

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

Board of Trustees (Regular meeting)

Monday, May 24, 2021

2323 North Broadway via Zoom

Santa Ana, CA 92706

Pursuant to Governor Newsom's Executive Order N-29-20, dated March 17, 2021, members of the Board of Trustees of the Rancho Santiago Community College District, staff, and the public will participate in the May 24, 2021, 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 Gerard_Debra@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 Gerard_Debra@rsccd.edu. Submissions by email must be received prior to 3:00 p.m. on May 24, 2021. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF MAY 24, 2021**. Please indicate if you are addressing a specific agenda item or are making a "Public Comment." Members of the public who attend the meeting via web browser or telephone who have not submitted comments in advance but wish to address the governing board should listen for instructions provided during the meeting about using the Zoom chat feature or responding audibly when prompted by the Board President. Comments are limited to three minutes per person. The Board President may, at his discretion, limit the total number of speakers addressing a particular subject and/or reduce the minutes allowed per person below three minutes. If a **translator** for the speaker is needed, please contact the executive assistant to the board of trustees at Gerard_Debra@rsccd.edu or leave a message at 714-480-7450, 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 Gerard_Debra@rscsd.edu. Submissions by email must be received prior to 3:00 p.m. on May 24, 2021. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF MAY 24, 2021**. Please indicate if you are addressing a specific agenda item or are making a “Public Comment.” Members of the public who attend the meeting via web browser or telephone who have not submitted comments in advance but wish to address the governing board should listen for instructions provided during the meeting about using the Zoom chat feature or responding audibly when prompted by the Board President. Comments are limited to three minutes per person. The Board President may, at his discretion, limit the total number of speakers addressing a particular subject and/or reduce the minutes allowed per person below three minutes.

1.5 Approval of Minutes – Regular meeting of May 10, 2021 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 2020-2021 Student Trustee

1.8 Presentation on May Revise Budget

1.9 Presentation on Return to Workplace

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from Chancellor

2.2 Reports from College Presidents

2.3 Report from Student Trustee

2.4 Reports from Student Presidents

2.5 Report from Classified Representative

2.6 Reports from Academic Senate Presidents

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

- Board Facilities Committee
- Board Institutional Effectiveness Committee

3.0 **INSTRUCTION**

- *3.1 Approval of Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College (SAC) and Santiago Canyon College (SCC), and Goodwill Industries of Orange County, California Action
The administration recommends approval of the service agreement between RSCCD on behalf of SAC and SCC, and Goodwill Industries of Orange County located in Santa Ana, California, as presented.
- *3.2 Approval of Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and QuickCaption, Inc. Action
The administration recommends approval of the service agreement between RSCCD on behalf of SAC and SCC, and QuickCaption, Inc., as presented.
- *3.3 Approval of Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College, and Accurate Communication Inc. Action
The administration recommends approval of the service agreement between RSCCD on behalf of SAC and SCC, and Accurate Communication Inc. located in Los Angeles, California, as presented.
- *3.4 Approval of Educational Affiliation Agreement with Behavioral Learning Center, Inc. Action
The administration recommends approval of the educational affiliation agreement with Behavioral Learning Center, Inc. located in Valencia, California, as presented.
- *3.5 Approval of Dual Enrollment Memorandum of Understanding (MOU) Agreement between Garden Grove Unified School District and Rancho Santiago Community College District Action
The administration recommends approval of the dual enrollment MOU agreement between Garden Grove Unified School District and RSCCD, as presented.
- *3.6 Approval of Standard Inter-Agency Instructional Services Agreement with Orange County Sheriff's Department Action
The administration recommends approval of the standard inter-agency instructional services agreement with Orange County Sheriff's Department located in Santa Ana, California, as presented.

- *3.7 Approval of Amendment to Original Fiscal Impact Requested for Memorandum of Understanding with California State Fire Marshal’s Office, State Fire Training Action
The administration recommends approval of the amendment to the original fiscal impact requested for the MOU with the California State Fire Marshal’s Office, State Fire Training, as presented.
- *3.8 Approval of Amendment of Memorandum of Understanding between Consulate of Mexico in Santa Ana, California, and Rancho Santiago Community College District on behalf of Santa Ana College for Establishment of “Educational Orientation Window” Strategy Action
The administration recommends approval of the amended amount increase in the MOU between the Consulate of Mexico in Santa Ana, California, and RSCCD on behalf of SAC for the establishment of the “Educational Orientation Window” Strategy as presented.
- *3.9 Approval of Proposed Revisions for 2020–2021 Santa Ana College Catalog Addendum Action
The administration recommends approval of the proposed revisions for the 2020–2021 SAC catalog addendum, as presented.
- *3.10 Approval of Proposed Revisions for the 2022-2023 Santa Ana College Catalog Action
The administration recommends approval of the proposed revisions for the 2022–2023 SAC catalog, as presented.
- *3.11 Approval of Professional Service Agreement with Strategic Kids, LLC Action
The administration recommends approval of the professional service agreement with Strategic Kids, LLC, as presented.
- *3.12 Approval of Memorandum of Understanding with Orange Unified School District Action
The administration recommends approval of the MOU with Orange Unified School District for summer 2021, as presented.
- *3.13 Approval of Practicum Site Agreement with California Baptist University, Doctor of Psychology (PsyD) in Clinical Psychology Program Action
The administration recommends approval of the practicum site agreement with California Baptist University, Doctor of Psychology (PsyD) in the clinical psychology program, as presented.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.

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

- *4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers Action
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from April 27, 2021, to May 10, 2021.
- *4.3 Approval of Public Hearing – 2021-2022 Tentative Budget Action
The administration recommends approval of holding a public hearing on the 2021-2022 Tentative Budget at the meeting on June 21, 2021.
- *4.4 Approval of Amendment to Agreement with PBK Architects, Inc. for Architectural and Engineering Services for Barrier Removal for Nealley Library Restroom Remodel at Santa Ana College Action
The administration recommends approval of the amendment to the agreement with PBK Architects, Inc. for architectural and engineering services for barrier removal for the Nealley Library restroom remodel at SAC as presented.
- *4.5 Approval of Agreement with IDS Group, Inc. for Electrical Engineering Services for Building K Welding Lab Electrical Load Assessment Project at Santa Ana College Action
The administration recommends approval of the agreement with IDS Group, Inc. for electrical engineering services for the Building K welding lab additional electrical load project at SAC as presented.
- 4.6 Adoption of Resolution No. 21-09 for Authorization to Procure Orange Education Center (OEC) Site Remediation Services by Negotiated Contract and Finding of Project Substantial Complexity Action
The administration recommends adoption of Resolution No. 21-09 for authorization to procure OEC site remediation services by negotiated contract and finding of project substantial complexity.
- *4.7 Ratification of Award of Bid #1404 for Americans with Disabilities Act (ADA) and Parking Lot Repairs Project at District Operations Center Action
The administration recommends ratification of the award of Bid #1404 for the ADA and parking lot repairs project at the District Operations Center as presented.
- *4.8 Approval of Agreement with Sandy Pringle and Associates, Inc. for Project Inspection Services for Americans with Disabilities Act and Parking Lot Repairs Project at District Operations Center Action
The administration recommends approval of the agreement with Sandy Pringle and Associates, Inc. for project inspection services for the ADA and parking lot repairs project at the District Operations Center as presented.

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

- *4.9 Approval of Agreement Amendment to Agreement with Hill’s Bros. Lock & Safe, Inc. for Key Hardware Consulting Services District-wide Action
The administration recommends approval of the amendment to the agreement with Hill’s Bros. Lock & Safe, Inc. for key hardware consulting services District-wide as presented.
- *4.10 Approval of Amendment to Agreement with SVA Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide Action
The administration recommends approval of the amendment to the agreement with SVA Architects, Inc. for on-call architectural design services for various projects District-wide as presented.
- *4.11 Approval of Foundation for California Community Colleges (FCCC) Contract 00003998 to Cranium Cafe, LLC dba ConexED Action
The administration recommends approval of the District’s participation in the FCCC Contract 00003998 to Cranium Cafe, LLC dba ConexED and any future renewals, addendums, supplements, modifications and extensions as presented.
- *4.12 Accepting and Awarding of Request for Proposal (RFP) #1393 for Johnson Student Center Café Action
The administration recommends accepting and awarding RFP #1393 for Johnson Student Center Café to FN CO Food Services, a Fresh & Natural Company, and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related agreements on behalf of the District as presented.
- *4.13 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period March 28, 2021, through May 1, 2021.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- CalFresh Outreach (SAC & SCC) \$ 51,268
 - Child Care Access Means Parents in School (CCAMPIS- SAC & SCC) – *Augmentation Year 2* (District Office [DO]) \$ 105,610
 - Child Care Access Means Parent in School (CCAMPIS- SAC & SCC) – Year 3 (DO) \$ 81,975
 - Dream Resource Liaison Support (SAC & SCC) \$ 119,022

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

- *5.1 Approval of Resource Development Items (cont.)
- | | |
|---|-------------|
| - Early Head Start – Emergency Supplemental COVID (Coronavirus Disease) (DO) | \$ 42,136 |
| - Emergency Financial Assistance to Low-Income Students (SAC & SCC) | \$2,020,598 |
| - Retention and Enrollment Outreach (SAC & SCC) | \$ 403,581 |
| - Veteran Resource Center One-Time Funding (SAC & SCC) | \$ 77,917 |
| - Veteran Resource Center Ongoing Funding (SAC & SCC) | \$ 159,089 |
| - Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC) –
<i>Augmentation</i> | \$ 133,898 |
- *5.2 Approval of First Amendment to Sub-Agreement between RSCCD and Stephen A. Wright, LLC for Statewide Director for Information Communications Technology/Digital Media Sector Grant Action
The administration recommends approval of the first amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.3 Approval of Fiscal Agent Services Agreement (#C21-0010) from California Community Colleges Chancellor’s Office Action
The administration recommends approval of the fiscal agent services agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.4 Approval of Professional Services Agreement with Go To Technologies, Inc. for Information Technology (IT) Management and Transition Consulting Services Action
The administration recommends approval of the professional services agreement with Go To Technologies, Inc. for IT management and transition consulting services as presented.
- 5.5 First Reading of Board Policies Information
The following policies are presented for a first reading as an information item:
- Board Policy (BP) 5215 SARS-CoV-2 (Severe Acute Respiratory Syndrome Coronavirus 2) Vaccination Program (NEW) - Students
 - BP 6620 Naming district Properties and Facilities
 - BP 7132 Management Medical/Dental Insurance Benefits
 - BP 7325 SARS-CoV-2 (Severe Acute Respiratory Syndrome Coronavirus 2) Vaccination Program (NEW) - Employees
- 5.6 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. Public Employment (pursuant to Government Code Section 54957[b][1])

- a. Full-time Faculty
- b. Part-time Faculty
- c. Management Staff
- d. Classified Staff
- e. Student Workers
- f. Professional Experts
- g. Educational and Classified Administrator Appointments
 - (1) Interim Public Information Officer
 - (2) Interim District Administrator for Institutional Equity, Compliance & Title IX

2. Conference with Legal Counsel: Existing Litigation (pursuant to Government Code Section 54956.9[a])

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

Alfonso Roman v. Rancho Santiago Community College District, Orange County Superior Court Case No. 30-2021-01196907-CU-OE-CJC

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

Agency Negotiator: Alistair Winter, Assistant 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. Public Employee Performance Evaluation (Gov. Code section 54957[b][1])

- a. Chancellor Marvin Martinez, annual review

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

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6.0 HUMAN RESOURCES

6.1 Management/Academic Personnel Action

- Approval of Revised Job Descriptions
- Approval of Adjusted Position Designations
- Approval of Interim Appointments/Assignments
- Approval of Extensions of Interim Assignment
- Ratification of Resignations/Retirements
- Approval of Adjusted Effective Dates of Resignation/Retirement
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-Paid Instructors of Record
- Approval of Non-Paid Internships and Agreements

6.2 Classified Personnel Action

- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Changes in Position/Location
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Short Term Assignments
- Approval of Additional Hours for Ongoing Assignment
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Approval of RSCCD Equal Employment Opportunity Plan 2021-2024 Action

The administration recommends approval of the RSCCD Equal Employment Opportunity Plan 2021-2024 and authorization for its transmission to the State Chancellor’s Office.

6.4 Approval of RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2020-2021 Action

The administration recommends approval of the RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2020-2021 and authorization for its transmission to the State Chancellor's Office.

6.5 Approval of Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and Rancho Santiago Community College District Continuing Education Faculty Association (CEFA) Action

It is recommended that the board approve the collective bargaining agreement between RSCCD and the RSCCD CEFA for the period of July 1, 2021, through June 30, 2024.

6.6 Approval of Public Disclosure of Collective Bargaining Agreement between Rancho Santiago Community College District and CSEA Chapter 888 (Child Development Teachers) Action

It is recommended that the board approve the collective bargaining agreement between RSCCD and CSEA Chapter 888 for the period of July 1, 2018 through June 30, 2021.

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on June 21, 2021.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
via Zoom
2323 North Broadway,
Santa Ana, CA 92706**

Monday, May 10, 2021

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The Zoom meeting was called to order at 4:34 p.m. by Mr. Phil Yarbrough via video/teleconference. Other members present were Dr. Tina Arias Miller, Mr. David Crockett, Mr. John Hanna, Mr. Larry Labrado, Mr. Sal Tinajero, and Mr. Mariano Cuellar participated via video/teleconference (Zoom) pursuant to Governor Newsom's Executive Order N-29-20. Mr. Zeke Hernandez arrived at the time noted.

Administrators present during the regular meeting via video/teleconference (Zoom) were Dr. Bart Hoffman, Ms. Tracie Green, Mr. Marvin Martinez, Mr. Adam O'Connor, Mr. Enrique Perez, Mr. Jose Vargas, and Mr. Alistair Winter. 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. Yarbrough, President, RSCCD Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Labrado and seconded by Dr. Arias Miller to approve a revised page (page 6) for Item 6.4 (Management/Academic Personnel) and a revised page (page 3) for Item 6.5 (Classified Personnel). The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar's advisory vote was aye.

1.4 Public Comment

Mr. Morrie Barembaum spoke regarding Item 6.4 (Management/Academic Personnel) which included a new job description for Chief Communications Officer; and board policy proposals on recruitment and hiring, and mandatory vaccinations not having gone through the shared governance process.

1.5 Approval of Minutes

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the minutes of the regular meeting held April 26, 2021. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller 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 – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

3.1 Approval of Affiliation Agreement with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc.

The board approved the affiliation agreement with Casa Colina Hospital and Centers for Healthcare and Casa Colina Centers for Rehabilitation, Inc. located in Pomona, California, as presented.

3.2 Approval of Education Affiliation Agreement with Western Governors University

The board approved the education affiliation agreement with Western Governors University located in Salt Lake City, Utah, as presented.

3.3 Approval of Standard Clinical Affiliation Agreement with Boys and Girls Clubs of Central Orange Coast

The board approved the standard clinical affiliation agreement with Boys and Girls Clubs of Central Orange Coast located in Irvine, California, as presented.

3.4 Approval of Angel Baseball Location Agreement with Angel Stadium of Anaheim to Hold Santiago Canyon College (SCC) Commencement Ceremony at Angel Stadium of Anaheim on June 14, 2021

The board approved the Angel Baseball location agreement with Angel Stadium of Anaheim to hold SCC commencement ceremony at Angel Stadium of Anaheim on June 14, 2021 as presented.

3.5 Approval of Professional Services Agreement with Univision Communications, Inc.

The board approved the professional services agreement with Univision Communications, Inc. located in Los Angeles, California, as presented.

3.6 Approval of Speaker Agreement with eLumen for Spring 2021

The board approved the speaker agreement with eLumen for Spring 2021, as presented.

1.6 Approval of Consent Calendar (cont.)

3.7 Approval of Professional Services Agreement with Link-Systems International, Inc.

The board approved the professional services agreement with Link-Systems International, Inc., as presented.

3.8 Approval of Professional Services Agreement with Ting-Pi Joyce Carrigan, Ed.D.

The board approved the professional services agreement with Ting-Pi Joyce Carrigan, Ed.D. located in Orange County, California, as presented.

3.9 Approval of Professional Services Agreement with RX Research Services Incorporated

The board approved the professional services agreement with RX Research Services Incorporated located in Glendale, California, as presented.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of Budget Increases/Decreases and Budget Transfers

The board approved budget increases/decreases, and budget transfers from April 6, 2021, to April 26, 2021.

4.3 Approval of Amendment to Agreement with HPI Architecture for Architectural Design Services for New Johnston Student Center Project at Santa Ana College (SAC)

The board approved the amendment to the agreement with HPI Architecture for architectural design services for the new Johnson Student Center project at SAC as presented.

4.4 Approval of Agreement with BPI Inspection Service for Project Inspection Services for Information Technology Services (ITS) Copper Wire Project at Santa Ana College

The board approved the agreement with BPI Inspection Service for project inspection services for the ITS copper wire project at SAC as presented.

4.5 Award of Bid #1402 for Information Technology Services Copper Wire Project at Santa Ana College

The board awarded Bid #1402 to Amtek Construction for the ITS copper wire project at SAC as presented.

4.6 Approval of Amendment to Agreement with PBK Architects, Inc. for Architectural Services for Barrier Removal for East Broadmoor Trail Repairs at Santiago Canyon College

The board approved the amendment to the agreement with PBK Architects, Inc. for architectural services for barrier removal for the East Broadmoor trail repairs at SCC as presented.

1.6 Approval of Consent Calendar (cont.)

4.7 Rejection of All Bids for Bid #1401 for Orange Education Center (OEC) Site Remediation at 1465 North Batavia Street, Orange, California 92867

The board rejected all bids for Bid #1401 for the OEC site remediation at 1465 North Batavia Street, Orange, California 92867 as presented.

4.8 Approval of Amendment to Agreement with LSA Associates, Inc. for On-Call Traffic Management and California Environmental Quality Act (CEQA) Consulting Services

The board approved the amendment to the agreement with LSA Associates, Inc. for on-call traffic management and CEQA consulting services as presented

4.9 Approval of Amendment to Agreement with MHP, Inc. for On-Call Structural Engineering Services for Various Facility Improvement Projects District-wide

The board approved the amendment to the agreement with MHP, Inc. for on-call structural engineering services for various facility improvement projects district-wide as presented.

4.10 Approval of Agreement with IDS Group, Inc. for Constructability Review Services for Access Control Pilot Projects at Santa Ana College, Santiago Canyon College and Digital Media Center (DMC)

The board approved the agreement with IDS Group, Inc. for constructability review services for the access control pilot projects at SAC, SCC, and DMC as presented.

4.11 Approval of Agreement with Cordoba Corporation for District-wide Americans with Disabilities Act (ADA) Project Management and Planning Consultant Services for Various Sites

The board approved the agreement with Cordoba Corporation for district-wide ADA project management and planning consultant services for various sites as presented.

4.12 Approval of Agreement with Marx|Okubo Associates, Inc. for District-wide Certified Access Specialist (CASp) Project Management and Planning Consultant Services for Various Sites

The board approved the agreement with Marx|Okubo Architects, Inc. for district-wide CASp project management and planning consultant services for various sites as presented.

5.1 Approval of Professional Services Agreement with BrandIQ

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

1.6 Approval of Consent Calendar (cont.)

5.2 Approval of BoardDocs Services Agreement Subscription with Diligent Corporation

The board approved the BoardDocs services agreement subscription with Diligent Corporation as presented.

1.7 Adoption of Resolution No. 21-07 in Honor of Classified School Employee Week – May 16-22, 2021

It was moved by Dr. Arias Miller and seconded by Mr. Crockett to adopt Resolution No. 21-07. On behalf of the board, Mr. Yarbrough commended the classified staff for their hard work. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough. Student Trustee Cuellar’s advisory vote was aye.

1.8 Presentation on Plan to Implement BoardDocs

Mr. Jesse Gonzalez, Assistant Vice Chancellor, Information Technology Services, RSCCD; and Ms. Kristin Forsberg, Sales Advisor, Diligent Corporation; provided a presentation on the plan for RSCCD to implement BoardDocs. Board members received clarification on the data related to the presentation from Mr. Gonzalez and Ms. Forsberg.

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. Bart Hoffman, Vice President, Santa Ana College
Mr. Jose Vargas, Interim President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Cuellar 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:

Ms. Monica Renteria, Student President, Santa Ana College
Mr. Jordan Ner, Inter-Club Council President, Santiago Canyon College

2.5 Report from Classified Representative

Mr. Martin Olivera, Administrative Clerk, Santa Ana College, provided a report to the board on behalf of the classified staff.

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Craig Rutan, Academic Senate President, Santiago Canyon College
Mr. Roy Shahbazian, Academic Senate President, Santa Ana College

2.7 Reports from Board Committee Chairpersons and Representatives of the Board

Mr. Hanna provided a report on the May 3, 2021, Board Facilities Committee meeting.

Mr. Labrado provided a report on the April 29, 2021, Board Legislative Committee meeting.

Mr. Hernandez arrived at this time.

2.7 Reports from Board Committee Chairpersons and Representatives of the Board (cont.)

Dr. Arias Miller provided a report on the May 7, 2021, Board Policy Committee meeting.

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 and 5.2 were approved as part of Item 1.6 (Consent Calendar).

5.3 Approval of Board Legislative Committee Recommendations

It was moved by Dr. Arias Miller and seconded by Mr. Tinajero to approve the Board Legislative Committee's recommendations on legislative bills. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough; and a vote of abstention from Mr. Hernandez. Student Trustee Cuellar's advisory vote was aye.

5.4 Board Member Comments

Mr. Crockett thanked staff for the responses to the questions he asked on agenda items, and asked that the answers to the questions he asked be attached to the minutes.

Mr. Hanna, Mr. Cuellar and Mr. Yarbrough welcomed Dr. Pamela Ralston as the new SCC President. Mr. Hanna encouraged Dr. Ralston to be active in the community and reported that his daughter is planning on attending SCC and playing soccer in the fall.

Mr. Hanna and Mr. Yarbrough commended Dr. Arias Miller on her leadership as the chairperson of the Board Policy Committee on May 7, 2021, since there were many differences of opinion expressed at the meeting.

Mr. Hanna indicated that he is hopeful that SAC will offer a debate program similar to SCC's Model United Nations (MUN) program. He stated that SCC's MUN program was exceptional and SAC's El Don newspaper is very competitive and both programs have received numerous awards.

Mr. Yarbrough indicated that as board president he is willing to call a special board meeting to discuss and possibly take action on mandatory vaccines for RSCCD students and staff.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:17 p.m. to consider the following items:

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

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

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

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

Mr. Cuellar left the meeting at this time.

RECONVENE

The board reconvened at 8:10 p.m.

Closed Session Report

Mr. Crockett reported the board discussed public employment, existing litigation and labor negotiations; and the board took no action during closed session.

Public Comment

There were no public comments.

6.0 HUMAN RESOURCES

6.1 Approval of 2021-2022 Cabinet Permanent Annual Salary Schedule

Mr. Martinez recommended to the board an increase to the Cabinet permanent annual salary schedule as presented on the docket. It was moved by Mr. Crockett and seconded by Mr. Tinajero to approve the 2021-22 Cabinet permanent annual salary schedule. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.2 Approval of 2021-2022 Management Permanent Annual Salary Schedule

Mr. Martinez recommended to the board to increase the Management permanent annual salary schedule as presented on the docket. It was moved by Dr. Arias Miller and seconded by Mr. Tinajero to approve the 2021-22 Management permanent annual salary schedule. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.3 Approval of Appointment/Employment Agreement: SCC President

Mr. Yarbrough indicated this item is to approve the appointment and employment contract for Dr. Pamela Ralston as President of Santiago Canyon College and to discuss the terms of the employment contract per Government Code 54953(c)(3) prior to taking final action on the salary and fringe benefits of the employment contract:

1. The proposed salary for Pamela Ralston as the new President of Santiago Canyon College is \$257,388.81 for the academic year with a start date of August 2, 2021.
2. Health and welfare benefits shall be the same as that currently provided to all District administrators.
3. Fringe benefits will include a onetime up to \$10,000 moving allowance.
4. Cell phone to be paid for by the District.
5. The District will contribute \$605 per month to a tax-sheltered annuity.

6.3 Approval of Appointment/Employment Agreement: SCC President (cont.)

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the appointment/employment agreement for the SCC President. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.4 Management/Academic Personnel

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

- Approve New Job Descriptions
- Approve Interim Assignments/Second Amendments to Employment Agreement
- Ratify Resignations/Retirements
- Approve Leaves of Absence
- Approve 2020-2021 Contract Extension Days
- Approve 2020-2021 Additional Contract Extension Days
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-paid Intern Service Forms and Agreements

6.5 Classified Personnel

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

- Approve Professional Growth Increments
- Approve Changes in Position
- Approve Out of Class Assignments
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.6 Approval of First Amendment to Professional Services Agreement between Rancho Santiago Community College District and Grand River Solutions, Incorporated

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to approve the first amendment to the professional services agreement between RSCCD and Grand River Solutions, Incorporated, as presented. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.7 Adoption of Resolution No. 21-08 Authorizing Payment to Trustee Absent from Board Meetings

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to authorize payment to Mariano A. Cuellar for his absence from the April 26, 2021, board meeting due to a family emergency. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

6.8 Authorization for Board Travel/Conferences

It was moved by Mr. Tinajero and seconded by Dr. Arias Miller to authorize the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Dr. Arias Miller, Mr. Crockett, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Mr. Tinajero, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on May 24, 2021.

There being no further business, Mr. Yarbrough declared the meeting adjourned at 8:16 p.m.

Respectfully submitted,

Marvin Martinez, Chancellor

Approved: _____
Clerk of the Board

Minutes approved: May 24, 2021

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the President – Santiago Canyon College

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

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Jose F. Vargas, Interim President
Subject: Response to Board Requests

From Trustee David Crockett

Item #3.9: Approval of Professional Services Agreement with RX Research Services Inc.

Question: 3.9 Did we explore cost and benefits from a membership directly with asq. org?

Answer: Yes, we did explore cost and benefits from a membership directly with asq. org. However, at this point, it is not required and is a separate issue. Our first priority is to get the students ready to prepare and sit for the exam. The exam has a cost to students whether or not they are American Society for Quality members. The Foundation Director regularly prepares students and then can help those who pass the exam. The main goal associated with this request is the preparation of the students to become qualified for the exam.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

*Office of the Vice Chancellor – Educational Services
Providing Oversight to Human Resources*

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Enrique Perez, J.D., Vice Chancellor
Subject: Response to Board Requests

From Trustee David Crockett

4.2(3) Please provide details of the Director of Special Programs.

4.2 Approval of Budget Increases/Decreases and Budget Transfers Action

The administration recommends approval of budget increases/decreases, and budget transfers from April 6, 2021, to April 26, 2021.

The Director of Special Programs is a job title that we use for certain programs in the district, especially some of our categorical / grant programs. In this case, the budget transfer is to move monies into the appropriate account to pay for the salary and benefits of the Small Business Development Center (SBDC) program's director who is currently a short-term employee. The SBDC is a grant from the U.S. Small Business Administration. The transferred funds are not from our general fund. The funds are being transferred from our community cash match which are part of our grant funds.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor – Educational Services

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Enrique Perez, J.D., Vice Chancellor
Subject: Response to Board Requests

From Trustee David Crockett

5.1 Cost and vendor used for the facilitating and planning 2016-2017 innovation hub? RFP? Source of professional agreement?

- 5.1 Approval of Professional Services Agreement with BrandIQ**
The administration recommends approval of the professional services agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related agreement on behalf of the district.

Cost and vendor used for the facilitating and planning 2016-2017 innovation hub? RFP?

The RSCCD is the fiscal agent for the Los Angeles / Orange County Region's Strong Workforce Program (SWP) Regional Funds. Cost allocations are determined by a CEO Executive Committee that is composed of Chancellors/President-Superintendents in the region. Their decisions are based on deliverables for SWP funds required by the state Chancellor's Office. Through its own process the state Chancellor's Office selects which vendors the Los Angeles / Orange County region will work with on certain projects. The state Chancellor's Office selected BrandIQ as the vendor for this project. As the Fiscal Agent, RSCCD is responsible for the overall fiscal and programmatic management and implementation of the SWP regional investments. Once the CEO Committee determines the amount of the allocation to this vendor, RSCCD's role is to simply put together the agreement to ensure implementation.

Source of professional agreement?

All fund sources for this professional agreement are from SWP grant funds. No RSCCD general funds are utilized.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor – Educational Services
Providing Oversight to Human Resources

Date: May 10, 2021
To: Marvin Martinez, Chancellor
From: Enrique Perez, J.D., Vice Chancellor
Subject: Response to Board Requests

From Trustee David Crockett

6.6 Considering our 4K employees I would hope there is Title IX expertise. Did we search internally?
I also don't understand the sequence of hires. Once the HR lead is hired they should have input regarding the position.

6.6 Approval of First Amendment to Professional Services Agreement between Rancho Santiago Community College District and Grand River Solutions, Incorporated

The administration recommends approval of the first amendment to the professional services agreement between RSCCD and Grand River Solutions, Incorporated, as presented.

On February 27, 2021, the District's Administrator for Institutional Equity, Compliance and Title IX informed the district that her last day at RSCCD would be May 11, 2021. Upon receiving this information, the district began discussions with the colleges on how to best provide the necessary support districtwide for Title IX and Civil Rights matters until a new District Administrator for Institutional Equity, Compliance and Title IX is hired.

Each college has a Deputy Title IX Coordinator that focuses primarily on student cases. The District Administrator for Institutional Equity, Compliance and Title IX at the district office focused primarily on employee cases. After discussions with both colleges regarding employee and student caseloads it was determined that one of the Deputy Title IX Coordinators could backfill for some of the work performed by the District Administrator for Institutional Equity, Compliance and Title IX. However, in order to effectively do so, the Deputy Title IX Coordinator would need support for case management, guidance, and drafting for both employee and student cases. The agreement with Grand River Solutions, Inc. provides for this needed support.

We anticipate that once the new Vice Chancellor of Human Resources is hired, the district will initiate a search for a new District Administrator for Institutional Equity, Compliance and Title IX. In the meantime, this agreement allows the district to provide the support needed and ensure compliance.

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and Goodwill Industries of Orange County, California	
Action:	Request for Approval	

BACKGROUND

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act require community colleges to provide access to programs offered to all students. Often because of their physical limitations, students who are deaf and hard of hearing (“DHH”) cannot participate in their classes without the services of a sign language interpreter. The Rancho Santiago Community College District (“District”) employs short term, hourly professional experts as sign language interpreters to provide this highly specialized service. The District currently holds contracts, which is necessary to meet the District’s legal obligation to provide reasonable accommodations to its eligible students, staff and faculty.

ANALYSIS

Current contracts with service providers will expire June 30, 2021. Quotes were solicited with nine (9) companies for services, of which, six (6) responded to our request. After a thorough evaluation of pricing, service deliverables and qualifications, the top three (3) proposers were chosen. This information provides reasonable accommodations for District, Santa Ana College ("SAC") and Santiago Canyon College ("SCC").

This Service Agreement is funded by the Colleges' (SAC and SCC) Contracted Services budget and will yield appropriately qualified interpreters on an as-needed basis.

RECOMMENDATION

It is recommended the Board of Trustees approve the Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and Goodwill Industries of Orange County, located in Santa Ana, California, as presented.

Fiscal Impact:	Up to \$95,000 per academic year	Board Date: May 24, 2021
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Veronica Oforlea, Ed.D., Associate Dean, Disabled Students and Program	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez Chancellor, RSCCD	

Goodwill Industries of Orange County, California **Service Agreement**

THIS SERVICE AGREEMENT dated this 1st day of July 2021.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE
(The "Customer")

-AND-

Goodwill Industries of Orange County, California
410 North Fairview Street
Santa Ana, CA 92703
(The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.
- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of American Sign Language interpreting for the Deaf and Hard of Hearing, and such other services as the Customer and the Service Provider may agree upon from time to time (other styles of sign language, i.e., CASE, PSE), and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect beginning July 1, 2021 until June 30, 2022 with the said term being capable of extension by mutual agreement of the parties.

Performance

Service Provider will provide sign language interpretation services to deaf persons in a variety of settings and on campus as requested by Customer and adhere to the terms of this Agreement.

Compensation

For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of \$75.00/hour with a two-hour minimum per interpreter for services in-person, Monday through Friday between the hours of 8 am and 5 pm. The Customer shall pay the Service Provider the total amount of \$75.00/hour with a two-hour minimum per interpreter for services for remote classes, Monday through Friday between the hours of 8 am and 5 pm. The need for two interpreters will be determined at the time of customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be billed in half hour increments. Any assignment outside the weekly and hourly rates will be billed at \$85/hour with a two-hour minimum. The amount of the contract is estimated at \$95,000 per fiscal year.

Any assignment over the two-hour minimum will be billed in half hour increments unless the Service Provider interpreter is late/late than the threshold of 2 hours, then will be billed for arrival time and not the 2-hour minimum.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination 30 days prior written notice by either party shall be sufficient to stop further performance of services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner.

Notices shall be sent to the RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Santa Ana College DSPS Office attention Deaf and Hard of Hearing Services office. The DSPS/DHH Senior Interpreter will provide copies to our on-campus partners, SCC DSPS and the Humanities and Social Sciences Division/ASL Department, etc.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement

Additional Clauses

Customer will strive to request interpreters from the Service Provider with seventy-two hours or more notice to ensure interpreters can be booked. This, however, does not guarantee an interpreter will be booked. **All cancellations made by Customer must be made to the Service Provider with forty-eight hours or more notice.** Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a student fail to attend an assignment in which an interpreter was requested. Customer may reassign a Service Provider interpreter dispatched for an assignment and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where an interpreter working for the Service Provider fails to “show up” for an assignment or refuses to be dispatched to an alternate assignment.

Extra time outside of requested assignment time needs to be “pre-approved” by Customer requesting entity. It will not be approved for a team of interpreters to both stay and bill for the extra time.

Service Provider interpreters shall wait the following time if no notification is given for an assignment where the student fails to show:

- 1 hour and 25-minute class, wait time = 20 minutes
- 2 hour and five-minute class, wait time = 30 minutes
- 3 hours or more class, wait time = 1 hour

Services Provider’s interpreters shall communicate immediately to Service Provider after waiting allotted time to notify of the no-show.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker’s compensation.

The Service Provider recognizes Customer’s need for using only the most qualified interpreters in the delivery of said service and will utilize interpreters who possess a certification recognized and/or conferred by RID/NAD first and foremost. Service Provider will work cooperatively with Customer when determining if an interpreter is qualified for a particular class. All Service Provider contracted interpreters adhere to the Professional Code of Conduct set forth by RID.

Should an interpreter begin assignment and realize they are not qualified; the interpreter will be removed immediately and replaced expeditiously. At any time should customer deem any interpreter sent by Service Provider as non-qualified for an assignment, Customer shall notify Service Provider immediately and request a substitution.

Mutual Indemnification Clause

Both parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers.

The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

Insurance Coverage Requirements

Each party to this agreement shall purchase and maintain throughout the term of this Agreement the required insurance coverage set forth below. Service Provider is required to provide to Customer properly executed Certificate(s) of Insurance and additional insured endorsements prior to the commencement of service:

- a. General Liability Insurance with limits of not less than the following:

General Aggregate:	\$ 2 million
Products/Completed Operations Aggregate:	\$ 1 million
Personal and Advertising Injury:	\$ 1 million
Each Occurrence:	\$ 1 million

- b. Automobile Liability Insurance with a limit liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned," "hired," and "non-owned" vehicles, or coverage for "any auto."
- c. Workers' Compensation and Employers' Liability insurance providing workers' compensation benefits, as required by the Labor Code of the State of California.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$ 1 million
Disease – Policy Limit:	\$ 1 million
Disease – Each Employee	\$ 1 million

REQUIRED ENDORSEMENTS BY SERVICE PROVIDER

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the COI:

An Additional Insured endorsement naming the Rancho Santiago Community College District, its officers, officials, employees, and agents as Additional Insureds.

All insurance policies required by this Agreement shall waive all rights of subrogation against the Rancho Santiago Community College District, officials, officers, agents and employees when acting within the scope of their appointment or employment. The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the Rancho Santiago Community College District, officials, officers, agents and employees.

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

**Service Provider: Goodwill Industries
Of Orange County, California**

**Customer: Rancho Santiago Community
College District**

(Signature)

(Signature)

Nicole Suydam
President and CEO– Goodwill Industries of
Orange County, California

Adam M. O’Connor
Interim Vice Chancellor
Business Operations/Fiscal Services

(Tax ID Number)

(Date Signed)

(Date Signed)

(Board Approval Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Student Services

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and QuickCaption, Inc.	
Action:	Request for Approval	

BACKGROUND

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act require community colleges to provide access to programs offered to all students. Often because of their physical limitations, students who are deaf and hard of hearing (“DHH”) cannot participate in their classes without the services of a sign language interpreter/captionist. The Rancho Santiago Community College District (“District”) employs short term, hourly professional experts as sign language interpreters to provide this highly specialized service. The District currently holds contracts, to meet the District’s legal obligation to provide reasonable accommodations to its eligible students, staff and faculty.

ANALYSIS

Current contracts with service providers will expire June 30, 2021. The District currently holds a contract with [QuickCaption, Inc.](#) Quotes were solicited from nine (9) companies for service, of which, six (6) responded to our request. After a thorough evaluation of pricing, service deliverables and qualifications the top three (3) proposers were selected. This information provides reasonable accommodations for the District, Santa Ana College ("SAC") and Santiago Canyon College ("SCC").

This Service Agreement will be funded through the Colleges' (SAC and SCC) Contracted Service budget and will yield appropriately qualified captionists/interpreters on an as-needed basis.

RECOMMENDATION

It is recommended the Board of Trustees approve the Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and QuickCaption, Inc., as presented.

Fiscal Impact:	Up to \$95,000 per academic year	Board Date: May 24, 2021
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Veronica Oforlea, Ed.D., Associate Dean, Disabled Students and Program	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

QuickCaption, Inc., Service Agreement

THIS SERVICE AGREEMENT dated this 1st day of July, 2021.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE
(The "Customer")

-AND-

QuickCaption, Inc.
4927 Arlington Avenue, Riverside, CA 92504
(The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.
- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of on-site real time captioning and American Sign Language interpreting for deaf and hard of hearing individuals and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect beginning July 1, 2021 until June 30, 2022 with the said term being capable of extension by mutual agreement of the parties.

Performance

Service Provider will provide on-site real time captioning services and interpreting services in the classroom (or remote) and on campus as requested by Customer and adhere to the terms of this Agreement.

Compensation

For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of \$75.00/hour with a two-hour minimum per captionist for services in-person, Monday through Friday between the hours of 7am and 5 pm. The Customer shall pay the Service Provider the total amount of \$72.00/hour with a two-hour minimum per captionist for services for remote captioning, Monday through Friday between the hours of 7am and 5 pm. The need for two captionists will be determined at the time of customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be billed in half hour increments. Any assignment outside the weekly and hourly rates will be billed an additional 10%. The amount of the contract is estimated at \$50,000 per fiscal year.

The Customer shall pay the Service Provider the total amount of \$78.00/hour with a two-hour minimum per interpreter for services in-person, Monday through Friday between the hours of 7 am and 5 pm. The Customer shall pay the Service Provider the total amount of \$74.00/hour with a two-hour minimum per interpreter for services for remote classes, Monday through Friday between the hours of 7 am and 5 pm. The need for two interpreters will be determined at the time of customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be billed in half hour increments. Any assignment outside the weekly and hourly rates will be billed an additional 10%. The amount of the contract is estimated at \$45,000 per fiscal year.

Cancellation of an assignment by the Customer received by the Service Provider a minimum of forty-eight-hour business days will not be charged.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination. 30 days prior written notice by either party shall be sufficient to stop further performance of

services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner.

Notices shall be sent to RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Deaf and Hard of Hearing Services office at SAC. The DSPS/DHH Senior Interpreter will provide copies to our on-campus partners, SCC DSPS and the Humanities and Social Sciences Division/ASL Department, etc.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Additional Clauses

Customer will strive to request captionists from the Service Provider with seventy-two hours or more notice to ensure captionists can be booked. This, however, does not guarantee a captionist will be booked. All cancellations made by Customer must be called in to the Service Provider with forty-eight hours or more notice. Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a consumer fail to attend a class in which a captionist was requested. Customer may reassign a Service Provider captionist dispatched for a similar class and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where a captionist working for the Service Provider fails to "show up" for an assignment.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker's compensation.

The Service Provider recognizes Customer's need for using only the most qualified captionists in the delivery of said service and will utilize captionists with the ability to capture up to 250 words per minute and who hold at least one of the following professional certifications: CART, CSR, RPR, or CRR first and foremost. Service Provider will work cooperatively with Customer when determining if a captionist is qualified for a particular class. Should a captionist begin a class and realize they are not qualified; the captionist will be removed immediately and replaced expeditiously. At any time should customer deem any captionist sent by Service Provider as non-qualified for a class or other assignment on campus, Customer shall notify Service Provider immediately and request a substitution.

Service Provider (individual captionists) shall provide stenograph machine, captioning software, laptop, and maintain extra batteries, extension cords and other items necessary to maintain services for class assigned, arrive 10 minutes prior to class and provide, at no additional charge, an edited copy of real-time notes via e-mail within 48 hours of completion of assignment.

Customer will strive to request interpreters from the Service Provider with seventy-two hours or more notice to ensure interpreters can be booked. This, however, does not guarantee an interpreter will be booked. **All cancellations made by Customer must be made to the Service Provider with forty-eight hours business day or more notice.** Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a student fail to attend an assignment in which an interpreter was requested. Customer may reassign a Service Provider interpreter dispatched for an assignment and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where an interpreter working for the Service Provider fails to “show up” for an assignment or refuses to be dispatched to an alternate assignment.

Extra time outside of requested assignment time needs to be “pre-approved” by Customer requesting entity. It will not be approved for a team of interpreters to both stay and bill for the extra time.

Service Provider interpreters shall wait the following time if no notification is given for an assignment where the student fails to show:

- 1 hour and 25-minute class, wait time = 20 minutes
- 2 hour and five-minute class, wait time = 30 minutes
- 3 hours or more class, wait time = 1 hour

Services Provider’s interpreters shall communicate immediately to Service Provider after waiting allotted time to notify of the no-show.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker’s compensation.

The Service Provider recognizes Customer’s need for using only the most qualified interpreters in the delivery of said service and will utilize interpreters who possess a certification recognized and/or conferred by RID/NAD first and foremost. Service Provider will work cooperatively with Customer when determining if an interpreter is qualified for a particular class. All Service Provider contracted interpreters adhere to the Professional Code of Conduct set forth by RID.

Should an interpreter begin assignment and realize they are not qualified; the interpreter will be removed immediately and replaced expeditiously. At any time should customer deem any interpreter sent by Service Provider as non-qualified for an assignment, Customer shall notify Service Provider immediately and request a substitution.

Mutual Indemnification Clause

Both parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and SAC-21-030

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 nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

Insurance Coverage Requirements

Each party to this agreement shall purchase and maintain throughout the term of this Agreement the required insurance coverage set forth below. Service Provider is required to provide to Customer properly executed Certificate(s) of Insurance and additional insured endorsements prior to the commencement of service:

- a. General Liability Insurance with limits of not less than the following:

General Aggregate:	\$ 2 million
Products/Completed Operations Aggregate:	\$ 1 million
Personal and Advertising Injury:	\$ 1 million
Each Occurrence:	\$ 1 million

- b. Automobile Liability Insurance with a limit liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned," "hired," and "non-owned" vehicles, or coverage for "any auto."
- c. Workers' Compensation and Employers' Liability insurance providing workers' compensation benefits, as required by the Labor Code of the State of California.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$ 1 million
Disease – Policy Limit:	\$ 1 million
Disease – Each Employee	\$ 1 million

REQUIRED ENDORSEMENTS BY SERVICE PROVIDER

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the COI:

An Additional Insured endorsement naming the Rancho Santiago Community College District, its officers, officials, employees, and agents as Additional Insureds.

All insurance policies required by this Agreement shall waive all rights of subrogation against the Rancho Santiago Community College District, officials, officers, agents and employees when acting within the scope of their appointment or employment.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the Rancho Santiago Community College District, officials, officers, agents and employees.

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

Service Provider: QuickCaption, Inc.

Customer: Rancho Santiago Community College District

(Signature)

(Signature)

(Name & Title) Antha Ward
President – QuickCaption, Inc.

(Name & Title) Adam M. O'Connor
Interim Vice Chancellor
Business Operations/Fiscal Services

(Tax ID Number)

(Date Signed)

(Date Signed)

(Board Approval Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Student Services

To: Board of Trustees	Date: May 24, 2021
Re: Approval of Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and Accurate Communication Inc.	
Action: Request for Approval	

BACKGROUND

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act require community colleges to provide access to programs offered to all students. Often because of their physical limitations, students who are deaf and hard of hearing (“DHH”) cannot participate in their classes without the services of a sign language interpreter. The Rancho Santiago Community College District (“District”) employs short term, hourly professional experts as sign language interpreters to provide this highly specialized service. The District currently holds contracts, which are necessary to meet the District’s legal obligation to provide reasonable accommodations to its eligible students, staff and faculty.

ANALYSIS

Current contracts with service providers will expire June 30, 2021. Quotes were solicited from nine (9) companies for services, of which, six (6) responded to our request. After a thorough evaluation of pricing, service deliverables and qualifications, the top three (3) proposers were selected. This information provides reasonable accommodations for the District, Santa Ana College ("SAC") and Santiago Canyon College ("SCC").

This Service Agreement will be funded through the Colleges' (SAC and SCC) Contracted Services Budget and will yield appropriately qualified interpreters on an as-needed basis.

RECOMMENDATION

It is recommended the Board of Trustees approve the Service Agreement between Rancho Santiago Community College District on behalf of Santa Ana College and Santiago Canyon College and Accurate Communication Inc., located in Los Angeles, California, as presented.

Fiscal Impact:	Up to \$95,000 per academic year	Board Date: May 24, 2021
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Veronica Oforlea, Ed.D., Associate Dean, Disabled Students and Program	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

Accurate Communication, Inc.
Service Agreement

THIS SERVICE AGREEMENT dated this 1st day of July 2021.

BETWEEN:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of
 SANTA ANA COLLEGE AND SANTIAGO CANYON COLLEGE
 (The "Customer")

-AND-

Accurate Communication Inc.
555 West 5th Street, 35th Floor
Los Angeles, CA 90013
 (The "Service Provider")

BACKGROUND:

- A. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services in connection with the business of the Customer.
- B. The Service Provider is agreeable to providing services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF THE MATTERS DESCRIBED ABOVE AND OF THE MUTUAL BENEFITS AND OBLIGATIONS SET FORTH IN THE Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement

The Customer hereby agrees to engage the Service Provider to provide the Customer with services consisting of American Sign Language interpreting for the Deaf and Hard of Hearing, and such other services as the Customer and the Service Provider may agree upon from time to time (other styles of sign language, i.e., CASE, PSE), and the Service Provider hereby agrees to provide the services to the Customer.

Term of Agreement

The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect beginning July 1, 2021 until June 30, 2022 with the said term being capable of extension by mutual agreement of the parties.

Performance

Service Provider will provide sign language interpretation services to deaf persons in a variety of settings and on campus as requested by Customer and adhere to the terms of this Agreement.

