

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, September 23, 2013**  
**2323 North Broadway, #107**  
**Santa Ana, CA 92706**

**District Mission**

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

**Americans with Disabilities Acts (ADA)**

It is the intention of the Rancho Santiago Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the Rancho Santiago Community College District will attempt to accommodate you in every reasonable manner. Please contact the executive assistant to the board of trustees at 2323 N. Broadway, Suite 410-2, Santa Ana, California, 714-480-7452, on the Friday prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

**A G E N D A**

**1.0 PROCEDURAL MATTERS**

**4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda

**Action**

1.4 Public Comment

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

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

1.5 Approval of Minutes – Regular meeting of September 9, 2013

**Action**

1.6 Approval of Consent Calendar

**Action**

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

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

1.7 Presentation on Comprehensive Master Plan

1.8 Presentation on Accreditation

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

- Accreditation

2.2 Reports from College Presidents

- Accreditation
- 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

**3.0 HUMAN RESOURCES**

3.1 Management/Academic Personnel

Action

- Approval of Correction of New Job Description
- Approval of Hourly to Full-time Tenure-track Assignments
- Approval of Adjusted Final Salary Placements
- Approval of Adjusted Leaves of Absence
- Approval of Stipends
- Approval of Part-time Hourly Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

3.2 Classified Personnel

Action

- Approval of New Classifications
- Approval of New Appointments
- Approval of Hourly On Going to Contract Assignments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Changes in Salary Placement
- Approval of Voluntary Furloughs
- Ratification of Resignations/Retirements
- Approval of Professional Growth Increments
- Approval of Leaves of Absence
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment
- Approval of Additional Hours for On Going Assignments

- 3.2 Classified Personnel – (cont.)
- Approval of Substitute Assignments
  - Approval of Miscellaneous Positions
  - Approval of Instructional Associates/Associate Assistants
  - Approval of Community Service Presenters and Stipends
  - Approval of Volunteers
  - Approval of Student Assistant Lists
- 3.3 Approval of Modification to Credit Instructional Calendar for 2013-2014 Action  
The administration recommends approval of the revised 2013-2014 Credit Instructional Calendar.
- 3.4 Rejection of Claim Action  
The district's claims administrator recommends that the Board of Trustees authorize the chancellor or his designee to reject claim #13-11911 RTV.
- 3.5 Rejection of Claim Action  
The district's claims administrator recommends that the Board of Trustees authorize the chancellor or his designee to reject claim #13-0001 DM.
- 3.6 Authorization for Board Travel/Conferences Action

#### **4.0 INSTRUCTION**

- \*4.1 Approval of CJA Agreement Renewal: California Association of Property and Evidence Officers (CAPE) Action  
The administration recommends approval of the contract with the California Association of Property and Evidence Officers in Chico, California.
- \*4.2 Approval of OTA Agreement Renewal Amendment #1 – Vibra Hospital d.b.a. Ballard Rehabilitation Hospital Action  
The administration recommends approval of the amendment with Vibra Hospital d.b.a. Ballard Rehabilitation Hospital in San Bernardino, California.
- \*4.3 Approval of Agreement with Santa Ana Beauty Academy Action  
The administration recommends approval of the Santa Ana Beauty Academy contract in order to allow Santiago Canyon College (SCC) to continue offering Cosmetician and Esthetician courses.
- \*4.4 Approval of Agreement with Medical Billing Technologies, Inc. Action  
The administration recommends approval of the agreement for provision of billing for Family Planning Access to Care and Treatment services with Medical Billing Technology performing a third party billing service.

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

- \*4.5 Approval of Classroom Lease Renewal with Orange Unified School District Action  
The administration recommends approval of the SCC Orange Education Center lease agreement renewal for classroom space with Orange Unified School District for the period of July 1, 2013, through June 30, 2014, as presented.
- \*4.6 Approval of Revised Santiago Canyon College Mission Statement Action  
The administration recommends approval of the revised SCC mission statement as presented.

## **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 2012-2013 CCFS-311 Annual Report, including Gann Appropriation Limit Action  
The administration recommends approval of the 2012-2013 CCFS-311 Annual Report as presented pending any audit adjustments and establishment of the district's 2013-2014 Gann Limit in the amount of \$227,688,238.
- \*5.3 Approval of Lease Agreement with YayPlanner Action  
The administration recommends approval of the lease agreement with YayPlanner and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- 5.4 Adoption of Resolution No. 13-33 – Emergency Repair of Russell Hall Panels and Guardrails at Santa Ana College (SAC) Action  
The administration recommends adoption of Resolution No. 13-33 for emergency repair of the Russell Hall panels and guardrails at SAC as presented.
- \*5.5 Approval of Addendum for Lease with Career Technical Education Partnership Central Orange County Action  
The administration recommends approval of the addendum with Orange County Department of Education for Career Technical Education Partnership Central Orange County to lease Suite #301 at 2323 North Broadway Avenue, Santa Ana, California, as presented.
- \*5.6 Approval of Agreement for Environmental Consulting Services Action  
The administration recommends approval of the agreement for environmental consulting services with Environmental Audit Inc. as presented.

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

- \*5.7 Approval of Change Order #6 for Bid #1180 – Contract with WoodCliff Corporation for Construction Services for Perimeter Site Improvements for Santa Ana College Action  
The administration recommends approval of change order #6 for Bid #1180 for WoodCliff Corporation at SAC as presented.
- \*5.8 Approval of Change Order #7 for Bid #1134 – Contract with Tropical Plaza Nursery Inc. for Landscaping Work for Humanities building at Santiago Canyon College Action  
The administration recommends approval of change order #7 for Bid #1134 for Tropical Plaza Nursery, Inc. for the Humanities building at SCC as presented.
- \*5.9 Approval of Change Order #2 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College Action  
The administration recommends approval of change order #2 for Bid #1139 for Dynalectric, Inc. for the Chapman entry drive and LRC parking lot at SCC as presented.
- \*5.10 Approval of Change Order #15 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of change order #15 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.
- \*5.11 Approval of Change Order #17 for Bid #1139 – Contract with Dynalectric Inc. for Electrical Work for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of change order #17 for Bid #1139 for Dynalectric, Inc. for the Humanities building at SCC as presented.
- \*5.12 Approval of Change Order #2 for Bid #1145 – Contract with K & Z Cabinets for Casework, Fixtures and Laboratory Equipment for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of change order #2 for Bid #1145 for K & Z Cabinets for the Humanities building at SCC as presented.

- \*5.13 Approval of Change Order #12 for Bid #1147 – Contract with Inland Empire Architectural Specialties Inc. for Humanities Building at Santiago Canyon College Action  
The administration recommends approval of change order #12 for Bid #1147 for Inland Empire Architectural Specialties Inc. for the Humanities building at SCC as presented.
- \*5.14 Award of Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services Project Action  
The administration recommends acceptance of the bids and approval of awarding Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services to Audio Video Design Build Group.
- \*5.15 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period July 31, 2013, through September 5, 2013.

## **6.0 GENERAL**

- \*6.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the chancellor or his designee to enter into related contractual agreements on behalf of the district for the following:  
- Strengthening Transfer Education and Matriculation in STEM (STEM<sup>2</sup>) – Year 3 (SCC) \$120,699
- 6.2 RSCCD 2011-2013 Strategic Plan and Accomplishments Information  
This is provided to the board as an informational item.
- 6.3 RSCCD Comprehensive Master Plan – First Reading Information  
This is provided to the board as an informational item.
- 6.4 Approval of Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF) Action  
It is recommended that the board select a community representative to serve on the 2013-2014 task force.
- 6.5 Approval of Funding Allocations for Repairs to Orange Education Center Action  
The administration recommends approval of the allocation of funding for repairs of the Orange Education Center as presented.
- 6.6 Reports from Board Committees  
• Board Facilities Committee

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

6.7 Board Member Comments

Information

**RECESS TO CLOSED SESSION**

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

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

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

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Professional Experts
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  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor
4. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
5. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

**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.

- 7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on October 14, 2013.

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

**Board of Trustees (Regular meeting)**

**Monday, September 9, 2013**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:38 p.m. by Ms. Arianna Barrios. Other members present were Ms. Claudia Alvarez, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Jose Solorio, Mr. Phillip Yarbrough, and Mr. Luis Correa.

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Debra Gerard was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Jorge Sandoval, SAC ASG President.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve revised pages 8 and 9 on the agenda, an addendum for Item 3.1 (Management/Academic Personnel), an addendum for Item 3.2 (Classified Personnel), an addendum for Item 3.3 (Board Travel/Conferences) and to remove Item 5.10 (Approval of Change Order #1 for Bid #1142 – Fire Suppression for Humanities Building at Santiago Canyon College) from the agenda.

1.4 Public Comment

Ms. Barbara Lamere spoke regarding the facility at Centennial Park.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough, seconded by Mr. Solorio, and carried unanimously to approve the minutes of the meeting held August 19, 2013.



## 1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar:

4.1 Approval of SLPA Agreement Renewal – Saddleback Unified School District  
The board approved the agreement Saddleback Unified School District in Mission Viejo, California.

4.2 Confirmation of Santa Ana College (SAC) Associate Degrees and Certificates for Spring 2013  
The board confirmed the list of recipients of SAC associate degrees and certificates for Spring 2013.

4.3 Confirmation of Santiago Canyon College (SCC) Associate Degrees and Certificates for Spring 2013  
The board confirmed the list of recipients of SCC associate degrees and certificates for Spring 2013.

4.4 Approval and Certification of Santa Ana College School of Continuing Education High School Diploma Program Graduate List 2012-2013  
The board approved and certified the list of 2012-2013 high school program graduates for the SAC School of Continuing Education.

4.5 Approval and Certification of Santiago Canyon College, Orange Education Center, High School Diploma Program Graduate List for 2012-2013  
The board approved and certified the list of 2012-2013 high school program graduates for the SCC Orange Education Center.

4.6 Approval Amended Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Fiscal Impact  
The board approved the amended Master Cost Agreement for 2013-2014.

4.7 Approval of Amended Southern California Surveyors Fiscal Impact  
The board approved the amended Master Cost Agreement for Southern California Surveyors for 2013-2014.

5.1 Approval of Payment of Bills  
The board approved payment of bills as submitted.

5.2 Approval of Budget Increases/Decreases and Budget Transfers  
The board approved budget increases, decreases and transfers for June 2013.

5.3 Approval of 2013-2014 Adopted Budget  
The board approved the 2013-2014 Adopted Budget.

1.6 Approval of Consent Calendar – (cont.)

5.4 Approval of Appointments to Measure E Citizens' Bond Oversight Committee  
The board approved the appointment of Mr. Luis Vargas as the SAC student representative and Mr. Matt Blake as the SCC student representative to the Measure E Citizens' Bond Oversight Committee.

5.5 Approval Agreement with HMC Architects for Comprehensive Master Planning Services  
The board approved the agreement with HMC Architects to complete the update to the 2013 Comprehensive Master Planning Services for the district.

5.6 Approval of Change Order #5 for Bid #1180 – Perimeter Site Improvements for Santa Ana College (SAC)  
The board approved change order #5 for Bid #1180 for WoodCliff Corporation for perimeter site improvements at SAC.

5.7 Approval of Change Order #1 for Bid #1134 – Landscaping for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College (SCC)  
The board approved change order #1 for Bid #1134 for Tropical Plaza Nursery, Inc. for landscaping for Chapman entry drive and Learning Resource Center parking lot at SCC.

5.8 Approval of Change Order #1 for Bid #1136 – Concrete for Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College (SCC)  
The board approved change order #1 for Bid #1136 for Guy Yocom Construction, Inc. for concrete for Chapman entry drive and Learning Resource Center parking lot at SCC.

5.9 Approval of Change Order #11 for Bid #1138 – Structural Steel for Humanities Building at Santiago Canyon College  
The board approved change order #11 for Bid #1138 for Blazing Industrial Steel Inc. for structural steel for the Humanities building at SCC.

5.11 Approval of Notice of Completion: Bid #1149 – Furnishings for the Humanities Building at Santiago Canyon College  
The board approved the Notice of Completion for furnishings for the Humanities Building at SCC.

5.12 Approval of Independent Contractors – Coast Community College District/Coastline Community College  
The board approved the independent contractor agreement with Coast Community College District/Coastline Community College for consulting services to provide website development, mobile application development and database management and content management for the “Contract Readiness” program for September 10 to September 30, 2013.

1.6 Approval of Consent Calendar – (cont.)

5.13 Approval of Independent Contractors – Nueva Visa Media, Inc.

The board approved the independent contractor agreement with Nueva Vista Media, Inc. for consulting services to provide online content and video consulting/production work for target audiences for September 20, 2013 through June 30, 2014.

5.14 Approval of Independent Contractors – Reactor Institute

The board approved the independent contractor agreement with Reactor Institute for consulting services to conduct Reactor Café Roundtables for September 20, 2013 through June 30, 2014.

5.15 Approval of Independent Contractors – Structum, Inc.

The board approved the independent contractor agreement with Structum, Inc. for consulting services to design, launch and maintain a website portal through a new networking website for September 20, 2013 through June 30, 2014.

5.16 Legal Services Agreement – Hirschfeld Kraemer, LLP

The board approved the legal services agreement with Hirschfeld Kraemer, LLP.

6.1 Approval of Resource Development Items

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

- California Community College Student Mental Health Transition Aged Foster Youth Project (CCC SMHP-TAFY) (SAC)	\$ 15,000
- Enrollment Growth for Nursing AND Programs – Year 2 (SAC)	\$ 152,000
- GEAR UP 2009 – Year 5 (SAC)	\$ 800,000
- SBA/CSUF – SBDC (District)	-\$ 46,453
- Student Support Services – Year 3 (SAC)	\$ 277,051
- Upward Bound – Year 2 (SAC)	\$ 276,409
- Upward Bound Math & Science Program – Year 2 (SCC)	\$ 236,925
- Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC)	\$ 22,500

6.2 Adoption of Revised and Renumbered Board Policies

The board adopted the following revised and renumbered Board policies:

- BP 2015 Student Member
- BP 2305 Annual Organizational Meeting
- BP 2715 Code of Ethics/Standards of Practice
- BP 2716 Political Activity
- BP 3820 Gifts, Grants and Bequests ~~BP3208~~
- BP 6010 Equitable Opportunities for Business Enterprises ~~BP3301~~

1.6 Approval of Consent Calendar – (cont.)

6.2 Adoption of Revised and Renumbered Board Policies (cont.)

- BP 6011 Interaction With and Solicitation From Private Businesses—~~BP3311~~
- BP 6012 Environmentally Preferable Purchases and Practices —~~BP3406~~
- BP 6013 Energy and Water Conservation —~~BP3508~~
- BP 6014 Location of District-Sponsored Events —~~BP7003~~
- BP 6015 Food and Meeting Refreshments —~~BP3103~~
- BP 6100 Delegation of Authority to ~~Negotiate and Accept Discounts and Price Reductions~~—~~BP3308~~
- BP 6150 Designation of Authorized Signatures (new)
- BP 6200 ~~Policy on Budget Preparation Development Process~~—~~BP3201~~
- ~~Deletion of Budget Development Structure~~—~~BP3202~~
- ~~Deletion of General Fund Restricted Reserve~~ ~~BP3203~~
- BP 6250 Budget ~~Administration~~ Management —~~BP3204~~
- ~~Deletion of Transfer of Budget Appropriations~~—~~BP3205~~
- BP 6300 Fiscal Management and Auxiliary Services Fiscal Powers—~~BP3200~~
- ~~Deletion of Financial Reports~~—~~BP3216~~
- ~~Deletion of Quarterly Financial Reports~~—~~BP3220~~
- BP 6301 Payment – Goods & Services —~~BP3213~~
- BP 6302 Accounting for Monies Collected —~~BP3217~~
- BP 6320 Investments —~~BP3211~~
- BP 6330 Purchasing —~~BP3306~~
- ~~Deletion of Purchasing General Policy Statement~~—~~BP3300~~
- ~~Deletion of Cooperative Purchasing by State Contract with Department General Services and Other Public Agencies~~—~~BP3304~~
- ~~Deletion of Purchasing Code of Ethics and Control Guidelines~~—~~BP3302~~
- BP 6331 Fiduciary and Legal Considerations —~~BP3305~~
- BP 6332 Competitive Bidding and Quotation Policies —~~BP3307~~
- BP 6333 District Standard for Hardware and Software —~~BP7001~~
- BP 6340 Contracts —~~Equal Employment Opportunity Provision~~—~~BP3100~~
- BP 6400 Audits —~~BP3104~~
- BP 6450 Wireless or Cellular Telephone Use (new)
- BP 6500 Property Management —~~BP3518~~
- BP 6501 Plant Maintenance and Operations General Policy Statement —~~BP3500~~
- BP 6502 Outside Governing Agencies —~~BP3507~~
- BP 6503 Inventory Control —~~BP3400~~
- BP 6504 Moveable Inventory Control Responsibilities —~~BP3403~~
- BP 6505 Inventory Order Quantity and Storage Controls —~~BP3404~~
- BP 6506 ~~Company~~ District Property, Security, Privacy and Searches —~~BP3601~~

1.6 Approval of Consent Calendar – (cont.)

6.2 Adoption of Revised and Renumbered Board Policies – (cont.)

- BP 6507 Information Technology Services – Copyright of Software – ~~BP3600~~
- BP 6520 Security for District Property – ~~BP3510~~
- BP 6521 Disaster Recovery – ~~BP3602~~
- BP 6540 ~~District Property & Liability Protection Insurance~~ Insurance – ~~BP4603~~
- ~~Deletion of Risk Management~~ ~~BP4601~~
- ~~Deletion of Bonding of Personnel~~ – ~~BP4604~~
- BP 6550 Disposal of Property – ~~BP3405~~
- BP 6600 Capital Construction – ~~BP3504~~
- ~~Deletion of Five Year Capital Construction Plan~~ – ~~BP3506~~
- BP 6601 Facility Modification and New Construction – ~~BP3511~~
- BP 6602 Facility Construction Standards – ~~BP3505~~
- BP 6603 Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act – ~~BP3310~~
- BP 6604 Deferred Maintenance – ~~BP3512~~
- BP 6605 Selection of Architects – ~~BP3503~~
- BP 6620 Naming District Properties and Facilities – ~~BP9025~~
- BP 6700 Civic Center and Other Use of District Facilities Use – ~~BP 1330~~
- BP 6740 Citizens Oversight Committee (new)
- BP 6750 Vehicle Operation and Parking – ~~BP3501~~
- BP 6751 Transportation – ~~BP3516~~
- BP 6752 Donation of Vehicles – ~~BP4608~~
- BP 6800 Safety (new)
- BP 6900 ~~Auxiliary Services Bookstores~~ – ~~BP3226~~
- BP 6901 Auxiliary Food Service Operation – ~~BP3223~~
- BP 3515 Reporting of Crimes
- BP 3518 Child Abuse Reporting
- BP 3520 Local Law Enforcement
- BP 3530 Weapons on Campus
- BP 3540 Sexual and Other Assaults on Campus
- BP 3550 Drug Free Environment and Drug Prevention Program
- BP 3560 Alcoholic Beverages
- BP3570 Smoking on Campus
- BP3600 Auxiliary Organizations
- ~~Deletion of Auxiliary Services Accounting Systems and Internal Control~~ – ~~BP3222~~
- ~~Deletion of RSCCD Foundations~~ – ~~BP3227~~
- BP 3710 Securing of Copyright
- BP 3715 Intellectual Property
- BP 3720 Computer and Network Use
- BP 3810 Claims Against the District

1.6 Approval of Consent Calendar – (cont.)

6.2 Adoption of Revised and Renumbered Board Policies – (cont.)

- BP 3900 Speech: Time, Place, and Manner
- ~~Deletion of BP1230 Volunteers~~
- ~~Deletion of Complaints by Citizens Against District Employees BP1312~~
- ~~Deletion of Drives For Money, Food, or Clothing – BP1314~~
- ~~Deletion of Public Statements – BP1360~~
- ~~Deletion of Children (Minors) on Campus – BP4134~~
- ~~Deletion of Personal Property – BP4605~~
- ~~Deletion of Use of District Equipment – BP4606~~

1.7 Recognition of Faculty Members by Board of Trustees

The board recognized Dr. Alexander Taber, Professor of Macro and Microeconomics at Santiago Canyon College, and Dr. Regina Giroux, Professor of Nursing at Santa Ana College, for their dedication to students and accomplishments in their fields.

1.8 Public Hearing – 2013-2014 Proposed Adopted Budget

There were no public comments.

1.9 Presentation by Orange County Transportation Authority (OCTA)

Ms. Julie Toledo and Mr. Dennis Mak from OCTA gave a presentation on the I-5 Central County Improvement Project.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College  
Mr. Juan Vázquez, President, Santiago Canyon College

2.3 Report from Student Trustee

Mr. Luis Correa, Student Trustee, provided a report to the board.

#### 2.4 Reports from Student Presidents

Mr. Jorge Sandoval, Student President, provided a report to the board on behalf of SAC Associated Student Government (ASG). Mr. Sandoval stated that Vice President of Instruction Dr. Linda Rose and Vice President of Student Services Dr. Sara Lundquist will be making a presentation to ASG to update the students on accreditation and seek their involvement in the accreditation process.

Since Mr. Yuh Hwan Ko, Student President, was absent, there was no report given to the board on behalf of SCC Associated Student Government.

#### 2.5 Reports from Academic Senate Presidents

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College, provided a report to the board. Ms. Evett stated that the faculty, classified staff and students were continuing work in preparation for the October 2014 accreditation visit. "Ask Me" accreditation buttons were distributed. These buttons will be worn by SCC staff to encourage inquiries about SCC from the accreditation visiting team. Ms. Evett expressed appreciation to Ms. Alvarez, Mr. Hanna, and Mr. Didion for their willingness to serve as liaison to the college for accreditation and provided each with an accreditation handbook.

Mr. John Zarske, Academic Senate President, Santa Ana College provided a report to the board.

Mr. Hanna stated that the board, by adoption of the policies on the agenda, provided clarity to the Student Trustee that he/she was held accountable to the board's Code of Ethics.

#### 2.6 Informational Presentation on the Budget

Mr. Hardash and Mr. O'Connor presented a summary of the 2013-2014 Adopted Budget to the board.

### **3.0 HUMAN RESOURCES**

Items 3.1 and 3.2 were considered after Closed Session.

#### 3.3 Authorization for Board Travel/Conferences

It was moved by Mr. Solorio and seconded by Mr. Yarbrough to approve Ms. Alvarez's travel to Washington, D.C. for the National Association of Latino Elected and Appointed Offices (NALEO) Summit on September 29 to October 2, 2013. Discussion ensued. The motion carried unanimously.

### **4.0 INSTRUCTION**

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

## **5.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 5.1 through 5.9, and 5.11 through 5.16 were approved as part of Item 1.6 (Consent Calendar).

5.10 This item was removed from the agenda as part of Item 1.3 (Additions or Corrections to the Agenda).

## **6.0 GENERAL**

Items 6.1 and 6.2 were approved as part of Item 1.6 (Consent Calendar).

### **6.3 Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF)**

It was moved by Mr. Hanna, seconded by Mr. Labrado, and carried unanimously to continue this item to the September 23, 2013 meeting.

### **6.4 Approval of Appointment to Community College League of California (CCLC) Advisory Committee on Legislation (ACL)**

It was moved by Mr. Solorio, seconded by Mr. Yarbrough, and carried unanimously to approve Mr. Hanna's appointment to the CCLC Advisory Committee on Legislation during the 2013-2014 calendar year.

### **6.5 Solicitation of Candidates to serve on the Orange County (O.C.) Committee on School District Organization**

It was moved by Mr. Yarbrough, seconded by Ms. Alvarez, and carried unanimously to give Ms. Barrios authority to nominate candidates on behalf of the board to serve on the O.C. Committee on School District Organization.

### **6.7 Reports from Board Committees**

Mr. Labrado provided a report on the September 5, 2013, Board Facilities Committee meeting.

Mr. Hanna provided a report on the Board Policy Committee activities. He requested that the college communities review the policies adopted by the board at this meeting, as they include updated information, and it is important to the accreditation process that all are aware of the changes.

Mr. Correa provided a report on the September 5, 2013, Orange County Community Colleges Legislative Task Force meeting.



## 6.8 Board Member Comments

Ms. Alvarez and Mr. Labrado thanked Mr. Jeff McMillan and the SAC Academic Senate for hosting the back-to-school event.

Mr. Yarbrough wished Mr. Correa a happy birthday on Saturday, September 14.

Ms. Mendoza Yanez recognized Dr. Taber and Dr. Giroux as outstanding faculty. She expressed appreciation to the public for staying for the meeting and the College Presidents, Academic Senate Presidents and ASG Presidents for their reports. Ms. Mendoza Yanez expressed her concern for safety at SAC and asked that the board be kept apprised of the repairs to Phillips Hall. She expressed appreciation to Ms. Gerard for her assistance.

Mr. Hanna also thanked Ms. Gerard and requested that, in scheduling meetings regarding accreditation to which the trustees are invited, as much notice as possible be given. Mr. Hanna also requested input from administration, faculty, classified staff and students with regard to how the board is handling its responsibilities and duties relating to Accreditation Standard IV. Mr. Hanna stated his and the board's commitment to doing their best for the district.

Ms. Barrios welcomed everyone back to the start of the academic year, thanked the presidents for their reports, and wished everyone a good year.

## **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:25 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. Community Service Presenters
  - e. Volunteers
  - f. Student Workers
  - g. Educational Administrator Appointments
  
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  
Employee Organizations: Faculty Association of Rancho Santiago Community College District  
California School Employees Association, Chapter 579  
California School Employees Association, Chapter 888  
Continuing Education Faculty Association
  
3. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - a. Chancellor

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

## **RECONVENE**

The board reconvened at 8:57 p.m.

### **Closed Session Report**

Mr. Labrado reported the board discussed the aforementioned items and voted unanimously to release Mr. Will Thai, Administrative Secretary, from probation and suspend Ms. Denise Hatakeyama, Science Laboratory Coordinator for five (5) days.

### **Public Comment**

There were no public comments.

## **3.0 HUMAN RESOURCES**

### **3.1 Management/Academic Personnel**

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

- Approve New Job Description
- Approve Employment Agreement
- Approve Outside Assignments
- Approve Interim to Permanent Assignments
- Approve Final Salary Placements
- Approve Adjusted Tentative Salary Placements
- Approve Adjusted Stipend Amounts
- Approve Hourly to Full-time Tenure Track
- Ratify Resignations/Retirements
- Approve Hiring of Long-term Substitute
- Approve Part-time Hourly Hires/Rehires
- Approve Non-paid Intern Service

### **3.2 Classified Personnel**

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

- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Changes in Salary Placements

3.2 Classified Personnel – (cont.)

- Approve Leaves of Absence
- Approve New Appointments
- Approve Temporary to Hourly On Going Assignments
- Approve Changes in Assignments
- Approve Leave of Absences
- Ratify Resignations/Retirements
- Approve Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on September 23, 2013.

There being no further business, Ms. Barrios declared this meeting adjourned at 9:00 p.m. in memory of Ms. Alice Linnert, a long time resident of Orange, and Mr. Timothy Smith, a lifelong resident of Orange and brother of Mayor Tita Smith, both of whom passed away last week.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: September 23, 2013

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
September 23, 2013

MANAGEMENT

Correction New Job Description/Attachment #1

Director, Global Trade and Logistics Initiative  
Classified Supervisory  
Grade F

FACULTY

Hourly to Full-time Tenure-track

Crabill, Phillip  
Assistant Professor/Counselor  
Counseling/Student Support  
Services Division  
Santiago Canyon College

Effective: September 16, 2013  
Tentative Salary Placement: VII-3 \$76,527.70/Year

Adjusted Final Salary Placements

Gause, Tiffany  
Assistant Professor, Sociology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 23, 2013  
Final Salary Placement: II-6 \$63,941.08/Year

Nyssen, Adam  
Assistant Professor, Kinesiology  
Assistant Football Coach  
Kinesiology, Health & Athletics Division  
Santa Ana College

Effective: August 19, 2013  
Final Salary Placement: IV-8 \$73,988.56/Year

Adjusted Leaves of Absence

McKowan-Bourguignon, Lisa  
Assistant Professor, Math  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: August 26 - November 4, 2013  
Reason: Maternity Leave

McKowan-Bourguignon, Lisa  
Assistant Professor, Math  
Science, Mathematics & Health  
Sciences Division  
Santa Ana College

Effective: November 5 – December 15, 2013  
Reason: Family Medical Leave

**FACULTY (CONT'D)**

Stipends

Junta, Aaron  
Assistant Coach Men's  
Track & Field  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: January 20 – May 31, 2014  
Stipend Amount: \$4,500.00  
Reason: Coaching

Malouf, Michael  
Physician  
Kinesiology, Health & Athletics Division  
Santa Ana College

Effective: August 26, 2013 – December 15, 2013  
Amount: \$2,750.00  
Reason: Athletic Health Screenings

Malouf, Michael  
Physician  
Kinesiology, Health & Athletics Division  
Santa Ana College

Effective: January 20 – May 31, 2014  
Amount: \$750.00  
Reason: Athletic Health Screenings

Part-time Hourly Hires/Rehires

Bowers, Gary  
Instructor, High School Subjects/Bridge (equivalency)  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: August 21, 2013  
Hourly Lecture Rate: II-2 \$42.84

BrodakSilva, Trisha  
Instructor, Communications  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: September 13, 2013  
Hourly Lecture Rate: II-3 \$55.44

Callanan, Jill  
Instructor, HSS/Bridge/English  
Continuing Education Division (CEC)  
Santa Ana College

Effective: September 16, 2013  
Hourly Lecture Rate: II-2 \$42.84

Fuentes Sanchez, Antonio  
Instructor, Modern Language (Spanish)  
Humanities & Social Sciences Division  
Santa Ana College

Effective: September 16, 2013  
Hourly Lecture Rate: II-3 \$55.44

Ito, Manami  
Instructor, Modern Language (Japanese)  
Humanities & Social Sciences Division  
Santa Ana College

Effective: January 20, 2014  
Hourly Lecture Rate: II-4 \$58.21

**FACULTY (CONT'D)**

Part-time Hourly Hires/Rehires (cont'd)

Junta, Aaron  
Assistant Coach Men's  
Cross Country  
Mathematics & Sciences Division  
Santiago Canyon College

Effective: September 24, 2013 – December 15, 2013  
Stipend Amount: \$4,500.00  
Reason: Coaching

Kataneksza, Barbara  
Instructor, ESL (equivalency)  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: September 16, 2013  
Hourly Lecture Rate: II-2 \$42.84

Kimura, Dana W  
Instructor, Health & Safety (equivalency)  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: September 13, 2013  
Hourly Lecture Rate: I-3 \$42.84

Nguyen, Hoang H  
Instructor, Music  
Fine & Performing Arts Division  
Santa Ana College

Effective: September 16, 2013  
Hourly Lecture Rate: II-3 \$55.44

Perez, Imelda  
Coordinator, Student Success & Support Program  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: September 16, 2013  
Hourly Rate: II-1 \$35.74

Robinson, Christopher  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College

Effective: September 17, 2013  
Hourly Lecture Rate: II-4 \$45.05

Tavale, Napoleon  
Instructor, Theatre Arts  
Fine & Performing Arts Division  
Santa Ana College

Effective: August 26, 2013  
Hourly Lecture/Lab Rates: II-3 \$55.44/\$47.12

Walker, Kathryn  
Instructor, Psychology  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: October 21, 2013  
Hourly Lecture Rate: II-3 \$55.44

**FACULTY (CONT'D)**

*Non-paid Instructors of Record*

Airey, Steve Effective: September 24, 2013  
Instructor, Fire Technology (equivalency)  
Costa Mesa Fire Department  
Human Services & Technology Division  
Santa Ana College

Cerciello, Nicholas Effective: September 24, 2013  
Instructor, Fire Technology (equivalency)  
Costa Mesa Fire Department  
Human Services & Technology Division  
Santa Ana College

Huerta, Carlos Effective: September 24, 2013  
Instructor, Fire Technology (equivalency)  
Orange County Fire Authority  
Human Services & Technology Division  
Santa Ana College

Torres, Charles Effective: September 24, 2013  
Instructor, Fire Technology (equivalency)  
Costa Mesa Fire Department  
Human Services & Technology Division  
Santa Ana College

*Non-paid Intern Service*

Hicks, John Effective: September 24, 2013 – December 12, 2013  
Political Science Intern College Affiliation: CSU Dominguez Hills  
Arts, Humanities & Social Sciences Division Discipline: Political Science  
Santiago Canyon College

**DIRECTOR, GLOBAL TRADE AND LOGISTICS INITIATIVE**

**CLASS SUMMARY**

Under administrative supervision, responsible for implementing international trade development workforce and economic development operations as the Deputy Sector Navigator-Global Trade in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters Initiative.

**REPRESENTATIVE DUTIES**

Works collaboratively with Statewide Sector Navigator and Deputy Sector Navigators in other regions, and with the Regional Consortium chairs to align the needs of sector employers with the programs and curricula offered by the colleges in the regional consortium. Works with individual colleges in the region to develop faculty collaboratives, connect international education and global trade programs and employers, and promote and strengthen curriculum and program alignment. Works with employers, industry and international education and global trade organizations and Workforce Investment Boards to determine workforce gaps. Promotes integration of workforce training and employment. Strengthens programs within the Global Trade Sector at regional colleges and high schools, through such activities, including but not limited to, career exploration, career pathways, international education and dual enrollment. Provides incumbent worker training and promotes opportunities for contract education. Promotes faculty professional growth and internationalization of curriculum. Identifies and prioritizes gaps in the workforce, and develops strategies to address them. Works with representatives of business, labor and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. Provides counseling and technical assistance on international trade to small business owners and individuals starting international businesses. This counseling and technical assistance will include, but not be limited to: assisting with identification and choice of distributors; matching buyers and sellers; assisting with contract negotiation, strategic planning for future business expansion, and possible avenues of finance. Marketing counseling in such areas as: 1) identifying international market niches; 2) market research; 3) access to international market studies; 4) market plan; 5) advertising and public relations; 6) product display; and 7) cooperative marketing. Supervise budget, auditing timelines, and evaluations. Develops and maintains international referral services. Establish formal agreements and delineate specific services and roles with other entities providing similar services, such as California Export Finance Office, US Department of Commerce, and Small Business Development Centers in the area. Recruit, train and schedule a cadre of consultants to provide services. Maintains close liaison with local, state and federal lending sources for small businesses involved in international trade. Serves on appropriate business and educational committees at the local and state level. Conducts classes and/or workshops as appropriate. Prepares reports to funding sources and college administration, and participates in the preparation of grant applications. Establishes and maintains administration



**DIRECTOR, GLOBAL TRADE AND LOGISTICS INITIATIVE cont'd**

planning/organizational procedures in accordance with state codes and related laws. Prepares a variety of reports, agendas, proposals and agreements as required. Assists in establishing continuing funding sources. Maintains appropriate computerized records that document services provided. Collects and reports data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative. Performs other duties as required to implement the project work plan and to meet grant requirements and conditions.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Assistant Vice Chancellor of Educational Services and manages the Deputy Sector Navigator-Global Trade grant program and supervises the program's staff.

