

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

Board of Trustees (Regular meeting)

Tuesday, May 26, 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 May 26, 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, 560964295# (please use *9 to raise your hand using your phone if you’d like to speak during public comments) or by using this link: <https://cccconfer.zoom.us/j/560964295>**. 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 MAY 26, 2020**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.” Each speaker may speak for 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. If a **translator** for the speaker is needed, please contact the executive assistant to the board of trustees at lucarelli_anita@rsccd.edu or leave a message at 714-480-7452, on the Friday prior to the meeting so appropriate accommodations may be made.

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 MAY 26, 2020**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.” Each speaker may speak for 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. If a **translator** for the speaker is needed, please contact the executive assistant to the board of trustees at lucarelli_anita@rsccd.edu or leave a message at 714-480-7452, on the Friday prior to the meeting so appropriate accommodations may be made.

1.5 Approval of Minutes – Regular meeting of May 11, 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.

1.7 Presentation to 2019-2020 Student Trustee

1.8 Presentation on Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding

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 Report from Board President

2.8 Reports from Board Committee Chairpersons and Representatives of the Board

- Board Facilities Committee
- Board Legislative Committee
- Orange County Community Colleges Legislative Task Force
- Board Ad Hoc Committee for Discussion and Timing of Reentry Plans According to the Governor’s Guidelines

3.0 INSTRUCTION

- *3.1 Approval of Educational Affiliation Agreement with Learning Tree Therapy, Inc. Action
The administration recommends approval of the educational affiliation agreement with Learning Tree Therapy, Inc. located in Long Beach, California, as presented.
- *3.2 Approval of Rancho Santiago Community College District Professional Services Agreement with International Trade Education Programs dba EXP™ - The Opportunity Engine Action
The administration recommends approval of the RSCCD professional services agreement with International Trade Education Programs dba EXP™ - The Opportunity Engine, located in Carson, California, as presented.
- *3.3 Approval of Hospital On-Site Associate Degree Nursing Program Agreement Renewal with St. Joseph Hospital of Orange Action
The administration recommends approval of the Hospital On-Site Associate Degree Nursing Program agreement renewal with St. Joseph Hospital of Orange, located in Orange, California, as presented.
- *3.4 Approval of Rancho Santiago Community College District Professional Services Agreement with Twenty Fifth Hour Communications Action
The administration recommends approval of the RSCCD Professional Services Agreement with Twenty Fifth Hour Communications, located in Paso Robles, California, as presented.
- *3.5 Approval of Proposed Revisions for 2019–2020 for Santa Ana College Catalog Addendum Action
The administration recommends approval of the proposed revisions for the 2019–2020 SAC catalog addendum.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases and Budget Transfers Action
The administration recommends approval of budget increases, decreases and transfers from April 29, 2020, to May 12, 2020.
- 4.3 Approval of Public Hearing for 2020-2021 Tentative Budget Action
The administration recommends approval of holding a public hearing on the 2020-2021 Tentative Budget at the board meeting on June 15, 2020.

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

- *4.4 Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for Science Center Project at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Hammel, Green and Abrahamson, Inc. for professional design services for Science Center project at SAC as presented.
- *4.5 Approval of Amendment to Agreement with Architectural Testing, Inc. for Building Enclosure Commissioning Services for Science Center at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Architectural Testing, Inc. for building enclosure commissioning services for the Science Center at SAC as presented.
- *4.6 Approval of Amendment to Agreement with SVA Architects, Inc. for Architectural Services for Campus Entrance Improvements – Phase 1 Preliminary Schematic Design Phase at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with SVA Architects, Inc. for architectural services for the campus entrance improvements – Phase 1 preliminary schematic design phase at SAC as presented.
- *4.7 Approval of Amendment to Agreement with Steinberg Hart for Architectural Services for Space Planning and Academic Support Center at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with Steinberg Hart for architectural services for space planning and the Academic Support Center at SAC as presented.
- *4.8 Approval of Amendment to Agreement with Morrissey Architects, Inc. for Architectural Services for Parking Ticket Kiosks at Santa Ana College and Santiago Canyon College (SCC) Action
The administration recommends approval of the amendment to the agreement with Morrissey Architects, Inc. for architectural services for the parking ticket kiosk project at SAC and SCC as presented.
- *4.9 Approval of Amendment to Agreement with Ghatoade Bannon Architects, LLP, for Professional Design Services for New Safety and Security Offices at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Ghatoade Bannon Architects, LLP for professional design services for the new Safety and Security offices at SCC as presented.

- *4.10 Approval of Amendment to Agreement with Lionakis for Architectural Services for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College Action
The administration recommends approval of the amendment to the agreement with Lionakis for architectural services for barrier removal paper towel dispenser replacement at SCC as presented.
- *4.11 Approval of Amendment to Agreement with Morrissey Associates, Inc. for Architectural Services for Emergency Blue Phone & Americans with Disabilities Act (ADA) Path of Travel Upgrade Project at Various Sites Action
The administration recommends approval of the amendment to the agreement with Morrissey Associates, Inc. for architectural services for the emergency blue phone & ADA path of travel upgrade project at various sites as presented.
- *4.12 Approval of Third Renewal Addendum with LiveSafe, Inc. Action
The administration recommends approval of the third renewal addendum with LiveSafe, Inc.
- *4.13 Award of Bid #1384 for Purchase of Engineering Equipment for New Science Center at Santa Ana College, Line Item #4 (Robotics Training Package) Action
The administration recommends awarding Bid #1384 for the purchase of engineering equipment for the New Science Center at SAC, line Item #4 (robotics training package) to Klein Educational Systems, Incorporated as presented.
- *4.14 Approval of Utilization of California Multiple Award Schedule (CMAS) Contract #4-19-84-0072A to McMurray Stern Action
The administration recommends approval of utilization of the CMAS Contract #4-19-84-0072A to McMurray Stern including renewals, future addendums, supplements and extensions as presented.
- *4.15 Approval of Purchase Orders Approved by Chancellor per Resolution No. 20-03 Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19) Action
The administration recommends approval of the purchase orders approved by the chancellor per Resolution No. 20-03.
- *4.16 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period March 22, 2020, through April 25, 2020.

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

5.0 GENERAL

- *5.1 Approval of Resource Development Item Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- Hunger Free Campus Support (SCC) \$36,588
- *5.2 Approval of Second Amendment to Sub-Agreement between RSCCD and Carnegie Mellon University for California Education Learning Lab 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.
- 5.3 Adoption of Resolution No. 20-08 for Order of Biennial Trustee Election 2020 and Specifications of the Election Order Action
The administration recommends adoption of Resolution No. 20-08 for the Order of Biennial Trustee Election and Specifications of the Election Order.
- 5.4 Approval of Board Legislative Committee Recommendations Action
It is recommended that the board review and approve the Board Legislative Committee's recommendations.
- 5.5 Ratification of Expenditures Made Under the CARES Act, Higher Education Emergency Relief Funds Action
The administration recommends ratification of the expenditures made by the colleges under the CARES Act.
- 5.6 Approval of Rancho Santiago Community College District COVID-19 Response Plan to Reinstate On-Campus Instruction and Related Activities Action
The Ad Hoc Board Committee on Proposed Plan of Reentry and Timing According to Governor's Guidelines recommends approval of the RSCCD COVID-19 Response Plan to Reinstate On-Campus Instruction and Related Activities.
- 5.7 Discussion of Other Post-Employment Benefits (OPEB) Trust Fund Information
Board members plans to discuss the OPEB Trust Fund.
- 5.8 Board Member Comments Information

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

RECESS TO CLOSED SESSION

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

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

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

1. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)
Property: Centennial Education Center/Centennial Park
2900 W. Edinger Avenue, Santa Ana, California
Agency Negotiators: Marvin Martinez, Chancellor, Rancho Santiago Community College District
Negotiating Parties: City of Santa Ana
Under Negotiation: Price and Terms of Payment
2. 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. Educational Administrator Appointments
 - (1) Interim SAC President
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Tracie Green, Vice Chancellor, Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
California School Employees Association, Chapter 888
Continuing Education Faculty Association (CEFA)
Unrepresented Management Employees
4. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. #2007044
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 Management/Academic Personnel Action

- Approval of Appointment of Interim SAC President
- Approval of Interim Assignments
- Approval of Extensions of Interim Administrative Assignment
- Ratification of Resignations/Retirements
- Approval of 2019-2020 CSEA 888 Adjusted Annual Salary Schedule
- Approval of 2019-2020 CSEA 888 Adjusted Hourly Salary Schedule
- Approval of Appointments/Part-time to Tenure Track
- Approval of Hiring of Temporary Full-time Faculty Members
- Approval of Final Salary Placements
- Approval of 2020-2021 Sabbatical Leaves of Absence
- Approval of 2019-2020 Contract Extension Days
- Approval of 2019-2020 Additional Contract Extension Days
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time/Hourly New Hires/Rehires

6.2 Classified Personnel Action

- Approval of Miscellaneous Pay Schedule-Revised
- Approval of Professional Growth Increments
- Approval of Longevity Increments
- Approval of Changes in Salary Placement
- Approval of New Appointments
- Approval of Leaves of Absence

6.3 Approval of RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2019-2020 Action

It is recommended that the board approve the RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2019-2020 and authorize its transmission to the State Chancellor's Office.

6.4 Rejection of Claim Action

The district's claims administration recommends the board authorize the chancellor or his designee to reject claim #2007044.

7.0 ADJOURNMENT - The next regular meeting of the Board of Trustees will be held on June 15, 2020.

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

Board of Trustees
(Regular meeting)

Monday, May 11, 2020

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The Zoom meeting was called to order at 4:34 p.m. by Ms. Claudia Alvarez via video/teleconference. Other members present were Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Mr. Theodore Moreno via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20. Mr. John Hanna joined the meeting at the time noted.

Administrators present during the regular meeting via video/teleconference (Zoom) 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 via video/teleconference (Zoom) as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Mr. Jio Gallardy, Student President, Santiago Canyon College, 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

Notice of public comments were submitted prior to the meeting to Ms. Lucarelli by Ms. Kimberly Baez, Vice President of We're Tobacco Free club at Santiago Canyon College (SCC). Ms. Baez, Ms. Kris Cornejo, Mr. Solomon Jones, Ms. Colette Kim, Mr. Joseph Rivero, and Mr. Brendan Santos spoke regarding a tobacco-free campus at Rancho Santiago Community College District.

Mr. Hanna joined the meeting via video/teleconference (Zoom) during the first public comment.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Moreno to approve the minutes of the regular meeting held April 27, 2020. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Moreno and seconded by Mr. Hernandez to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno’s advisory vote was aye.

3.1 Approval of Memorandum of Understanding (MOU) between Consulate of Mexico in Santa Ana and Rancho Santiago Community College District of United States of America on Behalf of Santa Ana College (SAC) for Establishment of “Educational Orientation Window”

The board approved the MOU between the Consulate of Mexico in Santa Ana and RSCCD of the United States of America on behalf of SAC for the establishment of the “Educational Orientation Window,” as presented.

3.2 Acceptance of Sabbatical Leave Report from Teresa Simbro, Professor of Nursing

The board accepted the sabbatical leave report from Teresa Simbro, Professor of Nursing, as presented.

3.3 Approval of Memorandum of Understanding Agreement between Orange Unified School District and RSCCD on behalf of Santiago Canyon College

The board approved the MOU agreement between Orange Unified School District and RSCCD on behalf of SCC.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases, decreases and transfers from April 15, 2020, to April 28, 2020.

4.3 Rejection of All Bids for Bid #1383 for Purchase of Microscopes for New Science Center at Santa Ana College

The board rejected all bids for Bid #1383 for purchase of microscopes for the New Science Center at SAC as presented.

1.6 Approval of Consent Calendar (cont.)

5.1 Approval of Resource Development Item

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

- Strong Workforce Program K-12 Pathway Coordinators \$12,000,000
and K-14 Technical Assistance Providers – Year 2 (District)

5.2 Approval of Sub-Agreements between RSCCD and Contra Costa Community College District, Feather River Community College District, Grossmont-Cuyamaca Community College District Auxiliary Services, Riverside Community College District, Santa Clarita Community College District, and Tulare County Office of Education to Award Strong Workforce Program K14 Technical Assistance Providers Grants

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

5.3 Approval of 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 – Year 2

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

5.4 Approval of First Amendments to 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 - Year 1

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

5.5 Approval of First Amendment to Sub-Agreement between RSCCD and Fresno County Superintendent of Schools in Central Valley/Mother Lode Region Selected to Host Strong Workforce Program K12 Pathway Coordinator - Year 1

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.)

5.6 Approval of First Amendments to Sub-Agreements between RSCCD and Chaffey, Los Rios, MiraCosta, Mt. San Antonio, San Francisco, Ventura, Yosemite Community College Districts to Award Centers of Excellence (COE) for Labor-Market Research Grants to Host Colleges/Districts in State of California

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

5.7 Approval of First Amendment to Sub-Agreement between RSCCD and Los Rios Community College District for Statewide Director - Retail/Hospitality/Tourism Grant

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

5.8 Approval of Professional Services Agreement (Enrollment Management with Cambridge West Partnership, LLC (CWP)

The board approved 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.

5.9 Approval of Professional Services Agreement (CCFS-320 Workflow Process) with Cambridge West Partnership, LLC (CWP)

The board approved 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.

5.10 Approval of Agreement with 25th Hour Communications for Digital Media Services

The board approved 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.

1.7 Adoption of Resolution No. 20-07 in Honor of Classified School Employee Week – May 17-23, 2020

It was moved by Ms. Mendoza and seconded by Mr. Yarbrough to adopt Resolution No. 20-07. On behalf of the board, Ms. Alvarez thanked the classified staff for their hard work. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

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

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

Ms. Alvarez asked that the written reports provided 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
Mr. Jio Gallardy, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Ms. Sheryl Martin, Executive Secretary, Orange Education Center, 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 De Carbo, Academic Senate President, Santiago Canyon College
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

2.7 Report from Board President

Ms. Alvarez provided a report to the board during Item 2.8.

2.8 Reports from Board Committee Chairpersons and Representatives of the Board

Ms. Alvarez provided a report on the Ad Hoc Board Committee for Discussion and Timing of Reentry Plans According to the Governor's Guidelines which met on May 6, 2020. She indicated the full board and those who were in attendance at the committee meeting plan to discuss the options and reentry of the fall semester according to the Governor's guidelines during Item 5.11.

3.0 INSTRUCTION

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

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

5.11 Discussion of Options and Reentry for Fall Semester According to Governor's Guidelines

The college presidents presented options for reentry during the fall semester according to the Governor's guidelines. It was noted that the plans are preliminary and still need to be vetted by the shared governance groups on campus. Ms. Alvarez indicated that the next meeting for the Ad Hoc Board Committee for Discussion and Timing of Reentry Plans According to the Governor's Guidelines will be held on May 13, 2020.

5.12 Approval of Hiring Plan and Process for Selection of New Santa Ana College President

Ms. Green presented three options for a hiring plan and process to select a new SAC president. The chancellor recommended Option #1. After discussion, it was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve Option #1 (attached to the minutes) as the hiring plan and process for selection of the new SAC president. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Moreno's advisory vote was aye.

5.13 Board Member Comments

Mr. Hernandez expressed appreciation for staff, faculty and students adapting to the new guidelines in keeping everyone safe.

5.13 Board Member Comments (cont.)

Ms. Alvarez expressed appreciation to the trustees who wore the t-shirts promoting “Counting All Children in Census 2020” provided by the National Association of Latino Elected and Appointed Officials (NALEO).

RECESS TO CLOSED SESSION

The board convened into closed session at 7:14 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. Educational Administrator Appointments
 - (1) Interim SAC President

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

3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957[b][1])
 - a. Vice Chancellor, Business Operations/Fiscal Services
 - b. Vice Chancellor, Educational Services
 - c. Vice Chancellor, Human Resources
 - d. President, Santa Ana College
 - e. President, Santiago Canyon College

Mr. Moreno left the meeting at this time.

RECONVENE

The board reconvened at 9:24 p.m.

Due to technical difficulties, Ms. Mendoza did not rejoin the public meeting at this time.

Public Comment

There were no public comments.

Closed Session Report

Mr. Yarbrough reported during closed session the board discussed public employment and public employee performance evaluations; and the board took no action.

Ms. Mendoza joined the public meeting at this time.

6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel

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

- Approve Appointment of Interim SAC President
- Approve Appointments/Part-time to Tenure Track
- Ratify Resignations/Retirements
- Approve 2020-2021 Sabbatical Leaves of Absence
- Approve Banked Leaves of Absence
- Approve 2019-2020 Contract Extension Days
- Approve 2019-2020 Additional Contract Extension Days

6.2 Classified Personnel

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

- Approve New Appointments
- Approve Out of Class Assignments
- Approve Changes in Salary Placements
- Approve Leaves of Absence
- Approve Professional Growth Increments
- Ratify Resignations/Retirements
- Approve Changes in Temporary Assignments
- Approve Miscellaneous Positions

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Tuesday, May 26, 2020.

There being no further business, Ms. Alvarez declared the meeting adjourned at 9:29 p.m.

Respectfully submitted,

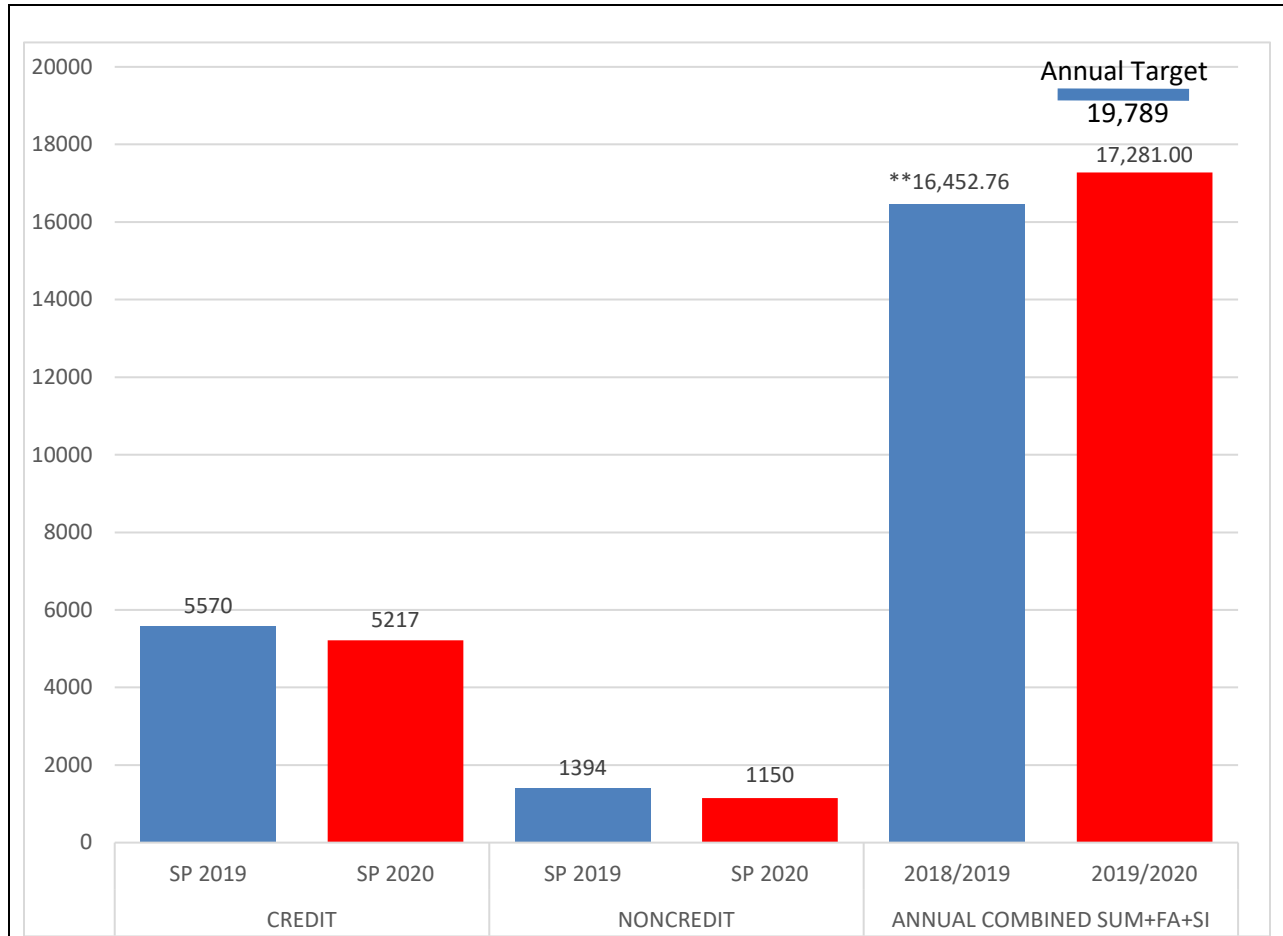
Marvin Martinez, Chancellor

Approved: _____
Clerk of the Board

Minutes approved: May 26, 2020



SAC 2019/2020 Spring Enrollment Report *Date: 5/6/2020



FTES Target

Terms	2019/2020	DIFF	PCT
Credit SP Target	6598.00		
Credit SP Projection	5798.00	-800.00	-14%
Noncredit SP Target***	2111.00		
Noncredit SP Projection	1396.00	-715.00	-51%
Annual Target	19789.00		
Annual Projection	18114.00	-1675.00	-9%

NOTES:

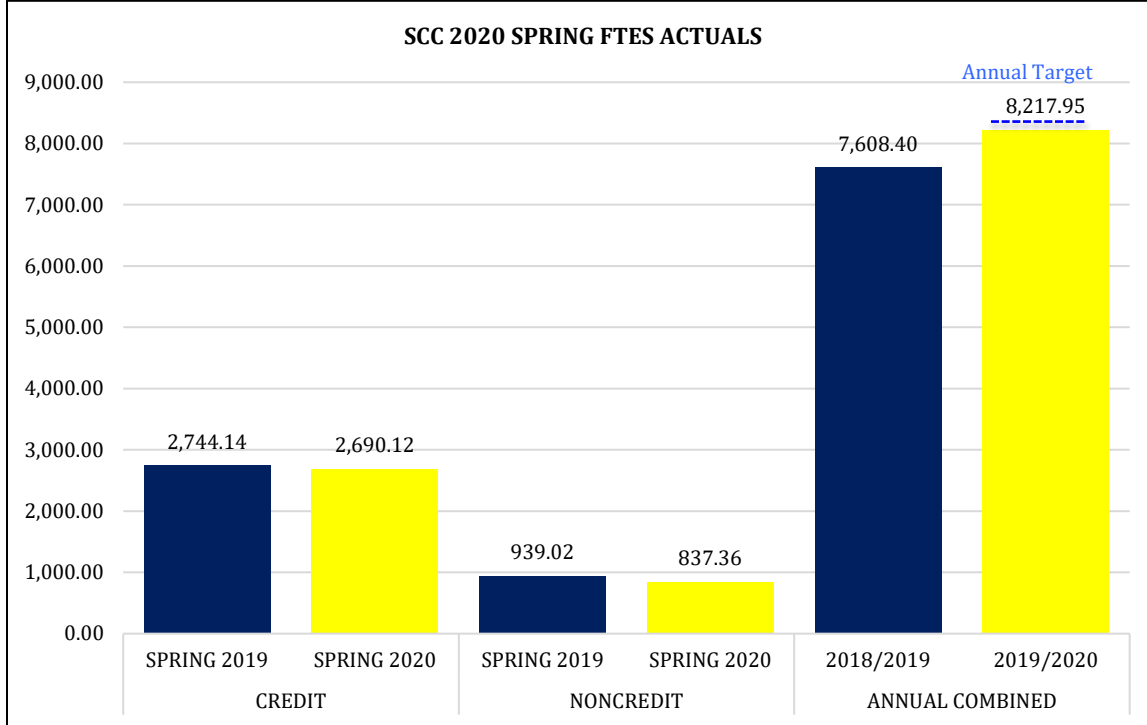
* This report represents a "moment in time" comparison between like terms.

** 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
5/06/2020



FTES TARGETS

TERMS	2019/2020	DIFF	PCT
Credit Spring Target	2766		
Credit Spring Projection	2700	-66.00	-2.4%
NonCredit Spring Target	1155		
NonCredit Spring Projection	925	-230.00	-19.9%
Annual Target	8389		
Annual Projection	8358	-31.00	-0.4%

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

Santa Ana College - President's Report to the RSCCD Board of Trustees May 11, 2020

OVERVIEW/COVID-19

Santa Ana College remains in Temporary Remote Instruction and virtual student services for (at least) the duration of the Spring and Summer 2020 semesters. During this time, Santa Ana College and the School of Continuing Education continue to work toward our Vision for Success and Equity Goals. These efforts include:

ENROLLMENT

Credit

- Santa Ana College Credit continues to feel the impact of COVID-19. Our FTES today is at 5,217, compared to 5570 during similar time last year. New data reports reveal that there have been 1,062 drops due to COVID-19 from 287 different courses. We are using these data to add sections to our Summer and Fall 2020 terms.
- Based on conversations with our academy and some allied health partners, we have begun highly controlled face-to-face offerings to allow students to complete skills-based activities prior to the end of Spring 2020. This will lead to an increase in student completion in these essential programs.

Noncredit

- As of May 6, 2020, SAC School of Continuing Education was at 1,150 FTES, which is down from last year at a comparable date when it was at 1,394. SAC School of Continuing Education courses are almost all positive attendance and have been significantly impacted by the COVID-19 crisis. SAC School of Continuing Education has taken extensive measures to reduce this impact including:
 - developing new programs,
 - simplifying registration processes,
 - increasing marketing efforts, and
 - improving student services.
- SAC School of Continuing Education continues to make progress in restoring FTES to typical levels. Since the start of the SAC Go initiative SAC School of Continuing Education **is earning 72% of its typical FTES**, which represents a significant improvement from below 50%, which SAC-SCE was earning at the start of the transition to remote instruction.

GOAL 1 - COMPLETION

Goal 1A: Increase All Students Who Earned an Associate Degree (including ADTs),

Goal 1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

Goal 1C: Increase All Students Who Attained the Vision Goal Completion Definition

- Santa Ana College sent a total of 4,308 text messages to students the college identified with high financial need and are on track to program or course completion. SAC sent a campus-wide message advising faculty and staff to encourage students to

- request emergency funds via the CARES application. Thus far, the college has received 2,900 applications. Financial Aid staff are processing applications daily. To date, over \$792,000 has been awarded. Disbursement of these CARES funds will be distributed to eligible students each Monday beginning May 11 through the remainder of the Spring semester. We anticipate future application and disbursement periods in the Summer and Fall 2020, as long as funds are available.
- SAC successfully hosted eight Virtual Early Decisions sessions in April and May 2020. These sessions are a collaboration between Outreach, Counseling, Assessment, DSPS and A&R. Approximately, 1,093 high school seniors met one-on-one with a counselor in a virtual format. With the counselor's assistance students developed and received an Education Plan and registered for 12 or more units. SAC will hold additional make-up sessions with this group of students in the Summer.
 - Four 2020 Alumni Hall of Fame Inductees were honored during the SAC Foundation Board of Directors meeting held via Zoom on April 29, 2020. This year's inductees are:
 - Vera Jimenez - Current KTLA 5 Meteorologist
 - Jim Steiner - Current Mayor of Corona, California
 - Fortino Rivera - SAC Foundation Board Member and CEO/Co-Owner of Staffing Solutions
 - Mike Talbot - Former President/CEO of Universal Space Lines LLC and current Principal at Aerospace & Defense Consultant
 - The Santa Ana College Foundation/Office of College Advancement is responding to meet the needs of SAC students. These efforts led to a **major gift of \$300,000 from SchoolsFirst Federal Credit Union** in support of the SAC Foundation Raising the Game Campaign.
 - The SAC foundation raised \$63,250 in sponsorships, opportunity drawing ticket sales, and virtual golfer registrations for the 2020 Virtual Ed Arnold Golf Classic.
 - SAC Foundation has received an **\$80,000 grant from Union Bank** in support of: Covid-19 relief funding, Ed Arnold Golf Classic, Student Scholarships, and SSTI and Promise Students.
 - To date, SAC Foundation has distributed \$27,120 in Urgent Action Student Support Emergency Funds to 38 SAC students who are impacted by COVID-19.
 - The Foundation also distributed \$750 in grocery gift cards to 15 MESA students.
 - To help students address food and housing insecurity, the Foundation has formed new partnerships with **Operation Helping Hands** and **Orange County United Way**.
 - General, EOPS and CalWorks counseling faculty, assigned to these areas, have continued to meet with students virtually to assist them with priority registration for the Fall.

GOAL 2- TRANSFER

Goal 2A: Increase All Students Who Earned an Associate Degree for Transfer

Goal 2B: Increase All Students Who Transferred to a CSU or UC Institution

- Due to COVID-19, SAC School of Continuing Education is currently unable to offer the Pre-Apprenticeship Program for Construction for individuals who were formerly incarcerated (FI)/Justice Impacted (JI). In response to the change of plans and to meet the educational needs of this population, during the Summer 2020 term, SCE will offer a **virtual 8-week Workforce Preparation Course using the New World of Work Curriculum**. The goal of this class is to improve familiarity with Santa Ana College programs and pathways, assist with students' transition to educational programs, and to build a community of peer support. Instructional material will be contextualized to address the unique challenges encountered by FI/JI students.

GOAL 3- UNIT ACCUMULATION

Goal 3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

GOAL 4-WORKFORCE

Goal 4A: Increase Median Annual Earnings of All Students

Goal 4B: Increase All Students Who Attained the Living Wage

Goal 4C: Increase All Students with a Job Closely Related to Their Field of Study

- As part of the noncredit to credit culinary arts pathway, 12 continuing education students at SAC School of Continuing Education **completed the food handler class and passed the Serve Safe Food Handler Certification Exam**.
- SAC School of Continuing Education received approval from the California Department of Public Health to be a **Nurse Assistant Training Program**. The next action steps include exploring the ability of the program to serve as both an online training provider and a testing site.

GOAL 5-EQUITY

Goal 5.1A: Increase All Students Who Earned an Associate Degree (including ADTs)

Goal 5.1B: Increase All Students Who Earned a Chancellor's Office Approved Certificate

Goal 5.1C: Increase All Students Who Attained the Vision Goal Completion Definition

Goal 5.2A: Increase All Students Who Earned an Associate Degree for Transfer

Goal 5.2B: Increase All Students Who Transferred to a CSU or UC Institution

Goal 5.3A: Decrease Average Number of Units Accumulated by All Associate Degree Earners

Goal 5.4A: Increase Median Annual Earnings of All Students

Goal 5.4B: Increase All Students Who Attained the Living Wage

Goal 5.4C: Increase All Students with a Job Closely Related to Their Field of Study

- The Counseling department at SAC's School of Continuing Education continues to communicate with students about mental health during the COVID-19 crisis. **May is Mental Health Awareness Month** and Counselors are sharing self-care flyers in English, Spanish, and Vietnamese: to provide tips on how to cope during this pandemic.

- SAC's Health and Wellness Center continues to support SAC students and provide medical and psychological appointments using a virtual format. Recent outreach efforts include:
 - Four student seminars are scheduled in a virtual format and focused on how to improve sleep, increase positive emotional experiences, modify negative thoughts and beliefs, and decrease stress.
 - A health and wellness presentation was provided for a Child Development class Wednesday, April 29.
 - The Health and Wellness Center will conduct, virtually, workshops on Anxiety and Mental Health for Guardian & UndocuScholars during the next two weeks.
 - The Health and Wellness Center collaborated with ASG to host "Movies for Mental Health" on May, 8, 2020.

- SAC's office of Student Life Continues to provide opportunities for student engagement using a virtual delivery format. Events are hosted virtually and include meet and greets with campus leaders to sexual assault awareness days to a yoga workshop which is schedule for Friday, May 15, 2020. Additionally, SAC ASG provided more than 500 students with stress care packages.

SAC's Student Leadership Awards Ceremony will be held in a virtual format on May 28, 2020.

- SAC's DSPS successfully collaborated with the Office of School Relations during Early Decision to streamline the process that will help potential students obtain services through DSPS.

- The Annual Faculty and Classified Joint Awards for Excellence Program will move forward as a virtual event on **Wednesday, May 20, 2020 at 2:00 p.m.**

Santiago Canyon College President's Report to the RSCCD Board of Trustees May 11, 2020

Enrollment Report:

In **credit**, as of May 6, 2020 we are at 2690.12 FTES which is -54.02 FTES compared to same time period last year. Our projection for credit remains the same as reported previously: we believe we will be -66 FTES short of our spring target of 2766 (primarily loss of positive attendance in COVID19 environment).

In **noncredit**, as of last week we posted 837.36 FTES which represents 86% of our spring target of 1,155 FTES. The posted FTES is 102 FTES lower than the same time period last spring and is a direct effect of the necessary Social Distancing and transition to TRI. Having said that, I am happy to report that the number of noncredit students participating in TRI continues to increase. As a result, we are once again changing our spring projection upward by 40 FTES compared to the last report and will end the semester -230 FTES short of target.

Good News: SCC exceeded its summer target by 73.20 FTES and exceeded its fall target by 209.88 FTES, which provides a "cushion" to offset spring term FTES losses due to COVID19. Our projection for the year is 8358 FTES and project to **fall short by only -31 FTES.**

COLLEGE UPDATES

Early Welcome Goes Virtual!

Early Welcome (EW) is the premier program that matriculates incoming first-year students by providing support from application, orientation, counseling and registration. EW has been our "bread and butter" to upfront fall enrollment.

SCC counselors developed a special Early Welcome online orientation for matriculating high school students to access through Canvas. Upon completion of orientation, students completed a Microsoft Exit/Google Form to indicate area of career interest, preferred method of appointment with counselor to discuss first semester classes, and support services or programs they would like to know more about.

Counseling support staff schedule students for an "Early Welcome Friday" one-to-one 30 minute counseling appointment with a counselor that is conducted through Cranium Café. Counselors work with students to develop a first semester education plan with the Online Ellucian Education Plan, answer students' questions, and make referrals to other support services. After EW Friday, students have five days (Saturday-Wednesday) to register for fall 2020 classes after meeting with the counselor.

To date, 872 EW students have completed an online orientation and 683 have registered for fall classes.

Drive-Up WiFi Program:

On Monday, May 4, the college launched a pilot Drive Up WiFi program that aims to meet the needs of those students who do not have reliable internet access. Wireless access is available to students in Lot #6 on weekdays, Mondays through Thursday, from 7:30 a.m. until 9:00 p.m. and 7:30 a.m. until 12:00 noon on Fridays. Access is for registered students (credit and noncredit) with valid login credentials. Students must remain in their cars while using the college's network and park in every-other parking stall to enhance social-distancing protocols. In congruence with social-distancing restrictions, the college will not accommodate pedestrians or cyclists; in addition, no restroom or other facilities are available. To date, we have only had a handful of students utilizing this service.

CARES ACT Student Emergency Grants

Approximately, 1,513 students are receiving emergency grants ranging between \$300.00 - \$600.00 during this first round of disbursement (totaling \$547,800.00). These individuals are receiving their funds today. Additionally, students can submit an application for CARES Act Emergency Funds. To date, we have received 196 applications which are reviewed individually to ensure Title IV program eligibility requirements. These applications are reviewed and approved on an on-going basis and depending on special circumstances, may be eligible up to \$3000.00.

