOUNT PER DEPARTMENT REQUEST.	DR21189
20-P0059471	01/14/20	11	NASBITE INTERNATIONAL	400.00	CHANGE ORDER #2, 1/14/20; UPDATE VENDOR ID FOR PO TO BE ISSUED TO CORRECT VENDOR PER AP REQUEST.	DR21189
20-P0059471 Changed in: Vendor, Printed Coments						
20-P0059636	01/16/20	11	BUDGET HOLDINGS, INC.	9,796.00		DR21189

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0059636	02/11/20	11	BUDGET HOLDINGS, INC.	0.00	Change Order #1 2/11/20 Cancel entire PO.	FC78314
20-P0059636 Changed in: PO Amount, Printed Coments						
20-P0059758	01/24/20	12	GRAINGER	2,465.68		DP29747
20-P0059758	01/30/20	12	GRAINGER	1,953.95	CHANGE ORDER #1, 1/30/20; CANCELLATION OF LINE ITEM 4, PER DEPARTMENT REQUEST.	DR21189
20-P0059758 Changed in: PO Amount, Printed Coments						
20-P0059772	01/12/20*	12	PCE PRODUCTIONS INC.YPACIFIC	2,000.00		FC78314
20-P0059772	01/28/20	12	BAR NONE GROUP, INC.	2,000.00		DR21189
20-P0059772 Changed in: Vendor						
20-P0059940	01/14/20	11	OFFICE FURNITURE GROUP, LLC	6,337.20	VENDOR TO PROVIDE SABRINA CHAIRS (TASK CHAIRS)PER THE ATTACHED QUOTE #69255, DATED NOVEMBER 19, 2019. CHAIRS FOR USE BY THE FACILITY PLANNING DEPARTMENT, SUITE 112 AND 301:	EE88439
20-P0059940	01/14/20	11	OFFICE FURNITURE GROUP, LLC	6,337.20	VENDOR TO PROVIDE SABRINA CHAIRS (TASK CHAIRS)PER THE ATTACHED QUOTE #69255, DATED JANUARY 6, 2020. CHAIRS FOR USE BY THE FACILITY PLANNING DEPARTMENT, SUITE 112 AND 301:	EE88439
20-P0059940 Changed in: Printed Coments						
20-P0059941	01/14/20	11	QUALITY OFFICE FURNISHINGS I	4,229.81	VENDOR TO PROVIDE THE FOLLOWING FURNITURE COMPONENTS PER CMAS CONTRACT 4-13-71-0017D, PER THE ATTACHED PROPOSAL #9264-RSCCD, DATED JANUARY 6, 2020, FOR SUITE 112-3 (OFFICE OF THE ASSISTANT VICE CHANCELLOR FACILITY PLANNING, DISTRICT CONSTRUCTION AND SUPPORT SERVICES):	EE88439
20-P0059941	01/16/20	11	QUALITY OFFICE FURNISHINGS I	4,229.81	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT #4-13-71-0017D; BOARD APPROVED: 12/09/2019. VENDOR TO PROVIDE THE FOLLOWING PER THE ATTACHED PROPOSAL #9264-RSCCD, DATED JANUARY 6, 2020, FOR SUITE 112-3 (OFFICE OF THE ASSISTANT VICE CHANCELLOR FACILITY PLANNING, DISTRICT CONSTRUCTION AND SUPPORT SERVICES):	EE88439
20-P0059941	01/31/20	11	THE HON COMPANY LLC	4,229.81	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT #4-13-71-0017D; BOARD APPROVED: 12/09/2019. VENDOR TO PROVIDE THE FOLLOWING PER THE ATTACHED PROPOSAL #9264-RSCCD, DATED JANUARY 6, 2020, FOR SUITE 112-3 (OFFICE OF THE ASSISTANT VICE CHANCELLOR FACILITY PLANNING, DISTRICT CONSTRUCTION AND SUPPORT SERVICES):	EE88439

4.15 (22)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0059941	01/31/20	11	THE HON COMPANY LLC	4,229.81	CHANGE ORDER NO.:1 DATE: 01/31/2020 TO UPDATE THE VENDOR ID NUMBER. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT #4-13-71-0017D; BOARD APPROVED: 12/09/2019. VENDOR TO PROVIDE THE FOLLOWING PER THE ATTACHED PROPOSAL #9264-RSCCD, DATED JANUARY 6, 2020, FOR SUITE 112-3 (OFFICE OF THE ASSISTANT VICE CHANCELLOR FACILITY PLANNING, DISTRICT CONSTRUCTION AND SUPPORT SERVICES):	EE88439
20-P0059941 Changed in: Vendor, Printed Coments						
20-P0059943	01/15/20	12	TBA	480.00	For Orange County Regional Marketing Project: Professional development opportunity to our OC Public Information Officers from our community colleges .	EE88439
20-P0059943	01/16/20	12	CALIFORNIA ASSOCIATION OF PU	480.00	For Orange County Regional Marketing Project: Professional development opportunity to our OC Public Information Officers from our community colleges .	EE88439
20-P0059943 Changed in: Vendor						
20-P0059944	01/16/20	41	COMMLINE INC	2,450.00		FC78314
20-P0059944	01/22/20	41	COMMLINE INC	2,800.00	CHANGE ORDER #1 1/22/20 ADD ITEM #2.	FC78314
20-P0059944 Changed in: PO Amount, Printed Coments						
20-P0059987	01/28/20	12	LOUIE GERMAIN	10,000.00		DE68698
20-P0059987	02/07/20	12	LOUIE GERMAIN	6,827.00	CHANGE ORDER #1, 2/7/20; DISENCUMBER REMINING \$3,173 OF PURCHASE ORDER DUE TO PROJECT CLOSE OUT.	DR21189
20-P0059987 Changed in: PO Amount, Printed Coments						
20-P0060013	01/23/20	12	FARMERS AND MERCHANTS BANK O	316.00		DR21189
20-P0060013	01/23/20	12	FARMERS AND MERCHANTS BANK O	327.80		DR21189
20-P0060013 Changed in: PO Amount						
20-P0060020	01/24/20	11	EIDE BAILLY LLP	71,500.00	Vendor provided auditing services for the following District Entities ; Board Approved: 01/14/2019	EE88439
20-P0060020	01/24/20	11	EIDE BAILLY LLP	71,500.00	Vendor provided auditing services for the 2018/2019 Fiscal Year audit per the agreement dated 02/12/2019; Board Approved: 01/14/2019	EE88439
20-P0060020 Changed in: Printed Coments						
20-P0060035	01/24/20	12	AMAZON COM	24.02		FC78314
20-P0060035	01/24/20	12	AMAZON COM	30.01		FC78314
20-P0060035 Changed in: PO Amount						

4.15 (23)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0060057	01/28/20	11	PEPI COMPANY OF CALIFORNIA	411.18	FOR THE SANTA ANA COLLEGE ACADEMIC & SUPPORT SERVICES DIRECTOR HIRING COMMITTEE ON THE FOLLIWING DATES: 01/15/2020 01/16/2020	EE88439
20-P0060057	01/28/20	11	PEPI COMPANY OF CALIFORNIA	411.18	FOR THE SANTA ANA COLLEGE ACADEMIC & SUPPORT SERVICES DIRECTOR HIRING COMMITTEE ON THE FOLLOWING DATES: 01/15/2020 01/16/2020	EE88439
20-P0060057 Changed in: Printed Coments						
20-P0060080	01/30/20	11	CDW GOVERNMENT INC.	2,053.83		EE88439
20-P0060080	01/30/20	11	CDW GOVERNMENT INC.	2,053.83	VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC) CONTRACT #CB-185-17; BOARD APPROVED: JULY 15, 2019	EE88439
20-P0060080 Changed in: Printed Coments						
20-P0060083	01/30/20	12	ORANGE COUNTY RANGE STORE, L	2,578.53		DR21189
20-P0060083	02/07/20	12	ORANGE COUNTY RANGE STORE, L	2,578.53	CHANGE ORDER #1, 2/7/20; CORRECTION TO DESCRIPTION ITEM NUMBER FOR LINE ITEM 1.	DR21189
20-P0060083 Changed in: Printed Coments						
20-P0060110	02/03/20	12	LIEBERT CASSIDY WHITMORE	5,425.20		EE88439
20-P0060110	02/04/20	12	LIEBERT CASSIDY WHITMORE	5,425.20	CHANGE ORDER NO.: 1, DATE: 02/04/2020 TO INCLUDE ADDITIONAL INVOICE RECIEVED.	EE88439
20-P0060110 Changed in: Printed Coments						
20-P0060165	02/05/20	11	OFFICE DEPOT BUSINESS SVCS	1,111.00		FC78314
20-P0060165	02/05/20	11	OFFICE DEPOT BUSINESS SVCS	1,110.63		FC78314
20-P0060165 Changed in: PO Amount						
20-P0060170	02/06/20	12	FARMERS AND MERCHANTS BANK O	316.00		DR21189
20-P0060170	02/06/20	12	FARMERS AND MERCHANTS BANK O	337.81		DR21189
20-P0060170 Changed in: PO Amount						
20-P0060187	02/07/20	11	OFFICE DEPOT BUSINESS SVCS	325.00		FC78314
20-P0060187	02/07/20	11	OFFICE DEPOT BUSINESS SVCS	325.00	Vendor to furnish the following in accordance with the Terms & Conditions of FCCC Contract# CB 15-003, Board Approved 10/26/15.	FC78314
20-P0060187 Changed in: Printed Coments						
20-P0060193	02/07/20	12	MICROTECH SCIENTIFIC	1,674.32		FC78314
20-P0060193	02/11/20	12	MICROTECH SCIENTIFIC	1,853.91	Change Order #1 2/11/20 Add item #18 Shipping Charges and update Quote number to 59298.	FC78314

4.15 (24)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0060193 Changed in: PO Amount, Printed Coments						
20-P0060220	02/10/20	11	D4 SOLUTIONS INC.	652.35	ENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT #3-17-70-2031D; BOARD APPROVED: 12/09/2019	EE88439
20-P0060220	02/10/20	11	D4 SOLUTIONS INC.	652.35	VENDOR TO PROVIDE THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT #3-17-70-2031D; BOARD APPROVED: 12/09/2019	EE88439
20-P0060220 Changed in: Printed Coments						
20-P0060234	02/13/20	11	OFFICE DEPOT BUSINESS SVCS	700.00	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	EE88439
20-P0060234	02/13/20	11	OFFICE DEPOT BUSINESS SVCS	700.00	CHANE ORDER NO.:1, DATE: 02/13/2020 TO UPDATE THE PERSON TO RELEASE. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	EE88439
20-P0060234	02/13/20	11	OFFICE DEPOT BUSINESS SVCS	700.00	CHANGE ORDER NO.:1, DATE: 02/13/2020 TO UPDATE THE PERSON TO RELEASE ORDERS. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	EE88439
20-P0060234 Changed in: Printed Coments						
20-P0060254	02/13/20	12	PEPI COMPANY OF CALIFORNIA	144.81	For 2020/2021 Orange County Strong Workforce Program Discussion with OC Deans held on January 13, 2020:	EE88439
20-P0060254	02/13/20	12	PEPI COMPANY OF CALIFORNIA	144.81	For 2020/2021 Orange County Strong Workforce Program Discussion with OC Deans held on January 13, 2020:	EE88439
20-P0060254 Changed in: Printed Coments						
19-P0199536	01/12/20*	12	EDUCATION WORKFORCE ALLIANCE	66,000.00	CHANGE ORDER #2, 11/14/19; INCREASE PO BY \$16,000 FOR A TOTAL PO AMOUNT OF \$66,000 PER DEPARTMENT REQUEST	DR21189
19-P0199536	01/14/20	12	EDUCATION WORKFORCE ALLIANCE	66,400.00	CHANGE ORDER NO.: 3, DATE:01/14/2020, TO INCREASE PO BY \$400 FOR A TOTAL PO AMOUNT OF \$66,400 PER DEPARTMENT REQUEST.	EE88439
19-P0199536 Changed in: PO Amount, Printed Coments						
20-P0209027	01/12/20*	11	ELLUCIAN COMPANY L.P.	354,000.00		CE28973
20-P0209027	01/17/20	11	ELLUCIAN COMPANY L.P.	573,042.00		FC78314
20-P0209027	01/17/20	11	ELLUCIAN COMPANY L.P.	748,588.00	CHANGE ORDER NO.:1, DATE: 01/17/2020, TO INCREASE PO BY \$394,588 FOR A TOTAL PO AMOUNT OF \$748,588, AND AMEND CONTRACT PRICE FOR TERM OF CONTRACT PER AMENDED AGREEMENT DATED 12/16/2019; BOARD APPROVED: 12/09/2019	EE88439
20-P0209027 Changed in: PO Amount, Printed Coments						
20-P0209086	01/24/20	12	WILSHIRE CONNECTION LLC	47,700.00		CE28973
20-P0209086	01/29/20	12	WILSHIRE CONNECTION LLC	27,827.50	Change Order #1 1/29/20 Reduce item #1 unit price to \$1988 and quantity to 5.	FC78314

