

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, January 11, 2010
2323 North Broadway, #107
Santa Ana, CA 92706

Vision Statement (Board of Trustees)

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student success outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.

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 Public Comment

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

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

1.4 Approval of Minutes – Regular meeting of December 7, 2009

Action

1.5 Approval of Consent Calendar

Action

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

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

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

- 2.1 Report from the Chancellor
 - Budget update
- 2.2 Reports from College Presidents
 - Enrollment
 - Facilities
 - College activities
 - Upcoming events
- 2.3 Report from Student Trustee
- 2.4 Reports from Student Presidents
 - Student activities
- 2.5 Reports from Academic Senate Presidents
 - Senate meetings

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. Part-time Faculty
 - b. Temporary Classified Staff
 - c. Student Workers
 - d. Professional Experts
 - e. Classified Manager
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Mr. John Didion, Executive Vice Chancellor of Human Resources & Educational Services; Community College Search Services
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])

RECONVENE

Issues discussed in Closed Session (Board Clerk)

Public Comment

At this time, members of the public have the opportunity to address the board of trustees on any item within the subject matter jurisdiction of the board. Members of the community and employees wishing to address the board of trustees are asked to complete a "Public Comment" form and submit it to the board's executive assistant prior to the start of open session.

Completion of the information on the form is voluntary. Each speaker may speak up to three minutes; however, the president of the board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

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

3.0 HUMAN RESOURCES

- 3.1 Management/Academic Personnel Action
- Approval of Permission to Accept Outside Assignments
 - Approval of Interim to Permanent Positions
 - Ratification of Resignations/Retirements
 - Approval of Interim Assignments
 - Approval of Voluntary Reduced Workloads
 - Approval of Extension of STRS Reduced Workload Agreements
 - Approval of Leaves of Absence
 - Approval of Stipends
 - Approval of Changes of Assignments
 - Approval of Part-time/Hourly Hires/Rehires
 - Approval of Non-paid Intern Service
- 3.2 Classified Personnel Action
- Approval of Reduction in Force Lay Offs
 - Approval of Professional Growth Increments
 - Approval of Out of Class Assignments
 - Approval of Return to Regular Assignments
 - Approval of Change in Positions/Locations due to Reduction in Force
 - Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of Temporary to Hourly On Going Positions
 - Approval of Temporary Assignments
 - Approval of Additional Hours for On Going Assignments
 - Approval of Miscellaneous Positions
 - Approval of Substitute Assignments
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters
 - Approval of Volunteers
 - Approval of Student Assistant Lists
- 3.3 Approval of Chancellor Search Materials Action
- It is recommended the board approve the 1) chancellor job description and 2) chancellor vacancy announcement.

3.4 Approval of Community Representatives on Chancellor Screening Committee Action

It is recommended the board approve one community representative from the Santa Ana College service area and one community representative from the Santiago Canyon College service area to serve on the Chancellor Screening Committee.

3.5 Authorization for Board Travel/Conferences Action

4.0 INSTRUCTION

*4.1 Approval of Memorandum of Understanding with Orange County Health Care Agency, Behavioral Health Services for the Creation of Veterans Student Center at Santa Ana College (SAC) Action

The administration recommends approval of memorandum of understanding with Orange County Health Care Agency, Behavioral Health Services for the creation of a Veterans Student Center at Santa Ana College.

*4.2 Approval of New OTA Agreement – Western Hand and Orthopedic Center Action

The administration recommends approval of this contract with Western Hand and Orthopedic Center in Westlake Village, California.

*4.3 Approval of Renewal of OTA Agreement – Select Therapy Inc. Action

The administration recommends approval of this contract with Select Therapy, Inc. in Aliso Viejo, California.

*4.4 Approval of Renewal of OTA Agreement – Glendale Adventist Medical Center Action

The administration recommends approval of this contract with Glendale Adventist Medical Center in Glendale, California.

*4.5 Approval of Renewal of OTA Agreement – Downey Regional Medical Center Action

The administration recommends approval of this contract with Downey Regional Medical Center in Downey, California.

*4.6 Approval of New Pharmacy Technology Agreement – Austin Drugs Action

The administration recommends approval of this contract with Austin Drugs in Buena Park, California.

* Item is included on the Consent Calendar, Item 1.5.

- *4.7 Approval of Renewal of Pharmacy Technology Agreement – Hoag Memorial Hospital Presbyterian Action
The administration recommends approval of this contract with Hoag Memorial Hospital Presbyterian in Newport Beach, California.
- *4.8 Approval of New OTA Agreement – Casa de Amma Action
The administration recommends approval of this contract with Casa de Amma in San Juan Capistrano, California.

5.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *5.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *5.2 Approval of Budget Transfers and Budget Increases/Decreases Action
The administration recommends approval of budget transfers, increases, and decreases for the period November 21, 2009, through December 16, 2009.
- *5.3 Approval of Non-Resident Tuition Fee for 2010-11 Action
The administration recommends establishment of the non-resident tuition fee at \$183 per unit, the capital outlay fee at \$17 per unit, and the application fee of \$25 for 2010-11 as presented.
- *5.4 Approval of Additional DSA Inspection Services: Science Building at Santiago Canyon College (SCC) Action
The administration recommends approval of the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.
- *5.5 Approval of Additional Land Surveying Services during the Construction of the Child Development Center at Santa Ana College Action
The administration recommends approval of the request for additional land surveying services with North American Land Services during the construction of the Child Development Center at Santa Ana College as presented.
- *5.6 Approval of the Architectural Contract for Santiago Canyon College Infrastructure Project Action
The administration recommends approval of the request for additional services provided by LPA, Inc. in the amount of \$24,200 as presented.

- *5.7 Approval of Architectural Services Contract: SAC Child Development Center Action
The administration recommends approval of the request for additional Services provided by Harley Ellis Devereaux in the amount of \$14,520 as presented.
- *5.8 Approval of Change Order for Construction Management Services at Santa Ana College Child Development Center Action
The administration recommends approval of additional construction management services for Bernards Builders and Management Services as presented.
- *5.9 Approval of Change Order #5 for Bid #1063 – Plumbing for New Science Building (State Portion) at Santiago Canyon College Action
The administration recommends approval of Change Order #5, J.M. Farnan Company, Inc. for Bid #1063 for plumbing in SCC science building as presented.
- *5.10 Approval of Notice of Completion: Bid #1187 Street Improvement Plans at Santa Ana College Action
The administration recommends approval of the Notice of Completion for the asphalt paving and parking lot lighting project as presented.
- *5.11 Approval of Bid #1132 – Purchase of Biofit (or equal) Lab/Classroom Stools Action
The administration recommends acceptance of the bids and approval of the award for Bid #1132 – Purchase of Biofit Lab/Classroom Stools to McMahan Business Interiors as presented.
- *5.12 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period November 19, 2009, through December 12, 2009.

6.0 GENERAL

- *6.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization of the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:
- Board Financial Assistance Program (BFAP) (SCC) \$655,836
 - Child Development Training Consortium (SAC) \$ 15,000
 - Matriculation – Credit (SAC) \$956,201

* Item is included on the Consent Calendar, Item 1.5.

- *6.1 Approval of Resource Development Items – (cont.)
- Tech Prep Regional Coordination (SAC) \$ 15,000
 - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) \$ 22,500
 - Youth Entrepreneurship Career Pathways (YEP) – SBDC (District) \$ 3,000

- 6.2 Adoption of Resolution No. 2010-01 – ACCT Chief Executive Officer Nomination Action
- It is recommended the board adopt Resolution No. 2010-01 to nominate Chancellor Edward Hernandez, Jr. for the 2010 Association of Community College Trustees Chief Executive Officer Award.

6.3 Board Member Comments

- 7.0** ADJOURNMENT - The Board of Trustees will conduct a board planning session at its next regular meeting to be held on Monday, February 1, 2010.

* Item is included on the Consent Calendar, Item 1.5.

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

Board of Trustees (Regular meeting)

Monday, December 7, 2009

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Dr. David Chapel. Other members present were Mr. Brian Conley, Mr. John Hanna, Ms. Gloria Holguin, Mr. Larry Labrado, and Mr. Mark McLoughlin. Ms. Lisa Woolery was not in attendance due to family business out of the country. Mr. Phillip Yarbrough arrived at the time noted.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Edward Hernandez, Jr., Dr. Erlinda Martinez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Dr. Chapel, President, Rancho Santiago Community College District Board of Trustees.

1.3 Public Comment

There were no public comments.

1.4 Approval of Minutes

It was moved by Mr. Conley, seconded by Mr. McLoughlin, and carried unanimously to approve the minutes of the regular meeting held November 16, 2009, with the following correction in *italics*:

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar, with the exception of Item 4.3 (Approval of Community Services Program at Santa Ana College for Spring 2010) and Item 4.4 (Approval of Community Services Program at Santiago Canyon College for Spring 2010), removed by *Mr. McLoughlin*.

1.5 Approval of Consent Calendar

It was moved by Mr. Labrado, seconded by Mr. McLoughlin, and carried unanimously to approve the recommended action on the following items as listed on the Consent Calendar:

6.1 Approval of New Noncredit Career Development and College Preparation Certificate Programs for Santiago Canyon College, Division of Continuing Education

The board approved and certified new noncredit certificate programs for Santiago Canyon College, Division of Continuing Education.

6.2 Approval of New Noncredit Courses for Santa Ana College School of Continuing Education

The board approved and certified new noncredit courses for submission to the State Chancellor's Office and added to Santa Ana College's noncredit course inventory.

6.3 Approval of New Noncredit Certificates for Santa Ana College School of Continuing Education

The board approved and certified new noncredit certificates for submission to the State Chancellor's Office and added to Santa Ana College's noncredit course inventory.

6.4 Approval of New OTA Agreement – Karate for All

The board approved this contract with Karate for All in Tustin, California.

7.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

7.2 Approval of Budget Transfers and Budget Increases/Decreases

The board approved budget transfers, increases, and decreases during the period November 1, 2009, through November 20, 2009.

7.9 Approval of Purchase Orders

The board approved the purchase order listing for the period October 31, 2009, through November 18, 2009.

8.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:

- Center for International Trade Development (District) \$ 102,013
- Center of Excellence (District) \$ 102,012

1.5 Approval of Consent Calendar – (cont.)

8.1 Approval of Resource Development Items – (cont.)

- Early Head Start Expansion (District)	\$1,570,930
- Network for a Healthy California	\$ 39,375
- Small Business Development Center (District)	\$ 74,643
- Workplace Learning Resource Center (District)	\$ 102,013

8.2 Approval of Sub-award Agreements – Tech Prep Consortium

The board approved the sub-award agreements and authorized the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign the sub-award agreements.

8.3 Authorization of Signatures

The board approved the list of individuals authorized to sign various documents on behalf of the district.

8.4 Approval of Consultant Services with Townsend Public Affairs, Inc.

The board approved a contract with Townsend Public Affairs, Inc. in Irvine, California.

8.6 Approval of Appointment as Regional State Coordinator for the Association of Community College Trustees (ACCT)

The board approved supporting ACCT's request to appoint Brian Conley to serve as the Regional State Coordinator for the Association of Community College Trustees during the 2009-10 year.

2.0 **BOARD ORGANIZATION**

2.1 Annual Board Organization

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to elect Mr. Labrado as the 2009-10 Board President.

At this time, Dr. Chapel passed the gavel to Mr. Labrado to conduct the remainder of the meeting.

On behalf of the board, Mr. Labrado thanked Dr. Chapel for his work and dedication as board president during 2008-09. He then presented him with a plaque.

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to elect Mr. Conley as Vice President.

It was moved by Mr. Hanna, seconded by Mr. Conley, and carried unanimously to elect Mr. Yarbrough as Clerk.

It was moved by Mr. Hanna, seconded by Mr. Conley, and carried unanimously to designate Dr. Hernandez as the board's secretary and Mr. Didion as the assistant secretary.

Mr. Labrado appointed chairs and members to the following committees:

- Board Facilities Committee: John Hanna, Chair; Mark McLoughlin, Member; Larry Labrado, Member
- Board Fiscal/Audit Committee: Phillip Yarbrough, Chair; David Chapel, Member
- Board Legislative Committee: Lisa Woolery, Chair; John Hanna, Member
- Board Policy Committee: Brian Conley, Chair; Larry Labrado, Member
- Board Safety and Security Committee: Phillip Yarbrough, Chair; David Chapel, Member

Mr. Labrado appointed board representatives to the following organizations:

- Representative to the RSCCD Foundation: Mark McLoughlin
- Representative to the Orange County Legislative Task Force: Larry Labrado
- Representative to the Orange County School Boards Association: David Chapel
- Representative to the Nominating Committee on School District Organization: Larry Labrado
- Non-voting member of the Santa Ana Early Prevention and Intervention Commission: David Chapel

It was moved by Mr. Conley and seconded by Mr. McLoughlin to adopt the following board meeting schedule for 2010 with the stipulation that the location of board meetings include one meeting on SAC or SCC campus and one meeting on CEC or OEC campus during the months of January through June; and one meeting on SAC or SCC campus and one meeting on CEC or OEC campus during the months of July through December:

January 11
February 1 (Board Planning Session), 22
March 8, 22
April 12, 26
May 10, 24
June 21
July 26
August 23
September 13, 27
October 11, 25
November 15
December 6

It was moved by Mr. Hanna and seconded by Mr. Conley to retain the current placement of closed session on the agenda with the exception of meetings held on campus whereby the board will take a nutrition break during the meeting and place closed session as the last item on the agenda

It was moved by Mr. Conley, seconded by Mr. Hanna, and carried unanimously to reaffirm the following board policies: #3211 (Investments); #9002 (Statement of Ethical Conduct); and #9011 (Conferences and meetings).

Mr. Yarbrough arrived at this time.

3.0 PRESENTATION BY CHANCELLOR SEARCH CONSULTANT

Mr. Jim Walker of Community College Search Services provided a report to the board regarding Item 5.4 (Approval of Agreement with Community College Search Services).

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to suspend the rules and hear Item 7.3 (Receive the District Audit Report for the Fiscal Year ended June 30, 2009).

7.3 Receive the District Audit Report for the Fiscal Year ended June 30, 2009

It was moved by Mr. Yarbrough and seconded by Dr. Chapel to receive and accept the Rancho Santiago Community College District Audit Report for the fiscal year ended June 30, 2009, as presented.

Mr. Yarbrough reported the Fiscal/Audit Committee reviewed the district audit report at its November 19, 2009, meeting. He indicated the district is well-managed fiscally due to the financial statements being unqualified, which is the highest opinion rendered. Mr. Yarbrough indicated the report had minor findings and commended staff on a job well done.

Auditors Renee Graves and Megan Asselin of Vincenti, Lloyd, Stutzman, LLP, reviewed the RSCCD Independent Audit Report and rendered the opinion that the financial statements are unqualified. Discussion ensued.

On behalf of the board, Mr. Yarbrough and Mr. Hanna thanked the auditors for the report. Mr. Hanna commended staff on the audit report rendering Measure E financial statements unqualified.

The motion carried unanimously to receive and accept the Rancho Santiago Community College District Audit Report for the fiscal year ended June 30, 2009, as presented.

4.0 INFORMATIONAL ITEMS AND ORAL REPORTS

4.1 Report from Chancellor

Dr. Edward Hernandez, Jr. provided a report to the board.

It was moved by Mr. Yarbrough, seconded by Mr. Hanna, and carried unanimously to suspend the rules and hear Item 4.4 (Report from Student Presidents) at this time.

4.4 Reports from Student Presidents

The following student presidents provided reports to the board on behalf of the Associated Student Government (ASG) organizations:

Mr. Alejandro Flores, Student President, Santa Ana College
Ms. Tina Lam, Student President, Santiago Canyon College

4.2 Reports from College Presidents

The following college presidents provided a report to the board:

Dr. Erlinda Martinez, President, Santa Ana College (SAC)
Mr. Juan Vázquez, President, Santiago Canyon College (SCC)

4.3 Report from Student Trustee

Ms. Gloria Holguin provided a report to the board.

4.5 Reports from Academic Senate Presidents

The following academic senate presidents provided reports to the board:

Mr. Morrie Barembaum, Academic Senate President, Santiago Canyon College
Mr. John Zarske, Academic Senate President, Santa Ana College

Mr. Hanna asked for a moment of silence in memory of the armed forces that lost their lives on December 7, 1941.

Ms. Holguin left at this time due to a prior commitment.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:12 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Administrative Dean
 - (2) Associate Dean
 - (3) Director
 - (4) Vice President
 - g. Other Educational and Classified Administrators
2. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
3. Liability Claim (pursuant to Government Code Section 54956.95)
 - a. 09-77548JW
4. Conference with Labor Negotiator -- Unrepresented Employees: educational administrators -- District's negotiator: Board President

RECONVENE

The board reconvened at 7:24 p.m.

Closed Session Report

Mr. Yarbrough reported the board discussed the aforementioned items and took action not to reemploy the following Santa Ana College employees for the 2010-11 fiscal year: Larry Johnston, Associate Dean of Exercise Science, and Maria Sugranes, Associate Dean of Information and Learning Resources. The board took action to suspend Susan Grigg, Job Developer at Santa Ana College for ten days.

Public Comment

There were no public comments.

5.0 HUMAN RESOURCES

5.1 Management/Academic Personnel

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the following action on the management/academic personnel docket:

- Approve Permission to Accept Outside Assignments
- Approve Reduction in Force Layoffs
- Ratify Resignations/Retirements
- Approve Stipends
- Approve Leaves of Absence
- Approve Part-time/Hourly Hires/Rehires
- Approve Non-paid Instructors of Record

5.2 Classified Personnel

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the following action on the classified personnel docket:

- Approve Reduction in Force Layoffs
- Approve Changes in Position due to Reorganization
- Approve Changes in Position due to Reduction in Force
- Approve Changes in Location
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Professional Growth Increments
- Approve Substitute Assignments
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters
- Approve Lists of Student Assistants

5.3 Approval of Credit Instructional Calendar for 2010-2011

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the 2010-2011 credit instructional calendar.

5.4 Approval of Agreement with Community College Search Services

It was moved by Mr. Yarbrough and seconded by Mr. Conley to authorize the Executive Vice Chancellor, Human Resources and Educational Services, to execute the agreement with Community College Search Services. Discussion ensued. The motion carried unanimously.

5.5 Approval of Chancellor Search Materials and Search Committee Composition

It was moved by Mr. Yarbrough and seconded by Mr. Conley to approve 1) composition of the search committee; 2) chancellor job description; and 3) chancellor vacancy announcement. Discussion ensued.

Mr. Hanna proposed changes related to fundraising be inserted in five places in the chancellor job description and vacancy announcement (changes italicized and underlined in January 11, 2010, Board of Trustees Agenda, Item 3.3: Approval of Chancellor Search Materials). Mr. Yarbrough accepted Mr. Hanna's insertions as a friendly amendment.

It was moved by Mr. Hanna and seconded by Mr. Yarbrough to amend the original motion to approve 1) composition of the search committee, and postpone action on 2) chancellor job description and 3) chancellor vacancy announcement. The motion carried with the following vote: Aye – Mr. Conley, Mr. Hanna, Mr. Labrado, Mr. McLoughlin, and Mr. Yarbrough; Nay – Dr. Chapel.

5.6 Rejection of Claim

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to authorize the chancellor or his designee to reject claim #09-77548JW.

6.0 INSTRUCTION

Items 6.1, 6.2, 6.3, and 6.4 were approved as part of Item 1.5: Consent Calendar.

7.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 7.1, 7.2, and 7.9 were approved as part of Item 1.5: Consent Calendar. Item 7.3 was moved after Item 3.0.

7.4 Approval of Appointments for Measure E Citizens' Bond Oversight Committee

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the appointment/reaffirmation of the Citizens' Bond Oversight Committee for 2010 as presented. Since there is not a business representative on this committee, Dr. Hernandez asked board members to forward any recommendations to him.

7.5 Approval of Additional DSA Inspection Services: Maintenance & Operations (M & O) Building at Santiago Canyon College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.

7.6 Approval of Change Order #4 for Bid #1078 - M & O Building and Parking Lot at Santiago Canyon College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve change order #4 for MEPCO Services, Inc. for Bid #1078 for construction M & O building and parking lot at Santiago Canyon College as presented.

7.7 Approval of Change Order #1 for Bid #1129 - Electrical for the New Child Development Center at Santa Ana College

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to approve change order #1 for EMAE International, Inc. for Bid #1129 for electrical for the Santa Ana College Child Development Center as presented.

7.8 Adoption of Resolution No. 09-29 for Approval to Apply for Funding Under the Municipal and Commercial Building Targeted Measure Retrofit (MCR) Program RFP #400-09-402

It was moved by Mr. Yarbrough, seconded by Mr. Conley, and carried unanimously to Adopt Resolution No. 09-29 for approval to apply for funding under the municipal and commercial building targeted measure retrofit program RFP #400-09-402.

7.10 Approval of Notice of Completion: Bid #1094 – Diesel and Welding Lab Exhaust Upgrade Project at Santa Ana College

It was moved by Mr. Conley, seconded by Mr. Yarbrough, and carried unanimously To approve the Notice of Completion for Bid #1094 for the diesel and welding lab exhaust project at Santa Ana College as presented.

8.0 GENERAL

Items 8.1, 8.2, 8.3 8.4 and 8.6 were approved as part of Item 1.5: Consent Calendar.

8.5 Board Member Comments

Board members congratulated the 2010 board officers and thanked 2009 board president for his service.

Mr. Yarbrough thanked the Academic Senate and staff for their hard work on the accreditation report.

Mr. Yarbrough asked that the board send a congratulatory letter to Mr. and Mrs. Woolery on the recent addition of a child to their family.

Mr. Yarbrough asked that the board close today's meeting in memory of the armed forces that lost their lives on December 7, 1941.

Mr. Conley thanked the board for its support of him serving as the Regional State Coordinator for the Association of Community College Trustees during the 2009-10 year.

Dr. Chapel announced the district recently received a DVD series entitled *China Zhenjiuology: Acupuncture & Moxibustion* as a gift from the people of Taipei, Taiwan.

Mr. Hanna asked for an explanation of Item 7.5 (Approval of Additional DSA Inspection Services: Maintenance & Operations Building at Santiago Canyon College) being behind schedule. Mr. Hardash indicated the general contractor has caused the delay and is being assessed liquid damages daily. Mr. Hanna commended district staff who have worked to bring this project to completion.

9.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on January 22, 2010, at the District Office, 2323 N. Broadway, Santa Ana, California.

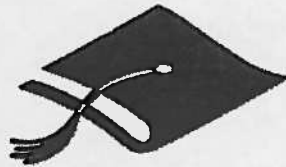
There being no further business, Mr. Labrado declared this meeting adjourned at 8:38 p.m. in memory of the armed forces that lost their lives on December 7, 1941.

Respectfully submitted,

Eddie Hernandez, Jr., Ed.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: January 11, 2010



RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT



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2010-2011 Governor's
Budget Proposal Update

Board of Trustees Meeting
January 11, 2010

*presented as part of
Sakie's report under
Item 2.1*

Governor's Budget Proposal

- \$19.9 billion state budget shortfall over 2009-2010 and 2010-2011
 - ▲ Two year budget gap
 - ▲ \$6.6 billion in current year 2009-2010
 - ▲ \$13.3 billion in 2010-2011
 - \$12.3 billion structural deficit
 - \$1 billion reserve
- Governor's commitment to protect education

Governor's Budget Proposal

- Governor's commitment to higher education
 - At the expense of prisons
 - Governor's figures interestingly did not include Community Colleges
- This budget proposal does not mean there are no reductions to education in this budget proposal
 - there are
- The Governor's January Budget Proposal is the beginning of the state budget process

Governor's Budget Proposal California Community Colleges

- 2.21% enrollment growth
 - RSCCD unique growth cap estimated at 0.50%
 - Most likely will not hold in final budget deal
- (0.38) % Cost of Living Allowance (negative COLA)
 - Additional Apportionment deficit
 - And reductions to certain categorical programs
 - First time ever negative COLA
- Property Taxes – slight funding increase of \$39.3 million
- Suspension of all reimbursable State Mandates

Governor's Budget Proposal California Community Colleges

- **Categorical Program funding reductions**
 - \$10 million to EOPS programs
 - \$10 million to Part-Time Faculty Compensation program (“parity pay”) RSCCD - \$250,000 loss of parity revenue
- **However, Career Technical Ed (SB70) increased by \$20 million**
- **Increased Categorical flexibility for many programs currently protected (DSPS, EOPS)**
- **Suspension of new Competitive CalGrant awards**
- **No student tuition fee increase proposed**
 - Maintains \$26 per unit

Governor's Budget Proposal California Community Colleges

- Apportionment cash deferrals continue
 - RSCCD – approximately \$18 million per year
- Governor proposes to amend SB1419 to provide districts more flexibility
 - Contracting out provisions
 - Only K-12 or include Community Colleges?
- No mid year cuts
 - In spite of a \$6.6 billion current year shortfall
- Increased State apportionment deficit
 - Additional reductions, in current fiscal year, in funded Workload Measures (FTES) for 2009-10

Governor's Budget Proposal

- Proposal expects \$7 billion from the Federal Government
 - Otherwise, implement “Trigger List” of additional reductions
 - Community Colleges not included on trigger list
- Proposed gas tax shift to a gas fee reduces state revenues and reduces Prop 98 minimum guarantee
 - Loss of \$800 million of Prop 98 funding
 - Lowers Prop 98 minimum guarantee base funding
- Governor called for a Special Session to address the budget shortfall
 - However, indications are that the budget debates will continue well past the beginning of the July 1 fiscal year

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
January 11, 2010**

MANAGEMENT

Permission to Accept Outside Assignment

Hernandez, John – To serve as one of the faculty members for the Donna M. Bourassa Mid-level Management Institute, sponsored by the American College Personnel Association, from January 23, through January 27, 2010, at the University of Louisville in Louisville, Kentucky.

Martinez, Erlinda – To serve as a member of the KidWORK's Board of Directors, effective February 1, 2010.

Interim to Permanent

Chamorro, Gustavo
Director
Digital Media Center
Educational Services
District

Effective: December 14, 2009
Salary Placement: E-2 \$8,034/Month

Ratification of Resignation/Retirement

Sugranes, Maria
Associate Dean
Information and Learning Resources
Santa Ana College

Effective: June 30, 2010
Reason: Retirement

FACULTY

Permission to Accept Outside Assignment

Womack, Melinda – To serve on behalf of the Accrediting Commission for Community and Junior Colleges as a member of the accreditation site visit team for MiraCosta College from March 1 – March 4, 2010, in Oceanside, California.

FACULTY (CONT'D)

Interim Assignment

Ramirez, Alicia
Acting Master Teacher
SAC Child Development Center
Child Development Services
District

Effective: September 1, 2009
Salary Placement: MT/BA-1 \$37,132/Year

Voluntary Reduced Workload

Vu, Dahlia
Assistant Professor, Math
Science and Math Division
Santa Ana College

Effective: February 1, 2010
From: 100%
to: 60%

Extension of STRS Reduced Workload Agreement

Palmer, Barbara
Librarian
Information and Learning Resources
Santa Ana College

Effective: August 16, 2010
Extension: 2 Years (Fall 2010-Spring 2012)
Reduced Workload: 70%

Leaves of Absence

Cuneo, Amy
Associate Professor, Math
Business, Math and Science Division
Santiago Canyon College

Effective: February 1 – June 4, 2010
Reason: Banked Leave (15 LHE)

Preston, Ashley
Instructor, ESL
Continuing Education Division/OEC
Santiago Canyon College

Effective: November 10, 2009 to January 4, 2010
Reason: Maternity Leave

Ratifications of Resignation/Retirement

Cucovatz, Linda
Librarian/Professor
Library
Business, Math and Science Division
Santiago Canyon College

Effective: March 26, 2010
Reason: Retirement

FACULTY (CONT'D)

Ratifications of Resignation/Retirement (cont'd)

Ferrell, Kay
Professor, ESL
Humanities and Social Sciences Division
Santa Ana College

Effective: December 19, 2009
Reason: Retirement

Stipends

Barembaum, Morrie
Professor, Astronomy
Business, Math and Sciences Division
Santiago Canyon College

Effective: November 6, 2009
Amount: \$150.00
Reason: SLO Assessment Workshop (Grant)

Bennett, Gary
Professor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$1,500.00
Reason: Faculty Inquiry Network (Grant)

Carrion, Rodolfo
Counselor
Counseling and Student Support Services Division
Santiago Canyon College

Effective: November 6, 2009
Amount: \$150.00
Reason: SLO Workshop (Grant)

Jaffray, Shelly
Professor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$1,000.00
Reason: Faculty Inquiry Network (Grant)

Jaros, Bonita
Professor, English/ESL
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$1,000.00
Reason: Faculty Inquiry Network (Grant)

Martino, Danielle
Assistant Professor, Astronomy
Business, Math and Sciences Division
Santiago Canyon College

Effective: November 6, 2009
Amount: \$150.00
Reason: SLO Assessment Workshop (Grant)

FACULTY (CONT'D)

Stipends (cont'd)

Patterson, Kathleen
Professor, English
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$1,000.00
Reason: Faculty Inquiry Network (Grant)

Quimzon, Eden
Assistant Professor, ESL
OEC Continuing Education Division
Santiago Canyon College

Effective: February 1, 2010
Amount: \$2,000.00
Reason: BSI (Grant)

Robertson, Mario
Assistant Professor, Anthropology
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$500.00
Reason: Faculty Inquiry Network (Grant)

Roe, Maureen
Professor, English
Art, Humanities and Social Sciences Division
Santiago Canyon College

Effective: February 1, 2010
Amount: \$2,000.00
Reason: BSI (Grant)

Williams, Alison
Associate Professor, Math
Business, Math and Sciences Division
Santiago Canyon College

Effective: November 6, 2009
Amount: \$150.00
Reason: SLO Assessment Workshop (Grant)

Wood, Sandra
Coordinator, Basis Skills
Humanities and Social Sciences Division
Santa Ana College

Effective: December 15, 2009
Amount: \$1,500.00
Reason: Faculty Inquiry Network (Grant)

Change of Assignment

Pena, Violeta
Coordinator
Continuing Education Division/CEC
Santa Ana College

Effective: January 11, 2010
Reason: Returning to Part Time Status
Hourly Coordinator Rate: II-1 \$35.02

FACULTY (CONT'D)

Part-time/Hourly Hires/Rehires

Escudero, Lauri
Instructor, Biology
Science and Math Division
Santa Ana College

Effective: February 1, 2010
Hourly Lecture/Lab Rate: 1-3, \$51.73/\$43.97

Gordan, Keith
Instructor, Public Works
Instructional Services and Career Education Division
Santiago Canyon College

Effective: December 16, 2009
Hourly Lecture Rate: 1-3, \$51.73

Non-paid Intern Service

Nelson, Jordann
Counselor Intern
Counseling and Student Support Services Division
Santiago Canyon College

Effective: January 12 – August 31, 2010
College Affiliation: La Verne University

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
ADDENDUM TO HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC
January 11, 2010

MANAGEMENT

Permission to Accept Outside Assignment

Halvorson, Mary – To serve on behalf of the Accrediting Commission for Community and Junior Colleges as a member of the accreditation site visit team for Monterey Peninsula College. The site visit is scheduled for March 8, through 11, 2010, in Monterey, California.