For additional information:

<https://www.sccollege.edu/StudentServices/FinancialAid/Pages/CARES-Act-Emergency-Funds.aspx>

Emergency Grants for Undocumented Students

[Staff from our First Year Support Center are reaching out to undocumented students and encouraging them to apply for emergency grants utilizing AB19 and AB2 college promise state funds.](#)

Examples of Virtual Support Services and continued transition to TRI:

Estela Cuellar, Director, Strong Workforce and Apprenticeship, is working with the **Electrician Trust and Operating Engineers** regarding their interest in adding a distance education addendum to their courses, and instituting Canvas training for their instructors in order to teach their courses online, in the future.

The First Year Support Center is providing all workshops for the student success certificate in a virtual format. Recent workshops include:

- **Life as a first-gen student in higher education** – discussion of challenges faced by this community including difficulties during COVID-19 while offering tips and resources.
- **Accepting change** – discussion on how to manage change when it is expected (applying to college) or unexpected (COVID-19). Students learned six tips on how to manage change in their life.
- **Will people see my TickTok though?** - Students learned what social/digital media footprint is in order to understand how they utilize technology its consequences.

The Division of Business and Career Education held its first remote Professional Employment Workshop featuring **Credence Bolan, Director of Compliance for Harbor Health Systems**. Ms. Bolan provided information about the worker' compensation industry, career opportunities within her company, and an overview of the skills needed to successfully enter this industry as well as providing advice on interviewing & networking with industry professionals.

The PATHWAYS TO TEACHING PROGRAM on April 29, 2020 hosted the **UCI CalTeach Math & Science Information Session** to PTTP students interested in teaching in the STEM field. Through this program, students can take classes that help them gain teaching skills and practice these methods in local K-12 classroom. This is a great opportunity for students to find out if teaching in the STEM field is right for them. Student who successfully complete the program receive a \$150 stipend.

Upcoming Events:

Hawk's Nest Drive Through Food Pantry Distribution: Thursday, May 14, 2020 from 10am-2pm in Lot 2. This is our fourth distribution since TRI. On average, we are serving 300 students per distribution date. Special thanks to the Orange County Food Bank, and the Second Harvest Food Bank of Orange County for their continued support.

Finally, I want to express my gratitude to the **Associated Student Government (ASG)** for their generous one time donation of \$13,350 to support the SCC Food Pantry and Student Emergency Fund and an additional one-time allocation of \$12,000.00 to support the long-term disbursement of scholarships through the ASG Endowed Scholarship fund. This award, totaling \$25,350.00 in direct support, will be made payable to the SCC Foundation and supports the education and well-being of students. #leadershipinaction



Presidential Search Timeline One-year Start Option 1 (Chancellors Recommendation) 2021/2022

RFP Schedule	RFP will be issued in July 2020. Responses will be due in August 2020. It is estimated that the contract for services will begin the month of September, 2020 or thereabouts and will terminate no later than June 1, 2021.
August 2020	Chancellor's Cabinet create first draft of position description for Presidential position, including min/desirable quals, and ideal characteristics; draft institutional strengths and challenges are identified; work is begun on President search website
September 2020	Regular Meeting of the Board of Trustees; Presentation for approval of position description for Presidential position, including min/desirable quals, and ideal characteristics; institutional strengths and challenges
October 2020	Committee Selection (AR 7120.3) conduct initial meeting & EEO training; review—position description for President position, including min/desirable quals and ideal characteristics; President search timeline; institutional strengths and challenges; search and selection process
November 2020	Recruitment open; Position Advertised
December 2020	First committee meeting held; paper screen criteria and rating form are adopted; first level interview criteria, questions and rating form are adopted
December 2020	Deadline for application materials for first review
January 2021	1 st Committee meeting completes application screening 2 nd Committee meeting meets to identify first level interviewees or extend recruitment
February 2021	Committee conducts Interviews (2 days)
February 2021	Finalist Interview Week--campus forums, interview with President's Cabinet, Campus Tours, and final Interviews with Chancellor

May 2021 Site Visits (if desired) reports due to the Chancellor
Regular Meeting of the Board of Trustees; approve new President
and approve contract

July 2021 New President projected start date

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

To: Board of Trustees	Date: May 26, 2020
Re: Approval of Educational Affiliation Agreement with Learning Tree Therapy, Inc.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This new educational affiliation agreement with Learning Tree Therapy, Inc. (“Agreement”) covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This Agreement shall be effective for five (5) years or until termination by written notice of either party. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this educational affiliation agreement with Learning Tree Therapy, Inc., located in Long Beach, California, as presented.

Fiscal Impact:	None	Board Date: May 26, 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	

EDUCATIONAL AFFILIATION AGREEMENT
Occupational Therapy Assistant Program

This Agreement is made and entered into between the Rancho Santiago Community College District, a public educational agency (“District”) located at 2323 North Broadway, Santa Ana, California on behalf of the Santa Ana College Occupational Therapy Assistant Program (“College”) and Learning Tree Therapy, Inc. (“Clinical Facility”), located at 4300 Long Beach Blvd. #760, Long Beach, CA 90807.

PART I. BASIS AND PURPOSE OF AGREEMENT

WHEREAS, District and Clinical Facility acknowledge a public obligation to contribute to Occupational Therapy Assistant Program education for the benefit for students and to meet community needs.

WHEREAS, District provides programs in Occupational Therapy Assistant Program education, which require clinical experience for students, enrolled in these programs.

WHEREAS, the Clinical Facility has facilities suitable for the clinical needs of the District programs in the Occupational Therapy Assistant Program.

WHEREAS, it is to the benefit of both District and Clinical Facility that Occupational Therapy Assistant Program students have opportunities for clinical experience to enhance their capabilities as practitioners.

NOW, THEREFORE, District and Clinical Facility do covenant and agree as follows:

PART II. GENERAL RESPONSIBILITIES OF DISTRICT

A. For the Program in General

1. District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District shall inform The Occupational Therapy Assistant Program students of any requirement for background checks and their responsibility of payment.
3. College agrees to designate a coordinator for program.

B. For Program Planning

1. District will initiate the development of mutually acceptable clinical instruction plans for using the Clinical Facility's areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Clinical Facility at a mutually agreed upon time prior to the beginning of the school

term and subject to revision in instances of conflicts with Clinical Facility patient care responsibilities and/or District interests.

2. District has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected Clinical Facility personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Clinical Facility for clinical instruction meet both District and Clinical Facility standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students have been immunized against the common communicable diseases.

PART III. **GENERAL RESPONSIBILITIES OF THE CLINICAL FACILITY**

A. For the Program in General

1. Will serve as a clinical laboratory, which meets the standards of generally recognized professional accrediting agencies, including all laws and regulations governing the practice of occupational therapy and shall provide an adequate number of qualified staff for the clinical education activities of students selected for clinical experience at facility
2. The administration of the service and patient care at the Clinical Facility shall be the responsibility of and under the control and supervision of the Clinical Facility and shall be administered through the Clinical Facility and shall be administered through the Clinical Facility staff.
3. The Clinical Facility will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Clinical Facility facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Clinical Facility will provide orientation for students and faculty to familiarize them with Clinical Facility policies and facilities before assigning them to duties at the Clinical Facility.
5. The Clinical Facility will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Clinical Facility will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved

curricula.

7. The Clinical Facility will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

1. The Clinical Facility will permit the educational use of such supplies and equipment as are commonly available for patient care.
2. The Clinical Facility will permit use of the following facilities and services by District Occupational Therapy Assistant Program students and faculty at such times and to the degrees considered feasible by the Clinical Facility.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Same food services as are available for Clinical Facility staff.
 - d. First aid treatment with written consent required for minors.
 - e. Access to sources of information for education purposes such as:
 1. Patient's chart.
 2. Procedure guides policy manuals.
 3. Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 4. Books and periodicals in the Medical library.

C. For the Control of District Personnel

1. The Clinical Facility may refuse access to its clinical areas to Occupational Therapy Assistant Program students or district faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Clinical Facility and the District.

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. Insurance:

1. Insurance Carried by the District. District shall, at its sole cost and expense, insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain a program of insurance as follows
 - a. Comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate.

- b. Professional liability insurance for each student participating in the rotation of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate,
 - c. Statutory Workers' Compensation coverage for staff and students participating in the rotation.
 - d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled, modified, or reduced except after thirty (30) days' prior to written notice.
 - e. District will provide Clinical Facility Certificates of Insurance evidencing such coverage upon request.
2. Insurance Carried by Clinical Facility. Clinical Facility shall, at its sole cost and expense, insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain a program of insurance as follows:
- a. Comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate.
 - b. Professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate
 - c. Workers' Compensation insurance covering Clinical Facility's full liability as required by California law.
 - d. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled, modified, or reduced except after thirty (30) days' prior to written notice.
 - e. Clinical Facility will provide District Certificates of Insurance evidencing such coverage upon request.

C. Indemnification

The District shall defend, indemnify and hold Clinic Facility harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents, employees, Students, or District Instructors (if applicable).

Clinic Facility shall defend, indemnify and hold the District harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Clinical Facility, its officers, agents, or employees.

PART V. **STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS**

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be Clinical Facility employees nor shall they replace Clinical Facility staff. Any service rendered by the student during the experience is to be considered in addition to planned patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Clinical Facility will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable Clinical Facility regulations and must conform to the same standards as are for Clinical Facility employees in matters relating to the welfare of patients and general Clinical Facility operations.

PART VI. **PERIOD OF AGREEMENT, TERMINATION**

- A. This agreement shall be binding and deemed effective on the date which this Agreement first becomes fully executed by all Parties hereto and shall remain in effect for five (5) years unless sooner terminated by either party in accordance with this section.
- B. Either party may terminate this Agreement without cause by giving thirty (30) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation.
- C. In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party. If the breach is not cured, the Agreement shall terminate at the end of the thirty day period.
- D. Notwithstanding the foregoing, in the event the Program is discontinued by District during its Term, this Agreement shall immediately terminate without further action by the parties hereto.

PART VII **OTHER TERMS**

- A. Governing Law. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
- B. Nondiscrimination. The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition. The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This

holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator

- C. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic or facsimile signature shall be deemed an original.
- D. Notices. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal deliver, or by U. S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of three (3) days after mailing.

To Clinical Facility:

Learning Tee Therapy, Inc.
Attn: Kristen Carter, Owner, SLP
4300 Long Beach Blvd. #760
Long Beach, CA 90807

To District:

Santa Ana College
Attn: Academic Fieldwork Coordinator
1530 West 17th Street
Santa Ana, CA 92706

With a copy to:

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

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

EXECUTION. By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

District:
Rancho Santiago Community College
District
2323 N. Broadway, Santa Ana, CA 92706

Clinical Facility:
Learning Tree Therapy, Inc.
4300 Long Beach Blvd. #760, Long Beach, CA 90807

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Kristen Carter
Owner, SLP

Date

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Career Education and Workforce Development

To: Board of Trustees	Date: May 26, 2020
Re: Approval of Rancho Santiago Community College District Professional Services Agreement with International Trade Education Programs <i>dba</i> EXP™ - The Opportunity Engine	
Action: Request for Approval	

BACKGROUND

This is a Rancho Santiago Community College District Professional Services Agreement with International Trade Education Programs *dba* EXP™ - The Opportunity Engine (“PSA”). This request involves an ongoing collaboration with EXP™, who has a twenty-year history as leader in the educational non-profit sector. The mission is to prepare community college and high school students to gain experience, understand opportunities, and build the confidence they need to succeed in school, career and life. Initial work occurred prior to obtaining Board of Trustees approval since the newly hired staff responsible for this work did not have the training and background to know the rules and regulations related to this topic. As a solution, work responsibilities including grant oversight have been transferred to Career Education and Workforce Development. After this transfer occurred, it took more time than anticipated to obtain the details of the required information included in the Scope of Work.

ANALYSIS

This PSA shall be effective as of the date signed by both parties until December 31, 2021, or until termination by written notice of either party. This PSA will carry a cost for Santa Ana College of \$134,000 to be paid from the Strong Workforce Program (SWP) Regional grant to support employer-education engagement, workforce development, career education, workplace and college preparation, and internship/work-based learning across the region for the nine community colleges in the county and in collaboration with K-12 and the Orange County Department of Education.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Rancho Santiago Community College District professional services agreement with International Trade Education Programs *dba* EXP™ - The Opportunity Engine, located in Carson, California, as presented.

Fiscal Impact: \$134,000	Board Date: May 26, 2020
Prepared by: Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Anna C. Greiner, Ph.D., Regional Director, Employer Engagement	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Marvin Martinez, Chancellor, RSCCD	



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706, on behalf of Santa Ana College, Career Education and Workforce Development and International Trade Education Programs dba EXP™ - The Opportunity Engine, having its principal business address located at 2417 E. Carson Street, Suite 200, Carson, California 90810 hereinafter called ("Contractor").

Contractor certifies that Contractor is a (check applicable):

Sole Proprietor Corporation Limited Liability Company Partnership Nonprofit Corporation

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

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

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

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

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

Terms and Conditions

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to **Exhibit A** are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
2. Term. The term of this Agreement shall commence on December 6, 2019, and shall continue in full force and effect thereafter until and including 12/31/2021 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
 - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
 - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
 - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and

its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.

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

4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed One Hundred Thirty Four Thousand Dollars (\$134,000) ("Contract Amount"). Additional details are specified in **Exhibit A**.
- B. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A**. Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A**. District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses
- C. Invoicing and Method of Payment. Unless otherwise specified in **Exhibit A**, Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.
- D. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor
- E. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business

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

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

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

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

8. Ownership of Property. Contractor agrees that all work products created or developed for District by Contractor pursuant to this Contract are intended as "works made for hire" and shall be the exclusive property of the District. If any such work products contain Contractor's intellectual property that is or could be protected

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

9. Indemnification/Hold Harmless.

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

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

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

Other Insurance Requirements

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

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

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

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

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

15. Confidentiality. Under the terms of this Contract, Contractor may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publically available, which is covered by federal or state privacy laws, rules, and regulations, or which is otherwise considered confidential and protected

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

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

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

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

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

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

With a copy to: (District Department Responsible for Contract)
Anna C. Greiner, Ph.D
Regional Director, Business and Entrepreneurship
1530 W. 17th St. R-118
Santa Ana, CA 92706

Contractor: Amy Grat, CEO at EXP
2417 E. Carson St., Suite 200
Carson, CA 90810

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

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

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

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

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

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

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

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

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

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

other contractors, or a combination thereof, as necessary to complete the work. Both Parties agree that Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services.

29. Dispute Resolution.

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

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

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

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

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

31. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this agreement, signifies the parties' mutual consent to conduct transactions electronically. Pursuant to the California Uniform Electronic Transactions Act ("UETA") (Cal. Civ. Code § 1633.1 et seq.) and California Government Code 16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.

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

1. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes;

(c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility

33. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that states that no person who is doing business with or soliciting business from the District shall make any gift to any designated employee who, by virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or who has done any of the above during the twelve (12) months preceding the donation. It is Contractor's responsibility to be aware of this policy and to comply with this policy. The complete policy can be found on the District's [website](#).
34. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

BY: _____
Signature of Authorized Person

Print Name: Peter J. Hardash

Print Title: Vice Chancellor, Business Operations/Fiscal Services

Date: _____

CONTRACTOR

BY: _____
Signature of Authorized Person

Print Name: Amy Grat

Print Title: CEO at EXP

Date: _____

Exhibit A
Scope of Work and Detailed Schedule of Payment.

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

Please see the attached schedule of work and invoice for \$134,000. The total payment is not to exceed the amount of \$134,000.

EXHIBIT A



EXP Rancho Santiago Community College District

Scope of Work (SOW)

Two-Year Timeline: 2019-2021

Project Scope:

EXP™ – The Opportunity Engine, submits this Two-Year proposal to continue its role to act as convener with the Rancho Santiago Community College District. EXP will assist with providing the ongoing program support continuing in the series of events beginning December 2019 and continuing through the Fall of 2021. The co-sponsored events schedule features the following: two (2) state-required advisory Employer Engagement Summits, a (1) Power Breakfast event, three (3) Power Up! Sessions (employer/faculty meetings, the first of which is geared specifically toward the millennial “Future of Work” and COVID-19), and the annual (1) OC GPS Your Future event CC-HS, with up to 350-450 students.

This request is part of the 2019-2021 Strong Workforce Program (SWP) Proposal to support enrollment, industry and employer engagement, connections between and among the community colleges to prepare students for a transitioning and disruptive economy in Orange County and engaging with high-level business experts in the OC and LA regions. Each project noted continues and builds on previous EXP performance goals being accomplished and an approved, high performing vendor. Both industry and intersegmental educational entities are involved and collaborative in each project (e.g., OC Department of Education, UC Irvine, 27 high schools in the region and all nine (9) of the OC community colleges). **In sum**, the scope of work supports enrollment and completion goals, employment preparation, workforce/skills development, and career exploration for students, as well as employer-education engagement to determine and meet career education and workforce demands.

Period of Performance:

The series of events was initiated on December 6, 2019 and will continue to December 2021.

Physical locations:

Given the current pandemic situation, the location of the events will be determined based on the guidance from the State, CCCCCO, and RSCCD. If we move to physical location options over the next few years, numbers of attendees for each event will be funded/booked via collaborative

communication between EXP and the Regional Director of Business and Entrepreneurship. In case there cannot be physical meetings, virtual meetings will occur.

Payment Schedule:

Phase One: Spring 2020 to be paid at 20% of the total cost by 6/30/2020.

Phase Two: Fall 2020 to be paid at 20% of the total cost by 12/15/2020.

Phase Three: Spring 2021 to be paid at 20% of the total cost by 6/30/2021.

Phase Four: Summer 2021 to be paid at 10% of the total cost by 7/31/2021.

Final Payment: Final payment of 30% of the total cost by 12/31/2021, as the agreed upon work is confirmed to have been completed in a satisfactory manner according to both parties.

Total: \$134,000

EXP RSCCD & BUS + ENT Events 2019 – 2021						
EVENT	DATE (Tentative dates, depending on events)	TIME	OBJECTIVE	LOCATION	EXP ROLES & RESPONSIBILITIES	COST
Power Breakfast (1)	Friday, December 6, 2019	7:30am – 10:00am	<p>Engaging morning of networking, keynote speaker and conversations on how we can prepare our future workforce</p> <p>Bring faculty and industry together centered around a cutting-edge business topic</p> <p>Focus: Economic and workforce development, stock market, strategize for the future, twerking of economy</p> <p>Keynote: Linda DiMario</p>	Greater Irvine Chamber of Commerce	<p>Create agenda and program materials.</p> <p>Facilitating keynote and all aspects of panel discussion.</p> <p>Provide convening notes and action plan.</p> <p>Provide post-event reports, survey, and data analytics; 65 attendees, including employers, educators, students, public-private partners (OCDE, CSUF, UCI, etc.)</p>	\$12,000

<p>“Virtual” Power UP! Session (2)</p>	<p>June 12, 2020</p>	<p>8:00am – 11:00am</p>	<p>Theme: ADAPTABILITY AND COMMUNICATION IN THE AGE OF CV19: Millennial Gen Future of Work</p> <p>Areas of focus: (but not limited to) Remote work, work-life balance, tech-driven workplaces, collaborative workspace, and automation.</p> <p>Hosted on an online platform to go along with theme of working remotely.</p> <p>Featuring potential keynote speaker Cheryl Broom CEO of Interact Communications</p> <p>Millennial Work Force Panel discussion that will feature Jessica Yip of the Greater Irvine Chamber of Commerce, TJ Kinnon of LearningFuze, and Maryam Edah-Tally,</p> <p>100 community college students</p>	<p>Virtual Meeting Place</p>	<p>Capacity for event management from start to finish. In order to insure high-level quality and experiences that add value for students and employers alike.</p> <p>Activities include collaboration on agenda development and program materials, using EXP’s region-wide network and access to identify critical and high-level leaders and employers relevant to community college students and faculty as well as regional small and medium business employers, along with emerging start-ups and entrepreneurs valuable to college and career goals. (Example of Port of Long Beach commissioner, VP of Marketing of ManifestSeven located in Santa Ana, and the CEO of Telecomprehensive Solutions located in Anaheim).</p> <p>Selection and facilitation of</p>	<p>\$12,000</p>
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			targeted audience attendees	as		<p>premier keynote speaker whose talk will focus on the theme of career exploration and awareness.</p> <p>Selection and oversight to various panel discussions focused on cutting edge careers and industry.</p> <p>Provide all post-event reporting and follow up with all attendees to properly measure the success of the event.</p>	
Employer Engagement Summit Advisory Board 2020 (3)	September 2020	TBD	Bring together pathway faculty for an engaging day to hear from dynamic industry leaders	Will focus on a specific theme	Complies with CA ED Code	<p>Create an environment that fosters effective communication between community college college-wide audience and industry stakeholders, promoting collaboration, innovation and enterprise.</p> <p>Convening curriculum related to authentic industry relationships and practices.</p> <p>Provide a central focus based on industry advice</p>	\$14,500

					that's relevant to students' learning needs. Complies with California Education Code Requirements for CTE.	
OC GPS Your Future (4)	October 2020, partnering with OCDE	8:00am – 3:00pm	Career discovery event for 350 OC HS and CC college students Exciting and engaging expo with breakout and keynote sessions, hands-on activities and over 20 CC and OC companies	TBD	Produce a high-level community-wide engagement event servicing 350 high school and community college students. Perform local outreach to 100 OC employers as part of various panel discussions, breakout sessions, and career expo allowing for students and businesses to interact on a one-on-one basis.	\$60,000
OC Power UP! Session (5) Update OC: Small Business Recovery	December 2020	8:00am – 11:00am	Target 60+ industry and educational professionals in the OC area as attendees	TBD	Create agenda and program materials. Facilitating keynote and all aspects of panel discussion. Provide convening notes and action plan. Provide post-event reports, survey, and data analytics.	\$10,500
OC Power UP! Session (6)	Spring 2021	8:00am – 11:00am	Target 60+ industry and educational professionals in	TBD	Create agenda and program materials.	\$10,500

			the OC area as attendees		Facilitating keynote and all aspects of panel discussion. Provide convening notes and action plan. Provide post-event reports, survey, and data analytics.	
Employer Engagement Summit Advisory Board 2021 (7)	September 2021	TBD	Bring together pathway faculty for an engaging day to hear from dynamic industry leaders Will focus on a specific theme Complies with CA ED Code	TBD	Create an effective environment that fosters communication between community college college-wide audience and industry stakeholders, promoting collaboration, innovation and enterprise. Convening curriculum related to authentic industry relationships and practices. Provide a central focus based on industry advice that's relevant to students' learning needs. Complies with California Education Code Requirements for CTE.	\$14,500
						\$134,000

Summary:

As an approved vendor with RSCCD, EXP continues to foster the collaborative relationships that will benefit students, faculty, and employers/industry leaders. EXP has partnered to produce results and successful outcomes, having overseen similar types of events in the Orange County region, such as GPS Your Future in 2018, several highly visible Power Breakfast convenings, and significant, state-mandated advisory Employer Engagement Summits. EXP brings the experience for scaling up opportunities, as well, such as hosting GPS Your Future events for the past twenty years in Los Angeles County, with a student attendance of approximately 700 students participating. We hope to provide the same level of collaboration, leadership in cooperative, organizational management, and commitment with this next series of events in Orange County.

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Hospital On-Site Associate Degree Nursing Program Agreement Renewal with St. Joseph Hospital of Orange	
Action:	Request for Approval	

BACKGROUND

This request for Board approval of the Hospital On-Site Associate Degree Nursing Program agreement renewal with St. Joseph Hospital of Orange (“Agreement Renewal”) is a continuation of the partnership for the Extended Campus Program of the Associate Degree Nursing Program of Santa Ana College. This program began in July of 2002 with the eighteenth cohort of students admitted in August of 2019. The agreement renewal extends the program through June 30, 2022.

ANALYSIS

The Hospital On-Site Associate Degree Nursing Program has been extremely successful and has been recognized as a model collaborative project to increase nursing graduates. The agreement renewal covers the scope of the program’s operations of the facility, as well as other issues relating to the responsibilities for both parties. The instructional costs of the program in 2020/2021 will be \$111,026 for the college and \$119,153 for St. Joseph Hospital of Orange and in 2021/2022 will be \$212,224 for the college and \$26,102 for St. Joseph Hospital of Orange.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Hospital On-Site Associate Degree Nursing Program Agreement Renewal with St. Joseph Hospital of Orange, located in Orange, California, as presented.

Fiscal Impact:	\$323,250	Board Date: May 26, 2020
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Rebecca Miller, MSN, Associate Dean, Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	



Hospital On-Site Associate Degree Nursing Program Agreement

This Agreement is entered into on July 1, 2020, ("Effective Date"), by and between St. Joseph Hospital of Orange ("Hospital"), located at 1100 W. Stewart Dr., Orange, California, and Rancho Santiago Community College District ("District"), located at 2323 N. Broadway, Santa Ana, California, on behalf of the Santa Ana College Nursing Program, located at 1530 W. 17th St., Santa Ana, California.

ARTICLE I

RECITALS

11 Hospital. Hospital is an acute care health facility licensed by the State of California and accredited by the Joint Commission on Accreditation of Healthcare Organizations. Hospital has determined that, in light of the nursing shortage in Hospital's service area and in furtherance of its charitable purpose of assuring access to high quality medical and nursing care to patients in Hospital's service area, it is necessary for Hospital to participate in the support and funding of the herein described Program in accordance with the terms of this Agreement.

12 District. District is the legal entity which operates Santa Ana College, an educational institution authorized pursuant to California law to offer the Associate Degree Nursing Program described herein at hospitals for the purpose of providing education and clinical training of students ("College"). Pursuant to the terms hereof, District shall arrange for College to create an off-site campus at Hospital so that College may offer its pre-licensure Associate Degree Nursing curriculum at Hospital. Such Hospital campus designation shall occur in accordance with the terms of this Agreement and the Program Plan of Action, which is attached hereto as Attachment A and incorporated herein by reference.

13 Intent. District desires to offer an Associate Degree in Nursing Program ("Program") on-site at Hospital for qualified Hospital and non-Hospital personnel ("students") who successfully enroll in such Program at College. Hospital desires to support the Program as described herein.

14 Purpose of This Agreement. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will establish a campus and institute the Program at Hospital.

ARTICLE II

RESPONSIBILITIES OF DISTRICT

21 Program Curriculum. District shall require the Department of Nursing of College to make all final decisions regarding the Associate Degree Nursing curriculum in consultation with College faculty and in accordance with District policy for curricular approval. Any curriculum modifications will be reviewed and modified as needed to maintain Program outcomes and the accreditation standards of the College's Associate Degree Nursing Program. The parties agree that it is their intent that all components of the Program, didactic and clinical, be conducted at Hospital. However, to the extent necessary to fulfill the Program curriculum, District shall require that College provide a site at College's main campus and all necessary resources (equipment/supplies, etc.) for completion of any Program components which cannot be completed at Hospital for any reason.

22 Number/Qualification of Students. District shall require College to designate and notify Hospital of the students who are enrolled and in good standing in the Program to be assigned for education and clinical training at Hospital in such numbers as are mutually agreed upon between Hospital and District. The parties agree to give preferential placement in the Program to current employees of Hospital who otherwise meet all requirements for Program admission. District and Hospital will also mutually agree to the dates and length of the Program semesters. Students shall be admitted to the Program in accordance with District's usual and customary process. All applicants must meet academic admission requirements, maintain academic standards, and comply with all student policies throughout the Program.

23 Orientation/Instruction and Faculty. District shall require College to provide Program orientation to all students. District or College shall employ all faculty and instructors who will be providing instruction to students of the Program at Hospital and shall require that all instructors conduct classes in accordance with Hospital policy and procedure. The faculty and instructors for the Program shall be defined as Hospital-based District or College employees; however, control over the selection of Faculty shall be with District and College. From among its Faculty, District shall designate a Distance Program Director who shall manage the Program, and who agrees to collaborate with Hospital's Education Program Director to run the Program. District shall ensure that Faculty receive orientation related to the AD curriculum and any other necessary training.

24 Discipline. District shall require that College, through its instructors and faculty, apprise students of regulations, standards and responsibilities; and shall require that students conduct themselves in a professional manner. District will require College to maintain counseling and disciplinary actions including but not limited to removal from the Program.

25 Advising and Documentation. District shall require that College provide students with a Student Handbook and apprise them of their rights and

responsibilities as students of College. Students shall receive academic and administrative advisement and support from District and College over the Internet, phone, and fax and as District deems appropriate. District shall require that College maintain all attendance and academic records of students participating in the Program. District shall further require College to implement and maintain an evaluation process of the students' progress throughout the Program. The students' academic records shall remain under the control of the College's Nursing School Department and the District in compliance with applicable law.

26 Health Clearance. District shall require that College affirm that each student complies with Hospital's requirements for immunizations and tests; including but not limited to an annual health examination, rubella, DT, tuberculin skin test and follow up chest x-ray as appropriate. District shall also require College to ensure that students follow Hospital's policies and procedures regarding blood-borne pathogens, including but not limited to, universal precautions. Also, District shall require College to affirm that all students are free from any mental or physical impairment that would prevent the student from meeting his/her training obligations at Hospital.

27 Hospital Policies and Procedures. District shall require College to affirm that all students are aware of and understand all applicable Hospital policies and procedures; and College shall require every student to conform to all such Hospital policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Hospital and District.

28 Supplies and Equipment. Except for the supplies and equipment described in Section 3.4 herein below, District shall, or shall require that College, provide and be responsible for the provision, care and control of all educational supplies, materials, and equipment needed for adequate instruction during the Program.

29 Confidentiality. District shall require College to instruct students regarding confidentiality of patient information. No student shall have access to or have the right to review any medical record or quality assurance or peer review information, except where necessary in the regular course of the Program. District shall require that College ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program. Further, District shall require that College instruct students not to discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program.

210 Accreditation. District shall require that College, at all times during the course of this Agreement, be licensed or qualified by the state of California to offer the Program to students.

211 Financial Assistance. District and/or College agrees to pay all costs associated with the Program at Hospital except those costs specifically agreed to by Hospital which are set forth in the Program Plan of Action in Attachment A hereto.

ARTICLE III

RESPONSIBILITIES OF HOSPITAL

3.1 Access. Hospital shall permit access to the Program to those students designated by District as eligible for participation in the Program at Hospital. Hospital agrees to provide qualified students with access to classroom sites, clinical areas, training areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Hospital patients.

3.2 Implementation of Program. Hospital agrees to cooperate with and assist in the planning and implementation of the Program at Hospital for the benefit of students from College.

3.3 Accreditation. Hospital shall maintain Hospital so that it conforms to the requirements of the CA Department of Health Services and the Joint Commission on Accreditation of Healthcare Organizations.

3.4 Supplies and Equipment. Hospital shall supply all needed audio-visual equipment for the Program. Hospital shall also supply a Mini-Skills Lab for student training and shall expand its computer training capabilities to accommodate students' training needs. Such Mini-Skills Lab and computer training center shall be developed within the budget allotted for such as set forth in Attachment A hereto.

3.5 Space and Storage. In addition to clinical care opportunities, Hospital agrees to provide College with classroom space within Hospital for didactic instruction and an acceptable amount of storage space for College's instructional materials for use in the Program.

3.6 Patient Care. Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, District understands and agrees that Hospital, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Hospital patients. Further, District and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Hospital policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Joint Commission and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

3.7 Removal of Students. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails to perform satisfactorily, fails to follow Hospital policies, procedures and regulations, or fails to meet Hospital standards for health, safety, security, cooperation or ethical behavior, Hospital shall have the right to request that

District withdraw the student from the Hospital. District shall comply with Hospital's request within five (5) days of receipt of notice from Hospital. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Hospital may immediately exclude any student from Hospital until final resolution of the matter with District.

3.8 Documentation. Hospital agrees to make available to instructors and qualified students of College a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Hospital's facility for review.

3.9 First Aid. Hospital shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program. Any emergency health care or first aid provided by Hospital shall be billed to the student or College at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student.

3.10 Statement of Adequate Staffing. Hospital acknowledges that it has adequate staffing and that students participating in the Program shall not be substituted for nursing staff necessary for reasonable staffing coverage.

3.11 Authority. Hospital shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

3.12 Financial Assistance. Hospital agrees to provide financial assistance to support the Program in accordance with "Hospital's Costs" as set forth in the Program Plan of Action in Attachment A hereto. In no event shall Hospital's costs exceed those set forth in Attachment A. College will bill Hospital for each year of operation of the Program in advance as specified in Attachment A hereto; unless this Agreement is otherwise terminated as described herein.

ARTICLE IV

TERM AND TERMINATION

4.1 Term. This Agreement shall commence as of the Effective Date and shall remain in full force and effect until June 30, 2022, unless otherwise terminated as provided herein.

4.2 Termination. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party. Either party may terminate this Agreement for cause based upon a material breach by giving written notice to the other party. The notice for termination of cause shall not be effective if the breaching party cures the breach to the reasonable satisfaction of the other party within seven (7) days from receipt of notice for termination.

ARTICLE V

INDEMNIFICATION

All 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 the activities, or the performance or non-performance 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 or intentional acts of the non-indemnifying party or any of its agents or employees.

ARTICLE VI

INSURANCE

6.1 District Requirements. The District shall maintain, to the extent required by California law, Worker's Compensation insurance to cover all of College's and District's employees who are participating in the Program. Further, District shall maintain auto liability insurance as required by CA law, and comprehensive general liability and professional liability insurance in minimum limits of \$1 million per occurrence and \$3 million annual aggregate covering District, College and students of the Program. Alternatively with regard to students only, District may require students to maintain, at their own expense, professional liability insurance of not less than \$1 million per occurrence and \$3,000,000 annual aggregate as well as auto insurance as required by CA law. Finally, with respect to District's insurance responsibilities hereunder, District shall advise Hospital if District elects to be self-insured for its professional or general liability, vehicle liability, Workers' Compensation, and/or property exposures through an annual appropriation from the General Fund. District shall provide Hospital with proof of the foregoing insurance prior to commencement of the Program at Hospital and upon request. District acknowledges and agrees that any students of the Program who are also employees of the Hospital are participating in the Program voluntarily and outside of the scope of their employment. Thus, Hospital is not responsible for any actions or negligence of any students of the Program while said students are fulfilling their Program obligations. Further, none of Hospital's insurance coverages shall extend to any student.

6.2 Hospital's Requirements. Hospital shall maintain in full force and effect a self-insurance program to cover its obligations and liability under this Agreement.

ARTICLE VII

GENERAL PROVISIONS

7.1 Amendments. This Agreement may be amended, but only in writing, dated and executed by the parties' authorized representatives and attached hereto. The parties agree to amend this Agreement to the extent reasonably necessary

for Hospital to comply with its tax-exempt bond obligations and covenants, to maintain its tax-exempt status, and to qualify for tax-exempt financing.

7.2 Assignment. Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.

7.3 Compliance District acknowledges that Hospital's Corporate Responsibility Program ("CRP") applies to the Program and obligations described herein and that all policies and procedures relating to this CRP are available and should be reviewed by District and students of District who are training at Hospital. Hospital acknowledges that policies, procedures and handbooks are available for review by District and District's students by contacting the Compliance Officer at the Hospital. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit, and inappropriate referrals. This CRP requires, and District hereby agrees, that any regulatory compliance concerns be promptly reported either to an appropriate Hospital manager or through the Hospital's Corporate Responsibility Hotline (877-808-8133). Further, District represents and warrants that students receiving training hereunder shall not at any time have been sanctioned by a health care regulatory agency and that any investigations of District shall be promptly reported to a Hospital manager or via the hotline (as above). Failure to abide by these compliance requirements shall give Hospital the right to terminate this Agreement immediately at its sole discretion.

7.4 Entire Agreement. This Agreement contains the full and complete agreement between the parties hereto regarding the subject matter hereof and supersedes any and all previous and contemporaneous agreements whether oral or written between the parties hereto.