Compensation

For the services provided by the service provider under this Agreement, the Customer will pay to the service provider compensation in the following manner: The Customer shall pay the Service Provider the total amount of \$75.00/hour with a two-hour minimum per interpreter for services in-person, Monday through Friday between the hours of 8 am and 5 pm. The Customer shall pay the Service Provider the total amount of \$70.00/hour with a two-hour minimum per interpreter for services for remote classes, Monday through Friday between the hours of 8 am and 5 pm. The need for two interpreters will be determined at the time of customer request and used when agreed upon by both the Service Provider and Customer. Any assignment over the two-hour minimum will be billed in half hour increments. Any assignment outside the weekly and hourly rates will be billed at \$80/hour with a two-hour minimum. The amount of the contract is estimated at \$95,000 per fiscal year.

Any assignment over the two-hour minimum will be billed in half hour increments unless the Service Provider interpreter is late/late than the threshold of 2 hours, then will be billed for arrival time and not the 2-hour minimum.

Independent Contractor

It is expressly agreed that the Service Provider is acting as an independent contractor and not as an employee in providing the Services hereunder. The Service Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them.

Modification or Termination of Agreement

The Customer and or Service Provider may at any time for any reason terminate this agreement and compensate either party only for services rendered to the date of termination 30 days prior written notice by either party shall be sufficient to stop further performance of services. The notice shall be deemed given when received no later than three days after the date of mailing whichever is sooner.

Notices shall be sent to the RSCCD address, attention Vice Chancellor Business Operations/Fiscal Services with a copy of notice to the Santa Ana College DSPS Office attention Deaf and Hard of Hearing Services office. The DSPS/DHH Senior Interpreter will

provide copies to our on-campus partners, SCC DSPS and the Humanities and Social Sciences Division/ASL Department, etc.

Confidentiality Clause

All work completed on behalf of Customer by Service Provider will be held confidential and confidentiality shall survive termination or expiration of Agreement.

Additional Clauses

Customer will strive to request interpreters from the Service Provider with seventy-two hours or more notice to ensure interpreters can be booked. This, however, does not guarantee an interpreter will be booked. **All cancellations made by Customer must be made to the Service Provider with forty-eight hours or more notice.** Customer will assume responsibility for payment should this cancellation be requested without proper notice.

Customer will assume payment responsibility should a student fail to attend an assignment in which an interpreter was requested. Customer may reassign a Service Provider interpreter dispatched for an assignment and exact time frame if original requested assignment is a no-show or late cancellation. Customer will not be held responsible to pay for service where an interpreter working for the Service Provider fails to “show up” for an assignment or refuses to be dispatched to an alternate assignment.

Extra time outside of requested assignment time needs to be “pre-approved” by Customer requesting entity. It will not be approved for a team of interpreters to both stay and bill for the extra time.

Service Provider interpreters shall wait the following time if no notification is given for an assignment where the student fails to show:

- 1 hour and 25-minute class, wait time = 20 minutes
- 2 hour and five-minute class, wait time = 30 minutes
- 3 hours or more class, wait time = 1 hour

Services Provider’s interpreters shall communicate immediately to Service Provider after waiting allotted time to notify of the no-show.

Service Provider shall comply with all applicable federal, state and local laws, rules, regulations and ordinances including worker’s compensation.

The Service Provider recognizes Customer’s need for using only the most qualified interpreters in the delivery of said service and will utilize interpreters who possess a certification recognized and/or conferred by RID/NAD first and foremost. Service Provider will work cooperatively with Customer when determining if an interpreter is qualified for a particular class. All Service Provider contracted interpreters adhere to the Professional Code of Conduct set forth by RID.

Should an interpreter begin assignment and realize they are not qualified; the interpreter will be removed immediately and replaced expeditiously. At any time should customer deem any interpreter sent by Service Provider as non-qualified for an assignment, Customer shall notify Service Provider immediately and request a substitution.

Mutual Indemnification Clause

Both parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers.

The provisions of this Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

Insurance Coverage Requirements

Each party to this agreement shall purchase and maintain throughout the term of this Agreement the required insurance coverage set forth below. Service Provider is required to provide to Customer properly executed Certificate(s) of Insurance and additional insured endorsements prior to the commencement of service:

- a. General Liability Insurance with limits of not less than the following:

General Aggregate:	\$ 2 million
Products/Completed Operations Aggregate:	\$ 1 million
Personal and Advertising Injury:	\$ 1 million
Each Occurrence:	\$ 1 million

- b. Automobile Liability Insurance with a limit liability of not less than \$1 million for each accident. Such insurance shall include coverage for all "owned," "hired," and "non-owned" vehicles, or coverage for "any auto."
- c. Workers' Compensation and Employers' Liability insurance providing workers' compensation benefits, as required by the Labor Code of the State of California.

In all cases, the above insurance also shall include Employers' Liability coverage with limits of not less than the following:

Each Accident:	\$ 1 million
Disease – Policy Limit:	\$ 1 million
Disease – Each Employee	\$ 1 million

REQUIRED ENDORSEMENTS BY SERVICE PROVIDER

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the COI:

An Additional Insured endorsement naming the Rancho Santiago Community College District, its officers, officials, employees, and agents as Additional Insureds.

All insurance policies required by this Agreement shall waive all rights of subrogation against the Rancho Santiago Community College District, officials, officers, agents and employees when acting within the scope of their appointment or employment.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the Rancho Santiago Community College District, officials, officers, agents and employees.

THIS AGREEMENT IS NOT ASSIGNABLE WITHOUT WRITTEN CONSENT OF THE PARTIES HERETO.

**Service Provider: Accurate
Communication Inc.**

**Customer: Rancho Santiago Community
College District**

(Signature)

(Signature)

Nicole Boursiquot
President – Accurate Communication Inc.

Adam M. O’Connor
Interim Vice Chancellor
Business Operations/Fiscal Services

(Tax ID Number)

(Date Signed)

(Date Signed)

(Board Approval Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: May 24, 2021
Re: Approval of Educational Affiliation Agreement with Behavioral Learning Center, Inc.	
Action: Request for Approval	

BACKGROUND

The Speech-Language Pathology Assistant Program was introduced in the Fall of 2001. Speech-Language Pathology assistants are trained to assist in the language and speech development of communicatively disordered children and adults in educational and medical sites under the supervision of licensed speech-language pathologists. Critical to the implementation of the program is identifying and confirming sites and contractual arrangements for observation and fieldwork.

ANALYSIS

Formal educational affiliation agreements between the District and fieldwork experience sites are necessary. To that end, this Educational Affiliation Agreement with Behavioral Learning Center, Inc. (“Agreement”) was developed for this purpose. This Agreement shall be effective for five (5) years upon execution or until termination by written notice of either party and carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended the Board of Trustees approve the Educational Affiliation Agreement with Behavioral Learning Center, Inc., located in Valencia, California, as presented.

Fiscal Impact: None	Board Date: May 24, 2021
Prepared by: Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology	
Submitted by: Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by: Marvin Martinez., Chancellor, RSCCD	

EDUCATIONAL AFFILIATION AGREEMENT

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 Speech-Language Pathology Assistant Program (“College”) and Behavioral Learning Center, Inc. (“Agency”), located at 28245 Avenue Crocker, Ste. 220, Valencia, CA 91355.

PART I.

BASIS AND PURPOSE OF AGREEMENT

WHEREAS, the District and Agency acknowledge a public obligation to contribute to Speech- Language Pathology Assistant Program education for the benefit of Students and to meet community needs;

WHEREAS, the District operates Santa Ana College (“College”) and the College is a duly accredited educational institution that conducts the program described and identified in this Agreement;

WHEREAS, the District provides programs in Speech-Language Pathology Assistant Program education, which require clinical experience for Students, hereafter called “**Students**”, enrolled in these programs;

WHEREAS, the Agency has facilities suitable for the clinical needs of the District Speech- Language Pathology Assistant Program;

WHEREAS, it is to benefit of both District and Agency that Speech-Language Pathology Assistant Program Students have opportunities for clinical experience to enhance their capabilities as practitioners;

NOW, THEREFORE, the District and Agency do covenant and agree as follows:

PART II.

GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Speech-Language Pathology Assistant Program education programs eligible for approval by the Speech-Language Pathology & Audiology Board.

2. The District will designate the Students enrolled in the Speech-Language Pathology Assistant Program to be assigned for clinical experience in the Speech- Language Pathology areas of the Agency in such numbers as are mutually agreed upon by both parties.
3. The District will supervise, in cooperation with the Agency supervisor, all instruction and learning and clinical experience given to the Students at the Agency's facility so designated and provide instructor to supervise the clinical and learning experiences given to them at the Agency, provided however, that the responsibility for service to the client remain with the Agency.
4. The District will keep academic and clinical experience records of Students participating in said program.
5. The District will provide and be responsible for the care and control of educational supplies and education equipment necessary for instruction, including library materials, audiovisual equipment and supplies which are not customarily available at the Agency for the Speech-Language Pathology Assistant clinical experience.
6. The District will agree that the Student shall be subject to requirements and restrictions specified jointly by representative of District and Agency, and subject to Agency rules and regulations governing conduct, copies of which shall be provided in advance to District by Agency.
7. The District will require District's Speech-Language Pathology Assistant Program instructors to obtain the approval of the Agency's Director of Speech-Language Pathology in advance of:
 - a) Student Speech-Language Pathology Assistant schedules.
 - b) Placement of Student in clinical experience assignments.
 - c) Changes in clinical experience assignments.
8. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to Students under this agreement.
9. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

PART III. **GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY**

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant Students. In addition, supervising SLPs need to have a minimum of 2 years of full-time experience as practicing speech language pathologists.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide service facilities for learning experiences therein for Students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the clinical experience for any one Student shall cover such period of time as may be specified by District.)
5. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such Students, either individually and/or in groups. All services of the Agency herein contracted for, such services and the number of Students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
6. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of Students, and permit the district instructors and Students access to service facilities, according to prearranged scheduling.
7. The Agency 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.
8. The Agency will provide orientation for Students and faculty to familiarize them with the Agency's facility and Agency policies before assigning them to duties at the Agency.
9. The Agency will permit the faculty and Students of the District to use its facilities for clinical education according to approved curricula.

10. The Agency will permit the Agency’s Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District’s Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
11. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college Students who in the Agency’s judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of Students from the program.
12. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
13. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
14. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant Students or to Speech-Language Pathology Assistant instructors.

PART IV. **JOINT RESPONSIBILITIES AND PRIVILEGES**

A. For publications

1. Publication by District faculty, or Agency’s staff members of any material relative to their clinical experience, that has not been approved for release by the District and Agency signers of this agreement, is prohibited.

B. Confidentiality of Patient Records

The Agency is a covered entity for purposes of the Health Insurance Portability and Accountability Act (“HIPAA”) and subject to 45 C.F.R. Parts 160 and 164 (the HIPAA Privacy Regulation”). Agency shall direct Students, and Instructors providing supervision at the Agency as part of the Program, to comply with the policies and procedures of the Agency, including those governing the use and disclosure of individually identifiable health information under federal law, specifically the HIPAA Privacy Regulation. Solely for the purposes of defining the Students’ and Instructors’ role in relation to the use and disclosure of Agency’s protected health information, the Students and Instructors are defined as members of the Agency’s workforce, as that term is defined by 45 C.F.R. 160.103, when engaged in activities pursuant to this Agreement. However, the Students and Instructors are not and shall not be considered to be employees of the Agency. The District and/or College will never access or request to access any Protected Health Information held or collected by or on behalf of the

Agency by a Student or Instructor who is acting as part of the Facilities workforce. No services are being provided to the Agency by the District pursuant to this Agreement and, therefore, this Agreement does not create a “business associate” relationship as that term is defined in 45 C.F.R. § 160.103.

C. Indemnification

The District hereby agrees to defend, indemnify and hold harmless the Agency, its directors, officers, agents and employees from and against claims, losses, liabilities, expenses (including reasonable attorneys’ fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of District, its Instructors, Students, agents or employees in connection with or arising out of the acts or omissions in services performed under this agreement or any breach or default in performance of any of the District’s obligations hereunder.

The Agency hereby agrees to defend, indemnify and hold harmless the District, its Board of Trustees, employees, agents, and officers from and against claims, losses, liabilities, expenses (including reasonable attorneys’ fees), judgments or settlements arising from injury to person or property, including death arising from any negligence on the part of the Agency, its parents, subsidiaries, directors, officers, agents and employees in connection with or arising out of the acts or omissions in services performed under this Agreement or any breach or default in performance of any of the Agency’s obligations hereunder.

D. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program of insurance covering its activities and operation hereunder. Certificates of insurance or self-insurance evidencing the required coverage shall be provided to the other party upon request and shall include a minimum thirty (30) day cancellation clause.

Insurance Carried by the District. District shall maintain General liability coverage of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) aggregate covering personal injury, property damage, and general liability claims and said policy shall remain in full force and effect during the term hereof.

District shall assure coverage of 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, and said policy shall remain in full force and effect during the term hereof.

District shall provide Workers’ Compensation coverage for its employees as well Students participating in the program.

Insurance Carried By Agency. Agency shall secure and maintain 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, and said policy shall remain in full force and effect during the term hereof.

PART V. **STATUS OF SPEECH-LANGUAGE PATHOLOGY ASSISTANT STUDENTS**

- A. Speech-Language Pathology Assistant Program Students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the Student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where Students are obtaining clinical experience.
- B. Speech-Language Pathology Assistant Program Students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations. The Students are also responsible for recognizing the confidential nature of information related to clients and their records, and performance during emergency conditions. The Agency will provide copies of the rules, regulations and policies to the Speech-Language Pathology Assistant Program Students.
- C. Speech-Language Pathology Assistant Program Students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.
- D. The District will be responsible for assuring the Speech-Language Pathology Assistant Students assigned to the Agency for clinical instruction comply with Agency's pre-service screening requirements, e.g. Department of Justice clearance, mandated reporter training, TB testing, etc., if any.
- E. The District will be responsible for assuring the Speech-Language Pathology Assistant Students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. **OTHER TERMS AND CONDITIONS**

- A. **Term.** 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 thereafter unless sooner terminated by either party in accordance with this section.
1. This agreement may be terminated by either Party, acting with or without cause, upon giving at least ninety (90) days prior written notice to the other Party except that any Student already assigned to and accepted by the Agency shall be allowed to complete any in-progress clinical practicum assignment at the Agency.
 2. 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.
 3. This Agreement shall immediately terminate if the District or the Agency's licenses, accreditations or certifications required for the Program are terminated, revoked, reduced, or any type of disciplinary action is taken against the District or the Agency by any accreditation or regulatory agency.
- B. **Modifications.** No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms of this Agreement unless made in writing between the parties hereto, shall be binding on any of the parties hereto.
- C. **Equal Opportunity Employment.** The parties to this contract agree to promote equal employment opportunities through its policies and regulations. This means that both parties will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientations, national origin, age, disabled, or veteran status. Additionally, the parties will provide an environment that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.
- D. **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.
- E. **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 address 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 five (5) days after mailing.

If to District:
Rancho Santiago Community College District
Attn: Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway
Santa Ana, California 92706

With a copy to:
Santa Ana College
Attn: Speech/Language Pathology Assistant Program
1530 W. 17th Street
Santa Ana, CA 92706

If to Agency:
Behavioral Learning Center, Inc.
Attn: Jody Stiegemeyer
28245 Avenue Crocker, Ste. 220
Valencia, CA 91355

F. 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:

Agency: Behavioral Learning Center, Inc.

District: Rancho Santiago Community College District

Signature: _____

Signature: _____

Name: _____

Name: Adam M. O'Connor

Title: _____

Title: Interim Vice Chancellor

Business Operations/Fiscal Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
SANTA ANA COLLEGE – ACADEMIC AFFAIRS

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Dual Enrollment Memorandum of Understanding Agreement between Garden Grove Unified School District and the Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

Santa Ana College (“SAC”) and Garden Grove Unified School District (“GGUSD”) desire to enter into this Dual Enrollment Memorandum of Understanding Agreement (“Agreement”) for 2021-2024. The purpose of this Agreement is to expand dual enrollment opportunities for high school students, with the goal of developing seamless pathways from high school to community college. It will allow Santa Ana College to offer college courses to high school students at Garden Grove Unified School District, adding value to the exceptional educational programs and activities that Garden Grove Unified School District currently offers to their students.

ANALYSIS

The Agreement will allow SAC to close dual enrollment classes to the public and, in most cases, collect apportionment that could not be collected without its implementation. It will also offer additional opportunities for GGUSD students to complete identified pathways while they are high school students. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended the Board of Trustees approve the Dual Enrollment Memorandum of Understanding Agreement between Garden Grove Unified School District and the Rancho Santiago Community College District, as presented.

Fiscal Impact:	None	Board Date: May 24, 2021
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Fernando Ortiz, Ph.D., Dean, Academic Affairs	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

**DUAL ENROLLMENT MEMORANDUM OF UNDERSTANDING
AGREEMENT BETWEEN
GARDEN GROVE UNIFIED SCHOOL DISTRICT AND
THE RANCHO SANTIAGO COMMUNITY COLLEGE
DISTRICT**

This agreement (hereinafter “Agreement”) is entered into on the 1st day of June 2021 by and between Garden Grove Unified School District (hereinafter “GARDEN GROVE UNIFIED SCHOOL DISTRICT”) and the Rancho Santiago Community College District (hereinafter “RSCCD”), on behalf of Santa Ana College (hereinafter “SAC”) for the establishment of a dual enrollment program and use of GARDEN GROVE UNIFIED SCHOOL DISTRICT facilities.

RECITALS

WHEREAS, GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC have established a successful history of collaboration and mutual support to provide students and local communities with exceptional educational programs and activities; and

WHEREAS, GARDEN GROVE UNIFIED SCHOOL DISTRICT continues to find ways to broaden advanced educational opportunities for students including college preparatory and college credit courses; and

WHEREAS, GARDEN GROVE UNIFIED SCHOOL DISTRICT desires to offer students the opportunity for dual enrollment in such courses; and

WHEREAS, GARDEN GROVE UNIFIED SCHOOL DISTRICT desires contracting with SAC to offer educational courses for college credit; and

WHEREAS, RSCCD/SAC is willing to offer college courses at the GARDEN GROVE UNIFIED SCHOOL DISTRICT high school campus, which will benefit GARDEN GROVE UNIFIED SCHOOL DISTRICT students by providing a convenient location and schedule; and

WHEREAS all of the terms between the parties shall be set forth in this Agreement;

NOW, THEREFORE be it resolved that GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC agree to work together to afford current GARDEN GROVE UNIFIED SCHOOL DISTRICT students the opportunity to enroll in dual enrollment courses to expand access to affordable higher education, provide challenging academic and career preparatory experiences to qualified high school students in their junior and senior year, and enable students to earn simultaneous college credit and meet high school graduation requirements:

1. **Use of Facilities:** RSCCD/SAC shall have use of appropriate classroom facilities located at the GARDEN GROVE UNIFIED SCHOOL DISTRICT campus beginning on June 1st, 2021, to be used for the purpose of offering dual enrollment credit courses for GARDEN GROVE UNIFIED SCHOOL DISTRICT students through concurrent enrollment in credit RSCCD/SAC courses. A reduction or increase in the number of rooms, dates, or times, beyond those outlined in Section 1 shall be scheduled according to Section 2.

2. **Scheduling:** No later than March 1st of each year, GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC shall each designate a representative to review the availability of facilities for the following academic year and begin planning potential course offerings.

3. **Financial Commitments:**

- a. Instructional Staff.

- i. For courses taught by RSCCD/SAC faculty outside of the allotted ADA hours of instruction, RSCCD/SAC will be the employer of record for the purposes of compensation, assignment monitoring and reporting to any and all appropriate agencies pursuant to state and federal law, including but not limited to, provision of workers compensation coverage, payroll taxes, and STRS employer contributions. Courses taught by RSCCD/SAC faculty as part of this agreement will be reported for state apportionment. In case of the need for a RSCCD/SAC faculty member to teach a course embedded in the school day, then SAC will be responsible for compensation of the instructional staff, including but not limited to, provision of worker's compensation coverage, payroll taxes, and STRS employer contributions. In either case, RSCCD/SAC will collect apportionment.
- ii. For courses taught by GARDEN GROVE UNIFIED SCHOOL DISTRICT faculty, GARDEN GROVE UNIFIED SCHOOL DISTRICT will be the employer of record for the purposes of compensation, assignment monitoring and reporting to any and all appropriate agencies pursuant to state and federal law, including but not limited to, provision of workers compensation coverage, payroll taxes, and STRS employer contributions. SAC courses taught by GARDEN GROVE UNIFIED SCHOOL DISTRICT staff meeting RSCCD/SAC minimum qualifications will not be reported for state apportionment and will be offered only to GARDEN GROVE UNIFIED SCHOOL DISTRICT students.

- b. Equipment and Supplies. GARDEN GROVE UNIFIED SCHOOL DISTRICT will be responsible for books, textbooks, class material fees, other supplies (whiteboard markers paper, copying, etc.) and equipment (laptop, overhead projector, etc.) associated with support for instruction related to this agreement.

- c. Technology. GARDEN GROVE UNIFIED SCHOOL DISTRICT will be responsible for any technology services costs associated with Sections 4 and 5.

- d. Damage to Facilities. GARDEN GROVE UNIFIED SCHOOL DISTRICT will bear the costs of any repair or damages resulting from their use of the GARDEN GROVE UNIFIED SCHOOL DISTRICT facilities.

- e. Use of Facility Fee. GARDEN GROVE UNIFIED SCHOOL DISTRICT agrees to allow RSCCD/SAC access to classroom space for the express purpose of offering dual enrollment courses to GARDEN GROVE UNIFIED SCHOOL DISTRICT students and to waive any applicable use of facilities fees.

- f. Safety/Security. GARDEN GROVE UNIFIED SCHOOL DISTRICT will be responsible for the direct costs of safety, security, and supervision of the GARDEN GROVE UNIFIED SCHOOL DISTRICT site during the hours of the RSCCD/SAC dual enrollment operation.
4. **Technology Services:** The parties will cooperate to provide students and staff appropriate levels of Internet, network access, and other software resources.
 5. **Program Management:** RSCCD/SAC and GARDEN GROVE UNIFIED SCHOOL DISTRICT will cooperate with respect to elements of program management.
 - a. Dual enrollment courses are governed by the policies and regulations of RSCCD/SAC. These policies, regulations and standards apply to students, faculty, staff, instructional procedures, academic standards, course offerings, course outlines of record, whether courses are offered at the college campus, at off-campus sites, including distance learning and internet, or at secondary schools.
 - i. RSCCD/SAC and GARDEN GROVE UNIFIED SCHOOL DISTRICT will both designate coordinators that will work together on the processes, procedures, and tracking mechanisms that will ensure compliance with dual enrollment course policies, regulations, and standards, including the necessary qualifications and student documentation prior to students taking courses.
 - b. RSCCD/SAC coordinators will ensure that GARDEN GROVE UNIFIED SCHOOL DISTRICT teachers adhere to course requirements, standards, learning materials, course logistics (including developing a schedule that adapts the RSCCD/SAC course schedule to the student's regular high school schedule), and RSCCD/SAC standards, policies, expectations, and systems.
 - c. GARDEN GROVE UNIFIED SCHOOL DISTRICT will submit grades to RSCCD/SAC when due according to RSCCD/SAC's schedule. GARDEN GROVE UNIFIED SCHOOL DISTRICT will include all criteria identified by RSCCD/SAC for grading purposes. Upon completion of GARDEN GROVE UNIFIED SCHOOL DISTRICT semester, dual enrollment teachers will submit change of grade forms, when applicable, for students whose grades have changed since the end of RSCCD/SAC's semester.
 - i. Once all grades are received and posted, RSCCD/SAC will provide GARDEN GROVE UNIFIED SCHOOL DISTRICT with student's unofficial transcripts.
 - d. An advisory committee developed by each institution will consist of high school and administrative staff. They meet at least quarterly to review the program and develop suggestions for improvement.
 - e. Amendments to this agreement must be in writing and approved by the designated representative of each institution.
 - f. Student withdrawal dates/policies will be consistent with existing RSCCD/SAC

adopted policies and calendars.

- g. Academic advising will be the joint responsibility of GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC. Garden Grove USD and RSCCD/SAC will each assign a primary guidance contact to each student.
- h. Matters of student discipline and Title IX investigations will be handled cooperatively between the appropriate RSCCD/SAC and GARDEN GROVE UNIFIED SCHOOL DISTRICT administrators and Title IX investigators.
- i. Matters regarding instruction will follow RSCCD/SAC policies and procedures.
- j. RSCCD/SAC courses offered at the GARDEN GROVE UNIFIED SCHOOL DISTRICT site will adhere to RSCCD/SAC scheduling practices and the annual academic calendar. Exceptions may be made with approval of the RSCCD/SAC Vice President of Academic Affairs.
- k. Enrollment in RSCCD/SAC courses offered under this agreement will be limited to GARDEN GROVE UNIFIED SCHOOL DISTRICT students who complete the concurrent enrollment process and meet applicable course prerequisites as established by RSCCD/SAC.
- l. RSCCD/SAC and GARDEN GROVE UNIFIED SCHOOL DISTRICT will jointly select courses to be offered.
- m. Dual enrollment courses completed by GARDEN GROVE UNIFIED SCHOOL DISTRICT students will be identified on both the college and high school transcripts in the standard format and identified as college level courses.

6. Admissions, Tuition, Textbooks, and Fees:

- a. All GARDEN GROVE UNIFIED SCHOOL DISTRICT students enrolled in RSCCD/SAC coursework under this agreement will have their enrollment, Health fee, and student representation fees waived under RSCCD/SAC concurrent enrollment policies in accordance with applicable California law.
- b. RSCCD/SAC and GARDEN GROVE UNIFIED SCHOOL DISTRICT will be jointly responsible for providing matriculation services for students enrolling in the dual enrollment program classes.
- c. All GARDEN GROVE UNIFIED SCHOOL DISTRICT high school students must be fully matriculated to the college prior to taking RSCCD/SAC courses (application, assessment, and orientation).
- d. Completed Special Admit forms will be collected from each high school student participating in the dual enrollment program and submitted as a group packet by the designated coordinator at GARDEN GROVE UNIFIED SCHOOL DISTRICT.

- e. Dual enrollment students will have access to RSCCD/SAC services such as the library, tutoring, student I.D. cards etc.
 - f. The minimum and maximum number of students who will be allowed to enroll in a dual enrollment course will be aligned to the course capacities established by RSCCD/SAC.
 - g. Promotion, outreach, and recruitment into the dual enrollment program will be the responsibility of both GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC.
7. All textbooks for dual enrollment classes must be approved by the appropriate college department and faculty and identified at least nine weeks prior to the course start date.
8. **Courses to be Offered:** All courses taught as part of this agreement will be selected from only the courses that are officially listed in the SAC Catalog for the year in which the course is taught at the participating GARDEN GROVE UNIFIED SCHOOL DISTRICT high school. These courses will all be listed in the SAC Catalog and available for on-line review at sac.edu/Catalog and Schedule/Documents.
9. **Minimum Qualifications, Employment Application, Faculty Mentoring, Teaching Load, and Faculty Replacement:**
- a. GARDEN GROVE UNIFIED SCHOOL DISTRICT faculty teaching dual enrollment college level, occupational, or developmental courses must meet the minimum qualifications as defined by RSCCD/SAC based on the current Minimum Qualifications for Faculty and Administrators in California Community Colleges. Each faculty member teaching dual enrollment courses shall be confirmed for their teaching assignment via a process involving appropriate academic personnel at RSCCD/SAC.
 - b. The appropriate RSCCD/SAC administrator will grant final approval to GARDEN GROVE UNIFIED SCHOOL DISTRICT teachers eligible to teach dual enrollment courses. RSCCD/SAC will orient the approved faculty member.
 - c. Teaching load for any participating GARDEN GROVE UNIFIED SCHOOL DISTRICT faculty will be limited to a total of no more than 66.67% (10 LHE) per term for ALL SAC course assignments, whether within the GARDEN GROVE UNIFIED SCHOOL DISTRICT day or outside of it.

10. **Faculty Evaluation and Responsibilities:**

- a. All dual enrollment courses will be taught according to an RSCCD/SAC approved course outline; demonstrating the pace, rigor, and quality of a college-level course.
- b. GARDEN GROVE UNIFIED SCHOOL DISTRICT faculty teaching a dual enrollment course will follow the RSCCD/SAC course outline of record for the course and participate in any required student learning outcomes (SLO) assessment mechanisms. RSCCD/SAC and GARDEN GROVE UNIFIED SCHOOL DISTRICT will coordinate these

assessments.

- c. All GARDEN GROVE UNIFIED SCHOOL DISTRICT dual enrollment faculty will be evaluated per RSCCD/SAC guidelines, policies, and procedures applicable to associate faculty (temporary faculty) for the dual enrollment course they are teaching.
 - d. GARDEN GROVE UNIFIED SCHOOL DISTRICT instructors for dual enrollment courses will take attendance and notify the designated high school administrator/counselor of any attendance problems.
 - e. Faculty teaching dual enrollment courses will coordinate with GARDEN GROVE UNIFIED SCHOOL DISTRICT & RSCCD/SAC administrators prior to dropping a student from their course.
 - f. Full time equivalency (FTE) high school teachers who teach dual enrollment courses within their school/district contracted teaching assignment shall be paid by GARDEN GROVE UNIFIED SCHOOL DISTRICT. RSCCD/SAC may compensate the teacher for additional (extra duty) work such as required professional development or training in accordance with RSCCD/SAC adjunct faculty contract.
 - g. Part-time hourly GARDEN GROVE UNIFIED SCHOOL DISTRICT high school teachers who meet minimum qualifications to teach a dual enrollment course and are hired as adjunct part-time faculty by RSCCD/SAC will be compensated by RSCCD/SAC according to the applicable RSCCD salary schedule for the college course hours.
 - h. Instructors teaching dual enrollment college courses must submit grades to both GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC.
11. **Indemnification and Insurance:** Each Party to this Agreement shall indemnify, defend and hold the other party, its officers, agents, and employees, harmless from and against any and all liability, loss, expense, including reasonable attorney's fees, or claims for injury or damages (collectively, "Claims") arising out of the performance or non-performance of this Agreement but only in proportion to and to the extent such Claims are caused by or result from the negligent or intentional acts or omissions of the indemnifying Party, its officers, agents, or employees. Each Party agrees to provide the other Party with prompt notice of any such claim or action and to permit the other Party to defend any claim or action, and to cooperate fully in such defense. During the entire term of this Agreement, GARDEN GROVE UNIFIED SCHOOL DISTRICT and RSCCD/SAC shall, each at their own expense, maintain and provide to each other upon request, insurance as set forth below:
- a. General Liability. \$3,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Policy will be endorsed to include GARDEN GROVE UNIFIED SCHOOL DISTRICT as an additional insured.
 - b. Automobile Liability. "Any Auto" with \$1,000,000 combined single limit per accident for bodily injury and property damage.
 - c. Workers' Compensation. As required by the Labor Code of the state of California, and Employers' Liability Insurance, with limits as required by the Labor Code of the state of

California and Employers' Liability limits or \$1,000,000 per accident.

- d. Other Provisions. RSCCD/SAC will provide GARDEN GROVE UNIFIED SCHOOL DISTRICT with certificates of insurance and required executed endorsements, evidencing compliance with this section. Each insurance policy required by the agreement shall be endorsed to state that coverages shall not be canceled except after thirty (30) days prior written notice has been given to GARDEN GROVE UNIFIED SCHOOL DISTRICT.
12. **No Personal Liability:** It is expressly understood and agreed that no personal liability whatsoever attaches to any members of the Board of GARDEN GROVE UNIFIED SCHOOL DISTRICT or of RSCCD/SAC, 'nor any of the officers or employees thereof by virtue of this Agreement.
13. **Assignment:** This Agreement shall inure to the benefit of and shall be binding upon the assigns or successors in interest of each of the parties hereto; neither party shall assign nor transfer any of its rights, duties, or obligations under this Agreement without prior written consent of other party.
14. **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 address 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 five (5) days after mailing.

If to District:

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

With a copy to:

Santa Ana College
Attn: Dr. Fernando Ortiz, Dean of Academic Affairs
1530 W. 17th Street
Santa Ana, CA 92706

If to Agency:

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Attn: Kelly McAmis, Assistant Superintendent
GARDEN GROVE UNIFIED SCHOOL DISTRICT
10331 Stanford Ave,
Garden Grove, CA 92840

15. **Term:** 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 three (3) years thereafter unless sooner terminated by either party in accordance with this section.
 - a. This agreement may be terminated by either Party, acting with or without cause, upon giving at least ninety (90) days prior written notice to the other Party except that any Student already assigned to and accepted by the Agency shall be allowed to complete any in-progress clinical practicum assignment at the Agency.
 - b. 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.
 - c. This Agreement shall immediately terminate if the District or the Agency's licenses, accreditations or certifications required for the Program are terminated, revoked, reduced, or any type of disciplinary action is taken against the District or the Agency by any accreditation or regulatory agency.
16. **Entire Agreement:** This Agreement contains the entire agreement of the parties hereto and supersedes any prior written or oral agreements between them concerning the subject matter contained herein.
17. **Equal Employment Opportunity:** Each party to this Agreement for itself, its subcontractors, assignees and successors in interest, agree not to unlawfully discriminate because of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition (cancer-related) as defined in California Government Code § 12926, ancestry, marital status, or citizenship.
18. **Disqualified Employees:** Each party to this agreement shall ensure that persons who perform services on College or GARDEN GROVE UNIFIED SCHOOL DISTRICT property have not been convicted of any felony, any controlled substance offense, or any sex offense, as those terms are defined by Education Code §§ 87008-87010.
19. **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.

IN WITNESS WHEREOF, the parties hereto have executed this dual enrollment program agreement as of the day and year first above written.

<p>GARDEN GROVE UNIFIED SCHOOL DISTRICT</p> <p>GARDEN GROVE UNIFIED SCHOOL DISTRICT Governing Board</p> <p>Approval Date: _____</p> <p>Signed by: _____ Kelly McAmis, Assistant Superintendent, GARDEN GROVE UNIFIED SCHOOL DISTRICT</p>	<p>RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT</p> <p>RSCCD Governing Board</p> <p>Approval Date: _____</p> <p>Signed by: _____ Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services</p>
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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Standard Inter-Agency Instructional Services Agreement with Orange County Sheriff’s Department	
Action:	Request for Approval	

BACKGROUND

Presently, the Criminal Justice Academies has an Instructional Services Agreement with the Orange County Sheriff’s Department to support Explorer Academy training. The original period of the agreement was extended from July 1, 2016 to June 30, 2021 and identified the services and responsibilities for the Rancho Santiago Community College District and Orange County Sheriff’s Department, including supervision and control of instruction, open enrollment requirements, course(s) of instruction, instructor qualifications and instructor services agreements. This new agreement governs up to 16,000 instructional hours and will generate FTES during the fiscal year.

ANALYSIS

The Standard Inter-Agency Instructional Services Agreement with Orange County Sheriff’s Department (“Agreement”) shall be effective for five (5) years or until termination by written notice of either party. The Agreement carries a cost not to exceed \$48,000 per fiscal year.

RECOMMENDATION

It is recommended the Board of Trustees approve the Standard Inter-Agency Instructional Services Agreement with Orange County Sheriff’s Department, located in Santa Ana, California, as presented.

Fiscal Impact:	Not to exceed \$48,000/Fiscal Year	Board Date: May 24, 2021
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Larisa Sergeyeva, Ed.D., Dean, Human Service & Technology	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

STANDARD INTER-AGENCY INSTRUCTIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between the Rancho Santiago Community College District with its principle place of business located at 2323 North Broadway, Santa Ana, California 92706 (District) on behalf of the Santa Ana College Criminal Justice Academies and Orange County Sheriff's Department (Agency) with its principle place of business located at 550 N. Flower Street, Santa Ana, CA 92703.

RECITALS

WHEREAS, under Government Code Section 53060 and Education Code Section 78021, the Rancho Santiago Community College District desires to contract with Agency as an independent contractor to the District; and

WHEREAS, Agency has the personnel, expertise and equipment to provide the special services required herein, and

WHEREAS, the public's interest, convenience and general welfare will be served by this contract;

NOW THEREFORE, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

- 1) TERM AND TERMINATION. This agreement shall be binding and deemed effective on the date which this Agreement first becomes fully executed by both Parties hereto and shall remain in effect for five (5) years unless sooner terminated by either party in accordance with this section.
 - a) 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.
 - b) 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.
 - c) Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
- 2) AGENCY'S RESPONSIBILITIES:
 - a) Services. Agency is authorized to teach the following courses:
 - CJA 10D Explorer Training Academy

- Other related courses approved by the Associate Dean, Criminal Justice Academies and specific to Criminal Justice and all other approved Criminal Justice related courses offered at Santa Ana College.
- b) Instructor Qualifications: All student contact hours submitted by the Agency to the District shall have been taught under the line of sight supervision of instructors who meet the District's minimum or equivalent qualifications for hiring as part-time Criminal Justice Instructors. This expertise is furnished at the expense of the Agency. The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise.
 - c) Enrollment of Students: The District will supply current student enrollment forms to the Agency who will return properly completed enrollment forms to the District prior to beginning instruction.
 - d) Student Attendance Records. Agency will maintain records of student attendance and achievement. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.
 - e) Applicable Law. Agency 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 Agency, Agency's business, equipment, and personnel engaged in operations covered by this agreement or occurring out of the performance of such operations.

3) DISTRICT'S RESPONSIBILITIES

- a) Educational Program. The educational program provided under this agreement is the sole responsibility of the District. When a course is offered for credit, participants in the course will earn academic credit in accordance with District policy regarding eligibility, attendance, course work, examinations, and related policies and procedures. Accordingly, District retains responsibility for the Program and/or courses offered pursuant to this Agreement.
- b) Supervise and Control Instruction. The instruction claimed for apportionment under this contract shall be under the immediate supervision and control of a District employee (Title 5, Section 58058) who has met the minimum qualifications for instruction in a vocational subject in a California community college.
- c) Instructor Who Is Not a District Employee - District's Responsibilities. Where Agency's instructor is not a paid employee of the District, the District shall have a written agreement with each such instructor who is conducting instruction for which Full time Equivalency Students (FTES) are reported. The agreement shall state that the District has the primary right to control and direct the instructional activities of Agency's instructor.
- d) Qualifications of Instructors. District shall list the minimum qualifications for instructors teaching these courses. Such qualifications shall be consistent with

requirements specified by the District.

- e) District's Control of and Direction for Instructors. District shall provide instructors with an orientation, instructors manual, course outlines, curriculum materials, testing and grading procedures, and any of the other necessary materials and services that it would provide to its hourly instructors on campus.
- f) Courses of Instruction. It is the District's responsibility to ensure that the course outline of records are approved by the District's curriculum committee pursuant to Title 5 course standards, and that the courses have been approved by the District's board of trustees.
- g) Different Section of Courses. District shall have procedures to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Such procedures apply to the faculty and courses that are the subject of this contract, and the students shall be held to a comparable level of rigor.
- h) Enrollment. District will advise Agency of the enrollment period, student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, policy regarding the supervision and evaluation of students, and the procedure applicable to the withdrawal of students prior to completion of a course or program.
- i) Approval of Degree and Certificate Programs. District is responsible to ensure that degree and certificate programs have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or District must have received delegate authority to separately approve those courses locally.
- j) Classes Held Outside of District. If the classes are to be located outside the boundaries of the District, the District must comply with the requirements of title 5, Sections 55230-55232, concerning approval by adjoining high school or community college districts and use of non-District facilities.
- k) Funding Source. District shall certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual, or group.
- l) Certification. District is responsible for obtaining certification verifying that the instruction activity to be conducted will not be fully funded by other sources. (Title 5, Section 58051.5)

4) FEES

- a) Agency Fee and Expenses. The fee to be paid by District for the services and materials to be supplied hereunder is: Three dollars (\$3.00) per student contact hour, not to exceed 16,000 student contract hours or Forty-Eight Thousand Dollars (\$48,000) per fiscal year. Annual limits shall not be exceeded without the expressed written

permission from either the Dean of Human Services & Technology Division or by the Associate Dean, Criminal Justice Academies.

- i) Invoices. The Agency shall invoice the District at the conclusion of each course, supplying mutually acceptable documentation of student contact hours for each course.
- ii) Tuition. It is mutually agreed that Agency can choose to deduct tuition fees from the total dollar amount per student contact hour paid to Agency by District.

5) TERMS AND CONDITIONS

- a) Facilities. Agency and District agree that the course shall be held at facilities that are clearly identified as being open to the general public. (Title 5, Section 58051.5)
- b) Open Enrollment. District and Agency agree that enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites. (Title 5, Sections 51006 and 59106) The District's policy on open enrollment is published in the college catalogue and schedule of classes (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, Section 55005)
- c) Support Services for Students. Both Agency and District shall ensure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, and Placement Assistance).
- d) Indemnification. The District shall defend, indemnify and hold Agency 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).

Agency 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 Agency, its officers, agents, or employees.

- e) 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.
- f) Independent Contractors. It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create

the relationship of agent, servant, employee, partnership, joint venture of association, or any other relationship whatsoever other than that of independent contractor. Except as District may specify in writing.

- g) Assignment. This Agreement shall not be assigned by Agency either in whole or in part. Any such purported assignment voids this Agreement.
- h) 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.
- i) Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

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

If submitting an invoice, insert: "Attn: Accounts Payable"

If to Agency;
Orange County Sheriff's Department
Financial/ Administrative Services
Attn: Agency Contact
320 N. Flower Street
Santa Ana, CA 92703

- j) Time Is of the Essence. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.
- k) Modifications. No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein shall be binding on any of the parties hereto.
- l) Insurance. Each Party to this Agreement shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; California Workers' Compensation

Insurance on their employees performing any services under this Agreement; and, such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement may be requested by either party.

- m) Equal Employment Opportunity Clause. The parties to this contract agree to promote equal employment opportunities through its policies and regulations. This means that both parties will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientations, national origin, age, disabled, or veteran status. Additionally, the parties will provide an environment that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.
- n) Severability. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the 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.

AGENCY

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: _____

By: _____

Name: _____

Name: Adam M. O'Connor

Title: _____

Title: Interim Vice Chancellor
Business Operations/Fiscal Services

Date: _____

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College - Human Services and Technology Division

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Amendment to the Original Fiscal Impact Requested for Memorandum of Understanding with California State Fire Marshal’s Office, State Fire Training	
Action:	Request for Approval	

BACKGROUND

On August 12, 2019, the Board of Trustees approved the Memorandum of Understanding with California State Fire Marshal’s Office, State Fire Training (“MOU”) ([Link here](#)). The MOU allows for the College/District to serve as a “pass through” for funds collected through a materials fee to pay for certifications earned by students. The funds remain at the College until invoiced by the State Fire Training.

ANALYSIS

The original MOU does not list any specific dollar amounts and remains unchanged. The original fiscal impact on the Board of Trustees docket sheet for pass-through funds requested at the time was \$25,000.00, however, this amount was not sufficient for the District to make payment. Due to an increase in certificates and amounts collected, this amendment changes the fiscal impact to state “pass through based on utilization” for purchase orders and invoices. It represents no cost to the District/College.

RECOMMENDATION

It is recommended the Board of Trustees approve the Amendment to the Original Fiscal Impact Requested for the Memorandum of Understanding with California State Fire Marshal’s Office, State Fire Training, as presented.

Fiscal Impact:	Pass through based on utilization. No cost.	Board Date: May 24, 2021
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Larisa Sergeyeva, Ed.D., Dean, Human Services & Technology	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

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

To:	Board of Trustees	Board Date: May 24, 2021
Re:	Approval of Amendment of Memorandum of Understanding between the Consulate of Mexico in Santa Ana, California and the Rancho Santiago Community College District on behalf of Santa Ana College for the Establishment of the “Educational Orientation Window” Strategy	
Action:	Request for Approval	

BACKGROUND

The Board of Trustees approved the Memorandum of Understanding between the Consulate of Mexico in Santa Ana, California and the Rancho Santiago Community College District on behalf of Santa Ana College for the Establishment of the “Educational Orientation Window” Strategy on December 14, 2020 (“MOU SAC-20-024-1”). However, the Mexican Consulate would like to increase the amount they are giving to Santa Ana College from \$4,000 to \$5,000 to use for additional support for our community ([Item No. 4.26](#)).

ANALYSIS

According to the United States Census (2010) American Community Survey data, an estimated 918,000 foreign-born people live in Orange County. Of these, Mexican nationals make up Forty (40) percent. Creating a permanent outreach zone within the Mexican Consulate will serve to easily disseminate information about Santa Ana College academic and support programs to this highly immigrant community. This effort will be supported by the amended amount of a \$5,000 commitment from the Mexican Consulate with the aim of increasing the number of adults who enroll in and earn a college degree at Santa Ana College (“SAC”). The SAC Outreach staff will continue to identify this location as one of their regular community recruitment sites.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Amendment of Memorandum of Understanding between the Consulate of Mexico in Santa Ana, California and the Rancho Santiago Community College District on behalf of Santa Ana College for the Establishment of the “Educational Orientation Window” Strategy, as presented.

Fiscal Impact:	\$5,000	Board Date: May 24, 2021
Prepared by:	Vaniethia Hubbard, Ed.D., Vice President, Student Services Alicia Kruienza, Dean, Student Affairs	
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	



AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CONSULATE OF MEXICO IN SANTA ANA, CALIFORNIA AND THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ON BEHALF OF SANTA ANA COLLEGE FOR THE IMPLEMENTATION OF THE “EDUCATIONAL ORIENTATION WINDOW” STRATEGY, SIGNED IN SANTA ANA, CALIFORNIA, THE 15TH OF DECEMBER, 2020

The Consulate of México in Santa Ana (“the Consulate”) and the Rancho Santiago Community College District of the United States of America on behalf of Santa Ana College, hereinafter referred to as “the Parties”;

BEARING IN MIND the provisions of Article 13 “Final Provisions” of the Memorandum of Understanding between the Consulate of Mexico in Santa Ana, California and the Rancho Santiago Community College District on behalf of Santa Ana College for the Implementation of the “Educational Orientation Window” Strategy, signed in Santa Ana, California, the 15th of December, 2020 (hereinafter “the Memorandum of Understanding”), which establishes that it may be modified by written consent of the Parties;

CONSIDERING the need to reinforce the follow-up mechanisms that allow an orderly and better operation of the “Ventanilla de Orientación Educativa”, the Parties agree, in article 2, Scopes, add new subparagraphs e), f), g) and h) and move to the end the current subparagraph e) accordingly, with the following actions:

- e) to support the spread of educational offer for adults through the Plazas Comunitarias;
- f) to grant financial support to Plazas Comunitarias Advisors, Coordinators or Volunteers to strengthen the educational services they provide, if financial resources are available;
- g) to contribute to obtaining educational materials;
- h) to promote the services offered in the Plazas Comunitarias, and

Likewise, the Parties agree to add to Article 3, subparagraph 2., as responsibilities of Consulate, the following subparagraphs m) and n):

- m) supervise and verify that the Institution administers, exercises and allocates the resources provided by the Consulate for the operation of the Ventanilla, in accordance with the provisions of the Guidelines and the Work Program, and

ensure that said resources are executed within the scheduling limits and are duly justified and verified with the corresponding original documents, and

n) Verify that final report delivered by the Institution clearly reflects the total delivery of the resources, according to the provisions of subparagraph m) of this paragraph.

Except as specifically added in this Amendment, the Memorandum of Understanding shall remain in full force and effect.

This Amendment shall form an integral part of the Memorandum of Understanding and shall enter into force from the date of its signature.

Signed at Santa Ana, California the ____ of _____, 2021 in two originals, each in the Spanish and English languages, being both texts equally authentic.