FACULTY

Stipends

Scott, Randy
Professor, Mathematics
Business, Math and Sciences Division
Santiago Canyon College

Effective: November 6, 2009
Amount: \$150.00
Reason: SLO Assessment Workshop (Grant)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
CLASSIFIED
JANUARY 11, 2010

CLASSIFIED

Reduction in Force Lay Offs

Attachment #1

Professional Growth Increments

Perry, Bonnie
Bookstore Buyer/ Bookstore/ SCC

Effective: February 1, 2010
Grade 10, Step 2 + 3PG \$3616

Out of Class Assignment

Chamness, Greg
Lead Maintenance Worker/ Admin.
Services/ SAC

Effective: 11/11/09 – 11/25/09
Grade 14, Step 4 + 7.5%L \$4927

Lopez, Felipe
Sr. Custodian/ District Office

Effective: 11/16/09 – 12/02/09
12/03/09 – 12/18/09
Grade 7, Step 5 + 2.5%L \$3659

Return to Regular Assignment

Nastasi, John
Skilled Maintenance Worker/ Admin.
Services/ SAC

Effective: November 17, 2009
Grade 11, Step 6 + 5%L \$4655

Quinonez, Raul
Bookstore Storekeeper/ Bookstore/ SAC

Effective: December 18, 2009
Grade 8, Step 3 \$3365

Change in Position/Location

Arredondo, Abel
From: Student Support Services Program
Specialist/ Student Services/ SAC
To: Student Program Specialist/ Student
Affairs/ SAC (RIF)

Effective: December 2, 2009
Grade 10, Step 6 + 2.5%Bil + 2.5%L
\$4454

Change in Position/Location cont'd

Edwards, Zina
Counseling Assistant
From: Student Services/ SCC
To: Counseling/ SCC (RIF)

Effective: December 2, 2009
Grade 5, Step 5 + 5%L \$3476

Garcia, Omelina
Student Services Coord.
From: Counseling/ SAC
To: Student Affairs/ SAC (RIF)

Effective: December 2, 2009
Grade 16, Step 6 + 6PG \$6040

Leave of Absence

Espinosa, Laura
Administrative Clerk/ Academic Affairs/
SCC

Effective: 01/04/10 – 03/10/10
Reason: Maternity Leave

Janus, Louise
DSPS Specialist/ DSPS/ SAC

Effective: 12/14/09 – 12/18/09
01/11/10 – 01/15/10
06/14/10 – 06/25/10
Reason: Non Paid Status
11 Month Contract

Tran, Angela
Senior Clerk/ DSPS/ SAC

Effective: 01/04/10 – 01/15/10
03/15/10 – 03/19/10
05/03/10 – 05/17/10
Reason: Non Paid Status
11 Month Contract

Ratification of Resignation/Retirement

Garza, Andres
Computer Operations Specialist/ ITS

Effective: January 29, 2010
Reason: Retirement

Gomez Serna, Guillermo
Technical Specialist III/ ITS

Effective: June 30, 2010
Reason: Retirement

Nakagawa, Leslie
Administrative Secretary/ Orange
Education Center

Effective: December 2, 2009
Reason: Resignation

Romo De Gonzalez, Alicia Maria
General Office Clerk/ DSPS/ SAC

Effective: December 15, 2009
Reason: Medical Lay Off

CLASSIFIED HOURLY

Temporary to Hourly On Going

Mendoza, Elena
Instructional Assistant/ Engineering/ SAC
(Reinstate from 39 Month Rehire List)

Effective: September 9, 2009
Up to 19 Hours/Week School Session
Grade 5, Step A \$15.64/Hour

Change in Position/Location

Johnson, Rondi
Career Technician
From: Counseling/ SAC
To: Special Services/ SAC (RIF)

Effective: December 2, 2009
19 Hours/Week 12 Month
Grade 10, Step A + 5%L \$20.06/Hour

Vasquez, Maria Del Pilar
Sr. Account Clerk
From: Full Time/ School of Continuing
Educ./ SAC
To: On Going/ Child Dev. Services/
District (RIF)

Effective: December 1, 2009
19 Hours/Week 12 Month
Grade 10, A \$19.10/hour

Wallace, Tiffany
Counseling Assistant
From: Full Time/ Counseling/ SCC
To: On Going/ Counseling/ SAC (RIF)

Effective: December 2, 2009
19 Hours/Week 12 Month
Grade 5, Step A \$15.64/Hour

Ratification of Resignation/Retirement

Summers, Mary
Instructional Assistant-DSPS/ SCC

Effective: January 4, 2010
Reason: Resignation

TEMPORARY ASSIGNMENT

Black, Nerissa
Instructional Assistant/ Science & Math/
SAC

Effective: 02/08/10 – 06/06/10

Breault, Kenneth
Instructional Assistant/ Science & Math/
SAC

Effective: 02/08/10 – 06/06/10

TEMPORARY ASSIGNMENT cont'd

Brubaker, Rebecca Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Bui, Yen Instructional Assistant/ Chemistry/ SCC	Effective: 01/12/10 – 04/02/10 04/12/10 – 06/06/10
Caporal, Nicole Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Clark, Marion Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Cordova, Alexandra Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Crum, Megan Learning Facilitator/ Health Science/ SAC	Effective: 02/08/10 – 06/30/10
Hernandez, Claudia Learning Facilitator/ Nursing/ SAC	Effective: 02/08/10 – 06/30/10
Herrera, Nancy Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Higuera, Juan Career Technician/ Special Services/ SAC	Effective: 01/12/10 – 06/30/10
Hillis, David Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Krahl, Carolyn Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10
Le, Ngoc Instructional Assistant/ Science & Math/ SAC	Effective: 02/08/10 – 06/06/10

TEMPORARY ASSIGNMENT cont'd

**Lee, Alfred
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Lopez, Henderson
Instructional Assistant/ Health Science/
SAC**

Effective: 02/08/10 – 06/06/10

**Mauro, Angela
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Miller, Jeremy
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Motesharrei, Saeid
Learning Facilitator/ Nursing/ SAC**

Effective: 02/08/10 – 06/30/10

**Nguyen, Vi
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Nguyen, Yen
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Nunez, Vincent
Learning Resources Specialist/ Info. &
Learning Resources/ SAC**

Effective: 02/08/10 – 06/06/10

**Tran, Ana
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Tran, Ngoc
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

**Tran, Thien
Instructional Assistant/ Science & Math/
SAC**

Effective: 02/08/10 – 06/06/10

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective November 11 – December 10, 2009

Frelly, Robert	Amount: \$ 560.00
Hall Patterson, Kris	Amount: \$1,229.83
Harris, Karen	Amount: \$ 455.00
Mack, Karen	Amount: \$ 266.92
Rivera, Rodrigo	Amount: \$ 287.45
Vallot, Lothar	Amount: \$ 45.94

VOLUNTEERS

Harp, Katlyn Student Driver/ Exercise Science/ SAC	Effective: 01/12/10 – 06/30/10
Mendoza, Nicole Student Driver/ Exercise Science/ SAC	Effective: 01/12/10 – 06/30/10
Sanchez, Crystal Student Driver/ Exercise Science/ SAC	Effective: 01/12/10 – 06/30/10
Valencia, Melba Student Driver/ Exercise Science/ SAC	Effective: 01/12/10 – 06/30/10

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Del Rio, Georgette Maggie	Effective: 12/07/09-06/30/10
Dimas, Joanna	Effective: 12/01/09-06/30/10
Figuroa, Genaro	Effective: 12/03/09-06/30/10
Gama, Daisy	Effective: 11/24/09-06/30/10
Gutierrez, Byanca Verenice	Effective: 12/09/09-06/30/10
Hemmor, Sahr	Effective: 12/03/09-06/30/10
Hernandez, Victoria	Effective: 12/04/09-06/30/10
Kranich, Emily Rose	Effective: 11/30/09-06/30/10
Lam, Tuyet Loan Thi	Effective: 11/23/09-06/30/10
Lopez, Jonathan	Effective: 11/23/09-06/30/10
Orejel, Elizabeth	Effective: 11/24/09-06/30/10
Penaloza Herrera, Maria Isabel	Effective: 12/03/09-06/30/10
Ramos, Dona	Effective: 11/23/09-06/30/10
Ramos, Lorena Mendoza	Effective: 11/18/09-06/30/10
Rashid, Zanath Javed	Effective: 12/02/09-06/30/10
Saldivar, Jazmelyn De Anda	Effective: 11/23/09-06/30/10
Solares Jr, Ramon	Effective: 12/02/09-06/30/10
Tran, Dung Kim	Effective: 11/18/09-06/30/10
Tran, Tuyet Loan Thi	Effective: 11/23/09-06/30/10

**Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST**

Avila, Javier	Effective: 01/04/10-06/30/10
Fast, Sarah	Effective: 01/11/10-06/30/10
Galvan, Arturo	Effective: 01/11/10-06/30/10

Attachment #1

**Shirazi Fard, Louise
Admissions Assistant/ Admissions/ SAC**

**Effective: December 14, 2009
Laid Off**

~~3.1~~
3.2

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES DOCKET**

**CLASSIFIED
JANUARY 11, 2010**

ADDENDUM

TEMPORARY ASSIGNMENT

Canaday, Tawny Cashier/Auxiliary Services/SAC	Effective: 01/12/10 – 01/22/10 03/01/10 – 04/02/10 04/19/10 – 05/17/10
Castellanos, Margie Counseling Assistant/Counseling/SAC	Effective: 01/12/10 – 06/30/10
Goodman, Irene Instructional Assistant/BMS/SCC	Effective: 02/08/10 – 04/02/10 04/12/10 – 06/04/10
Jensen, Ashley Instructional Assistant/BMS/SCC	Effective: 01/12/10 – 04/02/10 04/12/10 – 05/02/10
Larnerd, Alyssa Cashier/Auxiliary Services/SAC	Effective: 01/12/10 – 01/22/10 03/01/10 – 04/02/10 04/19/10 – 05/17/10
Palomares, Eva Transfer Center Specialist/Counseling/SAC	Effective: 01/12/10 – 06/30/10
Posada, Grace Cashier/Bookstore/SAC	Effective: 01/25/10 – 03/09/10 05/24/10 – 06/30/10
Romero, Esther Cashier/Auxiliary Services/SAC	Effective: 01/12/10 – 01/22/10 03/01/10 – 04/02/10 04/19/10 – 05/17/10
Romero, Janessa Cashier/Auxiliary Services/SAC	Effective: 01/12/10 – 01/22/10 03/01/10 – 04/02/10 04/19/10 – 05/17/10
Romero, Jennifer Cashier/Auxiliary Services/SAC	Effective: 01/12/10 – 01/22/10 03/01/10 – 04/02/10 04/19/10 – 05/17/10

TEMPORARY ASSIGNMENT cont'd

Sumida, Osamu	Effective: 02/08/10 – 06/04/10
Learning Facilitator/Human Services & Technology Division/SAC	06/21/10 – 06/30/10

Additional Hours for On Going Assignment

Ediss, Christine	Effective: 01/06/10 – 06/30/10
Counseling Assistant/Counseling/SAC	

Wallace, Tiffany	Effective: 01/06/10 – 06/30/10
Counseling Assistant/Counseling/SAC	

COMMUNITY SERVICE PRESENTERS

Stipends Effective November 11 – December 10, 2009

Bradley, Sabrina	Amount: \$ 193.38
Georgieff, Stephanie	Amount: \$ 100.92

COMMUNITY SERVICE PRESENTERS

Stipends Effective November 11 – December 10, 2009

Haugen, Nancy	Amount: \$ 280.00
Hogue, Tom	Amount: \$2,303.00
Holley, Lauren	Amount: \$ 270.00
Larson, Jo Ellen	Amount: \$ 205.32
Manuel, Robert	Amount: \$ 96.05
O'Connell, Jalon	Amount: \$ 67.51

COMMUNITY SERVICE PRESENTERS cont'd
Stipends Effective November 11 – December 10, 2009

Rivera, Rodrigo	Amount: \$ 180.96
Sacks, Sharan	Amount: \$ 48.02
Sheldon, Joel	Amount: \$ 210.00

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To: Board of Trustees	Date: January 11, 2010
Ref: Approval of Chancellor Search Materials	
Action: Request for Action	

BACKGROUND

At the December 7, 2009 meeting, the Board of Trustees postponed action on the Chancellor's Job Description and Vacancy Announcement in order to provide the constituent groups with additional time to review these documents and provide input to the Board.

ANALYSIS

The attached materials have been distributed to the various constituent groups for review and comment. Any input received from the constituent groups will be presented at the meeting.

RECOMMENDATION

It is recommended that the Board of Trustees approve the following:

1. Chancellor Job Description
2. Chancellor Vacancy Announcement

Fiscal Impact:	None	Board Date:	January 11, 2010
Item Prepared by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Recommended by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
CHANCELLOR**

GENERAL RESPONSIBILITIES

Serves as the Chief Executive Officer of the District with overall responsibility to the Board of Trustees for all aspects of the planning, leadership, funding, staffing, facilities, and delivery of District programs, personnel services and employer-employee relations. Responsible for the safety, security and preservation of human and fiscal resources. Recommends and executes Board Policy, rules and regulations of the District. Serves as Secretary and chief advisor to the Board, and performs other duties as assigned by the Board of Trustees.

SPECIFIC RESPONSIBILITIES

BOARD OF TRUSTEES

Executes delegated authority pursuant to Board direction and policy, advises and updates the Board on a regular basis. Provides leadership and professional expertise to assist the Board in effective annual goal setting and self-evaluation. Provides orientation for new Trustees, and is responsible for the proper conduct and related documentation of Board meetings in compliance with applicable law.

DEVELOPMENT AND DELIVERY OF DISTRICT PROGRAMS

Overall responsibility for the quality of all District programs, services and activities, for identifying methods for increasing and maximizing program funding sources. Working with campus CEO's seeks and identifies opportunities for district delivery of new programs and services to assure that programs adequately respond to the needs of the culturally diverse population served by the District.

PERSONNEL

Overall responsibility for all personnel functions and services for employer-employee relations. Directly supervises and evaluates members of the Cabinet and the staff assigned to the Chancellor's office; confers with Academic and Classified Senates.

BUDGETING/FUNDING

Responsible for ensuring the fiscal stability and sustainability of the District, including the preparation of a fiscal plan for the District and the management of plans for current and future District programs, facilities, personnel, services, equipment and other activities. Provides leadership in the pursuit of state, local, federal, and private alternative funding sources to support the District's programs and services.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
CHANCELLOR (continued)**

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible and articulate educational leader and speaker at the community, state and national levels, to provide visibility to the district, create goodwill, form partnerships and cultivate resources, propose and advocate legislation to develop fiscal and other resources to sustain, enhance and develop new programs, services and opportunities for the community served; seeks positions of significant educational leadership at the state and national levels, develops a district plan for community relations and public information, and resolves complaints made by members of the public.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility to provide clear direction and leadership regarding district plans and goals to district-wide committees and task forces, to communicate plans and goals to the community, faculty, staff and administrators, and to provide and communicate a plan for evaluating progress toward these goals.

ESSENTIAL FUNCTIONS

- A. Plan, lead, and provide goals and direction for all district programs, personnel services, activities, employer-employee relations, funding, *fundraising*, staffing, delivery and evaluation of all aspects of current and future programs and personnel.
- B. Communicate long and short-range plans and district needs and positions to the community, faculty, staff, and administrators, and build consensus and support for plans and programs.
- C. Identify and seek opportunities to maximize the academic performance of students. Maximize district resources. Enhance the district's reputation as an institutional leader in education at the local, state and national levels.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a Master's degree or equivalent and substantial and current senior-level administrative experience in higher education. Doctoral degree preferred.

Required Skills: Ability to plan, organize, articulate, and evaluate plans and opportunities for all District programs, personnel, activities, and facilities; to resolve conflicts, provide leadership and build consensus at the local, state and national levels; to solve problems; analyze and apply laws, policies and pending legislation affecting the District.

CHANCELLOR RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

The Board of Trustees of the Rancho Santiago Community College District invites applications and nominations for the position of Chancellor of the Rancho Santiago Community College District. The Chancellor is the Chief Executive Officer of the District and reports to an elected seven member Board of Trustees and a non-voting student trustee.

The Board is seeking a Chancellor who possesses vision and the ability to lead a complex and progressive organization through challenging economic times. The desirable candidate is one who is committed to academic excellence and the comprehensive mission of the California Community Colleges. The desired candidate is student centered and focused on student success. Strong business acumen and demonstrated fund raising skills are also important qualifications. Sensitivity to the diversity and cultural backgrounds of students, staff and community is essential.

GENERAL RESPONSIBILITIES

The Chancellor serves as the Chief Executive Officer of the District with overall responsibility to the Board of Trustees for all aspects of the planning, leadership, funding, *fundraising*, staffing, facilities, and delivery of District programs, personnel services and employer-employee relations. The Chancellor is responsible for the safety, security and preservation of human and fiscal resources. The Chancellor recommends and executes Board Policy, rules and regulations of the District, and serves as Secretary and chief advisor to the Board, and performs other duties as assigned by the Board of Trustees.

CHALLENGES AND OPPORTUNITIES

The major CHALLENGES AND OPPORTUNITIES to be addressed by the CHANCELLOR of the Rancho Santiago Community College District are the following:

- Providing leadership and advice to the Board of Trustees on strategy, goals, and program development to ensure that the District continues to provide high quality programs and services to the community.
- Implementing and revising as necessary the District's Master Plan, using collaborative and consensus building processes.
- Serving as the District's advocate and assertively pursuing new sources of funding from state, federal and private sources in order to expand instructional programs and student services, and to continue the planning and construction of facilities at both colleges.

- Effectively managing the District's financial resources and ensuring appropriate and equitable distribution of resources to the colleges and operating units.
- Fostering participatory governance and decision making, thereby promoting collegiality and respect among all constituencies.
- Establishing strategies to manage increasing enrollment demand with an emphasis on student success, retention and transition from non-credit to credit programs.
- Bringing expertise, knowledge and experience to collective bargaining and conflict resolution to ensure productive labor relations with faculty and staff associations.
- Supporting technology in the classroom and reviewing, upgrading, and maintaining equipment and technology systems for teaching, distance learning, and administration.
- Invigorating campus foundations and providing leadership in *fundraising and* economic development by expanding partnerships with business, industry, and government, while promoting community involvement and support for the District and its campuses.
- Enlisting support for events and programs that celebrate the cultural diversity of the District and its surrounding communities.

PREFERRED QUALIFICATIONS

The position requires a master's degree from an accredited institution and demonstrated sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students. An earned doctorate from a regionally accredited university is preferred. The preferred professional background of the candidate should also include faculty and senior-level administrative experience in community colleges, and/or other accredited, post secondary educational institutions.

PERSONAL & PROFESSIONAL CHARACTERISTICS, SKILLS AND COMPETENCIES

The Chancellor will be...

Trustworthy and noted for integrity and honesty personally and professionally.

Student centered, with an appreciation for the role of student services in student success.

An individual with appreciation for ethnic, cultural and social diversity.
Confident, courageous, self-assured, well organized and politically adept.
Patient, consistent, decisive and a problem solver.
Open and accessible, with a sense of humor.
Enthusiastic and a morale builder.
Technologically knowledgeable and competent.
A mentor and a proponent of professional development.

The Chancellor shall have knowledge of, and demonstrated leadership in ...

Collaborative decision making, with an ability to forge consensus on difficult issues.
Human relations, team building and delegation.
Image building, marketing and effective communication with the media.
Effective management, with timely implementation of decisions and plans.
Communication, through both the written and the spoken word, listening and providing effective feedback.
Budgeting, resource allocation, facilities and planning.
Multi-college districts.
Securing funding from state, local, federal and private sources.

THE APPLICATION PROCESS

In order to be considered for this position, candidates must submit, in electronic form, a letter of application, preferably five pages or less, describing the candidate's background and experience in relationship to the CHALLENGES AND OPPORTUNITIES of the Rancho Santiago Community College District. Applicants should cite specific examples from background and experience to demonstrate knowledge and expertise necessary for this position, indicating to what extent personal characteristics, professional skills and competencies match those sought for this position. In addition, candidates must submit a current resume to include the names, business and home telephone numbers of eight references, including two supervisors, two subordinates (including one support staff

member), two faculty and two community members. Preferably, references are to be from current and former institutions. References will not be contacted without the candidate's permission. All application materials must be submitted electronically through the employment section on the RSCCD website: www.rsccd.edu.

Completed application materials will be reviewed as they are received. The chancellor search committee will begin interviewing applicants in April 2010. Submissions of complete application materials are especially encouraged prior to that time. Applications will be accepted until the position is filled.

For inquiries or additional information contact:

Community College Search Services

Dr. Alfred P. Fernandez

Phone: (805) 650-2546; Fax (805) 650-8469

Email: ccss@sbcglobal.net

Dr. James Walker

Phone: (805) 279-0009; Fax (805) 879-2122

Email: walkerjw@sbcglobal.net

All inquiries, nominations and applications will be held in strict confidence.

The Rancho Santiago Community College District is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To: Board of Trustees	Date: January 11, 2010
Ref: Approval of Community Representatives on Chancellor Screening Committee	
Action: Request for Action	

BACKGROUND

At the December 7, 2009 meeting, the Board of Trustees approved the composition of the Chancellor Screening Committee, which included one community representative from the Santa Ana College service area and one community representative from the Santiago Canyon College service area.

ANALYSIS

The Board may want to select those community representatives at this time.

RECOMMENDATION

It is recommended that the Board of Trustees approve one community representative from the Santa Ana College service area and one community representative from the Santiago Canyon College service area to serve on the Chancellor Screening Committee.

Fiscal Impact:	None	Board Date:	January 11, 2010
Item Prepared by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Submitted by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		
Item Recommended by:	John Didion, Executive Vice Chancellor of Human Resources and Educational Services		

Board of Trustees
January 11, 2010

Conference Docket
No. 3.5

CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

LEGISLATIVE ADVOCACY TRIP
Sacramento, California – January 23-25, 2010

1 Board Member
(Lisa Woolery)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Student Services Division**

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Memorandum of Understanding with Orange County Health Care Agency, Behavioral Health Services for the Creation of Veterans Student Center at Santa Ana College	
Action: Request for Approval	

BACKGROUND

A Veterans' Task Force was created at SAC in Summer 2008 and has been seeking resources to provide additional support to veterans attending RSCCD ever since. Over the last several years there has been increased focus on veterans returning to college, and the significant challenges that they face with trying to reintegrate with their peers. Veterans returning from Afghanistan and Iraq are completing significantly more deployments, with increased exposure to combat situations than any of our previous veteran populations resulting in them coming to college with considerably more challenges, including debilitating stress, feelings of isolation, anger and frustration, physical and psychological disabilities, and loss of career goals and/or motivation. While we have programs on campus that are able to address many of their needs, we're finding that veterans are reluctant to engage "civilians" in these discussions. The Veterans' Task Force at Santa Ana College, in partnership with Orange County Mental Health, is proposing the creation of a Veterans' Student Center (The Drop Zone), where student veterans can connect with each other, participate in informative workshops and academic support, attend support groups, and be referred to on-campus and off-campus resources. A key component to the project will be a Peer Mentor Training Program for "veterans to serve veterans". This program will complement the college's current Veterans Affairs Office which provides veterans with the help they need to access GI benefits, but is unable to provide additional counseling or support services.

ANALYSIS

The proposed collaboration between Orange County Mental health and RSCCD (via Santa Ana College) would expand programs and services for this deserving and high need population in our service area.

RECOMMENDATION

It is recommended that the Board of Trustees approve this memorandum of understanding with Orange County Health Care Agency, Behavioral Health Services for the creation of a Veterans Student Center at Santa Ana College.

Fiscal Impact:	None	Board Date: January 11, 2010
Prepared by:	Jane Mathis, Associate Dean DSPS, Santa Ana College Sara Lundquist, Ph.D., Vice President of Student Services	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**MEMORANDUM OF UNDERSTANDING BETWEEN THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND THE
ORANGE COUNTY HEALTH CARE AGENCY,
BEHAVIORAL HEALTH SERVICES**

This Memorandum of Understanding (MOU) is made and entered into as of January 11, 2010 between THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD) on behalf of SANTA ANA COLLEGE (SAC) and ORANGE COUNTY HEALTH CARE AGENCY (HCA) to create a veterans' student center at SAC. The program will focus on early identification and prevention of mental health issues for veterans enrolled in the RSCCD district. The center or "Drop Zone" will provide advisement and referrals to resources, both on and off campus, psycho-educational workshops, and support groups. All parties will jointly coordinate their efforts in the following manner to maximize the benefits of this mutual MOU:

1. SAC will provide an office space located within a student services office area (SAC Learning Center, U 103) to be designated as the "Drop Zone". HCA will provide hardware, computers, printers and supplies to support the project. SAC will provide computer software, internet access and support.
2. HCA will provide staffing for the "Drop Zone" at a minimum of 12 hours per week, with the option to expand based on the program needs. Project staff has been identified and his resume is attached (Appendix I). All costs, including salary, benefits and liability insurance will be covered by HCA. SAC will provide two parking permits for staff affiliated with the "Drop Zone".

3. An advisory group will be formed for the "Drop Zone" and will meet bi-monthly to review the progress of the program. This group will be made up of administrators, faculty and staff from both RSCCD and HCA (Appendix II).
4. Jane Mathis, Associate Dean, Disabled Students Programs & Services (DSP&S) will serve as the on-site administrator for the program. All decisions regarding staffing and service delivery for the "Drop Zone" will be authorized through the site administrator.
5. Day to day operational issues will be handled by the on-site administrator. All Orange County personnel issues will be immediately referred to Orange County HCA. Decisions regarding program development and planning will be a collaborative process addressed through the advisory board.

This effort will be conducted within the following terms and conditions:

1. No funds are obligated under this MOU and each party shall bear the full cost it incurs in performing, managing and administering its responsibilities under this MOU.
2. The parties agree to communicate with each other on a regular basis, but at a minimum once a month, on subject matter relating to this MOU.
3. This MOU shall be effective for a period of one (1) year beginning on January 12, 2010. This MOU will be automatically renewed annually for a period of five years unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term.
4. All parties acknowledge that each is an independent RSCCD to the other, and nothing contained herein shall be deemed to create an agency, joint venture,

3. An advisory group will be formed for the "Drop Zone" and will meet bi-monthly to review the progress of the program. This group will be made up of administrators, faculty and staff from both RSCCD and HCA (Appendix II).
4. Jane Mathis, Associate Dean, Disabled Students Programs & Services (DSP&S) will serve as the on-site administrator for the program. All decisions regarding staffing and service delivery for the "Drop Zone" will be authorized through the site administrator.
5. Day to day operational issues will be handled by the on-site administrator. All Orange County personnel issues will be immediately referred to Orange County HCA. Decisions regarding program development and planning will be a collaborative process addressed through the advisory board.

This effort will be conducted within the following terms and conditions:

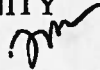
1. No funds are obligated under this MOU and each party shall bear the full cost it incurs in performing, managing and administering its responsibilities under this MOU.
2. The parties agree to communicate with each other on a regular basis, but at a minimum once a month, on subject matter relating to this MOU.
3. This MOU shall be effective for a period of one (1) year beginning on December 8, 2009. This MOU will be automatically renewed annually for a period of five years unless otherwise indicated in writing by one of the parties at least thirty (30) days prior to the end of the term.
4. All parties acknowledge that each is an independent RSCCD to the other, and nothing contained herein shall be deemed to create an agency, joint venture,

franchise or partnership relation between the parties, and no party shall so hold itself out. No party hereto shall have the right to obligate or bind any other party in any manner whatsoever, and nothing contained in this MOU shall give or is intended to give any right of any kind to third persons.

5. RSCCD shall indemnify, defend, and hold COUNTY, its elected and appointed officials, officers, employees, agents and those special districts and agencies for which the COUNTY's Board of Supervisors acts as the governing Board ("COUNTY INDEMNITEES") harmless from and against any and all liability, loss, expense, 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 or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions, including the actual or alleged sexual misconduct of RSCCD, its officers, employees, or agents.
6. COUNTY shall indemnify and hold RSCCD, its appointed officials, officers, employees, and agents harmless from and against any and all liability, loss, expense, 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, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions including the actual or alleged sexual misconduct of COUNTY, its officers, employees, or agents.
7. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to indemnify as to claims or cause of action asserted.

8. COUNTY and RSCCD warrant that they are self-insured or maintain policies of insurance placed with reputable insurance companies licensed to do business in the State of California which insure the perils of bodily injury, medical, professional liability and property damage.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT



THE ORANGE COUNTY HEALTH CARE
AGENCY

By _____

By _____

Peter J Hardash
Vice Chancellor, Business Operations & Fiscal
Services

David Riley
Director

Date _____

Date _____

APPENDIX I:

Glen Sutch
405 5th Street, # 211
Santa Ana, CA 92701
714-834-4186

Education

M.S. Counseling (Marriage and Family Therapy): California State University, Fullerton, California; 2002

B.A. General Psychology: Carson-Newman College, Jefferson City, Tennessee; 1990

Experience

- Marriage and Family Therapist Intern, Veteran's Services 31 Jul 2009- Present
- Marriage and Family Therapist Intern, AOD Prevention Team 1 Nov. 2006-30 Jul 2009
- Marriage and Family Therapist Intern, DUI Court Unit 16 Feb 2005-31 Oct 2006
- Marriage and Family Therapist Trainee, Addictions Therapist 1 Jan 2001-31 May 2002
- Correctional Programs Supervisor, O.C. Sheriff-Coroner Department 16 Feb 1999-15 Feb 2005
- Gunnery Sergeant, USMC (Ret) 28 May 1976-31 Jan 1999

Affiliations/Memberships

- California Association of Marriage and Family Therapists, Member Sept 2001-Present
- Counseling Alumni Association, CSUF Co-President 2006-Present
- American Legion, Member 1999 to Present
- Orange County Veterans Advisory Council, Member at Large, Dist 4 2006-2007
- American Association of Christian Counselors 2001-Present

APPENDIX II

Drop Zone Advisory Committee

Jane Mathis, Associate Dean DSPS, SAC

Maureen Robles, Veterans' Services Coordinator, OCHCA

Glenn Sutch, MFT Intern OCHCA

Clayton Chau, Associate Medical Director, OCHA

Phi Loan Le, Psychologist, SAC

2 Veteran Student Representatives, SAC

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

To: Board of Trustees	Date: January 11, 2010
Re: Approval of New OTA Agreement – Western Hand and Orthopedic Center	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Western Hand and Orthopedic Center in Westlake Village, California.

Fiscal Impact:	None	Board Date: January 11, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Western Hand and Orthopedic Center**, hereinafter called the Agency, and **Rancho Santiago Community College District**, on behalf of Santa Ana College, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy 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 Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Student Workmen's Compensation
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES 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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.

6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or 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 loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this

SAC-09-070

Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

BBK

**District: Rancho Santiago Community
College District**

2323 N. Broadway
Santa Ana, CA 92706

Agency:

Western Hand and Orthopedic Center
660 Hampshire Road, Suite 200
Westlake Village, CA 91361

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Dr. Walter Buckley
Owner

Date: _____

Date: _____

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

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Renewal of OTA Agreement – Select Therapy Inc.	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Select Therapy, Inc., in Aliso Viejo, California.

Fiscal Impact:	None	Board Date: January 11, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Select Therapy Inc.**, hereinafter called the Agency, and **Rancho Santiago Community College District**, on behalf of Santa Ana College, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy 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 Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Student Workmen's Compensation
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund.

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency at a mutually agreed upon time prior to the beginning of the school term and subject to revision in instances of conflicts with agency patient care responsibilities and/or District interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES 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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.

6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or 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 loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A.** Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B.** Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C.** Occupational Therapy 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 that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the current term or semester, prior to such termination becoming effective.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

[Handwritten initials]
**District: Rancho Santiago Community
College District**

2323 N. Broadway
Santa Ana, CA 92706

Agency:

SELECT THERAPY INC.
27071 ALISO CREEK RD, Ste 100
ALISO VIEJO, CA 92656

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

JUDY ELMORE
VP, ANCILLARY SERVICES

Date: _____

Date: _____

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

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Renewal of OTA Agreement – Glendale Adventist Medical Center	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for two (2) years or until termination by written notice of either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Glendale Adventist Medical Center in Glendale, California.

Fiscal Impact: None	Board Date: January 11, 2010
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

CLINICAL AFFILIATION AGREEMENT

This Agreement made and executed at Glendale California effective the 11th day of January, 2010 between Rancho Santiago Community College District on behalf of Santa Ana College, 1530 W 17th St., Santa Ana, CA 92706 herein referred to as the "District" and Glendale Adventist Medical Center, 1509 Wilson Terrace, Glendale CA 91206 herein referred to as "GAMC" is made on the basis of the following recitals:

WITNESSETH

WHEREAS, it is agreed by the aforesaid parties to be of mutual interest and advantage that the students enrolled in the Occupational Therapy Assistant program at the District be given the benefit of facilities for clinical experience, and;

WHEREAS, the District and GAMC on this date authorize the execution of an Agreement to cover such services;

NOW THEREFORE, the District enters into the following Agreement with GAMC to obtain, for a mutually agreed upon number of students of the District's prescribed program, or any part thereof, clinical laboratory experience within GAMC.

The agreed upon responsibilities of the parties are as follows:

GAMC RESPONSIBILITIES

GAMC SHALL.

A. Cooperation

- 1 Provide cooperation to help insure the success of the program.
2. Provide access to information for education purposes as determined by GAMC.
3. Permit District access to the appropriate clinical areas. GAMC may permit said District to participate in patient care when appropriate.
4. GAMC retains full administrative and clinical responsibility for the care of its patients. Students, as participants in this education program, shall not replace GAMC staff.

B. Coordination

Comply with the administrative policies on Student Training.

C. Facilities

- 1 Permit use of parking facilities by District employees, students or agents in appropriate areas.
2. Permit use of the cafeteria, when open, by District students, faculty or agents for purposes of purchasing and/or eating food.
3. Permit the use of conference rooms for educational purposes under the guidance and supervision of clinical faculty when available.

D. Library

Permit use of GAMC's medical library by the District's Faculty and Students.

E. Equipment

SAC-09-072

Clin Affil. Santa Ana Coll. Occ.Th Asst. 09

Make available equipment necessary for effective clinical instruction, as approved by GAMC supervisory personnel.

F Clinical Experience

Provide resource person(s) to help coordinate suitable clinical experiences in patient care/non-patient care compatible with the adopted curriculum of the District.

G. Student Numbers

Accept students from District, not to exceed an acceptable number as agreed between District and GAMC.

DISTRICT RESPONSIBILITIES

THE DISTRICT SHALL.

A. Educational Programs

Be responsible, after consultation with GAMC, to plan and conduct the educational program for the clinical period.

B. Objectives

Provide GAMC with written material stating the philosophy and objectives of the District and the objectives of the curriculum pertaining to clinical experience. Faculty of the District will meet with GAMC's appointed representative(s) to clarify and discuss objectives and student schedules prior to the beginning of each affiliation.

C. Clinical Coordination

Insure that conferences with GAMC staff, District personnel and student(s) are scheduled on a routine basis.

