

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees (Regular meeting)**  
**Monday, July 21, 2014**  
**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, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and 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 June 9, 2014  
- Special meeting of June 30, 2014

**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 Rancho Santiago Community College District (RSCCD) Public Safety Task Force Report

## **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 INSTRUCTION**

- \*3.1 Approval of Clinical Affiliation Agreement for Athletic Training - Chapman University Action  
The administration recommends approval of the affiliation agreement with Chapman University in Orange, California.
- \*3.2 Approval of OTA Agreement Renewal – Garfield Medical Center Action  
The administration recommends approval of the agreement with Garfield Medical Center in Monterey Park, California.
- \*3.3 Approval of OTA Agreement Renewal – Casa Colina Hospital Action  
The administration recommends approval of the agreement with Casa Colina Hospital in Pomona, California.
- \*3.4 Approval of New Speech-Language Pathology Assistant Agreement - Rancho Physical Therapy Action  
The administration recommends approval of the agreement with Rancho Physical Therapy in Murrieta, California.
- \*3.5 Approval of New Speech-Language Pathology Assistant Agreement Renewal – Irvine Unified School District Action  
The administration recommends approval of the agreement with Irvine Unified School District in Irvine, California.

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

- \*3.6 Approval of Amendment #1 to Criminal Justice Academy Agreement - County of Orange Action  
The administration recommends approval of the amendment to the agreement with the County of Orange in Santa Ana, California.
- \*3.7 Approval of Acceptance of Donation of Steinway Grand Piano Action  
The administration recommends approval of acceptance of the donation of the Steinway Grand Piano as presented.
- \*3.8 Approval of Santa Ana College (SAC) Community Services Program for Fall 2014 Action  
The administration recommends approval of the proposed Community Services program for Fall 2014.
- \*3.9 Approval of Santiago Canyon College (SCC) Community Services Program for Fall 2014 Action  
The administration recommends approval of the proposed Community Services program for Fall 2014.
- \*3.10 Approval of Metropolitan Water District of Southern California Master Cost Agreement Action  
The administration recommends approval of the Master Cost Agreement with Metropolitan Water District of Southern California for 2014-2015 as presented.

#### **4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

- \*4.1 Approval of Payment of Bills Action  
The administration recommends payment of bills as submitted.
- \*4.2 Approval of Budget Increases/Decreases and Budget Transfers Action  
The administration recommends approval of budget increases, decreases and transfers during the month of May 2014.
- \*4.3 Adoption of Resolution No. 14-22 – Fiscal Accountability Action  
The administration recommends adoption of Resolution No. 14-22 – Fiscal Accountability and submission of the application to the Orange County Department of Education.

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

- \*4.4 Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo Action  
The administration recommends the board authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between Rancho Santiago Community College District and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2014, through June 30, 2015, as presented.
- \*4.5 Approval of Agreement with Nixon Peabody LLP – Bond Counsel for Measure Q Action  
The administration recommends approval of the legal services agreement with Nixon Peabody LLP to provide bond counsel services for Measure Q as presented.
- \*4.6 Approval to Renew Independent Audit Contract – Vavrinek, Trine, Day & Co. LLP Action  
The administration recommends approval of the contract renewal with Vavrinek, Trine, Day & Co., LLP for auditing services for the 2013-2014 fiscal year audit and authorization be given to the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the district as presented.
- \*4.7 Approval of Lease Agreement with IMPACT Magazine Action  
The administration recommends approval of the lease agreement with IMPACT Magazine and authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.
- \*4.8 Approval of Lease Agreement with Upward Synergy Action  
The administration recommends approval of the lease agreement with Upward Synergy and authorization be given to the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.
- 4.9 Discussion of 2014-2015 Proposed Adopted Budget Assumptions Discussion  
The administration recommends the board discuss the proposed adopted budget assumptions for the 2014-2015 fiscal year.
- \*4.10 Approval of Amendment No. 1 to Agreement with R2A Architecture for Architectural Programming Services for Orange Education Center (OEC) Action  
The administration recommends approval of Amendment No. 1 to the agreement with R2A Architecture for architectural programming services for OEC as presented.

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

- \*4.11 Approval of Agreement with BKF Engineers for Parking Lot Resurfacing at District Operations Center Action  
The administration recommends approval of the agreement with BKF Engineers for the parking lot resurfacing at the District Operations Center as presented.
- \*4.12 Approval of Change Order #1 for Bid #1226 – Contract with NCM Demolition and Remediation, LP for Demolition and Removal Services of 17<sup>th</sup> and Bristol Street Project at Santa Ana College Action  
The administration recommends approval of change order #1 for Bid #1226 – Contract with NCM Demolition and Remediation, LP for demolition and removal services of the 17<sup>th</sup> and Bristol Street Project at SAC as presented.
- \*4.13 Approval of Notice of Completion for Bid #1226 – Contract with NCM Demolition and Remediation, LP for Demolition and Removal Services of 17<sup>th</sup> and Bristol Street Project at Santa Ana College Action  
The administration recommends approval of the Notice of Completion with NCM Demolition and Remediation, LP for the demolition and removal services of the 17<sup>th</sup> and Bristol Street project at SAC as presented.
- \*4.14 Ratification of Amendment No. 1 to Agreement with Koury Geotechnical Services, Inc. for Geotechnical Engineering Consulting Services for Central Plant Project at Santa Ana College Action  
The administration recommends ratification of the amendment to the agreement with Koury Geotechnical Services, Inc. for geotechnical engineering consulting services for the Central Plant project at SAC as presented.
- \*4.15 Ratification of Award for Bid #1235 for Artesia Street Improvements at Santa Ana College Action  
The administration recommends ratification of the award for Bid #1235 to All American Asphalt as presented.
- \*4.16 Rejection of all Bids for Bid #1234 – Football Field Reconditioning at Santa Ana College Action  
The administration recommends rejection of all bids for Bid #1234 – Football Field Reconditioning at SAC as presented.
- \*4.17 Ratification of Award for Bid #1238 for Football Field Turf Replacement at Santa Ana College Action  
The administration recommends ratification of the award of Bid #1238 to So Cal Land Maintenance, Inc. as presented.

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

- \*4.18 Approval of Amendment No. 1 to Agreement with LPA, Inc. for Construction Administration Services for Sports Field Netting Project at Santiago Canyon College Action  
The administration recommends approval of the amendment to the agreement with LPA, Inc. for construction administration services for the sports field netting project at SCC as presented.
- \*4.19 Ratification of Award for Bid #1228 for Repair of Emergency Generator for Building “D” at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1228 to Coast Electric as presented.
- \*4.20 Ratification of Award for Bid #1229 – Building “D” Actuator Repairs at Santiago Canyon College Action  
The administration recommends ratification of the award of Bid #1229 to PMK Professional, Inc. as presented.
- \*4.21 Approval of Rancho Santiago Community College District Strategic Technology Plan for 2014-2016 Action  
The administration recommends approval of the RSCCD 2014-2016 Strategic Technology Plan as presented.
- \*4.22 Approval of Surplus Cafeteria Equipment and Fixtures at Santa Ana College Action  
The administration recommends declaration of the equipment and fixtures as surplus property and utilization of The Liquidation Company to conduct an auction as presented.
- \*4.23 Approval of Purchase Orders Action  
The administration recommends approval of the purchase order listing for the period May 25, 2014, through June 29, 2014.

## 5.0 GENERAL

- \*5.1 Approval of Resource Development Items Action  
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- |  |            |
|--|------------|
| - Basic Skills Initiative (SAC) - <i>Augmentation</i>                              | \$ 204,053 |
| - Basic Skills Initiative (SCC) - <i>Adjustment</i>                                | -\$ 14,072 |
| - SBA/CSUF – SBDC (District)   | \$ 46,088  |
| - Assessment, Remediation & Retention for Associate Degree Nursing Program – (SAC) | \$ 91,200  |

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

- \*5.1 Approval of Resource Development Items – (cont.)
- California Career Pathways Trust – Orange County Pathways Partnership (CCPT-OCPP) – (SAC) – Year 1 \$ 204,500
  - California Career Pathways Trust – Orange County Teacher Pathway Partnership (OC TPP) – (SCC) \$6,000,000
  - Career and Technical Education Act (CTEA) Title I-C - (District/SAC/SCC) \$1,477,060
  - Enrollment Growth for Associate Degree Nursing Program - (SAC) \$ 101,087
  - Math, Engineering and Science Achievement (MESA) Program – (SAC) \$ 50,500
  - Saint Joseph Hospital Clinical Training Grant – (SAC) \$ 123,691
  - Santa Ana Middle College High School – (SAC) \$ 99,000
  - Song-Brown Health Care Workforce Training Act - Registered Nurse Education: Capitation ADN Funding – (SAC) \$ 180,000
  - Song Brown Health Care Workforce Training Act – Registered Nurse Education: Special Program – (SAC) \$ 115,000
  - Student Mental Health Program – (SCC) \$ 33,500
  - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) – (SAC) \$ 22,500

\*5.2 Approval of Sub-Agreement between RSCCD and Garden Grove Unified School District for AB 86 Adult Education Consortium Planning Grant Action  
The administration recommends approval of the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

\*5.3 Adoption of Resolution No. 14-20 – California Department of Education (CSPP-4327) Action  
The administration recommends adoption of Resolution No. 14-20 with the California Department of Education and authorization be given to the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.

\*5.4 Adoption of Resolution No. 14-21 – California Department of Education (CCTR-4162) Action  
The administration recommends adoption of Resolution No. 14-21 with the California Department of Education and authorization be given to the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.

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

- \*5.5 Adoption of Resolution No. 14-23 – Office of Statewide Health Planning and Development/Song-Brown Program for Registered Nurse Education Capitation Grant (#14-5358) Action

The administration recommends adoption of Resolution No. 14-23 with the Office of Statewide Health Planning and Development and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

- \*5.6 Adoption of Resolution No. 14-24 – Office of Statewide Health Planning and Development/Song-Brown Program for Registered Nurse Education Special Program Grant (#14-5359) Action

The administration recommends adoption of Resolution No. 14-24 with the Office of Statewide Health Planning and Development and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.

- \*5.7 Adoption of Revised Board Policies Action

It is recommended that the board adopt the revisions to the following policies:

- BP 2105 Election of Student Member
- BP 2210 Officers
- BP 2315 Closed Sessions
- BP 2330 Quorum and Voting
- BP 2715 Code of Ethics/Standards of Practice
- BP 2746 Board of Trustees ~~Annual Evaluation~~ Assessment of District Goals and Strategic Objectives
- BP 3224 Auxiliary Services – Student Business Office (delete)
- BP 3225 Auxiliary Services – Special Services (delete)
- BP 3410 Nondiscrimination
- BP 3430 Prohibition of Harassment
- BP 4010 Academic Calendar —~~BP6114~~
- BP 4020 Program, Curriculum, and Course Development —~~BP6117~~
- BP 6001 Instruction General Policy Statement (delete)
- BP 6123 Curriculum Design (delete)
- BP 6124 Experimental/Innovative Programs (delete)
- BP 6131 Evaluation of the Instructional Program (delete)
- BP 6134 Program Discontinuance (delete)
- BP 4025 Philosophy and Criteria for Associate Degree and General Education (new)
- BP 4030 Personnel —~~Faculty Academic Freedom~~ —~~BP4201~~
- BP 4040 Library Services (new)

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



\*5.7 Adoption of Revised Board Policies – (cont.)

- BP 4050 Articulation (new)
- BP 4060 High School Graduation Delineation of Functions Agreements –~~BP 6122~~
- BP 4100 Graduation Requirements for Degrees and Certificates –~~BP6119~~
- BP 4106 Nursing Programs (new)
- BP 4110 Honorary Degrees (new)
- BP 4220 Standards of Scholarship (new)
- BP 4225 Course Repetition (new)
- BP 4226 Multiple and Overlapping Enrollments (new)
- BP 4230 Grading and Academic Record Symbols –~~BP6120~~
- BP 4231 Grade Changes (new)
- BP 4235 Credit by Examination –~~BP6121~~
- BP 4240 Academic Renewal (new)
- BP 4250 Probation, Dismissal and Readmission –~~BP5010~~
- BP 4260 Course Prerequisites, and Corequisites, and Advisories –~~BP6133~~
- BP 4300 Field Trips and Excursions (new)
- BO 4400 Community Services Programs Activities –~~BP1350~~
- BP 4410 Educational Research –~~BP6125~~
- BP 6115 Ceremonies and Observances (delete)
- BP 6116 Guest Speakers (delete)
- BP 6118 Instructional Divisions (delete)
- BP 6128 Publications (delete)
- BP 6129 Minimum Class Size (delete)
- BP 5010 Admissions and Concurrent Enrollment Requirements –~~BP5001~~
- BP 5002 Career Advanced Placement Students (delete)
- BP 5005 Admission/Continuing Education (delete)
- BP 5015 Residency Residence Determination –~~BP5006~~
- BP 5008 Interdistrict Attendance (delete)
- BP 5020 Nonresident Tuition –~~BP5007~~
- BP 5030 Fees –~~BP5011~~
- BP 5035 Withholding of Student Records –~~BP5555~~
- BP 5040 Student Confidentiality, Disclosure and Review Records, Directory Information, and Privacy –~~BP5117~~
- BP 5049 Military Withdrawals –~~BP5121~~
- BP 5050 Matriculation Student Success and Support Program –~~BP5460~~
- BP 5052 Open Enrollment –~~BP5009~~
- BP 6132 Open Courses (delete)
- BP 5110 Counseling –~~BP5451~~
- BP 5120 Transfer Center (new)
- BP 5130 Financial Aid
- BP 5140 Disabled Students Programs and Services (new)

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

- \*5.7 Adoption of Revised Board Policies – (cont.)
- BP 5150 Extended Opportunity Programs and Services (new)
  - BP 5200 Student Health Services –~~BP5510~~
  - BP 5205 Student Accident Insurance (new)
  - BP 5210 AIDS Policy Statement Communicable Disease –~~BP5511~~
  - BP 5300 Student Equity Affirmative Action Plan –~~BP5200~~
  - BP 5400 Associated Students Organization –~~BP5411~~
  - BP 5410 Associated Students Elections (new)
  - BP 5420 Associated Students Finance Auxiliary Services Student Business Office –~~BP3224~~
  - BP 3225 Auxiliary Services/Special Services (delete)
  - BP 5450 Management of Funds (delete)
  - BP 5421 Activities and Excursions Social Events: Meetings –~~BP5440~~
  - BP 5500 Standards of Student Conduct –~~BP5201~~
  - BP 5510 Off-Campus Student Organizations –~~BP5410~~
  - BP 5570 Student Credit Card Solicitations –~~BP5125~~
  - BP 5700 Athletics –~~BP6127~~
  - BP 5800 Prevention of Identity Theft in Student Financial Transactions –~~BP5012~~
  - BP 5003 Foreign Students (delete)
  - BP 5004 Apprentices (delete)
  - BP 5120 Withdrawals, Drops and Absences (delete)
  - BP 5400 Student Activities/Clubs (delete)
  - BP 5514 Placement Services (delete)
  - BP 5551 Grievance Procedure (delete)
  - BP 5552 Police Questioning and Apprehension (delete)
  - BP 5553 Student Production of Goods and Services (delete)
  - BP 6200 Budget Preparation
  - BP 6250 Budget Management
  - BP 6305 Fiscal Accountability
- \*5.8 Approval of Agreement with Liebert Cassidy Whitmore for Management Training and Legal Services Action  
The administration recommends the board authorize the chancellor to renew the agreement with Liebert Cassidy Whitmore for the 2014-2015 fiscal year.
- \*5.9 Approval of Extension of Consulting Services – Townsend Public Affairs, Inc. Action  
The administration recommends approval of the Supplement to Contract for Consulting Services (#4) with Townsend Public Affairs, Inc. as presented.

- 5.10 Approval of Naming of Santiago Canyon College Library Action  
The administration recommends approval of the naming of the Santiago Canyon College Library as the Lorenzo A. Ramirez Library.
- 5.11 Appointment of RSCCD Community Representative (2014-2015) to Orange County Community Colleges Legislative Task Force (OCCCLTF) Action  
It is recommended that the board select a community representative to serve on the 2014-2015 task force.
- 5.12 Reports from Board Committees Information
  - Board Facilities Committee
- 5.13 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
  - f. Educational Administrator Appointments
    - (1) Interim Dean
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 Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Liability Claim (pursuant to Government Code Section 54956.95)  
Rejection of Claim – File #14-17033 JT

### **RECONVENE**

### **Issues discussed in Closed Session (Board Clerk)**

### Public Comment

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

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

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

## **6.0 HUMAN RESOURCES**

### 6.1 Management/Academic Personnel

Action

- Approval of New Job Descriptions
- Approval of Revised Job Descriptions
- Approval of Interim Assignments
- Approval of Interim Assignments/Employment of Retired STRS Members
- Approval of Extensions of Interim Assignments
- Approval of End of Assignments
- Ratification of Resignations/Retirements
- Approval of 2014-2015 Athletic Stipends
- Approval of 2014-2015 Coordinator Stipends
- Approval of 2014-2015 Contract Extension Days
- Approval of Appointments
- Approval of Part-time Hourly New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Interns

### 6.2 Classified Personnel

Action

- Approval of Revised Job Descriptions and Changes in Grade
- Approval of Temporary to Contract Assignments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Salary Placements
- Approval of Voluntary Furloughs
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of New Appointments
- Approval of Temporary to Hourly On Going Assignments
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignments
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Miscellaneous Positions
- Approval of Instructional Associates/Associate Assistants

6.2 Classified Personnel – (cont.)

- Approval of Community Service Presenters and Stipends
- Approval of Volunteers
- Approval of Student Assistant Lists

6.3 Rejection of Claim

Action

The district's claims administrator recommends the board authorize the chancellor or his designee to reject claim #14-17033 JT.

6.4 Authorization for Board Travel/Conferences

Action

**7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on August 18, 2014.

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

**Board of Trustees (Regular meeting)**

**Monday, June 9, 2014**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:29 p.m. by Mr. Jose Solorio. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, Mr. Larry Labrado, Ms. Nelida Mendoza Yanez, Mr. Phillip Yarbrough, and Ms. Alana Voechting.

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

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Mendoza Yanez, Member, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Administration of Oath of Allegiance to Alana V. Voechting, 2014-2015 Student Trustee

Mr. Labrado administered the Oath of Allegiance to Ms. Alana V. Voechting. The board welcomed her as the 2014-2015 student trustee.

1.4 Approval of Additions or Corrections to Agenda

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza Yanez to approve a revised page and addendum for Item 6.1 (Management/Academic) and addendum for Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

1.5 Public Comment

Mr. Zachary Christiansen, Mr. Nicolas Dorantes, Ms. Laurie LaBounty, Mr. Kevin Pham, and Mr. Jorge Sandoval spoke in support of increasing the optional student activities fee (Item 3.6). Mr. Sandoval thanked the board for its support and encouragement as he served as the 2013-2014 SAC student president.

1.6 Approval of Minutes

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the minutes of the meeting held May 27, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

1.7 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.6 (Increase the Optional Student Activities Fee at Santa Ana College [SAC] and Santiago Canyon College [SCC]), removed by Mr. Yarbrough; and Item 4.3 (Agreement with Facilities Planning & Program Services) and Item 4.4 (Amendment to Agreement with Westberg + White Architects, Inc.), removed by Mr. Solorio. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

3.1 Approval of Renewal of On-site Associate Degree Nursing Program with St. Joseph Hospital of Orange

The board approved the agreement with St. Joseph Hospital of Orange.

3.2 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Basic Skills Training

The board approved the instructional agreement with SER, Jobs for Progress, Inc. for program year 2014-2015.

3.3 Approval of Instructional Agreement with SER, Jobs for Progress, Inc. for Vocational Training

The board approved the instructional agreement with SER, Jobs for Progress, Inc. for program year 2014-2015.

3.4 Approval of Academic Talent Search Residential Program Contract

The board approved the agreement between University of California, Los Angeles, and Santa Ana College Academic Talent Search Program for 2014.

3.5 Approval of Student Health Fee for Intersession

The board approved the \$16 student health fee for intersession effective January 2015.

3.9 Approval of New Course and New Program for 2015-2016 Santa Ana College Catalog

The board approved the new course and new program for the 2015-2016 SAC catalog as presented.

- 1.7 Approval of Consent Calendar – (cont.)
- 3.10 Approval of New Courses and New Programs for 2015-2016 Santiago Canyon College Catalog  
The board approved the new courses and new programs for the 2015-2016 SCC catalog as presented.
- 3.11 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement  
The board approved the Master Cost Agreement with the Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC) for 2014-2015 as presented.
- 3.12 Approval of JTS Services Master Cost Agreement  
The board approved the Master Cost Agreement with JTS Services for 2014-2015 as presented.
- 3.13 Approval of Orange County Electrical Training Trust Master Cost Agreement  
The board approved the Master Cost Agreement with the Orange County Electrical Training Trust for 2014-2015 as presented.
- 3.14 Approval of Operating Engineers Training Trust JATC Master Cost Agreement  
The board approved the Master Cost Agreement with the Electrical Training Trust Joint Apprenticeship and Training Committee for 2014-2015 as presented.
- 3.15 Approval of California/Nevada Training Trust Master Cost Agreement  
The board approved the Master Cost Agreement with the California/Nevada Training Trust for 2014-2015 as presented.
- 3.16 Approval of Upward Bound Math and Science Summer Residential Program Contract with California State University, Fullerton (CSUF)  
The board approved the Upward Bound Math and Science Summer Residential Program Contract with CSUF.
- 4.1 Approval of Payment of Bills  
The board approved payment of bills as submitted.
- 4.5 Approval of Five Year Construction Plan (2016-2020) and Initial Project Proposals (IPPs) for the following projects for 2017-2018: Santa Ana College – Fine and Performing Arts Complex Replacement, Vocational Technology Complex, Library/Learning Resource Center; Santiago Canyon College – Student Services Building  
The board approved the Five Year Construction Plan (2016-2020) and IPPs for the following projects: SAC – Fine and Performing Arts complex replacement, Vocational Technology complex, Library/Learning Resource Center; SCC – Student Services building, as presented.





1.7 Approval of Consent Calendar – (cont.)

5.1 Approval of Resource Development Items – (cont.)

- Deputy Sector Navigator – Small Business (District)	\$200,000
- Information Communications Technology (ICT)/Digital Media Sector Navigator (District)	\$372,500
- Los Angeles/Orange County Regional Consortium (SCC)	\$370,000

It was moved by Mr. Yarbrough and seconded by Mr. Solorio to suspend the rules and consider Item 3.6 at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

3.6 Approval to Increase the Optional Student Activities Fee at Santa Ana College and Santiago Canyon College

It was moved by Ms. Alvarez and seconded by Ms. Barrios to approve the increase of the optional student activities fee from \$5 to \$10 per semester effective fall 2014. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

1.8 Informational Presentation on the Budget

Mr. Peter Hardash and Mr. Adam O’Connor provided an informational presentation on the budget. Board members received clarification on items related to the 2014-2015 Tentative Budget.

1.9 Public Hearing – 2014-2015 Tentative Budget

There were no public comments.

1.10 Public Hearing – California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

1.11 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579

There were no public comments.

1.12 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

There were no public comments.

1.13 Public Hearing - Faculty Association of Rancho Santiago Community College District Initial Bargaining Proposal to Rancho Santiago Community College District

There were no public comments.

1.14 Informational Presentation on Adult Education Programs and English as a Second Language (ESL)

Mr. James Kennedy and Mr. Jose Vargas provided an informational presentation on adult education programs and English as a Second Language classes, which included student testimonies.

**2.0 INFORMATIONAL ITEMS AND ORAL REPORTS**

2.1 Report from the Chancellor

Dr. Raúl Rodríguez, Chancellor, provided a report to the board. His report included an update to the SAC and SCC self-evaluation reports that addressed the board's concerns from the May 27, 2014, meeting regarding the communication processes between trustees and district employees.

2.2 Reports from College Presidents

Mr. Juan Vázquez, President, Santiago Canyon College, provided a report to the board, which included expressing gratitude for the naming of the promenade overlooking Strenger Plaza in his honor.

On behalf of SAC and SCC, Mr. Vázquez reported that the Self Evaluation Reports submitted to the board for approval at today's meeting have been updated to address staff recommendations and the board's concerns expressed at the May 27, 2014, meeting.

There was no representation from Santa Ana College.

2.3 Report from Student Trustee

Since school is not in session, Ms. Ashley Voechting, Student Trustee, did not provide a report to the board. She indicated that she is honored to hold the position of student trustee and plans to assist students in achieving success in their educational endeavors.

2.4 Reports from Student Presidents

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

Ms. Raquel Manriquez, 2014-2015 Student President, Santa Ana College  
Mr. Yuh Hwan Ko, 2013-2014 Student President, Santiago Canyon College

## 2.5 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Ms. Corinna Evett, Academic Senate President, Santiago Canyon College  
Mr. John Zarske, Academic Senate President, Santa Ana College

## 3.0 INSTRUCTION

Items 3.1, 3.2, 3.3, 3.4, 3.5, 3.9, 3.11 through 3.16 were approved as part of Item 1.7 (Consent Calendar). Item 3.6 was considered after Item 1.7; Item 3.11 was reconsidered after Item 3.8.

### 3.7 Approval of Santa Ana College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the SAC Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation. Mr. Hanna and Mr. Yarbrough thanked staff for their hard work in completing the Self Evaluation Reports for both colleges. Mr. Hanna thanked staff for updating the reports for Recommendation 5 for SCC and District Recommendation 3 for SAC relating to the concerns expressed at the May 27<sup>th</sup> board meeting regarding the communication processes between trustees and district employees. Mr. Hanna indicated that the Board Policy Committee discussed the need for an additional policy in response to the Commission's recommendation regarding communication processes between trustees and district employees, but was advised by staff that policies addressing these concerns were already in place.

Dr. Jaros indicated that the board's concerns were addressed in SAC's Self Evaluation Report by adding a paragraph to Standard IV.B.3.f and providing a transcript of the May 27, 2014, chancellor's report as an evidentiary document of the report. In addition, she reported that the response to the recommendations section has also been clarified. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

### 3.8 Approval of Santiago Canyon College Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the SCC Self Evaluation Report of Educational Quality and Institutional Effectiveness in Support of Reaffirmation of Accreditation. Discussion on this item occurred during discussion of Item 3.7. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

Mr. Hanna asked the board to reconsider approval of Item 3.11 that had been approved earlier as part of Item 1.7 (Consent Calendar) due to a conflict of interest with his employment.

It was moved by Mr. Solorio and seconded by Ms. Barrios to reconsider approval of Item 3.11 at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

3.11 Approval of Southwest Carpenters Training Fund and Southern California Carpentry Joint Apprenticeship and Training Committee Master Cost Agreement

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Master Cost Agreement with the Southwest Carpenters Training Fund (SCTF) and Southern California Carpentry Joint Apprenticeship and Training Committee (JATC) for 2014-2015 as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough; and a vote of abstention from Mr. Hanna due to a conflict of interest with his employment. Student Trustee Voechting's advisory vote was aye.

**4.0 BUSINESS OPERATIONS/FISCAL SERVICES**

Items 4.1 and 4.5 through 4.12 were approved as part of Item 1.7 (Consent Calendar).

4.2 Approval of 2014-2015 Tentative Budget

It was moved by Ms. Barrios and seconded by Mr. Yarbrough to approve the 2014-2015 proposed Tentative Budget as presented. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

4.3 Approval of Agreement with Facilities Planning & Program Services (FPPS) for Program Planning and Management Consulting Services

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the agreement with FPPS for program planning and management consulting services as presented. Discussion ensued on this item and Item 4.4. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

4.4 Approval of Amendment to Agreement with Westberg + White Architects, Inc. for Architectural and Engineering Consulting Services for various Santa Ana College Projects

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the amendment to the agreement with Westberg + White Architects, Inc. for various projects at SAC as presented. Discussion ensued during discussion of Item 4.3. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

**5.0 GENERAL**

Item 5.1 was approved as part of Item 1.7 (Consent Calendar).

5.2 First Reading of Revised Board Policies

The following board policies were presented to the board for a first reading as an informational item:

- BP 2105 Election of Student Member
- BP 2315 Closed Session
- BP 2330 Quorum and Voting
- BP 2715 Code of Ethics/Standards of Practice
- BP 2746 Board of Trustees Annual Evaluation of District Goals
- BP 3224 Auxiliary Services – Student Business Office (delete)
- BP 3225 Auxiliary Services – Special Services (delete)
- BP 3410 Nondiscrimination
- BP 3430 Prohibition of Harassment
- Section 4000 Policies (21 new/revised policies and 6 current policy deletions)
- Section 5000 Policies (29 new/revised policies and 9 current policy deletions)
- BP 6200 Budget Preparation
- BP 6250 Budget Management
- BP 6305 Fiscal Accountability
- BP 2210 Officers

5.3 Reports from Board Committees

Mr. Hanna provided a report on the June 4, 2014, Board Policy Committee meeting.

5.4 Board Member Comments

Board members welcomed Ms. Voechting as the 2014-2015 student trustee and Ms. Manriquez as the 2014-2015 student president for Santa Ana College.

Board members commended staff on the recent commencement ceremonies.

#### 5.4 Board Member Comments – (cont.)

Board members commended Mr. Vázquez on his years of leadership to Santiago Canyon College. Ms. Barrios and Mr. Yarbrough expressed appreciation for the 35 applicants who applied for his position. Mr. Hanna and Mr. Solorio thanked Mr. Vázquez for his service and expressed appreciation to the chancellor for naming the promenade in honor of Mr. Vázquez.

Ms. Alvarez asked for the cost figures associated with the recommendations included in the safety report conducted by Mr. Alistair Winter and Mr. Paul Walters.

Ms. Mendoza Yanez thanked Mr. Kennedy and Mr. Vargas for providing leadership for the adult education program, the students for their testimonies, and the instructors for helping the students succeed.

Ms. Mendoza Yanez asked that a presentation be given to the board on the College Assistance Migrant Program (CAMP) and student testimonies be included in the presentation.

Ms. Mendoza Yanez stated that board members have a desire to attend as many year-end events as possible, but since there are so many events and some of them are scheduled on the same date/time, they are not able to attend all of them. She asks that consideration be given to allowing more time between year-end events in the future.

Mr. Hanna indicated that staff explained that year-end events overlapped this year due to intersession classes. He stated that he was unable to attend SAC commencement ceremonies due to a family friend graduating from the Sheriff's Academy, which was held at the same time as SAC's commencement.

### **RECESS TO CLOSED SESSION**

The board convened into closed session at 7:40 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. Full-time Faculty
  - b. Part-time Faculty
  - c. Classified Staff
  - d. Student Workers
  - e. Educational Administrators
  
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 8:22 p.m.

### **Closed Session Report**

Ms. Alvarez reported the board discussed public employment, contract negotiations, and the chancellor's evaluation, and no reportable action was taken during closed session.

### **Public Comment**

There were no public comments.

## **6.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the following action on the management/academic personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

- Approve Employment Agreements
- Approve 2014-2015 Cabinet Interim Salary Schedules
- Approve 2014-2015 Management Interim Salary Schedules
- Approve 2014-2015 Academic/Classified Administrative & Academic Supervisory Step Increases
- Approve 2014-2015 Classified Management/Supervisory/Confidential Step Increases
- Approve Appointments
- Approve Changes of Titles/Salaries
- Approve 2014-2015 CEFA Interim Salary Schedules
- Approve 2013-2014 CSEA Chapter 888 Permanent Salary Schedules
- Approve 2014-2015 CSEA Chapter 888 Interim Salary Schedules
- Approve 2014-2015 FARSCCD Interim Salary Schedules
- Approve 2014-2015 CSEA Chapter 888 Contract/Hourly Step Increases
- Approve 2014-2015 FARSCCD Contract Step Increases
- Approve 2014-2015 Contract Extension Days



6.1 Management/Academic Personnel – (cont.)

- Approve 2014-2015 Coordinator Stipends
- Approve Outside Assignments
- Ratify Resignations/Retirements
- Approve Changes of Assignments/From 192 Day Contract to 225 Day Contracts
- Approve Final Salary Placement for Temporary Employees
- Approve 2014-2015 Sabbatical Leaves of Absences/80% Contracts
- Approve 2014-2015 Banked Leaves of Absences/20% Contracts
- Approve Stipends
- Approve Part-time Hourly New Hires/Rehires

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the following action on the classified personnel docket. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

- Approve 2014-2015 CSEA Interim Salary Schedules
- Approve 2014-2015 Miscellaneous Salary Schedules
- Approve 2014-2015 CSEA Step Increases
- Approve New Appointments
- Approve Voluntary Furloughs
- Ratify Resignations/Retirements
- Approve Temporary to Hourly On Going Assignments
- Approve Changes in Position
- Approve Temporary Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Instructional Associates/Associate Assistants
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Approval of Employee Calendar 2014-2015

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the 2014-2015 employee calendar. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

6.4 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to California School Employees Association (CSEA) Chapter 579

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to adopt the district's initial bargaining proposal to CSEA Chapter 579. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

6.5 Adoption of Rancho Santiago Community College District's Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to adopt the district's initial bargaining proposal to FARSCCD. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

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

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the revisions to the collective bargaining agreement with CSEA Chapter 888 for the period of July 1, 2014, through June 30, 2015. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

6.7 Approval of Fringe Benefit Providers for Fiscal Year 2014-2015

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to approve the renewal of the insurance programs at the negotiated rates and authorize the chancellor or his designee to enter into appropriate agreements with Anthem BlueCross (PPO/HMO), MetLife Basic Life Insurance, MetLife Voluntary Life Insurance, Anthem Blue Cross Voluntary Vision, AFLAC, MetLife, American Fidelity, and United Pet Care for the 2014-2015 fiscal year. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting's advisory vote was aye.

**7.0 ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on July 21, 2014.

There being no further business, Mr. Solorio declared this meeting adjourned at 8:23 p.m.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: July 21, 2014

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

**Board of Trustees (Special meeting)**

**Monday, June 30, 2014**

**MINUTES**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

The meeting was called to order at 4:30 p.m. by Mr. Jose Solorio. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. John Hanna, and Mr. Phillip Yarbrough. Mr. Larry Labrado arrived at the time noted. Ms. Nelida Mendoza Yanez was unable to attend due to personal business.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. Raúl Rodríguez, and Mr. Juan Vázquez. Ms. Anita Lucarelli was present as record keeper.

1.2 Pledge of Allegiance to the United States Flag

The Pledge of Allegiance was led by Ms. Barrios, Member, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Public Comment

Ms. Victoria Williams introduced herself and spoke regarding 2008 budget reductions resulting in reduction of classified and adjunct faculty staff.

Dr. Rodriguez reported the following will be discussed in closed session:

Conference with Real Estate Negotiator (pursuant to Government Code Section 54956.8)

Agency Negotiator: Dr. Raúl Rodríguez, Chancellor

Property Address: 4540 E. Riverdale Avenue, Anaheim, California

Negotiating Parties: Orange Unified School District

Under Negotiation: Sale of Property

Mr. Labrado arrived at the beginning of closed session.

**RECESS TO CLOSED SESSION**

The board convened into closed session at 4:35 p.m. to consider the following items:

1. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (1 case)

2. Conference with Real Property Negotiators (pursuant to Government Code Section 54956.8)  
Agency Negotiator: Dr. Raúl Rodríguez, Chancellor  
Property Address: 4540 E. Riverdale Avenue, Anaheim, California  
Negotiating Parties: Orange Unified School District  
Under Negotiation: Sale of Property
3. Public Employment (pursuant to Government Code Section 54957[b][1])
  - a. President

## **RECONVENE**

The board reconvened at 6:42 p.m.

### **Public Comment**

Mr. Robert Douglas introduced himself and announced his candidacy for RSCCD Trustee Area 4.

### **Closed Session Report**

Ms. Alvarez reported the board discussed anticipated/potential litigation, real property negotiations, and public employment, and no reportable action was taken during closed session.

## **2.0 HUMAN RESOURCES**

### **6.1 Management/Academic Personnel**

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to ratify the Santiago Canyon College President's contract for Dr. John Weispfenning. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Mr. Solorio, and Mr. Yarbrough.

## **ADJOURNMENT**

The next regular meeting of the Board of Trustees will be held on July 21, 2014.

There being no further business, Mr. Solorio declared this meeting adjourned at 6:45 p.m.

Respectfully submitted,

---

Raúl Rodríguez, Ph.D.  
Chancellor

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

Minutes approved: July 21, 2014

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College and Santiago Canyon College**

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Clinical Affiliation Agreement for Athletic Training: Chapman University	
Action: Request for Approval	

**BACKGROUND**

Students in Athletic Training Programs at Chapman University are required to gain practical field experience and to apply knowledge and skills learned in college classes. This experience is gained working in the athletic training room as well as attending athletic practices and events at Santa Ana College and Santiago Canyon College. The proposed clinical affiliation agreement with Chapman University, located in Orange, will yield appropriate clinical rotation activities for the students in the Athletic Training Program.

**ANALYSIS**

The clinical affiliation agreement covers the scope of program operations of the facility, as well as insurance and other issues relating to liability for both parties (Chapman and RSCCD/SAC/SCC). The agreement has been reviewed and approved by RSCCD Risk Management and staff from both colleges. The agreement carries no costs or other financial arrangements and is in effect for four (4) years unless otherwise terminated by either party.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this affiliation agreement with Chapman University.

Fiscal Impact:	None	Board Date: July 21, 2014
Prepared by:	Avie Bridges, Dean of Kinesiology, SAC Martin Stringer, Dean of Business, Math & Sciences, SCC Linda D. Rose Ed.D., Vice President, Academic Affairs, SAC Aracely Mora, Ed.D. Vice President, Academic Affairs, SCC	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College Juan A. Vázquez, President, Santiago Canyon College	
Recommended by:	Raúl Rodríguez Ph.D., Chancellor, RSCCD	

**CHAPMAN UNIVERSITY  
ATHLETIC TRAINING EDUCATION PROGRAM****AFFILIATED SITE AGREEMENT**

This AGREEMENT is made and entered into this **June 2, 2014** between CHAPMAN UNIVERSITY, hereafter referred to as the "UNIVERSITY", and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** and their participating schools at **SANTA ANA COLLEGE** and **SANTIAGO CANYON COLLEGE**, hereafter referred to as the "AFFILIATED SITE".

**WHEREAS:**

The UNIVERSITY has an undergraduate major in Athletic Training which awards a Bachelor of Science degree in Athletic Training that is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and the Western Association of Schools and Colleges. Starting in summer 2015, the UNIVERSITY will also have a graduate program in Athletic Training that awards a Master of Science degree in Athletic Training, and:

Clinical experience is required as an integral component of the athletic training curriculum and professional preparation, and;

The UNIVERSITY desires the cooperation of the AFFILIATED SITE and its staff in the development, implementation and evaluation of the athletic training student clinical experience and professional preparation and;

The AFFILIATED SITE will benefit from the professional services provided by the athletic training students of UNIVERSITY, and;

The parties have found it to be in the public interest for the AFFILIATED SITE to join the UNIVERSITY in satisfying the curriculum requirements and professional preparation of athletic training students.

NOW, THEREFORE, UNIVERSITY and AFFILIATED SITE agree to the following terms and conditions for the establishment and operation of a clinical education program.

**I. THE PARTIES MUTUALLY AGREE:**

- A. This AGREEMENT shall continue in force, effect from **June 2, 2014**, to and including **May 31, 2018**. This AGREEMENT may be renewed for a one-year period by mutual consent of both parties. This AGREEMENT may be terminated by either party with or without cause upon ninety (90) days written notice, provided that (subject to the other terms of this AGREEMENT) all students currently enrolled in the Program at the AFFILIATED SITE at the time of notice of termination shall be given the opportunity to complete the program at the AFFILIATED SITE.
- B. The parties shall follow the cognitive and psychomotor competencies and clinical proficiencies specified by CAATE for the clinical education experience, utilize methods for their implementation and continually evaluate the effectiveness of the clinical experience in meeting the didactic and clinical delivery of the curriculum for athletic training students.
- C. The AFFILIATED SITE Certified Athletic Trainer (ATC) must be recognized as a Preceptor defined by the CAATE and Chapman University Athletic Training Education Program (CUATEP). This recognition includes the participation of the AFFILIATED SITE Certified Athletic Trainer in a five-hour Preceptor education workshop delivered by the CUATEP Program Director and/or Clinical Education Coordinator, both of whom are Preceptor Educators.
- D. The AFFILIATED SITE health-care provider (e.g., Physician, Physician Assistant, Nurse, Physical Therapist, etc.) who is not a certified athletic trainer must be recognized as a Preceptor defined by the CAATE and Chapman University Athletic Training Education Program CUATEP.
- E. The period for each athletic training student's clinical experience shall be mutually agreed upon prior to beginning the clinical education program.
- F. The number of students able to participate in the AFFILIATED SITE'S clinical education program will be mutually determined by agreement of the parties and may be altered by mutual agreement, with due consideration given to the clinical space available, not to exceed the standard 5 (five) athletic training students to 1 (one) Preceptor ratio.
- G. The Affiliated Site Preceptor *may be* eligible for pay or remuneration for participation in this program beyond the 5.0 Continuing Education Units from the Board of Certification (BOC), Inc. for attending the CUATEP Preceptor education workshop. Criteria for pay or remuneration are as follows:
- Instructing and supervising one or more Athletic Training Student(s) (ATS) at the Affiliated Site during the semester;
  - Providing written evaluation of ATS(s) performance at the midterm and final week during the semester;



- Positive written evaluation comments by the ATS(s) of the Affiliated Site and Preceptor
  - Standard stipend remuneration will be:
    1. \$50 per student up to a maximum of \$250 per semesterStipends will be processed during each semester of the academic year
- H. AFFILIATED SITE may request UNIVERSITY to withdraw from AFFILIATED SITE'S clinical experience program any student who AFFILIATED SITE determines is not performing satisfactorily, or who refuses to follow AFFILIATED SITE'S administrative and patient care policies, procedures, rules and regulations. Such request shall be in writing and must include a statement of reason(s) why AFFILIATED SITE desires to have the student withdrawn. UNIVERSITY may withdraw a student from the clinical program at any time, upon written notice to the AFFILIATED SITE.
- I. Neither party shall discriminate in the assignment of athletic training students based on race, color, disability, sex, religion, national origin, sexual orientation, ancestry, or any other basis prohibited by law.
- J. The UNIVERSITY agrees to indemnify, hold harmless, and defend the AFFILIATED SITE, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the AFFILIATED SITE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the UNIVERSITY, its trustees, agents, employees, or students.
- K. The AFFILIATED SITE agrees to indemnify, hold harmless, and at the UNIVERSITY'S request, defend the UNIVERSITY, its trustees, agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the UNIVERSITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the AFFILIATED SITE, its agents, or employees.
- L. The parties agree that the athletic training students are fulfilling specific requirements for the field experiences as part of a degree requirement and, therefore, regardless of the nature or extent of the acts performed by them, the students are not to be considered employees or agents of either the UNIVERSITY or the AFFILIATED SITE for any purpose including Workers' Compensation or employee benefit programs, and the students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
- M. Notices required or permitted to be provided under this AGREEMENT shall be in writing and shall be deemed to have been duly given if mailed first class as follows:



To: **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:**

2323 North Broadway Avenue  
Santa Ana, California 92706  
Attention: Peter J. Hardash  
Telephone: 714-480-7340

With copies to:

Santa Ana College  
1530 West 17<sup>th</sup> Street  
Santa Ana, CA 92706  
Attention: Nora Schug  
Telephone: 714-564-6940

Santiago Canyon College  
8045 E. Chapman Avenue  
Orange, CA 92869  
Attention: Kelsey Bains  
Telephone: 714-628-4704

To: **CHAPMAN UNIVERSITY:**

Athletic Training Education Program  
One University Drive  
Orange, California 92866  
Attention: Jason Bennett, DA, ATC  
CUATEP Director  
Telephone: (714) 997-6567

- N. Both parties acknowledge that they are independent contractors, and nothing contained in this AGREEMENT shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties, and neither party shall so hold itself out. Neither party shall have any right to obligate or bind the other party in any manner whatsoever, nor nothing contained in this AGREEMENT shall give or is intended to give any right of any kind to third persons.
- O. Neither party hereto shall have the right, directly or indirectly, to assign, transfer, convey or encumber any of its rights under this AGREEMENT without the prior written consent of the other party hereto. Subject to the foregoing, this AGREEMENT shall be binding upon and inure to the benefit of the respective successors and assigns of the UNIVERSITY and the AFFILIATED SITE.
- P. Any failure of a party to enforce that party's right under any provision of this AGREEMENT shall not be construed or act as a waiver of said party's subsequent right to enforce any precisions contained herein.

- Q. If any term or provision of this AGREEMENT is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this AGREEMENT shall be interpreted as if such term or provision had never been contained in this AGREEMENT.
- R. This Agreement shall be governed by the laws of the state of California. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such action shall be Orange County, California

## II. AFFILIATED SITE AGREES:

- A. To provide time and training for the Preceptor who supervises and coordinates the clinical education experience with the CUATEP Clinical Education Coordinator. The aforementioned individual shall meet the criteria established by the Board of Certification, (BOC) Inc., and CAATE standards for the supervision of athletic training students in the clinical education setting.
- B. To provide the Preceptor with reasonable time to plan and implement the clinical education experience including, when feasible, time to attend relevant meetings and conferences.
- C. To structure the clinical experience as needed to meet the educational competencies and clinical proficiencies specified by CAATE, utilize methods for their implementation and continually evaluate the effectiveness of the clinical experience in meeting the didactic and clinical delivery of the curriculum for athletic training students. The AFFILIATED SITE will attempt to meet the mission, goals and objectives set forth by CUATEP within the constraints of the AFFILIATED SITE'S physical environment, patient load, and clinical experience.
- D. To advise UNIVERSITY of any changes in its personnel, operation, or policies which may affect the clinical education experience.
- E. To provide the assigned athletic training student, whenever possible with the use of library resources, reference materials and other specialized learning experiences.
- F. To provide the athletic training student with a copy of the AFFILIATED SITE'S rules, regulations, policies, and procedures, with which the athletic training student is expected to comply.
- G. To provide for emergency health care of the athletic training student in case of accident at the expense of the student.