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Bachelors Degree or higher from an accredited institution in a business area, minimum of five years experience in management, administration or delivery of programs in small business, economic development or international trade.

**Knowledge and Abilities**

Knowledge of: international trade and international business, small business activities in the community and the ability to participate in those activities. Ability to: perform counseling for clients of the Center, market the program, participate in organizations which promote international trade and other community based small business activities, seek professionals willing to act as referrals on a pro bono and reduced fee basis, and follow the guidelines of the grant.



Change in Position

Gil, Maria  
From: Administrative Secretary/ School of Continuing Education/SAC  
To: Resource Development Coordinator (Reorg 733) Educational Services/District

Effective: August 28, 2013  
Grade 16, Step 3 + 2.5%L + 2PG  
\$63,831.83

Villasenor, Francisco  
From: Administrative Clerk/ Educ. Services  
To: Accountant (Reorg 733)/ Educational Services/ District

Effective: August 29, 2013  
Grade 13, Step 4 + 1PG \$55,038.67

Change in Salary Placement

Guillen Flores, Jabin  
Custodian/ Admin. Services/ SAC

Effective: August 26, 2013  
Grade 4, Step 5 + 5% SW \$41,2616.31  
*Change in Shift*

Voluntary Furlough

Gonzalez, Araceli  
General Office Clerk/ School of Continuing Education/SAC

Effective: 09/16/13 – 12/20/13  
Grade 3, Step 5 + 1PG @ 94% VF  
\$36,247.14

Ratification of Resignation/Retirement

Vu, Vivien  
Student Program Specialist/ DSPTS/ SCC

Effective: September 30, 2013  
Reason: Resignation

**CLASSIFIED HOURLY**

New Appointments

Velez, Juan  
Student Activities Specialist (CL13-0419)  
Orange Education Center

Effective: September 16, 2013  
19 Hours/Week 12 Months/Year  
Grade 8, Step A + 2.5%Bil \$18.34/hour

Professional Growth Increment

Pineda, Maribel  
Transfer Center Specialist/ Counseling/ SAC

Effective: October 1, 2013  
Grade 11, Step A + 5PG \$20.36/Hour + \$104.17/mo. PG

Leave of Absence

Magallon, Sandra Counseling Assistant/ School of Continuing Education/SAC	Effective: 08/12/13 – 08/24/13 06/16/14 – 06/28/14 Reason: Revised NWD 11 Month contract
---	---

Ratification of Resignation/Retirement

Leung, Bowie Instructional Assistant/ Science & Math/ SCC	Effective: September 5, 2013 Reason: Resignation
---	---

Rivard, Patricia Instructional Assistant/ Fine & Performing Arts / SAC	Effective: September 26, 2013 Reason: Resignation
--	--

**TEMPORARY ASSIGNMENT**

Duenez, Patricia Intermediate Clerk/ CITD/ District	Effective: 09/24/13 – 06/30/14
--	--------------------------------

Landa, Sara Administrative Clerk/ DMC/ District	Effective: 09/24/13 – 06/30/14
--	--------------------------------

Vogen, Angela Career Technician/ DSPTS/ SAC	Effective: 09/24/13 – 06/27/14
--	--------------------------------

Vu, Khuyen Student Program Specialist/ DSPTS/ SCC	Effective: 09/24/13 – 06/27/14
--	--------------------------------

Change in Temporary Assignment

Allen, Susan Library Clerk/ SAC	Effective: 09/03/13 – 06/30/14
------------------------------------	--------------------------------

Additional Hours for On Going Assignment

Hernandez Morales, Arturo Instructional Assistant/ School of Continuing Education/SAC	Effective: 08/29/13 – 06/30/14 Not to exceed 19 consecutive days in any given period.
---	---

*Additional Hours for On Going Assignment cont'd*

Luarte, Joseph Fine & Performing Arts Tech /SAC	Effective: 07/23/13 – 08/06/13 Not to exceed 19 consecutive days in any given period.
--	---

*Substitute Assignments*

Godoy, Giovanni Custodian/ Admin. Services/ SAC	Effective: 09/06/13 – 12/31/13
--	--------------------------------

**MISCELLANEOUS POSITIONS**

Bishop, John Community Services Presenter/ SAC	Effective: 09/16/13
---	---------------------

Gonzalez, Silvia Community Services Presenter/ SAC	Effective: 09/26/13
---	---------------------

*Instructional Associates/Associate Assistants*

**Criminal Justice**

Abel, Abdullah	Effective: 09/24/13
----------------	---------------------

Couey, Roderick	Effective: 09/24/13
-----------------	---------------------

Johnson, Rachel	Effective: 09/24/13
-----------------	---------------------

Muniz, Abel	Effective: 09/24/13
-------------	---------------------

Rogers, Robert	Effective: 09/24/13
----------------	---------------------

**Kinesiology**

Bell, James	Effective: 09/04/13
-------------	---------------------

**Fine & Performing Arts**

Westrom, Heidi	Effective: 09/24/13
----------------	---------------------

**VOLUNTEERS**

Reynel, Alan Non Student Volunteer/ Kinesiology/ SAC	Effective: 09/24/13 – 06/30/14
---	--------------------------------

**COMMUNITY SERVICE PRESENTERS**

Stipends Effective August 11 – September 10, 2013

Clary, Ling Ling	Amount: \$ 240.00
Dumon, dori	Amount: \$ 260.00
Dutton, Donald	Amount: \$ 210.00
Fischer Militaru, Mariana	Amount: \$ 247.50
Friebert, Martin	Amount: \$ 330.00
Hagelbarger, Theresa	Amount: \$ 482.33
Moore, Karen	Amount: \$ 280.00
Nolasco, Jeffrey	Amount: \$ 135.00
Schindelbeck, Judy	Amount: \$ 250.00

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST**

Avila, Scarlett	Effective: 09/03/13-06/30/14
Bisengimana, Bertrand	Effective: 08/27/13-06/30/14
Brito Maldonado, Lilia Y	Effective: 09/03/13-06/30/14
Browne, James William	Effective: 09/04/13-06/30/14
Chau, Minchau Ngoc	Effective: 09/03/13-06/30/14
Chhay, Samantha Sokcha	Effective: 08/22/13-06/30/14
Contreras Lopez, Jose De Jesus	Effective: 09/04/13-06/30/14
Cruz, Paola Adriana	Effective: 09/11/13-06/30/14
Dang, Khoi Dang	Effective: 09/03/13-06/30/14
Duong, Bao Chau Ngoc	Effective: 09/04/13-06/30/14
Escalante, Jason	Effective: 09/03/13-06/30/14
Flores, Anthony Michael	Effective: 08/29/13-06/30/14
Gonzalez, Alejandra	Effective: 09/12/13-06/30/14
Gonzalez, Dania	Effective: 08/27/13-06/30/14
Gonzalez, Juan Carlos	Effective: 09/05/13-06/30/14
Hernandez, Maria D	Effective: 09/03/13-06/30/14
Huynh, Hien	Effective: 08/27/13-06/30/14
Leon, David Arturo	Effective: 09/03/13-06/30/14
Leyva De La Riva, Gloria	Effective: 09/03/13-06/30/14
Medina, Karina	Effective: 09/11/13-06/30/14
Mejia, Luis Alfonso	Effective: 09/03/13-06/30/14
Mendez, Mayra Yessenia	Effective: 09/23/13-06/30/14
Mendoza, Jean Rose Garcia	Effective: 08/27/13-06/30/14
Mershon, Joanne Elaine	Effective: 09/12/13-06/30/14
Ngo, Linh	Effective: 09/03/13-06/30/14

**SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST cont'd**

Nguyen, Thanh Thuy Thi	Effective: 08/28/13-06/30/14
Nguyen, Tram Ngoc Anh	Effective: 09/03/13-06/30/14
Nong, Lam Thanh	Effective: 09/11/13-06/30/14
Perales II, Richard Thomas	Effective: 09/05/13-06/30/14
Posadas, Aaron	Effective: 09/11/13-06/30/14
Quiroz, Blanca Elizabeth	Effective: 08/27/13-06/30/14
Rambo, Jensene Jennifer Kim	Effective: 08/28/13-06/30/14
Ramirez, Abigail	Effective: 09/04/13-06/30/14
Reza, Bryan Daniel Cortes	Effective: 09/03/13-06/30/14
Rocha, Hilan	Effective: 09/04/13-06/30/14
Sanchez, Janet	Effective: 09/11/13-06/30/14
Sanchez, Jonathan	Effective: 08/28/13-06/30/14
Soria, Erick Francisco	Effective: 09/11/13-06/30/14
Suarez, Stephanie Yvette	Effective: 09/03/13-06/30/14
Tran, Quyen Thanh	Effective: 09/05/13-06/30/14
Tran, Van Thi-Bich	Effective: 09/03/13-06/30/14
Valle, Jordan Alexandra	Effective: 09/11/13-06/30/14
Vasquez Roman, Maribel	Effective: 09/04/13-06/30/14
Vo, Hue Thi Phuong	Effective: 09/12/13-06/30/14
Vuong, Ngoc Trinh To	Effective: 09/03/13-06/30/14
Zambrano, Henry	Effective: 08/28/13-06/30/14
Zamora, Cristina	Effective: 09/05/13-06/30/14
Zuniga, Jose Angel	Effective: 09/03/13-06/30/14

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

Aprati, Aaron	Effective: 08/28/13 – 06/30/14
Avila, Vanesa	Effective: 08/27/13 – 06/30/14
Martinez Mendoza, Elvira	Effective: 09/04/13 – 06/30/14

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

Attachment #1  
CLASS SPECIFICATION  
SEPTEMBER 2013

**DEVELOPMENT COORDINATOR**

**CLASS SUMMARY**

Under general direction the Development Coordinator is responsible for the development, maintenance, and integrity of fundraising and constituent data; analyzes donor trends to develop effective strategies and recommendations; utilizes database and social networking tools to facilitate alumni development and build an online community; provides technical support and serves as an integral member of the college's development/fund raising team; participates in the development of foundation and corporate proposals; identifies, develops and implements strategies to enhance all development programs and to increase giving from donors; coordinates special events and other Foundation related activities; and performs related duties as required.

**REPRESENTATIVE DUTIES**

Coordinate strategies and implement tactics that increases philanthropic support from key constituencies using data and marketing tools.

Provide technical support and management of fundraising database; train others in database use as required.

Develop procedures to ensure the accuracy, confidentiality, and quality of constituent information; continually work towards improving database quality and usefulness; regularly review and maintain data to ensure integrity.

Maintain a working knowledge of fundraising activities and proactively support them with electronic systems; establish strategies and plans for the maintenance, use, and development of the database that will benefit users and programs.

Participate in the identification and cultivation of prospective donors including individuals, corporations, corporate foundations, and private foundations.

Develop donor groups and an annual giving program that incorporates alumni, employees, and retirees. Develop strategies that increase alumni support; work closely with alumni and faculty in planning activities and programs. Maintain communications with alumni to encourage a long-term relationship with the College.

Develop and maintain mutually respectful and collaborative relationships with community leaders, faculty and staff foster their participation in donor solicitations.

Use internet tools to develop and maintain an online presence; research and recommend appropriate social networking and marketing opportunities; design, develop and implement programs to cultivate and build constituent relations and enhance online giving.

Develop digital and printed materials to support donor relationships with the college--materials such as e-newsletters and direct mail communication.



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
SEPTEMBER 2013

**DEVELOPMENT COORDINATOR (continued)**

Participate in a variety of fundraising activities including the organization and execution of special events; design and prepare invitations, letters, and other materials appropriate to the event; provide assistance at events and represent the Foundation to attendees; perform follow-up activities, such as tracking donations and gifts, sending acknowledgement letters, and documenting procedures.

Attend meetings and functions on and off campus to promote the work of the Foundation; represent the Foundation to internal and external constituents.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the college administrator responsible for advancement and foundation activities.

**QUALIFICATIONS**

**Training and Experience**

Any combination of education and training equivalent to a Bachelor's degree in business administration, communications, public relations, marketing or a related field and two years of experience in one or more of the following areas: managing a donor database, alumni development, foundation stewardship, proposal development, fundraising events, internet marketing, and social network marketing.

**Desirable:**

Experience working with community groups and governmental entities, and documentation of program activities.

**Knowledge and Abilities**

Knowledge of: fundraising techniques including proposal development, prospect identification, fund solicitation, database management, donor tracking, and social networking and marketing tools.

Ability to: design, generate, and management reports; research, compile, analyze and interpret data; execute special event planning; communicate effectively using a high level of written and oral communication skills; and work independently or in a team environment while managing multiple priorities.

Skills: Possess a valid California Motor Vehicle License and driving record acceptable to the District.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources and Educational Services

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Modification to the Credit Instructional Calendar for 2013 - 2014	
Action:	Request for Approval	

**BACKGROUND**

The 2013-14 Credit Instructional Calendar was adopted by the Board of Trustees on January 14, 2013. The 2013-14 State Budget now includes funding for enrollment growth/restoration, which will allow the colleges to expand class offerings and increase enrollment by 2%. In order to achieve that enrollment growth, the administration and the Faculty Association of Rancho Santiago Community College District (FARSCCD) have developed a revised instructional calendar to provide for a four-week winter intersession between the fall and spring semesters.

**ANALYSIS**

The District operated a winter intersession from 2005-06 to 2008-09. Due to the state budget crisis and reductions in funding for higher education, the intersession was eliminated in 2010-11. Although the winter intersession has not been scheduled since that time, the instructional calendar has been structured in such a way to allow for the reintroduction of the intersession with minimal disruption. The proposed revision to the calendar delays the start of the 2014 Spring semester by two weeks, which will allow adequate time for the intersession.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised 2013 – 2014 Credit Instructional Calendar.

Fiscal Impact: None	Board Date: September 23, 2013
Item Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RSCCD CREDIT INSTRUCTIONAL CALENDAR 2013 - 2014**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	11	12	13	14	15	16	17	
<b>AUGUST</b>	18	19	20	21	22	23	24	<i>Faculty Projects: August 19-21; Common Days 22 &amp; 23</i> <b>Start Fall 2013 Semester - August 26</b> <i>Labor Day: September 2</i>  <hr/> <i>End of 8th week</i>  <i>Veterans Day: November 11</i>  <i>Thanksgiving: November 28-30</i>  <b>End Fall 2013 Semester</b>
	25	26	27	28	29	30	31	
	1	2	3	4	5	6	7	
<b>SEPTEMBER</b>	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
<b>OCTOBER</b>	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
<b>NOVEMBER</b>	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	1	2	3	4	5	6	7	
<b>DECEMBER</b>	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31	1	2	3	4	
<b>JANUARY</b>	5	6	7	8	9	10	11	<b>Start Four-week Interession - January 6</b>  <i>Martin Luther King Holiday: January 20</i>
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	31	1	
<b>FEBRUARY</b>	2	3	4	5	6	7	8	<i>Faculty Projects: Feb 3 - 5; Common Days Feb 6 &amp; 7</i> <b>Start Spring 2014 Semester - February 10</b> <i>Lincoln's Birthday: February 14; President's Day: February 17</i>  <i>Cesar Chavez Day Observed March 28</i> <i>(End of 8th week)</i> <i>Spring Break</i>
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	1	
<b>MARCH</b>	2	3	4	5	6	7	8	<i>Cesar Chavez Day Observed March 28</i> <i>(End of 8th week)</i> <i>Spring Break</i>
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31	1	2	3	4	5	
<b>APRIL</b>	6	7	8	9	10	11	12	<i>Santa Ana College Commencement: June 5</i> <i>Santiago Canyon College Commencement: June 6</i> <i>Memorial Day: May 26</i> <b>End Spring 2014 Semester</b>
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	1	2	3	
<b>MAY</b>	4	5	6	7	8	9	10	<b>Start Summer 2014 - June 16</b>  <i>Independence Day: July 4</i>
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
	1	2	3	4	5C	6C	7	
<b>JUNE</b>	8	9	10	11	12	13	14	<b>Start Summer 2014 - June 16</b>  <i>Independence Day: July 4</i>
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	1	2	3	4	5	
<b>JULY</b>	6	7	8	9	10	11	12	<b>End Summer 2014</b>
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
<b>AUGUST</b>	3	4	5	6	7	8	9	

Adopted: January 14, 2013; Revised: September 23, 2013

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources and Educational Services

To:	Board of Trustees	Date: September 23, 2013
Re:	Rejection of Claim	File # 13-11911 RTV
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 13-11911 RTV.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Human Resources and Educational Services

To:	Board of Trustees	Date: September 23, 2013
Re:	Rejection of Claim	File # 13-0001 DM
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 13-0001 DM.

AUTHORIZATION FOR BOARD TRAVEL/CONFERENCES (with actual and necessary expenses and cash advances as requested)

BOARD MEMBERS (to be approved)

COMMUNITY COLLEGE LEAGUE OF  
CALIFORNIA 2013 ANNUAL CONVENTION  
& PARTNERSHIP CONFERENCES  
Sacramento, CA – November 21-23, 2013

1 Board Members  
(John Hanna)

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

To: Board of Trustees	Date: September 23, 2013
Re: Approval of CJA Agreement Renewal: California Association of Property and Evidence Officers (CAPE)	
Action: Request for Approval	

**BACKGROUND**

Over the past eight (8) years, Santa Ana College and the California Association of Property and Evidence Officers (CAPE) have shared in a partnership that provides quality and professional law enforcement training. The attached agreement renewal will be used to continue the educational partnership with CAPE.

**ANALYSIS**

This renewal agreement shall remain in effect for five (5) years or until terminated by either party. This renewal agreement has been reviewed by Dean Simon B. Hoffman and college staff. The annual cost for this agreement is not to exceed \$27,000 per fiscal year.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this contract with the California Association of Property and Evidence Officers (CAPE) in Chico, California.

Fiscal Impact:	Approximately \$27,000 FY 2013-2014 Board Date: September 23, 2013
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD

**STANDARD INTER-AGENCY INSTRUCTIONAL SERVICES AGREEMENT**

**With: California Association of Property and Evidence Officers**

**THIS AGREEMENT is entered into this 31<sup>st</sup> day of October, 2013**

by and between the Rancho Santiago Community College District, 2323 North Broadway, Santa Ana, California 92706-1640 (District) and the **California Association of Property and Evidence Officers; Chico Police Department, 1460 Humboldt Road, Chico, CA 95928** (Agency).

**RECITALS**

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

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

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

**NOW THEREFORE**, Agency and District agree as follows:

**PROVISIONS OF THE AGREEMENT**

**A. AGENCY'S RESPONSIBILITIES:**

1. **Services** - Agency's responsibility shall be to diligently furnish to the District the services and materials as set forth in Attachment A, hereby incorporated in this Agreement by this reference.



2. Student Attendance Records. Records of student attendance and achievement will be maintained by Agency. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

3. Non-Discrimination. Agency agrees that it will not engage in unlawful discrimination of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or age, or sex of such person.

4. Applicable Law. Agency agrees to comply with all federal, state, and local laws, rules regulations, and ordinances that are now or may in the future become applicable to Agency, Agency's business, equipment, and personnel engaged in operations covered by this agreement or occurring out of the performance of such operations.

**B. DISTRICT'S RESPONSIBILITIES**

1. Educational Program. District is responsible for the educational program that will be conducted on site.

2. Supervise and Control Instruction. The instruction to be claimed for apportionment under this contract shall be under the immediate supervision and control of a District employee (Title 5, Section 58058) who has met the minimum qualifications for instruction in a vocational subject in a California community college.

3. Instructor Who Is Not a District Employee - District's

Responsibilities. Where Agency's instructor is not a paid employee of the District, the District shall have a written agreement with each such instructor who is conducting instruction for which Full time Equivalency Students (FTES) are to be reported. The agreement shall state that the District has the primary right to control and direct the instructional activities of Agency's instructor.

4. Qualifications of Instructors. District shall list the minimum

qualifications for instructors teaching these courses. Such qualifications shall be consistent with requirements specified by the District.

5. District's Control of and Direction for Instructors. District shall

provide instructors with an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures, and any of the other necessary materials and services that it would provide to its hourly instructors on campus.

6. Courses of Instruction. These are specified in Attachment A to this

Agreement. It is the District's responsibility to insure that the course outline of records are approved by the District's curriculum committee pursuant to Title 5 course standards, and that the courses have been approved by the District's board of trustees.

7. Different Section of Courses. District shall have procedures to

insure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Such procedures apply to the faculty, courses, and the students.

8. Enrollment. District will advise Agency of the enrollment period, student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, policy regarding the supervision and evaluation of students, and the procedure applicable to the withdrawal of students prior to completion of a course or program.

9. Obtaining Approval of Degree and Certificate Programs Is District's Responsibility. It is required that degree and certificate programs have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or District must have received delegate authority to separately approve those courses locally.

10. Classes Held Outside of District. If the classes are to be located outside the boundaries of the District, the District must comply with the requirements of title 5, Sections 55230-55232, concerning approval by adjoining high school or community college districts and use of non-District facilities.

11. Funding Source. District shall certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual, or group.

12. Certification. District is responsible for obtaining certification verifying that the instruction activity to be conducted will not be fully funded by other sources. (Title 5, Section 58051.5)

C. FEE

1. Agency Fee and Expenses - The fee to be paid by District for the services and materials to be supplied hereunder is: Two dollars and seventy cents (\$2.70) per student contact hour, not to exceed 10,000 hours or \$27,000 per fiscal year. Annual limits shall not be exceeded without the expressed permission from either the Dean of Human Services/Technology Division or the Assistant Dean of Criminal Justice Academies.

2. The Agency shall invoice the District at the conclusion of each class, supplying mutually acceptable documentation of student contact hours for each class.

D. TERMS AND CONDITIONS

1. Facilities. Agency and District agree that the course shall be held at facilities that are clearly identified as being open to the general public. (Title 5, Section 58051.5)

2. Open Enrollment. District and Agency agree that enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites. (Title 5, Sections 51006 and 59106) The District's policy on open enrollment is published in the college catalogue and schedule of classes (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, Section 55005)

3. Support Services for Students. Both Agency and District shall insure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, and Placement Assistance).

4. 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.

5. Term. This Agreement shall be in effect for the period of **October 31, 2013** through **October 30, 2018**, unless earlier terminated by either party in the manner set forth herein. This agreement may be extended for one (1) additional year by mutual agreement between the parties no later than one month prior to the anniversary date of the Agreement. Either party may cancel or terminate this Agreement without cause upon 30 days prior written notice given by either party.

6. Termination for Cause. The District may terminate this Agreement and be relieved of any consideration to Agency should Agency fail to perform the covenants herein at the time and in the manner provided. In the event of such termination the District may proceed with the work in any manner deemed proper by the District. The cost of the District shall be deducted from any sum due the Agency under this Agreement, and the balance, if any, shall be paid by the Agency.

7. Assignments. This Agreement is personal and shall not be assigned by Agency either in whole or in part. Any such purported assignment voids this Agreement.

8. Notices. All notices required or permitted under this Agreement

shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to District:

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

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

If to Agency:

California Association of Property and Evidence Officers (CAPE)  
Chico Police Department  
1460 Humboldt Road  
Chico, CA 95928

Attn: Joseph Moralli

9. Time Is of the Essence. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.

10. Modifications. No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein, and no alterations or variations of the terms of this Agreement unless made in writing between the parties hereto, shall be binding on any of the parties hereto.

**IN WITNESS WHEREOF**, this Agreement has been executed by the parties

hereto on the day and year first written above.

**Agency:** California Association of Property  
and Evidence Officers (CAPE)

1460 Humboldt Road  
Chico, CA 95928

**District:** RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

2323 North Broadway  
Santa Ana, CA 92706

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

**Name:** Joseph Moralli  
**Title:** President

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

**Name:** Peter J. Hardash  
**Title:** Vice Chancellor  
Business Operations/Fiscal Services

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

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

ATTACHMENT A  
STANDARD INTER-AGENCY SERVICES AGREEMENT

SERVICES TO BE PROVIDED BY AGENCY:

**California Association of Property and Evidence Officers (CAPE)**

1. **Teaching Approved Curriculum:** All student contact hours submitted by the Agency to the District shall be part of a course of instruction that has either been approved by the college's Curriculum and Instruction Council, or has been accepted as a topics course and approved by the college's Chief Instructional Officer.
  
2. **Instructor Qualifications:** All student contact hours submitted by the Agency to the District shall have been taught under the line of sight supervision of instructors who meet the college's minimum or equivalent qualifications for hiring as part-time Criminal Justice Instructors. This expertise is furnished at the expense of the Agency. The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise.
  
3. **Non-overlap with other funding sources:** The above instructional hours are conducted as FTES funded courses through the Criminal Justice Academies Department at Santa Ana College.
  
4. **Enrollment of Students:** The District will supply current student enrollment forms to the Agency who will return properly completed enrollment forms to the District prior to beginning instruction.



5. **Instructional Activities:** The Administrators of Rancho Santiago Community College District and Agency (and/or their designees) will meet at mutually agreed intervals to plan, schedule and budget for instructional activities, the joint consent of the District and the Agency shall precede any instructional activity.

6. **List of Courses** - The following is a partial list of applicable courses for contract instruction:

- 1) Advanced training courses in the field of property and evidence collection.
- 2) Related courses approved by the Assistant Dean, Criminal Justice Academies and specific to Criminal Justice and all other approved Criminal Justice related courses offered at Santa Ana College.

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of OTA Agreement Renewal Amendment #1 – Vibra Hospital d.b.a. Ballard Rehabilitation Hospital	
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 amendment covers a regulation found in Barclays California Code of Regulations which states, "The hospital retains responsibility for professional and administrative aspect of service rendered."

**ANALYSIS**

This amendment shall be effective for the remainder of the agreement's five (5) year period or until termination of agreement by written notice of either party. The amendment has been reviewed by Dean Simon B. Hoffman and college staff. It carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this amendment with Vibra Hospital d.b.a. Ballard Rehabilitation Hospital in San Bernardino, California.

Fiscal Impact:	None	Board Date: September 23, 2013
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Simon B. Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodriguez, Ph.D., Chancellor, RSCCD	



August 30, 2013

Re: Contract Services Agreement with Vibra Hospital of San Bernardino, LLC, d.b.a. Ballard Rehabilitation Hospital (hospital) and Rancho Santiago Community College District, on behalf of Santa Ana College.

### Contract Service Agreement Amendment

In consideration of the terms and conditions herein set forth, the parties mutually agree as follows:

*"The hospital retains responsibility for professional and administrative aspect of service rendered."*

Except as provided otherwise, the terms and conditions of the Agreement shall remain in full force and effect.

**Vibra Hospital of San Bernardino, LLC  
d.b.a. Ballard Rehabilitation Hospital**

---

Ann Marie Miller, R.N.  
Director of Quality & Risk Management

---

Date

**Rancho Santiago Community College District, on behalf of Santa Ana College**

---

Peter J. Hardash  
Vice Chancellor  
Business Operations & Fiscal Services

---

Date

**SAC-11-044A**

(3) Social work consultant services from a community agency.

**§ 70713. Use of Outside Resources.**

If a hospital does not employ a qualified professional person to render a specific service to be provided by the hospital, there shall be arrangements for such a service through a written agreement with an outside resource—which meets the standards and requirements of these regulations. The responsibilities, functions, objectives and terms of agreement, including financial arrangements and charges of each such outside resource, shall be delineated in writing and signed by an authorized representative of the hospital and the person or the agency providing the service. The agreement shall specify that the hospital retains professional and administrative responsibility for the services rendered. The outside resource, when acting as a consultant, shall apprise the administrator of recommendations, plans for implementation and continuing assessment through dated and signed reports which shall be retained by the administrator for follow-up action and evaluation of performance.

**§ 70715. Nondiscrimination Policies.**

(a) No hospital shall discriminate against any person based on sex, race, color, religion, ancestry, national origin, sexual orientation, disability, medical condition, marital status, or registered domestic partner status, except as provided herein. This provision shall apply to the appointment of the medical staff, hiring of hospital employees, and the admission, housing, or treatment of patients.

(b) Any bona fide nonprofit religious, fraternal or charitable organization which can demonstrate to the satisfaction of the Department that its primary or substantial purpose is not to evade this section may establish admission policies limiting or giving preference to its own members or adherents. Such policies shall not be construed as a violation of the first paragraph of this section. Any admission of nonmembers or nonadherents shall be subject to the first paragraph of this section.

(c) No hospital which permits sterilization operations for contraceptive purposes nor any member of its medical staff shall require of the patient any special nonmedical qualifications which are not imposed upon individuals seeking other types of operations. Prohibited nonmedical qualifications shall include, but not be limited to, age, marital status, registered domestic partner status, and number of natural children. This prohibition does not affect requirements relating to the physical or mental condition of the patient, physician counseling of the patient or existing law pertaining to individuals below the age of majority.

NOTE: Authority cited: Sections 1275 and 131200, Health and Safety Code. Reference: Section 51, Civil Code; Sections 297 and 297.5, Family Code; and Sections 1276, 131050, 131051 and 131052, Health and Safety Code.

**HISTORY**

1. Change without regulatory effect amending section and adopting NOTE filed 6-23-2011 pursuant to section 100, title 1, California Code of Regulations (Register 2011, No. 25).

**§ 70717. Admission, Transfer and Discharge Policies.**

(a) Each hospital shall have written admission, transfer and discharge policies which encompass the types of clinical diagnoses for which patients may be admitted, limitations imposed by law or licensure, staffing limitations, rules governing emergency admissions, advance deposits, rates of charge for care, charges for extra services, terminations of services, refund policies, insurance agreements and other financial considerations, discharge of patients and other related functions.

(b) Hospitals offering emergency and/or outpatient services shall make available, upon request of a patient, a schedule of hospital charges.

(c) Patients shall be admitted only upon the order and under the care of a member of the medical staff of the hospital who is a licensed health care practitioner acting within the scope of his or her professional licensure. The patient's condition and provisional diagnosis shall be established at time of admission by the member of the medical staff who admits the patient, subject to the rules and regulations of the hospital, and the provisions of Section 70705(a).

(1) Patients admitted to the hospital for podiatric services shall receive the same basic medical appraisal as patients admitted for other services.

This shall include the performance and recording of the findings in the health record of an admission history and physical examination which shall be performed by persons lawfully authorized to do so by their respective practice acts.

(d) Within 24 hours after admission, or immediately before, every patient shall have a complete history and physical examination performed providing the condition of the patient permits.

(e) No mentally competent adults shall be detained in a hospital against their will. Emancipated minors shall not be detained in a hospital against their will. Unemancipated minors shall not be detained against the will of their parents or legal guardians. In those cases where law permits unemancipated minors to contract for medical care without the consent of their parents or legal guardians, the minors shall not be detained in the hospital against their will. This provision shall not be construed to preclude or prohibit attempts to persuade a patient to remain in the hospital in the patient's own interest nor the detention of mentally disordered patients for the protection of themselves or others under the provisions of the Lanterman-Petris-Short Act (Welfare and Institutions Code, Section 5000, et seq.) if the hospital has been designated by the county as a treatment facility pursuant to said act nor to prohibit minors legally capable of contracting for medical care from assuming responsibility for their discharge. However, in no event shall a patient be detained solely for nonpayment of a hospital bill.

(f) No patient shall be transferred or discharged solely for the purposes of effecting a transfer from a hospital to another health facility unless:

(1) Arrangements have been made in advance for admission to such health facility.

(2) A determination has been made by the patient's licensed health care practitioner acting within the scope of his or her professional licensure, based on his or her assessment of the patient's clinical condition, that such a transfer or discharge would not create a hazard to the patient.

(3) The patient or the person legally responsible for the patient has been notified, or attempts have been made over the 24-hour period prior to the patient's transfer and the legally responsible person cannot be reached.

(g) Minors shall be discharged only to the custody of their parents or legal guardians or custodians, unless such parents or guardians shall otherwise direct in writing. This provision shall not be construed to preclude minors legally capable of contracting for medical care from assuming responsibility for themselves upon discharge.

(h) Each patient upon admission shall be provided with a wristband identification tag or other means of identification unless the patient's condition will not permit such identification. Minimum information shall include the name of the patient, the admission number and the name of the hospital.

(i) No patients shall be admitted routinely to a distinct part of a hospital unless it is appropriate for the level of care required by those patients.

(j) Patients with critical burns shall be treated in a burn center unless transfer of the patient to the burn center is contraindicated in the judgment of the attending physician.

NOTE: Authority cited: Sections 1275, 100275 and 131200, Health and Safety Code. Reference: Sections 1276, 1285, 1315, 1316.5, 131050, 131051 and 131052, Health and Safety Code.

**HISTORY**

1. Amendment of subsection (d) filed 3-13-80; effective thirtieth day thereafter (Register 80, No. 11).

2. Amendment filed 2-8-83; designated effective 3-2-83 (Register 83, No. 7).

3. Change without regulatory effect amending subsections (c) and (f)(2) and amending NOTE filed 3-24-2005 pursuant to section 100, title 1, California Code of Regulations (Register 2005, No. 12).

4. Change without regulatory effect amending subsections (c) and (f)(2) and NOTE filed 4-20-2006 pursuant to section 100, title 1, California Code of Regulations (Register 2006, No. 16).

5. Amendment of subsections (c) and (f)(2) and NOTE filed 3-3-2010; operative 4-2-2010 (Register 2010, No. 10).

**§ 70719. Personnel Policies.**

(a) Each hospital shall adopt written personnel policies concerning qualifications, responsibilities and conditions of employment for each

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Santiago Canyon College-Business & Career Technical Education

To: Board of Trustees	Date: September 23, 2013
Re: Approval of Agreement with Santa Ana Beauty Academy	
Action: Request for Approval	

**BACKGROUND**

Due to budget cuts, Santiago Canyon College (SCC) stopped offering cosmetology courses after spring 2011 and now seeks to once again offer the Cosmetology degree and certificate courses. SCC in partnership with Santa Ana Beauty Academy (SABA) will offer Cosmetology and Esthetician courses to Career Technical Education students beginning spring 2014. SABA is approved by the California Bureau for Private Postsecondary Education, and is nationally accredited by the National Accrediting Commission of Career Arts & Sciences. The cosmetology program will prepare students for careers as licensed Cosmetologists and Cosmeticians/Estheticians.