7.5 Jurisdiction. This Agreement is made and entered into in the State of California and shall in all respects be interpreted, enforced and governed by and under the laws of the State of California. Further, any action arising out of this Agreement shall be instituted and prosecuted only in a Court of proper jurisdiction in Orange County, California.

7.6 Non-Discrimination. Neither party shall discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference.

7.61 - The Rancho Santiago Community College District complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator.

7.7 Counterparts and Right. This Agreement may be signed in counterparts, which together shall constitute one agreement. If this Agreement is signed in counterparts, no signatory hereto shall be bound until both parties named below have duly executed, or caused to be duly executed, a counterpart of this Agreement.

7.8 Notices. Any and all notices required or permitted by this Agreement shall be deemed to have been duly given if written and mailed by United States registered or certified mail and addressed as follows:

If to Hospital:

St. Joseph Hospital of Orange
P. O. Box 5600
Orange, California 92863-5600
Attn: President & CEO

If to District:

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

If to College:

Santa Ana College
1530 W. 17th Street
Santa Ana, CA 92706
Attn: Nursing Program Director

7.9 Publicity. Neither District nor Hospital shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program without the prior written consent of the other party.

7.10 Relationship of Parties. In the performance of the obligations under this Agreement, it is mutually understood and agreed that District is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Hospital and District an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Also, Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency relationship between Hospital and any Student.

7.11 Severability. Any term or provision of this Agreement which is invalid or unenforceable by virtue of any statute, ordinance, court order, final administrative action or otherwise, shall be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement.

7.12 Waiver. No assent or waiver, express or implied, of any breach of any one or more of the terms of this Agreement shall be deemed to be taken to be a waiver of any other term or condition or assent to continuation of such breach.

7.13 HIPAA Compliance. District shall, and shall require that College, fully comply with all applicable regulations relating to the Health Insurance Portability and Accountability Act ("HIPAA"), as it may be amended and interpreted from time to time, in accordance with Hospital's written notification and guidance given to District, which in turn School shall notify its residents of, regarding the interpretation of such applicable regulations. Notwithstanding the foregoing, if any amendments, changes or modifications to any regulations relating to HIPAA result in any changes, such changes shall be implemented and incorporated into this Agreement by way of amendment, as provided for herein.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

Signature page to follow.

HOSPITAL

By: _____

Jeremy Zoch
Chief Executive Officer

DISTRICT

By: _____

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

St. Joseph Hospital On-Site Associate Degree Nursing Program Agreement

Effective July 1,
2020

ATTACHMENT A

PROGRAM PLAN OF ACTION BUDGET

Year One

<u>Faculty</u>	<u>Hospital Costs</u>	<u>College Costs</u>
<p>Two (2) full-time faculty are necessary to implement this project; one (1) to be funded by Santa Ana College (SAC) and one (1) to be funded for the first year by St. Joseph Hospital (SJH), with ongoing costs of this position supported by SAC.</p> <p>Faculty/Hourly (Skills Lab)</p> <p>Total</p>	<p>\$93,988</p> <p>\$8,127</p> <p><u>\$102,115</u></p>	<p>\$93,988*</p> <p>*funded</p> <p>-0-</p> <p><u>\$93,988</u></p>

<u>Classified</u>	<u>Hospital Costs</u>	<u>College Costs</u>
<p>Senior Clerk</p>	<p><u>\$17,038</u></p>	<p><u>\$17,038</u></p>

Year Two

<u>Faculty</u>	<u>Hospital Costs</u>	<u>College Costs</u>
<p>Ongoing Faculty Costs</p> <p>Faculty/Hourly (Skills Lab)</p> <p>Total</p>	<p>-0-</p> <p>\$8,433</p> <p><u>\$8,433</u></p>	<p>\$194,555</p> <p>-0-</p> <p><u>\$194,555</u></p>

<u>Classified</u>	<u>Hospital Costs</u>	<u>College Costs</u>
<p>Senior Clerk</p>	<p><u>\$17,669</u></p>	<p><u>\$17,669</u></p>

TOTAL COST OVER TWO YEARS

St. Joseph Hospital **\$145,255**

Santa Ana College **\$323,250**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – School of Continuing Education**

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Rancho Santiago Community College District Professional Services Agreement with Twenty Fifth Hour Communications	
Action:	Request For Approval	

BACKGROUND

The Santa Ana College School of Continuing Education (“SAC SCE”) has worked with Twenty Fifth Hour Communications to develop and implement six (6) Summer 2020 Campaigns for new online programs, which have been developed by SAC SCE to meet the needs of the community during the Temporary Remote Instruction because of the CVOID 19 Pandemic. These Summer 2020 Campaigns will include the following 1) General SCE Summer 2020 Campaign; 2) SAC Go - May Campaign; 3) SAC- SCE College Ready Summer 2020 Campaign; 4) SAC-SCE HiSET Summer 2020 Campaign; 5) SAC-SCE Career Ed Summer 2020 Campaign and 6) SAC-SCE Citizenship Summer 2020 Campaign. The new online programs will provide the community with the opportunity to enroll in online courses to continue their educational goals and areas of interest.

ANALYSIS

The Summer 2020 Campaigns will support the SAC SCE media buys, social media and advertising campaigns, which will run beginning May 13, 2020 and continue through June 3, 2020. These campaigns will help increase enrollment while meeting the needs of the community. Chancellor Martinez signed the Proposal for Santa Ana College Media Buying Services – SAC SCE Summer with Twenty Fifth Hour Communications on Wednesday, May 13, 2020 under the Rancho Santiago Community College District Board Emergency Declaration Resolution 20-03, which is incorporated herein.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Rancho Santiago Community College District Professional Services Agreement with Twenty Fifth Hour Communications, located in Paso Robles, California, as presented.

Fiscal Impact:	\$36,000	Board Date: May 26, 2020
Prepared by:	James Kennedy Ed.D, Vice President Santa Ana College, School of Continuing Education	
Submitted by:	Linda D. Rose, Ed.D, President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706, on behalf of Santa Ana College, Public Affairs and Twenty Fifth Hour Communications, having its principal business address located at I4756 Mallard Ct., Paso Robles, California 93446 hereinafter called ("Contractor").

Contractor certifies that Contractor is a (check applicable):

Sole Proprietor Corporation Limited Liability Company Partnership Nonprofit Corporation

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

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

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

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

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

Terms and Conditions

1. Contractor Scope of Work. Contractor agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional services, as more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference (collectively “Services”). Services authorized by District are limited to those specific services identified in **Exhibit A**, and Contractor agrees to undertake no other services for District under the auspices of this Contract, whether directly or indirectly, without the prior written consent of District. No changes to **Exhibit A** are authorized without the express written consent of District by an executed written addendum to this Contract signed by the Parties.
2. Term. The term of this Agreement shall commence upon the execution of this agreement by both parties or on May 13, 2020, whichever is later, and shall continue in full force and effect thereafter until and including June 3, 2020 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
 - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
 - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
 - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the

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

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

4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed Thirty-Six Thousand Dollars (\$36,000) ("Contract Amount"). Additional details are specified in **Exhibit A**.
- B. Expenses. Contractor shall furnish at its own expense all necessary overhead, administrative and support services, equipment, clerical personnel, facilities, communications and related facilities and personnel necessary to perform the Services. All fees and expenses for services of Contractor under this Contract, and District's obligations to compensate Contractor for services, shall solely be governed by **Exhibit A**. Should Contractor incur additional or unanticipated expenses, District shall not be obligated to pay for, or reimburse, said expenses to the extent not included within the compensation specifications set forth in **Exhibit A**. District shall be entitled, at its sole and unrestricted discretion, to refuse to amend this Contract or to otherwise voluntarily pay such additional and unanticipated expenses
- C. Invoicing and Method of Payment. Unless otherwise specified in **Exhibit A**, Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District.
- D. W-9: Contractor acknowledges and agrees that it must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract and that the District will report payment information to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor
- E. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of

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

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

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

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

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

use or re-use, in whole or in part, and to authorize others to do so, all such work products. District claims no right to any pre-existing work product of Contractor provided to District by Contractor in the performance of this Contract, except to copy, use, or re-use any such work product for District use only.

9. Indemnification/Hold Harmless.

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

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

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

Other Insurance Requirements

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

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

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

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

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

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

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

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

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

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

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

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

With a copy to: (District Department Responsible for Contract)
Dr. James Kennedy
Santa Ana College School of Continuing Education
1530 West 17th Street
Santa Ana, CA 92706
kennedy_james@sac.edu

Contractor: 25th Hour Communications
4756 Mallard Ct
Paso Robles, CA 93446

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

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

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

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

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

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

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

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

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

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

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

29. Dispute Resolution.

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

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

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

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

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

31. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this agreement, signifies the parties' mutual consent to conduct transactions electronically. Pursuant to the California Uniform Electronic Transactions Act ("UETA") (Cal. Civ. Code § 1633.1 et seq.) and California Government Code 16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.

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

1. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records,

making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility

33. Gift Ban Policy. The District has a Gift Ban Policy ([BP 3821](#)) that states that no person who is doing business with or soliciting business from the District shall make any gift to any designated employee who, by virtue of his District employment, could make a governmental decision, participate in making a governmental decision, or use his or her official position to influence a governmental decision regarding the pending business of the donor, or who has done any of the above during the twelve (12) months preceding the donation. It is Contractor's responsibility to be aware of this policy and to comply with this policy. The complete policy can be found on the District's [website](#).
34. Authority to Execute. The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement

IN WITNESS WHEREOF, Parties hereby agree.

Rancho Santiago Community College District

BY: _____
Signature of Authorized Person

Print Name: Peter J. Hardash

Print Title: Vice Chancellor, Business Operations/Fiscal Services

Date: _____

CONTRACTOR

BY: _____
Signature of Authorized Person

Print Name: __ Trish Lamantia

Print Title: __ Chief Executive Officer

Date: _____

Exhibit A

Scope of Work and Detailed Schedule of Payment.

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

Twenty Fifth Hour Communications will run the following media campaigns beginning May 13, 2020 through June 3, 2020. The management fee is 13% deducted from the spend. This fee includes implementation, placement, and monitoring.

General SCE Summer 2020 Campaign

Media buy English radio -- \$5,220

Media buy YouTube -- \$6,090

Media buy Google Search -- \$2,175

Management Fee -- \$2,015

Subtotal: \$15,500

SAC Go – May Campaign

Media buy Google Search --

\$2,175 Management Fee -- \$325

Subtotal: \$2,500

SAC-SCE College Ready Summer 2020 Campaign

Media buy FB/IG -- \$1,740

Management Fee -- \$260

Subtotal: \$2,000

SAC-SCE HiSET Summer 2020

Campaign

Media buy FB/IG -- \$2,610

Media buy Google Search --\$1,740

Management Fee -- \$650

Subtotal: \$5,000

SAC-SCE Career Ed Summer 2020 Campaign

Media buy OTT -- \$5,220

Media buy Google Search -- \$1,740

Management Fee -- \$1,040

Subtotal: \$8,000

SAC-SCE Citizenship Summer 2020 Campaign

Media buy FB/IG -- \$2,610

Management Fee -- \$390

Subtotal: \$3,000

Project completion will require a total not to exceed \$36,000. Invoice must include the purchase order number. The project scope and schedule may change upon agreement by both parties.

Executive Summary of SAC School of Continuing Education Summer 2020 Campaign Strategy

Summary:

Santa Ana College School of Continuing Education is launching free online programs in English as a Second Language (SAC Go), Career Education, College Ready, Citizenship, HiSET (High School Equivalency), and Active Adults. Students sign up for the program through a simplified registration process. Multiple websites have been built, and programs open for registration in mid-May 2020. There is an overarching general enrollment campaign, along with micro campaigns for each program.

Program/Audience Messaging:

Community benefits that program will provide (and to be included in the marketing):

- SAC has been a community resource for more than 100 years, and this how we're **here for you** during this difficult time
- School of Continuing Education can help you get college ready, become a citizen, finish high school, get a better job, learn English and be a fit, active adult
- Classes are free and online
- Available for all California adults
- Connect from home by computer, tablet or phone
- Easy registration

Marketing Campaign/Channels (varies by program)

- Spanish radio (Que Buena/La Ranchera) a **weekly reach of up to 1 million listeners**
- English radio (dependent upon 25th Hour recommendation)
- Organic social media with potential **reach of 60,000 followers**
- Stay Connected **reach of up 22,000 readers**
- Digital paid campaign including Youtube, Facebook, Instagram, OTT, Geofencing, Google search, which could produce up to **2 million impressions** and **4,000 – 5,500 visits**

Projected Costs

- \$80,146 in marketing expenses to advertise and support the program
- \$57,000 in instructional/development costs

Anticipated New Students Served and Revenue Generated

- It is projected that that these efforts will result in **5,250 new students** across the programs
- It is projected that that these efforts will result in **413 FTES**

Total Projected Revenue Over Expenses = \$1,815,184



PROPOSAL FOR

Santa Ana College

Media Buying Services - SAC SCE SUMMER twenty fifth hour communications

Date: May 13, 2020

twenty fifth hour communications • 1

Media Buying Campaigns

Thank you for the opportunity to submit this proposal to provide media buying services for Santa Ana College's School of Continuing Education Summer campaigns. Below is a list of the discussed campaigns with recommended platforms based on the provided budget. The campaigns will run beginning May 13, 2020 and run through June 3, 2020.

General SCE Summer 2020 Campaign

- Media buy English radio -- \$5,220
- Media buy Youtube -- \$6,090
- Media buy Google Search -- \$2,175
- Management Fee -- \$2,015

Subtotal: \$15,500

SAC Go – May Campaign

- Media buy Google Search -- \$2,175
- Management Fee -- \$325

Subtotal: \$2,500

SAC-SCE College Ready Summer 2020 Campaign

- Media buy FB/IG -- \$1,740
- Management Fee -- \$260

Subtotal: \$2,000

SAC-SCE HiSET Summer 2020 Campaign

- Media buy FB/IG -- \$2,610
- Media buy Google Search -- \$1,740
- Management Fee -- \$650

Subtotal: \$5,000

SAC-SCE Career Ed Summer 2020 Campaign

- Media buy OTT -- \$5,220
- Media buy Google Search -- \$1,740
- Management Fee -- \$1,040

Subtotal: \$8,000

SAC-SCE Citizenship Summer 2020 Campaign

- Media buy FB/IG -- \$2,610
- Management Fee -- \$390

Subtotal: \$3,000

twenty fifth hour communications • 2

Media Buying Services Fees

We propose to undertake and complete the media buy services listed for Santa Ana College at the previously negotiated rates with the district office. The management fee is 13% deducted from the spend. This fee includes implementation, placement, and monitoring.

Media Buying Services - School of Continuing Education	Fee
General SCE Summer 2020 Campaign	\$15,500
SAC Go - May Campaign	\$2,500
SAC- SCE College Ready Summer 2020 Campaign	\$2,000
SAC-SCE HiSET Summer 2020 Campaign	\$5,000
SAC-SCE Career Ed Summer 2020 Campaign	\$8,000
SAC-SCE Citizenship Summer 2020 Campaign	\$3,000
Total	\$36,000

25th Hour Communications, Inc. invoices in full upon media plan approval. If this proposal meets with your approval, please sign below.

Thank you for the opportunity to submit a proposal. We are excited and honored to continue to work with Santa Ana College.

 Trish Lamantia Date
 25th Hour Communications, Inc.

 Santa Ana College Date

Approved:

Marvin Martinez 05/13/2020

 Marvin Martinez Date



When time isn't on your side, we are.

25comm.com



twenty fifth hour communications • 4

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Proposed Revisions for the 2019 – 2020 Santa Ana College Catalog Addendum	
Action:	Request for Approval	

BACKGROUND

The attached memo is the annual summary of actions taken by the Santa Ana College Curriculum and Instruction Council during 2020. It includes new courses, program revisions, and other curricula changes that are reflected in the catalog.

ANALYSIS

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed revisions for the 2019 – 2020 Santa Ana College Catalog Addendum.

Fiscal Impact:	None	Board Date: May 26, 2020
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: May 26, 2020

TO: Linda D. Rose, Ed.D., President of Santa Ana College

FROM: Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs
Brian Sos, Ph.D., Chair of the Curriculum and Instruction Council

RE: **PROPOSED REVISIONS FOR THE 2019-2020 CATALOG ADDENDUM**

The following changes to the 2019-2020 college catalog addendum are proposed by the Curriculum and Instruction Council (CIC) of Santa Ana College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santa Ana College’s CIC is chaired by Dr. Brian Sos, designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 15 faculty representatives (including the Chair of the Committee), an Articulation Officer, an Academic Dean, two Curriculum Specialists and a student representative.

The changes initiated at Santa Ana College for the 2019-2020 catalog addendum are:

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE (Plan A)

The following options within the local general education requirements were revised:

IV. Required Proficiencies

A. Reading

1. The Reading Proficiency will be considered met by earning a C or better in English 101 or English 101H.

REVISED PROGRAMS, DEGREES AND CERTIFICATES

(See Attachment #1)

Four (4) programs, degrees and certificates were revised because of changes in required or restricted elective courses, advisory committee recommendations, changes in requirements for four-year schools, and recommendations from state agencies.

NEW COURSES

(See Attachment #2)

Five (5) new courses were approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES

(See Attachment #3)

Forty-six (46) course revisions were approved which reflected changes in title, units, hours, or content because of changes in requirements for four-year schools and recommendations from advisory committees or state agencies.

DEACTIVATED COURSES

(See Attachment #4)

Thirty-nine (39) courses were deactivated because they were outdated and/or had not been offered in three (3) or more years.

REVISED PROGRAMS, DEGREES AND CERTIFICATES

Credit

Associate of Science in Fire Administration Option
Associate of Science in Public Fire Service Option
Fire Administration Option Certificate of Achievement
Public Fire Service Option Certificate of Achievement

Non-Credit

None

NEW COURSES

Credit

Criminal Justice Academies 060, Basic Police Motorcycle Operator Course
Criminal Justice Academies 060A, Motorcycle Instructor Training Course
Criminal Justice Academies 098-036B, Mobile Field Force Instructor Course
Fire Academy 060B, Firefighter 1B - Hazardous Materials / WMD
Fire Academy 060C, Firefighter 1C - Wildland Firefighter 1

Non-Credit

None

REVISED COURSES**Credit**

Fire Academy 060A, Basic Fire Academy- Firefighter 1A Structure

Non-Credit

Adult Basic Education 023, Adult Basic Education Reading – Noncredit
 Adult Basic Education 024, Adult Basic Education Writing – Noncredit
 Adult Basic Education 025, Adult Basic Education Math – Noncredit
 Adult Basic Education 027, Academic Vocabulary for Language Arts – Noncredit
 Adult Basic Education 028, Academic Vocabulary for Math – Noncredit
 High School Subjects – English 065, English Fundamentals 1 – Noncredit
 High School Subjects – English 066, English Fundamentals 2 – Noncredit
 High School Subjects – English 067, English Fundamentals 3 – Noncredit
 High School Subjects – English 068, English Fundamentals 4 – Noncredit
 High School Subjects – English 070, The Short Story – Noncredit
 High School Subjects – English 076, The Novel – Noncredit
 High School Subjects – English 083, Composition 1 – Noncredit
 High School Subjects – English 084, Composition 2 – Noncredit
 High School Subjects – English 085, Composition 3 – Noncredit
 High School Subjects – English 096, Building Vocabulary 1 – Noncredit
 High School Subjects – English 097, Building Vocabulary 2 – Noncredit
 High School Subjects – English 098, Building Vocabulary 3 – Noncredit
 High School Subjects – English 701, English 1 – Noncredit
 High School Subjects – English 702, English 2 – Noncredit
 High School Subjects – English 703, English 3 – Noncredit
 High School Subjects – English 704, English 4 – Noncredit
 High School Subjects – English 705, English 5 – Noncredit
 High School Subjects – English 706, English 6 – Noncredit
 High School Subjects – English 707, English 7 – Noncredit
 High School Subjects – English 708, English 8 – Noncredit
 High School Subjects – Mathematics 151, Principles of Mathematics – Noncredit
 High School Subjects – Mathematics 152, Pre-Algebra – Noncredit
 High School Subjects – Mathematics 154, Pre-Algebra A – Noncredit
 High School Subjects – Mathematics 155, Pre-Algebra B – Noncredit
 High School Subjects – Mathematics 158, Math Fundamentals 1 – Noncredit
 High School Subjects – Mathematics 159, Math Fundamentals 2 – Noncredit
 High School Subjects – Mathematics 163, Algebra 1A – Noncredit
 High School Subjects – Mathematics 164, Algebra 1B – Noncredit
 High School Subjects – Mathematics 165, Algebra 2A – Noncredit
 High School Subjects – Mathematics 166, Algebra 2B – Noncredit
 High School Subjects – Mathematics 167, Geometry A – Noncredit
 High School Subjects – Mathematics 168, Geometry B – Noncredit
 High School Subjects – Mathematics 172, Basic Consumer Math 1A – Noncredit

High School Subjects – Mathematics 173, Basic Consumer Math 1B – Noncredit
High School Subjects – Reading 089, Reading Proficiency Development – Noncredit
High School Subjects – Reading 093, Building Reading Skills 1 – Noncredit
High School Subjects – Reading 094, Building Reading Skills 2 – Noncredit
Learning 084, Composition 2 – Noncredit
Learning 164, Introductory Algebra – Noncredit
Learning 750, Intensive Writing and Grammar – Noncredit

DEACTIVATED COURSES

Credit

Criminal Justice Academies 001-48, Law Enforcement Inservice Training 2011
Criminal Justice Academies 098-34D, Courthouse Operations
Criminal Justice Academies 098-100, Property and Evidence Update
Fire Academy 025-61, 2011 Public Safety Fitness and Health Criteria
Fire Academy 025-62, 2012 Public Safety Personnel Training Standard and Health Criteria
Fire Academy 025-63, Fire Academy Student Orientation and Physical Fitness
Fire Academy 063A, Rescue Systems 2: Advanced Rescue Skills
Fire Academy 063C, US&R Heavy Equipment and Rigging Specialist (HERS)
Fire Academy 098-01, 2013 Wellness Principles and Testing for Public Safety Personnel
Fire Academy 098-02, Wellness Principles and Fitness for Public Safety Personnel 2014
Fire Academy 098-10, Wellness Perspectives 2015
Fire Academy 098-11, Health Related Fitness Principles for Public Safety 2016
Fire Academy 098-12, Physical Training Preparedness for Fire Suppression
Fire Academy 098-13, Wellness and Fitness for Public Safety 2017
Fire Academy 098-15, Firefighter I Capstone Refresher Training
Fire Officer Training 031-22, S-234 Wildland Firing Methods and Procedures
Fire Officer Training 031-32, Training Instructor 1A
Fire Officer Training 031-34, Training Instructor 1C
Fire Officer Training 198-01, Command 2E
Fire Officer Training 198-02, Command 2C
Fire Officer Training 198-03, Investigation 2A
Fire Officer Training 198-04, Fire Command 2D
Fire Officer Training 198-05, Fire Prevention 2A
Fire Officer Training 198-07, Fire Prevention 2C
Fire Officer Training 198-08, Fire Prevention 3A
Fire Officer Training 198-09, Fire Prevention 3B
Fire Officer Training 198-10, Fire Instructor 2A
Fire Officer Training 198-11, Fire Instructor 2B
Fire Officer Training 198-12, Fire Instructor 2C
Fire Officer Training 198-13, Fire Instructor 3 (Master Instructor Competency Evaluation)
Fire Officer Training 198-14, Public Education 1
Fire Officer Training 198-15, Fire Command 2A
Fire Officer Training 198-16, Fire Management 2E
Fire Officer Training 198-17, Fire Management 2B
Fire Public Safety 030-29, Fire In-Service Training 2011C Standards
Fire Public Safety 030-31, Fire In-Service Training 2012-A Standards
Fire Public Safety 030-33, Marine 2012-2013 LG Criteria
Fire Public Safety 098-12, U.S. Lifeguards Association Underwater Search & Rescue Techniques
Fire Public Safety 098-22, Firefighter Refresher- Core Competencies

Non-Credit

None

Rancho Santiago Comm Coll District
 Bank Code: 92 District Funds

Board Meeting of 05/26/20
 Check Registers Submitted for Approval
 Checks Written for Period 04/29/20 Thru 05/12/20

AP0020
 Page: 1

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68279	General Fund Unrestricted	0.00	1,150.00	-1,150.00	92*0533548	92*0533548
68389	General Fund Unrestricted	90,072.45	0.00	90,072.45	92*0535279	92*0535383
68390	General Fund Unrestricted	29,474.05	0.00	29,474.05	92*0535384	92*0535523
68395	General Fund Unrestricted	2,195,920.09	0.00	2,195,920.09	92*0535532	92*0535599
68396	General Fund Unrestricted	25,985.50	0.00	25,985.50	92*0535600	92*0537209
68397	General Fund Unrestricted	155,170.39	0.00	155,170.39	92*0537210	92*0537322
Total Fund 11 General Fund Unrestricted		\$2,496,622.48	\$1,150.00	\$2,495,472.48		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68261	General Fund Restricted	0.00	380.00	-380.00	92*0533204	92*0533204
68277	General Fund Restricted	0.00	295.00	-295.00	92*0533505	92*0533505
68389	General Fund Restricted	888,699.16	0.00	888,699.16	92*0535277	92*0535382
68395	General Fund Restricted	184,976.17	0.00	184,976.17	92*0535531	92*0535594
68397	General Fund Restricted	328,320.56	0.00	328,320.56	92*0537212	92*0537318
Total Fund 12 General Fund Restricted		<u>\$1,401,995.89</u>	<u>\$675.00</u>	<u>\$1,401,320.89</u>		

Checks Written for Period 04/29/20 Thru 05/12/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68389	GF Unrestricted One-Time Func	573,872.45	0.00	573,872.45	92*0535280	92*0535381
68395	General Fund Unrestricted	3,135.38	0.00	3,135.38	92*0535533	92*0535555
68397	GF Unrestricted One-Time Func	21,234.63	0.00	21,234.63	92*0537211	92*0537273
Total Fund 13 GF Unrestricted One-Time		<u>\$598,242.46</u>	<u>\$0.00</u>	<u>\$598,242.46</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68388	Child Development Fund	1,132.76	0.00	1,132.76	92*0535274	92*0535276
68391	Child Development Fund	5,110.77	0.00	5,110.77	92*0535524	92*0535525
68398	Child Development Fund	2,404.80	0.00	2,404.80	92*0537323	92*0537324
Total Fund 33 Child Development Fund		\$8,648.33	\$0.00	\$8,648.33		

Checks Written for Period 04/29/20 Thru 05/12/20

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68387	Capital Outlay Projects Fund	106,573.86	0.00	106,573.86	92*0535270	92*0535273
68399	Capital Outlay Projects Fund	36,489.93	0.00	36,489.93	92*0537325	92*0537334
Total Fund 41 Capital Outlay Projects Fun		\$143,063.79	\$0.00	\$143,063.79		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68392	Bond Fund, Measure Q	1,459.96	0.00	1,459.96	92*0535526	92*0535526
68400	Bond Fund, Measure Q	60,260.00	0.00	60,260.00	92*0537335	92*0537336
Total Fund 43 Bond Fund, Measure Q		<u>\$61,719.96</u>	<u>\$0.00</u>	<u>\$61,719.96</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68393	Property and Liability Fund	14,629.39	0.00	14,629.39	92*0535527	92*0535528
Total Fund 61 Property and Liability Fund		<u><u>\$14,629.39</u></u>	<u><u>\$0.00</u></u>	<u><u>\$14,629.39</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68394	Workers' Compensation Fund	20,624.53	0.00	20,624.53	92*0535529	92*0535530
Total Fund 62 Workers' Compensation Fu		<u><u>\$20,624.53</u></u>	<u><u>\$0.00</u></u>	<u><u>\$20,624.53</u></u>		

Checks Written for Period 04/29/20 Thru 05/12/20

68401	Student Financial Aid Fund	44,639.00	0.00	44,639.00	92*0537337	92*0537338
Total Fund 74 Student Financial Aid Fund		<u>44,639.00</u>	<u>0.00</u>	<u>44,639.00</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	2,495,472.48
Total Fund 12 General Fund Restricted	1,401,320.89
Total Fund 13 GF Unrestricted One-Time Fund	598,242.46
Total Fund 33 Child Development Fund	8,648.33
Total Fund 41 Capital Outlay Projects Fund	143,063.79
Total Fund 43 Bond Fund, Measure Q	61,719.96
Total Fund 61 Property and Liability Fund	14,629.39
Total Fund 62 Workers' Compensation Fund	20,624.53
Total Fund 74 Student Financial Aid Fund	44,639.00
Grand Total:	<u><u>\$4,788,360.83</u></u>

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
1A2004530	SAC Diversified Agency Fund	4,740.00	0.00	4,740.00	1A*0002314	1A*0002314
Total 1A SAC Diversified Agency Fund		<u><u>\$4,740.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$4,740.00</u></u>		

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
1B2005209	SAC Bookstore Fund	4,432.73	0.00	4,432.73	1B*0002433	1B*0002439
Total 1B SAC Bookstore Fund		<u><u>\$4,432.73</u></u>	<u><u>\$0.00</u></u>	<u><u>\$4,432.73</u></u>		

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
1R2004530	SAC Representation Fee Fund	2,482.94	0.00	2,482.94	1R*0001035	1R*0001035
Total 1R SAC Representation Fee Fund		<u>2,482.94</u>	<u>\$0.00</u>	<u>2,482.94</u>		

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
1S2004530	SAC Associated Students Fund	1,942.44	0.00	1,942.44	1S*0001703	1S*0001705
Total 1S SAC Associated Students Fund		<u>\$1,942.44</u>	<u>\$0.00</u>	<u>\$1,942.44</u>		

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
1T2004530	SAC Diversified Trust Fund	558.67	0.00	558.67	1T*0001927	1T*0001931
1T2005209	SAC Diversified Trust Fund	88.04	0.00	88.04	1T*0001932	1T*0001932
Total 1T SAC Diversified Trust Fund		<u>\$646.71</u>	<u>\$0.00</u>	<u>\$646.71</u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	4,740.00
Total Fund 1B SAC Bookstore Fund	4,432.73
Total Fund 1R SAC Representation Fee Func	2,482.94
Total Fund 1S SAC Associated Students Fun	1,942.44
Total Fund 1T SAC Diversified Trust Fund	646.71
Grand Total:	<u><u>\$14,244.82</u></u>

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
2A2005209	SCC Diversified Agency Fund	12,515.38	2,500.00	10,015.38	2A*0001755	2A*0001758
Total 2A SCC Diversified Agency Fund		<u><u>\$12,515.38</u></u>	<u><u>\$2,500.00</u></u>	<u><u>\$10,015.38</u></u>		

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
2B2005209	SCC Bookstore Fund	709.11	0.00	709.11	2B*0002239	2B*0002239
Total 2B SCC Bookstore Fund		<u><u>\$709.11</u></u>	<u><u>\$0.00</u></u>	<u><u>\$709.11</u></u>		

Checks Written for Period 04/29/20 Thru 05/12/20

<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>
2T2005209	SCC Diversified Trust Fund	2,355.65	0.00	2,355.65	2T*0001498	2T*0001500
Total 2T SCC Diversified Trust Fund		<u>2,355.65</u>	<u>0.00</u>	<u>2,355.65</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	10,015.38
Total Fund 2B SCC Bookstore Fund	709.11
Total Fund 2T SCC Diversified Trust Fund	2,355.65
Grand Total:	<u><u>\$13,080.14</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/29/2020 To 05/12/2020
Board Meeting on 05/26/2020

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>			
4000	SUPPLIES & MATERIALS	853	
5000	OTHER OPERATING EXP & SERVICES		803
6000	CAPITAL OUTLAY		50
Total Transfer Fund 11		\$853	\$853
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		21,758
2000	CLASSIFIED SALARIES	8,309	
3000	EMPLOYEE BENEFITS	8,179	
4000	SUPPLIES & MATERIALS		19,632
5000	OTHER OPERATING EXP & SERVICES	10,829	
6000	CAPITAL OUTLAY	25,673	
7000	OTHER OUTGO		11,600
Total Transfer Fund 12		\$52,990	\$52,990
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
1000	ACADEMIC SALARIES		17,301
3000	EMPLOYEE BENEFITS		2,073
4000	SUPPLIES & MATERIALS		9,699
5000	OTHER OPERATING EXP & SERVICES	38,185	
6000	CAPITAL OUTLAY		9,112
Total Transfer Fund 13		\$38,185	\$38,185
<u>Fund 31: Bookstore Fund</u>			
4000	SUPPLIES & MATERIALS		6,000
7900	RESERVE FOR CONTINGENCIES	6,000	
Total Transfer Fund 31		\$6,000	\$6,000
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8600	STATE REVENUES	2,835,587	
1000	ACADEMIC SALARIES		18,721
2000	CLASSIFIED SALARIES		138,291
3000	EMPLOYEE BENEFITS		2,050,260
4000	SUPPLIES & MATERIALS		165,925
5000	OTHER OPERATING EXP & SERVICES		290,518
6000	CAPITAL OUTLAY		206,720
7000	OTHER OUTGO		(34,848)
Total Transfer Fund 12		\$2,835,587	\$2,835,587

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/29/2020 To 05/12/2020
Board Meeting on 05/26/2020**

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.