D. Scheduling

Submit a listing of student names, in advance, scheduled for clinical rotations at GAMC. All plans for clinical experience shall be subject to the approval of GAMC's designated coordinator

E. Health Certification

- 1 The District agrees to assume full responsibility for ascertaining that student health status and physical condition are in conformance with GAMC health requirements.
2. The District agrees to assume full responsibility for instructing the students in all applicable state or federal mandated topics affecting health care providers such as hazardous materials, blood borne pathogens, and TB exposure.

F Policies

Agree that employees, agents, or students will abide by all applicable policies of GAMC while using its facilities. Any employee, agent or student found to be in violation of GAMC policy, rules and regulations, or otherwise jeopardizing the safety of others, may be removed temporarily, or permanently, from the clinical experience at the option of GAMC or District. If GAMC exercises this option they shall notify, in writing, the District of any such action.

SAC-09-072

Clin. Affil. Santa Ana Coll. Occ. Th. Asst. 09

G. Legal Compliance

Warrants that this program will be conducted in accordance with all applicable laws and the regulations of any applicable governmental Board or Boards. The District will be responsible for ensuring its employees, agents, or faculty meets all regulatory requirements based on their scope of practice.

H. Insurance

Throughout the term of this Agreement, District and GAMC shall maintain, at each party's sole cost and expense, policies of insurance or self insurance providing coverage for general liability and professional liability in the minimum amount of \$1 million per occurrence, \$3 million annual aggregate, as may be necessary to protect the party and its employees, agents, or representatives in the discharge of its or their responsibilities and obligations under this Agreement. If students are not required to maintain personal professional liability insurance by the terms of this Agreement, District shall assume full responsibility for including such students as covered individuals within its policy of insurance or self-insurance. District shall provide evidence of all policies of insurance or self-insurance required in the Agreement by certificates provided to GAMC prior to the effective date of this Agreement.

District agrees to maintain Workers' Compensation Insurance covering its personnel employed to perform services pursuant to this Agreement in accordance with any applicable Worker's Compensation Law. District agrees to maintain business Automobile Liability Insurance or an equivalent program of self-insurance (owned, non-owned and hired automobiles included) with a combined single limit of no less than \$1 million per occurrence payable only after the insured faculty's own private insurance has been exhausted. However, the said insurance coverage of at least \$1 million is required only if faculty are required to use personal automobiles in the course of this clinical experience. Students are responsible for their own automobile insurance.

District shall require each student to arrange for his or her own health insurance.

GAMC shall, at any time when a student or faculty is participating in the clinical experience at GAMC, provide to students or faculty necessary emergency health care or first aid for accidents occurring in its facilities. GAMC is not obligated to assume financial responsibility for such care and may request reimbursement from District, faculty or student as necessary

GAMC PROPERTY

The District agrees to assume full responsibility for cost or replacement of equipment and or property that is broken or damaged due to negligence on the part of its employees, agents, or students.

CONFIDENTIALITY OF MEDICAL INFORMATION

No student or faculty shall have access to or have the right to review any medical record or patient information, except where necessary in the regular course of the program. The discussion, transmission, or narration in any form by students or faculty of any patient information of a personal nature, medical or otherwise, obtained in the regular course of the program is forbidden except as a necessary part of the program.

MUTUAL AGREEMENT

A. Status of Students

SAC-09-072

Clin. Affil. Santa Ana Coll. Occ. Th. Asst. 09

It is understood that the students participating in the program are not employees or agents of GAMC, and the students shall receive no compensation whatsoever. GAMC retains full administrative and clinical responsibility for the care of its patients. Students and faculty, as participants in this education program, shall not replace GAMC staff.

B. Period of Agreement

This Agreement shall commence on January 11, 2010, and shall continue until such time as the Agreement is terminated as provided herein or on expiration of a two year term whichever occurs first. This Agreement may be terminated by either party, with or without cause, upon sixty (60) day advance written notice to the other party. If termination occurs prior to the conclusion of the current clinical rotation, GAMC will allow current students assigned to GAMC to complete the rotation.

INDEMNIFICATION/HOLD HARMLESS

All parties to this agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or 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 loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

District agrees to indemnify and hold GAMC harmless against any and all loss and expense, including attorney fees and costs, by reason of liability imposed or claimed to be imposed by law upon GAMC for damage because of bodily injuries, including death at any time resulting therefrom, or on account of damage to property, sustained by any person or persons, arising out of or in consequence of the performance of the terms of the Agreement, providing such bodily injuries, death, or damage to property arising are claimed to have arisen out of negligence or any other grounds of legal liability, including violation of any duty imposed by statute or ordinance or regulation, on the part of the District or its employees, agents, or students.

Neither any termination of this Agreement nor completion of the acts performed under this Agreement shall release the District from the obligation to indemnify GAMC as to any claim or cause of action decided to have occurred prior to the effective date of such termination or completion.

GAMC agrees to indemnify and hold harmless District against any and all loss and expense, including attorney fees and costs, by reason of liability imposed or claimed to be imposed by law upon District for damage because of bodily injuries, including death at any time resulting therefrom, or on account of damage to property, sustained by any person or persons, arising out of or in consequence of the performance of the terms of the Agreement, providing such bodily injuries, death, or damage to property arising are claimed to have arisen out of negligence or any other grounds of legal liability, including violation of any duty imposed by statute or ordinance or regulation, on the part of GAMC or its employees and agents.

Neither any termination of this Agreement nor completion of the acts performed under this Agreement shall release GAMC from the obligation to indemnify District as to any claim or cause of action decided to have occurred prior to the effective date of such termination or completion.

This Agreement may only be amended or modified in writing by written mutual agreement of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers on the day and year first above written.

YJB

Rancho Santiago Community College District on behalf of Santa Ana College

Peter J. Hardash, Vice Chancellor,
Business Operations and Fiscal Services

Date

Glendale Adventist Medical Center

Name and Title of Authorized Representative (CEO, CFO, VP of Pt. Care Serv.)

Signature of Authorized Representative

Date

GAMC District
Verification Form

Welcome to Glendale Adventist Medical Center We hope you and your students have a fulfilling experience in our facilities.

The following is a self-study handbook containing the required orientation material for those students who are affiliated with Glendale Adventist Medical Center It will be the responsibility of the instructor of the District to ensure that each student has read the handbook and completed the quiz prior to their hospital experience. After the students complete the above, fill out this form.

The following items must be returned to GAMC Education Department at least two weeks prior to the students first day at any of our facilities:

- * GAMC District Verification Form completed (including TB verification).
- * Current contract that meets the legal and insurance requirements.
- * Confidentiality Statements (one for each student).

District: _____

Instructor: _____

Clinical Experience Date: Start: _____ End: _____

Days of the week: _____ Time of the Day: _____

GAMC Facility Units/Departments to be Used: _____

The students listed below have been cleared for TB screening.

Instructor: Print _____ Signature _____ Date _____

The material in the GAMC District Handbook has been presented to the following students and they have a clear understanding of the contents.

Instructor: Print _____ Signature _____ Date _____

I have read the GAMC District Handbook and understand the material. I agree to comply with the material covered in the handbook as well as GAMC standards, policies and procedures.

Student Name (Print)	_____
Student Signature	_____ Date _____
Student Name (Print)	_____
Student Signature	_____ Date _____
Student Name (Print)	_____
Student Signature	_____ Date _____
Student Name (Print)	_____
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Student Name (Print) _____
Student Signature _____ Date _____

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

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Renewal of OTA Agreement – Downey Regional Medical Center	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for three (3) years or until termination by written notice of either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Downey Regional Medical Center in Downey, California.

Fiscal Impact: None	Board Date: January 11, 2010
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	



**Downey Regional Medical Center
HEALTH SCIENCE EDUCATION AGREEMENT**

THIS HEALTH SCIENCE EDUCATION ("AGREEMENT"), made and entered into, effective as of January 11, 2010, by and between **Rancho Santiago Community College District**, on behalf of Santa Ana College Occupational Therapy Assistant Program hereinafter called the ("**Educational Institution**"), and **Downey Regional Medical Center**, hereinafter designated as the ("**Hospital**").

PART I: BASIS AND PURPOSE OF AGREEMENT

WHEREAS, the Educational Institution and the Hospital acknowledge a public obligation to contribute to health science education for the benefit of students and to meet community needs.

WHEREAS, the Educational Institution provides approved programs in health science, which require clinical experience for students enrolled in these programs.

WHEREAS, the Hospital has facilities suitable for the clinical needs of the Educational Institution Program in health science.

WHEREAS, it is to the benefit of both the Educational Institution and the Hospital that health science students have opportunities for clinical experience to enhance their capabilities as practitioners.

NOW THEREFORE, in consideration of the promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, parties agree as follows:

PART II: GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE EDUCATIONAL INSTITUTION

1. The Educational Institution shall assume full responsibility for offering its educational program, and for all eligibility factors, for accreditation of its programs by the Accreditation Council for Occupational Therapy Education and the American Occupational Therapy Association.

2. The Educational Institution agrees in so far as its program takes place at the Hospital to abide by existing policies, procedures and rules of the Hospital, and those laws, regulations and rules under which the Hospital operate.
3. The Educational Institution agrees to hold harmless, indemnify and defend the Hospital, its directors, officers, agents and employees, from any liability to the Educational Institution, its directors, officers, agents, employees, and contractors, or to any third party, (collectively, the "Educational Institution Parties"), for any loss, cost, claim, damage, or expense arising out of any act, or failure to act by the Educational Institution Parties during the performance of this Agreement, including the rendition of any service by any faculty member or student of the Educational Institution in performing activities under or pursuant to this Agreement.
4. The Educational Institution shall plan days and hours of clinical experience for its students. All such plans for observation and/or clinical experience shall be subject to the approval of the Hospital.
5. The Educational Institution shall assume responsibility for the development, organization, and implementation of its program's curriculum.
6. The Educational Institution shall assume the responsibility for supervision of students and for instruction required in each program, except in such instances when an individual preceptorship has been formally planned and arranged.
7. The Educational Institution shall mandate that its faculty members attend a Hospital orientation to Hospital facilities at least two weeks prior to the start of each semester. Faculty members who have completed a Hospital orientation within one year prior to the semester are exempt from this requirement. The Educational Institution shall provide the Hospital all licenses, certifications, and qualifications of its faculty as may be requested by the Hospital.
8. The Educational Institution shall carry Worker's Compensation Insurance covering all Educational Institution personnel as required by State law. The Educational Institution shall supply the Hospital with documentation evidencing such coverage as requested.

9. The Educational Institution shall provide, for all program participants, liability insurance with limits no lower than \$1,000,000 per occurrence, \$3,000,000 aggregate, in a form acceptable to the Hospital. The Educational Institution shall provide to the Hospital, within (30) days of the effective date of this Agreement, documentation evidencing such coverage. The Hospital shall be provided with ten (10) days notice prior to any cancellation or modification of any such insurance policy (ies).
10. The Educational Institution has the privilege of regularly scheduled meetings with the Hospital staff, including both selected floor personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in health science.
11. All students must meet the standards of health and physical fitness and shall provide verification to the Hospital of an annual physical exam including TB testing prior to attendance in the program at the Hospital
12. All students having direct patient contact will be required to provide proof of rubella immunization, positive titer or be screened for rubella titer prior to attendance in the program at the Hospital.
13. All students having patient care contact and/or possible exposure to blood or bloody body fluids must provide proof of hepatitis B immunization or a signed declination prior to attendance in the program at the Hospital.
14. All students must undergo a criminal background check prior to the start of their rotation at the hospital. The criminal background must include:
 - a. Social Security number trace
 - b. Request licensure and/or certification
 - c. Criminal history search (Superior and Municipal Courts where applicable)
 - d. Sexual Offender Identification

The Educational Institution shall provide written verification to the hospital of the completion of the criminal background check for each student prior to the start of student rotations at the Hospital.

When a student is found to have a criminal record, the information must be forwarded to the Hospital prior to the placement of the student. The Hospital will evaluate each situation, and Hospital reserves the right to deny placement.

15. Faculty and students will treat to all patient/staff information to which they are privy at the Hospital with strict confidentiality, and shall not disclose any such patient or staff information to any one at anytime.

PART III: GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE HOSPITAL

1. The Hospital will maintain the standards which make it eligible for approval as a clinical area for instruction in an accredited program.
2. The Hospital staff may participate in the educational program on request of the Educational Institution instructor. This may be resource persons, clinical experts, or others for assisting in the planning and implementation of aspects of clinical education. Such participation will be voluntary and shall not interfere with assigned Hospital duties.
3. The Hospital will designate a staff member who will function as Education Coordinator for education uses of the Hospital facilities, including in joint planning with representatives of all involved health science programs.
4. The Hospital will permit the faculty and students of the Educational Institution to use its patient care and patient service facilities for clinical education according to the approved curricula. The Hospital will retain responsibility for nursing care and related duties when nursing students are providing care within a patient care unit.
5. The Hospital agrees to hold harmless indemnify and defend the Educational Institution, its directors, officers, agents and employees, for any liability to Hospital, its directors, officers, agents, employees, and contractors (collectively the "Hospital Parties"), or to any third party for any loss, cost, claim, damage, or expense arising out of any act, or failure to act by the Hospital Parties during performance of this Agreement, including the rendition of any service by personnel of the Hospital in performing activities under or pursuant to this agreement.
6. The Hospital shall provide opportunities for students to have experience in giving and/or observing service to clients. At all times, a Hospital registered nurse will retain full accountability and responsibility for the nursing care of a patient.
7. Upon request, the Hospital shall permit Santa Ana College faculty to make site visits to the facilities.

8. The Hospital shall provide only emergency care for students or faculty at the expense of the student or faculty.
9. The Hospital will permit reasonable educational use of such supplies and equipment as are commonly available for patient care.
10. The Hospital will permit use of the following facilities and services by students and faculty at such times and to the degrees considered feasible by the Hospital.
 - a. Parking areas.
 - b. Locker, storage and dressing facilities.
 - c. Food services.
 - d. First aid treatment.
 - e. Classroom and conference room space as available.
 - f. Equipment demonstration areas.
 - g. Access to sources of information for educational purposes, such as:
 - 1) Charts, nursing station reference, Kardex files.
 - 2) Procedure guides, policy manuals.
 - 3) Medical dictionaries, pharmacology references, and other references suitable to the clinical area.
 - 4) Books and periodicals in the Medical Library.
11. The Hospital may refuse access to its clinical areas to students or Educational Institution faculty who do not meet its employee standards for safety, health, cooperation, or ethical behavior pending investigation and resolution of the matter by the Hospital and the Educational Institution.

PART IV: JOINT RESPONSIBILITIES AND PRIVILEGES

1. Neither the Educational Institution nor the Hospital shall permit their respective students, faculty, or other personnel to publish any material relative to their clinical experience under this Agreement without prior written approval of both the Educational Institution and the Hospital. Each party to this Agreement shall take affirmative steps to prevent their respective students, faculty and other personnel from publishing such unauthorized material described above.

Each party shall require that all personnel involved with this health science program shall receive written notification of this provision and all regulations promulgated thereunder prior to their commencement of participation in said program.

PART V: STATUS OF STUDENTS

1. Students and faculty members of the Educational Institution shall be licensees of the Hospital for the limited purposes expressed in this Agreement. Such students and faculty shall not at any time be deemed employees or the agents of the Hospital. Neither party to this Agreement shall be obligated to pay any monetary compensation to the other or to any student.
2. Students are subject to the authority, policies and regulations of the Educational Institution. They are also subject, during clinical assignments, to applicable Hospital regulations and must conform to the same standards as are set for Hospital employees in matters relating to the welfare of patients and general Hospital operation, which include but are not limited to accrediting agency standards, and State and Federal regulations.

PART VI: PERIOD OF AGREEMENT

1. This Agreement shall be effective as of January 11, 2010 and shall continue thereafter for three (3) years and terminate on January 10, 2013 unless earlier terminated by the parties as provided herein.
2. This Agreement may be terminated by either party, with or without cause, upon thirty (30) days written notice to the other party as provided for herein.
3. It is the express agreement and understanding of the Hospital and the Educational Institution that this Agreement affects the rights, duties, and obligations of only the Hospital and the Educational Institution, and that it is not intended to, nor does it affect the rights, duties or obligations of, nor does it insure to the benefit of any third party.
4. Any amendment to this contract must be in writing and signed by both the Hospital and the Educational Institution.

In Witness whereof, the Parties have duly executed this Agreement.

For Downey Regional Medical Center

By _____
Rob Fuller
Executive Vice President
Date

[Handwritten signature]

For the Educational Institution

By _____
Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services
Rancho Santiago Community College District
Date

12/98; 7/00; 9/02; 12/04; 4/05

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: January 11, 2010
Re: Approval of New Pharmacy Technology Agreement – Austin Drugs	
Action: Request for Approval	

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is a new agreement.

ANALYSIS

This new clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall remain in effect for five (5) years or until terminated by either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Austin Drugs in Buena Park, California

Fiscal Impact:	None	Board Date: January 11, 2010
Prepared by:	Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**STANDARD CLINICAL AFFILIATION AGREEMENT
PHARMACY TECHNICIAN**

This standard Clinical Affiliation Agreement (the "Agreement") is made and entered into this 11th day of January 2010 by and between the Rancho Santiago Community College District, a public educational agency ("District") located at 2323 N. Broadway, Santa Ana, CA 92706-1640 and Austin Drugs ("Clinical Facility") located at 6970 Aragon Cir #3, Buena Park, CA 90620

WHEREAS, District and Clinical Facility desire to contribute to community health education;

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

WHEREAS, District has obtained all necessary licenses, consents and/or approvals to conduct the Program from the State of California and any other applicable government agency;

WHEREAS, Clinical Facility operates a duly licensed health care agency at the address listed above and has obtained all necessary licenses, consents, and approvals;

WHEREAS, as part of the Program, students are required to participate in a clinical experience rotation;

WHEREAS, District desires to affiliate with the Clinical Facility in order that students may participate in a clinical experience rotation at the Clinical Facility; and

WHEREAS, District and Clinical Facility desire to enter into this Agreement to memorialize their respective rights, duties, and obligations with respect to the clinical experience rotation of students of the College's Program.

For purposes of this Agreement, the following definitions shall apply:

"District" shall refer to the Rancho Santiago Community College District, its member Colleges, the District's Governing Board, and each of their trustees, employees, agents, representatives, successors and assigns;

"College" shall refer to Santa Ana College, and each of its employees, agents, representatives and assigns;

"Clinical Facility" shall refer to Austin Drugs, its parents, subsidiaries, related companies, and each of their officers, directors, employees, agents, representatives, successors, and assigns;

The "Program" shall refer to the Clinical training in health science programs as identified and described in this Agreement; and

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

TERMS

1. **Clinical Experience Rotation.** Clinical Facility agrees to provide students of the Program who are specified by College with a clinical experience rotation ("Rotation"), in accordance with standards established by governmental agencies and recognized professional accrediting agencies, and subject to the terms and conditions of this Agreement.
2. **Development of Curriculum.** College shall be fully responsible for the development, planning, and administration of the program, including, without limitation, programming, administration, matriculation, promotion and graduation. College acknowledges and agrees that the Rotation is intended to meet certain educational performance objectives, and College shall provide a copy of such performance objectives to Clinical Facility on or before student placement. Clinical Facility shall be fully responsible for the availability and appropriateness of the learning environment in relation to the program's written objectives.
3. **Exposure to Bloodborne Pathogens.** Program students and college faculty will comply with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992 (the "Regulations"), including but not limited to responsibility as the employer to provide all program students with (a) information and training about the hazards associated with blood and other potentially infectious materials, (b) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (c) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (d) information as to the reasons the program student should participate in hepatitis B vaccination and post-exposure evaluation and follow-up.
4. **Applicable Procedure: Acceptance.** College agrees to provide Clinical Facility with a list of the name(s) of students who will be participating in a rotation.
5. **Nondiscrimination.** The parties agree not to discriminate in the selection, placement or evaluation of any student or faculty member because of race, creed, national origin, religion, sex, marital status, age, handicap, and/or medical condition.
6. **Academic Year.** The academic year consists of Fall and Spring semesters, Summer session and Winter break intersession.
7. **Rotation Schedule.** The rotation schedule shall be determined by College and Clinical Facility and may be amended from time to time by agreement of the parties. The number of students in each rotation shall be limited to a number mutually agreed upon by both parties, not to exceed the number specified by the accrediting agency(s).

8. **Orientation.** Clinical Facility and College shall provide an orientation for assigned students participating in each rotation.
9. **Compliance With Clinical Facility Rules.** Clinical Facility shall make available all applicable governing instruments, policies and procedures, rules and regulations of Clinical Facility to each student participating in a rotation, and student shall comply with these rules.

In providing the students with the clinical rotation that is the subject of this Agreement, Clinical Facility shall comply with all applicable laws, rules, regulations, statutes, polices, procedures, and ordinances and shall be consistent with the professional standards of a health care agency.

10. **Confidentiality of Patient Records.** Students and faculty understand and agree that Clinical Facility's patient files are confidential.
11. **Clinical Instructor (College).** College agrees to designate a coordinator for each program. The coordinator, who may be an academic instructor, shall be responsible for all teaching activities.
12. **Clinical Advisor (Clinical Facility).** Although the Instructor assigns the grade for the student, Clinical Facility via a Clinical Advisor may provide input to the clinical performance and evaluation of student(s), be a resource person for College's faculty and students, and shall communicate with the clinical coordinator designated by College regarding the clinical rotation and shall arrange formal orientation to the facility for the faculty and students.
13. **Supervision of Students.** The supervision, evaluation and direction of students while on site at Clinical Facility shall be the responsibility of the Clinical Advisor (Clinical Facility) or designee as guided by the instructional objectives. No direct, hands-on patient care shall be provided by participating students at Clinical Facility, except in accordance with all applicable laws, Clinical Facility rules, regulation, policies and procedures. District recognizes the patients' rights to refuse care provided by a student at Clinical Facility.
14. **Removal of Students.** Clinical Facility retains the right to exclude any student at any time from any clinical area. Any student who is asked to leave by Clinical Facility shall do so promptly and without protest. Clinical Facility shall also have the right, at any time, to request College to remove a student permanently from the rotation. Except as otherwise provided under any approachable policies, procedures, rules regulations, and/or under any law, any such removal shall not require compliance with any notice, hearing or other procedural requirements.
15. **Patient Care.** Nothing in this Agreement shall be construed as conferring any right or duty upon College, its students or faculty members, to control or direct patient care or operations at Clinical Facility. Clinical Facility shall maintain sole responsibility and accountability for patient care and shall provide adequate staffing in number and

competency to ensure safe and continuous health care during the term of this Agreement.

16. **Student Evaluation.** In the case of direct supervision of the students by the Clinical Instructor (College), he/she shall be responsible for student(s) evaluation. Unless otherwise mutually agreed between the Clinical Instructor (College) and the Clinical Advisor (Clinical Facility), Clinical Facility may be responsible for submitting input to the Clinical Instructor evaluating and appropriately documenting the performance of each student in the clinical rotation. The appropriate forms shall be provided by the Clinical Instructor. Nothing herein shall be construed as a guarantee by or obligation of Clinical Facility regarding the performance of any student during the rotation. College shall keep records on the progress and evaluation of each student's clinical experience during a rotation for a period of three (3) years following the end of the specific rotation in which the student is involved.
17. **Ongoing Communication.** College has the privilege of regularly scheduled meetings with Clinical Facility staff, including both selected unit personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating College's health care programs at a mutually agreed upon time.
18. **Materials.** College agrees to provide students with all educational material required during the clinical program.
19. **Access to Clinical Facility's Services/Facilities.** Clinical Facility agrees to provide students with access to the medical library, parking, lockers, food services and first aid where the Clinical Facility has those types of services/facilities available during its normal business hours.
20. **No Payments or Other Remuneration.** College agrees that no fees or monetary payments of any kind shall be exchanged between Clinical Facility, its agents and employees, and College, its agents, employees and students under the terms of this Agreement. Further, neither College, its staff members nor other representatives, shall attempt to bill or collect from any patient or from any other source fees for services provided to patients by said student.

The only exception shall be when Clinical Facility and College mutually agree to pay a Clinical Advisor a stipend for duties directly related to College's program.
21. **No Right To Employment.** The parties agree that the students of College shall not be considered employees, agents or volunteers of Clinical Facility, nor shall any student be entitled to any right, compensation, or other benefits normally afforded to employees of Clinical Facility, including but not limited to, Social Security, unemployment and workers' compensation insurance.
22. **Insurance Carried by the District.** 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 students

participating in the rotation. These coverages are in effect while the student is on-site at Clinical Facility.

23. **Insurance Carried By Clinical Facility.** Clinical Facility 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 with coverage for incidental contracts. A certificate of insurance must be provided that includes thirty (30) days notice of cancellation, modification, or reduction in said insurance. Clinical Facility shall deliver certificate(s) of insurance under Clinical Facility's comprehensive general liability insurance policy on or before the date of execution of this agreement. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall carry professional liability insurance for itself and each of its employee(s), partners, and/or representatives providing professional services at Clinical Facility, except for District's students and College faculty, in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. Clinical Facility shall provide District with thirty (30) days written notice prior to cancellation, or reduction in said insurance. Upon request, District shall be provided a copy of said policy.

Clinical Facility shall provide workers' compensation coverage for each of its employees.

24. **Student Health Records.** Any student participating in a rotation shall provide verification of annual T.B. screening. This record shall be maintained in the Department of Pharmacy Technology at the College.
25. **Student Medical Care.** To the extent that any first aid or emergency care is required in connection with an injury or illness incurred by a student during performance of his/her clinical training during a rotation, the student shall be treated by Clinical Facility as appropriate.
26. **Confidentiality of Student Records.** Clinical Facility shall keep confidential and shall not disclose to any person or entity (i) student application; (ii) student health records or reports; and/or (iii) any student records as defined in California Education Code Section 76210 and the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. paragraph 1232(g), concerning any student participating in the rotation, unless disclosure is authorized by (i) the student in writing, or (ii) disclosure is ordered by a court of competent jurisdiction. Clinical Facility shall adopt and enforce whatever policies and procedures are necessary to protect the confidentiality of student records as defined herein.
27. **Verification.** College warrants and represents that it has obtained all necessary approvals and consents from any and all agencies to enable Clinical Facility to offer the rotation to College's students participating in the Program. If requested by Clinical Facility, College will provide Clinical Facility with verification that the Program is duly licensed, duly accredited and/or certified, as applicable, by appropriate agencies. District covenants and agrees that at all times during the term

hereof it shall retain such licensure, accreditation and/or certification, and its Program and faculty members shall continue to meet any and all federal, state and local requirements.

28. **Indemnification**. All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities or the performance or 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 loss caused solely by the negligence or intentional acts of the no-indemnifying party or any of its agents or employees.
29. **Governing Law**. This Agreement shall be governed by and constructed in accordance with the laws of the State of California.
30. **Assignment**. Neither party hereto may assign this Agreement or delegate its duties hereunder without the prior written consent of the other party which can and may be withheld by either party in its sole and absolute discretion.
31. **Effective Date Termination**. This Agreement shall become effective January 11, 2010 through January 10, 2015, unless sooner terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) 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. 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.
32. **Notices**. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or by U.S. mail. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of ten (10) days after mailing.

To Clinical Facility:

ATTN: _____

To College:

Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
Attn: Pharmacy Technology

With a copy to:

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

- 33. Accreditation. The Clinical Facility shall be accredited by the appropriate organization, i.e., the Joint Commission on Accreditation of Healthcare Organizations, the American Osteopathic Association, or the National Committee on Quality Assurance.
- 34. Adequate Facilities. The Agency shall have adequate facilities to carry out services that meet, when applicable for pharmacy technician extern training, the intent of the "American Society of Health-System Pharmacist (ASHP) Guidelines: Minimum Standard for Pharmacies in Institutions" or "ASHP Guidelines on Pharmaceutical Services for Ambulatory Patients".
- 35. 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.

Clinical Facility

By: _____

Printed Name: _____

Title: _____

Date: _____

[Handwritten Signature]

Rancho Santiago Community College District

By: _____

Printed Name: Peter J. Hardash

Title: Vice Chancellor of Business Operations & Fiscal Services

Date: _____

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

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Renewal of Pharmacy Technology Agreement – Hoag Memorial Hospital Presbyterian	
Action: Request for Approval	

BACKGROUND

Students in the Pharmacy Technology program are required to participate in externship activities at sites throughout the community in order to gain practical field experience. This is necessary to apply the knowledge and skills learned in their college classes. This is a renewal agreement.

ANALYSIS

This renewal clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall remain in effect for five (5) years or until terminated by either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. The agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Hoag Memorial Hospital Presbyterian in Newport Beach, California.

Fiscal Impact: None	Board Date: January 11, 2010
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

**AFFILIATION AGREEMENT
BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
WHICH OPERATES SANTA ANA COLLEGE
AND
HOAG MEMORIAL HOSPITAL PRESBYTERIAN**

THIS AFFILIATION AGREEMENT is entered into and made effective this 11th day of January 2010, (the "Commencement Date"), by and between RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a public educational form agency ("District") located at 2323 N. Broadway, Santa Ana, California, and HOAG MEMORIAL HOSPITAL PRESBYTERIAN, a California nonprofit public benefit corporation ("AFFILIATE"), with reference to the following facts:

RECITALS

WHEREAS, District operates SANTA ANA COLLEGE ("COLLEGE") which conducts approved and accredited Allied Health Programs described and identified in Attachment 1 to this Agreement (cumulatively the "Program") to provide academic and professional education for Santa Ana College students ("STUDENTS") and desires access to facilities in which its STUDENTS can obtain broader clinical learning experiences; and

WHEREAS, AFFILIATE maintains facilities which can be used to furnish clinical learning experiences to STUDENTS and desires to have said facilities so used; and

WHEREAS, the Program and College are accredited by applicable agencies (e.g., the Associate Degree Nursing program is approved by the California Board of Registered Nursing and accredited by the National League for Nursing Accrediting Commission; the Pharmacy Technicians training program is accredited by the American Society of Health-System Pharmacists); and

WHEREAS, it is in the mutual interest and benefit of the parties that STUDENTS obtain clinical experience at AFFILIATE'S facilities in accordance with the requirements of the applicable accreditation organizations identified on Attachment 1 relating to each Program ("ACCREDITATION ORGANIZATION");

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth below, the parties agree as follows:

1. RESPONSIBILITIES OF COLLEGE. COLLEGE agrees that it shall:

1.1. Establish the educational goals and objectives of the Program in a manner consistent with the standards and requirements set forth by COLLEGE and the applicable ACCREDITATION ORGANIZATION. Such goals and objectives shall reflect COLLEGE'S commitment to providing the highest quality in education and training programs to STUDENTS.

1.2. Ensure that the Program provides appropriate supervision for all STUDENTS, as well as a schedule and work environment that is consistent with proper patient care, the educational needs and physical and emotional well-being of STUDENTS, and the applicable requirements of the ACCREDITATION ORGANIZATION.

1.3. Recruit and select STUDENTS who are appropriately enrolled in the Program and otherwise authorized to participate in COLLEGE clinical experience program(s) which are the subject of this Agreement. COLLEGE shall be responsible for the selection, testing, placement and/or removal and final grading of each STUDENT placed with AFFILIATE.

1.4. COLLEGE shall designate a member of COLLEGE'S faculty to provide coordination, oversight and direction of STUDENTS' educational activities and assignments while at AFFILIATE'S facilities ("Program Director"). The Program Director shall also act as liaison with AFFILIATE.

1.5. COLLEGE shall determine the required number of hours of clinical experience for STUDENTS and cooperate with AFFILIATE in coordinating and reviewing work schedules of STUDENTS while at AFFILIATE. The selection of time, days and patients for individual STUDENTS shall be made by AFFILIATE in concurrence with appropriate AFFILIATE personnel and the instructor, and the parties agree that such schedules shall reflect COLLEGE'S educational mission. All plans for observation and/or clinical experience shall be subject to the approval of AFFILIATE.

1.6. Ensure, in cooperation with AFFILIATE, that STUDENTS assume progressively increasing responsibility according to their levels of education, ability, and experience. COLLEGE shall determine the appropriate level of responsibility accorded to each STUDENT.

1.7. Provide the names of STUDENTS and their assignments to AFFILIATE sufficiently in advance to allow for convenient planning of schedules.

1.8. Develop and implement a mechanism for determining evaluation of the performance of STUDENTS to include, where appropriate, input from AFFILIATE.

1.9. Maintain records and reports concerning the education of STUDENTS and of STUDENTS' time spent in the various educational activities referred to in this Agreement, as may be required by COLLEGE, ACCREDITATION ORGANIZATION and/or for compliance with the regulations, guidelines, and policies of third-party payers, if applicable.