- H. Upon reasonable request, to permit UNIVERSITY and/or appropriate agencies charged with the responsibility of accrediting or approving the athletic training education program to inspect the clinical facilities, services available for clinical experience, student records and other materials pertaining to the clinical education program.
- I. To evaluate the performance of the athletic training student on a regular basis using the evaluation form provided by CUATEP at the midterm and end of semester. UNIVERSITY is to be notified, by at least midterm, of any serious deficit noted in that assigned athletic training student's ability to accomplish the objectives set forth for that clinical experience. (It will then be the mutual responsibility of the assigned student and Preceptor to devise a plan by which the student may be assisted to achieve the stated objectives.)
- J. To forward a copy of the student's final written evaluation of clinical rotation objectives reflecting competency completion and clinical proficiency acquisition, upon completion of the clinical education experience to be received by CUATEP Director and/or Clinical Education Coordinator within five (5) working days of the end of a semester.
- K. The AFFILIATED SITE agrees to comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation laws relating to the confidentiality of student records.
- L. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the AFFILIATED SITE or involving employees or agents of the AFFILIATED SITE, to take prompt and effective remedial action when discrimination or harassment is found to have occurred, and to promptly notify the UNIVERSITY of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- M. To provide, upon request by any participating student, with such reasonable accommodations at the AFFILIATED SITE as required by law in order to allow qualified disabled students to participate in the program.
- N. The AFFILIATED SITE will maintain the following minimal coverage in full force and effect, at its sole expense and written by carriers acceptable to UNIVERSITY:
  - i. Commercial General Liability (Minimum Requirements):  
Limits of Liability:
    - \$1,000,000 Each Occurrence
    - \$2,000,000 General Aggregate
    - \$1,000,000 Products/Completed Operations Aggregate
    - \$1,000,000 Personal & Advertising Injury

## \$5,000 Medical Payments

## ii. Certificates of Insurance:

The AFFILIATED SITE shall supply an insurer's Certificate of Insurance (COI) on an Acord™ 25 form stating that there is insurance in effect with the minimum limits shown above. Each COI shall specify that should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Insurance required under this Agreement shall be primary insurance as respects UNIVERSITY, its trustees, officers, employees, representatives, agents and assigns, and any insurance maintained by UNIVERSITY shall be excess and shall not contribute with it. All policies must be issued by insurers currently rated by A.M. Best as "(A-) IX" or better.

## III. UNIVERSITY AGREES:

- A. To assume responsibility for the professional preparation of the athletic training student in compliance with the curriculum standards as set forth by CAATE and the BOC, Inc.
- B. To establish and maintain ongoing communication with the Preceptor of clinical education at the AFFILIATED SITE on items pertinent to athletic training education and the clinical education of athletic training students enrolled in the CUATEP. (Such communication might include, but is not limited to, a description of the experience, student biographical information, policies, faculty qualification, etc.) On-site visits will be arranged when feasible or upon request by the AFFILIATED SITE Preceptor.
- C. To place at the AFFILIATED SITE only those athletic training students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
- D. To inform the athletic training student of the AFFILIATED SITE'S requirements for acceptance when applicable.
- E. To provide upon request, the AFFILIATED SITE written certification concerning the student's health and any immunization against communicable diseases requested by the AFFILIATED SITE upon receipt by the CUATEP Director and/or Clinical Education Coordinator.
- F. To provide the AFFILIATED SITE, upon request, with a Certificate of Insurance evidencing the UNIVERSITY'S general liability insurance coverage relative to bodily injury and property damage with limits as set forth in Section II.N., and to further provide evidence of professional liability insurance coverage for any participating student in

connection with the student's professional activities at the AFFILIATED SITE under the AGREEMENT.

- G. To supply the Preceptor at an AFFILIATED SITE with all appropriate didactic and clinical syllabi and evaluation instruments reflecting the educational competencies and clinical proficiencies necessary for proper clinical education instruction, supervision and evaluation.
- H. To have each athletic training student provide, prior to commencement of the clinical experience, such confidential information as may be required by the AFFILIATED SITE as deemed necessary for the training and guidance of the students, together with the student's authorization for release of such information, as required by law.
- I. That the athletic training students are not employees of the AFFILIATED SITE and they will not receive compensation from said AFFILIATED SITE.
- J. To inform the athletic training students that they must abide by existing rules and regulations of the AFFILIATED SITE.
- K. To inform the athletic training students that they must be cleared, if required by the AFFILIATED SITE, from an absence caused by injury or illness, by a physician.
- L. That the athletic training student will provide evidence of health insurance coverage at the beginning of the clinical experience.

This AGREEMENT fully supersedes any and all prior AGREEMENTS or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof, and no change in, modification of or addition, amendment or supplement to this AGREEMENT shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this AGREEMENT.

This AGREEMENT may be executed in one or more counterparts, each of which shall constitute one and the same agreement. Further, the Parties may execute this AGREEMENT via fax or electronic mail transmission. A true and correct copy of the AGREEMENT, as executed by the Parties, may be used in lieu of an original for all purposes permitted by law.



**SIGNATURES:**

**CHAPMAN UNIVERSITY**

\_\_\_\_\_  
Daniele C. Struppa, Ph.D.  
Chancellor  
Chapman University

\_\_\_\_\_  
Date

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Peter J. Hardash  
Affiliated Site Authorized Representative

Vice Chancellor, Business Operations  
& Fiscal Services

\_\_\_\_\_  
Signature  
Affiliated Site Authorized Representative

\_\_\_\_\_  
Date

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of OTA Agreement Renewal – Garfield Medical Center	
Action:	Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for one (1) year or until termination by written notice of either party. The agreement 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 agreement with Garfield Medical Center in Monterey Park, California.

Fiscal Impact:	None	Board Date: July 21, 2014
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	



## AFFILIATION AGREEMENT

**THIS AFFILIATION AGREEMENT** ("Agreement") is made and entered into as of July 22, 2014 (the "Effective Date") between Rancho Santiago Community College District ("School"), and AHMC Garfield Medical Center LP, a California limited partnership, doing business as Garfield Medical Center ("Hospital").

### RECITALS:

- A. School offers to enrolled students a degree program in the field of Occupational Therapy.
- B. Hospital operates a comprehensive inpatient acute care facility licensed in the State of California ("State").
- C. School desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations in an acute care facility.
- D. Hospital has agreed to undertake training activities and to make its facility available to identified students of School for such purposes.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

#### 1. RESPONSIBILITIES OF SCHOOL.

a. **Clinical Program.** School shall be responsible for the implementation and operation of the clinical component of its program at Hospital ("Program"), which Program shall be approved in advance by Hospital. Such responsibilities shall include, but not be limited to, the following:

- (1) orientation of students to the clinical experience at Hospital;
- (2) provision of classroom theory and practical instruction to students prior to their clinical assignments at Hospital;
- (3) preparation of student/patient assignments and rotation plans for each student and coordination of same with Hospital;
- (4) continuing oral and written communication with Hospital regarding student performance and evaluation, absences and assignments of students, and other pertinent information;

(5) participation, with the students, in Hospital's Quality Assurance and related programs; and

(6) performance of such other duties as may from time to time be agreed to between School and Hospital.

All students, faculty, employees, agents and representatives of School participating in the Program while on Hospital premises ("Program Participants") shall be accountable to Hospital's Administrator. School shall be responsible for causing all Program Participants to comply with the terms of this Agreement.

**b. Student Statements.** School acknowledges that the Hospital shall require each Program Participant to sign, at the conclusion of his or her required hospital orientation training, a Statement of Responsibility in the form attached hereto as Exhibit A, a Statement of Confidentiality in the form attached hereto as Exhibit B, and a Statement of Essentials of Hospital Orientation in the form attached hereto as Exhibit C.

**c. Health of Program Participants.** School shall provide to Hospital satisfactory evidence that each Program Participant is free from contagious disease and does not otherwise present a health hazard to Hospital patients, employees, volunteers or guests prior to his or her participation in the Program. Such evidence shall include without limitation the completion of a two step tuberculin skin test (within the last six months) or evidence that each Program Participant is free of symptoms of pulmonary disease if the skin test is positive, a chest x-ray following a positive TB test result, and physical examination and evidence of immunity from rubella, measles and chicken pox. School and/or the Program Participant shall be responsible for arranging for the Program Participant's medical care and/or treatment, if necessary, including transportation in case of illness or injury while participating in the Program at Hospital. In no event shall Hospital be financially or otherwise responsible for said medical care and treatment.

**d. Dress Code; Meals.** School shall require the students assigned to Hospital to dress in accordance with dress and personal appearance standards approved by School. Such standards shall be in accordance with Hospital's standards regarding same. Program Participants shall pay for their own meals at Hospital.

**e. Performance of Services.** All faculty provided by School shall be duly licensed, certified or otherwise qualified to participate in the Program at Hospital. School shall have a specially designated staff for the performance of the services specified herein. School and all Program Participants shall perform its and their duties and services hereunder in accordance with all relevant local, state, and federal laws and shall comply with the standards and guidelines of all applicable accrediting bodies and the bylaws, rules and regulations of Hospital and any rules and regulations of School as may be in effect from time to time. Neither School nor any Program Participant shall interfere with or adversely affect the operation of Hospital or the performance of services therein.

*SAC 14-037*

**f. OSHA Compliance.** School shall be responsible for compliance by Program Participants with the final regulations issued by the Occupational Safety and Health Administration governing employee exposure to bloodborne pathogens in the workplace under Section VI(b) of the Occupational Safety and Health Act of 1970, which regulations became effective March 6, 1992, and as may be amended or superseded from time to time (the "Regulations"), including, but not limited to accepting the same level of responsibility as "the employer" would have to provide all employees with (1) information and training about the hazards associated with blood and other potentially infectious materials, (2) information and training about the protective measures to be taken to minimize the risk of occupational exposure to bloodborne pathogens, (3) training in the appropriate actions to take in an emergency involving exposure to blood and other potentially infectious materials, and (4) information as to the reasons the employee should participate in hepatitis B vaccination and post-exposure evaluation and follow-up. School's responsibility with respect to the Regulations also shall include the provision of the hepatitis B vaccination or documentation of declination in accordance with the Regulations.

**g. Training.** Prior to a student's first assignment at Hospital, the assignment of a School employee, agent or representative to work at Hospital or the first date of service (after the Effective Date) of a faculty member at Hospital, School shall require that the individual receive proper training on the basics of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and provide Hospital with evidence that such training has been completed satisfactorily by the individual. School shall make records of such training available to Hospital promptly, and without charge, upon Hospital's request. Further, prior to their first assignment at Hospital, all students shall meet with the Director of Education to receive Hospital orientation including patient information privacy policies and practices, an orientation packet and a student affiliation competency form.

## **2. RESPONSIBILITIES OF HOSPITAL.**

**a.** Hospital shall accept the students assigned to the Program by School and cooperate in the orientation of all Program Participants to Hospital. Hospital shall provide the opportunities for such students, who shall be supervised by School and Hospital, to observe and assist in various aspects of acute care patient care. Hospital shall coordinate School's rotation and assignment schedule with its own schedule and those of other educational institutions. Hospital shall at all times retain ultimate control of the Hospital and responsibility for patient care.

**b.** Upon the request of School, Hospital shall assist School in the evaluation of each Program Participant's performance in the Program. However, School shall at all times remain solely responsible for the evaluation and grading of Program Participants.

**3. MUTUAL RESPONSIBILITIES.** The parties shall cooperate to fulfill the following mutual responsibilities:

a. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from Hospital or School.

b. Any courtesy appointments to faculty or staff by either the School or Hospital shall be without entitlement of the individual to compensation or benefits for the appointed party.

**4. WITHDRAWAL OF PROGRAM PARTICIPANTS.**

a. Hospital may immediately remove from the premises any Program Participant who poses an immediate threat or danger to personnel or to the quality of medical services or for unprofessional behavior.

b. Hospital may request School to withdraw or dismiss a Program Participant from the Program at Hospital when his or her clinical performance is unsatisfactory to Hospital or his or her behavior, in Hospital's discretion, is disruptive or detrimental to Hospital and/or its patients. In such event, said Program Participant's participation in the Program shall immediately cease. Subject to the provisions of Subsection 4.a. above, it is understood that only School can dismiss the Program Participant from the Program at Hospital.

**5. INDEPENDENT CONTRACTOR.** The parties hereby acknowledge that they are independent contractors, and neither the School nor any of its agents, representatives, students or employees or Program Participants shall be considered agents, representatives, or employees of Hospital. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. School shall be liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits. No Program Participant shall look to Hospital for any salaries, insurance or other benefits. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

**6. NON-DISCRIMINATION.** There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, veteran status, disability or other legally protected classification in either the selection of students, or as to any aspect of the clinical training; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the Program.

**7. CONFIDENTIALITY.**

a. **Hospital Information.** School recognizes and acknowledges that, by virtue of entering into this Agreement and fulfilling the terms of this Agreement, School and Program Participants may have access to certain information of Hospital that is confidential and constitutes valuable, special and unique property of Hospital. School agrees that neither School nor any Program Participant will at any time, (either during or subsequent to the term of this Agreement), disclose to others, use, copy or permit to be copied, without Hospital's express prior  
*SAC 14-037*

written consent, except in connection with the performance of School's and Program Participant's duties hereunder, any confidential or proprietary information of Hospital, including, without limitation, information which concerns Hospital's patients, costs, or treatment methods developed by Hospital, and which is not otherwise available to the public.

b. **Terms of Agreement.** Except for disclosure to School's legal counsel, accountant or financial advisors (none of whom shall be associated or affiliated in any way with Hospital or any of its affiliates), neither School nor any Program Participant shall disclose the terms of this Agreement to any person, unless disclosure thereof is required by law or otherwise authorized by this Agreement or consented to by Hospital in writing. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide Hospital with the option of pursuing remedies for breach, or, notwithstanding any other provision of this Agreement, immediately terminating this Agreement upon written notice to School.

c. **Patient Information.** Neither School nor any Program Participant shall disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by Hospital in writing, any medical record or other patient information regarding Hospital patients, and School and Program Participant shall comply with all federal and state laws and regulations, and all bylaws, rules, regulations, and policies of Hospital and Hospital's medical staff, regarding the confidentiality of such information. School acknowledges that in receiving or otherwise dealing with any records or information from Hospital about Hospital's patients receiving treatment for alcohol or drug abuse, School and Program Participant are bound by the provisions of the federal regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, as amended from time to time.

d. **Privacy of Health Information.**

School acknowledges that Hospital must comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, codified at 42 U.S.C. § 1320 through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder, including, without limitation, the federal privacy regulations as contained in 45 C.F.R. Parts 160 and 164, and the federal security standards as contained in 45 C.F.R. Parts 160, 162 and 164 (collectively, the "Regulations"). Accordingly, Hospital may only disclose Protected Health Information, as defined in 45 C.F.R. 164.501, or Individually Identifiable Health Information, as defined in 42 U.S.C. § 1320d(6) (collectively, "Protected Health Information") to a student for purposes of providing treatment to Hospital patients or training the student to be a health care provider. A student may only request or use Protected Health Information about a Hospital patient for treatment and Hospital training program purposes. A student may only disclose Protected Health Information about a Hospital patient for treatment purposes to other health care providers involved in the patient's treatment or to Hospital's workforce members involved in the student's training program for Hospital's training program purposes. A student shall not disclose Protected Health Information to School or its faculty, employees, agents or representatives unless direct patient identifiers are removed to  
*SAC 14-037*

create a limited data set in accordance with the limited data set standard at 45 C.F.R § 164.514(e) and the disclosure is pursuant to a limited data set use agreement between Hospital and School that satisfies Hospital's obligations under the limited data set standard. A student may disclose a patient's health information that has been de-identified in accordance with the de-identification standard at 45 C.F.R. § 164.514(a) - (c) to School or its faculty, employees, agents or representatives for School's use in evaluating the student.

School, students and other Program Participants shall not request, use or further disclose any Protected Health Information other than for the treatment and training purposes specified in this Agreement. School and Program Participants will implement appropriate safeguards to prevent the request for, use or disclosure of Protected Health Information other than as permitted by this Agreement. School will promptly report to Hospital any uses or disclosures, of which School or Program Participants become aware, of Protected Health Information in violation of this Agreement. In the event that School contracts with any agents or independent contractors to whom School provides Protected Health Information, School shall include provisions in such agreements pursuant to which School and such agents or independent contractors agree to the same restrictions and conditions that apply to School with respect to Protected Health Information. School will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of the United States Department of Health and Human Services to the extent required for determining compliance with HIPAA and the Regulations.

In the event a Hospital patient (or the patient's personal representative) requests access to Protected Health Information in a Designated Record Set (as defined in 45 C.F.R. § 164.501) of Hospital from School or a Program Participant, School or the Program Participant shall immediately forward such request and any such Protected Health Information in its, his or her possession to Hospital. If a Hospital patient (or the patient's personal representative) requests an amendment of Protected Health Information in a Designated Record Set of Hospital from School or a Program Participant, then School shall or the Program Participant shall immediately forward such request and any such Protected Health Information in its, his or her possession to Hospital. Further, School or Program Participant shall incorporate any amendment approved by Hospital into any amended Protected Health Information in School's or Program Participant's possession.

If School or a Program Participant receives a request for an accounting of disclosures of Protected Health Information from a Hospital patient (or the patient's personal representative), then School or the Program Participant shall within five days forward the request to Hospital. School shall assist Hospital to determine whether any such request for an accounting is a request for an accounting of Hospital's disclosures or of School's disclosures. If Hospital determines that the request is a request for an accounting of School's disclosures and School is a Covered Entity (as defined in 45 C.F.R. § 160.103), then School shall provide the patient with the accounting required by 45 C.F.R. § 164.528. If Hospital determines that the request is a request for an accounting of Hospital's disclosures, then School and Program Participants shall within 10 days forward any information in School's or Program Participants' possession that is required for Hospital to make the accounting required by 45 C.F.R. § 164.528.

*SAC 14-037*

No attorney-client, accountant-client or other legal or equitable privilege shall be deemed to have been waived by School or Hospital by virtue of this Subsection.

e. **Audit.** School shall, within five business days of a written request from Hospital, make available during normal business hours at School or Hospital all records, books, agreements, systems, policies and procedures relating to the use or disclosure of Protected Health Information for the purpose of allowing Hospital to audit and determine School's compliance with this Section 7. If Hospital discovers any violation of this Section 7, School shall promptly remedy such violation following receipt of written notice describing the violation from Hospital and shall certify in writing that it cured the violation.

f. **Survival.** The provisions set forth in this Section 7 shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

**8. INSURANCE.**

a. School and Hospital shall secure and maintain at all times during the Term, at their respective sole expense, commercial general liability insurance, (such coverage to include, without limitation, claims based on a violation of Subsection 7.d. or any applicable State law or regulation concerning the privacy of patient information, if such insurance is reasonably available) covering themselves and their respective employees. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure such coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital. Such coverage provided by School and Hospital may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence. Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

b. School and Hospital shall each secure and maintain at all times during the Term, at their respective sole expense, workers' compensation and employers' liability insurance covering their respective employees. Such coverage provided by School and Hospital may be afforded via commercial insurance or self-insurance at the following limits:

Workers' Compensation:	Statutory limits
Employers' Liability:	\$1,000,000 each accident; \$1,000,000 disease policy limit; \$1,000,000 disease each employee

Both School and Hospital agree to endorse such policy to (1) waive subrogation in favor of each other, and (2) have a 30-day notice of cancellation. Such coverage shall be primary and non-contributory. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure health insurance  
*SAC 14-037*

coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital.

c. School and Hospital each shall secure and maintain at all times during the Term, at their respective sole expense, professional liability insurance (medical malpractice), (such coverage to include, without limitation, claims based on a violation of Subsection 7.d. or any applicable State law or regulation concerning the privacy of patient information, if such insurance is reasonably available) covering themselves and their respective employees. School shall either provide coverage on behalf of Program Participants (students) or require Program Participants (students) to secure such coverage. If Program Participants (students) provide coverage on their own behalf, such coverage must be placed with an insurer approved by Hospital. Such coverage provided by School and Hospital may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per claim/occurrence and \$3,000,000 aggregate. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

Such insurance shall not be cancelable except upon 30 days' prior written notice to the other party. Such coverage shall be primary and non-contributory. This coverage shall be either (1) on an occurrence basis or (2) on a claims-made basis. If the coverage is on a claims-made basis, both School and Hospital hereby agree that prior to the effective date of termination of their respective current insurance coverage, both parties shall purchase, at their respective expense, either a replacement policy annually thereafter having a retroactive date no later than the Effective Date or tail coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of the respective parties current coverage or prior to termination of this Agreement. Upon either party's request, the other party shall provide a certificate of insurance evidencing such coverage.

## 9. TERM; TERMINATION.

a. **Term.** The initial term of this Agreement shall be 1 year, commencing on the Effective Date.

b. **Termination.** Except as otherwise provided herein, either party may terminate this Agreement at any time without cause upon at least 30 days' prior written notice, provided that all students currently enrolled in the Program at Hospital at the time of notice of termination shall be given the opportunity to complete their clinical Program at Hospital, such completion not to exceed 3 months.

c. **Effect of Expiration or Other Termination.** Upon expiration or other termination of this Agreement, School shall and shall cause Program Participants to either return or destroy all Protected Health Information received from Hospital or created or received by School or Program Participants on behalf of Hospital, and which School or Program Participants still maintain in any form. Notwithstanding the foregoing, to the extent that Hospital agrees that it is not feasible to return or destroy such Protected Health Information, the terms and provisions of Section 7 of this Agreement shall survive termination of this Agreement and such Protected  
*SAC 14-037*



Health Information shall be used or disclosed solely for such purpose or purposes which prevented the return or destruction of such Protected Health Information.

10. **ENTIRE AGREEMENT.** This Agreement and its accompanying Exhibits contain the entire understanding of the parties with respect to the subject matter hereof and supersede all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

11. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

12. **INDEMNIFICATION.** SCHOOL agrees to hold harmless, indemnify and defend HOSPITAL from any and all claims for liability, loss, damage, injuries, or death of any and all persons including SCHOOL trustees, officers, employees, agents, faculty, instructors or students participating in this Program, and for any loss or damage to property, arising out of the activities to be performed or performed under this Agreement, providing such claims resulted, or are alleged to have resulted, from the intentional, negligent acts or omissions on the part of the SCHOOL its employees, agents, faculty instructors, students, or trainees. HOSPITAL agrees to give SCHOOL notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

HOSPITAL agrees to hold harmless, indemnify and defend SCHOOL from any and all claims for liability, loss, damage, injuries, or death of any and all persons including HOSPITAL trustees, officers, employees, agents, faculty instructors or students participating in this Program, and for any loss or damage to property, arising out of the activities to be performed or performed under this Agreement, providing such claims resulted, or are alleged to have resulted, from the negligent acts or omissions on the part of the HOSPITAL its employees, agents, faculty instructors or students. SCHOOL agrees to give HOSPITAL notice in writing within thirty (30) days of any claim made against it on the obligations covered hereby.

13. **ARBITRATION.** Any dispute or controversy arising under, out of or in connection with, or in relation to this Agreement, or any amendment hereof, or the breach hereof shall be determined and settled by arbitration in Los Angeles County, California, in accordance with the American Health Lawyers Association Alternative Dispute Resolution Service Rules of Procedure for Arbitration and applying the laws of the State. Any award rendered by the arbitrator shall be final and binding upon each of the parties, and judgment thereon may be entered in any court having jurisdiction thereof. The costs shall be borne equally by both parties. During the pendency of any such arbitration and until final judgment thereon has been entered, this Agreement shall remain in full force and effect unless otherwise terminated as provided hereunder. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

14. **CAPTIONS.** The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

15. **NO WAIVER.** Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any of the provisions contained herein.

16. **GOVERNING LAW.** This Agreement shall be governed and construed in accordance with the laws of the State. The provisions set forth herein shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

17. **ASSIGNMENT; BINDING EFFECT.** School may not assign or transfer any of its rights, duties or obligations under this Agreement, in whole or in part, without the prior written consent of Hospital. For purposes of this Agreement, the transfer of ownership of all or a portion of the shares, partnership interests, or other ownership interests of School, in a single transaction or a series of transactions, which results in the replacement of 50% or more of the shareholders, partners, members or owners, as the case may be, of School as they existed on the commencement date of this Agreement shall be deemed an assignment hereunder. This Agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns. This Agreement is assignable by Hospital without consent or notice.

18. **NOTICES.** All notices hereunder by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by overnight courier, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

If to School:                      Rancho Santiago Community College District  
   Santa Ana College  
   1530 W. 17<sup>th</sup> Street  
   Santa Ana, CA 92706-3398  
   Attn: Deborah Hyman (Academic Fieldwork Coordinator)

If to Hospital: Garfield Medical Center  
525 North Garfield Avenue  
Monterey Park CA 91754  
Attn: Chief Executive Officer

with a copy to: AHMC Healthcare Inc.  
55 S. Raymond Ave., Suite 105  
Alhambra, CA 91801  
Attn: Legal Counsel

or to such other persons or places as either party may from time to time designate by written notice to the other.

**RANCHO SANTIAGO COMMUNITY COLLEGE  
DISTRICT**

By: \_\_\_\_\_  
Name: Peter J. Hardash  
Vice-Chancellor  
Business Operations & Fiscal Services

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

**AHMC GARFIELD MEDICAL CENTER LP,  
A CALIFORNIA LIMITED PARTNERSHIP  
D/B/A GARFIELD MEDICAL CENTER**

By: \_\_\_\_\_  
Name: David Batista  
Chief Executive Officer

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

**EXHIBIT A**

**STATEMENT OF RESPONSIBILITY**

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and treatment of patients of Garfield Medical Center ("Hospital"), the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the Program operated by Rancho Santiago Community College District ("School") at Hospital unless such injury or loss arises solely out of Hospital's negligence or willful misconduct.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

**Program Participant**

---

**Witness**

EXHIBIT B

STATEMENT OF CONFIDENTIALITY

The undersigned hereby acknowledges his/her responsibility under applicable federal law and the Agreement between Rancho Santiago Community College District ("School") and Garfield Medical Center ("Hospital"), to keep confidential any information regarding Hospital patients and proprietary information of Hospital. The undersigned agrees, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any patient and further agrees not to reveal to any third party any confidential information of Hospital, except as required by law or as authorized by Hospital. The undersigned agrees to comply with any patient information privacy policies and procedures of the School and Hospital. The undersigned further acknowledges that he or she has viewed a videotape regarding Hospital's patient information privacy practices in its entirety and has had an opportunity to ask questions regarding Hospital's and School's privacy policies and procedures and privacy practices.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Program Participant

---

Witness

**EXHIBIT C**

**ESSENTIALS OF HOSPITAL ORIENTATION**

Employee/Student/Volunteer is responsible for knowledge of the content within these pages according to job description and individual scope of practice and or competency level.

Please complete this acknowledgement page and return to your Director or Human Resources complete with written test verification.

Specific content or concepts related to this material may be discussed with you at the time of your department orientation or annual performance evaluation.

Other specific competencies related to this content may be due to be completed.

**Individual Acknowledgement:**

I acknowledge that I have received a written copy of the GARFIELD MEDICAL CENTER ORIENTATION ESSENTIALS review packet and WRITTEN POST TEST.

I have read this material and understand these topics may be discussed and or explained to me during my performance evaluation time period. I understand that any further questions may be addressed to my director or designee at any time.

I understand that knowledge of this information is a part of my job/performance responsibilities. I understand the reporting policies and procedures for Garfield Medical Center.

I accept the accountability of this information as it applies to my job responsibilities, job description and/or scope of clinical practice.

PRINT NAME: \_\_\_\_\_ DEPT. \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director or designee: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: August 18, 2014
Re: Approval of OTA Agreement Renewal – Casa Colina 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 is necessary to apply the knowledge and skills they have learned in their college classes. This is an agreement renewal for the Occupational Therapy Assistant program. The OTA Program will place no students at the site prior to Board approval.

**ANALYSIS**

This clinical affiliation agreement renewal covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for two (2) years or until termination by written notice of either party. The agreement has been reviewed by Dean 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 agreement with Casa Colina Hospital in Pomona, California.

Fiscal Impact: None	Board Date: August 18, 2014
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	

## AFFILIATION AGREEMENT

The Agreement is made and entered into this 19<sup>th</sup> DAY OF AUGUST, 2014, between **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT ON BEHALF OF SANTA ANA COLLEGE**, hereafter referred to as the "COLLEGE" and **CASA COLINA HOSPITAL FOR REHABILITATIVE MEDICINE and CASA COLINA CENTERS FOR REHABILITATION, INC.**, hereafter referred to as the "FACILITY."

### WHEREAS:

The COLLEGE has a curriculum in occupational therapy which awards a degree and is accredited by the ACOTE, the Accreditation Council for Occupational Therapy Education; and,

Clinical experience is required as an integral component of the occupational therapy curriculum and professional preparation; and,

The COLLEGE desires the cooperation of the FACILITY and its staff in the development and implementation of the clinical experience and professional preparation of occupational therapy students; and,

The FACILITY will benefit from having professional services delivered to patients of the FACILITY by qualified occupational therapist or occupational therapist assistant students of the COLLEGE; and,

The parties have found it to be in the public interest for the FACILITY to join the COLLEGE in satisfying the curriculum requirements and professional preparation of occupational therapist and occupational therapist assistant students.

**NOW, THEREFORE**, the COLLEGE and the FACILITY agree to the following terms and conditions for the establishment and operation of a clinical education program.

### 1. THE PARTIES MUTUALLY AGREE:

- a. That this Agreement shall continue in force and effect from and after August 19, 2014 and including June 30, 2016. This Agreement may be renewed for a two (2) year period by mutual consent of both parties. This Agreement may be terminated by either party with or without cause upon thirty (30) days written notice, provided that (subject to the other terms of this Agreement) all students currently enrolled in the Program at the FACILITY at the time of notice of termination shall be given the opportunity to complete the Program at the FACILITY.
- b. To pursue the educational objectives for the clinical education experience, devise methods for their implementation and continually evaluate the effectiveness of the clinical experience in meeting the objectives.
- c. The period of time for each student's clinical experience shall be mutually agreed upon prior to beginning the clinical education program.
- d. The number of students able to participate in the FACILITY's clinical education program will be mutually determined by agreement of the parties and may be altered by mutual agreement, with due consideration given to the clinical space available.



- e. That neither party shall receive any pay or remuneration for participation in this program.
- f. That the FACILITY may request COLLEGE to withdraw from the FACILITY's clinical experience training program any student who the FACILITY determines is not performing satisfactorily, or who refuses to follow the FACILITY's administrative and patient care policies, procedures, rules and regulations. Such request shall be in writing and must include a statement of the reason or reasons why the FACILITY desires to have the student withdrawn. COLLEGE may withdraw a student from the clinical program any time, upon written notice to the FACILITY.
- g. To not illegally discriminate in the assignment of student occupational therapists on the basis of race, color, disability, sex, religion, national origin, sexual orientation, ancestry, or any other basis prohibited by law.
- h. That the students are fulfilling specific requirements for field experiences as part of a degree requirement and, therefore, regardless of the nature or extent of the acts performed by them, the students are not to be considered employees or agents of either the COLLEGE or the FACILITY for any purpose, including Workers' Compensation or employee benefit programs, and the students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.
- i. That notices required or permitted under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class as follows:

**To FACILITY:**

Casa Colina Hospital for Rehabilitative Medicine  
 Casa Colina Centers for Rehabilitation, Inc.  
 255 East Bonita Avenue  
 Pomona, CA 91767  
 Attention: President/CEO

**To COLLEGE:**

Rancho Santiago Community  
 College District  
 1530 West 17<sup>th</sup> Street  
 Santa Ana, CA 92706  
 Attn: Debbie Hyman (OTA Program)

- j. To acknowledge that they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- k. That neither shall have the right, directly or indirectly, to assign, transfer, convey or encumber any of its rights under this Agreement without the prior written consent of the other party hereto. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the COLLEGE and the FACILITY.
- l. That any failure by either party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- m. That if any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.

- n. That this Agreement shall be governed by the laws of the state of California. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such action shall be Los Angeles, California.

## **2. THE FACILITY AGREES:**

- a. To designate a Center Coordinator of Clinical Education who will be responsible for the planning and implementation of the clinical education experience. The aforementioned individual shall meet the criteria established by that state's legislative and regulatory agency for the supervision of students in the clinical education setting.
- b. To provide the Center Coordinator of Clinical Education or Clinical Instructor with reasonable time to plan and implement the clinical education experience including, when feasible, time to attend relevant meetings and conferences.
- c. To indemnify, hold harmless, and at the COLLEGE's request, defend the COLLEGE, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the COLLEGE because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligence of the FACILITY, its agents, or employees.
- d. To structure the clinical experience as needed to meet the objectives of the clinical education experience and professional preparation of occupational therapy students. The FACILITY will attempt to meet the objectives set forth by the COLLEGE within the constraints of the FACILITY's physical environment, patient load, and experience available.
- e. To advise the COLLEGE of any changes in its personnel, operation, or policies which may affect the clinical education experience.
- f. To provide the assigned students, whenever possible with the use of library resources, reference materials, equipment, and all other items necessary to operate the program at the FACILITY.
- g. To provide all participating students with a copy of the FACILITY's rules, regulations, policies, and procedures with which the students are expected to comply.
- h. To provide for emergency health care of the student in case of accident at the expense of the student.
- i. To permit, upon reasonable request, COLLEGE and/or appropriate agencies charged with the responsibility of accrediting or approving the occupational therapy training program to inspect the clinical facilities, services available for clinical experience, student records, and other materials pertaining to the clinical training program.
- j. To evaluate the performance of the student on a regular basis using the evaluation form provided by the COLLEGE or one that is regularly used by the FACILITY. The FACILITY shall notify the COLLEGE, by at least midterm, of any serious deficit noted in that assigned student's ability to accomplish the objectives set forth for that clinical experience. (It will then be the mutual responsibility of the assigned student, Academic

Coordinator of the Clinical Education and Center Coordinator of Clinical Education to devise a plan by which the student may be assisted to achieve the stated objectives).

- k. To forward a copy of the student's final written evaluation, upon completion of the clinical education experience, to be received by the COLLEGE within five (5) working days.
- l. To comply with all federal, state and local statutes and regulations applicable to the operation of the program, including, without limitation, laws relating to the confidentiality of student records.
- m. To promptly and thoroughly investigate any complaint by any participating student of unlawful discrimination or harassment at the FACILITY or involving employees or agents of the FACILITY; to take prompt and effective remedial action when discrimination or harassment is found to have occurred; and to promptly notify the COLLEGE of the existence and outcome of any complaint of harassment by, against, or involving any participating student.
- n. To provide, upon request by any participating student, with such reasonable accommodations at the FACILITY as required by law in order to allow qualified disabled students to participate in the program.
- o. To maintain in full force and effect, at its sole expense Commercial General Liability (including professional and general liability, personal bodily injury, and advertising injury), with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate.

### **3. THE COLLEGE AGREES:**

- a. To assume responsibility for the professional preparation of the student and compliance of the curriculum with the education standards set forth by the American Occupational Therapy Association.
- b. To establish and maintain ongoing communication with the Center Coordinator of Clinical Education of the FACILITY on items pertinent to occupational therapy education and the clinical education of students enrolled in the COLLEGE. (Such communication might include, but is not limited to, a description of the experience, student biographical information, policies, faculty qualification, etc.) On-site visits will be arranged when feasible or upon request by the FACILITY.
- c. To refer to the FACILITY only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
- d. To inform the student of the FACILITY's requirements for acceptance when applicable.
- e. To have each participating student provide the FACILITY written certification concerning the student's health and any immunization against communicable diseases requested by the FACILITY. Such requests shall be transmitted to the COLLEGE on Clinical Education Center Information forms.
- f. To maintain professional and general liability coverage with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate, for any participating student.

- g. To supply the Center Coordinator of Clinical Education with an appropriate evaluation instrument for each student's clinical education experience or to accept the instrument regularly used by the FACILITY.
- h. To have each participating student provide, prior to commencement of the clinical experience, such confidential information as may be required by the FACILITY as deemed necessary for the training and guidance of the students, together with the student's authorization for release of such information, as required by law.
- i. To indemnify, hold harmless, and defend the FACILITY, its agents, and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the FACILITY because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the COLLEGE, its agents, or employees.
- j. That participating students are not employees of the FACILITY and they will not receive compensation from said FACILITY.
- k. To inform participating students that they must abide by existing rules and regulations of the FACILITY.
- l. To inform participating students that they must be cleared, if required by the FACILITY, from an absence caused by injury or illness, by a physician.
- m. That the student will provide evidence of health insurance coverage, current TB test and livescan test results (if required), CPR/AED, and first aide (if required) at the beginning of the clinical experience.
- n. To provide the FACILITY, upon request, with any documentation of student's competency, including but not limited to, evidence that student's knowledge and experience and competencies are appropriate for his/her assigned responsibilities as required by the FACILITY.
- o. That student will participate in any training and/or competency assessment process the FACILITY deems appropriate for staff assigned as required by FACILITY policies, procedures, and/or licensure.
- p. HIPAA Compliance. The COLLEGE agrees to comply with the applicable provisions of the Administrative Simplification section of the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320 through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder, including, without limitation, the federal privacy regulations as contained in 45C.F.R. Part 164, and the federal security standards as contained in 45 C.F.R. Part142 (collectively, the "Regulations"). The COLLEGE shall not use or further disclose any protected health information, as defined in 45 C.F.R. 164.504, or individually identifiable health information, as defined in 42 U.S.C. § 1320d (collectively the "Protected Health Information"), other than as permitted by this Agreement and the requirements of HIPAA or the Regulations. The COLLEGE will implement appropriate safeguards to prevent the use or disclosure of Protected Health Information other than as contemplated by this Agreement. The COLLEGE will promptly report to Casa Colina any use or disclosures,

of which the FACILITY becomes aware, of Protected Health Information in violation of HIPAA or the Regulations. In the event that the COLLEGE contracts with any agents to whom the COLLEGE provides Protected Health Information, the COLLEGE shall include provisions in such agreements pursuant to which the COLLEGE and such agents agree to the same restrictions and conditions that apply to the FACILITY with respect to Protected Health Information. The COLLEGE will make its internal practices, books and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with HIPAA and the Regulations. No attorney-client, accountant-client or other legal or equitable privilege shall be deemed to have been waived by the COLLEGE or FACILITY by virtue of this Section 3.p. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof, and no change in, modification of or addition to, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.

This Agreement may be executed in one or more counterparts, each of which shall constitute one and the same agreement. Further, the parties may execute this Agreement via fax or electronic mail transmission. A true and correct copy of the Agreement, as executed by the Parties, may be used in lieu of an original for all purposes permitted by law.

**FACILITY:**

**CASA COLINA HOSPITAL FOR REHABILITATIVE  
MEDICINE AND CASA COLINA CENTERS FOR  
REHABILITATION, INC.**

**COLLEGE:**

**RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT**

\_\_\_\_\_  
By: Felice Loverso, Ph.D.  
President and CEO

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

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

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

**Santa Ana College – Human Services and Technology Division**

To: Board of Trustees	Date: August 18, 2014
Re: Approval of New SLPA Agreement – Rancho Physical Therapy	
Action: Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

Formal agreements between the district and fieldwork experience sites will be necessary. To that end, a special agreement document was developed for this purpose. This clinical affiliation agreement covers the scope of program operations at the facility, as well as insurance and other issues relating to the liability of both parties. This agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement has been reviewed by Dean 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 agreement with Rancho Physical Therapy in Murrieta, California.

Fiscal Impact:	None	Board Date: August 18, 2014
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	

## EDUCATIONAL AFFILIATION AGREEMENT

### **Speech-Language Pathology Assistant Program**

THIS AGREEMENT is made and entered into on the 19<sup>th</sup> day of August, 2014 by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and, RANCHO PHYSICAL THERAPY, hereinafter called the "Agency".

#### PART I.

#### BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

#### PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

##### A. For the Program in General

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

2. For Student Workers' Compensation

The District shall carry Workers' Compensation Insurance on Students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workers' Compensation Insurance Fund.

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



10. The District will, in consultation and coordination and with the approval of the Agency's Director of Speech-Language Pathology and the Speech-Language Pathology Assistant staff, plan for the Speech-Language Pathology Assistant clinical experience to be provided to students under this agreement.
11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

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

**A. For the Program in General**

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.

8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.
9. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.
11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

**PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES**

**A. For publications**

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

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

**C. Insurance:**

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance coverage shall be furnished to either party upon written request.

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

- A.** Speech-Language Pathology Assistant Program students shall have the status of learners and shall not be considered to be Agency employees nor shall they replace Agency staff. Any service rendered by the student during the experience is to be considered in addition to planned client care in that area. Clinical experience will be conducted as a laboratory learning experience. The Agency will provide regular staffing for client care in areas where students are obtaining clinical experience.
- B.** Speech-Language Pathology Assistant Program students are subject to the authority, policies, and regulations of the District. They are also subject, during clinical assignment, to applicable agency regulations and must conform to the same standards as Agency employees in matters relating to the welfare of patients and general Agency operations. The Students are also responsible for recognizing the confidential nature of information related to clients and their records, and performance during emergency conditions. The Agency will provide copies of the rules, regulations and policies to the Speech-Language Pathology Assistant Program Students.
- C.** Speech-Language Pathology Assistant Program students shall be responsible for proper coverage in regard to malpractice insurance, or any other liability insurance that might be required by either the District or the Agency.

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

**PART VI PERIOD OF AGREEMENT**

- A. This agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before one year after receipt of said notice. This Agreement may be modified or revised at any time by mutual consent.

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

*Rancho Santiago Community  
College District  
2323 N. Broadway  
Santa Ana, Ca 92706*

*Rancho Physical Therapy  
24630 Washington Avenue, Suite 200  
Murrieta, CA 92562*

\_\_\_\_\_  
District

\_\_\_\_\_  
Agency/Facility/Location

\_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations and Fiscal Services

\_\_\_\_\_  
Name and Title

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

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

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

To: Board of Trustees	Date: August 18, 2014
Re: Approval of SLPA Agreement Renewal – Irvine Unified School District	
Action: Request for Approval	

**BACKGROUND**

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

**ANALYSIS**

This agreement was approved by the RSCCD Board of Trustees in January, 2014. However, the agency requested a new time period. Also, minor changes to the SLPA standard agreement have been made. The agreement shall be effective for five (5) years or until termination by written notice of either party. The agreement 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 agreement with Irvine Unified School District in Irvine, California.

Fiscal Impact:	None	Board Date: August 18, 2014
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	

## EDUCATIONAL AFFILIATION AGREEMENT

### **Speech-Language Pathology Assistant Program**

THIS AGREEMENT is made and entered into by and between the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT on behalf of Santa Ana College, a public educational agency, hereinafter called the "District" and, IRVINE UNIFIED SCHOOL DISTRICT, hereinafter called the "Agency".

#### PART I.

#### BASIS AND PURPOSE OF AGREEMENT

##### WITNESSETH:

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

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

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

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

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

#### PART II.

#### GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

##### A. For the Program in General

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

2. For Student Workers' Compensation

The District shall carry Workers' Compensation Insurance on Students of the District during clinical assignment, and keep records of clinical attendance for audit by the State Workers' Compensation Insurance Fund.

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

11. The District will in consultation and coordination with the Agency's Director of Speech-Language Pathology arrange for periodic conferences between appropriate representation of the District and Agency to evaluate the Speech-Language Pathology Assistant field experience program provided under this Agreement.

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

**A. For the Program in General**

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Speech-Language Pathology Assistant Programs.
2. The Agency will provide staff members who hold a current state license or credential to practice speech-language pathology to supervise Speech-Language Pathology Assistant students. In addition, supervising SLP's need to have a minimum of 2 years experience as a practicing speech language pathologist.
3. The administration of the service and client care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and Agency staff.
4. The Agency will provide staff that is adequate in number and quality to insure safe and continuous health care service to patients.
5. The Agency will provide service facilities for learning experiences therein for students enrolled in the Speech-Language Pathology Assistant Program of District who are designated by District for such experience at the Agency (the field experience for any one student shall cover such period of time as may be specified by District.)
6. The Agency will maintain service facilities in conformance with standards of the California State Board of Medical Examiners and the American Speech-Language-Hearing Association and permit inspection of its service facilities upon request by the American Speech-Language-Hearing Association and the state Board of Medical Examiners
7. The Agency will permit clinical experience in Speech-Language Pathology Assistant training by such students, either individually and/or in groups. All services of Agency herein contracted for, such services and the number of students receiving experience therein shall be by mutual agreement between parties and in accordance with the standards set forth by the American Speech-Language-Hearing Association.
8. The Agency will provide service areas in such a manner that there will be no conflict of learning opportunities among groups of students, and permit the district instructors and students access to service facilities, according to prearranged scheduling.



9. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
10. The Agency will provide orientation for students and faculty to familiarize them with the facility and facility policies before assigning them to duties at the Agency.
11. The Agency will permit the faculty and students of the District to use its facilities for Clinical education according to approved curricula.
12. The Agency will permit the facility's Director of Speech-Language Pathology and other designated Speech-Language Pathology personnel to attend meetings of the District's Speech-Language Pathology Assistant Program Faculty, or any committee thereof, to coordinate the clinical experience for the Speech-Language Pathology Assistant Program provided for under this Agreement.
13. The Agency will reserve the right, after consultation with the District, to refuse to accept for further Speech-Language Pathology Assistant Program clinical experience any of the college students who in the agency's judgment are not participating satisfactorily, provided however, neither party shall discriminate with respect to the acceptance in or exclusion of students from the program.
14. The Agency will provide the educational use of supplies and equipment as are commonly available for client care.
15. It is understood by the parties to the Agreement that the Agency remain responsible for client care at all times.
16. The parties agree that the Agency shall have no monetary obligation to District, the Speech-Language Pathologist Assistant students or to Speech-Language Pathology Assistant instructors.

**PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES**

**A. For publications**

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

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

C. **Insurance:**

Without limiting the indemnification obligations stated above, each party to the Agreement shall provide and maintain at its own expense a program on insurance covering its activities and operation hereunder. Such program of insurance shall include, but not be limited to commercial general liability and professional liability. The general and professional liability insurance shall have a minimum coverage of \$1,000,000 per occurrence.

Proof of insurance coverage shall be furnished to either party upon written request.

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

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

**PART VI PERIOD OF AGREEMENT**

- A. This agreement shall be effective as of the date signed by District, and shall continue in effect for five years, unless terminated earlier at will or without cause by written notice of either party. The said termination shall become effective only at the close of an academic year, but not before one year after receipt of said notice. This Agreement may be modified or revised at any time by mutual consent.

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

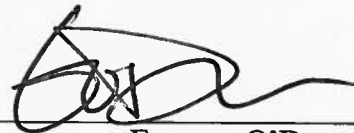
*Rancho Santiago Community  
College District  
2323 N. Broadway  
Santa Ana, Ca 92706*

*Irvine Unified School District  
5050 Barranca Parkway  
Irvine, CA 92604*

\_\_\_\_\_  
District

\_\_\_\_\_  
Agency/Facility/Location

\_\_\_\_\_  
Peter J. Hardash  
Vice Chancellor  
Business Operations and Fiscal Services



\_\_\_\_\_  
Eamonn O'Donovan  
Assistant Superintendent  
Human Resources

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

Date: 6/2/14

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

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Amendment #1 to CJA Agreement – County of Orange	
Action: Request for Approval	

**BACKGROUND**

Presently we have agreements with the County of Orange to support contract training for the Orange County Sheriff's Department. We have had this partnership for forty (40) plus years now. The five-year contract (MA-060-11010909) with the Orange County Sheriff's Department took effect on January 1, 2011. We are currently in the fourth year of the agreement, which expires December 31, 2015. In the agreement, Section D. SERVICES BY DISTRICT, Paragraph 9. Reimbursement for Clerical Support provides the Sheriff with the option of requesting annual increases for the reimbursement of actual costs of one (1) Information Processing Technician and one (1) Facilities Maintenance Specialist I. Both Sheriff support positions are assigned here at the Criminal Justice Training Center. In order to receive the increase for the next fiscal year, the Sheriff is required to notify the college in writing of the actual costs of the two positions. The deadline for requesting the reimbursement increase is April 30<sup>th</sup> of each year. On March 28, 2014, the Orange County Sheriff's Department sent a letter to Mr. Hardash notifying him of their intent to exercise their option to request increased reimbursement for FY 14/15. The Sheriff has met the contractual obligation with the letter to Mr. Hardash, and we can expect their FY 14/15 invoices to the college to reflect the increases. Attached is a copy of the OCS D letter. When the contract was signed in 2011, the reimbursement amount was established at \$110,000 per fiscal year. Even though the contract allows for the Sheriff to request increases each year, this has not been done until now. The Sheriff is now reporting the actual cost for the two affected positions has increased from \$110,000 (as determined in 2011) to \$144,400 annually. Currently, the Sheriff invoices our office for a quarterly amount of \$27,500. This quarterly amount will increase to \$36,100 for FY 14/15, reflecting a yearly total increase of \$34,400.