Fund 13: GF Unrestricted One-Time Funds

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
8600	STATE REVENUES	6,260,000	
8800	LOCAL REVENUES	17,858	
1000	ACADEMIC SALARIES		8,000
2000	CLASSIFIED SALARIES		7,500
3000	EMPLOYEE BENEFITS		6,262,358
Total Transfer Fund 13		\$6,277,858	\$6,277,858

Fund 31: Bookstore Fund

8600	STATE REVENUES	70,000	
3000	EMPLOYEE BENEFITS		70,000
Total Transfer Fund 31		\$70,000	\$70,000

Fund 33: Child Development Fund

8600	STATE REVENUES	428,000	
3000	EMPLOYEE BENEFITS		428,000
Total Transfer Fund 33		\$428,000	\$428,000

Fund 41: Capital Outlay Projects Fund

8800	LOCAL REVENUES	492,335	
6000	CAPITAL OUTLAY		492,335
Total Transfer Fund 41		\$492,335	\$492,335

Fund 62: Workers' Compensation Fund

8600	STATE REVENUES	14,100	
3000	EMPLOYEE BENEFITS		14,100
Total Transfer Fund 62		\$14,100	\$14,100

Fund 71: Associated Students Fund

8600	STATE REVENUES	1,200	
3000	EMPLOYEE BENEFITS		1,200
Total Transfer Fund 71		\$1,200	\$1,200

Fund 74: Student Financial Aid Fund

8600	STATE REVENUES	47,702	
7000	OTHER OUTGO		47,702
Total Transfer Fund 74		\$47,702	\$47,702

Fund 76: Community Education Fund

8600	STATE REVENUES	12,600	
3000	EMPLOYEE BENEFITS		12,600
Total Transfer Fund 76		\$12,600	\$12,600

Fund 79: Diversified Trust Fund

8600	STATE REVENUES	11,100	
3000	EMPLOYEE BENEFITS		11,100
Total Transfer Fund 79		\$11,100	\$11,100

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 04/29/2020 To 05/12/2020
Board Meeting on 05/26/2020**

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**

Fund 12: General Fund Restricted

BCHPM2BXV8	05/07/20			
4000	SUPPLIES & MATERIALS			19,856
5000	OTHER OPERATING EXP & SERVICES			15,500
6000	CAPITAL OUTLAY		35,356	
Total Reference BCHPM2BXV8			\$35,356	\$35,356
Reason:	Special Project Adjustment			
Description:	CJA CTEA Purchases			

Fund 31: Bookstore Fund

BCP8COZ102	05/12/20			
4000	SUPPLIES & MATERIALS			6,000
7900	RESERVE FOR CONTINGENCIES		6,000	
Total Reference BCP8COZ102			\$6,000	\$6,000
Reason:	Adjustment			
Description:	Pending Expenses			

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

12: General Fund Restricted

B026584	05/01/20			
8600	STATE REVENUES		722,789	
1000	ACADEMIC SALARIES			13,340
2000	CLASSIFIED SALARIES			150,170
3000	EMPLOYEE BENEFITS			68,861
4000	SUPPLIES & MATERIALS			159,900
5000	OTHER OPERATING EXP & SERVICES			290,518
6000	CAPITAL OUTLAY			40,000
Total Reference B026584			\$722,789	\$722,789
Reason:	New Budget			
Description:	SWP Regional 19/20 SAC			
B026590	05/11/20			
8600	STATE REVENUES		770,000	
3000	EMPLOYEE BENEFITS			770,000
Total Reference B026590			\$770,000	\$770,000
Reason:	Adjustment			
Description:	Budget PERS on Behalf			
B026591	05/11/20			
8600	STATE REVENUES		1,210,000	
3000	EMPLOYEE BENEFITS			1,210,000
Total Reference B026591			\$1,210,000	\$1,210,000
Reason:	Adjustment			
Description:	Budget STRS on Behalf			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 04/29/2020 To 05/12/2020
Board Meeting on 05/26/2020**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
B026592 05/12/20			
8600	STATE REVENUES	180,500	
1000	ACADEMIC SALARIES		5,381
3000	EMPLOYEE BENEFITS		1,399
4000	SUPPLIES & MATERIALS		7,000
6000	CAPITAL OUTLAY		166,720
Total Reference B026592		\$180,500	\$180,500
Reason: New Budget			
Description: Allocation of funds for new project			
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
B026590 05/11/20			
8600	STATE REVENUES	2,050,000	
3000	EMPLOYEE BENEFITS		2,050,000
Total Reference B026590		\$2,050,000	\$2,050,000
Reason: Adjustment			
Description: Budget PERS on Behalf			
B026591 05/11/20			
8600	STATE REVENUES	4,210,000	
3000	EMPLOYEE BENEFITS		4,210,000
Total Reference B026591		\$4,210,000	\$4,210,000
Reason: Adjustment			
Description: Budget STRS on Behalf			
<u>Fund 31: Bookstore Fund B026590</u>			
05/11/20			
8600	STATE REVENUES	70,000	
3000	EMPLOYEE BENEFITS		70,000
Total Reference B026590		\$70,000	\$70,000
Reason: Adjustment			
Description: Budget PERS on Behalf			
<u>Fund 33: Child Development Fund</u>			
B026590 05/11/20			
8600	STATE REVENUES	80,000	
3000	EMPLOYEE BENEFITS		80,000
Total Reference B026590		\$80,000	\$80,000
Reason: Adjustment			
Description: Budget PERS on Behalf			
B026591 05/11/20			
8600	STATE REVENUES	348,000	
3000	EMPLOYEE BENEFITS		348,000
Total Reference B026591		\$348,000	\$348,000
Reason: Adjustment			
Description: Budget STRS on Behalf			
<u>Fund 41: Capital Outlay Projects Fund</u>			
B026586 05/04/20			
8800	LOCAL REVENUES	492,335	
6000	CAPITAL OUTLAY		492,335
Total Reference B026586		\$492,335	\$492,335
Reason: Special Project Adjustment			
Description: Allocate utility rebate incentives to DO Energy Conservation project			

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Public Hearing – 2020/2021 Tentative Budget	
Action:	Request for Approval	

BACKGROUND

The California Code of Regulations, Title 5, Section 58305 requires adoption of a Tentative Budget on or before the first day of July each year. This is operationally necessary to continue timely payments to employees and vendors until a State Budget Act is approved by the legislature.

ANALYSIS

In so doing, we request that the District hold a public hearing on the Tentative Budget for the 2020/2021 fiscal year at the June 15, 2020 Board of Trustees meeting prior to approving the Tentative Budget. Although the California Code of Regulations, Title 5, Section 58305, does not require that the Board of Trustees conduct a public hearing on the Tentative Budget, it is our District's practice to hold a public hearing for both the Tentative and Adopted Budgets.

The budget will be available for public display and review June 10 through June 12 at the District Office, 2323 N. Broadway, on the 4th floor reception area between the hours of 8:00 a.m. and 5:00 p.m.

As the State Chancellor's Office recently extended the due dates for various reporting requirements, it is anticipated that the proposed Adopted Budget will be presented to the Board of Trustees in October this year to allow more time to incorporate the impacts of the 2020/21 State budget.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing on the 2020/2021 Tentative Budget at the meeting on June 15, 2020.

Fiscal Impact:	None	Board Date: May 26, 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
DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. - Professional Design Services for the Science Center Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On October 13, 2014 the Board of Trustees approved an agreement with Hammel, Green and Abrahamson, Inc. (HGA) for professional design services for the new Science Center at Santa Ana College. Due to the extended construction schedule for the Science Center project, an increase in contract time is required to ensure construction administration oversight by HGA continues as well as to allow time upon completion of construction for final Division of State Architect (DSA) closeout activities. Construction of the new building is still anticipated to be completed this summer. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on October 13, 2014 and the new end date has been extended from June 30, 2020 to December 31, 2020 or until DSA Certification and project close-out has been achieved. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$4,833,111.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with Hammel, Green and Abrahamson, Inc. - Professional Design Services for the Science Center Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: Science Center

Site: **Santa Ana College**

Consultants: **Hammel, Green and Abrahamson, Inc.**

Type of Service: Architectural and Engineering Professional Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$3,909,395.00	\$200,000.00	10/14/2014	12/31/2019
Amendment #1	\$21,860.00			12/31/2019
Amendment #2	\$480,000.00			6/30/2020
Amendment #3	\$21,710.00			6/30/2020
Amendment #4	\$73,172.00			6/30/2020
Amendment #5	\$121,974.00	\$5,000.00		6/30/2020
Amendment #6				6/30/2020
Amendment #7				12/31/2020
Total Agreement Amount	\$4,833,111.00			

AGREEMENT NO 0077.00/ DESCRIPTION:

Amendment #7 for an extension of time only.

This agreement #0077.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

New Contract End Date: **Estimated 12/31/2020 or until DSA certification and project close-out is achieved.**

SEVENTH AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **MAY** in the year **2020**, between **HAMMEL, GREEN AND ABRAHAMSON, 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 No. 0077.00 entered into on October 13, 2014, amended on April 13, 2015, August 17, 2015, February 22, 2016, March 27, 2017, July 17, 2017 and April 16, 2019 to provide Architectural Services for the Science Center at Santa Ana College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 through December 31, 2020 or until DSA Certification and project close-out has been achieved.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0077.00, effective October 13, 2014, shall remain in full force and effect.

HAMMEL, GREEN, ABRAHAMSON, INC.

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

By_____

By_____

Print Name_____

Peter Hardash

Title_____

Vice Chancellor, Business Operations and Fiscal Services

Date_____

Date_____

Agreement No. 0077.07
Board Approval: May 26, 2020
Purchase Order: 15-BP000271

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Architectural Testing, Inc. – Building Enclosure Commissioning Services for the Science Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On January 14, 2019, the Board of Trustees ratified an agreement with Architectural Testing, Inc. for building enclosure commissioning (“BECx”) services for the Science Center at Santa Ana College. Building enclosure commissioning includes review of all materials, components, systems and assemblies intended to provide shelter and environmental separation between the interior and exterior of the building. Building enclosure systems are complicated and require review by professionals to ensure systems are properly detailed and specified, that proper material fabrication methodologies are implemented, systems are properly installed and meets the specified performance criteria post installation. Having these professional services on the project seeks to mitigate water intrusion problems, ensures the building enclosure systems are constructible, durable, serviceable, reduce energy waste, and minimize post occupancy issues. Due to the extended construction schedule for the Science Center project, an increase in contract time is required to ensure BECx activities continue through the project close-out phase. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on December 18, 2018 and the new end date has been revised from June 30, 2020 to December 31, 2020. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$54,290.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with Architectural Testing, Inc. – Building Enclosure Commissioning Services for the Science Center at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: Science Center

Site: **Santa Ana College**

Consultants: **Architectural Testing, Inc.**

Type of Service: Building Enclosure Commissioning Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$54,290.00		12/18/2018	6/30/2020
Amendment #1				12/31/2020
Total Agreement Amount	\$54,290.00			

AGREEMENT NO 0325.00/ DESCRIPTION:

Amendment #1 for an extension of time only.

This agreement #0325.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

12/31/2020

FIRST AMENDMENT TO CONSULTANT SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **May** in the year **2020**, between **ARCHITECTURAL TESTING, INC**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0325.00 entered into on December 18, 2018 to provide building enclosure commissioning services for the Science Center at Santa Ana College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 to be through December 31, 2020.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0325.00, effective December 18, 2018, shall remain in full force and effect.

ARCHITECTURAL TESTING, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0325.01
Board Approval: May 26, 2020
Purchase Order: 19-P0054994

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with SVA Architects, Inc. – Architectural Services for Campus Entrance Improvements – Phase 1 Preliminary Schematic Design Phase at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On September 23, 2019 the Board of Trustees approved an agreement with SVA Architects, Inc. for Phase 1 architectural services for the preliminary schematic design phase of the campus entrance improvements project at Santa Ana College. The project shall restore the site upon completion of the Russell Hall demolition project as the site cannot remain undeveloped without minimal work to eliminate stormwater runoff and tripping hazards on site. This additional work for restoration could not be included in the current Health Science state funded project as that scope of work was limited by the State’s application for funding. The current Campus Facility Master Plan illustrates a new entry plaza with a vehicular looped driveway in the footprint of the former Russell Hall building location to improve passenger loading, drop-off and circulation, as well as hardscape and softscape improvements. This agreement will provide a conceptual design study with options for the college’s consideration as the total project budget has been reduced to \$10 million. The design team’s study will consider the master plan, college user group feedback, as well as recommendations provided by the District’s traffic engineer (LSA).

Upon finalization of the conceptual study and scope of work, the project will require a new agreement for Phase 2, which will include the remaining design phases through Division of State Architect certification and project close-out activities. The separation of the agreements will ensure the scope of work and budget are properly determined prior to entering into a full contract with the design team. Additional time is required to coordinate the programming meetings with the college, develop multiple options for review, undertake project estimates, and evaluate those options before proceeding into further design Phase 2 work. Campus user group meetings are scheduled in May 2020 to continue with this work. To see the original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on September 24, 2019 and new end date has been extended from June 30, 2020 to December 31, 2020. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$120,300.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with SVA Architects, Inc. – Architectural Services for Campus Entrance Improvements – Phase 1 Preliminary Schematic Design Phase at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: Campus Entrance Improvements - Phase 1 Preliminary
Schematic Design Phase

Site: **Santa Ana College**

Consultants: **SVA Architects, Inc.**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
					End
Original Contract Amount	\$120,300.00		9/24/2019		6/30/2020
Amendment #1					12/31/2020
Total Agreement Amount	\$120,300.00				

AGREEMENT NO 0355.00/ DESCRIPTION:

Amendment #1 for an extension of time only.

This agreement #0355.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

12/31/2020

FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **May** in the year **2020**, between **SVA ARCHITECTS, 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 No. 0355.00 entered into on September 24, 2019 to provide architectural services for the Campus Entrance Improvements project at Santa Ana College – Phase 1 Preliminary Schematic Design Phase. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 to be through December 31, 2020.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0355.00, effective September 24, 2019, shall remain in full force and effect.

SVA ARCHITECTS, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0355.01
Board Approval: May 26, 2020
Purchase Order: 20-P0058808

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Steinberg Hart - Architectural Services for Space Planning and the Academic Support Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On behalf of Santa Ana College, this is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On October 15, 2018, the Board of Trustees approved an agreement with Steinberg Hart for architectural services at Santa Ana College to address a campus facility modification request that includes evaluating the reconfiguration of spaces in Building S and the Library, to achieve consolidation of program services in a newly located Academic Support Center on campus while creating more efficient layouts of spaces.

This is an existing agreement for architectural and engineering services that is currently in progress and additional time is required to complete the remaining assessment activities in the scope of work, which includes, finalizing recommendations to relocate the Career Services/Talent Search & Testing programs from the Library to another location on campus to accommodate the future consolidated Learning Center. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on October 16, 2018 and the new end date has been revised from June 30, 2020 to December 31, 2020. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$56,550.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the amendment to agreement with Steinberg Hart - Architectural Services for Space Planning and the Academic Support Center at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 2020
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
	Bart Hoffman, Vice President of Administrative Services at Santa Ana College	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

Board Agreement Summary

Board Date: 5/26/20

Project: Space Planning and the Academic Support Center

Site: **Santa Ana College**

Consultants: **Steinberg Hart**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$36,750.00		10/16/2018		6/30/2019
Amendment #1	\$19,800.00				6/30/2020
Amendment #2					12/31/2020
Total Agreement Amount	\$56,550.00				

AGREEMENT NO 0308.00/ DESCRIPTION:

Amendment #2 for an extension of time only.

This agreement #0308.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

12/31/2020

SECOND AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **MAY** in the year **2020**, between **STEINBERG HART**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0308.00 entered into on October 16, 2018 and amended on May 28, 2019 to provide architectural services for Space Planning and Program Area Allocation for the S Building and Consolidation of the Academic Support Center at Santa Ana College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 to be through December 31, 2020.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0308.00, effective October 16, 2018, shall remain in full force and effect.

STEINBERG HART

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0308.02
Board Approval: May 26, 2020
Purchase Order: 19-P0054137

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Morrissey Architects, Inc. - Architectural Services for Parking Ticket Kiosks at Santa Ana College and Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On June 17, 2019 the Board of Trustees approved an agreement with Morrissey Architects, Inc. for architectural services for the replacement and addition of new accessible compliant parking ticket kiosks at Santa Ana College and Santiago Canyon College. Santa Ana College and Santiago Canyon College currently have 9 parking ticket kiosks at each campus.

The project includes removal of existing parking ticket kiosks and replacement with new owner furnished contractor installed units at Santa Ana College and Santiago Canyon College. The existing parking ticket kiosks are not accessible compliant and have had mechanical failures. The replacement of parking ticket kiosks at Santiago Canyon College is a result of the Blaser Settlement to make them ADA compliant.

The replacement will include a total of 13 units at Santiago Canyon College and 12 units at Santa Ana College. Kiosks will be located near the new emergency blue phones to ensure path of travel to the kiosk is compliant. The parking ticket kiosks do not require additional electrical or low voltage infrastructure work. The architect will provide a design for the installation of the equipment, footings and anchoring. The time extension is required to accommodate separate bid schedules for each college, additional time is needed for the fabrication for all kiosk equipment as the manufacturer plant for the kiosks that are on order, has been closed recently due to the COVID-19 pandemic and schedules need to be revised. To see the original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on June 18, 2019 and the new end has been extended from June 30, 2020 to December 31, 2021 or until Division of State Architect certification and project close-out has been achieved. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$34,600.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with Morrissey Architects, Inc. - Architectural Services for Parking Ticket Kiosk Project at Santa Ana College and Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: Parking Ticket Kiosks

Site: **Santa Ana College and
Santiago Canyon College**

Consultants: **Morrissey Architects, Inc.**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$34,600.00		6/18/2019	6/30/2020
Amendment #1				12/31/2021
Total Agreement Amount	\$34,600.00			

AGREEMENT NO 0347.00/ DESCRIPTION:

Amendment #1 for an extension of time only.

This agreement #0347.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

Estimated 12/31/2021 or until DSA certification and project close-out is achieved.

FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **May** in the year **2020**, between **MORRISSEY ASSOCIATES INCORPORATED**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0347.00 entered into on June 18, 2019 to provide architectural services for the Parking Ticket Kiosk project at Santa Ana College and Santiago Canyon College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 to be through December 31, 2021 or until Division of State Architect certification and project close-out has been achieved.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0347.00, effective June 18, 2019, shall remain in full force and effect.

MORRISSEY ASSOCIATES INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0347.01
Board Approval: May 26, 2020
Purchase Order: 20-P0058084

COPIES TO:

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Ghatoade Bannon Architects, LLP - Professional Design Services for the New Safety and Security Offices at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On October 23, 2017 the Board of Trustees approved an agreement with Ghatoade Bannon Architects, LLP for architectural design services related to the new campus Safety and Security offices at Santiago Canyon College. This project includes the modular construction and site improvements for new Campus Safety Building S and the project is complete and Campus Safety has moved into the new offices. The extension of time is needed to allow additional time for the architect to complete project closeout activities as set forth in the terms of the agreement for completing ‘as-built’ plan documents and Division of State Architect (DSA) certification. Close-out for the project and DSA certification is expected to continue through the summer 2020. To see the original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on October 24, 2017 and the new end date has been extended from June 30, 2020 to December 31, 2020 or until DSA Certification and project close-out has been achieved. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$97,616.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with Ghatoade Bannon Architects, LLP - Professional Design Services for the New Safety and Security Offices at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: New Safety & Security Offices

Site: **Santiago Canyon College**

Consultants: **Ghatoade Bannon Architects, LLP**

Type of Service: Professional Design Services

Agreement Summary	Amount	Reimbursables	Start	Duration	End
Original Contract Amount	\$25,000.00	\$5,000.00	10/24/2017		12/31/2018
Amendment #1	\$67,616.00				12/31/2019
Amendment #2					6/30/2020
Amendment #3					12/31/2020
Total Agreement Amount	\$97,616.00				

AGREEMENT NO 0246.00/ DESCRIPTION:

Amendment #3 for an extension of time only.

This agreement #0246.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date: **Estimated 12/31/2020 or until DSA certification and project close-out is achieved.**

THIRD AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **May** in the year **2020**, between **GHATOADE BANNON ARCHITECTS, LLP**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0246.00 entered into on October 24, 2017, amended on December 10, 2018 and December 9, 2019 to provide professional design services for the new Safety & Security Offices at Santiago Canyon College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 to be through December 31, 2020 or until DSA Certification and project close-out has been achieved.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0246.00, effective October 24, 2017, shall remain in full force and effect.

GHATOADE BANNON ARCHITECTS, LLP

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0246.03
Board Approval: May 26, 2020
Purchase Order: 18-P0049062

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Lionakis - Architectural Services for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On June 13, 2016, the Board of Trustees approved an agreement with Lionakis for the barrier removal paper towel dispenser replacement project at Santiago Canyon College. The project consisted of 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 extension of time is needed to allow additional time for the architect to complete project closeout activities as set forth in the terms of the agreement for completing 'as-built' plan documents and Division of State Architect (DSA) certification. Close-out for the project and DSA certification is expected to continue through the summer 2020. To see original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on June 14, 2016 and the new end date has been revised from June 30, 2020 to December 31, 2020 or until DSA Certification and project close-out has been achieved. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$81,178.

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

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with Lionakis - Architectural Services for Barrier Removal Paper Towel Dispenser Replacement at Santiago Canyon College as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: Barrier Removal Paper Towel Dispenser Replacement

Site: **Santiago Canyon College**

Consultants: **Lionakis**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$73,150.00	\$5,000.00	6/14/2016		6/30/2017
Amendment #1	\$3,028.00				6/30/2018
Amendment #2					6/30/2019
Amendment #3					6/30/2020
Amendment #4					12/31/2020
Total Agreement Amount	\$81,178.00				

AGREEMENT NO 0188.00/ DESCRIPTION:

Amendment #4 for an extension of time only.

This agreement #0188.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date: Estimated 12/31/2020 or until DSA certification and project close-out is achieved.

FOURTH AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **May** in the year **2020**, between **LIONAKIS**, hereinafter referred to as “**CONSULTANT**”, and the **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereinafter referred to as “**DISTRICT**”.

WITNESSETH

The CONSULTANT and DISTRICT do mutually agree as follows:

- A. To amend that certain AGREEMENT No. 0188.00 entered into on June 13, 2016, amended on May 15, 2017, May 14, 2018 and May 28, 2019 to provide architectural services for the ADA Paper Towel Dispenser Replacement project at Santiago Canyon College. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2020 to be through December 31, 2020 or until DSA Certification and project-close has been achieved.
- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.
- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0188.00, effective June 14, 2016, shall remain in full force and effect.

LIONAKIS

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter J. Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0188.04
Board Approval: May 26, 2020
Purchase Order: 16-P0041419

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Amendment to Agreement with Morrissey Associates, Inc. - Architectural Services for the Emergency Blue Phone & ADA Path of Travel Upgrade Project at Various Sites	
Action:	Request for Approval	

BACKGROUND:

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On May 31, 2016 the Board of Trustees approved an agreement with Morrissey Architects, Inc. for architectural services for the upgrade of existing and installation of new emergency blue phones and associated Americans with Disabilities Act (ADA) path of travel upgrades. The site locations include Santiago Canyon College (SCC), Digital Media Center (DMC), District Operations Center (DO), Orange County Sheriff's Regional Training Academy (OCSRTA), Santa Ana College (SAC), and Centennial Education Center (CEC). The time extension is required to accommodate the schedules for the separate bid and construction phases. The projects at SCC, SAC, DMC and OCSRTA have been completed. A bid is required for CEC and is anticipated for winter 2020. The DO project will be combined with another ADA improvements project and is anticipated to go out to bid also around winter 2020. To see the original agreement, please [click here](#).

ANALYSIS:

The services covered by this agreement commenced on June 1, 2016 and the new end date has been extended from June 30, 2020 to December 31, 2021 or until Division of State Architect certification and project close-out has been achieved. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$127,379.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the amendment to agreement with Morrissey Associates, Inc. - Architectural Services for the Emergency Blue Phone & ADA Path of Travel Upgrade Project at Various Sites as presented.

Fiscal Impact:	N/A	Board Date: May 26, 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: 5/26/20

Project: Emergency Blue Phone & ADA Path of Travel

Site: **Santiago Canyon College,
Digital Media Center, District
Operations Center, Orange County
Sheriff's Regional Training
Academy, Santa Ana College,
Centennial Education Center**

Consultants: **Morrissey Associates, Inc.**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$107,390.00	\$5,000.00	6/1/2016	6/30/2018
Amendment #1	\$16,808.00			12/31/2018
Amendment #2	(\$1,819.00)			6/30/2020
Amendment #3				12/31/2021
Total Agreement Amount	\$127,379.00			

AGREEMENT NO 0195.00/ DESCRIPTION:

Amendment #3 for an extension of time only.

This agreement #0195.00 and any amendments are incorporated herein by reference and are included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date: Estimated 12/31/2021 or until DSA certification and project close-out is achieved.

THIRD AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **27th** day of **MAY** in the year **2020**, between **MORRISSEY ASSOCIATES, 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 No. 0195.00 entered into on May 31, 2016, amended on April 12, 2017 and April 29, 2019 to provide Architectural Services for the Emergency Blue Phone Project at Santiago Canyon College, Santa Ana College, Centennial Education Center, Orange County Sheriff’s Regional Training Academy, Digital Media Center and District Operations Center. Please amend the AGREEMENT to include the following:
 - 1. Extending the contract duration from June 30, 2020 to be through December 31, 2021 or until Division of State Architect certification and project close-out has been achieved.

- B. Due to the COVID-19 pandemic, this Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same amendment and applicable to entirety of said agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this amendment, signifies the parties mutual consent to conduct transactions electronically for the remainder of the duration of the agreement terms. Pursuant to the California Uniform Electronic Transactions act (“UETA”) (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by the District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.

- C. Except as amended herein, the terms and conditions of AGREEMENT No. 0195.00, effective June 1, 2016, shall remain in full force and effect.

MORRISSEY ASSOCIATES, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Peter Hardash

Title _____

Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0195.03
Board Approval: May 26, 2020
Purchase Order: 16-P0041325

COPIES TO:

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

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

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

To: Board of Trustees	Date: May 26, 2020
Re: Approval of Third Renewal Addendum with LiveSafe, Inc.	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District has utilized the services of LiveSafe, Inc. for District Safety and Security Department's efforts in providing real time communication capability between campus safety and the campus community. The LiveSafe mobile App allows mobile users to initiate contact with campus safety using text, picture, video, and audio.

ANALYSIS

Since 2016, RSCCD has been using LiveSafe to provide students, faculty and staff a tool which allows them to share information, summon for emergency help and access emergency information. LiveSafe mobile app empowers students, faculty, and employees to be in control of their own safety. By renewing the agreement, RSCCD will continue to provide the campus community a quick, convenient, and discreet way to communicate directly with the District Safety and Security Department.

The renewal of this agreement is for a period of one year ending on May 17, 2021 at a rate not to exceed \$15,000. Last year's renewal cost was \$30,000. Due to the COVID-19 pandemic, LiveSafe has agreed to reduce the renewal cost to reflect the District's current academic environment. The District Safety and Security Department operating budget will support the costs of this service.

RECOMMENDATION

It is recommended that the Board of Trustees approve the third renewal addendum with LiveSafe, Inc.

Fiscal Impact: \$15,000 (not to exceed)	Board Date: May 26, 2020
Prepared by: Michael Toledo, Interim Chief of District Safety and Security	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**LiveSafe® Hosted Services Agreement
Renewal Amendment**

This 3rd Renewal Amendment (“Amendment”) modifies the Hosted Service Agreement (“Agreement”) effective on May 17, 2016 between LiveSafe, Inc., and the undersigned customer listed below (“Customer”).

Renewal

1. Customer elects to renew the Agreement for an additional one (1) year. (Where year is equal to 12 months).
2. Annual Fee: \$15,000
3. The “Effective Date” of the Renewal Amendment is: May 17, 2020
4. The Renewal Amendment Expires: May 16, 2021
5. The Renewal is based on the same number Authorized Users and LiveSafe Dashboards agreed to in the Hosted Services Agreement.
6. Annual Subscription Fees are due and payable as installments of \$3750 payable on the first day of each month beginning July, August, September and October 01, 2020.

Except as amended, all other terms and conditions of the Hosted Agreement (including the Cover Sheet, Terms and Conditions, Amendments and Appendices) remain in full force and effect.


CUSTOMER AGREES THAT THIS AMENDMENT SHALL NOT BE CHANGED BY ANY DIFFERENT TERMS OR CONDITIONS IN ANY CUSTOMER PURCHASE ORDERS OR OTHER PRINTED FORMS RELATING TO THIS AGREEMENT (INCLUDING ANY ONLINE TERMS AS PART OF A REQUIRED PROCUREMENT PROCESS) EVEN IF LATER THAN THE EFFECTIVE DATE OF THIS AGREEMENT.

AGREED:

**RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

LIVESAFE, INC.

Authorized
Signature: _____
Name: _____
Title: _____
Date: _____

Authorized
Signature: 
Name: Carolyn J. Parent
Title: Chief Executive Officer and President
Date: 5/4/2020

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Award of Bid #1384 - Purchase of Engineering Equipment for the New Science Center at Santa Ana College, Line Item #4 (robotics training package)	
Action:	Request for Approval	

BACKGROUND:

This is a request for approval for the award of Bid #1384, Purchase of Engineering Equipment for the New Science Center at Santa Ana College, Line Item #4 (robotics training package). With the opening of the new Science Center, it is the intent to enhance the Engineering department programs by adding new state of the art engineering equipment. The bid was for the procurement of seven (7) individual unique pieces of engineering equipment which included, a compact mill, a lathe with turret, a manual vision system, a robotics training package, a tensile tester, and 3D printers due to the larger lab footprint and the increase in student seats.

ANALYSIS:

Bid #1384 - Purchase of Engineering Equipment for the New Science Center at Santa Ana College was advertised in the Orange County Register on March 17, 2020 and March 24, 2020. A Notice Inviting Formal Bids was also sent to eleven (11) engineering equipment vendors on March 18, 2020.

Given the unique features of all engineering equipment outlined in the bid, bidders were granted the option of providing a bid for as few as one item or all seven of the line items listed.

On April 14, 2020, the District held a formal bid opening as noted on the attached bid summary. The District received three bids. The bid responses were reviewed by District staff and legal counsel, Hugh Lee of Atkinson, Andelson, Loya, Ruud and Romo. Klein Educational Systems, Incorporated (Davis) submitted the lowest responsive bid for line item #4 (robotics training package) in the amount of \$50,580. It was determined that the bids received for line item #1 (compact mill) from Haas Factory Outlet (Anaheim, CA) and for line item #5 (tensile tester) from Instron, a division of Illinois Tool Works, Incorporated (Norwood, MA) are non-responsive. No other bids were received for the other line items of equipment.

Staff is currently re-evaluating procurement alternatives for the remaining six engineering equipment items.

This purchase is funded by Measure Q.

RECOMMENDATION:

It is recommended the Board of Trustees award Bid #1384 - Purchase of Engineering Equipment for the New Science Center at Santa Ana College, Line Item #4 (robotics training package) to Klein Educational Systems, Incorporated as presented.

Fiscal Impact:	\$50,580	Board Date: May 26, 2020
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	



Rancho Santiago Community College District
Purchasing Services
 2323 North Broadway, Suite 109
 Santa Ana, CA 92706-1640

BID SUMMARY

BID #1384	PROJECT: Purchase of Engineering Equipment for the New Science Center at Santa Ana College	DUE: 2:00 P.M., Read: 3:00 P.M. DATE: April 14, 2020
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BIDDERS

UNIT COST

Haas Factory Outlet
 Division of Machining Time Savers, Inc.
 1338 South State College Parkway
 Anaheim, CA, 92806

***Item #1: Non-Responsive**
 Item #2: No Bid
 Item #3: No Bid
 Item #4: No Bid
 Item #5: No Bid
 Item #6: No Bid
 Item #7: No Bid

Instron, a division of Illinois Tool Works, Incorporated
 825 University Avenue
 Norwood, MA 02062-2643

Item #1: No Bid
 Item #2: No Bid
 Item #3: No Bid
 Item #4: No Bid
***Item #5: Non-Responsive**
 Item #6: No Bid
 Item #7: No Bid

Klein Educational Systems, Incorporated
 523 G Street
 Davis, CA 95616

Item #1: No Bid
 Item #2: No Bid
 Item #3: No bid
Item #4: \$50,580.00
 Item #5: No Bid
 Item #6: No Bid
 Item #7: No bid

3 TOTAL BIDDERS

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

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Utilization of the California Multiple Award Schedule (CMAS) Contract #4-19-84-0072A to McMurray Stern	
Action:	Request for Approval	

BACKGROUND:

In anticipation of construction completion of the new Science Center, Johnson Student Center, and Russell Hall Replacement (Health Sciences) buildings at Santa Ana College, planning continues on the procurement of furniture and equipment. The District wishes to utilize CMAS Contract #4-19-84-0072A for the initial and on-going procurement of furniture and equipment offered by McMurray Stern. In order to utilize this contract, Board of Trustees approval is required.

ANALYSIS:

The District has identified a contract that McMurray Stern entered into with the Department of General Services (“DGS”), California Multiple Award Schedule (CMAS). The DGS has made certain “multiple award” contracts available to other public agencies, including community college districts, for the acquisition of goods, information technology, or services. The DGS establishes multiple award agreements in accordance with Public Contract Code §10290 and §12101.5. Pricing, products and/or services included in this CMAS contract are based on the General Services Administration (GSA) Contract No. GS-07F-022BA, which is referred to as the “base” contract. DGS establishes an independent California agreement for the same products and services included in the GSA, for equal or lower prices as well as State of California contract terms and conditions, procurement codes, policies, and guidelines.

Utilization of CMAS contract #4-19-84-0072A will allow the District to purchase furniture and equipment offered by McMurray Stern and available through the contract on an as-needed basis. Pricing included in the contract provides discounts ranging from 45% to 46%. The contract is in accordance with the terms and conditions negotiated by the State and meets all legal requirements allowing California Community Colleges to piggyback. The contract is effective through October 15, 2023.

The price of this initial purchase is estimated to be a total of \$43,185.02 for cabinets associated with the Geology lab in the new Science Center building at Santa Ana College. The District anticipates utilizing this CMAS contract for future purchases on an as-needed basis.

The unit cost breakdown for the purchase of twelve geology display base cabinets, for this initial purchase:

<u>Item</u>	<u>Cost/Unit</u>
Geology Display Base Cabinet	\$2,912.00

This purchase is funded by Measure Q funds.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Utilization of the California Multiple Award Schedule (CMAS) Contract #4-19-84-0072A to McMurray Stern including renewals, future addendums, supplements, and extensions as presented.

Fiscal Impact:	\$43,185.02 for Initial Purchase	Board Date: May 26, 2020
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

State of California
MULTIPLE AWARD SCHEDULE

Gatehouse MSI, LLC
d.b.a.

McMurray Stern

CMAS NUMBER:	4-19-84-0072A
CMAS TERM DATES:	3/05/2019 through 10/15/2023
CMAS CATEGORY:	Non Information Technology Commodities
APPLICABLE TERMS & CONDITIONS:	December 1, 2017
MAXIMUM ORDER LIMIT:	State Agencies: See Purchasing Authority Dollar Threshold provision Local Government Agencies: Unlimited
FOR USE BY:	State & Local Government Agencies
BASE GSA SCHEDULE NO.:	GS-07F-022BA
BASE SCHEDULE HOLDER:	Spacesaver Storage Systems, Inc.

This CMAS provides for the purchase and warranty of evidence lockers, forensic drying cabinets, safety boxes, gun lockers, benches, and other storage products and accessories. (See page 2 for the restrictions applicable to this CMAS.)

NOTICE: Products and/or services on this CMAS may be available on a Mandatory Statewide Contracts. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the Statewide Contract User Instructions. Information regarding Statewide Contracts can be obtained at the website: www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.pdf. This requirement is not applicable to local government entities.

State agencies cannot use this CMAS to purchase products available through the California Prison Industry Authority (CALPIA) without a one-time exemption from CALPIA. Agencies may request an exemption at the following website: www.calpia.ca.gov/about/doing-business-with-calpia/exemption-process/. A copy of the approved exemption must be kept with the purchase order for audit purposes.

The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies under this CMAS shall incorporate these Ordering Instructions and Special Provisions and CMAS Terms and Conditions dated December 1, 2017.