1.10. Require assigned STUDENTS to:

a. Comply with AFFILIATE'S policies, procedures and guidelines; standards of conduct, state and federal laws and regulations; the standards and regulations of The Joint Commission ("TJC") and the ACCREDITATION ORGANIZATION; and appropriate ethical standards. AFFILIATE shall at all times retain ultimate administrative and professional responsibility for medical services rendered at its facilities, including patient care. Therefore, the Program and STUDENTS shall be subject to AFFILIATE'S patient care policies and procedures, rules and regulations, as applicable, which shall take precedence over clinical training under the Program;

b. Participate, to the extent scheduled or otherwise requested by AFFILIATE and approved by COLLEGE, in activities and assignments that are of educational value and that are appropriate to the course and scope of COLLEGE'S Program, consistent with the requirements of the applicable ACCREDITATION ORGANIZATION;

c. Participate, consistent with the terms of this Agreement, in quality assurance and risk management activities of AFFILIATE designed to identify, evaluate and reduce risk of patient injury;

d. Cooperate in the timely preparation and maintenance of a complete medical record for each patient in whose care STUDENTS participate, on forms provided by the AFFILIATE. The medical record shall, at all times, remain the property of the AFFILIATE.

e. As to each STUDENT, submit to AFFILIATE copies of the following prior to STUDENT's participation in the Program at any AFFILIATE facility:

- Acknowledgement of Non-Employee Status executed by STUDENT, in the form attached as Exhibit A;
- Acknowledgement and Agreement of STUDENT to comply with requisite regulatory requirements, AFFILIATE's policies and procedures, and AFFILIATE's confidentiality requirements, in the form attached as Exhibit B;
- Proof of immunization or positive serology (titer) for rubella, measles, mumps, and varicella;
- Evidence of Hepatitis B either positive antibody titers or immunization;
- Annual proof of negative tuberculosis testing by PPD skin test. Any STUDENT who has a positive PPD skin test will be required to provide COLLEGE with evidence of a negative chest x-ray report taken within one (1) year of his/her initial date of participation in the Program.
- Evidence of demonstrated knowledge of universal precautions and the use of personal protective equipment prior to assignment to AFFILIATE.
- Evidence of a criminal background check performed in accordance with AFFILIATE'S accreditation requirements. STUDENTS shall be responsible for obtaining the criminal background check and must receive clearance from AFFILIATE prior to participating in the Program at any AFFILIATE facility.
- Obtain, prior to STUDENT's arrival at any AFFILIATE facility a student photo ID badge and obtain from AFFILIATE a temporary facility badge consistent with AFFILIATE'S requirements. The AFFILIATE'S ID badge and the STUDENT'S student photo ID must be worn and visible during clinical rotation

and AFFILIATE'S ID badge must be returned to AFFILIATE at the conclusion of any clinical rotation.

1.11. Provide AFFILIATE with a copy of all DISTRICT and COLLEGE compliance programs, applicable Codes of Conduct, Student and Faculty Handbooks ("Compliance Documents"). AFFILIATE acknowledges and agrees that all COLLEGE faculty and STUDENTS must comply with the requirements of the Compliance Documents.

1.12. Provide STUDENTS with orientation to the facility including training regarding the pertinent health information confidentiality provisions of the Health Insurance Portability and Accountability Act ("HIPAA") and the HIPAA regulations (45 C.F.R. Parts 160 and 164), and California medical privacy laws contained in SB541 and AB211, prior to their assignment to AFFILIATE.

2. RESPONSIBILITIES OF AFFILIATE. AFFILIATE agrees that it shall:

2.1. Maintain adequate staff and facilities at AFFILIATE locations covered by this Agreement to meet the educational goals and objectives of the COLLEGE'S Program, and in a manner consistent with the standards and requirements established by COLLEGE and the applicable ACCREDITATION ORGANIZATION.

2.2. Collaboratively arrange COLLEGE faculty supervision for STUDENTS on an individual basis.

2.3. Ensure that AFFILIATE clinicians who are supervising STUDENTS at AFFILIATE facilities are duly appointed as AFFILIATE employees, and are appropriately credentialed and/or licensed in compliance with any applicable accreditation and/or licensing standards including those of ACCREDITATION ORGANIZATION.

2.4. Cooperate with COLLEGE to ensure that STUDENTS assume progressively increasing and appropriate responsibility in accordance with their levels of education, ability, and experience.

2.5. Designate, in consultation with COLLEGE, an employee of AFFILIATE to coordinate STUDENTS' schedules and activities while at AFFILIATE'S sites ("Site Director"). The Site Director shall also act as liaison with COLLEGE. Upon execution of this Agreement, the name of AFFILIATE'S Site Director shall be provided to COLLEGE'S Program Director.

2.6. Implement schedules for STUDENTS in conjunction with COLLEGE'S Program Director and in accordance with COLLEGE'S educational goals and objectives and the applicable requirements of the Program and ACCREDITATION ORGANIZATIONS.

2.7. Protect the health and safety of STUDENTS on rotation at AFFILIATE'S facilities by providing each STUDENT or their instructor with the following:

a. As applicable to STUDENTS in the Program, orientation of the type and scope provided by AFFILIATE to its new employees, including, but not limited to,

information about AFFILIATE'S security measures, fire safety and disaster protocols, and any additional recommended personnel safety and security precautions;

b. As applicable to STUDENTS in the Program, instruction in AFFILIATE'S policies and procedures for infection control, including the handling and disposal of needles and other sharp objects, and in AFFILIATE'S protocols for on-the-job injuries including those resulting from needlestick injuries and other exposures to blood or body fluids or airborne contaminants; and

c. Information concerning availability of parking, meals, lockers, and appropriate access to bathroom facilities.

d. Such other information and training as AFFILIATE and COLLEGE, in collaboration with each other, agree is necessary and relevant for STUDENTS to participate in the Program.

2.8. Maintain its license as a medical facility and comply with all applicable laws, regulations, TJC, and ACCREDITATION ORGANIZATION requirements. AFFILIATE shall notify COLLEGE within ten (10) business days of receipt of notice that AFFILIATE is not in compliance with any such laws, regulations, TJC and/or ACCREDITATION ORGANIZATION requirements.

2.9. Permit inspection, during regular business hours and after reasonable advance notice to AFFILIATE which shall be no less than twenty-four (24) hours, of AFFILIATE's clinical and related facilities by individuals charged with the responsibility for accreditation of COLLEGE and/or its educational programs, as required by and in accordance with applicable federal, state and local laws, including but not limited to the Health Insurance Portability and Accountability Act.

2.10. With respect to any professional services performed by STUDENTS under this Agreement, AFFILIATE shall notify COLLEGE and its Program Director(s) as follows:

a. Immediately upon initiation of an investigation of a STUDENT, a COLLEGE faculty member;

b. Within five days after receipt of service of a civil complaint, summons or notice of a claim naming a STUDENT or COLLEGE faculty member as a party therein;

c. Prior to making or accepting a settlement offer in any lawsuit or legal claim in which a COLLEGE faculty member or STUDENT has been named or in which a settlement is being proposed on their behalf; or

d. Prior to making a report to the National Data Bank or any California State agency to whom reporting would otherwise be required in which a COLLEGE faculty member or STUDENT is named.

Nothing in this Section 2.10 shall in any way be deemed to impair AFFILIATE's rights, obligations and/or ability to timely respond to any claim or complaint, enter into any settlement,

or make any report as may be required of AFFILIATE in AFFILIATE's sole and absolute discretion.

2.11. Provide appropriate and customary security measures to reasonably protect STUDENTS in all locations, including but not limited to, parking facilities, hospital and institutional grounds, and related clinical facilities (e.g., medical office building).

2.12. Subject to reasonable efforts to protect confidentiality and/or privileged information, cooperate with and assist COLLEGE in investigating facts which may serve as a basis for taking any disciplinary or academic action against a STUDENT, COLLEGE faculty member and/or COLLEGE employee involved with Program. COLLEGE shall be responsible for the discipline of STUDENTS, COLLEGE faculty members and/or COLLEGE employees in accordance with COLLEGE'S applicable policies and procedures. COLLEGE may, but need not, consult with AFFILIATE concerning any proposed disciplinary action.

Notwithstanding the foregoing, AFFILIATE shall have the right, in the good faith exercise of its discretion and after consultation with COLLEGE, to prohibit further attendance at AFFILIATE of any STUDENT.

2.13. AFFILIATE shall provide COLLEGE with a copy of AFFILIATE'S Code of Conduct that describes AFFILIATE'S standards for ensuring ethical and legal compliance with all federal and state laws. AFFILIATE shall not require any COLLEGE faculty or STUDENT to conduct his/her professional behavior in a manner that would contradict the requirements of COLLEGE'S Compliance Documents.

2.14. Pursuant to California Code of Regulations, and to the extent permitted by law and not inconsistent with other provisions of this Agreement, AFFILIATE shall retain professional and administrative responsibility for the services rendered to its patients.

3. COMPENSATION.

Neither party to this Agreement shall be obligated to provide any monetary compensation to the other. AFFILIATE shall not be obligated to provide any monetary compensation to any STUDENT.

4. INDEPENDENT CONTRACTOR.

Nothing in this Agreement is intended to create nor shall it be deemed or construed to create any relationship between COLLEGE or STUDENTS, and AFFILIATE, other than that of independent entities contracting with each other hereunder solely for the purpose of affecting the provisions of this Agreement. Neither COLLEGE nor AFFILIATE, nor any of their respective officers, directors, STUDENTS or employees shall be construed to be the agent, employee or representative of the other. Prior to participating in the Program at any AFFILIATE facility, COLLEGE shall cause each STUDENT to execute and have delivered to AFFILIATE an Acknowledgement of Non-Employee status in the form attached as Exhibit A.

COLLEGE and AFFILIATE agree that each of them shall have sole responsibility for the payment of any and all of its own applicable Federal, State, and Local income taxes and of any

and all other taxes, charges and levies; and shall comply with all applicable Federal, State, and Local laws and regulations.

5. STATUS OF STUDENTS.

5.1. During the period in which a STUDENT is assigned to the AFFILIATE, the STUDENT shall be under the ultimate direction and control of the COLLEGE'S Program Director or, in the Program Director's absence, his/her designee(s).

5.2. It is expressly agreed and understood by COLLEGE and AFFILIATE that STUDENTS are present at the AFFILIATE'S facilities to participate in activities and assignments that are of educational value to STUDENTS, and that are appropriate to the course and scope of COLLEGE'S Program and consistent with applicable Program and ACCREDITATION ORGANIZATION requirements.

5.3. COLLEGE and AFFILIATE shall ensure that STUDENTS have the opportunity to:

a. Participate in a program of learning that fosters continued professional growth with guidance from the teaching staff.

b. Participate in safe, effective, and compassionate patient care, under supervision commensurate with their level of advancement and responsibility, as determined by COLLEGE and AFFILIATE.

c. Participate fully in the educational and scholarly activities of their program and, as required, assume responsibility for teaching and supervising other STUDENTS and students.

d. Participate, as appropriate, in AFFILIATE programs and adhere to established practices, procedures, and policies of the AFFILIATE.

6. USE OF NAME.

The parties agree that other than in connection with COLLEGE'S Program materials such as brochures, pamphlets, reports, applications, training information, Program web sites, and similar informational or promotional materials related to Program, any use of the "Hoag," or "Hoag Memorial Hospital Presbyterian" name or other similar references to AFFILIATE, its physicians or facilities, shall be subject to the prior written approval of AFFILIATE. [*When restricts use of name of COLLEGE (e.g., University of California) include "in accordance with the provisions of applicable law, including but not limited to California Education Code."*]

7. DISCRIMINATION - PROHIBITION.

COLLEGE and AFFILIATE agree not to engage in unlawful discrimination against or harassment of any STUDENT pursuant to this Agreement on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation,

citizenship, or status as a covered veteran, within the limits imposed by applicable state and federal laws and COLLEGE policies.

8 TERM.

The term of this Agreement shall become effective on the Commencement Date and shall continue in effect thereafter for five (5) years, and shall terminate on January 10, 2015, subject to earlier termination pursuant to and in accordance with the provisions of Section 9 herein.

9. TERMINATION.

9.1. Termination Without Cause. This Agreement may be terminated without cause at any time by either party by providing thirty (30) days advance written notice of termination. AFFILIATE agrees that, notwithstanding such termination, it will continue to work with COLLEGE regarding any STUDENTS who may already be in clinical rotations at AFFILIATE through the end of the clinical rotation in which the STUDENT is then participating.

9.2. Termination For Cause. 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, including a description of the breach and the necessary cure. If the breach is not cured within such thirty (30) day time period, this Agreement shall terminate at the end of that thirty (30) day period without further notice.

9.3 Jeopardy Event. Notwithstanding anything herein to the contrary, if any event occurs, or either party receives notice of an action or threatened action beyond the control of either party, or if a change in any law, regulation or policy occurs or is deemed to have occurred (collectively referred to herein as the "Event") which would: (a) in the opinion of AFFILIATE jeopardize its participation in or reimbursement from Medicare, Medicaid, and/or any other public or private payer; or (b) cause a material adverse effect on the operations of either party and/or make the performance of this Agreement uneconomic for either party; or (c) cause the revocation, suspension or termination of any licenses(s) or certification(s) maintained by AFFILIATE or COLLEGE; or (d) make it impossible, unlawful or unethical for either party or any officer, director, employee, contractor or agent of AFFILIATE or COLLEGE to continue to perform any term or condition under this Agreement; then the parties shall immediately attempt to negotiate amendments to this Agreement or a new agreement which will negate the effect of the Event and provide similar economic and other benefits to each party as provided under this Agreement. In the event the parties are unable to negotiate amendments or a new agreement to the reasonable satisfaction of both parties within thirty (30) days after the Event, then this Agreement shall terminate immediately upon written notice by either party to the other.

10. INSURANCE.

10.1. AFFILIATE, at its sole cost and expense, 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, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate; California Workers' Compensation insurance on AFFILIATE

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. AFFILIATE shall provide COLLEGE with a certificate or 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.

10.2 COLLEGE, at its sole cost and expense, 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, medical malpractice, property damage and including a contractual liability endorsement with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate. COLLEGE represents and warrants that STUDENTS are covered under COLLEGE'S general and professional liability insurance for the acts or omissions while engage in the Program curriculum in connection with this Agreement, and California Workers' Compensation insurance insuring COLLEGE employees participating in the Program and performing any services under this Agreement. In addition, COLLEGE shall, at its sole cost and expense, obtain and maintain such other insurance in such amounts which from time to time may be reasonably required by the mutual written consent of the parties against other insurable risks relating to performance. COLLEGE shall provide AFFILIATE with 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.

10.3 It should be expressly understood, however, that the insurance coverage required under this Section 10 shall not in any way limit the liability of either party.

11. INDEMNIFICATION.

11.1. AFFILIATE shall indemnify, hold harmless, and at COLLEGE's request defend, COLLEGE, its officers, employees, agents, and STUDENTS ("COLLEGE Indemnified Parties") from and against any and all liability, loss and expense (including reasonable attorneys' fees), arising out of or resulting from claims, lawsuits, or liability brought or imposed against COLLEGE Indemnified Parties because of injury or death to any person or on account of damages to property or other damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of AFFILIATE, its officers, employees, or agents.

11.2. COLLEGE shall indemnify, hold harmless, and at AFFILIATE's request defend, AFFILIATE, its officers, employees and agents ("AFFILIATE Indemnified Parties") from and against any and all liability, loss and expense (including reasonable attorneys' fees), arising out of or resulting from claims, lawsuits, or liability brought or imposed against AFFILIATE Indemnified Parties because of injury or death to any person or on account of damages to property or other damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent acts or omissions of COLLEGE, its officers,

employees, agents, or STUDENTS. COLLEGE shall be solely responsible and liable for STUDENTS' actions and omissions arising out of the performance of this Agreement.

12. COOPERATION IN DISPOSITION OF CLAIMS.

AFFILIATE and COLLEGE agree to cooperate with each other in the timely investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of any services provided under this Agreement or in the operation of the Program. The parties shall notify one another as soon as possible of any adverse event that may result in liability to the other party. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, timely notice, joint investigation, defense, disposition of claims of third parties arising from services performed under this Agreement, and making witnesses available.

To the extent allowed by law, AFFILIATE and COLLEGE shall have reasonable and timely access to the medical records, charts, and/or quality assurance data of the other party relating to any claim or investigation related to services provided pursuant to this Agreement; provided, however, that nothing shall require either AFFILIATE or COLLEGE to disclose any peer review documents, records or communications which are privileged under Section 1157 of the California Evidence Code and related statutes, under the Attorney-Client Privilege or under the Attorney Work-Product Privilege.

13. PATIENT RECORDS; DISCLOSURE OF PROTECTED HEALTH INFORMATION.

13.1 COLLEGE and STUDENTS shall preserve the confidentiality of medical records of AFFILIATE'S patients and use the information in such records only for the limited purposes necessary to perform the activities set forth in this Agreement.

13.2 The parties acknowledge and agree that (a) The Health Insurance Portability and Accountability Act ("HIPAA") and the HIPAA regulations (45 CFR Parts 160 and 164) permit covered entities to use and disclose Protected Health Information ("PHI") without patient authorization for certain specified purposes, one of which is for health care operations; (b) health care operations, as defined under HIPAA, include the training and educational programs of covered entities, accreditation and credentialing activities; (c) COLLEGE warrants that it is a covered entity as defined by HIPAA; AFFILIATE is a covered entity as defined by HIPAA; (d) COLLEGE and AFFILIATE may each disclose PHI to the other as necessary to carry out its respective training and educational programs, as well as to meet the accreditation and credentialing requirements of each institution; (e) COLLEGE and AFFILIATE each represent to the other that all members of its workforce who use, create or disclose PHI, including, as applicable, its faculty, medical staff, employees and STUDENTS, have received training as required by HIPAA. AFFILIATE and COLLEGE may disclose such PHI as is necessary for the health care operations of the other and shall use appropriate administrative, physical and technical safeguards to prevent any use of disclosure of the other's PHI other than as provided in this Agreement and as permitted by applicable law. Additionally, upon receipt of an executed and legally compliant Business Associate's Agreement, AFFILIATE shall permit access by the Board of Registered Nursing, Commission of College Nursing Education, and other such

accreditation organizations, acting on behalf of COLLEGE as COLLEGE'S Business Associates, to the PHI maintained by AFFILIATE that is necessary for those organizations to conduct their accreditations of COLLEGE and the Program.

14. DISPUTE RESOLUTION AND ATTORNEYS' FEES.

14.1. Mediation. Any claim, controversy or dispute that arises between the parties hereto arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this Agreement to arbitrate (a "Dispute"), shall, at the election of AFFILIATE, be determined by binding arbitration in Orange County, California as set forth in subsection 14.2 below. Prior to instituting any arbitration proceedings or other legal action, the parties shall use their best efforts and due diligence to reach an agreement for the resolution of such Dispute through mediation. In the event that the parties are unable to resolve any such Dispute within thirty (30) days, such Dispute shall be submitted to a disinterested third party mediator chosen by the parties for nonbinding mediation. The parties covenant that they will participate in mediation in good faith, and that they will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator, are confidential, privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. The provisions of this Section 14.1 shall not be interpreted to restrict either party's right to pursue equitable relief from a court of competent jurisdiction at any time or to terminate this Agreement as provided hereinabove.

14.2. Binding Arbitration. If the Dispute is not resolved through mediation, at the sole election of AFFILIATE it shall be submitted to Judicial Arbitration and Mediation Services (JAMS), its successors, or such other alternative dispute resolution services on which the parties may agree in writing, for final and binding arbitration before one arbitrator. The arbitration will be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures, unless the parties agree in writing to submit the matter to another dispute resolution service and/or conduct the arbitration pursuant to other rules and procedures. Any decision of the arbitrator shall be in conformity with the substantive terms and conditions of this Agreement and the substantive law of the State of California, and the arbitrator shall not have authority to enter a decision otherwise. The award rendered by the arbitrator shall be final and judgment may be entered on the award in accordance with applicable law. The parties hereby submit to the personal jurisdiction of the Superior Court of California, County of Orange, agree that venue in such court shall be proper, and waive any objection to such venue on the basis of inconvenient forum. The parties shall be afforded pre-hearing discovery in accordance with the provisions of California Rules of Court, Rule 3.822(a) and (b), and as permitted in limited jurisdiction civil cases pursuant to California law. All questions that may arise with respect to the fulfillment of or the failure to fulfill the permitted discovery and disclosure obligations shall be referred to the arbitrator for determination, which determination shall be final and binding. For purposes of permitted discovery, California Code of Civil Procedure Section 1283.05 is incorporated into this Agreement. The parties are not precluded from seeking provision remedies in aid of arbitration from a court of appropriate jurisdiction. The parties agree to share equally in the costs of

arbitration. However, in any arbitration, the arbitrator may, in the Award, allocate all or part of the costs of the arbitration, including the fees of the arbitrator, to the prevailing party, upon motion therefore brought subsequent to issuance of an award. Additionally, the prevailing party shall be entitled to an award of attorneys' fees and costs as provided in Section 14.03 below. If AFFILIATE elects to arbitrate, AFFILIATE may initiate arbitration with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session or forty-five (45) days after the date of filing the written request for mediation, whichever first occurs. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such Dispute would be barred by the applicable statute of limitations. The mediation may continue after commencement of arbitration if the parties so desire. Unless otherwise agreed by the parties, any mediator shall be disqualified from serving as arbitrator in the case. The provisions of this Section 14 may be enforced by any Court of competent jurisdiction, and the party seeking enforcement shall be entitled to an award of all costs, fees and expenses, including attorneys' fees, to be paid by the party against whom enforcement is ordered. Notwithstanding any other provision of this Agreement, neither party shall be obligated to submit to mandatory binding arbitration of any Dispute where the principal amount of the Dispute (exclusive of interest, costs, and/or attorney fees) is greater than \$50,000.

14.3. Attorneys' Fees. Except as otherwise expressly provided herein, in the event of any litigation or other legal proceeding between the parties hereto arising out of or relating to this Agreement, each party in such proceeding shall bear its own attorneys' fees and costs.

15. MISCELLANEOUS.

15.1 Interruption of Service. Either party shall be excused from any delay or failure in performance hereunder caused by reason of any occurrence or contingency beyond its reasonable control, including, but not limited to, acts of God, acts of war, terrorism, fire, insurrection, labor disputes, riots, earthquakes, or other acts of nature. The obligations and rights of the party so excused shall be extended on a day-to-day basis for the time period equal to the period of such excusable interruption. In the event the interruption of a party's services continues for a period in excess of thirty (30) days, the other party shall have the right to terminate this Agreement upon ten (10) days' prior written notice to the other party.

15.2 Assignment. Neither AFFILIATE nor COLLEGE shall assign their rights, duties, or obligations under this Agreement, either in whole or in part, without the prior written consent of the other. AFFILIATE may not assign STUDENTS to locations other than those described in this Agreement, including attachments, without the prior written consent of COLLEGE.

15.3 Severability. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under present or future laws effective during the term hereof, such provision shall be fully severable. This Agreement shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been a part of the Agreement, and the remaining provisions shall remain in full force and effect unaffected by such severance, provided that the severed provision(s) are not material to the overall purpose and operation of this Agreement.

15.4 No Third Party Beneficiaries. This Agreement is intended by the parties to benefit themselves only and is not intended or designed to or entered for the purpose of creating any benefit or right for any person or entity of any kind that is not a party to this Agreement.

15.5 Waiver. Waiver by either party of any breach of any provision of this Agreement or warranty of representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

15.6 Exhibits. Any and all exhibits attached hereto are incorporated herein by reference and made a part of this Agreement.

15.7 Entire Agreement; Modifications; Amendments. This Agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may be amended or modified at any time by mutual written consent of the authorized representatives of both parties. AFFILIATE and COLLEGE agree to amend this Agreement to the extent amendment is required by an applicable regulatory authority or due to a change in applicable laws, regulations or programmatic requirements, and the amendment does not materially affect the provisions of this Agreement.

15.8 Governing Law. This Agreement shall be governed in all respects by the laws of the State of California.

15.9 Survival of Provisions. No obligations, promises, agreements, covenants, debt or liability (for purposes of this Section 15.9, collectively "obligations") contained herein shall survive beyond the effective date of expiration or earlier termination of this Agreement, except for (i) obligations accrued prior to such effective date that exist (actually or contingently) or remain to be performed in whole or in part as of such effective date and (ii) obligations that expressly extend beyond the effective date whether by the terms of this Agreement or by operation of law. The foregoing surviving obligations shall include without limitation the obligations contained in Section 11 (Indemnification), 12 (Cooperation in Disposition of Claims), 13 (Patient Records; Disclosure of Protected Health Information), 14 (Dispute Resolution and Attorneys' Fees), 15.3 (Severability), 15.4 (No Third Party Beneficiaries), 15.8 (Governing Law), and 15.10 (Notices).

15.10 Notices. All notices required under this Agreement shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, certified mail, return receipt requested, and addressed as follows:

If to COLLEGE:

Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706
Attn: Pharmacy Technology

With copy to:

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

If to AFFILIATE:

Hoag Memorial Hospital Presbyterian
One Hoag Drive, P.O. Box 6100
Newport Beach, CA 92658-6100
Attn: Judy Bethe, MSN, RN

With copy to:

Director, Risk Management
Hoag Memorial Hospital Presbyterian
One Hoag Drive, P.O. Box 6100
Newport Beach, CA 92658-6100

Office of General Counsel
Hoag Memorial Hospital Presbyterian
One Hoag Drive, P.O. Box 6100
Newport Beach, CA 92658-6100

The parties have executed this Agreement as set forth below.

10/6/10

**Rancho Santiago Community College
District**

By: _____

Printed Name: Peter J. Hardash

Title: Vice Chancellor of Business Operations
& Fiscal Services

Date: _____

**HOAG MEMORIAL HOSPITAL
PRESBYTERIAN**

AFFILIATE

By: _____

Name: Rick Martin, MSN, RN
Title: Senior Vice-President of Clinical
Operations and Chief Nursing Officer
Date: _____

**EXHIBIT A
ACKNOWLEDGEMENT OF NON-EMPLOYEE STATUS/COMPLIANCE
[TO BE EXECUTED BY EACH STUDENT]**

The undersigned _____ ("STUDENT") understands and agrees
[Student Name]

that his/her participation in the _____ (the "Program") at Hoag Memorial Hospital Presbyterian ("HOAG") does not in any way render STUDENT an employee of HOAG or any HOAG related entity. STUDENT further understands that HOAG participates in the Program only to assist students in their study relating to participation in the Program and does not thereby engage STUDENT in a contract of employment, nor does HOAG accept responsibility for STUDENT as it would an employee. STUDENT further agrees that he/she will receive no compensation for participating in the Program and that in the event appropriate medical and professional liability insurance coverage for STUDENT is not provided and/or verified by the Program, STUDENT will be responsible for securing such medical and professional liability insurance with a limit of liability of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate.

The undersigned also agrees that at all times STUDENT is participating in the Program, and thereafter as required by law, STUDENT will comply with all HOAG policies, procedures, guidelines and standards of conduct as the same are in effect from time to time, all state and federal laws, rules, and regulations [including, but not limited to the Health Insurance Portability and Accountability Act ("HIPAA") and other state and federal regulations relating to the security and confidentiality of information], the standards and regulations of The Joint Commission and accreditation organizations applicable to the Program, and appropriate ethical standards.

STUDENT Signature

Date

Witness

Date

ATTACHMENT 1 a

SANTA ANA COLLEGE

ASSOCIATE DEGREE NURSING PROGRAM

Program Director/Coordinator: _____

Telephone Number: _____

of
Students

ATTACHMENT 1 b

SANTA ANA COLLEGE

PHARMACY TECHNICIANS PROGRAM

Program Director/Coordinator: _____

Telephone Number: _____

of
Students

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To: Board of Trustees	Date: January 11, 2010
Re: Approval of New OTA Agreement – Casa de Amma	
Action: Request for Approval	

BACKGROUND

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

ANALYSIS

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean Bart Hoffman and college staff. It carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve this contract with Casa de Amma in San Juan Capistrano, California.

Fiscal Impact: None	Board Date: January 11, 2010
Prepared by: Norman Fujimoto, Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor, RSCCD	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into by and between **Casa de Amma**, hereinafter called the Agency, and **Rancho Santiago Community College District**, on behalf of Santa Ana College, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

WHEREAS, it is to the benefit of both District and Agency that Occupational Therapy 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 Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited, and shall be encouraged by the District, to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Student Workmen's Compensation
The District shall carry Workmen's Compensation Insurance on students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workmen's Compensation Insurance Fund. At the request of the Agency, the District shall provide satisfactory evidence of such coverage.

SAC-09-069

NB1 784275.1

B. For Program Planning

1. The District will initiate the development of mutually acceptable clinical instruction plans for using the Agency's clinical areas to meet the educational goals of Occupational Therapy Assistant Program curricula. These plans will be made available to the Agency for the Agency's review and approval at a mutually agreed upon time prior to the beginning of the applicable school term, The Agency and District agree to cooperate in good faith to revise such plans to address any comments raised by the Agency in its review in a manner that meets both the Agency's and Districts interests.
2. The District has the privilege of regularly scheduled meetings with Agency staff, including both selected Agency personnel and administrative level representatives for the purpose of interpreting, discussing, and evaluating the educational program in occupational therapy.

C. For Occupational Therapy Assistant Program Students

1. The District will be responsible for assuring that Occupational Therapy Assistant Program students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness, and shall provide certification that the Occupational Therapy Assistant Program students meet such standards, including certification that they have been immunized against the common communicable diseases. Agency shall have the right to require immunization against certain communicable diseases prior to participation in clinical assignments.

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 Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient 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 shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.

4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.
5. 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.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula, so long as such use does not unreasonably interfere with the Agency's operation of its facilities and subject to any Agency rules and supervision as Agency determines.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that unreasonably interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

1. Publication by District faculty, or Agency 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. Insurance:

Without limiting the indemnification obligations stated below, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage, and professional liability insurance 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. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or 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 loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

- A. Occupational Therapy Assistant Program students shall have the status as learners and shall not be considered to be 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 patient care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for patient care in areas where students are obtaining clinical experience.
- B. Occupational Therapy Assistant Program students are subject to the authority, policies, and regulations of the district. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as are for Agency employees in matters relating to the welfare of patients and general Agency operations.
- C. Occupational Therapy 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. Upon request of the Agency, students shall provide evidence of such coverage prior to participation in clinical assignment.

- D. The District will be responsible for assuring that health care students assigned to the Agency for clinical instruction meet both District and Agency standards of health and physical fitness.

PART VI. PERIOD OF AGREEMENT, TERMINATION

- A. This agreement shall be effective as of the date signed, and shall continue in effect for five years, unless terminated earlier by written notice of either party. Either party to this Agreement may, in its sole discretion, terminate this Agreement with or without cause by giving the other party at least 30 days' prior written notice. In the event the Agreement is terminated for cause, all of the obligations of the terminating party shall be waived immediately upon written notice of termination. In the event of termination without cause, the parties agree to fulfill their respective obligations associated with the then current term or semester for which students are assigned and participating in clinical assignment at the Agency, prior to such termination becoming effective.