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0209086 Changed in: PO Amount, Printed Coments						
20-P0209169	01/12/20*	11	XEROX CORP	1,635.70	VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC ADMINISTRATIVE SERVICES AGREEMENT CB 13-012; BOARD APPROVED: 9.8.14.	DR21189
20-P0209169	02/13/20	11	XEROX CORP	1,878.70	VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC ADMINISTRATIVE SERVICES AGREEMENT CB 13-012; BOARD APPROVED: 9.8.14.	DR21189
20-P0209169 Changed in: PO Amount						
20-P0209202	01/12/20*	12	XEROX CORP	2,251.12	VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC ADMINISTRATIVE SERVICES AGREEMENT CB 13-012; BOARD APPROVED: 9.8.14.	LB15150
20-P0209202	02/13/20	12	XEROX CORP	1,672.71	CHANGE ORDER #1, 2/13/20; DECREASE LINE ITEM 1 BY 3 MONTHS AND COPY USAGE BY \$117.03 PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC ADMINISTRATIVE SERVICES AGREEMENT CB 13-012; BOARD APPROVED: 9.8.14.	DR21189
20-P0209202 Changed in: PO Amount, Printed Coments						
20-P0209327	01/12/20*	12	CSU FULLERTON AUXILIARY SVCS	297,693.00		EE88439
20-P0209327	01/29/20	12	CSU FULLERTON AUXILIARY SVCS	297,693.00	CHANGE ORDER #1, 1/29/20; INTERNAL CHANGE ORDER TO UPDATE GL STRING PER DEPARTMENT REQUEST	DR21189
20-P0209327 Changed in: Printed Coments						
20-P0209332	01/12/20*	12	XEROX CORP	3,086.03	MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.	DE68698
20-P0209332	02/11/20	12	XEROX CORP	3,536.03	CHANGE ORDER #1 2/11/20 INCREASE ITEM #2 UNIT PRICE BY \$450. MONTH-TO-MONTH LEASE OF XEROX EQUIPMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF WSCA, MSA #1715 AND CALIFORNIA PARTICIPATING ADDENDUM MPA #7-09-36-06, BOARD APPROVED: JUNE 21, 2010.	FC78314
20-P0209332 Changed in: PO Amount, Printed Coments						
20-P0209457	02/04/20	11	KONICA MINOLTA BUSINESS	2,000.00		EE88439
20-P0209457	02/05/20	11	KONICA MINOLTA BUSINESS	2,000.00	VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT:3-16-36-0052B, BOARD APPROVED 10/14/2019	EE88439
20-P0209457 Changed in: Printed Coments						
20-P0209477	02/04/20	11	25TH HOUR COMMUNICATIONS	54,000.00		EE88439

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0209477	02/06/20	11	25TH HOUR COMMUNICATIONS	54,000.00	CHANGE ORDER NO.:1, DATE: 02/06/2020, TO UPDATE THE AGREEMENT PERIOD AND UNITS.	EE88439
20-P0209477	02/06/20	11	25TH HOUR COMMUNICATIONS	54,000.00	CHANGE ORDER NO.:1, DATE: 02/06/2020, TO UPDATE THE AGREEMENT PERIOD AND UNITS ON LINE ITEM.	EE88439

20-P0209477 Changed in: Printed Coments

4:15 (27)

* 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 JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0059899	\$15,980.00	Annual renewal of Alteryx Designer software licenses	SAC -Research	Approved by Janice Love on January 13, 2020
20-P0059900	\$41,814.35	Instructional training for Lifeguards - State of CA, Department of Parks and Recreation	SAC -Fire Academy	Board Approved: February 27, 2017
20-P0059906	\$27,364.50	Instructional training for Firefighters - City of Orange	SAC -Fire Academy	Board Approved: February 26, 2018
20-P0059907	\$232,909.25	Instructional training for Firefighters - Orange County Fire Authority	SAC -Fire Academy	Board Approved: February 26, 2018
20-P0059910	\$15,417.00	Instructional training for Firefighters - City of Vernon	SAC -Fire Academy	Board Approved: June 11, 2018
20-P0059911	\$22,069.00	Instructional training for Firefighters - City of Montebello	SAC -Fire Academy	Board Approved: June 11, 2018
20-P0059913	\$16,411.00	Instructional training for Firefighters - City of Downey	SAC -Fire Academy	Board Approved: June 11, 2018
20-P0059914	\$15,405.00	Instructional training for Firefighters - City of Rancho Cucamonga	SAC -Fire Academy	Board Approved: September 10, 2018
20-P0059916	\$18,789.04	Instructional training for Lifeguards - US Ocean Safety	SAC -Fire Academy	Board Approved: June 25, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0059919	\$25,208.75	Instructional training for Lifeguards - City of Newport Beach Fire and Marine Department	SAC -Fire Academy	Board Approved: June 25, 2018
20-P0059921	\$56,264.25	Instructional training for Firefighters - City of Newport Beach Fire and Marine Department	SAC -Fire Academy	Board Approved: June 25, 2018
20-P0059922	\$41,647.00	Instructional training for Firefighters - City of Huntington Beach	SAC -Fire Academy	Board Approved: June 25, 2018
20-P0059925	\$32,167.50	Instructional training for Firefighters - San Bernardino County	SAC -Fire Academy	Board Approved: September 10, 2018
20-P0059931	\$16,137.76	Tables and chairs to furnish the new Safety & Security portable at Santiago Canyon College	DO -Facility Planning	Received Quotations: *1. Quality Office Furnishings, Inc. 2. Office Furniture Group *Successful Bidder
20-P0059937	\$82,000.00	Spring 2020 supply cards for EOPS students	SAC -EOPS	
20-P0059964	\$36,244.71	Annual renewal of E-book database subscriptions	SAC -Library Services	
20-P0059970	\$305,947.87	Laptop computers, hard drives and extended warranties	SAC -Veterans Resource Center	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015

4.15 (29)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0060005	\$24,975.00	Repair and replacement of truncated domes at Santiago Canyon College	DO -Facility Planning	Received Quotations: *1. DC Construction Management 2. Amtek Construction 3. Newbuild Construction & Restoration 4. Golden Gate Construction *Successful Bidder
20-P0060020	\$71,500.00	Auditing services for the 2018/2019 fiscal year	DO -Business Operations	Board Approved: January 14, 2019
20-P0060030	\$54,600.00	Consulting services to improve access to education plans and complete certificates.	SAC -CEC	Board Approved: January 13, 2020
20-P0060079	\$20,000.00	Professional services providing supervision and field instruction to masters of social work student interns, mental health consulting services, documentation and record keeping	DO -EHS	Board Approved: January 13, 2020
20-P0060081	\$15,000.00	Scanning and indexing services	DO -Purchasing	Board Approved: September 9, 2019
20-P0060117	\$28,097.32	Phone systems and mounts for the new Science Center at Santa Ana College	DO -Facility Planning	Received Quotations: *1. Golden Star Technology 2. CDW-Government *Successful Bidder
20-P0060134	\$58,500.00	Architectural and engineering consulting services	DO -Facility Planning	Board Approved: January 13, 2020

4.15 (30)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0060148	\$19,027.10	Gas cards for EOPS students	SCC -EOPS	
20-P0060150	\$67,696.00	Coordination of day-to-day activities associated with the Automation and Control System and LAOCRC Regional Automation Pathway Program	SCC -Business & Career Ed.	Board Approved: January 13, 2020
20-P0060166	\$68,400.00	Assistance and coordination of the Statewide Automation and Control System Activity	SCC -Business & Career Ed.	Board Approved: January 13, 2020
20-P0060228	\$286,947.96	Miscellaneous equipment and supplies for the new Science Center at Santa Ana College	DO -Facility Planning	Purchased from the NASPO Value Point Master Agreement #MA16000234-2 and DGS Master Agreement #7-16-99-26-01 Board Approved: April 24, 2017
20-P0060235	\$45,000.00	Instructional designer services for online course growth	SAC -Distance Education	Board Approved: December 9, 2019
20-P0060244	\$56,832.79	Security cameras and components for the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Received Quotations: *1. Golden Star Technology 2. CDW-Government 3. B&H Photo Video *Successful Bidder
20-P0060284	\$21,446.00	Custodial supplies	SAC -Custodial	Purchased from the California Multiple Award Schedules (CMAS) Contract #4-13-73-0024A Board Approved: April 13, 2015

4.15 (31)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0209467	\$21,000.00	Renewal of annual usage fee for Launch Online Orientation Deluxe package	DO -ITS	Board Approved: February 4, 2019
20-P0209474	\$34,805.00	Sub-agreement with Santiago Canyon College Foundation to implement The Santiago Canyon College Stem Scholars Academy project	SCC -Student Services	Board Approved: September 28, 2015
20-P0209475	\$311,191.00	Sub-agreement with Carnegie Mellon University to implement the "Community Sourced, Data-Driven Improvements to Open, Adaptive Courseware" project	SAC -Distance Education	Board Approved: November 18, 2019
20-P0209476	\$53,460.00	Sub-agreement with The Regents of the University of California to implement the "Community Sourced, Data-Driven Improvements to Open, Adaptive Courseware" project	SAC -Distance Education	Board Approved: October 14, 2019
20-P0209477	\$54,000.00	Marketing, advertising, and public and media relations services for the District	DO -Public Affairs	Board Approved: December 9, 2019
20-P0209478	\$60,000.00	Sub-agreement with Education Strategic Planning to support the design and implementation of operational systems, technical assistance, and other partnerships, services and products that support the grant initiative of the Strong Workforce Program K-12 Grant	DO -Resource Development	Board Approved: December 9, 2019

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0209479	\$168,269.00	Sub-agreement with Foundation for California Community Colleges (FCCC) to participate in the Integrated Technology - Data Science Tools Fiscal Agent Grant	DO -Resource Development	Board Approved: August 12, 2019
20-P0209481	\$15,000.00	General legal services and trainings	DO -Human Resources	Board Approved: June 25, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JANUARY 12, 2020 THROUGH FEBRUARY 15, 2020
BOARD MEETING OF MARCH 23, 2020**

P.O. #	Amount	Description	Department	Comment
TX-DON006129	\$50,096.28	Textbooks purchased for resale	SAC BOOKSTORE	Purchased from NEBRASKA BOOK COMPANY Auxiliary Services Director Review Jennie Adams 01/16/2020
TX-DON006135	\$22,556.41	Textbooks purchased for resale	SAC BOOKSTORE	Purchased from MBS TEXTBOOK EXCHANGE Auxiliary Services Director Review Jennie Adams 01/21/2020
TX-DON006139	\$72,129.72	Textbooks purchased for resale	SAC BOOKSTORE	Purchased from CENGAGE LEARNING Auxiliary Services Director Review Jennie Adams 01/23/2020
TX-DON006150	\$89,687.89	Textbooks purchased for resale	SAC BOOKSTORE	Purchased from PEARSON EDUCATION Auxiliary Services Director Review Jennie Adams 01/23/2020
TX-DON006181	\$15,405.00	Textbooks purchased for resale	SAC BOOKSTORE	Purchased from JOHN WILEY & SONS, INC Auxiliary Services Director Review Jennie Adams 01/23/2020

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Resource Development Item	
Action:	Request for Approval	

ANALYSIS

An item for the following categorically funded program was developed.