Original Signature on File

Effective Date: **3/05/2019**

BRYAN DUGGER, Program Analyst, California Multiple Award Schedules Unit

4.14 (3)

**PURCHASE ORDERS SUPPLEMENT - RESOLUTION NO. 20-03
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MAY 11, 2020 THROUGH MAY 19, 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0061362	\$36,000.00	Advertising and marketing services to promote enrollment for Santa Ana College's School of Continuing Education Summer campaigns, including General SCE, SAC Go, SAC-SCE College Ready, SAC-SCE HiSET, SAC-SCE Career Ed and SAC-SCE Citizenship. The agreement was reviewed and approved by Chancellor Martinez on May 15, 2020.	SAC -Public Affairs	Approved by Chancellor Marvin Martinez with approval of the Board of Trustees and authorized by Resolution No. 20-03, Resolution Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)
20-P0061363	\$43,250.00	Targeted social media advertising and search engine marketing to promote enrollment for Santa Ana College's Online Pathways program for the Summer and Fall 2020 terms. The agreement was reviewed and approved by Chancellor Martinez on May 13, 2020.	SAC -Public Affairs	Approved by Chancellor Marvin Martinez with approval of the Board of Trustees and authorized by Resolution No. 20-03, Resolution Declaring an Emergency and Authorizing Necessary Actions Regarding Novel Coronavirus (COVID-19)

03/22/20 thru 04/25/20

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-B0001831	03/24/20	79	Athletics	Other Operating Exp & Services	JOSTENS	7,040.39
20-B0001832	04/14/20	79	Auxiliary Services Office	Other Operating Exp & Services	WELLSPRING SOFTWARE INC	88.26
20-B0001833	04/15/20	79	Admissions & Records	Non-Instructional Supplies	CDW GOVERNMENT INC.	2,833.71
20-B0001834	04/22/20	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	BSN SPORTS	1,254.90
20-P0060851	03/23/20	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	LOCTEK ERGONOMIC	238.70
20-P0060904	03/23/20	12	Computer Science	Software License and Fees	DIABLO VALLEY COLLEGE	550.00
20-P0060905	03/23/20	12	Business Division Office	Books, Mags & Subscrip-Non-Lib	ALI KOWSARI	369.00
20-P0060906	03/23/20	12	School & Community Partnership	Food and Food Service Supplies	CLAUDBASE VENTURES INC	175.36
20-P0060907	03/23/20	12	Orientation/Coord/Training	Food and Food Service Supplies	CLAUDBASE VENTURES INC	279.88
20-P0060908	03/23/20	11	President's Office	Inst Dues & Memberships	AACC AMERICAN ASSOC OF COMMUNITY COLLEGES	21,095.00
20-P0060909	03/23/20	12	Medical Assistant	Books, Mags & Subscrip-Non-Lib	OPTUM360, LLC	2,749.51
20-P0060910	03/23/20	12	Distance Education	Purchases - New Books	AMAZON COM	1,027.92
20-P0060911	03/23/20	12	Distance Education	Instructional Supplies	ESCIENCE LABS, LLC.	1,747.45
20-P0060912	03/23/20	12	Engineering	Instructional Supplies	AMAZON COM	1,540.23
20-P0060913	03/23/20	12	Counseling	Food and Food Service Supplies	CLAUDBASE VENTURES INC	252.38
20-P0060914	03/23/20	12	Counseling	Food and Food Service Supplies	HARKISON	585.00
20-P0060915	03/23/20	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	283.50
20-P0060916	03/23/20	12	Counseling	Food and Food Service Supplies	HARKISON	49.99
20-P0060917	03/23/20	11	Business Operations' Office	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	66.71
20-P0060918	03/23/20	12	Counseling	Food and Food Service Supplies	CLAUDBASE VENTURES INC	299.44
20-P0060919	03/23/20	11	Internal Audit	Books, Mags & Subscrip-Non-Lib	ASSOCIATION OF CERTIFIED FRAUD EXAMINERS, INC	65.00
20-P0060920	03/23/20	13	Maintenance	Contracted Repair Services	ABBA TERMITE & PEST CONTROL INC	195.00
20-P0060921	03/23/20	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	10,271.15
20-P0060922	03/23/20	43	Facility Planning Office	Equip-All Other > \$5,000	KONICA MINOLTA BUSINESS	29,771.72
20-P0060923	03/23/20	12	Counseling	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,855.43
20-P0060924	03/23/20	12	Continuing Education Division	Lease Agreement - Facility	DELHI CENTER	770.00
20-P0060925	03/23/20	13	Educational Services Office	Inst Dues & Memberships	SANTA ANA CHAMBER OF COMMERCE	2,460.00
20-P0060926	03/23/20	12	Short-Term Vocational	Online Training Courses	DIABLO VALLEY COLLEGE	600.00
20-P0060927	03/23/20	13	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
20-P0060928	03/23/20	41	Facility Planning Office	Site Improv - DSA Fees	DEPT OF GENERAL SERVICES	3,684.45
20-P0060929	03/23/20	33	EHS Administration	Instructional Supplies	LOWES HOME IMPROVEMENT	500.00
20-P0060930	03/24/20	12	Center for Excellence	Contracted Services	VENUS DESIGNS, INC.	3,050.00
20-P0060931	03/24/20	33	EHS Administration	Non-Instructional Supplies	AMAZON COM	209.63
20-P0060932	03/24/20	13	Maintenance	Contracted Services	HEID JARED STEPHEN	12,000.00
20-P0060933	03/24/20	13	Maintenance	Contracted Services	SOL SOURCE, INC.	29,172.89
20-P0060934	03/24/20	12	CJ/Academies	Equip-Fed Prgm >\$1,000< \$5,000	SOUTHWEST MOBILE STORAGE, INC.	6,019.68
20-P0060935	03/24/20	13	Maintenance	Contracted Repair Services	COSCO FIRE PROTECTION INC	510.00
20-P0060936	03/24/20	13	Maintenance	Contracted Repair Services	BARR ENGINEERING, INC	28,307.00
20-P0060937	03/24/20	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	95.00
20-P0060938	03/24/20	13	Maintenance	Contracted Services	RIDELINKS INC	6,786.00
20-P0060939	03/24/20	12	Career Education Office	Advertising	CALIF LAND SURVEYORS ASSOC	242.50
20-P0060940	03/24/20	13	Student Services Office	Non-Instructional Supplies	AMAZON COM	37.13

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060941	03/24/20	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	776.80
20-P0060942	03/24/20	12	EOPS	Other Exp Paid for Students	OREA DAVID OMAR	506.00
20-P0060943	03/24/20	13	Counseling Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	16.11
20-P0060944	03/24/20	12	Career Education Office	Advertising	ORANGE COUNTY APT HOUSE ASSOCIATION INC.	250.00
* 20-P0060945	03/24/20	12	Fine & Performing Arts Office	Instructional Supplies	WOODWIND & BRASSWIND	347.42
* 20-P0060945	03/24/20	13	Music	Equip-All Other >\$1,000<\$5,000	WOODWIND & BRASSWIND	2,247.27
PO Amt Total for * 20-P0060945:						2,594.69
20-P0060947	03/24/20	12	Television (TV/Film/Video)	Instructional Supplies	VMI INC	4,341.61
20-P0060948	03/24/20	12	Career Education Office	Non-Instructional Supplies	AMAZON COM	31.06
20-P0060949	03/24/20	12	Professional Development	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	1,888.53
20-P0060950	03/24/20	12	Automotive Technology/Engine	Equip-Fed Prgm > \$5,000	WEST COAST ENGINES UNLIMITED INC	5,571.75
20-P0060951	03/24/20	11	Humanities & Social Sci Office	Non-Instructional Supplies	VARIDESK LLC	863.08
20-P0060952	03/24/20	12	Professional Development	Books, Mags & Subscrip-Non-Lib	AMAZON COM	3,060.19
20-P0060953	03/24/20	12	Fine & Performing Arts Office	Instructional Supplies	HEATHER K. GILLETTE	2,044.20
20-P0060954	03/24/20	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	ADVENTURES IN ADVERTISING	3,456.29
20-P0060955	03/24/20	12	Media Systems	Instructional Supplies	GRIFFIN ACE HARDWARE	2,000.00
20-P0060956	03/24/20	13	Public Affairs/Gov Rel Office	Advertising	ORANGE COUNTY BUSINESS JOURNAL	2,995.00
20-P0060957	03/24/20	12	Counseling	Contracted Services	ROCHA ERNESTO	400.00
20-P0060958	03/24/20	12	Automotive Technology/Engine	Equip-Fed Prgm >\$1,000< \$5,000	MATCO TOOLS	6,882.66
20-P0060959	03/24/20	12	Library Services	Instructional Supplies	SARAH FEINBLOOM	292.03
20-P0060960	03/24/20	12	Career Education Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	74.06
20-P0060961	03/24/20	12	Sci, Math, Health Sci Office	Instructional Supplies	IMMEDIATE FEEDBACK ASSESSMENT TECHNIQUES	200.73
20-P0060962	03/24/20	12	Health & Wellness Center	Non-Instructional Supplies	UNIVERSITY OF ILLINOIS	3,199.88
20-P0060963	03/24/20	12	Learning Support Center	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	29.93
20-P0060964	03/24/20	12	Transfer Center	Inst Dues & Memberships	SOUTH COAST HIGHER EDUCATION COUNCIL	50.00
20-P0060965	03/24/20	11	President's Office	Inst Dues & Memberships	HONORS TRANSFER COUNCIL OF CALIF	120.00
20-P0060966	03/24/20	13	Public Affairs/Gov Rel Office	Advertising	KIDSGUIDE INC	495.00
20-P0060967	03/25/20	12	Safety & Parking - DO	Contracted Services	NICOLE MILLER & ASSOC INC	495.00
20-P0060968	03/25/20	12	Counseling	Contracted Services	REYES YOSIMOR JIMENEZ	500.00
20-P0060969	03/25/20	11	Central Plant	Contracted Services	AQUA CLEAR WATER TREATMENT	14,720.00
20-P0060970	03/25/20	12	Nursing	Software License and Fees	EDUCATIONAL GLOBAL TECH INC	6,375.00
20-P0060971	03/25/20	13	Public Affairs/Gov Rel Office	Advertising	HAGGARTY PRINTING INC	6,836.49
20-P0060972	03/25/20	13	Public Affairs/Gov Rel Office	Advertising	HAGGARTY PRINTING INC	6,836.49
20-P0060973	03/25/20	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,875.38
20-P0060974	03/25/20	11	Business Division Office	Inst Dues & Memberships	CIWEA CALIFORNIA INTERSHIP AND WORK	255.00
20-P0060975	03/25/20	11	Broadcast Journalism	Non-Instructional Supplies	DON BOOKSTORE	912.24
20-P0060976	03/25/20	12	Counseling	Contracted Services	SERRATO ADRIANA	300.00
20-P0060977	03/25/20	12	Career Education Office	Instructional Supplies	KASSOY LLC	453.47
20-P0060978	03/25/20	12	Counseling	Contracted Services	ACEVEDO SERJIO	1,500.00
20-P0060979	03/25/20	12	EOPS	Supplies Paid for Students	CYNTHIA C FAGREY	860.26
20-P0060980	03/25/20	12	Career Education Office	Instructional Supplies	BAVCO BACKFLOW	967.11
20-P0060981	03/26/20	13	Educational Multimedia Service	Equip-All Other >\$1,000<\$5,000	B & H PHOTO VIDEO INC	1,498.54

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0060982	03/26/20	12	Automotive Technology/Engine	Instructional Supplies	TRYGVE ENTERPRISES, LLC	4,343.71
20-P0060983	03/26/20	12	Career Ed & Work Dev Office	Food and Food Service Supplies	GREGORY R. GONZALES	256.58
20-P0060984	03/26/20	12	Career Education Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	86,053.14
20-P0060985	03/26/20	13	Maintenance	Contracted Repair Services	COSCO FIRE PROTECTION INC	1,384.00
20-P0060986	03/26/20	11	Sci, Math, Health Sci Office	Software License and Fees	BEYOND LABZ LLC	1,600.00
20-P0060987	03/26/20	12	Engineering	Instructional Supplies	ALL ELECTRONICS CORP	115.12
20-P0060988	03/26/20	12	Business Division Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	546.24
20-P0060989	03/26/20	11	Board of Trustees	Books, Mags & Subscrip-Non-Lib	CAPITOL ENQUIRY	135.66
20-P0060990	03/26/20	13	Counseling Office	Non-Instructional Supplies	SAFEGUARD BUSINESS SYSTEMS	513.48
20-P0060991	03/26/20	13	Counseling Office	Non-Instructional Supplies	SAFEGUARD BUSINESS SYSTEMS	360.53
20-P0060992	03/26/20	13	SAC Research	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	3,599.92
20-P0060993	03/26/20	33	EHS Administration	Software License and Fees	MANAGEMENT INFORMATION TECH	3,136.49
20-P0060994	03/26/20	13	Digital Media Center	Contracted Services	BOYD & ASSOCIATES	1,951.21
20-P0060995	03/26/20	13	Digital Media Center	Contracted Services	HILLS BROS LOCK & SAFE	886.21
20-P0060996	03/26/20	13	Digital Media Center	Contracted Services	COAST ELECTRIC	6,278.93
20-P0060997	03/26/20	13	Digital Media Center	Maint Contract - Other Equip	BOYD & ASSOCIATES	852.16
20-P0060998	03/26/20	13	Digital Media Center	Contracted Services	COAST ELECTRIC	2,484.84
20-P0060999	03/26/20	12	Engineering	Instructional Supplies	ULINE	271.66
20-P0061000	03/26/20	13	Digital Media Center	Landscaping	ROGERS AND COMPANY LANDSCAPES, INC.	4,000.00
20-P0061001	03/26/20	12	Medical Assistant	Books, Mags & Subscrip-Non-Lib	ELSEVIER SCIENCE	861.05
20-P0061002	03/26/20	12	Sci, Math, Health Sci Office	Instructional Supplies	BIOQUIP PRODUCTS INC	2,278.01
20-P0061003	03/26/20	11	Automotive Technology/Engine	Maint Contract - Other Equip	OPUS INSPECTION INC	3,600.00
20-P0061004	03/26/20	12	Engineering	Instructional Supplies	FORESTRY SUPPLIERS INC	238.76
20-P0061005	03/26/20	12	CJ/Academies	Instructional Supplies	MILES TACTICAL	1,081.03
20-P0061006	03/26/20	12	Chemistry	Instructional Supplies	SPECTRUM CHEMICALS & LABORATORY PRODUCTS	171.19
20-P0061007	03/26/20	12	Medical Assistant	Books, Mags & Subscrip-Non-Lib	MCGRAW-HILL EDUCATION INC	855.20
20-P0061008	03/26/20	11	Fine & Performing Arts Office	Non-Instructional Supplies	DOING GOOD WORKS	5,575.01
20-P0061009	03/26/20	12	Student Equity	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	400.00
20-P0061010	03/26/20	12	Diesel	Instructional Supplies	MATCO TOOLS	3,095.82
20-P0061013	03/26/20	12	EOPS	Supplies Paid for Students	SCHOOL DATEBOOKS	608.92
20-P0061014	03/26/20	12	Kinesiology - Physical Educ	Instructional Supplies	TOMARK SPORTS	42.50
20-P0061015	03/27/20	11	Fine & Performing Arts Office	Non-Instructional Supplies	4 IMPRINT	5,738.68
20-P0061016	03/27/20	12	Automotive Technology/Engine	Equip-Fed Prgm > \$5,000	GRAINGER	6,205.66
20-P0061017	03/27/20	12	Professional Development	Contracted Services	CAMPAIGN FOR COLLEGE OPPORTUNITY	2,000.00
20-P0061018	03/27/20	12	Health Sciences Education	Books, Mags & Subscrip-Non-Lib	MOUNTAIN MEASUREMENT INC	350.00
20-P0061019	03/27/20	12	Television (TV/Film/Video)	Instructional Supplies	AMAZON COM	52.42
20-P0061020	03/27/20	13	Counseling Office	Non-Instructional Supplies	4 IMPRINT	352.13
20-P0061021	03/27/20	41	Facility Planning Office	Bldg Impr - Other Services	DG INVESTMENT INTERMEDIATE HOLDINGS 2, INC.	1,485.72
20-P0061022	03/27/20	12	Safety & Parking - DO	Non-Instructional Supplies	KEY CONTROL HOLDING	171.80
20-P0061023	03/27/20	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	91.99
20-P0061024	03/27/20	12	Student Support Services	Non-Instructional Supplies	DENNIS JAMES CLEEK	567.99
20-P0061025	03/27/20	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	2,741.32

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0061026	03/27/20	11	Public Affairs/Gov Rel Office	Non-Instructional Supplies	SMART LEVELS MEDIA	6,768.04
20-P0061027	03/27/20	33	CDC Santa Ana College	Instructional Supplies	AMAZON COM	313.75
20-P0061028	03/30/20	11	International Student Program	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
20-P0061029	03/30/20	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	117.27
20-P0061030	03/30/20	12	Continuing Education Division	Lease Agreement - Facility	OC CHILDRENS THERAPEUTIC ART CTR	1,917.13
20-P0061031	03/30/20	11	Maintenance	Contracted Services	RIDELINKS INC	1,016.87
20-P0061032	03/30/20	41	Admin Services Office	Contracted Services	GEARY FLOORS INC	18,100.00
20-P0061033	03/30/20	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	223.14
20-P0061034	03/30/20	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	194.79
20-P0061035	03/30/20	12	Short-Term Vocational	Books Paid for Students	DON BOOKSTORE	1,874.73
20-P0061036	03/30/20	12	Academic Affairs Office	Instructional Supplies	MARKERTEK VIDEO SUPPLY	451.05
20-P0061037	03/30/20	33	CDC Centennial Education Ctr	Non-Instructional Supplies	SWSH ARIZONA MFG INC	728.68
20-P0061038	03/30/20	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	332.39
20-P0061039	03/30/20	12	Science Learning Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	339.06
20-P0061040	03/30/20	12	Exercise Science	Instructional Supplies	EPIC SPORTS	1,440.95
20-P0061041	03/30/20	12	Career Education Office	Advertising	ORANGE COUNTY APT HOUSE ASSOCIATION INC.	250.00
20-P0061042	03/30/20	12	Student Equity	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,254.42
* 20-P0061043	03/30/20	12	SAC Research	Non-Instructional Supplies	VARIDESK LLC	309.72
* 20-P0061043	03/30/20	13	SAC Research	Non-Instructional Supplies	VARIDESK LLC	181.91
PO Amt Total for * 20-P0061043:						491.63
20-P0061045	03/30/20	13	Workforce Education	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	928.32
20-P0061046	03/30/20	12	Counseling	Food and Food Service Supplies	CLAUDBASE VENTURES INC	193.77
20-P0061047	03/30/20	11	International Student Program	Reproduction/Printing Expenses	WE DO GRAPHICS INC	1,955.58
20-P0061048	03/30/20	12	Biology	Advertising	25TH HOUR COMMUNICATIONS	3,000.00
20-P0061049	03/30/20	12	Business Division Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	260.55
20-P0061050	03/30/20	12	Public Affairs/Gov Rel Office	Advertising	LIBERMAN BROADCASTING INC	9,599.00
20-P0061051	03/30/20	12	Humanities & Social Sci Office	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	619.39
20-P0061052	03/30/20	12	Counseling	Non-Instructional Supplies	CDW GOVERNMENT INC.	303.39
20-P0061054	03/30/20	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	3,459.33
20-P0061055	03/30/20	13	Automotive Technology/Engine	Instructional Supplies	WESTERN TIRE EQUIPMENT AND SUPPLY CO., INC.	760.13
20-P0061056	03/30/20	12	Media Systems	Instructional Supplies	TROXELL COMM INC	8,361.89
20-P0061057	03/30/20	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	954.38
20-P0061058	03/30/20	12	Library Services	Library Books - Periodicals	GAME INFORMER MAGAZINE	24.98
20-P0061059	03/30/20	12	Orange Educ Ctr-Instruction	Instructional Supplies	LEARNING GLASS SOLUTIONS INC	9,976.98
20-P0061060	03/30/20	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	4,323.80
20-P0061061	03/30/20	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	555.66
20-P0061062	04/01/20	12	Library Services	Library Books - Databases	OCLC ONLINE COMPUTER LIBRARY	607.98
20-P0061063	04/01/20	13	SAC Research	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	280.56
20-P0061064	04/01/20	12	Health Sciences Education	Instructional Supplies	NASCO	522.25
20-P0061065	04/01/20	12	Counseling	Non-Instructional Supplies	CDW GOVERNMENT INC.	705.56
20-P0061066	04/01/20	12	EOPS	Supplies Paid for Students	DON BOOKSTORE	1,250.00
20-P0061067	04/01/20	12	Orange Educ Ctr-Instruction	Instructional Supplies	CDW GOVERNMENT INC.	1,956.70

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0061068	04/01/20	12	Professional Development	Non-Instructional Supplies	ADVENTURES IN ADVERTISING	482.89
20-P0061069	04/01/20	12	Fine & Performing Arts Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	390.05
20-P0061070	04/01/20	12	Kinesiology - Intercoll Athlet	Instructional Supplies	HENRY SCHEIN INC	1,041.97
20-P0061071	04/01/20	12	Career Education Office	Non-Instructional Supplies	SUSAN BLACKWOOD LEEDY	75.43
20-P0061072	04/02/20	11	District Wide Technology	Software License and Fees	GOLDEN STAR TECHNOLOGY, INC.	5,444.14
20-P0061073	04/02/20	11	District Wide Technology	Software License and Fees	CDW GOVERNMENT INC.	202.66
20-P0061074	04/02/20	12	Career Ed & Work Dev Office	District Business/Sponsorships	IRVINE CHAMBER OF COMMERCE	1,500.00
20-P0061075	04/02/20	12	Occupational Therapy	Instructional Supplies	NORTH COAST MEDICAL INC	2,403.59
20-P0061076	04/02/20	12	Engineering	Instructional Supplies	ROBOTSHOP INC	322.95
20-P0061077	04/02/20	12	Reading	Books, Mags & Subscrip-Non-Lib	TOWNSEND PRESS	373.94
20-P0061078	04/02/20	12	Reading	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	110.89
20-P0061079	04/02/20	12	Academic Affairs Office-VP	Non-Instructional Supplies	DON BOOKSTORE	231.07
20-P0061080	04/02/20	12	Nursing	Instructional Supplies	DIAMEDICAL USA EQUIPMENT, LLC	3,908.27
20-P0061081	04/02/20	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,689.12
20-P0061082	04/02/20	12	CJ/Academies	Instructional Supplies	COMBAT BRANDS, LLC	684.82
20-P0061083	04/02/20	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	113.72
20-P0061084	04/02/20	12	Criminal Justice	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	300.00
20-P0061085	04/02/20	12	Nursing	Instructional Supplies	POCKET NURSE	3,290.77
20-P0061086	04/02/20	12	Business Division Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,713.79
20-P0061087	04/02/20	11	Kinesiology - Admin Office	Equip-All Other >\$1,000<\$5,000	WENGER CORP	6,972.33
20-P0061088	04/02/20	12	Orientation/Coord/Training	Non-Instructional Supplies	MICHAEL J MACKENZIE	157.32
20-P0061089	04/02/20	12	Pharmacy Technology	Instructional Supplies	HEALTH CARE LOGISTICS INC	6,000.00
20-P0061090	04/02/20	12	SAC Continuing Ed-Instruction	Instructional Supplies	SCHOOL NURSE SUPPLY INC	3,240.01
20-P0061091	04/02/20	11	Distance Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,290.81
20-P0061092	04/02/20	12	Career Education Office	Books, Mags & Subscrip-Non-Lib	AMAZON COM	164.96
20-P0061093	04/03/20	12	Fine & Performing Arts Office	Instructional Supplies	APEX AUDIO INC	870.46
20-P0061094	04/03/20	12	Counseling	Non-Instructional Supplies	ERGODIRECT INC	371.45
20-P0061095	04/03/20	12	Reprographics	Instructional Supplies	SPINITAR PRESENTATION PRODUCTS	1,012.34
20-P0061096	04/03/20	12	Occupational Therapy	Instructional Supplies	NORTH COAST MEDICAL INC	310.90
20-P0061097	04/03/20	12	SAC Continuing Ed-Instruction	Instructional Supplies	SCHOOL NURSE SUPPLY INC	7,301.85
20-P0061098	04/03/20	12	Inmate Education Program	Instructional Supplies	AMAZON COM	103.49
20-P0061099	04/03/20	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	AMAZON COM	51.33
20-P0061100	04/03/20	12	LAOCRC - Orange County	Food and Food Service Supplies	PEPI COMPANY OF CALIFORNIA	51.35
20-P0061101	04/03/20	11	Educational Multimedia Service	Non-Instructional Supplies	B & H PHOTO VIDEO INC	282.32
20-P0061102	04/03/20	12	Business Division Office	Instructional Supplies	B & H PHOTO VIDEO INC	130.17
20-P0061103	04/03/20	13	Professional Development	Inst Dues & Memberships	APPA THE ASSOC OF HIGHER ED FACILITIES OFFICERS	1,028.00
20-P0061104	04/03/20	12	Communications	Instructional Supplies	AMAZON COM	123.39
20-P0061105	04/03/20	12	Television (TV/Film/Video)	Instructional Supplies	B & H PHOTO VIDEO INC	370.52
20-P0061106	04/03/20	12	Career Education Office	Equip-All Other >\$1,000<\$5,000	ALLEN INSTRUMENTS & SUPPLIES	12,562.15
20-P0061107	04/03/20	12	Fine & Performing Arts Office	Instructional Supplies	AMAZON COM	240.30
20-P0061108	04/03/20	11	Admissions & Records	Non-Instructional Supplies	RJE MOORE INC	3,306.31
20-P0061109	04/03/20	11	District Wide Technology	Software License and Fees	POINT AND CLICK SOLUTIONS INC	122.50

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0061110	04/03/20	12	Dance	Instructional Supplies	AMAZON COM	87.36
20-P0061111	04/03/20	11	District Wide Technology	Software License and Fees	POINT AND CLICK SOLUTIONS INC	134.75
20-P0061112	04/06/20	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	374.73
20-P0061113	04/06/20	13	Public Affairs/Gov Rel Office	Advertising	LIBERMAN BROADCASTING INC	8,400.00
20-P0061114	04/06/20	13	Public Affairs/Gov Rel Office	Advertising	INTERACT COMMUNICATIONS	25,000.00
20-P0061115	04/06/20	43	Facility Planning Office	Equip-Software > \$5,000	Q-MATIC CORP	73,536.03
20-P0061116	04/06/20	43	Facility Planning Office	Buildings - OCIP	ARTHUR J. GALLAGHER & CO.	8,761.80
20-P0061117	04/06/20	13	Santiago Canyon College	Contracted Services	RISE INTERPRETING, INC.	525.00
20-P0061118	04/06/20	13	Maintenance	Contracted Repair Services	VERNES PLUMBING INC	705.00
20-P0061119	04/06/20	13	Maintenance	Contracted Repair Services	HIGH RISE GLASS & DOORS INC	312.00
20-P0061120	04/06/20	61	Risk Management	All Risk/Athletic Insurance	STUDENT INSURANCE	442.00
20-P0061121	04/06/20	12	Kinesiology - Intercol Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	636.34
20-P0061122	04/07/20	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	17,726.35
20-P0061123	04/07/20	12	Library Services	Library Books - Databases	EBSCO	878.35
20-P0061124	04/07/20	33	CDC Administration	Equip-All Other > \$5,000	ARROW RESTAURANT EQUIPMENT	16,191.95
20-P0061125	04/07/20	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	782.21
20-P0061126	04/07/20	12	Library Services	Instructional Supplies	YANKEE BOOK PEDDLER INC	2,184.77
20-P0061127	04/07/20	12	Health & Wellness Center	Non-Instructional Supplies	POSITIVE PROMOTIONS	5,695.17
20-P0061128	04/07/20	12	Kinesiology - Intercol Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	336.49
20-P0061129	04/07/20	11	Academic Affairs Office-Dean	Non-Instructional Supplies	AMAZON COM	42.04
20-P0061130	04/07/20	11	Manufacturing Technology	Contracted Repair Services	DANS MACHINE REPAIR	782.95
20-P0061131	04/07/20	12	Manufacturing Technology	Equip-Fed Prgm > \$5,000	DANS MACHINE REPAIR	88,108.33
20-P0061132	04/07/20	12	Student Equity	Equip-All Other >\$1,000<\$5,000	CONGLOBAL INDUSTRIES, LLC	3,540.35
20-P0061133	04/07/20	12	Public Affairs/Gov Rel Office	Contracted Services	MIND ENHANCEMENT NETWORK FOR TRAINING EXCELL	2,000.00
20-P0061134	04/07/20	13	Digital Media Center	Contracted Services	DANNY LETNER INC	14,500.00
20-P0061135	04/07/20	12	Safety & Parking - DO	Lease Agreement - Facility	ORANGE COUNTY SHERIFFS	1,050.86
20-P0061136	04/07/20	11	Maintenance & Operations	Contracted Services	ACADEMY ELECTRIC INC	989.00
20-P0061137	04/07/20	11	Admin Services Office	Public Agencies' Assess & Fees	CITY OF ORANGE	23,361.35
20-P0061138	04/07/20	12	Student Equity	Non-Instructional Supplies	ULINE	1,776.08
20-P0061139	04/07/20	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
20-P0061140	04/08/20	11	District Wide Technology	Contracted Services	DYNTEK SERVICES, INC	14,400.00
20-P0061141	04/08/20	11	District Wide Technology	Contracted Services	GO TO TECHNOLOGIES, INC.	24,800.00
20-P0061142	04/08/20	11	District Wide Technology	Contracted Services	ZUGZWANG TECHNOLOGIES, LLC	5,500.00
20-P0061143	04/13/20	12	Business Division Office	Instructional Supplies	B & H PHOTO VIDEO INC	478.52
20-P0061144	04/13/20	11	International Student Program	Non-Instructional Supplies	4ALLPROMOS	757.55
20-P0061145	04/13/20	12	Learning Support Center	Non-Instructional Supplies	B & H PHOTO VIDEO INC	663.43
20-P0061146	04/13/20	11	International Student Program	Non-Instructional Supplies	ADORAMA INC	600.81
20-P0061147	04/13/20	12	Foster Youth	Non-Instructional Supplies	DOING GOOD WORKS	934.06
20-P0061148	04/13/20	12	Career Education Office	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	207.42
20-P0061149	04/13/20	11	Apprenticeship	Food and Food Service Supplies	PARADISE BAKERY & CAFE	535.45
20-P0061150	04/13/20	11	Apprenticeship	Food and Food Service Supplies	PARADISE BAKERY & CAFE	863.99
20-P0061151	04/13/20	11	District Wide Technology	Non-Instructional Supplies	CDW GOVERNMENT INC.	5,381.11

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0061152	04/13/20	13	Administrative Services Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	53,494.80
20-P0061153	04/13/20	12	Career Education Office	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	212.81
20-P0061154	04/13/20	12	Academic Affairs Office-VP	Non-Instructional Supplies	DOING GOOD WORKS	5,691.90
20-P0061155	04/13/20	12	Student Equity	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,927.80
20-P0061156	04/13/20	12	Student Equity	Non-Instructional Supplies	DGS ACQ HOLDINGS, LLC	956.11
20-P0061157	04/13/20	12	Career Ed & Work Dev Office	Food and Food Service Supplies	KIMBERLY M. MATHEWS	380.00
20-P0061158	04/13/20	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	10,529.25
20-P0061159	04/13/20	12	Biology	Non-Instructional Supplies	LABSCIENCES, LLC	297.74
20-P0061160	04/13/20	12	Fine & Performing Arts Office	Instructional Supplies	SWEETWATER SOUND	1,775.00
20-P0061161	04/13/20	12	Career Education Office	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,596.05
20-P0061162	04/13/20	12	Student Equity	Non-Instructional Supplies	DISPLAYS2GO	366.14
20-P0061163	04/13/20	12	Fine & Performing Arts Office	Instructional Supplies	CDW GOVERNMENT INC.	773.07
20-P0061164	04/13/20	11	Risk Management	Equip-All Other >\$1,000<\$5,000	CN SCHOOL AND OFFICE SOLUTIONS INC	1,874.73
20-P0061165	04/13/20	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	10,610.40
20-P0061166	04/13/20	11	Fire Technology	Non-Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	2,915.66
20-P0061167	04/13/20	12	Chemistry	Software License and Fees	BEYOND LABZ LLC	3,750.00
* 20-P0061168	04/13/20	12	Continuing Education Division	Contracted Services	TIER FIVE SOLUTIONS GROUP INC	2,090.00
* 20-P0061168	04/13/20	13	Continuing Education Division	Contracted Services	TIER FIVE SOLUTIONS GROUP INC	5,410.00
PO Amt Total for * 20-P0061168:						7,500.00
20-P0061169	04/13/20	11	District Wide Technology	Software License and Fees	TECHSTRATA LLC	70,948.80
20-P0061170	04/13/20	11	District Wide Technology	Contracted Services	TECHSTRATA LLC	10,000.00
20-P0061171	04/13/20	41	Facility Planning Office	Bldg Impr - AE Fee	SVA ARCHITECTS, INC	59,200.00
20-P0061172	04/13/20	12	Educational Services Office	Contracted Services	AD ASTRA INFORMATION SYSTEM LLC	42,000.00
20-P0061173	04/13/20	13	Maintenance	Contracted Repair Services	DAKTRONICS	1,685.00
20-P0061174	04/13/20	11	Safety & Security Office	Contracted Services	KEY CONTROL HOLDING	3,723.70
20-P0061175	04/13/20	11	Safety & Security Office	Contracted Services	PYRO-COMM SYSTEMS, INC.	590.00
20-P0061176	04/14/20	12	Continuing Education Division	Contracted Services	ORKIN PEST CONTROL	1,170.00
20-P0061177	04/14/20	12	Engineering	Instructional Supplies	ANAHEIM AUTOMATION	1,315.43
20-P0061178	04/14/20	12	Business Division Office	Instructional Supplies	B & H PHOTO VIDEO INC	130.17
20-P0061179	04/14/20	12	Counseling	Food and Food Service Supplies	JUAN POLLO 24	201.19
20-P0061180	04/14/20	11	Graphic Communications	Non-Instructional Supplies	CDW GOVERNMENT INC.	324.47
20-P0061181	04/15/20	13	Humanities & Social Sci Office	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	2,507.08
20-P0061182	04/15/20	12	Engineering	Instructional Supplies	MACHINE TOOLS SUPPLY	209.82
20-P0061183	04/15/20	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	13,254.86
20-P0061185	04/15/20	12	Orientation/Coord/Training	Non-Instructional Supplies	SAFEGUARD BUSINESS SYSTEMS	5,904.70
20-P0061186	04/15/20	12	Library Services	Library Books - Databases	EBSCO	221.23
20-P0061187	04/15/20	12	Orientation/Coord/Training	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	3,141.22
20-P0061188	04/15/20	12	Health & Wellness	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,891.12
20-P0061189	04/15/20	12	Counseling	Food and Food Service Supplies	CLAUDBASE VENTURES INC	102.18
20-P0061190	04/15/20	12	Distance Education	Non-Instructional Supplies	DON BOOKSTORE	65.55
20-P0061191	04/15/20	12	Safety & Parking - DO	Contracted Services	NICOLE MILLER & ASSOC INC	550.50
20-P0061192	04/15/20	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	1,459.67