**ANALYSIS**

The Rancho Santiago Community College District-Santiago Canyon College will receive apportionment for students enrolled in this program. The District will contract with SABA to provide the facility and instructional services. SABA will be compensated based on a revenue sharing formula of actual positive attendance hours generated on a per student basis. During this contract period, SCC will pay SABA \$4.35 per hour of instruction, not-to-exceed 39,000 hours within a calendar year (January 2, 2014-December 31, 2014). Billings will be managed on a monthly basis.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Santa Ana Beauty Academy contract in order to allow Santiago Canyon College to continue offering the Cosmetician and Esthetician courses.

Board Date: September 23, 2013
<b>Fiscal Impact:</b> A positive fiscal impact of revenues to the college is contingent upon student enrollments. RSCCD-SCC shall pay the above listed "Contractor" known as Santa Ana Beauty Academy (SABA) an amount not-to-exceed \$170,000 in the 2014 calendar year.
Prepared by: Aracely Mora, Ed.D, Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education Kari Irwin, Director, Business & Career Technical Education
Submitted by: Juan A. Vázquez, President
Recommended by: Raúl Rodríguez, Ph.D, Chancellor

**SANTA ANA BEAUTY ACADEMY**  
and  
**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**VOCATIONAL COSMETOLOGY EDUCATION AGREEMENT 2013-14**

This Agreement is made and entered into this 24 day of September, 2013, by and between the Rancho Santiago Community College District – Santiago Canyon College (hereinafter referred to as “District”) and Santa Ana Beauty Academy (hereinafter referred to as “Contractor”) located at 2231 N. Tustin Avenue, Santa Ana, CA 92705.

**WITNESSETH**

**WHEREAS**, the District, through Santiago Canyon College, intends to provide a vocational education program for the benefit of eligible students of the District, under the State Plan for Vocational Education and the Federal Vocational and Technical Education Act of 1998, through this agreement with the Contractor in order to prepare such students for the vocations of licensed cosmetologist, and/or licensed Cosmetician/Esthetician and it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology, or Cosmetician/Esthetician for such students; and

**WHEREAS**, the Board of Trustees for Rancho Santiago Community College District has approved the contracting out of the cosmetology program pursuant to Education Code 78015; and

**WHEREAS**, the District has an obligation under Sections 55607, 55620, and 55630 of Title 5 to report on vocational education contracts with Private Postsecondary institutions to the State Chancellor’s Office; and

**WHEREAS**, the District also intends to limit the hours of instruction to a maximum of **39,000** student positive attendance hours, the enrollment pattern may consist of full-time students (a maximum of 8 hours per day, forty hours per week) or part-time students attending less than 8 hours per day, but shall not exceed **39,000** total student attendance hours for the Agreement. The total number of students enrolled shall not exceed a number at which the District funded program may operate effectively; and

**WHEREAS**, Contractor represents that it is a non-public vocational school with extensive capabilities and experience in vocational instruction and training and holds a current institutional approval issued by the Bureau for Private Post-secondary Education as required under California Education Code section 94893 and 94894 and Title 5 of the California Code of Regulations Code section 71660.



1. All of the above recitals are true and correct.
2. The Contractor shall comply with all provisions of The California Education Code and Title 5 of the California Code of Administrative Regulations applicable to said Contractor's school to which the District's students are to be assigned, including, but not limited to the holding by Contractor of this valid certificate of course approval and a license as a private, post-secondary vocational school for instruction and training in cosmetology; it being agreed that
  - a. The Contractor shall submit to the District evidence of compliance with this certificate and license requirement prior to the assignment by the District of any of its students to the Contractor's school; and
  - b. The Contractor shall continue to operate such a school during the term of this Contract.
  - c. The Contractor's school shall either be currently accredited by an accrediting agency recognized by the United States Office of Education or shall conform to the applicable portion of the Western Association of School and Colleges guidelines on contractual relationships with non-accredited organizations.
3. The Contractor shall provide, operate, and maintain at its school, physical facilities that comply with requirements of all federal and state laws and statues including safety and health regulations, applicable to its operations as a private, post-secondary vocational school for instruction and training in cosmetology.
4. The Contractor shall provide and maintain at its school, approved equipment and instructional materials for the courses offered, and the number of students in attendance.
5. The Contractor shall comply with applicable provisions of the Higher Education Act of 1965, as amended, and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance.
6. The Contractor shall comply with applicable provisions of Title VI of the Civil Rights Act of 1964 and ADA (the Americans With Disabilities Act), and, prior to the assignment by the District of any of its students to the Contractor's school, shall submit to the District evidence of such compliance. Contractor agrees that it will not unlawfully discriminate against any person because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status or sex of such person and shall provide reasonable accommodations.
7. 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

**WHEREAS**, Contractor represents that each instructor of the Contractor in this program possesses a certificate of authorization for service in a California Private Postsecondary

Educational Institution pursuant to California Education Code Article 3, Division 10, Part 59, Chapter 8 (94948) "Licensure" includes any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field; and a valid license to teach issued by the State Board of Cosmetology; and valid minimum qualifications for faculty to teach in cosmetology as stated and required by Administrative Regulations Title 5, Section 55530(e) and approved by the Rancho Santiago Community College Board of Trustees.

**WHEREAS**, Contractor represents that its financial resources are adequate to insure operation for the duration of the student training period and the Contractor operates on the basis of sound administrative policies and adheres to non-discriminatory practices and does not and shall not discriminate on the basis of sex, race, color, religion, ancestry, national origin, age, citizenship, medical condition, physical handicap or marital status; and

**WHEREAS**, Contractor represents that its physical facilities meet requirements of State and local safety and health regulations and its equipment and instructional materials are adequate and suitable for the courses offered and the number of students in attendance; and

**WHEREAS**, Contractor represents that it maintains current, accurate records of both student attendance based on time cards and progress. The Contractor consents to inspection of these records by authorized representatives of the District, California Community College Board of Governors, other regulatory and administrative agencies and the California Board of Barbering and Cosmetology; and

**WHEREAS**, Contractor represents that it is free of any pending or existing proceedings against its license or that of any of its instructors; or in the alternative, that it can show to the satisfaction of the District by way of written evidence that such proceedings are without merit and will be disposed of in favor of the license;

**WHEREAS**, the District intends to provide, for the benefit of selected, eligible students of the District, a vocational education program under the State Plan for Vocational Education through this agreement with the Contractor, in order to prepare such students for the vocation of Cosmetology, it being understood that such program shall be so designed and conducted that it may lead to a California State License in Cosmetology for such students; and,

**WHEREAS**, the Contractor operates as a private, post-secondary, vocational school offering instruction and training in Cosmetology;

**NOW THEREFORE**, in consideration of the conditions, covenants, terms agreements and recitals contained herein, it is mutually agreed as follows:



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

8. The District and the Contractor shall comply with all applicable general provisions of the California State Plan for Vocational Education and all special provisions in such Plan relating to instruction in the vocational area of which cosmetology is a part.

9. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.

10. The Contractor shall provide for sixteen hundred (1600) hours of approved instruction and training per student in cosmetology or six hundred (600) hours of approved Cosmetician/Esthetician instruction per student constitutes the State prescribed educational program to be completed prior to the Board Examination and License of students. For each District student, Contractor shall provide staff, facilities, non-personal equipment, supervision and related services required for such instruction and training for each of the students of the District authorized to attend the Contractor's school located at 2231 N. Tustin Avenue, Santa Ana, CA 92705 as established elsewhere in this contract; and it being further understood that the actual number of hours of such instruction and training available to any such authorized student at the expense of the District shall be limited by the period of time between the enrollment date of the student and the final termination date of this contract and the limitations on hours of instruction as established elsewhere in this Contract.

- a. The sixteen hundred (1600) hours of approved instruction and training per student in Cosmetology or per student or six hundred (600) hours of approved Cosmetician/Esthetician instruction per student of approved instruction and training as detailed above for the respective fields shall be in accordance with applicable requirements of appropriate California State Board(s) or licensing agencies having responsibility for admission to examination for a certificate and/or a license in those fields.
- b. The sixteen hundred (1600) hours of approved instruction and training per student in Cosmetology or per student or six hundred (600) hours of approved Cosmetician/Esthetician instruction of approved instruction and training shall be given in a proportionate manner over a period of three college semesters or two college semester and a summer session from the date of enrollment for a full-time forty (40) hours per week student. A student who attends part-time may complete the program in any other combination until a total of 1600 hours in cosmetology or 600 hours in Cosmetician/Esthetician has been completed. Instruction and training for an individual student shall be limited to eight (8) hours on any day for a minimum of 20-24 hours and a maximum of 40 hours in any calendar week. Instruction time shall be provided by the Contractor for all students who wish such instruction during the school holidays (excluding legal holidays), winter

recess and summer vacation provided such instructional time does not exceed the total hours stipulated within this Agreement.

- c. The scope, content, and scheduling of the instruction and training to be provided under this Contract shall be subject to the prior written approval of the authorized representative of the District, it being understood that the District, acting through its representative, has the right to modify the scope, content, and/or scheduling of instruction and training, if, in the opinion of such representative, modification is necessary to achieve the vocational objective of the instruction and training.
- d. The sixteen hundred (1600) hours of approved instruction and training per student in cosmetology or six hundred (600) hours of approved Cosmetician/Esthetician instruction and training per student shall be given under the direct supervision of California licensed cosmetology instructors holding valid California teaching credentials authorizing services in the area of cosmetology in career technical education programs in a community college or possessing equivalent qualifications as established by the District, proof of minimum qualifications to be maintained by the District, and all District students while engaged in such instruction and training shall be under the immediate supervision and control of such instructors. As stated and required in the Administrative Code, Title V, Section 55630(e), all instructors employed by the private agency shall enter into an "Agreement for Teaching Services or Instructional Service Agreement" (provided separately).
- e. Should it become necessary for one or more District student(s) to transfer to the Contractor from schools and colleges, both public and private, that are accredited and hold valid certificates of course approval and licenses as private, post-secondary, career technical education schools for instruction and training in cosmetology, the Contractor agrees to accredit each of such students with one hour of credit for each and every hour of approved instruction and/or training received by, or credited to, such student in the former program.
- f. Any student of the District who completes sixteen hundred (1600) hours of approved instruction and training in cosmetology or six hundred (600) hours of approved Cosmetician/Esthetician instruction, and has not had the minimum instruction and training required for certification to take the examination for a certificate of registration and/or license because of deficiency in one or more areas of required expertise, shall receive from the Contractor such instruction, training, and preparation as may be necessary, forthwith, at no cost to either the student or the District.
- g. The Contractor shall participate in a program review and validation conducted by the District and at the discretion of the District. Said program review shall include, but is not limited to, advisory committee minutes, student completion statistics, student surveys, student evaluations, a review of Contractor's

curriculum, units of instruction, methods of instruction, instructional supplies and materials, physical resources, record keeping process and practices, governance, and Contractor-District relationship. In the event a program review is requested, Contractor shall be given at least sixty (60) days written notice. Contractor shall complete a self-appraisal in the format supplied by District and submit said self-appraisal to District thirty (30) days prior to a site visitation by District representatives.

11. The Contractor shall provide, without additional charges to the District or the District's students covered by the Contract, all necessary instructional materials and supplies as ordinarily supplied by the District without cost to students in this or other career technical education offerings of said District; and may require students covered by this Contract to purchase such offerings of said types and/or kinds of instructional materials as the District ordinarily requires students in this or other vocational offerings of said District to furnish without cost to said District; it being agreed that each student covered by this Contract shall furnish his/her personal textbook(s) and personal tools and/or equipment and uniforms. All material and equipment supplied by the Contractor shall remain the property of the Contractor and shall not be removed from the Contractor's premises without the permission of the Contractor.

12. The District shall pay to the Contractor \$4.35 for each hour of approved positive attendance by authorized students of the District covered by this Contract, pursuant to the terms and conditions noted hereinafter.

- a. District payments shall be made upon completion of modules and mutually agreed upon by both District and Contractor. Payment shall be based upon a certification of the hours of such attendance during the previous calendar months at the Contractor's place of instruction and training; it being agreed that each certification shall be on forms supplied by the District, and shall be based upon daily attendance records maintained by the Contractor, and subject to review and/or audit by an authorized representative of the District.
- b. The Contractor shall submit and certify monthly positive attendance statements and billings to Santiago Canyon College, 8045, E. Chapman Avenue, Orange CA 92869 Attention: Dean, Business & Career Technical Education or designee, within three business days preceding the previous months positive attendance. All positive attendance hours shall be submitted on District forms (see attachment). Billings shall include evidence of positive attendance in accordance with State Regulations. All billings shall be accompanied by attendance sheets verifying the number of enrollees, students college identification, social security number and number of actual hours of instruction given. It is the responsibility of Contractor to ensure that delivery is made to the appropriate office.
- c. Records of enrollee attendance shall be maintained by the Contractor for a period of five (5) years and shall be available for review by the District, its staff, its auditor, the Office of Private Post Secondary Education, and the staff of the

Vocational Education Unit of the California Community Colleges – Chancellor's Office.

- d. The Contractor shall not be reimbursed for more than a total of sixteen hundred (1600) hours of instruction and/or training for any one student.
- e. In the event a District student withdraws from the program of instruction, or, because of failure to attend scheduled instruction, is dropped from the program, the District shall be responsible to the Contractor for payment for only the actual hours of authorized attendance of such student prior to the drop or withdrawal date.
- f. In the event that the District determines that the total direct and indirect cost to provide the same sixteen hundred (1600) hour program of instruction and training, or a recognized portion thereof, in an operating school of the District, or the tuition the Contractor charges its private students for such program or portion thereof, is less than the amount computed as noted herein before, the Contractor agrees to enter into an amendment to this Contract to provide for a reduction in hourly rate to produce no more than the lower of such total cost of instruction or tuition.
- g. Contractor states that 40 % of the above hourly rate represents actual costs of instructors, including all salary related benefits, 20 % of the above hourly rate represents rental of equipment, and 40 % of the above hourly rate represents rental of facilities.
- h. The District shall enroll a maximum number of students up to capacity with no minimum in the Contractor's school; it being understood that the District does NOT guarantee any set number of students will be enrolled in the Contractor's school at any time.
- i. Contractor shall submit with their monthly statement a copy of any site visitation reports made by the State Board of Cosmetology.

13. Except as noted in this Contract, the Contractor shall not charge students receiving instruction and training under this Contract additional cost for tuition, supplies, and/or equipment for any instruction and/or training to be provided in accordance with this Contract.

14. The Contractor agrees to accept new students during each enrollment period established by the District.

15. The District shall provide the normal administrative functions relating to admissions, counseling, registration, permanent achievement records, program monitoring, and awarding evidence(s) of completion; it being understood that during such times as any District student is in attendance in the Contractor's school, such student will be subject to the Contractor's rules and

regulations relating to conduct, health, and safety; and operating procedures; it being understood that disciplinary action leading to suspension or dismissal of a District student shall be taken only by the District after consultation with the Contractor.

16. The Contractor will provide those administrative functions essential for the operation of his/her facility at his/her own expense.

17. The Contractor and the District shall ensure that ancillary and support services as relating to counseling, guidance and placement are provided for the students.

18. The Contractor shall maintain accurate records of attendance, financial aid and progress for each student and evaluations of each student at the request of the District, and shall submit to the District such information from such records as is requested by the authorized representative(s) of the District; it being understood that such submittals may be upon a regular schedule and /or upon special requests and it being further understood that there shall be no release of information from such records to any party other than such representative(s). Contractor shall insure that such information shall be used only for purposes directly related to the academic or professional goals of the District.

19. The District shall be financially committed to the cosmetology program only for the amount of monies adopted by the Rancho Santiago Community College District Board of Trustees for this program during the 2014 calendar year starting on January 1, 2014 and expires on December 31, 2014. In the event that monies are exhausted, the Contractor's school agrees to continue the program for each student enrolled for the remainder of the contract period or until the student has completed the course, whichever comes first, at no additional cost to the District or the student.

20. The Contractor shall permit inspections by authorized representatives of the District, the Bureau of School Approvals of the California State Board of Finance, the California Community Colleges, and/or any state, county, or local licensing board and/or agency having jurisdiction in matters relating to the operation of the Contractor's school; it being understood that when such inspections are made, it shall be made possible for said representatives to evaluate course offerings; examine, and, is required, audit school records; interview students and others; and/or evaluate physical plant, instructional aide equipment, and classes in session.

21. Contractor will obtain and maintain all workers' compensation insurance required by law for employees in the operation of this program.

22. Contractor provides, when required by law and at the Contractor's own expense workers' compensation insurance coverage for any student.

23. The Contractor shall indemnify and hold harmless the District and its Board of Trustees, the Board of Governors of the California Community Colleges, and the State of California, and their respective officers, agents and employees of each such entity against any and all claims and liabilities for death or injury to any person and/or loss, and/or damage to any property arising out

of, or in any manner connected with the making of and/or performance of this Contract by Contractor.

- a. In satisfaction of this requirement, the Contractor, in order to protect said entities, officers, agents, and employees, shall secure and maintain, at the Contractor's expense, a policy of general liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence for personal injury or death, and not less than twenty-five thousand dollars (\$25,000) for property damage.
  - i. Said policy shall be obtained from a reliable insurance carrier authorized to do such general liability and property damage insurance business in the State of California.
  - ii. Said policy shall expressly name District, its entities, officers, agents, and employees, the Board of Governors of the California Community Colleges and the State of California and their agents, employees, and officers as additional insured.
  - iii. Said policy shall provide that the District shall be given not less than ten (10) days written notice of any cancellation, modification, or reduction of policy coverage.
  - iv. Contractor shall provide to the District a certificate of insurance covering the contract period and stating the required coverage.
  - v. A copy of said policy shall be furnished at all times to the District; and said copy shall be kept up to date by the Contractor.
- b. In satisfaction of this requirement, the Contractor shall, upon request of any such entities, officers, agents, and/or employees, come in and defend said entities and/or individuals against any claims or legal action arising out of, or in any manner connected with, the making of and/or performance of this contract by the Contractor.
- c. Such insurance afforded by this policy for the District, the Board of Governors of the California Community Colleges, the State of California, and their officers, agents, and employees shall be primary and any insurance carried by the District, the Board of Governors of the California Community Colleges, the State of California and their officers, agents, and employees shall be excess and non-contributory.

24. The Contractor shall not use, without prior written approval of the District, the name "Rancho Santiago Community College District" or "Santiago Canyon College" or any of said District's administrative units, singly or in combination, in any printing or posted materials referring to the Contractor's school and/or the course of instruction.

25. This Contract shall automatically terminate December 31, 2014, it being agreed that either party to this Contract may terminate the Contract at the end of any enrollment term by giving thirty (30) days prior written notice to the other party; and it being agreed that at the time of termination of this Contract neither party shall have any obligation to the other party other than payment for authorized services rendered and submittal of required records covering such services prior to the date of termination. The Contractor shall notify the District of any change in facility location during the period of this Agreement. Facilities must be within the geographical boundaries of the District. The District reserves the right to terminate this Agreement due to a facility change which the District determines to be inadequate for instructional purposes or is outside the district boundaries.

26. The District and the Contractor reserve the right to terminate this Agreement by giving thirty (30) days prior written notice. In addition, the District may terminate this Agreement due to budgetary restraints identified by the Board of Trustees, thirty (30) days after giving written notice. Should a termination notice be provided, no new students will be accepted after the notice has been served on the other party.

27. This Contract may be amended and/or extended by mutual consent of the parties hereto, it being understood that any amendment shall not be effective until stated in written form and signed by the parties hereto.

28. Any notice given under this Contract shall be deemed given when personally served upon the Chancellor of the District or upon the Contractor, or when sent certified mail, return receipt requested and deposited in the mails of Orange County in a sealed envelope with postage thereon prepaid from one party to the other addressed as follows:

To District:                    Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, CA 92706-1640  
Attn: Vice Chancellor for Business Operations/Fiscal Services

To Contractor:                Santa Ana Beauty Academy  
2231 N. Tustin Avenue  
Santa Ana, CA 92705  
Attn: Owner – Phuong-Dung (Tammy) Nguyen  
Tax Identification Number: 26-3764483

29. Contractor shall provide all students who complete the program and pass the State Board of Cosmetology examinations with job placement services. Such placement records shall be kept and recorded to the District annually.

30. Should the District exercise its right to terminate this Agreement, students currently enrolled shall have the option to complete the current semester or summer school session at a cost not to exceed the rate per student instructional hour as set forth herein. Such fees to be paid directly to the Contractor by the student.

31. The Contractor shall be in compliance with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments to the Higher Education Act of 1972 as amended, Section 04 of the Rehabilitation Act of 1973 as amended, U.S. Presidential Executive Order 11246, and the intent of the Board of Governors of the California Community Colleges affirmative action resolution adopted April 12, 1973, Title IV, Federal Student Financial Aid Regulations and all applicable local, state, and federal health and safety regulations.

32. This Contract shall be valid and effective upon the approval of the Chancellor of the California Community Colleges.

**In Witness Hereof**, the Parties hereto have executed this Contract as of the day and year first written above.

**SANTA ANA BEAUTY ACADEMY**

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

**By:**   
**Phuong-Dung (Tammy) Nguyen**

**By:**   
**Peter J. Hardash**

**Title: Owner/Director**

**Title: Vice Chancellor, Business  
Operations/Fiscal Services**

**Date:** 09/4/13

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



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

To: Board of Trustees	Date: September 23, 2013
Re: Approval of Agreement with Medical Billing Technologies, Inc.	
Action: Request for Approval	

**BACKGROUND**

SCC Student Health Services have consistently provided basic cancer and infection screening for students at a relatively modest cost. Escalations in laboratory costs over recent years have increased the prices of basic health screenings such as PAP smears and sexually transmitted infection tests out of the range of affordability for many of our students.

Santiago Canyon College Student Health and Wellness Services have recently obtained authorization to provide on-site Medi-CAL family planning services. Participating in California's Family Planning Access to Care and Treatment program (known as FamPACT) is an innovative approach to provide comprehensive family planning services to eligible low income students. The overall intent of the program is to help prevent unplanned pregnancies and to promote reproductive health. The FamPACT program requires specific, detailed and thorough billing methods offered through a third party billing agency known as Medical Billing Technologies Inc. (MBT). MBT has provided consulting and billing services to school districts, community colleges, community-based organizations, and county public health departments for over 18 years.

SCC Student Health and Wellness Services is requesting approval to contract with Medical Billing Technologies Inc. a third party billing agency for collection of revenue from Medi-CAL services formally known as *Family Planning and Access to Care and Treatment, also known as FamPACT*.

**ANALYSIS**

Establishing FamPACT program billing requires Santiago Canyon College to enter into a contractual agreement with Medical Billing Technologies Inc. (MBT) for MBT to receive 10% and SCC to receive 90% of the ensuing Medi-CAL revenue

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the agreement for provision of billing for Family PACT Services with Medical Billing Technology performing a third party billing service.

<b>Fiscal Impact:</b> New net revenue stream initially estimated at \$10,000-15,000 Annually	<b>Board Date:</b> September 23, 2013
<b>Prepared by:</b> Beth Hoffman, Coordinator SHWS SCC John Hernandez, Ph.D., Vice President of Student Services	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D, Chancellor	

## **Family PACT ELECTRONIC BILLING SERVICE AGREEMENT**

This Agreement is initiated this (TBD), 2013 between MEDICAL BILLING TECHNOLOGIES, INC, hereinafter called "MBT" and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santiago Canyon College hereinafter called "CLIENT".

1. The purpose of the Agreement is to state the terms and conditions under which MBT will provide billing services on behalf of CLIENT under the Family PACT Program.
2. MBT shall provide the following services to CLIENT:
  - a. If not already completed, assist CLIENT in completing its application with the Department of Health Care Services to become a Medi-Cal and Family PACT provider;
  - b. Provide CLIENT with recommended billing forms and worksheets for use by CLIENT for Family PACT billing;
  - c. Submit CLIENT's Family PACT billing via electronic transmission within forty-five (45) business days of receipt of all necessary forms from CLIENT, properly completed and certified by CLIENT.
  - d. MBT shall complete and provide CLIENT a W9 Request for Taxpayer Identification Number and Certification (MBT's Taxpayer Identification Number: 75-2971865)
  - e. MBT shall comply with federal HIPAA regulations. Standards for electronic submissions and firewalls have been instituted to block entry into the MBT server and protect against internet attacks. The MBT network server is contained in a lock box; all unused confidential information is shredded. All MBT staff is trained in HIPAA regulations and is required to sign a statement of confidentiality. Student information sent through the internet must be encrypted.
  - f. Comply with all rules and regulations of the Department of Health Care Services and other applicable government agencies pertaining to providing services and record keeping for the Family PACT program.
  - g. MBT is an equal opportunity employer. MBT will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee on the basis of race, creed, color, national origin, or sex.
3. Client shall do and perform each of the following:
  - a. Register with, and become, an authorized Medi-Cal and Family PACT provider under the rules of the Department of Health Care Services.
  - b. Provide to MBT, in electronic form compatible with the MBT computer programs, the names, birth dates, gender, and Health Access Program (HAP) number.
  - c. Fully and accurately complete all billing forms, certify them to be true and correct, and deliver them to MBT. Billing forms must include patient name, date of birth, date of service, service provided, location of the service, and the practitioner name.
  - d. Comply with all rules and regulations of the Department of Health Care Services and other applicable government agencies pertaining to providing services and record keeping for the Family PACT program.
  - e. Execute such other and further documents as may be required by the Department of Health Care Services in order to carry out the purpose of this agreement.
4. MBT shall retain in electronic form copies of all Family PACT Medi-Cal bills submitted for CLIENT for a period of four (4) years after the date of submission, and will, upon request, provide to CLIENT printed copies of such bills. No obligation or liability of any type is assumed by MBT with regard to these materials. MBT shall return to CLIENT all billing forms and other documents provided to MBT for billing purposes. CLIENT shall retain all such documents and records for at least four (4) years from date of service or such other duration as may be required or directed by the Department of Health Care Services, for audit or other review purposes.
5. All statistical, financial, and other data relating to Family PACT billing and the identity of eligible patients shall be held in strict confidence by the parties hereto. The foregoing obligation does not apply to any data that has become publicly available or that is not required to be kept confidential
6. MBT will use due care in processing the work of the CLIENT. MBT will be responsible only to the extent of correcting any errors, which are due to the machines, operators, or programmers of MBT; any such errors shall be corrected at no additional charge to CLIENT. MBT shall purchase and maintain throughout the term of this Agreement Cyber Liability insurance coverage with a limit of at least \$1,000,000. All insurances required to be carried pursuant to this Agreement shall be primary, and not contributory, to any insurance or self-insurance carried by the District. MBT is required to provide to the district properly executed Certificate(s) of Insurance, via certificate of insurance, prior to the start date of this contract.

MBT agrees to indemnify and hold harmless the CLIENT, its Governing Board of Trustees, officers, employees, agents and representatives from and against any claim whatsoever arising out of or related to MBT's performance of the Agreement.

CLIENT shall pay to MBT as compensation for the services rendered under this Agreement a fee consisting of ten percent (10%) of the Family PACT approved claims of the CLIENT.

7. CLIENT agrees to issue a warrant for monies due to MBT under this contract within 30 calendar days of receipt of an invoice for services from MBT. CLIENT will incur a late fee of one and one-half percent (1.5%) per month on amounts unpaid for more than sixty (60) days past date of invoice.

CLIENT shall, upon request, provide to MBT a copy of all documents and checks received by CLIENT evidencing all sums received as a result of the services of MBT. CLIENT shall make all such records available to MBT at reasonable times. MBT shall have the right to audit the records of CLIENT pertaining to Family PACT billing.

8. The term of this Agreement shall commence upon execution of this contract and continue through June 30, 2015. At that time the Agreement shall automatically renew for additional periods of 12 months each, unless one party has provided written notice of cancellation or change in contract terms to the other party not less than 90 working days prior to the renewal date. This contract may be terminated by either party upon giving ninety (90) days written notice to the other party.
9. CLIENT acknowledges and agrees that all manuals and forms provided to CLIENT by MBT shall remain the property of MBT and shall not be used or copied in any manner, or given to any person or entity other than employees of CLIENT, without the prior written consent of MBT. All computer programs, tapes, discs, and other programs and materials, including, but not limited to, electronic devices, and the information contained therein are, and shall remain, the property of MBT.
10. The parties hereto agree to execute such other and further documents as may be necessary or required by the Department of Health Care Services to authorize MBT to perform billing services on behalf of CLIENT.
11. If any action is initiated to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney fees in addition to any other relief to which that party may be entitled.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT;**

By \_\_\_\_\_ Dated: \_\_\_\_\_  
**Peter J. Hardash, Vice Chancellor Business Operations & Fiscal Services**

On behalf of:  
Santiago Canyon College  
Student Health and Wellness Services  
8045 East Chapman Ave.  
Orange, California 92869 (714) 628-4773

**MEDICAL BILLING TECHNOLOGIES, INC.**

By \_\_\_\_\_ Dated: \_\_\_\_\_  
**Roberta Stephens, CEO**

3828 West Caldwell Avenue  
Visalia, CA 93277  
Phone: 877-518-6267  
Fax: 559-627-1022  
E-mail: [info@mbt4schools.com](mailto:info@mbt4schools.com)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**SANTIAGO CANYON COLLEGE – ORANGE EDUCATION CENTER**

To: Board of Trustees	Date: September 23, 2013
Re: Approval of Classroom Lease Renewal with Orange Unified School District	
Action: Request for Approval	

**BACKGROUND**

Historically, RSCCD has rented classroom space from the Orange Unified School District (OUSD) to provide additional instructional facilities for both college credit and continuing education courses. This arrangement was first approved by the Board of Trustees on January 14, 1986. Renewal of the lease agreement is required for use of the space in 2013-14.

**ANALYSIS**

The 2013-14 cost to lease classroom space with the OUSD is \$15.23 per classroom hour (1.56% above the 2012-13 rate of \$15 per classroom hour). It is anticipated that the Santiago Canyon College, Orange Education Center will need to lease approximately 1,680 hours of classroom space during the 2013-14 fiscal year for a cost of \$25,587. Attached is a copy of the required OUSD lease form, Application and Agreement for Use of Facilities. The details of the lease will be completed as the need for classrooms is determined.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the SCC Orange Education Center lease agreement renewal for classroom space with OUSD for the period of July 1, 2013 through June 30, 2014, as presented.

Fiscal Impact: \$15.23 per classroom hour	Board Date: September 23, 2013
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: Juan Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**ORANGE UNIFIED SCHOOL DISTRICT**  
 1401 North Handy Street, Orange, CA 92867

**APPLICATION AND AGREEMENT FOR USE OF FACILITIES**

- A. Group/Organization \_\_\_\_\_
- B. Billing Address \_\_\_\_\_
- C. Representative/Applicant: \_\_\_\_\_  
Daytime Phone Alternate Phone
- D. Insurance Carrier: \_\_\_\_\_

**E. DECLARATION OF APPLICANT:**

1. The undersigned agrees to defend, indemnify and hold harmless the Orange Unified School District, its board of trustees, agents and employees, individually and collectively, from and against all costs, losses, claims, actions, and judgments arising from personal injuries, property damage or otherwise, regardless of cause including the district's negligence, that may arise in any way from or be alleged to be caused by the undersigned's use or occupancy of district facilities, furniture or equipment. The undersigned further agrees to provide a certificate of insurance, naming the district as an additional insured for liability coverages satisfactory to the district.
2. I, the undersigned, hereby certify that I will be personally responsible on behalf of the group/organization for any damages sustained by the school building, furniture, equipment, or ground accruing through the occupancy or use of said building and/or use of said building and/or grounds by the group/organization, normal wear and tear excepted.
3. I hereby certify that I have received and read the rules, regulations, as stated in ATTACHMENT A and that I, and the organization which I represent, will abide by them and will conform to all applicable provisions of the Constitution and laws of California and to all other rules and regulations of the District and its authorized agents which may be communicated to the applicant.
4. In executing this declaration, I certify that I have been duly authorized by the herein set forth applicant/organization to act in its behalf in making application for use of said facilities.

**Signature** \_\_\_\_\_  
(Name) (Position) (Date)

**FACILITY: SCHOOL / SITE REQUESTED FOR USE:** \_\_\_\_\_

*Under no circumstances may an event take place until use of facilities has approved application and applicant has signed permit.*

ROOM/FIELD/GYM/POOL	BEG. DATE	END DATE	DAY/S OF WEEK	HOURS FROM	HOURS TO	TOTAL HOURS	EST. ATTEND.

- F. Intended Use \_\_\_\_\_
- G. Expected Revenue Funds \_\_\_\_\_
- H. Use of Revenue Funds \_\_\_\_\_
- I. Group's On-site Representative \_\_\_\_\_  
(Name) (Daytime Phone)
- J. Principal/Site Administrator \_\_\_\_\_  
(Signature) (Title) (Date)

**Comments:** \_\_\_\_\_

**DISTRICT OFFICE:**

**CHARGES:**

- A. INSURANCE POLICY EXPIRATION DATE: \_\_\_\_\_ ROOM \_\_\_\_\_
- B. Comments: \_\_\_\_\_ CUSTODIAN \_\_\_\_\_
- \_\_\_\_\_ OTHER: \_\_\_\_\_
- DISTRICT APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Rev. 9/12	Group File _____	Site File _____	Site/School _____	OUSD Security _____
-----------	------------------	-----------------	-------------------	---------------------

## ORANGE UNIFIED SCHOOL DISTRICT

### APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

#### RULES, REGULATIONS AND POLICIES OF OUSD REGARDING COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS PRIMARY USE

1. Use and occupancy of school property shall be primarily for public school purposes. Any authorized use of the property for other than public school purposes shall be subordinate to this primary purpose.

#### ELIGIBILITY FOR USE

2. All groups qualifying under the provisions of the Civic Center Act may use school facilities for non-stop purposes. They must adhere to the rules and regulations as set forth by the Governing Board of Trustees. In general, the subject matter of such meetings shall pertain to the recreational, educational, scientific, literary, economic, political, artistic or moral interests of the community, or for the discussion of matters of general or public interest.
3. All groups qualifying for use of a OUSD facility fall under the provisions of the Civic Center Act and Board Policy, even as amended from time to time.
  - a. All groups shall comply with applicable city ordinances relating to business and charitable solicitations.
  - b. Failure to promptly provide a complete roster of all participants' names and addresses within 7 days of the request may result in cancellation of the permit.
4. Specific restrictions are contained in the laws of the State against the use of school property by subversive groups, for denominational or sectarian purposes, or if the purpose of the meeting is immoral, offensive, or harmful activity.