**ANALYSIS**

This amendment to an existing agreement shall remain in effect for one (1) year or until terminated by either party. This amendment has been reviewed by Dean Simon B. Hoffman and college staff. This amendment carries no costs or other financial arrangements.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve this amendment with the County of Orange in Santa Ana, California.

Fiscal Impact:	\$144,400 FY 2014/2015	Board Date: July 21, 2014
Prepared by:	Linda D. Rose, Ed.D., Vice President of Academic Affairs Bart Hoffman, Dean of Human Services & Technology	
Submitted by:	Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by:	Raul Rodriguez, Ph.D., Chancellor, RSCCD	

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

**This AMENDMENT NUMBER ONE to Contract number MA-060-11010909 (hereinafter "AMENDMENT NUMBER ONE") between the County of Orange, a political subdivision of the State of California, operating through its Sheriff's Department, (hereinafter "COUNTY") and Rancho Santiago Community College District (hereinafter "DISTRICT") with a place of business at 2323 North Broadway, Santa Ana, CA 9 2706-1640, is made and entered upon execution of all necessary signatures.**

**RECITAL**

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

**WHEREAS, COUNTY desires to amend Contract MA-060-11010909 to increase salary and benefits to be paid by DISTRICT to COUNTY for one Sheriff Information Processing Technician effective July 1, 2014 through the end of the Contract term, December 31, 2015; and**

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

**1. ARTICLES**

- a. Paragraph D. SERVICES BY DISTRICT, Paragraph 9 – Reimbursement for Clerical Support, of the ORIGINAL AGREEMENT is amended to read in its entirety as follows:**

**1. Reimbursement for Clerical Support:**

**DISTRICT agrees to reimburse COUNTY for the cost of one (1) information Processing Technician and one (1) SHERIFF Facilities Maintenance Specialist I, from its State Full Time Equivalence Student (FTES) funding revenue, in an amount not to exceed One Hundred and Forty-Four Thousand Dollars (\$144,400.00) annually. The Information Processing Technician and SHERIFF Facilities Maintenance Specialist I are to be employed by**

Folder: 582980  
Rancho Santiago Community College District

Contractor's Initial: \_\_\_\_\_  
Contract #: MA-060-11010909

SHERIFF, as support for DISTRICT and required work with SHERIFF'S Training Division.

Annually, by April 30<sup>th</sup> SHERIFF shall notify DISTRICT in writing of the cost of the Information Processing Technician and the SHERIFF Facilities Maintenance Specialist I for the next fiscal year.

DISTRICT shall pay SHERIFF for the cost of the positions in four (4) equal installments. The installments shall be paid to SHERIFF by October 15, January 15, April 15 and June 30 of each year.

DISTRICT may terminate funding of these positions should the FTES fall below 350 units in a single fiscal year. If this occurs, DISTRICT will notify SHERIFF in writing one hundred eighty (180) days in advance of this action.

2. A true and correct copy of the ORIGINAL CONTRACT (Contract MA-060-11010909) is attached hereto as Exhibit A and incorporated by this reference.
3. All other provisions of the ORIGINAL CONTRACT, to the extent they are not inconsistent with this AMENDMENT NUMBER ONE, remain unchanged and in full force and effect.

(Signature page follows)

IN WITNESS WHEREOF, the Parties have executed AMENDMENT NUMBER ONE to Contract Number MA-060-11010909.

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

By: \_\_\_\_\_ Title: Vice Chancellor  
Business Operations & Fiscal Services  
Print Name: Peter J. Hardash Date: \_\_\_\_\_

\*If a corporation, the document must be signed by two corporate officers. The first signature must be either the Chairman of the Board, President, or any Vice President. The second signature must be the secretary, an assistant secretary, the Chief Financial Officer, or any assistant treasurers. **In the alternative, a single corporate signature is acceptable when accompanied by a corporate document demonstrating the legal authority of the signature to bind the company.**

**County Of Orange**

A political subdivision of the State of California



Sheriff-Coroner Department

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by the Board of Supervisors: \_\_\_\_\_

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

by \_\_\_\_\_  
Deputy

Folder: 582980  
Rancho Santiago Community College District

Contractor's Initial: \_\_\_\_\_  
Contract #: MA-060-11010909



# ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER  
SANDRA HUTCHENS

March 28, 2014

Rancho Santiago Community College District  
Attn: Peter Hardash  
2323 North Broadway  
Santa Ana, CA 92706-1640

**RE: Contract Increase with the County of Orange and Rancho Santiago Community College District (Contract Number MA-060-11010909)**

Dear Mr. Hardash:


The purpose of this letter is to inform the Rancho Santiago Community College District that the Orange County Sheriff Department intends to amend contract number MA-060-11010909 to cover the increased salary and benefits of one Sheriff Information Processing Technician and one Sheriff Facilities Maintenance Specialist I for Fiscal year beginning July 1, 2014 and ending June 30, 2014.

This update is pursuant to paragraph D. SERVICES BY DISTRICT, Paragraph 9. Reimbursement for Clerical Support:

"...Annually, by April 30<sup>th</sup> SHERIFF shall notify DISTRICT in writing of the cost of the Information Processing Technician and the SHERIFF Facilities Maintenance Specialist I for the next fiscal year..."

The new contract amount shall increase from \$110,000 to a new rate of \$144,400. The position salary and benefits documentation is attached for the District's review. Please contact the assigned Buyer Roger Chang at [RChang@ocsd.org](mailto:RChang@ocsd.org) with any questions. I also can be reached at (714) 834-6375.

Sincerely,

  
Dwight Tippling  
Purchasing and Real Estate Manager  
Orange County Sheriff-Coroner

c: Captain Peterson, OCSD Training Division  
Director Noma M. Crook, Financial/Administrative Services Division

**550 N. FLOWER STREET, SANTA ANA, CA 92703 (714) 647-7000**



03/18/2014

**ORANGE COUNTY SHERIFF-CORONER DEPARTMENT  
POSITION COST HOURLY / ANNUAL RATES  
Fiscal Year 2013-2014**

**INFORMATION PROCESSING TECHNICIAN - Maximum Rate**

<u>SALARIES &amp; WAGES</u>	<u>RATES</u>	<u>REGULAR</u>
HOURLY RATE		\$20.01
<u>BENEFITS</u>		
RETIREMENT	29.96 %	5.99
RETIREMENT - STAR COLA	0.17 %	0.03
WORKERS' COMPENSATION INSURANCE	0.68 %	0.14
MEDICARE INSURANCE	1.45 %	0.29
HEALTH AND WELFARE INSURANCE	\$ 0.30	0.30
GROUP MEDICAL INSURANCE	\$ 4.71	4.71
<b>TOTAL BENEFITS</b>		<b>\$11.46</b>
<b>TOTAL SALARIES &amp; BENEFITS HOURLY COST</b>		<b>\$31.47</b>
<b>TOTAL SALARIES &amp; BENEFITS ANNUAL COST</b>	<b>2,088</b>	<b>\$65,709.36</b>
<b>NUMBER OF POSITION</b>	<b>1</b>	<b>\$65,709.36</b>

---

03/18/2014

**ORANGE COUNTY SHERIFF-CORONER DEPARTMENT  
POSITION COST HOURLY / ANNUAL RATES  
Fiscal Year 2013-2014**

**SHERIFF'S FACILITIES MAINTENANCE SPECIALIST I - Maximum Rate**

<b><u>SALARIES &amp; WAGES</u></b>	<b>RATES</b>	<b>REGULAR</b>
HOURLY RATE		\$22.68
<b><u>BENEFITS</u></b>		
RETIREMENT	29.96 %	6.79
RETIREMENT - STAR COLA	0.17 %	0.04
WORKERS' COMPENSATION INSURANCE	10.40 %	2.38
HEALTH AND WELFARE INSURANCE	\$ 0.30	0.30
GROUP MEDICAL INSURANCE	\$ 4.71	4.71
MEDICARE INSURANCE	1.45 %	0.33
<b>TOTAL BENEFITS</b>		\$14.53
<b>TOTAL SALARIES &amp; BENEFITS HOURLY COST</b>		\$37.21
<b>TOTAL SALARIES &amp; BENEFITS ANNUAL COST</b>	2,088	\$77,684.48
<b>NUMBER OF POSITION</b>	1	\$77,684.48

---

03/18/2014

**ORANGE COUNTY SHERIFF-CORONER DEPARTMENT  
POSITION COST HOURLY / ANNUAL RATES  
Fiscal Year 2013-2014**

<b>INFORMATION PROCESSING TECHNICIAN - Maximum Rate</b>	<b>1</b>	<b>\$65,709.36</b>
<b>SHERIFF'S FACILITIES MAINTENANCE SPECIALIST I - Maximum Rate</b>	<b>1</b>	<b>\$77,694.48</b>
		<hr/>
<b>GRAND TOTAL</b>		<b>\$143,403.84</b>
		<hr/>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – College Advancement/Foundation**

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Acceptance of Donation of Steinway Grand Piano	
Action: Request for Approval	

**BACKGROUND**

Beginning in Spring 2013, the Santa Ana College Foundation embarked upon a collaborative fundraising campaign with the Fine & Performing Arts Division for the purpose of purchasing a Steinway piano for the instructional music programs at Santa Ana College. The SAC Foundation Board of Directors committed match funds for every gift of \$250 or more in a single donation. The campaign garnered \$39,289 in donations with \$30,523 in match funds from the SAC Foundation totaling over \$69,812 by end of June 2014.

**ANALYSIS**

As the result of this collaborative Steinway Campaign, the SAC Foundation purchased a pre-owned rebuilt Steinway Concert Grand Piano Model D, serial #401547, valued at \$63,720 and has donated it to the RSCCD, Santa Ana College, Fine & Performing Arts Division. In order to insure this district asset, it is necessary for the Board of Trustees to formally accept the donation from the SAC Foundation.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the acceptance of the donation of the Steinway Grand Piano as presented.

Fiscal Impact: None	Board Date: July 21, 2014
Prepared by: Christina Romero, Executive Director, College Advancement, SAC Michael T. Collins, Ed.D., Vice President, Administrative Services, SAC	
Submitted by: Erlinda J. Martinez, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT****Santa Ana College – Community Services Program**

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Santa Ana College Community Services Program - Fall 2014	
Action:	Request For Approval	

**BACKGROUND**

The Santa Ana College Community Services Program offers classes that are of special interest or designed for a specific audience or need. They are noncredit, usually shorter in duration than college credit classes, and do not require lengthy preparation or rigorous testing. From the creative arts and financial management to computer software and special tours, these offerings are open to the general public for educational, cultural, social and recreational purposes for a fee. Its inherent flexibility allows the addition or replacement of classes that have the most cost effective impact on the program and the community.

**ANALYSIS**

The proposed Fall 2014 schedule supports the mission of Santa Ana College as a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of this diverse community. Adults and children in the Santa Ana College service area will be given access to 150 academic and professional development courses, personal enrichment and recreational activities. This comprehensive fee based menu provides educational opportunities for students to discover, prepare, develop and pursue lifelong learning

**RECOMMENDATION**

It is recommended that the Board of Trustees review and approve the attached proposed Santa Ana College Community Services Program for Fall 2014.

3.8 (1)

Fiscal Impact:	\$25,000 (estimated net income after expenses)	Board Date: July 21, 2014
Prepared by:	Sara Lundquist, Ph.D., Vice President of Student Services Lilia Tanakeyowma, Ed.D., Dean of Student Affairs	
Submitted by:	Erlinda J. Martinez, Ed. D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

## COMMUNITY SERVICES – FALL 2014 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Active Adults</b>			
Clay Sculpting	Semora McCampbell	\$44	60/40
Government Grants – Elder Care	Carl Leiter	\$25	60/40
VA Benefits – Elder Care	Carl Leiter	\$25	60/40
Chair Yoga	Benedicte Ernotte	\$49	60/40
Poetry Workshop	Stacy Russo	\$25	60/40
Golf Fit	Geri Fit, LLC	\$109	50/50
Geri Fit Workout	Geri Fit, LLC	\$64	50/50
Osteoporosis Workshop	Geri Fit, LLC	\$20	50/50
<b>Around The Home</b>			
Electrical Repairs	Phil Famolaro	\$99	\$40/hr
Plumbing Repairs	Phil Famolaro	\$99	\$40/hr
Feng Shui	Kathy Zimmerman	\$29	60/40
Miniature Gardens	Anne, the Barefoot Gardener	\$10	70/30
Container Gardening	Anne, the Barefoot Gardener	\$10	70/30
Furniture Upholstery	Paul Dominguez	\$85	60/40
<b>Arts &amp; Crafts</b>			
Holiday Floral Design	Mina Asadirad	\$65	50/50
Loom Knitting	Brigitte Burns	\$69	60/40
Beads, Crystals & Semi-Precious	Brigitte Burns	\$29	60/40
Wire-Wrapping	Brigitte Burns	\$29	60/40
Pearl Knotting	Brigitte Burns	\$29	60/40
Creative Jewelry Design	Brigitte Burns	\$29	60/40
Soap Making	Quayum Abdul	\$39	60/40
Candle Making	Quayum Abdul	\$39	60/40
Intro to Upholstery	Paciano Dominguez	\$89	60/40
Chan Luu Leather Jewelry	Brigitte Burns	\$29	60/40
Henna Hand Designs	Priyanka Jain	\$29	60/40
<b>Automotive</b>			
BAR Update	Glenn Hammond	\$325	60/40
CCDET Smoke Inspection	Glenn Hammond	\$175	60/40
EPA Certification	Glenn Hammond	\$175	60/40
Auto Wholesale Business	Ronald Williams	\$85	60/40
DEAM Certification	Glenn Hammond	\$175	60/40
HVAC I & II	Glenn Hammond	\$200	50/50
<b>Business &amp; Careers</b>			
Become A Floral Designer	Mina Flowers, Inc.	\$65	50/50
Makeup Artistry Certification	Nina Greville	\$295	60/40
Become A Phlebotomist	Lorna Manapat	\$1295	60/40
Wedding & Event Planning	Sam Torres	\$1095	70/30
Alcohol & Drug Counselor Training	Neil Sommer	\$700	70/30
You're On The Air	Such A Voice	\$29	60/40
Grant Writing Fundamentals	John Drew	\$69	60/40
Make Up 101	Michelle Jackson	\$59	60/40
E-Commerce Business	Michael Rounds	\$39	60/40
Assertiveness Skills for Success	Nick Lazaris	\$29	60/40
Overcome Fear of Public Speaking	Nick Lazaris	\$29	60/40
Garment Contractor Workshop	Linda Minjares	\$150	60/40
How To Sell on eBay	Francis Greenspan	\$59	60/40
Build Your Own Website	Michael Rounds	\$39	60/40
E-Publishing, Self Publishing	Nancy Miller	\$39	60/40
Threading A to Z	Samiera Mikhael	\$89	60/40
Become A Notary Public	NPS, Inc.	\$85	60/40

## COMMUNITY SERVICES – FALL 2014 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
Renewing Your Notary	NPS, Inc.	\$49	60/40
Loan Signing Agent	NPS, Inc.	\$89	60/40
Home-Based Business	LeeAnne Krusemark	\$29	60/40
Typing/Word Processing Business	LeeAnne Krusemark	\$15	60/40
Cart Vending	Eugene Konstant	\$39	60/40
Resume Writing & Interview Prep	Silvia Gonzalez	\$59	60/40
Quickbooks Fundamentals	Miguel Figueroa	\$89	60/40
Setting & Achieving Successful Goals	Dale Marcouillier	\$49	60/40
Manage Rental Properties	Pat Larkin	\$49	60/40
Make Money Using Your Computer	Nancy Miller	\$39	60/40
Human Resource Series	Allison Pratt	\$129	60/40
How to Sell Your Ideas and Inventions	Nancy Miller	\$39	60/40
Secrets to Successful Communication	Dale Marcouillier	\$39	60/40
Business Management Series	Gene Konstant	\$225	60/40
<b>College For Kids</b>			
Early Reader	Alpine Tutoring	\$89	\$35/hr
Reading Development & Comprehension	Alpine Tutoring	\$89	\$35/hr
Writing Academy	Alpine Tutoring	\$89	\$35/hr
SAT Prep	Anabel Arroyo/Joel Sheldon	\$115	\$35/hr
Online Driver's Education	Safety Driver's Ed	\$55	60/40
English Composition	Phyllis Neal	\$59	\$30/hr
Study Skills	Alpine Tutoring	\$39	\$35/hr
<b>Computers</b>			
Microsoft Office Applications	Debra Crowley	\$79	\$35/hr
Digital Photography	Debra Crowley	\$79	\$35/hr
Photoshop Fundamentals	Debra Crowley	\$79	\$35/hr
Computer Basics	Dori Dumon	\$44	\$35/hr
Email, Contacts & Schedule Meetings	Dori Dumon	\$44	\$35/hr
Microsoft Excel	Dori Dumon	\$44	\$35/hr
Microsoft Word	Dori Dumon	\$44	\$35/hr
iPhones, iPads, I'm Lost	Robert Cohen	\$39	50/50
<b>Court Mandated</b>			
Alcohol & Drug Awareness	Pat Verwiel	\$40	85/15
14601.1 Suspended License Program	Barry Reed	\$255	50/50
Anger Management	Neil Sommer	\$150	70/30
<b>Culinary Arts</b>			
Healthy Pantry	Barb Sobel	\$79	60/40
Juicing For Life	Barb Sobel	\$29	60/40
Indian Desserts	Priyanka Jain	\$29	60/40
Cooking With Tarla	Tarla Fallgatter	\$29	60/40
Vegetarian Cooking	Priyanka Jain	\$29	60/40
Holiday Vegan Meals	Madhava Das	\$29	60/40
<b>Dance</b>			
Salsa Beginning I & II	Salomon Rivera	\$59	60/40
Bachata Dance	Salomon Rivera	\$59	
Belly Dance	Jo Ellen Larsen	\$59	60/40
Swing Dance	John Potter	\$59	\$35/hour
Strictly Tango	John Potter	\$59	\$35/hour
Caribbean & Latin Dance	Miguel Figueroa, Jr.	\$59	60/40
Advance Salsa	Miguel Figueroa, Jr.	\$59	60/40
Bollywood Dance	Priyanka Jain	\$59	60/40

## COMMUNITY SERVICES – FALL 2014 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Health, Fitness &amp; Beauty</b>			
Yoga	Pamela Buonanotte	\$69	60/40
Tai Chi	John Bishop	\$59	60/40
Basic First Aid	Sabrina Bradley	\$25	60/40
Adult, Child, Infant, CPR	Sabrina Bradley	\$25	60/40
Overcome Anxiety & Panic	Nick Lazaris	\$29	60/40
Infinite Possibilities	Dana Conley	\$99	60/40
Kick Your Cravings	Jo Ellen Larsen	\$89	60/40
Zumba	Salomon Rivera	\$59	60/40
Head Neck Shoulder Massage	Barb Sobel	\$39/\$59	60/40
Couple Massage	Barb Sobel	\$39/\$59	60/40
MakeUp & Skincare	Michelle Jackson	\$59	60/40
Open Court Badminton	Chi Tran	\$49	60/40
<b>Language</b>			
Conversational English	Alpine Tutoring	\$69	\$35/hr
Spanish For Business	Alpine Tutoring	\$69	\$35/hr
Italian for Travelers	Alpine Tutoring	\$69	\$35/hr
<b>Money Matters</b>			
Master Your Money	Jalon O'Connell	\$44/\$66	60/40
Investment Bootcamp	Jalon O'Connell	\$44/\$66	60/40
Financial Wellness Workshop	Kaja Donikowski	\$44/\$66	60/40
Social Security Pitfalls	Johnny Pak	\$39/\$59	60/40
Raising Financially Fit Kids	Dale Marcouillier	\$29/\$44	60/40
Rescore Your Credit	Gene Konstant	\$39/\$59	60/40
<b>Online Workshops</b>			
Internet & Basic Computer Literacy	Education To Go	\$89	\$52
Web Page Design, Graphics & Multimedia	Education To Go	\$89	\$52
Computer Troubleshooting & Networking	Education To Go	\$89	\$52
Computer Programming	Education To Go	\$89	\$52
Digital Photography & Digital Video	Education To Go	\$89	\$52
Languages (various)	Education To Go	\$89	\$52
Writing Courses	Education To Go	\$89	\$52
Entertainment Industry	Education To Go	\$89	\$52
Business Planning & Sales	Education To Go	\$89	\$52
Business Marketing & Accounting	Education To Go	\$89	\$52
Finance, Wealth & Career Building	Education To Go	\$89	\$52
Family, Parenting & Child Care	Education To Go	\$89	\$52
Personal Enrichment	Education To Go	\$89	\$52
<b>Online Career Training Programs</b>			
Business & Professional	Gatlin Education	\$1795	\$300
Healthcare & Fitness	Gatlin Education	\$1795	\$300
Hospitality & Gaming	Gatlin Education	\$1795	\$300
IT & Software Development	Gatlin Education	\$1795	\$300
Management & Corporate	Gatlin Education	\$1795	\$300
Media & Design	Gatlin Education	\$1795	\$300
Skilled Trades & Industrial	Gatlin Education	\$1795	\$300
Sustainable Energy & Going Green	Gatlin Education	\$1795	\$300
<b>Pet Care</b>			
Dog Obedience	Dog Services Unlimited	\$92	50/50
Frisbee Dogs	Dog Services Unlimited	\$34	50/50
Dog Manners "Crash Course"	Dog Services Unlimited	\$80	50/50



## COMMUNITY SERVICES – FALL 2014 PROGRAM

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u>
<b>Real Estate</b>			
Buying Your First Home	Sandy Flores	\$25	60/40
Investing in Multi-Family Properties	Marshall Reddick	\$49/\$79	60/40
Real Estate for Beginners	Marshall Reddick	\$49/\$79	60/40
Programas De Modificación	Sandy Flores	\$10	60/40
<b>Travel</b>			
Big Bear Oktoberfest	Good Times	\$52	60/40
Mission Inn & Lights	Good Times	\$79	60/40
Various Multi-Day Tours	Good Times	\$100/deposit	75/35

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

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Santiago Canyon College Community Services Program, Fall 2014	
Action: Request for Action	

**BACKGROUND**

The Fall 2014 Community Services Program reflects a comprehensive effort to meet the needs of the community by maintaining quality in community education programming through the development of new courses and promoting on-going revenue generating courses.

**ANALYSIS**

Santiago Canyon College (SCC) maintains a comprehensive educational Community Services Program that supports RSCCD's vision of "providing comprehensive educational opportunities" and responds to the diverse needs of the community. Community Services continues to expand its educational program by offering more than 120 cost effective classes in the SCC service area.

**RECOMMENDATION**

It is recommended that the Board of Trustees review and approve the attached proposed Community Services Program for Fall 2014.

Fiscal Impact: \$25,000 revenue	Board Date: July 21, 2014
Prepared by: Jose Vargas, Vice President of Continuing Education	
Submitted by: Juan Vázquez, President	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Fall 2014**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<b>Animal Care</b>			
Basic Dog Manners "Crash Course"	Dog Services Unlimited	\$84	60/40
How to Help Your Dog Help Others	Kim Pagonos	\$78	60/40
<b>Around the Home &amp; Garden</b>			
Basic Tilting Techniques	Rick Longobart	\$89	50/50
Power Tool Workshop	Rick Longobart	\$59	50/50
Interior Design for the Homeowner	TBA	\$69	60/40
Floral Design	Mina Wholesale Flowers	\$65	60/40
<b>Arts &amp; Crafts</b>			
Joy of Pastels	Melissa Prichard	\$69	\$38/hour
Introduction to Drawing	Melissa Prichard	\$69	\$38/hour
Printmaking for Fun	Deborah Goldman	\$120	60/40
Painting & Drawing with Pastels	Kamillia Hardy	\$120	60/40
<b>Business &amp; Careers</b>			
Become a Notary Public	Notary Public Seminars	\$85	60/40
Renewing Notaries	Notary Public Seminars	\$50	60/40
Certified Loan Signing Agent	Notary Public Seminars	\$89	60/40
How to Become a Mystery Shopper	Elaine Moran	\$39	60/40
Human Resources Series- Employee Relations	Allison Pratt	\$99	60/40
• Behavioral Interviewing How To	Allison Pratt	\$39	60/40
• New Employee Orientations/Onboarding	Allison Pratt	\$39	60/40
• Recognize, Reward, Retain Top Talent	Allison Pratt	\$39	60/40
Sexual Harassment Avoidance	Allison Pratt	\$59	60/40
Accounting for the Non-Accountants	Joseph Kibbe	\$120	60/40
Introduction QuickBooks	Joseph Kibbe	\$99	60/40
Successful Home-Based Business	LeeAnne Krusemark	\$39	60/40
Make Money with a Typing/WP Business	LeeAnne Krusemark	\$19	60/40
Self Publishing vs. Traditional Publishing	LeeAnne Krusemark	\$19	60/40
Beginner's Guide to Getting Published	LeeAnne Krusemark	\$39	60/40
Meet the Publisher	LeeAnne Krusemark	\$19	60/40
Wholesale Auto Dealer	Ronald Williams	\$85	60/40
Introduction to Voiceovers	Voices for All	\$29	60/40
How to Sell on EBay	Frances Greenspan	\$59	60/40
The Legal Savvy Series	Anne Moebes	\$99/\$150	60/40
Backflow Prevention Devices	Martin Frieber	\$375	\$55/hour
Personal Fitness Trainer Certificate	W.I.T.S.	\$625	\$424/pp
<b>College For Kids</b>			
Seriously Awesome Sitters	Sabrina Bradley	\$39	60/40
Swim Camp	North Irvine Water Polo Club	\$79	\$35/hour
Swim Lessons	Blueray Management	\$60	25/75
Composition & Writing Skills	Phyllis Neal	\$59	\$35/hour

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Fall 2014**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate SCC/Presenter</u>
<b>College For Kids (continued)</b>			
Study Skills & Test Taking	Readwrite Education	\$59	\$40/hour
Speed Reading & Vocabulary	Readwrite Education	\$69	\$40/hour
Keyboarding For Kids	Nancy Haugen	\$79	\$40/hour
<b>Computers</b>			
Computer Basic	Dori Dumon	\$89	\$35-45/hour
Introduction to Outlook & Email	Dori Dumon	\$89	\$35-45/hour
Managing Your Computer Files	Dori Dumon	\$44	\$35-\$45/hour
Become a Windows Wizard	Dori Dumon	\$44	\$35-45/hour
Introduction To Photoshop	Dori Dumon	\$89	\$35-45/hour
Microsoft Word - Part I/ Pat II	Don Dutton	\$89	\$35-45/hour
MS Excel – Part I/ Part II	Don Dutton	\$89	\$35-45/hour
PowerPoint	Don Dutton	\$89	\$35-45/hour
Web Design	Dori Dumon	\$89	\$35-45/hour
Blogging for Fun & Profit	Robert Cohen	\$39	50/50
iPhones, iPads...and I'm Lost!	Robert Cohen	\$39	50/50
Marketing with Social Media/Facebook	Robert Cohen	\$39	50/50
On-Line Courses	Education To Go	\$85-\$199	\$65-\$151
<b>Dance</b>			
Salsa	Salomon Rivera	\$59	60/40
Zumba	Salomon Rivera	\$49	60/40
Belly Dance	Jo Ellen Larsen	\$59	60/40
East Coast Swing	John Potter	\$59	\$40/hour
Strictly Tango	John Potter	\$59	\$40/hour
Beginning Tap	Val Weaver Dance	\$72	50/50
Country Line Dancing	Val Weaver Dance	\$72	50/50
<b>Gemology</b>			
The Jewelry Bench Explained	Lothar Vallot	\$35	60/40
Everything You Wanted to Know About Gems	Lothar Vallot	\$35	60/40
Gemstone Buyers Beware	John Eyre	\$35	60/40
Color Me Purple	John Eyre	\$35	60/40
Jewelry Appraising Explained	Lothar Vallot	\$35	60/40
<b>Health, Beauty &amp; Fitness</b>			
Tai Chi Chuan	Karen Mack	\$59	60/40
Yoga for Relaxation/Renewal	Dana Conley	\$79	60/40
Evening of Massage	Barbara Sobel	\$39/\$69	60/40
Head, Neck & Shoulder Massage	Barbara Sobel	\$39/\$69	60/40
Mindfulness Meditation	Mariana Fischer-Militaru	\$120	60/40
Simply Beautiful Make-up	Nina Greville	\$20	60/40
Make-Up Artist Business	Michelle Jackson	\$175	60/40

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Fall 2014**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
<b><i>Health, Beauty &amp; Fitness (continued)</i></b>			
Lap Swim	North Irvine Water Polo Club	\$89	\$35/hour
Water Aerobics	Blue Ray Management	\$79	\$35/hour
Circuit Training	Instructor TBA	\$60	50/50
<b><i>Language</i></b>			
Conversational Spanish	Alpine Tutoring	\$69	\$38/hour
Fast Fun French	Katherine Watson	\$59	60/40
Italian for Travelers	Alpine Tutoring	\$69	\$38/hour
<b><i>Money Matters</i></b>			
Master Your Investments	Jalon O'Connell	\$49	No Charge
Investment Bootcamp	Jalon O'Connell	\$29	No Charge
Social Security Educational Workshop	Charles Munoz	\$39/\$59	60/40
Smart Money Fundamentals	John Pak	\$39	60/40
Entrepreneurial Education	Craig Shipcott	\$29	60/40
Five Money Questions for Women	Craig Shipcott	\$29	60/40
<b><i>Music</i></b>			
Beginning Piano/ Keyboarding	Ron Gorman	\$89	50/50
Beginning Ukulele	Ron Gorman	\$89	50/50
<b><i>Older Adult</i></b>			
Total Fitness for Older Adults	Jeff Nolasco	\$42	\$40/hour
Yoga for Older Adults	Mariana Fischer-Militaru	\$42/\$48	\$40/hour
Meditation for Everyday/ Older Adult	Mariana Fischer-Militaru	\$40	\$30/hour
<b><i>Personal Enrichment</i></b>			
Overcome Anxiety & Panic Forever	Nick Lazaris	\$29	60/40
Overcome Your Fear of Public Speaking	Nick Lazaris	\$29	60/40
Assertive Skills for Success	Nick Lazaris	\$29	60/40
Ready for Love	JoEllen Larsen	\$97	60/40
Dazzling Conversationalist	Vandye Forrester	\$29	No Fee
Identify Your Perfect Career	Sue Montelone	\$39	60/40
Divorce Options	Collaborative Divorce Solutions	\$45/\$69	No Fee
Retired – Now What?	Elaine Moran	\$29	60/40
Infinite Possibilities – Art of Changing Your Life	Dana Conley	\$138	60/40
<b><i>Real Estate</i></b>			
How to Sell Residential Real Estate	Robert Lindquist	\$29	50/50
<b><i>Special Interest</i></b>			
Basic Digital Cameras	Julie Diebolt Price	\$69	50/50
How to Photograph Events	Julie Diebolt Price	\$69	50/50

**SANTIAGO CANYON COLLEGE**  
**Community Services Program – Fall 2014**

<u>Category/Event Name</u>	<u>Instructor</u>	<u>Fee</u>	<u>Pay Rate</u> <u>SCC/Presenter</u>
The Novice Photographer <b>Special Interest (continued)</b>	Julie Diebolt Price	\$69	50/50
Introduction to Digital Photography	Julie Diebolt Price	\$129	50/50
Sushi Made Easy	Dave & Barb Sobel	\$29	50/50
Juicing for Life	Dave & Barb Sobel	\$29	50/50
CPR	Sabrina Bradley	\$25	60/40
Basic First Aid	Sabrina Bradley	\$25	60/40
Save Money with Extreme Couponing	LeeAnne Krusemark	\$19	60/40
Scuba Open Water	Dive & Photo	\$300	50/50
<b>Test Preparation</b>			
SAT Preparation	Jayne Munoz/Alpine Tutor	\$94	\$40/Hour
Online Driver's Education	Safety Drivers Ed	\$55	50/50
Math Tutoring	Alicia Frost	\$20	50/50
<b>Travel</b>			
Big Bear Oktoberfest	Good Times Travel	\$89	\$81-\$77/pp
Sparkles & Treasures	Good Times Travel	\$89	\$83-\$72/pp
Multi-Day Tours TBA	Good Times Travel	TBA	TBA

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

To: Board of Trustees	Date: July 21, 2014
Re: Approval of the Metropolitan Water District of Southern California Master Cost Agreement	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) has a long standing, on-going relationship with the Metropolitan Water District (MWD) Joint Apprenticeship & Training Committee (JATC). Metropolitan's Apprenticeship Mechanical and Electrical Operations Technician Programs are formal structured training programs developed by MWD in collaboration with Santiago Canyon College. The purpose for these programs is to provide entry to journey level skills training to Metropolitan's workforce in the technical, vocational and trades occupations. At the conclusion of the apprenticeship program, students are eligible to apply and receive Certificates of Achievement and Associate of Science Degrees in Maintenance Mechanic Levels I & II.

**ANALYSIS**

Rancho Santiago Community College District-Santiago Canyon College (RSCCD-SCC) receives \$5.06 per student hour of positive attendance. The student attendance hours are reported separately from the traditional FTES calculations. The contractual agreement attached outlines the allocation of funds from the California Budget Act and Section 8150 of the California Education Code with respect to the Related and Supplement Instruction (RSI) formula.

**RECOMMENDATION**

It is recommended that the Board approve the Master Cost Agreement with the Metropolitan Water District of Southern California for 2014-2015 as presented.

Fiscal Impact: Approximately, \$11,000 to RSCCD-SCC.	Board Date: July 21, 2014
The RSCCD-SCC shall pay the Metropolitan Water District an amount equal to seventy-five percent (75%) for each clock hour of teaching time per apprentice. The amount shall not exceed \$36,000.	
Prepared by: Aracely Mora, Ed.D., Vice President, Academic Affairs Corine Doughty, Dean, Business & Career Technical Education	
Submitted by: Juan A. Vázquez, President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**MASTER COST AGREEMENT**

**BETWEEN**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

This Agreement, made and entered into this 1st day of July, 2014, by and between:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as RSCCD, and METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA, hereinafter referred to as MWD:

**WITNESSETH:**

It is the intent of RSCCD and MWD to enter into an agreement whereby RSCCD will reimburse MWD for instructional materials and curriculum development used by and for RSCCD indentured maintenance mechanic apprentices.

**ARTICLE I - RECITALS**

Whereas, RSCCD provides vocational education and supplemental instruction for the apprentice maintenance mechanic in accordance with the provisions of the Labor Code Section 3070 et seq.

Whereas, MWD has established a "joint apprenticeship training committee" (JATC) and "local apprenticeship program sponsor" within the meaning of California Education Code Section 8150 et seq and California Labor Code Section 3074, and

Whereas, RSCCD and MWD desire to enter into an agreement concerning the calculation and payment of costs pursuant to Labor Code Section 3074 and Education Code 8152.

Whereas, we jointly pledge: We affirm that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. We will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship as required by the California Plan for Equal Opportunity in Apprenticeship and by the California Administrative Code, Title 8, Chapter 2.



We affirm that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of mental or physical disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for persons with disabilities and will operate the apprenticeship program consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq).

Now, therefore, it is mutually agreed by and between said parties hereto as follows:

**ARTICLE II - RESPONSIBILITIES OF RSCCD**

1. RSCCD will conduct classes and related instruction for apprentice maintenance mechanics duly registered with RSCCD.
2. RSCCD will follow course of study approved by the District Board of Trustees based on minimum requirements provided for in the RSCCD college curriculum and MWD's Training Standards.
3. RSCCD shall arrange for utilizing the instructional staff employed by the MWD under requirements detailed in Section 53413 of Title 5 of the California Administrative Code. RSCCD has the primary right to control and direct the activities of the instructional staff furnished by MWD.
4. RSCCD will organize and provide class schedules, register students, maintain records of student attendance and achievements. These records shall be available for review at all times.
5. RSCCD will be responsible to secure related instruction funding for this program.

**ARTICLE III - RESPONSIBILITIES OF MWD**

**A. Instruction and Curriculum**

1. MWD shall provide instructor manuals and other teaching aids necessary to instruct the classes.
2. MWD shall monitor the students, maintain records of work experience education and be responsible for apprentice evaluation and counseling regarding on-site work experience. These records shall be available to RSCCD and the State of California.

3. MWD shall provide clerical support to maintain training records.
4. MWD instructors will meet the minimum qualifications for instructors as stated in Section 53413 of Title 5 of the California Administrative Code and will be certified as adjunct faculty for RSCCD. RSCCD will require the instructors to complete any training mandated by the State of California for instructors to maintain the minimum qualifications to teach college credit apprenticeship courses.
5. MWD shall provide funds for and administer one (1) instructor workshop annually.
6. MWD shall employ instructional aides and/or tool room attendants. Such personnel will be responsible for assisting instructors and placing all tools, equipment and materials in the training areas when needed by the instructors. They will assist the instructors in the restoring of the shop areas to a neat and orderly condition and in the return of tools, equipment and surplus materials to the proper storage areas after classes.

**B. Facilities, Equipment and Supplies**

1. MWD shall provide training facilities. Said facilities are hereby designated as off-campus facilities pursuant to Labor Code Section 3074, MWD will be responsible for the maintenance of these facilities.
2. MWD shall provide, install, and maintain in a safe condition power equipment and hand tools necessary to conduct the instruction program.
3. MWD shall provide instructional supplies and materials.

**ARTICLE IV - GENERAL PROVISIONS**

- A. This Agreement shall commence with the beginning of the fiscal year (July 1, 2014) and will continue until the end of the fiscal year (June 30, 2015) unless earlier terminated by either party in the manner set forth herein.
- B. All persons employed by MWD and performing services for MWD shall be solely employees of MWD and not employees of RSCCD. MWD shall be solely responsible for the salaries and other benefits including Worker's Compensation of all such personnel.
- C. RSCCD shall pay MWD an amount equal to seventy-five percent (75%), amount specified

for each clock hour of teaching time per apprentice. Payment shall be made to the Metropolitan Water District, 700 N. Alameda St., Los Angeles, California, 90012, within sixty (60) days of the receipt of positive attendance hours. RSCCD assumes all responsibility for the submission and accuracy of positive hours of attendance to the State of California.

- D. Any notices to be given hereunder by either party to the other may be effectuated only in writing and delivered either by personal delivery, or sent by U.S. certified mail, postage pre-paid with return receipt requested. Mailed notices shall be addressed to the persons at the addresses set forth below, but each party may change the address by written notice in accordance with this paragraph. All such notices personally delivered shall be effective when received. All notices sent by certified mail shall be effective forty-eight hours after deposited in the mail.

To the College:            Santiago Canyon College  
                                 Business & Career Technical Education Office  
                                 8045 E. Chapman Avenue  
                                 Orange, CA 92869

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

To MWDJATC:            Metropolitan Water District  
                                 Apprenticeship Program  
                                 33752 Newport Road  
                                 Winchester, California, 92596  
                                 ATTN: Coordinator

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

- F. Each party shall maintain and secure comprehensive general liability and property damage insurance of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.
- G. This Agreement and the rights and duties there under shall not be assigned in whole or in part without the written consent of both said parties.
- H. When the following condition exists, this Agreement may be cancelled by either said party hereto upon giving of thirty (30) days advance written notice. Such notice shall be personally served or given by United States mail.
  - 1. Emergency conditions resulting from acts of God.
  - 2. Non-performance of the terms of this Agreement.
- I. RSCCD agrees to provide MWD with monthly accumulative reports indicating attendance, income and expenditure data.
- J. The parties hereto have executed this Agreement on the dates specified immediately adjacent to their respective signatures.