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1.	K12 Strong Workforce Program Pathway Improvement Funds (DO)	03/03/2020	\$36,532,553
	<p>RSCCD is the fiscal agent for the K12 Strong Workforce Program (SWP) Pathway Improvement Funds a categorical apportionment from the California Community Colleges Chancellor's Office. Funding is allocated to the Los Angeles/Orange County Regional Consortium to sub-contract with Local Educational Agencies (LEAs) to support and strengthen students' pathways from secondary to post-secondary education and career. K12 SWP funded projects shall create, support, and/or expand high-quality K12 career technical education pathways and increase the levels of college and career readiness among students. Pathway Improvement projects should align with both regional priorities and the ongoing workforce development efforts underway through the SWP.(19/20). <i>No match required.</i></p>		

RECOMMENDATION

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

Fiscal Impact:	\$36,532,553	Board Date: March 23, 2020
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 #2257
NAME: K12 Strong Workforce Program Pathway Improvement Funds (District)
FISCAL YEAR 2019/2020

CONTRACT PERIOD: 10/01/2019 - 12/31/2022
CONTRACT AWARD: \$36,532,553
PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD#: Categorical Apportionment

PROJ ADM: Enrique Perez
PROJ DIR: Adriene "Alex" Davis
Date: 3/9/2020

GL Account String	Description	New Budget	
		Debit	Credit
12_2257_000000_50000_8629	Other Reimb Categorical Allow : District Operations		36,532,553
Pathway Improvement Funds (Local Educational Agencies)			
12_2257_679000_53345_5100	Contracted Services : Resource Development Sub-agreements with selected and awarded Local Educational Agencies (LEAs): Los Angeles region \$24,643,796 Orange County region \$11,888,757	36,532,553	
Total 2257 - K12 SWP Pathway Improvement (DO)		36,532,553	36,532,553



TO: Regional Consortium Chairs
Chief Instructional Officers
Chief Student Services Officers
Chief Business Officers
CTE Deans
Technical Assistance Providers
ASCCC

FROM: Sheneui Weber, Vice Chancellor
Workforce and Economic Development Division

CC: Sandra Sanchez, Assistant Vice Chancellor, WEDD
Alejandro Sandoval, Associate Program Manager
Michelle McIntosh, Education Administrator, California Department of Education
CCCCO Staff

RE: K12 Strong Workforce Program 2019-20 Intent to Award

Dear K12 SWP Colleagues,

The California Community Colleges Chancellor's Office – Division of Workforce and Economic Development, in partnership with California Department of Education is pleased to formally announce the 2019-20 funding awards for the K12 Strong Workforce Program. This memorandum is a formal notification of the intent to award, of the complete list of all awarded applications.

The Chancellor's office sincerely thanks and acknowledges the efforts of the Local Educational Agencies for their applications, and the selection committee members who worked hard to score and award decisions on schedule. All completed applications received by December 18, 2020 for K12 SWP funding were reviewed and competitively scored.

Each Lead Agency for a funded application will receive a formal email notification of the grant award before February 28, 2020 from the NOVA system. The email provides instructions for the grantee to accept the award amount. Grantees will have until March 6, 2020 to respond to this email to accept the award. (Please check your spam folder).

Once accepted, the K12 SWP fiscal agent in your region will contact each Lead Agency receiving funding to request signatures, and technical work plan changes, including budget amendments that might be needed to complete the execution of the grant agreement. A copy of the fully executed grant agreement will be provided to

K12 Strong Workforce Program 2019-20 Intent to Award
March 3, 2020

each Lead Agency. For audit purposes, Lead Agencies should retain a copy of the grant agreement, the RFA Specifications, and the Workforce and Economic Development Division Request for Applications Instructions, Terms and Conditions.

Please provide this memorandum to the Lead Agency. If for some reason you are listed as a grant recipient below, but you do not receive an email notification, please contact the regional consortium chair for the region in which you applied, or the K12 SWP helpdesk at K12SWP@cccco.edu.

If you would like to appeal, please submit your appeal to your Regional Consortium Chair by 5pm on March 11, 2020. For detailed information on the appeal process, please refer to Page 27 of the 2019-20 RFA.

K12 Strong Workforce Program Timeline	
February 26, 2020	K12 SWP Awards announced via NOVA System Email
February 28, 2020	Each Lead Agency for a funded application should have received a formal email notification of the grant award
March 6, 2020	Final day for Grantees to Accept/Reject an Award in NOVA
March 11, 2020	Appeals due to SWP Regional Consortium
April 10, 2020	SWP Regional Consortia communicate intent to award funds to LEAs and initiate subcontract process
December 31, 2022	K12 SWP project term ends

No.	Application Region	Agency Name	Pathway Improvement Title	Award Amount
88	Los Angeles	ABC Unified	ABC Equal Access to Patient Care - Sports Medicine	\$889,183
89	Los Angeles	ABC Unified	ABC Stronger Workforce	\$894,328
90	Los Angeles	Alhambra Unified	Targeted Career Pathway Exploration	\$420,180
91	Los Angeles	Azusa Unified	Foothill Consortium Regional Post Secondary & WBL System Development	\$900,000
92	Los Angeles	Bellflower Unified	Pathways for All	\$894,052
93	Los Angeles	Birmingham Community Charter High	Bioengineering and Information, Communications and Technology	\$135,000
94	Los Angeles	Burbank Unified	CTE Academy Expansion and CTE Pathway Development	\$237,327
95	Los Angeles	Burbank Unified	Digital Media & CTE Pathway Development	\$180,397
96	Los Angeles	Centinela Valley Union High	Comprehensive Pathway Improvements for CTE Success	\$900,000
97	Los Angeles	CHAMPS - Charter HS of Arts-Multimedia & Performing	Arts, Media, and Entertainment	\$184,275
98	Los Angeles	Covina-Valley Unified	Arts Media and Entertainment and Public Services	\$315,225
99	Los Angeles	Covina-Valley Unified	Culinary and Business	\$129,600
100	Los Angeles	Covina-Valley Unified	Health Services and Agriculture	\$146,503
101	Los Angeles	Culver City Unified	Creative Arts Pathways	\$146,475
102	Los Angeles	East San Gabriel Valley ROP	ROP/CTE Information Technology Career Readiness Continuum	\$1,799,992
103	Los Angeles	East San Gabriel Valley ROP	ROP/CTE: Every Student, Every Pathway	\$1,800,000
104	Los Angeles	El Monte Union High	Manufacturing	\$178,282
105	Los Angeles	El Monte Union High	Patient Care	\$169,943
106	Los Angeles	Five Keys Independence HS (SF Sheriff's)	CTE pathways for adult students released from LA County Jail high school	\$247,699
107	Los Angeles	Glendale Unified	Creating Optimum Post-Secondary Opportunities for Success to Industry	\$900,000
108	Los Angeles	Long Beach Unified	Increasing Equitable Access to Educational and Occupational Opportunities	\$1,796,358
109	Los Angeles	Long Beach Unified	Student Centered Post-secondary Transitions and Career Preparation	\$1,693,672
110	Los Angeles	Los Angeles Academy of Arts & Enterprise Charter	Strengthening creative economy pathways	\$243,000
111	Los Angeles	Los Angeles Unified	Increasing Transition to Community College Pathways by Strengthening Understanding of K12 CTE	\$852,390
112	Los Angeles	Lynwood Unified	Increasing Access to Health Sciences & STEM for 21st century Health Careers	\$900,000
113	Los Angeles	Lynwood Unified	Strengthening Engineering Tech, Manufacturing, Computer Science through Collaborative Partnerships	\$868,950
114	Los Angeles	Montebello Unified	Take Flight With Drone Technology	\$51,505
115	Los Angeles	New Designs Charter	Enhancing Career Pathways/Exploration and Improving Dual Enrollment and Local Industry Partnerships	\$900,000
116	Los Angeles	Norwalk-La Mirada Unified	NLM Pathways to Success 2.0	\$900,000
117	Los Angeles	Opportunities for Learning - Baldwin Park	Connecting College to Careers (C3)	\$690,209
118	Los Angeles	Pasadena Unified	Pathway Transitions and Student Supports	\$897,336
119	Los Angeles	Port of Los Angeles High	Port of Los Angeles High School CTE Pathway Improvement	\$175,500
120	Los Angeles	Rowland Unified	Elevating Career Pathways for All Students	\$720,000

No.	Application Region	Agency Name	Pathway Improvement Title	Award Amount
121	Los Angeles	SIATech Academy South	SIATech Academy South: Health, ICT, Transportation Pathway Improvements	\$300,796
122	Los Angeles	South Pasadena Unified	Work Based Learning (WBL) Enhancements	\$390,119
123	Los Angeles	Tri-Cities ROP	Building and Construction Trades expansion and enhancement	\$1,795,500
192	Orange County	Brea-Olinda Unified	Strengthening K-12 Career Pathways Through Vertical Alignment	\$547,374
193	Orange County	Central Orange County CTE Partnership (CTEp)	Biotechnology and Cybersecurity in CTEp	\$1,362,519
194	Orange County	Coastline ROP	Building a Skilled Workforce Through Work Based Learning	\$918,939
195	Orange County	College and Career Advantage	Health and Medical Technology, Student Transitions and Employment Success	\$487,374
196	Orange County	Fullerton Elementary	Finding, Personalizing and Planning Early PATHways to College and Career through Personal, Educational and Professional Discovery	\$297,374
197	Orange County	Garden Grove Unified	Equity, Access, Engagement, and Achievement	\$1,397,374
198	Orange County	North Orange County ROP	Career Readiness Initiative: Equipping Students Today for the Jobs of Tomorrow	\$1,628,379
199	Orange County	Orange County Department of Education	Automation, New Technologies and Opportunities in OC	\$1,742,374
200	Orange County	Orange County Department of Education	Business and Entrepreneurship in Orange County	\$1,492,344
201	Orange County	Orange County Department of Education	Regional K12 CTE Marketing & Branding	\$497,374
202	Orange County	Santa Ana Unified	Maximizing Access to College and Career	\$1,517,332

Chancellor's Office, Workforce and Economic Development

1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | www.cccco.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: March 23, 2020
Re: Approval of Sub-Agreement between RSCCD and Los Rios Community College District for the Statewide Director for Retail/Hospitality/Tourism Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a 2019/20 Statewide Director – Retail/Hospitality/Tourism/Learn and Earn grant (SD-RHT), Grant #19-161-001, by the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. The grant requires the Statewide Director to implement statewide labor market research that will strengthen and develop the California Community Colleges’ Retail/ Hospitality/Tourism/Learn and Earn efforts.

ANALYSIS

For the Statewide Director Retail/Hospitality/Tourism project, Los Rios Community College District, on behalf of Centers of Excellence (COE) will conduct labor market research, analyze available employment and job posting data, and develop a final report to assess retail, hospitality and tourism (RHT) sectors in California. The performance period of the service contract is March 24, 2020 – June 30, 2020. The total cost will not exceed \$7,400.

Statewide Director: Joy Hermsen

Project Administrator: Sarah Santoyo

RECOMMENDATION

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

Fiscal Impact: \$7,400 (grant-funded)	Board Date: March 23, 2020
Prepared by: Francisco Villaseñor, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Marvin Martinez, Chancellor	

**GRANT SUB-AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT
AND
LOS RIOS COMMUNITY COLLEGE DISTRICT**

This grant sub-agreement (hereinafter "Agreement") is entered into on this 23rd day of March, 2020, between Rancho Santiago Community College District (hereinafter "RSCCD") and **Los Rios Community College District, on behalf of Centers of Excellence** (hereinafter "SUBCONTRACTOR"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD was selected to serve as the Statewide Director for the "Retail Hospitality/Tourism/Learn and Earn Grant," Prime Award #19-161-001 (hereinafter "Grant"), from the California Community Colleges Chancellor's Office (hereinafter "PRIME SPONSOR"), Workforce and Economic Development Division, to provide up-to-date information on industry trends and workforce needs at the state level, as well as providing in-region investments for professional development and faculty lead projects to develop career technical education programs in sector the PRIME SPONSOR's workforce and economic development programs, such as *Doing What Matters for Jobs and the Economy* initiatives and Retail Hospitality/Tourism/Learn and Earn (RHT) programs; 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 implement a **Retail/Hospitality/Tourism Industry Focus Event**, which is supported by the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

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

2. **Period of Performance**

The period of performance for this Agreement shall be from 3/24/20 - 6/30/20. The end date listed for the period of performance indicates the end of the Agreement between RSCCD and SUBCONTRACTOR.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$7,400 USD.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

SUBCONTRACTOR will receive an advance payment of 50% and a final payment of 50% upon completion. Final payment is contingent upon RSCCD's approval of a final report for the work performed. Payment to the SUBCONTRACTOR will not exceed the amount listed under Article I.3. "Total Cost."