#### SAFETY

5. A Civic Center permit does not necessarily authorize the use of certain school district equipment nor the use of any student body equipment; Arrangements for the supervision, operation and payment for the use of any special equipment made available shall be made with the school administrator approving the permit.
6. No structures may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment be brought thereon unless special approval has been obtained from the school administrator issuing the permit.
7. Any use of school facilities for non-school purposes shall comply with State and local fire, health and safety laws.

#### FEE/RENTAL CHARGE

8. Charges shall be determined from the Board-approved Table of Charges at the time the permit is issued or after group receives a copy of the approved application/permit.
9. All fees may be paid by cash, certified check, personal check, or cashiers check made payable to Orange Unified School District.
10. Rental rates do not include custodians, cafeteria personnel, ushers, stagehands or other personnel of a similar nature.
11. Orange Unified School District must receive written cancellation notice five (5) or more days prior to permitted event date, to avoid full charges. Receipt of written cancellation made less than five (5) days prior to permitted event, may result in charges to the applicant as though facility were used.

#### SPECIAL REGULATIONS

12. No booking will be made which will interfere with any arranged school function. Although intended to be kept at an absolute minimum, school activities necessitating the use of a school facility previously reserved for non-school activity may require the cancellation of a permit.
13. Orange Unified School District will require the applicant to furnish no less than \$1,000,000 aggregate and \$100,000 per occurrence public liability and property damage insurance. Orange Unified School District shall be named as the ADDITIONAL INSURED.
14. When food service in a cafeteria or kitchen is desired, arrangements must be made through the Director of Nutritional Services.

#### GENERAL RULES GOVERNING USE

15. The school administrator may deny any application or cancel any permit when in his/her opinion the use may be contrary to any existing laws or create a condition that may cause a disturbance of the peace.
16. No Alcoholic beverages, narcotics, weapons, dangerous objects, tobacco products, golfing, skateboarding, or dog/pet-walking shall be used/allowed on school district property.
17. All applications must be directed to the school administrator of the facility not less than 15 days before and no earlier than 90 days before the desired use is to take place.
18. The term "Organization" is defined to mean any persons or group of persons who make application for the use of school property or facilities. If the applicant is only one person, or two or more persons joined together in a partnership, the application must be signed by the person or by a majority of individuals who make up the partnership. If the agency is an organized group, the person making the application shall show evidence of authority to engage for such use of school facilities.
19. Any stage props used must be completely fireproofed by a certified agent of the user. The School District may request a certification from the Fire Department that all stage props have been certified as fireproof.
20. School facilities or property will not be available for any entertainment involving the use of live animals of any type, kind or size, nor is straw, hay or any readily combustible material of a like manner to be used in any activity. This is due to a condition of sanitation and fire hazard.
21. When a special activity takes place such as a television or radio broadcast and extra equipment is necessary, such as telephone lines, etc. the District Administration may require a special advance deposit from the applicant to help defray the cost of the special equipment. Any balance of the unused deposit will be returned to the applicant within ten (10) days after the date of the activity.
22. When the general public is allowed to park automobiles in school parking lots, they must park in designated areas and in such a manner as to allow clear access to all buildings and fire hydrants.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Santiago Canyon College

<b>To:</b>	Board of Trustees	<b>Date:</b> September 23, 2013
<b>Re:</b>	Approval of Revised Santiago Canyon College Mission Statement	
<b>Action:</b>	Request for Approval	

**BACKGROUND**

The Santiago Canyon College (SCC) Educational Master Planning Committee (EMPC) was tasked by the SCC College Council to review and make recommendations for modification of the current SCC Mission Statement (approved in 2011).

**ANALYSIS**

After review by the EMPC, minor grammatical modifications were recommended, with the result as follows:

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing ~~an~~ accessible, a transferable, and ~~an~~ engaging education to a diverse community.

The SCC Educational Master Planning Committee, Academic Senate, and College Council (9/10/13) approved these recommendations.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised Santiago Canyon College Mission Statement as presented.

Fiscal Impact: None	Board Date: September 23, 2013
Prepared by:	Juan A. Vázquez, President
Submitted by:	Juan A. Vázquez, President
Recommended by:	Raúl Rodríguez, Ph.D, Chancellor



Check Registers Submitted for Approval  
 Checks Written for Period 08/31/13 thru 09/13/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57551	General Fund Unrestricted	1,002.31	0.00	1,002.31	92*0359904	92*0359910
57552	General Fund Unrestricted	2,095.33	0.00	2,095.33	92*0359911	92*0359915
57556	General Fund Unrestricted	48,566.69	0.00	48,566.69	92*0359922	92*0359925
57557	General Fund Unrestricted	20,168.70	0.00	20,168.70	92*0359926	92*0359928
57559	General Fund Unrestricted	1,727.86	0.00	1,727.86	92*0359936	92*0359942
57560	General Fund Unrestricted	1,093.28	0.00	1,093.28	92*0359943	92*0359946
57561	General Fund Unrestricted	1,459.26	0.00	1,459.26	92*0359953	92*0359956
57562	General Fund Unrestricted	1,007.92	0.00	1,007.92	92*0359957	92*0359958
57563	General Fund Unrestricted	16,133.19	0.00	16,133.19	92*0359963	92*0359967
57568	General Fund Unrestricted	30,948.79	0.00	30,948.79	92*0359983	92*0359985
57569	General Fund Unrestricted	3,089.79	0.00	3,089.79	92*0359987	92*0359988
57570	General Fund Unrestricted	12,919.81	0.00	12,919.81	92*0359991	92*0359993
57571	General Fund Unrestricted	2,068.83	0.00	2,068.83	92*0359994	92*0359998
57572	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0360002	92*0360002
57575	General Fund Unrestricted	1,252.90	0.00	1,252.90	92*0360018	92*0360021
57576	General Fund Unrestricted	4,189.20	0.00	4,189.20	92*0360023	92*0360032
57577	General Fund Unrestricted	10,796.30	0.00	10,796.30	92*0360033	92*0360076
57580	General Fund Unrestricted	63,633.20	0.00	63,633.20	92*0360081	92*0360155
57581	General Fund Unrestricted	72,308.72	0.00	72,308.72	92*0360156	92*0360239
57582	General Fund Unrestricted	81,433.78	0.00	81,433.78	92*0360240	92*0360323
57583	General Fund Unrestricted	77,521.89	0.00	77,521.89	92*0360324	92*0360407
57584	General Fund Unrestricted	86,722.63	0.00	86,722.63	92*0360408	92*0360491
57585	General Fund Unrestricted	82,751.27	0.00	82,751.27	92*0360492	92*0360575
57586	General Fund Unrestricted	76,397.01	0.00	76,397.01	92*0360576	92*0360659
57587	General Fund Unrestricted	86,102.56	0.00	86,102.56	92*0360660	92*0360743
57588	General Fund Unrestricted	77,264.45	0.00	77,264.45	92*0360744	92*0360827
57589	General Fund Unrestricted	28,455.68	0.00	28,455.68	92*0360828	92*0360862
57590	General Fund Unrestricted	69,950.89	0.00	69,950.89	92*0360863	92*0360947
57591	General Fund Unrestricted	67,056.85	0.00	67,056.85	92*0360948	92*0361031
57592	General Fund Unrestricted	67,160.98	0.00	67,160.98	92*0361032	92*0361115
57593	General Fund Unrestricted	80,554.55	0.00	80,554.55	92*0361116	92*0361199
57594	General Fund Unrestricted	86,806.72	0.00	86,806.72	92*0361200	92*0361283
57595	General Fund Unrestricted	84,817.36	0.00	84,817.36	92*0361284	92*0361367
57596	General Fund Unrestricted	85,551.54	0.00	85,551.54	92*0361368	92*0361451
57597	General Fund Unrestricted	91,313.94	0.00	91,313.94	92*0361452	92*0361535
57598	General Fund Unrestricted	92,644.20	0.00	92,644.20	92*0361536	92*0361619
57599	General Fund Unrestricted	91,796.83	0.00	91,796.83	92*0361620	92*0361703
57600	General Fund Unrestricted	90,548.62	0.00	90,548.62	92*0361704	92*0361787
57601	General Fund Unrestricted	92,647.25	0.00	92,647.25	92*0361788	92*0361871
57602	General Fund Unrestricted	94,256.00	0.00	94,256.00	92*0361872	92*0361955
57603	General Fund Unrestricted	89,257.76	0.00	89,257.76	92*0361956	92*0362039



Check Registers Submitted for Approval  
 Checks Written for Period 08/31/13 thru 09/13/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57604	General Fund Unrestricted	89,783.74	0.00	89,783.74	92*0362040	92*0362123
57605	General Fund Unrestricted	85,972.36	0.00	85,972.36	92*0362124	92*0362207
57606	General Fund Unrestricted	87,673.39	0.00	87,673.39	92*0362208	92*0362291
57607	General Fund Unrestricted	88,434.94	0.00	88,434.94	92*0362292	92*0362375
57608	General Fund Unrestricted	83,196.97	0.00	83,196.97	92*0362376	92*0362459
57609	General Fund Unrestricted	78,639.03	0.00	78,639.03	92*0362460	92*0362545
57611	General Fund Unrestricted	1,289.50	0.00	1,289.50	92*0362553	92*0362559
57612	General Fund Unrestricted	2,899.03	0.00	2,899.03	92*0362560	92*0362568
57613	General Fund Unrestricted	8,939.99	0.00	8,939.99	92*0362569	92*0362573
57614	General Fund Unrestricted	3,700.00	0.00	3,700.00	92*0362578	92*0362578
57615	General Fund Unrestricted	1,055.50	0.00	1,055.50	92*0362579	92*0362583
57616	General Fund Unrestricted	12,480.00	0.00	12,480.00	92*0362585	92*0362585
57618	General Fund Unrestricted	534.46	0.00	534.46	92*0362594	92*0362595
57625	General Fund Unrestricted	2,167.34	0.00	2,167.34	92*0362614	92*0362616
57630	General Fund Unrestricted	1,447.16	0.00	1,447.16	92*0362642	92*0362647
57631	General Fund Unrestricted	3,119.32	0.00	3,119.32	92*0362650	92*0362654
57632	General Fund Unrestricted	5,666.70	0.00	5,666.70	92*0362655	92*0362689
57634	General Fund Unrestricted	2,397.10	0.00	2,397.10	92*0362691	92*0362694
57635	General Fund Unrestricted	75.00	0.00	75.00	92*0362696	92*0362696
57636	General Fund Unrestricted	1,100.00	0.00	1,100.00	92*0362700	92*0362700
57637	General Fund Unrestricted	244.90	0.00	244.90	92*0362705	92*0362710
57641	General Fund Unrestricted	7,250.54	0.00	7,250.54	92*0362720	92*0362720
57644	General Fund Unrestricted	7,597.50	0.00	7,597.50	92*0362731	92*0362736
57645	General Fund Unrestricted	15,082.00	0.00	15,082.00	92*0362737	92*0362747
57646	General Fund Unrestricted	20,750.00	0.00	20,750.00	92*0362750	92*0362751
57647	General Fund Unrestricted	624.00	0.00	624.00	92*0362752	92*0362753
57648	General Fund Unrestricted	1,433.98	0.00	1,433.98	92*0362758	92*0362762
57650	General Fund Unrestricted	1,395.18	0.00	1,395.18	92*0362769	92*0362775
57651	General Fund Unrestricted	1,736.00	0.00	1,736.00	92*0362776	92*0362786
57657	General Fund Unrestricted	1,674.19	0.00	1,674.19	92*0362801	92*0362805
57658	General Fund Unrestricted	3,127.50	0.00	3,127.50	92*0362807	92*0362807
57659	General Fund Unrestricted	4.88	0.00	4.88	92*0362812	92*0362812
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$2,699,067.04</u></b>	<b><u>\$0.00</u></b>	<b><u>\$2,699,067.04</u></b>		

Check Registers Submitted for Approval  
 Checks Written for Period 08/31/13 thru 09/13/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57551	General Fund Restricted	2,123.89	0.00	2,123.89	92*0359905	92*0359909
57552	General Fund Restricted	3,206.95	0.00	3,206.95	92*0359912	92*0359913
57553	General Fund Restricted	4,692.21	0.00	4,692.21	92*0359916	92*0359919
57558	General Fund Restricted	2,349.20	0.00	2,349.20	92*0359929	92*0359935
57560	General Fund Restricted	1,442.61	0.00	1,442.61	92*0359947	92*0359949
57561	General Fund Restricted	992.36	0.00	992.36	92*0359950	92*0359952
57562	General Fund Restricted	3,198.89	0.00	3,198.89	92*0359959	92*0359961
57563	General Fund Restricted	2,000.00	0.00	2,000.00	92*0359966	92*0359966
57569	General Fund Restricted	2,609.95	0.00	2,609.95	92*0359986	92*0359990
57572	General Fund Restricted	1,509.18	0.00	1,509.18	92*0359999	92*0360003
57573	General Fund Restricted	3,415.00	0.00	3,415.00	92*0360004	92*0360012
57575	General Fund Restricted	235.48	0.00	235.48	92*0360017	92*0360022
57610	General Fund Restricted	1,881.85	0.00	1,881.85	92*0362546	92*0362552
57613	General Fund Restricted	4,626.36	0.00	4,626.36	92*0362572	92*0362574
57614	General Fund Restricted	5,631.14	0.00	5,631.14	92*0362576	92*0362577
57615	General Fund Restricted	1,197.89	0.00	1,197.89	92*0362580	92*0362584
57616	General Fund Restricted	1,571.11	0.00	1,571.11	92*0362586	92*0362588
57617	General Fund Restricted	3,698.91	0.00	3,698.91	92*0362590	92*0362593
57618	General Fund Restricted	1,094.13	0.00	1,094.13	92*0362596	92*0362598
57625	General Fund Restricted	500.00	0.00	500.00	92*0362617	92*0362617
57627	General Fund Restricted	3,301.61	0.00	3,301.61	92*0362622	92*0362629
57628	General Fund Restricted	1,746.12	0.00	1,746.12	92*0362630	92*0362637
57629	General Fund Restricted	2,197.22	0.00	2,197.22	92*0362638	92*0362641
57630	General Fund Restricted	50.63	0.00	50.63	92*0362646	92*0362646
57631	General Fund Restricted	9,344.91	0.00	9,344.91	92*0362648	92*0362653
57634	General Fund Restricted	36.63	0.00	36.63	92*0362695	92*0362695
57635	General Fund Restricted	252.91	0.00	252.91	92*0362697	92*0362699
57636	General Fund Restricted	9,068.61	0.00	9,068.61	92*0362701	92*0362704
57643	General Fund Restricted	2,210.46	0.00	2,210.46	92*0362723	92*0362730
57644	General Fund Restricted	5,611.74	0.00	5,611.74	92*0362732	92*0362735
57646	General Fund Restricted	5,000.00	0.00	5,000.00	92*0362748	92*0362748
57647	General Fund Restricted	510.41	0.00	510.41	92*0362754	92*0362757
57649	General Fund Restricted	1,995.51	0.00	1,995.51	92*0362763	92*0362768
57652	General Fund Restricted	1,051.98	0.00	1,051.98	92*0362787	92*0362789
57657	General Fund Restricted	731.75	0.00	731.75	92*0362804	92*0362804
57659	General Fund Restricted	15,447.13	0.00	15,447.13	92*0362809	92*0362813
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$106,534.73</u></b>	<b><u>\$0.00</u></b>	<b><u>\$106,534.73</u></b>		

Check Registers Submitted for Approval  
 Checks Written for Period 08/31/13 thru 09/13/13

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57549	GF Unrestricted One-Time Func	2,526.72	0.00	2,526.72	92*0359894	92*0359897
57550	GF Unrestricted One-Time Func	39,905.17	0.00	39,905.17	92*0359898	92*0359903
57562	GF Unrestricted One-Time Func	133.18	0.00	133.18	92*0359962	92*0359962
57574	GF Unrestricted One-Time Func	124,454.83	0.00	124,454.83	92*0360013	92*0360016
57614	GF Unrestricted One-Time Func	2,017.93	0.00	2,017.93	92*0362575	92*0362575
57617	GF Unrestricted One-Time Func	163.78	0.00	163.78	92*0362589	92*0362589
57624	GF Unrestricted One-Time Func	10,586.82	0.00	10,586.82	92*0362613	92*0362613
57626	GF Unrestricted One-Time Func	1,446.91	0.00	1,446.91	92*0362618	92*0362621
57642	GF Unrestricted One-Time Func	50,972.13	0.00	50,972.13	92*0362721	92*0362722
57646	GF Unrestricted One-Time Func	15,414.15	0.00	15,414.15	92*0362749	92*0362749
57658	GF Unrestricted One-Time Func	8,220.41	0.00	8,220.41	92*0362806	92*0362808
57659	GF Unrestricted One-Time Func	15.00	0.00	15.00	92*0362810	92*0362810
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$255,857.03</u></b>	<b><u>\$0.00</u></b>	<b><u>\$255,857.03</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57564	Child Development Fund	1,535.85	0.00	1,535.85	92*0359968	92*0359976
57578	Child Development Fund	3,629.69	0.00	3,629.69	92*0360077	92*0360079
57619	Child Development Fund	711.58	0.00	711.58	92*0362599	92*0362601
57638	Child Development Fund	5,059.34	0.00	5,059.34	92*0362711	92*0362717
57653	Child Development Fund	9,814.39	0.00	9,814.39	92*0362790	92*0362795
57660	Child Development Fund	7,767.82	0.00	7,767.82	92*0362814	92*0362818
<b>Total Fund 33 Child Development Fund</b>		<b><u>\$28,518.67</u></b>	<b><u>\$0.00</u></b>	<b><u>\$28,518.67</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57566	Capital Outlay Projects Fund	9,785.89	0.00	9,785.89	92*0359980	92*0359981
57623	Capital Outlay Projects Fund	154,741.01	0.00	154,741.01	92*0362611	92*0362612
57655	Capital Outlay Projects Fund	4,267.76	0.00	4,267.76	92*0362797	92*0362798
57662	Capital Outlay Projects Fund	340.20	0.00	340.20	92*0362824	92*0362824
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>\$169,134.86</u></b>	<b><u>\$0.00</u></b>	<b><u>\$169,134.86</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57554	Bond Fund, Measure E	1,190.80	0.00	1,190.80	92*0359920	92*0359920
57565	Bond Fund, Measure E	16,376.80	0.00	16,376.80	92*0359977	92*0359979
57620	Bond Fund, Measure E	132,656.50	0.00	132,656.50	92*0362602	92*0362605
57621	Bond Fund, Measure E	27,849.20	0.00	27,849.20	92*0362606	92*0362606
57622	Bond Fund, Measure E	14,630.68	0.00	14,630.68	92*0362607	92*0362610
57639	Bond Fund, Measure E	5,703.00	0.00	5,703.00	92*0362718	92*0362718
57654	Bond Fund, Measure E	918.35	0.00	918.35	92*0362796	92*0362796
57661	Bond Fund, Measure E	37,522.13	0.00	37,522.13	92*0362819	92*0362823
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u>\$236,847.46</u></b>	<b><u>\$0.00</u></b>	<b><u>\$236,847.46</u></b>		

<b>Register #</b>	<b>Fund Title</b>	<b>Amount</b>	<b>Voided Checks</b>	<b>Adjusted Amount</b>	<b>Beg Check #</b>	<b>End Check #</b>
57579	Property and Liability Fund	6,300.00	0.00	6,300.00	92*0360080	92*0360080
57656	Property and Liability Fund	5,707.25	0.00	5,707.25	92*0362799	92*0362800
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>\$12,007.25</u></u>	<u><u>\$0.00</u></u>	<u><u>\$12,007.25</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
57555	Workers' Compensation Fund	38.00	0.00	38.00	92*0359921	92*0359921
57633	Workers' Compensation Fund	498,770.00	0.00	498,770.00	92*0362690	92*0362690
57640	Workers' Compensation Fund	1,136.52	0.00	1,136.52	92*0362719	92*0362719
<b>Total Fund 62 Workers' Compensation Fu</b>		<b><u>\$499,944.52</u></b>	<b><u>\$0.00</u></b>	<b><u>\$499,944.52</u></b>		



---

57567	Student Financial Aid Fund	3,000.00	0.00	3,000.00	92*0359982	92*0359982
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$3,000.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,000.00</u></u>		

**SUMMARY**

Total Fund 11 General Fund Unrestricted	2,699,067.04
Total Fund 12 General Fund Restricted	106,534.73
Total Fund 13 GF Unrestricted One-Time Fund	255,857.03
Total Fund 33 Child Development Fund	28,518.67
Total Fund 41 Capital Outlay Projects Fund	169,134.86
Total Fund 42 Bond Fund, Measure E	236,847.46
Total Fund 61 Property and Liability Fund	12,007.25
Total Fund 62 Workers' Compensation Fund	499,944.52
Total Fund 74 Student Financial Aid Fund	3,000.00
Grand Total:	<u><u>\$4,010,911.56</u></u>

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

To:	Board of Trustees	Date: September 24, 2013
Re:	Approval of the 2012-13 CCFS-311 Annual Report, including the Gann Appropriation Limit	
Action:	Request for Approval	

**BACKGROUND**

In accordance with the California Code of Regulations, Title 5, Sections 58305(d), the District shall submit a copy of its adopted annual financial and budget report (CCFS-311) to the Chancellor's Office by October 10<sup>th</sup> of each year. Furthermore, in accordance with Article XIII B to the State Constitution, limitations on expenditures are placed on State and local governments in the form of what is known as the Gann Appropriations Limit.

**ANALYSIS**

A copy of the CCFS-311 Report has been provided for your review. The CCFS-311 Report is divided into three parts: Current Expense of Education which is used to calculate the 50 Percent Law (our District is in compliance at 50.09% for 2012/13); Combined Balance Sheet information for all District funds; and other Supplemental Data including Details of General Fund Revenue, General Fund Expenditures by Activity, the Gann Appropriations Limit (Historically, our district has never met or been close to meeting the appropriations limit), Revenues, Expenditures and Fund Balance Data for all district funds, an Analysis of Interfund Transfers, and the Receipt and Expenditures of Lottery Proceeds.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2012-2013 CCFS-311 Annual Report as presented pending any audit adjustments and establish the District's 2013-2014 Gann Limit in the amount of \$227,688,238.

Fiscal Impact:	Not applicable	Board Date: September 24, 2013
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

California Community Colleges

**ANNUAL FINANCIAL AND BUDGET REPORT**  
(Financial Report for Fiscal Year 2012-2013)  
(Budget Report for Fiscal Year 2013-2014)

District: RANCHO SANTIAGO

District Code: 870

This is to certify that the Annual Financial and Budget Report has been prepared and the budget adopted in accordance with the *California Code of Regulations*, beginning with Section 58300. Further, to the best of my knowledge, the data contained in this report are correct.

\_\_\_\_\_  
District Chief Business Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

Contact:

In accordance with the *California Code of Regulations*, Section 58305(d) a copy of this report is due to the Chancellor's Office on or before October 10, 2013. Please submit the report to :

Chancellor's Office  
California Community Colleges  
Fiscal Services Unit  
1102 Q Street, Suite 300  
Sacramento, CA 95814-6511

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

	Object Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	Total
		ECS 84362 A	ECS 84362 B	Excluded	
Academic Salaries		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	
<b>Instructional Salaries</b>					
Contract or Regular	1100	22,542,762	22,542,762		22,542,762
Other	1300	19,177,136	19,177,136		19,177,136
<b>Total Instructional Salaries</b>		41,719,898	41,719,898	0	41,719,898
<b>Non-Instructional Salaries</b>					
Contract or Regular	1200		12,464,509	270,726	12,735,235
Other	1400		1,110,157		1,110,157
<b>Total Non-Instructional Salaries</b>		0	13,574,666	270,726	13,845,392
<b>Total Academic Salaries</b>		41,719,898	55,294,564	270,726	55,565,290
<b>Classified Salaries</b>					
<b>Non-Instructional Salaries</b>					
Regular Status	2100		21,719,818	1,993,047	23,712,865
Other	2300		1,248,231	293,416	1,541,647
<b>Total Non-Instructional Salaries</b>		0	22,968,049	2,286,463	25,254,512
<b>Instructional Aides</b>					
Regular Status	2200	922,886	922,886		922,886
Other	2400	1,486,170	1,486,170		1,486,170
<b>Total Instructional Aides</b>		2,409,056	2,409,056	0	2,409,056
<b>Total Classified Salaries</b>		2,409,056	25,377,105	2,286,463	27,663,568
<b>Employee Benefits</b>	3000	15,854,191	35,284,639	1,087,999	36,372,638
<b>Supplies and Materials</b>	4000		711,818	22,635	734,453
<b>Other Operating Expenses</b>	5000	3,310,950	14,690,840	329,461	15,020,301
<b>Equipment Replacement</b>	6420				0
<b>Total Expenditures Prior to Exclusions</b>		63,294,095	131,358,966	3,997,284	135,356,250

5.2(3)

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Exclusions	TOP Code	Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	Total
		ECS 84362 A	ECS 84362 B	Excluded	
		Instructional Salary Cost	Total CEE	Activities	
		AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	
<b>Activities to Exclude</b>	<b>TOP Code</b>				
Instructional Staff-Retirees' Benefits and Retirement Incentives	5900	2,741,704	2,741,704		2,741,704
Student Health Services Above Amount Collected	6441				0
Student Transportation	6491				0
Noninstructional Staff-Retirees' Benefits and Retirement Incentives	6740		3,137,729		3,137,729
<b>Objects to Exclude</b>	<b>Object Code</b>				
Rents and Leases	5060		1,418,329	26,610	1,444,939
Lottery Expenditures					
Academic Salaries	1000				0
Classified Salaries	2000				0
Employee Benefits	3000				0
Supplies and Materials	4000				
Software	4100				0
Books, Magazines, & Periodicals	4200				0
Instructional Supplies & Materials	4300				0
Noninstructional, Supplies & Materials	4400				0
<b>Total Supplies and Materials</b>		0	0	0	0
Other Operating Expenses and Services	5000		3,164,887		3,164,887

SUPPLEMENTAL DATA

S11 GENERAL FUND - UNRESTRICTED SUBFUND

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

		Activity (ECSA)	Activity (ECSB)	Activity (ECSX)	
		ECS 84362 A	ECS 84362 B	Excluded	
	Object	Instructional Salary Cost	Total CEE	Activities	
	Code	AC 0100-5900 & AC 6110	AC 0100 - 6799	AC 6800 - 7390	Total
Capital Outlay	6000				
Library Books	6300				0
Equipment	6400				
Equipment - Additional	6410				0
Equipment - Replacement	6420				0
Total Equipment		0	0	0	0
Total Capital Outlay		0	0	0	0
Other Outgo	7000				0
<b>Total Exclusions</b>		2,741,704	10,462,649	26,610	10,489,259
<b>Total for ECS 84362, 50% Law</b>		60,552,391	120,896,317	3,970,674	124,866,991
<b>Percent of CEE (Instructional Salary Cost / Total CEE)</b>		50.09%	100.00%		
<b>50% of Current Expense of Education</b>			60,448,158		
<b>Nonexempted (Remaining) Deficiency from second preceeding Fiscal Year</b>					
<b>Amount Required to be Expended for Salaries of Classroom Instructors</b>		60,552,391	120,896,317	3,970,674	124,866,991
<b>Reconciliation to Unrestricted General Fund Expenditures</b>					
<b>Total Expenditures Prior to Exclusions</b>		63,294,095	131,358,966	3,997,284	135,356,250
<b>Capital Expenditures</b>	6000	41,066	1,023,228	3,139,994	4,163,222
<b>Equipment Replacement (Back out)</b>	6420		0	0	0
<b>Total Unrestricted General Fund Expenditures</b>		63,335,161	132,382,194	7,137,278	139,519,472

5.2 (5)

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111	2,085,587	1,054,869	3,140,456
In County Treasury	9112	31,685,041	439,450	32,124,491
Cash With Fiscal Agents	9113			0
Revolving Cash Accounts	9114	100,000		100,000
Investments (at cost)	9120			0
Accounts Receivable	9130	23,955,763	5,038,030	28,993,793
Due from Other Funds	9140	2,072,812	8,764	2,081,576
Inventories, Stores, and Prepaid Items	9200			
Inventories and Stores	9210			0
Prepaid Items	9220	67,427	52,520	119,947
<b>TOTAL ASSETS</b>		<b>59,966,630</b>	<b>6,593,633</b>	<b>66,560,263</b>
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510	2,131,309	697,427	2,828,736
Accrued Salaries and Wages Payable	9520	8,459,985	1,542,052	10,002,037
Compensated Absences Payable Current	9530			0
Due to Other Funds	9540	9,981,924		9,981,924
Temporary Loans	9550			0
Current Portion of Long-Term Debt	9560			0
Deferred Revenues	9570	1,760,222	2,918,310	4,678,532
<b>TOTAL LIABILITIES</b>		<b>22,333,440</b>	<b>5,157,789</b>	<b>27,491,229</b>



CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

COMBINED BALANCE SHEET

10 General Fund — Combined

(Total Unrestricted and Restricted)

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	11	12	10
		General Fund Unrestricted	General Fund Restricted	General Fund COMBINED
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			0
NonCash Assets	9711	67,427		67,427
Amounts Restricted by Law for Specific Purposes	9712	1,484,874		1,484,874
Reserve for Encumbrances Credit	9713	1,310,877		1,310,877
Reserve for Encumbrances Debit	9714			0
Reserve for Debt Services	9715			0
Assigned/Committed	9754			0
Unassigned	9790			0
<b>Total Fund Balance</b>		<b>2,863,178</b>	<b>0</b>	<b>2,863,178</b>
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751	2,546,030		2,546,030
Restricted Fund Balance	9752	1,395,777		1,395,777
Committed Fund Balance	9753			0
Assigned Fund Balance	9754	29,562,940	1,435,844	30,998,784
Total Designated Fund Balance		33,504,747	1,435,844	34,940,591
Uncommitted Fund Balance	9790	1,265,265		1,265,265
<b>TOTAL FUND EQUITY</b>		<b>37,633,190</b>	<b>1,435,844</b>	<b>39,069,034</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>59,966,630</b>	<b>6,593,633</b>	<b>66,560,263</b>

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

Governmental Funds Group

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
<b>ASSETS</b>				
Cash, Investments, and Receivables	9100			
Cash:				
Awaiting Deposit and in Banks	9111			
In County Treasury	9112	15,743,779		
Cash With Fiscal Agents	9113			
Investments (at cost)	9120			
Accounts Receivable	9130			
Due from Other Funds	9140			
<b>TOTAL ASSETS</b>		15,743,779	0	0
<b>LIABILITIES</b>				
Current Liabilities and Deferred Revenue	9500			
Accounts Payable	9510			
Accrued Salaries and Wages Payable	9520			
Compensated Absences Payable Current	9530			
Due to Other Funds	9540			
Temporary Loans	9550			
Current Portion of Long-Term Debt	9560			
Deferred Revenues	9570			
<b>TOTAL LIABILITIES</b>		0	0	0

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

Governmental Funds Group

- 20 Debt Service Funds:
- 21 Bond Interest and Redemption Fund
- 22 Revenue Bond Interest and Redemption Fund
- 29 Other Debt Service Fund

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	21 Bond Interest and Redemption Fund	22 Revenue Bond Interest and Redemption Fund	29 Other Debt Service Fund
<b>FUND BALANCE (NON-GASB 54)</b>				
Fund Balance Reserved	9710			
NonCash Assets	9711			
Amounts Restricted by Law for Specific Purposes	9712			
Reserve for Encumbrances Credit	9713			
Reserve for Encumbrances Debit	9714			
Reserve for Debt Services	9715	15,743,779		
Assigned/Committed	9754			
Unassigned	9790			
<b>Total Fund Balance</b>		<b>15,743,779</b>	<b>0</b>	<b>0</b>
<b>Fund Balance (GASB 54)</b>	9750			
Nonspendable Fund Balance	9751			
Restricted Fund Balance	9752			
Committed Fund Balance	9753			
Assigned Fund Balance	9754			
Total Designated Fund Balance		0	0	0
Uncommitted Fund Balance	9790			
<b>TOTAL FUND EQUITY</b>		<b>15,743,779</b>	<b>0</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>15,743,779</b>	<b>0</b>	<b>0</b>

5.2 (9)

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
<b>ASSETS</b>							
Cash, Investments, and Receivables	9100						
Cash:							
Awaiting Deposit and in Banks	9111	2,063,290		15			
in County Treasury	9112			125,429			
Cash With Fiscal Agents	9113						
Revolving Cash Accounts	9114	13,000					
Investments (at cost)	9120						
Accounts Receivable	9130	1,103,984		231,280			
Due from Other Funds	9140	30,665		193,037			
inventories, Stores, and Prepaid Items	9200						
inventories and Stores	9210	1,131,719					
Prepaid Items	9220						
<b>TOTAL ASSETS</b>		4,342,658	0	549,761	0	0	0
<b>LIABILITIES</b>							
Current Liabilities and Deferred Revenue	9500						
Accounts Payable	9510	150,145		56,286			
Accrued Salaries and Wages Payable	9520	106,603		294,266			
Compensated Absences Payable Current	9530						
Due to Other Funds	9540	434,731		181,310			
Temporary Loans	9550						
Current Portion of Long-Term Debt	9560						
Deferred Revenues	9570			17,899			
<b>TOTAL LIABILITIES</b>		691,479	0	549,761	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

30 Special Revenue Funds:

- 31 Bookstore Fund
- 32 Cafeteria Fund
- 33 Child Development Fund
- 34 Farm Operation Fund
- 35 Revenue Bond Project Fund
- 39 Other Special Revenue Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	31 Bookstore Fund	32 Cafeteria Fund	33 Child Development Fund	34 Farm Operation Fund	35 Revenue Bond Project Fund	39 Other Special Revenue Fund
<b>FUND BALANCE (NON-GASB 54)</b>							
Fund Balance Reserved	9710	0	0	0	0	0	0
NonCash Assets	9711	1,131,719	0	0	0	0	0
Amounts Restricted by Law for Specific Purposes	9712	0	0	0	0	0	0
Reserve for Encumbrances Credit	9713	0	0	0	0	0	0
Reserve for Encumbrances Debit	9714	0	0	0	0	0	0
Reserve for Debt Services	9715	0	0	0	0	0	0
Assigned/Committed	9754	0	0	0	0	0	0
Unassigned	9790	0	0	0	0	0	0
<b>Total Fund Balance</b>		<b>1,131,719</b>	<b>1,131,719</b>	<b>1,131,719</b>	<b>1,131,719</b>	<b>1,131,719</b>	<b>1,131,719</b>
<b>Fund Balance (GASB 54)</b>	9750						
Nonspendable Fund Balance	9751	0	0	0	0	0	0
Restricted Fund Balance	9752	0	0	0	0	0	0
Committed Fund Balance	9753	0	0	0	0	0	0
Assigned Fund Balance	9754	2,519,460	0	0	0	0	0
Total Designated Fund Balance		2,519,460	0	0	0	0	0
Uncommitted Fund Balance	9790	0	0	0	0	0	0
<b>TOTAL FUND EQUITY</b>		<b>3,651,179</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>4,342,658</b>	<b>0</b>	<b>549,761</b>	<b>0</b>	<b>0</b>	<b>0</b>