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0061193	04/15/20	12	Health & Wellness	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	1,006.19
20-P0061194	04/15/20	12	Nursing	Equip-All Other >\$1,000<\$5,000	NASCO	1,229.75
20-P0061195	04/15/20	74	Financial Aid Office	CA College Promise Grant	DON BOOKSTORE	130,200.00
20-P0061196	04/15/20	12	Student Equity	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	473.06
20-P0061197	04/15/20	12	Distance Education	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	724.63
20-P0061198	04/15/20	12	Distance Education	Food and Food Service Supplies	NANCY C. PUN	173.36
20-P0061199	04/15/20	12	Center for Teacher Education	Food and Food Service Supplies	PARADISE BAKERY & CAFE	398.14
20-P0061200	04/15/20	13	Custodial	Non-Instructional Supplies	ANIXTER INC	687.37
20-P0061201	04/15/20	12	Human Svcs & Technology Office	Instructional Supplies	MATCO TOOLS	1,142.47
20-P0061202	04/15/20	12	Human Svcs & Technology Office	Instructional Supplies	S&S WORLDWIDE INC	93.94
20-P0061203	04/15/20	11	Business Division Office	Non-Instructional Supplies	A STITCH ABOVE LLC	741.06
20-P0061204	04/15/20	13	Learning Support Center	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,754.34
20-P0061205	04/15/20	12	Medical Assistant	Instructional Supplies	POCKET NURSE	3,447.31
20-P0061206	04/16/20	41	Administrative Services Office	Bldg Impr - Contractor Svcs	NEWBUILD CONSTRUCTION AND RESTORATION INC	14,540.00
20-P0061207	04/16/20	12	Short-Term Vocational	Online Training Courses	K2SHARE LLC	1,400.00
20-P0061208	04/16/20	12	Distance Education	Food and Food Service Supplies	KNIGHT ANNIE MARIE	179.26
20-P0061209	04/16/20	13	Maintenance	Contracted Repair Services	COSCO FIRE PROTECTION INC	1,467.15
20-P0061210	04/16/20	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	8,770.59
20-P0061211	04/16/20	11	Purchasing	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	65,779.43
20-P0061212	04/16/20	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	10,000.00
20-P0061213	04/17/20	12	Counseling	Food and Food Service Supplies	PARADISE BAKERY & CAFE	750.43
20-P0061214	04/17/20	43	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	OFFICE FURNITURE GROUP, LLC	2,402.85
20-P0061215	04/17/20	13	Administrative Services Office	Contracted Services	KRUEGER INTERNATIONAL INC.	21,756.91
20-P0061216	04/17/20	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	95.00
20-P0061217	04/17/20	13	Workforce Education	Non-Instructional Supplies	QUALITY OFFICE FURNISHINGS INC	672.78
20-P0061218	04/17/20	12	Library Services	Library Books	AMAZON COM	479.03
20-P0061219	04/17/20	13	Administrative Services Office	Contracted Services	KRUEGER INTERNATIONAL INC.	5,936.36
20-P0061220	04/17/20	12	Family & Consumer Studies	Instructional Supplies	FARMERS AND MERCHANTS BANK OF LB	202.48
20-P0061221	04/17/20	13	Administrative Services Office	Contracted Services	KRUEGER INTERNATIONAL INC.	7,132.42
20-P0061222	04/17/20	11	Human Resources Office	Contracted Services	LIEBERT CASSIDY WHITMORE	4,551.55
20-P0061223	04/17/20	33	CDC Administration	Contracted Services	NEWBUILD CONSTRUCTION AND RESTORATION INC	4,500.00
20-P0061224	04/17/20	41	Facility Planning Office	Bldg Impr - Contractor Svcs	A GOOD SIGN & GRAPHICS CO	800.00
20-P0061225	04/17/20	12	Occupational Therapy	Books, Mags & Subscrip-Non-Lib	INTERNATIONAL CLINICAL EDUCATORS INC	520.00
20-P0061226	04/17/20	11	Safety & Security Office	Contracted Services	NICOLE MILLER & ASSOC INC	1,474.50
20-P0061227	04/17/20	11	Safety & Security Office	Contracted Services	OC SPECIAL EVENTS SECURITY, INC.	195.00
20-P0061228	04/17/20	11	Safety & Security Office	Non-Instructional Supplies	QUALITY OFFICE FURNISHINGS INC	2,745.69
20-P0061229	04/20/20	12	Manufacturing Technology	Software License and Fees	PATON GROUP	600.00
20-P0061230	04/20/20	13	Administrative Services Office	Contracted Services	KRUEGER INTERNATIONAL INC.	55,798.01
20-P0061231	04/20/20	11	Fine & Performing Arts Office	Non-Instructional Supplies	SAXON UNIFORM NETWORK, INC.	819.93
20-P0061232	04/20/20	12	Family & Consumer Studies	Instructional Supplies	WEBSTAIRANT STORE, INC.	1,043.53
20-P0061233	04/20/20	12	Business Applications & Tech	Software License and Fees	CERTIPOINT INC	5,564.00
* 20-P0061234	04/20/20	12	Business Division Office	Instructional Supplies	B & H PHOTO VIDEO INC	3,600.72

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
* 20-P0061234	04/20/20	13	Educational Multimedia Service	Equip-All Other >\$1,000<\$5,000	B & H PHOTO VIDEO INC	1,233.38
					PO Amt Total for * 20-P0061234:	4,834.10
20-P0061235	04/20/20	13	Administrative Services Office	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	1,430.83
20-P0061236	04/21/20	12	Nursing	Software License and Fees	KAPLAN, INC	5,002.19
20-P0061237	04/22/20	11	Maintenance	Contracted Services	GMS ELEVATOR	265.00
20-P0061238	04/22/20	12	Health & Wellness Center	Contracted Services	ART WITH IMPACT	3,000.00
20-P0061239	04/22/20	13	Administrative Services Office	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	1,666.57
20-P0061240	04/22/20	12	Distance Education	Software License and Fees	CREDLY INC	7,495.00
20-P0061241	04/22/20	11	CJ/Academies	Maint/Oper Service Agreements	ACCO ENGINEERED SYSTEMS INC	1,714.80
20-P0061242	04/22/20	12	Counseling	Food and Food Service Supplies	CLAUBASE VENTURES INC	161.02
20-P0061243	04/22/20	12	Puente	Transportation - Student	GOLD COAST TOURS	1,025.31
20-P0061244	04/22/20	12	Special Services Office	Supplies Paid for Students	DON BOOKSTORE	2,010.00
20-P0061245	04/22/20	11	Human Svcs & Technology Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	784.63
20-P0061246	04/22/20	12	Fine & Performing Arts Office	Instructional Supplies	ADORAMA INC	114.33
20-P0061247	04/22/20	13	Custodial	Equip-All Other >\$1,000<\$5,000	HAJOCA CORP	5,560.95
20-P0061248	04/22/20	12	Family & Consumer Studies	Instructional Supplies	NASCO	2,092.12
20-P0061249	04/23/20	12	Distance Education	Software License and Fees	ARTICULATE GLOBAL INC	4,072.32
20-P0061250	04/23/20	12	Biology	Contracted Services	POWER ACQUISITION	1,800.00
20-P0061251	04/23/20	11	District Wide Technology	Contracted Services	TPUSA - FHCS INC	735.00
20-P0061252	04/24/20	12	Resource Development	Contracted Services	PACIFIC SKY CREATIVE, INC.	2,000.00
20-P0061253	04/24/20	33	CDC Administration	Contracted Services	ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	13,000.00
20-P0061254	04/24/20	13	Custodial	Equip-All Other >\$1,000<\$5,000	GRAINGER	1,114.42
20-P0061255	04/24/20	12	EOPS	Fees Paid for Students	ALPHA GAMMA SIGMA HONOR SCHOLARSHIP	140.00
20-P0061256	04/24/20	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	725.85
20-P0061257	04/24/20	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	17.50
20-P0061258	04/24/20	12	Student Equity	Non-Instructional Supplies	AMAZON COM	123.44
20-P0061259	04/24/20	11	Human Svcs & Technology Office	Non-Instructional Supplies	CDW GOVERNMENT INC.	627.31
20-P0209496	03/26/20	12	Safety & Parking - DO	Software License and Fees	MAXIENT LLC	10,750.00
20-P0209499	03/23/20	12	LA/OC Regional Consortia	Contracted Services	EDUCATION WORKFORCE ALLIANCE	48,800.00
20-P0209500	03/24/20	12	Continuing Education Division	Lease Agreement - Facility	ORANGE UNIFIED SCHOOL DISTRICT	25,995.00
20-P0209501	03/25/20	12	Resource Development	Contracted Services	FOUNDATION FOR CALIFORNIA	74,250.00
20-P0209502	03/26/20	11	Human Resources Office	Legal Expenses	LIEBERT CASSIDY WHITMORE	85,000.00
20-P0209503	04/03/20	12	Resource Development	Contracted Services	GLENDALE COMMUNITY COLLEGE DISTRICT	455,200.00
20-P0209504	04/03/20	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	524,411.00
20-P0209505	04/03/20	12	Resource Development	Contracted Services	MOUNT SAN ANTONIO COMMUNITY COLLEGE DISTRICT	1,112,800.00
20-P0209506	04/07/20	61	Risk Management	Legal Expenses	NICOLE MILLER & ASSOC INC	50,000.00
20-P0209507	04/08/20	12	Counseling	Contracted Services	THE MYERS-BRIGGS COMPANY	35,000.00
20-P0209508	04/13/20	12	Resource Development	Contracted Services	LASSEN COUNTY OFFICE OF EDUCATION	125,000.00
20-P0209509	04/14/20	12	Resource Development	Contracted Services	SUPERINTENDENT OF SCHOOLS CONTRA COSTA COU	125,000.00
20-P0209510	04/15/20	12	Resource Development	Contracted Services	SANTA MONICA COMMUNITY COLLEGE DISTRICT	4,980,712.00
20-P0209511	04/15/20	12	Resource Development	Contracted Services	RIO HONDO COMMUNITY COLLEGE DISTRICT	1,226,654.00
20-P0209512	04/24/20	12	Resource Development	Contracted Services	SAN JOAQUIN COUNTY OFFICE OF EDUCATION	125,000.00

4.16 (9)

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

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
20-P0209513	04/24/20	12	Educational Services Office	Contracted Services	SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209514	04/24/20	12	Educational Services Office	Contracted Services	WEST HILLS COMMUNITY COLLEGE DISTRICT	200,000.00
20-P0209515	04/24/20	12	Educational Services Office	Contracted Services	CONTRA COSTA COMMUNITY COLLEGE DIST	200,000.00
20-P0209516	04/24/20	12	Resource Development	Contracted Services	VENTURA COUNTY OFFICE OF EDUCATION	125,000.00
20-P0209517	04/24/20	12	Resource Development	Contracted Services	PALO ALTO UNIFIED SCHOOL DISTRICT	125,000.00
20-P0209518	04/24/20	12	Short-Term Vocational	Contracted Services	CITY OF SANTA ANA	39,000.00
20-P0209519	04/24/20	12	Resource Development	Contracted Services	SOLANO COUNTY OFFICE OF EDUCATION	125,000.00
20-P0209520	04/24/20	12	Resource Development	Contracted Services	YOLO COUNTY OFFICE OF EDUCATION	125,000.00
Grand Total:						\$11,842,128.96

4.16 (10)

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

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Environment: Production

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF001225	3/30/2020	31	SAC CAFÉ	General Merchandise	A&E DISTRIBUTION	5709.87
GM-CAF001226	3/30/2020	31	SAC CAFÉ	General Merchandise	A&E DISTRIBUTION	4677.74
GM-CAF001227	3/30/2020	31	SAC CAFÉ	General Merchandise	A&E DISTRIBUTION	5729.73
GM-DON002990	3/30/2020	31	SAC BOOKSTORE	General Merchandise	CHAMPION PRODUCTS INC	1353.6
GM-EXPR001886	3/27/2020	31	DON EXPRESS	General Merchandise	A&E DISTRIBUTION	5626.99
GM-EXPR001887	3/27/2020	31	DON EXPRESS	General Merchandise	A&E DISTRIBUTION	3684.48
GM-EXPR001888	3/27/2020	31	DON EXPRESS	General Merchandise	A&E DISTRIBUTION	4997.85
						\$31,780.26

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

4.16 (12)

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
19-P0056863	03/22/20*	41	R2BUILD	839,000.00		CE28973
19-P0056863	04/13/20	41	R2BUILD	898,729.01	CHANGE ORDER #1, 4/13/20; INCREASE PO BY \$59,729.01 DUE TO UNFORSEEN CONDITIONS AND UPDATES TO SCOPE FOR A TOTAL AGREEMENT AMOUNT OF \$898,729.01. BOARD APPROVED: 3/23/20	DR21189
19-P0056863 Changed in: PO Amount, Printed Coments						
19-P0057318	03/22/20*	41	R DEPENDABLE CONST INC	227,600.00		CE28973
19-P0057318	04/03/20	41	R DEPENDABLE CONST INC	191,943.47	CHANGE ORDER #1, 4/3/20; EXTEND THE CONTRACT DURATION TO 275 DAYS AND DECREASE LINE ITEM 2 BY \$35,656.53 FOR UNUSED ALLOWANCE. BOARD APPROVED: 3/23/20	DR21189
19-P0057318 Changed in: PO Amount, Printed Coments						
20-P0057711	03/22/20*	11	SUNBELT CONTROLS INC	10,602.00	CHANGE ORDER #1, 8/19/19; REDUCE LINE ITEM 1 FROM 6 TO 5 PER THE UPDATED SOLICITATION OF QUOTES AND FIELD AGREEMENT. CONTRACTOR TO PROVIDE ANNUAL SERVICES FOR BUILDING AUTOMATION CONTROLS MAINTENANCE AT THE DISTRICT OPERATIONS CENTER, PER THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES 20.021.	DR21189
20-P0057711	03/24/20	11	SUNBELT CONTROLS INC	9,282.00	CHANGE ORDER NO.:2, DATE: 03/24/2020, TO DECREASE PO AMOUNT BY \$1,320 FOR A PO TOTAL AMOUNT OF \$9,282 PER DEPARTMENT REQUEST. CHANGE ORDER #1, 8/19/19; REDUCE LINE ITEM 1 FROM 6 TO 5 PER THE UPDATED SOLICITATION OF QUOTES AND FIELD AGREEMENT. CONTRACTOR TO PROVIDE ANNUAL SERVICES FOR BUILDING AUTOMATION CONTROLS MAINTENANCE AT THE DISTRICT OPERATIONS CENTER, PER THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES 20.021.	EE88439
20-P0057711 Changed in: PO Amount, Printed Coments						
20-P0057715	03/22/20*	11	QUEZADA PRO LANDSCAPE INC	14,560.00	CONTRACTOR TO PROVIDE GENERAL LANDSCAPE MAINTENANCE SERVICES FOR THE DISTRICT OPERATIONS CENTER, PER THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS20.007, DATED JUNE 26, 2019.	DE68698
20-P0057715	03/24/20	11	QUEZADA PRO LANDSCAPE INC	13,200.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO DECREASE PO BY \$1,360 FOR A TOTAL PO AMOUNT OF \$13,200 PER DEPARTMENT REQUEST. CONTRACTOR TO PROVIDE GENERAL LANDSCAPE MAINTENANCE SERVICES FOR THE DISTRICT OPERATIONS CENTER, PER THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS20.007, DATED JUNE 26, 2019.	EE88439
20-P0057715 Changed in: PO Amount, Printed Coments						
20-P0057819	03/22/20*	11	PROFESSIONAL PLUMBING &	5,550.00		ET18911
20-P0057819	03/24/20	11	PROFESSIONAL PLUMBING &	1,550.00	Change Order no.: 1, Date: 03/24/2020, To decrease PO amount by \$4,000 for a total agreement amount of \$1,550 per department request.	EE88439
20-P0057819 Changed in: PO Amount, Printed Coments						

4.16 (13)

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

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0058115	03/22/20*	11	BERNEL INC.	9,760.00	CONTRACTOR TO PROVIDE ANNUAL FIRE ALARM MAINTENANCE FOR THE DISTRICT OPERATIONS CENTER, PER THE SCOPE OF WORK AS DETAILED ON THE RSCCD SOLICITATION OF QUOTE AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.017, DATED JULY 25, 2019	CE28973
20-P0058115	03/24/20	11	BERNEL INC.	4,160.00	CHANGE ORDER NO.:1, DATE: 03/24/2020, TO DECREASE PO BY \$5,600 FOR A TOTAL PO AMOUNT OF \$4,160 PER DEPARTMENT REQUEST. CONTRACTOR TO PROVIDE ANNUAL FIRE ALARM MAINTENANCE FOR THE DISTRICT OPERATIONS CENTER, PER THE SCOPE OF WORK AS DETAILED ON THE RSCCD SOLICITATION OF QUOTE AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.017, DATED JULY 25, 2019	EE88439
20-P0058115 Changed in: PO Amount, Printed Coments						
20-P0058531	03/22/20*	41	AMPCO CONTRACTING INC	697,300.00		CE28973
20-P0058531	04/03/20	41	AMPCO CONTRACTING INC	429,901.46	CHANGE ORDER #1, 4/3/20; DECREASE PO BY \$267,398.54 DUE TO UNUSED ALLOWANCE AND CREDIT. BOARD APPROVED: 3/23/20	DR21189
20-P0058531 Changed in: PO Amount, Printed Coments						
20-P0058847	03/22/20*	11	AIR TREATMENT CORP	12,200.00	CONTRACTOR TO PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT TO PERFORM ONE-YEAR OF MAINTENANCE ROUTINES ON THE MULTISTACK CHILLER AT THE DISTRICT OPERATIONS CENTER, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.013, DATED AUGUST 19, 2019.	EE88439
20-P0058847	03/24/20	11	AIR TREATMENT CORP	9,200.00	CHANGE ORDER NO.:1 DATE: 03/24/2020, TO DECREASE PO BY \$3,000 FOR A TOTAL PO AMOUNT OF \$9,200 PER DEPARTMENT REQUEST. CONTRACTOR TO PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT TO PERFORM ONE-YEAR OF MAINTENANCE ROUTINES ON THE MULTISTACK CHILLER AT THE DISTRICT OPERATIONS CENTER, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF FIELD AGREEMENT FOR SERVICES FAS 20.013, DATED AUGUST 19, 2019.	EE88439
20-P0058847 Changed in: PO Amount, Printed Coments						
20-P0059512	03/22/20*	11	COOPERATIVE STRATEGIES LLC	8,000.00		CP41423
20-P0059512	04/14/20	11	COOPERATIVE STRATEGIES LLC	11,500.00	CHANGE ORDER #1, 4/14/20; INCREASE PO BY \$3,500 TO COVER THE BALANCE OF THIS FISCAL YEAR.	DR21189
20-P0059512 Changed in: PO Amount, Printed Coments						
20-P0060463	04/20/20	11	OFFICE DEPOT BUSINESS SVCS	300.00		DR21189
20-P0060463	04/20/20	11	OFFICE DEPOT BUSINESS SVCS	300.00	CHANGE ORDER #1, 4/20/20; ADD BARBIE YNIGUEZ AS AN AUTHORIZED USER.	DR21189
20-P0060463 Changed in: Printed Coments						
20-P0060656	03/22/20*	12	AMAZON COM	1,780.00		FC78314
20-P0060656	04/20/20	12	AMAZON COM	1,768.00	Change Order #1 4/20/20 Decrease PO by \$12.00	FC78314

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4,160 (14)

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0060656 Changed in: PO Amount, Printed Coments						
20-P0060772	03/22/20*	11	CDW GOVERNMENT INC.	11,071.13		CP41423
20-P0060772	04/15/20	11	CDW GOVERNMENT INC.	11,681.40		DR21189
20-P0060772 Changed in: PO Amount						
20-P0060860	03/22/20*	12	SEHI COMPUTER PRODUCTS	135.13		FC78314
20-P0060860	04/13/20	12	SEHI COMPUTER PRODUCTS	141.47	Change Order #1 4/13/20 Amend unit price for item #1 and #2.	FC78314
20-P0060860 Changed in: PO Amount, Printed Coments						
20-P0060885	04/13/20	11	CABLE EXPRESS CORP	420,752.67		CP41423
20-P0060885	04/15/20	11	CABLE EXPRESS CORP	425,766.17		DR21189
20-P0060885 Changed in: PO Amount						
20-P0060910	03/23/20	12	AMAZON COM	1,027.92	** Please Deliver to SAC A-101**	DR21189
20-P0060910	03/23/20	12	AMAZON COM	1,027.92		DR21189
20-P0060910 Changed in: Printed Coments						
20-P0060915	03/23/20	12	AMAZON COM	365.63	Larisa Sergeyeva/Kyla Benson SAC Fashion Design & Merchandising T-201	DR21189
20-P0060915	03/23/20	12	AMAZON COM	365.63		DR21189
20-P0060915	04/07/20	12	AMAZON COM	283.50	CHANGE ORDER #1, 4/7/20; LINE ITEM 6 CANCELLED BY VENDOR.	DR21189
20-P0060915 Changed in: PO Amount, Printed Coments						
20-P0060919	03/23/20	11	ASSOCIATION OF CERTIFIED FRA	65.00	PO FOR ANNUAL MAGAZINE SUBSCRIPTION NO FURNITURE OR EQUIPMENT MAY BE PURCHASED UNDER THIS PO AUTHORIZED TO INPUT: VERONICA R. GILES AUTHORIZED PERSON TO RELEASE ORDER: SHELLY RANDOLPH AUTHORIZED FOR PAYMENT: SHELLY RANDOLPH ALL PACKING LIST AND INVOICES MUYST BE ITEMIZED. PRICED AND SHOW PO NUMBER. WHEN REQUIRED, SEND MATERIAL SAFETY DATA SHEETS.	EE88439
20-P0060919	03/23/20	11	ASSOCIATION OF CERTIFIED FRA	65.00		EE88439
20-P0060919 Changed in: Printed Coments						
20-P0060946	03/25/20	13	GLASBY MAINTENANCE SUPPLY	13,563.40		AK37208
20-P0060946	04/14/20	13	GLASBY MAINTENANCE SUPPLY	0.00	Change Order #1 4/14/20 Cancel entire PO.	FC78314
20-P0060946 Changed in: PO Amount, Printed Coments						
20-P0060947	03/24/20	12	VMI INC	4,341.61		DR21189

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4.16 (15)

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0060947	03/26/20	12	VMI INC	4,341.61	CHANGE ORDER #1, 3/26/20; UPDATE MODEL NUMBER ON LINE ITEM #1 PER UPDATED VENDOR QUOTE #13309, DATED 3/26/20	DR21189
20-P0060947 Changed in: Printed Coments						
20-P0060948	03/24/20	12	AMAZON COM	25.07		FC78314
20-P0060948	03/24/20	12	AMAZON COM	31.06		FC78314
20-P0060948 Changed in: PO Amount						
20-P0060965	03/26/20	11	HONORS TRANSFER COUNCIL OF C	120.00	Confirming PR/PO to pay invoice #1920-052 (attached) from the Honors Transfer Council of California for the Annual Dues Academic Year 2019-2020. SAC Contact: Leisa Schumacher 714-564-6975	FC78314
20-P0060965	03/26/20	11	HONORS TRANSFER COUNCIL OF C	120.00		FC78314
20-P0060965 Changed in: Printed Coments						
20-P0060973	03/25/20	11	GOLDEN STAR TECHNOLOGY, INC.	1,716.60		DR21189
20-P0060973	03/26/20	11	GOLDEN STAR TECHNOLOGY, INC.	1,875.38		DR21189
20-P0060973	03/27/20	11	GOLDEN STAR TECHNOLOGY, INC.	1,875.38	CHANGE ORDER #1, 3/26/20; ADD MISSING SALES TAX TO BOTH ITEMS	DR21189
20-P0060973 Changed in: PO Amount, Printed Coments						
20-P0060987	03/27/20	12	ALL ELECTRONICS CORP	107.12		DR21189
20-P0060987	04/02/20	12	ALL ELECTRONICS CORP	115.12	CHANGE ORDER #1, UPDATE PRODUCT ON LINE ITEM #9 AND ADD LINE ITEM FOR SHIPPING PER NEW ORDER DETAILS.	DR21189
20-P0060987 Changed in: PO Amount, Printed Coments						
20-P0061023	03/27/20	12	AMAZON COM	90.67		DR21189
20-P0061023	03/27/20	12	AMAZON COM	91.99		DR21189
20-P0061023 Changed in: PO Amount						
20-P0061027	03/27/20	33	AMAZON COM	366.27		EE88439
20-P0061027	03/27/20	33	AMAZON COM	313.75		EE88439
20-P0061027 Changed in: PO Amount						
20-P0061051	03/30/20	12	CAROLINA BIOLOGICAL SUPPLY C	616.16		FC78314
20-P0061051	03/30/20	12	CAROLINA BIOLOGICAL SUPPLY C	619.39		FC78314
20-P0061051 Changed in: PO Amount						
20-P0061068	04/01/20	12	ADVENTURES IN ADVERTISING	482.89		FC78314

4.16 (16)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0061068	04/02/20	12	ADVENTURES IN ADVERTISING	482.89	Items are to help promote Santa Ana College Professional Development for future workshops.	FC78314
20-P0061068 Changed in: Printed Coments						
20-P0061087	04/06/20	11	WENGER CORP	6,913.69		FC78314
20-P0061087	04/06/20	11	WENGER CORP	6,972.33		FC78314
20-P0061087 Changed in: PO Amount						
20-P0061102	04/06/20	12	B & H PHOTO VIDEO INC	1,301.71		FC78314
20-P0061102	04/23/20	12	B & H PHOTO VIDEO INC	130.17	CHANGE ORDER NO.:1, DATE 04/23/2020, TO CHANGE QUANTITY ON LINE ITEM NO.:1	EE88439
20-P0061102 Changed in: PO Amount, Printed Coments						
20-P0061106	04/20/20	12	ALLEN INSTRUMENTS & SUPPLIES	14,969.98		NN24307
20-P0061106	04/23/20	12	ALLEN INSTRUMENTS & SUPPLIES	12,562.15	Change Order #1 4/23/20 Delete item #3 and #4. Add item #5 for shipping and handling. Increase item #2 unit price.	FC78314
20-P0061106 Changed in: PO Amount, Printed Coments						
20-P0061128	04/13/20	12	NATL SPORTS APPAREL LLC	336.49		FC78314
20-P0061128	04/14/20	12	NATL SPORTS APPAREL LLC	336.49	CHANGE ORDER NO.:1, DATE: 04/14/2020, TO UDPATE THE QUOTE NUMBER.	EE88439
20-P0061128 Changed in: Printed Coments						
20-P0061188	04/21/20	12	GOLDEN STAR TECHNOLOGY, INC.	2,886.12	VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.	FC78314
20-P0061188	04/23/20	12	GOLDEN STAR TECHNOLOGY, INC.	2,891.12	CHANGE ORDER NO.: 1, DATE: 04/23/2020, TO UPDATE THE QUANTITY ON LINE ITEM #3. VENDOR TO FURNISH THE FOLLOWING COMPONENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE WESTERN STATE CONTRACTING ALLIANCE (WSCA) MASTER PRICE AGREEMENT #MNNVP -133 BOARD APPROVED: NOVEMBER 9, 2015.	EE88439
20-P0061188 Changed in: PO Amount, Printed Coments						
20-P0061194	04/15/20	12	NASCO	1,226.15		FC78314
20-P0061194	04/15/20	12	NASCO	1,229.75		FC78314
20-P0061194 Changed in: PO Amount						
20-P0061218	04/20/20	12	AMAZON COM	471.05		FC78314
20-P0061218	04/20/20	12	AMAZON COM	479.03	Change Order #1 4/20/20 Add item #4 for shipping charges.	FC78314
20-P0061218 Changed in: PO Amount, Printed Coments						

4.16 (17)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
19-P0199448	03/22/20*	12	RIO HONDO COMMUNITY COLLEGE	2,379,424.00		DE68698
19-P0199448	03/24/20	12	RIO HONDO COMMUNITY COLLEGE	2,312,884.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO DECREASE PO BY \$66,540 FOR A TOTAL AGREEMENT AMOUNT OF \$2,312,884 PER AMENDED PARTICIPATION AGREEMENT DATED 03/06/2020.	EE88439
19-P0199448 Changed in: PO Amount, Printed Coments						
19-P0199449	03/22/20*	12	CALIFORNIA WORKFORCE ASSOCIA	400,000.00	CHANGE ORDER #1, 3/13/19; UPDATE PAYMENT TERMS PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 2/25/19. BOARD APPROVED: 2/25/19	CP41423
19-P0199449	04/03/20	12	CALIFORNIA WORKFORCE ASSOCIA	400,000.00	CHANGE ORDER #2, 4/3/20; EXTENTION OF THE PERIOD OF PERFORMANCE TO BE THROUGH 6/30/20 PER THE SECOND AMENDMENT TO THE AGREEMENT DATED 3/23/20. BOARD APPROVED: 3/23/20	DR21189
19-P0199449 Changed in: Printed Coments						
19-P0199472	03/22/20*	12	EL CAMINO COMMUNITY COLLEGE	726,236.00		DP29747
19-P0199472	03/24/20	12	EL CAMINO COMMUNITY COLLEGE	739,544.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO INCREASE PO BY \$13,308 FOR A TOTAL AGREEMENT AMOUNT OF \$739,544 PER AMENDED PARTICIPATION AGREEMENT DATED 03/06/2020.	EE88439
19-P0199472 Changed in: PO Amount, Printed Coments						
19-P0199483	03/22/20*	12	GLENDALE COMMUNITY COLLEGE D	623,918.00		DP29747
19-P0199483	03/24/20	12	GLENDALE COMMUNITY COLLEGE D	637,226.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO INCREASE PO BY \$13,308 FOR A TOTAL AGREEMENT AMOUNT OF \$637,226 PER AMENDED PARTICIPATION AGREEMENT DATED 03/06/2020.	EE88439
19-P0199483 Changed in: PO Amount, Printed Coments						
19-P0199488	03/22/20*	12	PASADENA AREA COMMUNITY COLL	815,874.00		DR21189
19-P0199488	03/24/20	12	PASADENA AREA COMMUNITY COLL	829,182.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO INCREASE PO BY \$13,308 FOR A TOTAL AGREEMENT AMOUNT OF \$829,182 PER AMENDED PARTICIPATION AGREEMENT DATED 03/09/2020.	EE88439
19-P0199488 Changed in: PO Amount, Printed Coments						
19-P0199498	03/22/20*	11	LOS ANGELES COMMUNITY COLLEG	994,722.00		DE68698
19-P0199498	03/24/20	11	LOS ANGELES COMMUNITY COLLEG	1,008,030.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO INCREASE PO BY \$13,308 FOR A TOTAL AGREEMENT AMOUNT OF \$1,008,030 PER AMENDED PARTICIPATION AGREEMENT DATED 03/06/2020.	EE88439
19-P0199498 Changed in: PO Amount, Printed Coments						
19-P0199527	03/22/20*	12	LOS ANGELES COMMUNITY COLLEG	844,071.00		DE68698

4.16 (18)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
19-P0199527	03/24/20	12	LOS ANGELES COMMUNITY COLLEG	857,379.00	CHANGE ORDER NO.: 1, DATE: 03/24/2020, TO INCREASE PO BY \$13,308 FOR A TOTAL AGREEMENT AMOUNT OF \$857,379 PER AMENDED PARTICIPATION AGREEMENT DATED 03/06/2020.	EE88439
19-P0199527 Changed in: PO Amount, Printed Coments						
20-P0209081	03/22/20*	11	KONICA MINOLTA BUSINESS	500.00	CHANGE ORDER #1, 7/25/19; INCREASE COPY USAGE BY \$150 TO COVER YEARLY USE. CONTINUATION OF 60-MONTH COPIER MAINTENANCE PLAN IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB 13-011 RELATED TO RFP #13-001; BOARD APPROVED: FEB 22, 2016	DR21189
20-P0209081	04/14/20	11	KONICA MINOLTA BUSINESS	700.00	CHANGE ORDER #2, 4/14/20; INCREASE PO BY \$200 FOR ADDITIONAL COPY USAGE. CONTINUATION OF 60-MONTH COPIER MAINTENANCE PLAN IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB 13-011 RELATED TO RFP #13-001; BOARD APPROVED: FEB 22, 2016	DR21189
20-P0209081 Changed in: PO Amount, Printed Coments						
20-P0209167	03/22/20*	12	KONICA MINOLTA BUSINESS	493.89	Change Order #1 3/3/20 Decrease PO by \$6.11. Continuation of 60 month copier maintenance plan in accordance with the terms and conditions of the FCCC Administrative Services Agreement #CB13-011 related to RFP #13-001; Board approved: February 22, 2016	FC78314
20-P0209167	03/25/20	12	KONICA MINOLTA BUSINESS	493.10	Change Order #1 3/3/20 Decrease PO by \$6.11. Continuation of 60 month copier maintenance plan in accordance with the terms and conditions of the FCCC Administrative Services Agreement #CB13-011 related to RFP #13-001; Board approved: February 22, 2016	FC78314
20-P0209167 Changed in: PO Amount						
20-P0209201	03/22/20*	11	KONICA MINOLTA BUSINESS	485.35	VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC ADMINISTRATIVE SERVICES AGREEMENT CB 13-011; BOARD APPROVED: 2.22.16.	DP29747
20-P0209201	04/17/20	11	KONICA MINOLTA BUSINESS	1,062.67	CHANGE ORDER #1, 4/17/20; INCREASE PO BY \$578.38 FOR ADDITIONAL COPY USAGE. VENDOR TO FURNISH THE FOLLOWING EQUIPMENT, SERVICES AND SUPPLIES IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC ADMINISTRATIVE SERVICES AGREEMENT CB 13-011; BOARD APPROVED: 2.22.16.	DR21189
20-P0209201 Changed in: PO Amount, Printed Coments						
20-P0209256	03/22/20*	33	XEROX CORP	965.03	CHANGE ORDER #1, 12/6/19; INCREASE PO BY 7 MONTHS PER DEPARTMENT REQUEST.	DR21189
20-P0209256	04/02/20	33	XEROX CORP	1,025.03	CHANGE ORDER #2, 4/2/20; INCREASE EXCESS COPY USAGE BY \$60.00 FOR ADDITIONAL USE. CHANGE ORDER #1, 12/6/19; INCREASE PO BY 7 MONTHS PER DEPARTMENT REQUEST.	DR21189
20-P0209256 Changed in: PO Amount, Printed Coments						
20-P0209290	04/23/20	11	XEROX CORP	414.61		FV61372

4.16 (19)

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

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0209290	04/23/20	11	XEROX CORP	1,414.61	CHANGE ORDER #1, 4/23/20; INCREASE PO BY \$1,000 FOR ADDITIONAL USE.	DR21189
20-P0209290 Changed in: PO Amount, Printed Coments						
20-P0209297	03/22/20*	11	NESTLE WATERS NORTH AMERICA	5,877.73		DE68698
20-P0209297	04/16/20	11	NESTLE WATERS NORTH AMERICA	10,152.40	CHANGE ORDER #1, 4/16/20; UPDATE PRICE OF BOTTLED WATER AND INCREASE QUANTITY BY 290, INCREASE RENTAL ALLOWANCE BY \$42.52 AND ADD LINE ITEMS TO COVER ADDITIONAL RENTAL FEES FOR THE YEAR.	DR21189
20-P0209297 Changed in: PO Amount, Printed Coments						
20-P0209491	03/22/20*	12	KONICA MINOLTA BUSINESS	597.47	VENDOR TO PROVIDE 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CMAS AGREEMENT #3-16-36-0052B; BOARD APPROVED: 10/14/19	DR21189
20-P0209491	04/21/20	12	KONICA MINOLTA BUSINESS	0.00	CHANGE ORDER #1, 4/21/20; DUE TO CAMPUS CLOSURES, PO CANCELLED AND TO BE RE-ISSUED IN NEW FISCAL YEAR. VENDOR TO PROVIDE 60-MONTH COPIER LEASE WITH A \$1.00 PURCHASE OPTION AT THE END OF LEASE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CMAS AGREEMENT #3-16-36-0052B; BOARD APPROVED: 10/14/19	DR21189
20-P0209491 Changed in: PO Amount, Printed Coments						
20-P0209492	03/22/20*	12	KONICA MINOLTA BUSINESS	105.00	VENDOR TO PROVIDE 60-MONTH COPIER MAINTENANCE PLAN IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CMAS AGREEMENT #3-16-36-0052B; BOARD APPROVED: 10/14/19	DR21189
20-P0209492	04/21/20	12	KONICA MINOLTA BUSINESS	72.00	CHANGE ORDER #1, 4/21/20; DUE TO CAMPUS CLOSURES, PO CANCELLED AND TO BE RE-ISSUED IN NEW FISCAL YEAR. VENDOR TO PROVIDE 60-MONTH COPIER MAINTENANCE PLAN IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CMAS AGREEMENT #3-16-36-0052B; BOARD APPROVED: 10/14/19	DR21189
20-P0209492 Changed in: PO Amount, Printed Coments						
20-P0209495	03/22/20*	33	XEROX CORP	1,837.06	CONTINUATION OF EXISTING 60-MONTH LEASE FOR XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB-13-012 RELATED TO RFP #13-001; BOARD APPROVED: SEPT 8, 2014	EE88439
20-P0209495	03/23/20	33	XEROX CORP	1,837.06	CHANGE ORDER NO.: 1, DATE: 03-23-2020, TO UPDATE THE VENDOR ID. CONTINUATION OF EXISTING 60-MONTH LEASE FOR XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB-13-012 RELATED TO RFP #13-001; BOARD APPROVED: SEPT 8, 2014	EE88439
20-P0209495	03/23/20	33	XEROX CORP	1,837.06	CHANGE ORDER NO.: 1, DATE: 03-23-2020, TO UPDATE THE VENDOR ADDRESS. CONTINUATION OF EXISTING 60-MONTH LEASE FOR XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB-13-012 RELATED TO RFP #13-001; BOARD APPROVED: SEPT 8, 2014	EE88439