Submit invoices to [Hermesen Joy@rsccd.edu](mailto:Hermesen_Joy@rsccd.edu), and include the subject line: "Invoice_RHTIndustryEven_COLLEGE NAME".

Please note, the Agreement must be executed, i.e. signed by both parties, before a purchase order can be created and invoices processed.

6. Reporting

Through this Agreement SUBCONTRACTOR agrees to provide data and submit reports, as requested and required by the PRIME SPONSOR. SUBCONTRACTOR will provide this information to RSCCD in a timely manner.

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. 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.

9. Subcontract Assignment

No subcontract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement. SUBCONTRACTOR shall ensure that all subcontracts for services and contracted staff are procured in a manner consistent with state guidelines. Upon request, SUBCONTRACTOR shall submit to RSCCD copies of all subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval that relate to this Agreement.

10. 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.

11. 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.

12. Mutual Indemnification

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

13. 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.

14. Disputes

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

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise

furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

15. 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:

Joy Hermsen, Statewide Director, Retail/Hospitality/Tourism
Rancho Santiago Community College District
2323 N. Broadway, Ste. 201
Santa Ana, CA 92706
(714) 480-7473; santoyo_sarah@rsccd.edu

Fiscal Representative:

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

SUBCONTRACTOR:

Primary Contact:

Laura Coleman
Statewide Director, Centers of Excellence
1410 Ethan Way, Rm 204
Sacramento, CA 95825
(916) 563-3235; colemal@losrios.edu

Fiscal Representative:

Michael Lee
Fiscal Services Supervisor
Los Rios Community College District
1919 Spanos Court
Sacramento, CA 95825
(714) 568-3095; leem@losrios.edu

16. 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.

17. Amendments

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

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 07/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

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

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

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

**Rancho Santiago Community
College District**

SUBCONTRACTOR:

By:

By:

Name: Peter J. Hardash

Name:

Title: Business Operations & Fiscal
Services

Title:

Date:

Date:

Board approval date: March 23, 2020

EIN

List of Exhibits

Exhibit A: Scope of Work

Exhibit B: Project Budget



California's Retail, Hospitality & Tourism Sectors

Submitted to:

Joy Hermsen, Statewide Director
Retail/Hospitality/Tourism Sector
CCCCO Economic and Workforce Development
Hosted at Rancho Santiago CCD

January 22, 2020

Submitted by:

Laura Coleman, Statewide Director
Centers of Excellence for Labor Market Research

Hosted at:

Los Rios Community College District
Workforce and Economic Development
1410 Ethan Way, Rm 204
Sacramento CA 95825

Overview

The Center of Excellence (COE) hosted at Los Rios Community College District is pleased to submit a proposal for conducting labor market research to assess retail, hospitality and tourism (RHT) sectors in California. Tasks include:

- Provide historical, current and projected industry employment estimates by subsector – (1) Retail and (2) Hospitality and Tourism.
- Assess mid-term hiring projections and wages (5-year period) for RHT-relevant occupations in California.
- Conduct online job posting analysis to identify occupations and employer preferences.
- Assess existing workforce demographics where possible.
- Assess minimum education and work experience preferences/requirements.
- Include information on industry-validated certifications (third-party).
- Identify postsecondary programs related to occupations and associated student outcomes (as available).

Cost Estimate / Scope of Work

The COE will conduct secondary research, analyze available employment and job posting data, and develop a final report. To complete the project, the COE staff will utilize existing data tools and subscriptions, such as Economic Modeling Specialists International (EMSI) and Burning Glass' Labor Insight.

Activities	Cost
A. Develop Report Scope	\$1,600
Assess existing RHT workforce/employment research.	
Draft outline of report content.	
Present outline to RHT for feedback/approval.	
B. Data Extraction and Analyses	\$3,000
Compile and analyze secondary data on industries and occupations.	
Complete industry certification and postsecondary education assessment.	
Create tables, charts and graphics for the main data elements.	
Review and edit graphs and charts to ensure accuracy and quality.	
Perform additional analysis as requested.	
C. Draft and final reports to client	\$2,800
Draft report content to client.	
Respond to reviewer comments and make revisions to reports	
Draft content to graphic designer.	
Review and edit final drafts.	
Final reports submitted to client.	
Total for Tasks A - C	\$7,400

Timeline

All activities complete and final deliverables submitted no later than May 31, 2020.

About the Center of Excellence

The Centers of Excellence (COE) is a statewide initiative supported by the California Community Colleges' Economic and Workforce Development program and hosted at Los Rios Community College District. The COE research team represents expertise in labor market analysis with a focus on research design, educational and training program mapping, and identifying skill sets for emerging occupations as well as geospatial analysis. COE studies are used to inform policy discussions, industry-wide legislative efforts, and regional workforce and economic development strategies, as well as guide program and resource development efforts by the California Community Colleges. These reports can be accessed at www.coeccc.net.

EXHIBIT B

Project Budget

Activities		Cost
A. Develop Report Scope		\$1,600
	Assess existing RHT workforce/employment research.	
	Draft outline of report content.	
	Present outline to RHT for feedback/approval.	
B. Data Extraction and Analyses		\$3,000
	Compile and analyze secondary data on industries and occupations.	
	Complete industry certification and postsecondary education assessment.	
	Create tables, charts and graphics for the main data elements.	
	Review and edit graphs and charts to ensure accuracy and quality.	
	Perform additional analysis as requested.	
C. Draft and final reports to client		\$2,800
	Draft report content to client.	
	Respond to reviewer comments and make revisions to reports	
	Draft content to graphic designer.	
	Review and edit final drafts.	
	Final reports submitted to client.	
Total for Tasks A - C		\$7,400

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Sub-Agreements between RSCCD and Local Educational Agencies in the Bay Area, Central Valley/Mother Lode, Inland Empire Desert, Los Angeles County, North/Far North, Orange County, San Diego/Imperial and South Central Coast regions selected to host the Strong Workforce Program K12 Pathway Coordinators	
Action:	Request for Approval	

BACKGROUND

RSCCD was selected to serve as the Fiscal Agent for career technical education funding that supports the establishment of the Strong Workforce Program K12 Pathway Coordinators from the California Community Colleges Chancellor's Office, Workforce and Economic Development Division. At the direction of the Chancellor's Office, RSCCD will sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

ANALYSIS

The Chancellor's Office has allocated funds to support K12 Pathway Coordinators selected and hosted in each region, as part of the infrastructure to support the K12 Strong Workforce Program. The Regional Consortia were tasked with facilitating the selection of Local Educational Agencies (LEAs) to serve as hosts for K12 Pathway Coordinators, so that RSCCD, the fiscal agent, can develop sub-agreements with the hosts. Each LEA host will receive \$125,000 per community college district (CCD) served. The performance period is March 1, 2020 through December 31, 2020. The attached chart lists the 59 selected LEA hosts serving 71 CCDs in the eight regions.

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

RECOMMENDATION

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

Fiscal Impact:	\$8,875,000 (grant-funded)	Board Date: March 23, 2020
Prepared by:	Maria N. Gil, Senior Resource Development Coordinator	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

List of Local Educational Agencies (LEA) selected to host SWP K12 Pathway Coordinators

LEA Host	CCD Served	Agreement No.
Bay Area Region		
Alameda County Office of Education	Ohlone CCD	DO-18-2559-17
Contra Costa County Office of Education	Contra Costa CCD	DO-18-2559-18
Marin County Office of Education	Marin CCD	DO-18-2559-19
Mission Trails Regional Occupational Program/Salinas Union High School District	Hartnell CCD	DO-18-2559-20
	Monterey Peninsula CCD	
Napa County Office of Education	Napa Valley CCD	DO-18-2559-21
Oakland Unified School District	Peralta CCD	DO-18-2559-22
Palo Alto Unified School District	Foothill-DeAnza CCD	DO-18-2559-23
San Francisco Unified School District	San Francisco CCD	DO-18-2559-24
San Mateo County Office of Education	San Mateo County CCD	DO-18-2559-25
Santa Clara County Office of Education	Gavilan Joint CCD	DO-18-2559-26
	San Jose/Evergreen CCD	
	West Valley-Mission CCD	
Santa Cruz County Office of Education	Cabrillo CCD	DO-18-2559-27
Solano County Office of Education	Solano CCD	DO-18-2559-28
Sonoma County Office of Education	Sonoma County CCD	DO-18-2559-29
Tri-Valley Regional Occupational Program	Chabot-Las Positas CCD	DO-18-2559-30
Central Valley/Mother Lode Region		
Kern County Superintendent of Schools	Kern CCD	DO-18-2559-31
Fresno County Superintendent of Schools	State Center CCD	DO-18-2559-32
Merced Union High School District	Merced CCD	DO-18-2559-33
San Joaquin County Office of Education	San Joaquin Delta CCD	DO-18-2559-34
Stanislaus County Office of Education	Yosemite CCD	DO-18-2559-35
Taft Union High School District	West Kern CCD	DO-18-2559-36
Tulare County Office of Education	Sequoias CCD	DO-18-2559-37
Inland Empire Desert Region		
Desert Sands Unified School District	Desert CCD	DO-18-2559-38
Jurupa Unified School District	Riverside CCD	DO-18-2559-39
Riverside County Office of Education	Mt. San Jacinto CCD	DO-18-2559-40
	Palo Verde CCD	
San Bernardino County Superintendent of Schools	Barstow CCD	DO-18-2559-41
	Chaffey CCD	
	Copper Mountain CCD	
	San Bernardino CCD	
	Victor Valley CCD	
Los Angeles County Region		
Centinela Valley Union High School District	El Camino CCD	DO-18-2559-42
Compton Unified School District	Compton CCD	DO-18-2559-43
Covina Valley Unified School District	Mt. San Antonio CCD	DO-18-2559-44
Culver City Unified School District	Los Angeles CCD	DO-18-2559-45
Long Beach Unified School District	Long Beach CCD	DO-18-2559-46

LEA Host	CCD Served	Agreement No.
Los Angeles County Office of Education	Cerritos CCD	DO-18-2559-47
	Citrus CCD	
	Glendale CCD	
	Pasadena Area CCD	
Santa Monica-Malibu Unified School District	Santa Monica CCD	DO-18-2559-48
Tri-Cities Regional Occupational Program	Rio Hondo CCD	DO-18-2559-49
North/ Far North Region		
Butte County Office of Education	Butte-Glenn CCD	DO-18-2559-50
Fortuna Union High School District	Redwoods CCD	DO-18-2559-51
Lake Tahoe Unified School District	Lake Tahoe CCD	DO-18-2559-52
Lassen Union High School District	Lassen CCD	DO-18-2559-53
Mendocino County Office of Education	Mendocino-Lake CCD	DO-18-2559-54
Placer Union High School District	Sierra Joint CCD	DO-18-2559-55
Plumas Charter School	Feather River CCD	DO-18-2559-56
Sacramento County Office of Education	Los Rios CCD	DO-18-2559-57
Shasta County Office of Education	Shasta-Tehama-Trinity Joint CCD	DO-18-2559-58
Siskiyou County Office of Education	Siskiyou Joint CCD	DO-18-2559-59
Yolo County Office of Education	Yuba CCD	DO-18-2559-60
Orange County Region		
Coastline Regional Occupational Program	Coast CCD	DO-18-2559-61
College and Career Advantage Regional Occupational Program	South Orange County CCD	DO-18-2559-62
North Orange County Regional Occupational Program	North Orange County CCD	DO-18-2559-63
Orange County Superintendent of Schools/ Orange County Department of Education	Rancho Santiago CCD	DO-18-2559-64
San Diego/Imperial Region		
Carlsbad Unified School District	MiraCosta CCD	DO-18-2559-65
Grossmont Union High School District	Grossmont-Cuyamaca CCD	DO-18-2559-66
Imperial County Office of Education	Imperial Valley CCD	DO-18-2559-67
San Diego County Office of Education	Palomar CCD	DO-18-2559-68
San Diego Unified School District	San Diego CCD	DO-18-2559-69
Sweetwater Union High School District	Southwestern CCD	DO-18-2559-70
South Central Coast Region		
Antelope Valley Union High School District	Antelope Valley CCD	DO-18-2559-71
San Luis Obispo County Office of Education	San Luis Obispo CCD	DO-18-2559-72
Santa Barbara County Education Office	Allan Hancock Joint CCD	DO-18-2559-73
	Santa Barbara CCD	
Ventura County Office of Education	Ventura County CCD	DO-18-2559-74
William S. Hart Union High School District	Santa Clarita CCD	DO-18-2559-75