FOR THE CONSULATE OF MEXICO IN SANTA ANA

FOR THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF THE UNITED STATES OF AMERICA

**Monica Ochoa Palomera
Consul in Charge**

**Adam M. O'Connor
Interim Vice Chancellor
Business Operations/Fiscal Services**

**Marilyn Flores, Ph.D.
Interim President
Santa Ana College**

ANNEX TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CONSULATE OF MEXICO IN SANTA ANA, CALIFORNIA AND THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ON BEHALF OF SANTA ANA COLLEGE FOR THE IMPLEMENTATION OF THE “EDUCATIONAL ORIENTATION WINDOW” STRATEGY

In accordance with the provision of Article 5 (five) “Financial Support” of the Memorandum of Understanding between the Consulate of Mexico in Santa Ana and the Rancho Santiago Community College District of the United States of America for the Implementation of the “Ventanilla de Orientación Educativa” Strategy, the Parties have agreed as follows:

- I. Funding in the amount of \$5,000.00 (five thousand 00/100 U.S. dollars) has been approved for the implementation of the Memorandum of Understanding, Memorandum of Understanding for the period from January 1st. to December 31st., 2021, provided by the Consulate of Mexico in Santa Ana, California

This Annex is signed in Santa Ana, California, on ____ of _____, 2021, in two (2) original copies, each one in the Spanish and English languages, both texts being equally valid.

**FOR THE CONSULATE OF MEXICO IN
SANTA ANA, CALIFORNIA**

**FOR THE RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT**

**Monica Ochoa-Palomera
Consul in Charge**

**Adam M. O'Connor,
Interim Vice Chancellor
Business Operations/Fiscal Services**

**Marilyn Flores, Ph.D.
Interim President
Santa Ana College**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Academic Affairs

To:	Board of Trustees	Date:	May 24, 2021
Re:	Approval of Proposed Revisions for the 2020 – 2021 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 2021. 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 which has faculty representation from each academic division, as well as administrative representation.

RECOMMENDATION

It is recommended the Board of Trustees approve the Proposed Revisions for the 2020 – 2021 Santa Ana College Catalog Addendum, as presented.

Fiscal Impact:	None	Board Date:	May 24, 2021
Prepared by:	Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Brian Sos, Ph.D., Chair, Curriculum and Instruction Council		
Submitted by:	Marilyn Flores, Ph.D., Interim President, Santa Ana College		
Recommended by:	Marvin Martinez, Chancellor, RSCCD		



CURRICULUM AND INSTRUCTION COUNCIL

DATE: May 24, 2021

TO: Marilyn Flores, Ph.D., Interim President, Santa Ana College

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

RE: **PROPOSED REVISIONS FOR THE 2020-2021 CATALOG ADDENDUM**

The following changes to the 2020-2021 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 2020-2021 catalog addendum are:

NEW PROGRAMS, DEGREES AND CERTIFICATES (See Attachment #1)

One (1) new non-credit program was approved. One (1) control number will be requested from the California Community Colleges Chancellor's Office for the upcoming academic year in accordance with California Code of Regulations §55130.

REVISED PROGRAMS, DEGREES AND CERTIFICATES (See Attachment #2)

Six (6) 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 #3)

Two (2) new course was approved due to new and/or expanded programs or major changes in the discipline.

REVISED COURSES (See Attachment #4)

One (1) course revision was 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 #5)

Two (2) courses were deactivated because they were outdated, experimental and/or had not been offered in three (3) or more years.

DISTANCE EDUCATION OFFERINGS

(See Attachment #6)

Three (3) course were separately reviewed and approved in accordance with California Code of Regulations §55206. This course was designed with portions of the instruction which the instructor and student are separated by distance and maintain regular effective contact through the assistance of communication technology in lieu of face-to-face interaction.

NEW PROGRAMS, DEGREES AND CERTIFICATES

Credit

None

Non-Credit

1. Introduction to Diesel Certificate of Completion

REVISED PROGRAMS, DEGREES AND CERTIFICATES

Credit

None

Non-Credit

1. Caregiver/Personal Care Aide Certificate of Completion
2. Customer Service Representative Certificate of Completion
3. Introduction to Biotechnology Certificate of Completion
4. Introduction to Machining Certificate of Completion
5. Introduction to Pharmacy Technology Certificate of Completion
6. Secretary/Administrative Assistant Certificate of Completion

NEW COURSES

Credit

1. Fire Academy 098-61, BFA Physical Training Preparation

Non-Credit

2. Vocational Automotive 670, Truck Preventative Maintenance

REVISED COURSES

Credit

None

Non-Credit

1. Vocational – Business 590, Introduction to How to Start a Small Business

DEACTIVATED COURSES

Credit

None

Non-Credit

1. Health and Safety 875, First Aid
2. High School Subjects 144, Topics in High School Subjects

DISTANCE EDUCATION OFFERINGS

Credit

1. Fire Academy 098-61, BFA Physical Training Preparation

Non-Credit

2. Vocational – Automotive 670, Truck Preventative Maintenance
3. Vocational – Business 590, Introduction to How to Start a Small Business

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College – Academic Affairs**

To: Board of Trustees	Date: May 24, 2021
Re: Approval of Proposed Revisions for the 2022 – 2023 Santa Ana College Catalog	
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 2021. 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 which has faculty representation from each academic division, as well as administrative representation.

RECOMMENDATION

It is recommended the Board of Trustees approve the proposed revisions for the 2022 – 2023 Santa Ana College Catalog, as presented.

Fiscal Impact: None	Board Date: May 24, 2021
Prepared by: Jeffrey N. Lamb, Ph.D., Vice President, Academic Affairs Brian Sos, Ph.D., Chair, Curriculum and Instruction Council	
Submitted by: Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by: Marvin Martinez, Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: May 24, 2021

TO: Marilyn Flores, Ph.D., Interim President, Santa Ana College

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

RE: **PROPOSED REVISIONS FOR THE 2022-2023 CATALOG**

The following changes to the 2022-2023 college catalog 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 2022-2023 catalog are:

DELETED PROGRAMS, DEGREES AND CERTIFICATES (See Attachment #1)

Three (3) degrees were deleted because they were outdated and/or required courses that had not been offered in three (3) or more years.

REVISED COURSES (See Attachment #2)

Forty-three (43) 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 #3)

Eighteen (18) courses were deactivated because they were outdated, experimental and/or had not been offered in three (3) or more years.

DISTANCE EDUCATION OFFERINGS (See Attachment #4)

Seven (7) courses were separately reviewed and approved in accordance with California Code of Regulations §55206. These courses were designed with portions of the instruction which the instructor and student are separated by distance and maintain regular effective contact through the assistance of communication technology in lieu of face-to-face interaction.

DELETED PROGRAMS, DEGREES AND CERTIFICATES

Credit

1. 3D Modeling and Animation Certificate C - Video Game & Interactive Media Art Emphasis Certificate of Achievement
2. 3D Modeling and Animation Certificate D -Visualization Emphasis Certificate of Achievement
3. Associate of Arts in Degree Recommended Electives

Non-Credit

None

REVISED COURSES**Credit**

1. Art 109, Introduction to Woodworking
2. Biology 212, Animal Diversity and Ecology
3. Child Development 111A, Principles and Practices of Teaching Young Children
4. Child Development 207, Supporting and Empowering Families of Children with Special Needs
5. Child Development 210, Creative Music Experiences for Young Children
6. Child Development 221, Living and Teaching in a Diverse Society
7. Child Development 230, Child Guidance and Classroom Management
8. Child Development 231, Developing Language and Literacy in Young Children
9. Communications & Media Studies 123C, Advanced Intermediate News Media Production
10. Communications & Media Studies 123D, Advanced News Media Production
11. Communications & Media Studies 160, Introduction to Photojournalism
12. Criminal Justice Academies 039B, First Aid Refresher
13. Culinary Arts 299, Cooperative Work Experience Education
14. Education 105, Exploration in the Field of Education
15. Education 113, Tutoring Reading in Elementary Schools
16. Education 120A, Development of the School-Age Child
17. Education 120B, School-Age Child Care and Recreation Activities
18. Emergency Medical Technician 111, Recertification for EMT
19. English 061, Introduction to Composition
20. English Multilingual for Students 110, Introduction to the Essay
21. English Multilingual for Students 112, Advanced Composition
22. Fire Academy 018A, Firefighter I Physical Ability Practice (Exam)
23. Fire Academy 035, Confined Space Rescue Technician
24. Fire Academy 063, Rescue Systems 1: Basic Rescue Skills
25. Fire Academy 072, Emergency Trench Shoring
26. Fire Officer Training 050, Community Emergency Response Team
27. Fire Officer Training 060, Fire Apparatus Driver/Operator 1A: Driver/Operator
28. Fire Officer Training 061, Fire Apparatus Driver/Operator 1B: Pumping Apparatus Operations
29. Fire Public Safety 027, Wildland Fire Safety Training Refresher
30. Mathematics 170, Pre-Calculus Mathematics
31. Mathematics 204, Mathematical Concepts for Elementary School Teachers
32. Music 245, Intermediate Jazz Improvisation and Performance Workshop
33. Nursing-Continuing Education 145, Advanced Cardiac Life Support
34. Nursing-Continuing Education 150, Registered Nurse Competency Refresher Course
35. Nursing-Registered 105, Cooperative Work Experience-Occupational
36. Nursing-Registered 172L, Family Health and Illness Concepts Lab
37. Nursing-Registered 271L, Mental Health and Acute Concepts Lab
38. Nursing-Registered 272, Complex Concepts
39. Nutrition and Food 112, Food Service Nutrition
40. Pharmacy Technology 048, Introduction to Pharmacy Technology
41. Pharmacy Technology 051, Body Systems I
42. Physics 210, Principles of Physics I
43. Physics 211, Principles of Physics II

Non-Credit

None

DEACTIVATED COURSES

Credit

1. Art 011, Intro to 3D Modeling & Animation
2. Art 180A, Video Game and Interactive Media Art Fundamentals
3. Art 184, Art of Animation I
4. Art 193, Motion Graphics with Adobe After Effects
5. Art 197B, 3D Animation Intermediate
6. Communications & Media Studies 298A, Designing for Print and Digital Media
7. Communications & Media Studies 298B, Intermediate Designing for Print and Digital Media
8. Communication Studies 158, Readers Theatre
9. English As a Second Language N88, Verb Tenses
10. English Multilingual Students 055, Writing, Grammar and Reading I
11. English Multilingual Students 107, Writing, Grammar and Reading II
12. English Multilingual Students 109, Writing, Grammar and Reading III
13. Environmental Studies 170, Environmental Challenges of the 21st Century
14. Nursing-Registered 161L, Principles of Nursing Practice Lab
15. Physics 227L, Engineering Physics Laboratory
16. Physics 237L, Engineering Physics Laboratory

Non-Credit

None

DEACTIVATED EXPERIMENTAL COURSES

Credit

- 17. Art 198-06, 3D Modeling & Animation Basics
- 18. Art 198-169, Game Design & Development Team

Non-Credit

None

DISTANCE EDUCATION OFFERINGS

Credit

1. Child Development 111A, Principles and Practices of Teaching Young Children
2. English 061, Introduction to Composition
3. English Multilingual for Students 110, Introduction to the Essay
4. English Multilingual for Students 112, Advanced Composition
5. Mathematics 170, Pre-Calculus Mathematics
6. Pharmacy Technology 048, Introduction to Pharmacy Technology
7. Pharmacy Technology 051, Body Systems I

Non-Credit

None

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Professional Service Agreement with Strategic Kids, LLC	
Action:	Request for Approval	

BACKGROUND

Santiago Canyon College (SCC) and Santa Ana College (SAC) maintain a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. As such, Community Services Programs at both campuses offer various educational and personal growth opportunities to the community through various courses and travel tours. Its inherent flexibility allows the addition or replacement of classes that have the most cost effective impact on the program and the community. The programs and courses offered are fee-based, non-apportionment, and provide another option for lifelong learning to community members.

ANALYSIS

This agreement will allow Santiago Canyon College Community Services Program to schedule educational, recreational and personal enrichment classes and workshops with the contractor, Strategic Kids, LLC, on an as needed basis to meet community needs. The term of this agreement will be effective from the day of execution of the agreement through June 30, 2026.

RECOMMENDATION

It is recommended that the Board of Trustees approve the professional service agreement with Strategic Kids, LLC, as presented.

Fiscal Impact:	\$4,000 - \$5,000 of revenue per fiscal year	Board Date: May 24, 2021
Prepared by:	James Kennedy, Ed.D, Vice President Continuing Education	
Submitted by:	Jose F. Vargas, Interim President, Santiago Canyon College Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by:	Marvin Martinez, Chancellor	



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706, on behalf of Community Services and Strategi Kids, LLC, having its principal business address located at 24941 Cabot Rd. #109, Laguna Hills, CA 92653 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 June 1, 2021, whichever is later, and shall continue in full force and effect thereafter until and including June 30, 2026 (“Term”), unless this Agreement is terminated during the Term pursuant to this Agreement.
3. Early Termination. This Contract may be terminated as follows unless otherwise specified herein:
 - A. The District may, at any time, terminate this Agreement with or without cause by providing at least thirty (30) days written notice to Contractor prior to the requested termination date
 - B. District and Contractor may terminate this Contract at any time by their mutual written agreement.
 - C. Either party may terminate this Contract in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by

- giving a written notice of termination.
- D. Contractor Licensing, etc.: Notwithstanding any other provision herein, District may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, certification, insurance, or certificate that Contractor must hold to provide services under this Contract or in the event of filing for bankruptcy Termination.
 - E. In the event of early termination, District shall compensate Contractor only for work satisfactorily rendered to the date of termination. District shall not be liable for any direct, indirect, or consequential damages
 - F. All finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District.
 - G. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.
4. Payment.
- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed fifteen thousand Dollars (\$15,000) ("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: Adam O'Connor,
Title: Interim Vice Chancellor, Business Operations & Fiscal Services
2323 N. Broadway
Santa Ana, Ca 92706

With a copy to: (District Department Responsible for Contract)
Insert Name of District/College Contact
Insert title of contact
Insert address of contact
Insert City, State, Zip

Contractor: Stragetic Kids, LLS
Attn: Adam Brody
26941 Cabot Rd. #109
Laguna Hills, CA, 92653

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: Adam M. O'Connor

Print Title: Interim Vice Chancellor, Bus Ops/Fiscal Svcs

Date: _____

CONTRACTOR

BY: _____
Signature of Authorized Person

Print Name: __ Adam Brody

Print Title: __ President

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.

DESCRIPTION:

Adam Brody of Strategic Kids, LLC will provide services or activities as described, outlined, and at the times, dates and locations specified in the approved course proposals. The contractor agrees to provide experienced instructors, experts in their field, to teach courses and seminars. Topics covered: Chess, Engineering with LEGO®, Magic, Master of the Field, and Origami. The contractor can submit proposals for new courses and seminars at any time. New proposals will be subject to review and board approval. All new courses must be board approved prior to scheduling and advertising.

The contractor agrees to provide experienced instructors, experts in their field, to teach courses and seminars. The Contractor is responsible for ensuring that all instructors teaching at Rancho Santiago Community College District, on behalf of Community Services, pass a background check with the Department of Justice and the Federal Bureau of Investigation (FBI).

The contractor agrees to abide by all COVID-19 protocols imposed by the District.

PAY RATE:

The contractor pay is up to \$150 per student enrolled upon completion of instruction for which this Agreement is executed. (Note: Additional services that are subject to fees, i.e. special flyers, direct mailing, postage, administering of tests, etc., may be deducted when appropriate.) The District will issue the Contractor an Internal Revenue Service Form 1099 for all monies paid over \$600 to them from the District. The Contractor is responsible for their own taxes.

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

To: Board of Trustees	Date: May 24, 2021
Re: Approval of Memorandum of Understanding with Orange Unified School District	
Action: Request for Approval	

BACKGROUND

Santiago Canyon College (SCC) and Santa Ana College (SAC) maintain a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. As such, Community Services Programs at both campuses offer various educational and personal growth opportunities to the community through various courses and travel tours. Its inherent flexibility allows the addition or replacement of classes that have the most cost effective impact on the program and the community. The programs and courses offered are fee-based, non-apportionment, and provide another option for lifelong learning to community members.

ANALYSIS

This Memorandum of Understanding (MOU) will allow the Community Services Programs at Rancho Santiago Community College District to provide access and direct enrollment to College for Kids classes to Orange Unified School District Students. Orange Unified School District will allocate funds and pre-register students who would like to attend the summer program at RSCCD, provided there are available openings per class offered. The term of this MOU will be effective from June 1, 2021 through August 3, 2021.

RECOMMENDATION

It is recommended that the Board of Trustees approve the memorandum of understanding with Orange Unified School District for summer 2021, as presented.

Fiscal Impact: \$4,000 revenue	Board Date: May 24, 2021
Prepared by: James Kennedy, Ed.D, Vice President Continuing Education	
Submitted by: Jose F. Vargas, Interim President, Santiago Canyon College Marilyn Flores, Ph.D., Interim President, Santa Ana College	
Recommended by: Marvin Martinez, Chancellor	

**MEMORANDUM OF UNDERSTANDING
BETWEEN
ORANGE UNIFIED SCHOOL DISTRICT
AND
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into and executed as of June 1, 2021 (the “**Effective Date**”), by and between Orange Unified School District (OUSD) and Rancho Santiago Community College District (RSCCD). OUSD and RSCCD are sometimes referred to herein individually as a “**Party**” and collectively as the “**Parties**”. The relationship between OUSD and RSCCD, with regard to this MOU, is based upon the following:

1. OUSD will:
 - a. Encourage and refer students to RSCCD’s summer program.
 - b. Distribute RSCCD’s produced summer program materials and flyers to its parents and students.
 - c. Allocate funds and pre-register students who would like to attend the summer program at RSCCD, provided there are available openings per class offered.
 - d. Process payment for registered students at the rates listed in **Exhibit A** and payment terms shall be Net 30 days from receipt of invoice.

2. RSCCD will:
 - a. Offer a summer program with available classes to all OUSD students at the rates specified in **Exhibit A**.
 - b. Communicate the available space per class and open up new classes as requested, provided there is instructor availability.
 - c. Attendance records of students by this date: 08/13/2021.

3. OUSD and RSCCD further understand and agree that:
 - a. Both parties will continue to operate on the basis of sound administrative policies and adhere to non-discriminatory practices and do not and shall not discriminate on the basis of sex, race, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination.

 - b. Both parties will continue to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments, if applicable.

 - c. Both parties will comply with any and all requirements of the Americans with Disabilities Act.

 - d. Both parties will hold each other harmless, defend and indemnify the other party, and the officers, employees, Boards, volunteers, and agents of the other party from and against all losses, claims or expenses arising out of an liability for personal injury, bodily injury to person(s), contractual liability and damage sustained or claimed to have been sustained

arising out of activities of the parties to this agreement or the activities of either party's Boards, officers, agents, employees, or volunteers. Each party further agrees to waive all rights of subrogation against the other party. The provisions of this indemnity agreement do not, however, apply to any losses, claims or expenses caused by negligence of the party's officers, employees, volunteers, or agents.

- e. Any modifications to this agreement must be in the form of a written amendment, signed by both parties.

TERM AND TERMINATION OF AGREEMENT

1. The term of this Agreement shall become effective on June 1, 2021 and shall continue until 08/13/2021. This Agreement may be renewed for one (1) additional summer term of the contract by mutual written consent of the parties.
2. This Agreement may be terminated by either OUSD or RSCCD with or without cause upon thirty (30) days written notice provided that all students attending the summer program are given the opportunity to complete the summer program.

In witness whereof, said parties below have agreed upon the terms described above and will abide by those terms in accord with the agreement.

ORANGE UNIFIED SCHOOL DISTRICT

By: _____ Date: _____
David A. Rivera, Assistant Superintendent/CBO
Email: drivera@orangeusd.org
1401 N. Handy Street
Phone Number: 714-628-4000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____ Date: _____
Name: Adam M. O'Connor
Title: Interim Vice Chancellor, Business & Fiscal Services
Address: 2323 N. Broadway, Santa Ana, CA
Email: OConnor_Adam@rscdd.edu
Phone Number:

EXHIBIT A

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, COMMUNITY SERVICES PROGRAM SUMMER 2021 SCHEDULE OF CLASSES

Category	Fee(s)	Start Date	Course
COLLEGE FOR KIDS & TEENS	\$219	6/14/2021	02821: 321 BLAST OFF! (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	6/14/2021	02826: DUPLO ENGINEERING WITH LEGO®: SIMPLE MACHINES (G TK-K)
COLLEGE FOR KIDS & TEENS	\$199	6/14/2021	02828: LEGO® STAR WARS®: TALES OF THE JEDI!
COLLEGE FOR KIDS & TEENS	\$49	6/14/2021	02885: ONLINE DRIVER'S EDUCATION(AGES 15+)
COLLEGE FOR KIDS & TEENS	\$149	6/15/2021	02793: MUSICAL THEATRE FOR KIDS (AGES 8-11)
COLLEGE FOR KIDS & TEENS	\$59	6/16/2021	02843: YOGA FOR KIDS ON ZOOM (AGES 5-8) (AGES 11-15)
COLLEGE FOR KIDS & TEENS	\$125	6/18/2021	03006: INTRO TO GUITAR (AGES 12+)
COLLEGE FOR KIDS & TEENS	\$99	6/21/2021	02771: READING COMPREHENSION & DEVELOPMENT (GRADES 6-7)
COLLEGE FOR KIDS & TEENS	\$99	6/21/2021	02774: READING COMPREHENSION & DEVELOPMENT
COLLEGE FOR KIDS & TEENS	\$99	6/21/2021	02775: COMMON CORE MATH (GRADES 2-3)
COLLEGE FOR KIDS & TEENS	\$89	6/21/2021	02043: EARLY READER (AGES 6 & 7)
COLLEGE FOR KIDS & TEENS	\$89	6/21/2021	02122: READINGDEVELOPMENT&COMPREHENSION(Ag8-12
COLLEGE FOR KIDS & TEENS	\$219	6/21/2021	02818: SLIME-Y, STICKY, STRETCHY CONCOCTIONS (AGES 5-12) (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	6/21/2021	02829: JUNIOR MATH MAGICIANS (G 1-6)
COLLEGE FOR KIDS & TEENS	\$199	6/21/2021	02830: ENGINEERING WITH LEGO®: CRAZY CARNIVAL MACHINES (G 1-6)
COLLEGE FOR KIDS & TEENS	\$175	6/21/2021	02476: ROLLERCOASTER ENGINEERING (AGES 8-12)
COLLEGE FOR KIDS & TEENS	\$89	6/21/2021	02889: SPANISH FOR FUN (6-14 years)
COLLEGE FOR KIDS & TEENS	\$119	6/26/2021	02896: COOKING UP CULTURES
COLLEGE FOR KIDS & TEENS	\$219	6/28/2021	02815: ROBOTIC LABWORKS (AGES 5-12) (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	6/28/2021	02831: STRATEGIC CHESS (GRADES 1-8)
COLLEGE FOR KIDS & TEENS	\$199	6/28/2021	02833: THE SCIENCE OF MAGIC (GRADES 1-8)
COLLEGE FOR KIDS & TEENS	\$139	6/28/2021	02559: BRICK CITY ENGINEERS W/LEGO (AGES 6-12)
COLLEGE FOR KIDS & TEENS	\$149	6/28/2021	02560: REMOTECONTROLMANIAW/LEGO®(AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$69	7/6/2021	02776: FIRST GRADE PREP

COLLEGE FOR KIDS & TEENS	\$89	7/6/2021	02777: CREATIVE READING & WRITING (GRADES 6-8)
COLLEGE FOR KIDS & TEENS	\$75	7/8/2021	02930: BICYCLE SAFETY & MORE
COLLEGE FOR KIDS & TEENS	\$99	7/12/2021	02780: READING COMPREHENSION & DEVELOPMENT
COLLEGE FOR KIDS & TEENS	\$99	7/12/2021	02781: COMMON CORE MATH (GRADES 4-6)
COLLEGE FOR KIDS & TEENS	\$99	7/12/2021	02782: COMMON CORE WRITING (GRADES 6-7)
COLLEGE FOR KIDS & TEENS	\$99	7/12/2021	02783: COMMON CORE WRITING (GRADES 2-3)
COLLEGE FOR KIDS & TEENS	\$70	7/12/2021	01802: ENGLISH COMPOSITION (AGES 9-12)
COLLEGE FOR KIDS & TEENS	\$70	7/12/2021	01803: RESEARCH WRITING SKILLS :AGES 9-12
COLLEGE FOR KIDS & TEENS	\$219	7/12/2021	02819: SLIME-Y, STICKY, STRETCHY CONCOCTIONS (AGES 5-12) (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$169	7/12/2021	02834: MASTER OF THE FIELD (K-6)
COLLEGE FOR KIDS & TEENS	\$169	7/12/2021	02838: ACADEMIC ORAGAMI (GRADES K-6)
COLLEGE FOR KIDS & TEENS	\$169	7/12/2021	02839: THE WORLD OF HARRY POTTER LEGO®: (GK-3)
COLLEGE FOR KIDS & TEENS	\$160	7/12/2021	02478: CRAZY CHEMWORKS (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$185	7/12/2021	02575: LIGHTS CAMERA ACTION
COLLEGE FOR KIDS & TEENS	\$185	7/12/2021	02578: MINECRAFT MOVIES
COLLEGE FOR KIDS & TEENS	\$89	7/12/2021	02890: SPANISH FOR FUN (6-14 years)
COLLEGE FOR KIDS & TEENS	\$89	7/13/2021	02860: DRAWING WITH COLOR PENCILS
COLLEGE FOR KIDS & TEENS	\$59	7/14/2021	02844: YOGA FOR KIDS ON ZOOM (AGES 5-8) (AGES 11-15)
COLLEGE FOR KIDS & TEENS	\$99	7/16/2021	02798: GEOMETRY (GRADES 9-11)
COLLEGE FOR KIDS & TEENS	\$99	7/16/2021	02800: Algebra I (grades 8-11)
COLLEGE FOR KIDS & TEENS	\$99	7/16/2021	02801: Pre-Algebra (grades 6 - 8)
COLLEGE FOR KIDS & TEENS	\$99	7/19/2021	02124: WRITING WORKSHOP (AGES 13-17)
COLLEGE FOR KIDS & TEENS	\$219	7/19/2021	02816: ROBOTIC LABWORKS (AGES 5-12) (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	7/19/2021	02835: MASTER OF THE FIELD (K-6)

COLLEGE FOR KIDS & TEENS	\$199	7/19/2021	02840: PERFORMANCE MAGIC (GRADES 1-8)
COLLEGE FOR KIDS & TEENS	\$160	7/19/2021	02483: ROCKIN' ROCKETS (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$89	7/26/2021	02784: COMMON CORE WRITING (GRADES 4-5)
COLLEGE FOR KIDS & TEENS	\$89	7/26/2021	02785: FIRST GRADE PREP
COLLEGE FOR KIDS & TEENS	\$69	7/26/2021	02786: EARLY READER (AGES 6-7)
COLLEGE FOR KIDS & TEENS	\$89	7/26/2021	02044: EARLY READER (AGES 6 & 7)
COLLEGE FOR KIDS & TEENS	\$89	7/26/2021	02123: READINGDEVELOPMENT&COMPREHENSION(Ag8-12
COLLEGE FOR KIDS & TEENS	\$219	7/26/2021	02823: 321 BLAST OFF! (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	7/26/2021	02832: STRATEGIC CHESS (GRADES 1-8)
COLLEGE FOR KIDS & TEENS	\$199	7/26/2021	02836: MASTER OF THE FIELD (K-6)
COLLEGE FOR KIDS & TEENS	\$180	7/26/2021	02717: AVENGERS & JUSTICE LEAGUE ANIMATION DEVELOPERS
COLLEGE FOR KIDS & TEENS	\$180	7/26/2021	02718: HOLLYWOOD SPECIAL EFFECTS CUTTING
COLLEGE FOR KIDS & TEENS	\$75	7/27/2021	02882: INTRO TO WATERCOLOR(AGES 8-12
COLLEGE FOR KIDS & TEENS	\$219	8/2/2021	02820: SLIME-Y, STICKY, STRETCHY CONCOCTIONS (AGES 5-12) (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	8/2/2021	02837: MASTER OF THE FIELD (K-6)
COLLEGE FOR KIDS & TEENS	\$199	8/2/2021	02841: ENGINEERING WITH LEGO®: MEGA MOTOR MADNESS
COLLEGE FOR KIDS & TEENS	\$160	8/2/2021	02489: SCIENCE IN MOTION: AGES 5-12
COLLEGE FOR KIDS & TEENS	\$180	8/2/2021	02720: AVENGERS & JUSTICE LEAGUE ANIMATION DEVELOPERS
COLLEGE FOR KIDS & TEENS	\$180	8/2/2021	02721: HOLLYWOOD SPECIAL EFFECTS CUTTING
COLLEGE FOR KIDS & TEENS	\$219	8/9/2021	02817: ROBOTIC LABWORKS (AGES 5-12) (AGES 5-12)
COLLEGE FOR KIDS & TEENS	\$199	8/9/2021	02827: DUPLO LEGO® STORYTELLING (G TK-K)
COLLEGE FOR KIDS & TEENS	\$199	8/9/2021	02842: ARCHITECTURE: BUILDING THROUGH THE AGES WITH LEGO® (G1-6)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College
Student Services

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Practicum Site Agreement with California Baptist University, Doctor of Psychology (PsyD) in Clinical Psychology Program	
Action:	Request for Approval	

BACKGROUND

Psychological Services assists and supports students in their emotional, psychosocial, and behavioral development so that they may succeed in educational and personal growth opportunities at Santiago Canyon College (SCC). Doctoral trainees aid in this mission by serving as districts Psychological Services interns to help provide SCC students with brief psychotherapy services; crisis intervention; referrals; consultation; presentations; mental health outreach events and psycho-educational workshops. This support is provided under the supervision of the full-time licensed clinical psychologist at SCC.

ANALYSIS

Through these types of affiliation agreements, SCC Psychological Services is able to meet the increasing demands for student mental health needs with non-paid, doctoral practicum trainees. Attached is the Practicum Site Agreement for California Baptist University, Doctor of Psychology (PsyD) in Clinical Psychology Program outlining the requirements to enter said agreement with SCC which has been reviewed and approved by district's Risk Management, as well as, Exhibit A (SCC Practicum Program agreement). SCC will provide clinical training opportunities available in the field of clinical psychology to the California Baptist University, Doctor of Psychology (PsyD) in Clinical Psychology Program doctoral trainees approved for this clinical experience (i.e., to provide SCC brief psychotherapy services; crisis intervention; referrals; consultation; presentations; mental health outreach events and psycho-educational workshops under clinical supervision). The term of the agreement is from May 25, 2021 – June 30, 2022.

RECOMMENDATION

It is recommended that the Board of Trustees approve the practicum site agreement with California Baptist University, Doctor of Psychology (PsyD) in Clinical Psychology Program, as presented.

Fiscal Impact:	None	Board Date: May 24, 2021
Prepared by:	Syed Rizvi, Vice President of Student Services Dr. Loretta Jordan, Interim Dean Enrollment & Support Services	
Submitted by:	Jose F. Vargas, Interim President	
Recommended by:	Marvin Martinez, Chancellor, RSCCD	

PRACTICUM SITE AGREEMENT
California Baptist University
Doctor of Psychology (PsyD) in Clinical Psychology Program

This Practicum Site Agreement (the “Agreement”) is entered into this 25th day of May, 2021 (the “Effective Date”) by and between California Baptist University through its Doctor of Psychology (PsyD) in Clinical Psychology Program (“CBU”) and Rancho Santiago Community College District, on behalf of Santiago Canyon College Psychological Services Department (the “Practicum Provider”). CBU and Practicum Provider are each a “Party” and are sometimes collectively referred to herein as the “Parties.”

1. **INTER-INSTITUTIONAL APPLICATION:** In order to facilitate clinical training experience opportunities, this Agreement is intended to govern the relationship between CBU and Practicum Provider with respect to PsyD students from CBU involved in a clinical practicum experience arrangement with the Practicum Provider.

2. **GENERAL CONSIDERATIONS:**

2.1 The practicum experience is a cooperative program between CBU and approved practicum sites. The Practicum Providers provide clients, supervision, facilities, and instruction which help students acquire the skills and knowledge needed in their chosen field of study or occupation.

2.2 This Agreement is for the period agreed upon between the Practicum Provider and CBU. Termination of the employment of the student or Supervisor (as defined in Section 3.1 herein) or of this Agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. This Agreement assumes that if there is an early termination of this Agreement such a decision must include prior consultation with the Director of Clinical Training (as defined in Section 4.1 herein) and/or the CBU Program Director. Termination of this Agreement with cause shall be in accordance with the academic policies of CBU or the employment or volunteer policies of the Practicum Provider.

3. **THE EXPERIENCE PROVIDER AGREES TO:**

3.1 Designate a licensed psychologist who will serve as the primary supervisor and liaison (the “Supervisor”) with CBU and the student.

3.2 Provide the student and Supervisor with the documentation necessary to verify to the CBU PsyD Program that the placement is one that is appropriate for a CBU PsyD student.

3.3 Evaluate the qualifications and credentials of any employee (primary and/or delegated supervisors) who provides supervision to CBU PsyD students.

3.4 Involve the student for the entire period of clinical field experience as agreed unless this Agreement is terminated for cause pursuant to Section 2.2 above.

3.5 Provide adequate resources to the student and the Supervisor in order that they may provide clinically appropriate services to clients.

3.6 Orient the student to the Practicum Provider’s rules, policies, procedures, methods, and operations.

3.7 Make every effort to provide and allow CBU PsyD students access to parking and use of facilities to the same extent as Practicum Provider’s employees.

3.8 Evaluate the student’s performance and notify the Director of Clinical Training (as defined in Section 4.1 herein) immediately, preferably by phone, of any cause of dissatisfaction with, misconduct of, or any other difficulties in the work performance of the student.

3.9 Provide the student and the Supervisor with an emergency response plan which assures the personal safety and security of the student, Supervisor, and student’s clients in the event of the emergency.

3.10 Provide the student with between fifteen (15) and twenty-four (24) hours per week of supervised professional experience within the scope of practice of a practicum student in a doctoral program in clinical psychology.

3.11 Accept the primary responsibility for supervision and control of the student at the Practicum site.

3.12 During the Term of this Agreement, the Supervisor shall:

(A) Be responsible for assuring that all supervised professional experience gained by the practicum student is within the scope of practice of clinical psychology.

(B) Complete the "Time2Track" practicum hours log required for completing the practicum sequence. Activities are entered by the student and reviewed for approval by the primary supervisor.

(C) Abide by the ethical standards promulgated by the American Psychological Association (APA).

(D) Provide regular evaluations of the student's performance (via "Foliotek") at the site to the Director of Clinical Training at the end of the fall and spring semesters, and a final evaluation at the conclusion of the rotation.

(E) Provide the Practicum student with a current copy of his or her license and resume and notify the Director of Clinical Training and the student immediately of any action that may affect his or her license.

(F) Be familiar with the laws and regulations that govern the practice of psychology in the State of California.

(G) Provide the student with at least two (2) hours of supervision, at least one (1) of which needs to be individual face-to-face supervision with the primary supervisor (additional supervision may be in a group format and/or with a delegated supervisor).

(H) Provide the student with a policy and procedure for crisis intervention and other client/clinical emergencies, in particular those mandated by law (e.g., child abuse, danger to self, others, etc.).

4. CBU AGREES TO:

4.1 Designate a point of contact for clinical field experience (a "Director of Clinical Training").

4.2 Ensure the Director of Clinical Training contacts the student and Practicum Supervisor to discuss the student's progress, and advises relative to the program of study.

4.3 Ensure the Director of Clinical Training strives to promote harmony and cooperation between the Experience Provider, the student, and the educational institution.

4.4 Ensure the student has professional liability insurance to cover damage or harm caused by the student in the amount of \$1,000,000 per occurrence, \$3,000,000 in the aggregate, when this Agreement is signed and returned to CBU.

4.5 Cause each student participating in practicum which is the subject of this Agreement to acknowledge certain obligations as shown in substantial form attached hereto as Exhibit "A" and incorporated herein by this reference.

4.6 Health Insurance. Inform the student that they are responsible for providing his or her own health insurance. In the event of an emergency, Practicum Provider will provide such emergency care as is provided its employees. The student will be responsible for any charge thus generated.

5. **NOTICES.** Any notice required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed via first class mail, or by a reputable overnight delivery service, or by personal delivery, and directed to the address of such Party set forth below:

PRACTICUM PROVIDER:	CBU:
Name: Santiago Canyon College	Name: California Baptist University
Attn: Starr Avedesian	Attn: Robert Pate, PsyD
Address: 8045 E. Chapman Ave. Orange, Ca 92869	Address: 8432 Magnolia Ave., Riverside, CA 92504
Telephone: 714-628-4860	Telephone: 951-343-4588
Email: avedesian_starr@sccollege.edu	Email: rpate@calbaptist.edu

All notices shall be effective upon receipt or rejection. Notice of change of address shall be given by written notice in the manner detailed in this Section 5. Rejection or other refusal to accept or the inability to deliver because of changed address of which no notice was given shall be deemed to constitute receipt of the notice, demand, request or communication sent. Each party may change its address for the purpose of this paragraph by giving written notice of such change in the manner provided for in this Section 5.

6. INSURANCE AND LIABILITY

Insurance. Upon request, CBU will provide to Practicum Provider certificates of coverage showing that the CBU is maintaining in effect during the entire term of this Agreement, at its sole cost and expense, the following insurance types and amounts:

- (a) Commercial general liability insurance on a standard comprehensive occurrence form with a minimum combined single limit of not less than \$1 million and \$3 million yearly aggregate.
- (b) Professional liability insurance (errors and omissions) with a limit of not less than \$1 million per claim or wrongful act and \$3 million yearly aggregate.
- (c) The CBU shall provide notification to Practicum Provider prior to cancellation, termination, non-renewal, or material alteration of any policy.

Workers Compensation. CBU agrees that student interns are not employees of Practicum Provider for any purpose including workers' compensation or any other benefits under the scope of this agreement.

Indemnification. To the extent permitted by applicable law, each party does hereby covenant and agree to indemnify and hold harmless the other party, its appointed boards and commissions, officials, officers, employees, and subagents, individually and collectively, from all fines, claims, demands, suits or actions of any kind and nature by reason of its acts or omissions occurring in the performance of this Agreement. Nothing in this Agreement or in its performance shall be construed to result in any person being the officer, agent, employee or servant of either party when such person, absent of this Agreement and the performance thereof, would not in law have had such status.

7. Independent Contractor. The parties hereto mutually agree that the relationship to exist between the CBU and Practicum Provider is not a joint venture but is an independent contractor relationship and that neither shall be the agent of the other.

8. Non-Discrimination. Both parties, in connection with any service or other activity under this Agreement, agree not to unlawfully discriminate against any person on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, political

affiliations or belief. CBU and Practicum Provider will comply with Title VII of the Civil Rights Act of 1964, Americans with Disabilities Act (ADA) of 1991, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973.


9. **Applicable Law.** This Agreement shall be governed and controlled by the substantive laws of the State of California. Venue for any legal proceedings shall be in Orange County, California.

10. **AMENDMENT:** No amendment or modification of this Agreement shall be valid unless in writing and executed by each of the Parties.

11. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement of the Parties with respect to the subject matter of this Agreement. This Agreement is not assignable without the prior written consent of the non-assigning party which consent will not be unreasonably withheld or delayed.

12. **COUNTERPARTS:** This Agreement may be signed in counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same Agreement. This Agreement may be executed by way of facsimile signature.

IN WITNESS WHEREOF, the Parties through their authorized representatives have executed this Agreement effective as of the Effective Date.

<p>“PRACTICUM PROVIDER”</p> <p>Institution: <u>Rancho Santiago Community College District</u></p> <p>By: _____</p> <p>Title: <u>Adam M. O'Connor</u> Interim Vice Chancellor Business Ops/ Fiscal Svs.</p>	<p>“CBU”</p> <p>California Baptist University</p> <p>By: <u></u></p> <p>Mark Howe Vice President for Finance and Administration</p>
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Rancho Santiago Comm Coll District
 Bank Code: 92 District Funds

Board Meeting of 05/24/21
 Check Registers Submitted for Approval
 Checks Written for Period 04/27/21 Thru 05/10/21

AP0020
 Page: 1

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68813	General Fund Unrestricted	0.00	3,532.80	-3,532.80	92*0546849	92*0546988
68865	General Fund Unrestricted	0.00	105.00	-105.00	92*0548044	92*0548044
68874	General Fund Unrestricted	100,080.91	0.00	100,080.91	92*0548295	92*0548496
68878	General Fund Unrestricted	1,351.12	0.00	1,351.12	92*0548675	92*0548686
68879	General Fund Unrestricted	190,838.02	0.00	190,838.02	92*0548514	92*0548628
68886	General Fund Unrestricted	5,611.25	0.00	5,611.25	92*0548792	92*0548843
68887	General Fund Unrestricted	35,520.28	0.00	35,520.28	92*0548689	92*0548771
Total Fund 11 General Fund Unrestricted		\$333,401.58	\$3,637.80	\$329,763.78		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68871	General Fund Restricted	0.00	76.54	-76.54	92*0548201	92*0548201
68874	General Fund Restricted	2,040,965.22	0.00	2,040,965.22	92*0548291	92*0548498
68877	General Fund Restricted	73,875.00	0.00	73,875.00	92*0548512	92*0548512
68879	General Fund Restricted	5,752,932.42	0.00	5,752,932.42	92*0548513	92*0548634
68887	General Fund Restricted	465,779.93	0.00	465,779.93	92*0548690	92*0548755
Total Fund 12 General Fund Restricted		\$8,333,552.57	\$76.54	\$8,333,476.03		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68874	GF Unrestricted One-Time Func	29,685.77	0.00	29,685.77	92*0548288	92*0548461
68879	GF Unrestricted One-Time Func	87,635.53	0.00	87,635.53	92*0548517	92*0548632
68887	GF Unrestricted One-Time Func	63,998.30	0.00	63,998.30	92*0548687	92*0548773
Total Fund 13 GF Unrestricted One-Time		\$181,319.60	\$0.00	\$181,319.60		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68875	Child Development Fund	11,888.93	0.00	11,888.93	92*0548499	92*0548505
68880	Child Development Fund	99,437.63	0.00	99,437.63	92*0548635	92*0548653
68888	Child Development Fund	37,149.75	0.00	37,149.75	92*0548774	92*0548785
Total Fund 33 Child Development Fund		\$148,476.31	\$0.00	\$148,476.31		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68876	Capital Outlay Projects Fund	107,685.50	0.00	107,685.50	92*0548506	92*0548511
68881	Capital Outlay Projects Fund	239,180.05	0.00	239,180.05	92*0548654	92*0548665
68889	Capital Outlay Projects Fund	42,967.57	0.00	42,967.57	92*0548786	92*0548787
Total Fund 41 Capital Outlay Projects Fun		<u>\$389,833.12</u>	<u>\$0.00</u>	<u>\$389,833.12</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68882	Bond Fund, Measure Q	1,613,658.98	0.00	1,613,658.98	92*0548666	92*0548670
68890	Bond Fund, Measure Q	10,625.00	0.00	10,625.00	92*0548788	92*0548788
Total Fund 43 Bond Fund, Measure Q		<u><u>\$1,624,283.98</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,624,283.98</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68883	Property and Liability Fund	3,398.38	0.00	3,398.38	92*0548671	92*0548671
68891	Property and Liability Fund	2,985.00	0.00	2,985.00	92*0548789	92*0548789
Total Fund 61 Property and Liability Fund		<u>\$6,383.38</u>	<u>\$0.00</u>	<u>\$6,383.38</u>		

Checks Written for Period 04/27/21 Thru 05/10/21

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
68884	Workers' Compensation Fund	579.07	0.00	579.07	92*0548672	92*0548672
68892	Workers' Compensation Fund	13,495.79	0.00	13,495.79	92*0548790	92*0548791
Total Fund 62 Workers' Compensation Fu		\$14,074.86	\$0.00	\$14,074.86		

Checks Written for Period 04/27/21 Thru 05/10/21

68885	Student Financial Aid Fund	1,200.00	0.00	1,200.00	92*0548673	92*0548674
Total Fund 74 Student Financial Aid Fund		<u><u>\$1,200.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$1,200.00</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	329,763.78
Total Fund 12 General Fund Restricted	8,333,476.03
Total Fund 13 GF Unrestricted One-Time Fund	181,319.60
Total Fund 33 Child Development Fund	148,476.31
Total Fund 41 Capital Outlay Projects Fund	389,833.12
Total Fund 43 Bond Fund, Measure Q	1,624,283.98
Total Fund 61 Property and Liability Fund	6,383.38
Total Fund 62 Workers' Compensation Fund	14,074.86
Total Fund 74 Student Financial Aid Fund	1,200.00
Grand Total:	<u><u>\$11,028,811.06</u></u>

Checks Written for Period 04/27/21 Thru 05/10/21

<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>
1A2104530	SAC Diversified Agency Fund	3,980.78	0.00	3,980.78	1A*0002491	1A*0002492
1A2105208	SAC Diversified Agency Fund	8,969.30	4,559.65	4,409.65	1A*0002493	1A*0002503
Total 1A SAC Diversified Agency Fund		<u><u>\$12,950.08</u></u>	<u><u>\$4,559.65</u></u>	<u><u>\$8,390.43</u></u>		

Checks Written for Period 04/27/21 Thru 05/10/21

<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>
1B2105208	SAC Bookstore Fund	11,247.22	0.00	11,247.22	1B*0002813	1B*0002819
Total 1B SAC Bookstore Fund		<u><u>\$11,247.22</u></u>	<u><u>\$0.00</u></u>	<u><u>\$11,247.22</u></u>		

Checks Written for Period 04/27/21 Thru 05/10/21

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1C2104530	SAC Community Education Fund	874.60	0.00	874.60	1C*0001316	1C*0001317
1C2105208	SAC Community Education Fund	10,019.28	0.00	10,019.28	1C*0001318	1C*0001320
Total 1C SAC Community Education Fund		<u>\$10,893.88</u>	<u>\$0.00</u>	<u>\$10,893.88</u>		

Checks Written for Period 04/27/21 Thru 05/10/21

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
1S2104530	SAC Associated Students Fund	2,545.89	0.00	2,545.89	1S*0001804	1S*0001809
1S2105208	SAC Associated Students Fund	1,025.00	0.00	1,025.00	1S*0001810	1S*0001811
Total 1S SAC Associated Students Fund		<u>\$3,570.89</u>	<u>\$0.00</u>	<u>\$3,570.89</u>		

Checks Written for Period 04/27/21 Thru 05/10/21

<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>
1T2104530	SAC Diversified Trust Fund	31,170.26	0.00	31,170.26	1T*0002155	1T*0002159
1T2105208	SAC Diversified Trust Fund	33,478.54	0.00	33,478.54	1T*0002160	1T*0002165
Total 1T SAC Diversified Trust Fund		<u><u>\$64,648.80</u></u>	<u><u>\$0.00</u></u>	<u><u>\$64,648.80</u></u>		

SUMMARY

Total Fund 1A SAC Diversified Agency Fund	8,390.43
Total Fund 1B SAC Bookstore Fund	11,247.22
Total Fund 1C SAC Community Education Fu	10,893.88
Total Fund 1S SAC Associated Students Fun	3,570.89
Total Fund 1T SAC Diversified Trust Fund	64,648.80
Grand Total:	<u><u>\$98,751.22</u></u>