4.16 (20)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
20-P0209495	03/23/20	33	XEROX CORP	1,914.49	CHANGE ORDER NO.: 1, DATE: 03-23-2020, TO UPDATE THE VENDOR ADDRESS. CONTINUATION OF EXISTING 60-MONTH LEASE FOR XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB-13-012 RELATED TO RFP #13-001; BOARD APPROVED: SEPT 8, 2014	EE88439
20-P0209495	03/23/20	33	XEROX CORP	1,914.49	CHANGE ORDER NO.: 1, DATE: 03-23-2020, TO UPDATE THE VENDOR ADDRESS AND ADD SALES TAX. CONTINUATION OF EXISTING 60-MONTH LEASE FOR XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB-13-012 RELATED TO RFP #13-001; BOARD APPROVED: SEPT 8, 2014	EE88439
20-P0209495	03/23/20	33	XEROX CORP	1,914.49	CHANGE ORDER NO.: 1, DATE: 03-23-2020, TO ADD SALES TAX. CONTINUATION OF EXISTING 60-MONTH LEASE FOR XEROX COPIER IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE FCCC ADMINISTRATIVE SERVICES AGREEMENT #CB-13-012 RELATED TO RFP #13-001; BOARD APPROVED: SEPT 8, 2014	EE88439

20-P0209495 Changed in: PO Amount, Printed Coments

4.16 (21)

* 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 MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0060908	\$21,095.00	Annual institutional membership for the American Association of Community Colleges	SAC -President's Office	
20-P0060922	\$29,771.72	Multifunction printer/copier/scanner machines for the new Science Center at Santa Ana College	DO -Facility Planning	Purchased from the California Multiple Awards Schedule (CMAS) Contract #3-16-36-0052B Board Approved: October 15, 2019
20-P0060933	\$29,172.89	Completion of the lactation rooms project at Santa Ana College	SAC -Maintenance & Operations	Received Quotations: *1. DC Construction Management *Successful Bidder
20-P0060936	\$28,307.00	Replacement of HVAC Split System in G-108 at Santa Ana College	SAC -Maintenance & Operations	Received Quotations: *1. Barr Engineering 2. R.T. Contractor Corp. 3. CCS Contractors, Inc. 4. Los Angeles Air Conditioning, Inc. *Successful Bidder
20-P0060984	\$86,053.14	Professional services to provide students with a broad range of CTE career options.	SCC -Career Education	Board Approved: January 14, 2020
20-P0061032	\$18,100.00	Gym floor painting at Santiago Canyon College	SCC -Administrative Services	Received Quotations: *1. Geary Floors, Inc. *Successful Bidder

4.16 (22)

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0061114	\$25,000.00	Digital media campaign to promote free 6-week ESL course enrollment	SAC -Public Affairs	Resolution No. 20-03 Board Approved: March 23, 2020
20-P0061115	\$73,536.03	Orchestra 7 Solution Software for a queuing system at the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Same system currently on campus for continuity
20-P0061122	\$17,726.35	Media cables, switchers and video amplifiers	SAC -Media Systems	Received Quotations: *1. Golden Star Technology 2. Digital Networks Group *Successful Bidder
20-P0061124	\$16,191.95	Dishwasher for the Early Childhood Education Center at Santa Ana College	DO -CDC Administration	Received Quotations: *1. Arrow Restaurant Equipment 2. Action Sales *Successful Bidder
20-P0061131	\$88,108.33	Lathe machinery and installation for the Santa Ana College Manufacturing Technology program	SAC -Manufacturing Technology	Received Quotations: *1. Dan's Machine Repair 2. Eisen Machinery *Successful Bidder
20-P0061137	\$23,361.35	Annual maintenance for parkway landscaping at Santiago Canyon College	SCC -Administrative Services	Board Approved: June 25, 2007
20-P0061141	\$24,800.00	IT management and transitional onboarding assistance	DO -ITS	Board Approved: March 23, 2020

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0061152	\$53,494.80	Extended warranties for computers	SAC -Administrative Services	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
20-P0061169	\$70,948.80	Pulse Secure VPN license to expand remote connectivity access for staff and faculty from 1,000 concurrent connections to 2,000	District Wide Technology	Resolution No. 20-03 Board Approved: March 23, 2020
20-P0061171	\$59,200.00	Architectural services for the HVAC equipment replacement at the ITS Data Center.	DO -Facility Planning	Board Approved: March 23, 2020
20-P0061172	\$42,000.00	Consulting services to improve overall scheduling efficiencies and enrollment management	DO -Educational Services	Board Approved: February 3, 2020
20-P0061195	\$130,200.00	Financial Aid Promise supply cards for students	SAC -Financial Aid	
20-P0061211	\$65,779.43	Face masks for District-wide distribution to students and employees	DO -Purchasing	Resolution No. 20-03 Board Approved: March 23, 2020

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0061215	\$21,756.91	Tables and chairs for Santa Ana College	SAC -Administrative Services	Purchased from the California Multiple Awards Schedule (CMAS) #4-09-71-0075B Board Approved: June 19, 2014
20-P0061230	\$55,798.01	Tables, chairs and lamps for Santa Ana College	SAC -Administrative Services	Purchased from the California Multiple Awards Schedule (CMAS) #4-09-71-0075B Board Approved: June 19, 2014
20-P0209499	\$48,800.00	Support for the LAOCRC planning and development of guidance to assist with the implementation of the California K-12 Strong Workforce Program	DO -LA/OC Regional Consortia	Board Approved: February 25, 2019
20-P0209500	\$25,995.00	Rental of classroom facilities for the 2019-2020 fiscal year	SCC -Continuing Education Division	Board Approved: June 17, 2019
20-P0209501	\$74,250.00	First amendment to the sub-agreement with the Foundation for California Community Colleges to participate in the Data Science Tools Fiscal Agent Grant	DO -Resource Development	Board Approved: December 9, 2019
20-P0209502	\$85,000.00	General legal services and staff trainings	DO -Human Resources	Board Approved: June 25, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0209503	\$455,200.00	Sub-agreement with Glendale CCD on behalf of Glendale College to implement fiscal year 2019-2020 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
20-P0209504	\$524,411.00	Sub-agreement with Los Angeles CCD on behalf of Los Angeles Valley College to implement fiscal year 2019-2020 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
20-P0209505	\$1,112,800.00	Sub-agreement with Mt. San Antonio CCD on behalf of Mt. San Antonio College to implement fiscal year 2019-2020 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
20-P0209506	\$50,000.00	Title V and Title IX investigation services	Risk Management	Board Approved: May 28, 2019
20-P0209507	\$35,000.00	Renewal of VitaNavis Platform subscription	SAC -Counseling	Board Approved: March 9, 2020
20-P0209508	\$125,000.00	Sub-agreement with Lassen Union High School District to host the Strong Workforce Program K12 Pathway Coordinator serving the Lassen CCD in the North/Far North Region	DO -Resource Development	Board Approved: March 23, 2020

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0209509	\$125,000.00	Sub-agreement with Contra Costa County Office of Education to host the Strong Workforce Program K12 Pathway Coordinator serving the Contra Costa CCD in the Bay Area Region	DO -Resource Development	Board Approved: March 23, 2020
20-P0209510	\$4,980,712.00	Sub-agreement with Santa Monica CCD on behalf of Santa Monica College to implement the fiscal year 2019-2020 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
20-P0209511	\$1,226,654.00	Sub-agreement with Rio Hondo CCD on behalf of Rio Hondo College to implement the fiscal year 2019-2020 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
20-P0209512	\$125,000.00	Sub-agreement with San Joaquin County Office of Education to host the Strong Workforce Program K12 Pathway Coordinator serving the San Joaquin Delta CCD in the Central Valley/Mother Lode Region	DO -Resource Development	Board Approved: March 23, 2020
20-P0209513	\$200,000.00	Sub-agreement with San Mateo County CCD on behalf of Canada College to host the Regional Director for Special Projects	DO -Resource Development	Board Approved: February 24, 2020

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0209514	\$200,000.00	Sub-agreement with West Hills CCD on behalf of West Hills College Lemoore to host the Central Valley/Mother Lode Region Deputy Sector Navigator for Advanced Manufacturing	DO -Educational Services	Board Approved: March 9, 2020
20-P0209515	\$200,000.00	Sub-agreement with Contra Costa CCD on behalf of Diablo Valley College to host the Bay Area Region Deputy Sector Navigator for Information Communications Technology (ICT)/Digital Media	DO -Educational Services	Board Approved: March 9, 2020
20-P0209516	\$125,000.00	Sub-agreement with Ventura County Office of Education to host the Strong Workforce Program K12 Pathway Coordinator serving the Ventura County CCD in South Central Coast Region	DO -Resource Development	Board Approved: March 23, 2020
20-P0209517	\$125,000.00	Sub-agreement with Palo Alto Unified School District to host the Strong Workforce Program K12 Pathway Coordinator serving the Foothill DeAnza CCD in the Bay Area Region	DO -Resource Development	Board Approved: March 23, 2020
20-P0209518	\$39,000.00	Sub-agreement with City of Santa Ana for the Strong Workforce Program Local Funds Initiative	SAC -CEC	Board Approved: June 17, 2019

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 22 2020 THROUGH APRIL 25 2020
BOARD MEETING OF MAY 26, 2020**

P.O. #	Amount	Description	Department	Comment
20-P0209519	\$125,000.00	Sub-agreement with Solano County Office of Education to host the Strong Workforce Program K12 Pathway Coordinator serving the Solano CCD in the Bay Area Region	DO -Resource Development	Board Approved: March 23, 2020
20-P0209520	\$125,000.00	Sub-agreement with Yolo County Office of Education to host the Strong Workforce Program K12 Pathway Coordinator serving the Yuba CCD in the North/Far North Region	DO -Resource Development	Board Approved: March 23, 2020

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 26, 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.	Hunger Free Campus Support (SCC) Funds from the California Community Colleges Chancellor's Office to provide services that address the food security of students within the campus. Funding will support a food pantry or a regular food distribution on campus and ensure students have the information needed to enroll in CalFresh. (19/20). <i>No match required.</i>	03/24/2020	\$36,588

RECOMMENDATION

It is recommended that the Board approve the 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:	\$36,588	Board Date: May 26, 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 # 2349
NAME: Hunger Free Campus (2019-20) - SCC
FISCAL YEAR: 2019/20 & 2020/21

CONTRACT PERIOD: 07/01/19 - 06/30/21
 CONTRACT INCOME: \$36,588

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

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

Date: 05/08/20

GL Accounts	Description	Debit	Credit
12-2349-000000-20000-8629	Other Gen Categorical Appor		36,588
12-2349-649000-29365-2320	Classified Empl - hourly	23,353	
12-2349-649000-29365-2340	Student Assistants - Hourly : Student Equity	4,796	
12-2349-649000-29365-3325	Medicare - Non-Instructional : Student Equity	339	
12-2349-649000-29365-3335	PARS - Non-Instructional : Student Equity	304	
12-2349-649000-29365-3435	H & W - Retiree Fund Non-Inst : Student Equity	774	
12-2349-649000-29365-3515	SUI - Non-Instructional : Student Equity	12	
12-2349-649000-29365-3615	WCI - Non-Instructional : Student Equity	422	
12-2349-649000-29365-4610	Non-Instructional Supplies : Student Equity	3,000	
12-2349-649000-29365-4710	Food and Food Service Supplies : Student Equity	2,000	
12-2349-649000-29365-5940	Reproduction/Printing Expenses : Student Equity	500	
12-2349-732000-29365-7670	Other Exp Paid for Students : Student Equity	1,088	
Totals for PROJECT: 2349	- Hunger Free Campus	36,588	36,588

California Community College Chancellor's Office
2019-2020 Hunger Free Campus Allocation

College	Total FTES	2019-20 Hunger Free Campus Allocation
Mt. San Jacinto College	11,882.93	\$ 39,819.00
Napa Valley College	5,235.03	\$ 17,542.00
Cypress College	12,736.77	\$ 42,680.00
Fullerton College	22,279.75	\$ 74,659.00
Ohlone College	8,504.58	\$ 28,499.00
Palo Verde College	2,100.21	\$ 7,038.00
Palomar College	19,345.66	\$ 64,827.00
Pasadena City College	26,229.74	\$ 87,895.00
Berkeley City College	4,369.94	\$ 14,644.00
College of Alameda	3,805.60	\$ 12,752.00
Laney College	7,296.07	\$ 24,449.00
Merritt College	4,835.14	\$ 16,202.00
Santa Ana College	21,159.73	\$ 70,905.00
Santiago Canyon College	10,918.61	\$ 36,588.00
College of the Redwoods	3,965.99	\$ 13,290.00
Rio Hondo College	13,624.46	\$ 45,655.00
Moreno Valley College	6,834.75	\$ 22,903.00
Norco College	7,247.99	\$ 24,288.00
Riverside City College	17,031.95	\$ 57,073.00
Crafton Hills College	4,654.76	\$ 15,598.00
San Bernardino Valley College	11,390.68	\$ 38,170.00
San Diego City College	10,658.18	\$ 35,715.00
San Diego Mesa College	15,776.56	\$ 52,867.00
San Diego Miramar College	10,019.41	\$ 33,575.00
City College of San Francisco	16,309.92	\$ 54,654.00
San Joaquin Delta College	14,148.84	\$ 47,412.00
Evergreen Valley College	6,782.72	\$ 22,729.00
San Jose City College	6,006.60	\$ 20,128.00
Cuesta College	7,979.75	\$ 26,740.00
Cañada College	4,523.33	\$ 15,158.00
College of San Mateo	7,946.08	\$ 26,627.00
Skyline College	8,717.57	\$ 29,212.00
Santa Barbara City College	15,058.12	\$ 50,459.00
College of the Canyons	16,289.70	\$ 54,586.00
Santa Monica College	24,941.72	\$ 83,579.00
College of the Sequoias	10,123.43	\$ 33,923.00
Shasta College	6,972.94	\$ 23,366.00
Sierra College	14,449.06	\$ 48,418.00
College of the Siskiyous	2,472.62	\$ 8,286.00
Solano Community College	7,307.68	\$ 24,488.00
Santa Rosa Junior College	19,365.42	\$ 64,893.00
Irvine Valley College	10,564.64	\$ 35,402.00
Saddleback College	16,481.29	\$ 55,228.00
Southwestern College	14,530.50	\$ 48,691.00
Clovis Community College	5,139.22	\$ 17,221.00
Fresno City College	18,289.53	\$ 61,287.00
Reedley College	7,957.50	\$ 26,665.00
Moorpark College	12,179.18	\$ 40,812.00
Oxnard College	5,369.08	\$ 17,992.00
Ventura College	10,421.97	\$ 34,924.00
Victor Valley College	9,369.60	\$ 31,397.00
West Hills College Coalinga	2,322.84	\$ 7,784.00
West Hills College Lemoore	3,606.55	\$ 12,085.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: May 26, 2020
Re: Approval of Second Amendment to Sub-Agreement between RSCCD and Carnegie Mellon University for the California Education Learning Lab Grant	
Action: Request for Approval	

BACKGROUND

The Governor’s Office of Planning and Research (OPR) released a Request for Applications for a competitive grant, the California Education Learning Lab, in order to solicit project proposals that would “improve learning outcomes and close equity and achievement gaps, using learning science and adaptive learning technologies in online or hybrid college-level lower division courses.” Santa Ana College, California State University, Fullerton, University of California, Berkeley, and Carnegie Mellon University developed a project proposal, “Community-Sourced, Data-Driven Improvements to Open, Adaptive Courseware,” that would develop online science, technology, engineering, mathematics (STEM) courses and would use learning technologies to improve completion and achievement of STEM courses, especially among underrepresented and disadvantaged students. OPR selected the project, and awarded a \$1,300,000 grant to Santa Ana College (the applicant) to implement it.

ANALYSIS

Santa Ana College (SAC) and Carnegie Mellon University (CMU) mutually agree to augment the sub-award amount for CMU. This augmentation would allow for CMU to hire a Cultural Anthropologist to interview, survey, and observe current educators at collaborating institutions who are engaged in the development and use of educational technologies to support learning in STEM subjects. An amendment to the sub-award (#DO-18-2059-02.02) has been developed to reflect the augmentation of the sub-award from \$332,791 to \$591,991 (an increase of \$259,200).

Please click [here](#) for copies of the original sub-agreement and the first amendment.

Project Director: Cherylee Kushida

Project Administrator: Dr Jeffrey Lamb

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: \$259,200 (grant-funded)	Board Date: May 26, 2020
Prepared by: Carolyn Hoffman, Special Projects Specialist	
Submitted by: Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by: Marvin Martinez, Chancellor	

**SECOND AMENDMENT TO GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
CARNEGIE MELLON UNIVERSITY**

This **second amendment** (hereinafter “Amendment”) to the grant sub-agreement is entered into on this 26th day of May, 2020, between Rancho Santiago Community College District (hereinafter “RSCCD”) and **Carnegie Mellon University** (hereinafter “SUBCONTRACTOR”), to amend that certain agreement #DO-18-2059-02 (hereinafter “Agreement”) dated November 18, 2019, and the first amendment #DO-18-2059-02.01 dated February 24, 2020, between the parties with a term of June 30, 2019 through June 30, 2022 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD on behalf of Santa Ana College was awarded a California Education Learning Lab grant, OPR18117, (hereinafter “Grant”) from the State of California, Office of Planning and Research, hereinafter “Prime Sponsor,” to implement the “Community Sourced, Data-Driven Improvements to Open, Adaptive Courseware” project; and

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

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

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

Statement of Work will be amended as follows:

1. Statement of Work
SUBCONTRACTOR agrees to perform the work in the Scope of Work (*Exhibit A, amended Exhibit A.2*) 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.

Total Cost will be amended as follows:

3. Total Cost
The total cost to RSCCD for performance of the Agreement shall not exceed \$591,991 with 8% allowable indirect costs rate for SUBCONTRACTOR. This amount represents an increase of \$259,200 from \$332,791 to \$591,991.

Budget will be amended as follows:

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Scope of Work (*Exhibit A, amended Exhibit A.1 and amended Exhibit A.2*) 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.

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 Amendment to be executed as of the day that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Carnegie Mellon
University*

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

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

Board Approval Date: May 26, 2020

25-0969449

Employer/Taxpayer Identification Number (EIN)

List of Exhibits

Exhibit A: Grant Agreement that contains the approved project proposal

Exhibit A.1: Project Budget (amended February 2020)

Exhibit A.2: Scope of Work and Project Budget (amended May 2020)

Exhibit B: California Education Learning Lab Request for Applications

EXHIBIT A.2

Scope of Work for Cultural Anthropologist Position

**Project Name: California Education Learning Lab
"Improving Equity, Accessibility and Outcomes for STEM Gateway Courses"
Budget for Project Period: June 30, 2019 – June 30, 2022
Subawardee: Carnegie Mellon University (CMU)**

Barriers Research

The barriers research in this project will investigate the effect of this approach on faculty attitudes and cultures. This work expands upon established protocols from Carnegie Mellon University embedding a cultural anthropologist who will be based out of CMU's Silicon Valley Campus. They will use a mixed-methods approach to better understand barriers and facilitators for effective adoption of TEL innovations under the supervision of Dr. Lauren Herckis at Carnegie Mellon University. This research complements and informs effectiveness research, employing a research-based approach to integrate these new tools into existing educational contexts. The barriers research will measure the relationship between the approaches used in effectiveness research and the adoption, sustained use, and faculty behaviors via observation, semi-structured interviews, and faculty surveys, in comparison to existing datasets from research at CMU.

Scope of Work

The study will employ ethnographic field methods to interview, survey, and observe current educators at collaborating institutions who are engaged in the development and use of educational technologies to support learning in STEM subjects. The cultural anthropologist, under the supervision of PI Lauren Herckis, will conduct interviews, facilitate focus groups, conduct teaching observations, develop qualitative codebooks and apply them to audio recordings and written transcripts, assist in thematic and content analyses of coded data, compile data for reports, and collaborate to produce reports and publications.

Project Timeline

Year 1	The cultural anthropologist will work with Dr. Lauren Herckis to finalize the barriers research plan and begin data collection.
Year 2	Barriers research will see continuation of data collection and translation of initial analyzes into recommendations for iterative improvement of implementation strategies. The cultural anthropologist will work with Herckis to finalize research protocols during the first half of the year and will begin data collection in the winter of Y2. By the end of Y2, the barriers research team will finalize protocols for administering across multiple institutions.
Year 3	Barriers research will complete phase one data analyses and extend research efforts to faculty, staff, and administrators across institutions (beyond project participants).

EXHIBIT A.2

Budget Table for Carnegie Mellon University

Project Name: California Education Learning Lab
 "Improving Equity, Accessibility and Outcomes for STEM Gateway Courses"
 Budget for Project Period: June 30, 2019 – June 30, 2022
 Subawardee: Carnegie Mellon University (CMU)

	6/30/2019 – 6/30/2020	6/30/2020 – 6/30/2021	6/30/2021 – 6/30/2022	TOTAL
	Year 1	Year 2	Year 3	
Budget Category				
PERSONNEL: Salary and fringe benefits <i>Lauren Herckis, Co-PI TBH, Project Programmer Kim Larson, Learning Engineer TBH, Research Assistant Steven Moore, Ph.D. Student TBH, Cultural Anthropologist*</i>	192,924	169,764	160,452	523,140
TRAVEL	2,000	2,000	1,000	5,000
MATERIALS & SUPPLIES	0	0	0	0
EQUIPMENT	0	0	0	0
CONSULTANT	0	0	0	0
SUBRECIPIENT	0	0	0	0
OTHER DIRECT COSTS (ODC):				
ODC #1: Amazon Web Services	2,500	8,750	8,750	20,000
ODC #2:	0	0	0	0
ODC #3	0	0	0	0
Total Direct Costs	197,424	180,514	170,202	548,140
INDIRECT (F&A) COSTS: <i>Rate ≤ 8%**</i>	15,794	14,441	13,616	43,851
Total Costs Per Year	213,218	194,955	183,818	
TOTAL COSTS FOR PROJECT PERIOD				591,991

*All salary and benefits costs associated with Cultural Anthropologist position included in Personnel cost category.

**Indirect Costs line item will be augmented by \$19,200 to accommodate for the reallocation of salary and benefits associated with Cultural Anthropologist position.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: May 26, 2020
Re:	Adoption of Resolution No. 20-08 for Order of Biennial Trustee Election 2020 and Specifications of the Election Order	
Action:	Request for Approval	

BACKGROUND

The terms of four of the current trustees expire on December 7, 2020:

- Claudia C. Alvarez Trustee Area #5
- Arianna P. Barrios Trustee Area #7
- Zeke Hernandez Trustee Area #1
- Nelida Mendoza Trustee Area #3

ANALYSIS

The attached resolution instructs the County Superintendent to consolidate the election of RSCCD Board members with the election to be held on Tuesday, November 3, 2020.

RECOMMENDATION

The administration recommends adoption of Resolution No. 20-08 for the Order of Biennial Trustee Election and Specifications of the Election Order.

Fiscal Impact: None	Board Date: May 26, 2020
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Marvin Martinez, Chancellor	
Recommended by: Marvin Martinez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana, California

Board of Trustees

RESOLUTION NUMBER 20-08
BIENNAL TRUSTEE ELECTION

Excerpt from the Journal of the Board of Trustees/Education of the Rancho Santiago Community College District of Orange County, State of California, for a regular meeting held on the 26th day of May, 2020, at 4:30 p.m. at which the following members were:

PRESENT: _____

ABSENT: _____

On motion of Member _____, seconded by Member _____, a Resolution and Order of Election and Specifications of the Election Order was adopted by the following vote:

AYES: MEMBERS _____

NOES: MEMBERS _____

ABSENT: MEMBERS _____

Certified a correct copy this 26th day of May, 2020.

Phillip E. Yarbrough, Clerk
Rancho Santiago Community College District

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana, California

Board of Trustees

Resolution No. 20-08

**RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION
AND SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 7, 2020, next succeeding the election,

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and §5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 3, 2020.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 26th day of May, 2020.

Phillip E. Yarbrough, Clerk
Rancho Santiago Community College District

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(Board of Trustees Office)

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Board Legislative Committee Recommendations	
Action:	Request for Action	

BACKGROUND

The Board Legislative Committee met on May 12, 2020, to review legislative bills and recommend positions on each bill to the full board.

ANALYSIS

After review of the following bills, Chairperson John Hanna and committee member Nelida Mendoza, recommend the following action:

Support

AB 2353 (McCarty)	Community Colleges: Planning Grants: Affordable Student Rental Housing
AB 2494 (Choi)	Postsecondary Education: Course Credit for Prior Military Education, Training, and Service
AB 2819 (Limón)	Student Opportunity and Access Program
AB 2972 (Limón)	Public Postsecondary Education: Undocumented Students
AB 3017 (Brough)	Public Postsecondary Education: Veterans: Priority Registration
AB 3137 (Voepel)	Community Colleges: California College Promise: Members of the Armed Forces of the United States

WATCH

AB 2884 (Berman)	California State Lottery: Revenue Allocation
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None

AB 2341 (McCarty)	Rising Scholars Network: Justice-Involved Students
AB 2346 (Berman)	Community Colleges: Students Enrolled in Early Childhood Education or Child Development Courses: Fee Waivers
AB 2388 (Berman)	Public Postsecondary Education: Basic Needs of Students
AB 2982 (Salas)	Fair Access to College Textbooks Act

RECOMMENDATION

It is recommended that the board review and approve the Board Legislative Committee's recommendations on the abovementioned bills.

Fiscal Impact: None	Board Date: May 26, 2020
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: John Hanna, Chairman, RSCCD Board Legislative Committee	
Recommended by: Marvin Martinez, Chancellor	

MEMO

To: Rancho Santiago Community College District Legislative Affairs Committee

From: Townsend Public Affairs, Inc.
Christopher Townsend, President
Casey Elliott, State Capitol Director
Austin Webster, Senior Associate

Date: May 12, 2020

Subject: Legislative Affairs Committee Update

2020 State Community College Legislation

AB 2341 (McCarty D) Rising Scholars Network: justice-involved students.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Would authorize the Office of the Chancellor of the California Community Colleges to establish a program, named the Rising Scholars Network, to enter into agreements with up to 50 community colleges to provide additional funds for services in support of postsecondary education for justice-involved students, as defined. The bill would require a community college district that wishes to participate in the Rising Scholars Network to apply to the board of governors for funding pursuant to these provisions, as provided, and would require the board of governors to adopt regulations for the Rising Scholars Network that fulfill certain goals and guidance. The bill would require the board of governors, on or before December 31, 2022, and every 2 years thereafter, to submit a report to the Governor describing its efforts to serve justice-involved students, and including recommendations on whether and how the Rising Scholars Network can be expanded to all community college districts and campuses.

AB 2346 (Berman D) Community colleges: students enrolled in early childhood education or child development courses: fee waivers.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Would require the governing board of each community college district to waive the fee requirement for any student enrolled in certain child development courses who has declared a specified child development major and who has completed and submitted either a Free Application for Federal Student Aid or a California Dream Act application. To the extent this bill



would impose a new duty on a community college district, this bill would create a state-mandated local program.

AB 2353 (McCarty D) Community colleges: planning grants: affordable student rental housing.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Would require the California School Finance Authority to administer a competitive grant program to provide planning grants to California community colleges that are exploring or determining if they can offer affordable student rental housing, as defined. The bill would require the authority to ensure that the selection process meets certain requirements, and to provide technical assistance to community colleges that receive planning grant funds for the purpose of exploring and determining if they can offer affordable student rental housing. The bill would make the implementation of these provisions contingent upon an appropriation by the Legislature in the annual Budget Act or another statute for these purposes.

AB 2388 (Berman D) Public postsecondary education: basic needs of students.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Current law requests campuses of the California Community Colleges to give priority for certain student housing to current and former homeless youth, as specified, and requests those campuses to develop a plan to ensure that current and former homeless youth can access housing resources during and between academic terms, including during academic and campus breaks. Current law defines homeless youth for these purposes. This bill would express legislative findings and declarations about the impact of basic needs insecurity on college students.

AB 2494 (Choi R) Postsecondary education: course credit for prior military education, training, and service.

Status: 4/6/2020-In committee: Hearing postponed by committee. (Amended 5/4/2020)

Summary: Would require the Office of the Chancellor of the California State University, in collaboration with the Academic Senate of the California State University, and request the Office of the President of the University of California, in collaboration with the University of California, Academic Senate, to develop, by September 1, 2021, a consistent policy to award military personnel and veterans who have an official Joint Services Transcript course credit similar to the policy developed by the Office of the Chancellor of the California Community Colleges under current law.

AB 2819 (Limón D) Student Opportunity and Access Program.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Current law establishes the Student Aid Commission and assigns to it numerous duties with respect to student financial aid programs, including administration of the Student Opportunity and Access Program. Under this program, the commission may apportion funds for the support of projects designed to increase accessibility of postsecondary educational



opportunities for certain elementary and secondary school pupils from historically underserved backgrounds. Current law requires each project to be proposed and operated through a consortium, as specified, and requires at least 30% or the equivalent of each project grant to be allocated for stipends to peer advisers and tutors meeting specified criteria. This bill, among other things, would authorize the commission to apportion funds under the program to projects designed to increase accessibility of postsecondary educational opportunities for certain pupils from underserved communities.

AB 2884 (Berman D) California State Lottery: revenue allocation.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Would make legislative findings and declarations relating to the allocation of lottery funds to community colleges. The bill would express the intent of the Legislature to ensure that restricted lottery funding allocated to community colleges is spent in full for the benefit of students.

AB 2972 (Limón D) Public postsecondary education: undocumented students.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Would require the Board of Governors of the California Community Colleges and the Trustees of the California State University, and encourage the Regents of the University of California, to create a systemwide training program, for the administrators, as defined, of those respective segments to complete annually, relating to undocumented students, Deferred Action for Childhood Arrivals (DACA), federal and state laws related to immigration generally, state law relating to exemption from nonresident tuition, and resources that the system or campus has for undocumented students.

AB 2982 (Salas D) Fair Access to College Textbooks Act.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Would establish the Fair Access to College Textbooks Act as part of the Donahoe Higher Education Act. The act would prohibit an institution of higher education, defined to be a public postsecondary institution within the California State University, the California Community Colleges, and the University of California, from assessing an automatic charge for instructional materials, as defined, to a student, or enter into an agreement with a book publisher or other entity to assess the charge, and would prohibit an institution of higher education from calculating a charge to be automatically assessed under these provisions on the basis of the number of credit hours in which the student enrolls, number of courses in which the student enrolls, a student's major or program, or any other basis other than the cost of the specific instructional materials required or recommended for a specific course or course section in which the student enrolls, unless certain conditions are met.



AB 3017 (Brough R) Public postsecondary education: veterans: priority registration.

Status: 4/24/2020-Referred to Com. on HIGHER ED. (Amended 5/4/2020)

Summary: Current law requires the California State University and each community college district, and requests the University of California, to grant priority registration for enrollment to a member or former member of the Armed Forces of the United States who is a resident of California and to any member or former member of the State Guard, as specified, for any academic term attended at one of these institutions for 4 academic years after leaving state or federal active duty for use within 15 years of leaving state or federal active duty. This bill would instead require, and request, these institutions to grant the priority registration for any academic term attended at one of these institutions during any period for which the student is eligible for educational benefits under the federal Montgomery GI Bill, the Post-9/11 Veterans Educational Assistance Act of 2008, or the Vocational Rehabilitation and Employment program.

AB 3137 (Voepel R) Community colleges: California College Promise: members of the Armed Forces of the United States.

Status: 4/6/2020-In committee: Hearing postponed by committee. (Amended 5/4/2020)

Summary: Would require that a student who is a member of the Armed Forces of the United States, as defined, and is called to duty as specified, may withdraw from participation in the California College Promise and resume participation in the program upon the student's return from duty without losing eligibility for the fee waiver or any other benefit of the program. The bill would also provide that the time during which the student was obliged to withdraw because of active duty shall not count toward the limit of the period of that student's eligibility for participation in the California College Promise.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees)

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of Rancho Santiago Community College District COVID-19 Response Plan to Reinstate On-Campus Instruction and Related Activities	
Action:	Request for Action	

BACKGROUND

On May 6, 13, & 20, 2020, the Ad Hoc Board Committee on Proposed Plan of Reentry and Timing According to Governor's Guidelines met with the Chancellor, Vice Chancellors, SAC/SCC Presidents and Vice Presidents, SAC/SCC Academic Senate Presidents, SAC/SCC Student ASG Presidents, FARSCCD President, CSEA, Chapter 579 President, CSEA, Chapter 888 President, CEFA President, and Interim Chief of District Safety & Security to discuss potential issues and options in connection with the District's response to the COVID-19 health crisis and the Fall schedule

ANALYSIS

The Ad Hoc Committee was presented with an overview of state and local resources guiding decision-making, updates on districtwide risk assessments, disinfecting protocols, employee training, physical distancing plans, and options for Fall instruction and student support services to ensure equity and quality academic programs balanced with health and safety considerations for all of our students, faculty and staff.

RECOMMENDATION

The Ad Hoc Committee on Proposed Plan of Reentry and Timing According to Governor's Guidelines recommends approval of the Rancho Santiago Community College District COVID-19 Response Plan to Reinstate On-Campus Instruction and Related Activities plan.

Fiscal Impact: To Be Determined	Board Date: May 26, 2020
Prepared by: Enrique Perez, Vice Chancellor, Educational Services	
Submitted by: Claudia C. Alvarez, President, Board of Trustees	
Recommended by: Marvin Martinez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: May 26, 2020
Re: Ratification of Expenditures Made Under the CARES Act, Higher Education Emergency Relief Funds	
Action: Request for Ratification	

BACKGROUND

As part of the federal government's CARES (Coronavirus Aid, Relief and Economic Security) Act, the U.S. Department of Education received CARES Act dollars to allocate toward Higher Education Emergency Relief Funding (HEERF). The purpose of the CARES Act HEERF awards are for the following:

- 1) Emergency financial aid grants to students for expenses related to the disruption of campus operations due to the coronavirus (50% of the funds must be dedicated exclusively for direct student aid)
- 2) To cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment for the provision of pre-enrollment recruitment activities, marketing, or advertising; endowments; or capital outlays associated with athletics, sectarian activities or religious worship. (50% of remaining funds for Institutional Costs)

The chart below shows the total CARES Act HEERF awards to Santa Ana College and Santiago Canyon College, and indicates the total amounts dedicated to emergency financial aid grants for students.

CARES Act Funding	Santa Ana College	Santiago Canyon College	Total
18004 (a)(1) Student Aid	\$2,797,198	\$1,446,953	\$4,244,151
18004 (a)(1) Institutional	\$2,787,198	\$1,446,953	\$4,244,151

ANALYSIS

Colleges that receive CARES Act HEERF grant awards are required to report on the number of student financial aid awards and the amount distributed 30-days after receiving the funds from the U.S. Department of Education, and every 45-days thereafter.