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
[NAME OF LOCAL EDUCATIONAL AGENCY HOST]**

This grant sub-agreement (hereinafter “Agreement”) is entered into on this 23rd day of March, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and [Name of LEA host] (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for career technical education funding that supports the establishment of the Strong Workforce Program K12 Pathway Coordinators (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division (hereinafter “PRIME SPONSOR”). At the direction of the PRIME SPONSOR, RSCCD will sub-grant and contract with partners and vendors to support the work of the initiative, such as program development and improvement, design and implementation of operational systems, technical assistance, or other partnerships, services and products that otherwise support the initiative.

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

WHEREAS, SUBCONTRACTOR has agreed to host the **Strong Workforce Program K12 Pathway Coordinator** serving the [Name(s) of Community College District(s)] in the [Name of Region], and to participate in the purpose of the Grant according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to 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 March 1, 2020, through December 31, 2020.

3. **Total Cost**

The total cost to RSCCD for performance of this Agreement shall not exceed \$125,000.00.

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A*) submitted by the SUBCONTRACTOR and approved by the PRIME SPONSOR and/or RSCCD, as appropriate, which by reference is incorporated into this Agreement. Modifications to the budget are allowed without prior approval, as long as the total dollar amount is not affected and the outcomes of the Agreement will not be materially affected.

5. Payment and Invoicing

Payment to the SUBCONTRACTOR shall be based on an advanced payment of 70% and a final payment of 30%. Payment is contingent upon approval by the PRIME SPONSOR. Payment will not exceed the amount listed above under Article I.3. "Total Costs".

SUBCONTRACTOR must submit invoices for payment to RSCCD via e-mail to Sarah Santoyo (Sanoyo_Sarah@rsccd.edu) and Maria Gil (Gil_Maria@rsccd.edu). The subject line of the e-mail should be written as follows: "Invoice Enclosed – LEA Acronym/SWP K12 Pathway Coordinator/Sub-Agreement #"

Refer to the invoice form and instructions (*Exhibit B*) for the process to submit the invoice. NOTE: An electronic version of the invoice form and instructions will be provided to the SUBCONTRACTOR.

6. Reporting

SUBCONTRACTOR will provide reports as requested or required by the PRIME SPONSOR, in a timely manner.

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. Program Design Requirements

PRIME SPONSOR may request SUBCONTRACTOR to follow grant-specific processes and procedures, complete forms or toolkits, or comply with related directions pertaining to program design, to ensure that projects meet the funding requirements and PRIME SPONSOR's expectations and standards. Technical assistance, training and support services will be provided to assist SUBCONTRACTOR with responding to these requests.

9. 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.

10. Time Extensions

SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement.

11. Independent Contractor

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

12. 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.

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of three (3) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

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

15. Mutual Indemnification

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

losses caused solely by the negligence of the non-indemnifying party or any of its agents or employees.

16. Termination

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

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of SUBCONTRACTOR expenditures, and inclusion of sufficient funds for the services hereunder in the budget approved by the RSCCD Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, RSCCD shall provide SUBCONTRACTOR with written notification of such determination, and RSCCD will reimburse SUBCONTRACTOR for costs incurred up to the termination date.

17. Disputes

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

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

18. Notices

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

RSCCD: Primary Contact:
Rancho Santiago Community College District
Sarah Santoyo
2323 N. Broadway, Suite 201
Santa Ana, CA 92706

(714) 480-7466; santoyo_sarah@rsccd.edu

Fiscal Representative:

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

SUBCONTRACTOR:

Primary Contact:

Name: _____
Title: _____
Address: _____
City, State Zip: _____
Phone No.: _____
E-mail: _____

Fiscal Contact:

Name: _____
Title: _____
Address: _____
City, State Zip: _____
Phone No.: _____
E-mail: _____

19. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

20. Amendments

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

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (*Exhibit D* - Articles I, Rev. 09/18 and Article II, Rev. 05/14), as set forth and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, RSCCD may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all

funds in accordance with all applicable federal, state and local laws and regulations.

2. Assurances

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

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: [Name of LEA Host]

By: _____
Name: Peter J. Hardash

Vice Chancellor
Title: Business Operations/Fiscal Services

Date: _____

By: _____
Name: _____

Title: _____
Date: _____

Board Approval Date: March 23, 2020

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Scope of Work (approved by Chancellor's Office)

Exhibit B: Invoice Form and Instructions

Exhibit C: Guidance Memorandum from the Chancellor's Office

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

(NOTE: Exhibit C is included as a general reference on the allowable and appropriate use of funds. Many of the specific terms in the Articles (e.g., payment, invoicing) pertain solely to the Fiscal Agent and do not apply to the SUBCONTRACTOR.)

Exhibit A

APPLICATION TO HOST K12 PATHWAY COORDINATOR

LEA	
Community College District served	
Primary Contact	
Title	
Email	
Phone	

Please provide brief answers to the following questions:

1. How will you ensure that the K12 Pathway Coordinator is able to serve your community college district service area **including all middle and high school affiliates**? Include information such as:
 - a. How would you determine and support your service area's focus?
 - b. Describe prior or existing collaborations with K12 and college partners that would support hosting this position.
 - c. If your organization is proposing to serve multiple community college districts and host multiple K12 Pathway Coordinators, provide the rationale for doing so.
 - d. Describe CTEIG or K12 SWP partnerships in which your organization has played a role.
2. Describe how your fiscal/grant processes and resources are prepared to support the work of the K12 Pathway Coordinator. Include information such as:
 - a. What examples do you have of your organization's ability to serve as a fiscal agent for a K12 Pathway Coordinator? Include experience managing other grants.
 - b. What evidence do you have of your organization's ability to process payments, travel, conference expenses?

Exhibit A

- c. What office space, technology, and administrative support is available to support this position.
3. Once selected, describe how you would manage the K12 Pathway Coordinator.
 - a. Who will supervise this position?
 - b. What is the plan to monitor and evaluate the performance of this position?
 - c. What obligations would the K12 Pathway Coordinator have to the host institution apart from carrying out the K12 Pathway Coordinator duties?
 - d. This position is responsible for serving multiple institutions and will be situated within an evolving organizational matrix with reporting relationships to the region including the K14 TAP, the regional consortium, the SWP Selection Committee, the Chancellor's Office, the California Department of Education, Regional Directors, Guided Pathways Coordinators, and Strong Workforce Program TAPs (e.g. COEs). How will your institution take this into account in providing supervision of this position? Please describe other positions hosted by your institution with a similar external orientation.
4. How will this position be filled?
 - a. How you would employ the K12 Pathways Coordinator (faculty on special assignment, release time, administrator, classified staff, independent contractor, etc.)
 - b. Will you recruit for this position or do you already have someone identified for the position?
 - c. Describe how you would carry out the recruitment process.
 - d. Will there be opportunities for other stakeholders to participate in the selection process?
 - e. What is your projected timeline for filling the position?

Exhibit A

The annual budget is \$125,000. Describe the categories of expenditure and the amount you anticipate budgeting for each.

Expenditure Type	Amount (\$)
1000 – Certificated Salary	
2000 – Classified Salary	
3000 – Employee Benefits	
4000 – Books and Supplies	
5000 – Services and other operating expenditures	
TOTAL	

LEA/ROP LETTERHEAD/LOGO

Exhibit B

INVOICE

Date:

Invoice No.:

Name

Address:

City:

State:

Zip:

Attn:

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

Grant Number:

Fiscal Agent Sub-Agreement Number:

Chancellor's Office Project Monitor:

Payment Type:

Advance Payment

Progress Payment

Final Payment

Other Payment (describe):

Description of Work and Dates Services Rendered:

Total Amount Due: \$

LEA/ROP Accounting Office Contact:

LEA/ROP Program Contact:

Name:

Name:

Title:

Title:

Email:

Email:

Phone number:

Phone number:

Please send payment to the address above.

5.3 (14)

Instructions for Invoice Template

All invoices must be submitted electronically to the Fiscal Agent in-box (Gil_Maria@rscdd.edu). The e-mail subject line must state "Invoice Enclosed – LEA Acronym/SWP K12 Pathway Coordinator/Sub-Agreement #".

Example: Invoice Enclosed - LAUSD/SWP K12 Pathway Coordinator/DO-18-2559-21

If you are submitting a corrected invoice, please state it in the subject line "REVISED Enclosed – LEA Acronym/SWP K12 Pathway Coordinator/Sub-Agreement #".

Below are additional details about each field. If you have any questions about this Invoice Template, please contact the Fiscal Agent at Gil_Maria@rscdd.edu.

Letterhead/logo - Insert letterhead or logo image.

Date – Enter the date the invoice was created.

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

Name – Enter the LEA/ROP name. The name must match the name listed on the sub-agreement with the Fiscal Agent.

Address – Enter the LEA/ROP address which should match with the address listed on the sub-agreement with the Fiscal Agent.

Grant Number – N/A

Fiscal Agent Sub-Agreement Number – Enter the sub-agreement number listed on the page footer of the sub-agreement with the Fiscal Agent.

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

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

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

Total Amount Due – Enter the amount invoiced to CCCCCO.

LEA/ROP Accounting Office Contact Information – Identify an accounting office contact.

LEA/ROP Program Contact Information – Identify a program contact who can address questions about the work performed.



California Community Colleges

MEMORANDUM

November 5, 2019

19-023| Via Email

TO: K-12 Local Education Agencies
California Community College Regional Consortia

FROM: Sheneui Weber, Vice Chancellor
Workforce and Economic Development Division

CC: Matthew Roberts, Ed.D., Dean of Field Operations
Workforce and Economic Development Division

Michelle McIntosh, Education Administrator
California Department of Education

CCCCO Staff
Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
CTE Deans
Statewide Directors
Regional Directors, Employer Engagement
Technical Assistance Providers
ASCCC

RE: **Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work**

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

Chancellor's Office, Workforce and Economic Development

1102 Q Street, Sacramento, California 95811 | Sixth Floor | 916.445.8752
www.CaliforniaCommunityColleges.cccco.edu

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

positions of K14 Technical Assistance Providers and K12 Pathway Coordinators. Funding is inclusive of eight K14 Technical Assistance Providers (TAPs) (one per California Community College regional consortium) and 72 K12 Pathway Coordinators (K12 PCs) (one per California Community College district).

ROLLOUT AND IMPLEMENTATION TIMELINE FOR 2019-20 K12 PATHWAY COORDINATORS:

The proposed timeline for applications, selection, and onboarding and training of K12 Pathway Coordinators is as follows:

Table 1. Implementation timeline for K12 Pathway Coordinators.