Checks Written for Period 04/27/21 Thru 05/10/21

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2A2105208	SCC Diversified Agency Fund	945.85	0.00	945.85	2A*0001897	2A*0001897
2A2105310	SCC Diversified Agency Fund	821.43	0.00	821.43	2A*0001898	2A*0001900
Total 2A SCC Diversified Agency Fund		<u>\$1,767.28</u>	<u>\$0.00</u>	<u>\$1,767.28</u>		

Checks Written for Period 04/27/21 Thru 05/10/21

<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>
2B2105310	SCC Bookstore Fund	448.28	0.00	448.28	2B*0002466	2B*0002466
Total 2B SCC Bookstore Fund		<u><u>\$448.28</u></u>	<u><u>\$0.00</u></u>	<u><u>\$448.28</u></u>		

Checks Written for Period 04/27/21 Thru 05/10/21

<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>
2C2105208	SCC Community Education Fund	8,454.25	0.00	8,454.25	2C*0001238	2C*0001239
Total 2C SCC Community Education Fund		<u><u>\$8,454.25</u></u>	<u><u>\$0.00</u></u>	<u><u>\$8,454.25</u></u>		

Checks Written for Period 04/27/21 Thru 05/10/21

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
2T2105208	SCC Diversified Trust Fund	2,156.70	0.00	2,156.70	2T*0001589	2T*0001591
2T2105310	SCC Diversified Trust Fund	5,964.20	0.00	5,964.20	2T*0001592	2T*0001595
Total 2T SCC Diversified Trust Fund		<u>\$8,120.90</u>	<u>\$0.00</u>	<u>\$8,120.90</u>		

SUMMARY

Total Fund 2A SCC Diversified Agency Fund	1,767.28
Total Fund 2B SCC Bookstore Fund	448.28
Total Fund 2C SCC Community Education Fu	8,454.25
Total Fund 2T SCC Diversified Trust Fund	8,120.90
Grand Total:	<u><u>\$18,790.71</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/27/2021 To 05/10/2021
Board Meeting on 05/24/2021

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	400	
5000 OTHER OPERATING EXP & SERVICES		400
Total Transfer Fund 11	\$400	\$400
<u>Fund 12: General Fund Restricted</u>		
1000 ACADEMIC SALARIES		360,121
2000 CLASSIFIED SALARIES		151,072
3000 EMPLOYEE BENEFITS		163,418
4000 SUPPLIES & MATERIALS	48,331	
5000 OTHER OPERATING EXP & SERVICES	4,709,666	
6000 CAPITAL OUTLAY		4,049
7000 OTHER OUTGO		4,079,337
Total Transfer Fund 12	\$4,757,997	\$4,757,997
<u>Fund 13: GF Unrestricted One-Time Funds</u>		
1000 ACADEMIC SALARIES	29,521	
3000 EMPLOYEE BENEFITS	5,979	
4000 SUPPLIES & MATERIALS	4,925	
5000 OTHER OPERATING EXP & SERVICES		18,160
6000 CAPITAL OUTLAY	8,735	
7000 OTHER OUTGO		31,000
Total Transfer Fund 13	\$49,160	\$49,160
<u>Fund 31: Bookstore Fund</u>		
4000 SUPPLIES & MATERIALS	449	
5000 OTHER OPERATING EXP & SERVICES		449
Total Transfer Fund 31	\$449	\$449
<u>Fund 33: Child Development Fund</u>		
4000 SUPPLIES & MATERIALS	9,600	
5000 OTHER OPERATING EXP & SERVICES		9,600
Total Transfer Fund 33	\$9,600	\$9,600
<u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		3,324,250
7900 RESERVE FOR CONTINGENCIES	3,324,250	
Total Transfer Fund 41	\$3,324,250	\$3,324,250

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 04/27/2021 To 05/10/2021
Board Meeting on 05/24/2021**

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	300	
8600	STATE REVENUES	456,199	
8800	LOCAL REVENUES	7,914	
2000	CLASSIFIED SALARIES		9,951
3000	EMPLOYEE BENEFITS		1,581
4000	SUPPLIES & MATERIALS		(17,848)
5000	OTHER OPERATING EXP & SERVICES		455,239
6000	CAPITAL OUTLAY		15,490
Total Increases (Decreases) Fund 12		\$464,413	\$464,413
<u>Fund 33: Child Development Fund</u>			
8100	FEDERAL REVENUES	334,769	
2000	CLASSIFIED SALARIES		8,206
3000	EMPLOYEE BENEFITS		10,475
5000	OTHER OPERATING EXP & SERVICES		152,163
7000	OTHER OUTGO		163,925
Total Increases (Decreases) Fund 33		\$334,769	\$334,769
<u>Fund 74: Student Financial Aid Fund</u>			
8100	FEDERAL REVENUES	(300)	
8600	STATE REVENUES	(1,350)	
7000	OTHER OUTGO		(1,650)
Total Increases (Decreases) Fund 74		\$(1,650)	\$(1,650)

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 04/27/2021 To 05/10/2021
Board Meeting on 05/24/2021

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			
B026989	04/27/21		
5000	OTHER OPERATING EXP & SERVICES	3,501,137	
7000	OTHER OUTGO		3,501,137
Total Reference B026989		\$3,501,137	\$3,501,137
Reason:	Special Project Adjustment		
Description:	Budget change to cover loss revenue entries for SAC Bookstore		
B026990	04/27/21		
5000	OTHER OPERATING EXP & SERVICES	573,156	
7000	OTHER OUTGO		573,156
Total Reference B026990		\$573,156	\$573,156
Reason:	Special Project Adjustment		
Description:	Budget change to cover loss revenue entries: parking, SCC Bookstore		
BCKVU1RGDI	05/06/21		
1000	ACADEMIC SALARIES		324,342
3000	EMPLOYEE BENEFITS		65,678
5000	OTHER OPERATING EXP & SERVICES	390,020	
Total Reference BCKVU1RGDI		\$390,020	\$390,020
Reason:	Special Project Adjustment		
Description:	Remote Instruction Certificate training: SAC Adjuncts FY20-21		
BCM3N9OVJ7	04/30/21		
1000	ACADEMIC SALARIES		18,621
2000	CLASSIFIED SALARIES		78,817
3000	EMPLOYEE BENEFITS		28,715
5000	OTHER OPERATING EXP & SERVICES	126,153	
Total Reference BCM3N9OVJ7		\$126,153	\$126,153
Reason:	Special Project Adjustment		
Description:	To cover negative accounts and projections for FY20-21 (CEC)		
BCMQSN8O64	04/29/21		
1000	ACADEMIC SALARIES		8,575
2000	CLASSIFIED SALARIES		12,834
3000	EMPLOYEE BENEFITS		5,873
4000	SUPPLIES & MATERIALS		7,000
5000	OTHER OPERATING EXP & SERVICES	37,782	
6000	CAPITAL OUTLAY		2,000
7000	OTHER OUTGO		1,500
Total Reference BCMQSN8O64		\$37,782	\$37,782
Reason:	New Budget		
Description:	Special program holding account for Veterans (SCC)		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 04/27/2021 To 05/10/2021
Board Meeting on 05/24/2021

BUDGET TRANSFERS		From	To
<u>Fund 12: General Fund Restricted</u>			
BCWPLQVAD6	05/06/21		
2000	CLASSIFIED SALARIES		60,006
3000	EMPLOYEE BENEFITS		40,204
4000	SUPPLIES & MATERIALS	5,000	
5000	OTHER OPERATING EXP & SERVICES	64,891	
6000	CAPITAL OUTLAY	29,359	
7000	OTHER OUTGO	960	
Total Reference BCWPLQVAD6		\$100,210	\$100,210
Reason:	Special Project Adjustment		
Description:	Transfer of Expense: Lynn Au wages through 03-31-21 to SEAP 2572		
BCYLR5BQSV	05/06/21		
2000	CLASSIFIED SALARIES	36,900	
4000	SUPPLIES & MATERIALS		5,900
6000	CAPITAL OUTLAY		31,000
Total Reference BCYLR5BQSV		\$36,900	\$36,900
Reason:	Special Project Adjustment		
Description:	Fund instructional supplies and equipment (SCC Business & Career)		
BCYW7TP5QJ	04/29/21		
2000	CLASSIFIED SALARIES		33,684
3000	EMPLOYEE BENEFITS		23,139
4000	SUPPLIES & MATERIALS	56,823	
Total Reference BCYW7TP5QJ		\$56,823	\$56,823
Reason:	Special Project Adjustment		
Description:	Funding for instructional assistant accounts (SCC)		
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
BCINJOU6K1	05/10/21		
1000	ACADEMIC SALARIES	24,948	
3000	EMPLOYEE BENEFITS	5,052	
7000	OTHER OUTGO		30,000
Total Reference BCINJOU6K1		\$30,000	\$30,000
Reason:	New Budget		
Description:	Budget adjustment and transfer: reduction of statutory benefit accounts		
<u>Fund 41: Capital Outlay Projects Fund</u>			
B026994	04/28/21		
6000	CAPITAL OUTLAY		50,000
7900	RESERVE FOR CONTINGENCIES	50,000	
Total Reference B026994		\$50,000	\$50,000
Reason:	Special Project Adjustment		
Description:	Special inspection/MAT TES project 3066 on-call agreement with NV5		
B026995	04/28/21		
6000	CAPITAL OUTLAY		60,000
7900	RESERVE FOR CONTINGENCIES	60,000	
Total Reference B026995		\$60,000	\$60,000
Reason:	Special Project Adjustment		
Description:	Allocate funds for future agreement, SP 3195		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 04/27/2021 To 05/10/2021
Board Meeting on 05/24/2021

BUDGET TRANSFERS		From	To
<u>Fund 41: Capital Outlay Projects Fund</u>			
B026996	04/30/21		
6000	CAPITAL OUTLAY		234,250
7900	RESERVE FOR CONTINGENCIES	234,250	
Total Reference B026996		\$234,250	\$234,250
Reason: Special Project Adjustment			
Description: Allocate funds to Science Center: furnishings/equipment proj 3070.16			
B026998	05/06/21		
6000	CAPITAL OUTLAY		2,000,000
7900	RESERVE FOR CONTINGENCIES	2,000,000	
Total Reference B026998		\$2,000,000	\$2,000,000
Reason: Special Project Adjustment			
Description: Funds to SP3616 ADA transfer (Blaser settlement) SCC			
B027001	05/10/21		
6000	CAPITAL OUTLAY		980,000
7900	RESERVE FOR CONTINGENCIES	980,000	
Total Reference B027001		\$980,000	\$980,000
Reason: Special Project Adjustment			
Description: Funds to other services for Marx Okubo & Cordova agreements			
BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
BCBHJIY95W	05/06/21		
8600	STATE REVENUES	33,791	
5000	OTHER OPERATING EXP & SERVICES		33,791
Total Reference BCBHJIY95W		\$33,791	\$33,791
Reason: New Budget			
Description: CalFresh Outreach funds via 2021 Immediate Action Budget Pkg Senate Bill 85			
BCR25FNWUV	05/06/21		
8600	STATE REVENUES	266,000	
5000	OTHER OPERATING EXP & SERVICES		266,000
Total Reference BCR25FNWUV		\$266,000	\$266,000
Reason: New Budget			
Description: Retention/Enrollment Outreach funds via 2021 Immediate Action Budget Pkg (SAC)			
BCT7KWUJ1Z	05/06/21		
8600	STATE REVENUES	137,581	
5000	OTHER OPERATING EXP & SERVICES		137,581
Total Reference BCT7KWUJ1Z		\$137,581	\$137,581
Reason: New Budget			
Description: Retention/Enrollment Outreach funds via 2021 Immediate Action Budget Pkg (SCC)			
<u>Fund 33: Child Development Fund</u>			
B026992	04/27/21		
8100	FEDERAL REVENUES	147,184	
5000	OTHER OPERATING EXP & SERVICES		147,184
Total Reference B026992		\$147,184	\$147,184
Reason: Special Project Adjustment			
Description: Setup new budget for one-time stipend #1265 Child Dev CRRSA			

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT- ATTACHMENT
From 04/27/2021 To 05/10/2021
Board Meeting on 05/24/2021

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
Fund 33: Child Development Fund			
BC0ULHGW7X	05/03/21		
8100	FEDERAL REVENUES	25,411	
2000	CLASSIFIED SALARIES		970
3000	EMPLOYEE BENEFITS		323
7000	OTHER OUTGO		24,118
Total Reference BC0ULHGW7X		\$25,411	\$25,411
Reason:	New Budget		
Description:	CCAMPIS SCC FY20-21 (year 3)		
BC195SM6FL	05/03/21		
8100	FEDERAL REVENUES	72,872	
2000	CLASSIFIED SALARIES		2,097
3000	EMPLOYEE BENEFITS		2,857
5000	OTHER OPERATING EXP & SERVICES		2,803
7000	OTHER OUTGO		65,115
Total Reference BC195SM6FL		\$72,872	\$72,872
Reason:	Special Project Adjustment		
Description:	CCAMPIS SAC: year 2 augment		
BCW0CNFU9E	05/03/21		
8100	FEDERAL REVENUES	56,564	
2000	CLASSIFIED SALARIES		2,040
3000	EMPLOYEE BENEFITS		1,676
5000	OTHER OPERATING EXP & SERVICES		2,176
7000	OTHER OUTGO		50,672
Total Reference BCW0CNFU9E		\$56,564	\$56,564
Reason:	New Budget		
Description:	CCAMPIS SAC FY20-21 (year 3)		
BCYEXZNG58	05/03/21		
8100	FEDERAL REVENUES	32,738	
2000	CLASSIFIED SALARIES		3,099
3000	EMPLOYEE BENEFITS		5,619
7000	OTHER OUTGO		24,020
Total Reference BCYEXZNG58		\$32,738	\$32,738
Reason:	Special Project Adjustment		
Description:	CCAMPIS SCC: year 2 augment		

RECOMMENDATION

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

4.2 (6)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 04/27/2021 To
05/10/2021 Board Meeting on
05/24/2021**

BACKGROUND

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

ANALYSIS

This listing provides details on each intrafund and interfund transfer for the period and funds indicated. Transfers from prior periods that were not previously reported are also included in this listing.

INTRAFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
02/28/21	J063961	Loss of parking revenue due to COVID: SAC July 2020 to February 2021	292,151.44
02/28/21	J063962	Loss of parking revenue due to COVID: SCC July 2020 to February 2021	125,207.76
03/08/21	J063750	Overspent RHT - Fund 12 to Fund 11	5.68
03/31/21	J064130	Loss of SCC Bookstore revenue through March 2021	136,186.22
	J064133		27,750.80
	J064135		112,356.44
	J064137		76,185.30
03/31/21	J064254	Overspent Fed COVID Block Grant - Fund 12 to Fund 11	0.01
04/23/21	J064251	Loss of SAC Non-resident Tuition revenue - Fall 2020 and Spring 2021	1,077,524.00
04/28/21	J064287	Underspent AEBG Fund 12 to Fund 11	0.34
04/29/21	J064284	Loss of SCC Non-resident Tuition revenue - Fall 2020 and Spring 2021	340,373.00

INTERFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/20	J060937	Additional transfer – Fund 11 to Fund 33	10,723.00
07/31/20	J060998	Transfer retiree fund to irrevocable trust	3,990,521.00
02/28/21	J063963	Loss of parking revenue due to COVID: SAC July 2020 to February 2021	319,252.36
02/28/21	J063964	Loss of parking revenue due to COVID: SCC July 2020 to February 2021	136,822.44
03/31/21	J064132	Loss of SCC Bookstore revenue through March 2021	350,193.15
	J064134		71,359.20
	J064136		288,916.56
	J064138		195,905.07
03/31/21	J064243	Loss of SAC Planetarium revenue through March 2021	45,668.83
03/31/21	J064244	Loss of SAC Community Ed revenue through March 2021	318,812.11
03/31/21	J064245	Loss of SAC Bookstore revenue through March 2021	1,480,806.34
	J064246		83,721.00
	J064247		1,319,490.13
04/23/21	J064251	Loss of SAC Non-resident Tuition revenue - Fall 2020 and Spring 2021	37,156.00
04/29/21	J064284	Loss of SCC Non-resident Tuition revenue - Fall 2020 and Spring 2021	11,737.00

RECOMMENDATION

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

4.2 (7)

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Public Hearing – 2021/2022 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 2021/2022 fiscal year at the June 21, 2021 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 the last three work days of the week prior to the June 21 Board of Trustees meeting 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.

It is anticipated that the proposed Adopted Budget will be presented at the September 13, 2021 Board of Trustees meeting.

RECOMMENDATION

It is recommended the Board of Trustees hold a public hearing on the 2021/2022 Tentative Budget at the meeting on June 21, 2021.

Fiscal Impact:	Not Applicable	Board Date: May 24, 2021
Prepared by:	Thao Nguyen, Manager of Budget, Forecasting and Analysis	
Submitted by:	Adam M. O'Connor, Interim 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 24, 2021
Re:	Approval of Amendment to Agreement with PBK Architects, Inc. - Architectural and Engineering Services for Barrier Removal – Nealley Library Restroom Remodel at Santa Ana College	
Action:	Request for Approval	

BACKGROUND

This is an amendment to an existing agreement to extend time only. There are no additional costs for this amendment. On May 13, 2019, the Board of Trustees approved an agreement with PBK Architects, Inc. for architectural and engineering services for a barrier removal accessibility restroom remodel project in the Nealley Library (“Library”) at Santa Ana College. To see the original agreement, please [click here](#). This project is currently in construction.

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

This extension of time will allow the Architect to complete all project activities as set forth in the terms of the agreement and obtain Division of State Architect (DSA) certification. Close-out for the project and DSA certification is expected to continue through December 31, 2021 and construction is anticipated to continue through the summer. The project was rescheduled to align the start of construction hazardous material abatement work to occur during spring break at the request of the College which was a departure from the original anticipated schedule. This caused a change in the bid schedule and construction start for the project and the architect’s agreement now needs to be adjusted to reflect this change.

ANALYSIS

The services covered by this agreement commenced on May 14, 2019 and the new end date is being extended from June 30, 2021 to end when the notice of completion for the construction

work, 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 \$97,000.

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 PBK Architects, Inc. - Architectural and Engineering Services for Barrier Removal – Nealley Library Restroom Remodel at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

Board Agreement Summary

Board Date: 5/24/2021

Project: Barrier Removal – Nealley Library Restroom Remodel

Site: **Santa Ana College**

Consultants: **PBK Architects, Inc.**

Type of Service: Architectural and Engineering Services

Agreement Summary	Amount	Reimbursables	Start	Duration	
				End	
Original Contract Amount	\$95,000.00	\$2,000.00	5/14/2019	6/30/2021	
Amendment #1					Project Close-Out
Total Agreement Amount	\$97,000.00				

AGREEMENT NO: 0344.00/ DESCRIPTION:

Amendment #1 is for an extension of time only.

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

Total Proposed Amount:

N/A

Contract End Date:

Project Close-Out

FIRST AMENDMENT TO ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **25th** day of **MAY** in the year **2021**, between **PBK 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. 0344.00 entered into on 14th of May, 2019 to provide architectural services for the BARRIER REMOVAL PROJECT – RESTROOM REMODEL FOR THE NEALLEY LIBRARY AT SANTA ANA COLLEGE. Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2021 to be until the notice of completion for the construction work, Division of State Architect Certification and project close-out has been achieved.
- B. 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. 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. 0344.00, effective May 13, 2019, shall remain in full force and effect.

The parties, through their authorized representatives, have executed this AMENDMENT as of the day and year written above.

PBK ARCHITECTS, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Adam M. O’Connor

Title _____

Interim Vice Chancellor, Business Operations and Fiscal Services

Agreement No. 0344.01
Board Approval: May 24, 2021
Purchase Order: 19-P0057109

Date _____

Date _____

COPIES TO:

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

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

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

DISTRICT OFFICE - BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Agreement with IDS Group, Inc. - Electrical Engineering Services for the Building K Welding Lab Electrical Load Assessment Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND

This is a new agreement for electrical engineering services for the Building K Welding Lab to assess the current electrical load capacity at Santa Ana College in order to increase exterior outdoor lighting and additional electrical receptacles.

Per Board Policy and Administrative Regulation 6601 *Facility Modification and New Construction*, the Welding Technology Department at Santa Ana College requested and desires to add new exterior lighting and electrical upgrades for class welding equipment, power tools, and other instructional equipment to improve the safety of the students and welding program’s electrical infrastructure. Due to the age of the building and lack of as-built drawings through the years, Santa Ana College must undertake the proper building condition assessment in order to support the welding programs use within this building.

The concrete masonry unit (CMU) wall adjacent the building was recently extended to accommodate the addition of new receptacles along the wall. The wall extension allowed exterior welding stations to move further away from the building to address distance from the building as the existing station set up on the exterior was not per code and did not have sufficient walking space around the stations which is a trip hazard to students. The College desires to add additional lighting and appropriately sized electrical receptacles to the CMU wall to provide a safer instructional environment and improve the electrical infrastructure for the welding technology program.

The District requires professional engineering services for the project to undertake the assessment of the current electrical conditions of the facility. The professional consultant will provide an electrical load study to determine the current electrical loads and maximum capacities, document existing electrical conditions, provide design development plans, and prepare construction documents in accordance with the most updated building codes and regulations for the additional electrical upgrades. The professional engineer will also provide construction administration services and closeout services during the construction phase. Once complete, the Welding Technology Program will have improved safety lighting and electrical infrastructure for the support of their student welding stations and welding equipment/tools.

ANALYSIS

A Request for Proposal (RFP) #1920-270 for electrical engineering design services for the Building K Welding Lab additional electrical load project at Santa Ana College was solicited to four prequalified firms on February 21, 2020 with a response deadline of March 5, 2020. The District received one proposal from IDS Group, Inc. (Irvine). A screening panel of four members convened on March 30, 2021 to review the proposal. The screening panel unanimously recommends IDS Group, Inc. after a thorough review based on a culmination of their response, experience, team members, project approach, fee, technical expertise, knowledge and ability to meet the anticipated schedule. It is recommended that the District enter into an agreement with IDS Group, Inc. to provide electrical engineering services for the Building K Welding Lab electrical load assessment project at Santa Ana College. Please [click here](#) to see the agreement.

Since there were limited to no classes in the building, the electrical load assessment could not proceed in 2020 and was delayed. IDS Group, Inc. agreed to hold their fee rate from 2020 as the College desires to continue to move forward with the assessment in 2021 and the faculty have agreed to undertake a simulated class environment so that the assessment could proceed.

The services covered by this agreement shall commence May 25, 2021 and end June 30, 2022. The contract is a total not-to-exceed fee of \$39,900. The District has reviewed the fee and finds it reasonable, within industry standards, and similar to other prequalified electrical engineering firms.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION

It is recommended the Board of Trustees approve the agreement with IDS Group, Inc. - Electrical Engineering Services for the Building K Welding Lab Additional Electrical Load Project at Santa Ana College as presented.

Fiscal Impact:	\$39,900	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

Board Agreement Summary

Board Date: 5/24/2021

Project: Building K Welding Lab Additional Electrical Load

Site: **Santa Ana College**

Consultants: **IDS Group, Inc.**

Type of Service: Electrical Engineering Services

Agreement Summary	Amount	Reimbursables	Start	Duration End
Original Contract Amount	\$39,900.00		5/25/2021	6/30/2022
Total Agreement Amount	\$39,900.00			

AGREEMENT NO: 0414.00/ DESCRIPTION:

This agreement #0414.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$39,900.00**

Contract End Date: **6/30/2022**

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Adoption of Resolution No. 21-09 – Authorization to Procure Orange Education Center Site Remediation Services by Negotiated Contract and Finding of Project Substantial Complexity	
Action:	Request for Adoption	

BACKGROUND

This is a Resolution to allow District staff to procure remediation services associated with the property located at 1465 North Batavia Street, Orange, California 92867.

On July 8, 2020 the Orange County Health Care Agency (OCHCA) approved the District's Remediation Action Plan as part of the site remediation activities at Orange Education Center. The environmental consultant prepared design plans for construction. The construction services consist of utility locating, vertical drilling, site trenching, and heavy-duty perforated piping to install soil vapor extraction wells throughout the site. The installation also includes site preparation, equipment enclosures, plumbing, mechanical, and electrical services to install a soil vapor treatment plant. The treatment plant includes new process piping, treatment tanks, mechanical blowers, high performance filtration equipment, electrical panels, disconnects, and remote monitoring equipment. The treatment plant will remove hazardous underground vapors and clean the contaminated vapors through a carbon vessel system and exhaust clean vapors in the atmosphere in accordance with the agency's approved Remediation Action Plan.

In conformity with the objectives set forth in Public Contract Code §100, the District issued a Request for Proposals as Bid #1401 (RFP) requesting proposals from qualified contractors to complete the project; the District advertised availability of the RFP and issued a Notice Inviting Formal Bids to 90 contractors from the District's qualified contractors list; a mandatory job walk was conducted on February 9, 2021 which was attended by representatives of ten (10) firms with a potential interest in submitting a proposal responding to the RFP. A single proposal was submitted in response to the RFP and it was deemed non-responsive. At the last Board of Trustees meeting held on May 10, 2021 the Board approved the rejection of all bids.

A number of factors indicate that re-issuance of the RFP or engaging in any other competitive proposal process would likely be futile and not yield any competitive benefit to the District, including: (i) the extremely specialized nature of the project; (ii) the need for specialized equipment and special skills to complete the project; (iii) the need for extensive experience with sub-surface soil vapor extraction and hazardous vapor treatment; and (iv) the lack of responsive proposals submitted in response to the RFP.

ANALYSIS

California courts recognize a legal exception to the statutory bidding requirements when a public agency determines that competitive bidding would be futile, unavailing, undesirable, impractical, impossible, and would cause additional delay and additional cost. (*Meakin v. Steveland* (1977) 68 Cal.App.3d 490; *Los Angeles Dredging v. Long Beach* (1930) 210 Cal. 348); *Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348, 354; *Los Angeles G. & E. Corp. v. Los Angeles* (1922) 188 Cal. 307, 319; *County of Riverside v. Whitlock* (1972) 22 Cal. App. 3d 863, 878; *Hodgeman v. City of San Diego* (1942) 53 Cal. App. 2d 610, 617-618). It is in the District’s best interest to directly negotiate and enter into a contract with a qualified contractor to complete the project in conformity with the design documents so that the Remediation Plan is implemented as approved by the OCHCA and the District can re-develop and re-occupy the site.

Notwithstanding the general limitations on retention withholdings under Public Contract Code §7201, the provisions of Section 7201 permit the District to retain retention withholdings in excess of five percent (5%) if the Board of Trustees of the District make a finding in a properly noticed and regularly scheduled meeting of the Board of Trustees that a project is substantially complex to require retention withholdings in excess of five percent (5%). Due to the complex nature of the remediation scope of work, District staff is recommending retention be 10%.

Additionally, the Resolution authorizes District staff to procure a contractor to complete the project without a competitive proposal process, subject to the following: (i) District staff shall make reasonably diligent efforts to engage in discussions with more than one (1) contractor for completion of the project; (ii) the contractor(s) engaged by District staff in discussions to complete the project shall have sufficient capacity/capability to complete the project and deemed qualified to complete the project by the District’s environmental consultant; and (iii) the terms and conditions of any contract for completion of the project, including pricing terms, are fair, reasonable and in the best interest of the District.

The District consulted with legal counsel, Sherman Wong of Public Agency Law Group in the preparation of this Resolution and recommendation.

RECOMMENDATION

It is recommended the Board of Trustees adopt Resolution 21-09 Authorization to Procure Orange Education Center Site Remediation Services by Negotiated Contract and Finding of Project Substantial Complexity.

Fiscal Impact:	N/A	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Adam M. O’Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

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

**Authorization to Procure Orange Education Center Site Remediation Project Services by
Negotiated Contract and Finding of Project Substantial Complexity**

RESOLUTION NO. 21-09

WHEREAS, there are subsurface volatile organic compounds (“VOC”) consisting primarily of tetrachloroethene (PCE) and trichloroethene (TCE) at the Orange Education Center at Santiago Canyon College located at 1465 North Batavia Street, Orange, California 92867 (Site).

WHEREAS, above-grade improvements and facilities at the Site have been demolished and the Site is now covered by concrete and asphalt paving.

WHEREAS, the District intends to re-develop the Site and re-construct facilities thereon for use as the Orange Education Center.

WHEREAS, redevelopment of the Site and the use/occupancy of improvements constructed on the Site require the District to remediate the Site subsurface VOCs.

WHEREAS, jurisdiction over subsurface VOC remediation at the Site is vested in the Orange County Health Care Agency (OCHCA); on July 8, 2020 OCHCA approved the District’s Remediation Action Plan (“Remediation Plan”).

WHEREAS, the District retained an environmental consultant, Converse Consultants, to prepare Design Documents consisting of engineering calculations, design drawings and written specifications to implement the Remediation Plan by installation of soil vapor extraction wells for extracting/removal subsurface contaminated soil vapor and an on-site soil vapor treatment plant to clean the contaminated vapors through a carbon vessel system before exhausting clean vapors into the atmosphere (“Project”).

WHEREAS, the Project scope includes:

- Specialized horizontal drilling for vapor extraction piping/extraction well system installation; with drilling depths up to 60’ and horizontal lengths up to 655’.
- Construction and installation of an on-site soil vapor treatment plant which includes new process piping, treatment tanks, mechanical blowers, high performance filtration equipment, electrical panels, disconnects, and remote monitoring equipment.
- Systematic commissioning process of the installed equipment/systems for review of system flow rates, radius of influence, calibration, adjusting, testing, balancing, and overall performance testing.
- Continuing operation of extraction/vapor treatment systems, currently projected to be at least five years after initial start-up/operation before there is sufficient data to demonstrate the installed remediation system effectiveness and rate of reduction of subsurface soil vapors.

WHEREAS, completion of the Project and compliance with the Remediation Plan requires a contractor with unique skills, experience, equipment and labor resources:

- Horizontal drilling is a specialized construction service that is offered by a limited number of horizontal drilling contractors.

- Specialized construction skills are necessary for construction of the vapor treatment plant and installation/operation of the vapor treatment equipment.
- Skills and knowledge to complete environmental remediation services in compliance with requirements of oversight agencies are necessary.
- Sufficient capacity to ensure continuing availability of labor, materials and equipment resources for operating the vapor treatment plant for at least 5 years.

WHEREAS, there is a general requirement for District procurement of goods and services to be by a bidding or proposal process to ensure that the legislative objectives described in Public Contract Code §100 are met: (i) protecting public funds from misuse; (ii) stimulating competition consistent with sound fiscal practices; and (iii) eliminate favoritism, fraud and corruption in public contracting.

WHEREAS, in conformity with the objectives set forth in Public Contract Code §100, the District issued a Request for Proposals as Bid #1401 (RFP) requesting proposals from qualified contractors to complete the Project; the District advertised availability of the RFP and issued a Notice Inviting Formal Bids to 90 contractors from the District’s qualified contractors list; a mandatory job walk was conducted on February 9, 2021 which was attended by representatives of ten (10) firms with a potential interest in submitting a proposal responding to the RFP.

WHEREAS, proposals responding to the RFP were to be submitted no later than April 15, 2021; a single proposal was submitted in response to the RFP (RFP Proposal).

WHEREAS, upon review of the RFP Proposal, the RFP Proposal was deemed non-responsive for the following reasons: (i) the RFP Proposal proposed to complete a scope of work materially deviating from the scope of work required by the Design Documents; (ii) failure to submit a bid security required by the RFP; and (iii) proposed amendment to terms and conditions of the Contract issued by the District for the Project.

WHEREAS, at the last Board of Trustees meeting held on May 10, 2021 the Board approved the rejection of all bids.

WHEREAS, a number of factors indicate that re-issuance of the RFP or engaging in any other competitive proposal process would likely be futile and not yield any competitive benefit to the District, including: (i) the extremely specialized nature of the Project; (ii) the need for specialized equipment and special skills to complete the Project; (iii) the need for extensive experience with sub-surface soil vapor extraction and hazardous vapor treatment; and (iv) the lack of responsive proposals submitted in response to the RFP.

WHEREAS, California courts recognize a legal exception to the statutory bidding requirements when a public agency determines that competitive bidding would be futile, unavailing, undesirable, impractical, impossible, and would cause additional delay and additional cost. (*Meakin v. Steveland* (1977) 68 Cal.App.3d 490; *Los Angeles Dredging v. Long Beach* (1930) 210 Cal. 348); *Los Angeles Dredging Co. v. Long Beach* (1930) 210 Cal. 348, 354; *Los Angeles G. & E. Corp. v. Los Angeles* (1922) 188 Cal. 307, 319; *County of Riverside v. Whitlock* (1972) 22 Cal. App. 3d 863, 878; *Hodgeman v. City of San Diego* (1942) 53 Cal. App. 2d 610, 617-618).

WHEREAS, it is in the District’s best interest to directly negotiate and enter into a contract with a qualified contractor to complete the Project in conformity with the Design Documents so that the

Remediation Plan is implemented as approved by the OCHCA and the District can re-develop and re-occupy the Site.

WHEREAS, Public Contract Code §7201(b)(4) generally limits the retention the District may withhold from progress payments due a public works contractor to five (5%).

WHEREAS, notwithstanding the general limitations on retention withholdings under Public Contract Code §7201, the provisions of Section 7201 permit the District to retain retention withholdings in excess of five percent (5%) if the Board of Trustees of the District make a finding in a properly noticed and regularly scheduled meeting of the Board of Trustees that a project is substantially complex to require retention withholdings in excess of five percent (5%).

WHEREAS, Public Contract Code §7201(b)(4) authorizes the District to withhold more than five percent (5%) of the contract price where the Governing Board approves a finding that a project requires a higher retention amount than five percent (5%) and the awarding entity includes in the contract documents details explaining the basis for the finding and the actual retention amount.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT DOES HEREBY FIND, RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

RESOLVED, the Board does hereby find and determine that the foregoing Recitals are true and correct; the Recitals are incorporated herein by this reference.

FURTHER RESOLVED, that it would be futile, unavailing, undesirable, and impracticable, and will cause additional delay to Project completion by engaging in a competitive proposal process to procure a contractor to complete the Project given the: (i) the unique requirements of the Project and (ii) the special skills necessary to complete the Project.

FURTHER RESOLVED, District staff is authorized to procure a contractor to complete the Project without a competitive proposal process, subject to the following: (i) District staff shall make reasonably diligent efforts to engage in discussions with more than one (1) contractor for completion of the Project; (ii) the contractor(s) engaged by District staff in discussions to complete the Project shall have sufficient capacity/capability to complete the Project and deemed qualified to complete the Project by the District's environmental consultant; and (iii) the terms and conditions of any contract for completion of the Project, including pricing terms, are fair, reasonable and in the best interest of the District.

FURTHER RESOLVED, any contract procured by District staff for completion of the Project shall be subject to approval by the Board of Trustees in an open public meeting of the Board of Trustees conducted in accordance with applicable law.

FURTHER RESOLVED, that based on the Project scope and Project requirements described in the Recitals, the Board of Trustees finds that the Project is substantially complex (as that term is used in Public Contract Code §7201) and requires retention withholdings in the amount of ten percent (10%).

FURTHER RESOLVED, that District staff is directed to take all such other action as necessary pursuant to Public Contract Code §7201 to establish retention withholdings of ten percent (10%) in any contract with a contractor for the Project.

FURTHER RESOLVED, that these Resolutions shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of Rancho Santiago Community College District on this 24th day of May, 2021, by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

I, _____, President of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing is full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board.

President of the Board of Trustees
Rancho Santiago Community College District

I, _____, Clerk of the Board of Trustees of the Rancho Santiago Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Board of Trustees of the Rancho Santiago Community College District Governing Board at a regular meeting thereof held on the 24th day of May, 2021, by the above described vote of the Governing Board;

Clerk of the Board of Trustees
Rancho Santiago Community College District

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Rancho Santiago Community College District Governing Board this 24th day of May, 2021.

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Ratification of Award of Bid #1404 – Americans with Disabilities Act and Parking Lot Repairs project at District Operations Center	
Action:	Request for Ratification	

BACKGROUND

This is a ratification for the award of Bid #1404 for the Americans with Disabilities Act (ADA) and parking lot repairs project at the District Operations Center. This is the first phase of several on-going exterior accessibility improvements that are needed. The project involves site accessibility upgrades including stairs, ramps, handrails, and improved concrete located from the parking lot to the building entrance with new accessible parking stalls and striping. This first phase of work is located along the freeway wall and across from the east entrance. There is approximately 1,235 square feet of existing asphalt that will be improved in this area. The cracks will be repaired along with an asphalt overlay. Paint striping will be applied at the new accessible parking stalls and for the appropriate path of travel walkway. At the east entrance, the existing stairs and handrails will be demolished and reconstructed. The existing ramp, handrails, and landings located on the east side of the building and south of the entrance will also be reconstructed. A new footing will be constructed adjacent to the reconstructed ramp to accommodate the installation of a new emergency blue phone. The emergency blue phone is an owner furnished item and will be installed by the contractor.

ANALYSIS

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1404 for the ADA and Parking Lot Repairs at the District Operations Center was advertised on the Districts website and notice of inviting bids was sent to 149 contractors from the District’s qualified contractors list on March 1, 2021.

An optional job walk was conducted on March 11, 2021, and there were eight attendees. Bids were opened on April 22, 2021, as noted on the attached bid summary. The District received seven bids for the project. Aid Builders, Inc. submitted the lowest responsive bid in the amount of \$129,000.00. District staff has completed a due diligence review of contract documents to ensure compliance with license and bid bond requirements.

The Interim Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract under the authority of CUPCCAA to Aid Builders, Inc.

The anticipated start date is June 7, 2021. The estimated construction duration is 90 calendar days.

This project is funded by Capital Outlay Funds.

RECOMMENDATION

It is recommended the Board of Trustees ratify the award of Bid #1404 – Americans with Disabilities Act and Parking Lot Repairs project at District Operations Center as presented.

Fiscal Impact:	\$129,000	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	



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

BID SUMMARY

BID #1404

PROJECT: ADA and Parking Lot Repairs at District Operations Center

TIME: 2:00 P.M.

DATE: April 22, 2021

BIDDERS

TOTAL BASE BID AMOUNT

AID Builders, Inc.
10605 Bloomfield Street
Los Alamitos, CA 90720

\$129,000

Noble E & C, Inc.
21643 Birch Hill Drive
Diamond Bar, CA 91765

\$146,000

Asphalt, Fabric & Engineering, Inc.
2683 Lime Avenue
Signal Hill, CA 90755

\$157,729

Cornerstone Construction Service, Inc.
1845 West 9th Street
Upland, CA 91786

\$189,135

Speedy Fix, Inc.
3621 West MacArthur Boulevard, Suite 101,102
Santa Ana, CA 92704

\$210,000

Golden Gate Steel, Inc. DBA Golden Gate Construction
14709 Carmenita Road
Norwalk, CA 90650

\$211,800

Newbuild Construction & Restoration, Inc.
625 West Katella Avenue, Suite 27
Orange, CA 92867

\$249,000

7 TOTAL BIDDERS

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Agreement with Sandy Pringle and Associates, Inc. - Project Inspection Services for Americans with Disabilities Act and Parking Lot Repairs project at District Operations Center	
Action:	Request for Approval	

BACKGROUND

This is a new agreement with Sandy Pringle and Associates, Inc. for Division of State Architect (DSA) project inspection services for the Americans with Disabilities Act (ADA) and parking lot repairs project at the District Operations Center. Please [click here](#) to see the agreement.

The construction is anticipated to start June 6, 2021 and last through September 2021 per ratification of Award of Bid #1404 to be approved on same Board of Trustees meeting of May 24, 2021. As required for all projects, the District must hire a DSA-certified project inspector in accordance with the DSA Construction Oversight Process outlined on DSA PR-13-01. The project inspector services shall consist of all on-site inspections of the project and all inspection related activities, in compliance with the contract documents and code requirements. DSA inspection services are also required under California Education Code Sections 17309, 17311, 81141, 81143 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations.

ANALYSIS

A Request for Proposal #2021-299 for DSA Class 3 Inspection Services for the ADA and Parking Lot Repairs project at the District Operations Center was solicited to six prequalified firms on March 9, 2021 with a due date of April 2, 2021. The District received one response from Sandy Pringle and Associates (Torrance). A screening panel of four committee members convened to review the proposal on April 23, 2021. The screening panel unanimously recommends Sandy Pringle and Associates, Inc. after a thorough review and culmination of their response, experience, team members, approach to the project, qualifications, hourly rates, references, knowledge and ability to meet the anticipated schedule. Other firms declined to submit at this time for a variety of reasons from not interested, workload, and unavailability. The panel is recommending to move forward with the proposed consultant at this time.

The services covered by this agreement shall commence on May 25, 2021 and ends when the notice of completion for the construction work, Division of State Architect Certification and project close-out have been achieved. The contract includes an hourly, not to exceed fee of \$40,000 based on inspector hourly rates of \$80 an hour for a Class 3 inspector. The contract

hourly rates shall remain the same through the duration of the contract term. The District has reviewed the fee and finds it reasonable, within industry standards and similar to other prequalified inspection firms.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION

It is recommended the Board of Trustees approve the agreement with Sandy Pringle and Associates, Inc. - Project Inspection Services for Americans with Disabilities Act and Parking Lot Repairs project at District Operations Center as presented.

Fiscal Impact:	\$40,000	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

Board Agreement Summary

Board Date: 5/24/2021

Project: Americans with Disabilities Act and Parking Lot Repairs

Site: **District Operations Center**

Consultants: **Sandy Pringle and Associates, Inc.**

Type of Service: Project Inspection Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$40,000.00		5/25/2021	Project Close-Out
Total Agreement Amount	\$40,000.00			

AGREEMENT NO: 0415.00/ DESCRIPTION:

This agreement #0415.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$40,000.00**

Contract End Date: **Project Close-Out**

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Amendment to Agreement with Hill’s Bros. Lock & Safe, Inc. – Key Hardware Consulting Services District-wide	
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 December 10, 2018, the Board of Trustees approved an agreement with Hill’s Bros. Lock and Safe, Inc. for the second phase of door key hardware consulting services district-wide. The extension of time is required for the final task of completing the new Health Sciences Building key schedule at Santa Ana College in accordance with the District’s master key hierarchy. This activity will not take place until construction is underway on the project; therefore, an extension of time is required. To see the original agreement, please [click here](#).

ANALYSIS

The services covered by this agreement commenced on December 11, 2018 and the new end date has been extended from June 30, 2021 to December 31, 2022. This agreement needs to be amended to align with the Health Sciences construction schedule and activities of when this task needs to be completed. There are no additional costs for this amendment. The agreement remains based on a not to exceed fee of \$23,316.

This agreement is funded by Capital Outlay Funds.

RECOMMENDATION

It is recommended the Board of Trustees approve the amendment to agreement with Hill’s Bros. Lock & Safe, Inc. – Key Hardware Consulting Services District-wide as presented.

Fiscal Impact:	N/A	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Adam M. O’Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

Board Agreement Summary

Board Date: 5/24/2021

Project: Key Hierarchy

Site: **District-wide**

Consultants: **Hill's Bros. Lock & Safe, Inc.**

Type of Service: Architectural Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$23,316.00		12/11/2018	12/31/2019
Amendment #1				6/30/2021
Amendment #2				12/31/2022
Total Agreement Amount	\$23,316.00			

AGREEMENT NO: 0318.00/ DESCRIPTION:

Amendment #2 is for an extension of time only.

This agreement #0318.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount:

N/A

Contract End Date:

12/31/2022

SECOND AMENDMENT TO CONSULTANT SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this **25th** day of **MAY** in the year **2021**, between **HILL’S BROS. LOCK & SAFE, 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. 0318.00 entered into on December 10, 2018 and amended on December 9, 2019 to provide KEY HARDWARE CONSULTING SERVICES DISTRICTWIDE (PHASE 2). Please amend the AGREEMENT to include the following:
 - 1. By extending the contract completion date from June 30, 2021 to be through December 31, 2022.
- B. 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. 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. 0318.00, effective December 10, 2018, shall remain in full force and effect.

HILL’S BROS. LOCK & SAFE, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Adam M O’Connor

Title _____

Interim Vice Chancellor, Business Operations and Fiscal Services

Date _____

Date _____

Agreement No. 0318.02
Board Approval: May 24, 2021
Purchase Order: 19-P0054996

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 24, 2021
Re:	Approval of Amendment to Agreement with SVA Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide	
Action:	Request for Approval	

BACKGROUND

This is an amendment to an existing on-call agreement for an extension of time and additional services. On July 16, 2018 the Board of Trustees approved an agreement with SVA Architects, Inc. for on-call architectural design services for various projects district-wide. To see the original agreement, please [click here](#).

In order for the District to be able to timely evaluate and assess scope of work that is urgent due to potential fire, life, safety or other imminent investigations that are required, District staff is in need of having assistance from a licensed architect. The District has had to undertake and address a variety of projects, campus requests, and requests from other entities which requires District staff to evaluate, investigate and develop project scope of work in a proper manner to determine the necessary requirements should the project proceed. The District utilizes on-call architectural firms already prequalified and experienced in code compliance for community colleges and DSA requirements.

ANALYSIS

The amendment is to increase the contract by \$100,000. The total contract amount has increased from \$150,000 to a not to exceed amount of \$250,000. The District has reviewed the fee and it is reasonable and within industry standards. Each year the District reviews annually the on-call agreements it has in place for services that are needed such as architectural, testing and inspection, structural engineering, etc. to determine if contracts should be extended based on need and existing workload. The services covered by this agreement commenced on July 17, 2018 and the end date has been extended from June 30, 2021 to June 30, 2023. SVA Architects, Inc. has been working with the District since 2018 as an on-call architect and has been responsive to the District's requests when needed and is currently working on a request at the Santiago Canyon College to investigate the U-90 portable water damage that ended up in determining the portable needs to be demolished. This extension of time and additional fees will allow the District to continue to utilize the architect as an on-call service provider.

This project is funded by Capital Outlay Funds.

RECOMMENDATION

It is recommended the Board of Trustees approve the amendment to agreement with SVA Architects, Inc. for On-Call Architectural Design Services for Various Projects District-wide as presented.

Fiscal Impact:	\$100,000	Board Date: May 24, 2021
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

Board Agreement Summary

Board Date: 5/24/2021

Project: On-Call Architect

Site: **District-wide**

Consultants: **SVA Architects, Inc.**

Type of Service: Architectural Design Services

Agreement Summary	Amount	Reimbursables	Duration	
			Start	End
Original Contract Amount	\$145,000.00	\$5,000.00	7/17/2018	6/30/2021
Amendment #1	\$100,000.00			6/30/2023
Total Agreement Amount	\$250,000.00			

AGREEMENT NO: 0294.00/ DESCRIPTION:

Amendment #1 is for additional services and an extension of time.

This agreement #0294.00 is incorporated herein by reference and included as part of the agenda.

Total Proposed Amount: **\$100,000.00**

Contract End Date: **6/30/2023**

FIRST AMENDMENT TO ON-CALL ARCHITECTURAL SERVICES AGREEMENT

THIS AMENDMENT to AGREEMENT is made this 25th day of **MAY** in the year **2021**, 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. 0294.00 entered into on 17th July, 2018 to provide On-Call Architectural Services for Various Facility Improvement Projects. Please amend the AGREEMENT to include the following:
 - 1. By increasing the AGREEMENT amount by ONE HUNDRED THOUSAND AND 0/100 DOLLARS (\$100,000) from ONE HUNDRED FIFTY-THOUSAND AND 0/100 DOLLARS (\$150,000), for a total AGREEMENT amount of TWO HUNDRED-FIFTY-THOUSAND AND 0/100 DOLLARS (\$250,000); and
 - 2. By extending the contract completion date from June 31, 2021 to be through June 30, 2023.
- B. 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. 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. 0294.00, effective July 16, 2018, shall remain in full force and effect.