IN WITNESS THEREOF:

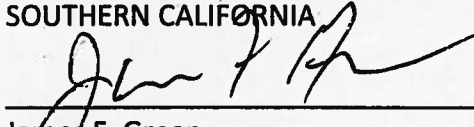
RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

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

Approved by Governing Board

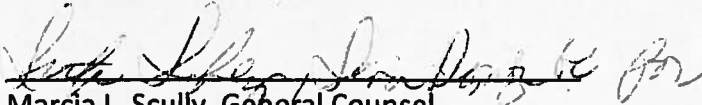
Date: \_\_\_\_\_

METROPOLITAN WATER DISTRICT OF  
SOUTHERN CALIFORNIA

  
\_\_\_\_\_  
James F. Green  
Group Manager, Water System Operations

Date: 6/16/14

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Marcia L. Scully, General Counsel

Date: 6/16/14

Rancho Santiago Comm Coll District

Board Meeting of 07/21/14

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59657	General Fund Unrestricted	1,627,003.78	0.00	1,627,003.78	92*0393578	92*0393579
59658	General Fund Unrestricted	99,199.66	0.00	99,199.66	92*0393580	92*0393582
59660	General Fund Unrestricted	566.00	0.00	566.00	92*0393586	92*0393586
59661	General Fund Unrestricted	6,630.20	0.00	6,630.20	92*0393596	92*0393601
59663	General Fund Unrestricted	1,175.00	0.00	1,175.00	92*0393611	92*0393614
59664	General Fund Unrestricted	2,100.00	0.00	2,100.00	92*0393615	92*0393615
59671	General Fund Unrestricted	3,707.58	0.00	3,707.58	92*0393642	92*0393642
59672	General Fund Unrestricted	1,269.79	0.00	1,269.79	92*0393652	92*0393652
59675	General Fund Unrestricted	7,621.78	0.00	7,621.78	92*0393671	92*0393677
59676	General Fund Unrestricted	200.00	0.00	200.00	92*0393688	92*0393688
59678	General Fund Unrestricted	5,918.05	0.00	5,918.05	92*0393696	92*0393698
59679	General Fund Unrestricted	14,283.84	0.00	14,283.84	92*0393699	92*0393699
59680	General Fund Unrestricted	4,205.51	0.00	4,205.51	92*0393701	92*0393707
59681	General Fund Unrestricted	4,543.43	0.00	4,543.43	92*0393708	92*0393715
59682	General Fund Unrestricted	4,947.00	0.00	4,947.00	92*0393716	92*0393723
59690	General Fund Unrestricted	777.43	0.00	777.43	92*0393739	92*0393743
59691	General Fund Unrestricted	1,665.24	0.00	1,665.24	92*0393744	92*0393749
59695	General Fund Unrestricted	47,636.88	0.00	47,636.88	92*0393776	92*0393801
59696	General Fund Unrestricted	101,154.70	0.00	101,154.70	92*0393802	92*0393899
59697	General Fund Unrestricted	116,612.56	0.00	116,612.56	92*0393900	92*0393996
59698	General Fund Unrestricted	2,370.00	0.00	2,370.00	92*0393997	92*0393997
59699	General Fund Unrestricted	15,199.06	0.00	15,199.06	92*0393998	92*0394003
59700	General Fund Unrestricted	2,105.62	0.00	2,105.62	92*0394005	92*0394012
59701	General Fund Unrestricted	1,499.12	0.00	1,499.12	92*0394015	92*0394017
59702	General Fund Unrestricted	3,089.32	0.00	3,089.32	92*0394021	92*0394027
59704	General Fund Unrestricted	397.04	0.00	397.04	92*0394035	92*0394038
59705	General Fund Unrestricted	4,503.00	0.00	4,503.00	92*0394040	92*0394043
59706	General Fund Unrestricted	1,059.50	0.00	1,059.50	92*0394044	92*0394052
59713	General Fund Unrestricted	77.40	0.00	77.40	92*0394074	92*0394074
59714	General Fund Unrestricted	25,474.86	0.00	25,474.86	92*0394079	92*0394084
59715	General Fund Unrestricted	2,381.38	0.00	2,381.38	92*0394085	92*0394091
59716	General Fund Unrestricted	2,931.67	0.00	2,931.67	92*0394093	92*0394098
59717	General Fund Unrestricted	8,203.73	0.00	8,203.73	92*0394100	92*0394105
59718	General Fund Unrestricted	660.53	0.00	660.53	92*0394111	92*0394113
59720	General Fund Unrestricted	27.90	0.00	27.90	92*0394122	92*0394122
59721	General Fund Unrestricted	12,661.15	0.00	12,661.15	92*0394128	92*0394132
59722	General Fund Unrestricted	3,399.13	0.00	3,399.13	92*0394133	92*0394140
59723	General Fund Unrestricted	3,675.62	0.00	3,675.62	92*0394141	92*0394148
59728	General Fund Unrestricted	2,254.03	0.00	2,254.03	92*0394157	92*0394158
59729	General Fund Unrestricted	2,488.40	0.00	2,488.40	92*0394161	92*0394161
59730	General Fund Unrestricted	2,035.21	0.00	2,035.21	92*0394162	92*0394164

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59733	General Fund Unrestricted	296.35	0.00	296.35	92*0394173	92*0394173
59735	General Fund Unrestricted	7,352.40	0.00	7,352.40	92*0394179	92*0394187
59736	General Fund Unrestricted	1,531.50	0.00	1,531.50	92*0394188	92*0394195
59739	General Fund Unrestricted	2,837.63	0.00	2,837.63	92*0394201	92*0394206
59741	General Fund Unrestricted	3,753.50	0.00	3,753.50	92*0394219	92*0394219
59743	General Fund Unrestricted	2,524.00	0.00	2,524.00	92*0394225	92*0394230
59746	General Fund Unrestricted	601.48	0.00	601.48	92*0394240	92*0394241
59748	General Fund Unrestricted	295.64	0.00	295.64	92*0394246	92*0394248
59749	General Fund Unrestricted	1,751.74	0.00	1,751.74	92*0394254	92*0394260
59750	General Fund Unrestricted	2,474.87	0.00	2,474.87	92*0394261	92*0394267
59751	General Fund Unrestricted	5,009.65	0.00	5,009.65	92*0394268	92*0394274
59752	General Fund Unrestricted	1,236.21	0.00	1,236.21	92*0394275	92*0394278
59753	General Fund Unrestricted	7,490.08	0.00	7,490.08	92*0394281	92*0394282
59754	General Fund Unrestricted	2,999.00	0.00	2,999.00	92*0394283	92*0394287
59759	General Fund Unrestricted	43,922.50	0.00	43,922.50	92*0394296	92*0394317
59760	General Fund Unrestricted	66,385.49	0.00	66,385.49	92*0394318	92*0394417
59761	General Fund Unrestricted	51,472.50	0.00	51,472.50	92*0394418	92*0394529
59764	General Fund Unrestricted	2,115.16	0.00	2,115.16	92*0394537	92*0394542
59766	General Fund Unrestricted	1,552.66	0.00	1,552.66	92*0394551	92*0394557
59767	General Fund Unrestricted	13,307.16	0.00	13,307.16	92*0394558	92*0394564
59769	General Fund Unrestricted	7,179.73	0.00	7,179.73	92*0394572	92*0394576
59770	General Fund Unrestricted	635.00	0.00	635.00	92*0394583	92*0394586
59773	General Fund Unrestricted	31.82	0.00	31.82	92*0394605	92*0394605
59775	General Fund Unrestricted	5,799.77	0.00	5,799.77	92*0394617	92*0394621
59782	General Fund Unrestricted	5,344.21	0.00	5,344.21	92*0394657	92*0394659
59783	General Fund Unrestricted	1,278.70	0.00	1,278.70	92*0394663	92*0394667
59784	General Fund Unrestricted	4,830.65	0.00	4,830.65	92*0394669	92*0394670
59793	General Fund Unrestricted	172,151.24	0.00	172,151.24	92*0394716	92*0394721
59796	General Fund Unrestricted	1,540.67	0.00	1,540.67	92*0394736	92*0394738
59797	General Fund Unrestricted	913.39	0.00	913.39	92*0394742	92*0394744
59799	General Fund Unrestricted	21,509.62	0.00	21,509.62	92*0394756	92*0394760
59800	General Fund Unrestricted	3,888.00	0.00	3,888.00	92*0394762	92*0394762
59801	General Fund Unrestricted	305,557.31	0.00	305,557.31	92*0394765	92*0394766
59803	General Fund Unrestricted	929.52	0.00	929.52	92*0394771	92*0394774
59805	General Fund Unrestricted	3,199.87	0.00	3,199.87	92*0394783	92*0394787
59806	General Fund Unrestricted	1,532.80	0.00	1,532.80	92*0394788	92*0394797
59807	General Fund Unrestricted	1,375.00	0.00	1,375.00	92*0394798	92*0394806
59812	General Fund Unrestricted	1,570.16	0.00	1,570.16	92*0394821	92*0394823
59813	General Fund Unrestricted	3,708.88	0.00	3,708.88	92*0394827	92*0394832
59819	General Fund Unrestricted	24,614.20	0.00	24,614.20	92*0394855	92*0394869
59820	General Fund Unrestricted	80,778.20	0.00	80,778.20	92*0394870	92*0394919

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59821	General Fund Unrestricted	4,096.00	0.00	4,096.00	92*0394920	92*0394920
59823	General Fund Unrestricted	1,081.15	0.00	1,081.15	92*0394928	92*0394932
59825	General Fund Unrestricted	5,819.50	0.00	5,819.50	92*0394939	92*0394942
59826	General Fund Unrestricted	4,169.71	0.00	4,169.71	92*0394944	92*0394951
59827	General Fund Unrestricted	1,165.56	0.00	1,165.56	92*0394952	92*0394958
59828	General Fund Unrestricted	1,346.45	0.00	1,346.45	92*0394959	92*0394965
59829	General Fund Unrestricted	1,963.86	0.00	1,963.86	92*0394971	92*0394971
59830	General Fund Unrestricted	13,885.44	0.00	13,885.44	92*0394980	92*0394981
59831	General Fund Unrestricted	10,750.00	0.00	10,750.00	92*0394989	92*0394989
59832	General Fund Unrestricted	11,519.00	0.00	11,519.00	92*0394990	92*0394998
59833	General Fund Unrestricted	2,629.60	0.00	2,629.60	92*0394999	92*0395006
59834	General Fund Unrestricted	3,619.80	0.00	3,619.80	92*0395007	92*0395024
59839	General Fund Unrestricted	1,908.17	0.00	1,908.17	92*0395040	92*0395043
59840	General Fund Unrestricted	1,761.16	0.00	1,761.16	92*0395044	92*0395051
59841	General Fund Unrestricted	2,590.11	0.00	2,590.11	92*0395053	92*0395057
59842	General Fund Unrestricted	115.46	0.00	115.46	92*0395066	92*0395066
59843	General Fund Unrestricted	4,669.13	0.00	4,669.13	92*0395074	92*0395074
59844	General Fund Unrestricted	3,372.00	0.00	3,372.00	92*0395077	92*0395078
59846	General Fund Unrestricted	18,356.76	0.00	18,356.76	92*0395089	92*0395093
59847	General Fund Unrestricted	80,982.11	0.00	80,982.11	92*0395094	92*0395095
59848	General Fund Unrestricted	1,321.29	0.00	1,321.29	92*0395097	92*0395099
59851	General Fund Unrestricted	2,552.98	0.00	2,552.98	92*0395114	92*0395115
59860	General Fund Unrestricted	327.02	0.00	327.02	92*0395179	92*0395180
59863	General Fund Unrestricted	2,619.50	0.00	2,619.50	92*0395195	92*0395203
59864	General Fund Unrestricted	2,500.00	0.00	2,500.00	92*0395208	92*0395208
59865	General Fund Unrestricted	1,175.00	0.00	1,175.00	92*0395209	92*0395209
59866	General Fund Unrestricted	2,843.15	0.00	2,843.15	92*0395218	92*0395219
59867	General Fund Unrestricted	1,349.83	0.00	1,349.83	92*0395220	92*0395227
59868	General Fund Unrestricted	2,527.08	0.00	2,527.08	92*0395228	92*0395230
59870	General Fund Unrestricted	2,042.18	0.00	2,042.18	92*0395245	92*0395250
59871	General Fund Unrestricted	12,151.73	0.00	12,151.73	92*0395252	92*0395257
59872	General Fund Unrestricted	1,371.18	0.00	1,371.18	92*0395259	92*0395265
59873	General Fund Unrestricted	3,814.30	0.00	3,814.30	92*0395266	92*0395273
59874	General Fund Unrestricted	1,888.89	0.00	1,888.89	92*0395275	92*0395279
59875	General Fund Unrestricted	9,972.00	0.00	9,972.00	92*0395280	92*0395280
59876	General Fund Unrestricted	10,011.64	0.00	10,011.64	92*0395285	92*0395291
59877	General Fund Unrestricted	4,467.81	0.00	4,467.81	92*0395292	92*0395297
59878	General Fund Unrestricted	1,016.48	0.00	1,016.48	92*0395301	92*0395301
59880	General Fund Unrestricted	7,065.02	0.00	7,065.02	92*0395319	92*0395321
59887	General Fund Unrestricted	335.76	0.00	335.76	92*0395357	92*0395360
59891	General Fund Unrestricted	13,430.04	0.00	13,430.04	92*0395396	92*0395401

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59892	General Fund Unrestricted	22,835.00	0.00	22,835.00	92*0395404	92*0395405
59893	General Fund Unrestricted	2,725.04	0.00	2,725.04	92*0395406	92*0395414
59895	General Fund Unrestricted	3,465.00	0.00	3,465.00	92*0395420	92*0395420
59898	General Fund Unrestricted	3,624.80	0.00	3,624.80	92*0395423	92*0395522
59899	General Fund Unrestricted	383.50	0.00	383.50	92*0395523	92*0395527
59901	General Fund Unrestricted	129,360.00	0.00	129,360.00	92*0395529	92*0395530
59903	General Fund Unrestricted	1,229.55	0.00	1,229.55	92*0395534	92*0395534
59906	General Fund Unrestricted	686.40	0.00	686.40	92*0395543	92*0395546
59907	General Fund Unrestricted	9,560.98	0.00	9,560.98	92*0395549	92*0395552
59908	General Fund Unrestricted	3,846.91	0.00	3,846.91	92*0395555	92*0395558
59909	General Fund Unrestricted	1,991.38	0.00	1,991.38	92*0395560	92*0395561
59910	General Fund Unrestricted	3,176.10	0.00	3,176.10	92*0395567	92*0395568
59911	General Fund Unrestricted	2,070.00	0.00	2,070.00	92*0395570	92*0395577
59912	General Fund Unrestricted	1,132.57	0.00	1,132.57	92*0395579	92*0395581
59913	General Fund Unrestricted	5,345.99	0.00	5,345.99	92*0395587	92*0395594
59914	General Fund Unrestricted	3,894.08	0.00	3,894.08	92*0395595	92*0395603
59915	General Fund Unrestricted	16,515.00	0.00	16,515.00	92*0395605	92*0395608
59916	General Fund Unrestricted	12,197.56	0.00	12,197.56	92*0395612	92*0395617
59919	General Fund Unrestricted	4,710.56	0.00	4,710.56	92*0395635	92*0395641
59921	General Fund Unrestricted	1,772,375.53	0.00	1,772,375.53	92*0395649	92*0395650
59922	General Fund Unrestricted	104,050.48	0.00	104,050.48	92*0395651	92*0395653
59923	General Fund Unrestricted	285.15	0.00	285.15	92*0395659	92*0395659
59924	General Fund Unrestricted	584.33	0.00	584.33	92*0395671	92*0395671
59926	General Fund Unrestricted	1,065.96	0.00	1,065.96	92*0395686	92*0395686
59929	General Fund Unrestricted	569.34	0.00	569.34	92*0395705	92*0395705
59931	General Fund Unrestricted	16,965.78	0.00	16,965.78	92*0395715	92*0395720
59939	General Fund Unrestricted	111.86	0.00	111.86	92*0395766	92*0395766
59940	General Fund Unrestricted	3,260.92	0.00	3,260.92	92*0395769	92*0395778
59941	General Fund Unrestricted	7,579.15	0.00	7,579.15	92*0395779	92*0395784
59942	General Fund Unrestricted	33,066.49	0.00	33,066.49	92*0395788	92*0395793
59944	General Fund Unrestricted	656.29	0.00	656.29	92*0395804	92*0395804
59946	General Fund Unrestricted	2,206.20	0.00	2,206.20	92*0395814	92*0395823
59947	General Fund Unrestricted	1,984.80	0.00	1,984.80	92*0395824	92*0395833
59948	General Fund Unrestricted	1,944.00	0.00	1,944.00	92*0395834	92*0395842
59951	General Fund Unrestricted	2,080.86	0.00	2,080.86	92*0395849	92*0395851
59954	General Fund Unrestricted	1,394.86	0.00	1,394.86	92*0395867	92*0395872
59955	General Fund Unrestricted	3,423.89	0.00	3,423.89	92*0395878	92*0395885
59956	General Fund Unrestricted	8,439.35	0.00	8,439.35	92*0395887	92*0395894
59958	General Fund Unrestricted	399.86	0.00	399.86	92*0395902	92*0395904
59959	General Fund Unrestricted	11,517.00	0.00	11,517.00	92*0395905	92*0395912
59961	General Fund Unrestricted	9,034.88	0.00	9,034.88	92*0395918	92*0395919



Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59962	General Fund Unrestricted	89,334.62	0.00	89,334.62	92*0395921	92*0395923
59963	General Fund Unrestricted	7,150.51	0.00	7,150.51	92*0395924	92*0395926
59969	General Fund Unrestricted	2,742.36	0.00	2,742.36	92*0395942	92*0395949
59970	General Fund Unrestricted	7,100.03	0.00	7,100.03	92*0395950	92*0395959
59971	General Fund Unrestricted	3,787.19	0.00	3,787.19	92*0395960	92*0395969
59972	General Fund Unrestricted	3,213.45	0.00	3,213.45	92*0395970	92*0395979
59973	General Fund Unrestricted	2,055.72	0.00	2,055.72	92*0395980	92*0395988
59975	General Fund Unrestricted	593.15	0.00	593.15	92*0396008	92*0396008
59977	General Fund Unrestricted	145,508.63	0.00	145,508.63	92*0396016	92*0396016
59980	General Fund Unrestricted	651.00	0.00	651.00	92*0396029	92*0396030
59984	General Fund Unrestricted	5,238.50	0.00	5,238.50	92*0396041	92*0396054
59985	General Fund Unrestricted	3,156.82	0.00	3,156.82	92*0396055	92*0396135
59995	General Fund Unrestricted	1,724.26	0.00	1,724.26	92*0396617	92*0396624
59996	General Fund Unrestricted	3,099.51	0.00	3,099.51	92*0396625	92*0396634
59997	General Fund Unrestricted	15,351.59	0.00	15,351.59	92*0396635	92*0396645
<b>Total Fund 11 General Fund Unrestricted</b>		<b><u>\$5,778,028.95</u></b>	<b><u>\$0.00</u></b>	<b><u>\$5,778,028.95</u></b>		

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59660	General Fund Restricted	2,902.11	0.00	2,902.11	92*0393587	92*0393595
59661	General Fund Restricted	1,295.31	0.00	1,295.31	92*0393600	92*0393602
59662	General Fund Restricted	1,185.10	0.00	1,185.10	92*0393603	92*0393610
59671	General Fund Restricted	15,706.78	0.00	15,706.78	92*0393639	92*0393644
59672	General Fund Restricted	1,267.74	0.00	1,267.74	92*0393645	92*0393653
59673	General Fund Restricted	2,870.61	0.00	2,870.61	92*0393654	92*0393660
59674	General Fund Restricted	2,865.42	0.00	2,865.42	92*0393661	92*0393669
59675	General Fund Restricted	10,488.49	0.00	10,488.49	92*0393670	92*0393674
59676	General Fund Restricted	2,750.00	0.00	2,750.00	92*0393678	92*0393689
59677	General Fund Restricted	21,889.13	0.00	21,889.13	92*0393690	92*0393691
59678	General Fund Restricted	20,207.51	0.00	20,207.51	92*0393692	92*0393697
59690	General Fund Restricted	249.82	0.00	249.82	92*0393736	92*0393740
59691	General Fund Restricted	1,422.37	0.00	1,422.37	92*0393746	92*0393748
59692	General Fund Restricted	1,241.81	0.00	1,241.81	92*0393750	92*0393759
59693	General Fund Restricted	900.28	0.00	900.28	92*0393760	92*0393769
59694	General Fund Restricted	1,500.00	0.00	1,500.00	92*0393770	92*0393775
59699	General Fund Restricted	5,979.83	0.00	5,979.83	92*0394002	92*0394004
59701	General Fund Restricted	1,906.58	0.00	1,906.58	92*0394013	92*0394020
59713	General Fund Restricted	2,580.79	0.00	2,580.79	92*0394075	92*0394078
59716	General Fund Restricted	279.99	0.00	279.99	92*0394092	92*0394092
59717	General Fund Restricted	3,071.43	0.00	3,071.43	92*0394104	92*0394104
59718	General Fund Restricted	1,735.88	0.00	1,735.88	92*0394107	92*0394112
59719	General Fund Restricted	350.96	0.00	350.96	92*0394114	92*0394119
59720	General Fund Restricted	2,852.15	0.00	2,852.15	92*0394120	92*0394127
59721	General Fund Restricted	6,493.14	0.00	6,493.14	92*0394129	92*0394131
59729	General Fund Restricted	2,798.69	0.00	2,798.69	92*0394159	92*0394160
59730	General Fund Restricted	2,312.90	0.00	2,312.90	92*0394163	92*0394166
59732	General Fund Restricted	17,570.00	0.00	17,570.00	92*0394170	92*0394170
59733	General Fund Restricted	426.58	0.00	426.58	92*0394171	92*0394174
59739	General Fund Restricted	214.22	0.00	214.22	92*0394207	92*0394207
59740	General Fund Restricted	4,205.55	0.00	4,205.55	92*0394208	92*0394215
59741	General Fund Restricted	7,063.18	0.00	7,063.18	92*0394216	92*0394218
59742	General Fund Restricted	455.05	0.00	455.05	92*0394220	92*0394224
59746	General Fund Restricted	40.74	0.00	40.74	92*0394242	92*0394242
59748	General Fund Restricted	1,469.30	0.00	1,469.30	92*0394249	92*0394253
59750	General Fund Restricted	343.41	0.00	343.41	92*0394263	92*0394263
59752	General Fund Restricted	531.59	0.00	531.59	92*0394279	92*0394279
59753	General Fund Restricted	10,963.72	0.00	10,963.72	92*0394280	92*0394280
59762	General Fund Restricted	17,941.54	0.00	17,941.54	92*0394530	92*0394535
59764	General Fund Restricted	494.97	0.00	494.97	92*0394539	92*0394543
59765	General Fund Restricted	1,636.07	0.00	1,636.07	92*0394544	92*0394550

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59767	General Fund Restricted	10,693.82	0.00	10,693.82	92*0394559	92*0394563
59768	General Fund Restricted	771.49	0.00	771.49	92*0394565	92*0394571
59769	General Fund Restricted	3,035.92	0.00	3,035.92	92*0394577	92*0394578
59770	General Fund Restricted	2,117.13	0.00	2,117.13	92*0394579	92*0394585
59772	General Fund Restricted	2,876.03	0.00	2,876.03	92*0394593	92*0394599
59773	General Fund Restricted	349.55	0.00	349.55	92*0394600	92*0394609
59774	General Fund Restricted	1,535.50	0.00	1,535.50	92*0394610	92*0394616
59775	General Fund Restricted	3,100.00	0.00	3,100.00	92*0394618	92*0394619
59779	General Fund Restricted	3,167.69	0.00	3,167.69	92*0394636	92*0394643
59780	General Fund Restricted	634.05	0.00	634.05	92*0394645	92*0394651
59781	General Fund Restricted	1,288.59	0.00	1,288.59	92*0394652	92*0394656
59782	General Fund Restricted	6,323.19	0.00	6,323.19	92*0394660	92*0394662
59783	General Fund Restricted	574.12	0.00	574.12	92*0394668	92*0394668
59784	General Fund Restricted	24,175.64	0.00	24,175.64	92*0394672	92*0394673
59785	General Fund Restricted	12,577.50	0.00	12,577.50	92*0394674	92*0394682
59786	General Fund Restricted	5,000.00	0.00	5,000.00	92*0394683	92*0394692
59787	General Fund Restricted	6,000.00	0.00	6,000.00	92*0394693	92*0394704
59793	General Fund Restricted	6,660.81	0.00	6,660.81	92*0394717	92*0394723
59794	General Fund Restricted	1,959.38	0.00	1,959.38	92*0394724	92*0394729
59795	General Fund Restricted	4,288.71	0.00	4,288.71	92*0394730	92*0394733
59796	General Fund Restricted	1,120.82	0.00	1,120.82	92*0394734	92*0394741
59797	General Fund Restricted	2,056.62	0.00	2,056.62	92*0394743	92*0394748
59799	General Fund Restricted	7,137.56	0.00	7,137.56	92*0394754	92*0394755
59800	General Fund Restricted	26,338.90	0.00	26,338.90	92*0394761	92*0394764
59802	General Fund Restricted	33,686.03	0.00	33,686.03	92*0394767	92*0394767
59803	General Fund Restricted	1,049.13	0.00	1,049.13	92*0394770	92*0394770
59804	General Fund Restricted	1,527.32	0.00	1,527.32	92*0394775	92*0394782
59811	General Fund Restricted	3,284.59	0.00	3,284.59	92*0394817	92*0394820
59812	General Fund Restricted	750.22	0.00	750.22	92*0394824	92*0394826
59813	General Fund Restricted	8,714.16	0.00	8,714.16	92*0394828	92*0394831
59814	General Fund Restricted	2,517.48	0.00	2,517.48	92*0394833	92*0394842
59822	General Fund Restricted	2,541.35	0.00	2,541.35	92*0394921	92*0394926
59824	General Fund Restricted	1,923.97	0.00	1,923.97	92*0394933	92*0394938
59825	General Fund Restricted	1,364.47	0.00	1,364.47	92*0394943	92*0394943
59827	General Fund Restricted	839.90	0.00	839.90	92*0394953	92*0394957
59828	General Fund Restricted	952.90	0.00	952.90	92*0394960	92*0394967
59829	General Fund Restricted	18,026.13	0.00	18,026.13	92*0394968	92*0394977
59830	General Fund Restricted	20,948.87	0.00	20,948.87	92*0394978	92*0394985
59831	General Fund Restricted	47,067.77	0.00	47,067.77	92*0394986	92*0394988
59839	General Fund Restricted	345.00	0.00	345.00	92*0395041	92*0395041
59840	General Fund Restricted	342.55	0.00	342.55	92*0395045	92*0395049

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59841	General Fund Restricted	10,013.03	0.00	10,013.03	92*0395052	92*0395059
59842	General Fund Restricted	1,512.20	0.00	1,512.20	92*0395060	92*0395067
59843	General Fund Restricted	12,884.58	0.00	12,884.58	92*0395068	92*0395072
59844	General Fund Restricted	1,214.86	0.00	1,214.86	92*0395075	92*0395079
59845	General Fund Restricted	1,555.86	0.00	1,555.86	92*0395080	92*0395088
59846	General Fund Restricted	5,000.00	0.00	5,000.00	92*0395091	92*0395091
59848	General Fund Restricted	739.61	0.00	739.61	92*0395096	92*0395096
59851	General Fund Restricted	7,275.00	0.00	7,275.00	92*0395116	92*0395117
59852	General Fund Restricted	2,505.48	0.00	2,505.48	92*0395118	92*0395121
59853	General Fund Restricted	6,400.00	0.00	6,400.00	92*0395122	92*0395129
59854	General Fund Restricted	3,040.00	0.00	3,040.00	92*0395130	92*0395139
59859	General Fund Restricted	2,880.00	0.00	2,880.00	92*0395168	92*0395177
59861	General Fund Restricted	2,260.00	0.00	2,260.00	92*0395182	92*0395188
59864	General Fund Restricted	5,658.04	0.00	5,658.04	92*0395204	92*0395207
59865	General Fund Restricted	11,018.29	0.00	11,018.29	92*0395210	92*0395214
59866	General Fund Restricted	2,377.93	0.00	2,377.93	92*0395216	92*0395217
59867	General Fund Restricted	955.06	0.00	955.06	92*0395223	92*0395224
59868	General Fund Restricted	1,153.46	0.00	1,153.46	92*0395231	92*0395235
59869	General Fund Restricted	4,275.87	0.00	4,275.87	92*0395236	92*0395244
59870	General Fund Restricted	758.11	0.00	758.11	92*0395248	92*0395251
59871	General Fund Restricted	15,253.72	0.00	15,253.72	92*0395253	92*0395258
59872	General Fund Restricted	1,591.29	0.00	1,591.29	92*0395261	92*0395264
59874	General Fund Restricted	569.33	0.00	569.33	92*0395274	92*0395276
59875	General Fund Restricted	13,528.08	0.00	13,528.08	92*0395281	92*0395281
59876	General Fund Restricted	5,885.29	0.00	5,885.29	92*0395288	92*0395290
59877	General Fund Restricted	941.36	0.00	941.36	92*0395298	92*0395298
59878	General Fund Restricted	1,652.47	0.00	1,652.47	92*0395299	92*0395307
59879	General Fund Restricted	4,081.97	0.00	4,081.97	92*0395308	92*0395317
59880	General Fund Restricted	8,183.68	0.00	8,183.68	92*0395318	92*0395320
59887	General Fund Restricted	553.15	0.00	553.15	92*0395355	92*0395361
59888	General Fund Restricted	1,545.00	0.00	1,545.00	92*0395362	92*0395371
59889	General Fund Restricted	1,870.00	0.00	1,870.00	92*0395372	92*0395381
59890	General Fund Restricted	1,133.00	0.00	1,133.00	92*0395382	92*0395395
59891	General Fund Restricted	4,629.43	0.00	4,629.43	92*0395398	92*0395402
59892	General Fund Restricted	3,623.07	0.00	3,623.07	92*0395403	92*0395403
59895	General Fund Restricted	2,003.50	0.00	2,003.50	92*0395418	92*0395419
59903	General Fund Restricted	1,878.57	0.00	1,878.57	92*0395532	92*0395533
59905	General Fund Restricted	20,000.00	0.00	20,000.00	92*0395541	92*0395541
59906	General Fund Restricted	1,400.00	0.00	1,400.00	92*0395544	92*0395548
59907	General Fund Restricted	3,396.78	0.00	3,396.78	92*0395550	92*0395550
59908	General Fund Restricted	4,352.01	0.00	4,352.01	92*0395553	92*0395559

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59909	General Fund Restricted	2,114.24	0.00	2,114.24	92*0395562	92*0395563
59910	General Fund Restricted	3,171.14	0.00	3,171.14	92*0395564	92*0395566
59911	General Fund Restricted	2,212.78	0.00	2,212.78	92*0395569	92*0395578
59912	General Fund Restricted	1,671.00	0.00	1,671.00	92*0395582	92*0395586
59915	General Fund Restricted	27,251.04	0.00	27,251.04	92*0395604	92*0395611
59916	General Fund Restricted	1,000.00	0.00	1,000.00	92*0395618	92*0395618
59917	General Fund Restricted	702.60	0.00	702.60	92*0395620	92*0395626
59918	General Fund Restricted	5,550.75	0.00	5,550.75	92*0395627	92*0395634
59920	General Fund Restricted	46,948.85	0.00	46,948.85	92*0395642	92*0395648
59923	General Fund Restricted	3,164.82	0.00	3,164.82	92*0395654	92*0395663
59924	General Fund Restricted	3,983.55	0.00	3,983.55	92*0395664	92*0395673
59925	General Fund Restricted	11,241.79	0.00	11,241.79	92*0395674	92*0395678
59926	General Fund Restricted	10,810.11	0.00	10,810.11	92*0395679	92*0395687
59928	General Fund Restricted	2,523.37	0.00	2,523.37	92*0395691	92*0395699
59929	General Fund Restricted	3,975.73	0.00	3,975.73	92*0395700	92*0395707
59930	General Fund Restricted	12,817.87	0.00	12,817.87	92*0395709	92*0395714
59932	General Fund Restricted	4,986.83	0.00	4,986.83	92*0395723	92*0395726
59933	General Fund Restricted	43,378.21	0.00	43,378.21	92*0395729	92*0395730
59937	General Fund Restricted	29,682.00	0.00	29,682.00	92*0395750	92*0395750
59938	General Fund Restricted	21,900.70	0.00	21,900.70	92*0395751	92*0395759
59939	General Fund Restricted	2,442.57	0.00	2,442.57	92*0395760	92*0395768
59940	General Fund Restricted	1,068.14	0.00	1,068.14	92*0395776	92*0395777
59941	General Fund Restricted	5,129.60	0.00	5,129.60	92*0395783	92*0395786
59942	General Fund Restricted	21,768.56	0.00	21,768.56	92*0395789	92*0395791
59943	General Fund Restricted	41,875.85	0.00	41,875.85	92*0395794	92*0395799
59944	General Fund Restricted	58,550.30	0.00	58,550.30	92*0395800	92*0395803
59945	General Fund Restricted	5,206.05	0.00	5,206.05	92*0395805	92*0395813
59949	General Fund Restricted	32,630.00	0.00	32,630.00	92*0395843	92*0395843
59951	General Fund Restricted	392.76	0.00	392.76	92*0395845	92*0395848
59952	General Fund Restricted	12,591.03	0.00	12,591.03	92*0395852	92*0395859
59954	General Fund Restricted	1,792.82	0.00	1,792.82	92*0395868	92*0395875
59955	General Fund Restricted	1,903.01	0.00	1,903.01	92*0395876	92*0395882
59956	General Fund Restricted	11,620.59	0.00	11,620.59	92*0395886	92*0395893
59958	General Fund Restricted	446.67	0.00	446.67	92*0395896	92*0395901
59959	General Fund Restricted	12,699.01	0.00	12,699.01	92*0395906	92*0395911
59960	General Fund Restricted	57,206.46	0.00	57,206.46	92*0395914	92*0395917
59962	General Fund Restricted	22,046.02	0.00	22,046.02	92*0395920	92*0395920
59971	General Fund Restricted	318.46	0.00	318.46	92*0395962	92*0395962
59974	General Fund Restricted	579.07	0.00	579.07	92*0395989	92*0395998
59975	General Fund Restricted	2,252.21	0.00	2,252.21	92*0395999	92*0396006
59976	General Fund Restricted	23,505.92	0.00	23,505.92	92*0396009	92*0396014

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59977	General Fund Restricted	14,758.72	0.00	14,758.72	92*0396017	92*0396017
59978	General Fund Restricted	1,496.00	0.00	1,496.00	92*0396019	92*0396021
59979	General Fund Restricted	2,868.23	0.00	2,868.23	92*0396022	92*0396028
59980	General Fund Restricted	911.21	0.00	911.21	92*0396031	92*0396033
59991	General Fund Restricted	6,337.95	0.00	6,337.95	92*0396588	92*0396597
59992	General Fund Restricted	2,890.51	0.00	2,890.51	92*0396598	92*0396605
59993	General Fund Restricted	2,000.00	0.00	2,000.00	92*0396606	92*0396606
59994	General Fund Restricted	20,751.24	0.00	20,751.24	92*0396608	92*0396615
59995	General Fund Restricted	217.77	0.00	217.77	92*0396616	92*0396619
59996	General Fund Restricted	2,230.32	0.00	2,230.32	92*0396626	92*0396633
59997	General Fund Restricted	1,300.00	0.00	1,300.00	92*0396637	92*0396637
<b>Total Fund 12 General Fund Restricted</b>		<b><u>\$1,254,549.11</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,254,549.11</u></b>		

Checks Written for Period 05/28/14 Thru 07/07/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59659	GF Unrestricted One-Time Func	14,076.43	0.00	14,076.43	92*0393583	92*0393585
59671	GF Unrestricted One-Time Func	2,227.00	0.00	2,227.00	92*0393640	92*0393640
59679	GF Unrestricted One-Time Func	13,000.00	0.00	13,000.00	92*0393700	92*0393700
59689	GF Unrestricted One-Time Func	2,700.84	0.00	2,700.84	92*0393734	92*0393735
59703	GF Unrestricted One-Time Func	22,253.70	0.00	22,253.70	92*0394028	92*0394034
59704	GF Unrestricted One-Time Func	12,272.04	0.00	12,272.04	92*0394039	92*0394039
59717	GF Unrestricted One-Time Func	2,400.00	0.00	2,400.00	92*0394099	92*0394099
59718	GF Unrestricted One-Time Func	151.20	0.00	151.20	92*0394106	92*0394106
59719	GF Unrestricted One-Time Func	1,084.80	0.00	1,084.80	92*0394115	92*0394116
59731	GF Unrestricted One-Time Func	147,495.42	0.00	147,495.42	92*0394167	92*0394169
59734	GF Unrestricted One-Time Func	124,725.32	0.00	124,725.32	92*0394175	92*0394178
59746	GF Unrestricted One-Time Func	159.80	0.00	159.80	92*0394239	92*0394239
59747	GF Unrestricted One-Time Func	8,626.85	0.00	8,626.85	92*0394243	92*0394245
59752	GF Unrestricted One-Time Func	3,430.48	0.00	3,430.48	92*0394276	92*0394277
59762	GF Unrestricted One-Time Func	12,406.60	0.00	12,406.60	92*0394531	92*0394534
59763	GF Unrestricted One-Time Func	17,315.44	0.00	17,315.44	92*0394536	92*0394536
59771	GF Unrestricted One-Time Func	17,826.72	0.00	17,826.72	92*0394587	92*0394592
59780	GF Unrestricted One-Time Func	308.54	0.00	308.54	92*0394644	92*0394644
59784	GF Unrestricted One-Time Func	29,592.00	0.00	29,592.00	92*0394671	92*0394671
59798	GF Unrestricted One-Time Func	8,363.21	0.00	8,363.21	92*0394749	92*0394753
59802	GF Unrestricted One-Time Func	17,487.58	0.00	17,487.58	92*0394768	92*0394769
59815	GF Unrestricted One-Time Func	36,793.27	0.00	36,793.27	92*0394843	92*0394843
59823	GF Unrestricted One-Time Func	175.00	0.00	175.00	92*0394927	92*0394927
59839	GF Unrestricted One-Time Func	192.00	0.00	192.00	92*0395039	92*0395039
59843	GF Unrestricted One-Time Func	4,950.00	0.00	4,950.00	92*0395073	92*0395073
59849	GF Unrestricted One-Time Func	35,373.72	0.00	35,373.72	92*0395100	92*0395104
59855	GF Unrestricted One-Time Func	90,091.16	0.00	90,091.16	92*0395140	92*0395144
59856	GF Unrestricted One-Time Func	130,594.31	0.00	130,594.31	92*0395145	92*0395153
59857	GF Unrestricted One-Time Func	171,977.06	0.00	171,977.06	92*0395154	92*0395160
59858	GF Unrestricted One-Time Func	106,774.78	0.00	106,774.78	92*0395161	92*0395167
59860	GF Unrestricted One-Time Func	405.33	0.00	405.33	92*0395178	92*0395181
59866	GF Unrestricted One-Time Func	1,935.90	0.00	1,935.90	92*0395215	92*0395215
59875	GF Unrestricted One-Time Func	31,176.06	0.00	31,176.06	92*0395282	92*0395284
59895	GF Unrestricted One-Time Func	4,246.50	0.00	4,246.50	92*0395417	92*0395417
59902	GF Unrestricted One-Time Func	19,171.82	0.00	19,171.82	92*0395531	92*0395531
59904	GF Unrestricted One-Time Func	6,483.54	0.00	6,483.54	92*0395535	92*0395540
59906	GF Unrestricted One-Time Func	577.50	0.00	577.50	92*0395542	92*0395542
59916	GF Unrestricted One-Time Func	1,368.00	0.00	1,368.00	92*0395619	92*0395619
59920	GF Unrestricted One-Time Func	16,132.72	0.00	16,132.72	92*0395644	92*0395646
59927	GF Unrestricted One-Time Func	14,340.95	0.00	14,340.95	92*0395688	92*0395690
59930	GF Unrestricted One-Time Func	4,924.80	0.00	4,924.80	92*0395708	92*0395710

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59932	GF Unrestricted One-Time Func	4,099.84	0.00	4,099.84	92*0395721	92*0395722
59933	GF Unrestricted One-Time Func	16,596.47	0.00	16,596.47	92*0395727	92*0395728
59937	GF Unrestricted One-Time Func	106,389.25	0.00	106,389.25	92*0395748	92*0395749
59938	GF Unrestricted One-Time Func	1,898.64	0.00	1,898.64	92*0395755	92*0395755
59941	GF Unrestricted One-Time Func	2,784.00	0.00	2,784.00	92*0395780	92*0395781
59942	GF Unrestricted One-Time Func	7,140.00	0.00	7,140.00	92*0395787	92*0395787
59950	GF Unrestricted One-Time Func	11,439.26	0.00	11,439.26	92*0395844	92*0395844
59953	GF Unrestricted One-Time Func	42,333.52	0.00	42,333.52	92*0395860	92*0395866
59957	GF Unrestricted One-Time Func	399,838.25	0.00	399,838.25	92*0395895	92*0395895
59960	GF Unrestricted One-Time Func	8,242.08	0.00	8,242.08	92*0395913	92*0395913
59975	GF Unrestricted One-Time Func	700.53	0.00	700.53	92*0396007	92*0396007
59976	GF Unrestricted One-Time Func	3,190.96	0.00	3,190.96	92*0396015	92*0396015
59978	GF Unrestricted One-Time Func	805.37	0.00	805.37	92*0396018	92*0396018
59994	GF Unrestricted One-Time Func	7,892.64	0.00	7,892.64	92*0396607	92*0396609
<b>Total Fund 13 GF Unrestricted One-Time</b>		<b><u>\$1,748,939.20</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,748,939.20</u></b>		



Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59665	Child Development Fund	867.57	0.00	867.57	92*0393616	92*0393624
59666	Child Development Fund	2,757.27	0.00	2,757.27	92*0393625	92*0393631
59683	Child Development Fund	579.99	0.00	579.99	92*0393724	92*0393724
59707	Child Development Fund	2,075.50	0.00	2,075.50	92*0394053	92*0394057
59724	Child Development Fund	1,375.79	0.00	1,375.79	92*0394149	92*0394152
59737	Child Development Fund	1,599.36	0.00	1,599.36	92*0394196	92*0394197
59744	Child Development Fund	2,147.38	0.00	2,147.38	92*0394231	92*0394237
59755	Child Development Fund	4,217.33	0.00	4,217.33	92*0394288	92*0394290
59776	Child Development Fund	2,723.96	0.00	2,723.96	92*0394622	92*0394627
59788	Child Development Fund	13,487.65	0.00	13,487.65	92*0394705	92*0394709
59808	Child Development Fund	21,348.65	0.00	21,348.65	92*0394807	92*0394813
59816	Child Development Fund	1,605.25	0.00	1,605.25	92*0394844	92*0394852
59835	Child Development Fund	5,312.06	0.00	5,312.06	92*0395025	92*0395031
59850	Child Development Fund	1,965.98	0.00	1,965.98	92*0395105	92*0395113
59881	Child Development Fund	5,266.16	0.00	5,266.16	92*0395322	92*0395329
59894	Child Development Fund	3,099.99	0.00	3,099.99	92*0395415	92*0395416
59934	Child Development Fund	10,133.96	0.00	10,133.96	92*0395731	92*0395741
59964	Child Development Fund	14,175.47	0.00	14,175.47	92*0395927	92*0395932
<b>Total Fund 33 Child Development Fund</b>		<b><u>\$94,739.32</u></b>	<b><u>\$0.00</u></b>	<b><u>\$94,739.32</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59667	Capital Outlay Projects Fund	9,007.50	0.00	9,007.50	92*0393632	92*0393634
59668	Capital Outlay Projects Fund	18,147.50	0.00	18,147.50	92*0393635	92*0393635
59687	Capital Outlay Projects Fund	11,357.74	0.00	11,357.74	92*0393730	92*0393731
59688	Capital Outlay Projects Fund	343,496.25	0.00	343,496.25	92*0393732	92*0393733
59709	Capital Outlay Projects Fund	36,091.55	0.00	36,091.55	92*0394064	92*0394064
59710	Capital Outlay Projects Fund	7,722.99	0.00	7,722.99	92*0394069	92*0394071
59726	Capital Outlay Projects Fund	7,681.66	0.00	7,681.66	92*0394154	92*0394155
59727	Capital Outlay Projects Fund	36,091.55	0.00	36,091.55	92*0394156	92*0394156
59758	Capital Outlay Projects Fund	12,821.99	0.00	12,821.99	92*0394295	92*0394295
59778	Capital Outlay Projects Fund	130,070.22	0.00	130,070.22	92*0394631	92*0394635
59790	Capital Outlay Projects Fund	354.17	0.00	354.17	92*0394713	92*0394713
59792	Capital Outlay Projects Fund	37.92	0.00	37.92	92*0394715	92*0394715
59810	Capital Outlay Projects Fund	4,600.00	0.00	4,600.00	92*0394816	92*0394816
59818	Capital Outlay Projects Fund	576.00	0.00	576.00	92*0394854	92*0394854
59884	Capital Outlay Projects Fund	18,855.67	0.00	18,855.67	92*0395341	92*0395346
59885	Capital Outlay Projects Fund	46,853.33	0.00	46,853.33	92*0395347	92*0395352
59886	Capital Outlay Projects Fund	450,367.45	0.00	450,367.45	92*0395353	92*0395354
59897	Capital Outlay Projects Fund	4,684.91	0.00	4,684.91	92*0395422	92*0395422
59966	Capital Outlay Projects Fund	13,488.39	0.00	13,488.39	92*0395936	92*0395938
59967	Capital Outlay Projects Fund	16,407.80	0.00	16,407.80	92*0395939	92*0395939
<b>Total Fund 41 Capital Outlay Projects Fu</b>		<b><u>\$1,168,714.59</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,168,714.59</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59684	Bond Fund, Measure E	3,439.00	0.00	3,439.00	92*0393725	92*0393726
59685	Bond Fund, Measure E	901,416.18	0.00	901,416.18	92*0393727	92*0393728
59686	Bond Fund, Measure E	700,000.00	0.00	700,000.00	92*0393729	92*0393729
59708	Bond Fund, Measure E	40,892.56	0.00	40,892.56	92*0394058	92*0394062
59709	Bond Fund, Measure E	86,232.37	0.00	86,232.37	92*0394063	92*0394068
59725	Bond Fund, Measure E	277,217.64	0.00	277,217.64	92*0394153	92*0394153
59738	Bond Fund, Measure E	5,321.71	0.00	5,321.71	92*0394198	92*0394200
59756	Bond Fund, Measure E	27,174.00	0.00	27,174.00	92*0394291	92*0394293
59757	Bond Fund, Measure E	63,784.22	0.00	63,784.22	92*0394294	92*0394294
59777	Bond Fund, Measure E	47,765.34	0.00	47,765.34	92*0394628	92*0394630
59789	Bond Fund, Measure E	23,637.58	0.00	23,637.58	92*0394710	92*0394712
59809	Bond Fund, Measure E	10,053.91	0.00	10,053.91	92*0394814	92*0394815
59817	Bond Fund, Measure E	7,180.80	0.00	7,180.80	92*0394853	92*0394853
59836	Bond Fund, Measure E	136,278.72	0.00	136,278.72	92*0395032	92*0395034
59837	Bond Fund, Measure E	3,198,233.26	0.00	3,198,233.26	92*0395035	92*0395036
59838	Bond Fund, Measure E	1,825,663.70	0.00	1,825,663.70	92*0395037	92*0395038
59862	Bond Fund, Measure E	51,242.40	0.00	51,242.40	92*0395189	92*0395194
59882	Bond Fund, Measure E	201,397.05	0.00	201,397.05	92*0395330	92*0395335
59883	Bond Fund, Measure E	95,239.48	0.00	95,239.48	92*0395336	92*0395340
59896	Bond Fund, Measure E	850.00	0.00	850.00	92*0395421	92*0395421
59900	Bond Fund, Measure E	31.50	0.00	31.50	92*0395528	92*0395528
59935	Bond Fund, Measure E	55,534.90	0.00	55,534.90	92*0395742	92*0395742
59936	Bond Fund, Measure E	57,320.67	0.00	57,320.67	92*0395743	92*0395747
59965	Bond Fund, Measure E	3,579.00	0.00	3,579.00	92*0395933	92*0395935
59981	Bond Fund, Measure E	43,947.99	0.00	43,947.99	92*0396034	92*0396037
<b>Total Fund 42 Bond Fund, Measure E</b>		<b><u>\$7,863,433.98</u></b>	<b><u>\$0.00</u></b>	<b><u>\$7,863,433.98</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59669	Property and Liability Fund	543.00	0.00	543.00	92*0393636	92*0393637
59712	Property and Liability Fund	4,203.65	0.00	4,203.65	92*0394073	92*0394073
59745	Property and Liability Fund	10,057.79	0.00	10,057.79	92*0394238	92*0394238
59968	Property and Liability Fund	7,236.73	0.00	7,236.73	92*0395940	92*0395941
<b>Total Fund 61 Property and Liability Fund</b>		<u><u>\$22,041.17</u></u>	<u><u>\$0.00</u></u>	<u><u>\$22,041.17</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59711	Workers' Compensation Fund	66.08	0.00	66.08	92*0394072	92*0394072
59791	Workers' Compensation Fund	48.43	0.00	48.43	92*0394714	92*0394714
59982	Workers' Compensation Fund	1,145.51	0.00	1,145.51	92*0396038	92*0396038
<b>Total Fund 62 Workers' Compensation Fu</b>		<b><u>\$1,260.02</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,260.02</u></b>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
59670	Student Financial Aid Fund	20,000.00	0.00	20,000.00	92*0393638	92*0393638
59983	Student Financial Aid Fund	394.64	0.00	394.64	92*0396039	92*0396040
<b>Total Fund 74 Student Financial Aid Fund</b>		<u><u>\$20,394.64</u></u>	<u><u>\$0.00</u></u>	<u><u>\$20,394.64</u></u>		

---

**SUMMARY**

Total Fund 11 General Fund Unrestricted	5,778,028.95
Total Fund 12 General Fund Restricted	1,254,549.11
Total Fund 13 GF Unrestricted One-Time Fund	1,748,939.20
Total Fund 33 Child Development Fund	94,739.32
Total Fund 41 Capital Outlay Projects Fund	1,168,714.59
Total Fund 42 Bond Fund, Measure E	7,863,433.98
Total Fund 61 Property and Liability Fund	22,041.17
Total Fund 62 Workers' Compensation Fund	1,260.02
Total Fund 74 Student Financial Aid Fund	20,394.64
Grand Total:	<u><u>\$17,952,100.98</u></u>

Checks Written for Period 05/23/14 Thru 07/04/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
311405531	Bookstore Fund	30,630.86	0.00	30,630.86	31*0104405	31*0104437
311406107	Bookstore Fund	223.91	0.00	223.91	31*0104438	31*0104438
311406214	Bookstore Fund	67,633.75	11,062.65	56,571.10	31*0104439	31*0104478
311406428	Bookstore Fund	24,174.24	0.00	24,174.24	31*0104479	31*0104492
311406530	Bookstore Fund	1,273,232.55	0.00	1,273,232.55	31*0104493	31*0104516
311407104	Bookstore Fund	63,591.22	0.00	63,591.22	31*0104517	31*0104543
<b>Total Fund 31 Bookstore Fund</b>		<b><u>\$1,459,486.53</u></b>	<b><u>\$11,062.65</u></b>	<b><u>\$1,448,423.88</u></b>		



Checks Written for Period 05/23/14 Thru 07/04/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
711405531	Associated Students Fund	4,105.24	0.00	4,105.24	71*0007173	71*0007202
711406107	Associated Students Fund	200.00	0.00	200.00	71*0007203	71*0007203
711406321	Associated Students Fund	3,788.20	0.00	3,788.20	71*0007204	71*0007218
711406428	Associated Students Fund	1,565.66	0.00	1,565.66	71*0007219	71*0007222
711406530	Associated Students Fund	10,564.86	0.00	10,564.86	71*0007223	71*0007226
<b>Total Fund 71 Associated Students Fund</b>		<b><u><u>\$20,223.96</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$20,223.96</u></u></b>		

Checks Written for Period 05/23/14 Thru 07/04/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
721405531	Representation Fee Trust Fund	1,000.00	0.00	1,000.00	72*0000010	72*0000010
721406428	Representation Fee Trust Fund	333.40	0.00	333.40	72*0000011	72*0000011
<b>Total Fund 72 Representation Fee Trust Fun</b>		<b><u>\$1,333.40</u></b>	<b><u>\$0.00</u></b>	<b><u>\$1,333.40</u></b>		

Checks Written for Period 05/23/14 Thru 07/04/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
761405531	Community Education Fund	2,826.16	0.00	2,826.16	76*0006494	76*0006496
761406107	Community Education Fund	220.71	0.00	220.71	76*0006497	76*0006497
761406321	Community Education Fund	24,240.89	0.00	24,240.89	76*0006498	76*0006511
761406428	Community Education Fund	140.22	0.00	140.22	76*0006512	76*0006512
761406530	Community Education Fund	403,925.02	0.00	403,925.02	76*0006513	76*0006520
<b>Total Fund 76 Community Education Fund</b>		<b><u><u>\$431,353.00</u></u></b>	<b><u><u>\$0.00</u></u></b>	<b><u><u>\$431,353.00</u></u></b>		