DATE	ACTIVITY	RESPONSIBLE
November 1, 2019	Formal announcement of scope of work of K12 PCs available on line.	Chancellor’s Office
November 2019	<p>Each Regional Consortia will manage a process to recruit and select hosts for each of the K12 Pathway Coordinators. Per agreement between CCCCCO and CDE, 11 LEAs that hosted CTEIG Technical Assistance Providers are preapproved to host K12 Pathway Coordinators and to transition the previous CTEIG TAPs into the K12 Pathway Coordinator positions. Note that host organizations are limited to those listed in Education Code Section 88833(a)(2):</p> <p>(2) An individual associated with any of the following may apply to serve as a K–12 Workforce Pathway Coordinator, or any of the following may subcontract with an individual with expertise in K–12 education and workforce development to serve as a K–12 Workforce Pathway Coordinator:</p> <p>(A) School districts.</p> <p>(B) County offices of education.</p> <p>(C) Charter schools.</p> <p>(D) Regional occupational centers or programs operated by a joint powers authority or county office of education.</p>	Regional Consortia

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

DATE	ACTIVITY	RESPONSIBLE
December 2019 to January 2020	Regional Consortia facilitate selected LEA hosts to contract with Rancho Santiago CCD, the fiscal agent responsible for sub-granting to host LEAs.	Statewide Fiscal Agent
December 2019 to February 2020	Selected LEA hosts recruit and select K12 Pathway Coordinators according to guidelines provided in this document and by Regional Consortia as part of their process for selecting host LEAs. LEAs notify Regional Consortia, Statewide Fiscal Agent, CCCCCO, and CDE of their selections.	Host LEAs
February - March 2020	Onboarding and Orientation for K12 PCs via a 2-day in-person training. Elements of this training will include scope of work, regional structure, programming and other knowledge to perform duties to support the program, and discuss outcome measures.	CCCCCO, CDE, K14 TAP, and Regional Consortia
Spring 2020	Continued onboarding and orientation for new K12 PCs. And ongoing reporting and convening of K12 PCs network and professional development as appropriate.	CCCCCO, CDE, K14 TAP, and Regional Consortia

REGIONAL DISTRIBUTION OF K12 PATHWAY COORDINATORS

72 Regional Distribution	Joint	CTEIG
Bay	16	1
Central/Mother Lode	6	2
Inland Empire/Desert	8	1
LA/Orange	12	3
North/Far North	9	2
San Diego/Imperial	5	1
South Central Coast	5	1
Grand Total	61	11

The distribution of K12 Pathway Coordinators per legislation is 1 per community college district. The chart shows the regional distribution. To leverage past investments in technical support for CTEIG, selected LEAs will be pre-approved to transition CTEIG TAPs into the K12 Pathway Coordinator positions. The Regional Consortia will reach out to the

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

pre-approved LEAs to confirm their willingness to transition the CTEIG TAPs into this new role.

KEY OBJECTIVES

The K12 Pathway Coordinator seeks to improve the performance of the K14 CTE programs within her/his service area as measured by the CTEIG, K-12 SWP Metrics and guided by the K14 Pathway Quality Rubric. This is done through: providing direct support to, and helping to link and align the program development efforts funded by CTEIG, K-12 SWP and Community College Strong Workforce Program investments in the service area; through drawing attention to and engagement with labor market and program performance information and the region's workforce development plan; and through coordination with other regional key talent including the K-14 TAP, Regional Directors for Employer Engagement, the Centers of Excellence, Guided Pathway Regional Coordinators, and the Regional Consortium.

The following are the minimum required objectives for this job; others may be added to meet project objectives.

1. Act as a point of contact for and work with high school and community college CTE programs, Regional Directors for Employer Engagement, the Centers of Excellence and other workforce development stakeholders to effectively and efficiently engage employers and industry representatives with the intent of building and strengthening K14 pathways that respond to industry needs and facilitating industry connections with K-14 career technical education programs.
2. Provide technical assistance to inform the development and implementation of CTE curriculum. Support faculty collaboration to ensure sequential CTE courses align with regional post-secondary pathways.
3. Facilitate the use of data to identify existing pathways and gaps among K12 and community colleges and help make recommendations for furthering pathway development.
4. Inform and support the development and implementation of college and career exploration. Liaise with LEAs to ensure college and career exploration are embedded within CTE courses.
5. Support postsecondary transitions and completion. Encourage and facilitate the intersegmental work between LEAs and Community Colleges.
6. Provide technical assistance to inform the development of work-based learning opportunities.

REQUIRED ACTIVITIES

The following are the minimum required activities; others may be added to meet project objectives.

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

1. Engagement with the regional consortia
 - a. Regular engagements with Regional Consortia Chair, K14 TAP, Regional Directors for Employer Engagement and other Technical Assistance Professionals associated with the work to ensure consistent reporting and accountability.
 - b. Participation in the region's annual process for developing and revising its regional plan.
2. Partnerships with local education agencies
 - a. Support connection with feeder K12 administrators, counselors, and teachers.
 - b. Work with LEAs to increase knowledge and use of labor market data supplied by the CCCCO Center of Excellence.
3. Data use
 - a. Facilitate the use of data to identify existing pathways and gaps among K12 feeder districts and help make recommendations for furthering pathway development.
 - b. Assist LEAs and community colleges with using Cal-PASS Plus to assess student's transitions from K12 to community college.
 - c. Identify and use indicators to self-assess.
 - d. Identify and use data to review K14 pathway development and implementation.
4. Dissemination of Model Pathways and Curriculum
 - a. Assist K12–community college network development by identifying, documenting, and disseminating examples of emerging, promising, and best practices for pathway development and pathway improvement initiatives.
 - b. Plan and implement training and professional development for local districts and schools.
5. College and career exploration
 - a. Participate in on/off-campus student outreach and recruitment activities related to K-14 career pathways, including pre-enrollment advising, application workshops, college presentations, campus tours, campus visit programs, outreach conferences, college fairs, and other support services.
6. Post-secondary transition and completion
 - a. Encourage high-quality implementation and expansion of early college credit.
 - b. Coordinate with local community college's Office of Outreach to support a comprehensive program of student outreach and recruitment services for prospective students from feeder K-12 school districts.
 - c. Coordinate with Student Services in advising and support services designed to facilitate course registration for concurrently enrolled high school students; collaborate with instructional divisions to develop and coordinate course offerings at area high schools.

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

- d. Develop and direct programs to inform K-12 students, teachers, counselors, parents, and the public about pathway opportunities available at partnering community colleges.
7. Work-based learning
 - a. Engage local support from industry and local workforce development agencies for implementation of CTEIG and K12 Strong Workforce Program to promote relevance and value of education pathways for students' career preparation.
 - b. Coordinate industry and workforce development outreach efforts with the K14 Technical Assistance Providers, California Community College Regional Directors and State Department of Education Industry Sector Leads.
 - c. Support implementation of career exploration curriculum, such as CalCRN and *Get Focused, Stay Focused*.
8. Coordinate with Statewide, regional and local development and distribution of student outreach publications and marketing communications to prospective students, school district personnel, and community members.
9. Perform other duties as assigned.

REQUIRED PERFORMANCE OUTCOMES

The K12 Pathway Coordinators are required to develop specific performance outcomes for 2020-21 and a workplan for achieving these in consultation with the CTE IG and K12 SWP grantees within their service area and under the guidance of the K-14 TAP. The workplan and outcomes are to be shared with the service area's CTE programs and the Regional Consortium.

K12 STRONG WORKFORCE METRICS

K12 SWP Metrics that measure K-12 student-level outcomes:

- Completed 2+ CTE courses in high school in the same program of study.
- Completed 2+ CTE courses in high school in the same program of study that include early college credit, work-based learning*, or third-party certification*.
- Graduated high school.
- Enrolled in a CA Community College within one year of leaving secondary school. (Source: CALPADS & CCCC MIS)

**not currently in CALPADS*

K12 SWP Metrics that measure postsecondary student-level outcomes:

- Completed 9+ CTE units in first year of CA Community College.
- Attained a CA Community College certificate/degree or journey level status.

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

- Transferred to a four-year institution after exiting CA Community College.
- Entered registered apprenticeship after participation in high school preapprenticeship program (currently exploring)

**Source: CCCCCO MIS, CSUs, UCs, National Student Clearing House, DAS, CDE*

K12 SWP Metrics that measure employment student-level outcomes:

- Employed in a job closely related to field of study after exiting CA Community College (Source: CCCCCO CTEOS)
- Median annual earnings of students after exiting CA Community College*
- Attained a living wage after exiting CA Community College*

**Source: EDD data*

The following K14 Pathway Quality Rubric (Table 2) shows examples of baseline expectations for pathway development, effective practices for targeting of activities, and leading indicators that support the objectives, activities, and most importantly the outcomes listed in this scope of work. The leading indicators are intended to be captured in expenditure and progress reports to the CCCCCO and CDE.

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

Table 2. K14 Pathway Quality Rubric

Curriculum			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes :
2 sequential CTE courses aligned with 1 or more regional post-secondary pathways	2-3 or more sequential CTE courses aligned with multiple regional post-secondary pathways	Number of K14 pathways	# of students who completed 2+ CTE courses in high school in the same program of study.
K12 faculty collaboration	Collaboration within and across K12 and post-secondary faculty	Number of faculty pathway collaboration meetings and activities	# of students who completed 2+ CTE courses in high school in the same program of study that include early college credit, work-based learning*, or third-party certification*.
	1 or more contextualized academic courses;		# of students who entered registered apprenticeship after participation in high school pre apprenticeship program.
	CTE courses qualified A-G for UC/CSU eligibility		# of students who attained a CA Community College certificate/degree or journey level status.
	Includes completion of a postsecondary credential		
	Extended-day and summer pathway programming		
College and Career Exploration			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
College & Career Exploration within or outside a CTE Course	Dedicated College and Career Exploration Curriculum framework taught as a standalone course or as units deployed across series of courses	Number of LEA's adopting common CCE curriculum or dedicated coursework	N/A
Postsecondary Transition and Completion			
Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
Articulated or Credit by Exam Courses that offer High School student's college credit.	Dual Enrollment/other early college completion for career education and/or senior capstone course(s)	Number of articulated or Credit by Exam pathway courses offered	% (rate) of students who graduated high school.
Participation in college visits, college fairs, or other college awareness activities	Development of long-term college and career plans linked to future college education planning		

5.3 (23)

Strong Workforce Program K12 Pathway Coordinator Timeline and Scope of Work November 5, 2019

Educational and career exploration planning prior to high school graduation	Matriculation support no later than 11 th grade (orientation, FAFSA, enrollment svcs, etc)	Number of Dual Enrollment pathway courses/other early college attainment	# of students who enrolled in a CA Community College within one year of leaving secondary school.
Support for HS counselors to incorporate career goals and CTE pathways into college counseling	Access to college counseling & other support (ed planning, remediation, acceleration, bridge prog's)	Students receiving matriculation support or access to college counselors	# of students who completed 9+ CTE units in first year of CA Community College. # of students who transferred to a four-year institution after exiting CA Community College.

Work-Based Learning/Employment

Baseline	Effective Practice	Leading Indicators	K12 SWP Student Outcomes:
Pathway offers WBL activities that support career awareness and exploration – industry speakers, industry site visits, participation in career fairs, etc	Pathway offers a full continuum of WBL activities for all pathway students such as career awareness, exploration, and preparation including job shadowing, industry interviews, employer mentors, unpaid and paid internships	Number of students participating in any WBL Number of students participating in paid or unpaid internship	# of students who are employed in a job closely related to field of study after exiting CA Community College. Median annual earnings of students after exiting CA Community College. # of students who attained a living wage after exiting CA Community College.

ADDITIONAL INFORMATION

Additional information that may be useful to LEAs drafting the K12 Pathway Coordinator job description are provided below.

The K12 Pathway Coordinator will have knowledge of:

1. Career exploration and labor market information.
2. California K12 data collection systems and practices.
3. Personnel and budget management principles, procedures, and strategies.
4. Principles and methods of program planning, including program review and the development and evaluation of student learning, service area, or program learning outcomes.
5. Public relations, group presentations, and effective communication in a diverse environment.
6. Student advisement, public speaking, workshop development, and group facilitation principles and practices.
7. K12 and Community college Career Technical Education programs.
8. Principles and practices of project management.