The parties, through their authorized representatives, have executed this AMENDMENT as of the day and year written above.

SVA ARCHITECTS, INC.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY

By _____

By _____

Print Name _____

Adam M. O’Connor

Title _____

Interim Vice Chancellor, Business Operations and Fiscal Services

Agreement No. 0294.01
Board Approval: May 24, 2021
Purchase Order: 19-P0052855

Date _____

Date _____

COPIES TO:

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

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

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Foundation for California Community Colleges Contract 00003998 to Cranium Cafe, LLC dba ConexED	
Action:	Request for Approval	

BACKGROUND

Santa Ana College and Santiago Canyon College utilize Cranium Café, an online advising and counseling system, since 2019 to support distance learning students. The use of this system expanded greatly during the District's transition to Temporary Remote Instruction (TRI). This system has become a critical tool to support students remotely and an essential platform for Student Services staff. Although this application was originally funded by the State Chancellor's Office through the California Virtual Campus-Online Education Initiative (CVC-OEI), this funding is no longer available and all California Community Colleges are now required to fund ongoing support.

The Foundation for California Community Colleges (FCCC) negotiated a contract with Cranium Cafe, LLC dba ConexED on behalf of all California Community Colleges. This contract includes discounted pricing for acquiring the platform's service offerings, which include unified appointment scheduling, communication tools, and case management for students and faculty. To utilize this contract, Board of Trustees approval is required.

ANALYSIS

The pricing for the annual agreement is \$153,860.91 at \$5.50 per FTE, which includes a 3% district discount and the performance period is from July 1, 2021 to June 30, 2022.

Utilization of FCCC Contract 00003998 will allow Santa Ana College and Santiago Canyon College to continue supporting student's needs remotely through the use of the Cranium Café platform. This contract meets all legal requirements allowing California Community Colleges to piggyback and is in effect through October 31, 2023. It is in the best interest of the District to engage in cooperative and piggyback contracts to take advantage of the different products and discounted pricing.

This project will be funded by Higher Education Emergency Relief Funds (HEERF).

RECOMMENDATION

It is recommended the Board of Trustees approve the District's participation in the Foundation for California Community Colleges (FCCC) Contract 00003998 to Cranium Cafe, LLC dba ConexED and any future renewals, addendums, supplements, modifications and extensions as presented.

Fiscal Impact:	\$153,860.91	Board Date: May 24, 2021
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	



Increasing student success through a unified student success platform for 3 million students

2021 - 2022 Pricing Proposal

Rancho Santiago Community College District





ConexED

| Pricing Proposal

Rancho Santiago Community College District



ConexED Service Offerings

Service Type	Cost	Inclusion
Implementation	\$2,000	Not applicable for established partners
Standard Support Plan: Large District	\$6,000 / yr	Required
Standard Data Storage	Varies by usage	Included in subscription
Train the Trainer (virtual)	\$800 / session	Optional
Train the Trainer (onsite)	\$1,500 / session + travel	Optional
Custom Development (scoped and estimated)	\$250 / hr	à la carte

4.11 (4)



ConexED Component Pricing

Line Item	1 Year	3 Years
ConexED Full Platform License Fee \$5.50 / FTE Student x 27,749 FTES (Source: IPEDS) Per Master Agreement, Foundation for California Community Colleges	\$152,619.50	\$412,072.65 (10% discount if paid up front)
Standard Data Storage	Included	Included
Support Plan	\$6,000	\$18,000
District Discount (3%)	-\$4,758.59	-\$12,902.18
TOTAL	\$153,860.91	\$417,170.47

4.11 (5)

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

To:	Board of Trustees	Date: May 24, 2021
Re:	Accept and Award of RFP #1393 – Johnson Student Center Café	
Action:	Request for Approval	

BACKGROUND

The District advertised Request for Proposal (RFP) #1393 – Johnson Student Center Café. The purpose of this RFP was to solicit proposals from qualified food services providers to provide quality food services, for made-to-order hot food selections as well as grab-and-go options for our students, faculty and staff on the Santa Ana College campus in the newly constructed Johnson Student Center.

ANALYSIS

On February 23, 2021 and on March 2, 2021 the District advertised RFP #1393 – Johnson Student Center Café in the Orange County Register and on the District website. The RFP was emailed to 18 food services providers, an additional 42 vendors downloaded the RFP from the District website. A mandatory job walk was held on March 15, 2021, nine vendors attended. Proposals were due on April 1, 2021, the District received two proposals from interested vendors, one was deemed non-responsive.

On April 28, 2021 an evaluation team consisting of members from various departments included the Santa Ana College Director, Auxiliary Services, a Santa Ana College Culinary Arts instructor, a Classified Representative and the Director, Purchasing Services who reviewed and discussed the one proposal and unanimously determined the response meets all District requirements. Based on the evaluations and reference checks, the District is recommending engaging in services with FN CO Food Services, a Fresh & Natural company for a two year contract with the option to renew up to three additional one year terms. Service Provider will be responsible to remit 5% of gross sales to the college according to the mutually agreed upon schedule, along with sales reports or documentation requested by the college. This company currently provides food services for nine community colleges and eight hospital facilities and has been in the business since 1993.

RECOMMENDATION

It is recommended the Board of Trustees accept and award RFP #1393 – Johnson Student Center Café to FN CO Food Services, a Fresh & Natural company and authorize the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into related agreements on behalf of the District as presented.

Fiscal Impact:	Estimated Revenue \$43,200 annually	Board Date: May 24, 2021
Prepared by:	Linda Melendez, Director, Purchasing Services	
Submitted by:	Adam M. O'Connor, Interim Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Marvin Martinez, Chancellor	

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-B0001915	03/29/21	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MCKESSON GENERAL MEDICAL CORP	6,082.92
21-B0001916	04/01/21	79	Admissions & Records	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	809.47
21-B0001917	04/01/21	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	NATL SPORTS APPAREL LLC	241.50
21-B0001918	04/05/21	79	Auxiliary Services Office	Other Operating Exp & Services	TUSTIN AWARDS	1,575.84
21-B0001919	04/07/21	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	MCKESSON GENERAL MEDICAL CORP	1,302.64
21-B0001920	04/14/21	79	Kinesiology - Intercoll Athlet	Other Operating Exp & Services	EVENT HYDRATION SOLUTIONS INC	253.00
21-B0001921	04/20/21	71	Student Activities	Other Operating Exp & Services	DON BOOKSTORE	819.38
21-B0001922	04/20/21	79	A&R Office - Credit	Non-Instructional Supplies	JOSTENS	14,473.10
21-B0001923	04/22/21	79	A&R Office - Credit	Non-Instructional Supplies	JOSTENS	8,777.25
21-B0001924	04/22/21	79	A&R Office - Credit	Non-Instructional Supplies	CALLUMET CARTON CO	2,417.24
21-B0001925	04/22/21	79	A&R Office - Credit	Non-Instructional Supplies	SCRIP SAFE SECURITY PRODUCTS	9,623.27
21-B0001927	04/30/21	31	Bookstore - SCC	Purchases - Candy	LEGACY ATHLETIC	10,000.00
21-P0063880	03/29/21	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	2,017.69
21-P0063881	03/29/21	13	Admin Services Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,140.05
21-P0063882	03/29/21	12	Academic Affairs Office	Equip-Fed Prgm >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	5,774.79
21-P0063883	03/29/21	12	Modern Languages	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	3,019.99
21-P0063884	03/29/21	11	District Wide Technology	Contracted Services	CDW GOVERNMENT INC.	6,000.00
21-P0063885	03/29/21	12	Learning Support Center	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	5,259.95
21-P0063886	03/29/21	12	Safety & Parking - DO	Software License and Fees	RAVE WIRELESS, INC	2,000.00
21-P0063887	03/29/21	41	Facility Planning Office	Buildings - OCIP	ASCIP	960,133.00
21-P0063888	03/30/21	12	Fire Academy	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	14,255.65
21-P0063889	03/29/21	12	Transfer Center	Non-Instructional Supplies	MICHAEL J MACKENZIE	350.00
21-P0063890	03/29/21	12	Academic Affairs Office	Equip-Fed Prgm >\$1,000<\$5,000	APPLE COMPUTER INC	2,264.29
21-P0063891	03/29/21	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	14,473.29
21-P0063892	03/29/21	13	Maintenance	Contracted Repair Services	KNORR SYSTEMS INC	1,774.15
21-P0063893	03/29/21	12	Counseling	Non-Instructional Supplies	CDW GOVERNMENT INC.	58.98
21-P0063894	03/29/21	12	Counseling	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	185.21
21-P0063895	03/29/21	12	Kinesiology - Intercoll Athlet	Instructional Supplies	PERFORMANCE HEALTH SUPPLY INC	2,032.41
21-P0063896	03/29/21	12	Distance Education	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,089.00
21-P0063898	03/30/21	12	Maintenance	Non-Instructional Supplies	BURKE/WACO	12,401.93
21-P0063899	03/30/21	12	Student Development	Food and Food Service Supplies	SMART AND FINAL STORES LLC	3,000.00
21-P0063900	03/30/21	12	Library Services	Instructional Supplies	AMAZON COM	4,540.00
* 21-P0063901	03/30/21	11	CJ/Academies	Equip-All Other > \$5,000	DALKE & SONS CONSTRUCTION INC	4,747.00
* 21-P0063901	03/30/21	13	CJ/Academies	Equip-All Other > \$5,000	DALKE & SONS CONSTRUCTION INC	10,129.00
					PO Amt Total for * 21-P0063901:	14,876.00
21-P0063902	03/30/21	12	Athletics	Instructional Supplies	PERFORMANCE HEALTH SUPPLY INC	6,900.00
21-P0063903	03/30/21	12	Student Development	Books Paid for Students	DON BOOKSTORE	7,175.00
21-P0063904	03/30/21	13	Transportation	Contracted Repair Services	ALANS LAWNMOWER & GARDEN CTR	500.00
21-P0063905	03/30/21	12	Resource Development	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	122.84
21-P0063906	03/30/21	13	Maintenance	Contracted Repair Services	PROFESSIONAL PLUMBING &	405.00
21-P0063907	03/30/21	12	Student Equity	Non-Instructional Supplies	GANAHL LUMBER CO	5,000.00
21-P0063908	03/30/21	11	Human Resources Office	Service Pins	TERRYBERRY	7,841.42

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0063909	03/30/21	12	Continuing Education Division	Instructional Supplies	CN SCHOOL AND OFFICE SOLUTIONS INC	365.99
21-P0063910	03/30/21	12	Library Services	Library Books	YANKEE BOOK PEDDLER INC	7,650.00
21-P0063911	03/30/21	12	Financial Aid Office	Supplies Paid for Students	DON BOOKSTORE	500.00
21-P0063912	03/30/21	12	Biology	Non-Instructional Supplies	CDW GOVERNMENT INC.	701.13
21-P0063913	03/30/21	13	Maintenance	Non-Instructional Supplies	RSD REFRIGERATION SUPPLIES	1,458.49
21-P0063914	03/30/21	12	Veterans Service Office	Equip-Fed Prgm >\$1,000< \$5,000	GOV CONNECTION	1,621.79
21-P0063915	03/30/21	33	EHS Administration	Other Licenses & Fees	TIDES CENTER	447.00
21-P0063916	03/30/21	12	Maintenance	Contracted Services	PACWEST AIR FILTER, LLC	18,795.79
21-P0063917	03/30/21	12	Safety & Parking - DO	Non-Instructional Supplies	CDW GOVERNMENT INC.	588.97
21-P0063918	03/30/21	12	Humanities & Social Sci Office	Instructional Supplies	DUKE UNIVERSITY PRESS	33.34
21-P0063919	03/30/21	11	Family & Consumer Studies	Repair & Replacement Parts	DANS MACHINE REPAIR	487.00
21-P0063920	03/30/21	12	Automotive Technology/Engine	Equip-All Other > \$5,000	LUCAS-NUELLE INC	64,008.14
21-P0063921	03/30/21	12	Automotive Technology/Engine	Equip-All Other > \$5,000	HARBOR CHEVROLET CORP	85,441.10
21-P0063922	03/30/21	41	Administrative Services Office	Bldg Impr - Contractor Svcs	GMS ELEVATOR	74,564.00
21-P0063923	03/30/21	41	Facility Planning Office	Buildings - SWPPP	STATE WATER RESOURCES	509.00
21-P0063924	03/30/21	11	Safety & Security Office	Maint/Oper Service Agreements	PYRO-COMM SYSTEMS, INC.	6,549.00
21-P0063925	03/30/21	12	Safety & Parking - DO	Contracted Services	ORANGE COUNTY TRANSPORTATION	663.73
21-P0063926	04/01/21	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,570.63
21-P0063927	04/01/21	41	Facility Planning Office	Bldg Impr - Relocation/Moving	SOCAL SHRED LLC	385.00
21-P0063928	04/01/21	43	Facility Planning Office	Equip-All Other >\$200 < \$1,000	KRUEGER INTERNATIONAL INC.	4,593.42
21-P0063929	04/01/21	12	LA/OC Regional Consortia	Inst Dues & Memberships	LOS ANGELES COUNTY ECONOMIC DEV CORP	6,000.00
21-P0063930	04/01/21	12	Veterans Service Office	Equip-Fed Prgm >\$1,000< \$5,000	GOV CONNECTION	3,209.92
21-P0063931	04/01/21	12	Sci, Math, Health Sci Office	Instructional Supplies	TRIARCH INC	3,500.91
21-P0063932	04/01/21	12	Sci, Math, Health Sci Office	Instructional Supplies	TRIARCH INC	4,320.31
21-P0063933	04/01/21	12	Academic Affairs Office	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	55,562.36
21-P0063934	04/01/21	12	Career Center	Software License and Fees	CCN FINANCIAL SERVICES INC	1,575.00
21-P0063935	04/01/21	12	Orientation/Coord/Training	Non-Instructional Supplies	MICHAEL J MACKENZIE	220.69
21-P0063936	04/01/21	12	Academic Affairs Office	Equip-Fed Prgm > \$5,000	CDW GOVERNMENT INC.	5,501.13
21-P0063937	04/01/21	12	Financial Aid Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,431.99
21-P0063938	04/01/21	12	Automotive Technology/Engine	Instructional Supplies	MATCO TOOLS	4,068.00
21-P0063939	04/01/21	33	EHS Administration	Software License and Fees	PARENTS AS TEACHERS NATL CENTER	265.00
21-P0063940	04/01/21	43	Facility Planning Office	Non-Instructional Supplies	ADVANTAGE WEST GPS	11,603.76
21-P0063941	04/01/21	12	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	1,000.00
21-P0063942	04/01/21	12	Library Services	Library Books - Databases	GALE GROUP	575.07
21-P0063943	04/01/21	13	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	1,500.00
21-P0063944	04/01/21	12	Student Equity	Other Exp Paid for Students	DON BOOKSTORE	7,200.00
21-P0063945	04/01/21	12	Student Equity	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
21-P0063946	04/02/21	11	Fiscal Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,150.00
21-P0063947	04/02/21	33	CDC Santa Ana College - East	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
21-P0063948	04/02/21	11	Transportation	Non-Instructional Supplies	PETES ROAD SVC	2,000.00
21-P0063949	04/02/21	12	Special Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,250.00
21-P0063950	04/02/21	12	Music	Instructional Supplies	B & H PHOTO VIDEO INC	6,900.00

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03/28/21 thru 05/01/21

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0063951	04/02/21	11	Broadcast Journalism	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
* 21-P0063952	04/02/21	11	Communications & Media Studies	Instructional Supplies	SAMYS CAMERA	421.96
* 21-P0063952	04/02/21	12	Communications & Media Studies	Instructional Supplies	SAMYS CAMERA	8,378.04
PO Amt Total for * 21-P0063952:						8,800.00
21-P0063953	04/02/21	12	Television (TV/Film/Video)	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	7,000.00
21-P0063954	04/02/21	12	Library Services	Library Books	GALE GROUP	13,100.00
21-P0063955	04/02/21	12	Districtwide	Parking Fees & Bus Passes	CREDENTIALS SOLUTIONS LLC	4,751.00
21-P0063956	04/02/21	12	Theatre Arts	Instructional Supplies	J.D. FIELDS LUMBER	9,000.00
21-P0063957	04/02/21	12	Theatre Arts	Instructional Supplies	BAR NONE GROUP, INC.	2,000.00
21-P0063958	04/02/21	12	Theatre Arts	Instructional Supplies	FULLERTON PAINT & FLOORING	4,000.00
21-P0063959	04/02/21	12	Phillips Hall	Instructional Supplies	GRAINGER	800.00
21-P0063960	04/02/21	12	Fine & Performing Arts Office	Instructional Supplies	BAR NONE GROUP, INC.	2,000.00
21-P0063961	04/02/21	12	Phillips Hall	Instructional Supplies	APEX AUDIO INC	4,000.00
21-P0063962	04/02/21	12	Theatre Arts	Instructional Supplies	JAMES L. BOOK	1,500.00
21-P0063963	04/02/21	12	Transfer Center	Non-Instructional Supplies	DON BOOKSTORE	1,433.00
21-P0063964	04/02/21	11	Chancellor's Office	Online Conference & Training	FARMERS AND MERCHANTS BANK OF LONG BEACH	149.00
21-P0063965	04/02/21	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
21-P0063966	04/02/21	12	Manufacturing Technology	Instructional Supplies	MSC INDUSTRIAL SUPPLY CO. INC	4,500.00
21-P0063967	04/02/21	12	Pharmacy Technology	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
21-P0063968	04/02/21	12	ULINK	Non-Instructional Supplies	DON BOOKSTORE	3,837.00
21-P0063969	04/02/21	33	CDC Santa Ana College - East	Food and Food Service Supplies	NORTHGATE GONZALEZ MARKET	500.00
21-P0063970	04/02/21	33	CDC Santa Ana College - East	Food and Food Service Supplies	SMART & FINAL	500.00
21-P0063971	04/02/21	12	MESA	Non-Instructional Supplies	DON BOOKSTORE	3,000.00
21-P0063972	04/02/21	12	LAOCRC - Los Angeles	Contracted Services	THE MCNELLIS CORP	41,500.00
21-P0063973	04/02/21	43	Facility Planning Office	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	41,547.38
21-P0063974	04/02/21	11	Payroll	Contracted Services	SOCAL SHRED LLC	45.00
21-P0063975	04/02/21	13	Computer Science	Instructional Supplies	KRUEGER INTERNATIONAL INC.	20,285.20
21-P0063976	04/02/21	13	Computer Science	Instructional Supplies	GRAINGER	3,443.02
21-P0063977	04/02/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ORANGE	22,471.00
21-P0063978	04/02/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ANAHEIM	32,838.75
21-P0063979	04/05/21	12	Distance Education	Software License and Fees	KANOPY INC.	1,700.00
21-P0063980	04/05/21	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	547.21
21-P0063981	04/05/21	12	Kinesiology - Intercoll Athlet	Instructional Supplies	VARSITY BRANDS HOLDING CO INC	1,876.44
21-P0063982	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF BREA	11,372.75
21-P0063983	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF COSTA MESA	5,913.00
21-P0063984	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FOUNTAIN VALLEY	8,288.50
21-P0063985	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FULLERTON	6,133.75
21-P0063986	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	35,241.50
21-P0063987	04/05/21	43	Facility Planning Office	Buildings - Contractor Svcs	EARTH TEK ENGINEERING, INC.	8,545.56
21-P0063988	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	9,587.50
21-P0063989	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	63,484.75
21-P0063990	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF MONTEBELLO	4,464.00

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0063991	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	DOWNEY FIRE DEPT	14,892.00
21-P0063992	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CHINO VALLEY INDEPENDENT	14,022.75
21-P0063993	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LA VERNE	10,793.00
21-P0063994	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RANCHO CUCAMONGA	15,742.25
21-P0063995	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	SAN BERNARDINO COUNTY	34,395.25
21-P0063996	04/05/21	11	Fire Academy	Instructional Agrmt - Salary	CITY OF WEST COVINA	17,080.25
21-P0063997	04/05/21	43	Facility Planning Office	Non-Instructional Supplies	KRUEGER INTERNATIONAL INC.	50,667.79
21-P0063999	04/05/21	12	LA/OC Regional Consortia	Inst Dues & Memberships	CALIFORNIA PLACEMENT ASSOC	5,000.00
21-P0064001	04/05/21	11	Maintenance & Operations	Contracted Repair Services	HILLS BROS LOCK & SAFE	313.95
21-P0064002	04/05/21	13	Continuing Education Division	Advertising	SAIGON RADIO BROADCASTING	4,200.00
21-P0064003	04/05/21	12	Library Services	Library Books - Databases	OCLC ONLINE COMPUTER LIBRARY	607.98
21-P0064004	04/05/21	12	Academic Affairs Office	Non-Instructional Supplies	BEST BUY	623.20
21-P0064005	04/05/21	12	Biology	Instructional Supplies	MICROTECH SCIENTIFIC	567.99
21-P0064006	04/05/21	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	844.01
21-P0064007	04/05/21	12	Biology	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	294.31
21-P0064008	04/05/21	12	Biology	Instructional Supplies	VWR FUNDING INC	605.82
21-P0064009	04/05/21	12	Professional Development	Contracted Services	JEUNG RUSSELL	1,000.00
21-P0064010	04/05/21	13	Professional Development	Contracted Services	WELLS JENNIFER	4,000.00
21-P0064011	04/05/21	13	Professional Development	Contracted Services	ROCHA CHRISTELLE	700.00
21-P0064012	04/05/21	12	Athletics	Instructional Supplies	TOMARK SPORTS	1,171.80
21-P0064013	04/05/21	11	Business Division Office	Non-Instructional Supplies	DON BOOKSTORE	1,500.00
21-P0064014	04/05/21	12	Legal Studies	Instructional Supplies	DON BOOKSTORE	2,500.00
21-P0064015	04/05/21	12	Fine & Performing Arts Office	Instructional Supplies	B & H PHOTO VIDEO INC	4,550.00
21-P0064016	04/05/21	11	Transportation	Gasoline	SC FUELS	5,000.00
21-P0064017	04/05/21	12	Library Services	Library Books	EBSCO	5,900.00
21-P0064018	04/05/21	12	Psychology	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	7,241.00
21-P0064019	04/05/21	13	Professional Development	Contracted Services	NEW LEAF CALIFORNIA, LLC	2,700.00
21-P0064021	04/05/21	11	Board of Trustees	Non-Instructional Supplies	SCHICK RECORDS MGMT	15.30
21-P0064022	04/05/21	12	EOPS	Non-Instructional Supplies	SCHICK RECORDS MGMT	95.59
21-P0064023	04/05/21	12	Professional Development	Non-Instructional Supplies	B & H PHOTO VIDEO INC	549.99
21-P0064024	04/05/21	11	Safety & Security Office	Non-Instructional Supplies	GALLS QUARTERMASTER LLC	2,192.14
21-P0064025	04/05/21	12	EOPS	Fees Paid for Students	PHI THETA KAPPA	95.00
21-P0064026	04/05/21	12	MESA	Non-Instructional Supplies	GUARANTEED 4.0 LEARNING SYSTEM LLC	1,031.25
21-P0064027	04/05/21	11	Human Resources Office	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	2,791.14
21-P0064028	04/05/21	11	Fine & Performing Arts Office	Rental - Other (Short-term)	JAMES L. BOOK	500.00
21-P0064030	04/05/21	12	Welding	Instructional Supplies	AIRGAS, INC.	7,674.96
21-P0064031	04/05/21	12	Library Services	Library Books	AMAZON COM	5,102.49
21-P0064032	04/05/21	12	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,224.00
21-P0064033	04/05/21	12	Student Development	Food and Food Service Supplies	SMART & FINAL	4,694.00
21-P0064034	04/05/21	12	Welding	Instructional Supplies	ENCORE GAS AND SUPPLY	1,314.37
21-P0064035	04/05/21	12	Student Affairs Office	Non-Instructional Supplies	DON BOOKSTORE	9.80
21-P0064036	04/05/21	12	Financial Aid Office	Supplies Paid for Students	4 IMPRINT	2,913.51

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0064037	04/05/21	33	CDC Santiago Canyon College	Food and Food Service Supplies	ALBERTSONS/SAFEWAY	500.00
21-P0064038	04/05/21	12	Library Services	Library Books - Databases	AMERICAN WELDING SOCIETY, INC.	2,400.00
21-P0064039	04/05/21	11	Fine & Performing Arts Office	Rental - Other (Short-term)	STAGED CINEMA PRODUCTIONS, INC.	375.00
21-P0064040	04/05/21	11	Fine & Performing Arts Office	Rental - Other (Short-term)	STAGED CINEMA PRODUCTIONS, INC.	750.00
21-P0064041	04/05/21	11	Fine & Performing Arts Office	Rental - Other (Short-term)	STAGED CINEMA PRODUCTIONS, INC.	375.00
21-P0064042	04/05/21	11	Fire Technology	Non-Instructional Supplies	SCHICK RECORDS MGMT	305.90
21-P0064043	04/05/21	13	Music	Equip-All Other >\$1,000<\$5,000	GUITAR CENTER STORES, INC.	2,999.98
21-P0064045	04/06/21	13	Admin Services Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	426.08
21-P0064046	04/06/21	12	Student Equity	Non-Instructional Supplies	ROCKET INNOVATIONS INC.	2,208.64
21-P0064047	04/06/21	13	Library Services	Non-Instructional Supplies	BIBLIOTHECA LLC	1,244.40
21-P0064048	04/06/21	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	9,949.28
21-P0064049	04/06/21	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NATL SPORTS APPAREL LLC	5,649.92
21-P0064050	04/06/21	11	District Wide Technology	Software License and Fees	COMPUTERLAND OF SILICON VALLEY	105.00
21-P0064051	04/06/21	12	Financial Aid Office	Supplies Paid for Students	4 IMPRINT	1,772.62
21-P0064052	04/06/21	12	Outreach	Advertising	ADVANCED WEB OFFSET INC	2,370.73
21-P0064053	04/06/21	12	Academic Affairs Office	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	285,537.75
21-P0064054	04/06/21	12	SAC Continuing Ed-Instruction	Software License and Fees	BURLINGTON ENGLISH INC	6,240.00
21-P0064055	04/06/21	12	Distance Education	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,951.30
21-P0064056	04/06/21	11	Academic Affairs Office-Dean	Non-Instructional Supplies	DON BOOKSTORE	345.51
21-P0064057	04/06/21	11	Warehouse	Non-Instructional Supplies	AMAZON COM	1,340.23
21-P0064058	04/06/21	12	Music	Software License and Fees	DAVID CRANE	468.00
21-P0064059	04/06/21	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE OF CA	37,647.00
21-P0064060	04/06/21	33	CDC Santiago Canyon College	Instructional Supplies	LAKESHORE LEARNING MATERIALS	300.00
21-P0064061	04/06/21	12	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,939.00
21-P0064062	04/06/21	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	792.19
21-P0064063	04/06/21	12	Chemistry	Instructional Supplies	MICROTECH SCIENTIFIC	107.30
21-P0064064	04/06/21	12	Theatre Arts	Instructional Supplies	ADORAMA INC	1,941.29
21-P0064065	04/06/21	12	Phillips Hall	Instructional Supplies	B & H PHOTO VIDEO INC	604.53
21-P0064066	04/06/21	13	Professional Development	Inst Dues & Memberships	APPA THE ASSOC OF HIGHER ED FACILITIES OFFICERS	1,028.00
21-P0064067	04/06/21	12	Theatre Arts	Instructional Supplies	JAMES L. BOOK	576.78
21-P0064068	04/06/21	11	Fire Academy	Rental-Equipment (Short-term)	NATL CONSTRUCTION RENTAL	371.45
21-P0064069	04/06/21	12	Fine & Performing Arts Office	Instructional Supplies	PEDROZA LUIS F	29.08
21-P0064070	04/07/21	12	Financial Aid Office	Reproduction/Printing Expenses	ADVANCED WEB OFFSET INC	2,376.19
21-P0064071	04/07/21	12	Career Education Office	Advertising	CRAIG KELMAN & ASSOCIATES	995.00
21-P0064072	04/07/21	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	5,317.74
21-P0064073	04/07/21	12	Psychology	Software License and Fees	JOURNEY ED MARKETING	4,199.40
21-P0064074	04/07/21	12	Library Services	Library Books - Databases	KANOPY INC.	1,320.00
21-P0064075	04/07/21	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	288.29
21-P0064076	04/07/21	12	Athletics	Instructional Supplies	TOMARK SPORTS	742.63
21-P0064077	04/07/21	12	Continuing Education Division	Software License and Fees	BLDG AND CONSTRUCTION TRADES DEPARTMENT	2,400.00
21-P0064078	04/07/21	12	Athletics	Instructional Supplies	LAURIE ROEBUCK	492.33
21-P0064079	04/07/21	12	Athletics	Instructional Supplies	D3 SPORTS INC.	268.54

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0064080	04/07/21	12	Athletics	Instructional Supplies	SAN JUAN SOCCER INC	2,569.56
21-P0064081	04/07/21	12	Athletics	Instructional Supplies	LYTLE SCREEN PRINTING INC	655.50
21-P0064082	04/07/21	12	Upward Bound	Contracted Services	INTERACT COMMUNICATIONS	6,000.00
21-P0064083	04/07/21	12	CJ/Academies	Instructional Supplies	M F ATHLETIC COMPANY INC	103.79
21-P0064084	04/07/21	12	Professional Development	Contracted Services	QUICK CAPTION	378.00
21-P0064085	04/07/21	12	Professional Development	Books, Mags & Subscrip-Non-Lib	EBSCO	657.29
21-P0064086	04/07/21	12	Counseling	Non-Instructional Supplies	NATL SPORTS APPAREL LLC	1,265.73
21-P0064087	04/07/21	12	Automotive Technology/Engine	Equip-All Other > \$5,000	CONSULAB EDUCATECH INC	35,317.26
21-P0064088	04/07/21	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	9,198.85
21-P0064089	04/07/21	12	Automotive Technology/Engine	Instructional Supplies	SNAP ON EQUIPMENT	972.45
21-P0064090	04/07/21	12	Welding	Instructional Supplies	THE LINCOLN ELECTRIC COMPANY	36,799.88
21-P0064091	04/07/21	12	Career Center	Software License and Fees	BRIDGES TRANSITIONS CO.	990.00
21-P0064092	04/07/21	12	Orientation/Coord/Training	Reproduction/Printing Expenses	ADVANCED WEB OFFSET INC	5,000.00
21-P0064093	04/07/21	11	Student Activities	Rental - Other (Short-term)	DIXIE BALLOONS	5,102.39
21-P0064094	04/07/21	12	Orientation/Coord/Training	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	477.76
21-P0064095	04/07/21	12	Orientation/Coord/Training	Non-Instructional Supplies	KULI IMAGE INCYKUSTOM IMPRINTS	2,030.46
21-P0064096	04/07/21	11	Student Activities	Rental - Other (Short-term)	CREATE A PARTY, INC.	1,631.80
21-P0064097	04/07/21	12	Fire Academy	Rental-Equipment (Short-term)	NATL CONSTRUCTION RENTAL	5,967.20
21-P0064098	04/07/21	13	Distance Education	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	14.41
21-P0064099	04/12/21	11	Fire Academy	Contracted Repair Services	SAIDICO DIRECT INC	253.58
21-P0064100	04/12/21	11	Fire Academy	Contracted Repair Services	SAIDICO DIRECT INC	60.72
21-P0064101	04/12/21	12	Communications Studies Instr	Instructional Supplies	OPEN JAR STUDIOS, LLC	10,507.70
21-P0064102	04/12/21	13	Music	Equip-All Other >\$1,000<\$5,000	RDG WOODWINDS INC	7,999.00
21-P0064103	04/12/21	13	Maintenance	Maint/Oper Service Agreements	ELESCO	13,471.31
21-P0064104	04/12/21	13	Business Division Office	Reproduction/Printing Expenses	TEAMWORK PROMOTIONAL	1,098.25
21-P0064105	04/12/21	12	Professional Development	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	1,575.38
21-P0064106	04/12/21	12	Student Equity	Non-Instructional Supplies	4 IMPRINT	3,497.74
21-P0064107	04/12/21	12	Financial Aid Office	Student Gift Cards	DON BOOKSTORE	75,500.00
21-P0064108	04/12/21	12	Outreach	Advertising	ADVANCED WEB OFFSET INC	4,129.65
21-P0064109	04/12/21	13	Grounds	Contracted Repair Services	B & M LAWN & GARDEN CTR	1,000.00
21-P0064110	04/12/21	43	Facility Planning Office	Equip-All Other > \$5,000	OFFICE FURNITURE GROUP, LLC	68,996.13
21-P0064111	04/12/21	12	MESA	Non-Instructional Supplies	AMAZON COM	727.75
21-P0064112	04/12/21	12	Short-Term Vocational	Fees Paid for Students	ELEVATED AUTISM SERVICES TEAM LLC	2,500.00
21-P0064113	04/12/21	12	Welding	Instructional Supplies	NORMAN INDUSTRIAL MATERIALS, INC.	10,310.97
21-P0064114	04/13/21	33	CDC Santa Ana College - East	Non-Instructional Supplies	AMAZON COM	208.20
21-P0064115	04/13/21	13	Professional Development	Contracted Services	JOY DEGRUY PUBLICATIONS	10,500.00
21-P0064116	04/13/21	12	EOPS	Instructional Supplies	DON BOOKSTORE	289.52
21-P0064117	04/13/21	12	Special Services Office	Other Exp Paid for Students	DON BOOKSTORE	221.78
21-P0064118	04/13/21	12	Veterans Service Office	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	5,037.66
21-P0064119	04/13/21	12	Upward Bound	Courier/Delivery Services	DON BOOKSTORE	393.30
21-P0064120	04/13/21	12	Student Support Services	Courier/Delivery Services	DON BOOKSTORE	619.45
21-P0064121	04/13/21	12	Student Support Services	Courier/Delivery Services	DON BOOKSTORE	983.25

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0064122	04/13/21	12	Family & Consumer Studies	Fees Paid for Students	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS LLC	327.00
21-P0064123	04/13/21	12	Computer Science	Software License and Fees	CERTIPOINT INC	6,084.00
21-P0064124	04/13/21	12	Automotive Technology/Engine	Instructional Supplies	TOOL AND EQUIPMENT HOLDINGS, LLC	2,262.00
21-P0064125	04/13/21	12	Humanities & Social Sci Office	Instructional Supplies	PENGUIN RANDOM HOUSE LLC	300.32
21-P0064126	04/13/21	12	Computer Science	Instructional Supplies	B & H PHOTO VIDEO INC	693.65
21-P0064127	04/13/21	13	Maintenance	Maint/Oper Service Agreements	CALIFORNIA LABORATORIES AND DEVELOPMENT, INC	12,180.00
21-P0064128	04/13/21	13	Maintenance	Maint/Oper Service Agreements	HUFCOR, INC.	4,460.00
21-P0064129	04/13/21	12	Science Learning Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	90.55
21-P0064130	04/13/21	12	Athletics	Instructional Supplies	WIZARD SPORTS EQUIPMENT INC	1,076.76
21-P0064131	04/13/21	12	Athletics	Instructional Supplies	D3 SPORTS INC.	2,974.99
21-P0064132	04/13/21	12	Athletics	Instructional Supplies	SAN JUAN SOCCER INC	4,560.12
21-P0064133	04/13/21	12	Athletics	Instructional Supplies	LYTLE SCREEN PRINTING INC	2,484.37
21-P0064134	04/13/21	12	Continuing Education Division	Software License and Fees	BURLINGTON ENGLISH INC	1,152.00
21-P0064135	04/13/21	11	Fire Academy	Contracted Repair Services	SAHAKIAN HAYREGH	841.83
21-P0064136	04/13/21	13	Maintenance	Contracted Repair Services	LYNDE-ORDWAY CO INC	788.55
21-P0064137	04/13/21	11	CJ/Academies	Repair & Replacement Parts	GOLDEN STAR TECHNOLOGY, INC.	812.86
21-P0064138	04/13/21	12	Anthropology	Instructional Supplies	BONE CLONES INC	923.38
21-P0064139	04/14/21	33	CDC Santa Ana College - East	Instructional Supplies	LAKESHORE LEARNING MATERIALS	2,000.00
21-P0064140	04/14/21	12	Science Learning Center	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	156.57
21-P0064141	04/14/21	12	Maintenance	Contracted Services	LIVEWIRE CREATIVE SERVICES	61,021.69
21-P0064142	04/14/21	12	Student Services Office	Equip-Vehicles >\$5,000	SADDLEBACK GOLF CARS	11,581.03
21-P0064143	04/14/21	12	Student Equity	Non-Instructional Supplies	AMAZON COM	418.21
21-P0064144	04/14/21	12	Academic Affairs Office	Instructional Supplies	CDW GOVERNMENT INC.	2,279.16
21-P0064146	04/14/21	12	Health & Wellness Center	Non-Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	1,594.00
21-P0064147	04/14/21	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	4,960.43
21-P0064148	04/14/21	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	182.45
21-P0064149	04/14/21	12	Financial Aid Office	Supplies Paid for Students	OFFICE DEPOT BUSINESS SVCS	1,180.64
21-P0064150	04/14/21	12	Nursing	Instructional Supplies	POCKET NURSE	316.91
21-P0064151	04/14/21	41	Facility Planning Office	Site Imp-Modular, Lease Purch	MCGRATH RENT CORP	3,516.00
21-P0064152	04/14/21	43	Facility Planning Office	Bldg Impr - Relocation/Moving	INLAND CUTTER SERVICE INC	1,800.00
21-P0064153	04/14/21	43	Facility Planning Office	Bldg Impr - Relocation/Moving	KING OFFICE SERVICES	33,792.00
21-P0064154	04/14/21	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	20,443.59
21-P0064155	04/14/21	41	Facility Planning Office	Equip-Vehicles >\$5,000	THE PAPE GROUP INC	17,888.72
21-P0064156	04/14/21	33	CDC Administration	Non-Instructional Supplies	AMAZON COM	160.38
21-P0064157	04/14/21	12	Sci, Math, Health Sci Office	Instructional Supplies	VWR FUNDING INC	2,182.03
21-P0064158	04/14/21	12	Sci, Math, Health Sci Office	Instructional Supplies	FISHER SCIENTIFIC	837.20
21-P0064159	04/14/21	12	Media Systems	Instructional Supplies	TROXELL COMM INC	4,999.90
21-P0064160	04/14/21	12	Media Systems	Instructional Supplies	CDW GOVERNMENT INC.	1,692.28
21-P0064161	04/14/21	12	Media Systems	Instructional Supplies	CDW GOVERNMENT INC.	6,845.39
21-P0064162	04/14/21	12	Student Support Services	Instructional Supplies	ROCKET INNOVATIONS INC.	2,954.81
21-P0064163	04/14/21	11	Fire Academy	Instructional Agrmt - Salary	ORANGE COUNTY FIRE AUTHORITY	260,345.75
21-P0064164	04/14/21	12	Automotive Technology/Engine	Non-Instructional Supplies	SNAP ON EQUIPMENT	1,662.64

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0064165	04/14/21	13	Business Division Office	Inst Dues & Memberships	AMERICAN BAR ASSOC	250.00
21-P0064166	04/14/21	12	Family & Consumer Studies	Instructional Supplies	AMAZON COM	820.43
21-P0064167	04/14/21	11	Educational Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	935.74
21-P0064168	04/14/21	12	Special Services Office	Non-Instructional Supplies	SCHICK RECORDS MGMT	38.24
21-P0064169	04/14/21	13	Chancellor's Office	Contracted Services	AMAZON COM	913.71
21-P0064170	04/15/21	13	Theatre Arts	Equip-All Other > \$5,000	WENGER CORP	9,880.61
21-P0064171	04/15/21	12	Health & Wellness	Contracted Services	QUEST DIAGNOSTICS	35.97
21-P0064172	04/15/21	11	Warehouse	Non-Instructional Supplies	ULINE	1,002.07
21-P0064173	04/15/21	12	Family & Consumer Studies	Equip-All Other > \$5,000	CLO VIRTUAL FASHION, LLC	7,101.25
21-P0064174	04/15/21	12	Manufacturing Technology	Instructional Supplies	MSC INDUSTRIAL SUPPLY CO. INC	7,500.00
21-P0064175	04/15/21	11	Automotive Technology/Engine	Maint Contract - Other Equip	OPUS INSPECTION INC	3,600.00
21-P0064176	04/15/21	12	Upward Bound	Instructional Supplies	DON BOOKSTORE	823.73
21-P0064177	04/15/21	12	Student Support Services	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	49.17
21-P0064178	04/15/21	13	Maintenance	Non-Instructional Supplies	AAA ELECTRIC MOTOR SALES	1,500.00
21-P0064179	04/15/21	13	Maintenance	Contracted Repair Services	VINCENT DE JESUS	1,500.00
21-P0064180	04/15/21	12	Biology	Instructional Supplies	VWR FUNDING INC	6,696.67
21-P0064181	04/15/21	12	Financial Aid Office	Non-Instructional Supplies	DON BOOKSTORE	2,230.01
21-P0064182	04/15/21	12	Student Development	Instructional Supplies	ROCKET INNOVATIONS INC.	2,885.68
21-P0064183	04/15/21	12	Student Equity	Books Paid for Students	DON BOOKSTORE	1,500.00
21-P0064184	04/15/21	11	CJ/Academies	Non-Instructional Supplies	ZERO TOOLS INC	458.70
21-P0064185	04/15/21	13	Maintenance	Non-Instructional Supplies	GRAINGER	7,000.00
21-P0064186	04/15/21	12	Continuing Education Division	Non-Instructional Supplies	CDW GOVERNMENT INC.	502.54
21-P0064187	04/19/21	11	Purchasing	Advertising	CALIFORNIA NEWSPAPERS PARTNERSHIP	10,000.00
21-P0064188	04/19/21	11	Business Operations' Office	Contracted Services	NIXON PEABODY LLP	2,035.00
21-P0064189	04/19/21	12	Continuing Education Division	Software License and Fees	DIABLO VALLEY COLLEGE	300.00
21-P0064190	04/19/21	12	Upward Bound	Instructional Supplies	ROCKET INNOVATIONS INC.	2,150.23
21-P0064191	04/19/21	43	Facility Planning Office	Equip-Software > \$5,000	HAAS FACTORY OUTLET	82,654.79
21-P0064192	04/19/21	12	Short-Term Vocational	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,698.48
21-P0064193	04/19/21	12	SAC Continuing Ed-Instruction	Instructional Supplies	RW SMITH & CO	293.45
21-P0064194	04/19/21	12	Veterans Service Office	Non-Instructional Supplies	LOCTEK ERGONOMIC	202.64
21-P0064195	04/19/21	12	Biology	Instructional Supplies	VWR FUNDING INC	741.00
21-P0064196	04/19/21	12	Continuing Education Division	Instructional Supplies	MEDLINE INDUSTRIES INC	266.00
21-P0064197	04/19/21	12	Financial Aid Office	Contracted Services	NOVASKY MAYRA	500.00
21-P0064198	04/19/21	12	Financial Aid Office	Supplies Paid for Students	4ALLPROMOS	2,954.41
21-P0064199	04/20/21	13	Chancellor's Office	Contracted Services	INSTITUTE FOR DEMOCRATIC EDUC & CULTURE	5,000.00
21-P0064200	04/20/21	11	Board of Trustees	Books, Mags & Subscrip-Non-Lib	CAPITOL ENQUIRY	135.66
21-P0064201	04/20/21	13	Human Resources Office	Contracted Services	ACCT ASSOC OF COMMUNITY	80,000.00
21-P0064202	04/20/21	11	Safety & Security Office	Contracted Services	NICOLE MILLER & ASSOC INC	799.50
21-P0064203	04/20/21	11	Maintenance & Operations	Non-Instructional Supplies	MORSCO SUPPLY, LLC	420.59
21-P0064204	04/20/21	12	Veterans Service Office	Instructional Supplies	ROCKET INNOVATIONS INC.	2,943.04
21-P0064205	04/20/21	12	Maintenance	Contracted Services	ALLISON MECHANICAL, INC.	45,100.00
21-P0064206	04/20/21	41	Admin Services Office	Bldg Impr - Other Services	ARCHITECTURAL TESTING, INC.	24,860.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0064207	04/20/21	41	Facility Planning Office	Bldg Impr - Contractor Svcs	KYA SERVICES LLC	9,531.26
21-P0064208	04/20/21	12	Facility Planning Office	Contracted Services	DE LA TORRE COMMERCIAL	19,500.00
21-P0064209	04/20/21	12	Academic Affairs Office	Equip-Fed Prgm > \$5,000	VOICE OF THE ARTS INC	40,443.98
21-P0064210	04/20/21	12	Engineering	Instructional Supplies	AMAZON COM	289.53
21-P0064211	04/20/21	12	Academic Affairs Office	Student Gift Cards	DON BOOKSTORE	10,000.00
21-P0064212	04/20/21	12	SAC Continuing Ed-Instruction	Equip-All Other >\$1,000<\$5,000	MEDLINE INDUSTRIES INC	2,720.14
21-P0064213	04/20/21	12	SAC Continuing Ed-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	10,990.55
21-P0064214	04/20/21	12	Continuing Education Division	Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	1,924.44
21-P0064215	04/21/21	12	Outreach	Contracted Services	INTERACT COMMUNICATIONS	50,000.00
21-P0064216	04/21/21	12	Student Development	Non-Instructional Supplies	DOING GOOD WORKS	5,121.07
21-P0064217	04/21/21	12	Continuing Education Division	Non-Instructional Supplies	DON BOOKSTORE	249.09
21-P0064218	04/21/21	12	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	142.30
21-P0064219	04/21/21	12	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	206.38
21-P0064220	04/21/21	12	Athletics	Instructional Supplies	ALL VOLLEYBALL INC	881.99
21-P0064221	04/21/21	12	Athletics	Instructional Supplies	MOLTEN USA INC	2,150.90
21-P0064222	04/21/21	12	Athletics	Instructional Supplies	EPIC SPORTS	4,377.31
21-P0064223	04/22/21	12	Biology	Contracted Services	POWER ACQUISITION	3,600.00
21-P0064224	04/22/21	12	Sci, Math, Health Sci Office	Instructional Supplies	MORRIS AND LEE INC	11,117.25
21-P0064225	04/22/21	13	Professional Development	Contracted Services	NUNEZ JACQUELINE S	400.00
21-P0064226	04/22/21	12	Chemistry	Instructional Supplies	CAROLINA BIOLOGICAL SUPPLY CO	84,383.68
21-P0064227	04/22/21	12	Academic Affairs Office	Equip-Fed Prgm > \$5,000	VOICE OF THE ARTS INC	20,896.50
21-P0064228	04/22/21	13	Maintenance	Maint/Oper Service Agreements	HEID JARED STEPHEN	8,300.00
21-P0064229	04/22/21	33	EHS Administration	Equip-Fed Prgm >\$1,000< \$5,000	BESTWAY LAUNDRY SOLUTIONS	12,038.27
21-P0064230	04/22/21	13	Professional Development	Contracted Services	QUICK CAPTION	1,475.00
21-P0064231	04/22/21	12	Academic Affairs Office	Contracted Services	AVIDEX INDUSTRIES LLC	57,285.51
21-P0064232	04/22/21	12	MESA	Food and Food Service Supplies	SUBWAY	819.38
21-P0064233	04/22/21	12	Financial Aid Office	Supplies Paid for Students	MARCO PROMOTIONAL PRODUCTS	2,039.22
21-P0064234	04/22/21	12	Orange Educ Ctr-Instruction	Software License and Fees	ROSETTA STONE LTD	11,489.00
21-P0064235	04/22/21	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	3,113.63
21-P0064236	04/23/21	33	EHS Administration	Instructional Supplies	LAKESHORE LEARNING MATERIALS	2,500.00
21-P0064237	04/23/21	43	Facility Planning Office	Equip-All Other >\$1,000<\$5,000	FISHER SCIENTIFIC	3,423.15
21-P0064238	04/23/21	33	CDC Administration	Non-Instructional Supplies	FARMERS AND MERCHANTS BANK OF LONG BEACH	835.27
21-P0064239	04/23/21	33	CDC Administration	Non-Instructional Supplies	FARMERS AND MERCHANTS BANK OF LONG BEACH	218.28
21-P0064240	04/23/21	11	Maintenance & Operations	Contracted Services	SUNSHIELD WINDOW TINTING, INC.	6,497.35
21-P0064241	04/26/21	13	Administrative Services Office	Non-Instructional Supplies	TEAMWORK PROMOTIONAL	15,756.58
21-P0064242	04/26/21	33	EHS Administration	Non-Instructional Supplies	SCHICK RECORDS MGMT	114.71
21-P0064243	04/26/21	12	Upward Bound	Awards & Incentives	MICHAEL J MACKENZIE	1,245.47
21-P0064244	04/26/21	12	Sci, Math, Health Sci Office	Instructional Supplies	MORRIS AND LEE INC	1,902.88
21-P0064245	04/26/21	33	CDC Administration	Other Licenses & Fees	DEPT OF SOCIAL SERVICES	2,783.00
21-P0064246	04/26/21	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	519.83
* 21-P0064247	04/26/21	11	Public Affairs/Gov Rel Office	Contracted Services	OUTFRONT MEDIA INC	12,088.28
* 21-P0064247	04/26/21	13	Public Affairs/Gov Rel Office	Contracted Services	OUTFRONT MEDIA INC	16,354.72