Checks Written for Period 05/23/14 Thru 07/04/14

<u>Register #</u>	<u>Fund Title</u>	<u>Amount</u>	<u>Voided Checks</u>	<u>Adjusted Amount</u>	<u>Beg Check #</u>	<u>End Check #</u>
791405531	Diversified Trust Fund	35,072.45	0.00	35,072.45	79*0018544	79*0018574
791406107	Diversified Trust Fund	43,769.35	192.11	43,577.24	79*0018575	79*0018591
791406214	Diversified Trust Fund	17,449.50	0.00	17,449.50	79*0018592	79*0018595
791406321	Diversified Trust Fund	23,398.61	0.00	23,398.61	79*0018596	79*0018625
791406428	Diversified Trust Fund	26,328.24	0.00	26,328.24	79*0018626	79*0018650
791406530	Diversified Trust Fund	344,181.32	0.00	344,181.32	79*0018651	79*0018668
791407104	Diversified Trust Fund	4,430.00	4,430.00	0.00	79*0018649	79*0018649
<b>Total Fund 79 Diversified Trust Fund</b>		<b><u>\$494,629.47</u></b>	<b><u>\$4,622.11</u></b>	<b><u>\$490,007.36</u></b>		

Checks Written for Period 05/23/14 Thru 07/04/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811405531	Diversified Agency Fund	18,119.37	0.00	18,119.37	81*0044504	81*0044520
811406107	Diversified Agency Fund	24,945.47	0.00	24,945.47	81*0044521	81*0044542
811406214	Diversified Agency Fund	1,005.04	0.00	1,005.04	81*0044543	81*0044544
811406321	Diversified Agency Fund	39,307.84	0.00	39,307.84	81*0044545	81*0044608
811406428	Diversified Agency Fund	26,964.94	0.00	26,964.94	81*0044609	81*0044626
811406530	Diversified Agency Fund	17,138.04	0.00	17,138.04	81*0044627	81*0044666
811407104	Diversified Agency Fund	5,000.00	0.00	5,000.00	81*0044667	81*0044667
<b>Total Fund 81 Diversified Agency Fund</b>		<b><u>\$132,480.70</u></b>	<b><u>\$0.00</u></b>	<b><u>\$132,480.70</u></b>		

**SUMMARY**

Total Fund 31 Bookstore Fund	1,448,423.88
Total Fund 71 Associated Students Fund	20,223.96
Total Fund 72 Representation Fee Trust Fund	1,333.40
Total Fund 76 Community Education Fund	431,353.00
Total Fund 79 Diversified Trust Fund	490,007.36
Total Fund 81 Diversified Agency Fund	132,480.70
<b>Grand Total:</b>	<b><u><u>\$2,523,822.30</u></u></b>

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 05/01/2014 To 05/31/2014  
Board Meeting on 07/21/2014**

No. 4.2

**BACKGROUND**

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

**ANALYSIS**

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

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>		
1000 ACADEMIC SALARIES	40,617	
2000 CLASSIFIED SALARIES	14,541	
3000 EMPLOYEE BENEFITS	1,146	
4000 SUPPLIES & MATERIALS	4,474	
5000 OTHER OPERATING EXP & SERVICES		38,504
6000 CAPITAL OUTLAY		22,274
<b>Total Transfer Fund 11</b>	<b>\$60,778</b>	<b>\$60,778</b>
<b><u>Fund 12: General Fund Restricted</u></b>		
1000 ACADEMIC SALARIES	157	
2000 CLASSIFIED SALARIES	81,205	
3000 EMPLOYEE BENEFITS	19,406	
4000 SUPPLIES & MATERIALS		30,978
5000 OTHER OPERATING EXP & SERVICES		69,181
6000 CAPITAL OUTLAY		9,317
7000 OTHER OUTGO	7,038	
7900 RESERVE FOR CONTINGENCIES	1,670	
<b>Total Transfer Fund 12</b>	<b>\$109,476</b>	<b>\$109,476</b>
<b><u>Fund 13: GF Unrestricted One-Time Funds</u></b>		
2000 CLASSIFIED SALARIES	3,929	
4000 SUPPLIES & MATERIALS		7,000
5000 OTHER OPERATING EXP & SERVICES		10,000
6000 CAPITAL OUTLAY		8,929
7900 RESERVE FOR CONTINGENCIES	22,000	
<b>Total Transfer Fund 13</b>	<b>\$25,929</b>	<b>\$25,929</b>
<b><u>Fund 33: Child Development Fund</u></b>		
1000 ACADEMIC SALARIES		22,934
2000 CLASSIFIED SALARIES	2,774	
3000 EMPLOYEE BENEFITS	4,000	
4000 SUPPLIES & MATERIALS	5,912	
5000 OTHER OPERATING EXP & SERVICES	10,248	
<b>Total Transfer Fund 33</b>	<b>\$22,934</b>	<b>\$22,934</b>
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>		
5000 OTHER OPERATING EXP & SERVICES		8,000
6000 CAPITAL OUTLAY	377,223	
7900 RESERVE FOR CONTINGENCIES		369,223
<b>Total Transfer Fund 41</b>	<b>\$377,223</b>	<b>\$377,223</b>
<b><u>Fund 74: Student Financial Aid Fund</u></b>		
5000 OTHER OPERATING EXP & SERVICES	27,653	
7900 RESERVE FOR CONTINGENCIES		27,653

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 05/01/2014 To 05/31/2014  
Board Meeting on 07/21/2014**

<b>BUDGET TRANSFERS</b>	<b>From</b>	<b>To</b>
<b>Total Transfer Fund 74</b>	<b>\$27,653</b>	<b>\$27,653</b>
 <b>BUDGET INCREASES AND DECREASES</b>		
	<b>Revenue</b>	<b>Appropriation</b>
<b>Fund 11: General Fund Unrestricted</b>		
8600 STATE REVENUES	1	
7900 RESERVE FOR CONTINGENCIES		1
<b>Total Transfer Fund 11</b>	<b>\$1</b>	<b>\$1</b>
<b>Fund 12: General Fund Restricted</b>		
8100 FEDERAL REVENUES	(71,555)	
8600 STATE REVENUES	327,022	
1000 ACADEMIC SALARIES		145,957
2000 CLASSIFIED SALARIES		(3,646)
3000 EMPLOYEE BENEFITS		33,963
4000 SUPPLIES & MATERIALS		16,875
5000 OTHER OPERATING EXP & SERVICES		55,414
6000 CAPITAL OUTLAY		6,904
<b>Total Transfer Fund 12</b>	<b>\$255,467</b>	<b>\$255,467</b>
<b>Fund 31: Bookstore Fund</b>		
8800 LOCAL REVENUES	69,307	
5000 OTHER OPERATING EXP & SERVICES		11,232
6000 CAPITAL OUTLAY		15,065
7900 RESERVE FOR CONTINGENCIES		43,010
<b>Total Transfer Fund 31</b>	<b>\$69,307</b>	<b>\$69,307</b>
<b>Fund 33: Child Development Fund</b>		
8800 LOCAL REVENUES	13,300	
5000 OTHER OPERATING EXP & SERVICES		13,300
<b>Total Transfer Fund 33</b>	<b>\$13,300</b>	<b>\$13,300</b>
<b>Fund 41: Capital Outlay Projects Fund</b>		
8600 STATE REVENUES	(381,223)	
8800 LOCAL REVENUES	10,722	
7900 RESERVE FOR CONTINGENCIES		(370,501)
<b>Total Transfer Fund 41</b>	<b>\$(370,501)</b>	<b>\$(370,501)</b>
<b>Fund 71: Associated Students Fund</b>		
8800 LOCAL REVENUES	27,160	
7900 RESERVE FOR CONTINGENCIES		27,160
<b>Total Transfer Fund 71</b>	<b>\$27,160</b>	<b>\$27,160</b>
<b>Fund 72: Representation Fee Trust Fund</b>		
8800 LOCAL REVENUES	522	
5000 OTHER OPERATING EXP & SERVICES		2,150
7900 RESERVE FOR CONTINGENCIES		(1,628)
<b>Total Transfer Fund 72</b>	<b>\$522</b>	<b>\$522</b>
<b>Fund 74: Student Financial Aid Fund</b>		
8100 FEDERAL REVENUES	502,909	
8600 STATE REVENUES	398,247	
7000 OTHER OUTGO		901,156
<b>Total Transfer Fund 74</b>	<b>\$901,156</b>	<b>\$901,156</b>
<b>Fund 79: Diversified Trust Fund</b>		



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT  
From 05/01/2014 To 05/31/2014  
Board Meeting on 07/21/2014**

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
8800	LOCAL REVENUES	339,541	
4000	SUPPLIES & MATERIALS		2,859
7900	RESERVE FOR CONTINGENCIES		336,682
<b>Total Transfer Fund 79</b>		<b>\$339,541</b>	<b>\$339,541</b>

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

**RECOMMENDATION**

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

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT**

From 05/01/2014 To 05/31/2014

Board Meeting on 07/21/2014

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

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b><u>Fund 12: General Fund Restricted</u></b>			
<b>B013725</b>	<b>05/05/14</b>		
4000	SUPPLIES & MATERIALS		720
7900	RESERVE FOR CONTINGENCIES	720	
		<hr/>	<hr/>
	<b>Total Reference B013725</b>	<b>\$720</b>	<b>\$720</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3610 Safety T3 ESV decals		
<b>B013738</b>	<b>05/07/14</b>		
4000	SUPPLIES & MATERIALS		250
7900	RESERVE FOR CONTINGENCIES	250	
		<hr/>	<hr/>
	<b>Total Reference B013738</b>	<b>\$250</b>	<b>\$250</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3610 Safety SCC 2 lock kits Auto lock open kits		
<b>B013784</b>	<b>05/12/14</b>		
6000	CAPITAL OUTLAY		200
7900	RESERVE FOR CONTINGENCIES	200	
		<hr/>	<hr/>
	<b>Total Reference B013784</b>	<b>\$200</b>	<b>\$200</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Repair security vehicle PA system		
<b>B013794</b>	<b>05/13/14</b>		
1000	ACADEMIC SALARIES		26,851
3000	EMPLOYEE BENEFITS		4,293
5000	OTHER OPERATING EXP & SERVICES	31,144	
		<hr/>	<hr/>
	<b>Total Reference B013794</b>	<b>\$31,144</b>	<b>\$31,144</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Fund SP14 personnel costs BSI		
<b>B013808</b>	<b>05/14/14</b>		
2000	CLASSIFIED SALARIES	57,683	
3000	EMPLOYEE BENEFITS	22,980	
5000	OTHER OPERATING EXP & SERVICES		84,663
6000	CAPITAL OUTLAY	4,000	
		<hr/>	<hr/>
	<b>Total Reference B013808</b>	<b>\$84,663</b>	<b>\$84,663</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP2301 SBDC YEP/BEC contr svcs		
<b>B013921</b>	<b>05/29/14</b>		
4000	SUPPLIES & MATERIALS		500
7900	RESERVE FOR CONTINGENCIES	500	
		<hr/>	<hr/>
	<b>Total Reference B013921</b>	<b>\$500</b>	<b>\$500</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3610 S&S trng day food supp		

**Fund 13: GF Unrestricted One-Time Funds**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT**

From 05/01/2014 To 05/31/2014

Board Meeting on 07/21/2014

<b>BUDGET TRANSFERS</b>		<b>From</b>	<b>To</b>
<b>B013711</b>	<b>05/01/14</b>		
4000	SUPPLIES & MATERIALS		1,000
5000	OTHER OPERATING EXP & SERVICES		10,000
7900	RESERVE FOR CONTINGENCIES	11,000	
<b>Total Reference B013711</b>		<b>\$11,000</b>	<b>\$11,000</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	SCC Adm Svc accrdtn visit exps		
<b>B013715</b>	<b>05/02/14</b>		
4000	SUPPLIES & MATERIALS		6,000
7900	RESERVE FOR CONTINGENCIES	6,000	
<b>Total Reference B013715</b>		<b>\$6,000</b>	<b>\$6,000</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	SCC maint/cust shirts per CSEA		
<b>B013811</b>	<b>05/14/14</b>		
6000	CAPITAL OUTLAY		5,000
7900	RESERVE FOR CONTINGENCIES	5,000	
<b>Total Reference B013811</b>		<b>\$5,000</b>	<b>\$5,000</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	SCC custodial equipment		
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B013797</b>	<b>05/13/14</b>		
6000	CAPITAL OUTLAY	381,223	
7900	RESERVE FOR CONTINGENCIES		381,223
<b>Total Reference B013797</b>		<b>\$381,223</b>	<b>\$381,223</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3614,16,18 trsf 2997,98 JE		
<b>B013807</b>	<b>05/14/14</b>		
5000	OTHER OPERATING EXP & SERVICES		8,000
6000	CAPITAL OUTLAY		4,000
7900	RESERVE FOR CONTINGENCIES	12,000	
<b>Total Reference B013807</b>		<b>\$12,000</b>	<b>\$12,000</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3580 SCC perim repair/imprv		
<b><u>Fund 74: Student Financial Aid Fund</u></b>			
<b>B013882</b>	<b>05/23/14</b>		
5000	OTHER OPERATING EXP & SERVICES	27,653	
7900	RESERVE FOR CONTINGENCIES		27,653
<b>Total Reference B013882</b>		<b>\$27,653</b>	<b>\$27,653</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Revise 13/14 BGT Perkins Loan		
<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b><u>Fund 11: General Fund Unrestricted</u></b>			
<b>B013777</b>	<b>05/09/14</b>		
8600	STATE REVENUES	1	
7900	RESERVE FOR CONTINGENCIES		1
<b>Total Reference B013777</b>		<b>\$1</b>	<b>\$1</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Transfer fund from Equal Empl Opport to PT Faculty Compensat		

**Fund 12: General Fund Restricted**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT**

From 05/01/2014 To 05/31/2014

Board Meeting on 07/21/2014

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B013838</b>	<b>05/19/14</b>		
8100	FEDERAL REVENUES	(72,239)	
2000	CLASSIFIED SALARIES		(72,239)
<b>Total Reference B013838</b>		<b>\$(72,239)</b>	<b>\$(72,239)</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP1401 SAC FWS alloc to FSEOG		
<b>B013880</b>	<b>05/23/14</b>		
8600	STATE REVENUES	326,047	
1000	ACADEMIC SALARIES		150,000
2000	CLASSIFIED SALARIES		69,000
3000	EMPLOYEE BENEFITS		34,792
4000	SUPPLIES & MATERIALS		15,800
5000	OTHER OPERATING EXP & SERVICES		56,455
<b>Total Reference B013880</b>		<b>\$326,047</b>	<b>\$326,047</b>
<b>Reason:</b>	New Budget		
<b>Description:</b>	NEWB SP2259 ED AB86 SCC/SAC Adult Ed Constrtm grant non-cr		
<b><u>Fund 31: Bookstore Fund</u></b>			
<b>B013879</b>	<b>05/23/14</b>		
8800	LOCAL REVENUES	69,307	
5000	OTHER OPERATING EXP & SERVICES		11,232
6000	CAPITAL OUTLAY		15,065
7900	RESERVE FOR CONTINGENCIES		43,010
<b>Total Reference B013879</b>		<b>\$69,307</b>	<b>\$69,307</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adj 13/14 BGT expect rev/exp		
<b><u>Fund 41: Capital Outlay Projects Fund</u></b>			
<b>B013798</b>	<b>05/13/14</b>		
8600	STATE REVENUES	(381,223)	
7900	RESERVE FOR CONTINGENCIES		(381,223)
<b>Total Reference B013798</b>		<b>\$(381,223)</b>	<b>\$(381,223)</b>
<b>Reason:</b>	Adjustment		
<b>Description:</b>	SP2997/98 JEs revr SM13/14 hld		
<b>B013799</b>	<b>05/13/14</b>		
8800	LOCAL REVENUES	10,722	
7900	RESERVE FOR CONTINGENCIES		10,722
<b>Total Reference B013799</b>		<b>\$10,722</b>	<b>\$10,722</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP3130 RDA H&S Pass incr BGT		
<b><u>Fund 71: Associated Students Fund</u></b>			
<b>B013876</b>	<b>05/23/14</b>		
8800	LOCAL REVENUES	27,160	
7900	RESERVE FOR CONTINGENCIES		27,160
<b>Total Reference B013876</b>		<b>\$27,160</b>	<b>\$27,160</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP6630 Aux Svcs adj incr incm		
<b><u>Fund 72: Representation Fee Trust Fund</u></b>			

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
BUDGET BOARD REPORT- ATTACHMENT**

From 05/01/2014 To 05/31/2014

Board Meeting on 07/21/2014

<b>BUDGET INCREASES AND DECREASES</b>		<b>Revenue</b>	<b>Appropriation</b>
<b>B013874</b>	<b>05/22/14</b>		
8800	LOCAL REVENUES	522	
5000	OTHER OPERATING EXP & SERVICES		2,150
7900	RESERVE FOR CONTINGENCIES		(1,628)
<b>Total Reference B013874</b>		<b>\$522</b>	<b>\$522</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adj to expected inc/exps 13-14		

**Fund 74: Student Financial Aid Fund**

<b>B013796</b>	<b>05/13/14</b>		
8600	STATE REVENUES	398,247	
7000	OTHER OUTGO		398,247
<b>Total Reference B013796</b>		<b>\$398,247</b>	<b>\$398,247</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Increase budget SAC Cal Grants		

<b>B013815</b>	<b>05/14/14</b>		
8100	FEDERAL REVENUES	430,670	
7000	OTHER OUTGO		430,670
<b>Total Reference B013815</b>		<b>\$430,670</b>	<b>\$430,670</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP1404 SAC Pell incr actuals		

<b>B013839</b>	<b>05/19/14</b>		
8100	FEDERAL REVENUES	72,239	
7000	OTHER OUTGO		72,239
<b>Total Reference B013839</b>		<b>\$72,239</b>	<b>\$72,239</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	SP1402 SAC FWS alloc to FSEOG		

**Fund 79: Diversified Trust Fund**

<b>B013878</b>	<b>05/23/14</b>		
8800	LOCAL REVENUES	339,541	
4000	SUPPLIES & MATERIALS		2,859
7900	RESERVE FOR CONTINGENCIES		336,682
<b>Total Reference B013878</b>		<b>\$339,541</b>	<b>\$339,541</b>
<b>Reason:</b>	Special Project Adjustment		
<b>Description:</b>	Adj AS 13/14 to expt incm/exps		

**RECOMMENDATION**

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

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Adoption of Resolution No. 14-22 – Fiscal Accountability	
Action:	Request for Approval	

**BACKGROUND**

As discussed at the June 9, 2014 Board meeting, pursuant to Education Code §85266, the District is applying for the designation of Fiscal Accountability with the Orange County Department of Education (OCDE) for commercial check disbursement. The advantages of Fiscal Accountability include a faster turnaround time for processing commercial warrants, retention of supporting documents and no added expense. Becoming Fiscally Accountable increases responsibility and accountability at the District level and requires augmented internal accounting controls and a formalized internal audit review of disbursements. An independent audit study has been conducted and expresses a positive opinion on the District's ability to achieve Fiscal Accountability and ensure that proper controls and procedures are in place to properly issue commercial checks. Also as part of the process, the Board must designate a District disbursing officer. The role and responsibilities of the District's disbursing officer shall include ensuring availability of funds, determining adequate documentation exists for payment, determining compliance with laws, regulations and procedures, and when needed, has the authority to follow the advice of counsel in reference to determining the legal expenditures of the District. The position of Assistant Vice Chancellor, Fiscal Services is designated as the official disbursing officer.

**ANALYSIS**

The audit firm of Vicenti, Lloyd and Stutzman has issued an opinion concluding the District has established systems and procedures to achieve Fiscal Accountability. On the docket today the job description for the Assistant Vice Chancellor, Fiscal Services is being revised to include the disbursing officer designation and functions, and action is also requested to approve Board policy #6305 for Fiscal Accountability as recommended by the Board of Trustees Board Policy Committee.

Once approved by OCDE, the disbursing officer shall begin issuing checks using procedures prescribed by the OCDE Disbursement Services and the County Treasury for all debts and demands against the District when amounts are legally approved. The expected start date for Fiscal Accountability is July 1, 2015. Attached is the OCDE standard resolution for Fiscal Accountability.

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 14-22 - Fiscal Accountability and submit the application to OCDE.

Fiscal Impact:	N/A	Board Date: July 21, 2014
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	

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

**Resolution and Application for Fiscal Accountability**

**Resolution No. 14-22**

**WHEREAS**, Education Code section 85266 authorizes the Governing Board of a community college district to apply for Fiscal Accountability and;

**WHEREAS**, the Governing Board of the Rancho Santiago Community College District has reviewed the Community College District Fiscal Accountability Guidelines, and is satisfied that the District can meet the provisions of section 85266 and desires to achieve Fiscal Accountability,

**THEREFORE, BE IT RESOLVED** that the governing Board hereby adopts this resolution and application for Fiscal Accountability, pursuant to Education Code Section 85266 and directs that this Resolution and Application be submitted to the office of the Orange County Superintendent of Schools to request Fiscal Accountability for one of the categories checked below:

- 1.     **ALL WARRANTS (AB)**  
To issue all warrants, except debt service, of the community college district by a person designated as the district Disbursing Officer, to those entitled thereto, which payments have been examined, allowed, and ordered paid by the Governing Board.
  
- 2.     **SALARY WARRANTS (A)**  
To issue salary warrants of the community college district by a person designated as the district Disbursing Officer, to those entitled thereto, which payments have been examined, allowed, and ordered paid by the Governing Board.
  
- 3.     **COMMERCIAL WARRANTS (B)**  
To issue commercial warrants, except debt service, of the community college district by a person designated as the district Disbursing Officer, to those entitled thereto, which payments have been examined, allowed, and ordered paid by the Governing Board.

**BE IT FURTHER RESOLVED** that the Governing Board understands the district is to pay all costs pertaining to the audit of financial management and accounting controls arranged by the Office of the Orange County Superintendent of schools; that the Governing Board agrees to provide all data and assistance as required by the Orange County Superintendent of Schools during the course of the audit; and that the Governing Board understands that if the Orange County Superintendent of schools or the County Auditor, determining that the financial management or accounting controls of the districts are inadequate, either such an officer may deny approval for Fiscal Accountability status.

**BE IT FURTHER RESOLVED** that if Fiscal Accountability is approved in the category designated, the Governing Board assumes complete responsibility for the legality of, proper

accounting of, and compliance with budgetary restrictions of warrants issued by the district; and that the Governing Board is to provide for the independence of the Disbursing Officer, to include access to legal counsel; and that the Board is still required to file timely and accurate reports with County Officers; and that charges may be required for services provided to the district by County Officers; and that the Board is required to pay all penalties and/or assessments resulting from late or inaccurate retirement reporting.

**BE IT FURTHER RESOLVED** that the Governing Board has approved the Plan of Organization and Implementation for Fiscal Accountability, upon which this application is based, and such action constitutes approval of the duties, working relationships, work procedures, staffing plans, and responsibilities as contained therein.

ADOPTED, SIGNED AND APPROVED this 21<sup>st</sup> day of July, 2014.

---

President of the Board of Trustees of  
Rancho Santiago Community College District

I, Claudia C. Alvarez, Clerk of the Board of Trustees of Rancho Santiago Community College District, do hereby certify that the foregoing Resolution was adopted by the Board of said District at a meeting of said Board held on the 21<sup>st</sup> day of July, 2014, and that it was so adopted by the following vote:

AYES: 7 Trustees: Alvarez, Barrios, Hanna, Labrado, Mendoza Yanez, Solorio, Yarbrough  
NOES: 0 Trustees  
ABSTAIN: 0 Trustees  
ABSENT: 0 Trustees

---

Clerk of the Board of Trustees of Rancho Santiago  
Community College District



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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Agreement for Special Services – Atkinson, Andelson, Loya, Ruud & Romo	
Action:	Request for Approval	

**BACKGROUND**

The district utilizes a number of law firms for specialized legal services. The law firm of Atkinson, Andelson, Loya, Ruud & Romo (AALRR) specializes in the representation of California educational agencies.

**ANALYSIS**

The current contract with AALRR expired on June 30, 2014. The firm is currently representing the district on some construction matters and various other projects as needed. The proposed agreement for services between the district and AALRR for the period of 2014/15 includes a slight increase in rates. The administration recommends that this agreement be renewed for an additional twelve month period through June 30, 2015.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Vice Chancellor of Business Operations/Fiscal Services or his designee to renew the proposed agreement between Rancho Santiago Community College District and Atkinson, Andelson, Loya, Ruud & Romo for the period of July 1, 2014 through June 30, 2015 as presented.

Fiscal Impact:	Based upon utilization	Board Date: July 21, 2014
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

## **AGREEMENT FOR SPECIAL SERVICES**

### **I. PARTIES**

This Agreement for Special Services (the "Agreement") is made this 1st day of July 2014, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as "Attorney" or the "Law Firm" and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District".

### **II. RECITALS; PURPOSE; MATTERS**

The District desires to retain and engage the Law Firm to perform legal services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. Attorney agrees to provide legal services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent of the District or designee.

### **III. TERMS AND CONDITIONS**

A. The term of this Agreement shall be for one year, commencing July 1, 2014, through June 30, 2015. For the period July 1, 2014, through June 30, 2015, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

Senior Partners	\$285.00
Partners/Senior Counsel	\$270.00
Senior Associates	\$260.00
Associates	\$250.00
Non-Legal Consultants	\$160.00
Senior Paralegals/Law Clerks	\$165.00
Paralegals/Legal Assistants	\$145.00

The Law Firm shall bill in tenth-hour increments.

B. Agreements for legal fees at other than the hourly rates set forth above may be made by written mutual agreement for special projects or particular scopes of work. In the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

#### **IV. SPECIALIZED LEGAL SERVICES**

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, CEQA, mitigation negotiations, school finance, bankruptcy, copyright, non-profit organizations, and appellate law, the District agrees to pay the Law Firm an hourly rate higher than the above-stated rates, subject to the prior approval of the District. The District shall be informed of such specialized services and rates prior to any billings by the Law Firm.

#### **V. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS**

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, budget analysis/support services, instructional coaching/counseling at school improvement sites, leadership coaching, board/superintendent relations and best practices, and interim management placement. Although the Law Firm has a financial interest in the work

performed by these consultants, the Law Firm is not suggesting or recommending the District utilize consultant services but, rather, offers their services as an accommodation to the District at its sole discretion.

**VI. CONSENT TO LAW FIRM COMMUNICATION**

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right of unsubscribe at any time.

**VII. ARBITRATION**

The parties agree that all disputes which arise between the District and the Law Firm, whether financial or otherwise regarding the attorney-client relationship, shall be resolved by binding arbitration. The parties agree to waive their right to a jury trial and to an appeal.

**VIII. DURATION**

This Agreement shall be effective July 1, 2014, through June 30, 2015, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

**IX. EXECUTION DATE**

This Agreement is entered into this 1st day of July, 2014.

“Law Firm”  
ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
WARREN S. KINSLER

“District”  
RANCHO SANTIAGO COMMUNITY COLLEGE  
DISTRICT

Dated: \_\_\_\_\_

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

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Agreement with Nixon Peabody LLP - Bond Counsel for Measure Q	
Action:	Request for Approval	

**BACKGROUND**

On November 6, 2012, Measure Q was passed with 72.6% voter approval. Measure Q authorizes the Santa Ana College School Facilities Improvement District No. 1 to issue up to \$198,000,000 in general obligation bonds to finance capital improvements at Santa Ana College. With the commencement of scheduled construction projects at Santa Ana College, there is an urgent need to issue the first series of bonds to fund the current projects. It is anticipated that the first issuance of bonds (Series A) will be for \$70 million. This will fund the Dunlap Hall renovations, the campus infrastructure replacement and central plant projects. It is also anticipated, at this time, that there will be two additional bond series issuances for the remainder of the Measure Q authorization, \$50 million for Series B and the remaining \$78 million for Series C. The district will need the services of bond counsel for the issuance of bonds and for the preparation of the disclosure official statements.

**ANALYSIS**

A Request for Proposals (RFP #13/14-02) to Provide Bond Counsel Services was issued on May 29, 2014. Thirty one legal firms were sent the RFP (see attached list). It was also posted on the district's website. Responses were due by 4:00 p.m. on June 19, 2014. Eight firms responded to the RFP.

A review committee was formed to evaluate the eight responses to the RFP and prepare a recommendation. The Chancellor appointed Mr. Eric M. Alderete, the Chair of the Measure Q Citizens' Bond Oversight Committee, Dr. Michael T. Collins, Vice President of Administrative Services for Santa Ana College, Mr. Adam O'Connor, Assistant Vice Chancellor of Fiscal Services and Mr. Peter Hardash, Vice Chancellor of Business Operations/Fiscal Services to serve as the review committee. The review committee met on July 9<sup>th</sup> to evaluate the eight responses to the RFP and recommends the legal firm of Nixon Peabody LLP as bond counsel for the issuance of Measure Q bonds. Client references have been conducted and have all been very positive.

The Nixon Peabody LLP cost proposal for bond counsel and disclosure counsel services is for a fee of \$79,500 for the first bond issuance (Series A) of \$70,000,000 and \$65,500 each for Series B and C. Reimbursement for out-of-pocket expenses incurred in connection with the services rendered, including costs related to preparation of transcripts are anticipated for these services and will be estimated more precisely after engagement of services.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the legal services agreement with Nixon Peabody LLP to provide bond counsel services for Measure Q as presented.

Fiscal Impact:	\$210,500 plus reimbursable expenses	Board Date: July 21, 2014
Prepared by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



NIXON PEABODY LLP  
ATTORNEYS AT LAW

NIXONPEABODY.COM  
@NIXONPEABODYLLP

Lisalee Wells  
Counsel  
T 213-629-6075  
lwells@nixonpeabody.com

Gas Company Tower  
555 West Fifth St., 46th Floor  
Los Angeles, CA 90013-1010  
213-629-6000

June 10, 2014

**VIA FEDERAL EXPRESS**

Mr. Peter Hardash  
Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, California 92706-1640

RE: Request for Proposals to Provide Bond Counsel Services No. 13/14-02 (the “RFP”)

Dear Mr. Hardash:

Nixon Peabody LLP (“Nixon Peabody” or the “Firm”), a limited liability partnership, appreciates the opportunity to submit this proposal (the “Proposal”) to provide Bond Counsel services to the Rancho Santiago Community College District (the “District”) in response to the above-referenced RFP. On behalf of the Firm, we appreciate the opportunity to submit this Proposal to the District and we warrant that it shall remain irrevocable for at least 90 days following the scheduled June 19, 2014, opening of Proposals. The undersigned has the authority to bind the Firm to an engagement to the District under the terms outlined herein, should the District award this work to Nixon Peabody.

The Firm proposes a team of highly experienced public finance lawyers to work on matters for the District. The key personnel are Travis Gibbs, the undersigned and a partner in the Tax Department of the Firm, officed in San Francisco, Lisel Wells, our senior attorney in the K-14 practice, working from our Los Angeles office and Lauren Loyd, an associate in the Firm’s Los Angeles office. Resumes of these individuals are attached as Exhibit A to this Proposal. All individuals who may be assigned to the District’s matters are admitted in California.

Nixon Peabody is a nationally recognized bond counsel firm, formed in 1999 from the merger of two existing law firms with 150 years of history in the practice. Nixon Peabody is a full-service law firm with approximately 600 attorneys collaborating across major practice areas in cities including San Francisco, Los Angeles and Palo Alto. The Firm is widely recognized for a deep commitment to diversity and pro bono service, and has been recognized as a “Best Law Firm” by *U.S. News Media Group*.



Mr. Peter Hardash  
Rancho Santiago Community College District  
June 10, 2014  
Page 2

The Firm includes 37 bond and tax attorneys and has one of the largest public finance practices in the nation. Nixon Peabody regularly ranks among the top ten bond counsel, disclosure counsel and underwriter's counsel firms in the country and has a robust practice in the State of California. Mr. Gibbs has more than 28 years of experience and Miss Wells has more than 35 years of experience in bond work for California issuers of all types and sizes, and for the past two decades, Miss Wells has specialized in work supporting California school and community college districts.

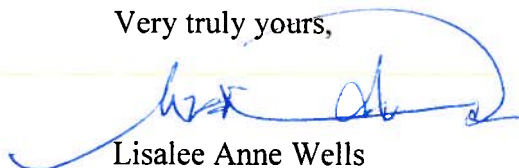
The Firm currently represents Santa Monica Community College District, Rio Hondo Community College District and Long Beach Community College District as Bond and Disclosure Counsel, and has been selected as Disclosure Counsel for Peralta Community College District. Miss Wells has worked and will continue to work on matters for San Diego Community College District, City College of San Francisco, El Camino Community College District, Glendale Community College District and Los Angeles Community College District. Our work for these entities has ranged from bond election services to the issuance of general obligation bonds, bond anticipation notes, TRANS, certificates of participation and solar energy project financings. In certain instances, we have assisted districts in connection with interest rate swaps, filings with the Securities and Exchange Commission and the Internal Revenue Services on behalf of those districts, and other complex matters.

The Firm also represents a number of California-based investment banking firms who may be called upon to provide underwriting services to the District; our opinions are readily accepted by all of these underwriters, and we have good working relationships with them, which would work to the benefit of the District and the other members of the finance team.

The Firm proposes that most of the work to be done on behalf of the District would be done from our Los Angeles office, which is convenient to the District; furthermore, Miss Wells and Ms. Loyd both live in Long Beach, making travel to the District convenient.

I am the contact person for this Proposal. The Firm agrees to supply all of the services listed in scope of services of the RFP. Please feel free to contact me should you wish to discuss any matters which are not addressed in our Proposal or to obtain clarification on any particular point. My phone number, email address and other contact information is listed above.

Very truly yours,



Lisalee Anne Wells

## 5.1 Profile of Firm

**5.1.1 General Background Information.** Nixon Peabody LLP is a full service law firm with 13 domestic offices and 3 offices in Europe and Asia. Nixon Peabody officially formed in 1999 with the merger of Nixon, Hargrave, Devans & Doyle LLP in Rochester, New York, and Peabody & Brown in Boston, two firms with a legacy history that date back more than 150 years, and having strong public finance practices. In 2001, Nixon Peabody merged with San Francisco's Lillick & Charles, a well-regarded, century-old California law firm with leading financial, transportation, and insurance practices.

Nixon Peabody is a nationally recognized bond and disclosure counsel firm with more than 30 years' experience in all areas of public finance and, with 37 bond and tax attorneys, one of the largest public finance practices in the nation. Our diverse backgrounds and commitment to teamwork and client service has earned us recognition as one of the foremost public finance law firms in the country. The Firm has been consistently ranked among the top ten bond counsel, disclosure counsel and underwriters' counsel firms in the country. For the 2013, Thomson Reuters ranked Nixon Peabody's Public Finance Group as the 2nd most active underwriter's counsel and the 9th most active bond counsel firm in the nation.

In California, our attorneys have served as counsel on hundreds of transactions, totaling billions of dollars of bonds. Today, there are ten Public Finance attorneys and one paralegal resident in our San Francisco and Los Angeles offices. We have advised California school districts, community college districts, cities, counties, authorities, special districts and agencies, school districts and community college districts on every facet of public finance. Major bond counsel clients of the Firm in the last several years include Palmdale School District, El Rancho Unified School District, the City of Los Angeles, the City of San Diego, Los Angeles County, Riverside County, The Metropolitan Water District of Southern California, the Harbor Department of the City of Los Angeles, the Los Angeles County Metropolitan Transportation Authority.

**5.1.2 Bond and Disclosure Counsel Experience with K-14 Districts.** Our public finance attorneys have extensive experience with tax-exempt and taxable school district and community college district financings in California, including General Obligation Bonds, Certificates of Participation, Lease Revenue Bonds, Tax Revenue Anticipation Notes, and Qualified School Construction Bonds. In the past five years, the Firm, and Miss Wells at her previous firm, assisted as bond and disclosure counsel on issuances for numerous California districts, as displayed on Exhibit B to this Proposal, including Citrus Community College District, Santa Monica Community College District, Los Angeles Community College District, Rio Hondo Community College District and West Kern Community College District, in addition to a multitude of transactions for K-12 districts and their charter schools. We have also acted as underwriter's counsel on numerous community college financings, which provides us with good working relationships with investment bankers throughout California. We have recently been retained as Disclosure Counsel to Peralta Community College District in connection with a pending refunding issue.

We are capable and experienced in providing all the services the District might need in connection with its financing needs. Members of our proposed team have significant experience with the nuances of school and community college district operations, compliance with laws

pertaining to conducting elections under both Prop 46 and Prop 39, Tax Code compliance and various other matters of concern, including obtaining waivers of bonding capacity from the State Department of Education. Travis Gibbs has been engaged in school district matters and finance since the mid-1980s, and Lisel Wells has been heavily engaged in school district finance since 1978. Members of our team have also provided advice to dozens of school and community college districts in the course of their planning for – and succeeding in – bond elections, working with district staff, survey consultants and financial advisors throughout California. This work includes reviewing survey information, presentations on compliance with campaign laws applicable to districts, counseling on communications during campaigns and developing and helping to draft ballot measures, project lists and arguments in favor.

Others in our firm are experienced in all matters of litigation, including validation suits, and matters relating to environmental law, bankruptcy, real estate. As discussed below, our proposed team and others in our firm are also experienced with swaps and other hedging transactions.

***Specialized 103 Tax, Securities Law.*** An important aspect of the Firm’s public finance practice is the depth of our tax law experience and capabilities with four experienced tax attorneys who function exclusively as “§103” lawyers. They have broad experience with all of the varied structures used in the public finance industry and have worked on virtually every type of financing in the tax-exempt market. Our §103 lawyers are further supported by a group of tax lawyers with expertise in other areas, including nonprofit organizations, partnership and corporate tax. As a result, few firms can match the depth, transactional experience and problem solving ability that our tax lawyers bring to our bond counsel and underwriters’ counsel representations.

Our tax lawyers have developed an administrative, regulatory and legislative practice that is unmatched by any other firm. They do not just maintain contact with Internal Revenue Service and Treasury Department officials; they literally wrote many of the rules and regulations while as employees of both the IRS and Treasury and have relationships with federal tax officials at all levels of government. Additionally, our §103 attorneys (including team member Travis Gibbs) have obtained numerous favorable private letter rulings from the IRS, and they have successfully represented issuer clients in obtaining both legislative and regulatory relief in situations where the current law and regulations are problematic.

Among the special assignments undertaken by our Tax lawyers in the past year are filings with the IRS for their Voluntary Compliance Agreement Program, to resolve unexpected tax issues.

The Firm also includes a number of attorneys who specialize in securities laws and regulations applicable to municipal offerings. These individuals, including one former U.S. Attorney responsible for SEC prosecutions, are available for consultation on securities issues that arise from time to time.

As a demonstration of our recognized expertise in both Tax Law and Securities Law, the Firm was called upon in 2013 to provide training to the staff of the Treasurer of the State of California regarding compliance with the securities laws and regulations and post-issuance compliance under the Tax Code. We have recently instituted a plan to assist our California clients in meeting the new enforcement requirements of the SEC (March 2014) regarding continuing disclosure shortfalls and will be pleased to explain that plan to the District in interviews, if asked. This

work will entail making formal filings with the SEC and providing ongoing assistance and training to District officials to ensure compliance with Rule 15c2-12.

**5.1.3 Key Finance Team Members.** We have assembled the following well-qualified team of attorneys to serve the District as Bond Counsel and Disclosure Counsel. All of our proposed team members are licensed to practice law in California and their resumes are appended hereto as Exhibit A.

**Lisel Wells**, a counsel resident in our Los Angeles office, would provide the day-to-day representation of the District. In her more than 35 years of public finance experience in California, Miss Wells has acted as Bond Counsel and Disclosure Counsel on hundreds of transactions for California school and community college districts, both large and small. She is highly regarded for her knowledge of school finance and is a frequent panelist at conferences held by C.A.S.H., CASBO, CDIAC and LACOE. Miss Wells has assisted districts through the general obligation bond election process, both under the 2/3 vote of Prop 46 and under the 55% vote of Prop 39. For her Prop 39 clients, she has developed specialized training programs for members of citizens' oversight committees, and she is often called upon to provide counsel and assistance in connection with Brown Act matters. Miss Wells worked under the California Community Colleges Financing Authority's pooled financing program for several years. She has also represented some of the most active underwriting firms in California school finance.

**Travis Gibbs**, a partner in our San Francisco office, would take the lead role in tax matters with respect to the District's financings. Travis would determine the nature and extent of any tax due diligence and review all relevant information necessary to render an opinion as to the exemption from taxation of interest on the District's bonds. Mr. Gibbs has extensive experience as bond counsel and tax counsel in public offerings of municipal securities, including general obligation bonds, certificates of participation, school district bonds, hospital issues, variable rate financings, cash flow financings, small issue industrial development bonds, nonprofit corporation equipment financings, tax allocation bonds, refunding bonds, and rebate excepted financings. His experience includes serving as counsel in complex structured transactions with a focus on maintaining the integrity of the tax-exemption on the bonds being issued.

**Lauren Loyd**, a senior associate resident in our Los Angeles office, would draft documents and perform research and due diligence under the supervision of Miss Wells. Lauren has served as bond counsel, disclosure counsel and underwriters' counsel on a broad range of tax-exempt municipal financings, and is currently working on transactions for Citrus Community College District, Long Beach Community College District and Santa Monica College District.

Lisel Wells  
Counsel  
Nixon Peabody LLP  
Gas Company Tower  
555 West Fifth Street, 46<sup>th</sup> Floor  
Los Angeles, CA 90013  
(213) 629-6075  
Fax: (877) 807-9594  
[lwells@nixonpeabody.com](mailto:lwells@nixonpeabody.com)

Travis Gibbs  
Partner  
Nixon Peabody LLP  
One Embarcadero Plaza, 18<sup>th</sup> Floor  
San Francisco, CA 94111  
(415) 984-8336  
Fax: (866) 599-4729  
[tgibbs@nixonpeabody.com](mailto:tgibbs@nixonpeabody.com)

Lauren Loyd  
Associate  
Nixon Peabody LLP  
Gas Company Tower  
555 West Fifth Street, 46<sup>th</sup> Floor  
Los Angeles, CA 90013  
(213) 629-6026  
Fax: (877) 807-9594  
[llloyd@nixonpeabody.com](mailto:llloyd@nixonpeabody.com)

If the firm were selected as Bond Counsel to the District, Miss Wells would be the primary point of contact.

***Scope of Bond Counsel and Disclosure Counsel Services.***

The Firm offers to the District the full range of Bond Counsel and Disclosure Counsel services associated with its various financing needs. For example, the Firm drafts Authorizing Resolutions and subsidiary agreements in connection with a general obligation bond issue and reviews documents prepared by other parties to a transaction. Where we are also engaged as Disclosure Counsel, we prepare, with input from the District, the Preliminary Official Statement and, following pricing, the final Official Statement. In the case of a client with a need to pursue a bond election, the Firm supports the efforts associated with the run-up to the District's call for an election, coordinates filing of materials with the applicable County offices, consults with District staff regarding compliance with California campaign law, and then assists in canvassing the votes and proceeding to issue the first series of those bonds. If the Firm were retained as Bond Counsel to the District for an existing bond authorization, our work would include the necessary due diligence regarding the prior bond authorization, full documentation, review of documents prepared by or on behalf of the Underwriter in negotiated deals or the Financial Advisor in competitive sales, as well as the delivery of various approving opinions. In refundings, we regularly deliver defeasance opinions and, where acting as Disclosure Counsel, opinions respecting compliance with Rule 10b-5 of the SEC.

If the District had a need to enter into a lease-purchase obligation, the Firm also conducts real estate due diligence and prepares Summaries of the Legal Documents for the disclosure, oversees recordation, and works with the designated trustee and a lease counterparty on behalf of the District. Even district clients with existing G.O. Bond authorizations have occasional need for such services, as for example, when entering into tax-advantaged solar financings.

The proposed team also offers experience in the issuance of TRANs, as further evidenced by the Summary of Recent Transactions displayed with this Proposal as Exhibit B. Miss Wells assisted in various roles, including as Bond Counsel, to the Los Angeles County Office of Education in their pooled TRANs program from 1986 until she joined the Firm at the beginning of 2013, and we continue to act as Bond Counsel on TRANs matters. Miss Wells has also assisted on TRANs pools through the California Community College Financing Authority and the Kern County Office of Education Pooled TRANs program, as well as charter school TRANs pools through the California School Finance Authority. The legal documentation for stand-alone TRANs and pooled issues varies considerably, but the Firm has experience in both.

In the case of refunding issues, when acting as Bond Counsel, the Firm conducts due diligence respecting the prior issue, and then proceeds to document the refunding transaction, in accordance with applicable law. In the case of refunding issues, of course, the involvement of the Tax Department in each transaction is much more extensive, in order to protect the District and the tax-exemption of both the prior bonds and the refunding issue. Recently, we have also assisted in a number of taxable bond refundings of issues no longer eligible for advance refunding under the Tax Code.

Also in this category, the Firm conducts due diligence on past Continuing Disclosure filings of the District under Rule 15c2-12, which have recently become the subject of a new enforcement and amnesty program of the SEC described above. We report back to the District any discrepancies and will help coordinate bringing such filings into material compliance with Rule 15c2-12.

### ***Malpractice Insurance.***

The Firm maintains customary levels of malpractice insurance, and evidence thereof will be provided to the District before any engagement.

In the regular course of its business, Nixon Peabody is a party to proceedings involving claims for breach of contract, malpractice and other similar claims that are common in the practice of law. These proceedings have either been resolved in favor of the Firm or settled at some stage prior to any formal determination and none of these matters have been material to the business of the Firm. In addition, from time to time, individual attorneys have been the subject of complaints before various state bar disciplinary tribunals. None of those complaints has been sustained against any attorneys currently with the Firm, and none has been filed against any of the attorneys proposed hereunder as the team to assist the District.

## **5.2 Client References.**

**5.2.1 Community College References.** Four references from our current community college district clients are set forth below. In addition, the District should feel free to contact any district listed in Exhibit B to this Proposal.

Charlie Yen  
Director of Contracts  
Santa Monica Community  
College District  
1900 Pico Boulevard  
Santa Monica, California 90405  
(310) 434-3002  
[yen\\_charlie@smc.edu](mailto:yen_charlie@smc.edu)  
(Lisel Wells)

Claudette Elias Dain, CPA  
Vice President, Finance &  
Administrative Services  
Citrus College  
1000 W. Foothill Boulevard  
Glendora, California 91741  
(626) 914-8886  
[cdain@citruscollege.edu](mailto:cdain@citruscollege.edu)  
(Lisel Wells)

Jeanette L. Gordon  
Chief Financial Officer  
Los Angeles Community  
College District  
770 Wilshire Boulevard  
8<sup>th</sup> Floor  
Los Angeles, California 90017  
(213) 891-2090  
[gordonjl@email.laccd.edu](mailto:gordonjl@email.laccd.edu)  
(Travis Gibbs)

Ann-Marie Gabel  
Vice President,  
Administrative Services  
Long Beach Community  
College District  
4901 East Carson Street  
Long Beach, California 90808  
(562) 938-4406  
[agabel@lbcc.edu](mailto:agabel@lbcc.edu)  
(Lisel Wells)

Miss Wells has acted as Bond Counsel and Disclosure Counsel to the Santa Monica Community College District since 1992 and has assisted them through four separate bond elections. A number of bond issues, including both new money and refunding issues, have resulted, and Miss Wells continues to provide ongoing Citizens Oversight Committee updates and guidance on various Project List elements to the district. She has also assisted as Special Counsel to the district in connection with a number of lease-purchase financings, including variable and fixed rate transactions, and tax-exempt as well as taxable structures. Over this period, Miss Wells also assisted in the negotiation of a Memorandum of Understanding between the district and the City of Malibu regarding the construction of a new learning center in Malibu, with associated water and sewer improvements, in development of joint use facilities with the City of Santa Monica and in analysis of various concessions located on district property. We are assisting SMCCD as Bond and Disclosure Counsel on a new money G.O. issue planned for this fall.