The K12 Pathway Coordinator will have the ability to:

1. Conduct meetings, facilitate groups and workshops.
2. Develop and administer a comprehensive program work plan, budget, and outcomes.
3. Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
4. Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
5. Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
6. Communicate clearly, concisely, and effectively both orally and in writing with industry, students, staff, faculty, outside agencies, and the public.
7. Travel to off-campus functions and transport presentation materials and equipment.
8. Organize and conduct special events in conjunction with other college departments and programs.
9. Attend instructional and student services meetings, as well as local, regional or State Career Pathway and Dual Enrollment meetings, as needed.
10. Represent K12 Strong Workforce Pathways at relevant state and federal conferences and industry events.

Education and experience

1. Bachelor's degree from an accredited college or university and three full years of full-time K-12 school district, county office of education, college, or university work experience in a lead position. Demonstrated sensitivity to and understanding of the diverse cultures of high school and community college students.

Desired experience

1. K-14 advising, career pathway and/or grant experience.
2. Experience working with special populations students.

If you have questions about K12 Strong Workforce Program, please contact Alejandro Sandoval at asandoval@cccoco.edu.

Exhibit D

Chancellor's Office, California Community Colleges

GRANT AGREEMENT

ARTICLE I

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

ARTICLE II

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

To access a copy of the articles, please [click here](#).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To:	Board of Trustees	Date: March 23, 2020
Re:	Approval of Second Amendment to Sub-Agreement between RSCCD and California Workforce Association for the California Apprenticeship Initiative Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the California Apprenticeship Initiative (CAI) – Public Pathway Program grant, from the California Community Colleges Chancellor’s Office. This program is developed in partnership with the California Labor Workforce Development Agency and the California Workforce Association. The intent of the program is to create pathways for individuals that are currently unemployed, underemployed, and to help ensure the public sector maintains a highly skilled workforce. The Chancellor’s Office has extended the CAI grant agreement term to December 31, 2020.

ANALYSIS

The Chancellor’s Office approved an extension to the performance period of California Workforce Association’s proposal for the California Apprenticeship Initiative - *New and Innovative Project* - to develop cohorts in central, northern and southern California of Workforce Development Apprenticeship Program that meet the Division of Apprenticeship curriculum standards and follow the local, regional and statewide needs for a qualified workforce for these occupations. The performance period of November 1, 2018, through December 31, 2019, has been extended to June 30, 2020. Consequently, RSCCD, Fiscal Agent has developed a second amendment (#DO-18-2029-02.02) to the sub-agreement to amend this clause.

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

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

RECOMMENDATION

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

Fiscal Impact:	none	Board Date: March 23, 2020
Prepared by:	Maria N. Gil, Senior Resource Development Coordinator	
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
CALIFORNIA WORKFORCE ASSOCIATION**

This second amendment (hereinafter “Amendment”) is entered into on this 23rd day of March, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and California Workforce Association (hereinafter “SUBCONTRACTOR”) to amend that certain agreement #DO-18-2029-02 between the parties dated November 26, 2018, and first amendment #DO-18-2029-02 dated February 25, 2019, with a term of November 1, 2018, through December 31, 2019 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was selected to serve as the Fiscal Agent for the California Apprenticeship Initiative – Public Pathway Program – Fiscal Agent grant, Prime Award #18-191-014 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), Workforce and Economic Development Division, to support development of apprenticeship programs;

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the **California Apprenticeship Initiative New and Innovative Grant Program**, hereinafter “Project,” which is supported by the Grant, according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties hereby agree as follows:

Period of Performance will be amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from November 1, 2018, through December 31, 2019, **extended to June 30, 2020.**

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *California
Workforce Association*

By: _____

By: _____

Name: Peter J. Hardash

Name: Robert Lanter

Vice Chancellor

Title: Business Operations/Fiscal Services

Title: Executive Director

Date: _____

Date: _____

Board Approval Date: March 23, 2020

68-0100006

Employer/Taxpayer Identification Number (EIN)

List of Exhibits (**updated March 2020**)

Exhibit A: Scope of Work

Exhibit A.1: Scope of Work (amended)

Exhibit B: Articles I, Rev. 07/18 and Article II, Rev. 05/14

(NOTE: Articles I and II are included as a reference for the appropriate and allowable use of grant funds. The payment and reporting terms in the Articles only pertain to the Fiscal Agent. The payment and reporting terms for the SUBCONTRACTOR are in the body of the actual Agreement, under clauses #6 and #8.)

Exhibit C: Invoice Form and Instructions

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA #: 18-191

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

Objective: 1
Develop cohort in Southern California of the Workforce Development Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	Market WDAP availability, recruit apprentices through application process, locate space and set up one Southern California Cohort	Southern California Apprenticeship Cohort developed and start in the Fall of 2019. Cohort consists of 10 apprentices from Southern California Workforce Boards and AJCCs	June 2019	Bob Lanter
1.2	Southern California Cohort begins Classroom training portion of Apprenticeship program and Work Processes	10 complete classroom training of the WDAP. State Date: August 2019 Completion Date: July 2020	August 2019	Matt Hidalgo and Joint Apprenticeship Comm. Brandon Anderson
1.3	Southern California Cohort completes on the job training portion of Apprenticeship program	10 apprentices graduate from WDAP to become journeylevel workforce development professionals	June 2020	Matt Hidalgo and Joint Apprenticeship Comm. Brandon Anderson

5.4 (5)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA #: 18-191

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

Objective: 2
Develop cohort in Central California of the Workforce Development Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	Market WDAP availability, recruit apprentices through application process, locate space and set up Central California Cohort	Central California Apprenticeship Cohort developed and start in the fall 2019. Cohort consists of 30 apprentices from Kern, Inyo, Mono Workforce Development Board and AJCCs	June 2019	Bob Lanter
2.2	Central California Cohort completes Classroom training portion of Apprenticeship program	30 apprentices graduate from classroom training of the WDAP. Begin: September 2019 - Complete: October 2020	June 2020	Matt Hidalgo and Joint Apprenticeship Comm. Brandon Anderson
2.3	Central California Cohort completes on the job training portion of Apprenticeship program	30 apprentices graduate from WDAP to become Journeyman Workforce Development Professionals	June 2020	Matt Hidalgo and Joint Apprenticeship Comm. Brandon Anderson

5.4 (6)

APPENDIX B
THIS FORM MAY NOT BE REPLICATED

PROJECT: California Apprenticeship Initiative (CAI) New and Innovative Grant Program

DISTRICT: Rancho Santiago

RFA #: 18-191

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

Objective: 3
Develop cohort on California Coast of the Workforce Development Apprenticeship Program

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	Market WDAP availability, recruit apprentices through application process, locate space and set up California Coast Cohort	California Coastal Apprenticeship Cohort developed and start in the January 2020. Cohort consists of 23 apprentices from Ventura County, Santa Barbara County Workforce Development Boards and AJCCs, EDD, and ResCare.	June 2019	Bob Lanter
3.2	California Coastal Cohort completes Classroom training portion of Apprenticeship program	23 apprentices graduate from classroom training of the WDAP. Begin: January 2020 - Complete: November 2020	June 2020	Matt Hidalgo and Joint Apprenticeship Comm. Brandon Anderson
3.3	California Coastal Cohort completes on the job training portion of Apprenticeship program	23 apprentices graduate from WDAP to become Journeyman Workforce Development Professionals	June 2020	Matt Hidalgo and Joint Apprenticeship Comm. Brandon Anderson

5.4 (7)

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

**Resolution Declaring an Emergency and Authorizing Necessary Actions Regarding
Novel Coronavirus (COVID-19)**

Resolution No. 20-03

Whereas, on March 4, 2020, the Governor of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

Whereas, as of March 15, 2020, there are 224 cases reported of COVID-19 in California, 14 cases in Orange County, and officials expect the number of cases to increase; and

Whereas, strict compliance with various statutes and regulations would prevent, hinder or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

Whereas, it is imperative to prepare for and implement measures to respond to the potential spread of COVID-19; and

Whereas, it is imperative to have the tools to ensure the health and safety of students, faculty, staff, and families on our campuses; and

Whereas, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments; and

Whereas, with the guidelines provided by Governor Newsom on March 4, 2020 it is imperative that employees be allowed to take a leave of absence due to being quarantined or staying home after recently returning from Level 3 countries or sick from Coronavirus or illnesses with similar symptoms (e.g., cough, fever, shortness of breath); during this state of emergency and

Whereas, the protection of the health and safety and preservation of the lives and property of the people of the State from the effects of natural emergencies such as COVID19 which may result in conditions of disaster or in extreme peril to life, property, and

Whereas, resources is of paramount State importance requiring the responsible efforts of the public, private agencies, individual citizens, and all public employees required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law under Government Code 3100; and

Whereas, Section 1102 of the Public Contract Code defines “emergency” to mean a “sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services,” and 21060.3 of the Public Resources Code and California Environmental Quality Act Guidelines 14 CCR section 15269(c) defines “emergency” to

mean “a sudden, unexpected occurrence, involving a clear and imminent danger, demanding immediate action to prevent or mitigate loss of, or damage to, life, health, property, or essential public services. ‘Emergency’ includes such occurrences as fire, flood, earthquake, or other soil or geological movements, as well as such occurrences as riot, accident, or sabotage.”

Whereas, under California Public Contract Code Section 20654, in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of public schools to permit the continuance of existing school classes, or to avoid danger to life or property, the Board may, by unanimous vote, with the approval of the Orange County Department of Education during only the timeframe of this state of emergency do the following: make a contract in writing or otherwise on behalf the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Rancho Santiago Community College District:

- (1) Determines that the circumstances described in the Resolution herein constitute an emergency condition; and
- (2) By unanimous vote pursuant to section 20654 of the Public Contract Code and subject to approval by the Orange County Department of Education authorizes the flexibility of M&O, to respond to the emergency conditions at District Sites; and
- (3) Authorizes the Chancellor and/or his designee from the date of this Resolution to take any and all actions necessary to ensure the continuation of public education, and the health and safety of the students and staff at all District sites, in accordance with local, state and federal law. Additionally, any actions taken shall be agendized for ratification by the Board at the next regularly scheduled Board Meeting.

Dated this 23rd day of March 2020.

Ayes:
Noes:
Absent:
Abstain:

Marvin Martinez
Secretary to the Board of Trustees

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

March 23, 2020

MANAGEMENT

Employment Agreement/Attachment #1

Arteaga, Elizabeth
Dean, Business & Career Education
Santiago Canyon College

Appointment

Tran, Kieu Loan
Director, Special Programs
Academic Affairs
Santiago Canyon College

Effective: March 2, 2020
Salary Placement: H-1 \$92,052.74/Year
(Requisition #CL19-1371)

Ratification of Resignation/Retirement

Linthicum, Steve W.
Director, Information Communication Technology
Digital Media Initiative
Educational Services
District

Effective: June 30, 2020 (Last Day)
Reason: Resignation

FACULTY

Final Salary Placement for Temporary Faculty Member

Han, Il G.
Assistant Professor, Chemistry
Science & Mathematics Division (60%)
Santiago Canyon College & Science,
Mathematics & Health Sciences Division (40%)
Santa Ana College

Effective: February 3 – June 6, 2020
Final Salary Placement: IV-8 \$93,765.69/Year
(To Be Prorated)

Natale, Alexander
Assistant Professor, Physics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 3 – June 6, 2020
Final Salary Placement: VII-5 \$86,066.46/Year
(To Be Prorated)

FACULTY (CONT'D)

2019/2020 Contract Extension Days

Oase, Daniel
CTE/Short-term Vocational
OEC/Continuing Education Division
Santiago Canyon College

Effective: May 26 – June 30, 2020
Contract Extension: 26 Days
Contract Extension Rate: VI-10 \$484.76/Day

Leave of Absence

Anderson, Jessica
Instructor, High School Subjects/Bridge
Continuing Education Division (OEC)
Santiago Canyon College

Effective: February 2 – June 12, 2020
Reason: Maternity Leave

Jones, Lindsey
Instructor, High School Subjects/Bridge Program
Continuing Education Division (OEC)
Santiago Canyon College