IN WITNESS WHEREOF, the said parties have hereunto set their hands:

SJS
**District: Rancho Santiago Community
College District**

2323 N. Broadway
Santa Ana, CA 92706

Agency:

Casa de Amma
27231 Calle Arroyo
San Juan Capistrano, CA 92675

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Aaron Vorrell
Executive Director

Date: _____

Date: _____

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45356	General Fund Unrestricted	9,409.20	0.00	9,409.20	92*0233509	92*0233511
45358	General Fund Unrestricted	9,100.00	0.00	9,100.00	92*0233515	92*0233515
45359	General Fund Unrestricted	13,829.81	0.00	13,829.81	92*0233516	92*0233516
45361	General Fund Unrestricted	265.98	0.00	265.98	92*0233525	92*0233525
45362	General Fund Unrestricted	12,966.38	0.00	12,966.38	92*0233526	92*0233526
45364	General Fund Unrestricted	371.10	0.00	371.10	92*0233534	92*0233534
45365	General Fund Unrestricted	3,719.04	0.00	3,719.04	92*0233537	92*0233541
45369	General Fund Unrestricted	2,360.85	0.00	2,360.85	92*0233549	92*0233555
45370	General Fund Unrestricted	4,640.11	0.00	4,640.11	92*0233556	92*0233561
45374	General Fund Unrestricted	720,721.27	0.00	720,721.27	92*0233569	92*0233569
Anthem Blue Cross						
45375	General Fund Unrestricted	628,741.88	0.00	628,741.88	92*0233570	92*0233570
Anthem Blue Cross						
45376	General Fund Unrestricted	78,319.10	0.00	78,319.10	92*0233571	92*0233576
45378	General Fund Unrestricted	3,399.87	0.00	3,399.87	92*0233578	92*0233579
45379	General Fund Unrestricted	154.15	0.00	154.15	92*0233586	92*0233586
45380	General Fund Unrestricted	293.32	0.00	293.32	92*0233590	92*0233591
45388	General Fund Unrestricted	1,583.00	0.00	1,583.00	92*0233617	92*0233622
45389	General Fund Unrestricted	2,658.00	0.00	2,658.00	92*0233623	92*0233623
45391	General Fund Unrestricted	3,368.18	0.00	3,368.18	92*0233627	92*0233633
45392	General Fund Unrestricted	3,227.77	0.00	3,227.77	92*0233634	92*0233640
45393	General Fund Unrestricted	1,095.84	0.00	1,095.84	92*0233641	92*0233643
45397	General Fund Unrestricted	4,790.19	0.00	4,790.19	92*0233655	92*0233658
45398	General Fund Unrestricted	420.75	0.00	420.75	92*0233659	92*0233660
45399	General Fund Unrestricted	4,071.14	0.00	4,071.14	92*0233661	92*0233665
45400	General Fund Unrestricted	5,251.71	0.00	5,251.71	92*0233666	92*0233672
45401	General Fund Unrestricted	4,620.00	0.00	4,620.00	92*0233674	92*0233674
45406	General Fund Unrestricted	10,260.07	0.00	10,260.07	92*0233684	92*0233688
45408	General Fund Unrestricted	445.73	0.00	445.73	92*0233696	92*0233699
45410	General Fund Unrestricted	946.42	0.00	946.42	92*0233703	92*0233705
45412	General Fund Unrestricted	4,029.58	0.00	4,029.58	92*0233708	92*0233714
45413	General Fund Unrestricted	15,717.63	0.00	15,717.63	92*0233716	92*0233716
45414	General Fund Unrestricted	26,013.99	0.00	26,013.99	92*0233717	92*0233718
45415	General Fund Unrestricted	35,340.82	0.00	35,340.82	92*0233719	92*0233722
45416	General Fund Unrestricted	949.50	0.00	949.50	92*0233723	92*0233725
45417	General Fund Unrestricted	19,187.02	0.00	19,187.02	92*0233729	92*0233733
45419	General Fund Unrestricted	8,692.82	0.00	8,692.82	92*0233737	92*0233740
45420	General Fund Unrestricted	2,873.15	0.00	2,873.15	92*0233741	92*0233749

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45424	General Fund Unrestricted	16,765.00	0.00	16,765.00	92*0233759	92*0233759
45427	General Fund Unrestricted	15,315.03	0.00	15,315.03	92*0233774	92*0233774
45428	General Fund Unrestricted	2,675.00	0.00	2,675.00	92*0233775	92*0233776
45429	General Fund Unrestricted	2,716.93	0.00	2,716.93	92*0233777	92*0233782
45430	General Fund Unrestricted	832.00	0.00	832.00	92*0233784	92*0233784
45435	General Fund Unrestricted	38,525.00	0.00	38,525.00	92*0233792	92*0233819
45436	General Fund Unrestricted	36,578.00	0.00	36,578.00	92*0233820	92*0233847
45437	General Fund Unrestricted	36,930.00	0.00	36,930.00	92*0233848	92*0233875
45438	General Fund Unrestricted	29,440.00	0.00	29,440.00	92*0233876	92*0233903
45439	General Fund Unrestricted	52,154.00	0.00	52,154.00	92*0233904	92*0233931
45440	General Fund Unrestricted	35,239.00	0.00	35,239.00	92*0233932	92*0233959
45441	General Fund Unrestricted	40,702.00	0.00	40,702.00	92*0233960	92*0233987
45442	General Fund Unrestricted	37,968.00	0.00	37,968.00	92*0233988	92*0234015
45443	General Fund Unrestricted	30,276.00	0.00	30,276.00	92*0234016	92*0234043
45444	General Fund Unrestricted	27,542.00	0.00	27,542.00	92*0234044	92*0234071
45445	General Fund Unrestricted	26,748.00	0.00	26,748.00	92*0234072	92*0234099
45446	General Fund Unrestricted	22,982.00	0.00	22,982.00	92*0234100	92*023412
45447	General Fund Unrestricted	26,434.00	0.00	26,434.00	92*0234128	92*0234183
45448	General Fund Unrestricted	25,713.00	0.00	25,713.00	92*0234184	92*0234211
45449	General Fund Unrestricted	40,439.00	0.00	40,439.00	92*0234212	92*0234239
45450	General Fund Unrestricted	19,508.00	0.00	19,508.00	92*0234240	92*0234255
45451	General Fund Unrestricted	15,315.03	0.00	15,315.03	92*0234256	92*0234256
45453	General Fund Unrestricted	5,270.99	0.00	5,270.99	92*0234261	92*0234266
45456	General Fund Unrestricted	903.80	0.00	903.80	92*0234276	92*0234279
45457	General Fund Unrestricted	898.28	0.00	898.28	92*0234280	92*0234282
45458	General Fund Unrestricted	91.06	0.00	91.06	92*0234284	92*0234284
45461	General Fund Unrestricted	33,633.51	0.00	33,633.51	92*0234290	92*0234292
45465	General Fund Unrestricted	8,754.62	0.00	8,754.62	92*0234303	92*0234303
45466	General Fund Unrestricted	5,012.00	0.00	5,012.00	92*0234304	92*0234307
45470	General Fund Unrestricted	6,199.09	0.00	6,199.09	92*0234322	92*0234324
45472	General Fund Unrestricted	2,925.19	0.00	2,925.19	92*0234329	92*0234335
45473	General Fund Unrestricted	1,945.68	0.00	1,945.68	92*0234336	92*0234341
45474	General Fund Unrestricted	1,063.78	0.00	1,063.78	92*0234342	92*0234344
45475	General Fund Unrestricted	137.20	0.00	137.20	92*0234346	92*0234346
45476	General Fund Unrestricted	10.33	0.00	10.33	92*0234348	92*0234348
45478	General Fund Unrestricted	7,312.84	0.00	7,312.84	92*0234356	92*0234361
45480	General Fund Unrestricted	4,501.71	0.00	4,501.71	92*0234365	92*0234371

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45481	General Fund Unrestricted	4,080.95	0.00	4,080.95	92*0234372	92*0234377
45482	General Fund Unrestricted	535.65	0.00	535.65	92*0234378	92*0234385
45483	General Fund Unrestricted	3,132.65	0.00	3,132.65	92*0234386	92*0234393
45485	General Fund Unrestricted	2,186.43	0.00	2,186.43	92*0234398	92*0234403
45494	General Fund Unrestricted	2,658.00	0.00	2,658.00	92*0234418	92*0234418
45495	General Fund Unrestricted	1,500.00	0.00	1,500.00	92*0234419	92*0234419
45496	General Fund Unrestricted	905.43	0.00	905.43	92*0234420	92*0234423
45498	General Fund Unrestricted	1,716.51	0.00	1,716.51	92*0234426	92*0234431
45499	General Fund Unrestricted	6,286.67	0.00	6,286.67	92*0234432	92*0234437
45500	General Fund Unrestricted	3,248.73	0.00	3,248.73	92*0234438	92*0234444
45502	General Fund Unrestricted	3,560.50	0.00	3,560.50	92*0234449	92*0234452
45503	General Fund Unrestricted	10,720.00	0.00	10,720.00	92*0234453	92*0234453
45504	General Fund Unrestricted	19,724.23	0.00	19,724.23	92*0234454	92*0234455
45505	General Fund Unrestricted	2,310.00	0.00	2,310.00	92*0234459	92*0234459
45506	General Fund Unrestricted	827.59	0.00	827.59	92*0234460	92*0234462
45507	General Fund Unrestricted	1,788.47	0.00	1,788.47	92*0234463	92*0234467
45509	General Fund Unrestricted	737.26	0.00	737.26	92*0234471	92*0234471
45510	General Fund Unrestricted	13,446.97	0.00	13,446.97	92*0234472	92*0234473
45511	General Fund Unrestricted	17,469.98	0.00	17,469.98	92*0234474	92*0234475
45512	General Fund Unrestricted	2,127.11	0.00	2,127.11	92*0234476	92*0234479
45519	General Fund Unrestricted	4,562.00	0.00	4,562.00	92*0234488	92*0234495
45520	General Fund Unrestricted	1,518.00	0.00	1,518.00	92*0234496	92*0234503
45521	General Fund Unrestricted	16,172.12	0.00	16,172.12	92*0234504	92*0234504
45522	General Fund Unrestricted	544.27	0.00	544.27	92*0234505	92*0234507
45523	General Fund Unrestricted	2,724.97	0.00	2,724.97	92*0234508	92*0234508
45525	General Fund Unrestricted	2,865.71	0.00	2,865.71	92*0234512	92*0234516
45526	General Fund Unrestricted	1,304.44	0.00	1,304.44	92*0234517	92*0234518
45527	General Fund Unrestricted	65,946.00	0.00	65,946.00	92*0234519	92*0234519
45534	General Fund Unrestricted	192.61	0.00	192.61	92*0234528	92*0234528
45535	General Fund Unrestricted	18,111.50	0.00	18,111.50	92*0234530	92*0234532
45541	General Fund Unrestricted	25,221.19	0.00	25,221.19	92*0234541	92*0234568
45542	General Fund Unrestricted	31,216.50	0.00	31,216.50	92*0234569	92*0234600
45543	General Fund Unrestricted	31,277.48	0.00	31,277.48	92*0234601	92*0234628
45544	General Fund Unrestricted	31,779.00	0.00	31,779.00	92*0234629	92*0234656
45545	General Fund Unrestricted	39,411.48	0.00	39,411.48	92*0234657	92*0234684
45546	General Fund Unrestricted	42,157.52	0.00	42,157.52	92*0234685	92*0234712
45547	General Fund Unrestricted	38,473.50	0.00	38,473.50	92*0234713	92*0234740

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45548	General Fund Unrestricted	32,474.00	0.00	32,474.00	92*0234741	92*0234768
45549	General Fund Unrestricted	25,561.50	0.00	25,561.50	92*0234769	92*0234796
45550	General Fund Unrestricted	28,030.00	0.00	28,030.00	92*0234797	92*0234816
45551	General Fund Unrestricted	1,654.63	0.00	1,654.63	92*0234817	92*0234818
45552	General Fund Unrestricted	4,454.00	0.00	4,454.00	92*0234819	92*0234820
45554	General Fund Unrestricted	1,515.23	0.00	1,515.23	92*0234826	92*0234828
45556	General Fund Unrestricted	1,727.82	0.00	1,727.82	92*0234832	92*0234834
45557	General Fund Unrestricted	1,209.65	0.00	1,209.65	92*0234835	92*0234837
45559	General Fund Unrestricted	27,480.64	0.00	27,480.64	92*0234846	92*0234849
45560	General Fund Unrestricted	11,125.96	0.00	11,125.96	92*0234850	92*0234850
45561	General Fund Unrestricted	755.73	0.00	755.73	92*0234851	92*0234854
45563	General Fund Unrestricted	91,244.00	0.00	91,244.00	92*0234856	92*0234856
45564	General Fund Unrestricted	36,670.88	0.00	36,670.88	92*0234857	92*0234858
45565	General Fund Unrestricted	1,468.30	0.00	1,468.30	92*0234859	92*0234864
45576	General Fund Unrestricted	1,399.78	0.00	1,399.78	92*0234886	92*0234889
45578	General Fund Unrestricted	32,074.24	0.00	32,074.24	92*0234894	92*0234896
45579	General Fund Unrestricted	10,159.37	0.00	10,159.37	92*0234897	92*0234899
45581	General Fund Unrestricted	5,915.67	0.00	5,915.67	92*0234901	92*0234904
45585	General Fund Unrestricted	24,939.78	0.00	24,939.78	92*0234931	92*0234932
45586	General Fund Unrestricted	21,215.00	0.00	21,215.00	92*0234933	92*0234934
45587	General Fund Unrestricted	8,835.23	0.00	8,835.23	92*0234937	92*0234939
45588	General Fund Unrestricted	1,184.33	0.00	1,184.33	92*0234940	92*0234944
45590	General Fund Unrestricted	2,326.52	0.00	2,326.52	92*0234948	92*0234952
45591	General Fund Unrestricted	709.33	0.00	709.33	92*0234953	92*0234957
45592	General Fund Unrestricted	3,753.60	0.00	3,753.60	92*0234959	92*0234966
45593	General Fund Unrestricted	2,183.22	0.00	2,183.22	92*0234967	92*0234972
45595	General Fund Unrestricted	2,125.00	0.00	2,125.00	92*0234983	92*0234983
45599	General Fund Unrestricted	17,985.29	0.00	17,985.29	92*0234990	92*0234992
45602	General Fund Unrestricted	3,027.35	0.00	3,027.35	92*0235004	92*0235005
45603	General Fund Unrestricted	27,500.00	0.00	27,500.00	92*0235006	92*0235006
45604	General Fund Unrestricted	2,162.57	0.00	2,162.57	92*0235007	92*0235013
45605	General Fund Unrestricted	1,110.00	0.00	1,110.00	92*0235014	92*0235018
45607	General Fund Unrestricted	11,941.60	0.00	11,941.60	92*0235022	92*0235024
45610	General Fund Unrestricted	862.00	0.00	862.00	92*0235028	92*0235036
45611	General Fund Unrestricted	4,254.00	0.00	4,254.00	92*0235037	92*0235044
45612	General Fund Unrestricted	1,161.20	0.00	1,161.20	92*0235045	92*0235052
45614	General Fund Unrestricted	1,872.16	0.00	1,872.16	92*0235055	92*0235056

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45615	General Fund Unrestricted	7,103.49	0.00	7,103.49	92*0235057	92*0235062
45617	General Fund Unrestricted	8.25	0.00	8.25	92*0235072	92*0235072
45618	General Fund Unrestricted	7,438.82	0.00	7,438.82	92*0235075	92*0235077
45619	General Fund Unrestricted	8,699.41	0.00	8,699.41	92*0235080	92*0235084
Total Fund 11 General Fund Unrestricted		3,233,053.41	0.00	3,233,053.41		

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45357	General Fund Restricted	2,108.46	0.00	2,108.46	92*0233512	92*0233514
45360	General Fund Restricted	10,693.00	0.00	10,693.00	92*0233517	92*0233517
45361	General Fund Restricted	1,772.66	0.00	1,772.66	92*0233518	92*0233524
45363	General Fund Restricted	3,291.50	0.00	3,291.50	92*0233527	92*0233532
45364	General Fund Restricted	139.73	0.00	139.73	92*0233533	92*0233536
45366	General Fund Restricted	2,942.24	0.00	2,942.24	92*0233542	92*0233543
45368	General Fund Restricted	5,811.40	0.00	5,811.40	92*0233545	92*0233548
45378	General Fund Restricted	14,493.74	0.00	14,493.74	92*0233580	92*0233582
45379	General Fund Restricted	2,120.93	0.00	2,120.93	92*0233583	92*0233589
45381	General Fund Restricted	1,864.35	0.00	1,864.35	92*0233592	92*0233599
45382	General Fund Restricted	1,860.12	0.00	1,860.12	92*0233600	92*0233603
45383	General Fund Restricted	489.92	0.00	489.92	92*0233604	92*0233606
45390	General Fund Restricted	941.15	0.00	941.15	92*0233624	92*0233626
45394	General Fund Restricted	1,023.90	0.00	1,023.90	92*0233644	92*0233645
45395	General Fund Restricted	10,545.30	0.00	10,545.30	92*0233646	92*0233650
45396	General Fund Restricted	1,924.66	0.00	1,924.66	92*0233651	92*0233654
45401	General Fund Restricted	1,625.00	0.00	1,625.00	92*0233673	92*0233677
45407	General Fund Restricted	880.32	0.00	880.32	92*0233689	92*0233694
45408	General Fund Restricted	724.63	0.00	724.63	92*0233695	92*0233698
45409	General Fund Restricted	4,078.75	0.00	4,078.75	92*0233700	92*0233702
45411	General Fund Restricted	762.83	0.00	762.83	92*0233706	92*0233707
45413	General Fund Restricted	47,691.65	0.00	47,691.65	92*0233715	92*0233715
45416	General Fund Restricted	230.87	0.00	230.87	92*0233726	92*0233728
45418	General Fund Restricted	1,144.54	0.00	1,144.54	92*0233734	92*0233736
45421	General Fund Restricted	1,126.67	0.00	1,126.67	92*0233750	92*0233756
45430	General Fund Restricted	75.25	0.00	75.25	92*0233783	92*0233783
45452	General Fund Restricted	27,058.91	0.00	27,058.91	92*0234257	92*0234260
45454	General Fund Restricted	330.00	0.00	330.00	92*0234267	92*0234272
45455	General Fund Restricted	2,503.46	0.00	2,503.46	92*0234273	92*0234275
45458	General Fund Restricted	408.98	0.00	408.98	92*0234283	92*0234285
45459	General Fund Restricted	30,775.99	0.00	30,775.99	92*0234286	92*0234287
45460	General Fund Restricted	265.23	0.00	265.23	92*0234288	92*0234289
45461	General Fund Restricted	11,281.73	0.00	11,281.73	92*0234291	92*0234291
45462	General Fund Restricted	50,663.00	0.00	50,663.00	92*0234293	92*0234293
45463	General Fund Restricted	26,988.25	0.00	26,988.25	92*0234294	92*0234299
45464	General Fund Restricted	4,615.02	0.00	4,615.02	92*0234295	92*0234301
45465	General Fund Restricted	18,739.13	0.00	18,739.13	92*0234302	92*0234302

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45467	General Fund Restricted	1,150.54	0.00	1,150.54	92*0234308	92*0234316
45468	General Fund Restricted	27,413.75	0.00	27,413.75	92*0234317	92*0234317
45469	General Fund Restricted	979.18	0.00	979.18	92*0234318	92*0234321
45471	General Fund Restricted	1,039.55	0.00	1,039.55	92*0234325	92*0234328
45475	General Fund Restricted	3,492.17	0.00	3,492.17	92*0234345	92*0234347
45476	General Fund Restricted	115.00	0.00	115.00	92*0234349	92*0234350
45477	General Fund Restricted	449.52	0.00	449.52	92*0234351	92*0234355
45479	General Fund Restricted	1,885.13	0.00	1,885.13	92*0234362	92*0234364
45484	General Fund Restricted	670.55	0.00	670.55	92*0234394	92*0234397
45485	General Fund Restricted	57.50	0.00	57.50	92*0234402	92*0234402
45486	General Fund Restricted	5,328.07	0.00	5,328.07	92*0234404	92*0234405
45497	General Fund Restricted	945.32	0.00	945.32	92*0234424	92*0234425
45501	General Fund Restricted	1,164.83	0.00	1,164.83	92*0234445	92*0234448
45505	General Fund Restricted	11,019.66	0.00	11,019.66	92*0234456	92*0234458
45508	General Fund Restricted	1,612.66	0.00	1,612.66	92*0234468	92*0234469
45509	General Fund Restricted	240.90	0.00	240.90	92*0234470	92*0234470
45522	General Fund Restricted	303.16	0.00	303.16	92*0234506	92*0234506
45523	General Fund Restricted	229.42	0.00	229.42	92*0234509	92*0234509
45524	General Fund Restricted	2,557.75	0.00	2,557.75	92*0234510	92*0234511
45534	General Fund Restricted	55.00	0.00	55.00	92*0234529	92*0234529
45553	General Fund Restricted	1,259.19	0.00	1,259.19	92*0234821	92*0234825
45554	General Fund Restricted	238.17	0.00	238.17	92*0234829	92*0234829
45557	General Fund Restricted	1,484.56	0.00	1,484.56	92*0234838	92*0234838
45558	General Fund Restricted	5,105.16	0.00	5,105.16	92*0234839	92*0234845
45561	General Fund Restricted	935.00	0.00	935.00	92*0234852	92*0234852
45562	General Fund Restricted	3,985.00	0.00	3,985.00	92*0234855	92*0234855
45577	General Fund Restricted	867.68	0.00	867.68	92*0234890	92*0234893
45580	General Fund Restricted	2,047.15	0.00	2,047.15	92*0234898	92*0234900
45582	General Fund Restricted	1,600.00	0.00	1,600.00	92*0234905	92*0234914
45583	General Fund Restricted	1,600.00	0.00	1,600.00	92*0234915	92*0234924
45584	General Fund Restricted	2,400.00	0.00	2,400.00	92*0234925	92*0234930
45587	General Fund Restricted	5,183.25	0.00	5,183.25	92*0234935	92*0234936
45589	General Fund Restricted	2,086.79	0.00	2,086.79	92*0234945	92*0234947
45592	General Fund Restricted	929.87	0.00	929.87	92*0234958	92*0234964
45594	General Fund Restricted	1,600.00	0.00	1,600.00	92*0234973	92*0234982
45600	General Fund Restricted	8,629.16	0.00	8,629.16	92*0234993	92*0234998
45601	General Fund Restricted	1,350.56	0.00	1,350.56	92*0234999	92*0235002

Check Registers Submitted for Approval
 Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45602	General Fund Restricted	3,290.00	0.00	3,290.00	92*0235003	92*0235003
45606	General Fund Restricted	627 10	0.00	627 10	92*0235019	92*0235021
45607	General Fund Restricted	1,303.36	0.00	1,303.36	92*0235023	92*0235023
45613	General Fund Restricted	110.00	0.00	110.00	92*0235053	92*0235054
45616	General Fund Restricted	1,007.77	0.00	1,007.77	92*0235063	92*0235071
45617	General Fund Restricted	450.46	0.00	450.46	92*0235073	92*0235074
45618	General Fund Restricted	3,441.90	0.00	3,441.90	92*0235076	92*0235079
45625	General Fund Restricted	2,694.82	0.00	2,694.82	92*0235097	92*0235102
Total Fund 12 General Fund Restricted		<u>408,929.88</u>	<u>0.00</u>	<u>408,929.88</u>		

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45371	Child Development Fund	263.28	0.00	263.28	92*0233562	92*0233563
45372	Child Development Fund	2,570.41	0.00	2,570.41	92*0233564	92*0233566
45384	Child Development Fund	927.94	0.00	927.94	92*0233607	92*0233609
45402	Child Development Fund	3,878.85	0.00	3,878.85	92*0233675	92*0233678
45431	Child Development Fund	884.70	0.00	884.70	92*0233785	92*0233787
45487	Child Development Fund	713.14	0.00	713.14	92*0234406	92*0234407
45488	Child Development Fund	662.49	0.00	662.49	92*0234408	92*0234410
45489	Child Development Fund	485.34	0.00	485.34	92*0234411	92*0234412
45513	Child Development Fund	880.00	0.00	880.00	92*0234480	92*0234482
45528	Child Development Fund	921.83	0.00	921.83	92*0234520	92*0234520
45529	Child Development Fund	2,744.69	0.00	2,744.69	92*0234521	92*0234523
45555	Child Development Fund	791.71	0.00	791.71	92*0234830	92*0234831
45566	Child Development Fund	1,749.86	0.00	1,749.86	92*0234865	92*0234867
45596	Child Development Fund	1,966.74	0.00	1,966.74	92*0234984	92*0234986
45597	Child Development Fund	97.00	0.00	97.00	92*0234987	92*0234987
45620	Child Development Fund	1,026.82	0.00	1,026.82	92*0235085	92*0235087
Total Fund 33 Child Development Fund		20,564.80	0.00	20,564.80		

Check Registers Submitted for Approval
 Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45367	Capital Outlay Projects Fund	98,136.00	0.00	98,136.00	92*0233544	92*0233544
45377	Capital Outlay Projects Fund	20,974.92	0.00	20,974.92	92*0233577	92*0233577
45405	Capital Outlay Projects Fund	144,939.07	0.00	144,939.07	92*0233683	92*0233683
Angeles Contractor						
45422	Capital Outlay Projects Fund	460,549.80	0.00	460,549.80	92*0233757	92*0233757
Dow Diversified Inc						
45492	Capital Outlay Projects Fund	28,599.87	0.00	28,599.87	92*0234416	92*0234416
45493	Capital Outlay Projects Fund	28,713.00	0.00	28,713.00	92*0234417	92*0234417
45516	Capital Outlay Projects Fund	4,953.00	0.00	4,953.00	92*0234485	92*0234485
45531	Capital Outlay Projects Fund	89,825.93	0.00	89,825.93	92*0234525	92*0234525
45532	Capital Outlay Projects Fund	2,330.50	0.00	2,330.50	92*0234526	92*0234526
45573	Capital Outlay Projects Fund	25,736.06	0.00	25,736.06	92*0234882	92*0234882
45574	Capital Outlay Projects Fund	79,770.00	0.00	79,770.00	92*0234883	92*0234884
45575	Capital Outlay Projects Fund	2,275.00	0.00	2,275.00	92*0234885	92*0234885
45624	Capital Outlay Projects Fund	166,500.00	0.00	166,500.00	92*0235095	92*0235096
Angeles Contractor						
Total Fund 41 Capital Outlay Projects Fu		1,153,303.15	0.00	1,153,303.15		

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45373	Bond Fund, Measure E	172,725.30	0.00	172,725.30	92*0233567	92*0233568
Dow Diversified Inc						
45385	Bond Fund, Measure E	15,952.49	0.00	15,952.49	92*0233610	92*0233612
45386	Bond Fund, Measure E	24,593.66	0.00	24,593.66	92*0233613	92*0233615
45387	Bond Fund, Measure E	193,296.12	0.00	193,296.12	92*0233616	92*0233616
LPA Inc						
45403	Bond Fund, Measure E	108,599.65	0.00	108,599.65	92*0233679	92*0233681
LPA Inc						
45404	Bond Fund, Measure E	189,776.68	0.00	189,776.68	92*0233682	92*0233682
Angeles Contractor						
45432	Bond Fund, Measure E	2,250.00	0.00	2,250.00	92*0233788	92*0233788
45490	Bond Fund, Measure E	13,000.00	0.00	13,000.00	92*0234413	92*0234413
45491	Bond Fund, Measure E	94,179.67	0.00	94,179.67	92*0234414	92*0234415
45514	Bond Fund, Measure E	395,000.00	0.00	395,000.00	92*0234483	92*0234483
SBC Datacomm Inc						
45515	Bond Fund, Measure E	11,367.09	0.00	11,367.09	92*0234484	92*0234484
45530	Bond Fund, Measure E	117,618.32	0.00	117,618.32	92*0234524	92*0234524
Angeles Contractor						
45536	Bond Fund, Measure E	351,450.60	0.00	351,450.60	92*0234533	92*0234534
Isec Inc						
45537	Bond Fund, Measure E	176,129.00	0.00	176,129.00	92*0234535	92*0234536
Micon Construction Inc						
45538	Bond Fund, Measure E	111,203.80	0.00	111,203.80	92*0234537	92*0234537
General Consolidated						
45539	Bond Fund, Measure E	48,975.00	0.00	48,975.00	92*0234538	92*0234539
45540	Bond Fund, Measure E	317.50	0.00	317.50	92*0234540	92*0234540
45567	Bond Fund, Measure E	12,372.13	0.00	12,372.13	92*0234868	92*0234871
45568	Bond Fund, Measure E	56,500.00	0.00	56,500.00	92*0234872	92*0234873
45569	Bond Fund, Measure E	318,574.08	0.00	318,574.08	92*0234874	92*0234875
Athena Engineering Inc						
45570	Bond Fund, Measure E	29,750.00	0.00	29,750.00	92*0234876	92*0234877
45571	Bond Fund, Measure E	55,085.10	0.00	55,085.10	92*0234878	92*0234880
45572	Bond Fund, Measure E	11,063.94	0.00	11,063.94	92*0234881	92*0234881
45598	Bond Fund, Measure E	3,721.66	0.00	3,721.66	92*0234988	92*0234989
45608	Bond Fund, Measure E	890.22	0.00	890.22	92*0235025	92*0235025
45609	Bond Fund, Measure E	19,597.50	0.00	19,597.50	92*0235026	92*0235027
45621	Bond Fund, Measure E	15,190.50	0.00	15,190.50	92*0235088	92*0235089
45622	Bond Fund, Measure E	68,942.31	0.00	68,942.31	92*0235090	92*0235092
45623	Bond Fund, Measure E	61,740.00	0.00	61,740.00	92*0235093	92*0235094

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

<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>
	Total Fund 42 Bond Fund, Measure E	<u><u>2,679,862.32</u></u>	<u><u>0.00</u></u>	<u><u>2,679,862.32</u></u>		

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45423	Property and Liability Fund	528.00	0.00	528.00	92*0233758	92*0233758
45517	Property and Liability Fund	322.00	0.00	322.00	92*0234486	92*0234486
45533	Property and Liability Fund	794.72	0.00	794.72	92*0234527	92*0234527
Total Fund 61 Property and Liability Fund		<u>1,644.72</u>	<u>0.00</u>	<u>1,644.72</u>		

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

<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>
45433	Workers' Compensation Fund	3,234.45	0.00	3,234.45	92*0233789	92*0233789
45518	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0234487	92*0234487
Total Fund 62 Workers' Compensation Fu		<u><u>5,071.95</u></u>	<u><u>0.00</u></u>	<u><u>5,071.95</u></u>		

Check Registers Submitted for Approval
Checks Written for Period 11/28/09 thru 12/31/09

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
45425	Student Financial Aid Fund	3,253.00	0.00	3,253.00	92*0233760	92*0233766
45426	Student Financial Aid Fund	4,177.00	0.00	4,177.00	92*0233767	92*0233773
45434	Student Financial Aid Fund	1,093.93	0.00	1,093.93	92*0233790	92*0233791
Total Fund 74 Student Financial Aid Fund		8,523.93	0.00	8,523.93		

SUMMARY

Total Fund 11 General Fund Unrestricted	3,233,053.41
Total Fund 12 General Fund Restricted	408,929.88
Total Fund 33 Child Development Fund	20,564.80
Total Fund 41 Capital Outlay Projects Fund	1,153,303.15
Total Fund 42 Bond Fund, Measure E	2,679,862.32
Total Fund 61 Property and Liability Fund	1,644.72
Total Fund 62 Workers' Compensation Fund	5,071.95
Total Fund 74 Student Financial Aid Fund	8,523.93
Grand Total:	<u><u>7,510,954.16</u></u>

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

No. 5.2

BOARD REPORT / BUDGET INCREASES AND DECREASES

From 11 / 21 / 2009 To 12 / 16 / 2009

Board Meeting on 01 / 11 / 2010

FUND: 12 GENERAL FUND-RESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget adjustments for the period and fund indicated. Each budget adjustment supporting these totals is found on the accompanying report "SUMMARY OF BUDGET INCREASES/DECREASES BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
	<u>Appropriation Accounts</u>		
1000	ACADEMIC SALARIES	\$49,640	
2000	CLASSIFIED / OTHER NONACADEMIC		\$14,818
3000	EMPLOYEE BENEFITS	35,314	
4000	SUPPLIES AND MATERIALS		410
5000	OPERATING EXPENSES & SERVICES	102,791	
7000	OTHER OUTGO	28,800	
	Total appropriation	\$216,545	\$15,228
	<u>Revenue Accounts</u>		
8100	FEDERAL REVENUE	\$206,689	
8600	STATE REVENUE		\$5,372
	Total revenues	\$206,689	\$5,372

RECOMMENDATION

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

Printed on 12/17/2009

Fund 12: General Fund Restricted

bc09pn1130r	11/30/2009	B005516	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		5,332	0
2000	CLASSIFIED/OTHER NONACADEMIC		0	14,818
3000	EMPLOYEE BENEFITS		0	602
4000	SUPPLIES AND MATERIALS		0	410
5000	OPERATING EXPENSES AND SERVICES		6,880	0
7000	OTHER OUTGO		28,800	0
8100	FEDERAL REVENUE		25,182	0
			<hr/>	<hr/>
			66,194	15,830

Reason: Special Project Adjustment
Description: UTC USDA COB, reallocation

bc09pn1203j	12/3/2009	B005529	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		49,458	0
3000	EMPLOYEE BENEFITS		35,931	0
5000	OPERATING EXPENSES AND SERVICES		96,118	0
8100	FEDERAL REVENUE		181,507	0
			<hr/>	<hr/>
			363,014	0

Reason: Special Project Adjustment
Description: DELB#1103 Family Literacy

bc09pn1208b	12/8/2009	B005536	<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES		0	5,150
3000	EMPLOYEE BENEFITS		0	15
5000	OPERATING EXPENSES AND SERVICES		0	207
8600	STATE REVENUE		0	5,372
			<hr/>	<hr/>
			0	10,744

Reason: Special Project Adjustment
Description: Nursing Enrollmt final award

Summary by Major Object for Fund 12

		<u>Decreases</u>	<u>Increases</u>
1000	ACADEMIC SALARIES	49,640	0
2000	CLASSIFIED/OTHER NONACADEMIC	0	14,818
3000	EMPLOYEE BENEFITS	35,314	0
4000	SUPPLIES AND MATERIALS	0	410
5000	OPERATING EXPENSES AND SERVICES	102,791	0
7000	OTHER OUTGO	28,800	0
8100	FEDERAL REVENUE	206,689	0
8600	STATE REVENUE	0	5,372
		<hr/>	<hr/>
		423,234	20,600

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 11 / 21 / 2009 To 12 / 16 / 2009

Board Meeting on 01 / 11 / 2010

FUND: 11 GENERAL FUND-UNRESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
4000	SUPPLIES AND MATERIALS		\$8,400
5000	OPERATING EXPENSES AND SERVICES		60,300
6000	CAPITAL OUTLAY	\$68,700	
	Total Transfers	\$68,700	\$68,700