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
PO Amt Total for * 21-P0064247:						28,443.00
21-P0064248	04/26/21	12	Computer Science	Instructional Supplies	MONOPRICE INC	291.38
21-P0064249	04/26/21	12	Student Activities	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	10,777.27
21-P0064250	04/26/21	12	Student Activities	Non-Instructional Supplies	ADVENTURES IN ADVERTISING	4,946.57
21-P0064251	04/26/21	13	Public Affairs/Gov Rel Office	Contracted Services	KATRINA WILLIAMS INC	20,000.00
21-P0064252	04/26/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	184.93
21-P0064253	04/26/21	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	2,283.33
21-P0064254	04/26/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	POCKET NURSE	2,712.32
21-P0064255	04/26/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	CDW GOVERNMENT INC.	653.55
21-P0064256	04/27/21	12	Student Support Services	Courier/Delivery Services	DON BOOKSTORE	365.99
21-P0064257	04/27/21	12	Talent Search	Awards & Incentives	HOUSE OF TROPHIES & AWARDS INC	768.83
21-P0064258	04/27/21	12	Fine & Performing Arts Office	Instructional Supplies	ADORAMA INC	6,565.93
21-P0064259	04/27/21	12	Computer Science	Software License and Fees	KIVUTO SOLUTIONS INC	300.00
21-P0064260	04/27/21	11	Automotive Technology/Engine	Other Licenses & Fees	STATE OF CALIFORNIA	200.00
21-P0064261	04/27/21	12	LAOCRC - Los Angeles	District Business/Sponsorships	CERRITOS COMMUNITY COLLEGE DISTRICT	7,000.00
21-P0064262	04/27/21	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	MCGRAW-HILL EDUCATION INC	330.84
21-P0064263	04/27/21	12	Orange Educ Ctr-Instruction	Software License and Fees	HEC SOFTWARE, INC.	12,017.50
21-P0064264	04/28/21	41	Facility Planning Office	Site Improv - Utility Locating	DOWN UNDER, INC.	15,200.00
21-P0064265	04/28/21	12	President's Office	Rental - Facility (Short-term)	ANGELS BASEBALL LP	73,875.00
21-P0064266	04/28/21	12	President's Office	Rental - Facility (Short-term)	ANGELS BASEBALL LP	101,125.00
21-P0064267	04/28/21	12	Computer Science	Software License and Fees	DIABLO VALLEY COLLEGE	300.00
21-P0064268	04/28/21	11	Fire Academy	Contracted Repair Services	CALIFORNIA HEALTH & SAFETY INC	6,621.59
21-P0064269	04/28/21	41	Facility Planning Office	Equip-Vehicles >\$5,000	DWWWV INC	42,475.18
21-P0064270	04/28/21	13	Engineering	Equip-All Other >\$1,000<\$5,000	SOURCE GRAPHICS	3,995.82
21-P0064271	04/28/21	11	Human Resources Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	75.40
21-P0064272	04/28/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	ESSENTIAL EDUCATION	655.50
21-P0064273	04/28/21	11	Digital Media Center	Contracted Services	IRVINE VALLEY AIR CONDITIONING INC	13,140.00
21-P0064274	04/28/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	IDESIGN USA CORP	4,478.42
21-P0064275	04/28/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	BLICK ART MATERIALS	301.90
21-P0064276	04/28/21	33	EHS Administration	Software License and Fees	MANAGEMENT INFORMATION TECH	28,368.00
21-P0064277	04/28/21	12	Orange Educ Ctr-Instruction	Software License and Fees	99TOTALMD INC	4,519.05
21-P0064278	04/28/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	57.19
21-P0064279	04/28/21	43	Facility Planning Office	Equip-All Other > \$5,000	PRISM RBS, LLC	21,152.33
21-P0064280	04/28/21	12	Orange Educ Ctr-Instruction	Software License and Fees	CANVA US INC	1,886.29
21-P0064281	04/28/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	MATTER HACKERS INC	101.73
21-P0064282	04/28/21	12	Continuing Education Division	Non-Instructional Supplies	DON BOOKSTORE	249.09
21-P0064283	04/28/21	12	Orange Educ Ctr-Instruction	Instructional Supplies	SEHI COMPUTER PRODUCTS	1,226.57
21-P0064284	04/29/21	11	Library Services	Other Operating Exp & Services	GOLDEN STAR TECHNOLOGY, INC.	1,963.06
21-P0064285	04/29/21	41	Facility Planning Office	Bldg Impr-Blueprint/Reprod/Adv	CALIFORNIA NEWSPAPERS PARTNERSHIP	9,988.00
21-P0064286	04/29/21	13	Manufacturing Technology	Contracted Repair Services	JEFF HAM	60.00
21-P0064287	04/29/21	41	Facility Planning Office	SI - Constructability Review	IDS GROUP INC	29,530.00
21-P0064288	04/29/21	13	Manufacturing Technology	Contracted Repair Services	JEFF HAM	60.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0064289	04/29/21	12	Kinesiology - Intercol Athlet	Software License and Fees	AGILE SPORTS TECHNOLOGIES	1,000.00
21-P0064290	04/29/21	12	Continuing Education Division	Contracted Services	INTERACT COMMUNICATIONS	80,000.00
21-P0064291	04/29/21	13	Business Division Office	Books, Mags & Subscrip-Non-Lib	CCH INCORPORATED	3,753.04
21-P0064292	04/29/21	12	Kinesiology - Intercol Athlet	Software License and Fees	PRESTOSPORTS, INC.	3,550.00
21-P0064293	04/29/21	13	Manufacturing Technology	Contracted Repair Services	MACHINERY SOLUTIONS INC	434.18
21-P0064294	04/29/21	13	Manufacturing Technology	Contracted Repair Services	MACHINERY SOLUTIONS INC	1,212.45
21-P0064295	04/29/21	12	Business Division Office	Instructional Supplies	AMAZON COM	3,816.10
21-P0064296	04/29/21	33	EHS Administration	Contracted Services	WESTED	10,800.00
21-P0064297	04/29/21	13	Maintenance	Contracted Repair Services	ABBA TERMITE & PEST CONTROL INC	195.00
21-P0064298	04/29/21	12	Career Education Office	Advertising	ORANGE COUNTY APT HOUSE ASSOCIATION INC.	250.00
21-P0064299	04/29/21	13	Admin Services Office	Public Agencies' Assess & Fees	CITY OF ORANGE	30,465.85
21-P0064300	04/29/21	41	Facility Planning Office	Site Improv - Spcl Ins/Mat Tes	NV5 WEST, INC	50,000.00
21-P0064301	04/30/21	11	Risk Management	Other Licenses & Fees	CITY OF ORANGE	81.60
21-P0064302	04/30/21	33	CDC Administration	Instructional Supplies	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATION	42,630.48
21-P0064303	04/30/21	33	CDC Administration	Instructional Supplies	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATION	12,851.12
21-P0064304	04/30/21	13	Human Resources Office	Contracted Services	PPL, INC.	84,000.00
21-P0064305	04/30/21	11	District Wide Technology	Software License and Fees	COLLEGESOURCE INC	198.00
21-P0064306	04/30/21	12	Theatre Arts	Instructional Supplies	FRENDS BEAUTY SUPPLY INC	927.20
21-P0064307	04/30/21	12	Theatre Arts	Instructional Supplies	FRENDS BEAUTY SUPPLY INC	582.40
21-P0064308	04/30/21	12	Theatre Arts	Instructional Supplies	FRENDS BEAUTY SUPPLY INC	702.56
21-P0064309	04/30/21	12	Theatre Arts	Instructional Supplies	FRENDS BEAUTY SUPPLY INC	1,693.16
21-P0064310	04/30/21	12	Theatre Arts	Instructional Supplies	FRENDS BEAUTY SUPPLY INC	1,246.67
21-P0064311	04/30/21	33	EHS Santa Ana College	Equip-Fed Prgm > \$5,000	INNOVATIVE HEALTHCARE SOLUTIONS, LLC	26,984.75
21-P0219511	04/01/21	12	Resource Development	Contracted Services	GLENDALE UNIFIED SCHOOL DISTRICT	1,749,477.00
21-P0219518	03/29/21	12	Resource Development	Contracted Services	CHAFFEY COMMUNITY COLLEGE DISTRICT	150,000.00
21-P0219519	04/01/21	12	Resource Development	Contracted Services	CITY CHARTER SCHOOL	499,400.00
21-P0219520	04/01/21	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	571,000.00
21-P0219521	04/01/21	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	620,000.00
21-P0219522	04/01/21	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	470,000.00
21-P0219523	04/01/21	12	Resource Development	Contracted Services	SANTA MONICA COMMUNITY COLLEGE DISTRICT	909,500.00
21-P0219524	04/01/21	12	Resource Development	Contracted Services	FULLERTON SCHOOL DISTRICT	298,702.00
21-P0219525	04/02/21	12	Resource Development	Contracted Services	GARDEN GROVE UNIFIED SCHOOL DIST	1,293,750.00
21-P0219526	04/02/21	12	Resource Development	Contracted Services	TRI-CITIES REGIONAL OCCUPATIONAL PROGRAM	1,973,484.00
21-P0219527	04/02/21	12	Resource Development	Contracted Services	DA VINCI SCHOOLS	314,406.00
21-P0219528	04/02/21	12	Resource Development	Contracted Services	DA VINCI SCHOOLS	604,438.00
21-P0219529	04/02/21	12	Resource Development	Contracted Services	ORANGE UNIFIED SCHOOL DISTRICT	318,750.00
21-P0219530	04/02/21	12	Resource Development	Contracted Services	FULLERTON JOINT UNION HIGH SCHOOL DISTRICT	636,948.00
21-P0219531	04/02/21	12	Resource Development	Contracted Services	LOS ALAMITOS UNIFIED SCHOOL DISTRICT	318,750.00
21-P0219532	04/02/21	12	Resource Development	Contracted Services	LONG BEACH UNIFIED SCHOOL DISTRICT	183,099.00
21-P0219533	04/28/21	12	Resource Development	Contracted Services	ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	3,700,000.00
21-P0219534	04/02/21	12	Resource Development	Contracted Services	SANTA ANA UNIFIED	1,990,091.00
21-P0219535	04/06/21	12	Resource Development	Contracted Services	PUSH MARKETING	2,864,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
21-P0219536	04/07/21	12	Resource Development	Contracted Services	INTRINIUM, INC.	414,000.00
21-P0219537	04/07/21	12	Resource Development	Contracted Services	BELLFLOWER UNIFIED SCHOOL DISTRICT	664,018.00
21-P0219538	04/07/21	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	580,000.00
21-P0219539	04/07/21	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	465,000.00
21-P0219540	04/07/21	12	Resource Development	Contracted Services	PASADENA AREA COMMUNITY COLLEGE DISTRICT	719,179.00
21-P0219541	04/14/21	12	Resource Development	Contracted Services	CULVER CITY UNIFIED SCHOOL DISTRICT	177,885.00
21-P0219542	04/14/21	12	Resource Development	Contracted Services	ARROYOWEST LLC	123,000.00
21-P0219543	04/14/21	12	Resource Development	Contracted Services	BAIRD ELIZABETH PECK	30,000.00
21-P0219544	04/14/21	12	Resource Development	Contracted Services	BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL	199,125.00
21-P0219545	04/15/21	12	Short-Term Vocational	Contracted Services	TALLER SAN JOSE HOPE BUILDERS	28,592.00
21-P0219546	04/19/21	12	Resource Development	Contracted Services	SAN MATEO COUNTY COMMUNITY	250,000.00
21-P0219547	04/20/21	12	Resource Development	Contracted Services	SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT	318,750.00
21-P0219548	04/20/21	12	Resource Development	Contracted Services	NORTH ORANGE COUNTY CCD	553,111.00
21-P0219549	04/20/21	12	Resource Development	Contracted Services	CERRITOS COMMUNITY COLLEGE DISTRICT	522,600.00
21-P0219550	04/20/21	12	Resource Development	Contracted Services	EL CAMINO COMMUNITY COLLEGE DISTRICT	838,746.00
21-P0219551	04/20/21	12	Resource Development	Contracted Services	CITRUS COMMUNITY COLLEGE DISTRICT	450,000.00
21-P0219552	04/20/21	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	780,000.00
21-P0219553	04/20/21	12	Resource Development	Contracted Services	ROWLAND UNIFIED SCHOOL DISTRICT	885,000.00
21-P0219554	04/20/21	12	Resource Development	Contracted Services	LAGUNA BEACH UNIFIED SCHOOL DISTRICT	318,750.00
21-P0219555	04/20/21	12	Resource Development	Contracted Services	LYNWOOD UNIFIED SCHOOL DISTRICT	350,663.00
21-P0219556	04/22/21	12	Resource Development	Contracted Services	GLENDALE COMMUNITY COLLEGE DISTRICT	540,000.00
21-P0219557	04/22/21	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	511,111.00
21-P0219558	04/22/21	12	Resource Development	Contracted Services	COAST COMMUNITY	516,111.00
21-P0219559	04/22/21	12	Resource Development	Contracted Services	CALIF ADVANCING PATHWAYS FOR STUDENT CALAPS Jf	581,148.00
21-P0219560	04/22/21	12	Resource Development	Contracted Services	CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT	824,795.00
21-P0219561	04/22/21	12	Resource Development	Contracted Services	LOS ANGELES UNIFIED SCHOOL DISTRICT	3,507,840.00
21-P0219562	04/22/21	12	Resource Development	Contracted Services	EAST SAN GABRIEL VALLEY ROP/TC	670,191.00
21-P0219563	04/23/21	11	District Wide Technology	Software Support Service-Fixed	CURVATURE INC	100.00
21-P0219564	04/27/21	11	Maintenance & Operations	Maint/Oper Service Agreements	EXCELSIOR ELEVATOR CORPORATION	501.00
21-P0219565	04/27/21	12	Resource Development	Contracted Services	RIO HONDO COMMUNITY COLLEGE DISTRICT	1,326,802.00
21-P0219566	04/27/21	13	Maintenance	Maint/Oper Service Agreements	EXCELSIOR ELEVATOR CORPORATION	3,604.00
21-P0219567	04/28/21	13	Maintenance	Maint/Oper Service Agreements	EXCELSIOR ELEVATOR CORPORATION	3,024.00
21-P0219568	04/30/21	12	Resource Development	Contracted Services	MOUNT SAN ANTONIO COMMUNITY COLLEGE DISTRICT	805,000.00
21-P0219569	04/30/21	12	Resource Development	Contracted Services	COVINA VALLEY UNIFIED SCHOOL DISTRICT	202,665.00
21-P0219570	04/30/21	12	Resource Development	Contracted Services	BURBANK UNIFIED SCHOOL DISTRICT	342,460.00
Grand Total:						\$42,900,645.35

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-DON003002	4/2/2021	31	SAC BOOKSTORE	General Merchandise	TEAMWORK	\$4,725.00
GM-DON003003	4/12/2021	31	SAC BOOKSTORE	General Merchandise	EL DORADO TRADING GROUP	\$1,105.66
GM-DON003004	4/30/2021	31	SAC BOOKSTORE	General Merchandise	MV SPORT	\$240.00
GM-DON003005	4/30/2021	31	SAC BOOKSTORE	General Merchandise	MV SPORT	\$1,687.50
GM-HAWK003587	4/7/2021	31	SCC BOOKSTORE	General Merchandise	BALLOONS EVERYWHERE	\$181.00
GM-HAWK003589	4/13/2021	31	SCC BOOKSTORE	General Merchandise	LEAGUE COLLEGIATE WEAR	\$600.00
TX-DON006683	4/6/2021	31	SAC BOOKSTORE	Textbook	PEARSON EDUCATION	\$1,149.90
TX-DON006685	4/12/2021	31	SAC BOOKSTORE	Textbook	KENDALL PUBLISHING	\$686.40
TX-HAWK004899	3/29/2021	31	SCC BOOKSTORE	Textbook	VINDY	\$64.38
TX-HAWK004900	4/19/2021	31	SCC BOOKSTORE	Textbook	VINDY	\$37.13
TX-HAWK004901	4/28/2021	31	SCC BOOKSTORE	Textbook	ELSEVIER HEALTH SCIENCE	\$1,712.20
						\$12,189.17

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

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

Printed: 5/3/2021 9:12:00AM

Environment: Production

LoginID: DR21189

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-B0001923	04/27/21	79	JOSTENS	9,237.26		GC25569
21-B0001923	04/28/21	79	JOSTENS	8,777.25		GC25569
21-B0001923 Changed in: PO Amount						
18-P0049825	03/28/21*	41	KOURY ENGINEERING & TESTING	25,500.00	AMENDMENT #1, 5/17/18; INCREASE AGREEMENT BY \$10,000) FOR ADDITIONAL SCOPE OF WORK PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 5/14/18. BOARD APPROVED: 5/14/18	CE28973
18-P0049825	04/21/21	41	KOURY ENGINEERING & TESTING	209,500.00	AMENDMENT #2, 4/21/21; INCREASE AGREEMENT BY \$184,000 FOR A TOTAL AGREEMENT AMOUNT OF \$209,500 AND EXTEND THE CONTRACT COMPLETION DATE TO BE THROUGH JUNE 30, 2023 PER THE SECOND AMENDMENT TO THE AGREEMENT DATED 10/27/20. BOARD APPROVED: 10/26/20	DR21189
18-P0049825 Changed in: PO Amount, Printed Coments						
21-P0061707	04/23/21	11	HOME DEPOT	4,000.00	***HOME DEPOT REPRESENTATIVE, YOU MUST INCLUDE THE DISTRICTS PURCHASE ORDER NUMBER, LOCATED IN THE UPPER RIGHT-HAND CORNER OF THIS FORM, WHEN PROCESSING ALL ORDERS. ***	DE68698
21-P0061707	04/27/21	11	HOME DEPOT	5,000.00	CHANGE ORDER #1, 4/27/21; INCREASE PO BY \$1,000 TO COVER UNEXPECTED EXPENSES THROUGH 6/30/21. ***HOME DEPOT REPRESENTATIVE, YOU MUST INCLUDE THE DISTRICTS PURCHASE ORDER NUMBER, LOCATED IN THE UPPER RIGHT-HAND CORNER OF THIS FORM, WHEN PROCESSING ALL ORDERS. ***	DR21189
21-P0061707 Changed in: PO Amount, Printed Coments						
21-P0061800	03/28/21*	11	FARMERS AND MERCHANTS BANK O	5,250.00	CHANGE ORDER (2), 03/01/2021, TO DECREASE LINE ITEM (2) BY \$1,2500 FOR A PO TOTAL AMOUNT OF \$5,250 PER DEPARTMENT REQUEST.	EE88439
21-P0061800	04/19/21	11	FARMERS AND MERCHANTS BANK O	4,451.00	Change Order #3 4/19/21 Reduce item #1 by \$50 and increase item #2 by \$50.	FC78314
21-P0061800	04/19/21	11	FARMERS AND MERCHANTS BANK O	5,250.00	Change Order #3 4/19/21 Reduce item #1 by \$50 and increase item #2 by \$50.	FC78314
21-P0061800 Changed in: PO Amount, Printed Coments						
21-P0061876	04/23/21	12	OFFICE DEPOT BUSINESS SVCS	2,500.00	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	DE68698
21-P0061876	04/23/21	12	OFFICE DEPOT BUSINESS SVCS	2,500.00	CHANGE ORDER (1) DATED: 04/23/2021; TO ADD AN ADDITIONAL AUTHORIZED PERSON TO INPUT PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003, BOARD APPROVED 10/26/15	EE88439
21-P0061876 Changed in: Printed Coments						
21-P0061904	03/28/21*	13	RSD REFRIGERATION SUPPLIES	9,400.00	Change Order #1 9/10/20 Reduce PO by \$600.	FC78314
21-P0061904	04/14/21	13	RSD REFRIGERATION SUPPLIES	2,400.00	Change Order #2 4/14/21 Reduce PO by \$7000.	FC78314
21-P0061904 Changed in: PO Amount, Printed Coments						

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* 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
21-P0062001	03/28/21*	11	DUNN EDWARDS CORP	3,000.00	Change order #1, dated 9/25/20. Added line #2 to increase amount by \$2,000.00 per department request.	JM13964
21-P0062001	04/30/21	11	DUNN EDWARDS CORP	1,892.44	CHANGE ORDER #2, 4/30/21; REDUCE PO BY REMAINING AMOUNT OF \$1,107.56 PER DEPARTMENT REQUEST	DR21189
21-P0062001 Changed in: PO Amount, Printed Coments						
21-P0062024	03/28/21*	12	DON BOOKSTORE	171,000.00	CHANGE ORDER #1, 01/25/2021; TO DECREASE LINE ITEM #1 FROM \$150,000 TO \$71,000, FOR A PO TOTAL OF \$171,000 PER DEPARTMENT REQUEST.	EE88439
21-P0062024	04/27/21	12	DON BOOKSTORE	141,159.51	CHANGE ORDER #2, 04/27/2021; TO DECREASE LINE ITEM #2 FROM \$91,640.49 TO \$61,800, FOR A PO TOTAL OF \$69,833.94 PER DEPARTMENT REQUEST.	JM13964
21-P0062024 Changed in: PO Amount, Printed Coments						
21-P0062186	03/28/21*	12	JOB ELEPHANT COM INC	30,000.00	CHANGE ORDER #1, 3/19/21; INCREASE PO BY REMAINING \$5,000 ON AGREEMENT FOR PAYMENT OF INVOICES.	DR21189
21-P0062186	03/29/21	12	JOB ELEPHANT COM INC	30,000.00	CHANGE ORDER #2, 3/29/21; UPDATE AUTHORIZED CONTACT TO RENE BEIZA.	DR21189
21-P0062186 Changed in: Printed Coments						
21-P0062860	03/28/21*	13	ORANGE COUNTY FARM SUPPLY	10,000.00		CE28973
21-P0062860	04/05/21	13	ORANGE COUNTY FARM SUPPLY	12,000.00	Change Order #1 4/5/21 Increase PO by \$2000.	FC78314
21-P0062860 Changed in: PO Amount, Printed Coments						
21-P0063070	03/28/21*	41	WILLDAN ENGINEERING	14,900.00		CE28973
21-P0063070	04/27/21	41	WILLDAN ENGINEERING	18,400.00	AMENDMENT #1, 4/27/21; INCREASE PO BY #3,500 FOR A TOTAL AGREEMENT AMOUNT OF \$18,400 PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 4/27/21. BOARD APPROVED: 4/26/21	DR21189
21-P0063070 Changed in: PO Amount, Printed Coments						
21-P0063093	04/06/21	41	SVA ARCHITECTS, INC	90,000.00		EE88439
21-P0063093	04/06/21	41	SVA ARCHITECTS, INC	90,000.00	Change order #1, dated 4/6/21. To split Line item #1 into two separate line items and two separate GL accounts and add the corresponding values to each account as per department request.	JM13964
21-P0063093 Changed in: Printed Coments						
21-P0063129	03/30/21	12	BCE ACQUISITIONS US, INC.	2,897.87		EE88439
21-P0063129	04/01/21	12	BCE ACQUISITIONS US, INC.	0.00	Cange order #1. dated 3/29/21. This PO is being cancelled as per department request.	JM13964
21-P0063129	04/01/21	12	BCE ACQUISITIONS US, INC.	0.00	Change order #1, dated 3/29/21. This PO is being cancelled as per department request.	JM13964
21-P0063129 Changed in: PO Amount, Printed Coments						

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* 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
21-P0063267	03/28/21*	43	CORPORATE SPACES INC	89,915.31	Vendor to provide the following components & items for the new Johnson Student Center at Santa Ana College with purchase agreement 21.029 and Proposal #22199, dated 12/14/2020 in accordance with the terms and conditions of CMAS Agreement #4-12-71-0127A; Board Approved: October 12, 2020.	FC78314
21-P0063267	04/27/21	43	CORPORATE SPACES INC	89,915.31	Change Order #1 4/27/21 Amend items #1 account to 43-3035-71000-54131-6410, item #2 account to 43-3035-71000-54131-6409 and item #3- 11 to 43-3035-71000-54131-6411. Vendor to provide the following components & items for the new Johnson Student Center at Santa Ana College with purchase agreement 21.029 and Proposal #22199, dated 12/14/2020 in accordance with the terms and conditions of CMAS Agreement #4-12-71-0127A; Board Approved: October 12, 2020.	FC78314
21-P0063267 Changed in: Printed Coments						
21-P0063370	03/28/21*	43	OFFICE FURNITURE GROUP, LLC	7,839.78	VENDOR TO PROVIDE THE FOLLOWING COMPONENTS / ITEMS FOR THE NEW JOHNSON STUDENT CENTER AT SANTA ANA COLLEGE, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF "THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC) TEKNION CONTRACT #CB-225-18. BOARD APPROVED ON 7/15/2019.	FC78314
21-P0063370	04/27/21	43	OFFICE FURNITURE GROUP, LLC	7,839.78	CHANGE ORDER #1 4/27/21 AMEND ITEMS 1-7 TO 43-3035-710000-54131-6409 . VENDOR TO PROVIDE THE FOLLOWING COMPONENTS / ITEMS FOR THE NEW JOHNSON STUDENT CENTER AT SANTA ANA COLLEGE, IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF "THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC) TEKNION CONTRACT #CB-225-18. BOARD APPROVED ON 7/15/2019.	FC78314
21-P0063370 Changed in: Printed Coments						
21-P0063400	04/19/21	41	NEWBUILD CONSTRUCTION AND RE	56,000.00		CE28973
21-P0063400	04/28/21	41	NEWBUILD CONSTRUCTION AND RE	51,446.75	CHANGE ORDER #1, 4/28/21; DECREASE PO BY \$4,553.25 DUE TO UNUSED ALLOWANCE. BOARD APPROVED: APRIL 26, 2021	DR21189
21-P0063400 Changed in: PO Amount, Printed Coments						
21-P0063495	03/28/21*	12	ARTBAR, LLC	1,425.00		JM13964
21-P0063495	04/01/21	12	ARTBAR, LLC	1,567.50	CHANGE ORDER (1) 04/01/2021: TO INCREASE QUANTITY ON LINE ITEM 1-2 PER DEPARTMENT REQUEST.	EE88439
21-P0063495 Changed in: PO Amount, Printed Coments						
21-P0063730	03/28/21*	12	MOHAWK RESOURCE LTD	45,580.84	VENDOR TO FURNISH THE FOLLOWING EQUIPMENT IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT# 4-13-56-0055A; BOARD APPROVED: 10/14/2019.	JM13964
21-P0063730	04/01/21	12	MOHAWK RESOURCE LTD	45,855.37	Change order #1, dated 4/1/21. Line item# 5 is no longer available and is replaced with a replacement part number. Price were also adjusted to a higher cost as per request from department VENDOR TO FURNISH THE FOLLOWING EQUIPMENT IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT# 4-13-56-0055A; BOARD APPROVED: 10/14/2019.	JM13964

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* 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
21-P0063730	04/01/21	12	MOHAWK RESOURCE LTD	45,855.89	Change order #1, dated 4/1/21. Line item# 5 is no longer available and is replaced. Price were also adjusted from \$659.83 to \$911.59 as per request from department VENDOR TO FURNISH THE FOLLOWING EQUIPMENT IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT# 4-13-56-0055A; BOARD APPROVED: 10/14/2019.	JM13964
21-P0063730	04/23/21	12	MOHAWK RESOURCE LTD	48,890.23	CHANGE ORDER (2) DATED: 04/23/2021; TO CANCEL OBSOLETE LINE ITEM #1 AND ADD REPLACEMENT PRODUCT LINE ITEM #7 PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING EQUIPMENT IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT# 4-13-56-0055A; BOARD APPROVED: 10/14/2019.	EE88439
21-P0063730	04/23/21	12	MOHAWK RESOURCE LTD	48,890.23	CHANGE ORDER (2) DATED: 04/23/2021; TO CANCEL OBSOLETE LINE ITEM #1 AND ADD REPLACEMENT PRODUCT LINE ITEM #7 PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING EQUIPMENT IN ACCORDANCE WITH THE TERMS & CONDITIONS OF CMAS CONTRACT# 4-13-56-0055A; BOARD APPROVED: 10/14/2019.	EE88439
21-P0063730 Changed in: PO Amount, Printed Coments						
21-P0063752	03/28/21*	12	DON BOOKSTORE	491.62		JM13964
21-P0063752	04/01/21	12	DON BOOKSTORE	491.62	CHANGE ORDER (1) 04/01/2021 TO UPDATE LINE ITEM # 1 DESCRIPTION PER DEPARTMENT REQUEST.	EE88439
21-P0063752 Changed in: Printed Coments						
21-P0063762	03/28/21*	12	EDUCATIONAL TESTING SVC	273.25	HISET Paper-based Practice Test books for GED Department Centennial Education Center (SCE)	FC78314
21-P0063762	03/30/21	12	EDUCATIONAL TESTING SVC	278.75	CHANGE ORDER #1 3/30/21 ADD SHIPPING CHARGES OF \$5.50. HISET Paper-based Practice Test books for GED Department Centennial Education Center (SCE)	FC78314
21-P0063762 Changed in: PO Amount, Printed Coments						
21-P0063804	03/28/21*	12	TOWNSEND PRESS	316.83		JM13964
21-P0063804	04/07/21	12	TOWNSEND PRESS	353.12	CHANGE ORDER (1) DATED 04/07/2021, TO ADD LINE ITEM (2) FOR SHIPPING CHARGES PER DEPARTMENT REQUEST.	EE88439
21-P0063804 Changed in: PO Amount, Printed Coments						
21-P0063805	03/28/21*	13	VERNIER SOFTWARE & TECHNOLOG	3,068.53		JM13964
21-P0063805	04/13/21	13	VERNIER SOFTWARE & TECHNOLOG	3,068.53	Change order #1, dated 4/13/21. GL object code to change from 6410 to 4310. Change the GL account from 13-0003-19500-16420-6410 to 12-2390-090100-16100-4310 per department request.	JM13964
21-P0063805 Changed in: Printed Coments						
21-P0063808	03/28/21*	12	ADVANCED HEALTHSTYLES FITNES	14,554.24		JM13964
21-P0063808	04/22/21	12	ADVANCED HEALTHSTYLES FITNES	14,554.24	CHANGE ORDER (1), DATE: 04/22/2021; TO UPDATE PRICING ON LINE ITEMS 1-5 TO CAPTURE CORRECT DISCOUNTED AMOUNT ON ORDER TOTAL PER DEPARTMENT REQUEST.	EE88439

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0063808 Changed in: Printed Coments						
21-P0063818	04/20/21	13	TBA	2,000.00		CE28973
21-P0063818	04/20/21	13	NEIGHBORHOOD HOUSE ASSOCIATI	2,000.00		DR21189
21-P0063818 Changed in: Vendor						
21-P0063878	03/29/21	12	OFFICE DEPOT BUSINESS SVCS	2,169.00	VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003 EXTENDED THROUGH 06/30/2021 DUE TO COVID-19. BOARD APPROVED 10/26/2015	EE88439
21-P0063878	04/26/21	12	OFFICE DEPOT BUSINESS SVCS	2,069.00	CHANGE ORDER (1) DATED 04/26/2021: TO REDUCE PO BY \$100 FOR A PO TOTAL OF \$2,069 PER DEPARTMENT REQUEST. VENDOR TO FURNISH THE FOLLOWING IN ACCORDANCE WITH THE TERMS & CONDITIONS OF FCCC CONTRACT# CB 15-003 EXTENDED THROUGH 06/30/2021 DUE TO COVID-19. BOARD APPROVED 10/26/2015	EE88439
21-P0063878 Changed in: PO Amount, Printed Coments						
21-P0063891	03/30/21	12	GOLDEN STAR TECHNOLOGY, INC.	14,428.29	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
21-P0063891	04/01/21	12	GOLDEN STAR TECHNOLOGY, INC.	14,473.29	CHANGE ORDER #1 4/1/21 INCREASE ITEM #4 E-WASTE FROM 1 TO 10 EACH. 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
21-P0063891 Changed in: PO Amount, Printed Coments						
21-P0063894	03/30/21	12	GOLDEN STAR TECHNOLOGY, INC.	208.85		FC78314
21-P0063894	04/02/21	12	GOLDEN STAR TECHNOLOGY, INC.	185.21	Change Order #1 4/2/21 Amend item #1 monitor replacement and item #2 unit price.	FC78314
21-P0063894 Changed in: PO Amount, Printed Coments						
21-P0063918	04/01/21	12	DUKE UNIVERSITY PRESS	30.54		JM13964
21-P0063918	04/23/21	12	DUKE UNIVERSITY PRESS	33.34	CHANGE ORDER (1) DATED: 04/23/2021; TO ADD NEW LINE ITEM FOR SHIPPING PER DEPARTMENT REQUEST AND PAYMENT TERMS TO THE PO PER VENDOR REQUEST.	EE88439
21-P0063918 Changed in: PO Amount, Printed Coments						
21-P0063931	04/01/21	12	TRIARCH INC	3,500.91	*** This PO is Part 1 of 2, Please ref to PO	JM13964
21-P0063931	04/01/21	12	TRIARCH INC	3,500.91	*** This PO is Part 1 of 2, Please ref to PO #21P-0063932 for continuation of PO **	JM13964
21-P0063931 Changed in: Printed Coments						
21-P0063932	04/01/21	12	TRIARCH INC	4,320.31	** This PO is Part 2 of 2, Please refer to PO	JM13964
21-P0063932	04/01/21	12	TRIARCH INC	4,320.31	*** This PO is Part 2 of 2, Please ref to PO #21P-0063931 for 1st Part of PO **	JM13964

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

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0063932 Changed in: Printed Coments						
21-P0063946	04/02/21	11	OFFICE DEPOT BUSINESS SVCS	1,150.00		FC78314
21-P0063946	04/02/21	11	OFFICE DEPOT BUSINESS SVCS	1,150.00	Vendor to furnish the following in accordance with the Terms & Conditions of FCCC Contract# CB 15-003, Board Approved 10/26/15.	FC78314
21-P0063946 Changed in: Printed Coments						
21-P0063975	04/06/21	12	KRUEGER INTERNATIONAL INC.	20,285.20	VENDOR TO PROVIDE THE FOLLOWING ITEMS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CMAS #4-09-71-0075B, BOARD APPROVED 6/19/2014.	JM13964
21-P0063975	04/15/21	12	KRUEGER INTERNATIONAL INC.	20,285.20	Change order #1, dated 4/15/21. To correct and change the vendor address used on the PR/PO by the Department. VENDOR TO PROVIDE THE FOLLOWING ITEMS IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF CMAS #4-09-71-0075B, BOARD APPROVED 6/19/2014.	JM13964
21-P0063975 Changed in: Printed Coments						
21-P0064048	04/06/21	12	NATL SPORTS APPAREL LLC	9,949.28	PO Part 1 of 2. Continuation of this PO is under Ref PO #	JM13964
21-P0064048	04/06/21	12	NATL SPORTS APPAREL LLC	9,949.28	PO Part 1 of 2. Continuation of this PO, Part 2 is under Ref PO #21-PO0064049.	JM13964
21-P0064048	04/06/21	12	NATL SPORTS APPAREL LLC	9,949.28	PO Part 1 of 2. Continuation of this PO, Part 2 is under Ref PO #21-P0064049.	JM13964
21-P0064048 Changed in: Printed Coments						
21-P0064049	04/06/21	12	NATL SPORTS APPAREL LLC	5,649.92	PO Part 2 of 2. Conituantion from PO Part 1 under Ref PO #	JM13964
21-P0064049	04/06/21	12	NATL SPORTS APPAREL LLC	5,649.92	PO Part 2 of 2. Conituantion from PO Part 1 under Ref PO #21-PO0064048.	JM13964
21-P0064049	04/06/21	12	NATL SPORTS APPAREL LLC	5,649.92	PO Part 2 of 2. Conituantion from PO Part 1 under Ref PO #21-P0064048.	JM13964
21-P0064049 Changed in: Printed Coments						
21-P0064055	04/06/21	12	AMAZON COM	1,910.41		EE88439
21-P0064055	04/06/21	12	AMAZON COM	1,906.44		EE88439
21-P0064055 Changed in: PO Amount						
21-P0064111	04/12/21	12	AMAZON COM	751.02		EE88439
21-P0064111	04/12/21	12	AMAZON COM	751.02	Counseling- MESA Program Materials for students for Alaska summer research experience Date: Aug. 6-15, 2021 Contact: Abby Ramirez	EE88439
21-P0064111	04/13/21	12	AMAZON COM	727.75	Counseling- MESA Program Materials for students for Alaska summer research experience Date: Aug. 6-15, 2021 Contact: Abby Ramirez	EE88439
21-P0064111 Changed in: PO Amount, Printed Coments						
21-P0064166	04/14/21	12	AMAZON COM	820.65		EE88439

4.13 (20)

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

P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0064166	04/14/21	12	AMAZON COM	820.43		EE88439
21-P0064166 Changed in: PO Amount						
21-P0064212	04/22/21	12	MEDLINE INDUSTRIES INC	8,499.86	VITAL MONITORS FOR CNA PROGRAM AT REMINGTON EDUCATION CENTER	FC78314
21-P0064212	04/29/21	12	MEDLINE INDUSTRIES INC	2,720.14	CHANGE ORDER #1 4/29/21 DELETE ITEMS #3-6. VITAL MONITORS FOR CNA PROGRAM AT REMINGTON EDUCATION CENTER	FC78314
21-P0064212 Changed in: PO Amount, Printed Coments						
21-P0064247	04/26/21	11	OUTFRONT MEDIA INC	28,443.00	Please send PO to Amanda Farah, SAC Public Affairs S-201	JM13964
21-P0064247	04/26/21	11	OUTFRONT MEDIA INC	28,443.00		JM13964
21-P0064247 Changed in: Printed Coments						
21-P0064263	04/29/21	12	HEC SOFTWARE, INC.	11,000.00		FC78314
21-P0064263	04/30/21	12	HEC SOFTWARE, INC.	12,017.50	Change Order #1 4/30/21 Add sales tax.	FC78314
21-P0064263 Changed in: PO Amount, Printed Coments						
21-P0064278	04/28/21	12	AMAZON COM	45.25		FC78314
21-P0064278	04/28/21	12	AMAZON COM	57.19		FC78314
21-P0064278 Changed in: PO Amount						
21-P0064295	04/29/21	12	AMAZON COM	3,914.49		EE88439
21-P0064295	04/30/21	12	AMAZON COM	3,816.10		EE88439
21-P0064295 Changed in: PO Amount						
21-P0064302	04/30/21	33	HIGH SCOPE EDUCATIONAL RESEA	42,630.48	This is Part 1 of a 2 part PO. Cross reference with 2nd PO #	JM13964
21-P0064302	04/30/21	33	HIGH SCOPE EDUCATIONAL RESEA	42,630.48	This is Part 1 of a 2 part PO. Cross reference with 2nd PO #31-P0064303	JM13964
21-P0064302 Changed in: Printed Coments						
21-P0064303	04/30/21	33	HIGH SCOPE EDUCATIONAL RESEA	12,851.12	This is Part 2 of a 2 part PO. Cross reference with 1st PO #	JM13964
21-P0064303	04/30/21	33	HIGH SCOPE EDUCATIONAL RESEA	12,851.12	This is Part 2 of a 2 part PO. Cross reference with 1st PO #21-P0064302.	JM13964
21-P0064303 Changed in: Printed Coments						
21-P0064306	04/30/21	12	FRENDS BEAUTY SUPPLY INC	927.20	This is Part 1 of a 5 part PO. Cross reference with 2nd, 3rd, 4th and 5th PO	JM13964
21-P0064306	04/30/21	12	FRENDS BEAUTY SUPPLY INC	927.20	This is Part 1 of a 5 part PO. Cross reference with 2nd, 3rd, 4th and 5th PO # 64307, 64308, 64309 & 64310.	JM13964
21-P0064306 Changed in: Printed Coments						

4.13 (21)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0064307	04/30/21	12	FRENDS BEAUTY SUPPLY INC	582.40	This is Part 2 of a 5 part PO. Cross reference with 1st, 3rd, 4th and 5th PO	JM13964
21-P0064307	04/30/21	12	FRENDS BEAUTY SUPPLY INC	582.40	This is Part 2 of a 5 part PO. Cross reference with 1st, 3rd, 4th and 5th PO # 64306, 64308, 64309 & 64310.	JM13964
21-P0064307 Changed in: Printed Coments						
21-P0064308	04/30/21	12	FRENDS BEAUTY SUPPLY INC	702.56	This is Part 3 of a 5 part PO. Cross reference with 1st, 2nd, 4th and 5th PO	JM13964
21-P0064308	04/30/21	12	FRENDS BEAUTY SUPPLY INC	702.56	This is Part 3 of a 5 part PO. Cross reference with 1st, 2nd, 4th and 5th PO # 64306, 64307, 64309 & 64310.	JM13964
21-P0064308 Changed in: Printed Coments						
21-P0064309	04/30/21	12	FRENDS BEAUTY SUPPLY INC	1,693.16	This is Part 4 of a 5 part PO. Cross reference with 2nd PO	JM13964
21-P0064309	04/30/21	12	FRENDS BEAUTY SUPPLY INC	1,693.16	This is Part 4 of a 5 part PO. Cross reference with 2nd PO # 64306, 64307, 64308 & 64310	JM13964
21-P0064309 Changed in: Printed Coments						
21-P0064310	04/30/21	12	FRENDS BEAUTY SUPPLY INC	1,246.67	This is Part 5 of a 5 part PO. Cross reference with 1st, 2nd, 3rd and 4th PO	JM13964
21-P0064310	04/30/21	12	FRENDS BEAUTY SUPPLY INC	1,246.67	This is Part 5 of a 5 part PO. Cross reference with 1st, 2nd, 3rd and 4th PO # 64306, 64307, 64308 & 64309	JM13964
21-P0064310 Changed in: Printed Coments						
21-P0219428	03/28/21*	12	NORTH ORANGE COUNTY CCD	200,000.00		DR21189
21-P0219428	04/19/21	12	NORTH ORANGE COUNTY CCD	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219428 Changed in: PO Amount, Printed Coments						
21-P0219431	03/28/21*	12	LONG BEACH CCD	200,000.00		DR21189
21-P0219431	04/14/21	12	LONG BEACH CCD	250,000.00	CHANGE ORDER #1, 4/14/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219431 Changed in: PO Amount, Printed Coments						
21-P0219434	03/28/21*	12	FOOTHILL-DEANZA COMMUNITY CO	200,000.00		DR21189
21-P0219434	04/05/21	12	FOOTHILL-DEANZA COMMUNITY CO	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219434 Changed in: PO Amount, Printed Coments						

4.13 (22)

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0219436	03/28/21*	12	CONTRA COSTA COMMUNITY COLLEGE	200,000.00		DR21189
21-P0219436	04/05/21	12	CONTRA COSTA COMMUNITY COLLEGE	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219436 Changed in: PO Amount, Printed Coments						
21-P0219438	03/28/21*	12	LOS RIOS COMMUNITY COLLEGE D	200,000.00		DR21189
21-P0219438	04/05/21	12	LOS RIOS COMMUNITY COLLEGE D	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219438 Changed in: PO Amount, Printed Coments						
21-P0219440	03/28/21*	12	CONTRA COSTA COMMUNITY COLLEGE	200,000.00		DR21189
21-P0219440	04/05/21	12	CONTRA COSTA COMMUNITY COLLEGE	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219440 Changed in: PO Amount, Printed Coments						
21-P0219441	03/28/21*	12	MIRA COSTA COMMUNITY	200,000.00		DE68698
21-P0219441	04/05/21	12	MIRA COSTA COMMUNITY	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219441 Changed in: PO Amount, Printed Coments						
21-P0219449	03/28/21*	12	YOSEMITE COMMUNITY COLLEGE D	200,000.00		DR21189
21-P0219449	04/19/21	12	YOSEMITE COMMUNITY COLLEGE D	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219449 Changed in: PO Amount, Printed Coments						
21-P0219453	03/28/21*	12	SAN LUIS OBISPO CMTY CLG DIS	200,000.00		DR21189
21-P0219453	04/19/21	12	SAN LUIS OBISPO CMTY CLG DIS	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219453 Changed in: PO Amount, Printed Coments						
21-P0219456	03/28/21*	12	SANTA BARBARA COMMUNITY COLL	200,000.00		DE68698