Effective: February 14 – April 8, 2020
Reason: Maternity Leave

Adjusted Effective Dates for Leave of Absence

Fuentes, Vilma
Counselor
Counseling Division
Santa Ana College

From: February 6 – March 3, 2020
To: February 6 – April 10, 2020
Reason: Maternity Leave

Null, Christopher
Instructor, History
Arts, Humanities & Social Sciences Division
Santiago Canyon College

From: March 28 – May 2, 2020
To: April 12 – May 17, 2020
Reason: Parental Leave

Beyond Contract/Overload Stipend

Morris, Aaron
Biology/Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: February 10, 2020
Amount: \$3,273.00
Reason: Grant Program Director
(Project #1723)

Quimzon, Eden
ESL/Continuing Education Division
Santiago Canyon College

Effective: February 4, 2020
Amount: \$750.00
Reason: Professional Development
(Project #2242)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend

Van Dyke Dao, Rita
ESL/Continuing Education Division
Santiago Canyon College

Effective: February 4, 2020
Amount: \$750.00
Reason: Professional Development
(Project #2242)

Part-time Hourly New Hires/Rehires

Chevalier, Justin
Instructor, Criminal Justice/
Criminal Investigations, Gang, Narcotics
Human Services & Technology Division
Santa Ana College

Effective: March 23, 2020
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

Jaramillo, Briana M.
Instructor, Vocational/Behavior Technician
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 6, 2020
Hourly Lecture Rate: II-3 \$53.19

Perez, Jim R.
Instructor, Inmate Education Program
HSS/ABE Workforce Readiness
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 6, 2020
Hourly Lecture Rate: II-3 \$53.19

Valdez, Sonia
Coordinator, Vocational/Certified Nurse Assistant
Continuing Education Division (CEC)
Santa Ana College

Effective: February 24, 2020
Hourly Rate: II-3 \$43.26

Wilson, Kassandra D.
Instructor, Vocational/Certified Nurse Assistant
Continuing Education Division (OEC)
Santiago Canyon College

Effective: March 6, 2020
Hourly Lecture Rate: I-3 \$51.89

Non-paid Instructors of Record

Crouch, Timothy S.
Instructor, Criminal Justice
Instructor Service Agreement with
Tustin Police Department
Human Services & Technology Division
Santa Ana College

Effective: April 13, 2020

FACULTY (CONT'D)

Non-paid Instructors of Record (cont'd)

Prunean, Joshua
Instructor, Apprenticeship/Electrician
Instructor Service Agreement with
Orange County Electrical JATC
Business & Career Technical Education Division
Santiago Canyon College

Effective: March 24, 2020

Wagnon, Angela E.
Instructor, Apprenticeship Surveying (equivalency)
Instructor Service Agreement with
Madole & Associates, Inc.
Business & Career Technical Education Division
Santiago Canyon College

Effective: March 24, 2020

Non-paid Intern Service

Dupree, Gabriela
Higher Education Leadership Intern
Office of Student Equity & Success
Santiago Canyon College

Effective: March 24 – June 30, 2020
College Affiliation: CSU, Fullerton

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

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

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

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing February 25, 2020 and ending June 30, 2022. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

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

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

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of

this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

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

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

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

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

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

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

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

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

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

necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

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

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

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

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

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

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

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

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

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

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

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

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

For District

Date

Administrator

Date

BOARD APPROVAL DATE: MARCH 23, 2020

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
MARCH 23, 2020**

CLASSIFIEDNew Appointment

Correa, Stephanie Senior Clerk (CL19-1360) Community Services/ Continuing Ed./ CEC	Effective: March 9, 2020 Grade 8, Step 1 \$43,448.41
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Miller, Zachary Digital Media Specialist (CL19-1308) Public Affairs & Publications/District	Effective: March 9, 2020 Grade 15, Step 1 \$60,950.26
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Out of Class Assignment

Bennett, Lauren Admissions & Records Spec. II/ Enrollment/ SCC	Effective: 03/02/20 – 06/05/20 Grade 8, Step 2 \$45,641.48
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Bui, Hieu District Accounting Analyst/ Fiscal Services/ District	Effective: 03/10/20 – 06/30/20 Grade 17, Step 2 \$71,929.85
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James, Katherine Admissions & Records Spec. III/ Enrollment/ SCC	Effective: 03/02/20 – 06/05/20 Grade 10, Step 6 + 4PG (2000) \$62,409.12
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Nguyen, Nikki District Accounting Analyst/ Fiscal Services/ District	Effective: 03/10/20 – 06/30/20 Grade 17, Step 1 \$68,497.84
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Professional Growth Increments

Selby, Nadine Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: April 1, 2020 Grade 12, Step 6 + 7.5%L + 7PG (3500) \$74,946.04
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Soto Tellez, Roxzel Administrative Secretary/ Arts, Humanities & Soc. Sci./ SCC	Effective: April 1, 2020 Grade 12, Step 3 + 6PG (3000) \$60,404.32
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Return to Regular Assignment

Bui, Hieu Accountant/ Fiscal Services/ District	Effective: 03/09/20 Grade 13, Step 5 \$66,575.34
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Leave of Absence

Beiza, Rene HR Technician/ Human Resources/ District	Effective: 03/01/20 – 06/30/20 Reason: FMLA/Intermittent
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Espino, Susana Science Lab Coordinator/ Science & Math/ SCC	Effective: 03/23/20 – 05/01/20 Reason: FMLA/Parental Leave
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Ratification of Resignation/Retirement

Nakagawa, Phyllis Special Projects Specialist/ Counseling/ SCC	Effective: March 31, 2020 Reason: Retirement
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CLASSIFIED HOURLY

New Appointments

Escobedo Gomez, Miriam Counseling Assistant (CL19-1368) Continuing Ed./ OEC	Effective: March 16, 2020 19 Hours/Week 12 Months/Year Grade 5, Step A + 2.5%Bil \$19.02/Hour
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Rodriguez, Mitzy Instructional Assistant (CL19-1361) Continuing Ed./ OEC	Effective: March 4, 2020 Up to 19 Hours/Week School Session Grade 5, Step A + 2.5%Bil \$19.02/Hour
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Leave of Absence

Calzada, Juan Student Services Spec./ Student Affairs/ SAC	Effective: 06/01/20 – 06/30/20 07/01/20 – 07/31/20 Reason: Non-Work Days for 10 Month Contract
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Tonix, Jorge Student Services Spec./ Student Affairs/ SAC	Effective: 06/01/20 – 06/30/20 07/01/20 – 07/31/20 Reason: Non-Work Days for 10 Month Contract
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Ratification of Resignation/Retirement

Lagunes, Leonila Instructional Assistant/ Science & Math/ SCC	Effective: March 14, 2020 Reason: Resignation
Le, Nancy Instructional Assistant/ Business Div./ SAC	Effective: March 31, 2020 Reason: Retirement
Salazar, Maria Student Services Specialist/ Student Services/ SAC	Effective: March 19, 2020 Reason: Resignation

TEMPORARY ASSIGNMENT

Short Term Assignment

King, Jason Instructional Assistant/ Math & Science/ SCC	Effective: 03/24/20 – 06/30/20 Grade 5, Step A \$18.57/Hour
Plascencia, Cynthia Auxiliary Services Spec./ Bookstore/ SAC	Effective: 04/02/20 – 06/30/20 Grade 10, Step A \$22.67/Hour
Summers, Letitia Admissions & Records Spec. I/ Enrollment/ SCC	Effective: 03/24/20 – 06/30/20 Grade 6, Step A \$19.23/Hour
Taylor, Kyle Instructional Assistant/ Science & Math/ SAC	Effective: 03/24/20 – 06/30/20 Grade 5, Step A \$18.57/Hour
Tran, Ngoc Instructional Assistant/ Science & Math/ SAC	Effective: 03/24/20 – 06/30/20 Grade 5, Step A \$18.57/Hour

Change in Temporary Assignment

Fuller, Elisabeth Executive Secretary/ Purchasing/ District	Effective: 03/03/20 – 04/30/20 Grade 14, Step A \$27.63/Hour
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Additional Hours for Ongoing Assignment

Rodriguez, Liliana Student Services Coord./ Student Services/ SAC	Effective: 01/10/20 – 06/30/20 Not to exceed 19 consecutive working days in any given period.
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Substitute Assignments

Lyons, Derinda Instructional Assistant/ Human Services & Techn./ SAC	Effective: 02/10/20 – 06/07/20 Grade 5, Step A \$18.57/Hour
Tatro, Dragica Cashier/ Admin. Services/ SCC	Effective: 02/25/20 – 06/30/20 Grade 3, Step A \$17.41/Hour

MISCELLANEOUS POSITIONS

Bacillo Dominguez, Jessica Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 02/24/20
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Instructional Associates/Associate Assistants

Criminal Justice Lu, David	Effective: 03/24/20
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VOLUNTEER

Leidelmeyer, Jenifer Student Driver/ Science & Math/ SCC	Effective: 03/24/20 – 06/30/20
Mendoza, Iliana Volunteer/ Kinesiology/ SAC	Effective: 03/24/20 – 06/30/20

**SANTA ANA COLLEGE
STUDENT HIRES**

Blanco-Hernandez, Ines	Effective: 03/12/20-06/30/20
Bui, Ngoc Thien Thanh	Effective: 03/16/20-06/30/20
Castelan, Delfina I.	Effective: 03/14/20-06/30/20
Flores, Bryan D.	Effective: 03/17/20-06/30/20
Gonzalez Gonzalez, Dulce P.	Effective: 03/16/20-06/30/20
Le, Anthony D.	Effective: 03/12/20-06/30/20
Macias, Neyda	Effective: 03/12/20-06/30/20
Maldonado, Jose A.	Effective: 03/17/20-06/30/20
Orozco, Josie M.	Effective: 03/03/20-06/30/20
Velasquez, Britney J.	Effective: 03/12/20-06/30/20

**SANTIAGO CANYON COLLEGE
STUDENT HIRES**

Davis, Paul	Effective: 03/03/2020 – 06/30/2020
Tewodrose Desta, Gelila	Effective: 03/03/2020 – 06/30/2020

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To: Board of Trustees	Date: March 23, 2020
Re: Approval of Non-Credit Instructional Calendar (2020-2021)	
Action: Request for Approval	

BACKGROUND

In conjunction with the Faculty Association of Rancho Santiago Community College District (FARSCCD) and the Continuing Education Faculty Association (CEFA), the 2020-2021 non-credit instructional calendar has been developed.

ANALYSIS

The calendar has been developed in accordance with the FARSCCD and CEFA contracts and relevant Title 5 regulations.

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2020-2021 Non-Credit Instructional Calendar, as presented.

Fiscal Impact: None	Board Date: March 23, 2020
Item Prepared by: Elvia Garcia, Human Resources	
Item Submitted by: Tracie Green Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	

RSCCD NONCREDIT INSTRUCTIONAL CALENDAR 2020-2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
August	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
September	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
October	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
December	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
January	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
February	31	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
March	28	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
April	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	1
May	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
June	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
July	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7
	8	9	10	11	12	13	14

Faculty Projects: August 17-21

Fall 2020: Instruction Begins August 24

Labor Day: September 7

Veterans Day: November 11

Thanksgiving Break: November 23-28

End of Fall 2020 Semester: December 18

Winter Recess: Dec 21-Jan 8 / Christmas Day: Dec 25

New Years Day: January 1

Faculty Projects: January 8,11,12

Spring 2021: Instruction Begins January 13

Martin Luther King Jr. Holiday: January 18

Lincoln's Birthday: February 12 (Observed)

President's Day: February 15

Cesar Chavez Day: March 31 CEC

Spring Break: OEC, March 29 - April 3

Spring Break: CEC, April 5-10

OEC Commencement: May 27

CEC Commencement: May 28

End of Spring 2021 Semester: OEC, May 27 / CEC, May 28

Memorial Day: May 31

Summer 2021: Instruction Begins June 1

Independence Day: July 4 (Observed July 5)

End of Summer 2020 Semester: August 7

Board Approved: March 23, 2020

RSCCD noncredit programs operate on an open-entry/open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site, and student needs.