The chart below shows the total amount and number of CARES Act emergency financial aid grant awards made by Santa Ana College and Santiago Canyon College, as of 5/19/20.

College	Total Amount Awarded to Students YTD	# of grant awards YTD
Santa Ana College	\$1,266,779	1,847
Santiago Canyon College	\$614,925	1,633
Total	\$1,881,704	3,480

RECOMMENDATION

It is recommended that the Board of Trustees ratify the expenditures made by the colleges under the CARES Act.

Fiscal Impact:	None	Board Date: May 26, 2020
Prepared by:	Sarah Santoyo, Asst. Vice Chancellor, Educational Services	
Submitted by:	Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

May 26, 2020

MANAGEMENT

Appointment of Interim President of Santa Ana College

Martinez-Flores, Marilyn
Interim President
Santa Ana College

Effective: July 1, 2020 – June 30, 2021
Salary Placement: Step 7 \$245,558.03/Year

Interim Assignment

Armstrong, Joanne L.
Interim Dean
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Effective: July 1, 2020 – June 30, 2021
Salary Placement: B-2 \$147,905.93/Year

Gascon, Christine M.
Interim Dean
Instruction & Student Services
Continuing Education Division
Santiago Canyon College

Effective: July 1, 2020 – June 30, 2021
Salary Placement: B-2 \$147,905.93/Year

Quimzon, Eden M.
Interim Executive Director
Adult Education Block Grant
Continuing Education Division
Santiago Canyon College

Effective: July 1, 2020 – June 30, 2021
Salary Placement: C-3 \$144,658.17/Year

Extension of Interim Administrative Assignment

Galvan, Javier A.
Interim Dean
Humanities & Social Sciences Division
Santa Ana College

Effective: July 1, 2020 – June 30, 2021
Salary Placement: B-7 \$188,769.61/Year

Toledo, Michael
Interim Chief
District Safety & Security
Business Operations & Fiscal Services
District

Effective: July 1, 2020 – December 31, 2020
Salary Placement: D-3 \$134,000.52/Year

MANAGEMENT (CONT'D)

Ratification of Resignation/Retirement

Sotelo, Sergio
Dean, Instruction & Student Services
Continuing Education Division
Santa Ana College

Effective: June 30, 2020
Reason: Retirement

Wall, Brenda
Public Information Officer
President's Office
Santa Ana College

Effective: May 18, 2020
Reason: Resignation

FACULTY

2019/2020 CSEA 888 Adjusted Annual Salary Schedule/Attachment #1

2019/2020 CSEA 888 Adjusted Hourly Salary Schedule/Attachment #2

Appointment/Part-time to Tenure Track

Delaby, Michael
Assistant Professor, Nursing
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: August 17, 2020
Tentative Salary Placement: II-3 \$67,966.72/Year
(Requisition #AC20-0818)

Hiring of Temporary Full-time Faculty Member

Do, Huy Q.
Assistant Professor, Economics
Humanities & Social Sciences Division
Santa Ana College

Effective: August 17, 2020 – June 5, 2021
Tentative Salary Placement: II-8 \$82,536.74/Year

Final Salary Placement

Villa, Beatriz
Assistant Professor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: August 17, 2020
Final Salary Placement: II-6 \$76,713.08/Year
(Requisition #AC19-0805)

FACULTY (CONT'D)

2020/2021 Sabbatical Leave of Absence

Mettler, Mary
Professor/Learning Disabilities Specialist
Disabled Student Program Services
Enrollment & Support Services Division
Santiago Canyon College

Effective: February 1 – June 5, 2021
Sabbatical Leave Type: Independent Research
Salary Placement: VII-B \$130,300.07/Year
(To Be Prorated at 80%)

Leaves of Absence

Fuente, Vilma M.
Counselor
Counseling Division
Santa Ana College

Effective: April 14 – June 7, 2020
Reason: Parental Leave

Rebert, Samantha
Instructor, Kinesiology
Mathematics & Sciences Division
Santiago Canyon College

Effective: April 30 – June 5, 2020
Reason: Personal Unpaid Leave

2019/2020 Contract Extension Day

Gonzalez, Adrianna
High School Subjects/GED Program
CEC/Continuing Education Division
Santa Ana College

Effective: April 6, 2020
Contract Extension: 1 Day
Contract Extension Rate: VI-13 \$526.79/Day

Khalid, Donna
High School Subjects/GED Program
CEC/Continuing Education Division
Santa Ana College

Effective: April 6, 2020
Contract Extension: 1 Day
Contract Extension Rate: VII-14 \$556.41/Day

Mirbeik Sabzevary, Mohammedreza
High School Subjects/GED Program
CEC/Continuing Education Division
Santa Ana College

Effective: April 6, 2020
Contract Extension: 1 Day
Contract Extension Rate: III-12 \$467.86/Day

Patton, Carrie
High School Subjects/GED Program
CEC/Continuing Education Division
Santa Ana College

Effective: April 6, 2020
Contract Extension: 1 Day
Contract Extension Rate: IV-16 \$538.90/Day

Tashima, John
Adult Basic Education
CEC/Continuing Education Division
Santa Ana College

Effective: April 6, 2020
Contract Extension: 1 Day
Contract Extension Rate: III-15 \$509.89/Day

FACULTY (CONT'D)

2019/2020 Additional Contract Extension Day

Baldizon-Rios, Nena
Professor/Counselor
Extended Opportunities Programs & Services
Counseling & Student Support Services Division
Santiago Canyon College

Effective: June 8 – June 11, 2020
From: 4 Contract Extension Days
To: 5 Contract Extension Days
Contract Extension Rate: VII-C \$ 645.77/Day

Beyond Contract/Overload Stipend

Coffman, Jodi
Counseling Division
Santa Ana College

Effective: April 13, 2020
Amount: \$4,196.88
Reason: Distance Education (0001)

Part-time/Hourly New Hires/Rehires

Longeuay, Michael S.
Instructor, Fire Technology/Paramedic
Human Services & Technology Division
Santa Ana College

Effective: May 26, 2020
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

Ruvalcaba, Tomas J.
Instructor, Fire Technology/Wellness Program
Human Services & Technology Division
Santa Ana College

Effective: May 26, 2020
Hourly Lecture/Lab Rates: I-3 \$60.91/\$54.82

Sundberg, Neil
Instructor, Fire Technology/Wellness Program
Human Services & Technology Division
Santa Ana College

Effective: May 26, 2020
Hourly Lecture/Lab Rates: II-3 \$63.96/\$57.56

Rancho Santiago Community College District
2019/2020 ANNUAL SALARY SCHEDULE
CHILD DEVELOPMENT CENTER TEACHERS
CSEA CHAPTER 888
Effective July 1, 2019

TEACHER

STEP	ASSOCIATE			
	TEACHER	PERMIT	AA	BA
1	\$27,831.84	\$35,835.23	\$37,538.27	\$39,324.32
2	\$28,647.72	\$36,720.05	\$38,420.80	\$40,206.85
3	\$29,463.62	\$37,604.90	\$39,306.80	\$41,092.86
4	\$30,277.15	\$38,490.92	\$40,190.48	\$41,976.54
5	\$31,094.22	\$39,373.42	\$41,074.17	\$42,861.38
6	\$31,910.09	\$40,259.44	\$41,960.17	\$43,746.23
7	\$32,723.61	\$41,144.28	\$42,843.86	\$44,631.08
8	\$33,540.68	\$42,027.97	\$43,729.86	\$45,515.93
9	\$34,354.22	\$42,912.82	\$44,612.38	\$46,399.62
10	\$35,170.11	\$43,796.50	\$45,497.22	\$47,284.46
11	\$35,983.65	\$44,682.52	\$46,384.42	\$48,169.30
12	\$36,800.70	\$45,566.20	\$47,268.09	\$49,051.81

**MASTER
TEACHER**

STEP	AA	BA	MA
1	\$43,152.43	\$45,219.02	\$47,390.81
2	\$44,075.86	\$46,142.46	\$48,310.72
3	\$44,998.10	\$47,065.89	\$49,234.15
4	\$45,920.37	\$47,988.14	\$50,157.58
5	\$46,844.94	\$48,911.54	\$51,082.16
6	\$47,768.36	\$49,834.96	\$52,004.41
7	\$48,690.63	\$50,757.21	\$52,927.85
8	\$49,612.88	\$51,678.31	\$53,851.26
9	\$50,536.29	\$52,604.06	\$54,773.51
10	\$51,458.56	\$53,527.50	\$55,696.93
11	\$52,384.32	\$54,449.74	\$56,620.36
12	\$53,308.91	\$55,373.16	\$57,541.45

The annual rate will be paid in 12 equal monthly payments. A \$300/month stipend will be paid to the employee who serves in the capacity of Assistant Director. A \$500/month stipend will be paid to the employee who serves in the capacity of Site Supervisor.

Rancho Santiago Community College District
2019/2020 HOURLY SALARY SCHEDULE
CHILD DEVELOPMENT CENTER TEACHERS
CSEA CHAPTER 888
Effective July 1, 2019

TEACHER

STEP	ASSOCIATE TEACHER	PERMIT	AA	BA
1	\$15.71	\$20.55	\$21.58	\$22.65
2	\$16.20	\$21.08	\$22.10	\$23.18
3	\$16.69	\$21.61	\$22.64	\$23.72
4	\$17.18	\$22.15	\$23.18	\$24.25
5	\$17.69	\$22.68	\$23.70	\$24.79
6	\$18.18	\$23.21	\$24.24	\$25.32
7	\$18.67	\$23.75	\$24.78	\$25.86
8	\$19.16	\$24.28	\$25.31	\$26.39
9	\$19.65	\$24.82	\$25.84	\$26.92
10	\$20.14	\$25.35	\$26.38	\$27.46
11	\$20.63	\$25.89	\$26.92	\$27.99
12	\$21.12	\$26.42	\$27.45	\$28.52

MASTER TEACHER

STEP	AA	BA	MA
1	\$24.97	\$26.21	\$27.53
2	\$25.52	\$26.77	\$28.08
3	\$26.08	\$27.33	\$28.64
4	\$26.64	\$27.88	\$29.19
5	\$27.19	\$28.44	\$29.75
6	\$27.75	\$29.00	\$30.31
7	\$28.31	\$29.55	\$30.87
8	\$28.86	\$30.11	\$31.42
9	\$29.42	\$30.67	\$31.98
10	\$29.98	\$31.23	\$32.54
11	\$30.53	\$31.78	\$33.09
12	\$31.09	\$32.34	\$33.65

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

MAY 26, 2020

CLASSIFIED

Miscellaneous Pay Schedule-RevisedAttachment #1Professional Growth Increments

Bui, Kevin Sr. Accountant/ Fiscal Services/ District	Effective: June 1, 2020 Grade 15, Step 1 + 3PG (1500) \$62,450.26
Duenas, Veronica HR Technician/ Human Resources/ District	Effective: June 1, 2020 Grade 13, Step 5 + 7.5%L + 2.5%Bil + 5PG (2500) \$75,732.88
Gutierrez Lucero, Maria Student Services Specialist/ Counseling/ SCC	Effective: June 1, 2020 Grade 10, Step 6 + 2.5%L + 2.5%Bil + 5PG (2500) \$65,929.58

Longevity Increments

Abrahams, Lawrence Athletic Equipment Coord./ Kinesiology/SAC	Effective: April 1, 2020 Grade 12, Step 6 + 2.5%L \$68,122.97
Arvizu, Gloria Learning Center Spec./ Continuing Ed./ CEC	Effective: May 1, 2020 Grade 8, Step 6 + 6PG (3000) + 5%L \$61,315.73
Chamness, Gregory Skilled Maintenance Worker/ SAC	Effective: June 1 2020 Grade 14, Step 5 + 12.5%L \$78,982.58
Goss, Gloria Administrative Secretary/ Continuing Ed./ OEC	Effective: April 1, 2020 Grade 12, Step 6 + 5%L \$69,784.51
Kay, Trevor Student Services Coord./ Counseling/ SAC	Effective: June 1, 2020 Grade 15, Step 4 + 5PG (1750) + 7.5%L \$77,574.36

Longevity Increments cont'd

Lievanos, Selina Athletic/PE Equipment Asst./ Kinesiology/ SAC	Effective: April 1, 2020 Grade 3, Step 6 + 2.5%L \$47,599.95
McAdam, Justin Lead Gardener/ SCC	Effective: May 1, 2020 Grade 10, Step 6 + 9GP (4500) + 2.5%L \$66,419.35
Nguyen, Michael Technical Spec. I/ ITS	Effective: May 1, 2020 Grade 13, Step 6 + 5% SW + 12.5%L \$82,174.98
Pacino, Joseph Instructional Media Producer/ Bus. Div./ SAC	Effective: May 1, 2020 Grade 15, Step 6 + 3PG (1500) + 10%L \$87,076.72
Penning, Josefina Accountant/ Fiscal Services/ District	Effective: April 1, 2020 Grade 13, Step 6 + 4PG (2000) + 7.5%L \$77,181.37
Ramirez, Ascencion Admissions/Records Spec. III/ Continuing Ed./ OEC	Effective: April 1, 2020 Grade 10, Step 6 + 2.5%Bil + 12.5%L \$69,470.49
Zul, Armida Custodian/ Continuing Ed./ OEC	Effective: April 1, 2020 Grade 4, Step 6 + 5%L \$50,316.01

Change in Salary Placement

Benjamin, Robert Sr. District Safety Officer/ District	Effective: April 1, 2020 Grade 13, Step 6 \$69,936.15 <i>Change in Step</i>
Grayson, Anthony Sr. District Safety Officer/ District	Effective: March 29, 2020 Grade 13, Step 6 + 7.5%GY \$75,181.36 <i>Change in Shift SW to GY</i>
Tingirides, Tiffany Sr. District Safety Officer/ District	Effective: March 29, 2020 Grade 13, Step 3 + 7.5%GY \$64,878.56 <i>Change in Shift SW to GY</i>

CLASSIFIED HOURLY

New Appointments

Arredondo, Angelica Instructional Assistant/DSPS (CL19-1339) DSPS/ SCC	Effective: May 4, 2020 Up to 19 Hours/Week School Session Grade 6, Step A \$19.23/Hour
Carcamo, Adriana Administrative Clerk (CL20-1391) Continuing Ed./ OEC	Effective: April 29, 2020 19 Hours/Week 12 Months/Year Grade 10, Step A + 2.5%Bil \$23.23/Hour

Longevity Increments

Kusenda, Paula Student Program Spec./ Continuing Ed./ CEC	Effective: April 1, 2020 Grade 10, Step A + 7.5%L \$24.37/Hour
Nguyen, Johnny Instructional Assistant/ Continuing Ed./ CEC	Effective: May 1, 2020 Grade 5, Step A + 7.5%L \$19.95/Hour
Vu, Michelle Learning Facilitator/ Humanities & Soc. Sci./ SAC	Effective: April 1, 2020 Grade 8, Step A + 7.5%L \$22.37/Hour

Leave of Absence

Nguyen, Dung Instructional Assistant/ Science & Math/ SAC	Effective: 04/24/20 – 06/19/20 Reason: Maternity Leave
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				<i>Attachment #1</i>	
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT					
MISCELLANEOUS PAY SCHEDULE 2019-2020					
PROFESSIONAL EXPERTS:					
CHILD DEVELOPMENT					
	Child Care Associate			(Effect: 7/1/19)	\$13.00
	Child Development Intem I			(Effect: 7/1/19)	\$13.50
	Child Development Intem II			(Effect: 7/1/19)	\$13.75
	Child Development Center Associate SubstituteTeacher			(Effect: 1/1/08)	\$13.00
	Child Development Center Substitute Teacher			(Effect: 1/1/08)	\$17.50
	EdUPlay Coordinator			(Effect: 7/1/09)	\$25.00
COMMUNITY SERVICES					
	Community Services Presenter I			(Effect: 1/24/00)	\$38.50
	Community Services Presenter II			(Effect: 1/24/00)	\$42.00
	Community Services Presenter III			(Effect: 8/27/96)	\$100/stipend unit
CONTRACT EDUCATION					
	Presenter I			(Effect: 1/1/07)	\$29.50
	Presenter II			(Effect: 1/1/07)	\$39.00
	Presenter III			(Effect: 1/1/07)	\$52.20
	Presenter IV			(Effect: 1/1/07)	\$63.00
	Presenter V			(Effect: 1/1/07)	\$68.25
	Presenter VI			(Effect: 05/27/2020)	\$73.80
	Presenter VII			(Effect: 05/27/2020)	\$80.00
INSTRUCTIONAL SUPPORT					
	Coaching Assistant			(Effect: 8/19/14)	\$18.00
	Instructional Associate Assistant				
	Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$22.00
	Criminal Justice/Fire Technology/Basic Skills/OTA			(Effect: 7/1/12)	\$25.00
	Instructional Associate				
	Exercise Science/ Fine & Perf. Arts/ Real Est.			(Effect: 1/1/07)	\$30.00
	Criminal Justice/Fire Technology/Nursing			(Effect: 1/1/07)	\$35.00
	Real Time Captionist I			(Effect: 8/1/10)	\$27.00
	Real Time Captionist II			(Effect: 8/1/10)	\$32.00
	Real Time Captionist III			(Effect: 8/1/10)	\$40.00
	Sign Language Interpreter I			(Effect: 8/1/10)	\$18.00
	Sign Language Interpreter II			(Effect: 8/1/10)	\$20.00
	Sign Language Interpreter III			(Effect: 8/1/10)	\$25.00
	Sign Language Interpreter IV			(Effect: 8/1/10)	\$30.00
	Sign Language Interpreter V			(Effect: 8/1/10)	\$36.00
	Sign Language Interpreter VI			(Effect: 8/1/10)	\$40.00
	Sign Language Interpreter VII			(Effect: 8/1/10)	\$45.00
SMALL BUSINESS DEVELOPMENT CENTER					
	Business Expert Professional			(Effect: 7/1/04)	\$40.00
	Business Expert Professional II			(Effect: 04/17/07)	\$45.00
MISCELLANEOUS					
	Clerical Assistant			(Effect: 7/1/19)	\$13.00
	Facility Planner I			(Effect: 10/30/18)	\$105.00
	Facility Planner II			(Effect: 10/30/18)	\$165.00
	Health Educator			(Effect: 1/1/07)	\$23.00
	Model			(Effect:02/01/17)	\$26.00
	Nurse Practitioner			(Effect: 04/28/2020)	\$75.00
	Physician/Psychiatrist			(Effect: 1/1/16)	\$90.00
	Psychologist			(Effect: 9/11/18)	\$75.00
	Pre-Employment Articulation Testing			(Effect: 7/1/96)	\$24.50
	Announcer			(Effect: 4/17/19)	\$25.00
	Game Day Assistant			(Effect: 4/17/19)	\$15.00
	Scorekeeper			(Effect: 4/17/19)	\$20.00
	Regional Consortia Chair			(Effect: 7/1/13)	\$68.00
	Residential Assistant I			(Effect: 7/1/19)	\$13.00
	Residential Assistant II			(Effect: 7/1/19)	\$14.00
	Residential Assistant, Lead			(Effect: 4/17/19)	\$21.80
	Site Director I			(Effect:04/17/19)	\$52.38
	Site Director II			(Effect:04/17/19)	\$58.72
	Special Projects Analyst			(Effect: 4/17/19)	\$100.00
	Sports Information Assistant			(Effect: 1/1/07)	\$20.00
	Stage Assistant			(Effect: 1/1/07)	\$18.00
	Translator			(Effect: 1/1/07)	\$35.00
STUDENT WORKERS					
	Student Assistant I			(Effect: 7/1/19)	\$13.00
	Student Assistant II			(Effect: 7/1/19)	\$14.25
Board approved: 05/26/2020					

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 26, 2020
Re:	Approval of RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2019-2020	
Action:	Request for Approval	

BACKGROUND

The Chancellor's Office has implemented a new procedure for the allocation of equal employment opportunity funds. This process required each district to certify its activities with respect to nine various methods to improve diversity of the workforce. To see exhibits, please [click here](#).

ANALYSIS

The attached certification form was reviewed and approved through the District's participatory governance process. The Human Resources Committee, which also serves at the District's Equal Employment Opportunity Advisory Committee, approved this certification form on May 13, 2020.

RECOMMENDATION

It is recommended that the Board of Trustees approve the RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2019-2020 and authorize its transmission to the State Chancellor's Office.

Fiscal Impact: None	Board Date: May 26, 2020
Item Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Submitted by: Tracie Green, Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

District Name: _____

Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).

- Yes
- No

The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)

- Yes
 - Method 2 (Board policies and adopted resolutions)
 - Method 3 (Incentives for hard-to-hire areas/disciplines)
 - Method 4 (Focused outreach and publications)
 - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
 - Method 6 (Consistent and ongoing training for hiring committees)
 - Method 7 (Professional development focused on diversity)
 - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
 - Method 9 (Grow-Your-Own programs)
- No

I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.

Chair, Equal Employment Opportunity Advisory Committee

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Human Resources Officer

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____ Title: _____

Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____, 2020

Name: _____ Title: ***President/Chair, Board of Trustees***

Signature: _____ Date: _____



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district’s success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

Nine (9) Multiple Methods

Mandatory for Funding

1. District’s EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

Pre-Hiring

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

Hiring

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

Post-Hiring

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?

- Yes**
- No**

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor’s Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district’s Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).



Please provide an explanation and evidence of meeting this Multiple Method, #1.

Multiple Method #1

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

Does the District meet Method #2 (Board policies and adopted resolutions)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Multiple Method #2

Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

Multiple Method #3

Does the District meet Method #4 (Focused outreach and publications)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Multiple Method #4

Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

Multiple Method #5

Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Multiple Method #6

Does the District meet Method #7 (Professional development focused on diversity)?

- Yes**
- No**



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Please provide an explanation and evidence of meeting this Multiple Method, #7.

Multiple Method #7

Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Multiple Method #8



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Does the District meet Method #9 (Grow-Your-Own programs)?

Yes

No

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Multiple Method #9

Explanations Extracted from the EEO Fund Multiple Method Application Certification Form

Multiple # 1

The Rancho Santiago Community College District (RSCCD) current EEO and Human Resources Plan was approved by the Board of Trustees on their regular board meeting on March 12, 2018 and then submitted to the Chancellor's Office on May 1, 2018. A copy of the Board of Trustees meeting minutes on March 12, 2018. The EEO and Human Resources Plan designates the Human Resources Committee (HRC) as the District's EEO Advisory Committee (Exhibit # 1). The Human Resources Committee members is composed of faculty, classified, student and management from RSCCD two major colleges and education centers. The committee meets on a monthly basis throughout the academic year. The EEO and Human Resources plan can be viewed at the following link:

https://rsccd.edu/Departments/Human-Resources/Documents/EEO_Plan/2019_EEO_Plan/RSCCD_EEO_Plan_Approved_03052018.pdf

The EEO Fund District Expenditure Report for 2017-2018 fiscal year was submitted on September 27, 2019 (Exhibit # 2).

Multiple #2

The District continues to subscribe to Community College League of California (CCLC), Policy and Procedure Services which provides updated policies and administrative regulations concerning EEO and Diversity. These policies and regulations were reproduced on pages 2-4 of the RSCCD EEO Plan (Exhibit #1) and can be viewed on the RSCCD website

<https://rsccd.edu/Trustees/Pages/Board-Policies.aspx>

<https://www.rsccd.edu/Trustees/Pages/Administrative-regulations.aspx>

Furthermore, in commitment to diversity the Vice Chancellor of Human Resources prepares and presents an Annual Diversity Report for the Board of Trustees in the fall of each year. The report was presented to the Board of Trustees on their regular board meeting on December 9, 2019 (Exhibit # 3). The report includes, but not be limited to, the demographics of staff, faculty, and new hires from the previous fiscal year. Also, the report is presented for discussion at the EEO Advisory Committee with an understanding to review hiring procedures to eliminate barriers in hiring and improve diversity in recruitment and employment.

Additionally, in Spring 2019, the Vice Chancellor of Human Resources conducted a training to the Board of Trustees regarding our current hiring processes and the elimination of bias in hiring and employment.

Multiple #3

The District recognizes that some academic disciplines can be problematic to fill due to demands from industry or shortage of qualified and available candidates within the local area. RSCCD advertises locally, nationally, and via social media in discipline related publications and websites, such as WomenAndHigherEd.com, VeteransinHighedEd.com, DisabledinHigherEd.com, and LGBTinHigherEd.com.

The District has a policy that provides travel reimbursement for applicants for faculty and administrative positions (Exhibit #4). The policy can be found at this link:

<https://www.rsccd.edu/Trustees/Documents/Board%20Policies/BPs-Chapter%207/BP%207121%20Applicant%20Travel%20Reimbursement.pdf>

The purpose is to encourage applicants from under-represented groups and from wider geographic areas. This fiscal year, we provided reimbursement for twenty (20) candidates in both faculty and administrative positions. Additionally, the district allows for applicants to interview via video conferencing for first-level interviews. By

providing this option, the district has been able to broaden its applicant pools and therefore, interview more qualified applicants.

The District prepares performance indicators, which involves a longitudinal analysis of the applicants, diversity through the hiring process and successful applicants, which is discussed with the EEO advisory Committee. It informs the ongoing efforts to improve the diversity of our applicants, hiring pools and employees. This information is also included in the Annual Diversity Report (Exhibit #3), in the EEO Fund Expenditure and Performance Reports and Accountability Certificate Form (Exhibit #2).

Multiple Method #4

On December 7, 2019, the District, in conjunction with several local Southern California CCD's organized a job summit. This event was widely advertised on various mediums, aimed at reaching out to a diverse population of potential candidates. It provided candidates with engaging workshops (step-by-step application assistance), resume review (presentation in tips and tricks), faculty meet and greet (access to community college hiring staff), mock interviews and complimentary photo sessions for professional head shots. Approximately 400 attended the event and provided significant positive feedback regarding the event.

In Goal 4 of the District strategic plan, the District supports innovations and initiatives that result in quantifiable improvement in student success, preparedness and success - Objective 4D of this goal states the District will work with constituent groups, providing support to increase faculty and staff diversity, through qualitative evaluation of recruitment efforts, demographic throughput from applications to positions, ensuring staff are trained on unconscious bias and lawful hiring practices and review of personnel data (ethnicity, age, gender etc.) on a regular basis. The strategic plan (Exhibit # 5) can be viewed at this link:

https://rscsd.edu/Departments/Research/Documents/RSCCD_StrategicPlan_V5.pdf

Human Resources continues to advertise faculty and administrative positions in discipline and diversity related publications by subscribing to CareerBuilder Network and Monster Board in order to expand our job postings nationally and globally through countless websites associated with the network. While working with hiring managers, we advertise in discipline related publications and websites as recommended by the department with the vacancy. We continue our unlimited posing contract with Chronicle of Higher Education website and purchased unlimited advertising for one year in ccjn.org, CCJobs.Com, ChronicleVitae.com, CCCRegistry, CommunityColleges.AcademicKeys.com, CCJobsNow.com, ACCCA, Edjoin, WomenAndHigherEd.com, VeteransinHigherEd.com, DisabledinHigherEd.com, NativeAmericaninHigherEd.com, LGBTinHigherEd.com, BlacksInHigherEd.com, HispanicsinHigherEd.com, CCJN.org, HigherEDJobs.com, InsideHigherEd.com and AsiansinHigherEd.com.

To illustrate the success in reaching a diverse group of potential candidates, in the fiscal year of 2018-19, we posted 171 job openings, which resulted in 8,946 applications, an increase of 9% over 2017-18 fiscal year, 6,062 (68%) of the applicants were from underrepresented groups, an increase of 243 applicants, and 5,465 (62%) were female, an increase of 386 applicants. We filled 170 job openings (as compared to 175 from previous year), hired 26 applicants in management, 19 faculty and 125 classified staff. Of those hired, one hundred twenty-seven (127) or 75% are from diverse groups, one hundred (100) or 59% are female. (Exhibit #3, page 5)

The District has an applicant travel reimbursement program for candidates that apply for faculty and administrative positions who travel 300 miles or more from the District are reimbursed half of their travel and lodging expenses up to \$300 for the first interview. Candidates that are selected as finalists receive full reimbursement for their final interview travel and lodging expenses. During the 2018-2019 fiscal year, there were twenty (20) applicants who received reimbursement for their travel expenses.

Multiple Method #5

The District provides EEO/Diversity workshops to all screening committee members and has a rigorous training schedule, which consists of training EEO monitors and screening committee members in Legal Requirements of Title V, Unconscious Bias and Best Practice for Screening Committees. This training is conducted by an outside trainer at least 4 times throughout each year. Furthermore, every hiring manager is required to submit a screening committee membership form which is then evaluated for diversity, gender and ethnicity, to ensure that it reflects both our staff and student diversity. Additionally, the specific directions to the screening committees are codified in our Administrative Regulations for Faculty, Classified and Management Hiring. These regulations are reviewed and revised as necessary by the Human Resources (EEO Advisory) Committee. It can be found on the RSCCD website:

(Exhibit #6)

<https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207120%20Recruitment%20and%20Hiring.pdf>

(Exhibit # 7)

<https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207120.1%20Full-Time%20Faculty%20Recruitment%20and%20Selection.pdf>

(Exhibit #8)

<https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207120.2%20Classified%20Employee%20Recruitment%20and%20Selection.pdf>

(Exhibit #9)

<https://www.rscdd.edu/Trustees/Documents/ARs/ARs-Chapter%207/AR%207120.3%20Management%20Recruitment%20and%20Selection.pdf>

Furthermore, screening committees are required to address an applicant's sensitivity to and understanding of diversity, by asking at least one question during interview of each applicant concerning sensitivity to diversity. During EEO training for screening committees, we discuss how to draft those questions to address diversity issues specific to the position being hired.

The District takes seriously all complaints concerning discrimination and harassment from any of our constituent groups. The District complies with Administrative Regulation, AR3435 (Exhibit #10), which sets out the procedures to follow when a complaint is received. In addition, to raise awareness of the District's non-discrimination and harassment policy posters (Exhibit # 11) have been placed across our campuses and workplaces. These posters explain what harassment is, how to identify harassment in various forms, and how to report if an employee believes they have been subjected to harassment.

Multiple Method #6

In 2019-2020, RSCCD has continued a comprehensive training schedule to educate everyone who serves on a screening committee to be trained in EEO/Diversity, Legal Requirements of Title V, Unconscious Bias and Best Practice for Screening Committees. The training is conducted by an external trainer, Laura Schulkind, who has been involved in drafting Title V regulations, and is regarded as an expert in the subject. During this fiscal year, we have offered eight (8) such trainings at our Colleges and District Office. In addition, administrative regulations have been updated to mandate that everyone who serves on a screening committee must complete this training and be retrained on a bi-annual basis. We have 402 employees trained this fiscal year.

Our hiring packets have been updated this year to include a script (Exhibit # 12) for the EEO monitor. This script provides a summary of information from the larger EEO training, reminding screening committee members regarding implicit bias, confidentiality, and maintaining an equitable screening process. This script is read to all screening committees at the first meeting by the designated EEO monitor.

The district has commenced a process to have all employees undertake training in sexual harassment in accordance with AB 1825. This training focuses on identifying, preventing and understanding workplace harassment.

Multiple Method #7

The District maintains membership in ACHRO/EEO, Southern 30 EEDC and ATIXA to keep us current with the new regulations and mandates relating to human resources, equal employment opportunity and Title IX. The consortium adopts and shares best practices in diversity with other colleges/districts. Furthermore, through the consortium the District offers all management employees the opportunity to attend workshops presented by Liebert Cassidy Whitmore, such as on April 17, 2020, the workshop on 'Workplace Bullying' which included discussion around protected classes was offered.

In May 2019, the District hired a District Administrator of Institutional Equity, Compliance and Title IX. One of the responsibilities of this position is offering professional development opportunities and on-going education to our staff and students. Since July 2019 this administrator has offered forty-six (46) training and educational events on various issues, such as consent, sexual violence, micro-aggressions, implicit bias, and has attended multiple department meetings at our colleges.

We had one of our Human Resources Technician attend the 2019 Human Resources Leadership Academy. The Assistant Vice Chancellor of Human Resources attended the 2019 Emerging CHRO's program, conducted by ACHRO. It offered intensive training on various HR related subjects, with a full day session on 'Strategic Employment - Diversity in Community College Environment' (Exhibit #13).

The Vice Chancellor, Assistant Vice Chancellor of Human Resources and District Administrator of Institutional Equity, Compliance and Title IX attended the 2019 ACHRO/EEO Fall Institute. This institute offered a diverse number of trainings and workshops covering many diversity related subjects (Exhibit #14).

During Flex Week at each college/each year, the district offers specific diversity training for faculty and staff. This training includes unconscious bias and EEO best practice in screening committees.

The District currently offers separate programs to classified staff and faculty. Newly hired faculty are placed in a cohort class for the first year called the "Faculty Institute". This institute offers training and workshops on various subjects, which are pertinent to the new faculty such as the Tenure Review process, Safety and Security, Title IX, Risk Management and introduction to the faculty association. (Exhibit #15 consists of a comprehensive list of subjects covered).

For our faculty and our classified staff, we offer professional development workshops at the colleges to encourage career growth and to increase their knowledge, skills and abilities. Classified staff is offered a professional development growth program which offers a maximum of 13 professional growth steps, each worth an additional \$500 on the employee's annual salary.

Each college offers extensive professional development opportunities, including workshops, training, conferences and activities designed to increase knowledge and understanding of cultural competency and diversity. Some examples include: SCC SafeSpace training; Dreamer Ally Training; Suicide Prevention; Denim Day; SacDays: Resources for Undocumented Students; Lunch and Learn: Clothes Line - bring awareness to the issue of violence against women; Supporting and Accommodating Students with Disabilities; "Our Bodies, our minds- theater workshops to help healing from sexual violence.

Please see the attached links:

<https://www.sac.edu/FacultyStaff/professional-development/Pages/calendar.aspx>

Multiple Method #8

The District prepares performance indicators, which involves a longitudinal analysis of the applicants, diversity through the hiring process and successful applicants, this is discussed with the EEO advisory Committee. The information is also included in the Annual Diversity Report (Exhibit #3) and the EEO Fund Expenditure and Performance Reports and Accountability Certificate form (Exhibit #2). This information informs the ongoing efforts to improve the diversity of our applicants, screening pools and employees.

In order to encourage and institutionalize diversity the District has included within its evaluation criteria and procedures. For example, the management evaluation process includes colleague and peer feedback on the employee's performance on a scale of 1-5 of whether the manager "Demonstrates a commitment to the diversity of staff and students."

In our faculty evaluation, the peer and student surveys include the following questions:

- Divergent points of view are noted where appropriate for understanding.
- Promotes positive attitudes of students toward fellow students.

Multiple Method #9

The District currently offers separate grow your own programs to classified staff and faculty. Newly hired faculty are placed in a cohort class for the first year called the "Faculty Institute". This institute offers training and workshops on various subjects, which are pertinent to the new faculty such as the Tenure Review process, Safety and Security, Title IX, Risk Management and introduction to the faculty association. (Exhibit # 15 for a comprehensive list of subjects covered.)

For our faculty and our classified staff, we offer professional development workshops at the colleges to encourage career growth and to increase their knowledge, skills and abilities. Recently, one of our colleges offered, "Employing Equity-Minded and Culturally Affirming Practices in Virtual Learning Spaces." Classified staff is offered a professional development growth program which offers a maximum of 13 professional growth steps, each worth an additional \$500 on the employee's annual salary.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources

To:	Board of Trustees	Date: May 26, 2020
Re:	Rejection of Claim	File # 2007044
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 2007044.