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0219456	04/19/21	12	SANTA BARBARA COMMUNITY COLL	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219456 Changed in: PO Amount, Printed Coments						
21-P0219459	03/28/21*	12	SAN BERNARDINO COMMUNITY COL	200,000.00		DR21189
21-P0219459	04/19/21	12	SAN BERNARDINO COMMUNITY COL	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219459 Changed in: PO Amount, Printed Coments						
21-P0219460	03/28/21*	12	WEST HILLS COMMUNITY COLLEGE	200,000.00		DE68698
21-P0219460	04/19/21	12	WEST HILLS COMMUNITY COLLEGE	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219460 Changed in: PO Amount, Printed Coments						
21-P0219464	03/28/21*	12	LOS RIOS COMMUNITY	200,000.00		DR21189
21-P0219464	04/05/21	12	LOS RIOS COMMUNITY	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219464 Changed in: PO Amount, Printed Coments						
21-P0219465	03/28/21*	12	SAN DIEGO COMMUNITY COLLEGE	200,000.00		DR21189
21-P0219465	04/19/21	12	SAN DIEGO COMMUNITY COLLEGE	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219465 Changed in: PO Amount, Printed Coments						
21-P0219468	03/28/21*	12	SIERRA JOINT COMMUNITY	200,000.00		DE68698
21-P0219468	04/05/21	12	SIERRA JOINT COMMUNITY	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219468 Changed in: PO Amount, Printed Coments						
21-P0219469	03/28/21*	12	SIERRA JOINT COMMUNITY	200,000.00		DE68698
21-P0219469	04/05/21	12	SIERRA JOINT COMMUNITY	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0219469 Changed in: PO Amount, Printed Coments						
21-P0219479	03/28/21*	11	GOODWILL INDUSTRIES OF ORANG	2,000.00		DP29747
21-P0219479	04/20/21	11	GOODWILL INDUSTRIES OF ORANG	6,500.00	Change Order #1 4/20/21 Increase PO by \$4500.	FC78314
21-P0219479 Changed in: PO Amount, Printed Coments						
21-P0219485	03/28/21*	12	CHABOT-LAS POSITAS COMMUNITY	200,000.00		DR21189
21-P0219485	04/19/21	12	CHABOT-LAS POSITAS COMMUNITY	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219485 Changed in: PO Amount, Printed Coments						
21-P0219487	03/28/21*	12	CERRITOS COMMUNITY COLLEGE D	200,000.00		ET18911
21-P0219487	04/27/21	12	CERRITOS COMMUNITY COLLEGE D	250,000.00	CHANGE ORDER #1, 4/27/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219487 Changed in: PO Amount, Printed Coments						
21-P0219488	03/28/21*	12	CERRITOS COMMUNITY COLLEGE D	200,000.00		ET18911
21-P0219488	04/27/21	12	CERRITOS COMMUNITY COLLEGE D	250,000.00	CHANGE ORDER #1, 4/27/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219488 Changed in: PO Amount, Printed Coments						
21-P0219489	03/28/21*	12	GROSSMONT-CUYAMACA COMMUNITY	200,000.00		DR21189
21-P0219489	04/05/21	12	GROSSMONT-CUYAMACA COMMUNITY	250,000.00	CHANGE ORDER #1, 4/5/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219489 Changed in: PO Amount, Printed Coments						
21-P0219490	03/28/21*	12	PERALTA COMMUNITY COLLEGE DI	200,000.00		DR21189
21-P0219490	04/27/21	12	PERALTA COMMUNITY COLLEGE DI	250,000.00	CHANGE ORDER #1, 4/27/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219490 Changed in: PO Amount, Printed Coments						
21-P0219494	03/28/21*	12	PALOMAR COMMUNITY COLLEGE	200,000.00		DR21189

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P.O. #	Chg Dt	Fund	Vendor Name	PO Amount	Printed Comments	Chg By
21-P0219494	04/19/21	12	PALOMAR COMMUNITY COLLEGE	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219494 Changed in: PO Amount, Printed Coments						
21-P0219495	03/28/21*	12	PALOMAR COMMUNITY COLLEGE	200,000.00		DR21189
21-P0219495	04/19/21	12	PALOMAR COMMUNITY COLLEGE	250,000.00	CHANGE ORDER #1, 4/19/21; INCREASE PO BY \$50,000 FOR A TOTAL AGREEMENT AMOUNT OF \$250,000 AND EXTEND THE TERM TO BE THROUGH 12/31/21 PER THE AMENDEMENT TO THE GRANT AGREEMENT	DR21189
21-P0219495 Changed in: PO Amount, Printed Coments						
21-P0219542	04/19/21	12	ARROYOWEST LLC	120,000.00		CE28973
21-P0219542	04/30/21	12	ARROYOWEST LLC	123,000.00	CHANGE ORDER #1, 4/30/21; INCREASE PO BY \$3,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$123,000 AND UPDATE THE DESCRIPTION OF PAYMENT TERMS PER THE FIRST AMENDMENT TO THE AGREEMENT DATED 4/22/21.	DR21189
21-P0219542 Changed in: PO Amount, Printed Coments						
21-P0219556	04/23/21	12	GLENDALE COMMUNITY COLLEGE D	540,000.00		DR21189
21-P0219556	04/23/21	12	GLENDALE COMMUNITY COLLEGE D	1.00		DR21189
21-P0219556	04/23/21	12	GLENDALE COMMUNITY COLLEGE D	540,000.00		DR21189
21-P0219556 Changed in: PO Amount						

4.13 (26)

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 28, 2021 THROUGH MAY 1, 2021
BOARD MEETING OF MAY 24, 2021**

P.O. #	Amount	Description	Department	Comment
21-P0063887	\$960,133.00	Insurance coverage for the Russell Hall Replacement (Health Sciences) project at Santa Ana College	DO -Facility Planning	Required project insurance
21-P0063916	\$18,795.79	Manufacturing and installation of CDC recommended air filters for buildings throughout Santiago Canyon College	SCC -Maintenance	
21-P0063920	\$64,008.14	Electric vehicle trainer equipment for diagnosis and maintenance of electric vehicles	SAC -Automotive Technology	Received Quotations: *1. Lucas-Nuelle Inc 2. Block Automotive * Successful Bidder
21-P0063921	\$85,441.10	Two new 2021 Hyundai Kona Electric Vehicles for Santa Ana College Automotive Technology	SAC -Automotive Technology	Received Quotations: *1. Harbor Hyundai 2. Downey Hyundai * Successful Bidder
21-P0063922	\$74,564.00	Rebuild of the elevator in Hammond Hall at Santa Ana College	SAC -Administrative Services	Received Quotations: *1. GMS Elevator Services, Inc *Successful Bidder
21-P0063933	\$55,562.36	Computer monitors for classrooms at Santiago Canyon College	SCC -Academic Affairs	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
21-P0063972	\$41,500.00	Professional services to assist in identifying the LA Region's 2021-2022 application priorities and planning	DO -LAOCRC	Board Approved: March 23, 2021

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 28, 2021 THROUGH MAY 1, 2021
BOARD MEETING OF MAY 24, 2021**

P.O. #	Amount	Description	Department	Comment
21-P0063973	\$41,547.38	Waste and recycling containers for the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Purchased from the California Multiple Awards Schedule (CMAS) Contract #4-13-73-0024A Board Approved: February 23, 2015
21-P0063975	\$20,285.20	Chairs for room A-214 at Santa Ana College	SAC -Computer Science	Purchased from the California Multiple Awards Schedule (CMAS) Contract #4-09-71-0075B Board Approved: June 19, 2014
21-P0063977	\$22,471.00	Instructional hours for Firefighter Core Competency for the City of Orange	SAC -Fire Academy	Board Approved: February 26, 2018
21-P0063978	\$32,838.75	Instructional hours for Firefighter Core Competency for the City of Anaheim	SAC -Fire Academy	Board Approved: February 26, 2018
21-P0063986	\$35,241.50	Instructional hours for Firefighter Core Competency for the City of Huntington Beach	SAC -Fire Academy	Board Approved: June 25, 2018
21-P0063989	\$63,484.75	Instructional hours for Firefighter Core Competency for the City of Newport Beach Fire and Marine Dept.	SAC -Fire Academy	Board Approved: June 25, 2018
21-P0063994	\$15,742.25	Instructional hours for Firefighter Core Competency for the City of Rancho Cucamonga	SAC -Fire Academy	Board Approved: September 10, 2018
21-P0063995	\$34,395.25	Instructional hours for Firefighter Core Competency for San Bernardino County	SAC -Fire Academy	Board Approved: September 10, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 28, 2021 THROUGH MAY 1, 2021
BOARD MEETING OF MAY 24, 2021**

P.O. #	Amount	Description	Department	Comment
21-P0063996	\$17,080.25	Instructional hours for Firefighter Core Competency for the City of West Covina	SAC -Fire Academy	Board Approved: February 26, 2018
21-P0063997	\$50,667.79	High density stacking chairs to furnish the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Purchased from the Foundation for California Community Colleges (FCCC) Teknion Contract #CB-225-18 Board Approved: July 15, 2019
21-P0064053	\$285,537.75	Desktop computers with extended warranties for classrooms at Santiago Canyon College	SCC -Academic Affairs	Purchased from the Western State Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
21-P0064059	\$37,647.00	Library Services Platform Program subscription	SAC -Library Services	Board Approved: March 8, 2021
21-P0064087	\$35,317.26	Engine training equipment	SAC -Automotive Technology	Received Quotations: *1. Consulab Educatech Inc 2. Klein Educational System *Successful Bidder
21-P0064090	\$36,799.88	Welding supplies for the Welding Technology Lab at Santa Ana College	SAC -Welding	Received Quotations: *1. The Lincoln Electric Company 2. Encore Welding Supply *Successful Bidder
21-P0064107	\$75,500.00	Hawk Bookstore student benefit cards for College Promise Scholarship students at Santiago Canyon College	SCC -Financial Aid Office	

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 28, 2021 THROUGH MAY 1, 2021
BOARD MEETING OF MAY 24, 2021**

P.O. #	Amount	Description	Department	Comment
21-P0064110	\$68,996.13	Office furniture including modular panels, storage, tables and seating to furnish the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Purchased from the Foundation for California Community Colleges (FCCC) Teknion Contract #CB-225-18 Board Approved: July 15, 2019
21-P0064141	\$61,021.69	Installation of custom plexiglass dividers throughout Santiago Canyon College, including the College and Workforce Preparation Center and Orange Education Center at Chapman sites	SCC -Maintenance	Received Quotations: *1. Livewire Creative Services 2. Workspace Interiors by Office Depot *Successful Bidder
21-P0064153	\$33,792.00	Moving services for the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Received Quotations: *1. King Office Services 2. Chipman Relocation and Logistics *Successful Bidder
21-P0064154	\$20,443.59	Chemistry kits for student use during remote learning for the summer session	SAC -Chemistry	Received Quotations: *1. Carolina Biological Supply 2. Ward's Science 3. Science Interactive Group *Successful Bidder
21-P0064155	\$17,888.72	2021 Taylor-Dunn 48 volt electric burden carrier for the new Johnson Student Center Warehouse at Santa Ana College	DO -Facility Planning	Received Quotations: *1. Pape Material Handling 2. Cart Mart *Successful Bidder
21-P0064163	\$260,345.75	Instructional hours for Firefighter Core Competency for the Orange County Fire Authority	SAC -Fire Academy	Board Approved: February 26, 2018

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM MARCH 28, 2021 THROUGH MAY 1, 2021
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P.O. #	Amount	Description	Department	Comment
21-P0064191	\$82,654.79	Compact mill for the engineering lab in the Science Center at Santa Ana College	DO -Facility Planning	Board Approved: July 13, 2020
21-P0064201	\$80,000.00	Recruitment services of candidates for the President of Santa Ana College and President of Santiago Canyon College	DO -Human Resources	Board Approved: September 14, 2020
21-P0064205	\$45,100.00	Installation of commercial air cleaners inside the U-Village Bard Units at Santiago Canyon College	SCC -Maintenance	
21-P0064206	\$24,860.00	Consulting services to provide building enclosure assessment for building E, L, H, SC, MO and G at Santiago Canyon College	DO -Facility Planning	Board Approved: March 22, 2021
21-P0064208	\$19,500.00	Modification of existing walls and installation of metal backing and electrical for audio and media installations in three conference rooms at the District Office	DO -Facility Planning	Received Quotations: *1. De La Torre Commercial Interiors *Successful Bidder
21-P0064209	\$40,443.98	Portable sound system for Santiago Canyon College	SCC -Academic Affairs	Received Quotations: *1. Voice of the Arts Inc - Tech Arts 2. Sound Image *Successful Bidder
21-P0064215	\$50,000.00	Professional services agreement to launch a campus-wide marketing campaign service to improve and expand marketing, communication and recruitment efforts at Santiago Canyon College	SCC -Outreach	Board Approved: March 22, 2021

**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
21-P0064226	\$84,383.68	Chemistry kits for student use during remote learning for the summer session	SAC -Chemistry	Received Quotations: *1. Carolina Biological Supply 2. Science Interactive Group 3. WVR *Successful Bidder
21-P0064227	\$20,896.50	Portable mobile equipment for Santiago Canyon College programs and events	SCC -Academic Affairs	Received Quotations: *1. Voice of the Arts Inc - Tech Arts 2. Spinitar *Successful Bidder
21-P0064231	\$57,285.51	Set-up mobile meeting AV system at Santiago Canyon College	SCC -Academic Affairs	Received Quotations: *1. Avidex Industrial Inc 2. Voice of the Arts -Tech Arts *Successful Bidder
21-P0064241	\$15,756.58	Shirts embroidered with "SAC facilities"	SAC -Administrative Services	Received Quotations: *1. Teamwork Promotional 2. Don Bookstore *Successful Bidder
21-P0064247	\$28,443.00	Bus and mobile advertising and tracking	SAC -Public Affairs	Board Approved: April 12, 2021
21-P0064251	\$20,000.00	Media buys and maintenance for advertisement campaigns	SAC -Public Affairs	Board Approved: April 12, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0064264	\$15,200.00	Underground utility surveying at the Centennial Education Center	DO -Facility Planning	Received Quotations: *1. Down Under Inc., dba Util-Locate 2. C-Below, Inc. 3. Quality Locating, Inc. *Successful Bidder
21-P0064265	\$73,875.00	Deposit payment for the Commencement event at the Angel Stadium of Anaheim	SAC -President's Office	Board Approved: April 26, 2021
21-P0064266	\$101,125.00	Second payment and event allowance for the Commencement event at the Angel Stadium of Anaheim	SAC -President's Office	Board Approved: April 26, 2021
21-P0064269	\$42,475.18	2021 Ford Transit vehicle for the new Johnson Student Center Warehouse at Santa Ana College	DO -Facility Planning	Received Quotations: *1. David W. Wilson's Villa Ford 2. Ford.com *Successful Bidder
21-P0064276	\$28,368.00	Childplus software subscription	DO -EHS Administration	Board Approved: April 12, 2021
21-P0064279	\$21,152.33	Point of Sales system for the new Johnson Student Center at Santa Ana College	DO -Facility Planning	Received Quotations: *1. PRISM RBS, LLC *Successful Bidder
21-P0064287	\$29,530.00	Constructability Review consulting services for the campus entrance improvement phase 1 project at Santa Ana College	DO -Facility Planning	Board Approved: April 26, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0064290	\$80,000.00	Advertising and marketing campaign services for the Santiago Canyon College Division of Continuing Education	SCC -Continuing Education Division	Board Approved: April 12, 2021
21-P0064299	\$30,465.85	Annual maintenance cost estimate for parkway landscaping at Santiago Canyon College	SCC -Admin Services	Board Approved: June 25, 2007
21-P0064300	\$50,000.00	On-call materials testing and special inspection services	DO -Facility Planning	Board Approved: April 26, 2021
21-P0064302	\$42,630.48	Early childhood curriculum for Child Development Centers	DO -CDS	Board Approved: March 8, 2021
21-P0064304	\$84,000.00	Recruitment services of candidates for the Vice Chancellor, Business Services, Vice Chancellor, Human Resources, and Chief Advisor for Academic & Diversity Programs positions	DO -Human Resources	Board Approved: January 11, 2021
21-P0064311	\$26,984.75	Sanitizing cabinet with heat	SAC -CDC	Board Approved: April 12, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219511	\$1,749,477.00	Sub-agreement with Glendale Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219518	\$150,000.00	Sub-agreement on behalf of the California Community Colleges Chancellor's Office (CCCCO) with Chaffey CCD to participate in the project "Invention and Inclusive Innovation (I3)" program	DO -Resource Development	Fiscal Agent Grant Board Approved: January 11, 2021
21-P0219519	\$499,400.00	Sub-agreement with City Charter Schools - The City School to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219520	\$571,000.00	Sub-agreement with Los Angeles CCD on behalf of LA Harbor College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017

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P.O. #	Amount	Description	Department	Comment
21-P0219521	\$620,000.00	Sub-agreement with Los Angeles CCD on behalf of LA Mission College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219522	\$470,000.00	Sub-agreement with Los Angeles CCD on behalf of LA Pierce College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219523	\$909,500.00	Sub-agreement with Santa Monica CCD on behalf of Santa Monica College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219524	\$298,702.00	Sub-agreement with Fullerton Elementary School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219525	\$1,293,750.00	Sub-agreement with Garden Grove Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219526	\$1,973,484.00	Sub-agreement with Tri-Cities Regional Occupation Program to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219527	\$314,406.00	Sub-agreement with Da Vinci Science High School to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219528	\$604,438.00	Sub-agreement with Da Vinci Science High School to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219529	\$318,750.00	Sub-agreement with Orange Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219530	\$636,948.00	Sub-agreement with Fullerton Joint Union High School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219531	\$318,750.00	Sub-agreement with Los Alamitos Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219532	\$183,099.00	Sub-agreement with Long Beach Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219534	\$1,990,091.00	Sub-agreement with Santa Ana Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219535	\$2,864,000.00	Agreement on behalf of the California Community Colleges Chancellor's Office (CCCCO) with Push Marketing dba MisFit for the Career Education Campaign project	DO -Resource Development	Fiscal Agent Agreement Board Approved: January 11, 2021
21-P0219536	\$414,000.00	Agreement on behalf of the California Community Colleges Chancellor's Office (CCCCO) with Intrinium, Inc. to support the Digital Innovation and Infrastructure - Data Services Program	DO -Resource Development	Fiscal Agent Grant Board Approved: January 11, 2021
21-P0219537	\$664,018.00	Sub-agreement with Bellflower Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219538	\$580,000.00	Sub-agreement with Los Angeles CCD on behalf of LA Southwest College, to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219539	\$465,000.00	Sub-agreement with Los Angeles CCD on behalf of LA Valley College, to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017

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P.O. #	Amount	Description	Department	Comment
21-P0219540	\$719,179.00	Sub-agreement with Pasadena Area CCD on behalf of Pasadena City College, to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219541	\$177,885.00	Sub-agreement with Culver City Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219542	\$120,000.00	Agreement on behalf of the California Community Colleges Chancellor's Office (CCCCO) with ArroyoWest, LLC to provide technical assistance and expertise to support the innovation initiatives	DO -Resource Development	Fiscal Agent Grant Board Approved: January 11, 2021
21-P0219543	\$30,000.00	Agreement on behalf of the California Community Colleges Chancellor's Office (CCCCO) with Elizabeth Peck Baird to conduct research, review innovation within the workforce ecosystem, incorporate Division programs and initiatives, provide expertise in developing narrative and visualization of the system's workforce vision in an efficient, effective and compelling manner	DO -Resource Development	Fiscal Agent Grant Board Approved: January 11, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219544	\$199,125.00	Sub-agreement with Birmingham Community Charter High School District to create, support and/or expand high-quality career technical education programs at the K12 level and K-12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219545	\$28,592.00	Sub-agreement with San Jose Hope builders to collaborate with Santiago Canyon College's Behavior Technician Certificate Program	Short-Term Vocational	Board Approved: January 11, 2021
21-P0219546	\$250,000.00	Sub-agreement on behalf of the California Community Colleges Chancellor's Office (CCCCO) with San Mateo County CCD to host the regional director for Global Trade	Resource Development	Fiscal Agent Grant Board Approved: October 26, 2020
21-P0219547	\$318,750.00	Sub-agreement with Saddleback Valley Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219548	\$553,111.00	Sub-agreement with North Orange County CCD on behalf of Fullerton College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017

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P.O. #	Amount	Description	Department	Comment
21-P0219549	\$522,600.00	Sub-agreement with Cerritos CCD on behalf of Cerritos College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219550	\$838,746.00	Sub-agreement with El Camino CCD on behalf of El Camino College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219551	\$450,000.00	Sub-agreement with Citrus CCD on behalf of Citrus College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219552	\$780,000.00	Sub-agreement with Los Angeles CCD on behalf of LA City College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219553	\$885,000.00	Sub-agreement with Rowland Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219554	\$318,750.00	Sub-agreement with Laguna Beach Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219555	\$350,663.00	Sub-agreement with Lynwood Unified School District to create, support and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219556	\$540,000.00	Sub-agreement with Glendale CCD on behalf of Glendale College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219557	\$511,111.00	Sub-agreement with Coast CCD on behalf of Coastline College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219558	\$516,111.00	Sub-agreement with Coast CCD on behalf of Golden West College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017

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P.O. #	Amount	Description	Department	Comment
21-P0219559	\$581,148.00	Sub-agreement with California Advancing Pathways for Students CALAPS JPA to create, support, and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219560	\$824,795.00	Sub-agreement with Centinela Valley Union High School District to create, support, and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219561	\$3,507,840.00	Sub-agreement with Los Angeles Unified School District to create, support, and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

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P.O. #	Amount	Description	Department	Comment
21-P0219562	\$670,191.00	Sub-agreement with East San Gabriel Valley Regional Occupational Program to create, support, and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021
21-P0219565	\$1,326,802.00	Sub-agreement with Rio Hondo CCD on behalf of Rio Hondo College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219568	\$805,000.00	Sub-agreement with Mt. San Antonio CCD on behalf of Mt. San Antonio College to implement FY20/21 of the Strong Workforce Program Regional Apportionment	DO -Resource Development	Board Approved: February 27, 2017
21-P0219569	\$202,665.00	Sub-agreement with Covina Valley Unified School District to create, support, and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
21-P0219570	\$342,460.00	Sub-agreement with Burbank Unified School District to create, support, and/or expand high-quality career technical education programs at the K12 level and K12 to community college pathway improvement projects that connect to in-demand, high-wage occupations in the region	DO -Resource Development	Board Approved: February 8, 2021

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorically funded programs were developed. To access these items, please [click here](#).

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>1. CalFresh Outreach (SAC & SCC) Funding from the California Community Colleges Chancellor's Office through Assembly Bill 85 that amends the Budget Act of 2020 providing immediate COVID-19 response and relief effort to California community colleges and students to support the most urgent needs. (20/21). <i>No match required.</i></p> <ul style="list-style-type: none"> • SAC \$33,791 • SCC \$17,477 	03/24/2021	\$51,268
<p>2. Child Care Access Means Parents in School (CCAMPIS-SAC & SCC) – <i>Augmentation Year 2</i> (District) An augmentation to the second year of a four-year grant award from the U.S. Department of Education to support additional campus-based child care services and funding for a key staff member that will provide individualized evaluation, counseling, and referral services to parents at each College's Child Development Center who are also low-income students at the college. Supplemental funds must not be drawn down until the grant has been approved for budget year 2021. (20/21). <i>No match required.</i></p> <ul style="list-style-type: none"> • SAC \$131,765 (<i>increase of \$72,872</i>) • SCC \$90,887 (<i>increase of \$32,738</i>) 	09/29/2019	\$105,610
<p>3. Child Care Access Means Parents in School (CCAMPIS-SAC & SCC) – Year 3 (District) Third year of a four-year grant award from the U.S. Department of Education to support additional campus-based child care services and funding for a key staff member that will provide individualized evaluation, counseling, and referral services to parents at each College's Child Development Center who are also low-income students at the college. (20/21). <i>No match required.</i></p> <ul style="list-style-type: none"> • SAC \$56,564 • SCC \$25,411 	09/24/2020	\$81,975
<p>4. Dream Resource Liaison Support (SAC & SCC) Funding from the California Community Colleges Chancellor's Office to support the Dreamer Resource Liaisons and support services for immigrant and undocumented students in community colleges. (20/21). <i>No match required.</i></p> <ul style="list-style-type: none"> • SAC \$72,816 • SCC \$46,206 	11/17/2020	\$119,022

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
5. Early Head Start – Emergency Supplemental COVID (District) Emergency supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act. Non-competitive continuation grant award from the U.S. Department of Health and Human Services, Administration for Children and Families, to support enrollment of children and families into Early Head Start programs. (20/21). <i>No match required.</i>	04/21/2021	\$42,136
6. Emergency Financial Assistance to Low-Income Students (SAC & SCC) Funding from the California Community Colleges Chancellor’s Office through Assembly Bill 85 that amends the Budget Act of 2020 providing immediate COVID-19 response and relief effort to California community colleges and students to support the most urgent needs. (20/21). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$1,331,775 • SCC \$688,823 	03/24/2021	\$2,020,598
7. Retention and Enrollment Outreach (SAC & SCC) Funding from the California Community Colleges Chancellor’s Office through Assembly Bill 85 that amends the Budget Act of 2020 providing immediate COVID-19 response and relief effort to California community colleges and students to support enrollment and retention needs. (20/21). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$266,000 • SCC \$137,581 	03/24/2021	\$403,581
8. Veteran Resource Center One-Time Funding (SAC & SCC) Funding from the California Community Colleges Chancellor’s Office through Assembly Bill 1809 – Higher Education Trailer Bill to supplement the 2018-19 ongoing funding to establish, enhance and support on-campus Veteran Resource Centers (VRCs). (20/21). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$58,652 • SCC \$19,265 	11/09/2020	\$77,917
9. Veteran Resource Center Ongoing Funding (SAC & SCC) Funding from the California Community Colleges Chancellor’s Office to support the expansion of community college Veteran Resource Centers (VRCs) across the state. (20/21). <i>No match required.</i> <ul style="list-style-type: none"> • SAC \$110,807 • SCC \$48,282 	02/26/2021	\$159,089
10. Workforce Innovation and Opportunity Act, Title II – Adult Education and Family Literacy Act (SAC & SCC) – <i>Augmentation</i> Federal grant award augmentation from the California Department of Education for the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Act Sections 225, 231, and 243 to provide supplemental funds supporting noncredit adult education and literacy instruction for adult learners. The Act expands and promotes the development of integrated services that incorporate Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), Vocational Literacy, ESL-Citizenship, El Civics and correctional institutionalized education. (20/21). <i>The non-federal match is \$653,849 (25% of the grant award) that consists of general apportionment state-funded certificated noncredit faculty.</i> <ul style="list-style-type: none"> • SAC \$2,034,464 (<i>increase of \$97,085</i>) • SCC \$580,931 (<i>increase of \$36,813</i>) 	04/28/2021	\$133,898

RECOMMENDATION

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

Fiscal Impact:	\$3,195,094	Board Date: May 24, 2021
Prepared by:	Maria N. Gil, Senior Resource Development Coordinator	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of First Amendment to Sub-Agreement between RSCCD and Stephen A. Wright, LLC for the Statewide Director – Information Communications Technology/Digital Media Sector Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District received a renewal grant for the 2020/21 Statewide Director – Information Communications Technology (ICT)/Digital Media, Grant #20-158-001, from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division. RSCCD will support implementation of this statewide project to strengthen and develop the California Community Colleges’ information communications technology and digital media programs. This project will provide up-to-date and expert information on industry trends and workforce needs, serving to improve the connections between employers and colleges, and provide professional development and faculty lead projects to increase program capacity and alignment with industry workforce needs.

ANALYSIS

The Chancellor’s Office has issued an extension and augmentation of the FY 2020/21 ICT/Digital Media grant. Rancho Santiago Community College District and Stephen A. Wright, LLC have mutually agreed to extend the performance period of July 1, 2020 through June 30, 2021, extended to December 31, 2021, and to augment the total award from \$171,710.00 to \$214,637.50 (an increase of \$42,927.50). A first amendment to the sub-agreement has been prepared accordingly (DO-20-2537-02.01).

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

The Project Administrator is Enrique Perez.

RECOMMENDATION

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

Fiscal Impact:	\$42,927.50 (grant-funded)	Board Date: May 24, 2021
Prepared by:	Miguel Gonzalez, Interim Resource Development Coordinator	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

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

This **First Amendment** (hereinafter “Amendment”) is entered into on this 24th day of May, 2021, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Stephen A. Wright, LLC (hereinafter “SUBCONTRACTOR”) to amend agreement #DO-20-2537-02 (hereinafter “Agreement”) between the parties dated September 29, 2020. RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD was awarded a “Statewide Director – Information Communications Technology/Digital Media” Grant #20-158-001, (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, to implement a statewide project to develop California Community Colleges’ information communications technology and digital media programs to improve alignment with employers and industry and ensure students’ preparation for careers and continued study in these fields; 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:

ARTICLE I

Item 1. Statement of Work is amended as follows:

1. Statement of Work

SUBCONTRACTOR will implement the Grant as described in the attached Statement of Work, Exhibit A and Exhibit A.1 – Fiscal Year 2020/21 Information Communications Technology/Digital Media Statewide Director Workplan. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

Item 2. Period of Performance is amended as follows:

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2020, through June 30, 2021, extended to December 31, 2021.

Item 3. Total Cost is amended as follows:

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$214,637.50 USD. This represents an increase of \$42,927.50.

Item 4. Budget is amended as follows:

4. Budget

SUBCONTRACTOR agrees that expenditure of funds under this Agreement will be in accordance with the Budget presented in the Scope of Work (Exhibit A and Exhibit A.1) submitted by the SUBCONTRACTOR and approved by RSCCD, 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.

Item 7. Reporting is amended as follows:

7. Reporting

SUBCONTRACTOR will be responsible for completion and submission of project reports as required by the Grant Legal Terms and Conditions, and summarized below:

Quarterly Reports are due: 1st and 5th Quarters – October 25th; 2nd and 6th Quarters – January 25th; 3rd Quarter – April 25th; and 4th Quarter – July 25th.

Final Report is due January 25, 2022.

Item 9. Time Extensions is amended as follows:

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **December 31, 2021**.

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

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

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Stephen A. Wright,
LLC

By: _____

By: _____

Name: Adam M. O'Connor
Interim Vice Chancellor

Name: Steven A. Wright

Title: Business Operations/Fiscal Services

Title: Manager

Date: _____

Date: _____

81-2592903

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: May 24, 2021

List of Exhibits (Updated May 2021)

Exhibit A: Scope of Work

Exhibit A.1: Scope of Work (Amended)

Exhibit B: Budget Detail and Payment Provisions

Exhibit C: General Terms and Conditions

**Exhibit A.1
Scope of Work**

Subcontractor Name:	Stephen A. Wright, LLC
Supporting District:	Rancho Santiago Community College District
Grant Name:	Statewide Director: Information & Communication Technologies (ICT)/Digital Media
Grant Number:	20-158-001
Performance Period:	07/01/2020 – 12/31/2021

Contact	Name	Email	Phone No.
Statewide Director	Stephen A. Wright	steve@wrightca.com	(805) 231-8444

Summary:

The Information & Communication Technologies Sector Team proposes to launch three Statewide Faculty-Industry Collaboratives as a way to more effectively grow statewide sector expertise and industry responsiveness among faculty and students in the California Community College’s system. Collaborative will meet monthly and focus on best practices and employer engagement.

From a survey of our 3,000 faculty and industry Information & Communication Technologies sector member network who currently attend the Information & Communication Technologies Educator Series webinars and utilize our Information & Communication Technologies website resources, 181 have self-identified to participate in a new statewide ‘Collaborative’ in the three subsectors: Information Technology-Cyber, Digital Media & Entertainment, and Business Office Systems.

This activity effectively transitions the resources, contacts and efforts of the Information & Communication Technologies Statewide Regional Director/Statewide Director team to participation faculty with collaboration forms the Academic Senate California Community Colleges, Career Technical Education Leadership Committee.

Activities	Timeline	Performance Outcomes
Initiate planning teams for each sub sector Collaborative	July-December 2021	Determine frequency of meetings, agenda and goals
Activities	Timeline	Performance Outcomes
Schedule and host Collaborative meeting, post minutes	June- November 2021	Engage CTE faculty statewide in dialogue and project development
Activities	Timeline	Performance Outcomes
Initiate Strong workforce Program proposals in support of Collaboratives and selected projects	September-November 2021	Achieve funding level for continued operation and growth of Faculty Collaboratives

**Exhibit A.1
Budget**

Project: Statewide Director
Sector: Info & Comm Tech (ICT)/Digital Media
District: Rancho Santiago Community College District
College: N/A
Fiscal Year: 2020/21
RFA Specification No.: 18-158
Grant ID: 20-158-001
Performance Period: July 1, 2020 - December 31, 2021

Subcontractor: Stephen A. Wright, LLC

Total Cost:

The total Cost to RSCCD for performance of this Agreement shall not exceed \$214,637.50 USD.

Invoices:

SUBCONTRACTOR will submit (5) quarterly invoices to receive payment for work performed for this Agreement.

**Stephen Wright SD - Amendment # 1 Budget
May 24, 2021**

\$ 171,710.00	Original contract amount	\$ 14,309.17	Monthly payment
\$ 42,927.50	Augmentation on amendment #1		3 Months to cover Steve's Salary
<u>\$ 214,637.50</u>	Amendment # 1 Total	<u>\$ 42,927.50</u>	Augmentation to cover extension

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Fiscal Agent Services Agreement (#C21-0010) from the California Community Colleges Chancellor's Office	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District (RSCCD) was selected by the California Community Colleges (CCC) Chancellor's Office to serve as a fiscal agent on behalf of the Chancellor's Office. The funds supporting the fiscal agent services agreement are appropriations from the State general fund for statewide programming from various categorical apportionments that are part of the State's guaranteed funding of public education required by Proposition 98. The funds that will be placed under RSCCD are "set-aside" from funds appropriated by the Legislature to support community college categorical programs. These set-aside funds are intended to allow the Chancellor's Office to conduct statewide activities, but must be expended through a community college district to fall within the Proposition 98 guarantee.

As the fiscal agent, RSCCD will hold, account for, and disburse Proposition 98 funds at the direction of the Chancellor's Office for the benefit of the California Community Colleges. The fiscal agent will not make expenditure decisions, but will enter into subcontracts on behalf of the Chancellor's Office, manage accounts payable, receivables, and reporting. RSCCD will coordinate and work with the Chancellor's Office to use and adapt integrated systems related to contract management, tracking, and financial reporting.

ANALYSIS

The enclosed Fiscal Agent Services Agreement #C21-0010 between the CCC Chancellor's Office and RSCCD outlines the terms and conditions of both parties. As the fiscal agent, RSCCD will provide financial administration and oversight of funds and process subcontracts related to these funds. In addition, there may be funding from previous fiscal years and related contracts that RSCCD will also administer. RSCCD will disburse funds to subcontractors, in such amounts, and at such times as directed by the Chancellor's Office in writing, and subject to availability of funds. Under this services agreement, RSCCD is serving solely as an intermediary to process payment, and not itself contracting with the subcontractors or responsible for the work performed by them. The Chancellor's Office staff will develop the subcontracts with each vendor and provide a complete and approved contract to be processed by RSCCD. Once RSCCD receives completed subcontracts from the Chancellor's Office it will process the contracts and issue payments according to the disbursement terms.

The performance period of the services agreement is June 1, 2021, through June 30, 2026 (five-

year term). RSCCD shall be compensated for its services in the fee amount of \$1.2 million per fiscal year for the first two (2) fiscal years of this agreement, from July 1, 2021 through June 30, 2023. A cost of living adjustment will be added to the fee for the remaining three (3) fiscal years of this agreement from July 1, 2023, through June 30, 2026, based on the consumer price index adjustments in the first two years of the agreement.

This item is presented to RSCCD’s Board of Trustees for their approval of RSCCD to act as the fiscal agent to serve as an intermediary to process subcontracts and payments on behalf of the Chancellor’s Office per the terms and conditions of the Fiscal Agent Services Agreement #C21-0010, and agree to follow the process whereby the subcontracts are developed and approved by the Chancellor’s Office and provided to RSCCD to process but omitting the need for RSCCD’s Board to approve such subcontracts.

The project administrator is Enrique Perez and the project director is Sarah Santoyo.

RECOMMENDATION

It is recommended that the Board approve the fiscal agent services 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:	Contingent upon enacted Budget Act	Board Date: May 24, 2021
Prepared by:	Maria N. Gil, Senior Resource Development Coordinator	
Submitted by:	Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by:	Marvin Martinez, Chancellor	

FISCAL AGENT SERVICES AGREEMENT

This Fiscal Agent Services Agreement (“Agreement”) is entered into between the California Community Colleges Chancellor’s Office and the Rancho Santiago Community College District (“Fiscal Agent”). This Agreement creates a fiscal agency under which the Chancellor’s Office will transfer certain program funds (“Funds”) to the Fiscal Agent to support Chancellor’s Office statewide activities. The funds will be appropriated annually in the Budget Act, and transferred in amounts determined by the Chancellor’s Office.

The Chancellor’s Office and the Fiscal Agent, for good and valuable consideration, agree as follows:

A. Term of the Agreement

The term of this Agreement is June 1, 2021 through June 30, 2026.

B. Party Representatives

The parties have designated the personnel identified in Exhibit A as their respective representatives, for the purposes indicated. The parties will promptly inform each other of changes in these designations.

C. Fiscal Agent Compensation

1. Payment for Fiscal Agent Services. The Fiscal Agent shall be compensated for their services in the amount of \$1.2 million per fiscal year for the first two (2) fiscal years of this Agreement from July 1, 2021 through June 30, 2023. The Fiscal Agent may withdraw its fee from the Funds quarterly on the fifteenth (15) of August, November, February, and May in each fiscal year in the amount of \$300,000, or at other times as mutually agreed upon by the parties in writing. A cost of living adjustment will be added to the fee for the remaining three (3) fiscal years of this agreement from July 1, 2023, through June 30, 2026, based on the consumer price index adjustments in the first two years of the Agreement, and confirmed in writing, signed by both parties. The Fiscal Agent may withdraw its adjusted fee on the same quarterly basis identified above.

The Fiscal Agent fees shall be reported in a quarterly report. A full accounting of the fees will also be reported each month, as a separate line item in the Fiscal Agent’s monthly reports of Funds receipt and distribution.

2. Other Services. The Fiscal Agent may perform other services outside the scope of this Agreement as agreed to in writing by the parties. These services may include Chancellor’s Office training and competitive bidding. It is the intent of the parties that these services be provided on a fee for services basis plus costs.

D. Fiscal Duties and Responsibilities of the Parties

1. Fund Deposit. The Chancellor’s Office shall transfer identified Funds to the Fiscal Agent at intervals after the respective annual Budget Acts are enacted. Transfers will occur quarterly

near the fifteenth (15) of each month in July, October, January, and April, and at other times as mutually agreed upon by the parties, in writing. The Fund transfers will include monies from prior fiscal years (before fiscal year 2021-22), directed to the Fiscal Agent from the State Treasury, or from other community college districts. Each transfer of Funds will be accompanied by a spreadsheet describing the Funds by program, amount and fiscal year of appropriation.

2. Prior Fiscal Agency Agreements. The parties acknowledge that the Chancellor's Office and the Fiscal Agent have pre-existing fiscal agency agreements that pre-date this Agreement and that extend beyond June 30, 2021. The parties agree that all such agreements are superseded by this Agreement, effective June 1, 2021, and that all unspent funds subject to the pre-existing fiscal agent agreements shall continue to be managed according to the terms of this Agreement.
3. Budget Contingency Clause. In order to avoid program and fiscal delays, it is mutually understood that for the mutual benefit of both parties this Agreement has been written before ascertaining the availability of the Funds for each fiscal year. The amount of Funds under this Agreement for each fiscal year is dependent on the enactment of an annual state budget, and the amount of the Funds will vary from fiscal year to fiscal year based on legislative priorities. Funds will not be distributed under this Agreement until the respective Budget Act is enacted. This Agreement is subject to any additional restrictions, limitations or conditions enacted in the annual state budgets and/or laws and Executive Orders that may affect the provisions, term, or funding of this Agreement in any manner.
4. Fiscal Controls. The Fiscal Agent shall deposit all of the Funds into a single, interest bearing account in trust for the benefit of the California Community Colleges. Interest shall be calculated and reported to the Chancellor's Office on a quarterly basis. Interest shall be calculated based on each program's percentage of the fund at the start of each fiscal year. The Fiscal Agent shall establish, manage, and maintain an appropriate system of internal controls, accounting records, and documentation of the receipt and disbursement of the designated Funds for review or reproduction upon written request by the Chancellor's Office according to Generally Accepted Accounting Procedures and any other applicable state regulatory requirements.
5. Program Ledgers. The Fiscal Agent shall maintain a separate ledger for each program that shows the total amount of funds available for each program, and monthly program deductions using a web-based accounting platform. The ledgers must be accessible by the designated Chancellor's Office staff in read only form at all times. At a minimum, each program ledger shall identify the program, report period dates, expenditure inflows, outflows, and encumbrances. Outflows should include the subcontractor agreement number, invoice date, payment date, project name and a brief description of the payment. Additional information may be required by the individual Chancellor's Office divisions or programs. The Fiscal Agent shall provide the necessary training to the designated Chancellor's Office staff to access the program ledgers.

6. Use of Technology. During the term of this agreement, the Fiscal Agent and/or the Chancellor's Office may institute business process or technology changes. The parties agree to work with each other in good faith to integrate their respective processes, where possible to achieve additional functionality and efficiencies.
7. Fund Disbursements. The Fiscal Agent shall be responsible for the disbursement of the Funds in satisfaction of payment obligations under the sub-agreements developed, prepared or approved by the Chancellor's Office. The Fiscal Agent shall only disburse the Funds to such parties, in such amounts, and at such times as directed by the Chancellor's Office in writing, and subject to availability of Funds. The Fiscal Agent shall maintain an internal accounts payable system to pay vendors or other subcontractors consistent with the sub-agreements developed by the Chancellor's Office.
8. Chancellor's Office Instructions. The designated Chancellor's Office staff shall issue written directions and instructions to the Fiscal Agent to authorize and direct the Fiscal Agent to take actions under this Agreement. These written directions and instructions must indicate that they have been approved by a Vice Chancellor or Associate Vice Chancellor. Written instructions to the Fiscal Agent for the disbursement of the Funds shall identify: (1) the program; (2) the sub-agreement; (3) the payee information; (4) the disbursement amount; (5) deposit account information; (6) the disbursement date; and (7) any other necessary account coding information. No Fiscal Agent actions relating to the Funds or any sub-agreement shall be taken except in accordance with the written directions and instructions from the Chancellor's Office. The Fiscal Agent shall not create any document that purports to add additional terms to a sub-agreement created by the Chancellor's Office.
9. Professional Standards. The Fiscal Agent is responsible for all equipment and personnel necessary to complete the Fiscal Agent's responsibilities under this Agreement including the above noted web-based accounting platform. All personnel shall be sufficiently skilled, experienced, and knowledgeable to perform the duties envisioned by this Agreement successfully.
10. Reports. The Fiscal Agent shall prepare and disseminate financial reports summarizing its activities on a regular basis according to the instructions of the Chancellor's Office divisions, or as requested, in formats prescribed by the Chancellor's Office for the individual programs.
11. Audits. Fiscal Agent agrees that the Chancellor's Office, the California State Auditor, any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Fiscal Agent agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Fiscal Agent to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

12. Other Activities. The Chancellor's Office may require the Fiscal Agent to conduct other activities within its expertise related to contract monitoring or other similar services. The Fiscal Agent will be compensated for these additional services as provided for under section C above.

E. Sub-Agreements

1. Sub-Agreements Defined. For purposes of this Agreement, the term "sub-agreement" means a Vendor Agreement, grant, purchase order, or any other sub-agreement approved in writing by the Chancellor's Office for expenditure of the Funds.
2. Authority to Enter Sub-Agreements. The Fiscal Agent shall enter into sub-agreements on behalf of the Chancellor's Office in accordance with the Chancellor's Office written instructions.
3. Sub-Agreement Requirements. The Chancellor's Office is solely responsible for: (1) developing, preparing, and managing sub-agreements; and (2) enforcing Chancellor's Office rights and remedies under sub-agreements. Sub-agreements shall not require approval of the Fiscal Agent's board of trustees. All sub-agreements shall be compliant with the procurement standards and requirements of the California Community Colleges Board of Governors' Standing Orders, and applicable state law.
4. Fiscal Agent Status Preserved. All sub-agreements shall indicate that: (1) the Fiscal Agent acts solely as a fiscal agent for the Chancellor's Office; (2) the Fiscal Agent is not responsible for the performance of obligations to third-parties or the Chancellor's Office under a sub-agreement or for enforcement of the terms of a sub-agreement; and (3) the Fiscal Agent's obligations to third parties are limited to those expressly stated in the terms of a sub-agreement. The Chancellor's Office shall deliver a copy of each proposed sub-agreement to the Fiscal Agent for review and acceptance. The Fiscal Agent may decline to enter a sub-agreement as fiscal agent for the Chancellor's Office if these provisions are absent, or if the Funds are insufficient to pay the Chancellor's Office financial obligations under the sub-agreement.
5. Liability of Fiscal Agent. The Fiscal Agent is not responsible or liable for the use of the Funds disbursed in accordance with Chancellor's Office written instructions. The Fiscal Agent is not responsible or liable to the Chancellor's Office or third parties for any insufficiency of Funds to satisfy a Chancellor's Office authorization to disburse Funds, unless the insufficient Funds are the result of Fiscal Agent negligence or willful misconduct.

F. General Provisions

1. Amendment. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the parties.
2. Assignment. This Agreement is not assignable, either in whole or in part.

3. Termination. The parties acknowledge that this Agreement is critical to the delivery of educational services to students within the California Community Colleges, and that the Fiscal Agent has committed significant personnel resources to ensuring its obligations are met. Accordingly, this Agreement may be terminated only for material breach, and then only after the non-breaching party has had a reasonable opportunity to cure. Termination of this Agreement may only occur following 180-day's written notice of intent to terminate. In the event of termination, the Fiscal Agent shall continue to hold the Funds upon the terms provided in this Agreement until receipt of final instructions from the Chancellor's Office. Notwithstanding termination of this Agreement, the parties shall take all reasonable actions to mitigate each other party's harms that may result from termination.
4. No Waiver. The parties' waiver or delayed enforcement of any term, condition, covenant, or obligation under this Agreement shall not: (1) constitute waiver or modification of such term, condition, covenant or obligation; or (2) limit, restrict or impair the enforcement of such term, condition, covenant or obligation.
5. Settlement of Disputes. In the event of a dispute that cannot be informally resolved among staff representatives of the parties, Fiscal Agent shall deliver to the Chancellor's Office of General Counsel a written notice detailing the nature of the dispute. Within ten (10) days of receiving the notice, the Chancellor, or his or her designee, shall meet with the appropriate supervisory representatives of the Fiscal Agent and the Chancellor's Office for purposes of resolving the dispute. The decision of the Chancellor, or his or her designee, shall be final.
6. Chancellor's Office Indemnity of Fiscal Agent. The Chancellor's Office shall defend, indemnify and hold harmless Fiscal Agent's Indemnified Parties who are: the Fiscal Agent, the Fiscal Agent's Board of Trustees, trustees, employees, agents and representatives from and against Indemnity Claims. Indemnity Claims include all losses, claims, demands, liabilities, responsibilities, actions or causes of action asserted by or on behalf of any third party to a sub-agreement that arises out of an alleged breach by the Chancellor's Office under this Agreement or a sub-agreement, or any negligent, reckless, or willful conduct by the Chancellor's Office.
7. Fiscal Agent Indemnity of Chancellor's Office. Fiscal Agent shall defend, indemnify and hold harmless the Chancellor's Office's Indemnified Parties who are: the Board of Governors of the California Community Colleges and its individual members, the Chancellor's Office, and Chancellor's Office employees, agents, and representatives from and against Indemnity Claims. Indemnity Claims include all losses, claims, demands, liabilities, responsibilities, actions or causes of action that arise out of an alleged breach by the Fiscal Agent of Fiscal Agent obligations under this Agreement, or any negligent, reckless, or willful conduct by the Fiscal Agent.
8. Independent Status of Fiscal Agent. Fiscal Agent, and its agents and employees, shall act in an independent capacity and not as officers or employees of the State of California or the Chancellor's Office.