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

Governmental Funds Group

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	41	42
		Capital Outlay Projects Fund	Revenue Bond Construction Fund
<b>ASSETS</b>			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112	23,377,169	47,058,521
Cash With Fiscal Agents	9113		
Revolving Cash Accounts	9114		
Investments (at cost)	9120		
Accounts Receivable	9130	5,809	12,543
Due from Other Funds	9140	3,875,040	
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
<b>TOTAL ASSETS</b>		<b>27,258,018</b>	<b>47,071,064</b>
<b>LIABILITIES</b>			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510	549,135	1,403,365
Accrued Salaries and Wages Payable	9520	52	
Compensated Absences Payable Current	9530		
Due to Other Funds	9540	3,941	
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560		
Deferred Revenues	9570	32,038	
<b>TOTAL LIABILITIES</b>		<b>585,166</b>	<b>1,403,365</b>

CALIFORNIA COMMUNITY COLLEGES

Governmental Funds Group

Annual Financial and Budget Report

40 Capital Projects Funds:

41 Capital Outlay Projects Fund

42 Revenue Bond Construction Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	41	42
		Capital Outlay Projects Fund	Revenue Bond Construction Fund
<b>FUND BALANCE (NON-GASB 54)</b>			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		
Reserve for Encumbrances Credit	9713	1,240,675	10,494,504
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
<b>Total Fund Balance</b>		<b>1,240,675</b>	<b>10,494,504</b>
<b>Fund Balance (GASB 54)</b>	9750		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752		
Committed Fund Balance	9753		
Assigned Fund Balance	9754	25,432,177	35,173,195
Total Designated Fund Balance		25,432,177	35,173,195
Uncommitted Fund Balance	9790		
<b>TOTAL FUND EQUITY</b>		<b>26,672,852</b>	<b>45,667,699</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>27,258,018</b>	<b>47,071,064</b>

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>ASSETS</b>					
Cash, investments, and Receivables	9100				
Cash:					
Awaiting Deposit and In Banks	9111				
In County Treasury	9112				
Cash With Fiscal Agents	9113				
Revolving Cash Accounts	9114				
Investments (at cost)	9120				
Accounts Receivable	9130				
Due from Other Funds	9140				
Inventories, Stores, and Prepaid Items	9200				
Inventories and Stores	9210				
Prepaid Items	9220				
<b>Fixed Assets</b>	9300				
Sites	9310				
Site Improvements	9320				
Accumulated Depreciation Site Improvements	9321				
Buildings	9330				
Accumulated Depreciation Buildings	9331				
Library Books	9340				
Equipment	9350				
Accumulated Depreciation Equipment	9351				
Work in Progress	9360				
<b>Total Fixed Assets</b>		0	0	0	0
<b>TOTAL ASSETS</b>		0	0	0	0



CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>LIABILITIES</b>					
Current Liabilities and Deferred Revenue	9500				
Accounts Payable	9510				
Accrued Salaries and Wages Payable	9520				
Compensated Absences Payable Current	9530				
Due to Other Funds	9540				
Temporary Loans	9550				
Current Portion of Long-Term Debt	9560				
Deferred Revenues	9570				
<b>Total Current Liabilities and Deferred Revenue</b>		0	0	0	0
Long-Term Liabilities	9600				
Bonds Payable	9610				
Revenue Bonds Payable	9620				
Certificates of Participation	9630				
Lease Purchase of Capital Lease	9640				
Compensated Absences Long Term	9650				
Post-Employment Benefits Long Term	9660				
Other Long-Term Liabilities	9670				
<b>Total Long-Term Liabilities</b>		0	0	0	0
<b>TOTAL LIABILITIES</b>	968	0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

50 Enterprise Funds:

51 Bookstore Fund

53 Farm Operations Fund

COMBINED BALANCE SHEET

52 Cafeteria Fund

59 Other Enterprise Fund

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	51	52	53	59
		Bookstore Fund	Cafeteria Fund	Farm Operations Fund	Other Enterprise Fund
<b>FUND EQUITY</b>					
Fund Balance Reserved	9710				
NonCash Assets	9711				
Amounts Restricted by Law for Specific Purposes	9712				
Reserve for Encumbrances Credit	9713				
Reserve for Encumbrances Debit	9714				
Reserve for Debt Services	9715				
Assigned/Committed	9754				
Unassigned	9790				
<b>Total Reserved Fund Balance</b>		0	0	0	0
<b>Fund Balance (GASB 54)</b>	9750				
Nonspendable Fund Balance	9751				
Restricted Fund Balance	9752				
Committed Fund Balance	9753				
Assigned Fund Balance	9754				
<b>Total Designated Fund Balance</b>		0	0	0	0
Uncommitted(Unrestricted) Fund Balance	9790				
<b>Other Equity</b>	9800				
Contributed Capital	9810				
Retained Earnings	9850				
Investment in General Fixed Assets	9890				
<b>TOTAL FUND EQUITY</b>		0	0	0	0
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		0	0	0	0

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	61	69
		Self-Insurance Fund	Other Internal Service Fund
<b>ASSETS</b>			
Cash, Investments, and Receivables	9100		
Cash:			
Awaiting Deposit and in Banks	9111		
In County Treasury	9112	6,504,386	32,790,488
Cash With Fiscal Agents	9113	75,000	
Revolving Cash Accounts	9114		
Investments (at cost)	9120		150,177
Accounts Receivable	9130	1,421	8,348
Due from Other Funds	9140	1,451,314	3,845,457
Student Loans Receivable	9150		
Inventories, Stores, and Prepaid Items	9200		
Inventories and Stores	9210		
Prepaid Items	9220		
Fixed Assets	9300		
Sites	9310		
Site Improvements	9320		
Accumulated Depreciation Site Improvements	9321		
Buildings	9330		
Accumulated Depreciation Buildings	9331		
Library Books	9340		
Equipment	9350		
Accumulated Depreciation Equipment	9351		
Work in Progress	9360		
<b>Total Fixed Assets</b>		0	0
<b>TOTAL ASSETS</b>		8,032,121	36,794,470

5.2 (17)

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>LIABILITIES</b>			
Current Liabilities and Deferred Revenue	9500		
Accounts Payable	9510	40,024	2,260
Accrued Salaries and Wages Payable	9520	18,092	
Compensated Absences Payable Current	9530		
Due to Other Funds	9540	32,296	
Temporary Loans	9550		
Current Portion of Long-Term Debt	9560	400,000	50,126,550
Deferred Revenues	9570		
<b>Total Current Liabilities and Deferred Revenue</b>		490,412	50,128,810
Long-Term Liabilities	9600		
Bonds Payable	9610		
Revenue Bonds Payable	9620		
Certificates of Participation	9630		
Lease Purchase of Capital Lease	9640		
Compensated Absences Long Term	9650		
Post-Employment Benefits Long Term	9660		
Other Long-Term Liabilities	9670		
<b>Total Long-Term Liabilities</b>		0	0
<b>TOTAL LIABILITIES</b>	968	490,412	50,128,810

CALIFORNIA COMMUNITY COLLEGES

Proprietary Funds Group

Annual Financial and Budget Report

60 Internal Service Funds:

61 Self-Insurance Fund

69 Other Internal Service Fund

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA	61	69
	(Object)	Self-Insurance Fund	Other Internal Service Fund
<b>FUND EQUITY</b>			
Fund Balance Reserved	9710		
NonCash Assets	9711		
Amounts Restricted by Law for Specific Purposes	9712		(13,334,340)
Reserve for Encumbrances Credit	9713	255,343	
Reserve for Encumbrances Debit	9714		
Reserve for Debt Services	9715		
Assigned/Committed	9754		
Unassigned	9790		
<b>Total Reserved Fund Balance</b>		<b>255,343</b>	<b>(13,334,340)</b>
<b>Fund Balance (GASB 54)</b>	<b>9750</b>		
Nonspendable Fund Balance	9751		
Restricted Fund Balance	9752	7,286,366	
Committed Fund Balance	9753		
Assigned Fund Balance	9754		
<b>Total Designated Fund Balance</b>		<b>7,286,366</b>	<b>0</b>
Uncommitted(Unrestricted) Fund Balance	9790		
<b>Other Equity</b>	<b>9800</b>		
Contributed Capital	9810		
Retained Earnings	9850		
Investment in General Fixed Assets	9890		
<b>TOTAL FUND EQUITY</b>		<b>7,541,709</b>	<b>(13,334,340)</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>8,032,121</b>	<b>36,794,470</b>

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>ASSETS</b>									
Cash, Investments, and Receivables	9100								
Cash:									
Awaiting Deposit and in Banks	9111	315,335	33,570		692,225				1,361,202
In County Treasury	9112				1,162,042				5
Cash With Fiscal Agents	9113								
Revolving Cash Accounts	9114								900
Investments (at cost)	9120								
Accounts Receivable	9130		926		120,951				52,520
Due from Other Funds	9140	8,230			4,500				549,760
Student Loans Receivable	9150				143,375				
Inventories, Stores, and Prepaid Items	9200								
Inventories and Stores	9210								
Prepaid Items	9220								
<b>Fixed Assets</b>	9300								
Sites	9310								
Site Improvements	9320								
Accumulated Depreciation Site Improvements	9321								
Buildings	9330								
Accumulated Depreciation Buildings	9331								
Library Books	9340								
Equipment	9350								
Accumulated Depreciation Equipment	9351								
Work in Progress	9360								
<b>Total Fixed Assets</b>		0	0	0	0	0	0	0	0
<b>TOTAL ASSETS</b>		323,565	34,496	0	2,123,093	0	0	0	1,964,387

5.2 (20)

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>LIABILITIES</b>									
Current Liabilities and Deferred Revenue	9500								
Accounts Payable	9510	(196)			22,789				21,213
Accrued Salaries and Wages Payable	9520	489							67,141
Compensated Absences Payable Current	9530								
Due to Other Funds	9540	10,035			766,273				629,069
Temporary Loans	9550								
Current Portion of Long-Term Debt	9560								
Deferred Revenues	9570				9,866				
<b>Total Current Liabilities and Deferred Revenue</b>		10,328	0	0	798,928	0	0	0	717,423
Long-Term Liabilities	9600								
Bonds Payable	9610								
Revenue Bonds Payable	9620								
Certificates of Participation	9630								
Lease Purchase of Capital Lease	9640								
Compensated Absences Long Term	9650								
Post-Employment Benefits Long Term	9660								
Other Long-Term Liabilities	9670								
<b>Total Long-Term Liabilities</b>		0	0	0	0	0	0	0	0
<b>TOTAL LIABILITIES</b>	968	10,328	0	0	798,928	0	0	0	717,423

COMBINED BALANCE SHEET

For Year Ended June 30, 2013

District ID: 870

Name: RANCHO SANTIAGO

Description	CA (Object)	71	72	73	74	75	76	77	79
		Associated Students Trust Fund	Student Representation Fee Trust Fund	Student Body Center Fee Trust Fund	Student Financial Aid Trust Fund	Scholarship and Loan Trust Fund	Investment Trust Fund	Deferred Compensation Trust Fund	Other Trust Fund
<b>FUND EQUITY</b>									
Fund Balance Reserved	9710								
NonCash Assets	9711								
Amounts Restricted by Law for Specific Purposes	9712				829,143				28,445
Reserve for Encumbrances Credit	9713								
Reserve for Encumbrances Debit	9714								
Reserve for Debt Services	9715								
Assigned/Committed	9754	313,237	34,496						
Unassigned	9790								
<b>Total Reserved Fund Balance</b>		<b>313,237</b>	<b>34,496</b>	<b>0</b>	<b>829,143</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,445</b>
<b>Fund Balance (GASB 54)</b>	9750								
Nonspendable Fund Balance	9751								
Restricted Fund Balance	9752								
Committed Fund Balance	9753								
Assigned Fund Balance	9754				495,022				1,218,519
<b>Total Designated Fund Balance</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>495,022</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,218,519</b>
Uncommitted(Unrestricted) Fund Balance	9790								
<b>Other Equity</b>	9800								
Contributed Capital	9810								
Retained Earnings	9850								
Investment in General Fixed Assets	9890								
<b>TOTAL FUND EQUITY</b>		<b>313,237</b>	<b>34,496</b>	<b>0</b>	<b>1,324,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,246,964</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>323,565</b>	<b>34,496</b>	<b>0</b>	<b>2,123,093</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,964,387</b>



Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>Federal Revenues</b>	8100			
Forest Revenues	8110			0
Higher Education Act	8120		3,416,715	3,416,715
Workforce Investment Act	8130		284,002	284,002
Temporary Assistance for Needy Families (TANF)	8140		99,290	99,290
Student Financial Aid	8150		2,145	2,145
Veterans Education	8160		6,180	6,180
Vocational and Technical Education Act (VATEA)	8170		1,541,783	1,541,783
Other Federal Revenues	8190		6,639,005	6,639,005
<b>Total Federal Revenues</b>	8100	0	11,989,120	11,989,120
<b>State Revenues</b>	8600			
General Apportionments	8610			0
Apprenticeship Apportionment	8611	1,389,973		1,389,973
State General Apportionment	8612	50,719,320		50,719,320
Other General Apportionment	8613	21,693,701		21,693,701
General Categorical Programs	8620			
Child Development	8621			0
Extended Opportunity Programs and Services(EOPS)	8622		1,256,640	1,256,640
Disabled Students Programs and Services(DSPS)	8623		1,352,275	1,352,275
Temporary Assistance for Needy Families (TANF)	8624			0
California Work Opportunity and Responsibility to Kids (CalWORKs)	8625		324,806	324,806
Telecommunications and Technology Infrastructure Program (TTIP)	8626		17,554	17,554
Other General Categorical Programs	8627		4,337,959	4,337,959

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted Actual	Restricted Actual	General Fund Actual
<b>EPA Proceeds</b>	8630			0
<b>Reimbursable Categorical Programs</b>	8650			
Instructional Improvement Grant	8651			0
Other Reimbursable Categorical Programs	8652		3,094,500	3,094,500
<b>State Tax Subventions</b>	8670			
Homeowners' Property Tax Relief	8671	311,188		311,188
Timber Yield Tax	8672			0
Other State Tax Subventions	8673			0
<b>State Non-Tax Revenues</b>	8680			
State Lottery Proceeds	8681	3,164,887	793,994	3,958,881
State Mandated Costs	8685	782,028		782,028
Other State Non-Tax Revenues	8686			0
Other State Revenues	8690			0
<b>Total State Revenues</b>	8600	78,061,097	11,177,728	89,238,825

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>Local Revenues</b>	8800			
Property Taxes	8810			
Tax Allocation, Secured Roll	8811	36,690,489		36,690,489
Tax Allocation, Supplemental Roll	8812	545,034		545,034
Tax Allocation, Unsecured Roll	8813	1,360,274		1,360,274
Prior Years Taxes	8816	900,619		900,619
Education Revenues Augmentation Fund (ERAF)	8817	(346,907)		(346,907)
Redevelopment Agency Funds - Pass Through	8818	139,027		139,027
Redevelopment Agency Funds - Residual	8819	3,458,143		3,458,143
Redevelopment Agency Funds - Asset Liquidation	8819.1	5,185,837		5,185,837
Contributions, Gifts, Grants, and Endowments	8820		11,937	11,937
Contract Services	8830			
Contract Instructional Services	8831		22,258	22,258
Other Contract Services	8832		3,470	3,470
Sales and Commissions	8840	406		406
Rentals and Leases	8850	347,181		347,181
Interest and Investment Income	8860	188,517		188,517
Student Fees and Charges	8870			
Community Services Classes	8872			0
Dormitory	8873			0
Enrollment	8874	8,621,927		8,621,927
Contra Revenue Account	8874.1			0
Field Trips and Use of Nondistrict Facilities	8875			0
Health Services	8876		1,069,999	1,069,999
Instructional Materials Fees and Sales of Materials	8877		72,743	72,743
Insurance	8878			0
Student Records	8879	52,707		52,707
Nonresident Tuition	8880	1,495,417		1,495,417
Parking Services and Public Transportation	8881		875,085	875,085
Other Student Fees and Charges	8885	75,164	87,686	162,850
Other Local Revenues	8890	450,133	224,876	675,009
<b>Total Local Revenues</b>	8800	59,163,968	2,368,054	61,532,022
<b>Total Revenues</b>		137,225,065	25,534,902	162,759,967

5.2 (25)

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Description	Object Code	Fund S11	Fund S12	Fund S10 Total
		Unrestricted	Restricted	General Fund
		Actual	Actual	Actual
<b>Other Financing Sources</b>	8900			
Proceeds of General Fixed Assets	8910	20,007		20,007
Proceeds of Long-Term Debt	8940			0
Incoming Transfers -- (8981/8982/8983)	898#			0
<b>Total Other Financing Sources</b>	8900	20,007	0	20,007
<b>Total Revenues and Other Financing Sources</b>		137,245,072	25,534,902	162,779,974

CALIFORNIA COMMUNITY COLLEGES

Expend by Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Agriculture and Natural Resources	0100			821			821
Architecture and Environmental Design	0200						0
Environmental Sciences and Technologies	0300						0
Biological Sciences	0400	2,597,615	91,147	50,467			2,739,229
Business and Management	0500	3,644,054	255,809	172,160	109,846		4,181,869
Communications	0600	523,286	213,455	20,656	31,249		788,646
Computer and Information Science	0700	1,086,994	147,444	11,302	3,416		1,249,156
Education	0800	3,285,117	232,283	144,548	26,197		3,688,145
Engineering and Related Industrial Technology	0900	1,600,998	160,154	1,360,342	508,131		3,629,625
Fine and Applied Arts	1000	2,960,857	335,508	134,720	209,430		3,640,515
Foreign language	1100	1,246,310	29,099				1,275,409
Health	1200	3,099,454	479,917	39,985	44,060		3,663,416
Consumer Education And Home Economics	1300	882,071	41,096	11,132	31,114		965,413
Law	1400	188,018	7,392	3,213	4,057		202,680
Humanities(Letters)	1500	6,459,974	232,845	2,973			6,695,792
Library Science	1600	28,180	21,251				49,431
Mathematics	1700	5,327,391	396,789	5,002			5,729,182
Military Studies	1800						0
Physical Sciences	1900	3,050,365	194,514	63,978			3,308,857
Psychology	2000	814,055	25,809	999			840,863
Public Affairs and Services	2100	4,246,764	127,651	2,772,627	1,143		7,148,185
Social Sciences	2200	3,562,744	50,718	6,055			3,619,517
Commercial Services	3000			20,911			20,911
Interdisciplinary Studies	4900	13,841,396	2,724,907	1,112,232	99,563		17,778,098
Instruc Staff-Retirees' Bnfts & Retire Incents	5900	2,741,704					2,741,704
<b>Sub-Total Instructional Activltes</b>		<b>61,187,347</b>	<b>5,767,788</b>	<b>5,934,123</b>	<b>1,068,206</b>		<b>73,957,464</b>
<b>Total Expenditures for GF Activltes*</b>		<b>61,629,337</b>	<b>76,107,871</b>	<b>20,968,005</b>	<b>5,440,462</b>	<b>4,105,328</b>	<b>168,251,003</b>

5.2(27)

\*Total Expenditures for GF Activities above is the grand total of instructional and Non-Instructional activities.

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013

Budget Year: 2013-2014

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Instructional Administration and Governance	6000						
Academic Administration	6010		9,772,169	166,367	31,515		9,970,051
Course and Curriculum Development	6020		199,970	214,282			414,252
Academic / Faculty Senate	6030		471,768				471,768
Other Instructional Administration & Governance	6090		184,953	32,944			217,897
<b>Total Instructional Admin. &amp; Governance</b>		0	10,628,860	413,593	31,515	0	11,073,968
Instructional Support Services	6100						
Learning Center	6110	441,990	441,239	22,919	16,589		922,737
Library	6120		2,391,258	156,107	71,606		2,618,971
Media	6130		645,854	118	5,936		651,908
Museums and Galleries	6140						0
Academic Information Systems and Technology	6150			345			345
Other Instructional Support Services	6190		249,597	21,636	32,115		303,348
<b>Total Instructional Support Services</b>		441,990	3,727,948	201,125	126,246	0	4,497,309
Admissions and Records	6200		4,444,910	10,807	4,934		4,460,651
Student Counseling and Guidance	6300						
Counseling and Guidance	6310		6,224,505	53,894	2,915		6,281,314
Matriculation and Student Assessment	6320		678,749	39,344	29,008		747,101
Transfer Programs	6330		929,759	35,094			964,853
Career Guidance	6340		389,596	28,657	4,784		423,037
Other Student Counseling and Guidance	6390		269				269
<b>Total Student Counseling and Guidance</b>		0	8,222,878	156,989	36,707	0	8,416,574

5.2 (28)

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Other Student Services	6400						
Cal Work Opportunity and Responsibility to Kids *	6410						0
Disabled Student Programs and Services (DSPS)	6420		1,627,381	50,338			1,677,719
Extended Opportunity Programs and Services (EOPS)	6430		1,454,319	22,220	589	9,443	1,486,571
Health Services	6440		1,121,464	102,240	5,602		1,229,306
Student Personnel Administration	6450		245,822	21			245,843
Financial Aid Administration	6460		2,528,481	42,235	10,221		2,580,937
Job Placement Services	6470		1,011,167	5,655			1,016,822
Veterans Services	6480		46,380	1,452	3,058		50,890
Miscellaneous Student Services	6490		4,732,437	1,542,801	61,577		6,336,815
<b>Total Other Student Services</b>		0	12,767,451	1,766,962	81,047	9,443	14,624,903
Operation and maintenance of Plant	6500						
Building Maintenance and Repairs	6510		956,567	820,226	9,681		1,786,474
Custodial Services	6530		3,602,208	314,948	11,091		3,928,247
Grounds Maintenance and Repairs	6550		421,248	364,558	7,456		793,262
Utilities	6570			3,828,437			3,828,437
Other Operations and Maintenance of Plant	6590			1,387			1,387
<b>Total Operation and Maintenance of Plant</b>	6500	0	4,980,023	5,329,556	28,228	0	10,337,807
<b>Planning, Polcymaking and Coordinations</b>	6600		2,204,864	766,693	803		2,972,360

\* California Work Opportunity and Responsibility to Kids (CalWORKs).

CALIFORNIA COMMUNITY COLLEGES

Annual Financial and Budget Report

SUPPLEMENTAL DATA

Expend by Non-Instructional Activity

S10 General Fund - Combined

(Total Unrestricted and Restricted)

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
General Institutional Support Services	6700						
Community Relations	6710		208,790	9,701	392		218,883
Fiscal Operations	6720		2,869,967	51,381	704		2,922,052
Human Resources Management	6730		1,032,386	83,165			1,115,551
Noninstruct Staff Retirees' Benefits & Retirement *	6740		3,137,729				3,137,729
Staff Development	6750		112,896	385,032	593		498,521
Staff Diversity	6760			14,293	231		14,524
Logistical Services	6770		2,903,196	2,028,603	11,866		4,943,665
Management Information Systems	6780		5,260,748	2,092,070	851,525		8,204,343
Other General Institutional Support Services	6790		1,834,364	467,005	20,298		2,321,667
<b>Total General Institutional Support Services</b>	6700	0	17,360,076	5,131,250	885,609	0	23,376,935
Community Services & Economic Development	6800						
Community Recreation	6810						0
Community Service Classes	6820			1,370			1,370
Community Use of Facilities	6830		216,047				216,047
Economic Development	6840		2,143,569	842,502	11,393		2,997,464
Other Community Services & Economic Development	6890		311,216	37,889			349,105
<b>Total Community Services</b>	6800	0	2,670,832	881,761	11,393	0	3,563,986

\* Noninstructional Staff Retirees' Benefits & Retirement Incentives.



For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Ancillary Services	6900						
Bookstore	6910		86,654				86,654
Child Development Centers	6920						0
Farm Operations	6930						0
Food Services	6940						0
Parking	6950		1,421,910	90,158	24,761		1,536,829
Student and Co-Curricular Activities	6960		368,054	199,351	682		568,087
Student Housing	6970						0
Other Ancillary Services	6990		562,917				562,917
<b>Total Ancillary Services</b>	6900	0	2,439,535	289,509	25,443	0	2,754,487
Auxiliary Operations	7000						
Contract Education	7010		2,999	4,994	1,019		9,012
Other Auxiliary Operations	7090		397,742				397,742
<b>Total Auxillary Operations</b>	7000	0	400,741	4,994	1,019	0	406,754

CALIFORNIA COMMUNITY COLLEGES

Expend by Non-Instructional Activity

Annual Financial and Budget Report

S10 General Fund - Combined

SUPPLEMENTAL DATA

(Total Unrestricted and Restricted)

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits		Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Other Outgo (7000)	Total
		Instructional	Non Instructional				
Physical Property and Related Acquisitions	7100		491,965	80,643	3,139,312		3,711,920
Long-Term Debt and Other Financing	7200						
Long_Term Debt	7210						0
Tax revenue Anticipation Notes	7220						0
Other Financing	7290						0
<b>Total Long-Term Debt and Other Financing</b>	7200	0	0	0	0	0	0
Transfers, Student Aid and Other Outgo	7300						
Transfers	7310					3,505,076	3,505,076
Student Aid	7320					590,809	590,809
Other Outgo	7390						0
<b>Total Transfers, Student Aid and Other Outgo</b>	7300	0	0	0	0	4,095,885	4,095,885
<b>Sub-Total Non-Instructional Activites</b>		441,990	70,340,083	15,033,882	4,372,256	4,105,328	94,293,539
<b>Total Expenditures General Fund: activitles *</b>		61,629,337	76,107,871	20,968,005	5,440,462	4,105,328	168,251,003

\* Total Expenditures for the General Fund: Instructional Activities and Non-Instructional Activities.

Gann Appropriations Limit

GANN Report

DISTRICT NAME: RANCHO SANTIAGO

i.	2013-2014 Appropriations Limit:			
A.	2012-2013 Appropriations Limit:			\$214,581,335
B.	2013-2014 Price Factor:	1.0512		
C.	Population factor:			
1.	2011-2012 Second Period Actual FTES	27,930.00		
2.	2012-2013 Second Period Actual FTES	28,192.00		
3.	2012-2013 Population change factor (C2/C1)	1.0094		
D.	2012-2013 Limit adjusted by Inflation and population factors (A * B * C.3)			\$227,688,238
E.	Adjustments to increase limit:			
1.	Transfers in of financial responsibility		\$0	
2.	Temporary voter approved increases		0	
3.	Total adjustments - increase			0
	Sub-Total (D + E.3)			\$227,688,238
F.	Adjustments to decrease limit:			
1.	Transfers out of financial responsibility		\$0	
2.	Lapses of voter approved increases		0	
3.	Total adjustments - decrease			0
G.	2013-2014 Appropriations Limit (D + E.3 - F.3)			\$227,688,238
ii.	2013-2014 Appropriations Subject to Limit:			
A.	State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)			74,094,715
B.	State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)			320,000
C.	Local Property taxes			51,072,934
D.	Estimated excess Debt Service taxes			0
E.	Estimated Parcel taxes, Square Foot taxes, etc.			0
F.	Interest on proceeds of taxes			54,490
G.	Local appropriations from taxes for unreimbursed State, court, and federal mandates			615,775
H.	2013-2014 Appropriations Subject to Limit			\$124,926,364

For Actual Year: 2012-2013

Budget Year: 2013-2014

General Fund

Description	Object Code	Fund: 11 UNRESTRICTED SUBFUND		Fund: 12 RESTRICTED SUBFUND		Fund: 10 TOTAL	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100			11,989,120	12,421,946	11,989,120	12,421,946
State Revenues	8600	78,061,097	79,701,092	11,177,728	13,572,093	89,238,825	93,273,185
Local Revenues	8800	59,163,968	61,767,627	2,368,054	2,808,974	61,532,022	64,576,601
<b>Total Revenues</b>		<b>137,225,065</b>	<b>141,468,719</b>	<b>25,534,902</b>	<b>28,803,013</b>	<b>162,759,967</b>	<b>170,271,732</b>
<b>EXPENDITURES:</b>							
Academic Salaries	1000	55,565,289	55,505,062	5,310,951	5,315,991	60,876,240	60,821,053
Classified Salaries	2000	27,663,569	30,398,089	8,734,722	9,437,602	36,398,291	39,835,691
Employee Benefits	3000	36,372,638	35,516,149	4,090,039	4,419,298	40,462,677	39,935,447
Supplies and Materials	4000	734,453	1,049,665	1,491,624	2,112,614	2,226,077	3,162,279
Other Operating Expenses and Services	5000	15,000,458	18,648,888	3,741,470	6,536,058	18,741,928	25,184,946
Capital Outlay	6000	4,163,222	1,425,148	1,277,240	970,467	5,440,462	2,395,615
<b>Total Expenditures</b>		<b>139,499,629</b>	<b>142,543,001</b>	<b>24,646,046</b>	<b>28,792,030</b>	<b>164,145,675</b>	<b>171,335,031</b>
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		<b>(2,274,564)</b>	<b>(1,074,282)</b>	<b>888,856</b>	<b>10,983</b>	<b>(1,385,708)</b>	<b>(1,063,299)</b>
<b>Other Financing Sources</b>	8900	<b>20,007</b>	<b>5,000</b>			<b>20,007</b>	<b>5,000</b>
<b>Other Outgo</b>	7000	<b>3,508,107</b>	<b>1,640,000</b>	<b>597,221</b>	<b>520,279</b>	<b>4,105,328</b>	<b>2,160,279</b>
<b>Net Increase/(Decrease) in Fund Balance</b>		<b>(5,762,664)</b>	<b>(2,709,282)</b>	<b>291,635</b>	<b>(509,296)</b>	<b>(5,471,029)</b>	<b>(3,218,578)</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	43,608,426	37,633,190	1,144,209	1,435,844	44,752,635	39,069,034
Prior Years Adjustments	9020	(212,572)				(212,572)	
Adjusted Beginning Balance	9030	43,395,854		1,144,209		44,540,063	
<b>Ending Fund Balance, June 30</b>		<b>37,633,190</b>	<b>34,923,908</b>	<b>1,435,844</b>	<b>926,548</b>	<b>39,069,034</b>	<b>35,850,456</b>

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2012-2013

Budget Year: 2013-2014

DEBT SERVICE FUNDS

Description	Object Code	Fund: 21 BOND INTEREST AND REDEMPTION FUND		Fund: 22 REVENUE BOND INTEREST AND REDEMPTION FUND		Fund: 29 OTHER DEBT SERVICE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600	145,433					
Local Revenues	8800	19,028,840	18,391,991				
<b>Total Revenues</b>		<b>19,174,273</b>	<b>18,391,991</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Financing Sources	8900						
Interfund Transfers In	8981						
Other Incoming Transfers	8983	1,315,000					
<b>Total Other Financing Sources</b>		<b>1,315,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Other Outgo	7000						
Debt Retirement (Long Term Debt)	7100						
Debt Reduction	7110	5,741,878	7,816,742				
Debt Interest and Other Service Charges	7120	10,394,045	12,567,277				
Transfers Outgoing	7300 & 7400	1,315,000					
Reserve for Contingencies	7900						
<b>Total Other Outgo</b>	<b>7000</b>	<b>17,450,923</b>	<b>20,384,019</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Other Financing Sources / (Other Outgo)</b>	<b>8900 &amp; 7000</b>	<b>(16,135,923)</b>	<b>(20,384,019)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Increase/Decrease In Fund Balance</b>		<b>3,038,350</b>	<b>(1,992,028)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BEGINNING FUND BALANCE:</b>							
Net Beginning Balance, July 1	9010	12,705,429	15,743,779		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	12,705,429		0		0	
<b>Ending Fund Balance, June 30</b>		<b>15,743,779</b>	<b>13,751,751</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

For Actual Year: 2012-2013

Budget Year: 2013-2014

Special Revenue Funds

Description	Object Code	FUND: 31		FUND 32		FUND 33	
		BOOKSTORE FUND		CAFETERIA FUND		CHILD DEVELOPMENT FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100					2,106,508	1,269,299
State Revenues	8600					3,182,490	3,252,949
Local Revenues	8800	6,599,197	6,791,700			459,701	561,366
<b>Total Income</b>		6,599,197	6,791,700	0	0	5,748,699	5,083,614
<b>Expenditures</b>							
Academic Salaries	1000					2,287,497	1,997,970
Classified Salaries	2000	877,051	884,364			1,391,630	1,164,213
Employee Benefits	3000	360,754	370,472			1,540,773	1,294,120
Supplies and Materials	4000	4,897,092	5,067,500			212,015	244,975
Other Operating Expenses and Services	5000	293,871	294,000			663,968	484,763
Capital Outlay	6000	31,866	43,750			16,670	26,563
<b>Total Expenditures</b>		6,460,634	6,660,086	0	0	6,112,553	5,212,604
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		138,563	131,614	0	0	(363,854)	(128,990)
<b>Other Financing Sources</b>	8900					191,443	140,000
<b>Other Outgo</b>	7000	60,800	39,000				
<b>Net Increase/(Decrease) In Fund Balance</b>		77,763	92,614	0	0	(172,411)	11,010
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	3,573,416	3,651,179		0	172,411	0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	3,573,416		0		172,411	
<b>Ending Fund Balance, June 30</b>		3,651,179	3,743,793	0	0	0	11,010

5.2 (36)

REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2012-2013

Budget Year: 2013-2014

Special Revenue Funds

Description	Object Code	FUND: 34		FUND 35		FUND 39	
		FARM OPERATION FUND		REVENUE BOND PROJECT FUND		OTHER SPECIAL REVENUE FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800						
<b>Total Income</b>		0	0	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	0	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) In Fund Balance</b>		0	0	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0	0	0

5.2 (37)