At Citrus College, Miss Wells has served as Bond Counsel and Disclosure Counsel since 2007 and is presently assisting the district in one of the first transactions intended to comply with A.B. 182, including a substantial amount of Capital Appreciation Bonds and Convertible Capital Appreciation Bonds. She also provides ongoing Citizens Oversight Committee briefings and reviews the annual reports from the Committee, and she has provided advice to the district regarding compliance with the Brown Act and other legal matters. We will be closing a new money issue for Citrus College later this week, which was configured in accordance with A.B. 182.

At Los Angeles Community College District, Miss Wells acted as Bond and Disclosure Counsel at three different law firms, assisting the district through three separate bond elections, numerous TRAns and COPs financings, solar power transactions, and other related matters. In the course of this work she also provided comfort letters to the District regarding the eligibility of various projects for bond financing under one or more Project Lists, assisted the district through some

difficult audits (the State Controller and the District Attorney), helped develop the district's Inspector General function and appeared at many board meetings. Her work for LACCD began in 1987 and ended in 2012.

At Long Beach Community College District, Miss Wells has acted as Bond and Disclosure Counsel to the district since 2004, and assisted in the course of two separate bond elections. She has helped LBCCD through several refundings, has provided support for their Citizens Oversight Committee, has assisted on Bond Anticipation Notes and tax and securities law due diligence for the district. She is currently involved in a pending refunding G.O. issue.

### **5.3 Proposed Fee Structures.**

Based upon our customary staffing and hourly rates, we develop fixed fees for different types of matters. Based upon the information provided in the RFP, we propose the following fees for the specified type of transaction. Though each transaction presents unique facts that affect the tasks that must be undertaken and the scope of effort required for each task, we believe the quoted fees are reflective of the scope of work and range of fees for transactions that satisfy these assumptions.

General Obligation Bonds:	\$79,500 (for the first bond issue where the Firm acts as Bond Counsel under an existing general obligation bond authorization, and \$65,500 for each subsequent series of bonds under the same authorization)
Certificates of Participation:	\$50,000-\$85,000 (dependent upon the size of the issue, the structure of the deal, identity of the counter-party and any anticipated real estate issues)
TRANS (including tax work):	\$30,000
Bond Anticipation Notes:	\$30,000

The above fee quotes assume, where applicable, "new money" issuance (refunding transactions would be charged at an additional \$5,000 to \$10,000 per transaction, dependent upon the complexity of the issues involved, particularly as related to the application of the tax law), fixed rate bonds, five months to closing, no validation actions, no litigation and no other significant delays.

We also propose to be reimbursed for certain out-of-pocket expenses incurred in connection with the services rendered, including costs related to the preparation of transcripts. We closely monitor such expense items to be certain that these changes are only incurred when needed. The Firm's charges for out-of-pocket disbursements and expenses represent either a direct pass-through of costs from another party or our own internal costs, which include no add-ons. For example, expenses on a general obligation bond matter will range from \$1,500 to as much as \$5,000, depending upon the number of parties and the needs of the District and can be estimated more precisely at the time the District elects to proceed with us as its counsel.



The Firm also provides specialized legal services, such as responses to the IRS, validation actions and other matters not normally covered in the scope of Bond Counsel or Disclosure Counsel services, on the basis of our hourly rates. Such tasks are undertaken only upon the specific instruction of senior District staff, and estimates of costs can be provided at the time of any such assignment.

**5.3.1 No External Fee Sources.** The Firm does not expect to earn fees or be repaid expenses from any source other than the proceeds of an issue of securities, or, in special cases, from the District's general fund, during the course of this engagement.

## **5.4 Additional Information**

**5.4.1 Distinction from Other Law Firms.** Nixon Peabody, and especially the finance team proposed for work on matters for Rancho Santiago, includes some of the most experienced and creative attorneys working in the K-14 field in California. We have faced together and separately a wide array of specialized problems for our clients and found ways to deal with or solve them. Our working relations with most of the underwriting firms and financial advisory firms which might assist the District in the future are excellent, and this fact makes the working group more efficient and congenial, all to the benefit of District staff and the transaction itself. We have a well-deserved reputation for quick response to requests for information and documents and are prepared to meet any deadlines.

**5.4.2 Sample Engagement Letter.** Please see Exhibit C to this Proposal for a form of the engagement letter we typically use for our K-14 clients.

**5.4.3 No Adverse Legal Actions.** During the past five years, neither the Firm nor any attorney at the Firm has been found to violate the law with respect to an issue of municipal securities. The Firm was briefly a defendant in connection with a lawsuit stemming from a bond issue done for the City of Bell some years ago, but that suit was dismissed against the Firm.

**Conclusion.** Among other reasons, our broad understanding of all applicable laws, regulations and requirements, our strong commitment to exceptional client service and our collective experience servicing school and community college districts throughout California uniquely position Nixon Peabody to best serve the District as its Bond Counsel and Disclosure Counsel.



NIXON PEABODY LLP  
ATTORNEYS AT LAW

NIXONPEABODY.COM  
@NIXONPEABODYLLP

**Lisalee Wells**  
*Counsel*  
T 213-629-6075  
lwells@nixonpeabody.com

Gas Company Tower  
555 West Fifth St., 46th Floor  
Los Angeles, CA 90013-1010  
213-629-6000

July 14, 2014

Mr. Peter Hardash  
Vice Chancellor, Business Operations/Fiscal Services  
Rancho Santiago Community College District  
2323 North Broadway  
Santa Ana, California 92706-1640

RE: Engagement for Bond Counsel and Disclosure Counsel Services

Dear Mr. Hardash:

On behalf of Nixon Peabody LLP (the "Firm"), we are very pleased to be selected to assist Rancho Santiago Community College District (the "District") on matters relating to (i) the issuance of bonds authorized under the District's Measure Q, approved on November 6, 2012 ("Measure Q"); (ii) the issuance of bonds or other debt instruments from time to time to provide for the capital and other needs of the District; and (iii) other financing matters and related issues, as determined by the District. We understand that the District will select one or more underwriting firms for its negotiated bond sales in the future (collectively, the "Underwriter").

In connection with the issuance of general obligation bonds ("Bonds") under Measure Q, we would provide Bond Counsel and Disclosure Counsel services to the District from time to time as the District requires on the following basis. The Firm would participate in conference calls and meetings with District staff, any Financial Advisor selected by the District (the "F.A.") and the Underwriter: (1) to develop, draft and finalize a Resolution for the Board to authorize the issuance of Bonds, other debt instruments, and other relevant documents; (2) to assist with the preparation of its preliminary official statement, and final official statement, and review and negotiation of a bond purchase agreement, (3) to conduct due diligence respecting the District's proposed use of proceeds for public law and tax law purposes, (4) to engage in any necessary liaison with the County regarding the issue, and (5) to participate, as necessary, in rating and bond insurance presentations. In connection with each issue, the Firm would issue its final approving opinion as to the exclusion of interest from federal personal income taxation (where appropriate) and the exemption from California income taxes, would coordinate a closing at our offices in Los Angeles, and would prepare final transcripts of the proceedings. We also will provide ancillary services as needed and directed by the District such as training and assistance with its Citizens Oversight Committee and assistance with post-issuance compliance obligations applicable under the Internal Revenue Code.

In cases where the District elects to issue Bond Anticipation Notes ("BANs"), or to roll over certain outstanding BANs, to issue TRANs or to execute and deliver Certificates of Participation or

Lease Revenue Bonds through a Joint Exercise of Powers Authority, the scope of our Bond Counsel services would be adjusted to the needs of those particular financings.

We are also available to assist the District on additional finance-related matters from time to time as requested by the District, including but not limited to matters related to compliance with one or more project lists associated with the Election, federal securities law, federal tax law, and finance related state, local or public law. In particular, as you know, the degree of scrutiny being exercised by the Securities and Exchange Commission (the "SEC") on the offerings of public agencies has dramatically increased in recent years, and we are well-equipped to provide the District with advice and training regarding compliance with SEC Rule 15c2-12, and other securities laws matters.

The work performed under this engagement will generally be invoiced on a fully contingent, fixed fee payable at and from the proceeds of sales of the District's bonds; however, to the extent that you direct the Firm to provide services not directly related to a new issue of bonds or bond anticipation notes, the Firm would then invoice the District monthly on the basis of the Firm's discounted hourly rates, set forth on *Exhibit A* to this letter. If less than \$5,000 of fees and expenses have accumulated during any particular calendar month, the Firm would typically combine two months' of effort in a single invoice, to reduce handling expenses.

If approved by you, this letter would constitute our agreement for the performance of the legal services described above and the charges for these services. Under California Business and Professions Code, Section 6148, we are required to enter into a written agreement for legal services with our clients. The law specifies certain matters that such agreement must address and they are included below. As these are statutory requirements, this letter is of necessity relatively formal.

1. Scope of Engagement. Our client in this engagement will be the District for the services described above. We will obtain from and share information with the District staff and the District's Financial Advisor, and all such information is intended to be protected by the attorney-client privilege. You may limit or expand the scope of our representation from time to time, provided that we will not substantially expand the scope of our representation without a further written agreement.

2. Conditions. Once you have returned a signed copy of this agreement, this agreement will take effect. Until then, we have no obligation to provide legal services.

3. Term of Engagement. You may terminate our representation at any time upon reasonable notice, and we retain that right as well, subject on our part to applicable rules of professional conduct. Your termination of our services will not affect your responsibility to pay for legal services rendered and charges incurred during the representation. In the event that we terminate the engagement we will take such steps as are reasonably practicable to protect your interests in this matter. If permission for withdrawal is required by a court, we will promptly apply for such permission and you agree to engage successor counsel to represent you. In the event that our representation is terminated, you agree to pay all invoices thereafter rendered covering the period prior to the termination and covering an orderly transition of the matter.

4. Conclusion of Representation; Retention and Disposition of Documents. Following termination of this agreement, any otherwise non-public information you have supplied to us will be kept confidential in accordance with applicable rules of professional conduct. Upon request, your papers and property will be available for you to pick up at our office or shipped to you at your expense. Our own files pertaining to the matter, which may include copies of your papers, will be retained by the Firm. You agree that Firm administrative records; time and expense reports; personnel and staffing materials; credit and accounting records; and the documents containing our attorney work product, mental impressions, notes, drafts of documents and legal and factual research, including investigative reports, shall be and remain Firm property and shall not be considered part of your client file. In addition, electronic documents such as our internal e-mails, documents containing or reflecting our internal deliberations or self-evaluations, and our internal data bases shall be and remain Firm property and shall not be considered part of your client file. All such documents retained by the Firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the elimination of storage expenses, we reserve the right to destroy or otherwise dispose of any such documents of other materials retained by us within a reasonable time after the termination of this engagement. In any event, all documents and other materials in our files may be discarded or destroyed, without further notice to you at any time after the seven-year anniversary of the conclusion of this engagement.

5. Post-Engagement Matters. You are engaging the Firm to provide legal services in connection with specific public finance matters. After the termination of this agreement, changes may occur in applicable laws or regulations that could have an impact upon your future rights and liabilities; however, the Firm will have no continuing obligation to advise you with respect to future legal developments. In addition, unless you and the Firm agree in writing to the contrary, we will have no obligation to monitor renewal or notice dates or similar deadlines which may arise from these matters for which we have been engaged.

6. Confidentiality. It is in your best interests to preserve the confidentiality of all communications between us. Your privilege to prevent disclosure of such communications may be jeopardized by disclosing the contents of our communications to third parties.

7. Conflicts. As you can imagine, the Firm represents many other companies and individuals. Many of these clients rely upon the Firm for general representation. It is possible that during the time we are representing you, some of our current or future clients will have disputes or transactions with the District. In addition, the Firm regularly represents many underwriters, credit providers and other municipal market participants in transactions unrelated to those of the District. For example, you should be aware that members of the Firm may have represented and or continue to represent your designated Underwriter. By entering into this agreement, you consent to our representation of those entities on matters *entirely unrelated to transactions for the District*. If a conflict should arise in the future, we undertake to notify the District promptly and to seek a waiver if that is necessary; if the District should decline to grant such a waiver, the Firm would withdraw from one of the representations.

8. Client Responsibilities. You agree to pay our statements for services and expenses as provided above. In addition, you agree to be candid and cooperative with us and will keep us informed

with complete and accurate factual information, documents and other communications relevant to the subject matter of our representation or otherwise reasonably requested by us.

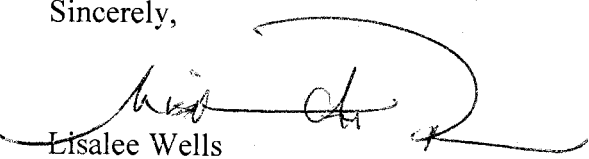
9. Insurance. We will maintain at all times during the term of this agreement appropriate levels of Errors and Omissions Insurance. Our current coverage provides for up to \$75,000,000 per claim and \$150,000,000 in the aggregate.

10. Not a Public Official. You and we agree that the Firm is not a “public official” for purposes of Government Code sections 87200 *et seq.* We will conduct research and arrive at conclusions with respect to our rendering of services under this agreement independent of the control and direct of the District or any District official, other than normal contract monitoring. In addition, you agree that we possess no authority with respect to any action the District may take (or fail to take) based upon our advice.

11. Firm Announcements. From time to time, the Firm publishes or displays materials discussing completed transactions and other engagements such as “tombstone advertisements” announcing our role in particular transactions. We confirm your consent to our publication or display of such materials in printed, electronic or other media.

If this agreement correctly sets forth your understanding of the scope of legal services to be rendered by the Firm to the District, and if all of the terms set forth herein are satisfactory, then please execute and return the enclosed copy of this agreement to us so that we may be engaged as your counsel. If the scope of services described is incorrect or if the terms set forth are not satisfactory to you, please let us know in order for us to resolve any issues. We appreciate your decision to retain us in these matters and very much look forward to the opportunity to work with you.

Sincerely,



Lisalee Wells  
Counsel

Enclosures

APPROVED FOR:  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

By: \_\_\_\_\_  
Peter Hardash  
Its: Vice Chancellor  
Business Operations/Fiscal Services

**EXHIBIT A  
FEE STRUCTURES**

The following fixed fees are proposed for various financing transactions of the District:

General Obligation Bonds:	\$79,500 (for the first bond issue where the Firm acts as Bond Counsel under an existing general obligation bond authorization, and \$65,500 for each subsequent series of bonds under the same authorization)
Certificates of Participation:	\$50,000-\$85,000 (dependent upon the size of the issue, the structure of the deal, identity of the counter-party and any anticipated real estate issues)
TRANS (including tax work):	\$30,000
Bond Anticipation Notes:	\$30,000

The above fee quotes assume, where applicable, "new money" issuance (refunding transactions would be charged at an additional \$5,000 to \$10,000 per transaction, dependent upon the complexity of the issues involved, particularly as related to the application of the tax law), fixed rate bonds, five months to closing, no validation actions, no litigation and no other significant delays.

We also propose to be reimbursed for certain out-of-pocket expenses incurred in connection with the services rendered, including costs related to the preparation of transcripts. We closely monitor such expense items to be certain that these changes are only incurred when needed. The Firm's charges for out-of-pocket disbursements and expenses represent either a direct pass-through of costs from another party or our own internal costs, which include no add-ons. For example, expenses on a general obligation bond matter will range from \$1,500 to as much as \$5,000, depending upon the number of parties and the needs of the District and can be estimated more precisely at the time the District elects to proceed with us as its counsel.

The Firm also provides specialized legal services, such as responses to the IRS, validation actions and other matters not normally covered in the scope of Bond Counsel or Disclosure Counsel services, on the basis of our hourly rates. Such tasks are undertaken only upon the specific instruction of senior District staff, and estimates of costs can be provided at the time of any such assignment.

The hourly rates of the attorneys at the Firm most likely to be asked to assist the District are displayed below:

Discounted Hourly Rates (as Assigned)	
Lisel Wells	\$610
Graham Beck	\$475
Travis Gibbs	\$720
Dan Deaton	\$625
Stuart Clapp	\$285

Deborah Yoon Jones, Esq.\*\*\*  
Alston & Bird LLP  
333 South Hope Street  
16th Floor  
Los Angeles, CA 90071-3004

John H. Holloway, Esq.  
Managing Partner  
Best Best & Krieger LLP  
300 South Grand Avenue  
25th Floor  
Los Angeles, CA 90071

Kenneth Khachigian, Esq.  
Senior Partner  
Brownstein Hyatt Farber Schreck  
300 South El Camino Real  
Suite 203  
San Clemente, CA 92672-4070

Ericka Curls Bartling, Esq.  
Curls Bartling P.C.  
Lake Merritt Plaza  
1999 Harrison Street, Suite 610  
Oakland, California 94612

Peter H. Mason, Esq.  
Fulbright & Jaworski LLP  
555 South Flower Street, 41<sup>st</sup> Floor  
Los Angeles, CA 90071

Robert C. Pearman, Jr., Esq.  
Gonzalez, Saggio & Harlan, LLP  
3699 Wilshire Blvd., Suite 890  
Los Angeles, CA 90010

Jack McBride, Esq.  
Greenberg Traurig, LLP  
1840 Century Park East  
Suite 1900  
Los Angeles, CA 90067

David A. Barksdale, Esq.  
Ballard Spahr LLP  
2029 Century Park East, Suite 800  
Los Angeles, CA 90067-2909

Robert Anslow, Esq.  
Bowie, Aneson, Wiles & Giannone  
4920 Campus Drive  
Newport Beach, CA 92660

Darrell R. Larsen, Jr., Esq.  
Chapman and Cutler LLP  
595 Market Street  
26th Floor  
San Francisco, CA 94105-2839

William Mark Levinson, Esq.\*\*\*  
Fox Rothschild  
1800 Century Park East  
Suite 300  
Los Angeles, CA 90067

Bonifacio Garcia, Esq.  
Garcia, Hernandez, Sawhney & Bermudez, LLP  
700 North Central Avenue  
Suite 570  
Glendale, CA 91203

Bruce J. Graham, Esq.\*\*\*  
Goodwin Procter LLP  
601 South Figueroa Street, 41<sup>st</sup> Floor  
Los Angeles, CA 90017

Arto Becker, Esq.  
Hawkins, Delafield & Wood, LLP  
333 S. Grand Avenue, Suite 3650  
Los Angeles, CA 90071

Christopher Lovrien, Esq.  
Jones Day  
555 South Flower Street  
15<sup>th</sup> Floor  
Los Angeles, CA 90071

Michael B. Lubic, Esq.  
K&L Gates LLP  
10100 Santa Monica Blvd.  
7<sup>th</sup> Floor  
Los Angeles, CA 90067

Richard F. Britschgi, Esq.  
Kutak Rock LLP  
Five Park Plaza  
Suite 1500  
Irvine, CA 92614-8595

James F. Anderson, Esq.  
McFarlin & Anderson LLP  
23282 Mill Creek Drive  
Suite 240  
Laguna Hills, CA 92653

Donald Hunt, Esq.\*\*\*  
Norton Rose Fulbright  
555 S. Flower Street, 41<sup>st</sup> Floor  
Los Angeles, CA 90071

Gena Magan, Esq.\*\*\*  
Orrick, Herrington & Sutcliffe, LLP  
400 Capitol Mall  
Suite 3000  
Sacramento, CA 95814-4407

Brian D. Quint, Esq.  
Quint & Thimmig  
900 Larkspur Landing Circle  
Suite 270  
Larkspur, CA 94939-1726

Charles Adams, Esq.  
Jones Hall  
650 California Street, 18<sup>th</sup> Floor  
San Francisco, CA 94108

Constantine C. Baranoff, Esq.  
Kronick Moskovitz Tiedemann & Girard  
400 Capitol Mall, 27<sup>th</sup> Floor  
Sacramento, CA 95814

Trevin Sims, Esq.\*\*\*  
Lozano Smith  
515 S. Figueroa Street  
Suite 750  
Los Angeles, CA 90071

Lisel Anne Wells, Esq.\*\*\*  
Nixon Peabody, LLP  
555 West Fifth Street  
46<sup>th</sup> Floor  
Los Angeles, CA 90014-1010

Barney A. Allison, Esq.  
Nossaman LLP  
777 S. Figueroa Street  
34<sup>th</sup> Floor  
Los Angeles, CA 90017

Lisa Greer Quateman, Esq.  
Polsinelli LLP  
2049 Century Park East  
Suite 2300  
Los Angeles, CA 90067

William M. Lofton, Esq.  
Schiff Hardin  
One Market  
Spear Street Tower, Suite 3200  
San Francisco, CA 94105



Katheryn M. McCarthy, Esq.  
Sidley Austin, LLP  
555 West Fifth Street  
Los Angeles, CA 90013

Harriet Welch, Esq.  
Squire, Sanders, LLP  
555 S. Flower Street  
31<sup>st</sup> Floor  
Los Angeles, CA 90071

David G. Casnocha, Esq.\*\*\*  
44 Montgomery Street  
Suite 4200  
San Francisco, CA 94104

**\*\*\*Responded**

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

To: Board of Trustees	Date: July 21, 2014
Re: Approval to Renew Independent Audit Contract – Vavrinek, Trine, Day & Co. LLP	
Action: Request for Approval	

**BACKGROUND**

Education Code §84040 states that “the governing board of each community college district shall provide for an annual audit of all funds, books, and accounts of the district in accordance with regulations of the board of governors. The audit shall be made by certified public accountants licensed by the California Board of Accountancy.”

**ANALYSIS**

In October, 2011, the District sent out Request For Proposals (RFP) to sixteen auditing firms. Six proposals were received and each was thoroughly reviewed by District staff. The results of the RFP were then taken to the Board Fiscal/Audit Review Committee for discussion and review. Based upon this review and reference checking, the committee recommended contracting with Vavrinek, Trine, Day & Co., LLP to assist the District with independent auditing services beginning with the 2011/12 audit and the contract was approved by the Board at the February 27, 2012 meeting. In accordance with this Board item, annual renewal of the audit contract requires Board action. The services will be performed at the original proposed fee for fiscal year 2013/14 and includes the audit of the District, its three Foundations, and the Measure E Bond Fiscal and Performance audits. This is the last audit of the three year cycle. In accordance with Board policy #6400, the District will be sending out a new RFP for auditing services beginning with the 2014/15 year.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the contract renewal with Vavrinek, Trine, Day & Co., LLP for auditing services for the 2013/14 fiscal year audit and authorize the Vice Chancellor of Business Operations/Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$127,300 for the Fiscal Year 2013/14 audit	Board Date: July 21, 2014
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	



April 25, 2014

Board of Trustees  
Rancho Santiago Community College District  
District Operations Center  
2323 North Broadway, Suite 404-2  
Santa Ana, CA 92706-1640

We are pleased to confirm our understanding of the services we are to provide the Rancho Santiago Community College District (the District) for the year ended June 30, 2014.

We will audit the financial statements of the business-type activities, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Other Postemployment Benefits (OPEB) Funding Progress and Employer Contributions

We have also been engaged to report on supplementary information other than RSI, including schedules required under the State Chancellor's Office Contracted District Audit Guide, that accompanies the District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the basic financial statements as a whole.

- Schedule of Expenditures of Federal Awards
- Schedule of Expenditures of State Awards
- Schedule of Workload Measures for State General Apportionment
- Reconciliation of Education Code Section 84362 (50 Percent Law) Calculation
- Proposition 30 Education Protection Act (EPA) Expenditure Report

4.6 (2)

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
- Compliance with laws and regulations in accordance with the California State Chancellor's Office *Contracted District Audit Guide*.

The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and OMB Circular A-133 in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major programs in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements, Schedule of Expenditures of Federal Awards, and all accompanying information, as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the Schedule of Expenditures of Federal Awards in accordance with the requirements of OMB Circular A-133. As part of the audit, we will assist with the preparation of your financial statements, Schedule of Expenditures of Federal Awards, and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and Schedule of Expenditures of Federal Awards and that you have reviewed and approved the financial statements, Schedule of Expenditures of Federal Awards, and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferable from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and corrective action plans. The summary schedule of prior audit findings should be available for our review during the preliminary phase of our audit.

You are responsible for preparation of the Schedule of Expenditures of Federal Awards in conformity with OMB Circular A-133. You agree to include our report on the Schedule of Expenditures of Federal Awards in any document that contains and indicates that we have reported on the Schedule of Expenditures of Federal Awards. You also agree to include the audited financial statements with any presentation of the Schedule of Expenditures of Federal Awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the Schedule of Expenditures of Federal Awards in accordance with OMB Circular A-133, (2) that you believe the Schedule of Expenditures of Federal Awards, including its form and content, is fairly presented in accordance with OMB Circular A-133, (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishment and maintenance of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format for providing that information. With regard to using the auditors' report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures - Internal Controls**

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major Federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards, *Government Auditing Standards*, and OMB Circular A-133.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of those procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

### **Audit Administration, Fees, and Other**

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will coordinate with you the electronic submission and certification. We will provide the agreed-upon number of bound copies, an original, and a print-ready PDF master of our reports to the District and will submit copies of the report to the agencies specified within your distribution list. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

The audit documentation for this engagement is the property of VAVRINEK, TRINE, DAY & CO., LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the State Chancellor's Office, the Federal Oversight Agencies or designee, a Federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of VAVRINEK, TRINE, DAY & CO., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the District. If we are aware that a Federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our firm has non-CPA partners. While these individuals are not anticipated to be assigned to your audit engagement, we will properly inform you of any services provided by them. Our non-CPA partners all work in our Rancho Cucamonga Office and provide ancillary consulting services to our governmental clients.

We expect to begin our audit at a mutually agreeable time and to issue our reports no later than December 31, 2014. We will communicate with you throughout the audit any changes in the proposed timelines or issues that will not permit the report to be issued by December 31, 2014.



Board of Trustees  
Rancho Santiago Community College District  
2013-2014 Engagement Letter  
April 22, 2014  
Page 7 of 8

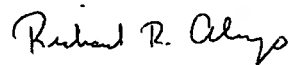
Based upon audit requirements known at this time, our audit fee is \$87,200. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our fee is inclusive of all sundry costs associated with the audit including travel, processing, and other costs. We will be available to present the results of our audit to the District's Board of Trustees and/or Audit Committee periodically throughout the year. Our invoices for this fee will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Richard R. Alonzo is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

If a dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before reporting to litigation. The costs of any mediation proceedings shall be shared equally by all parties. The District and Auditors both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. Such arbitration will be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF DISPUTE OVER FEES, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2011 peer review has been issued with no letter of comment and is included with this letter.

We appreciate the opportunity to continue to be of service to the Rancho Santiago Community College District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Richard R. Alonzo  
of VAVRINEK, TRINE, DAY & CO., LLP

RRA/rd  
Enclosures  
140157

Board of Trustees  
Rancho Santiago Community College District  
2013-2014 Engagement Letter  
April 22, 2014  
Page 8 of 8

RESPONSE:

This letter correctly sets forth the understanding of the Rancho Santiago Community College District.

By: 

Title: Vice Chancellor, Business Oper/Fisc Svcs

Date: May 5, 2014 5/5/14

The following individual has been designated to oversee the audit and will have responsibility for the completeness of the information presented for audit:

Name: Adam M. O'Connor, CPA

Title: Assistant Vice Chancellor, Fiscal Svcs

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

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Lease Agreement with IMPACT Magazine	
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**

IMPACT Magazine an entrepreneurial magazine that engages and unites idea builders, decision makers, game changers, trend setters, advertisers, angel investors, and industry experts across all business, nonprofit, academic, and social enterprise ecosystems. We facilitate the fresh and collaborative flow of ideas, talent, and financial and intellectual capital for the benefit of local economies and communities through the efforts of entrepreneurs, small business owners, and industry innovators.

As a start-up, the IMPACT Magazine 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: May 29, 2014 to May 30<sup>th</sup>, 2015. 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 IMPACT Magazine and authorize the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the District as presented.

Fiscal Impact:	\$2,468.40	Board Date: July 21, 2014
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**  
**BUSINESS OPERATIONS/ FISCAL SERVICES**

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Lease Agreement with Upward Synergy	
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**

Upward Synergy helps align Employee Resource Groups (ERGs) with their organization's key business goals and enhances a company's ROI. We have partnered with the Center for Research on Employment and the Workforce (CREW) at California State University, Fullerton, a 501(c)3 nonprofit organization, and the University of California, Riverside. We are a —knowledge shopll that produces strategies, tactics and tools to boost ERG effectiveness. Here we present a high-level overview of our Signature Programs that differentiate us —housed within the ERG Academy —where best practices meet fresh innovation.

As a start-up, the Upward Synergy 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: May 28, 2014 to May 29, 2015. The square footage for the rentable area included in this lease agreement is 317 square feet.

**RECOMMENDATION**

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

Fiscal Impact:	\$6,466.80	Board Date: July 21, 2014
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: July 21, 2014
Re:	Discussion of the 2014/15 Proposed Adopted Budget Assumptions	
Action:	Request for Discussion	

**BACKGROUND**

At the June 9<sup>th</sup> Board of Trustees meeting, a Board member requested that the Proposed Adopted Budget be placed on the July and August Board meeting agendas so Board members have the time to discuss it before the final budget is approved in September. This discussion will allow for feedback from the Board of Trustees for the development of the annual budget through the District's governance process.

**ANALYSIS**

The Proposed Adopted Budget Assumptions have been revised with the latest known impacts of the 2014/15 enacted state budget, however there are still some estimates and unknown impacts that should be discussed and clarified prior to adoption of the budget at the September 8, 2014 Board of Trustees meeting.

**RECOMMENDATION**

It is recommended that the Board of Trustees discuss the Proposed Adopted Budget Assumptions for the 2014/15 fiscal year.

Fiscal Impact:	TBD	Board Date: July 21, 2014
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	

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Amendment No. 1 to Agreement with R2A Architecture for Architectural Programming Services for the Orange Education Center	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement to add sub-consultant work. On February 3, 2014 the Board approved an agreement with R2A Architecture (Costa Mesa) for architectural services related to the programming of the Santiago Canyon College Orange Education Center (OEC) located on North Batavia Street in the City of Orange. As part of the Division of the State Architect (DSA) certification requirements for the building, the design team needs to further analyze the programming and provide an "Evaluation and Criteria Report", in accordance with DSA California Community College Use REH 002a procedures. To complete these services, it has been determined that R2A Architecture will need to add the services of sub-consultants, such as survey and engineering work, to further evaluate the building to determine upgrades required for 2013 California Code of Regulations compliance. This work will assist the District in completing the program phases to develop recommendations for the next phase of design.

**ANALYSIS:**

The current R2A Architecture (Costa Mesa) agreement is an hourly, not-to-exceed agreement of \$88,103 plus \$1,500 for reimbursable expenses, totaling \$89,603. The amendment for design services to create the Evaluation and Criteria Report and to add subconsultants to the agreement is \$53,059.25 which would revise the total hourly, not-to-exceed fee contract amount to \$142,662.25.

The services covered by this agreement commenced February 4, 2014 and shall end June 30, 2015, as previously written.

This project is funded by Measure E, Budget Stabilization Funds, and Redevelopment Funds.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve amendment #1 to the agreement with R2A Architecture, for Architectural Programming Services for the Orange Education Center as presented.

Fiscal Impact:	\$53,059.25	Board Date: July 21, 2014
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	

# Board Agreement Summary

**Board Date: 7/21/2014**

Project: Programming

Site: **Orange Education Center**

---

Consultant: **R2A Architecture**

---

Type of Service: Architectural Services

---

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$88,103.00	\$ 1,500.00	2/2/2014	6/30/2015
Amendment Amount		\$53,059.25			
<b>Total Agreement Amount</b>		<b>\$142,662.25</b>			
		<i>(Not to exceed)</i>			

---

---

**DESCRIPTION:**

Architectural Services related to the programming of Orange Education Center

---

**\$53,059.25**

**Total Proposed Amount:**

---

---

**Contract End Date:**

---

---

**6/30/2015**

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Agreement with BKF Engineers for Parking Lot Resurfacing at the District Operations Center	
Action:	Request for Approval	

**BACKGROUND:**

This is a new agreement to survey, map and plan development services to design a parking lot resurfacing plan for the Rancho Santiago Community College District Office Operations Center. The District is responsible to maintain and repair it's portion of the parking areas. The parking lot has deteriorated and sections of asphalt have eroded allowing water to migrate below the surface creating an unstable road condition.

**ANALYSIS:**

A Request for Proposal #1314-56 for District Operations Center Survey and Parking Lot Re-surfacing Plan was released to four of the pre-qualified firms on May 6, 2014 and re-released on June 10, 2014. The District received four responses from Penco Engineering (Irvine), NB Consulting (Santa Ana) Hall & Forman, Inc. (Tustin), and BKF Engineering (Irvine). A selection committee convened on June 18, 2014 to review the proposals. The selection committee recommends BKF Engineering after a thorough review based upon the culmination of their RFP response, experience, team members, approach to the project, fee, schedule and familiarity with the City permit process. It is recommended that the District enter into an agreement with BKF Engineering to survey, map and develop an exhibit to resurface the parking lot at the District Operations Center.

The services covered by this agreement shall commence on July 22, 2014 and end December 31, 2014. The services are based on a fixed fee in the amount of \$19,800.

This agreement is funded by Capital Improvements.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the agreement with BKF Engineers for Parking Lot Resurfacing at the District Operations Center as presented.

Fiscal Impact:	\$19,800	Board Date: July 21, 2014
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	



# Board Agreement Summary

**Board Date: 7/21/2014**

Project: Parking Lot Resurfacing

Site: **District Operations Center**

---

Consultant: **BKF Engineers**

---

Type of Service: Survey and Civil Engineering

---

Agreement Summary	No.	Amount	Reimbursables	Start	Duration	
					End	
Contract Amount		\$19,800.00	\$ -	7/22/2014	12/31/2014	
<b>Total Agreement Amount</b>		<b>\$19,800.00</b>				
		<i>(Not to exceed)</i>				

---

---

**DESCRIPTION:**

---

Parking Lot resurfacing at the District Office

---

**\$19,800.00**

**Total Proposed Amount:**

---

**Contract End Date:**

---

**12/31/2014**

---

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Change Order #1, Bid #1226 – Contract with NCM Demolition and Remediation, LP for Demolition and Removal Services of the 17 <sup>th</sup> and Bristol Street Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

The District issued a contract on April 28, 2014 to NCM Demolition and Remediation, LP (Brea) to complete the demolition and removal of buildings on the newly purchased property at 17<sup>th</sup> and Bristol Street at Santa Ana College.

**ANALYSIS:**

Change Order #1 decreases the contract by \$10,000 which is a credit back to the district for unused allowance. The revised contract amount is \$52,800.

This project was funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve Change Order #1, Bid #1226 – Contract with NCM Demolition and Remediation, LP for Demolition and Removal Services of the 17<sup>th</sup> and Bristol Street Project at Santa Ana College as presented.

Fiscal Impact:	- \$10,000	Board Date: July 21, 2014
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  
 2323 North Broadway  
 Santa Ana, CA 92706

**Board Date:** 21-Jul-14  
**Project No.** Bid#1226  
**Site:** Santa Ana College;17th and Bristol Street  
**Change Order (CO) No. :** 1

**Project Name:** Building Demolition & Site Development  
**Contractor:** NCM Demolition & Remediation, LP  
**Contract #:** PO#14-P0031736

Contract Schedule Summary					
Notice to Proceed Date	Original Contract Duration (Days)	Original Contract Completion Date	Previous Extension Days Approved	Proposed CO Days Requested	New Revised Completion Date
5/16/2014	50 days	7/1/2014	0	0	7/1/2014

Change Order Summary				Allowance Budget	
Description	Number	Amount	% of Contract	Amount	
Original Contract Amount		\$62,800.00		\$10,000.00	
Previous Change Orders	1	-\$10,000.00	-15.9%	Used	\$0.00
Previous Change Orders	2		0.0%	<b>Balance</b>	<b>\$10,000.00</b>
Previous Change Orders	3		0.0%		
Previous Change Orders	4		0.0%		
<b>This Change Order</b>	<b>5</b>		<b>0.0%</b>		
<b>Total Change Order (s)</b>		<b>-\$10,000.00</b>	<b>-15.9%</b>		
<b>Revised Contract Amount</b>		<b>\$52,800.00</b>			

Items in Change Order								
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net	
1	Final reconciliation of unused allowance	District	5	0	\$ 10,000.00	\$ -	\$ 10,000.00	
2							\$ -	
3							\$ -	
4							\$ -	
5							\$ -	
6							\$ -	
7							\$ -	
8							\$ -	
9							\$ -	
10							\$ -	
					Subtotal	\$ 10,000.00	\$ -	\$ 10,000.00
					<b>Grand Total</b>			<b>\$ 10,000.00</b>

- 1- CODE REQUIREMENT
- 2 - FIELD CONDITION
- 3 - INSPECTION REQUIREMENT
- 4 - DESIGN REQUIREMENT
- 5 - OWNER REQUIREMENT

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Notice of Completion: Bid #1226 – Contract with NCM Demolition and Remediation, LP for the Demolition and Removal Services of the 17 <sup>th</sup> and Bristol Street Project at Santa Ana College	
Action:	Request for Approval	

**BACKGROUND:**

On April 17, 2014 District became the owner of property located on the southeast corner of 17<sup>th</sup> and Bristol Streets, adjacent to Santa Ana College. In preparation for the repurposing of the lot as additional parking for Santa Ana College and as interim parking for various construction projects, NCM Demolition and Remediation, LP (Brea) was hired to demolish existing structures and prepare the site for use as temporary construction parking at Santa Ana College. As required by Public Contract Code, districts must file a Notice of Completion when a project is completed and all requirements of the contractual agreements are addressed.

**ANALYSIS:**

The project was substantially completed on July 1, 2014 and in compliance with Public Contract Code, a Notice of Completion needs to be approved by the District and filed with the County Recorder. Total cost of the project is \$62,800 including \$10,000 in allowance funds.

This contract is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the Notice of Completion with NCM Demolition and Remediation, LP for the Demolition and Removal Services of the 17<sup>th</sup> and Bristol Street Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

RECORDING REQUESTED BY:  
Rancho Santiago Comm. Coll. District  
2323 N. Broadway  
Santa Ana, CA 92706-1640

GOVERNMENT CODE 6103

AND WHEN RECORDED MAIL TO:

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

THIS SPACE FOR RECORDER'S USE ONLY

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

## NOTICE OF COMPLETION

Notice is hereby given, pursuant to the provisions of Section §3093 of the Civil Code of the State of California, that the Rancho Santiago Community College District of Orange County, California, as owner of the property known as Santa Ana College, located at 1530 West 17<sup>th</sup> Street, Santa Ana, California, caused improvements to be made to the property to with: Bid #1226 - Building Demolition and Removal, the contract for the doing of which was heretofore entered into on the 28th day of April, 2014, which contract was made with NCM Demolition and Remediation, LP PO# 14-0031736 as contractor; that said improvements were completed on July 1, 2014, and accepted by formal action of the governing Board of said District on the 21st day of July, 2014; that title to said property is vested in the Rancho Santiago Community College District of Orange County, California; that the surety for the above named contractor is Arc Insurance Company.

I, the undersigned, say: I am the Vice Chancellor of Rancho Santiago Community College District the declarant of the foregoing notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.  
Executed on July 21, 2014 at Santa Ana, California.

Rancho Santiago Community College District of Orange  
County, California

by \_\_\_\_\_  
Peter J. Hardash, Vice Chancellor  
Rancho Santiago Community College District

State of California )  
                                  §  
County of Orange )

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_,  
proved to me on the basis of satisfactory evidence to be the  
person(s) who appeared before me.

Executed at \_\_\_\_\_

California, on \_\_\_\_\_, 20\_\_\_\_\_.

Signature \_\_\_\_\_

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Ratification of Amendment No. 1 to Agreement with Koury Geotechnical Services, Inc. for Geotechnical Engineering Consulting Services for the Central Plant Project at Santa Ana College	
Action:	Request for Ratification	

**BACKGROUND:**

This is an amendment to an existing agreement. On February 25, 2014 the District entered into agreement number 0037.00 with Koury Geotechnical Services, Inc. for Geotechnical Engineering Consulting Services for the new Central Plant, utility infrastructure, and mechanical/electrical building upgrades at Santa Ana College. Due to the revised location of the new electrical building, two additional borings are necessary as well as an additional submittal of an infrastructure geotechnical report to DSA. This work is required to meet the requirements of plan submittal to DSA and the State Department of Geological Services and was necessary to undertake to stay on track to meet design guidelines.

**ANALYSIS:**

The current Koury Geotechnical Services, Inc. (Chino) agreement is a not-to-exceed agreement of \$14,700 with \$0.00 for reimbursables. The amendment is for additional borings, to provide additional recommendations for design and construction and to incorporate these findings into the infrastructure geotechnical report for DSA. The added cost is \$4,350 which would revise the total not-to-exceed fee contract amount to \$19,050.

The services covered by this agreement commenced February 25, 2014 and shall end December 31, 2015, as previously written.

This project is funded by Measure Q.

**RECOMMENDATION:**

It is recommended that the Board of Trustees ratify the amendment to the agreement with Koury Geotechnical Services, Inc. for Geotechnical Engineering Consulting Services for the Central Plant Project at Santa Ana College as presented.

Fiscal Impact:	\$4,350	Board Date: July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

# Board Agreement Summary

**Board Date: 7/21/2014**

Project: Central Plant

Site: **Santa Ana College**

---

Consultant: **Koury Geotechnical Services**

---

Type of Service: Geotechnical Engineering

---

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$14,700.00		2/25/2014	12/31/2015
Amendment Amount		\$4,350.00			
<b>Total Agreement Amount</b>		<b>\$19,050.00</b>			
		<i>(Not to exceed)</i>			

---

---

**DESCRIPTION:**

---

Geotechnical Services for the Central Plant project

---

**\$4,350.00**

**Total Proposed Amount:**

---

---

**Contract End Date:**

---

---

**12/31/2015**

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Ratification of Award for Bid #1235 for Artesia Street Improvements at Santa Ana College	
Action:	Request for Ratification	

**BACKGROUND:**

The Artesia Street improvement was originally part of the site perimeter project. The scope of work includes improvement to the sidewalk along Artesia Street adjacent to the soccer field and was part of the City approvals for off-site work. The work has been separated from the off-site perimeter project and re-bid in order to move forward as this area was fenced off and created a nuisance for the campus and neighborhood.

**ANALYSIS:**

In accordance with the Uniform Public Construction Cost Accounting Act, Bid #1235 Artesia Street Improvements was appropriately advertised and a Notice Calling for Informal Bids was sent to the qualified contractors list (approximately 39 contractors).

A mandatory job walk was held on May 6, 2014. Bids were opened on May 19, 2014 for the Artesia Street Improvement at Santa Ana College project as noted on the attached Bid Results form. The District received two (2) bids for the project. All American Asphalt (Corona) submitted the lowest responsive bid for the amount of \$45,998. District staff has conducted a due diligence to ensure compliance with license and bid bond requirements. After review of the project bids received, it was recommended moving forward with award of the work described within Bid #1235 to All American Asphalt. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to All American Asphalt.

This project is funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board ratify the award for Bid #1235 to All American Asphalt as presented.

Fiscal Impact:	\$45,998	Board Date: July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	





**FACILITY PLANNING**

**BID RESULTS:**

**BID # 1235**

**PROJECT: Artesia Street Improvements at  
Santa Ana College**

**DUE DATE: May 19,2014**

**No Addendums were issued**

BIDDER	TOTAL BID AMOUNT
All American Asphalt Corona, CA	45,998.00
DCI, Inc. Orange, CA	61,902.00

**2 BIDDERS TOTAL**

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

To: Board of Trustees	Date: July 21, 2014
Re: Reject all Bids for Bid #1234 – Football Field Reconditioning at Santa Ana College	
Action: Request for Rejection	

**BACKGROUND:**

The football practice field at Santa Ana College has become infested with an extremely invasive unmanageable species of turf. In order to eradicate the material, plans were developed to sterilize and replant the field with new sod. On April 28, 2014, Bid #1234 was opened for the Football Field Reconditioning at Santa Ana College. Pursuant to the CUPCCA process, the District advertised the bid to the Pre-Qualified List of Contractors and two trade journals. A total of five pre-qualified contractors with a landscaping license (C-27) were notified. Three potential bidders attended the job walk on May 1, 2014.

**ANALYSIS:**

The District received one bid on the project from Marina Landscape, Inc. for \$134,500. While performing a due diligence review, the District requested that the contractor provide a breakdown of material and labor costs to assist the District in the review of the bid. Consequently, the District re-evaluated the scope of work, the budget, construction schedule and determined this project needed re-scoping and re-bidding. The District recommends rejecting all bids. Per Public Contract Code Section 20651, the Board of Trustees has the right to reject all bids.

This project is funded by Scheduled Maintenance.

**RECOMMENDATION:**

It is recommended that the Board of Trustees reject all bids for Bid #1234 – Football Field Reconditioning at Santa Ana College as presented.

Fiscal Impact: N/A	Board Date: July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor



**FACILITY PLANNING**

**BID RESULTS:**

**INFORMAL BID # 1234**      **PROJECT: Santa Ana College Football Field**  
   **Reconditioning**      **DUE DATE: May 12, 2014**

**2 Addendums Issued**

BIDDER	TOTAL BID AMOUNT
Marina Landscape, Inc. Anaheim, CA	\$134,500.00

**One bid received**

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

To:	Board of Trustees	Date:	July 21, 2014
Re:	Ratification of Award for Bid #1238 for Football Field Turf Replacement at Santa Ana College		
Action:	Request for Ratification		

**BACKGROUND:**

The football practice field at Santa Ana College has become infested with an extremely invasive unmanageable species of turf. In order to eradicate the material, plans were developed to sterilize and replant the field with new sod. A previous bid # 1234 was released and reviewed by the District. The District recommends rejection of such bids on this agenda. This project is a priority for the campus to be completed this summer. A re-bid was subsequently undertaken to continue to move forward with work in the summer months.

**ANALYSIS:**

In accordance with the Uniform Public Construction Cost Accounting Act, Bid #1238 Football Field Turf Replacement at Santa Ana College was appropriately advertised and a Notice Calling for Informal Bids was sent to the qualified contractors list (approximately 39 contractors).

A mandatory job walk was held on May 21, 2014. Bids were opened on May 27, 2014 for the Football Field Turf Replacement at Santa Ana College project as noted on the attached Bid Results form. The District received two (2) bids for the project. So Cal Land Maintenance, Inc. (Anaheim) submitted the lowest responsive bid for the amount of \$139,600.00. District staff has conducted a due diligence review to ensure compliance with license and bid bond requirements. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to So Cal Land Maintenance, Inc.

This project is funded by Scheduled Maintenance.

**RECOMMENDATION:**

It is recommended that the Board ratify the award of Bid #1238 to So Cal Land Maintenance, Inc. as presented.