RECOMMENDATION

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

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
11/21/2009 - 12/16/2009

Fund 11: General Fund Unrestricted

bc09pn1130e	11/30/2009	B005504	From	To
4000	SUPPLIES AND MATERIALS		0	700
6000	CAPITAL OUTLAY		700	0
			<hr/>	<hr/>
			700	700
Reason:	Adjustment			
Description:	SAC M&O auto scrubber parts			
bc09pn1130h	11/30/2009	B005507	From	To
4000	SUPPLIES AND MATERIALS		0	14,000
6000	CAPITAL OUTLAY		14,000	0
			<hr/>	<hr/>
			14,000	14,000
Reason:	Adjustment			
Description:	DO ITS tape library supplies			
bc09pn1203c	12/3/2009	B005522	From	To
4000	SUPPLIES AND MATERIALS		1,000	0
5000	OPERATING EXPENSES AND SERVICES		0	1,000
			<hr/>	<hr/>
			1,000	1,000
Reason:	Adjustment			
Description:	CEC Alarm panel/monitoring			
bc09pn1203f	12/3/2009	B005525	From	To
5000	OPERATING EXPENSES AND SERVICES		0	51,000
6000	CAPITAL OUTLAY		51,000	0
			<hr/>	<hr/>
			51,000	51,000
Reason:	Adjustment			
Description:	RSCCD ITS Southland Tech			
bc09pn1208h	12/8/2009	B005542	From	To
4000	SUPPLIES AND MATERIALS		0	500
5000	OPERATING EXPENSES AND SERVICES		500	0
			<hr/>	<hr/>
			500	500
Reason:	Adjustment			
Description:	SCC Acad Supp ITS toner/ink			
bc09pn1211c	12/11/2009	B005553	From	To
4000	SUPPLIES AND MATERIALS		5,800	0
5000	OPERATING EXPENSES AND SERVICES		0	8,800
6000	CAPITAL OUTLAY		3,000	0
			<hr/>	<hr/>
			8,800	8,800
Reason:	Adjustment			
Description:	SAC M&O Pyro-Comm repairs			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
11/21/2009 - 12/16/2009

Summary by Major Object for Fund 11

	<u>From</u>	<u>To</u>
4000 SUPPLIES AND MATERIALS	0	8,400
5000 OPERATING EXPENSES AND SERVICES	0	60,300
6000 CAPITAL OUTLAY	68,700	0
	<hr/> 68,700	<hr/> 68,700

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

**From 11 / 21 / 2009 To 12 / 16 / 2009
Board Meeting on 01 / 11 / 2010**

FUND : 12 GENERAL FUND-RESTRICTED

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
1000	ACADEMIC SALARIES		\$13,900
2000	CLASSIFIED / OTHER NONACADEMIC		97,724
3000	EMPLOYEE BENEFITS		38,366
4000	SUPPLIES AND MATERIALS	\$24,364	
5000	OPERATING EXPENSES AND SERVICES	132,843	
6000	CAPITAL OUTLAY		7,217
	Total Transfers	\$157,207	\$157,207

RECOMMENDATION

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

Fund 12: General Fund Restricted

		11/23/2009	B005499	<u>From</u>	<u>To</u>
bc09pn1123a					
2000	CLASSIFIED/OTHER NONACADEMIC			0	80,385
3000	EMPLOYEE BENEFITS			0	25,092
4000	SUPPLIES AND MATERIALS			10,381	0
5000	OPERATING EXPENSES AND SERVICES			97,062	0
6000	CAPITAL OUTLAY			0	1,966
				<hr/>	<hr/>
				107,443	107,443

Reason: Special Project Adjustment
Description: NEWB#2550 SCC BFAP

		11/30/2009	B005501	<u>From</u>	<u>To</u>
bc09pn1130b					
2000	CLASSIFIED/OTHER NONACADEMIC			0	15,609
3000	EMPLOYEE BENEFITS			0	8,075
5000	OPERATING EXPENSES AND SERVICES			23,684	0
				<hr/>	<hr/>
				23,684	23,684

Reason: Special Project Adjustment
Description: SAC Counseling sal/ben 4-12B

		11/30/2009	B005502	<u>From</u>	<u>To</u>
bc09pn1130c					
1000	ACADEMIC SALARIES			0	13,973
3000	EMPLOYEE BENEFITS			0	2,917
4000	SUPPLIES AND MATERIALS			16,890	0
				<hr/>	<hr/>
				16,890	16,890

Reason: Special Project Adjustment
Description: SAC SCE sal/ben PT counselor

		11/30/2009	B005505	<u>From</u>	<u>To</u>
bc09pn1130f					
4000	SUPPLIES AND MATERIALS			800	0
5000	OPERATING EXPENSES AND SERVICES			0	800
				<hr/>	<hr/>
				800	800

Reason: Special Project Adjustment
Description: SCC Career Ed online subscript

		11/30/2009	B005506	<u>From</u>	<u>To</u>
bc09pn1130g					
2000	CLASSIFIED/OTHER NONACADEMIC			0	10,000
5000	OPERATING EXPENSES AND SERVICES			10,000	0
				<hr/>	<hr/>
				10,000	10,000

Reason: Special Project Adjustment
Description: SAC BST tutorial center

		11/30/2009	B005508	<u>From</u>	<u>To</u>
bc09pn1130i					
5000	OPERATING EXPENSES AND SERVICES			0	1,543
6000	CAPITAL OUTLAY			1,543	0
				<hr/>	<hr/>
				1,543	1,543

Reason: Special Project Adjustment
Description: SCC BSI expenses/Turnitin

Fund 12: General Fund Restricted

bc09pn1130j	11/30/2009	B005509	From	To
4000	SUPPLIES AND MATERIALS		770	0
5000	OPERATING EXPENSES AND SERVICES		0	770
			<hr/>	<hr/>
			770	770
Reason:	Special Project Adjustment			
Description:	SAC Pharm Tech instr equip svc			
bc09pn1130k	11/30/2009	B005510	From	To
3000	EMPLOYEE BENEFITS		0	189
5000	OPERATING EXPENSES AND SERVICES		189	0
			<hr/>	<hr/>
			189	189
Reason:	Special Project Adjustment			
Description:	SAC SCE PARS non-instr			
bc09pn1130l	11/30/2009	B005511	From	To
1000	ACADEMIC SALARIES		1,073	0
3000	EMPLOYEE BENEFITS		0	1,073
			<hr/>	<hr/>
			1,073	1,073
Reason:	Special Project Adjustment			
Description:	SAC sal/ben 4-6A Freshman Exp			
bc09pn1130p	11/30/2009	B005514	From	To
1000	ACADEMIC SALARIES		3,000	0
6000	CAPITAL OUTLAY		0	3,000
			<hr/>	<hr/>
			3,000	3,000
Reason:	Special Project Adjustment			
Description:	SAC class instr equipment			
bc09pn1202a	12/2/2009	B005518	From	To
5000	OPERATING EXPENSES AND SERVICES		0	443
6000	CAPITAL OUTLAY		443	0
			<hr/>	<hr/>
			443	443
Reason:	Special Project Adjustment			
Description:	SP#2330 AB1725 EEO Div Alloc			
bc09pn1203a	12/3/2009	B005520	From	To
5000	OPERATING EXPENSES AND SERVICES		4,829	0
6000	CAPITAL OUTLAY		0	4,829
			<hr/>	<hr/>
			4,829	4,829
Reason:	Special Project Adjustment			
Description:	SCC TitleIII MaSH wrk stations			
bc09pn1203b	12/3/2009	B005521	From	To
5000	OPERATING EXPENSES AND SERVICES		6,708	0
6000	CAPITAL OUTLAY		0	6,708
			<hr/>	<hr/>
			6,708	6,708
Reason:	Special Project Adjustment			
Description:	SCC TitleIII MaSH wrk stations			

Board of Trustees
SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS
11/21/2009 - 12/16/2009

Fund 12: General Fund Restricted

bc09pn1203e	12/3/2009	B005524	From	To
4000	SUPPLIES AND MATERIALS		0	5,000
5000	OPERATING EXPENSES AND SERVICES		400	0
6000	CAPITAL OUTLAY		4,600	0
			<hr/>	<hr/>
			5,000	5,000
Reason:	Special Project Adjustment			
Description:	SAC Hum Svcs class supply/sfwr			

bc09pn1203g	12/3/2009	B005526	From	To
4000	SUPPLIES AND MATERIALS		2,223	0
5000	OPERATING EXPENSES AND SERVICES		0	2,223
			<hr/>	<hr/>
			2,223	2,223
Reason:	Special Project Adjustment			
Description:	SAC MESA Ldrshp Retreat/Mtgs			

bc09pn1203h	12/3/2009	B005527	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		4,000	0
5000	OPERATING EXPENSES AND SERVICES		0	4,000
			<hr/>	<hr/>
			4,000	4,000
Reason:	Special Project Adjustment			
Description:	CTE SAUSD teacher's stipends			

bc09pn1208c	12/8/2009	B005537	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		2,520	0
3000	EMPLOYEE BENEFITS		0	2,520
			<hr/>	<hr/>
			2,520	2,520
Reason:	Special Project Adjustment			
Description:	Class on-going salary/benefits			

bc09pn1208d	12/8/2009	B005538	From	To
4000	SUPPLIES AND MATERIALS		0	700
6000	CAPITAL OUTLAY		700	0
			<hr/>	<hr/>
			700	700
Reason:	Special Project Adjustment			
Description:	SAC Nurs'g Skills Lab supplies			

bc09pn1208e	12/8/2009	B005539	From	To
2000	CLASSIFIED/OTHER NONACADEMIC		1,000	0
4000	SUPPLIES AND MATERIALS		0	1,000
			<hr/>	<hr/>
			1,000	1,000
Reason:	Special Project Adjustment			
Description:	SCC H.S. Counselor Breakfast			

Fund 12: General Fund Restricted

bc09pn1210c		12/10/2009	B005548	From	To
1000	ACADEMIC SALARIES			0	2,000
4000	SUPPLIES AND MATERIALS			2,000	0
				<hr/>	<hr/>
				2,000	2,000

Reason: Special Project Adjustment
Description: SAC Curriculum Dev faculty PR

bc09pn1211d		12/11/2009	B005554	From	To
1000	ACADEMIC SALARIES			0	2,000
4000	SUPPLIES AND MATERIALS			750	0
5000	OPERATING EXPENSES AND SERVICES			0	750
6000	CAPITAL OUTLAY			2,000	0
				<hr/>	<hr/>
				2,750	2,750

Reason: Special Project Adjustment
Description: SAC Dept Adv lunch/Curric Dev

bc09pn1214a		12/14/2009	B005555	From	To
2000	CLASSIFIED/OTHER NONACADEMIC			750	0
3000	EMPLOYEE BENEFITS			1,500	0
4000	SUPPLIES AND MATERIALS			0	2,750
5000	OPERATING EXPENSES AND SERVICES			500	0
				<hr/>	<hr/>
				2,750	2,750

Reason: Special Project Adjustment
Description: SAC Stu Life non-instr/CTE

Summary by Major Object for Fund 12

		From	To
1000	ACADEMIC SALARIES	0	13,900
2000	CLASSIFIED/OTHER NONACADEMIC	0	97,724
3000	EMPLOYEE BENEFITS	0	38,366
4000	SUPPLIES AND MATERIALS	24,364	0
5000	OPERATING EXPENSES AND SERVICES	132,843	0
6000	CAPITAL OUTLAY	0	7,217
		<hr/>	<hr/>
		157,207	157,207

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 11 / 21 / 2009 To 12 / 16 / 2009

Board Meeting on 01 / 11 / 2009

FUND : 33 CHILD DEVELOPMENT FUND

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
4000	SUPPLIES AND MATERIALS		\$190
5000	OPERATING EXPENSES & SERVICES	\$190	
Total Transfers		\$190	\$190

RECOMMENDATION

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

Fund 33: Child Development Fund

			<u>From</u>	<u>To</u>
bc09pn1207d	12/7/2009	B005533		
4000	SUPPLIES AND MATERIALS		0	190
5000	OPERATING EXPENSES AND SERVICES		190	0
			<hr/>	<hr/>
			190	190

Reason: Special Project Adjustment
Description: Ed Svcs/CDS color prntr toner

Summary by Major Object for Fund 33

		<u>From</u>	<u>To</u>
4000	SUPPLIES AND MATERIALS	0	190
5000	OPERATING EXPENSES AND SERVICES	190	0
		<hr/>	<hr/>
		190	190

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BOARD REPORT / BUDGET TRANSFERS

From 11 / 21 / 2009 To 12 / 16 / 2009

Board Meeting on 01 / 11 / 2010

FUND : 41 CAPITAL OUTLAY PROJECTS FUND

BACKGROUND

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

ANALYSIS

This listing provides by major object code the total of budget transfers for the period and fund indicated. Each budget transfer supporting these totals is found on the accompanying report "SUMMARY OF BUDGET TRANSFERS BETWEEN CLASSIFICATIONS".

<u>Object Category</u>	<u>Description</u>	<u>From</u>	<u>To</u>
<u>Appropriation Accounts</u>			
5000	OPERATING EXPENSES & SERVICES		\$5,500
6000	CAPITAL OUTLAY		44,700
7900	CONTINGENCY OR RESERVE	\$50,200	
	Total Transfers	\$50,200	\$50,200

RECOMMENDATION

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

Fund 41: Capital Outlay Projects Fund

bc09pn1208j	12/8/2009	B005544	From	To
6000	CAPITAL OUTLAY		0	35,000
7900	CONTINGENCY OR RESERVE		35,000	0
			<hr/>	<hr/>
			35,000	35,000

Reason: Special Project Adjustment
Description: Incr funds-Engineering svcs

bc09pn1215b	12/15/2009	B005556	From	To
6000	CAPITAL OUTLAY		0	9,700
7900	CONTINGENCY OR RESERVE		9,700	0
			<hr/>	<hr/>
			9,700	9,700

Reason: Special Project Adjustment
Description: SAC fire hydrants replacements

bc09pn1215c	12/15/2009	B005557	From	To
5000	OPERATING EXPENSES AND SERVICES		0	5,500
7900	CONTINGENCY OR RESERVE		5,500	0
			<hr/>	<hr/>
			5,500	5,500

Reason: Special Project Adjustment
Description: CEC fire alarm panel replacemt

Summary by Major Object for Fund 41

5000	OPERATING EXPENSES AND SERVICES	From	To
6000	CAPITAL OUTLAY	0	5,500
7900	CONTINGENCY OR RESERVE	0	44,700
		50,200	0
		<hr/>	<hr/>
		50,200	50,200

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

BUSINESS OPERATIONS AND FISCAL SERVICES

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Non-Resident Tuition Fee for 2010-11	
Action: Request for Approval	

BACKGROUND

Education Code Section 76140 requires the Board of Trustees to establish the tuition fee for non-resident students prior to February 1st of each year. The fee established by the Board of Trustees can be either the statewide average rate, the District's computed rate, or up to the level charged by any contiguous District.

Education Code Section 76141 allows districts to charge an additional capital outlay fee to non-resident students who are both citizens and residents of a foreign country. This amount is not to exceed the amount that was expended by the District for capital outlay in the preceding fiscal year (2008-09). Any fee charged for capital outlay cannot exceed 50% of the non-resident tuition fee established by the District and the funds must be expended for capital outlay, maintenance, and equipment purposes.

Education Code section 76142 allows districts to charge a processing fee (application fee) to non-resident students who are both citizens and residents of a foreign country an amount not to exceed the actual cost of processing an application and other documentation required by the federal government of \$100 whichever is less.

ANALYSIS

The statewide average rate for 2010-11 is \$183 which represents a \$7 per semester unit decrease or (-3.7%) over the prior year. Using the District expenditures and applying the allowed two year inflation factor of 4.3%, results in a calculated rate of \$158 per-unit for the non-resident tuition with the capital outlay calculated at \$35 per unit based on 2008-09 capital outlay.

The District is proposing a total non-resident fee of \$200 that represents a \$5 per unit (-2.4%) decrease over the prior year. This is made up of \$183 for the tuition fee, the statewide average rate, and \$17 for capital outlay. We are proposing that the application fee remain at \$25.

RECOMMENDATION

It is recommended that the Board of Trustees establish the non-resident tuition fee at \$183 per unit, the capital outlay fee at \$17 per unit, and the application fee of \$25 for 2010-11 as presented.

Fiscal Impact:	Not applicable	Board Date: January 11, 2010
Prepared by:	Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

**California Community Colleges
2010-11 NONRESIDENT FEES WORKSHEET**

2010-11 NONRESIDENT TUITION FEE (ECS 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2008-09 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$ 6,903,979,351	\$164,116,170	\$ _____
B. Annual Attendance FTES (Recal 2008-09)	<u>1,313,192</u>	<u>36,185</u>	_____
C. Average Expense of Education per FTES (A ÷ B)	\$ <u>5,257</u>	\$ <u>4,535</u>	\$ _____
D. US Consumer Price Index Factor (2 years)	x <u>1.043</u>	x <u>1.043</u>	x <u>1.043</u>
E. Average Cost per FTES for Tuition Year (C x D)	\$ <u>5,483</u>	\$ <u>4,730</u>	\$ _____
F. Average Per Unit Nonresident Cost:			
Semester-System (E ÷ 30 units)	\$ <u>183</u>	\$ <u>158</u>	\$ _____
<u>OR</u>			
Quarter-System (E ÷ 45 units)	\$ <u>122</u>	\$ _____	\$ _____

NOTE:

"B. Annual Attendance FTES" includes all student contact hours of attendance in credit and noncredit courses for resident students, nonresident students and apprentices; however apprentice hours are divided by 525 to compute an FTES equivalent. Round tuition fee to the nearest dollar.

Column 3 is an option only for use by a district with ten percent or more noncredit FTES (Education Code Section 76140(e)). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

The district governing board at its January 11, 2010 meeting adopted a nonresident tuition fee of \$183 per semester unit or \$ _____ per quarter unit.

Basis for adoption is (place an X in one box only):

- 1. Statewide average cost, per column 1;
- 2. District average cost, per column 2;
- 3. District average cost with 10% or more noncredit FTES, per column 3;
- 4. Contiguous district. _____ . (Specify district and its fee.)
- 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.

2010-11 NONRESIDENT STUDENT CAPITAL OUTLAY FEE (ECS 76141)

For districts electing to charge a **capital outlay fee** to **ANY** nonresident student (as discussed in the memo), please compute this fee as follows:

a. Capital Outlay expense for 2008-09 \$37,846,785

b. FTES for 2008-09 36,185

c. Capital outlay expense per FTES (*line a divided by line b*) \$1,046

d. Capital Outlay Fee per unit:

1. Per semester unit (*line c divided by 30 units*) 35

OR

2. Per quarter unit (*line c divided by 45 units*) _____

e. 2010-11 Nonresident Student Capital Outlay Fee (*the lesser of line d OR 50% of adopted 2010-11 Nonresident Tuition Fee*) \$17.00 (Recommended)

The district governing board at its January 11, 2010 meeting adopted a **nonresident capital outlay fee** of \$ 17.00 per semester unit or \$ _____ per quarter unit.

Upon adoption of nonresident tuition fee by your district governing board by February 1, 2010, please submit a copy of this report by February 15, 2010 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit
1102 Q Street, 4th Floor
Sacramento, CA 95811-6549 FAX (916) 323-3057**

**District:
Rancho Santiago Community College District**

**Contact Person:
Noemi M. Kanouse, Assistant Vice Chancellor, Fiscal Services**

Phone Number: 714-480-7320 Email: kanouse_noemi@rscgd.edu

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

To:	Board of Trustees	Date: January 11, 2010
Re:	Approval of Additional DSA Inspection Services: Science Building at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On January 22, 2008, the Board of Trustees approved an agreement with Universal Laboratories in the amount of \$312,000 to provide Division of State Architect (DSA) mandated inspection services as the Inspector of Record (IOR) for the Science Building at Santiago Canyon College.

ANALYSIS:

This project has been moving forward, but is behind schedule, therefore requiring that the DSA mandated inspection services be extended.

Due to changes in the extended construction schedule, this agreement with Universal Laboratories needs to be extended for an additional three (3) months at \$13,000 per month (\$39,000) for a full-time inspector of record as noted in the attached proposal dated December 15, 2009. The total revised contract amount is \$351,000.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the extension of services for Universal Laboratories to provide DSA mandated inspection services at SCC as presented.

Fiscal Impact:	\$39,000.00	Board Date: January 11, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



December 15, 2009

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Attn: Darryl Odum
2323 North Broadway
Santa Ana, CA 92706-1640

RE: DSA Project Inspection Services
Santiago Canyon College – Science Building

The following information is furnished as an estimated extended budget for the Santiago Canyon College, Science Building.

Science Building @ Santiago Canyon College

DSA Inspections from January 1, 2010 to March 31, 2010:	
1 Inspector for 3 Months @ \$ 13,000 Month =	\$ 39,000.00
TOTAL ESTIMATED BUDGET	\$ 39,000.00

If you have any questions regarding the above, please feel free to call me at (714) 744-1558.

Respectfully,

A handwritten signature in black ink that reads "Brian Ogier". The signature is written in a cursive style with a large initial "B".

Brian Ogier
for
Blaine Ogier

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS/FISCAL SERVICES

To:	Board of Trustees	Date: January 11, 2010
Re:	Approval of Additional Land Surveying Services during the Construction of the Child Development Center at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On May 11, 2009, the Board awarded a contract to North American Land Services to provide construction staking throughout the construction of the new Child Development Center at Santa Ana College.

ANALYSIS:

During the course of construction, certain changes to the scope of work for this project were required. Most of these changes involve staking for new 6" and 12" fire suppression water lines as well as additional mapping and research for utility easements required by Southern California Edison. Other changes, reasons for the changes, and cost impacts are noted in the attached Proposal.

These additional services increases the contract by \$12,325. The revised contract amount is \$30,155. The costs indicated in the change order are considered fair, reasonable, and within industry standards by the architect, construction manager, and staff.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the request for additional land surveying services with North American Land Services during the construction of the Child Development Center at Santa Ana College as presented.

Fiscal Impact:	\$12,325.00	Board Date: January 11, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



North American Land Service

Knowledge is our passion "How can we help?"

Land Surveyors

Construction Staking, Topographic, Boundary, Geodetic and ALTA Surveys

10211 Constitution Dr.
Huntington Beach Ca. 92646

Ph# 714-501-0218
Fax# 714-849-6163
E-Mail Noram@socal.rr.com

Proposal for Land Surveying Services

Project: Santa Ana College Child Development Center

To: Rancho Santiago College Board of Trustees

Thank you for this opportunity to provide you with additional services for the CDC. Below is a description and cost for these additional services.

Services to be provided,

- 1) Establish control then calculate staking for new 6" and 12" separate Fire Suppression Water lines.
- 2) Stake 6" and 12" fire water lines
- 3) Provide field location for "as build" of fire water line
- 4) Create "as build" map of fire water line.
- 5) Provide preliminary research for SCE easement conflict along east west entrance road from "Bristol"
- 6) Field locate existing SCE power line conduit along entrance road
- 7) Provide CAD plot of existing easement and physical location of conduit on exhibit for comparison.
- 8) Provide corrective measure to eliminate easement conflict.

Cost of proposed services

1) Establish Control.....	\$1500.00
2) Stake Fire water.....	\$1500.00
3) Topo As build.....	\$1200.00
4) As build Map.....	\$1750.00
5) Research SCE Eas.....	\$1000.00
6) Locate Existing SCE.....	\$1175.00
7) Provide Cad Plot.....	\$1900.00
8) Correct Easement.....	\$2300.00

Total Cost of proposed Services= \$12,325.00

Thank you very much for this opportunity to help provide additional services

John T Morris.

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

To:	Board of Trustees	Date: January 11, 2010
Re:	Approval of the Architectural Contract for Santiago Canyon College Infrastructure Project	
Action:	Request for Approval	

BACKGROUND:

The Board awarded contracts to LPA, Inc. to provide architectural design, engineering and bid documents for miscellaneous projects funded by Measure E at both Santa Ana College and Santiago Canyon College. LPA is the architect of record for the projects listed below.

ANALYSIS:

Additional professional architectural design and engineering services are required of LPA to provide the City of Orange with a traffic study in relation to the Parking Lot and associated Infrastructure projects at Santiago Canyon College.

The cost for these design and engineering services is estimated at \$22,000 with reimbursable expenses at 10% of that fee or \$2,200.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the request for additional services provided by LPA, Inc. in the amount of \$24,200 as presented.

Fiscal Impact:	\$22,000.00 and reimbursable expenses at \$2,200.00	Board Date: January 11, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

Client Copy

PROFESSIONAL SERVICES AUTHORIZATION

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

Attn: **Robb Gumbert, Facility Planning Specialist**
 District Operations Center
 Phone: (714) 480-7513 Fax: (714) 796-3910

Project No.: **29049.10** Date: **December 8, 2009**
 Project: **RSCCD-Parking Lot/Infrastructure**
 Location: **Orange** PSA No.: **2**
 Office: **Irvine** Issued By: **Young Min**
 Client Contract: **LPA PIC: Chris Torrey**
 Client Job No.: **License #: C17881**
LPA PM: Young Min

Execution of this document will confirm your request for professional services. Please refer to the 'Terms and Conditions' of the Architectural Services Agreement dated November 16, 2004. The 'Terms & Conditions' are a part of this Agreement. The Project is generally described as:

Rancho Santiago Community College District - Parking Lot & Other Infrastructure

LPA will provide: New Services Additional Services Revised Scope of Services
 Services shall include:

Additional Civil engineering services to provide City requested traffic study.

Services shall commence upon receipt of a signed copy of this document and a retainer in the amount of \$0.00 and shall be completed:

Pursuant to project schedule.

LPA shall be compensated for these services as indicated below. Unless otherwise noted below, neither Consultant Costs nor Project Expenses are included in the LPA fee and shall be reimbursed to LPA per the 'Terms and Conditions' of the Architectural Services Agreement dated November 16, 2004. The 'Terms and Conditions' are a part of this Agreement.

Fee:	Fixed Fee	\$22,000.00
Reimbursable Expenses:	Estimated	\$2,200.00

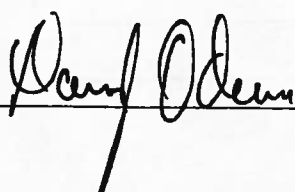
The following consultants shall provide services for this scope of services:


Luzuriaga Taylor, Inc. - Civil Engineering Services

Special Conditions:

None

Contract Status:	Services:	Expenses:	Contract Total:
Original Contract Amount:	\$595,200.00	\$59,520.00	\$654,720.00
Total of Previous Addenda:	\$9,000.00	\$900.00	\$9,900.00
Previous Totals:	\$604,200.00	\$60,420.00	\$664,620.00
This PSA Amount:	\$22,000.00	\$2,200.00	\$24,200.00
New Fee Totals:	\$626,200.00	\$62,620.00	\$688,820.00

Client Authorized Signature Date
 12/16/09

LPA Authorized Signature Date
 12/9/09
 Christopher D. Torrey, Principal, LEED® AP UM

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUSINESS OPERATIONS & FISCAL SERVICES

To:	Board of Trustees	Date: January 11, 2010
Re:	Approval of Architectural Services Contract: SAC Child Development Center	
Action:	Request for Approval	

BACKGROUND:

On January 13, 2005, the Board of Trustees approved an agreement with Fields Devereaux Architects and Engineers (now, Harley Ellis Devereaux Architects & Engineers) for the design and engineering associated with the Santa Ana College Child Development Center.

ANALYSIS:

Additional professional design and engineering services have been requested by the District of Harley Ellis Devereaux. These services are described in greater detail in the attached proposal dated November 11, 2009 and include additional site visits when necessary, to provide construction administrative services in an effort to keep the construction project from falling behind schedule.

The cost for these additional design and engineering services is not to exceed a fee of \$14,520 with no additional reimbursable expenses.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the request for additional services provided by Harley Ellis Devereaux in the amount of \$14,520 as presented.

Fiscal Impact:	\$14,520.00	Board Date: January 11, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	



November 11, 2009

601 South Figueroa Street Suite 60C
Los Angeles, California
90036 | USA

Darryl Odum
2323 N. Broadway
Suite 112
Santa Ana, CA. 92706

t 213.642.4600
f 213.642.4515
harleyellisdevereaux.com

**Subject: Santa Ana Child Development Center
Project No. 2005-00012-000
Additional Services Request- Additional Construction Administration Services**

Planning
Architecture
Engineering
Interior Architecture
Landscape Architecture
Construction Services

Dear Darryl:

Please review this additional service for additional effort requested by the District for additional CA services. This additional service is governed by the conditions of our existing Owner/Architect agreement of 1/25/05.

Scope of Project

The District has requested that Harley Ellis Devereaux participate in additional site visits. The request is based on a variety of conditions (not caused by HED) which has caused the construction schedule to slip.

Partner Companies:

Spectrum Strategies
Crime Lab Design
GreenWorks Studio
IQ - Investment In Quality
HED Build

Scope of Services

The District with a 48 hour notice can provide a written notice to HED for attendance by John Neel (HED C.A.) to be on site for 6 hours + 2 hours travel time and provide assistance consistent with the services of Construction Administration. This does not include the contractual requirement already included for attending construction meetings every 2 weeks. The quantity of full day visits is ten (10) visits per this agreement.

Los Angeles

Chicago
Detroit
Riverside
San Diego

Fee Proposal

Additional Services Fee

Harley Ellis Devereaux' fee for providing the above outlined services will be a lump sum amount of **Fourteen Thousand Five Hundred and Twenty Dollars (\$14,520)**.

Reimbursable Expenses

Per current contract dated 1/25/05.

Celebrating 100 years

1908 | 2008

Project Schedule

Harley Ellis Devereaux will begin work on the project immediately upon receipt of your authorization to proceed.



November 11, 2009
Page 2

Harley Ellis Devereaux' responsibility to provide the proposed services will terminate at the earlier of the issuance to Rancho Santiago CCD of the final Certificate for Payment or sixty (60) days after date of substantial completion of the project work.

To accept this proposal and to grant us authorization to begin our services, please have an authorized individual sign the Acceptance; retain one signed copy of the proposal for your records and forward the other signed copy to us. This proposal-agreement will be considered valid for sixty (60) days from date of issue.

If you have any questions regarding this proposal-agreement for services, or if you wish to discuss any aspect of the project, please contact me directly.

Sincerely,

Brent Miller, AIA, LEED AP
Principal-in-Charge

Attachments:

Accepted for Rancho Santiago Community College District by:

Signature

Printed Name and Title

Date

By signing this document, the signatory attests that they are authorized to execute this Agreement on behalf of the Rancho Santiago Community College District.

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

To:	Board of Trustees	Date:	January 11, 2010
Re:	Approval of Change Order for Construction Management Services at the Santa Ana College Child Development Center		
Action:	Request for Approval		

BACKGROUND:

On October 13, 2008, the Board of Trustees approved an agreement with Bernards Builders and Management Services to provide construction management services for the new Child Development Center at Santa Ana College.

ANALYSIS:

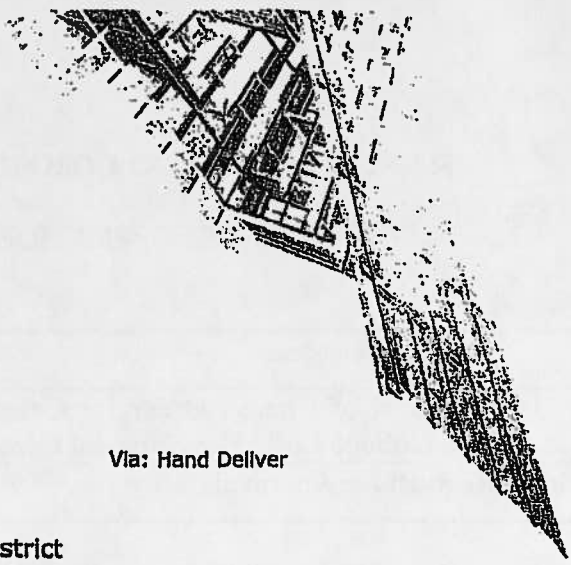
As noted in the attached request dated August 13, 2009 from Bernards Builders and Management Services, the project was to start in February, 2009, however several issues made it necessary to move the project start date to July, 2009.

The estimated additional fee through the end of August, 2010 is estimated at \$62,453, as Bernards' fee is based on approximately 7.7% of the estimated construction cost of \$7,000,000. This increases Bernards' original contract of \$577,500 to \$639,953. This also extends the length of the project by 61 days.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the additional construction management services for Bernards Builders and Management Services as presented.

Fiscal Impact:	\$62,453.00 plus 61 calendar days	Board Date:	January 11, 2010
	added to the construction schedule		
Prepared by:	Darryl A. Odum, Director District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor		



L O S A N G E L E S
O R A N G E
C O U N T Y
F R E S N O
I N L A N D E M P I R E

August 13, 2009

Mr. Darryl Odum
Director, District Construction & Support Services
2323 North Broadway, Suite 112
Santa Ana, California 92706-1640

Via: Hand Deliver

Subject: Rancho Santiago Community College District
Santa Ana College: Child Development Center Project
Signed Contract

Dear Darryl:

Please find the following attached for your records:

- Two (2) original 'fully executed' Contracts for the above mentioned project.

As a follow-up to our discussions, when we submitted our initial proposal in September 2008, we anticipated construction to start in February 2009. This would have resulted in our 14-month term extending through March 2010. Unfortunately, several issues have arisen extending the construction start to July 2009 and as a result, our 14-month term is now through August 2010. The five month extension was caused by issues beyond our control.

We have signed the Contract with an understanding that an amendment will need to be executed to revise our 14-month term from July 2009 to August 2010. In addition, we respectfully request a meeting to discuss our additional costs due to this extension.

We appreciate the opportunity to continue working for you and the Rancho Santiago Community College District.