For Actual Year: 2012-2013

Budget Year: 2013-2014

Capital Projects Funds

Description	Object Code	FUND: 41		FUND 42	
		CAPITAL QUTLAY PROJECTS FUND		REVENUE BOND CONSTRUCTION FUND	
		Actual	Budget	Actual	Budget
<b>REVENUES:</b>					
Federal Revenues	8100				
State Revenues	8600	1,956,841	381,223		
Local Revenues	8800	3,477,703	900,336	265,564	221,955
<b>Total Income</b>		<b>5,434,544</b>	<b>1,281,559</b>	<b>265,564</b>	<b>221,955</b>
<b>Expenditures</b>					
Academic Salaries	1000	3,353			
Classified Salaries	2000	545			
Employee Benefits	3000	620			
Supplies and Materials	4000		3,000		
Other Operating Expenses and Services	5000	132,453	328,487	50,765	46,200
Capital Outlay	6000	1,766,197	12,308,765	24,016,413	44,196,114
<b>Total Expenditures</b>		<b>1,903,168</b>	<b>12,640,252</b>	<b>24,067,178</b>	<b>44,242,314</b>
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		<b>3,531,376</b>	<b>(11,358,693)</b>	<b>(23,801,614)</b>	<b>(44,020,359)</b>
<b>Other Financing Sources</b>	8900	3,290,000	1,500,000		
<b>Other Outgo</b>	7000				
<b>Net Increase/(Decrease) In Fund Balance</b>		<b>6,821,376</b>	<b>(9,858,693)</b>	<b>(23,801,614)</b>	<b>(44,020,359)</b>
<b>Beginning Fund Balance:</b>					
Net Beginning Balance, July 1	9010	19,851,476	26,672,852	69,469,313	45,667,699
Prior Years Adjutments	9020				
Adjusted Beginning Balance	9030	19,851,476		69,469,313	
<b>Ending Fund Balance, June 30</b>		<b>26,672,852</b>	<b>16,814,159</b>	<b>45,667,699</b>	<b>1,647,340</b>

5.2 (38)



REVENUES, EXPENDITURES, AND FUND BALANCE DATA

870 RANCHO SANTIAGO

For Actual Year: 2012-2013

Budget Year: 2013-2014

Enterprise Funds

Description	Object Code	FUND: 51		FUND 52		FUND 53	
		BOOKSTORE FUND		CAFETERIA FUND		FARM OPERATIONS	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0	0	0	0	0
<b>Cost of Sales</b>	5890						
<b>Gross Profit or Loss</b>		0	0	0	0	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0	0	0	0	0
<b>Net Profit or Loss</b>		0	0	0	0	0	0
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	0	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	0		0		0	
<b>Ending Fund Balance, June 30</b>		0	0	0	0	0	0

5.2 (39)

For Actual Year: 2012-2013

Budget Year: 2013-2014

Enterprise Funds

Description	Object Code	FUND: 59					
		OTHER ENTERPRISE FUND					
		Actual	Budget				
<b>REVENUES:</b>							
Local Revenues	8800						
Other Financing Sources	8900						
<b>Total Income</b>		0	0				
<b>Cost of Sales</b>	5890						
<b>Gross Profit or Loss</b>		0	0				
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000						
Capital Outlay	6000						
<b>Total Expenditures</b>		0	0				
<b>Net Profit or Loss</b>		0	0				
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0				
<b>Begining Fund Balance:</b>							
Net Beginning Balance, July 1	9010		0				
Prior Years Adustments	9020						
Adjusted Beginning Balance	9030	0					
<b>Ending Fund Balance, June 30</b>		0	0				

5.2 (40)

For Actual Year: 2012-2013

Budget Year: 2013-2014

Internal Service Funds

Description	Object Code	FUND: 61		FUND 69			
		SELF-INSURANCE FUND		OTHER INTERNAL SERVICES FUND			
		Actual	Budget	Actual	Budget		
<b>REVENUES:</b>							
Local Revenues	8800	3,876,468	4,369,774	10,419,461	8,219,428		
Other Financing Sources	8900	23,573					
<b>Total income</b>		<b>3,900,041</b>	<b>4,369,774</b>	<b>10,419,461</b>	<b>8,219,428</b>		
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000	148,172	155,582				
Employee Benefits	3000	76,951	81,471	8,743,003	8,743,003		
Supplies and Materials	4000	2,971	7,889				
Other Operating Expenses and Services	5000	3,332,918	3,982,462	27,030	30,000		
Capital Outlay	6000	27,647	44,750				
<b>Total Expenditures</b>		<b>3,588,659</b>	<b>4,272,154</b>	<b>8,770,033</b>	<b>8,773,003</b>		
<b>Net Profit or Loss</b>		<b>311,382</b>	<b>97,620</b>	<b>1,649,428</b>	<b>(553,575)</b>		
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		<b>311,382</b>	<b>97,620</b>	<b>1,649,428</b>	<b>(553,575)</b>		
<b>Begining Fund Balance:</b>							
Net Beginning Balance, July 1	9010	7,230,327	7,541,709	(14,983,768)	(13,334,340)		
Prior Years Adustments	9020						
Adjusted Beginning Balance	9030	7,230,327		(14,983,768)			
<b>Ending Fund Balance, June 30</b>		<b>7,541,709</b>	<b>7,639,329</b>	<b>(13,334,340)</b>	<b>(13,887,915)</b>		

For Actual Year: 2012-2013

Budget Year: 2013-2014

Fiduciary Funds Group

Description	Object Code	FUND: 71		FUND 72		FUND 73	
		ASSOCIATED STUDENTS TRUST FUND		REPRESENTATION FEE TRUST FUND		BODY CENTER FEE TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100						
State Revenues	8600						
Local Revenues	8800	71,172	76,840	20,769	18,524		
<b>Total Income</b>		71,172	76,840	20,769	18,524	0	0
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000	10,308	12,000				
Employee Benefits	3000	350	500				
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	44,919	69,390	14,782	18,524		
Capital Outlay	6000						
<b>Total Expenditures</b>		55,577	81,890	14,782	18,524	0	0
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		15,595	(5,050)	5,987	0	0	0
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000						
<b>Net Increase/(Decrease) in Fund Balance</b>		15,595	(5,050)	5,987	0	0	0
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	297,641	313,236		34,496		0
Prior Years Adjustments	9020			28,509			
Adjusted Beginning Balance	9030	297,641		28,509		0	
<b>Ending Fund Balance, June 30</b>		313,236	308,186	34,496	34,496	0	0

5.2 (42)

For Actual Year: 2012-2013

Budget Year: 2013-2014

Fiduciary Funds Group

Description	Object Code	FUND: 74		FUND 75		FUND 76	
		FINANCIAL AID TRUST FUND		SCHOLARSHIP & LOAN TRUST FUND		INVESTMENT TRUST FUND	
		Actual	Budget	Actual	Budget	Actual	Budget
<b>REVENUES:</b>							
Federal Revenues	8100	20,850,472	24,717,660				
State Revenues	8600	1,233,339	1,390,000				
Local Revenues	8800	13,937	18,822				
<b>Total Income</b>		<b>22,097,748</b>	<b>26,126,482</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditures</b>							
Academic Salaries	1000						
Classified Salaries	2000						
Employee Benefits	3000						
Supplies and Materials	4000						
Other Operating Expenses and Services	5000	59,371	95,232				
Capital Outlay	6000						
<b>Total Expenditures</b>		<b>59,371</b>	<b>95,232</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		<b>22,038,377</b>	<b>26,031,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Financing Sources</b>	8900						
<b>Other Outgo</b>	7000	21,953,484	26,456,689				
<b>Net Increase/(Decrease) in Fund Balance</b>		<b>84,893</b>	<b>(425,439)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Beginning Fund Balance:</b>							
Net Beginning Balance, July 1	9010	1,239,272	1,324,165		0		0
Prior Years Adjustments	9020						
Adjusted Beginning Balance	9030	1,239,272		0		0	
<b>Ending Fund Balance, June 30</b>		<b>1,324,165</b>	<b>898,726</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

5.2 (43)

For Actual Year: 2012-2013

Budget Year: 2013-2014

Fiduciary Funds Group

Description	Object	FUND: 77		FUND 79	
	Code	DEFERRED COMPENSATION TRUST FUND		OTHER TRUST FUNDS	
		Actual	Budget	Actual	Budget
<b>REVENUES:</b>					
Federal Revenues	8100				
State Revenues	8600				
Local Revenues	8800			2,142,224	1,860,559
<b>Total Income</b>		0	0	2,142,224	1,860,559
<b>Expenditures</b>					
Academic Salaries	1000				
Classified Salaries	2000			569,115	571,139
Employee Benefits	3000			166,885	168,071
Supplies and Materials	4000			26,403	34,700
Other Operating Expenses and Services	5000			1,216,220	956,152
Capital Outlay	6000			110,816	136,000
<b>Total Expenditures</b>		0	0	2,089,439	1,866,062
<b>Excess /(Deficiency) of Revenues over Expenditures</b>		0	0	52,785	(5,503)
<b>Other Financing Sources</b>	8900			60,800	39,000
<b>Other Outgo</b>	7000				
<b>Net Increase/(Decrease) in Fund Balance</b>		0	0	113,585	33,497
<b>Beginning Fund Balance:</b>					
Net Beginning Balance, July 1	9010		0	1,133,379	1,246,964
Prior Years Adjustments	9020				
Adjusted Beginning Balance	9030	0		1,133,379	
<b>Ending Fund Balance, June 30</b>		0	0	1,246,964	1,280,461

5.2 (44)

Annual Financial and Budget Report

SUPPLEMENTAL DATA

For Actual Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Fund Number In	Fund Name	Fund Number Out	Fund Name	Amount Transferred
33	CHILD DEVELOPMENT FUND	11	UNRESTRICTED SUBFUND	191,443
41	CAPITAL OUTLAY PROJECTS FUND	11	UNRESTRICTED SUBFUND	3,290,000
61	SELF-INSURANCE FUND	11	UNRESTRICTED SUBFUND	23,573
79	OTHER TRUST FUNDS	31	BOOKSTORE FUND	60,800

**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Receipt and Expenditures of Lottery Proceeds**

**Lottery Actual Report**

**L10 GENERAL FUND**

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		Total
		Instructional & Institutional Unrestricted	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional Materials Proposition 20 (AC 0100-4900)	
<b>Lottery Adjustments and Proceeds:</b>							
Net Beginning Balance, July 1	9010					559,003	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			559,003	
<b>Actual Fiscal Year Data</b>							
State Lottery Proceeds:	8681		3,164,887			793,994	
		Instructional & Institutional Unrestricted				Instructional Materials Proposition 20	Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional (AC 0100-4900)	
<b>Expenditures</b>							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
<b>Supplies &amp; Materials</b>							
Software	4100				0	3,588	3,588
Books, Magazines, & Periodicals	4200				0	17,356	17,356
Instructional Supplies & Materials	4300				0	702,876	702,876
Noninstructional Supplies & Mtris	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	723,820	723,820
Other Operating Expenses and Services	5000		3,164,887		3,164,887	155,988	3,320,875
<b>Capital Outlay</b>							
Library Books	6300				0	32,068	32,068
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	32,068	32,068
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	3,164,887	0	3,164,887	911,876	4,076,763
<b>Ending Balance</b>					0	441,121	441,121

5.2 (46)



**CALIFORNIA COMMUNITY COLLEGES**  
**Annual Financial and Budget Report**  
**SUPPLEMENTAL DATA**

**Receipt and Expenditures of Lottery Proceeds**

**Lottery Budget Report**

**L10 GENERAL FUND**

For Actual Year: 2012-2013

Budget Year: 2013-2014

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Unrestricted			Restricted Prop 20		Total
		Instructional Activities (AC 0100-5900)	Support Activities (AC 6000-6700)	Support Activities (AC 6800-7390)	Total Unrestricted	Instructional Materials Proposition 20 (AC 0100-4900)	
<b>Lottery Adjustments and Proceeds:</b>							
Net Beginning Balance, July 1	9010					441,121	
Adjustments	9020						
Adjusted Beginning Balance	9030		0			441,121	
<b>Budget Fiscal Year Data</b>							
State Lottery Proceeds:	8681		3,605,765			858,516	
<b>Expenditures</b>							
Academic Salaries	1000				0		0
Classified Salaries	2000				0		0
Employee Benefits	3000				0		0
<b>Supplies &amp; Materials</b>							
Software	4100				0	5,487	5,487
Books, Magazines, & Periodicals	4200				0	17,360	17,360
Instructional Supplies & Materials	4300				0	1,087,173	1,087,173
Noninstructional Supplies & Mtrls	4400				0		0
<b>Total Supplies and Materials</b>		0	0	0	0	1,110,020	1,110,020
Other Operating Expenses and Services	5000		3,605,765		3,605,765	153,684	3,759,449
Capital Outlay	6000						
Library Books	6300				0	35,933	35,933
Equipment	6400						
Equipment - Additional	6410				0		0
Equipment - Replacement	6420				0		0
<b>Total Capital Outlay</b>		0	0	0	0	35,933	35,933
Other Outgo	7000				0		0
<b>Total Expenditures</b>		0	3,605,765	0	3,605,765	1,299,637	4,905,402
<b>Ending Balance</b>					0	0	

5.2 (47)

Annual Financial and Budget Report

For Actual Year: 2012-2013

District ID: 870

Name: RANCHO SANTIAGO

Activity Classification	Activity Code	Salaries and Benefits	Operating Expenses	Capital Outlay	Total
		(Obj 1000-3000)	(Obj 4000-5000)	(Obj 6000)	
Instructional Activities	0100-5900	20,761,952	0	0	20,761,952
TOTAL		20761952	0	0	20761952

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

To:	Board of Trustees	Date:	September 23, 2013
Re:	Approval of Lease Agreement with YayPlanner		
Action:	Request for Approval		

**BACKGROUND**

The District operates a business incubator for start-up digital media companies at the Digital Media Center (DMC). The incubator was developed as a result of grant funding received from the U.S. Department of Commerce, Economic Development Administration.

**ANALYSIS**

YayPlanner is a social network centered around real world activities, events, and experiences. Their website advances the ideas of check-ins and status updates by shifting the focus to what people and businesses do, not where they are and what they think. People and organizations can post, and add events, activities, and things to do to their bucket list, and can caption and upload photos of their experiences completing them.

As a start-up, the Yayplanner is looking to validate their business model by taking advantage of the valuable services provided for entrepreneurs at the DMC, including mentorship, access to student interns, access to investors, and office space. Through these services, the company hopes to grow and create much needed jobs in our community.

The recommended lease conforms to the District's standard lease agreement for DMC tenants and is for a period of one year: August 05, 2013 to August 04, 2014. The square footage for the rentable area included in this lease agreement is 121 square feet.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the lease agreement with YayPlanner and authorize the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$2,468.40	Board Date:	September 23, 2013
Prepared by:	Enrique Perez, Assistant Vice Chancellor, Educational Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Adoption of Resolution No. 13-33 – Emergency Repair of the Russell Hall Panels and Guardrails at Santa Ana College	
Action:	Request for Adoption	

**BACKGROUND:**

On September 9, 2013, a single panel on the third floor mosaic exterior walkway guardrail dislodged from the railing system and fell from the east facing exterior of the Russell Hall building at Santa Ana College.

**ANALYSIS:**

There were no personal injuries or property damage from the incident and the campus has taken appropriate precautions to protect against any future incidents, injuries or damages.

The condition of the guardrail panels was assessed by a structural engineer on the same day and a recommendation about an interim repair and replacement of approximately 39 panels for the entire building on all floors has been provided. The panels are an integral part of the guardrail system which is required and necessary to maintain safety for students and staff.

Immediate action must be taken to undertake an interim temporary repair and replacement and concurrently plan for future replacement. Pursuant to Public Contract Code 20654, the Board can approve contractors for labor, furnishings, materials and supplies without advertising for bids when an emergency exists. Legal counsel, Hugh Lee, has reviewed and approved the resolution.

Funding sources are to be determined and may be multiple: Capital Outlay, Scheduled Maintenance and Facilities

**RECOMMENDATION:**

It is recommended that the Board of Trustees adopt Resolution No. 13-33, emergency repair of the Russell Hall panels and guardrails at Santa Ana College as presented.

Fiscal Impact:	Costs to be Determined	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

## EMERGENCY RESOLUTION NO. 13-33

### AN EMERGENCY RESOLUTION OF THE GOVERNING BOARD OF TRUSTEES OF THE RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT FOR EMERGENCY REPAIR OF THE RUSSELL HALL PANELS AND GUARDRAILS AT SANTA ANA COLLEGE.

**WHEREAS**, Rancho Santiago Community College District ("District") is the owner of certain real property located in Santa Ana, California and commonly known as Santa Ana College ("District's Property"); and

**WHEREAS**, on September 9, 2013 at approximately 11:00 am, a single panel on the third floor mosaic exterior walkway guardrail dislodged from the railing system and fell from the east facing exterior of the Russell Hall building; and

**WHEREAS**, there were no personal injuries or property damage from the incident; and

**WHEREAS**, the campus has taken appropriate precautions to protect against any future incidents, injuries or damages; and

**WHEREAS**, condition of the guardrail panels was assessed by a structural engineer on the same day; and

**WHEREAS**, a recommendation about an interim repair and replacement of approximately 39 panels for the entire building on all floors has been provided by the structural engineer; and

**WHEREAS**, the panels are an integral part of the guardrail system which is required and necessary; and

**WHEREAS**, repair and replacement of the guardrail panels and necessary guardrails (the "Work") is essential to the health, safety, and welfare of students, staff and public users of the District's Property; and

**WHEREAS**, immediate action must be taken to undertake an interim temporary repair and replacement; and

**WHEREAS**, an emergency situation exists due to the need to complete the interim repair and future replacement work to maintain student and staff health and safety; and

**WHEREAS**, it would take the District several months to proceed through the formal bidding process to select an appropriate contractor or contractors to perform the Work, and

**WHEREAS**, the future permanent replacement work may require further design and Division of State Architect approval; and

**WHEREAS**, competitive bidding for the Work would cause unnecessary delay in completion of the Work which would jeopardize the health and safety of staff and students; and

**WHEREAS**, California Public Contract Code section 20654 provides:

In an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property, the board may by unanimous vote, with the approval of the county superintendent of schools, do either of the following:

- (1) Make a contract in writing or otherwise on behalf of the district for the performance of labor and furnishing of materials or supplies for the purpose without advertising for or inviting bids.

**WHEREAS**, Meakin v. Steveland (1977) 68 Cal.App.3d 490 and Los Angeles Dredging Company v. Long Beach (1930) 210 Cal. 348 hold that statutes requiring competitive bidding do not apply when competitive bidding would not produce any advantage; and

**WHEREAS**, completion of the Work is an integral part of ensuring a safe and adequate educational environment and, therefore, it would not produce any advantage to the District to competitively bid the Work.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board makes the following findings regarding the emergency which exists;

1. That the above recitals are true and correct.
2. That the District Governing Board, pursuant to Public Contract Code Section 20654, unanimously finds that the condition of the District Property affected by the panels attached to the guardrail system constitutes an emergency that should be immediately addressed.
3. That completion of the interim replacement and future replacement work on the District's Property is necessary to avoid danger to life and property. Such work could include hazardous material testing and inspection, abatement and removal, demolition, inspection, replacement of panels, design of new panels and installation of new panels and other work, labor and costs associated with the replacement work.
4. That it would not produce any advantage to the District to require competitive bidding for the repair and replacement work.
5. The conditions created by the failure of the panels attached to the guardrail system on the second and third floors of the Russell Hall building, on the District's Property constitute an "emergency" as defined by Public Contract Code section 1102.
6. That the District hereby authorizes the Chancellor, or his designee, to enter into such contracts as he shall deem appropriate or necessary for the Work, all with the approval of the Orange County Superintendent of Schools as provided in Public Contract Code section 20654. Any such contracts entered into by virtue of this emergency resolution shall be subject to and shall require subsequent ratification by the Governing Board of the Rancho Santiago Community College District.

ADOPTED, SIGNED AND APPROVED, this September 23, 2013.

BOARD OF TRUSTEES OF THE  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
OF ORANGE COUNTY, CALIFORNIA

BY \_\_\_\_\_  
Board of Trustees President

BY \_\_\_\_\_  
Chancellor

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Addendum for Lease with Career Technical Education Partnership Central Orange County	
Action:	Request for Approval	

**BACKGROUND:**

On August 1, 2000 the Board of Trustees approved an agreement with Orange County Department of Education for Career Technical Education Partnership Central Orange County formerly Central Orange County Regional Occupational Program to lease Suite #301 at 2323 North Broadway Avenue, Santa Ana, CA.

**ANALYSIS:**

Orange County Department of Education for Career Technical Education Partnership Central Orange County would like to extend the lease agreement with Rancho Santiago College District till August 11, 2016.

Rental rates are as follows:

Period	Rentable Sq. Ft.	Rental Rate	Monthly Rate
Year 1 8/12/13 - 8/11/14	3,343	\$1.45	\$4,847.35
Year 2 8/12/14 - 8/11/15	3,343	\$1.45	\$4,847.35
Year 3 8/12/15 - 8/11/16	3,343	TBD	TBD

Rental rates have not increased under this agreement with the Career Technical Education Partnership Central Orange County due to the lack of Cost of Living Adjustments provided by the state for Regional Occupational Programs.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the addendum with Orange County Department of Education for Career Technical Education Partnership Central Orange County to lease Suite #301 at 2323 North Broadway Avenue, Santa Ana, CA as presented.

Fiscal Impact:	NA	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Agreement for Environmental Consulting Services	
Action:	Request for Approval	

**BACKGROUND:**

On July 22, 2013 the Board of Trustees approved an agreement to purchase 1.5 acres of property across the street from Santa Ana College on the southeast corner of Bristol Street and 17<sup>th</sup> Street. The property is at 1240 West 17<sup>th</sup> Street, Santa Ana, California.

**ANALYSIS:**

As part of the District's due diligence for investigating the site, Environmental Audit Inc., was selected as the consultant to review the seller's previous environmental reports, after a Request for Proposals was sent to three environmental firms. It was then determined that identification, excavation, removal and proper disposal of soil containing volatile organic compounds (VOC) including petroleum contamination is required at the property located at 1240 West 17<sup>th</sup> Street, Santa Ana, California. The area of impacted soil is surficial spot contamination and was identified to exist in a limited area. The costs for the work is currently a not to exceed fee, but could increase. The work is contingent upon approval of the District's Work Plan by the County Department of Health. There is also an existing block wall in the vicinity of the area of excavation proposed which may be impacted but will not be known until further soil removal and confirmation sampling is conducted. The District has been working with the seller on coordinating access to the site for further investigation and proper removal of soil.

The contract is for a total cost not to exceed \$10,734.

This project was funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement for environmental consulting services with Environmental Audit Inc. as presented.

Fiscal Impact:	Not to exceed \$10,734	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #6, Bid #1180 – Contract with WoodCliff Corporation for Construction Services for Perimeter Site Improvements for Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On November 13, 2012, the Board of Trustees awarded a contract to WoodCliff Corporation for Bid #1180 for perimeter site improvements at Santa Ana College.

**ANALYSIS**

During the course of construction for the project, the contractor had to increase the width of the speed bumps between parking lots #4 and #5 from 3 feet to 8 feet on both sides of the loop road at the 17<sup>th</sup> Street and Bristol Street pedestrian walkway to improve and mitigate the speed of the vehicles.

Change Order #6 increases the contract by \$2,586. The revised contract amount is \$5,589,815. Staff was able to negotiate a savings of \$1,280. 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 8.81% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #6, Bid #1180 for WoodCliff Corporation at Santa Ana College as presented.

Fiscal Impact:	\$2,586	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

<b>CHANGE ORDER</b>		Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640	
Project:	Santa Ana College - Perimeter Site Improvements	Bid No. 1180	P.O. # 13-BP000260
		D.S.A. No.	#04-112268
Contractor:	WoodCliff Corporation	Change Order No.	<b>06</b>
Architect:	Westberg-White, Inc.	Date:	September 23, 2013

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		\$5,137,000.00
Previous Change Orders	\$450,229.00	
This Change Order	\$2,586.00	
Total Change Orders		\$452,815.00
Revised Contract Amount		\$5,589,815.00
Previous Time Extensions	3 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		3 calendar days
Original Completion Date		December 31, 2013
Revised Contract Completion Date		January 3, 2014
RSCCD Board Approval Date		September 23, 2013

Architect	Authorized Signature	Date
Contractor Name	Authorized Signature	Date
Construction Manager - Bernards	Authorized Signature	Date
District Inspector	Authorized Signature	Date
Director - District Construction and Support Services	Authorized Signature	Date
Alex Oviedo District Construction Supervisor	Authorized Signature	Date
Carri Matsumoto Assistant Vice Chancellor - Facility Planning	Authorized Signature	Date
Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services	Authorized Signature	Date

# Board Change Order Summary

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

<b>Project:</b> <i>Santa Ana College - Perimeter Site Improvements</i>		<b>Bid No.</b> 1180	<b>P.O. #</b> 13 BP-000260
		<b>D.S.A. No.</b> #04-112268	
<b>Contractor:</b> <i>WoodCliff Corporation</i>		<b>Change Order No.</b> 6	
<b>Architect:</b> <i>Westberg-White, Inc.</i>		<b>Date:</b> <i>September 23, 2013</i>	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Increase the width of the speed bump from 3'-0" to 8'-0" wide on both sides of the loop road at the 17th Street &amp; Bristol Pedestrian Walkway (Original Quote \$4,136.00)</p> <p><b>REASON:</b> To better control the speed of vehicles</p> <p><b>REQUESTOR:</b> Architect</p> <p><b>TIME EXTENSION:</b> 0 calendar days</p>		\$2,586.00
<b>Sub-Total</b>		\$0.00	\$2,586.00
<b>Total</b>			\$2,586.00

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #7, Bid #1134 - Contract with Tropical Plaza Nursery Inc., for Landscaping for Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On June 20, 2011, the Board of Trustees awarded a contract to Tropical Plaza Nursery, Inc. for Bid #1134, landscaping work for the Humanities Building at Santiago Canyon College. This is the completion contract originally awarded to Sierra Landscape.

**ANALYSIS:**

Change Order #7 is a combination of deducts and additives to reconcile contract accounting for changes in contract scope. The items are related removal of unnecessary trees, and to deduct the unused allowance.

Change Order #7 as outlined, decreases the contract by \$30,608.60. The revised contract amount is \$464,410.86. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 19.13% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #7, Bid #1134 for Tropical Plaza Nursery, Inc., for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	-\$30,608.60	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

<b>CHANGE ORDER</b>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1134	P.O. # 12-P0019622
Contractor: Tropical Plaza Nursery, Inc.	D.S.A. No.	04-110212	
Architect: LPA Inc	Change Order No.	7	
	Date:	July 23, 2013	

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		\$389,823.00
Previous Change Orders	\$105,196.46	
This Change Order	-\$30,608.60	
Total Change Orders		\$74,587.86
Revised Contract Amount		\$464,410.86
Previous Time Extensions	4 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		4 calendar days
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 29, 2011
RSCCD Board Approval Date		September 23, 2013

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville CS	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Director - District Construction and Support Services		_____ Date
Carri Matsumoto _____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date

# Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building	Bid No. 1134	P.O. # 12-P0019622
	D.S.A. No. 04-110212	
Contractor: Tropical Plaza Nursery, Inc.	Change Order No. 7	
Architect: LPA Inc	Date: July 23, 2013	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<p><b>DESCRIPTION:</b> Administrative change order to rescind previously approved additive change order # 01 for costs associated with Synthetic Turf</p> <p><b>REASON:</b> The cost already covered in the scope &amp; contract. Therefore this is a net zero change to the district.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$30,586.00	\$0.00
2.0	<p><b>DESCRIPTION:</b> Administrative change order to rescind previously approved deductive Change Order #04 for Synthetic Turf</p> <p><b>REASON:</b> There costs were not covered in the scope and contract. This is a net zero change to the District.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$0.00	\$12,550.65
3.0	<p><b>DESCRIPTION:</b> Administrative change order to remove 84" box trees from landscaping contract.</p> <p><b>REASON:</b> The 84" box trees was not required.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$12,000.00	\$0.00

# Board Change Order Summary

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

<b>Project:</b> Santiago Canyon College Humanities Building		<b>Bid No.</b> 1134	<b>P.O. #</b> 12-P0019622
		<b>D.S.A. No.</b> 04-110212	
<b>Contractor:</b> Tropical Plaza Nursery, Inc.		<b>Change Order No.</b> 7	
<b>Architect:</b> LPA Inc		<b>Date:</b> July 23, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
4.0	<p><b>DESCRIPTION:</b> Administrative change order to deduct unused allowance budget.</p> <p><b>REASON:</b> Administrative Change Order to deduct unused allowance budget.</p> <p><b>REQUESTOR:</b> District</p> <p><b>TIME EXTENSION:</b> ADDS 0 calendar days</p>	\$573.25	\$0.00
<b>Sub-Total</b>		\$43,159.25	\$12,550.65
<b>Total</b>			-\$30,608.60



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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #2, Bid #1139 - Contract with Dynalectric Inc., for Electrical Work for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

On June 20, 2011, the Board of Trustees awarded a contract to Dynalectric, Inc. for Bid #1139 , electrical work for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College.

**ANALYSIS:**

Due to the District's continued use of the existing Building "S" portables to house GED classes, portions of the scope of work were not required. Therefore, the District is due a credit.

Change Order #2 as outlined, decreases the contract by \$4,930. The revised contract amount is \$26,212.22. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 31.06% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #2, Bid #1139 Dynalectric, Inc., for the Chapman Entry Drive and Learning Resource Center Parking Lot at Santiago Canyon College as presented.

Fiscal Impact:	- \$4,930	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# CHANGE ORDER

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

Project:	Chapman Entry Dr. and LRC Parking Lot- 1656B	Bid No. 1139	P.O. # 10-BP000228
		D.S.A. No. 04-110582	
Contractor:	Dynalectric	Change Order No. 2	
Architect:	LPA, Inc.	Date: July 16, 2013	

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		\$20,000.00
Previous Change Orders	\$11,142.22	
This Change Order	-\$4,930.00	
Total Change Orders		\$6,212.22
Revised Contract Amount		\$26,212.22
Previous Time Extensions	0 Calander Days	
Time Extension - This Change Order	0 days	
Total Time Extensions		
Original Completion Date		January 28, 2013
Revised Contract Completion Date		January 28, 2013
RSCCD Board Approval Date		September 23, 2013

\_\_\_\_\_  
Architect Authorized Signature Date \_\_\_\_\_

\_\_\_\_\_  
Contractor Name Authorized Signature Date \_\_\_\_\_

\_\_\_\_\_  
Construction Manager Authorized Signature Date \_\_\_\_\_

\_\_\_\_\_  
District Inspector Authorized Signature Date \_\_\_\_\_

\_\_\_\_\_  
Director - District Construction and Support Services Date \_\_\_\_\_

Carrie Matsumoto  
Assistant Vice Chancellor - Facility Planning Authorized Signature Date \_\_\_\_\_

Peter J. Hardash  
Vice Chancellor, Business Operations/Fiscal Services Date \_\_\_\_\_

# Board Change Order Summary

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

Project: Chapman Entry Dr. and LRC Parking Lot- 1656B		Bid No. 1139	P.O. # 10-BP000228
		D.S.A. No. 04-110582 N/A	
Contractor: Dynalectric		Change Order No. 2	
Architect: LPA, Inc.		Date: July 16, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Deductive change order due to the elimination of electrical work in Phase 2.  <u>REASON:</u> District will continue to occupy building "S" portables.  <u>REQUESTOR:</u> District <u>TIME EXTENSION:</u> 0 days	\$4,930.00	\$0.00
<b>Sub-Total</b>		<b>\$4,930.00</b>	<b>\$0.00</b>
<b>Total</b>			<b>-\$4,930.00</b>

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #15, Bid #1139 - Contract with Dynalectric Inc., for Electrical Work for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND**

On March 22, 2010, the Board of Trustees awarded a contract to Dynalectric Inc., for Bid #1139, electrical work for the Humanities Building at Santiago Canyon College.

**ANALYSIS**

Change Order #15 increases the contract by \$2,365. Additional battery clocks were needed for the third floor classrooms of the Humanities Building. The revised contract amount is \$3,889,051.38. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 7.49% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Change Order #15, Bid #1139 for Dynalectric Inc., for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$2,365	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

<b>CHANGE ORDER</b>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1139	P.O. # 10-BP000225
Contractor: Dynalectric	D.S.A. No.	04-110212	
Architect: LPA Inc	Change Order No.	15	
	Date:	May 2, 2013	

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		\$3,617,900.00
Previous Change Orders	\$268,786.38	
This Change Order	\$2,365.00	
Total Change Orders		\$271,151.38
Revised Contract Amount		\$3,889,051.38
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 24, 2011
Revised Contract Completion Date		June 6, 2013
RSCCD Board Approval Date		September 23, 2013

\_\_\_\_\_  
Architect Authorized Signature Date

\_\_\_\_\_  
Contractor Name Authorized Signature Date

\_\_\_\_\_  
Construction Manager - Seville CS Authorized Signature Date

\_\_\_\_\_  
District Inspector Authorized Signature Date

Darryl A. Odum  
\_\_\_\_\_  
Director - District Construction and Support Services Date

\_\_\_\_\_  
Assistant Vice Chancellor - Facility Planning Authorized Signature Date

Peter J. Hardash  
\_\_\_\_\_  
Vice Chancellor, Business Operations/Fiscal Services Date

# Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1139	P.O. # 10-BP000225
Contractor: Dynalectric		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 15	
		Date: May 2, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Additional Battery Clocks for 3rd Floor Classrooms as requested by architect.  <u>REASON:</u> Battery clocks were not shown at the 3rd floor per original design and are needed.  <u>REQUESTOR:</u> Architect  <u>TIME EXTENSION:</u> 0 calendar days		2,365
Sub-Total		\$0.00	\$2,365.00
Total			\$2,365.00

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #17, Bid #1139 - Contract with Dynalectric Inc., for Electrical Work for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND**

On March 22, 2010, the Board of Trustees awarded a contract to Dynalectric Inc., for Bid #1139, electricity for the Humanities Building at Santiago Canyon College.