9. Compliance with State Laws. Fiscal Agent, and its agents and employees, agree to comply with all state laws generally applicable to state employees, including but not limited to nondiscrimination, ethics, and conflicts of interest.
10. Provisions Required By Laws Deemed Inserted. Provisions required by law to be incorporated into this Agreement are deemed incorporated into this Agreement and shall be interpreted and enforced as though such provisions are incorporated into this Agreement.
11. Governing Law and Venue. This Agreement is governed by the laws of the State of California, and shall be interpreted consistent with those laws. Any lawsuits related to this Agreement will be filed in the County of Sacramento.
12. Force Majeure. The Chancellor's Office and Fiscal Agent are excused from performance during the time and to the extent that they are prevented from performing by an act of God or other unforeseeable events beyond the reasonable control of either Fiscal Agent or the Chancellor's Office.
13. Time. Time is of the essence in the performance of this and completion of obligations under the Agreement.
14. Severability. If any provision of this Agreement is declared or determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining parts, terms and provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term or provision will be deemed not to be a part of this Agreement.
15. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the Fiscal Agent and the Chancellor's Office concerning its subject matter, and supersedes and replaces all prior negotiations, proposed contracts or amendments, whether written or oral, including any and all fiscal agent services agreements between the parties that pre-date this Agreement.
16. Captions. The clause headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit, or extend the scope or intent of the clauses to which they belong.
17. Review and Representation. Both parties acknowledge that they have had an opportunity to review the terms of this Agreement and to consult with legal counsel. The Agreement shall not be construed against the drafting party.
18. Counterparts and Electronic Signatures. This Agreement may be executed in two or more counterparts, including copies and signatures sent by facsimile, electronic mail, or other electronic means, each of which shall be deemed an original, and together will constitute a binding and enforceable agreement as if all parties had executed the same copy hereof,

consistent with the provisions of the Uniform Electronic Transactions Act. (Civil Code, § 11633.1 et seq.)

19. Execution. The parties have executed this Agreement as of the date(s) indicated below.

For Chancellor’s Office

_____	_____
[Name]	[Date]
[Title]	

For Rancho Santiago Community College District

_____	_____
Adam M. O’Connor	[Date]
Interim Vice Chancellor	
Business Operations/Fiscal Services	

Exhibit A

Chancellor's Office Personnel			
Name		Phone	E-Mail
<i>Education Services and Support Division</i>			
Vice Chancellor	Rebecca Ruan-O'Shaunessey	916.323.6894	rruan-oshaughnessy@cccco.edu
Vice Chancellor	Aisha Lowe	916.322.4285	alowe@cccco.edu
Student Equity and Achievement Program	Michael Quiaoit	916.327.6222	mquiaoit@cccco.edu
Administrative Services Unit	LeBaron Woodyard	916.445.1780	lwoodyar@cccco.edu
Dean	Raul Arambula	916.322.1440	rarambula@cccco.edu
Student Services and Special Programs	Mia Keeley	916.327.5898	mkeeley@cccco.edu
<i>Workforce and Economic Development Division</i>			
Vice Chancellor	Sheneui Weber	916.322.1773	sweber@cccco.edu
Assistant Vice Chancellor	Sandra Sanchez	916.322.0935	ssanchez@cccco.edu
Staff Services Manager I	LaCandice Ochoa	916.323.1758	lochoa@cccco.edu
<i>Digital Innovation and Infrastructure Division</i>			
Vice Chancellor	Barney Gomez	916-445-6299	bgomez@cccco.edu
All programs	Gary Bird	916.327-5904	gbird@cccco.edu
<i>Office of General Counsel</i>			
General Counsel	Marc LeForestier	916.445.6272	mleforestier@cccco.edu
Staff Services Manager I	Lynda Phan	916.322.6293	lphan@cccco.edu
<i>College Finance and Facilities Planning Division</i>			
Vice Chancellor	Lizette Navarette	916.324.9508	lnavarette@cccco.edu
Budgets	Keith Nezaam	916.445.1165	knezaam@cccco.edu
<i>Accounting Unit</i>			
Director	Mary-Beth Weeks	916.327.5355	mweeks@cccco.edu

Supervisor	Logan Deters	916.323.5275	ldeters@cccoco.edu
Institutional Effectiveness Division			
Vice Chancellor	Siria Martinez	916.322.6819	smartinez@cccoco.edu
Specialist	Arthur Golovey	916.324.8592	agolovey@cccoco.edu
Office of Communications and Marketing			
Vice Chancellor	Paul Feist	916.327.5353	pfeist@cccoco.edu
Director	Paige Marlatt-Dorr	916.327.53.56	pdorr@cccoco.edu

Rancho Santiago Community College District Personnel			
		Phone	E-Mail
Chancellor	Marvin Martinez	714.480.7450	Martinez_Marvine@rscdd.edu
Vice Chancellor, Business Operations & Fiscal Services	Adam O'Connor	714.480.7320	OConnor_Adam@rscdd.edu
Program Administrator	Sarah Santoyo	714.480.7466	Santoyo_Sarah@rscdd.edu
Program Coordinator	Maria Gil	714.480.7464	Gil_Maria@rscdd.edu
Fiscal Services Manager	Erika Almaraz	714.480.7349	Almaraz_Erika@rscdd.edu

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Professional Services Agreement with Go To Technologies, Inc. for IT Management and Transition Consulting Services	
Action:	Request for Approval	

BACKGROUND

The Information Technology Services (ITS) department would like to utilize professional services for project management assistance, IT management improvement assessments and transitional onboarding assistance for technical initiatives within the ITS Applications team while the position of Director of Information Systems at the District Office is filled. The services of consultant are critical to ensure there is an ongoing oversight for existing projects and a seamless transfer of institutional knowledge to a new permanent hire.

ANALYSIS

The administration requests approval by the Board of Trustees to enter into Professional Services Agreement with Go To Technologies, Inc. for IT management and transition consulting services. These services will be contracted in lieu of an interim assignment to cover a vacancy. The scope of services includes ongoing project oversight, improvement recommendations and onboarding transition of all application development projects to a permanent hire.

The contract will be set for a maximum of 1,040 hours. The District negotiated an hourly rate of \$160 per hour for a total cost not to exceed \$166,400. The performance period shall be from May 25, 2021 through December 31, 2021. The District has reviewed the scope and schedule and finds it sufficient and reasonable to complete the work. The District reserves the right to terminate the agreement by providing thirty days written notice should the work be completed ahead of schedule.

This project will be funded by the ITS operational budget.

RECOMMENDATION

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

Fiscal Impact:	Not to exceed \$166,400	Board Date: May 24, 2021
Prepared by:	Jesse Gonzalez, Assistant Vice Chancellor of Information Technology Services	
Submitted by:	Enrique Perez, J.D., Vice Chancellor, Educational Services	
Recommended by:	Marvin Martinez, Chancellor	



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is between Rancho Santiago Community College District (“District”), a California community college district and political subdivision of the State of California, with its principle place of business located at 2323 N. Broadway, Santa Ana, Ca 92706, and Go To Technologies, Inc., having its principal business address located at 28 Old Rudnick Ln, Dover, DE 19901 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 25, 2021, whichever is later, and shall continue in full force and effect thereafter until and including December 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 bankruptcy Termination.
- E. In the event of early termination, District shall compensate Contractor only for work satisfactorily rendered to the date of termination. District shall not be liable for any direct, indirect, or consequential damages
- F. All finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the District and shall be promptly delivered to the District.
- G. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor.

4. Payment.

- A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed One Hundred Sixty-Six Thousand Four Hundred Dollars (\$166,400.00) ("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: Vice Chancellor, Business Operations & Fiscal Services
 2323 N. Broadway
 Santa Ana, Ca 92706

With a copy to: (District Department Responsible for Contract)
 Jesse Gonzalez
 Assistant Vice Chancellor, Information Technology Services
 2323 N. Broadway
 Santa Ana, Ca 92706

Contractor: Go To Technologies, Inc.
28 Old Rudnick Lane
Dover, DE 19901

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: Adam M. O'Connor

Print Title: Interim Vice Chancellor, Bus Ops/Fiscal Svcs

Date: _____

CONTRACTOR

BY: _____
Signature of Authorized Person

Print Name:___

Print Title:___

Date: _____

Exhibit A

Scope of Work and Detailed Schedule of Payment.

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

Project Objectives

Business Purpose

Go To Technologies will provide IT Management services consultant services to the Assistant Vice Chancellor of ITS in support of the open vacancy of Director, Information Systems and will also provide transitional consulting services for the individual hired to fill this role.

Inclusions

- Transition of all ongoing applications development projects and initiatives to the new Director, Information Systems
- Providing project management services and oversight of technical initiatives for the district
- Provide improvement recommendations to the Assistant Vice Chancellor of ITS

Proposed Duration

The proposed engagement will be for a full time resource to be allocated for IT management and transitional support services for a period not to exceed six (6) months in duration.

Deliverables

Key Deliverables & Acceptance Criteria

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

Deliverable	Acceptance Criteria
Transition Plan to the new Director, Information Systems	<ul style="list-style-type: none"> ▫ Reviewed and approved by new Director and Assistant Vice-Chancellor of ITS
Detailed Project Plans for ongoing Projects/Initiatives	<ul style="list-style-type: none"> ▫ Reviewed and approved by new Director and Assistant Vice-Chancellor of ITS

Change Management

Once the Statement of Work is approved, the project's scope and approach will be considered baselined. However, as the project progresses, there may be future requests for modifications to be made to the project's scope, schedule, budget, etc. Since changes present additional risks to the project, a project change request and management process will be followed to ensure that proposed changes will be properly identified, assessed, understood and approved before being accepted. The purpose of this process would be to minimize and control risk in the project; not to prevent change.

The Customer and Go To Technologies will fill out the "Change Management Work Order" form for any project changes. The Go To Technologies Project Manager will facilitate this change.

Fees and Payment

All consulting services related to this project as outlined in this Scope of Work, shall be performed on a time and materials basis not to exceed **One Hundred Sixty-Six Thousand Four Hundred Dollars (\$166,400.00)**

The applicable billing rate for the consultant shall be at the rate set forth in the table below. Consulting services are estimated and billed on an hourly basis, based upon an eight (8) hour workday, forty (40) hour week per consultant.

There will be no additional cost for travel and expenses as the billable rate is all-inclusive.

Consulting Services Rates

The billable rate below is in US dollars currency.

GO TO TECHNOLOGIES RESOURCES	ESTIMATED BILLABLE HOURS	HOURLY RATE	TOTAL
IT Management Consultant	1040	\$160.00	\$ 166,400.00
Total			\$ 166,400.00

This engagement will not exceed a total of 1040 hours.

Payment Terms, Expense and Taxes

Payment Terms

- A. All invoices are to be paid Net 30 from the time of receipt
- B. Invoices will be submitted on a bi-weekly basis on the Monday following the established work week.
- C. All invoices shall be Submitted to:

Company Name: Rancho Santiago Community College District
 Accounts Payable Department
 Address: 2323 N. Broadway
 Santa Ana, CA 92706

Telephone Number.:
 Email: gonzalez_jesse@rsccd.edu

Expenses

- A. There will be no additional charges for travel or expenses in this engagement.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: May 24, 2021
Re:	First Reading of Board Policies	
Action:	Information	

BACKGROUND

The Board Policy Committee met on May 7, 2021 and reviewed new and revised policies. These policies are presented for a first reading.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies that comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. District Administration also recommends revisions to existing policies and adoption of new policies as required.

The Board Policy Committee is recommending the attached policies be updated and revised to conform to the CCLC recommendations and/or adopted as recommended by District Administration.

RECOMMENDATION

These policies are presented for a first reading as an information item.

Fiscal Impact:	None	Board Date:	May 24, 2021
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor		
Recommended by:	Marvin Martinez, Chancellor		

Rancho Santiago Community College District
BOARD POLICY
Chapter 5
Student Services

**BP 5215 SARS-CoV-2 (Severe Acute Respiratory Syndrome
Coronavirus 2) Vaccination Program (NEW)**

Reference(s):

BP 5210 Communicable Disease

The Board authorizes the Chancellor to develop a plan to provide for the safe reopening of the District campuses, including, without limitation, the implementation of a mandatory SARS-CoV-2 vaccination program for all students of Rancho Santiago Community College District (RSCCD) requiring access to RSCCD's facilities and programs in person. This program shall be contingent and effective upon the FDA's (United States Food and Drug Administration) approval of at least one of the SARS-CoV-2 vaccines. In the interim, the Board supports RSCCD's strong encouragement that all students requiring access to RSCCD's facilities and programs in person receive a SARS-CoV-2 vaccine as soon as possible. The purpose of the program is to protect the health and safety of the RSCCD community who work, study or train in any of the RSCCD's locations as well as reduce the incidence of SARS-CoV-2 infection and resultant COVID-19 (Corona Virus Disease) within the community.

Program participation should be mandatory, however, participation in the program is subject to limited exceptions, exemptions, and accommodations, which include approved medical exemptions, disabilities, and/or religious or personal accommodations. In addition, RSCCD students under the age of sixteen (16) years old are exempt from this program. Any students of RSCCD who are not vaccinated and require in-person access to RSCCD's facilities and programs may be required to participate in additional non-pharmaceutical safety and intervention practices as directed by the Chancellor to mitigate risk to COVID-19 within the RSCCD community.

The Chancellor shall establish administrative procedures to administer the program that comply with requirements established by the Education Code, the Health and Safety Code, and the Center for Disease Control and Prevention. The administrative procedures shall assure that the program and any exceptions, exemptions and accommodations requested and/or provided pursuant to the program conform to all requirements established by the relevant law and regulations.

Adopted: xxxxxxxxxx, 2021

Rancho Santiago Community College District
BOARD POLICY
Chapter 6
Business and Fiscal Affairs

BP 6620 Naming District Properties and Facilities

~~The Governing Board retains authority for naming college land reserves, roads, sites, colleges, campuses, athletic fields, buildings, major centers, and other highly visible properties or facilities. No commitment for naming shall be made prior to Board approval of the proposed name. Proposed names may be provided by the Chancellor, trustees, and any other source.~~

~~The Chancellor will establish and implement procedures that provide name proposals for the Governing Board's consideration. For each naming proposal occasion, the Chancellor will be mindful of timelines that allow for appropriate consultation.~~

~~Naming of portions of buildings, small outdoor areas, and other minor properties or facilities may be approved by the Chancellor.~~

Requests to name major District or college land reserves, roads, sites, campuses, libraries, athletic fields, gymnasiums, buildings, major outdoor areas, major centers, or other properties or facilities (collectively, "Major Facilities"), shall be submitted in writing first to the appropriate College Council for recommendation and then to the College President for approval. Proposals that are approved by the College President shall then be submitted to the Chancellor consistent with BP 6620 for the Chancellor's approval.

If a Major Facility is not affiliated with a college of the District, written proposals shall be submitted to District Council for approval and then to the Chancellor for approval.

After following the guidelines provided herein, if the Chancellor approves the proposed naming proposal, at his discretion, he will then submit a proposed name or names to the Board of Trustees for their consideration, selection and approval. Any deviation at any point from the process or criteria for naming Major Facilities will require a supermajority or two-thirds (2/3) vote of the Board.

Requests to name minor District or college sites, buildings, components or portions of buildings (classrooms, laboratories, auditoriums, and conference rooms, etc.), minor outdoor areas (or portions thereof), and other minor properties or facilities (collectively, "Minor Facilities") shall be submitted in writing first to the appropriate College Council for recommendation and then to the College President for approval. Proposals that are approved by the College President shall then be submitted to the Chancellor consistent with BP 6620 for the Chancellor's approval.

If a Minor Facility is not affiliated with a college of the District, written proposals shall be submitted to District Council for approval and then to the Chancellor for approval.

The naming of Major Facilities and Minor Facilities (collectively, the “Facilities”, and independently, a “Facility”) and related areas or buildings should lend prestige to the District, college, staff, students and to the community. The credentials, character, and reputation of each individual, organization, or corporation for the name being considered shall be carefully scrutinized and evaluated. Proposals to name a District facility for other purposes, such as its function, shall adhere to the guidelines specified within this policy. Nominations submitted for consideration must be accompanied by sufficient rationale and supporting documentation, including but not limited to the impact of a named individual on the District, college, or community, historical significance, and reflection of the District’s or college’s core goals, vision and values. Further, nominations of individuals should consider the contributions and service of the individual to the District or college, and the individual’s unique and exceptional distinctions to warrant recognition.

The name conferred on a District or college Facility or location in recognition of an individual or group is an important factor in the public image of the District. It reflects upon both the District, the college and the location itself. Accordingly, the Board of Trustees may discontinue an approved name when the Board determines, in good faith, that a particular name is no longer appropriate for the District or the college to retain any Facility, the name tarnishes or diminishes the reputation of the District or college, the named person or corporate entity is no longer in good standing with the District or college, or an agreed-upon length of time for naming has expired.

Criteria

1. Notwithstanding the forgoing, in addition to following the process outlined above, no Major Facility may be named without some appropriate monetary gift, as specified below:
 - a. A Major Facility may be named for an individual(s) or organization(s) or their designee, responsible for a “major gift” benefiting the District or a college. The term “major gift” in this context is deliberately not defined by arbitrary standards or by a specific dollar amount, but consideration may be given when the donor makes a “major gift” of no less than ten percent (10%) of the total cost of construction of the building or the then market value of the facility where the naming of a Major Facility is appropriate.
 - b. The District’s interpretation is meant to be flexible so that each situation may be judged on its own merits and may take into account significant contributions or personal services as well as monetary or in-kind gifts. It is expected that each naming opportunity will recognize the donor according to the level of gift size of the Major Facility, relation of the gift to the completion and enhancement of the Major Facility, urgency and need for project funds reputation of the individual or corporate entity to the District or colleges. However, the ten percent (10%) minimum threshold shall be a significant factor in considering whether to name a Major Facility either partially or fully after a donor for a specified period of years to be set at the initial naming of the facility.
 - c. Monetary gifts may be fulfilled over time but must be paid in full prior to opening or dedication of the building or Major Facility, unless otherwise stipulated by the donor agreement. Such Major Facilities will not be named for persons making gifts of property (real or personal) until the gift is converted to liquid assets. Under extraordinary circumstances, this requirement may be waived.

2. Notwithstanding the forgoing, in addition to following the process outlined above, gifts for Minor Facilities related to small outdoor areas or portions thereof (fountains, landscape, structures) will in most instances require a gift to cover the entire cost of the project as well as maintenance for long-term preservation. The Board shall have the discretion to waive the entire cost requirement and require an agreed-upon Gift consisting of a percentage of construction and maintenance costs following a proposal from the Chancellor.
3. Gifts naming a corporate entity shall avoid the appearance of corporate influence or conflict of interest. The Board shall exercise due diligence in the approval of recommending the approval of naming any Facility that involves the name of the corporation or stems entirely from corporate funding. The naming of any Facility shall limit the size, design, or logos of any corporation to avoid the appearance of advertising.
4. The Board shall have the right to waive or modify monetary requirements for the naming of any Facility. If, at the Board's discretion, the Board determines the monetary requirement should be waived or modified for any Facility, it will require a two-thirds (2/3) vote of the Board.
5. The College Presidents, in consultation with the Chancellor, shall be authorized to develop criteria and set contribution amounts to be paid for approval of temporary and permanent signage to be placed on any district property, including without limitation, electronic billboards, banners, digital or virtual signs websites or recordings.
6. The Chancellor, in consultation with the College Presidents, shall be authorized to set the amount of contributions required to receive the naming rights of a program of the district, similar to the criteria and contributions requirements for buildings.

Revised: September 9, 2013 (Previously BP9025)
Revised: xxxxxxx, 2021

Rancho Santiago Community College District
BOARD POLICY
Chapter 7
Human Resources

BP 7132 Management Medical/Dental Insurance Benefits

Eligibility

All management employees (including cabinet-level employees) who have an assignment of 50% or more are eligible for District-paid Group Medical/Dental benefits. The District's contribution in each succeeding year will be the District's cost for medical/dental benefits during the immediate preceding year plus an amount not to exceed 6%.

Health Insurance

The District will provide management employees with a cafeteria health insurance program. Each employee will receive a cash allocation based upon the medical insurance option selected. The allocation for employees working under a contract of 50% to 79% will be pro-rated. The employee can assign this allocation or any part of it toward additional insurance coverage (dental, vision) or may receive it as cash.

Life Insurance

Active employees will receive life insurance benefits in the amount of the employee's annual salary or \$50,000, whichever is greater.

Medicare

Current active employees and their spouses are required to enroll in Medicare A & B programs upon their retirement if said employees and their spouses are age 65 or older or otherwise qualify before age 65. If those employees are not age 65 or otherwise qualify for Medicare at the time of retirement, they are required to enroll in Medicare A&B programs when they turn age 65 or otherwise qualify before age 65.

Retired Staff

For the purposes of determining benefit eligibility under this policy, retirement is defined as a management employee's termination from full-time District employment which is concurrent with his/her retirement under STRS and/or PERS.

Retired management employees shall receive District-paid medical/dental benefits based upon the following eligibility criteria:

Managers whose first date of full-time service was prior to May 31, 1986, shall receive the same District-paid medical insurance coverage as is provided to active management employees for life.

- Managers whose first date of full-time service was on or after May 31, 1986, and who serve as a manager for at least fifteen (15) years shall receive the same District-paid medical insurance coverage as is provided to active management employees until age 70, after which such retirees may continue coverage at their own expense.
- Managers employed under individual administrative contracts retiring on or after July 1, 1975, with less than fifteen (15) but with five (5) or more years of service to the District may participate in medical/dental benefits by paying their own premiums.
- Surviving dependent spousal benefits will continue at District expense for administrators hired prior to July 1, 1989, and for supervisory/confidential employees hired prior to April 11, 2005.
- Surviving dependent spouses of those employees hired on or after these respective dates (and having five or more years of service with the District) may continue surviving dependent spousal benefits at their own expense.

Revised: April 25, 2016 (Previously BP4402)
Revised: xxxxxxxx, 2021

Rancho Santiago Community College District
BOARD POLICY
Chapter 7
Human Resources

**BP 7325 SARS-CoV-2 (Severe Acute Respiratory Syndrome
Coronavirus 2) Vaccination Program (NEW)**

Reference(s):

BP 5210 Communicable Disease

The Board authorizes the Chancellor to develop a plan to provide for the safe reopening of the District campuses, including, without limitation, the implementation of a mandatory SARS-CoV-2 vaccination program for all faculty, academic appointees, staff and other employees of Rancho Santiago Community College District (RSCCD) requiring access to RSCCD's facilities and programs in person. This program shall be contingent and effective upon the FDA's (United States Food and Drug Administration) approval of at least one of the SARS-CoV-2 vaccines. In the interim, the Board supports RSCCD's strong encouragement that all faculty, academic appointees, staff and other employees requiring access to RSCCD's facilities and programs in person receive a SARS-CoV-2 vaccine as soon as possible. The purpose of the program is to protect the health and safety of the RSCCD community who work, study or train in any of the RSCCD's locations as well as reduce the incidence of SARS-CoV-2 infection and resultant COVID-19 (Corona Virus Disease) within the community.

Program participation should be mandatory, however, participation in the program is subject to limited exceptions, exemptions, and accommodations, which include approved medical exemptions, disabilities, and/or religious or personal accommodations. Any faculty, academic appointees, staff and other employees of RSCCD who are not vaccinated and require in-person access to RSCCD's facilities and programs may be required to participate in additional non-pharmaceutical safety and intervention practices as directed by the Chancellor to mitigate risk to COVID-19 within the RSCCD community.

The Chancellor shall establish administrative procedures to administer the program that comply with requirements established by the Education Code, the Health and Safety Code, the Occupational Safety and Health Administration, and the Center for Disease Control and Prevention. The administrative procedures shall assure that the program and any exceptions, exemptions and accommodations requested and/or provided pursuant to the program conform to all requirements established by the relevant law and regulations.

Adopted: xxxxxxxx, 2021

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
May 24, 2021**

MANAGEMENT

Revised Job Description/Attachment #1

Director, Fire Instruction
Fire Academy
Fire Technology
Human Services & Technology Division
Academic Supervisory/Grade H

Adjusted Position Designation

Chief Communications Officer
From: Classified Administrative
To: Classified Supervisory

Interim Appointment/Assignment

Davaloz, Dalilah A. Effective: May 11, 2021 – June 30, 2021
Interim Public Information Officer Salary Placement: I-3 \$95,887.73/Year
Executive Division/President’s Office
Santa Ana College

Davaloz, Dalilah A. Effective: July 1, 2021 – June 30, 2022
Interim Public Information Officer Salary Placement: I-1 \$98,764.36/Year
Executive Division/President’s Office
Santa Ana College

De La Rosa, Jennifer M. Effective: May 12, 2021 – June 30, 2021
Interim District Administrator for Institutional Salary Placement: A-1 \$150,489.91/Year
Equity, Compliance & Title IX
Human Resources

De La Rosa, Jennifer M. Effective: July 1, 2021 – June 30, 2022
Interim District Administrator for Institutional Salary Placement: A-A \$155,004.61 /Year
Equity, Compliance & Title IX
Human Resources

Extension of Interim Assignment

Hoferitza, JoAnn C. Effective: July 1, 2021 – June 30, 2022
Project Manager Salary Placement: E-1 \$55.03/Hour
Safety & Security Office
District

MANAGEMENT (CONT'D)

Ratification of Resignation/Retirement

Davis, Stuart L.
Director, Information Systems
Information Technology Services
District

Effective: May 27, 2021
Reason: Resignation

Virgoe, Brad C.
Director, Criminal Justice Academies
Human Services & Technology Division
Santa Ana College

Effective: June 30, 2021
Reason: Resignation

FACULTY

Ratification of Resignation/Retirement

Zook, Rochelle
Counselor/Professor
Counseling Division
Santa Ana College

Effective: June 30, 2021 (Last Day)
Reason: Retirement

Adjusted Effective Date of Resignation/Retirement

Manzano, Francis Richard
Professor, Paralegal
Business Division
Santa Ana College

From: June 9, 2021 (Last Day)
To: June 8, 2021 (Last Day)
Reason: Retirement

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

From: June 30, 2021 (Last Day)
To: June 29, 2021 (Last Day)
Reason: Retirement

Womack, Melinda
Professor, Communication
Arts, Humanities & Social Sciences Division
Santiago Canyon College

From: June 30, 2021 (Last Day)
To: June 6, 2021 (Last Day)
Reason: Retirement

Part-time Hourly New Hires/Rehires

Addington, Rachel J.
Instructor, Criminal Justice/Jail Academy,
Correction Officer Certification Course (COCC)
Correction Service Assistant (CSA)
Human Services & Technology Division
Santa Ana College

Effective: May 7, 2021
Hourly Lecture/Lab Rates: II-3 \$66.52/\$59.86

FACULTY (CONT'D)

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

Brown, Matthew W. Effective: May 3, 2021
Instructor, Criminal Justice/Arrest Control Techniques Hourly Lecture/Lab Rates: I-3 \$63.34/\$57.01
Human Services & Technology Division
Santa Ana College

Jay, Charles H. Effective: August 16, 2021
Instructor, Music (equivalency) Hourly Lecture/Lab Rates: I-4 \$66.52/\$59.86
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Johnson, Jeremy J. Effective: May 3, 2021
Instructor, Criminal Justice/Post Learning Domains Hourly Lecture/Lab Rates: I-3 \$63.34/\$57.01
Human Services & Technology Division
Santa Ana College

Lynch, Toni M. Effective: August 23, 2021
Instructor, Water Utility Science Hourly Lecture Rate: II-3 \$66.52
Business & Career Education Division
Santiago Canyon College

Murtaugh, Monica C. Effective: June 14, 2021
Instructor, Women's Studies Hourly Lecture Rate: II-3 \$66.52
Arts, Humanities & Social Sciences Division
Santiago Canyon College

Noel, Aimee Effective: May 3, 2021
Instructor, English as a Second Language Hourly Lecture Rate: II-3 \$53.19
Continuing Education Division (CEC)
Santa Ana College

Pabla, Hardeep K. Effective: May 3, 2021
Instructor, English as a Second Language Hourly Lecture Rate: II-3 \$53.19
Continuing Education Division (CEC)
Santa Ana College

Park, Christina S. Effective: May 10, 2021
Instructor, High School Subjects/ABE/GED/HiSET Hourly Lecture Rate: II-3 \$53.19
Continuing Education Division (CEC)
Santa Ana College

Wong, Annie M. Effective: June 1, 2021
Instructor, English as a Second Language Hourly Lecture Rate: II-3 \$53.19
Continuing Education Division (OEC)
Santiago Canyon College

FACULTY (CONT'D)

Non-Paid Instructors of Record

Kasamis, Craig S. Effective: May 11, 2021
Instructor, Apprenticeship/Operating Engineers
Instructor Service Agreement with Operating Engineers
Training Trust (equivalency)
Business & Career Education Division
Santiago Canyon College

Rustin, David E. Effective: May 11, 2021
Instructor, Apprenticeship/Operating Engineers
Instructor Service Agreement with Operating Engineers
Training Trust (equivalency)
Business & Career Education Division
Santiago Canyon College

Sosa, David D. Effective: May 11, 2021
Instructor, Apprenticeship/Operating Engineers
Instructor Service Agreement with Operating Engineers
Training Trust (equivalency)
Business & Career Education Division
Santiago Canyon College

Non-paid Internship & Agreement

Flores, Jose Effective: May 25, 2021 – June 30, 2021
Athletic Training Internship College Affiliation: CSU, Fullerton
Kinesiology/Athletics Major: Athletic Training
Santiago Canyon College

ATTACHMENT #1

**DIRECTOR OF FIRE INSTRUCTION
JOB DESCRIPTION – ACADEMIC SUPERVISOR**

GENERAL RESPONSIBILITIES

Reports to the Associate Dean of Fire Technology for all aspects of fire instruction; assists with other fire education programs; also performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

FIRE INSTRUCTION – FIRE ACADEMY

- Overall responsibility for the operation and management of fire instruction including scheduling, staffing and admissions, graduation ceremonies, and compliance with and reporting of certification requirements;
- Ensures the effectiveness of all course offerings, activities and services and their responsiveness to the needs of culturally diverse communities;
- Recommends and implements policies and regulations, ensures compliance with applicable laws and regulations, maintains related records and submits related reports;
- Supervises and coordinates Santa Ana College's Fire Technology Program presentations when requested by high schools and other regional education partners;
- Performs as Commander of the Basic Fire Academy and supervises all academy faculty and staff;
- Coordinates, schedules and conducts In-Service Agreement site visitations as assigned;
- Performs other duties and special projects as assigned by the Associate Dean of Fire Technology.

PERSONNEL

- Under the direction of the Associate Dean of Fire Technology, the Director of Fire Instruction is responsible for the supervision of assigned staff including the direction and evaluation of work, the adjustment of grievances and the administration of applicable collective bargaining agreements.
- Recommends the hiring, transfer, lay-off, recall, promotion, discipline, training, and professional development of assigned staff.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance and the maintenance of student records, in accordance with the policies and regulations set forth by the District.

**DIRECTOR OF FIRE INSTRUCTION
JOB DESCRIPTION (CONTINUED) – ACADEMIC SUPERVISOR**

SPECIFIC RESPONSIBILITIES (CONTINUED)

ESSENTIAL FUNCTIONS

- Supervises all aspects of the operation of fire instruction, including all functions of assigned staff.
- Supervises preparation and management of budget for designated programs; identifies fire service training needs, and ensures compliance with fire service laws and certification requirements.

REQUIRED SKILLS AND QUALIFICATION

EDUCATION AND EXPERIENCE:

Bachelor's degree and at least two years of full-time paid fire-related experience at the rank of Fire Captain or above, or an Associate degree and at least six years of full-time paid experience at the rank of Fire Captain or above. California Fire Service Training and Education System certification as a Fire Instructor I or higher.

OR

At least 15 years of full-time paid firefighting experience with extensive first-hand experience with full-time paid assignments in training, engine company, truck, ladder and roof operations.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students and employees.

REQUIRED SKILLS:

Ability to resolve conflicts and solve problems, evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the district at the community, state and national levels.

Created: May 14, 2013

Revised: May 2021

Board Approval Date: _____

BU RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

MAY 24, 2021

CLASSIFIED

Professional Growth Increments

Bergara, Elizabeth Student Services Coord./ Financial Aid/ SCC	Effective: June 1, 2021 Grade 15, Step 6 + 2.5%L + 2PG (1000) \$83,931.61
Tran, Angela Alternate Media Specialist/ DSPS/ SAC	Effective: June 1, 2021 Grade 13, Step 6 + 5%L + 13PG (6500) \$82,870.28

Out of Class Assignment

Montana, Tracy Executive Secretary/ Academic Affairs/ SCC	Effective: 07/01/21 – 06/30/22 Grade 14, Step 5 \$75,935.60
Paz, Blythe Executive Secretary/ Student Services/ SAC	Effective: 07/01/21 – 10/31/21 Grade 14, Step 5 \$75,935.60
White, Kathleen Dir. Auxiliary Services/ SCC <i>Supervisory</i>	Effective: 07/01/21 – 06/30/22 Grade F, Step 1 \$103,663.49

Change in Position

Torres, Esmeralda From: Intermediate Account Clerk To: Senior Account Clerk (Reorg 1219) Fiscal Services/ District	Effective: May 5, 2021 Grade 10, Step 4 \$57,005.01
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Change in Position/Location

Duenez, Joe Administrative Secretary From: Student Services To: Science & Math	Effective: 07/01/21 – 06/30/22 Grade 12, Step 5 + 1PG (500) \$68,996.05 <i>Temporary Assignment</i>
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Leave of Absence

Di Tomasso, Christina
Admin. Secretary/ Health Center/ SAC

Effective: 08/09/21 – 08/20/21
12/13/21 – 12/17/21
06/05/22 – 06/10/22
Reason: Non Work Days for 11 Month
Contract

Lopez, Sonia
Financial Aid Tech/ SAC

Effective: 05/03/21 – 07/09/21
Reason: Maternity Leave

CLASSIFIED HOURLY

Out of Class Assignment

Gil, Darlene
Title IX Specialist/ Human Resources/
District

Effective: 02/23/21 – 06/30/21
Grade 11, Step A \$24.60/Hour

McMinimy, Tawny
Accountant/ Auxiliary Services/ SCC

Effective: 07/01/21 – 06/30/22
Grade 13, Step A \$28.36/Hour

Medina, Jennifer
Auxiliary Services Spec./ Auxiliary
Services/ SCC

Effective: 07/01/21 – 06/30/22
Grade 10, Step A \$23.57/Hour

Ratification of Resignation/Retirement

Lee, Joan
Transfer Center Spec./ Counseling/ SAC

Effective: May 12, 2021
Reason: Resignation

Lopez, Staphany
Counseling Assistant/ Continuing Ed./
SAC

Effective: May 6, 2021
Reason: Resignation

TEMPORARY ASSIGNMENT

Short Term Assignment

Morales, Claudia
Athletic Trainer-Therapist/ Kinesiology/
SCC

Effective: 05/25/21 – 06/30/21
Grade 15 \$30.36/Hour

Neely, Elisabeth
Student Trustee/ District

Effective: 06/01/21 – 05/30/22

Short Term Assignment cont'd

Nguyen, Hop Student Services Coord./ Student Development/ SCC	Effective: 05/25/21 – 06/30/21 Grade 15 \$30.36/Hour
Ramirez, Samantha General Office Clerk/ Human Resources/ District	Effective: 05/25/21 – 06/30/22 Grade 3 \$18.11/Hour
Rivera, Steven Counseling Assistant/ Enrollment/ SCC	Effective: 07/01/21 – 06/30/22 Grade 5 \$20.08/Hour
Vazquez-Nodal, Amber Student Services Coord/ Student Development/ SCC	Effective: 05/25/21 – 06/30/21 Grade 15 \$30.36/Hour

Additional Hours for Ongoing Assignment

Bolainez, Elvia Cashier/ Auxiliary Services/ SAC	Effective: 05/11/21 – 06/30/21 Not to exceed 19 consecutive days in any given period.
Calzada, Juan Student Services Spec./ Student Services/ SAC	Effective: 06/07/21 – 06/17/21 Not to exceed 19 consecutive days in any given period.
Crisantos, Angela Counseling Assistant/ Student Services/ SAC	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Gomez, Lisa Alternate Media Spec./ DSPS/ SAC	Effective: 04/12/21 – 04/30/21 Not to exceed 19 consecutive days in any given period.
Hollister, Deborah Cashier/ Auxiliary Services/ SAC	Effective: 05/11/21 – 06/30/21 Not to exceed 19 consecutive days in any given period.
Lomeli, Elizabeth Student Services Coord./ Student Services/ SAC	Effective: 06/07/21 – 06/17/21 Not to exceed 19 consecutive days in any given period.

Additional Hours for Ongoing Assignment cont'd

Marcos Ramirez, Rodrigo Student Services Spec./ Student Services/ SAC	Effective: 06/07/21 – 06/17/21 Not to exceed 19 consecutive days in any given period.
McMinimy, Tawny Accountant/ Admin. Services/ SCC	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Ramirez, Liliana Student Services Coord./ Student Services/ SCC	Effective: 02/08/21 – 06/30/21 Not to exceed 19 consecutive days in any given period.
Reimer, Tracy Counseling Assistant/ EOPS/ SAC	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Tonix, Jorge Student Services Spec./ Student Services/ SAC	Effective: 06/07/21 – 06/17/21 Not to exceed 19 consecutive days in any given period.
Velasquez, Kimberly Sr. Clerk/ Student Services/ SAC	Effective: 07/19/21 – 12/31/21 Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Clayton, Joe District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Counts, Christopher District Safety Officer/ District	Effective: 07/01/21 – 06/30/22
Delgado, Juan District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Escobar, David District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.

Substitute Assignments cont'd

Flores, Erika Intermediate Clerk/ Health Ctr./ SAC	Effective: 04/16/21 – 06/30/21
Gonzales, Freddie District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Guillen, Eduardo District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Herrera, Juan Carlos District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Lopez Sotelo, Eduardo District Safety Officer/ District	Effective: 07/01/21 – 06/30/22 Not to exceed 19 consecutive days in any given period.
Nagamoto, Glen Sr. District Safety Officer/ District	Effective: 07/01/21 – 06/30/21
Shipma, Phil District Safety Officer/ District	Effective: 07/01/21 – 06/30/22
Spaulding, Tom Sr. District Safety Officer/ District	Effective: 07/01/21 – 06/30/21
Tucker, David Mail Warehouse Assistant/ Purchasing/ District	Effective: 05/10/21 – 06/30/21
Turino, Christopher Sr. District Safety Officer/ District	Effective: 07/01/21 – 06/30/21
Waters, David District Safety Officer/ District	Effective: 04/22/21 – 06/30/21

MISCELLANEOUS POSITIONS

Rudd, James Effective: 01/21/21 – 03/10/21
Community Services Presenter/
Continuing Ed./ CEC

Instructional Associates/Associate Assistants

Criminal Justice
Gordon, Marcia Effective: 05/25/21

Nursing
Sims, Nathaly Effective: 05/25/21

VOLUNTEERS

Crabill, Dahiana Effective: 07/01/21 – 06/30/22
Volunteer/ Counseling/ SAC

Ross, Alexis Effective: 05/25/21 – 06/30/21
Volunteer/ Kinesiology/ SAC

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Marquez, Hayley E. Effective: 05/12/21-06/30/21

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of RSCCD Equal Employment Opportunity Plan 2021-2024	
Action:	Request for Approval	

BACKGROUND

Title 5, section 5303 requires community college districts to develop an Equal Employment Opportunity (EEO) Plan and submit that plan to the State Chancellor's Office. To view the plan, please [click here](#).

ANALYSIS

The context for the EEO plan is largely based upon regulatory compliance. In an effort to develop a planning document that fulfills those requirements but also provides planning data for the colleges and district office, an expanded EEO Plan was developed by the district Office of Diversity, Equity and Inclusion and Human Resources. This plan was reviewed by the district Human Resources Committee and is being recommended to the Board of Trustees for approval.

RECOMMENDATION

It is recommended that the Board of Trustees approve the RSCCD Equal Employment Opportunity Plan 2021-2024 and authorize its transmission to the State Chancellor's Office.

Fiscal Impact: None	Board Date: May 24, 2021
Item Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Submitted by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of RSCCD Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form for Fiscal Year 2020-20221	
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 view the form with 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 12, 2021.

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 2020-2021 and authorize its transmission to the State Chancellor's Office.

Fiscal Impact: None	Board Date: May 24, 2021
Item Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Submitted by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Public Disclosure of the Collective Bargaining Agreement between the Rancho Santiago Community College District and CSEA Chapter 888 (Child Development Teachers)	
Action:	Request for Approval	

BACKGROUND

The District and the Classified State Employees Association (CSEA) Chapter 888 have reached tentative agreement for the 2020-2021 salary schedule be increased by 4% off schedule retroactive to July 1, 2020. CSEA 888 unit members ratified on May 18, 2021.

ANALYSIS

The proposed agreement is now presented to the Board of Trustees for approval. The fiscal implications of the proposed contract are presented on the attached disclosure form.

RECOMMENDATION

It is recommended that the Board of Trustees approve the collective bargaining agreement between RSCCD and CSEA Chapter 888 for the period of July 1, 2018 through June 30, 2021.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: May 24, 2021
Item Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Submitted by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
 In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

Rancho Santiago Community College District

Name of Bargaining Unit: **Continuing Education Faculty Association (CEFA)**

The proposed agreement covers the period beginning 07/01/2021 and ending 06/30/2024
 and will be acted upon by the Governing Board at its meeting on May 24, 2021

A. Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement		
		Year 2021-2022		
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$60,902	
2.	Salary Schedule Increase (Decrease)	Cost (+/-)	\$404,125 4.77%	
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-)	\$0	
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	Cost (+/-)	\$165,087	
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)	\$0	
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$630,114	
7.	Total Number of Represented Employees		550	
8.	Total Compensation Cost for Average Employee - Increase (Decrease) Effective Impact %	Cost (+/-)	\$1,145.66 5.82%	

Please include comments and explanations as necessary: Article 11.1 - Salaries
Effective on the first day of the 2021 Fall Semester, all salary schedules will be increased by 4.77%

(please see attached tentative agreement)

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)

(please see attached tentative agreement)

C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?

None

D. What contingency language is included in the proposed agreement (reopeners, etc.)?

Article 18 - Duration: Agreement between the Board and CEFA shall become effective July 1, 2021, and remain in effect until June 30, 2024.

Midterm Reopeners: For fiscal years 2022-2023 and 2023-2024 the District and CEFA agree to meet and negotiate Article 11: Wages and a maximum of two additional articles selected by each party.

District agrees to present the initial bargaining proposals of each party for midterm reopeners and for the successor contract at a Board of Trustees meeting on or before February 1, 2022, 2023 and 2024.

E. Source of Funding for Proposed Agreement

1. Current Year

Base revenue

2. How will the ongoing cost of the proposed agreement be funded in future years?

Base funding

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

(please see attached tentative agreement)

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No ___

G. Certification

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5</p>	
<p>_____</p> <p>District Chancellor</p>	<p>_____</p> <p>Date</p>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: May 24, 2021
Re:	Approval of Public Disclosure of the Collective Bargaining Agreement between the Rancho Santiago Community College District and CSEA Chapter 888 (Child Development Teachers)	
Action:	Request for Approval	

BACKGROUND

The District and the Classified State Employees Association (CSEA) Chapter 888 have reached tentative agreement for the 2020-2021 salary schedule be increased by 4% off schedule retroactive to July 1, 2020. CSEA 888 unit members ratified on May 14, 2021.

ANALYSIS

The proposed agreement is now presented to the Board of Trustees for approval. The fiscal implications of the proposed contract are presented on the attached disclosure form.

RECOMMENDATION

It is recommended that the Board of Trustees approve the collective bargaining agreement between RSCCD and CSEA Chapter 888 for the period of July 1, 2018 through June 30, 2021.

Fiscal Impact: Presented on Attached Disclosure Form	Board Date: May 24, 2021
Item Prepared by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Submitted by: Alistair Winter, Assistant Vice Chancellor, Human Resources	
Item Recommended by: Marvin Martinez, Chancellor	

DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

In Accordance with AB 1200 (Statutes of 1991, Chapter 1213) and Gov. Code 3547.5

Rancho Santiago Community College District

Name of Bargaining Unit: CSEA Chapter 888

The proposed agreement covers the period beginning July 1, 2020 and ending June 30, 2021
and will be acted upon by the Governing Board at its meeting on May 24, 2021

A. Proposed Change in Compensation

Compensation		Fiscal Impact of Proposed Agreement		
		Current Year 2020-2021		
1.	Step and Column - Increase (Decrease) Due to movement plus any changes due to settlement	Cost (+/-)	\$27,007	
2.	Salary Schedule Increase (Decrease)	Cost (+/-)	\$69,878 4.000%	
3.	Other Compensation - Increase (Decrease) (Stipends, Bonuses, etc.) FRINGE BENEFITS	Cost (+/-)		
4.	Statutory Benefits - Increase (Decrease) in STRS, PERS, FICA, WC, UI, Medicare, etc.	Cost (+/-)	\$3,023	
5.	Health/Welfare Plan - Increase (Decrease)	Cost (+/-)		
6.	Total Compensation - Increase (Decrease) (Total Lines 1 - 5)	Cost (+/-)	\$99,908	
7.	Total Number of Represented Employees		33	
8.	Total Compensation Cost for Average Employee - Increase (Decrease) Effective Impact %	Cost (+/-)	\$3,027.52 3.20%	

Please include comments and explanations as necessary: Article 8 - (8.1) Wages & Hours = The salary

schedule for 2020-2021 shall be increased by 4% off schedule retroactive to July 1, 2020.

B. Proposed Negotiated Changes in Non-Compensation Items (class size adjustments, staff development days, teacher prep time, etc.)

N/A

C. What are the specific impacts on instructional and support programs to accommodate settlement? Include the impact of non-negotiated changes such as staff reductions and program reductions/eliminations?

N/A

D. What contingency language is included in the proposed agreement (reopeners, etc.)?

E. Source of Funding for Proposed Agreement

1. Current Year

Child development allocation, federal grant funds and fees.

2. How will the ongoing cost of the proposed agreement be funded in future years?

Child development allocation, federal grant funds and fees.

3. If multi-year agreement, what is the source of funding, including assumptions used, to fund these obligations in future years? (Remember to include compounding effects in meeting obligations)

F. Impact of Proposed Agreement on Current Year Unrestricted Reserves

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	N/A
b. State Standard Minimum Reserve Percentage for this District	N/A
c. State Standard Minimum Reserve Amount for this District (Line 1 times Line 2 or \$50,000 for a district with less than 1,001 ADA)	N/A

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Designated for Economic Uncertainties	N/A
b. General Fund Budgeted Unrestricted Unappropriated Amount	N/A
c. Special Reserve Fund (J-207) Budgeted Designated for Economic Uncertainties	N/A
d. Special Reserve Fund (J-207) Budgeted Unappropriated Amount	N/A
e. Article XIII B Fund (J-241) Budgeted Designated for Uncertainties	N/A
f. Article XIII B Fund (J-241) Budgeted Unappropriated Amount	N/A
g. Total District Budgeted Unrestricted Reserves	N/A

3. Do unrestricted reserves meet the standard minimum reserve amount? Yes X No

G. Certification

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement in accordance with the requirements of AB 1200 and GC 3547.5</p>	
<p>_____</p> <p>District Chancellor</p>	<p>_____</p> <p>Date</p>

TENTATIVE AGREEMENT
THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT TO
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS RSCCD CDC, CHAPTER 888

2020-2021
Reopener
April 29, 2021

Article 8 - WAGES AND HOURS

8.1 Salary

8.1.1. The salary schedule for 2020/2021 shall be increased by 4% off schedule retroactive to July 1, 2020.

CSEA

District

Catherine Candela

Catherine Candela
President

Alistair Winter

Alistair Winter (Apr 30, 2021 08:10 PDT)

Alistair Winter
Asst.-Vice Chancellor, Human Resources

Matthew S Phutisatayakul

Matthew S Phutisatayakul (Apr 29, 2021 18:16 PDT)

Matthew Phutisatayakul
CSEA Labor Relations Representative