Fiscal Impact:	\$139,600	Board Date:	July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor		



**FACILITY PLANNING**

**BID RESULTS:**

**BID # 1238**  
**ADDENDUM #1**

**PROJECT: Santa Ana College Football Field Turf Replacement**

**DUE DATE: June 6, 2014**

<b>BIDDER</b>	<b>TOTAL BID AMOUNT</b>
So Cal Land Maintenance, Inc. Anaheim, CA	\$ 139,600.00
Aramexx Group, Inc. Ontario, CA	\$ 174,000.00

**2 BIDDERS TOTAL**

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Amendment No. 1 to Agreement with LPA, Inc. for Construction Administration Services for the Sports Field Netting Project at Santiago Canyon College	
Action:	Request for Approval	

**BACKGROUND:**

This is an amendment to an existing agreement for time extension only. On December 9, 2013 the Board approved an agreement with LPA, Inc. (Irvine) for Construction Administration Services for the Sports Field Netting project at Santiago Canyon College.

**ANALYSIS:**

The current LPA agreement is a not-to-exceed agreement of \$24,500 including \$500 for reimbursables. The amendment of this agreement is to extend the contract duration for the close-out of the project in order to submit a notice of completion.

The services covered by this agreement commenced November 21, 2013 and the revised end date is December 31, 2014. There are no additional costs for the time extension.

This project is funded by Measure E.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the amendment to the agreement with LPA, Inc. for Construction Administration Services for the Sports Field Netting Project at Santiago Canyon College as presented.

Fiscal Impact:	None	Board Date: July 21, 2014
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	

# Board Agreement Summary

**Board Date: 7/21/14**

**Project: SCC Athletic Field Netting Installation**

**Site: Santiago Canyon College**

**Consultant: LPA, Inc.**

**Type of Service: Construction Administration Services**

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Contract Amount		\$ 24,000.00	\$ 500.00	11/21/2013	6/30/2014
Amendment Amount		Time Only			12/31/2014
<b>Total Agreement Amount</b>		<b>\$ 24,500.00</b>			
		<i>(Not to exceed)</i>			

**DESCRIPTION:**

Amendment for time only, as there are no additional costs

**Total Proposed Amount:** **Time Extension Only**

**Contract End Date:** **12/31/2014**

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Ratification of Award for Bid #1228 for Repair of Emergency Generator for Building "D" at Santiago Canyon College	
Action:	Request for Ratification	

**BACKGROUND:**

There is currently one existing emergency generator in building "D" at the Santiago Canyon College that provides backup power to the building's emergency egress lighting. The current emergency generator has had recurring mechanical failures and is at the end of life. The existing generator has the potential of a life safety risk since the equipment does not provide reliable emergency backup power to the building's lighting system for adequate egress. It has been determined that replacement of the equipment is necessary to provide reliable emergency backup power and is a priority scheduled maintenance project for the campus. The proposed scope of work includes replacing the generator with a new generator and connecting to the emergency lighting system to provide backup power in case of a power failure.

**ANALYSIS:**

In accordance with the Uniform Public Construction Cost Accounting Act, Bid #1228 Repair Emergency Generator for Building "D" at Santiago Canyon College was appropriately advertised and a Notice Calling for Informal Bids was sent to the qualified contractors list (approximately 26 contractors).

A mandatory job walk was held on May 5, 2014. Bids were opened on May 16, 2014 for the Repair Emergency Generator for Building "D" at Santiago Canyon College project as noted on the attached Bid Results form. The District received five (5) bids for the project. Coast Electric (Anahaim) submitted the lowest responsive bid for the amount of \$45,143. District staff has conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the project bids received, given it was within the target budget, and due to the urgency of the project, as well as long lead times for equipment purchase, the contract has been awarded to Coast Electric. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to Coast Electric.

This project is funded by Scheduled Maintenance funds.

**RECOMMENDATION:**

It is recommended that the Board ratify the award of Bid #1228 to Coast Electric as presented.

Fiscal Impact:	\$45,143	Board Date: July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	





**FACILITY PLANNING**

**BID RESULTS:**

**BID # 1228** PROJECT: Repair Emergency Generator for Bldg D at Santiago Canyon College DUE DATE: May 16, 2014

**NO: ADDENDUMS ISSUED**

BIDDER	TOTAL BID AMOUNT
Coast Electric Santa Ana, CA	45,143.00
Gilbert & Stearns, Inc. Santa Ana, CA	53,479.00
Academy Electric, Inc. Orange, CA	54,737.00
Current Electric Lake Forest, CA	54,900.00
MZN Construction, Inc. La Habra, CA	68,843.00

**5 TOTAL BIDDERS**

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

To:	Board of Trustees	Date:	July 21, 2014
Re:	Ratification of Award for Bid #1229 - Building "D" Actuator Repairs at Santiago Canyon College		
Action:	Request for Ratification		

**BACKGROUND:**

There are currently forty-eight individual air conditioning units (fan coils) inside building "D" at the Santiago Canyon College that provide air conditioning inside the building. The air conditioning actuators are leaking and have failed requiring ongoing maintenance and replacement. The air conditioning actuators (air conditioning component) were installed in early 1990 and are at the end of life. The plant director and faculty have complained about water intrusion problems and uncomfortable temperature variations inside the building caused by faulty actuators. The maintenance staff has expressed concerns about the cost and burden of replacing actuator parts that are no longer manufactured. It was determined that the condition of the actuators and the mechanical components require replacement with new actuators that can be easily maintained, are currently available in the market, and provide interchangeable components across the campus. The replacement of the actuators has been identified as a scheduled maintenance project for the campus. The proposed scope of work includes replacing the actuators to provide adequate control of the air conditioning, prevent further leaks onto the ceiling, and provide manageable maintenance of air conditioning components.

**ANALYSIS:**

In accordance with the Uniform Public Construction Cost Accounting Act, Bid #1229 Building "D" Actuator Repairs at Santiago Canyon College was appropriately advertised and a Notice Calling for Informal Bids was sent to the qualified contractors list (approximately 15 contractors).

A mandatory job walk was held on May 9 and May 19, 2014. Bids were opened on May 23, 2014 for the Building "D" Actuator Repairs at Santiago Canyon College project as noted on the attached Bid Results form. The District received two (2) bids for the project. PMK Professional, Inc. (Irvine) submitted the lowest responsive bid for the amount of \$118,000. District staff conducted a due diligence review to ensure compliance with license and bid bond requirements. After review of the project bids received, given it was within the target budget as well as long lead times for equipment purchase, the contract has been awarded to PMK Professional, Inc. The Vice Chancellor of Business Operations/Fiscal Services authorized the award of the contract, under the authority of CUPCCA, to PMK Professional, Inc.

This project is funded by Scheduled Maintenance funds.

**RECOMMENDATION:**

It is recommended that the Board ratify the award of Bid #1229 to PMK Professional, Inc. as presented.

Fiscal Impact:	\$118,000	Board Date: July 21, 2014
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning & District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



**FACILITY PLANNING**

**BID RESULTS:**

**BID # 1229**

**PROJECT: Building D Actuator Repairs  
At Santiago Canyon Community College**

**DUE DATE: May 23, 2014**

**No Addendum added**

BIDDER	BASE BID AMOUNT	ADD ALTERNATE #1	LINEAR FOOT PRICE FOR INSULATION
PMK Professional Inc. Irvine, CA	\$118,000.00	\$113,000.00	\$25.00
Southland Industries Garden Grove, CA	\$194,954.00	\$199,365.00	\$18.25

**2 TOTAL BIDDERS**

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of the Rancho Santiago Community College District Strategic Technology Plan for 2014-16	
Action:	Request for Approval	

**BACKGROUND**

In the Fall of 2007, the District formed a technology committee called the Technology Advisory Group (TAG), a participatory governance committee. The purpose of this committee is to share information and technology needs between the District Office and the campuses in an effort to promote and enhance student learning. In April 2010, the first Strategic Technology Plan (STP) was approved by the Rancho Santiago Community College District Board of Trustees.

**ANALYSIS**

On a biannual basis, TAG produces a Strategic Technology Plan (STP) which provides guidance in response to the many technology related requests. The goal is to serve the needs of the students, faculty and staff of both colleges and the District Office while responsibly managing the related expenses.

In the 2014-2016 STP, the committee recommends that the colleges continue to develop their Instructional Technology departments and that Information Technology Services develop best practice training programs for staff and faculty. The STP includes a cost summary outlining annual projected expenditures based on the standards defined within the plan. The STP also includes information regarding up-and-coming projects for Application Development and Networking & Communications.

The STP is a “living” document to remain flexible in order to maintain the fast pace of changing technology. The STP is a transparent means to facilitate growth of information and technology.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Rancho Santiago Community College District 2014-16 Strategic Technology Plan as presented.

Fiscal Impact:	N/A	Board Date: July 21, 2014
Prepared by:	Sylvia LeTourneau, Assistant Vice Chancellor, Information Technology Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



**Santiago  
Canyon  
College**



# **Rancho Santiago Community College District Strategic Technology Plan**

## **2014 – 2016**

Approved by the Technology Advisory Group – May 29, 2014  
Approved by District Council – June 16, 2014

Rancho Santiago Community College District  
**Strategic Technology Plan**  
2014-2016

## **I. Introduction**

The Rancho Santiago Community College District (RSCCD) Strategic Technology Plan (STP) is a collaboration of the District Operations Center (DOC), Santa Ana College (SAC) and Santiago Canyon College (SCC). The current plan was written by members of the Technology Advisory Group (TAG). Through weekly meetings and collaborative research, the plan was first completed in April 2010. Each member of TAG participated in the development of this plan, providing valuable input in their area of expertise. Also, considerable effort was made to align the STP with the colleges' educational mission to optimize technology for student learning and promote successful student outcomes. The STP shall remain a "living document" that is reviewed and updated regularly and used as an assessment guide for current and future technology needs at the colleges and within the district.

With the amount of technology information rapidly changing, RSCCD recognizes the importance technology plays in the lives of students and employees. Because information and communications technologies serve as the basis for influencing how people work, learn, communicate and do business, RSCCD is constantly evaluating and strategizing cost-effective ways to meet the technology expectations and demands of the students and workforce while being mindful of the budget.

The purpose of the STP is to serve as a benchmark for information and communication technologies currently being used throughout the district. This benchmark will be used to establish technology guidelines, standards and policies that will help guide the DOC, SAC, SCC and the college's non-credit educational centers, Centennial Education Center (CEC) and Orange Education Center (OEC), in response to the future technological needs of their faculty, staff and students. The plan, however, remains flexible to accommodate rapidly evolving technology and funding issues that may face the colleges and/or district.

The STP also includes administrative procedures and recommendations that need to be followed in order for the colleges and district to maintain the students and employees expectations for technology. These procedures and recommendations outline the budgetary requirements necessary to maintain currency in technology and infrastructure. The plan includes future staffing needs that require consideration to support the colleges' growth in technology.

The STP is designed to support the colleges and their educational plans, maintain the accreditation standard III. C. Technology Resources defined by the Accrediting Commission for Community and Junior Colleges (ACCJC). In summary, the STP demonstrates how technology impacts our students, how technology is used in the classroom, how technology helps students achieve their educational goal, and how technology keeps RSCCD on a competitive edge.

## **II. Planning Elements**

### **A. Technology Advisory Group (TAG)**

In fall 2007, RSCCD established a district Technology Advisory Group (TAG) that meets once a month to discuss ideas, evaluate solutions, and make recommendations related to the information and communication technologies used within the district.

Members of TAG include administrators, faculty and classified staff from both colleges and the district offices who are immersed in the implementation of technology or oversee technology functions as a part of their regular job. The current committee members include:

District Office	Santa Ana College	Santiago Canyon College
Sylvia LeTourneau *	Faculty – George Sweeney*	Faculty – Lana Wong*
Curt Childress	Faculty – Cherylee Kushida	Faculty – Scott James
Nick Quach	Administration – Linda Rose	Administration – Corine Doughty
Dean Hopkins	Classified – Joe Pacino	Classified – Vacant
Classified—Vacant	Continuing Ed. – Christine Kosko	Continuing Ed.– Jolene Shields
Alternate – Phil Lyle	Alternate – Alan Dooley	Alternate – Sergio Rodriguez

\*Co-Chairs

### **TAG Vision**

*To advance the operational efficiency and optimize student learning through technology.*

### **TAG Mission**

*To support district and college associated committees, groups and departments by coordinating technology requests, supporting the development of technology policies and procedures, and promoting student learning through technology.*

Any technology recommendation or decision made by TAG is forwarded to District Council for approval.

### **B. Information Technology Services (ITS) Structure**

RSCCD maintains a centralized and collaborative Information Technology Services (ITS) department led by the Assistant Vice Chancellor. One of the primary missions of ITS, is to provide students and employees with quality technology services and systems that foster learning, productivity and collaboration.

The majority of ITS systems and services are centrally run from the DOC, but the department provides technical services and staffing to SAC, SCC and all of the educational centers and training sites within the district. ITS is responsible for operating and maintaining the physical infrastructure required computers, servers, and equipment to support the voice and data network. ITS also oversees the core business and communication systems that include email, telephone, student information, financial, and human resources, reporting and related software. Finally, ITS oversees the core functions of our public and private facing websites.

The department is divided into four areas, which include Application Systems, Network Administration and Academic Support departments at SAC and SCC. Below is a list of services and responsibilities provided district wide by the individual ITS departments:

#### **Application Systems**

- Provide technical support for network and campus technicians as necessary to resolve problems
- Monitor the performance of systems, services and processes to maintain system stability
- Develop, document and implement standards and procedures related to application administration
- Act as technical liaison between campus and district departments for evaluating technology solutions based on strategic initiatives and needs
- Provide project implementation and post-implementation support for applications and enhancements to existing systems



- Manage Enterprise Resource Planning (ERP) System modules, upgrades and requirements
- Evaluate and integrate third party vendor functionality into ERP
- Provide State and Federal reporting systems and services
- Maintain multiple data warehouses for reporting and analytical needs including the Institutional Research data warehouse

### **Web Development**

- Manage and integrate Enterprise Web Content Management System (ECM)
- Coordinate Web Content Management System upgrades
- Support the needs for web application development on public and employee-only websites
- Coordinate institutional district websites branding and functionality implementation
- Deliver interactive web design prototype services for Intranet and public websites
- Provide ECM support for enterprise wide web solutions
- Conduct Web Content Management System training sessions for web publishers
- Provide web content layout and functionality planning services
- Maintain supporting services for all District Economic Development websites

### **Network Administration**

- Host and maintain application servers
- Host and maintain enterprise storage systems
- Design, implement and maintain network and infrastructure equipment
- Develop strategies to manage network growth and internet bandwidth usage
- Develop mechanisms that provide a safe and reliable network (*e.g.* firewalls, antivirus, intrusion systems)
- Perform backups of enterprise data
- Maintain telecommunication system
- Maintain physical cable plant
- Support video surveillance
- Maintain wireless network

### **Academic Support**

- Develop effective system in deploying, maintaining and monitoring classroom equipment and software
- Provide site-licensed operating system and business application software
- Install instructional software and equipment for faculty
- Provide technical expertise of hardware/software specifications to colleges that meet district standards and instructional requirements
- Develop system and maintain instructional inventory of hardware and software
- Provide technical assistance to faculty, staff, and students on an as-needed basis
- Procure and maintain college computers and printers
- Collaborate with Media Systems department to support classrooms

### **C. Guiding Principles for Technology**

If RSCCD is to be successful in implementing its vision of technology and accomplishing its strategic goals, it is important for TAG to create a list of guiding principles that will define and direct the criteria for decision making in regards to purchasing and using information technology.

Below is a list of TAG's guiding principles:

- Our colleges strive to provide leadership in technology for the communities they serve.
- Students and the community deserve the best technology that is available.
- Technology can enhance RSCCD's ability to provide multiple modes of access and a consistent delivery of all services.
- Continuous assessment of technology services is vital for ongoing improvement.
- Critical district wide services/data must be standards-based, reliable and secure.
- Ease-of-use must be a factor in selecting and implementing new technology.
- Intra-district communication is a mission-critical element.
- Technology planning must be a major factor in local and district wide funding decisions.
- Funding for the development and upgrading of infrastructure must be considered in the budgeting process.
- ITS provides a district wide coordinating function.
- The integrity of data must be assured and safeguarded.
- Staffing should increase in proportion to the implementation and application needs of technology.

#### **D. Assumptions**

A primary reason that TAG has developed the STP is to insure that RSCCD looks to the future and develops progressive learning and working environments for its students and employees in order to foster positive student learning outcomes through the use of technology. Below is a list of planning assumptions developed based upon the input provided by members of TAG. The assumptions include the current internal and external environmental factors that affect the development and implementation of the STP.

#### **Student Assumptions:**

- Students need access to resources and services at any time from any location.
- Student expectations and skills vary widely but are generally increasing.
- All electronic instructional materials and services meet or exceed Americans with Disabilities Act accessibility guidelines.
- Technology supports successful instruction.
- Technology is similar to and at relative parity with other local colleges.

#### **Employee Assumptions:**

- Faculty members expect current technology to support and enhance instruction.
- Technology requires more specialized staffing.
- Technology requires continuous employee training.
- Technology redefines work culture and environment.
- Staff development and communication is dependent on technology.

#### **Support Assumptions:**

- District wide technology cooperation will become increasingly critical.
- The demand for *general* technology support and adaptive technology support will continue to increase.
- Assess technology to assure the Americans with Disabilities (ADA) Act Standards are being met.
- Continually evaluate technology to improve and streamline business processes.
- Meet the growing demand for emerging technologies.
- Employ the most highly qualified technical support staff possible.

**Resource Assumptions:**

- The need for technology will always be greater than the resources provided.
- Due to the extreme budget crisis, the funds allocated for technology enhancements may be reduced.
- Federal stimulus money may be available for infrastructure updates and expansion.
- In order to make the most effective use of resources, a coordinated plan (like the STP) is needed for the design, deployment and use of technology.

**General Assumptions:**

- Demand for electronic access and communication will increase.
- Technology-related costs will continue to increase.
- A balance between a secure and service-oriented environment will be provided.
- Security will become more important for data integrity.
- Continuous updates in infrastructure, hardware and software will be provided.
- Reliance on the internet to accomplish essential functions will increase.
- Our electronic communication includes email, internet, intranet, mobile phones, PDAs, telephone conferencing, videoconferencing, wireless and remote access.
- New and easy-to-use technology will be implemented for all employees.

**E. Assessment of Technology**

Incorporating an assessment process into the STP fosters a more collaborative environment between the district and the colleges, creating an atmosphere where new technology and ideas can be presented and discussed. The results of technology sharing will continually help TAG develop a centralized process for managing innovation, implementing new ideas in technology, and evaluating its current technology standards.

A key component of the plan is imbedding a mechanism to evaluate and assess its purpose. On a regular basis, information is gathered through our research department, surveys, focus groups, managerial reviews, professional observations, program reviews, faculty/department advisory groups, and planning portfolios to help TAG evaluate and prioritize the technology needs of the district and colleges in order to allocate resources appropriately, better serving students and employees.

**F. Resource Planning and Obsolescence**

The development of technology standards and a centralized planning process allows TAG to be mindful of its budgets for future technology. With the regular assessment of technology incorporated into the STP, TAG plans and develops yearly timelines to coordinate the replacement and reallocation of computers, software, and hardware that have become obsolete.

**III. Standards**

Creating technology standards allows the district to consolidate and streamline business processes, leverage its buying power, and provide better support and training. The district recognizes the importance of allowing flexibility to create collaborative environments among its faculty and staff to explore new technologies that could benefit departments, programs, colleges or the district as a whole.

**A. Network Infrastructure**

One of the biggest challenges an educational institution faces is managing and maintaining its IT network infrastructure. The challenge also holds true for RSCCD, where demands, both internal and external,

continue to increase as more administrative functions and business processes are automated or web-based. A secure, reliable, 24/7 connection to the district network and internet is a necessity. It is also important for the network infrastructure to be designed in a way that allows for scalability and growth. The District is mindful of its resources and continues to look for ways to maintain its network resources in a responsible manner, and it adopts proven technology rather than base its infrastructure on the latest fad.

RSCCD's network infrastructure is based on Brocade & Cisco equipment which manages the network traffic between the district operations center, colleges, and educational centers over a fiber backbone. An industry-accepted network management tool monitors RSCCD's equipment health, including traffic collisions, hardware outages, and application failures.

RSCCD's connection to the World Wide Web (WWW) is provided by the Corporation for Educational Network Initiatives in California (CENIC), which provides network connectivity to educational campuses statewide.

RSCCD uses a "Single Sign On" strategy, using its existing Active Directory (AD) system for authentication for employee only services, such as for email. Services for students, like Blackboard and WebAdvisor, use the Lightweight Directory Access Protocol (LDAP) system.

The District provides wireless for faculty, staff, and students at all locations based on Aruba technology. The wireless network currently provides a secure connection to faculty, staff, students and other guests in most areas. Accessibility to a secure wireless connection will continue to expand into additional areas as needs arise.

Centralized services provided by the Network team within ITS include:

*Email:* The email infrastructure is based on Microsoft Exchange 2003 which resides on a cluster of servers running Windows 2003. By Spring 2014, the District will migrate to Microsoft Exchange 2010. This system currently supports full-time faculty, staff and part-time instructors, which is approximately 4,000 accounts. Gateway servers are also maintained to ward off spam and viruses.

*Remote Access:* The District provides remote access through dedicated remote access appliances which provide a secure tunnel from the end-user to the district. With remote access, an employee gains secure access to email and private directories.

*Virtualization:* The District has adopted a "virtualization first" approach for all new server systems, and has committed to reducing physical servers to a minimal level by the end of 2015. Virtualization saves power and space, while providing flexibility to meet users' demands. The District has also committed to evaluating the role of virtual desktop technology with an initial pilot in Summer 2014.

*Video Surveillance:* The District manages and maintains the deployment of 600 video surveillance cameras at various key locations. ITS works in conjunction with District Safety to ensure the proper location & function of these cameras. Currently requiring over 500TB of data storage, the ongoing maintenance and growth of this key system will continue to be a focus for the District in the coming years.

*Centralized Storage:* The District's centralized storage solution is comprised of both storage area network (SAN) and network attached storage (NAS) solutions. As the systems grow, ITS evaluates which systems fit best on either the SAN or NAS in order to centralize storage and backup.

*Antivirus/Spyware:* The antivirus and firewall product Symantec End Point is leveled at centrally managed environments to protect servers and workstations. ITS uses an antivirus server that monitors client workstations for threats and notifies the network team of viruses to be eliminated. If a serious threat arises, ITS has the ability to take immediate action to shut down individual work stations to prevent further infection.

*Telecommunications:* In summer 2009, RSCCD implemented a new Voice over Internet Protocol (VOIP) system from CISCO. Their product, Cisco Unified Communications Manager (CUCM) is an enterprise-class IP telephone call processing system that provides traditional telephony features, as well as advance capabilities, such as mobility, presence, preference, and rich conferencing services. The new system replaced the old PBX and Centrex systems, reducing monthly costs.

Planned expenses to support the core services include replacing hardware and software on a regular basis and provide for planned growth (e.g. increased centralized storage).

At a minimum, the supporting electronics are on the following replacement cycle:

<b>Equipment Type</b>	<b>Replacement Cycle</b>
Core/Backbone	8 years
IDF	5 years
Switches	Replaced when no longer able to repair
Wireless	5 years (hardware), 3 years (software)
SAN/NAS	6 years plus growth
Physical layer—Project based	15 years minimum
Call Manager	5 years (hardware), 3 years (software)
Virtual Servers	4 years

## **B. Edge Devices**

A big challenge faced by Educational Institutions is managing the “edge” equipment such as computers, printers, and recently, tablets and smart phones. It is a common assumption that computers at work should function as they do in an employee or student’s home. However, the home environment does not require the same sophisticated security authentication and hacking prevention of the RSCCD network. Also, in a home environment, individuals have the freedom and flexibility to experiment with personal hardware and software without significant risk to other linked users on the network. For example, ITS prevents individuals from downloading software on their PC because of the potential for virus or security breaches.

Standards in this area do assist in providing the optimal support for a large majority of business and teaching functions. Replacement of these edge devices is increasingly important in order to keep up with the expectations of faculty and staff, as well as the increased needs of business processes. While the deployment and software support is provided by ITS, funding the equipment replacement is the responsibility of the college. These costs are outlined in Appendix C.

Edge devices supported by our two locations based Academic Computing Support departments include:

Computers: Generally a computer user falls into one of two types: Typical or High-end. The standard desktop computer is determined by the ITS department and satisfies the needs of a typical user. High-end users generally require more processing power and/or memory to handle either graphic or computational

requirements. Curriculum developed for a graphic artist or engineering would also require high-end computers.

Establishing life cycles for technology helps the district to determine what equipment is obsolete or nearing the end of its service life, thus requiring its replacement, and enables the college to predict costs and use funds more efficiently. It is recommended that Typical computers are replaced every five years and High-end computers are replaced every four years.

Tablets: For the last few years, there has been a significant increase in requests by academic and administrative users for tablets connecting to our wireless network. Apple iPads are predominantly being used by the district and college administrators. However, the use of Android and Windows 8 tablets is increasing at a steady pace. TAG developed guidelines for purchasing tablets and applications.

Printers: The useful life of printers has decreased for several reasons. The initial purchase price has decreased as many of them consist of more plastic material than in the past. With the cost of repair service increasing as well as replacement parts, fewer printers are being serviced and more are being replaced.

<b>Equipment Type</b>	<b>Replacement Cycle</b>
Typical Computer	5 years
High-end Computer	4 years
Printers	5 years
Tablets	Discretion of the Department

### **C. Media Systems**

Media Systems provides support of Audio Visual (AV) equipment. This includes checkout of equipment, such as digital cameras, laptops, portable projectors and other related AV equipment. Upon request, they may deliver and/or setup up equipment for classrooms instruction and special events. They provide requirements for classroom mediation and work with vendors to install equipment.

Media Services and Academic Support work together to assess the classroom needs before purchases of media equipment. During installation, they continue to work together, to ensure all components operate correctly.

The following items are considered and discussed when mediating a district facility or classroom:

- Functionality
- Future capability
- Current equipment
- Room layout
- Lighting
- Sound
- Electrical outlets—ceiling and wall or floor
- Network Access, including wireless
- Latest technology format is now the standard default ratio of 4:3 display
- Digital switching allowing the equipment performance to be managed, and maintained from a server with access from any computer on campus
- Apple TV device for wirelessly projecting from iPad

While the majority of the SAC and SCC classrooms are mediated, the district is continually working toward complete mediation of all classrooms on the college campuses. Mediation has become an important element in the faculty's teaching practices, and the colleges have recognized the importance of classroom mediation. Therefore, media needs will be identified and subsequent installation required, consisting of a network jack, a projector placement and an instructor station, in all future classroom building construction.

<b>Equipment Type</b>	<b>Replacement Cycle</b>
Projectors	6 Years

#### **D. Software**

Most employee computers run on the Windows operating system and feature the Microsoft Office Suite, which includes Excel, Word, PowerPoint and Outlook, for daily computing needs since it is the most widely used set of programs in business and industry and considered the de-facto standard. Outlook is used for district email, professional contact information, and managing one's calendar and task list. Every user's Outlook is configured to connect with the back end server (Exchange) that stores users' data. The server is backed up routinely, and staff can access their data from anywhere using the district's remote access (remote.rscdd.edu).

The two academic support staffs in conjunction with the network staff have agreed on a core set of software in order to minimize any configuration collisions. The core software is funded by ITS, and as updates are released, the academic support staff, with input from the colleges and coordination with the network staff, develop a plan to install the latest versions. Essentially, the updating process consists of three factors: First, if the curriculum demands the newest version, then academic labs and their associated faculty will receive the updated software. Second, the newest software versions will be the standard on all new computers. Finally, faculty and staff needs will be evaluated to determine if their computers need the updated software.

A summary of the "core" set of software programs as defined by the colleges' Academic Support Directors and the Networking Director are:

- Operating System: 32-bit and 64-bit
- Microsoft Office Suite
- Browsers: Internet Explorer, Mozilla Firefox, and Google Chrome
- Plug-ins: Adobe Reader, Flash Player, Microsoft Silverlight, Apple Quick Time Player, and Windows Media Player
- System Utilities

Each college academic departments purchase necessary licenses for specialized software outside the core standard software. Academic Support will install the software on the computers.

Although the Windows operating system is installed on the majority of computers district wide, ITS supports Macintosh computers used for specific work or academic environments, such as publishing and professional video production. It is appropriate for students interested in these professional fields to learn the Macintosh operating system and its applications in order to prepare for successful careers.

#### **IV. Technology and Instruction**

In regards to the changing technology and the gap in faculty knowledge of these new technologies, the colleges and ITS frequently receive requests to purchase or provide technology/software so that faculty can enhance instruction. Some of the requested technologies have stabilized, some are older technologies not worthy of support, and some are so new they need to be researched. TAG has the responsibility to address these issues to promote appropriate technology in the classroom and online instruction. ITS is committed to support and promote the technologies researched and recommended by TAG.

Under the direction of the colleges' Offices of Distance Education, ITS supports the Blackboard system. However, TAG and ITS recognize and respect that the curriculum developed using these technologies are solely managed by the colleges.

Santa Ana College and Santiago Canyon College are in agreement that faculty at both campuses require instructional and on-going assistance with Blackboard and Distance Education best practices. The administration of course creation, enrollment, assessment and problem resolution in Blackboard can be extensive and requires continual staffing for immediate support of students/faculty. As a classroom that is "open" to students at any time, day or night, the support of faculty and students is a primary concern to both ITS, for hardware, network and Blackboard application support, and the colleges for support of student/faculty training, account access and specific course support.

From the colleges' perspective, the ideal Distance Education Program would be one that allows the colleges to remain competitive among other educational institutions and allows them to meet student educational needs and expectations, knowing what currently works at the respective campus sites. To remain competitive and to more effectively educate students, e.g., improving student success and eliminating barriers to entry or academic completion, each college would require an Instructional Design Center of which Distance Education would be a component.

Ultimately, the colleges would like an Instructional Design Center that includes the following functions: Director of Instructional Technology, Instructional Designer, ITS Liaison, Accessibility Expert (Americans with Disabilities Act), Media Expert, Web Designer, Trainer, Help Desk staff and Programmer. The center would require a facility on each campus as a one-stop location providing for a faculty training room, audio and video recording rooms, and equipment checkout and storage area.

As an ultimate solution to assist faculty in providing best practices in the classroom, the Instructional Design Center would provide a one-stop location for all faculty whether their course be online, hybrid, or face-to-face. It has been the experience of the colleges that campus-based, drop-in training and support best serves the faculty. Thus, an Instructional Design Center is required at each college. Technology is used throughout the curriculum of each college and it is necessary for faculty to have the training, assistance, and tools ready for utilization.

#### **V. ERP Systems**

According to the California Community Colleges Technology III plan, "Enterprise Resource Planning (ERP) systems integrate, or attempt to integrate, all data and processes of an organization into a unified system. A typical ERP system will use multiple components of computer software and hardware to achieve the integration." This has proven true at RSCCD in that we have several software and hardware systems that comprise our ERP.

One difficulty in supporting the core business processes is balancing the requests with resources in a transparent manner. Therefore, in 2012, ITS began meeting with the college vice presidents to discuss



projects that are resource intensive, provide information related to these projects, develop customizations to meet all colleges requests, and finally to gain information to better prioritize the projects.

**Datatel**—Fully integrated solutions for Admissions and Records, Financial Aid, Financials, and Human Resources. These solutions leverage the same comprehensive data to maximize departmental efficiencies by improving departmental workflows, business processes, productivity, and efficiency across the entire district. Datatel is comprised of several Unix and Windows servers, providing “near” 24/7 access via the WebAdvisor product.

**Blackboard**—Designed to meet the needs of both students and faculty to work inside and outside the classroom in ways that make sense to learning. The Blackboard solution is used for our online curriculum, hybrid sections, and as supplemental to the traditional “brick-and-mortar” classes. The district has chosen to have Blackboard host this solution. Information is ported from Datatel to the Blackboard system.

**OCDE**—Orange County Department of Education (OCDE) houses our payroll system which includes entering position and related pay for employees, tracking leave accrual and usage, and tracking timesheet hours.

**CurricuNet**—Designed to automate the entire process of submitting course and program proposals to the State Chancellor’s Office via the web, providing a streamlined process for a cumbersome process. Once course descriptions are approved by the State, they are then entered into Datatel. CurricuNet holds the history while Datatel holds the current descriptions.

**CCC Apply**—Our online application solution was product developed by XAP Corporation with the support of the State Chancellor’s Office and used by many of the California Community Colleges. Datatel has an integration solution to import the data into Datatel.

**Voyager**—Both Santa Ana College and Santiago Canyon College use the Voyager Integrated Library System. This system is based on open architecture to serve today’s academic and research needs.

**Perceptive Software**—Document imaging, document management, and workflow for the thousands of documents that make up a student’s career at our colleges or to simply process an invoice for payment.

**Astra Schedule**—An interactive scheduling system that assists coordination of academic, event, and resource scheduling functions.

**CI Track**—An attendance tracking system to track the time students spend in open-entry/open-exit labs, tutoring centers, fitness centers, and Math labs, English labs, and computer labs.

These solutions contain the mission critical data for the entire district, therefore it is imperative that both the software and hardware are up-to-date, tested, and patched, and that the hardware is budgeted to rely on growth and upgrades.

With the implementation of Datatel, a committee of individuals from key departments was formed to test patches to these systems. With the software so tightly integrated, if a patch was not tested, the error will have a rippling effect, traveling through all the systems. Patches are loaded into a test environment on a monthly basis. This team tests patches and gives the approval to move patches into the production environment. This process is scheduled to occur monthly so the district does not fall behind on patches.

When there are patches to the operating system these solutions run on, they are first certified by the vendor. For example, if Oracle or HP updates their software, Datatel will first certify that their software has been tested on the new platform, then ITS will ask the committee to perform its tests. Once the committee is satisfied and has given ITS approval, the new operating system patches are moved into the production environment.

## **VI. Web Presence**

The institutional websites for the district are composed of three sites completely dedicated to prospective, current, and former students/employees, as well as the community at large. One institutional website is internal and providing online services for employees only. All of these four sites are hosted and maintained in district servers.

### **External Institutional Sites:**

Each of the colleges owns and maintains individual websites that facilitate many of the services available to the students, faculty, and the community. Santa Ana College maintains its web presence in [www.sac.edu](http://www.sac.edu) and Santiago Canyon College at [www.sccollege.edu](http://www.sccollege.edu). Each of the colleges established a web committee that serves as a steering group to oversee the web site functionality, content, and look and feel, as well a web content management(WCM) engine upgrades. Each web committee made up of all college constituencies provides recommendations and decisions from regularly scheduled meetings to the rest of the colleges shared governance structure. The web committee for each college serves also as the main liaison between web content publishers and ITS department. Most of the district office services are publicized in the [www.rscdd.edu](http://www.rscdd.edu) site. Unlike the colleges, the district website functionality, look and feel, and content is overseen by cabinet members, managers, and a representative group of departmental web publishers. This group comes together into scheduled meetings when is time to make major website changes to collaborate with Public Affairs/Governmental Relations and ITS departments.

Each of the institutional websites reflect their individuality, and approach to appeal and serve the needs of constituents for their own service areas. In addition, the main purpose of the websites is to facilitate college information and services online such as:

- College application
- Class registration
- Operation Hours
- Academic Programs information
- Financial Aid information
- Employment information

Now that all sites are running on SharePoint 2010 web content management engine, the next challenge to overcome for the three public websites is to exploit integrating publishing tools, apply branding deployment functionality, and extend accessibility to mobile devices. Facilitating website access to the growing number trend of mobile users is an important goal to remain competitive in the student outreach and retention arena.

### **Intranets**

The district also has one other institutional website dedicated to communicate with employees addressing district operations and services that lend themselves for a safe and secure online environment. Such as report viewing, form sharing, online counseling tool, training materials, etc. The employee Intranet

website address is <https://intranet.rscdd.edu>. The site is accessible to employees only via a secure authentication method similar to the industry standard used to process online monetary transactions. The next challenge is to provide employees the ability to maintain their own individual work site within the Intranet environment. The site will allow them to store and selectively share documents/information relevant to their assigned duties with other co-workers or departments. Similarly, there is the challenge to persuade individual departments, divisions, committees, and task force groups to take advantage of the benefits of using collaboration sites. These collaborative sites foster cooperative work via an online environment, whether developing a report, planning a meeting schedule, or follow up on meeting action items. The flexibility of making available work in progress documents to a small group, as well as finalized reports to the entire employee population are additional benefit examples.

The next biggest challenge of all is the planning, design, and implementation of a student/employee web portal. A web portal will be the capstone to complementing block-building steps towards a single sign on. The tailoring of the main system of records and its satellite systems had been to work hand in hand with our employee directory services infrastructure. The single sign-on process will centralize a single access point for student or employees to applicable online services without having to redundantly login to the various systems. The implementation of the student/employee web portal is the culminating step to building the single sign-on process.

### **Niche Sites**

The district also hosts niche websites for several economic development and education programs affiliated with the district. These websites are typically .com or .org sites supported with various levels of district resources. At this time, there are no formalized style guides for these sites, but the district expects a certain level of professionalism. RSCCD has no formal governance over these websites, but works with department or program administrators when issues arise. Support of these websites is based on availability of staff. These sites include:

Corporate Training Institute ([www.cti4success.org](http://www.cti4success.org))  
Digital Media Center ([www.dmc-works.com](http://www.dmc-works.com))  
Orange County Small Business Development Center ([www.ocsbdc.org](http://www.ocsbdc.org))  
Santa Ana College Art ([www.sac.edu/art](http://www.sac.edu/art))  
Santa Ana College Dance ([www.sac.edu/dance](http://www.sac.edu/dance))  
Santa Ana College Fine & Performing Arts ([www.sac.edu/fpa](http://www.sac.edu/fpa))  
Santa Ana College Journalism ([www.sac.edu/journalism](http://www.sac.edu/journalism))  
Santa Ana College Music ([www.sac.edu/music](http://www.sac.edu/music))  
Santa Ana College Speech ([www.sac.edu/speech](http://www.sac.edu/speech))  
Santa Ana College Theatre ([www.sac.edu/theatre](http://www.sac.edu/theatre))  
Santa Ana College TV/Video ([sactv.sac.edu](http://sactv.sac.edu))  
Soldiers to Scholars ([www.soldiers2scholars.org](http://www.soldiers2scholars.org))

## **VII. Training & Support**

The TAG committee, along with the college Technology Advisory Committees, faculty, and staff have identified a critical deficiency within RSCCD in the availability of training and support. TAG has focused on the two major shortfalls within the district: Academic Training & Support and Operational Training & Support.

Training & Support is vital to the professional growth of faculty and provides a vehicle for faculty to become proficient with technology to enrich the students' classroom and virtual classroom experiences. TAG also embraces the idea of a "learning community" where more technologically savvy faculty can

mentor those that are struggling with the new educational tools, in addition to providing an online forum for faculty to post questions and receive suggestions and answers from their peers. Operational training and support is vital to the operational functionality and efficiency of the entire district.

Currently RSCCD has no formal training available for faculty or staff. The onus is on the employee to learn to use the technology with very few resources available. Therefore, based on these findings, TAG recommends that training and support be made a priority.

To capitalize on technology, the TAG committee recommended the transition to a centralized Help Desk, and is supporting a Trainer. The centralization of the Help Desk to a full service "Service Desk" has provided end users with a single point of contact, a standardization of service with more efficient and timely resolutions. Centralization has allowed the District to provide extended service hours while reducing the operating cost of the Help Desk. A service desk environment would allow for self-help, documentation and training for support products and processes throughout the district. By using a tiered approach, the proper technician can be assigned without general disruption of other services. The Service Desk would provide tiered support and escalation options as needed to provide the end user with high quality, consistent service and timely problem resolution while promoting a uniform and structured staff response.

The Trainer would provide faculty and staff training on district-wide technology such as Email, Remote, Intranet, Outlook, Datatel, and the Report Repository. Working in conjunction with the Service Desk to identify training deficiencies within the district and employee education opportunities, the trainer would develop curriculum to help district employees learn the intricacies of the technology and how to use the technology to its fullest capability. By providing a District Technology Trainer, employees would have the opportunity for individualized learning experiences and solutions, as well as standardized instruction in the technology that is utilized in the daily operations of the district. By maximizing the use of the available technology, employees can better and more efficiently serve the student population that they support, making their daily tasks easier to accomplish.

# 2014-2016 Appendix

# Appendix A

## **Appendix A—Summary of Achievements and Highlights**

The following is a summary of the technical achievements from 2012-2014 and highlights for 2014-2016. This summary includes the major technological accomplishments and technology projects that are planned or in progress in the areas of instructional technology and district-wide technology. In addition, a projected Strategic Technology Plan cost summary, and summary of software and hardware maintenance costs are included.

### **Achievements**

#### *Instructional Technology:*

- Purchased district-wide license for Turn-It-In

#### *TAG / District Office:*

- Video surveillance system
- Upgraded wireless network
- Converted Wide Area network to fiber, with an annual savings of \$250,000
- Converted Colleague to SQL
- Completed Same Sign-on
- Upgraded sac.edu, rscdd.edu, and the employee intranet
- Implemented Electronic Absence Forms
- Converted the District to OpenCCCApply Common College Application
- Upgraded Ecommerce software to comply with PCI regulations
- Creating large scale audit report for MIS and 320/321 reporting
- Created new Data Warehouse for Institutional Research

### **Highlights for the next two years**

#### *Instructional Technology:*

- Work with colleges on replacement plan for instructional equipment
- Participate in the Adobe ETLA site license program
- Desktop Virtualization Project

#### *TAG / District Office:*

- Upgrade SCC.edu
- Implement new enterprise backup solution
- Implementation of new WebHelpDesk interface for ITS and end-users
- Upgrade email system
- Student Success Act Compliance Enhancements: Degree Audit & Student Educational Planning
- DSPS, EOPS and Veteran's Affairs brought into Ellucian Colleague
- Admissions & Records ImageNow deployment to replace Laserfiche
- Cynosure Online Orientation deployment for SAC & SCC
- Online Continuing Education Application & WebAdvisor registration
- OpenCCCApply BOG Application conversion
- Scannable Student Evaluation Form software and scanner deployment
- Conversion to Colleague WebUI from desktop client
- ITS Data Warehouse creation for analytical reporting and trending.
- ARGOS Reporting software implementation
- Enrollment Management Tool (EMT) 2.0 creation

**2014-2016 Strategic Technology Plan Cost Summary**

	Budget 14/15	Budget 15/16	Budget 16/17	Budget 17/18	Budget 18/19	
	One Time	Ongoing	One Time	Ongoing	One Time	Ongoing
Appendix A--Software and Hardware Maintenance						
Software and Application Maintenance		956,765		1,115,706		1,332,286
Network and Communications Maintenance		659,300	1,021,295	790,517	1,219,085	1,148,495
Section Total		1,616,065	1,743,229	1,906,223	2,267,939	2,480,781
Appendix C--ITS Position						
Training Director		150,000		150,000		150,000
Trainer		100,000		100,000		100,000
Section Total		250,000		250,000		250,000
Appendix E--Academic Equipment Replacement						
Santa Ana College	623,700			623,700		623,700
Santa Ana College Continuing Education	151,000			151,000		151,000
Santiago Canyon College	439,200			439,200		439,200
Santiago Canyon College Continuing Education	179,200			179,200		179,200
District Office	54,600			54,600		54,600
Section Total	1,447,700			1,447,700		1,447,700
Appendix F--Network and Communications						
	1,028,980			1,028,980		1,028,980
Section Total	1,028,980			1,028,980		1,028,980
<b>Grand Total</b>	<b>2,476,680</b>	<b>1,866,065</b>	<b>2,476,680</b>	<b>2,156,223</b>	<b>2,476,680</b>	<b>2,730,781</b>



Software and Hardware Maintenance--Fixed Cost							14/15	15/16	16/17	17/18	18/19
						Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	
<b>A. Software and Application Maintenance</b>											
	Datatel	Student Information System				365,565	400,294	438,322	479,962	525,559	
	Datatel 3rd Party	Third party Tools				30,000	32,850	35,971	39,388	43,130	
	Datatel	Solution Center				10,000	10,000	10,000	10,000	10,000	
	Blackboard	Instructional Course Management Software				250,000	250,000	273,750	299,756	328,233	
	NBC Learn	NBC Learn				8,000	8,760	9,592	10,503	11,501	
	Site Improve	Website				10,000	10,950	11,990	13,129	14,377	
	Paradigm	Turn-it-in				51,000	55,845	61,150	66,960	73,321	
	Perceptive Software	Document Management System				32,000	35,040	38,369	42,014	46,005	
	Ad Astra	Section Scheduling				17,500	17,500	17,500	17,500	17,500	
	Evisions	Form General tool used with Datatel				2,200	2,409	2,638	2,888	3,163	
	ECS Imaging	Document Scanning System for Admissions				12,000	13,140	14,388	15,755	17,252	
	College Source	Catalink				1,000	1,095	1,199	1,313	1,438	
	IBM	SPSS				2,000	2,190	2,398	2,626	2,875	
	Sector Point	Web Content Management System				132,000	144,540	158,271	173,307	189,771	
	Curricunet	Curriculum Management Software--Maintenance				30,000	32,850	35,971	39,388	43,130	
	CI Solutions	Attendance Solution for Datatel				3,500	3,833	4,197	4,595	5,032	
	<b>Total Software and Application Maintenance</b>					<b>956,765</b>	<b>1,021,295</b>	<b>1,115,706</b>	<b>1,219,085</b>	<b>1,332,286</b>	
<b>B. Network and Communications Maintenance</b>											
	CISCO	Phone System/IronPort				100,000	109,500	119,903	131,293	143,786	
	Brocade	Network Equipment				0	60,000	65,700	71,942	78,776	
	Gruber	Powerware (UPS) Maintenance--SCC, DO, OEC, & DMC				15,000	16,425	17,985	19,694	21,565	
	Veramark	Phone System Activity Reporting Tool				3,000	15,000	16,425	17,985	19,694	
	Datalink	Symantic Evault				50,000	54,750	59,951	65,647	71,883	
	DataClean	NOC Maintenance				4,000	4,380	4,796	5,252	5,751	
	KLIM Air	NOC Airconditioning Maintenance				4,000	4,380	4,796	5,252	5,751	
	Dell	Compellent SAN, Kace Management				50,000	54,750	59,951	65,647	71,883	
	Ecora	Enterprise Auditor Pro				16,000	17,000	0	0	0	
	Servlet Exec	Web Application Server				2,000	2,190	2,398	2,626	2,875	
	Juniper	Remote Access Solution				5,000	5,475	5,995	6,565	7,188	
	Solarwinds	Network Performance Monitor				14,000	15,330	16,786	18,381	20,127	
	InCommon	Web Secure Socket Layer Certificates				8,000	8,000	8,000	8,760	9,592	
	SHI	VMWare/Symantic Anti Virus				60,000	65,700	71,942	78,776	86,260	
	Comm Solutions	Aruba Wireless				50,000	54,750	59,951	65,647	71,883	
	Microsoft Campus Agreement	Microsoft Software License				150,000	164,250	179,854	196,940	215,649	
	Palo Alto	Firewall				70,000	76,650	83,932	91,905	100,636	
	EMC	Avamar/Data Domain Backups				0	120,000	120,000	120,000	131,400	
	Singlewire	Emergency Alert System--Berbee				13,300	14,564	15,947	17,462	19,121	
	Video Surveillance - Software	ONSSI Software License				30,000	32,850	35,971	39,388	43,130	
	Video Surveillance - Physical	Camera Cleaning / Adjustments				15,000	16,425	17,985	19,694	21,565	
	<b>Total Server and Network Systems Maintenance</b>					<b>659,300</b>	<b>721,934</b>	<b>790,517</b>	<b>1,048,854</b>	<b>1,148,495</b>	
<b>Grand Total</b>						<b>1,616,065</b>	<b>1,743,229</b>	<b>1,906,223</b>	<b>2,267,939</b>	<b>2,480,781</b>	

# Appendix B

## **Appendix B—Instructional Technology**

### **Santa Ana College**

The use of In-class technological tools has been especially helpful in integrating web-based technologies, such as Blackboard with classroom instruction. Blackboard has gained significant traction amongst the faculties of SAC and SCC. This traction has been facilitated by the ability to integrate at home use of the web with in class use of the web. For instance, instructors who utilize in class power points can upload those documents to Blackboard for students to reference later. This adds significant benefit for the students by bringing aspects of their classroom instruction into the home. Blackboard has also been used extensively by instructors to disseminate instructional videos for additional guidance in courses such as Math, English and the Sciences. With the advent of You-Tube and an ever increasing number of individuals creating informative and high quality web video, Blackboard's capabilities to post links to instructional video is being utilized to great effect.