**ANALYSIS**

Change Order #17 increases the contract by \$7,609.67. The majority of lighting work is to cover additional circuits and electrical work to add push plates at the automatic operating doors for access compliance. In addition, additional electrical work was needed in the lecture hall and landscaped areas. The revised contract amount is \$3,910,965.05. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 8.1% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Change Order #17, Bid #1139 for Dynalectric Inc., for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$7,609.67	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

<b>CHANGE ORDER</b>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1139	P.O. # 10-BP000225
Contractor: Dynalectric	D.S.A. No. 04-110212		
Architect: LPA Inc	Change Order No. 17	Date: August 1, 2013	

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		\$3,617,900.00
Previous Change Orders	\$285,455.38	
This Change Order	\$7,609.67	
Total Change Orders		\$293,065.05
Revised Contract Amount		\$3,910,965.05
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		September 24, 2011
Revised Contract Completion Date		June 6, 2013
RSCCD Board Approval Date		September 23, 2013

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville CS	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Director - District Construction and Support Services		_____ Date
_____ Cari Matsumoto Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
_____ Peter J. Hardash Vice Chancellor, Business Operations/Fiscal Services		_____ Date



# Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1139	P.O. # 10-BP000225
Contractor: Dynalectric		D.S.A. No. 04-110212	
Architect: LPA Inc		Change Order No. 17	
		Date: August 1, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Provide labor and material to install access compliant push plates at doors 225B & 236B. <u>REASON:</u> To meet requirements as per RFI H-715 <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> 0 calendar days		\$ 3,978.59
2.0	<u>DESCRIPTION:</u> Provide labor and material to provide electrical breakers that service the auditorium. <u>REASON:</u> To meet requirements as per RFI H-777 <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> 0 calendar days		\$ 986.65
3.0	<u>DESCRIPTION:</u> Provide labor & material to temporarily install bridge light fixture on exterior wall eastside. <u>REASON:</u> To meet requirements as per RFI H-741 <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> 0 calendar days		\$ 478.43
4.0	<u>DESCRIPTION:</u> Added electrical circuiting needed for light fixtures. <u>REASON:</u> Architect clarified circuiting for light fixtures in landscape drawings <u>REQUESTOR:</u> Architect <u>TIME EXTENSION:</u> 0 calendar days		\$ 2,166.00
Sub-Total		\$0.00	\$7,609.67
Total			\$7,609.67

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #2, Bid #1145 - Contract with K & Z Cabinets for Casework, Fixtures and Laboratory Equipment for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND**

On May 17, 2010, the Board of Trustees awarded a contract to K & Z Cabinets for Bid #1145, casework, fixtures and laboratory equipment for the Humanities Building at Santiago Canyon College.

**ANALYSIS**

Additional resurfacing of restroom countertops was needed in levels 1, 2, and 3 of the restrooms. Contractor removed profit and the pricing only includes labor.

Change Order #2 increases the contract by \$1,872.00. The revised contract amount is \$107,662. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Staff was able to negotiate a savings of \$528. Total change orders for the project are -5.3% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Change Order #2, Bid #1145 for K & Z Cabinets, for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$1,872.00	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

<b>CHANGE ORDER</b>	Rancho Santiago Community College District 2323 N. Broadway, Santa Ana, CA 92706-1640		
	Project: Santiago Canyon College Humanities Building	Bid No. 1145	P.O. # 10-P0014697
Contractor: K&Z Cabinets Co Inc	D.S.A. No.	04-110212	
Architect: LPA Inc	Change Order No.	2	
	Date:	July 26, 2013	

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		\$113,690.00
Previous Change Orders	-\$7,900.00	
This Change Order	\$1,872.00	
Total Change Orders		-\$6,028.00
Revised Contract Amount		\$107,662.00
Previous Time Extensions	0 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		0 calendar days
Original Completion Date		October 12, 2011
Revised Contract Completion Date		October 12, 2011
RSCCD Board Approval Date		September 23, 2013

_____ Architect	_____ Authorized Signature	_____ Date
_____ Contractor Name	_____ Authorized Signature	_____ Date
_____ Construction Manager - Seville CS	_____ Authorized Signature	_____ Date
_____ District Inspector	_____ Authorized Signature	_____ Date
_____ Director - District Construction and Support Services		_____ Date
Carri Matsumoto _____ Assistant Vice Chancellor - Facility Planning	_____ Authorized Signature	_____ Date
Peter J. Hardash _____ Vice Chancellor, Business Operations/Fiscal Services		_____ Date

# Board Change Order Summary

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

<b>Project:</b> Santiago Canyon College Humanities Building	<b>Bid No.</b> 1145	<b>P.O. #</b> 10-P0014697
	<b>D.S.A. No.</b> 04-110212	
<b>Contractor:</b> K&Z Cabinets Co Inc	<b>Change Order No.</b> 2	
<b>Architect:</b> LPA Inc	<b>Date:</b> July 26, 2013	

ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u> Resurface the tops of the restroom countertops at level 1, 2, and 3 restrooms. Contractor removed profit and only includes labor. Total savings \$528.  <u>REASON:</u> Contractor removed scratches from countertops  <u>REQUESTOR</u> Construction Manager  <u>TIME EXTENSION:</u> ADDS    calendar days		\$1,872.00
<b>Sub-Total</b>		<b>\$0.00</b>	<b>\$1,872.00</b>
<b>Total</b>			<b>\$1,872.00</b>

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

To:	Board of Trustees	Date: September 23, 2013
Re:	Approval of Change Order #12, Bid #1147 - Contract with Inland Empire Architectural Specialties Inc., for the Humanities Building at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND**

On March 22, 2010, the Board of Trustees awarded a contract to Inland Empire Architectural Specialties Inc., for Bid #1147, interiors for the Humanities Building at Santiago Canyon College.

**ANALYSIS**

Contractor had to modify doors in the atrium and stairwell #2 to ensure doors closed properly as a result of changes to the smoke control evacuation system.

Change Order #12 increases the contract by \$528.13. The revised contract amount is \$1,240,077.25. The costs indicated in the change order are considered fair, reasonable and within industry standards by the architect, construction manager and staff. Total combined change orders for the project are 4.56% of construction cost. Pursuant to Administrative Regulation 3504, staff has approved this change order.

This project was funded by Measure E.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Change Order #12, Bid #1147 for Inland Empire Architectural Specialties Inc., for the Humanities Building at Santiago Canyon College as presented.

Fiscal Impact:	\$528.13	Board Date: September 23, 2013
Prepared by:	Carri Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# CHANGE ORDER

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

Project: Santiago Canyon College Humanities Building	Bid No. 1147	P.O. # 10-P0014649
	D.S.A. No. 04-110212	
Contractor: Inland Empire Architectural Specialties	Change Order No. 12	
Architect: LPA Inc	Date: July 26, 2013	

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		\$1,186,000.00
Previous Change Orders	\$53,549.12	
This Change Order	\$528.13	
Total Change Orders		\$54,077.25
Revised Contract Amount		\$1,240,077.25
Previous Time Extensions	1 calendar days	
Time Extension - This Change Order	0 calendar days	
Total Time Extensions		1 calendar day
Original Completion Date		November 25, 2011
Revised Contract Completion Date		November 26, 2011
RSCCD Board Approval Date		September 23, 2013

Architect \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Contractor Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Construction Manager - Seville CS \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

District Inspector \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Director - District Construction and Support Services \_\_\_\_\_ Date \_\_\_\_\_

Carri Matsumoto  
Assistant Vice Chancellor - Facility Planning \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Peter J. Hardash  
Vice Chancellor, Business Operations/Fiscal Services \_\_\_\_\_ Date \_\_\_\_\_

# Board Change Order Summary

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

Project: Santiago Canyon College Humanities Building		Bid No. 1147	P.O. # 10-P0014649
		D.S.A. No. 04-110212	
Contractor: Inland Empire Architectural Specialties		Change Order No. 12	
Architect: LPA Inc		Date: July 28, 2013	
ITEM NO.	EXPLANATION:	CREDIT	EXTRA
1.0	<u>DESCRIPTION:</u>  Contractor had to modify various doors to conform to the smoke control design and to ensure the doors closed properly.  <u>REASON:</u> Code requirement  <u>REQUESTOR:</u> Construction Manager  <u>TIME EXTENSION:</u> ADDS 0 calendar days		\$528.13
Sub-Total		\$0.00	\$528.13
Total			\$528.13

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

To:	Board of Trustees	Date:	September 23, 2013
Re:	Award of Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services Project		
Action:	Request for Approval		

**BACKGROUND**

With the construction of the Santiago Canyon College (SCC) gymnasium complete, an integrated sound system is required.

The gymnasium is a large space encompassing three separate basketball courts needing audio support for both audio presentation and voice announcement. Vantage Technology Consultant Group (Vantage) was retained to evaluate the space, building design and usage requirements in order to provide detailed project specifications, scope of work and equipment recommendations for a turnkey audio system to be installed within the gym, lobby and audio storage room. The equipment consists of speakers, amplifiers, hard-wired and wireless microphone systems, and various media input devices. Additionally, a computer and an integrated equipment control system are included in the systems design.

Due to the bid limit, this project required us to go through the public bidding process and obtain board approval.

**ANALYSIS**

The project was advertised and distributed to twelve (12) audio integrators. A mandatory pre-bid conference and site walk was held on August 6, 2013 and was attended by five (5) potential bidders. Three (3) companies provided bids for the project. Bid submissions were reviewed in detail by Vantage, ensuring the integrator’s certifications, equipment list, references, licenses and submittals met project requirements and specifications. Audio Video Design Build Group (AVDB) is the low bidder meeting specifications. While all bids were submitted for the same scope of work, higher product mark-up and installation charges as well as additional costs such as freight, not charged by the low bidder, are reasons for the price variances among bidders.

<b>VENDOR</b>	<b>RESPONSE</b>
Audio Video Design Build Group (AVDB)	\$ 138,150.75
Digital Networks Group, Inc.	\$ 151,025.03
Golden Star Technology, Inc.	\$ 166,493.48
Western Audio Visual	No Response
Anderson Audio Visual	No Response
CompView Solutions and Support	No Response
Spinitar	No Response
Golden State AV, Inc.	No Response
Global Presenter	No Response
Galaxy Audio Visual	No Response
AVI-SPI	Notified No Bid
Cibola Systems	Notified No Bid



**RECOMMENDATION**

It is recommended that the Board of Trustees accept the bids and approve the award of Bid #1214 – Gymnasium Audio System, Installation and Maintenance Services to Audio Video Design Build Group.

Fiscal Impact:	\$138,150.75	Board Date: September 23, 2013
Prepared by:	Tracey Conner-Crabbe, Director of Purchasing Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**Bid #1214-Gymnasium Audio System, Installation and Maintenance Services**

**Bid Recap**

<b>Bidder</b>	<b>Bid Amount</b>
1. Audio Video Design Build Group (AVDB)	\$138,150.75
2. Digital Networks Group, Inc.	\$151,025.03
3. Golden Star Technology, Inc.	\$166,493.48

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
Educational Services

To: Board of Trustees	Date: September 23, 2013
Re: Approval of Resource Development Items	
Action: Request for Approval	

**ANALYSIS**

Items for the following categorical programs have been developed:

<b><u>Project Title</u></b>	<b><u>Award Date</u></b>	<b><u>Amount</u></b>
1. Strengthening Transfer Education and Matriculation in STEM (STEM <sup>2</sup> ) – Year 3 (SCC) Third year of a five-year grant award from the U.S. Department of Education to California State University, Fullerton, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. SCC received a sub-award from CSUF to expand and enhance educational opportunities for, and improve the academic attainment of Hispanic students and low-income students in science, technology, engineering and mathematics (STEM). (13/14). <i>No match required.</i>	08/30/2013	\$120,699

**RECOMMENDATION**

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

Fiscal Impact: \$120,699	Board Date: September 23, 2013
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET # 1687**

**NAME: Title III HSI-STEM2 (Strengthening Transfer Education & Matriculation in STEM) - Yr. 3**

**FISCAL YEAR: 2013/14 & 2014/2015**

CONTRACT PERIOD: 10/01/13 TO 09/30/14

PROJ. ADM. Ruth Babeshoff

CONTRACT INCOME: \$ 120,699

PROJ. DIR. Jennifer Coto

CFDA #: 84.031C; Award # P031C110116

Date: 09/13/13

GL Accounts							
Fd	Prj	Tops	Dept	Code	Description	Debit	Credit
12	1687	000000	20000	8120	Higher Education Act : Santiago Canyon College		120,699
12	1687	170100	25150	1310	Part-Time Instructors : Math	12,600	
12	1687	170100	25150	1313	Beyond Contract-Instructors : Math	-	
12	1687	170100	25150	3111	STRS - Instructional : Math	1,040	
12	1687	170100	25150	3321	Medicare - Instructional : Math	183	
12	1687	170100	25150	3331	PARS - Instructional : Math	-	
12	1687	170100	25150	3431	H & W - Retiree Fund Inst : Math	126	
12	1687	170100	25150	3511	SUI - Instructional : Math	7	
12	1687	170100	25150	3611	WCI - Instructional : Math	303	
12	1687	170100	25150	1484	Int/Sum Beynd Contr-Reassigned : Math	-	
12	1687	170100	25150	2340	Student Assistants - Hourly : Math	44,853	
12	1687	170100	25150	3115	STRS - Non-Instructional : Math	-	
12	1687	170100	25150	3315	OASDHI - Non-Instructional : Math	-	
12	1687	170100	25150	3325	Medicare - Non-Instructional : Math	-	
12	1687	170100	25150	3435	H & W - Retiree Fund Non-Inst : Math	449	
12	1687	170100	25150	3515	SUI - Non-Instructional : Math	-	
12	1687	170100	25150	3615	WCI - Non-Instructional : Math	1,077	
12	1687	631000	29325	1430	Part-Time Counselors : Counseling	47,289	
12	1687	631000	29325	1433	Beyond Contract - Counselors : Counseling	-	
12	1687	631000	29325	1434	Int/Sum Beyond Contr-Counselor : Counseling	3,000	
12	1687	631000	29325	1435	Int/Sum - Counselors,Part-Time : Counseling	-	
12	1687	631000	29325	3115	STRS - Non-Instructional : Counseling	4,149	
12	1687	631000	29325	3215	PERS - Non-Instructional : Counseling	1,700	
12	1687	631000	29325	3315	OASDHI - Non-Instructional : Counseling	300	
12	1687	631000	29325	3325	Medicare - Non-Instructional : Counseling	730	
12	1687	631000	29325	3335	PARS - Non-Instructional : Counseling	383	
12	1687	631000	29325	3435	H & W - Retiree Fund Non-Inst : Counseling	503	
12	1687	631000	29325	3515	SUI - Non-Instructional : Counseling	25	
12	1687	631000	29325	3615	WCI - Non-Instructional : Counseling	1,207	
12	1687	631000	29325	4610	Non-Instructional Supplies : Counseling	525	
12	1687	631000	29325	5220	Mileage/Parking Expenses : Counseling	250	
12	1687	631000	29325	5605	Contracted Repair Services : Counseling	-	
12	1687	631000	29325	5940	Reproduction/Printing Expenses : Counseling	-	
12	1687	631000	29325	6411	Equipment - Federal Progs >200 : Counseling	-	
12	1687	631000	29325	6414	Equipment - Software > \$1,000 : Counseling	-	
					<b>TOTAL</b>	<b>120,699</b>	<b>120,699</b>

Board Approval Date: 09/23/13

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
(Chancellor's Office)

To: Board of Trustees	Date: September 23, 2013
Re: RSCCD 2011 – 2013 Strategic Plan and Accomplishments	
Action: Information	

**BACKGROUND**

The District began a strategic planning process in the Spring of 2011. Thirty-seven representatives from the colleges and district office participated in two planning events, which led to the development of a draft strategic plan. That strategic plan, based upon the District's Vision and Goals, was approved by the Board of Trustees on November 14, 2011.

On February 19, 2013 the Board approved a new Planning Design Manual for the District and on April 1, 2013, as part of the Comprehensive Master Plan, the Board adopted goals for the next ten years. As an integral part of the District's revised planning process, a new strategic plan for 2013 – 2016 was developed and approved by the Board of Trustees on August 19, 2013.

To conclude the process for the 2011 – 2013 strategic plan, a summary of the plan objectives and accomplishments has been developed. This summary has been reviewed by the Planning and Organizational Effectiveness Committee and the District Council. It is now presented to the Board of Trustees.

**RECOMMENDATION**

This is provided to the board as an informational item.

Fiscal Impact:	Board Date: September 23, 2013
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	



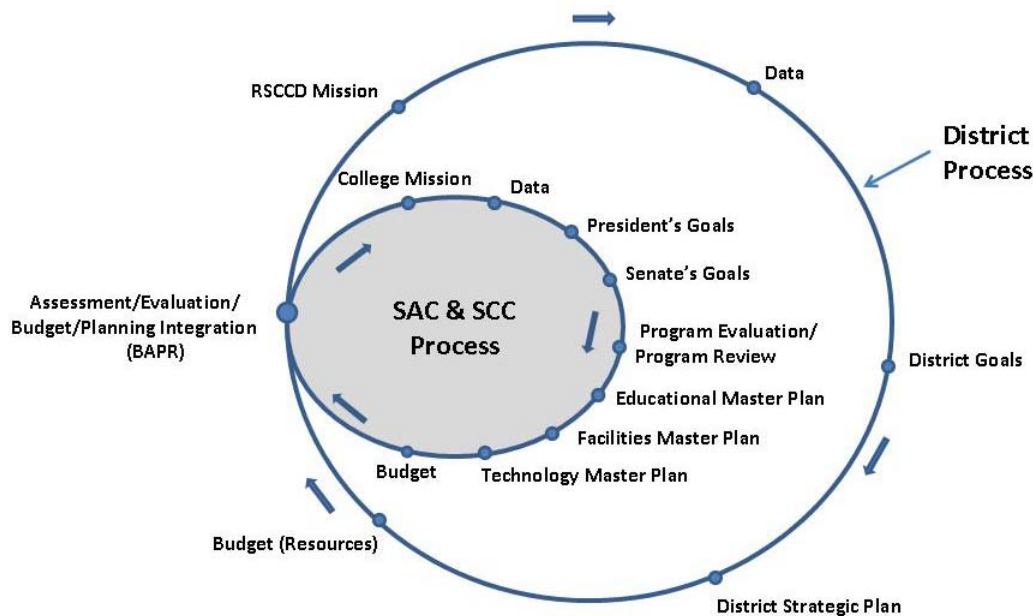
**2011-2013**

*Since the time that the District transitioned from a single college to multi-college district in 1997, its planning process has centered around the Board of Trustees' annual planning meeting, which focused on the development of the District's Vision Statement and Goals. That planning meeting was typically held during the summer each year, but in order to provide greater coordination with the District's budget development process, that meeting is now held in February of each year.*

*Shortly after his appointment in August 2010, the Chancellor initiated discussions with the Board of Trustees and constituent groups regarding the need for a district strategic plan. Two consultants, Darroch "Rocky" Young, retired Chancellor of the Los Angeles Community College District, and Eva Conrad, retired President of Moorpark College, were selected to assist the District in this planning effort.*

## THE PLANNING DESIGN

Because each of us shares in the responsibility of planning and evaluation, these activities are conducted continuously throughout the District. The colleges (Santa Ana College and Santiago Canyon College) have their own internal processes for planning and evaluation, which are coordinated and simultaneously integrated into the district-wide planning and resource allocation processes.



## THE PROCESS

The consultants conducted two days of interviews at the colleges and district office during the Spring 2011 semester in order to identify significant issues impacting the District's planning process. Based upon the information gleaned from those interviews, the consultants established an agenda for an initial planning meeting which was focused on:

- developing a streamlined planning process for the district, and
- developing strategic objectives centered around the District's goals

On April 8, 2011, thirty-seven representatives from both colleges and the district office met with the consultants to initiate the strategic planning process. Following a presentation by the consultants on effective planning models, the participants broke into four small groups and developed recommendations for a new district planning model. Those four drafts were subsequently assimilated into a single draft that was reviewed and approved by the participants at the next planning meeting.

Utilizing a matrix based upon the District's eight goals, the participants once again broke into four smaller groups and drafted strategic objectives for each goal. The consultants reviewed these drafts, eliminated duplicates, and developed draft objectives for the group's consideration at the next planning meeting.

The participants reconvened on May 6, 2011 and approved the draft planning cycle that was developed during the first planning session. Breaking into four smaller groups, each group was assigned two of the eight District goals. Each group was provided the draft planning matrix produced by the consultants after the first planning session and a potential list of metrics for each district goal that was developed by an ad hoc planning team. Each group was asked to identify its top two or three objectives for each goal, assign responsibility for the completion of each objective, and a timeline for its completion.

Responsibility for editing the strategic objectives was assigned to a writing committee, which prepared a draft of the strategic plan and circulated it to all participants. A second draft was prepared that included the participants' suggested revisions and corrections. The second draft was presented to the District's Budget and Allocation Planning Review Committee, which approved it and submitted it to the Chancellor on October 20, 2011.

## THE VISION

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 learning 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.

## THE PARTICIPANTS

The following individuals participated in one or both planning meetings as well as the review of the strategic plan draft:

### Santa Ana College

Steve Eastmond  
Paul Foster  
Norm Fujimoto  
Janet Grunbaum  
Marti Guerra  
Ray Hicks  
Bonnie Jaros  
Sara Lundquist  
Erlinda Martinez  
Monica Porter  
Ed Ripley  
Christina Romero  
Evelyn Sanchez  
Sean Small  
John Zarske

### Santiago Canyon College

Morrie Barembaum  
Michael DeCarbo  
Caroline Durdella  
Corinna Evett  
John Hernandez  
Steve Kawa  
Aracely Mora  
Esther Odegard  
Jose Vargas  
Juan Vázquez  
Joyce Wagner  
Robert Waldren  
John Weispfenning  
Lana Wong

### District Office

Tammy Cottrell  
John Didion  
Becky Fraser  
Peter Hardash  
Sylvia LeTourneau  
Linda Melendez  
Enrique Perez  
Nga Pham  
Marti Reiter  
Raúl Rodríguez  
Laurie Weidner



# THE PLAN

District Goal	Objective	Responsible Party	Timeline
<p>1. Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.</p> <p>2. Provide access and retention for completion of programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors.</p>	1.1 Identify learning innovation & projected number of students impacted (follow-up assessment needed)	Vice Presidents of Academic Affairs and Continuing Education	Once per semester
	1.2 Continue to monitor student satisfaction and student centeredness (both credit and non-credit)	Director of Research	Spring semesters
	1.3 Identify events and ceremonies where students can be recognized	College Presidents	Annually (June)
	2.1 Prioritize class offering to match change of CCC's (i.e., transfer, CTE, BS)	Vice Presidents of Academic Affairs & Continuing Education	Each semester
	2.2 Manage our current enrollment challenges with limited funds received from state for FTES	Vice Presidents of Academic Affairs & Continuing Education	Annually
	2.3 Examine programs we will focus on and what/who we plan on serving (e.g. distance education)	Vice Presidents of Academic Affairs & Continuing Educations	Each semester, including intersession and summer
	2.4 Increase number of transfers, degrees and certificates earned	Vice Presidents of Academic Affairs, Student Services, and Continuing Education	Annually
	2.5 Examine course success rates by population served	Vice Presidents of Academic Affairs, Student Services, and Continuing Education	Annually

# THE PLAN (CONT.)

District Goal	Objective	Responsible Party	Timeline
<p>3. Update and implement facilities master plans, maximize college and community use of facilities, and incorporate “green” efforts into facilities development and other efforts when cost-effective.</p> <p>4. Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology.</p>	3.1 Support the completion and Board approval of the Colleges’ Facilities Master Plan	Chancellor	Fall 2012
	3.2 Assess unmet facilities needs in order to maximize the utilization of existing facilities	Chancellor and College Presidents	Fall 2011
	3.3 Create district-wide “green team” taskforce to look at unified district effort to go “green”	Chancellor	Fall 2011
	4.1 Convene a district-wide group to review the distance education program at both colleges to identify efficiencies through collaboration and shared resources	Vice Presidents of Academic Affairs & Assistant Vice Chancellor of Information Technology Services	Fall 2011
	4.2 Form a sub-committee of Technology Advisory Group charged with brainstorming strategies to maximize the use of existing technology (i.e. implementing the degree audit program)	Vice Presidents of Academic Affairs & Associate Deans of Admissions & Records	Fall 2011
	4.3 Identify minimum standards of service to support distance education courses for both faculty and students	Vice Presidents of Academic Affairs and Students Services	Fall 2011
	4.4 Identify allocation of technical specialists to the colleges	Vice Presidents of Administrative Services and Assistant Vice Chancellor of Information Technology Services	Fall 2011

# THE PLAN (CONT.)

District Goal	Objective	Responsible Party	Timeline
<p>5. Pursue alternative public and private funding sources to increase the district’s fiscal sustainability and to implement the district’s vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development.</p> <p>6. Maintain a positive, productive working environment for employees, recognizing and embracing diversity, and enhancing staff development opportunities that address innovation and technology.</p>	5.1 Explore and make public grant opportunities	Director of Grants	Ongoing
	5.2 Explore the creation of an emeritus program	Foundation Directors	June 2012
	6.1 Monitor employee satisfaction	Director of Research	Annually
	6.2 Conduct town hall meetings at each college to review budget issues and decisions	Chancellor	As needed, minimum of 2 meetings per semester
	6.3 College Presidents send “what’s new” email	College Presidents	Ongoing, with minimum of 1 per month
	<p>6.4 Convene brainstorming sessions in Chancellor’s Cabinet to identify:</p> <ul style="list-style-type: none"> <li>• the role of DO as a service center instead of perceived control center</li> <li>• strategies to maximize the benefits and efficiencies of being a two-college district</li> <li>• specific areas of District/ College tensions</li> <li>• what could be centralized, what should be centralized, what should not be centralized</li> </ul>	Chancellor	As needed (at least four sessions)
	6.5 The district shall provide for staff development	Assistant Vice Chancellor, Human Resources	Annually
	6.6 Create district-wide chat room/ListServe/BLOG/ Forum	Assistant Vice Chancellor, Information Technology Services	June 2012/Ongoing

## THE PLAN (CONT.)

District Goal	Objective	Responsible Party	Timeline
<p>7. Expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district’s resource development, ensure student access and success, ensure robust economic development programs, and be responsive to workforce development needs and high demand career fields.</p> <p>8. Assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.</p>	<p>7.1 Create an RSCCD/ SAC/SCC inventory of current partnerships and evaluate the depth and quality of the relationship</p>	<p>Chancellor &amp; College Presidents</p>	<p>Fall 2011</p>
	<p>7.2 Determine which partnerships need to be maintained, further developed, or added</p>	<p>Chancellor &amp; College Presidents</p>	<p>Spring 2012</p>
	<p>8.1 Convene a district group charged with developing an aggressive student recruitment campaign that builds from a fresh update on the educational needs of our community in the areas of:</p> <ul style="list-style-type: none"> <li>• high school students (including continuing education students)</li> <li>• working adults</li> <li>• non-working adults</li> <li>• high demand industries</li> <li>• demographic imperatives</li> </ul>	<p>Vice Presidents of Student Services</p>	<p>Spring 2012</p>

## ACCOMPLISHMENTS

This portion of the plan highlights the accomplishments produced throughout the district as everyone share in the work of the district strategic plans. We collaborated to create the objectives to support the district goals, therefore, we share in the responsibilities in ensuring its completion as one unit. However, because each college is unique in the offerings and services it provides to its students and community, some accomplishments are listed specifically by college. We have achieved much and a few items in progress. Faculty and staff are to be commended for their work on these special efforts while maintaining their everyday duties.

**Goal 1: Promote a learning community environment that is innovative, student-centered, and celebrates student achievement.**

**Objective 1.1: Identify learning innovation & projected number of students impacted (follow-up assessment needed)**

### Santa Ana College

- Student Transition Program - Bridging the gap between noncredit and credit is a key focus of SAC. SAC Credit and Noncredit faculty developed the Student Transition Program to help noncredit students become comfortable in a college credit environment and to increase transition rates between the noncredit and credit programs. The program is an award winning model program and is cited as a state-wide model.
- The SAC/SCE Student Leadership Conference has proven to be an effective student-lead event promoting matriculation to college credit programs. More than 400 students participated in the program in fall 2012.
- Implementation of the OCLC WorldShare Management Services (WMS). This next-generation integrated library system is a major enhancement for the SAC Nealley Library. Assessment will be ongoing. Projected impact-25,000 plus students.
- Professional development workshop conducted to engage faculty in Classroom-Based Research. The RP Group conducted the workshop, *Classroom-Based Research: How to Be a Researcher in your Classroom*. Based on number of faculty who participated, student impact 400.
- Ongoing independent classroom research conducted on the use of Reading Apprenticeship strategies in 12 courses at SAC. Assessment data is available in a report titled *Preliminary Report: Summary of RA Research Fall 2011-Spring 2013*. The data is collected by faculty teaching the classes based on training they received in workshops during FLEX week and throughout the fall and spring semesters. Projected number of students impacted, 350-400 students.
- Established a *Learning Center Workgroup* to assess the current structure of instructional support for all SAC students in the areas of English, Reading, ESL, Mathematics, and Modern Language and develop a plan of action to implement changes to the current structure. Implementation of changes will occur on a trial basis during the fall 2013 semester. Projected number of students impacted by the change in instructional support delivery: 5,000-15,000 or more depending on student needs.

## ACCOMPLISHMENTS (CONT.)

### Goal 1: Promote a learning community environment that is innovative, student-centered, and celebrates student achievement. (cont.)

#### Objective 1.1 Identify learning innovation & projected number of students impacted (follow-up assessment needed) (cont.)

##### Santiago Canyon College

- In 2012-2013, the Business & Career and Technical Education (BCTE) Division held advisories meetings in Human Development, Public Works, TV/Video/Communication and Biotechnology. As a result, Biotechnology developed a new program of study, Public Works revised their existing program and created a Certificate of Achievement in Environmental Compliance. Additionally, the TV/Video/Film program submitted Carl D. Perkins application to revise the existing program to meet industry needs.
- SCC held its first annual **SCC Family Orientation Night** where high school seniors and their parents were invited to learn about our testing and registration processes along with remediation avoidance strategies, our core curriculum, and our campus services. 170 people were in attendance for the event, representing about 100 potential SCC students for Fall 2014. The 2<sup>nd</sup> annual event has a goal of reaching 200+ potential students and their parents.
- SCC Family Night also launched the **CROSSroads (College Readiness Optimizes Student Success)**, a program designed to reduce the number of students placing into basic skills math and English courses by offering incoming students brush-up sessions to cover content fundamentals *prior* to taking the placement tests. Sixty-eight seniors registered for CROSSroads: 41 attended English workshops and 43 (many repeat students) worked on the Math online curriculum. Results reflect 74% tested into English 101 and 26% were eligible for English 061 - with no students testing into more than one level below transfer. Math yield 64% tested into Math 140 or 150 and 36 were eligible for Math 80 - with no students testing into more than one level below transfer.
- BSI funds continue to support the coordination and operation of the **SCC Writing Center** as it provides supplemental curriculum required for the basic skills English course one level below transfer. Based on data compiled for 593 students enrolled in English 061, students with Writing Center intervention had eight percentage points higher than those without (75% vs. 67%). Writing Center operations will be expanding when the Humanities Building opens in the fall.
- SCC offered and expanded **Supplemental Instruction (SI)** for gatekeeper science and math courses. Thirty-three science and math class sections were supported through SI modules within two semesters, 523 students participated for a total of nearly 7,000 hours. Results indicate that passing grades were significantly higher for students who participated in SI than for those who did not (71% vs. 52%). In addition, withdrawal rates for students who participated in SI were significantly lower than for those who did not (16% vs 32%). Student survey indicated that 93% “strongly agreed” or “agreed” that the strategies and techniques they learned in SI helped them to succeed in the course; 65% indicated that they would not have succeeded in the course without SI; and 82% indicated that they would use the techniques they learned in SI in other courses.

## ACCOMPLISHMENTS (CONT.)

### Goal 1: Promote a learning community environment that is innovative, student-centered, and celebrates student achievement. (cont.)

#### Objective 1.1 Identify learning innovation & projected number of students impacted (follow-up assessment needed) (cont.)

##### Santiago Canyon College (cont.)

- In **The STAR (Science, Teaching And Resource) Center**, our academic center for science students, continues to provide support for students through directed-learning activities, faculty-led workshops, student study groups and Q & A sessions. During 2012, 865 students received academic support from center staff for a total of 7,042 hours. Math and science faculty continue to support student attainment of important concepts through the development of directed-learning activities (DLAs). Seventy-four DLAs have been written and implemented in the STAR Center and the Math Study Hall (MaSH).
- Established a **Faculty-Student Mentoring Program** for incoming freshmen interested in majoring in a STEM field. Twenty-eight new STEM students applied to participate of which 17 students were ultimately selected as mentees. Four math and science faculty members serve as mentors and provide guidance and assistance as well as focused activities. Student survey results indicated that overall, students were very satisfied with the mentor program. The implementation of a faculty mentor program for incoming STEM freshmen has served to provide a strong foundation for at-risk students interested in pursuing a degree/career in STEM.
- **To support access and retention and prepare student for success and transfer, STEM counselor** worked to increase student interest, increase STEM enrollment and provide academic advising for STEM majors. During year two of our Title V grant, 596 students submitted new STEM interest cards, 432 students received STEM counseling services through individual appointments, and 51 received walk-in advisement. The STEM counselor visited 54 STEM-related gate-keeper classes, presenting STEM information to over 2,000 students. In addition, the STEM counselor visited a summer Counseling 101 course designed for our College Assistance Migrant Program (CAMP) students. Several workshops were conducted that focused on transfer to 4-year institutions and on STEM careers, specifically engineering and biotechnology. These workshops were well-attended and student response was very positive. Over 57 high school counselors, teachers and administrators received information about our STEM programs. Approximately 1,100 high school seniors participated in our Early Decision (ED) and Early Welcome (EW) activities. Incoming freshmen were presented with information on STEM academic and support programs and 190 of those freshman attended one of 10 specialized STEM Orientations as part of the ED/EW application process. 250 visiting middle school students and faculty received information about STEM activities at SCC.
- The Strengthening Transfer Education and Matriculation **(STEM)2** program is a grant collaboration between CSU Fullerton (CSUF) and SCC to encourage STEM degrees, retain students in STEM fields, produce more community college transfer to colleges and universities, and to increase the overall number of STEM graduates. Students who see a counselor each semester and

## ACCOMPLISHMENTS (CONT.)

### Goal 1: Promote a learning community environment that is innovative, student-centered, and celebrates student achievement. (cont.)

#### Objective 1.1 Identify learning innovation & projected number of students impacted (follow-up assessment needed) (cont.)

##### Santiago Canyon College (cont.)

attend two STEM activities are eligible to apply to CSUF's Summer Research Experience where they conduct research with CSUF faculty and earn a \$5000 stipend. A student also gains priority registration if they apply and are admitted to CSUF. Outcomes include 9 SCC students completed CSUF's Summer Research Experience and presented their findings in the Research Symposium, 93 students completed program requirements and 26 students applied and were admitted to CSUF, and 11 students selected for CSUF's Summer Research Experience program.