If you have any questions, please contact me at (909) 841-7850.

Respectfully,

Kelvin K. Okino
Vice President, Management Services

Attachments

cc: Mr. Michael Cawlina, Bernards (with attachment - original)
Mr. Jerry Neve, Bernards (with attachment)
Ms. Elena Blackwell, Bernards (with attachment)
File

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

To:	Board of Trustees	Date: January 11, 2010
Re:	Approval of Change Order #5 – Bid #1063 – Plumbing for the New Science Building (State Portion) at Santiago Canyon College	
Action:	Request for Approval	

BACKGROUND:

On December 10, 2007, the Board awarded a contract to J.M. Farnan Company, Inc. for Bid #1063/SCC Science Building to perform the plumbing portion of the project.

ANALYSIS:

During the course of construction certain changes to the scope of work for this project were required. The specific changes, reasons for the changes and cost impacts are noted in the attached Change Order #5.

Change Order #4 increases the contract by \$29,811. The revised contract amount is \$1,439,483.27. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total change orders for the project are 9.4% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #5, J.M. Farnan Company, Inc. for Bid #1063, plumbing in the Santiago Canyon College Science Building as presented.

Fiscal Impact:	\$29,811.00	Board Date: January 11, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

CHANGE ORDER

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

Project:	New Science Building (State Funded Portion) Santiago Canyon College	at	Bid No.	1063	P.O. #	08-P0003739
			D.S.A. No.	04-107804		
Contractor:	J. M. Farnan Company, Inc.		Change Order No.	5	State	
Architect:	LPA, Inc.		Date:	January 11, 2009		

The undersigned contractor hereby agrees to accomplish these changes in accordance with the original drawings and specifications except as specifically noted otherwise.

SUMMARY OF CONTRACT PRICE		
Original Contract Amount		\$1,315,200.00
Previous Change Orders	\$94,472.27	
This Change Order	\$29,811.00	
Total Change Orders		\$124,283.27
Revised Contract Amount		\$1,439,483.27
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date	July 14, 2009	
Revised Contract Completion Date		January 14, 2010
Board Approval Date:		January 11, 2009

<u>LPA, Inc.</u> Architect	_____	Authorized Signature	_____	Date
<u>Christopher Farnan</u> Contractor Name	_____	Authorized Signature	_____	Date
<u>Darryl Odum</u> Director - District Construction & Support Services	_____	Authorized Signature	_____	Date
<u>Brad Nila</u> Project IOR	_____	Authorized Signature	_____	Date
<u>Jerry Roberts</u> Seville Construction Services-CM	_____	Authorized Signature	_____	Date
<u>Peter J. Hardash</u> Vice Chancellor, Business Operations/Fiscal Services	_____	Authorized Signature	_____	Date
<u>Division of State Architect</u>	_____	Authorized Signature	_____	Date

CHANGE ORDER

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

Project:	New Science Building (State Funded Portion) Canyon College	at Santiago	Bid No.	1063	P.O. #	08-P0003739
Contractor:	J. M. Farnan Company, Inc.		D.S.A. No.	04-107804		
Architect:	LPA, Inc.		Change Order No.	5		
			Date:	1/11/09		
ITEM NO	EXPLANATION:		CREDIT	EXTRA		
1.0	DESCRIPTION:	Modify interior layout of roof drains at the State Bldg. per CCD#19	\$12,886.00	\$42,697.00		
	REASON:	To improve on the water flow at the roof drains throughout the building.				
	REQUESTOR:	District				
	TIME EXTENSION:	ADDS 0 calendar days				
		Sub-Total	\$12,886.00	\$42,697.00		
		Total		\$29,811.00		

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

To:	Board of Trustees	Date: January 11, 2010
Re:	Approval of Notice of Completion: Bid #1187 Street Improvement Plans at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On July 21, 2008, the District approved a contract with EMAE International, Inc. to complete the street improvements to College Avenue at Santa Ana College.

As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

ANALYSIS:

The project was substantially complete on August 1, 2009, and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project was \$119,000.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion for the Asphalt Paving and Parking Lot Lighting project as presented.

Fiscal Impact:	N/A	Board Date: January 11, 2010
Prepared by:	Darryl A. Odum, Director, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Edward Hernandez, Jr., Ed.D., Chancellor	

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

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

Mr. Darryl A. Odum
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706-1640

THIS SPACE FOR RECORDER'S USE ONLY

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

NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West Seventeenth Street, Santa Ana, California, caused improvements to be made to the property to wit: Bid No. 1087/Street Improvement Plans at Santa Ana College, the contract for the doing of which was heretofore entered into on the 23rd day of July, 2008, which contract was made with EMAE International, Inc., PO #09-P0006976, as contractor; that said improvements were completed on the 1st day of August, 2009 and accepted by formal action of the governing Board of said District on the 11th day of January, 2010; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Vigilant Insurance Company.

Rancho Santiago Community College District of
Orange County, California

by _____

State of California)
 §
County of Orange)

I, the undersigned, state that I have read the foregoing document, and know the contents thereof, and that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____ California, on
_____, 20____.

Signature _____
(include name of corporation, partnership, etc., if any)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**BUSINESS OPERATIONS AND FISCAL SERVICES**

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Bid #1132 – Purchase of Biofit (or equal) Lab/Classroom Stools	
Action: Request for Approval	

BACKGROUND

With the construction of the new Santiago Canyon College Science Building additional lab/classroom stools are needed for student usage. Biofit stools have been used for many years and have worn well and required little repair.

ANALYSIS

Bids were sent to nine vendors. Six bids were received, one no bid and two vendors did not respond. The low bidder meeting specification is McMahan Business Interiors with a bid of \$86,620.08. Below is a summary of bids received.

VENDOR	BID RESPONSE
McMahan Business Interiors	\$86,620.08
VWR International	\$94,455.00
Stanley Supply & Services	\$105,540.07
Olpin Group	\$107,311.16
Furniture by William Webb	\$108,754.48
Office Max	\$114,869.14
Lab Safety Supply	No Bid
Sierra School Equipment	No Response
SW Med-Source	No Response

RECOMMENDATION

It is recommended that the Board of Trustees accept the bids and approve the award for Bid #1132 – Purchase of Biofit Lab/Classroom Stools to McMahan Business Interiors as presented.

Fiscal Impact: \$86,620.08	Board Date: January 11, 2010
Prepared by: Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by: Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by: Edward Hernandez, Jr., Ed.D., Chancellor	

msc//1-11-10

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012717	9,974.43	THERMO KING CORP	Equipment - Federal Progs >200	SP		11/19/2009
10-P0012718	589.06	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		11/19/2009
10-P0012719	341.17	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/19/2009
10-P0012720	41.30	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		11/19/2009
10-P0012721	132.24	DON BOOKSTORE	Books, Mags & Ref Mat, Non-Lib	SP		11/19/2009
10-P0012722	860.94	RYDIN DECAL	Non-Instructional Supplies	SP		11/19/2009
10-P0012723	287.63	FRANKLIN AIR CONDITIONING	Contracted Repair Services			11/19/2009
10-P0012724	114.77	TAB PRODUCTS CO	Non-Instructional Supplies	SP		11/19/2009
10-P0012725	1,394.69	DE LA TORRE COMMERCIAL	Contracted Repair Services			11/19/2009
* 10-P0012726	65,000.00	DATATEL INC	Equipment - Software > \$1,000	SP	BOND	11/19/2009
10-P0012727	500.00	MKH ELECTRONICS	Maint Contract - Other Equip			11/19/2009
10-P0012728	975.00	HVAC AIR COMMAND INC	Maint Contract - Other Equip			11/19/2009
10-P0012729	86.96	MULTI SERVICE CORP	Instructional Supplies	SP		11/19/2009
10-P0012730	28,211.43	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	11/19/2009
10-P0012731	1,232.00	ORANGE COUNTY REGISTER	Buildings - Legal Expenses	SP	BOND	11/19/2009
10-P0012732	802.50	DEPT OF TOXIC SUBSTANCES &	Other Licenses & Fees			11/19/2009
10-P0012733	25.00	COUNTY OF ORANGE	Other Licenses & Fees			11/19/2009
10-P0012734	2,495.00	DE LA TORRE COMMERCIAL	Contracted Services			11/19/2009
10-P0012735	2,934.67	ATKINSON ANDELSON LOYA RUUD	Legal Expenses			11/19/2009
10-P0012736	325.00	NGUYEN KIEU DIEM	Contracted Services	SP		11/19/2009
10-P0012737	378.45	TROXELL COMM INC	Equipment - Federal Progs >200	SP		11/20/2009
10-P0012738	300.00	POSTMASTER	Postage			11/20/2009
10-P0012739	215.33	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			11/20/2009
10-P0012740	75.25	CAS-KER COMPANY	Instructional Supplies	SP		11/20/2009
10-P0012741	2,500.00	IDEAL LIGHTING SUPPLY INC	Non-Instructional Supplies			11/20/2009
10-P0012742	1,183.35	DELL COMPUTER	Equipment - Federal Progs >200	SP		11/20/2009
10-P0012743	449.33	A & A JEWELRY SUPPLY	Instructional Supplies	SP		11/20/2009
10-P0012744	284.26	CARGILLE LABORATORIES INC	Instructional Supplies	SP		11/20/2009
10-P0012745	440.00	AMERICAN COLLEGE HEALTH ASSOC	Inst Dues & Memberships	SP		11/20/2009

No. 5.12

5.12(1)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.12 (2)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012746	204.51	MIDWEST LIBRARY SVC	Library Books			11/20/2009
* 10-P0012748	873.69	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Software			11/20/2009
* 10-P0012750	397.63	COMPUTERLAND OF SILICON VALLEY	Non-Instructional Software			11/20/2009
10-P0012751	9,814.74	COR O VAN MOVING	Buildings - Relocation/Moving	SP	BOND	11/20/2009
10-P0012752	809.32	MASTER RECORDING SUPPLY	Non-Instructional Supplies			11/20/2009
* 10-P0012753	1,768.84	GM SPORTS	Instructional Supplies	SP		11/20/2009
10-P0012754	2,388.00	AMAZON COM	Library Books			11/20/2009
* 10-P0012756	1,094.07	GLOBAL INDUSTRIAL EQUIPMENT	Equip/Software - >\$200 <\$1,000			11/23/2009
10-P0012757	3,000.00	MIDWEST LIBRARY SVC	Library Books			11/23/2009
10-P0012758	64.84	HACIENDA	Food and Food Service Supplies	SP		11/23/2009
10-P0012759	434.20	AMERICAN EXPRESS	Conference Expenses	SP		11/23/2009
10-P0012760	800.00	LAB SAFETY SUPPLY	Instructional Supplies	SP		11/23/2009
10-P0012761	5,478.29	RYDIN DECAL	Non-Instructional Supplies	SP		11/23/2009
10-P0012762	575.35	D4 SOLUTIONS INC.	Telecommunication Circuits	SP		11/23/2009
10-P0012763	10,693.00	SANTA ANA UNIFIED SCHOOL DIST	Rental - Facility (Short-term)	SP		11/23/2009
10-P0012764	157.50	OC CHILDREN'S THERAPUTIC ART CTR	Rental - Facility (Short-term)	SP		11/23/2009
10-P0012765	3,477.88	HD SUPPLY PLUMBING/HVAC LTD	Equipment - All Other > \$1,000	SP		11/24/2009
10-P0012766	133.22	LIBERTY PAPER & PRINTING	Non-Instructional Supplies			11/24/2009
10-P0012767	3,353.85	UNISOURCE PAPER CO	Instructional Supplies	SP		11/24/2009
10-P0012768	419.70	SOUTH COAST WATER CO	Instructional Supplies	SP		11/24/2009
10-P0012769	228.38	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		11/24/2009
10-P0012770	141.38	B & H PHOTO VIDEO INC	Instructional Supplies	SP		11/24/2009
10-P0012771	873.26	PESTAL PETER A.	Contracted Services			11/24/2009
10-P0012772	14,250.00	ACCUVANT INC	Contracted Services			11/24/2009
10-P0012773	2,025.89	RYDIN DECAL	Non-Instructional Supplies	SP		11/24/2009
10-P0012774	1,625.00	CCLC COMMUNITY COLLEGE LEAGUE	Internet Services	SP		11/25/2009
10-P0012775	790.00	LUX BUS AMERICA	Transportation - Student	SP		11/25/2009
10-P0012776	695.24	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		11/25/2009
10-P0012777	1,376.00	STATE OF CALIF	Fingerprinting			11/25/2009

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012779	406.29	NAT'L JEWELERS SUPPLIES	Instructional Supplies	SP		11/30/2009
10-P0012780	578.93	ELLIN'S DIAMONDS INC	Instructional Supplies	SP		11/30/2009
10-P0012781	525.00	LIBRARY OF CONGRESS	Internet Services	SP		11/30/2009
* 10-P0012782	500.00	MAGRUDER JILL M	Contracted Services	SP		11/30/2009
10-P0012783	3,751.88	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		11/30/2009
* 10-P0012784	500.00	CHAWKE MICHAEL M	Contracted Services	SP		11/30/2009
* 10-P0012785	500.00	LO CLARA S	Contracted Services	SP		11/30/2009
* 10-P0012786	500.00	GARCIA TERESA D	Contracted Services	SP		11/30/2009
* 10-P0012787	500.00	RISTROM JOSEPH M	Contracted Services	SP		11/30/2009
* 10-P0012789	500.00	JIMENEZ ROCIO GABRIELA	Contracted Services	SP		11/30/2009
* 10-P0012790	500.00	BAHNER BRYCE M	Contracted Services	SP		11/30/2009
* 10-P0012791	500.00	MERKOVSKY MICHAEL J	Contracted Services	SP		11/30/2009
* 10-P0012792	500.00	ANTONINI STEPHANIE L	Contracted Services	SP		11/30/2009
10-P0012793	1,377.00	BRIDGES TRANSITIONS CO	Software License and Fees	SP		11/30/2009
10-P0012794	1,920.00	RICHARDSON TECHNOLOGIES INC	Contracted Services			11/30/2009
10-P0012795	117.73	FLINN SCIENTIFIC INC	Instructional Supplies	SP		11/30/2009
10-P0012796	820.80	INLAND CUTTER SERVICE INC	Repair & Replacement Parts			11/30/2009
10-P0012797	55.22	PRECISION ROLLER INC	Non-Instructional Supplies	SP		11/30/2009
10-P0012798	129.85	NEW DREAM NETWORK LLC	Software License and Fees	SP		11/30/2009
10-P0012799	1,967.11	SARGENT-WELCH	Instructional Supplies	SP		11/30/2009
* 10-P0012800	357.30	FORENSICS SOURCE	Instructional Supplies	SP		11/30/2009
* 10-P0012801	4,620.00	CITY OF COSTA MESA	Instructional Agrmt - Salary			11/30/2009
* 10-P0012802	500.00	HERNANDEZ KAREN T	Contracted Services	SP		11/30/2009
10-P0012803	289,000.00	DLG ELECTRIC AND CONSTRUCTION	Buildings - Contracted Svcs	SP	BOND	12/1/2009
10-P0012804	9,490.61	NTH GENERATION COMPUTING INC	Equipment - All Other > \$1,000			12/1/2009
10-P0012805	1,010.25	TOTAL PHARMACY SUPPLY	Equipment - Federal Progs >200	SP		12/1/2009
10-P0012806	2,987.00	DE LA TORRE COMMERCIAL	Buildings - Contracted Svcs	SP	BOND	12/1/2009
* 10-P0012807	500.00	BUSTARD MICHAEL H	Contracted Services	SP		11/30/2009
* 10-P0012808	500.00	SMITH WILLIAM L	Contracted Services	SP		11/30/2009

5.12 (3)

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.12 (4)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 10-P0012809	500.00	SMITH TOM	Contracted Services	SP		11/30/2009
* 10-P0012810	500.00	THOMAS CHRISTINA M	Contracted Services	SP		11/30/2009
10-P0012811	1,800.00	MYDESIGN2PRINT	Reproduction/Printing Expenses	SP		12/1/2009
10-P0012812	2,100.00	COAST COMMUNITY COLLEGE DISTRICT	Other Licenses & Fees			12/1/2009
* 10-P0012813	27,413.75	SCOTT ROBINSON HONDA	Instructional Supplies	SP		12/1/2009
10-P0012814	3,000.00	DON BOOKSTORE	Non-Instructional Supplies	SP		12/1/2009
10-P0012815	42.66	NEWSWEEK	Library Books - Periodicals			12/1/2009
10-P0012816	36.34	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		12/1/2009
10-P0012817	500.00	HOME DEPOT	Non-Instructional Supplies			12/1/2009
10-P0012818	18,921.51	ACS AFFILIATED COMPUTER SERV.	Contracted Services			12/2/2009
10-P0012819	2,566.70	D4 SOLUTIONS INC.	Building Improvements	SP		12/2/2009
10-P0012820	1,685.63	UNISOURCE PAPER CO	Non-Instructional Supplies			12/2/2009
10-P0012821	715.00	SY NIELSON SVC	Contracted Services	SP		12/2/2009
10-P0012822	200.00	SEWARD ASSOC FOR THE ADVANCEMENT	Instructional Supplies	SP		12/3/2009
* 10-P0012823	41,714.19	DELL COMPUTER	Equipment - Federal Progs >200	SP		12/3/2009
10-P0012824	57,426.00	AMTECH ELEVATOR SERVICES	Building Improvements	SP		12/3/2009
10-P0012825	94.10	LIPPINCOTT WILLIAMS & WILKINS	Instructional Supplies			12/3/2009
10-P0012826	450.75	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		12/3/2009
10-P0012827	3,950.00	IPARADIGM LLC	Software License and Fees	SP		12/3/2009
10-P0012828	1,590.47	GUNTHER'S ATHLETIC SVC	Instructional Supplies	SP		12/3/2009
10-P0012829	125.00	ACCCA	Conference Expenses			12/3/2009
10-P0012830	488.28	PETER J. HARDASH	Conference Expenses			12/3/2009
10-P0012832	134.73	WARD'S NATURAL SCIENCE	Instructional Supplies	SP		12/3/2009
10-P0012833	630.00	KEY FRAME	Contracted Repair Services			12/3/2009
10-P0012834	10.33	ACTION DOOR CONTROLS INC	Repair & Replacement Parts			12/3/2009
10-P0012835	933.49	FRANKLIN AIR CONDITIONING	Contracted Repair Services			12/3/2009
10-P0012837	591.82	FRANKLIN AIR CONDITIONING	Contracted Repair Services			12/3/2009
10-P0012838	215.47	ISC BIO EXPRESS	Instructional Supplies	SP		12/3/2009
10-P0012839	747.61	DELL COMPUTER	Equipment - Federal Progs >200	SP		12/3/2009

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012840	60.00	CREATIVE FORECASTING INC	Books, Mags & Ref Mat, Non-Lib	SP		12/3/2009
10-P0012841	1,250.00	PITNEY BOWES	Non-Instructional Supplies			12/3/2009
10-P0012842	4,900.00	DON BOOKSTORE	Instructional Supplies	SP		12/3/2009
10-P0012843	41,029.00	ELECTRO INDUSTRY INC	Maint/Oper Service Agreements			12/3/2009
10-P0012844	800.00	BRIDGES TRANSITIONS CO	Internet Services	SP		12/4/2009
10-P0012845	250.00	MCMASTER CARR SUPPLY CO	Instructional Supplies	SP		12/4/2009
10-P0012846	500.00	WALLY MACHINERY & TOOL SUPPLY	Instructional Supplies	SP		12/4/2009
10-P0012847	6,000.00	MCSPADDEN WILLIAM G	Contracted Services			12/4/2009
10-P0012848	500.00	ACTION ELECTRONICS	Non-Instructional Supplies			12/4/2009
10-P0012849	832.00	UNITED PARCEL SVC	Postage			12/4/2009
10-P0012850	3,292.09	INDUSTRIES FOR THE BLIND INC	Non-Instructional Supplies	SP		12/4/2009
10-P0012851	733.93	WEST COAST EXERCISE EQUIPMENT INC	Instructional Supplies	SP		12/4/2009
10-P0012852	364.67	SCANTRON CORP	Non-Instructional Supplies	SP		12/7/2009
10-P0012853	1,094.26	GRAINGER	Instructional Supplies	SP		12/7/2009
10-P0012854	3,785.00	PROQUEST LLC	Internet Services	SP		12/7/2009
10-P0012855	375.36	MIDWEST LIBRARY SVC	Library Books			12/7/2009
10-P0012856	2,447.75	SARA W. LUNDQUIST	Equipment - Federal Progs >200	SP		12/7/2009
10-P0012857	111.67	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			12/7/2009
10-P0012858	172.69	SAMY'S CAMERA	Non-Instructional Supplies			12/7/2009
* 10-P0012859	14,712.00	CCLC COMMUNITY COLLEGE LEAGUE	Internet Services	SP		12/7/2009
10-P0012860	3,560.00	GRAINGER	Non-Instructional Supplies	SP		12/7/2009
10-P0012861	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			12/7/2009
10-P0012862	95.59	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			12/7/2009
10-P0012863	900.00	DON BOOKSTORE	Books Paid for Students	SP		12/8/2009
10-P0012864	650.00	CALIF DEPT OF ED	Contracted Services	SP		12/8/2009
10-P0012865	110.00	CAL STATE POLY UNIV - SAN LUIS OBIS	Fees Paid for Students	SP		12/8/2009
10-P0012866	110.00	HUMBOLDT STATE UNIVERSITY	Fees Paid for Students	SP		12/8/2009
10-P0012867	8,000.00	JOB ELEPHANT COM INC	Personnel Recruiting	SP		12/8/2009
10-P0012868	497.00	JOHNSON PLUMBING	Contracted Repair Services			12/8/2009

Legend: * = Multiple Accounts for this P.O. SP = Special Project

5.12 (6)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-P0012869	1,271.00	CARRIER CORP	Repair & Replacement Parts			12/8/2009
* 10-P0012870	4,480.00	CITY OF COSTA MESA	Instructional Agrmt - Salary			12/8/2009
* 10-P0012871	12,360.50	CITY OF SEAL BEACH	Instructional Agrmt - Salary			12/8/2009
10-P0012872	368.95	LABYRINTH LEARNING	Books, Mags & Ref Mat, Non-Lib	SP		12/8/2009
10-P0012873	794.72	MONJARAS & WISMAYER GROUP INC	Gain (Loss) - Insurance Settle			12/8/2009
10-P0012876	3,101.56	A TECH TRAINING	Equip/Software - >\$200 <\$1,000	SP		12/9/2009
10-P0012877	682.21	GLASBY MAINTENANCE SUPPLY	Repair & Replacement Parts			12/9/2009
10-P0012878	65,946.00	ORANGE COUNTY SANITATION DISTRICT	Public Agencies' Assess & Fees			12/9/2009
* 10-P0012879	8,259.68	SIMS ORANGE WELDING SUPPLY	Instructional Supplies	SP		12/9/2009
* 10-P0012880	2,500.00	DELL COMPUTER	Instructional Supplies	SP		12/9/2009
10-P0012881	415.40	AMERICAN EXPRESS	Conference Expenses	SP		12/9/2009
10-P0012882	304.06	SEHI COMPUTER PRODUCTS	Equipment - Federal Progs >200	SP		12/10/2009
10-P0012883	4,709.16	DELL COMPUTER	Equipment - Federal Progs >200	SP		12/10/2009
* 10-P0012884	9,317.70	TROXELL COMM INC	Equipment - Technology >\$1,000	SP		12/10/2009
10-P0012885	460.00	NACCTEP NAT'L ASSOC OF COMM	Conference Expenses	SP		12/10/2009
10-P0012886	65.00	SANTA ANA COLLEGE	Conference Expenses	SP		12/10/2009
10-P0012887	267.95	ELECTRONIX EXPRESS	Instructional Supplies	SP		12/10/2009
10-P0012888	783.00	IMPERIAL PRODUCTS INC	Non-Instructional Supplies			12/10/2009
10-P0012889	72,672.17	AT & T	Building Improvements	SP		12/10/2009
* 10-P0012890	3,735.10	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/10/2009
10-P0012891	43.11	PINNACLE RADIO INC	Non-Instructional Supplies	SP		12/10/2009
* 10-P0012892	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/10/2009
10-P0012893	1,348.50	SPECTRUM CHEMICALS & LABORATORY PRODUCTS	Instructional Supplies	SP		12/10/2009
* 10-P0012894	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/10/2009
* 10-P0012895	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012896	500.00	NCHC NAT'L COLLEGIATE HONORS COUNCI	Inst Dues & Memberships	SP		12/11/2009
* 10-P0012897	1,015.45	FREY SCIENTIFIC	Instructional Supplies	SP		12/11/2009
* 10-P0012898	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012899	647.42	TROPICAL PLAZA NURSERY	Contracted Repair Services			12/11/2009

Legend: * = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 10-P0012900	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012901	767.62	DAY LITE MAINTENANCE CO INC	Contracted Repair Services			12/11/2009
10-P0012902	1,250.00	AMERICAN FENCE	Contracted Repair Services	SP		12/11/2009
* 10-P0012903	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
* 10-P0012904	4,110.77	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012905	1,988.88	H & M PIPE BEVELING	Equipment - Federal Progs >200	SP		12/11/2009
10-P0012906	50,640.00	SOUTHLAND TECHNOLOGY	Software License and Fees			12/11/2009
10-P0012907	2,125.00	VMS	Internet Services			12/11/2009
* 10-P0012908	3,922.93	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012909	199,073.61	DELL COMPUTER	Equipment - All Other > \$1,000			12/11/2009
* 10-P0012910	3,922.93	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
* 10-P0012911	3,922.93	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
* 10-P0012912	3,922.93	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012913	1,409.49	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012914	11,401.13	SARGENT-WELCH	Instructional Supplies	SP		12/11/2009
* 10-P0012915	4,016.85	CORPORATE BUSINESS INTERIORS INC	Equipment - Modular Furniture	SP	BOND	12/11/2009
10-P0012916	3,100.00	CISION	Internet Services			12/11/2009
10-P0012917	3,000.00	DON BOOKSTORE	Non-Instructional Supplies	SP		12/11/2009
10-P0012918	500.00	DON BOOKSTORE	Non-Instructional Supplies	SP		12/11/2009
* 10-P0012919	5,274.00	CITY OF MONTCLAIR	Instructional Agrmt - Salary			12/11/2009
* 10-P0012920	27,495.50	CITY OF LAGUNA BEACH	Instructional Agrmt - Salary			12/11/2009
10-P0012921	1,478.58	DATATEL INC	Contracted Services	SP		12/11/2009
10-P0012922	1,660.82	DATATEL INC	Contracted Services	SP		12/11/2009
10-P0012923	2,415.00	INDUSTRIAL TECHNICAL SERVICES	Contracted Repair Services	SP		12/11/2009
* 10-P0012924	1,896.00	CITY OF REDLANDS	Instructional Agrmt - Salary			12/11/2009
* 10-P0012925	3,878.00	CITY OF CORONA FIRE DEPT	Instructional Agrmt - Salary			12/11/2009
10-PC109273	467.32	XEROX CORP	Maint Contract - Office Equip			11/23/2009
10-PC109274	245,858.00	REGENTS OF THE UNIV OF CALIF	Contracted Services	SP		11/30/2009
10-PC109275	212,955.00	REGENTS OF THE UNIV OF CALIF	Contracted Services	SP		11/30/2009

5.12 (7)

Legend: * = Multiple Accounts for this P.O SP = Special Project

5.12(8)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
10-PC109276	10,000.00	LATINO HEALTH ACCESS	Contracted Services	SP		11/30/2009
10-PC109277	10,000.00	LATINO HEALTH ACCESS	Contracted Services	SP		11/30/2009
10-PC109278	7,980.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			12/1/2009
10-PC109279	400,632.00	NORTH ORANGE COUNTY COMMUNITY	Contracted Services	SP		12/4/2009
10-PC109280	275,748.00	CSU FULLERTON	Contracted Services	SP		12/4/2009
* 10-PC109281	337.84	XEROX CORP	Excess/Copies Useage	SP		12/4/2009
10-PC109282	238,157.00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		12/8/2009
10-PC109283	540.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			12/8/2009
* 10-PC109284	1,122.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			12/8/2009
10-PC109285	7,500.00	COUNTY OF ORANGE	Instructional Agreements			12/8/2009
10-PC109286	282,340.00	SANTA ANA UNIFIED SCHOOL DIST	Contracted Services	SP		12/8/2009
10-PC109287	1,898.00	PYRO-COMM SYSTEMS INC	Maint/Oper Service Agreements			12/8/2009

Grand Total: \$ 3,041,846.74

Legend: * = Multiple Accounts for this P.O. SP = Special Project

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 19, 2009 THROUGH DECEMBER 12, 2009
BOARD MEETING OF JANUARY 11, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0012726	\$65,000 00	Consulting services and travel expenses related to Datatel implementation for Human Resources, Admissions, Accounts Payable and Student Services modules	DO-Facility Planning	Board Approved June 27, 2005
10-P0012730	\$28,211.43	Additional fees (Access Compliance and Structural Safety) related to the final cost of construction of the Learning Resource Center at Santiago Canyon College	DO-Facility Planning	
10-P0012803	\$289,000.00	Relocation of portable classroom buildings at Santiago Canyon College	DO-Facility Planning	Bid #1131 Board Approved November 16, 2009
10-P0012813	\$27,413 75	2010 Honda Civic GX (natural gas vehicle)	SAC-Tool Room	Received Quotations: 1) *Scott Robinson Honda 2) Unicars Honda 3) Honda World 4) Honda Santa Ana *Successful Bidder
10-P0012818	\$18,921.51	Down payment for 1098-T services for calendar year 2009	DO-Business Operations/Fiscal Services	
10-P0012823	\$41,714.19	Dell computers and related components for Business Application classes	SAC-Business Division	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved: November 16, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 19, 2009 THROUGH DECEMBER 12, 2009
BOARD MEETING OF JANUARY 11, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0012824	\$57,426 00	Removal and replacement of existing outdated elevator components at Santa Ana College - Dunlap Building	SAC-Administrative Services	Received Quotations 1) *Amtech Elevator Services 2) Otis Elevator Company 3) GMS Elevator Services, Inc *Successful Bidder
10-P0012843	\$41,029 00	Maintenance work including cleaning and testing of electrical distribution system at various buildings at Santa Ana College	SAC-Administrative Services	Received Quotations: 1) *Electro Industry, Inc 2) American Electric Company 3) Hampton Tedder Technical Services *Successful Bidder
10-P0012878	\$65,946 00	Sewer user fees for 2009-2010	Do-Business Operations/Fiscal Services	
10-P0012889	\$72,672.17	Cisco wireless system and related components	SCC-Administrative Services	Purchased from Calnet 2 master agreement MSA1 Board Approved: May 27, 2008
10-P0012906	\$50,640.00	Software, (Enterprise Vault Storage Management Advanced Edition) including license and support	DO-ITS	Received Quotations: 1) *Southland Technology 2) Mimosa Systems 3) Nth Generation Computing, Inc 4) Message Solution *Successful Bidder

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 19, 2009 THROUGH DECEMBER 12, 2009
BOARD MEETING OF JANUARY 11, 2010**

P.O. #	Amount	Description	Department	Comment
10-P0012909	\$199,073.61	Storage solution system to store data for the H-drive, email and district data servers	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) master agreement #B27160 Board Approved. November 16, 2009
10-P0012920	\$27,495.50	Instructional agreement for Fire Technology classes for Summer 2009	SAC-Fire Technology	Board Approved November 19, 2007
10-PC109274	\$245,858.00	Provision of education related services as part of the GEAR UP III - Year 5 grant	SAC-Office of School & Community Partnerships	Board Approved. October 12, 2009
10-PC109275	\$212,955.00	Provision of education related services as part of the GEAR UP IV - Year 1 grant	SAC-Office of School & Community Partnerships	Board Approved. October 12, 2009
10-PC109279	\$400,632.00	Subcontract agreement with North Orange County Community College District in relation with the College Cost Reduction & Access Act (CCRAA), an Hispanic Serving Institutions Grant	DO-Educational Services	Board Approved September 28, 2009
10-PC109280	\$275,748 00	Subcontract agreement with CSU Fullerton Auxiliary Services in relation with the College Cost Reduction & Access Act (CCRAA), an Hispanic Serving Institutions Grant	DO-Educational Services	Board Approved. September 28, 2009

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM NOVEMBER 19, 2009 THROUGH DECEMBER 12, 2009
BOARD MEETING OF JANUARY 11, 2010**

P.O. #	Amount	Description	Department	Comment
10-PC109282	\$238,157.00	Provision of education related services as part of the GEAR UP III - Year 5 grant	SAC-Office of School & Community Partnerships	Board Approved: October 12, 2009
10-PC109286	\$282,340.00	Provision of education related services as part of the GEAR UP IV - Year 1 grant	SAC-Office of School & Community Partnerships	Board Approved: October 12, 2009

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Educational Services

To: Board of Trustees	Date: January 11, 2010
Re: Approval of Resource Development Items	
Action: Request for Approval	

ANALYSIS

Budgets for the following categorical programs for FY 2009/2010 have been developed:

<u>Project Title</u>	<u>Award Date</u>	
1. Board Financial Assistance Program (BFAP) (SAC) Annual allocation from the California Community Colleges Chancellor's Office to assist students in need of financial aid by supporting financial aid staff and equipment costs. (09/10)	7/1/09	\$655,836
2. Child Development Training Consortium (SAC) Funds provided by Yosemite Community College District to recruit and assist students seeking a new or maintaining a current Child Development Permit through the college's Child Development Program. (09/10)	12/09/09	\$15,000
3. Matriculation - Credit (SAC) Annual allocation from the California Community Colleges Chancellor's Office to support activities related to outreach, admission, placement, and retention of students. (09/10)	12/1/09	\$956,201
4. Tech Prep Regional Coordination (SAC) Funds from the California Department of Education, through Coast Community College District, to develop Career Technical Education (CTE) pathways from high school to college programs. (09/10)	12/8/09	\$15,000
5. Youth Empowerment Strategies for Success -- Independent Living Program (YESS - ILP) (SAC) Grant award from the Foundation for California Community College to help foster youth successfully transition into adulthood. SAC will provide curricula, assessment, and financial literacy and life skills training for foster and probation youth between the ages of 16 through 21. (09/10)	11/1/09	\$22,500

Fiscal Impact: \$ 1,667,537	Board Date: January 11, 2010
Item Prepared by: Sarah Santoyo, Director of Grants	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Edward Hernandez, Jr., Chancellor	

**6. Youth Entrepreneurship Career Pathways (YEP) - SBDC
(District)**

Funding from the California Community College Chancellor's Office for
teaching entrepreneurial skills and techniques to youth and young adults.
(09/10)

12/01/09

\$3,000

RECOMMENDATION

It is recommended that these budgets be approved 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: \$ 1,667,537

Board Date: January 11, 2010

Item Prepared by: Sarah Santoyo, Director of Grants

Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services

Item Recommended by: Edward Hernandez, Jr., Chancellor

SPECIAL PROJECT DETAILED BUDGET # 1828
NAME: Tech Prep Regional Coordination Grant (sub-award from Coast CCD)
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 12/15/09 to 6/30/10
 CONTRACT INCOME: \$15,000
 CFDA #: NA

PROJ. ADM. B. Hoffman
 PROJ. DIR. John Kalko

Date: 1/04/10

Datatel String	Description	Debit	Credit
12-1828-000000-10000-8170	VTEA - Santa Ana College		15,000
12-1828-190100-15205-2420	Inst Assistant - Hourly - C	1,000.00	
12-1828-190100-15205-3321	Medicare - Instructional :	15.00	
12-1828-190100-15205-3331	PARS - Instructional : Caree	13.00	
12-1828-190100-15205-3511	SUI - Instructional . Caree	3.00	
12-1828-190100-15205-3611	WCI - Instructional : Caree	22.00	
12-1828-190100-15205-4210	Books, Mags & Ref Mat, Non-	250.00	
12-1828-190100-15205-4610	Non-Instructional Supplies	250.00	
12-1828-190100-15205-5100	Contracted Services : Caree	4,000.00	
12-1828-602000-15205-1484	Int/Sum Beynd Contr-Reassig	5,300.00	
12-1828-602000-15205-3115	STRS - Non-Instructional :	437.00	
12-1828-602000-15205-3325	Medicare - Non-Instructiona	77.00	
12-1828-602000-15205-3515	SUI - Non-Instructional : C	16.00	
12-1828-602000-15205-3615	WCI - Non-Instructional : C	117.00	
12-1828-602000-15205-5300	Inst Dues & Memberships : C	3,500.00	
	TOTAL	15,000	15,000

SPECIAL PROJECT DETAILED BUDGET # 2411
NAME: Matriculation-Credit (SAC): Admissions and Records
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME: \$155,172

PROJ ADMIN: Sara Lundquist
 PROJ DIR: Lilla Tanakeyowma
 Date: 1/4/10

Account String	Description	Debit	Credit
12-2411-000000-10000-8629	Other Gen Categorical Appor		155,172
12-2411-620000-19205-2130	Classified Employees : A&R	67,948	
12-2411-620000-19205-2310	Classified Employees - Ongo	24,909	
12-2411-620000-19205-2320	Classified Employees - Hour	20,215	
12-2411-620000-19205-3215	PERS - Non-Instructional :	10,978	
12-2411-620000-19205-3315	OASDHI - Non-Instructional	7,010	
12-2411-620000-19205-3325	Medicare - Non-Instructiona	1,640	
12-2411-620000-19205-3415	H & W - Non-Instructional :	16,691	
12-2411-620000-19205-3435	H & W - Retiree Fund Non-In	1,131	
12-2411-620000-19205-3515	SUI - Non-Instructional : A	339	
12-2411-620000-19205-3615	WCI - Non-Instructional : A	2,488	
12-2411-620000-19205-3915	Other Benefits - Non-Instru	1,823	
12-2411-620000-19205-4210	Books, Mags & Ref Mat, Non-	0	
12-2411-620000-19205-4610	Non-Instructional Supplies	0	
12-2411-620000-19205-5999	Special Project Holding Acc	0	
12-2411-620000-19205-6410	Equipment - All Other > \$1,	0	
		155,172	155,172

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
 Accountant: Josefina Penning
 6.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2412
NAME: Matriculation-Credit (SAC): Advisement and Counseling
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME: \$330,239

PROJ ADM: Sara Lundquist
 PROJ DIR: Micki Bryant
 Date: 1/4/10

Account String	Description	Debit	Credit
12-2412-000000-10000-8629	Other Gen Categorical Appor		330,239
12-2412-493010-15320-1110	Contract Instructors : Cou	66,938	
12-2412-493010-15320-3111	STRS - Instructional : Coun	5,522	
12-2412-493010-15320-3321	Medicare - Instructional :	971	
12-2412-493010-15320-3411	H & W - Instructional : Cou	10,577	
12-2412-493010-15320-3431	H & W - Retiree Fund Inst :	669	
12-2412-493010-15320-3511	SUI - Instructional : Couns	201	
12-2412-493010-15320-3611	WCI - Instructional : Couns	1,473	
12-2412-493010-15320-3911	Other Benefits - Instructio	986	
12-2412-631000-15310-1230	Contract Counselors : Couns	135,225	
12-2412-631000-15310-1430	Part-Time Counselors : Coun	5	
12-2412-631000-15310-1433	Beyond Contract - Counselor		
12-2412-631000-15310-1434	Int/Sum Beyond Contr-Course	2,745	
12-2412-631000-15310-1435	Int/Sum - Counselors,Part-T	0	
12-2412-631000-15310-1480	Part-Time Reassigned Time :	0	
12-2412-631000-15310-1483	Beyond Contr - Reassigned T	0	
12-2412-631000-15310-2130	Classified Employees : Coun	3,898	
12-2412-631000-15310-2320	Classified Employees - Hour	1,538	
12-2412-631000-15310-3115	STRS - Non-Instructional :	11,383	
12-2412-631000-15310-3215	PERS - Non-Instructional :	378	
12-2412-631000-15310-3315	OASDHI - Non-Instructional	242	
12-2412-631000-15310-3325	Medicare - Non-Instructiona	2,079	
12-2412-631000-15310-3335	PARS - Non-Instructional :	20	
12-2412-631000-15310-3415	H & W - Non-Instructional :	32,947	
12-2412-631000-15310-3435	H & W - Retiree Fund Non-In	1,434	
12-2412-631000-15310-3515	SUI - Non-Instructional : C	430	
12-2412-631000-15310-3615	WCI - Non-Instructional : C	3,155	
12-2412-631000-15310-3915	Other Benefits - Non-Instru	3,470	
12-2412-631000-15310-4210	Books, Mags & Ref Mat, Non-	0	
12-2412-631000-15310-4320	Instructional Software : Co	0	
12-2412-631000-15310-4610	Non-Instructional Supplies	0	
12-2412-631000-15310-4710	Food and Food Service Suppl	0	
12-2412-631000-15310-5605	Contracted Repair Services	0	
12-2412-631000-15310-5940	Reproduction/Printing Expen	0	
12-2412-631000-15310-5999	Special Project Holding Acc	43,509	
12-2412-675000-15310-5210	Conference Expenses : Couns	443	
		330,239	330,239

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
 Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET # 2413
NAME: Matriculation-Credit (SAC): Coordination and Training
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME: \$70,886

PROJ ADMIN: Sara Lundquist
 PROJ DIR: Lilla Tanakeyowma

Account	Description	Debit	Credit
12-2413-000000-10000-8629	Other Gen Categorical Appor		70,886
12-2413-649000-19100-2130	Classified Employees : Stud	0	
12-2413-649000-19100-2310	Classified Employees - Ongo	0	
12-2413-649000-19100-2320	Classified Employees - Hour	0	
12-2413-649000-19100-3215	PERS - Non-Instructional :	0	
12-2413-649000-19100-3315	OASDHI - Non-Instructional	0	
12-2413-649000-19100-3325	Medicare - Non-Instructiona	0	
12-2413-649000-19100-3415	H & W - Non-Instructional :	0	
12-2413-649000-19100-3435	H & W - Retiree Fund Non-In	0	
12-2413-649000-19100-3515	SUI - Non-Instructional : S	0	
12-2413-649000-19100-3615	WCI - Non-Instructional : S	0	
12-2413-649000-19100-3915	Other Benefits - Non-Instru	0	
12-2413-649000-19100-4610	Non-Instructional Supplies	33,500	
12-2413-649000-19100-4710	Food and Food Service Suppl	2,022	
12-2413-649000-19100-5100	Contracted Services : Stude	0	
12-2413-649000-19100-5220	Mileage/Parking Expenses :	0	
12-2413-649000-19100-5300	Inst Dues & Memberships : S	0	
12-2413-649000-19100-5660	Software Support Service :	0	
12-2413-649000-19100-5966	Transportation - Student :	0	
12-2413-649000-19100-6410	Equipment - All Other > \$1,	3,500	
12-2413-649000-19100-6419	Equip/Software - >\$200 <\$1,	194	
12-2413-675000-19100-1483	Beyond Contr - Reassigned T	0	
12-2413-675000-19100-1484	Int/Sum Beynd Contr-Reassig	0	
12-2413-675000-19100-3115	STRS - Non-Instructional :	0	
12-2413-675000-19100-3325	Medicare - Non-Instructiona	0	
12-2413-675000-19100-3435	H & W - Retiree Fund Non-In	0	
12-2413-675000-19100-3515	SUI - Non-Instructional : S	0	
12-2413-675000-19100-3615	WCI - Non-Instructional : S	0	
12-2413-675000-19100-5210	Conference Expenses : Stude	21,764	
12-2413-675000-19100-5230	District In-Service Activit	8,756	
12-2413-732000-19100-7650	Stipends Paid to Students :	1,150	
		70,886	70,886

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
 Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET #2414
NAME: Matriculation-Credit (SAC): Research
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME: \$11,450

PROJ ADMIN: Sara Lundquist
 PROJ DIR: Sara Lundquist
 Date: 1/4/10

Account String	Description	Debit	Credit
12-2414-000000-10000-8629	Other Gen Categorical Appor		11,450
	Classified Employees : Research		
12-2414-679000-19000-2130	(Christina Gheorge 19%)	6,964	
12-2414-679000-19000-3215	PERS - Non-Instructional :	676	
12-2414-679000-19000-3315	OASDHI - Non-Instructional	432	
12-2414-679000-19000-3325	Medicare - Non-Instructiona	101	
12-2414-679000-19000-3415	H & W - Non-Instructional :	2,777	
12-2414-679000-19000-3435	H & W - Retiree Fund Non-In	70	
12-2414-679000-19000-3515	SUI - Non-Instructional : R	21	
12-2414-679000-19000-3615	WCI - Non-Instructional : R	153	
12-2414-679000-19000-3915	Other Benefits - Non-Instru	257	
		11,450	11,450

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
 Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET # 2415
NAME: Matriculation-Credit (SAC): Orientation
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME: \$183,624

PROJ ADMIN: Sara Lundquist
 PROJ DIR: Lilia Tanakeyowma
 Date: 1/4/10

Account String	Description	Debit	Credit
12-2415-000000-10000-8629	Other Gen Categorical Appor		183,624
12-2415-645000-19605-4610	Non-Instructional Supplies	3,000	
12-2415-645000-19605-4710	Food and Food Service Suppl	0	
12-2415-645000-19605-5100	Contracted Services : Stude	0	
12-2415-645000-19605-5630	Maint Contract - Office Equ	0	
12-2415-645000-19605-5845	Excess/Copies Usage : Stud	1,617	
12-2415-645000-19605-5940	Reproduction/Printing Expen	18,000	
12-2415-649000-19605-5651	Rental - Other (Short-term)	0	
12-2415-649000-19615-2130	Classified Employees : Ori	96,392	
12-2415-649000-19615-2310	Classified Employees - Ongo	6,462	
12-2415-649000-19615-2320	Classified Employees - Hour	0	
12-2415-649000-19615-2340	Student Assistants - Hourly	0	
12-2415-649000-19615-3215	PERS - Non-Instructional :	9,986	
12-2415-649000-19615-3315	OASDHI - Non-Instructional	6,377	
12-2415-649000-19615-3325	Medicare - Non-Instructiona	1,491	
12-2415-649000-19615-3415	H & W - Non-Instructional :	24,511	
12-2415-649000-19615-3435	H & W - Retiree Fund Non-In	1,029	
12-2415-649000-19615-3515	SUI - Non-Instructional : O	309	
12-2415-649000-19615-3615	WCI - Non-Instructional : O	2,263	
12-2415-649000-19615-3915	Other Benefits - Non-Instru	2,188	
12-2415-649000-19615-4610	Non-Instructional Supplies	0	
12-2415-649000-19615-4710	Food and Food Service Suppl	0	
12-2415-649000-19615-5100	Contracted Services : Orien	0	
12-2415-649000-19615-5220	Mileage/Parking Expenses :	0	
12-2415-649000-19615-5651	Rental - Other (Short-term)	0	
12-2415-649000-19615-5966	Transportation - Student :	10,000	
12-2415-649000-19615-5999	Special Project Holding Acc	0	
12-2415-732000-19615-7650	Stipends Paid to Students :	0	
		183,624	

President's Approval:
 Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
 Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET #2416
NAME: Matriculation-Credit (SAC): Skills Assessment
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME: \$19,049

PROJ ADM: Sara Lundquist
 PROJ DIR: Micki Bryant
 Date: 1/4/10

Accounting System	Description	Amount	Code
12-2416-000000-10000-8629	Other Gen Categorical Appor		19,049
12-2416-632000-19100-4310	Instructional Supplies : St	0	
12-2416-632000-19510-1454	Int/Sum Beyond Contr-Coordi	4,833	
12-2416-632000-19510-2310	Classified Employees - Ongo	0	
12-2416-632000-19510-3115	STRS - Non-Instructional :	399	
12-2416-632000-19510-3215	PERS - Non-Instructional :	29	
12-2416-632000-19510-3315	OASDHI - Non-Instructional	19	
12-2416-632000-19510-3325	Medicare - Non-Instructiona	70	
12-2416-632000-19510-3435	H & W - Retiree Fund Non-In	48	
12-2416-632000-19510-3515	SUI - Non-Instructional : A	14	
12-2416-632000-19510-3615	WCI - Non-Instructional : A	106	
12-2416-632000-19510-4610	Non-Instructional Supplies	7,086	
12-2416-632000-19510-5220	Mileage/Parking Expenses :	0	
12-2416-632000-19510-5630	Maint Contract - Office Equ	0	
12-2416-632000-19510-5845	Excess/Copies Useage : Asse	96	
12-2416-632000-19510-5950	Software License and Fees :	6,349	
12-2416-632000-19510-6410	Equipment - All Other > \$1,	0	
12-2416-632000-19510-6419	Equip/Software - >\$200 <\$1,	0	
		19,049	19,049

President's Approval:
 Prepared by: Sara Santoyo
 6.1 (10)

Board Approval: 1/11/2010
 Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET # 2417

NAME: Matriculation-Credit (SAC): Follow-Up

FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10

PROJ ADM: Sara Lundquist

CONTRACT INCOME: \$185,781

PROJ DIR: Micki Bryant

Date: 1/4/10

Account	Description	Amount	Total
12-2417-000000-10000-8629	Other Gen Categorical Appor		185,781
12-2417-499900-15380-1483	Beyond Contr - Reassigned T	8,095	
12-2417-499900-15380-3115	STRS - Non-Instructional :	668	
12-2417-499900-15380-3325	Medicare - Non-Instructiona	120	
12-2417-499900-15380-3435	H & W - Retiree Fund Non-In	81	
12-2417-499900-15380-3515	SUI - Non-Instructional : F	25	
12-2417-499900-15380-3615	WCI - Non-Instructional : F	179	
12-2417-633000-15310-5880	Internet Services : Counsel	3,823	
12-2417-633000-15310-5950	Software License and Fees :	2,700	
12-2417-633000-15330-1454	Int/Sum Beyond Contr-Coordi	52,831	
12-2417-633000-15335-1250	Contract Coordinator : Fin	0	
12-2417-633000-15335-1430	Part-Time Counselors : Fin	0	
12-2417-633000-15335-1433	Beyond Contract - Counselor	0	
12-2417-633000-15335-2320	Classified Employees - Hour	0	
12-2417-633000-15335-3115	STRS - Non-Instructional :	4,359	
12-2417-633000-15335-3215	PERS - Non-Instructional :	0	
12-2417-633000-15335-3315	OASDHI - Non-Instructional	0	
12-2417-633000-15335-3325	Medicare - Non-Instructiona	766	
12-2417-633000-15335-3435	H & W - Retiree Fund Non-In	528	
12-2417-633000-15335-3515	SUI - Non-Instructional : F	158	
12-2417-633000-15335-3615	WCI - Non-Instructional : F	1,162	
12-2417-633000-15345-1484	Int/Sum Beynd Contr-Reassig	0	
12-2417-633000-15345-3115	STRS - Non-Instructional :	0	
12-2417-633000-15345-3325	Medicare - Non-Instructiona	0	
12-2417-633000-15345-3435	H & W - Retiree Fund Non-In	0	
12-2417-633000-15345-3515	SUI - Non-Instructional : S	0	
12-2417-633000-15345-3615	WCI - Non-Instructional : S	0	
12-2417-633000-15350-1430	Part-Time Counselors : Tran	4,380	
12-2417-633000-15350-1433	Beyond Contract - Counselor	5,381	
12-2417-633000-15350-1454	Int/Sum Beyond Contr-Coordi	7,684	
12-2417-633000-15350-1480	Part-Time Reassigned Time :	2,169	
12-2417-633000-15350-2130	Classified Employees : Tran	17,228	
12-2417-633000-15350-2320	Classified Employees - Hour	0	
12-2417-633000-15350-2350	Overtime - Classified Emplo	0	
12-2417-633000-15350-3115	STRS - Non-Instructional :	1,618	
12-2417-633000-15350-3215	PERS - Non-Instructional :	1,673	
12-2417-633000-15350-3315	OASDHI - Non-Instructional	1,068	
12-2417-633000-15350-3325	Medicare - Non-Instructiona	534	
12-2417-633000-15350-3335	PARS - Non-Instructional :	0	
12-2417-633000-15350-3415	H & W - Non-Instructional :	8,358	
12-2417-633000-15350-3435	H & W - Retiree Fund Non-In	368	
12-2417-633000-15350-3515	SUI - Non-Instructional : T	111	
12-2417-633000-15350-3615	WCI - Non-Instructional : T	811	

President's Approval:
Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET # 2417

NAME: Matriculation-Credit (SAC): Follow-Up

FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10

PROJ ADM: Sara Lundquist

CONTRACT INCOME: \$185,781

PROJ DIR: Micki Bryant

Date: 1/4/10

Account String	Description	Amount	Balance
12-2417-633000-15350-3915	Other Benefits - Non-Instru	1,296	
12-2417-633000-15350-4610	Non-Instructional Supplies		
12-2417-633000-15350-4710	Food and Food Service Suppl		
12-2417-633000-15350-5630	Maint Contract - Office Equ	559	
12-2417-633000-15350-5905	Other Participant Travel Ex		
12-2417-633000-15350-5915	Packaging/Mail Prep/Process	200	
12-2417-633000-15350-5940	Reproduction/Printing Expen		
12-2417-633000-15350-5966	Transportation - Student :	1,618	
12-2417-633000-15350-5999	Special Project Holding Acc	24,909	
12-2417-633000-15350-6410	Equipment - All Other > \$1,	0	
12-2417-633000-15355-1433	Beyond Contract - Counselor	0	
12-2417-633000-15355-1483	Beyond Contr - Reassigned T	0	
12-2417-633000-15355-2350	Overtime - Classified Emplo	0	
12-2417-633000-15355-2420	Inst Assistant - Hourly : U	1,001	
12-2417-633000-15355-3115	STRS - Non-Instructional :	124	
12-2417-633000-15355-3321	Medicare - Instructional :	15	
12-2417-633000-15355-3325	Medicare - Non-Instructiona	22	
12-2417-633000-15355-3331	PARS - Instructional : Univ	13	
12-2417-633000-15355-3431	H & W - Retiree Fund Inst :	10	
12-2417-633000-15355-3435	H & W - Retiree Fund Non-In	0	
12-2417-633000-15355-3511	SUI - Instructional : Unive	3	
12-2417-633000-15355-3515	SUI - Non-Instructional : U	5	
12-2417-633000-15355-3611	WCI - Instructional : Unive	22	
12-2417-633000-15355-3615	WCI - Non-Instructional : U	0	
12-2417-633000-15355-4710	Food and Food Service Suppl	0	
12-2417-633000-15360-4610	Non-Instructional Supplies	0	
12-2417-633000-15360-4710	Food and Food Service Suppl	538	
12-2417-633000-15360-5904	Other Participant Prog Svc/	0	
12-2417-633000-15360-5966	Transportation - Student :	0	
12-2417-633000-15370-4610	Non-Instructional Supplies	0	
12-2417-633000-15370-4710	Food and Food Service Suppl	25	
12-2417-633000-15370-5904	Other Participant Prog Svc/	0	
12-2417-633000-15370-5940	Reproduction/Printing Expen	0	
12-2417-633000-15370-5966	Transportation - Student :	790	
12-2417-634000-15390-1430	Part-Time Counselors : Care	0	
12-2417-634000-15390-1433	Beyond Contract - Counselor	0	
12-2417-634000-15390-2310	Classified Employees - Ongo	14,220	
12-2417-634000-15390-3115	STRS - Non-Instructional :	0	
12-2417-634000-15390-3215	PERS - Non-Instructional :	1,381	
12-2417-634000-15390-3315	OASDHI - Non-Instructional	882	
12-2417-634000-15390-3325	Medicare - Non-Instructiona	206	
12-2417-634000-15390-3335	PARS - Non-Instructional :	0	
12-2417-634000-15390-3435	H & W - Retiree Fund Non-In	142	

President's Approval:
 Prepared by: Sarah Santoyo
 6.1 (12)

Board Approved: 1/11/2010
 Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET # 2417

NAME: Matriculation-Credit (SAC): Follow-Up

FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10

CONTRACT INCOME: \$185,781

PROJ ADM: Sara Lundquist

PROJ DIR: Micki Bryant

Date: 1/4/10

Account String	Description	Debit	Credit
12-2417-634000-15390-3515	SUI - Non-Instructional : C	43	
12-2417-634000-15390-3615	WCI - Non-Instructional : C	313	
12-2417-634000-15390-4210	Books, Mags & Ref Mat, Non-	75	
12-2417-634000-15390-4610	Non-Instructional Supplies	0	
12-2417-634000-15390-5950	Software License and Fees :	6,716	
12-2417-634000-15390-6410	Equipment - All Other > \$1,	0	
12-2417-649000-19545-1460	Part-Time Physicians/Psych	0	
12-2417-649000-19545-1465	Inst/Sum-Physicians/Psych,	3,334	
12-2417-649000-19545-3115	STRS - Non-Instructional :	275	
12-2417-649000-19545-3325	Medicare - Non-Instructiona	49	
12-2417-649000-19545-3435	H & W - Retiree Fund Non-In	34	
12-2417-649000-19545-3515	SUI - Non-Instructional : P	10	
12-2417-649000-19545-3615	WCI - Non-Instructional : P	74	
12-2417-649000-19545-5940	Reproduction/Printing Expen	0	
12-2417-649000-19545-5950	Software License and Fees :	0	
12-2417-649000-19545-6410	Equipment - All Other > \$1,	0	
12-2417-675000-15350-5210	Conference Expenses : Trans	0	
12-2417-732000-15355-7650	Stipends Paid to Students :	0	
12-2417-732000-15360-7670	Other Exp Paid for Students	0	
		185,781	185,781

President's Approval:
Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
Accountant: Josefina Penning

SPECIAL PROJECT DETAILED BUDGET # 2xxx
NAME: YEP - YOUTH ENTREPRENEUR PROGRAM - SBDC
YEAR THREE

FISCAL YEAR: 09/10

CONTRACT PERIOD: 12/01/09 - 6/30/10

CONTRACT INCOME: \$35,000

CFDA #: N/A

PROJ. ADM. E. PEREZ

PROJ. DIR. L. MOZAFFARI

DATE: 12/14/09

Datatel String	Description	Debit	Credit
12-2xxx-000000-50000-8659	Other Reim Categorical Allow		35,000
12-2xxx-672000-50000-5865	Indirect Costs	1,347	
12-2xxx-675000-53210-5210	Conference Expense	338	
	Classified Employees - Full Time		
12-2xxx-684000-53210-2130	M. Sandoval 50% 8 months	17,189	
12-2xxx-684000-53210-3215	PERS - Non-Instructional	1,669	
12-2xxx-684000-53210-3315	OASDI - Non-Instructional	1,090	
12-2xxx-684000-53210-3325	Medicare - Non-Instructional	255	
12-2xxx-684000-53210-3335	PARS - Non-Instructional		
12-2xxx-684000-53210-3415	Health & Welfare - Non-Instructional	1,502	
12-2xxx-684000-53210-3435	H&W - Retiree - Non-Instructional	176	
12-2xxx-684000-53210-3515	SUI - Non-Instructional	53	
12-2xxx-684000-53210-3615	WCI - Non-Instructional	387	
12-2xxx-684000-53210-3915	Other Benefits - Non-Instructional	394	
12-2xxx-684000-53210-4210	Books, Magazines, Reference Materials	1,500	
12-2xxx-684000-53210-4610	Non-Instructional Supplies	500	
12-2xxx-684000-53210-4710	Food and Food Services	700	
12-2xxx-684000-53210-5100	Contracted Services	4,000	
12-2xxx-684000-53210-5220	Mileage/Parking Expense	400	
12-2xxx-684000-53210-5300	Institutional Dues and Memberships	600	
12-2xxx-684000-53210-5800	Advertising	1,000	
12-2xxx-684000-53210-5940	Reproduction/Printing Expense	1,000	
12-2xxx-684000-53210-6419	Equipment >\$200 <\$1,000	900	
	Totals	35,000	35,000

SPECIAL PROJECT DETAILED BUDGET # 2xxx

**NAME: Youth Empowerment Strategies for Success - Independent Living Program
(YESS-ILP)**

FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
CONTRACT INCOME: \$22,500

PROJ ADMIN: Lilia Tanakeywoma
PROJ DIR: Aurora Kamimura
Date: 1/4/10

Account String	Description	Debit	Credit
12-2xxx-xxxxxx-xxxxx-8xxx	Other Gen Categorical Appor		22,500
12-2xxx-xxxxxx-xxxxx-2130	Classified Employees : Stud	10,900	
12-2xxx-xxxxxx-xxxxx-3215	STRS - Non-Instructional :	899	
12-2xxx-xxxxxx-xxxxx-3325	Medicare - Non-Instructiona	158	
12-2xxx-xxxxxx-xxxxx-3415	H & W - Non-Instructional :	30	
12-2xxx-xxxxxx-xxxxx-3435	H & W - Retiree Fund Non-In	109	
12-2xxx-xxxxxx-xxxxx-3515	SUI - Non-Instructional : S	33	
12-2xxx-xxxxxx-xxxxx-3615	WCI - Non-Instructional : S	240	
12-2xxx-xxxxxx-xxxxx-3915	Other Benefits - Non-Instructiona	188	
12-2xxx-xxxxxx-xxxxx-4710	Food and Food Service Suppl	8,112	
12-2xxx-xxxxxx-xxxxx-4310	Supplies - Instructional	1,551	
12-2xxx-xxxxxx-xxxxx-7620	Fees Paid for Students	280	
		22,500	22,500

President's Approval:
Prepared by: Sarah Santoyo

Board Approved: 1/11/2010
Accountant:

SPECIAL PROJECT DETAILED BUDGET # 2550
NAME: Board Financial Aid Admin (BFAP) - Santa Ana College
FISCAL YEAR: 2009/2010

CONTRACT PERIOD: 7/1/09 - 6/30/10
 CONTRACT INCOME. \$655,836
 CFDA # NA

PROJ. ADM. L. Tanakeyowma
 PROJ. DIR. Robert Manson

Revised: 12/12/09

Datatel String	Description	Debit	Credit
12-2551-000000-10000-8629	Other Gen Categorical Apport · SAC		655,836
12-2550-646000-19405-2130	Classified Employees : Financial Aid Office Full-time Contract - G. Welch - 100% - \$4,544 (10 mos) - R. Dominick - 100% - \$4,719 (10 mos) - M. Martinez - 100% - \$4,328 (10 mos) - L. Freeman - 87.5% - \$3,412.50 (12 mos) - A. Ayala - 100% 10 mos - \$4,087.50 (1% - 2 mos) - C. Pham - 97% - \$3,379.94 (12 mos) - J. Grunbaum - 64% - \$3,457.28 (12 mos) - D. Nacita - 100% - \$4,433 (10 mos)	344,193	
12-2550-646000-19405-2310	Classified Employees - Ongoing	-	
12-2550-646000-19405-2320	Classified Employees - Hourly	20,000	
12-2550-646000-19405-2340	Student Assistants - Hourly	-	
12-2550-646000-19405-2350	Overtime - Classified Employee	3,000	
12-2550-646000-19405-3215	PERS - Non-Instructional ·	34,000	
12-2550-646000-19405-3315	OASDHI - Non-Instructional	22,065	
12-2550-646000-19405-3325	Medicare - Non-Instructiona	5,383	
12-2550-646000-19405-3335	PARS - Non-Instructional :	325	
12-2550-646000-19405-3415	H & W - Non-Instructional :	78,699	
12-2550-646000-19405-3435	H & W - Retiree Fund Non-In	3,841	
12-2550-646000-19405-3515	SUI - Non-Instructional : F	1,152	
12-2550-646000-19405-3615	WCI - Non-Instructional · F	8,451	
12-2550-646000-19405-3915	Other Benefits - Non-Instru	8,955	
12-2550-646000-19405-4610	Non-Instructional Supplies	5,122	
12-2550-646000-19405-4710	Food and Food Service Suppl	9,000	
12-2550-646000-19405-5100	Contracted Services : Finan	53,000	
12-2550-646000-19405-5220	Mileage/Parking Expenses	500	
12-2550-646000-19405-5230	In-Service Training	-	
12-2550-646000-19405-5300	Inst Dues & Memberships F	150	
12-2550-646000-19405-5660	Software Support Service .	-	
12-2550-646000-19405-5940	Reproduction/Pnnting expenses	17,000	
12-2550-646000-19405-5999	Special Project Holding Acc	-	
12-2550-646000-19405-6410	Equipment - All Other > \$1,	30,000	
12-2550-646000-19405-6419	Equip/Software - >\$200 <\$1,	2,000	
12-2550-675000-19405-5210	Conference Expenses · Finan	9,000	
Totals for PROJECT: 2550	Student Fin Aid Admin - SAC BFAP Total	655,836	655,836

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees)

To.	Board of Trustees	Date: January 11, 2010
Re:	Adoption of Resolution No. 2010-01 – ACCT Chancellor Nomination	
Action:	Request for Action	

RECOMMENDATION

It is recommended to adopt Resolution No. 2010-01 to nominate Chancellor Edward Hernandez, Jr. for the 2010 Association of Community College Trustees Chief Executive Officer Award.

Fiscal Impact: None	Board Date: January 11, 2010
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: John Hanna, Member, Board of Trustees	
Recommended by: John Hanna, Member, Board of Trustees	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Adoption of Resolution No. 2010-1 – ACCT Chief Executive Officer Nomination

WHEREAS, the Association of Community College Trustees (ACCT) annually recognizes the tremendous services and contributions made by community college chief executive officers who have first been nominated by a Board of Trustees or Regents, and

WHEREAS, the chief executive officer of the Rancho Santiago Community College District, Edward Hernandez, Jr., has demonstrated outstanding leadership of this district during both good and bad times, helped direct the birth and growth of Santiago Canyon College, has helped to develop innovative programs used in community colleges, has served on technical committees and been active in supporting postsecondary education associations, has helped promote diversity in district and college operations, and has demonstrated a caring attitude toward the district and college community.

THEREFORE BE IT RESOLVED, that the Board of Trustees of the Rancho Santiago Community College District hereby nominates Chancellor Edward Hernandez, Jr. for the 2010 Association of Community College Trustees Chief Executive Officer Award.

Dated this 11th day of January 2010.

Ayes:
Noes:
Absent:
Abstain:

John Didion
Assistant Secretary to the Board of Trustees