- The SCC-CSU Fullerton **Teacher Pathway Partnership (TPP)** grant-funded cohort program for "at-risk" students ended in December 2012 with positive results. All 19 students in the program earned the SCC After School Program Assistant Certificate and 17 acquired a CA State School Age Child Permit. In summer 2012, 17 students completed CSUF's "science for educators" course and were paid to teach science modules to children in summer camps. In fall 2012, the 17 students also earned the SCC After School Teacher Assistant Certificate, and by the end of the semester, all of the students were employed in after school programs such as Orange YMCA, Anaheim Achieves, and THINK Together. Students from the cohort are completing their courses for transfer. Four are transferring to a university in fall 2013, eight are on schedule to transfer to CSUF in spring 2014, and three are on target to transfer in fall 2014. All of these students will achieve an AA degree before transfer.
- The Academic Success Center (ASC) offers free academic support to all currently enrolled students in an open entry/open exit format, using a variety of instructional methods. Services include: ACE/ESL support programs, skill building in English and math, study skills mini learning modules, a text reading/writing program Blackboard navigation orientation for new students, and placement test review in English and math; as well as support faculty's need for a computer classroom. All classes either have a face to face or PowerPoint orientation to the ASC and their assignments. Orientations and instruction videos are also available on the ASC computers. The Center technology includes a total of 117 student computers, and 3 scanners in 4 classrooms, the main area that supports the ASC and the Language Lab. All rooms are mediated with instructor stations, document readers and projectors.
- Of the 1,853 students enrolled in the courses with an ASC assignment, 70% participated in the assignment. Those who participated had a 71% success rate compared to 55% for those who did not participated. Of the students who participated in a self-evaluation survey, 83% stated that the assignment in the ASC was useful in helping them understand the course material and helped them be successful in their course work. In a self-evaluation survey, faculty indicated satisfaction with the assignments, the staff, and the Center.



## ACCOMPLISHMENTS (CONT.)

### Goal 1: Promote a learning community environment that is innovative, student-centered, and celebrates student achievement. (cont.)

#### Objective 1.2 Continue to monitor student satisfaction and student centeredness (both credit and non-credit)

- The RSCCD Research Department annually survey credit students at SAC and SCC to provide them opportunity to report their levels of satisfaction with their educational experience and academic preparation provided by the college. In addition, the survey includes questions regarding areas of student learning outcomes and student engagement in related school activities, as well as questions regarding their family background. Findings are published in two separate reports (by college) and shared with the college community so that administration, faculty and staff can examine the information in detail and use it for planning.
- In 2012, the RSCCD Research Department, in collaboration with the administration at CEC and OEC, implemented the first annual survey to non-credit students. Survey includes questions regarding the various support services and education experience and academic preparation provided by the centers. Findings are published in two separate reports (by CEC and OEC) and shared with the college community so administration, faculty and staff can examine the information in detail and use it for planning.

#### Objective 1.3 Identify events and ceremonies where students can be recognized

##### Santa Ana College

- The president has numerous opportunities to recognize students in many different forums, activities and ceremonies whereby SAC students are commended for their accomplishments. Some of these include the Annual Ed Arnold Golf Classic which recognizes student athletes/scholarship recipients, Student Leadership Conferences and Awards Ceremonies (at SAC and CEC), Commencement Ceremony (at SAC and CEC), Convocation, Fire Academy and Sheriff Academy Graduations, EOPS Graduate and Transfer Recognition, Service Learning Awards Ceremony, Honors Transfer Alliance and PTK Awards Dinner, CARE/CALWorks Celebration, Transfer Celebration, Nursing Pinning Ceremonies, YESS Year End Celebration and Outreach Event for Former Foster Youth, Board Meetings, Scholarship Ceremony, and Student Art Exhibition.

##### Santiago Canyon College

- The president recognized students at the Annual Golf Tournament - Athlete Scholarships, Associated Student Government/Inter-Club Council End of Year Celebration (at SCC and OEC), CAMP (College Assistance Migrant Program) End of Year Program, Commencement Ceremony (at SCC and OEC), Convocation, various end of season Athletic Banquets, EOPS/CARE/CALWorks Mother's Day Event, Honors Reception, RSCCD Board Meetings, Scholarship Ceremony (at SCC and OEC), Student Art Exhibition/Reception, Student Leadership Institute Recognition Dinner, Teacher Pathway Partnership Luncheons, and the Upward Bound Math and Science (UBMS) End of Year Event.

## ACCOMPLISHMENTS (CONT.)

**Goal 2: Provide access and retention for completion of programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors.**

### **Objective 2.1 Prioritize class offering to match change of CCC's (i.e., transfer, CTE, BS)**

#### **Santa Ana College**

- Hours in the High School Program have been expanded and additional labs have been opened to meet the growing demand. The High School Diploma program has increased the number of students served by over 25% from 2011/2012 to 2012/2013.
- During the spring 2012 to spring 2013, the number of transfer, CTE, and basic skills classes were increased by approximately three percent to meet the needs of students and meet the enrollment target.

#### **Santiago Canyon College**

- Fall 2012/Spring 2013— course offerings reflected the core mission of transfer, basic skills, and CTE. The VP of Academic Affairs, Division Dean's and Department Chairs developed a priority rubric to align with the Chancellor's Office core mission of basic skills, transfer and CTE.
- The Arts, Humanities and Social Sciences division adjusted courses for fall 2013 within the Performing Arts curriculum in order to be compliant with the new State regulations of non-repeatability and no leveling of courses. (Note: This was done this year, although it is for next year).

### **Objective 2.2 Manage our current enrollment challenges with limited funds received from state for FTES**

#### **Santa Ana College**

- SAC/SCE produces weekly enrollment reports that allow for tracking and projecting of FTES.
- Enrollment Management Workgroup established Spring 2013-with members of the SAC College Council.
- *Enrollment Management Action Plan* established at request of President to address the TBA compliance issues that led to a decrease in FTES during 2011-2012.

#### **Santiago Canyon College**

- Fall 2012/Spring 2013 - Replaced low enrolled classes with high demand classes with large numbers of students on wait lists. In addition, where appropriate, online classes were offered allowing for higher enrollment.
- Fall 2012/Spring 2013 – Continued to prioritize course offerings to reflect the mission of the community colleges as well as provide students the ability to complete degrees and certificates.

## ACCOMPLISHMENTS (CONT.)

**Goal 2: Provide access and retention for completion of programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors. (cont.)**

**Objective 2.3 Examine programs we will focus on and what/who we plan on serving (e.g. distance education)**

### Santa Ana College

- At SAC/SCE course offerings that lead to certificates, diplomas, and transfer are given the highest priority and account for 97% of all course offerings.
- Assessed success rates of distance education and TV courses.
- Based on data collected TV courses no longer offered due to low success rates
- Established action plan with Faculty Coordinator of Distance Education.
- Established DE Advisory Group to determine need for faculty training to address retention and progress issues in distance education courses

### Santiago Canyon College

- SCC student enrollment totals, or seats filled, for credit courses declined by 1% over a three-year period (fall 2010 to fall 2012). Credit courses within the Business and Career Technical Education Division observed the steepest drop in enrollment with 19% fewer seats filled in fall 2012 from fall 2010. The Arts, Humanities, and Social Sciences Division, however, observed a modest increase in enrollment of 5%. Six of the top ten enrolled subjects at SCC are housed within this division.

**Objective 2.4 Increase number of transfers, degrees and certificates earned**

### Santa Ana College

- SAC/SCE is one of the leading providers in the state for state approved CDCP Certificate programs. In 2011/2012 students earned 2,306 CDCP Certificates. In addition SAC/SCE granted 144 Adult High School Diplomas. A significant increase in High School Diplomas is projected for 2012/2013.
- During spring 2013 addressed need to establish campus standards for student success that include number of transfers, degrees, and certificates earned to meet strategic goals
- Faculty in process of using templates from the Transfer Model Curriculum to increase the number of AAT/AST degrees available to students. Currently, five degrees have been approved by chancellor's office
- SAC has created guaranteed transfer agreements with both UCI and CSUF under the Adelante program for all SAUSD graduates. Early analysis of results is showing significantly higher GPA's and retention rates for participating students (all are invited).

## ACCOMPLISHMENTS (CONT.)

**Goal 2: Provide access and retention for completion of programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors. (cont.)**

### **Objective 2.4 Increase number of transfers, degrees, and certificates earned (cont.)**

#### **Santa Ana College (cont.)**

- An expanded pre-college educational planning orientation takes place at SAC prior to the start of the fall term with approximately 1,000 student participants, all of whom develop a preliminary educational plan as part of the orientation.
- SAC is developing a Degree Audit program in conjunction with SCC (who has made even more progress on this front) and is reorganizing Admissions and Records to help staff the maintenance of the effort.
- Overall certificate, degree, and transfer attainment are increasing at SAC (54% increase in certificates and 75% increase in AA/AS degree awarded and 72% in transfers to the four-year universities from 2009-2010 to 2011-2012).

#### **Santiago Canyon College**

- SCC implemented an electronic degree tracking system allowing the Admission and Records Office to identify students eligible for degree and certificates. To obtain the AS/AA degree students are required to complete a graduation petition. Since the implementation of the degree tracking system, awards have increased the college has experience a significant increase in student completers. The number of degrees awarded at SCC grew from 603 to 867 (44% increase) and the number of certificates awarded grew from 815 to 1,045 (28% increase) from 2009-10 to 2011-12).
- The UCI Honors to Honors Program provides excellent opportunities for students who complete the SCC Honors Program and transfer with a GPA of at least 3.7. All of SCC's Honors to Honors nominees were offered admission, were accepted into the UCI Honors Program, and were granted the UC Regents Scholarship. In the four years since SCC became a partner in the Honors to Honors Program, 100% of our nominees have been accepted and earned the Regents Scholarship.
- The number of transfers from SCC grew from 665 to 915 (38% increase over a three-year period (2009-10 to 2011-2012).
- The number of degrees award at SCC grew from 603 to 867 from 2009-2010 to 2011-2012 (44% increase over the three-year period) and the number of certificates award grew from 815 to 1,045 in the same time period (28% increase) during the same time period.

## ACCOMPLISHMENTS (CONT.)

**Goal 2: Provide access and retention for completion of programs, including transfer, vocational, and high school diploma programs; and prepare students for success in their academic, career, and personal life endeavors. (cont.)**

### **Objective 2.5 Examine course success rates by population served**

- The RSCCD research department annually produce reports to include success rates by ethnicity for individual course so that staff and faculty to use as part of their program review process.

#### **Santa Ana College**

- SAC has examined course success rates college wide and presented the data at a winter convocation chaired by the president for three years, with baseline measures and expected increments of growth. Specific departments are celebrated for meeting and exceeding growth rates and those who are not are urged to address the data and work to make improvements.
- SAC has begun training at the college on the new Student Success Scorecard and is comparing some of the measures to local data to ensure accuracy as we address the implications of the new tool in our practice.
- SAC's divisions of Student Services and Academic Affairs have also collaborated to elevate the course placement of students placing at the bottom of basic skill course sequences by providing supplemental assessment and the chance to be placed in a higher course based on the results. This project was initiated in response to extremely low success rates in English N50. To date, approximately 75% of the students taking the supplemental assessments have been recommended for a higher level course. Further related efforts across subject areas and in conjunction with the School of Continuing Education are planned for the 2013-2014 academic year.
- In 2011/2012 SAC/SCE fully implemented the noncredit grading standards and students completed 13,767 courses.

#### **Santiago Canyon College**

- Course success rates are routinely calculated and discussed for planning purposes (see EMP 2012-2016). The Assistant Dean Institutional Effectiveness and Assessment provides bi-monthly reports and environmental scan in an effort to assist the dean's in making data driven decisions.

## ACCOMPLISHMENTS (CONT.)

**Goal 3: Update and implement facilities master plans, maximize college and community use of facilities, and incorporate “green” efforts into facilities development and other efforts when cost-effective.**

### **Objective 3.1 Support the completion and Board approval of the Colleges’ Facilities Master Plan**

- The Facilities Master Plans for the main campuses of both colleges have been completed and reviewed by the Board of Trustees.

### **Objective 3.2 Assess unmet facilities needs in order to maximize the utilization of existing facilities**

- The facilities needs of both colleges were addressed in the Facilities Master Plans for each college. As a result of that assessment, the Chancellor received approval from the Board of Trustees to undertake polling to determine the feasibility of general obligation bond measures for SAC and for SCC. The polling results showed that the SAC service area would approve a facilities bond measure but that the opposite was true in the SCC service area. The Board of Trustees approved a bond campaign for SAC and the bond (Measure Q) passed by an overwhelming margin. This bond measure should take care of the major facility needs at SAC for at least the next decade. The remaining facilities issues at SCC will have to be funded through other sources.

### **Objective 3.3 Create district-wide “green team” taskforce to look at unified district effort to go “green”**

- In fall 2011 District Council approved the formation of a district-wide committee to address sustainability. Committee appointments were made in spring 2012 and monthly meetings were held beginning in April 2012. Now called the Sustainable RSCCD Committee, the committee is concluding its first full year of work. The committee has supported the creation of a quarterly newsletter, Earth Day events at both colleges in spring 2013, and a Bike to Work Day event. In addition, the committee is working in concert with the facilities committees at each of the colleges to raise awareness of sustainability in facilities maintenance and new project construction.

## ACCOMPLISHMENTS (CONT.)

**Goal 4: Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology.**

**Objective 4.1 Convene a district-wide group to review the distance education program at both colleges to identify efficiencies through collaboration and shared resources**

**Santa Ana College**

- VPAA and Faculty DE Coordinator from SAC/VPAA and Staff from SCC/Vice Chancellor of IT District met in April, May, and June of 2012 to review current status of DE at SAC/SCC and role of District IT to support DE at both campuses
- Created draft of possible structure for role of District IT in support of DE programs at both colleges

**Santiago Canyon College**

- Over the past several years numerous district-wide groups have convened to discuss district-wide distance education collaboration. No efficiencies or shared resources have been identified.

**Objective 4.2 Form a sub-committee of Technology Advisory Group charged with brainstorming strategies to maximize the use of existing technology (i.e. implementing the degree audit program)**

**Santa Ana College**

- SAC DE Faculty Advisory group established and includes members from each Division
- Focus of Advisory group has been low retention, best practices, ACCJC and CCCCO standards and regulations
- Completed DE Faculty and student survey fall 2012
- Established online accelerated degree pathway (implement fall 2014)
- Creating online training for SAC faculty wishing to teach online
- Develop strategies to establish regular and effective contact with students enrolled in DE courses

**Santiago Canyon College**

- The TEC (Technology Committee) structure consists of the following committees: Web Task-force Committee (WTF), and the TEC. Both groups communicate with the SCC College Campus, Academic Senate as well as the District Technology Advisory Group (TAG). TEC established a sub-committee to develop the Technology Master Plan for 2012-2013. The Master Plan was completed and in the process of being reviewed by the TEC Committee and sent for approval to the Academic Senate.

## ACCOMPLISHMENTS (CONT.)

### Goal 4: Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology. (cont.)

#### Objective 4.2 Form a sub-committee of Technology Advisory Group charged with brainstorming strategies to maximize the use of existing technology (i.e. implementing the degree audit program) (cont.)

##### Santiago Canyon College (cont.)

- The SCC TEC consists of faculty, classified staff, a student representative and administrators. The Web Taskforce consists of members from district, campus faculty, classified and administration.
- CCCAPPLY (paperless apps), Electronic transcripts, and scanning in Admission and Records have been implemented to ensure that SCC is as paperless as possible

#### Objective 4.3 Identify minimum standards of service to support distance education courses for both faculty and students

##### Santa Ana College

- SAC provides all students with equal access to support services, regardless of the mode of course-taking that they are engaged in during any specific semester. 1) Outreach to students for academic support services occurs through the instructor of record for the course being taught. To access academic support services students need to come to the campus itself. 2) Counseling support services are offered on-site as well as through web-based counseling, which is a regular part of counseling load assignments. 3) SAC has entered into a contract to provide distance education orientation to the college and expects to go live with that service in the 2013-2014 year.
- Identified minimum standards of service needed to support DE courses for faculty and students. Minimum standards include Human and fiscal resources at the campus site.

##### Santiago Canyon College

- SCC refers to the Chancellor's Office Distance Education Guidelines for minimum distance education standards and WASC's Guide to Evaluating Distance Education and Correspondence Education publication for evaluating distance education classes. These documents should be referenced during program reviews and peer evaluations.
- Faculty should complete a comprehensive training program, such as @One's online teacher certification program, before teaching online. A Distance Education Faculty Handbook has been developed that will address this requirement. CTE staff were offered the @One online instructor certificate program, which is in progress. A faculty support site is being developed to support ongoing training needs.



## ACCOMPLISHMENTS (CONT.)

**Goal 4: Promote flexible, cost-effective educational programs and services including the use of cutting-edge technology and educational program delivery via technology. (cont.)**

**Objective 4.3 Identify minimum standards of service to support distance education courses for both faculty and students (cont.)**

**Santiago Canyon College (cont.)**

- Staff (from all student service areas) need regular training on distance education expectations and technology implementation since student services need to be available to online students in an equitable format as on-campus support services. The Distance Education Department is currently auditing Student Services for online support.
- Students need a distance education support center and instructional materials that support the unique technology and instructional presentation used in distance education courses. Our students have access to a website that supports distance education, including video tutorials, and access to a help desk Monday - Thursday 8-7pm. A Distance Education tutorial is being produced to enhance this service.
- Student surveys, retention, and success data should be used to evaluate SCC's distance education program effectiveness. This data should indicate where interventions are necessary and interventions should target continual program improvement. This data should be referenced during program review.

**Objective 4.4 Identify allocation of technical specialists to the colleges**

**Santiago Canyon College**

- Instructional technology, and distance education at the College is lacking a full-time resource to support faculty with developing curriculum online and modeling their teaching to a virtual learning environment. Online learning is a growing method of instruction that can accommodate more students than a traditional onsite classroom. As such, it behooves the College to foster its development and provide the resources dedicated to cultivate online learning or risk losing student enrollment to other colleges with mature distance education programs. Currently, the Distance Education Coordinator position was ranked #1 in Academic Affairs planning and budget process.

## ACCOMPLISHMENTS (CONT.)

**Goal 5: Pursue alternative public and private funding sources to increase the district's fiscal sustainability and to implement the district's vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development.**

### Objective 5.1 Explore and make public grant opportunities

- The Director of Grants research federal, state and local grant opportunities; however, the majority of grants applied for in 2011/2012 were identified through renewal competitions for existing programs, and outside agencies approaching the colleges/district for partnership on grant projects. Resource Development submitted 16 grant applications totaling \$13,703,022, of whose submissions 13 applications were awarded totaling \$5,368,022.
- The Director of Grants met colleges to identify grant opportunities for specific projects: such as, professional development for providing online education, establishing an online degree program, designing an exercise science program specifically for disabled students to increase their learning, expanding the internship program, funds to support theater productions, establish a biotechnology program, develop a culinary arts program, re-design math instruction, develop teacher education programs, especially in STEM, etc. Search efforts identified grant opportunities via the National Endowment of the Arts, USDA HSI Higher Education Grant, and National Science Foundation – TUES and Advanced Technology Education Grants and forwarded to the appropriate staff.
- Grant opportunity announcements were also disseminated to the colleges' vice presidents, deans, and faculty, as appropriate: such as CTE Pathways, Industry-Driven Regional Collaborative, Trade Adjustment Assistance Community College Training (TAACCT), National Endowment for the Humanities – Bridging Cultures, USA Funds – Key Transitions, National Endowment for the Arts – Challenge and Art Works grants. To date in 2012-2013, Resource Development has submitted 22 applications totaling \$12,611,625, of which eight were awarded (\$3,720,000), seven were not awarded (\$6,829,525), and 8 are pending (\$1,962,100).
- The Resource Development webpage on the new [www.rscgd.edu](http://www.rscgd.edu) website is a key mechanism for expanding awareness of grant development information, related processes and procedures, and announcements.
- The Director of Grants conducted an *Introduction to Grants* workshop during flex week, and will strive to continue that practice as means of outreaching to and informing faculty and administrators.

### Santa Ana College

- The SACF Board of Directors in July 2012 approved the Centennial Scholarship Campaign to create a scholarship endowment fund and increase the overall support for scholarships. In addition, a critical match component was added - \$1 million dollars of SACF monies will be used to match donors giving \$25,000 or more for scholarship endowments. \$550,000.00 has been raised to date and matched with Foundation funds.

## ACCOMPLISHMENTS (CONT.)

**Goal 5: Pursue alternative public and private funding sources to increase the district's fiscal sustainability and to implement the district's vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development. (cont.)**

### **Objective 5.1 Explore and make public grant opportunities (cont.)**

#### **Santa Ana College (cont.)**

- An increase in “associate group” development has been part of the SACF’s strategy to increase our fiscal sustainability. The primary goals of this project are: (1) to have departments and academic programs develop their own network of supporters, (2) to develop contact with alumni specifically with information on their area of study, and (3) to create a “university model of fundraising”- which focuses on departments leading specific initiatives to increase resources for each academic program. Some of the most recent activities within this scope of work include: (1) Friends of SAC Music-The launch of the Steinway Campaign, (2) Friends of the Theatre, and (3) Friends of the Art Gallery.
- Private Grants have also been an area of focus for growth of foundation funded programs. In the last two fiscal years alone, the SACF Board has requested more involvement in this area and has approved and supported the following grants: (1) \$600K 4-year Lumina grant, (2) submission for National Endowments of the Arts grant, and (3) the continuation of corporate grants-\$100K in the last fiscal year alone-continued growth is expected.

#### **Santiago Canyon College**

- The SCCF in January, 2013 created an Alumni Development Project in an effort to increase the college’s connection with alumni. The primary goals of this project are to establish communication with alumni, develop an alumni network, and ultimately support funding for the college. Specific activities to date include: (1) sent an electronic survey to 4,531 alumni who received an associate in arts degree and/or a certificate from SCC; in addition to the email blast, a postcard was mailed to approximately 4,000 individuals who did not have an email address, encouraging them to go online to complete the alumni survey; (2) developed an alumni Facebook page to connect on social media in order to keep alumni updated on current SCC news, to share success stories of alumni, and to reconnect graduates to our campus. A LinkedIn page is being developed to provide a professional networking venue for graduates; and 3) an alumni spring newsletter was electronically sent to those in our database.

## ACCOMPLISHMENTS (CONT.)

**Goal 5: Pursue alternative public and private funding sources to increase the district's fiscal sustainability and to implement the district's vision and goals, and encourage the foundations and district to create plans for capital and program campaigns and alumni association development. (cont.)**

### **Objective 5.2 Explore the creation of an emeritus program**

#### **Santa Ana College**

- The SACF Program Development Committee in partnership with the RSCCD faculty retiree group, are collaborating to design an emeritus program. We plan to survey the needs of this constituent group and research in potential activities to develop a successful program. The Centennial Celebration will also play a role in the possible creation of the emeritus group.

#### **Santiago Canyon College**

- This plan is under consideration through the SCCF Outreach Committee as one of its goals for 2013-14, specifically "to develop strategies to reach out to alumni, college retirees, and SCCF board emeriti."

## ACCOMPLISHMENTS (CONT.)

**Goal 6: Maintain a positive, productive working environment for employees, recognizing and embracing diversity, and enhancing staff development opportunities that address innovation and technology.**

### **Objective 6.1 Monitor employee satisfaction**

- The Director of Research and Vice-Chancellor of Human Resources created a draft of survey with input from various district and college staff. The Executive Vice-Chancellor of Human Resources and Educational Services approved and supported the survey. He then facilitated the discussion of the draft survey at the District Human Resources Committee for their input. The survey is ready for implementation.

### **Objective 6.2 Conduct town hall meetings at each college to review budget issues and decisions**

- In fall 2011 five budget forums were held at each of the district facilities: DO, SAC, CEC, SCC and OEC. During the forums, the Chancellor and Vice Chancellor share information about the state budget and its affect on the district budget and answered questions from employees.
- Beginning in the fall of 2012 monthly district wide expenditure reports were made available to all employees on the Employee Intranet.

### **Objective 6.3 College Presidents send “what’s new” email**

#### **Santiago Canyon college**

- The president sends out weekly “What’s New @ SCC” newsletter during the academic year (August-May) to the RSCCD Board, Chancellor’s Cabinet, and all faculty and staff at SCC and OEC.

## ACCOMPLISHMENTS (CONT.)

**Goal 6: Maintain a positive, productive working environment for employees, recognizing and embracing diversity, and enhancing staff development opportunities that address innovation and technology. (cont.)**

**Objectives 6.4 Convene brainstorming sessions in Chancellor's Cabinet to identify 1) the role of DO as a service center instead of perceived control center, 2) strategies to maximize the benefits and efficiencies of being a two-college district, 3) specific areas of district/college tensions, and 4) what could be centralized, what should be centralized, what should not be centralized**

- The Chancellor's Cabinet conducted a brainstorming session on these issues and held a retreat in fall 2012 that was partially devoted to these topics. The new budget allocation model has been a central driver in providing more control for the colleges and in assessing the services of the district versus the functions for which the colleges might be willing to assume responsibility. Areas of district/college tensions have been discussed in multiple venues and the new district-level planning process has helped to alleviate some of these tensions by implementing processes that ensure the proper review. Discussions about centralizing versus decentralizing functions are ongoing.

**Objective 6.5 The district shall provide for staff development**

- A Faculty Development Institute was created in 2011 for all full-time faculty hired that year. This program provided new faculty with orientation information about the district and the colleges as well as workshops on effective instruction. Although the reductions in state funding continued to limit the funds available for staff development, sabbatical leaves were provided for eligible full-time faculty. Conference attendance was funded primarily through categorical programs. Following a freeze in salary column movement the previous two years, column movement was restored in 2011/12 and faculty were once again provided with salary increases commensurate with advanced coursework and degrees. The classified staff were also awarded salary increments upon completion of college courses, conferences and workshops in accordance with the provisions of the CSEA contract. The district continued its membership in the Southern California Employment Relations Consortium, which provides managers with 6 days of professional development seminars each year.

**Objective 6.6 Create district-wide chat room/ListServe/BLOG/Forum**

- The district is in the process of implementing the new intranet on SharePoint and is scheduled to go live fall 2013. The project is being led by the RSCCD Public Affairs & Governmental Relations Department to design the intranet to effectively maintain positive, productive, diverse, staff-developing environment. The RSCCD Information Technological Services supports the effort to ensure effective communication and design is being met with current technological know-how.

## ACCOMPLISHMENTS (CONT.)

**Goal 7: Expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district's resource development, ensure student access and success, ensure robust economic development programs, and be responsive to workforce development needs and high demand career fields.**

### **Objective 7.1 Create an RSCCD/SAC/SCC inventory of current partnerships and evaluate the depth and quality of the relationship**

- In fall 2011 work began to create this inventory under the direction of the Executive Vice Chancellor. The list of partnerships was completed in 2012. The inventory of partnerships was reviewed by the Chancellor's Cabinet.

#### **Santa Ana College**

- SAC maintains a vital network of partnerships with organizations in greater Santa Ana area and beyond that have an interest in maximizing student academic achievement and completion at the college. These relationships are established and maintained through a formal partnership structure and are continuously expanding in response to college and community needs and opportunities. Present partners come primarily through the following domains: community leaders, philanthropic organizations, civic organizations, educational organizations, businesses, and advocacy groups. SAC currently has over 50 partners with which it is actively engaged. Noteworthy recent partners include organizations that actively support our Veteran's Resource Center and the Lumina Foundation.

#### **Santiago Canyon College**

- SCC continues to build on its existing partnerships with community agencies like the Community Foundation of Orange, the El Modena Friendly Center, Orange Chamber of Commerce and Coastkeepers. SCC has strengthened its established partnerships with educational organizations such as Orange Unified School District, California State University Fullerton and the University of California, Irvine. These partnerships serve to leverage grant opportunities that help support student achievement and success. In collaboration with RSCCD, SCC was recently awarded the Los Angeles/Orange County Regional Consortia Grant. This grant helps SCC and the District to strengthen business and industry partnerships within the counties of Los Angeles and Orange. The College's Water Utilities Program and Apprenticeship Programs have positioned SCC well for partnerships with water agencies and local trades.

## ACCOMPLISHMENTS (CONT.)

**Goal 7: Expand partnerships with business, labor, community groups, universities, schools, and other public and private agencies in order to enhance the district's resource development, ensure student access and success, ensure robust economic development programs, and be responsive to workforce development needs and high demand career fields. (cont.)**

### **Objective 7.2 Determine which partnerships need to be maintained, further developed, or added**

- The Board of Trustees set the policy direction by a focus on partnerships. The determination for maintaining partnerships, further developing existing partnerships, or for adding new partnerships occurs at multiple levels of the organization. Based on changing conditions, the need for specific partnerships may be eliminated, enhanced, or otherwise altered. In general, these decisions are made through participatory governance processes. At the district level, the Planning and Organizational Effectiveness Committee and the District Council are the two main participatory governance bodies involved in such decisions. However, depending on the particular issue, other participatory governance committees may be involved in partnership decisions. The vast majority of the partnerships occur at the college level and those decisions are made at the local campus level.

#### **Santa Ana College**

- Partnerships are continuously assessed to assure that our mutual work is aligned to mission-central activities across collaborating organizations. This process occurs in multiple ways including 1:1 leadership team meetings, impact and outcomes evaluation, emerging opportunities, and resource constraints. SAC has not recently terminated any partnership relations although it is common for partners in one area of the college to become more involved in additional areas as they learn more about areas where they can contribute to benefit students.

#### **Santiago Canyon College**

- SCC seeks and maintains partnerships that are closely aligned with the college's mission and values. SCC's planning processes are continually evaluated and refined to ensure that data informs planning and that planning drives resource allocation. Through its established grant approval process, SCC only applies for grants that are in alignment with the college's mission.



## ACCOMPLISHMENTS (CONT.)

**Goal 8: Assess the educational needs of the communities we serve, and enhance awareness of the colleges and community involvement through outreach and advocacy among community constituencies and leaders.**

**Objective 8.1 Convene a district group charged with developing an aggressive student recruitment campaign that builds from a fresh update on the educational needs of our community in the areas of: high school students (including continuing education students), working adults, non-working adults, high demand industries, demographic imperatives.**

### Santa Ana College

- SAC has convened a college-based group of stakeholders for the purpose of developing customized strategies for recruiting future students. The strategic plans include, but are not limited to, building the pathway from non-credit to credit instruction for students, working across the K-12 to university pipeline to ease segmental transitions, cultivating scholarship support for students to make college attendance possible, and working with parent, community, and business partners. The planning has been both aggressive and calibrated to college capacity to ensure that interested students would be able to access the needed plans of instruction for the attainment of the higher education credentials they were/are seeking. This work is a dynamic part of our institutional planning and is closely linked with enrollment management, budget, concurrent enrollment, and associated policy development.

### Santiago Canyon College

- During the Spring 2012, through the college's participatory governance structure, an Enrollment Management Committee was developed will be task of creating an integrated planning approach to support college-wide strategies for the recruitment, retention & graduation of students. This committee will use both qualitative & quantitative data including demographic information from our surrounding communities and school districts to develop a recruitment strategy. This new shared governance committee was approved in College Council on May 15, 2013 and will begin its work in the fall of 2013.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
(Chancellor's Office)

To: Board of Trustees	Date: September 23, 2013
Re: RSCCD Comprehensive Master Plan – First Reading	
Action: Information	

**BACKGROUND**

The District has been engaged in the development of a Comprehensive Master Plan with the assistance of HMC Architects. The initial part of this process involved a redesign of the District's planning process, standing governance committees and the establishment of District-wide goals. That process was completed during the spring semester.

HMC has also been working with the colleges on the facilities master plans and has now compiled all of these planning documents into a Comprehensive Master Plan. A draft of this plan has been reviewed by the administration and employee groups and is now presented for first reading to the Board of Trustees.

Representatives from HMC will be present at the Board meeting to present the Comprehensive Master Plan.

**RECOMMENDATION**

This is provided to the board as an informational item.

Fiscal Impact:	Board Date: September 23, 2013
Prepared by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. & Ed. Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date: September 23, 2013
Re:	Appointment of RSCCD Community Representative (2013-2014) to Orange County Community Colleges Legislative Task Force (OCCCLTF)	
Action:	Request for Action	

**BACKGROUND**

The Orange County Community Colleges Legislative Task Force consists of representatives from the four Orange County community college districts.

**ANALYSIS**

The Legislative Task Force will convene its 2013-2014 year with a September meeting at North Orange County Community College District.

**RECOMMENDATION**

It is recommended that the board select a community representative to serve on the 2013-2014 task force.

Fiscal Impact: None	Board Date: September 23, 2013
Prepared by: Anita Lucarelli, Executive Assistant to the Board of Trustees	
Submitted by: Raúl Rodríguez, Ph.D., Chancellor	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date:	September 23, 2013
Re:	Approval of Funding Allocations for Repairs to the Orange Education Center		
Action:	Request for Approval		

**BACKGROUND**

The Santiago Canyon College Orange Education Center (OEC) main facility is located on North Batavia Street in Orange. This building underwent a major renovation in 2003 and was occupied by the college for the first time in 2004. It was discovered last year that this renovation project had never been submitted to or approved by the Division of the State Architect (DSA). As a result, the OEC facility is a non-compliant building and repairs must be made to bring the building into compliance with the pertinent building codes.

**ANALYSIS**

The OEC is a vital component of the district. For example, the fall semester enrollment is approximately 6,000 students, which generates considerable revenue for the college and district. The OEC is a recognized academic center and, as such, there is an additional annual allocation of \$1,000,000 for maintenance of that facility. It is critical for the long-term financial health of SCC and of the district that the repairs to this facility are made as expeditiously as possible.

Due to the extensive structural work that must be done to bring this building into compliance with the code, the estimate of costs associated with this work falls between \$14 and \$17 million dollars. As there are currently no funds allocated to pay for these repairs, a decision must be made as to the source of funds to do so.

It is recommended that the Board of Trustees allocate the funding for the repairs to the OEC from three sources: the balance of the SCC RDA account, which is approximately four million dollars; seven million dollars from the Budget Stabilization fund, and; approximately five million from the remaining Measure E funds. It is further recommended that in the event the district receives reimbursement through insurance funds or from a settlement agreement concerning the OEC that those funds be deposited into the Measure E budget for Santa Ana College to offset the funds that have been taken from that funding source (balance of Measure E unallocated funds and funds shifted from Project 3037).

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the allocation of funding for the repairs of the OEC as presented.

Fiscal Impact:	\$16,000,000	Board Date:	September 23, 2013
Prepared by:	Raúl Rodríguez, Ph.D., Chancellor		
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		