The use of mobile and tablet technology amongst students and faculty has exploded. These easy to use and highly portable devices are beginning to make their way into the classroom with far greater regularity. Instructors are finding new ways to connect to their students and to our projection systems using these devices. For example, the Engage in STEM program has procured a set of Ipad's for training of faculty in the use of tablet technology for STEM teaching. Apple TV stations have been used to connect tablets and mobile technology to projection systems. In the coming years, the use of tablet technology is going to increase significantly because of its low cost, durability and high portability.

The Kaleidoscope grant and the use of Online Educational Resources (OER) and open-source educational resources present a challenge and a significant opportunity for the college. The use of open-source textbooks and computer systems can create a significant cost-savings for students as for many classes, the use of traditional textbooks may not be necessary. This also allows for a significant amount of flexibility for the instructor as they can mix and match assignments, lessons and supplementary texts to create the best possible curriculum. However, there are also challenges ahead for faculty as they determine the role of these open-source materials in classes and the effects and impacts on curriculum planning and decision-making. Santa Ana College Academic Senate has a taskforce that is investigating these issues and preparing to make recommendations to the administration regarding needs for the continued use and expansion of OER.

In the past two years, Santa Ana College has fully transitioned to Sharepoint for web design and the website. The transition has been fairly smooth and the faculty responsible for the website has been trained in its use. Over the past year, a redesign of the websites look and feel was carried out. The current website has been well-received by the faculty, staff and student body. In the coming year, the district will be investigating tools to keep the website free of errors and as professional as possible.

Technology heavy disciplines, including vocational technologies and the sciences, have been increasingly utilizing technologies that mimic or replicate actual hands-on industry activities. These pieces of electronics and machinery allow instructors to expand the work of school beyond the classroom and into the world of everyday practice. Employers are demanding that new employees have real world skills and are capable of problem solving in real world situations. These pieces of technology allow students the opportunity to gain valuable experience. For example, the Nursing Department is currently using high and mid-fidelity manikins and virtual intravenous simulators to help students develop hands-on skills. Automotive technology uses state of the art diagnostic equipment to aid future mechanics in working with increasing complex cars and trucks. And Engineering has been using CAD systems and computer programs that are industry standards to train students in drafting and dynamics.

Santa Ana College's Technology committee has reviewed the current state of SAC's technology and has made several recommendations for the future of our technology. Many of these recommendations are made with the express purpose of re-establishing SAC's computing and educational technology infrastructure to levels previous to the 2008 budget crunch and commiserate with a leading California Community College. Hence, these recommendations represent needs that extend beyond the classroom and into the fabric of SAC as a whole.

The first and most pressing need for educational technology is update the media systems and computers on the campus. This portion of the 2007-2012 technology plan was not accomplished and it has left a large hole in the overall campus infrastructure. In addition to this need, the various departments that support instructional technology, including but not limited to Educational Media Services, Media Systems and Distance Education need to be more fully supported. In particular, Media Systems and Educational Media services need to be funded at a level that will allow them to serve the needs of faculty at SAC and across the district.

A program of training for faculty in the use of our various technologies is also crucial to the best and widest use of our technology. The various departments that provide technological support need to be supported and organized in such a way as to maximize their effect across the campus. SACTAC has already made a recommendation for an associate dean of technology services. In order for the district to more fully utilize these technological opportunities, there needs to be greater amounts of training and education for faculty members in the use of these tools. As well, faculty needs to be instructed on how to design instruction that takes full advantage of our technological capabilities. Although the continued upgrade of equipment is necessary to maintain technology that is in working order, faculty and staff need to be instructed in the proper use of existing technology. Many of the capabilities of our existing technology remain untapped because either faculty does not have the proper education in their use or they lack the time to design curriculum and instruction that takes full advantage. In addition to education and instruction, planning on a wider scale needs to be undertaken to fully consider how the district might use these resources in an integrated manner.

### **Santiago Canyon College**

Santiago Canyon College (SCC) is committed to using technology to increase student success by removing barriers that limit access to learning, and is committed to using innovative technology that promotes learning, increases motivation, connects us as a community, and creates time for motivating exercises that allow students to apply, analyze, evaluate and create.

Several interventions have been made to promote the foundation of instructional technology at SCC. Now that some of the foundational pieces are in place the focus will shift from planning to implementing our vision for instructional technology. In the coming semesters our focus will be on training. Several initiatives have been identified and preparations for implementing these initiatives are in place.

Teaching high quality online classes is important to SCC. Online teachers need quality technology and instructional design support. Additionally, the rules and regulations and effective practices for online teaching are continually evolving. A major change in online education is introduction of the California Community College Virtual Campus. This Virtual Campus will allow SCC instructors to teach online courses, which are made available to students at any community college in the state. Students taking these courses will be awarded credit at their home institution. Conversely, teachers from other community colleges in the State will be offering online courses directly to students at SCC for credit at SCC. This concept is a brand new concept for the California Community Colleges and will create several changes in online education in the years to come. Like SCC, the California Virtual Campus values high quality instruction. To meet this goal both SCC and the California Virtual Campus will be requiring any online teachers to earn an online teacher certificate before teaching their first online class. To meet the demand

for training that the California Virtual Campus and online instructors have for training, SCC has begun an aggressive training program. First SCC will begin to offer an in-house online instructor certificate course beginning in 2014. This certificate program is based on the @One online certificate curriculum and has five classes to earn a certificate. The classes will be Introduction to Online Teaching and Learning, Designing Accessible Online Content, Introduction to Teaching with Blackboard, Designing Effective Online Assessments, and Building Online Community with Social Media. The second initiative that was implemented in the Fall of 2013 was to offer monthly instructional technology workshops that are offered on Friday mornings. These workshops will help to support our goal of promoting effective use of technology in the classroom for both online and face-to-face classes. The workshops are also designed to support our student service areas, helping them design ADA accessible content and extending their reach with instructional technology and social media.

SCC requires our online instructors to take an online teaching workshop annually to maintain distance education currency. Our initiative for 2014 is to promote Instructor Initiated Regular and Effective Contact. This requirement is arguably the most important concept in online teaching. Without proper Instructor Initiated Regular and Effective Contact and student-to-student contact, the course would be considered a correspondence course, rather than an online course. Online instructors need to keep current with respect to online effective practices and rules and regulations for online classes. This topic is extremely important in maintaining the quality of our online classes, as well as supporting the Mission of Santiago Canyon College of maintaining an "...innovative learning community dedicated to intellectual and personal growth." The topics discussed for Instructor Initiated Regular and Effective Contact range from communication technologies, social media, email, assignment feedback, creating effective assessments, promoting student-to-student contact, authenticating your student, and more.

Our regular instructional technology workshops have focused on ADA accessibility, screen capture, and video editing. In the future, the goal of these workshops will be to support student services by designing workshops that enable them to better extend their services to the online and traditional student. Additionally, the workshops will focus on using Web 2.0 technologies in the classroom and workplace. Additional technology workshops may be developed and offered to students on topics, such as collegiate instructional technology and Blackboard.

Santiago Canyon College has been supporting the classroom instructional model of Flipping the Classroom and promoting the use of Open Educational Resources (OER) for several years. We will continue to support these initiatives and have seen some exciting implementations of both in the classroom. Several of our instructors are Flipping their Classrooms with positive results for both students and instructors. We are also continuing to promote OER and we hope to become a founding member of the Mindspring Project, which will promote OER on an institutional level.

In total, the direction of Santiago Canyon College will be to provide high quality training and professional development opportunities to our faculty, staff and students. This training will provide the foundation our faculty, staff, and students need to support our overall goal of promoting high quality online classes, innovative use of instructional technology, creative ways of deploying curriculum, and providing our students with high quality instructional materials at a low cost.

## **TAG/District Office**

### *Desktop Virtualization*

ITS has committed to performing a new desktop virtualization pilot involving both campus locations. The existing pilot will be performed on a set of 50 to 150 computers and will help determine the feasibility of utilizing the solution across both campuses. In particular, the following questions will be addressed:

- What is the expected ROI in hard dollars versus purchasing a traditional desktop?
- What intangible savings can be achieved, such as reduced support needs?

- Will campus locations be able to take advantage of flexible computing to deliver classes in classrooms that were previously inaccessible due to configuration limitations?
- Are the above benefits still present when running high-demand software such as Photoshop or Autocad?

The answers to the above questions will help determine the long-term feasibility of virtual desktops within the district. The pilot is expected to begin in Summer 2014.

Budget: \$150,000      Funding Source: ITS

### **Research/Data Collection**

With the advent of the Datatel system, the district has acquired a powerful tool to assess the effectiveness of programs and to administer the various educational institutions in the district. Thus, there is an opportunity to leverage these systems to increasingly assess the effectiveness of courses, programs, and the colleges. Increasingly the district and the State of California have placed a premium on assessment and accountability in order to determine the efficacy and cost-effectiveness of various programs district-wide. Computer programs and training are necessary to allow faculty and staff to best utilize the data capabilities to the greatest effect.

Administrators, faculty, and departments need the ability to assess the effectiveness of various activities that are being undertaken for students' benefit. These activities are a myriad and include supplemental instruction, tutoring, course redesigns, and counseling services. Currently, there is very little way to coordinate students' involvement in these activities and their success. Individual student services that are offering programs to promote student success have very little recourse in finding out how effective a particular course of action was. Furthermore, faculty members are asked to assess their strategic learning outcomes (SLO's) for their courses. Both colleges have begun to use new systems for completion and assessment of SLO's. In order for these programs to be fully and effectively utilized, a comprehensive program for implementation and training needs to be developed with the use of the system.

# Appendix C

## **Appendix C—New Positions**

Information and Technology is an essential core component of every RSCCD constituent, whether they are faculty, staff, or students. Effective decision making is heavily reliant on a clear understanding of business practices, and technology is at the center of this process. Some key areas that rely heavily on information and technology are Admissions and Records, Financial Aid, Counseling. Benefits can include shorter lines, accurate and timely financial information, and more complete educational records, just to name a few.

ITS recommends a creating a new trainer position, that would develop training modules on core services including Microsoft Office and Outlook, Adobe products, and Datatel in order to make daily duties easier and thus potentially changing work flows to speed up processing. Because learning outcomes of individuals are different depending on delivery, ITS would develop training modules that can be presented in different ways. These would include classroom formats as well as fully online and accessed through the intranet. Most importantly, it is critical that the district develop security training to protect the vast and complicated data that is entrusted to our care.

To run this new program, and to assist in managing the centralized service desk, ITS recommends a training and service desk supervisor.

It is estimated that a trainer and supervisor would cost no more than \$250,000.



<b>Appendix C--New Positions</b>		<b>14/15</b>	<b>15/16</b>	<b>16/17</b>	<b>17/18</b>	<b>18/19</b>	<b>Total</b>
		<b>Estimated Cost</b>	<b>Estimated Cost</b>	<b>Estimated Cost</b>	<b>Estimated Cost</b>	<b>Estimated Cost</b>	
<b>New Positions</b>							
	Training & Service Desk Supervisor	150,000	150,000	150,000	150,000	150,000	<b>750,000</b>
	Trainer	100,000	100,000	100,000	100,000	100,000	<b>500,000</b>
<b>Total</b>		<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>1,250,000</b>

# Appendix D

## Appendix D—ERP Projects

Below is a highlight of the projects ITS department undertake in the coming years as approved by College Academic and Student Services Vice Presidents.

### Fiscal/HR/Payroll/FA

#### **Accounts Receivables**

The District has established a student payment policy and process to support and enforce this initiative.

- *Auto Drop Process*  
All student fees are due at time of registration. Every student, including Financial Aid students, is responsible for paying the Enrollment Fee, Health Fee, Material Fee and ASG Fee. Students must pay these fees within three calendar days of registering for courses or will be dropped from all classes for non-payment. After two days, students will be notified using the email address on record they are subject to the three day drop rule.
- *Modify ARTB Report*  
The student three day pay or drop policy adopted by RSCCD requires complete, accurate, and up-to-date information from Student Accounts Receivables. The delivered Accounts Receivables Trial Balance (ARTB) will be customized to allow enhanced tracking of student accounts.
- *Auto Holds*  
Since the district does not have a pay upon registration system, once the semester starts, Education Code does not allow a student to be dropped for non-payment. An automated process will be created that will place holds on student accounts with balances >\$1. This will prevent subsequent registration activities for that student if there is an outstanding balance. Exceptions to this process will be taken into consideration, such as students on payment plans or Financial Aid students.
- *Custom Cash Receipts to remove holds*  
Once a student clears outstanding account balance, they again become eligible to register for additional course sections. An automated process to remove holds will be added to the existing cash receipts process. As students make payments to settle their outstanding balance, account holds will be immediately removed from their record allowing them to register for new course sections.
- *Registration Workflow for Payments*  
Our ERP Colleague and our ecommerce provider Official Payments do not have true two-way communications. We cannot actively enforce students to pay at the time they register. In light of this, the Cashiers office would like to modify the registration work flow to go directly to the “Make a Payment” form after the registration confirmation is complete. A strongly worded message will encourage students to pay at that time, or risk being dropped.
- *Audit Reports*  
To simplify the Cashier’s Office administration of the District’s payment policy, new audit reports will be developed to show student account billing and credits and student hold verification. These will allow the cashier’s office to respond immediately to student account inquiries.

- *Archive AR Transactions*  
Accumulated historical accounts receivable transactions increase processing time of current transactions. A process will be run to archive historical transactions to reduce the number of records current transactions have to process, speeding up active transactions.
- *Online Payment of Parking Permits*  
The current method of processing payments for staff and faculty parking permits is inefficient, awkward, and manually intensive. Since we already subscribe to an ecommerce provider for student payments, the cashier's office would like to develop an interface for staff and faculty to allow payment of parking permits immediately through Official Payments.

### **Financial Aid**

- *ImageNow*  
The Financial Aid office would like to convert 30-40 paper forms filled out by students and used by the Financial Aid office to electronic forms. The electronic forms would make it easier for students to fill out and submit and eliminate the need to come to the campus and stand in lines. The "eForms" will also make it easier for the Financial Aid office to file and track required documents for Financial Aid students.
- *BOG Application*  
A new Board of Governors' Fee Waiver form process developed by the California Community College Technical Center will be available in 2014. Financial Aid would like to convert from the existing BOGW system to the new OpenCCC BOGW system.

### **Fiscal**

- *Position Budgeting*  
Current position budget statuses are not easily tracked by department heads. Fiscal Services would like a complete position budgeting module to track positions, assignments, and salary allocations. The module will define budget requirements to forecast fiscal needs for specific positions including salary and benefits requirements. The position budgeting system will also allow for a system of encumbrance tracking for academic departments.
- *Student AR Refunds*  
Current student refunds and Financial Aid distributions are handled manually through a time consuming process of printing and mailing checks to students. Fiscal Services along with Financial Aid need a better, more cost effective method of processing student refunds and payments. An updated process will be used such as direct deposits or ACH payments to distribute refunds and Financial Aid awards.
- *ImageNow*  
Paper handling and processing in Accounts Payable and Purchasing are done manually and rely on individuals who last touched a transaction to notify the next approver to continue the process. ITS will implement an ImageNow document for Accounts Payable and Purchasing, creating workflows to streamline the approval process and speeding up overall processing.
- *1098T Forms In-house*  
RSCCD is currently using an outside service to process and distribute Student Tuition Statements (1098T). We will be bringing this process in-house. The project includes making an effort to ensure Social Security Number integrity. Students can opt-in or opt-out of receiving electronic statements and the distribution of statements will be either electronic or printed and mailed based on the student's election.

## **HR/Payroll**

- *Position Control*  
RSCCD has a need for a better way to define and track positions and employees assigned to these positions. ITS will develop a Position Control system to define all positions within the District and manage personnel assigned to those positions.
- *Automate / Redo Payroll*  
The existing payroll process and workflow has become very complex with data interfaces to and from multiple systems, including Colleague, OCDE, EmployEase and MetLife. ITS will perform a complete review and consolidate the data to simplify the workflow and speed up the process while also reducing errors.
- *ImageNow Status Change Form*  
The current position Status Change Form is a manual process where forms are filled out and circulated among approvers and finally reviewed and accepted or rejected by Human Resources. Using an electronic Status Change Form will expedite the process by pre-populating data from our current ERP and automate routing through a predefined set of approvers. By the time the electronic document is received by HR, data is more complete and error free.
- *Time and Attendance*  
The current time and attendance system is a manual process that requires forms to be filled out and routed through approvers. When Payroll received the forms, they need to be reviewed for accuracy and completeness. An electronic Time and Attendance system will considerably reduce errors and increase accuracy by validating data and performing calculations. Payroll's review will be simplified and approval will be easier.

## **3<sup>rd</sup> Party Software**

- *Mobile App*  
RSCCD has provided existing web services through WebAdvisor, but these services do not work well on newer mobile devices. Ellucian Mobile will allow students and faculty an interface into the current ERP system. Ellucian Mobile will also offer single sign-on and features that will allow users to access their campus and personal data from their mobile device. As Ellucian Mobile matures, additional services will become available.

## **System**

- *Web UI*  
The current Colleague user interface UI Desktop is a client server application. Each client requires an application to be installed and maintain current script updates. Deployment of new personal computers requires this same process. The web user interface, WEB UI, will not require a client installation. Each workstation within the secure network will be able to access Colleague. The new interface is more streamlined and robust. Security and access remains the same as the desktop client.

## **ST**

### **Curriculum & Scheduling**

- *Faculty Evaluation Software*  
Currently we are using an in-house custom faculty evaluation website with built in email or paper code distribution. Because of lack of participation in the website version, we have purchased and are currently working towards tying our existing system into Remark Office OMR, which should

allow for paper evaluation forms that would then be scanned in on a standard Xerox machine and relayed back into our existing system. This would increase student participation as it is not contingent on them logging into a website to take the evaluation.

- *Section Rollover*  
Current semester schedule building is done completely from scratch each term (roughly 3200 sections built by 30 administrative staff members per term). Our internal processes prevent rollover from occurring accurately through Ellucian built-in processing. This project would require us to map out each field, create a custom extract, and then force build the sections back into Colleague. This should reduce manual workload on schedule creation by close to 80% as many fields could be pre-filled for staff, limiting data entry and improving data accuracy.

### **Admissions & Records**

- *Batch Student Program Loading & Batch Graduation*  
Graduation and Admissions offices have requested that we build a custom process to batch load students into certificates and degrees that have no impact on financial aid or other departments. This will allow for auto-awarding of specific degrees, certificates, certifications etc. without requiring students to petition for graduation. Graduation numbers should increase moving forward while also improving the current manual graduation process.
- *Continuing Education Online Application & Registration*  
Continuing Education campuses would like to match the online applications and registration used by College Credit. Currently nearly all applications and registration are performed manually (except for a small test group at Orange Education Center). This new process will reduce a large amount of manual data entry being performed by campus counter staff.
- *Admissions & Records ImageNow Conversion*  
Currently A&R utilizes LaserFiche for new document scanning. Outside vendors are used to convert and scan older documentation that must be archived. ImageNow will be tailored to fit into the A&R requirements. Documents saved in this format will be much more accessible through Image Now.
- *Continuing Education Faculty Development Tracking*  
Centennial Education Center along with Orange Education Center have decided to contract out a new software request to track and report Flexible Contract obligations for Continuing Education faculty. The new site will have connection points to Colleague which is where ITS will step in and coordinate with the vendor to make sure that data is provided in the most accurate way possible. This new system will help administrators at those campuses track and validate that faculty are completing their flex obligations in order to pay them for the hours stated.

### **Student Success Act Requirements**

California passed a new legislative command via the Student Success Initiative and it has sparked many new projects to meet compliancy and regulatory concerns prior to the deadline for Fall 2014.

- *Cynosure Online Orientations*  
The first component that we have begun working on is a fully online orientation for new students. This orientation will be interactive and cover many of the larger concerns of a new student as well as provide information on all the services that we provide as an institution. This orientation video will be made accessible via WebAdvisor and track completion of the orientation itself.

Once completed in addition to taking assessment tests the student will receive a new priority registration date via Admissions.

- *New Registration Workflow*

Two separate requests were made for students be able to see their registration holds as part of the section selection process and their active academic program as well as their current educational goal. These two components are expected to be altered over the course of the students degree planning and as such they need a viable way to view the information. ITS combined these requests along with a new validation screen for students to update and/or validate their address and email as part of the section selection process.

- *Degree Audit/ Graduation Requirements*

The colleges have begun early adoption of Degree Audit, a course completion module within Colleague that allows both staff and students to review program requirements and compare it against the completed coursework. Degree Audit will also be used to map coursework for auto graduation discussed above. Customizations will be required to improve the system processing and reporting aspects of the module before it is placed on WebAdvisor for student use.

- *Abbreviated Student Educational Planning*

The State has mandated that a student must receive an abbreviate educational plan as soon as they are processed as a fully matriculated new student. ITS is coordinating with the colleges to create a prefilled educational plan based on assessment test results, which would define the required English and Math courses for the student. There is also discussion as to add a counseling class to provide additional support and complete a full student educational plan.

- *Comprehensive Student Educational Plan*

After the completion of the abbreviated educational plan, the colleges are required to complete a comprehensive educational plan within three semesters or the completion of 15 degree applicable units, whichever comes first. After several departments attended a demonstration, they approved purchase of Ellucian's Student Planning module. Once purchased, ITS will load the module and work with campus staff and provide required customizations.

## **State & Federal Reporting**

- *California State Management Information Systems (MIS)*

In an effort to improve both data accuracy and submission times, ITS has begun a full internal restructuring of MIS. This is a two step approach for MIS submissions. The first part is a detailed audit report that tracks every syntactical, referential and quality check on data for each file that the State does on their side. It then flags errors and explains how to correct them. Snapshots are stored inside of a dashboard so that administrators can see the work that is being completed as well as remaining errors. The second part is a complete list of those files that will clear state validation checks and those records will be the only records submitted to the state. The hope is that this new process will bring RSCCD more in line with the expected MIS deadlines which are 30 days after a term ends.

- *California 320 Apportionment Reporting*  
ITS has been working with Fiscal Services to refine and improve the 320 submission process. Currently it is a rather manual process that takes manual data manipulation in order to fully complete the web submission pages at the state. Requests have come in to streamline the submission process for the 320, compiling all required data into a single report, which would allow for much quicker submissions and remove the potential for manual data errors. Additional recommendations related to 320 reporting would be modifications to the EMT system to include data components such as State Targets, F Factors, and semester trending for FTES.
- *Faculty Obligation Reporting FON*  
Currently this report is manually generated by Human Resources (specifically John Didion). It has been requested that this report be automatically generated based on data coming directly from Colleague. We have begun research on the complexity of some of the calculations in relation to how the data is stored in Colleague. This report will remove the necessity for HR to manually process this annual report.
- *Data Warehouse with Dashboards and Key Performance Indicators (KPI's)*  
ITS has begun work on the creation of a large scale Data Warehouse that incorporates the already existing Institutional Research data. This new Data Warehouse would house snapshots allowing for tracking of changes across terms of years given enough time. It will incorporate KPI's for many data elements in a simple to read dashboard allowing multiple users a grand overview of performance across the District. The plan is to provide relevant data to all departments as needed in a quick user friendly format.
- *Online Report Repository Restructuring (ORR)*  
The O.R.R. has grown considerably over time and with that growth we have seen a redundancy of reports as well as the hierarchy of reports has become watered down and ineffective. The restructuring will include a new standardized report format, a new report listing and more refined security classes and groups of reports. The legacy report site will be retired and only essential reports will be moved over into the new interface, providing a more one stop shop for all reporting needs.
- *ARGOS Reporting Software*  
The implementation of AARGOS should improve ad-hoc report requests. ARGOS will tie into Colleague and other software such as Blackboard, CI-Track and the Data Warehouse. Key elements will be incorporated so that people can use to create a multitude of reports with an easy to use drag and drop feature. ARGOS should lighten the burden off of dedicated end users that are query builders at the colleges as well as relieve some of the pressure on ITS for report requests. Once the data elements are defined they can be reused in multiple ways allowing for much more customization by end users to their specific needs.

### **Third- Party Software**

- *CI-Track Upgrade*  
The new version of CI-Track which we have purchased will allow us to have multiple login stations on a single computer, something unavailable before, which will significantly reduce the physical computer requirements to run our labs. It also contains many more security level features allowing for better control of access and an easier to use custom report interface. The



difficulty with this upgrade is making sure it is done correctly and that it does not break our own internal customizations that are already in place, thus limiting negative impact on students and staff.

- *Removal of ITPI Vendor Services*

Currently we use three major components of ITPI to process students through our database. The areas impacted would be our Fitness Center at Santa Ana College and EOPS at both campuses. The Fitness center utilizes a custom Fitness Analysis Report. This report will be rebuilt with extra features such as an email component, a save to .PDF option and finally a way to process batches of students instead of just a single student. The EOPS database for both campuses will be transitioned over directly into Colleague thus removing the need for a standalone database. DSPS has a standalone database due to HIPPA concerns related to student data, however Colleague has released some new more secure screens for DSPS data and ITS has begun the discussions with them to transition over as well. The removal of this vendor is a substantial cost savings for ITS and does not require a large amount of work to implement.

- *Astra Schedule 7.5 Upgrade*

Astra roughly about 1.5 years ago converted from a desktop application to a fully web based system. The conversion created some bugs that need to be fully addressed. Recently Astra released a stable upgrade version that is free of charge and should not only address the bugs, but also improve quite a few of the features we actually utilize. Some key enhancements are better efficiency of event planning, improved room management and optimization and enhanced tracking of room conflicts and workflow issues. This upgrade will be placed in a test environment for the campuses to test before the conversion of our existing live data.

- *ITS SharePoint Integration*

In an effort to streamline and create transparency within ITS we are moving forward with a full usage of SharePoint both from a team site perspective and a website standpoint. The hope is to create two internal team sites, one for programmers and staff within ITS to document and record all processes, reports, applications supported, servers maintained etc., creating a one stop shop for ITS staff. The second team site will be for all employees of the District which will house agendas and minutes from all subcommittees, the full project list, projects currently being worked on, the request form as well as all documentation needed for more of a ITS resource site. This will be the one web address new employees will be provided to find easy to read documentation on such things as logging into WebAdvisor, Blackboard, Remote Outlook and more. AS our help desk has shrunk over the years this self service station should help solve some of the more basic questions and concerns that are currently coming into ITS. Finally we will have a main site that shows our ITS makeup and a general overview that can be accessed by the public so that all our customers; staff, students and the community can see the work being performed by ITS for the betterment of students on all levels.

## **Miscellaneous System Projects**

- *WebAdvisor Self-Service*

Ellucian has recently released two components of WebAdvisor Self-Service that are tailored to students gaining access to pertinent information quick and easily. The first piece is Student Financials which is a much cleaner and focused overview for students on everything financially relevant to them as a student from holds to payments to even Financial Aid awards this single page provides all the information in an easy to read format. The second self service page is tied

into Student Planning and will allow a student to individually work on items such as Degree Audit and Student Educational Plans without the need to meet with a counselor until they have locked in a specific pathway they wish to follow. These two new sites once implemented should reduce lines at counseling offices and improve a student's understanding of where their fees and or balances are coming from.

- *New Community Services Registration Site*

The current Community Services website used for student registration is slowly being phased out as its coding and support shrinks with each new upgrade in SharePoint. As such ITS will need to create a completely new interface for registration for Community Services students. The new interface will need to have integration points for systems such as Colleague and Official Payments but also retain a shopping cart and general look and feel of the old site for familiarity of students. This will be a joint effort project between the student application programmers and the web programmers along with Community Services staff to make sure that the new site once completed has all the required functionality and coding to integrate with SharePoint.

# Appendix E

## Appendix E—Academic Equipment Replacement

The district standard plan calls for computers, both academic and administrative, to be refreshed on a five-year cycle. Printers and classroom projectors are also to be refreshed every five years. Replacement computers are funded by the colleges or district department. Summary counts and replacement costs are below. A more detailed plan with five year budgets follows the summary.

### *Santa Ana College*

Academic Computers	\$ 71,800	
Classroom Computers	\$328,600	
Administrative Computers	\$ 58,400	
Printers	\$ 60,900	
Projectors	<u>\$104,000</u>	
Total	\$623,700	Source of Funds: Santa Ana College

### *Santa Ana College—Continuing Education*

Academic Computers	\$ 9,800	
Classroom Computers	\$ 76,600	
Administrative Computers	\$ 7,400	
Printers	\$ 37,200	
Projectors	<u>\$ 20,000</u>	
Total	\$151,000	Source of Funds: Santa Ana College

### *Santiago Canyon College*

Academic Computers	\$ 22,400	
Classroom Computers	\$223,800	
Administrative Computers	\$ 65,600	
Printers	\$ 37,800	
Projectors	<u>\$ 89,600</u>	
Total	\$439,200	Source of Funds: Santiago Canyon College

### *Santiago Canyon College—Continuing Education*

Academic Computers	\$120,000	
Administrative Computers	\$ 15,000	
Printers	\$ 13,800	
Projectors	<u>\$ 30,400</u>	
Total	\$179,200	Source of Funds: Santiago Canyon College

### *District Office*

Computers	\$ 40,800	
Printers	<u>\$ 13,800</u>	
Total	\$ 54,600	Source of Funds: District Office

**Appendix E--Santa Ana College**

	Division Name	Qty	Cost	Replace Factor	14/15	15/16	16/17	17/18	18/19	Total
<b>Academic</b>										
	Academic Senates	5	1,000	0.2	1,000	1,000	1,000	1,000	1,000	5,000
	Business Division	44	1,000	0.2	8,800	8,800	8,800	8,800	8,800	44,000
	Distance Education	26	1,000	0.2	5,200	5,200	5,200	5,200	5,200	26,000
	Digital Media Center	7	1,000	0.2	1,400	1,400	1,400	1,400	1,400	7,000
	Fine & Performing Arts	49	1,000	0.2	9,800	9,800	9,800	9,800	9,800	49,000
	Humanities & Social Sciences	55	1,000	0.2	11,000	11,000	11,000	11,000	11,000	55,000
	Human Services & Technology	61	1,000	0.2	12,200	12,200	12,200	12,200	12,200	61,000
	Kinesiology	36	1,000	0.2	7,200	7,200	7,200	7,200	7,200	36,000
	Science, Mathematics & Health Sciences	76	1,000	0.2	15,200	15,200	15,200	15,200	15,200	76,000
	<b>Total Academic</b>	<b>359</b>			<b>71,800</b>	<b>71,800</b>	<b>71,800</b>	<b>71,800</b>	<b>71,800</b>	<b>359,000</b>
<b>Classrooms</b>										
	A-Building	639	1,000	0.2	127,800	127,800	127,800	127,800	127,800	639,000
	B-Building	27	1,000	0.2	5,400	5,400	5,400	5,400	5,400	27,000
	C-Building	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	D-Building	225	1,000	0.2	45,000	45,000	45,000	45,000	45,000	225,000
	F-Building	2	1,000	0.2	400	400	400	400	400	2,000
	G-Building	3	1,000	0.2	600	600	600	600	600	3,000
	H-Building	36	1,000	0.2	7,200	7,200	7,200	7,200	7,200	36,000
	I-Building	16	1,000	0.2	3,200	3,200	3,200	3,200	3,200	16,000
	J-Building	25	1,000	0.2	5,000	5,000	5,000	5,000	5,000	25,000
	K-Building	2	1,000	0.2	400	400	400	400	400	2,000
	L-Building	334	1,000	0.2	66,800	66,800	66,800	66,800	66,800	334,000
	M-Building	2	1,000	0.2	400	400	400	400	400	2,000
	N-Building	3	1,000	0.2	600	600	600	600	600	3,000
	P-Building	6	1,000	0.2	1,200	1,200	1,200	1,200	1,200	6,000
	R-Building	127	1,000	0.2	25,400	25,400	25,400	25,400	25,400	127,000
	S-Building	7	1,000	0.2	1,400	1,400	1,400	1,400	1,400	7,000
	T-Building	92	1,000	0.2	18,400	18,400	18,400	18,400	18,400	92,000
	U-Building	28	1,000	0.2	5,600	5,600	5,600	5,600	5,600	28,000
	V-Building	2	1,000	0.2	400	400	400	400	400	2,000
	Digital Media Center	55	1,000	0.2	11,000	11,000	11,000	11,000	11,000	55,000
	Tustin Sheriff's Academy	4	1,000	0.2	800	800	800	800	800	4,000
	<b>Total Classrooms</b>	<b>1643</b>			<b>328,600</b>	<b>328,600</b>	<b>328,600</b>	<b>328,600</b>	<b>328,600</b>	<b>1,643,000</b>
<b>Administrative</b>										
	President's Office	3	1,000	0.2	600	600	600	600	600	3,000
	Academic Affairs	9	1,000	0.2	1,800	1,800	1,800	1,800	1,800	9,000
	Administrative Services	30	1,000	0.2	6,000	6,000	6,000	6,000	6,000	30,000
	Student Affairs	40	1,000	0.2	8,000	8,000	8,000	8,000	8,000	40,000
	Student Development	25	1,000	0.2	5,000	5,000	5,000	5,000	5,000	25,000
	Student Services	185	1,000	0.2	37,000	37,000	37,000	37,000	37,000	185,000
	<b>Total Administrative</b>	<b>292</b>			<b>58,400</b>	<b>58,400</b>	<b>58,400</b>	<b>58,400</b>	<b>58,400</b>	<b>292,000</b>
	<b>Printers</b>	<b>203</b>	<b>1,500</b>	<b>0.2</b>	<b>60,900</b>	<b>60,900</b>	<b>60,900</b>	<b>60,900</b>	<b>60,900</b>	<b>304,500</b>
	<b>Projectors</b>	<b>130</b>	<b>4,000</b>	<b>0.2</b>	<b>104,000</b>	<b>104,000</b>	<b>104,000</b>	<b>104,000</b>	<b>104,000</b>	<b>520,000</b>
<b>Grand Total</b>					<b>623,700</b>	<b>623,700</b>	<b>623,700</b>	<b>623,700</b>	<b>623,700</b>	<b>3,118,500</b>

4.21 (41)

Appendix E--Santa Ana College Continuing Education										
	Division Name	Qty	Cost	Replace Factor	14/15	15/16	16/17	17/18	18/19	Total
<b>Academic</b>										
	Adult Basic Education	1	1,000	0.2	200	200	200	200	200	1,000
	Basic Skills	1	1,000	0.2	200	200	200	200	200	1,000
	CalWORKS	2	1,000	0.2	400	400	400	400	400	2,000
	CASAS	19	1,000	0.2	3,800	3,800	3,800	3,800	3,800	19,000
	Counseling	5	1,000	0.2	1,000	1,000	1,000	1,000	1,000	5,000
	ESL	6	1,000	0.2	1,200	1,200	1,200	1,200	1,200	6,000
	EI & Civics	1	1,000	0.2	200	200	200	200	200	1,000
	Professional Development	1	1,000	0.2	200	200	200	200	200	1,000
	Family Literacy & CBET	1	1,000	0.2	200	200	200	200	200	1,000
	High School Subjects	4	1,000	0.2	800	800	800	800	800	4,000
	Resource Center	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	<b>Total Academic</b>	<b>49</b>	<b>1,000</b>	<b>0.2</b>	<b>9,800</b>	<b>9800</b>	<b>9800</b>	<b>9800</b>	<b>9800</b>	<b>49000</b>
<b>Classrooms</b>										
	A-building	44	1,000	0.2	8,800	8,800	8,800	8,800	8,800	44,000
	B-Building	55	1,000	0.2	11,000	11,000	11,000	11,000	11,000	55,000
	C-Building	0	1,000	0.2	0	0	0	0	0	0
	D-Building	75	1,000	0.2	15,000	15,000	15,000	15,000	15,000	75,000
	E-Building	117	1,000	0.2	23,400	23,400	23,400	23,400	23,400	117,000
	F-Building	27	1,000	0.2	5,400	5,400	5,400	5,400	5,400	27,000
	Inmate Education	30	1,000	0.2	6,000	6,000	6,000	6,000	6,000	30,000
	Older Adult Program	35	1,000	0.2	7,000	7,000	7,000	7,000	7,000	35,000
	<b>Total Classrooms</b>	<b>383</b>	<b>1,000</b>	<b>0.2</b>	<b>76,600</b>	<b>76,600</b>	<b>76,600</b>	<b>76,600</b>	<b>76,600</b>	<b>383,000</b>
<b>Administrative</b>										
	Administration	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	Attendance & Registration	15	1,000	0.2	3,000	3,000	3,000	3,000	3,000	15,000
	Employee Services	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	Duplication	2	1,000	0.2	400	400	400	400	400	2,000
	Child Development Center	2	1,000	0.2	400	400	400	400	400	2,000
	BookStore	2	1,000	0.2	400	400	400	400	400	2,000
	Safety & Security	1	1,000	0.2	200	200	200	200	200	1,000
	<b>Total Administrative</b>	<b>38</b>	<b>1,000</b>	<b>0.2</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>	<b>38,000</b>
	<b>Printers</b>	<b>124</b>	<b>1,500</b>	<b>0.2</b>	<b>37,200</b>	<b>37,200</b>	<b>37,200</b>	<b>37,200</b>	<b>37,200</b>	<b>186,000</b>
	<b>Projectors</b>	<b>25</b>	<b>4,000</b>	<b>0.2</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>100,000</b>
<b>Grand Total</b>					<b>151,000</b>	<b>151,000</b>	<b>151,000</b>	<b>151,000</b>	<b>151,000</b>	<b>756,000</b>

4.21 (42)

Appendix E--Santiago Canyon College										
	Division Name	Qty	Cost	Replace	14/15	15/16	16/17	17/18	18/19	Total
<b>Academic</b>										
	Academic Affairs	2	1,000	0.2	400	400	400	400	400	2,000
	Business & Career Technical Education	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	Exercise Sciences & Athletics	6	1,000	0.2	1,200	1,200	1,200	1,200	1,200	6,000
	Humanities, Social Sciences, and Art	38	1,000	0.2	7,600	7,600	7,600	7,600	7,600	38,000
	Library	6	1,000	0.2	1,200	1,200	1,200	1,200	1,200	6,000
	Math and Science	36	1,000	0.2	7,200	7,200	7,200	7,200	7,200	36,000
	SS - Counseling	9	1,000	0.2	1,800	1,800	1,800	1,800	1,800	9,000
	SS - DSPS	2	1,000	0.2	400	400	400	400	400	2,000
	SS - EOPS	2	1,000	0.2	400	400	400	400	400	2,000
	SS - Health Center	3	1,000	0.2	600	600	600	600	600	3,000
	<b>Total Academic</b>	<b>112</b>	<b>1,000</b>	<b>0.2</b>	<b>22,400</b>	<b>22,400</b>	<b>22,400</b>	<b>22,400</b>	<b>22,400</b>	<b>112,000</b>
<b>Classrooms</b>										
	Academic Affairs	10	1,000	0.2	2,000	2,000	2,000	2,000	2,000	10,000
	Administrative Services - Media Systems	12	1,000	0.2	2,400	2,400	2,400	2,400	2,400	12,000
	Business & Career Technical Education	133	1,000	0.2	26,600	26,600	26,600	26,600	26,600	133,000
	Continuing Education	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	Exercise Science & Athletics	1	1,000	0.2	200	200	200	200	200	1,000
	Humanities, Social Sciences, & Art	249	1,000	0.2	49,800	49,800	49,800	49,800	49,800	249,000
	Information Technology Services	13	1,000	0.2	2,600	2,600	2,600	2,600	2,600	13,000
	Library	164	1,000	0.2	32,800	32,800	32,800	32,800	32,800	164,000
	Math and Science	420	1,000	0.2	84,000	84,000	84,000	84,000	84,000	420,000
	SS - CAMP	44	1,000	0.2	8,800	8,800	8,800	8,800	8,800	44,000
	SS - Counseling	36	1,000	0.2	7,200	7,200	7,200	7,200	7,200	36,000
	SS - DSPS	18	1,000	0.2	3,600	3,600	3,600	3,600	3,600	18,000
	SS - EOPS	3	1,000	0.2	600	600	600	600	600	3,000
	SS - Student Services	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000
	<b>Total Classrooms</b>	<b>1119</b>			<b>223,800</b>	<b>223,800</b>	<b>223,800</b>	<b>223,800</b>	<b>223,800</b>	<b>1,119,000</b>
<b>Administrative</b>										
	Academic Affairs	20	1,000	0.2	4,000	4,000	4,000	4,000	4,000	20,000
	Administrative Services	19	1,000	0.2	3,800	3,800	3,800	3,800	3,800	19,000
	Auxiliary Services	17	1,000	0.2	3,400	3,400	3,400	3,400	3,400	17,000
	Business & Career Technical Education	12	1,000	0.2	2,400	2,400	2,400	2,400	2,400	12,000
	Child Care	3	1,000	0.2	600	600	600	600	600	3,000
	Continuing Education	3	1,000	0.2	600	600	600	600	600	3,000
	Exercise Science & Athletics	5	1,000	0.2	1,000	1,000	1,000	1,000	1,000	5,000
	Humanities, Social Sciences, and Art	11	1,000	0.2	2,200	2,200	2,200	2,200	2,200	11,000
	Information Technology Services	22	1,000	0.2	4,400	4,400	4,400	4,400	4,400	22,000
	Library	31	1,000	0.2	6,200	6,200	6,200	6,200	6,200	31,000
	Math and Science	22	1,000	0.2	4,400	4,400	4,400	4,400	4,400	22,000
	President's Office	7	1,000	0.2	1,400	1,400	1,400	1,400	1,400	7,000
	SS - Admissions	46	1,000	0.2	9,200	9,200	9,200	9,200	9,200	46,000
	SS - CAMP	5	1,000	0.2	1,000	1,000	1,000	1,000	1,000	5,000
	SS - Counseling	32	1,000	0.2	6,400	6,400	6,400	6,400	6,400	32,000
	SS - DSPS	4	1,000	0.2	800	800	800	800	800	4,000
	SS - EOPS	9	1,000	0.2	1,800	1,800	1,800	1,800	1,800	9,000
	SS - Financial Aid	35	1,000	0.2	7,000	7,000	7,000	7,000	7,000	35,000
	SS - Health Center	4	1,000	0.2	800	800	800	800	800	4,000
	SS - Outreach	9	1,000	0.2	1,800	1,800	1,800	1,800	1,800	9,000
	SS - Student Services	12	1,000	0.2	2,400	2,400	2,400	2,400	2,400	12,000
	<b>Total Administrative</b>	<b>328</b>			<b>65,600</b>	<b>65,600</b>	<b>65,600</b>	<b>65,600</b>	<b>65,600</b>	<b>328,000</b>
	<b>Printers</b>	<b>126</b>	<b>1,500</b>	<b>0.2</b>	<b>37,800</b>	<b>37,800</b>	<b>37,800</b>	<b>37,800</b>	<b>37,800</b>	<b>189,000</b>
	<b>Projectors</b>	<b>112</b>	<b>4,000</b>	<b>0.2</b>	<b>89,600</b>	<b>89,600</b>	<b>89,600</b>	<b>89,600</b>	<b>89,600</b>	<b>448,000</b>
	<b>Grand Total</b>				<b>439,200</b>	<b>439,200</b>	<b>439,200</b>	<b>439,200</b>	<b>439,200</b>	<b>2,196,000</b>

<b>Appendix E--Santiago Canyon College Continuing Education</b>											
	Division Name	Qty	Cost	Replace Factor	14/15	15/16	16/17	17/18	18/19	Total	
<b>Academic</b>											
	ABE	16	1,000	0.2	3,200	3,200	3,200	3,200	3,200	16,000	
	Business Skills	82	1,000	0.2	16,400	16,400	16,400	16,400	16,400	82,000	
	Child Care	3	1,000	0.2	600	600	600	600	600	3,000	
	ESL	342	1,000	0.2	68,400	68,400	68,400	68,400	68,400	342,000	
	HSS	25	1,000	0.2	5,000	5,000	5,000	5,000	5,000	25,000	
	Inmate Education Program	96	1,000	0.2	19,200	19,200	19,200	19,200	19,200	96,000	
	Miscellaneous	36	1,000	0.2	7,200	7,200	7,200	7,200	7,200	36,000	
	<b>Total Academic</b>	<b>600</b>			<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>600,000</b>	
				0.2							
<b>Administrative</b>											
				0.2							
	ABE & HSS	4	1,000	0.2	800	800	800	800	800	4,000	
	Bookstore	2	1,000	0.2	400	400	400	400	400	2,000	
	Child Care	4	1,000	0.2	800	800	800	800	800	4,000	
	Counseling	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000	
	Administration	8	1,000	0.2	1,600	1,600	1,600	1,600	1,600	8,000	
	Faculty	7	1,000	0.2	1,400	1,400	1,400	1,400	1,400	7,000	
	Hoteling	10	1,000	0.2	2,000	2,000	2,000	2,000	2,000	10,000	
	Registration	7	1,000	0.2	1,400	1,400	1,400	1,400	1,400	7,000	
	Resource Room	4	1,000	0.2	800	800	800	800	800	4,000	
	Student Services	4	1,000	0.2	800	800	800	800	800	4,000	
	Miscellaneous	17	1,000	0.2	3,400	3,400	3,400	3,400	3,400	17,000	
	<b>Total Administrative</b>	<b>75</b>	<b>1,000</b>	<b>0.2</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>75,000</b>	
	<b>Printers</b>	<b>46</b>	<b>1,500</b>	<b>0.2</b>	<b>13,800</b>	<b>13,800</b>	<b>13,800</b>	<b>13,800</b>	<b>13,800</b>	<b>69,000</b>	
	<b>Projectors</b>	<b>38</b>	<b>4,000</b>	<b>0.2</b>	<b>30,400</b>	<b>30,400</b>	<b>30,400</b>	<b>30,400</b>	<b>30,400</b>	<b>152,000</b>	
<b>Grand Total</b>					<b>179,200</b>	<b>179,200</b>	<b>179,200</b>	<b>179,200</b>	<b>179,200</b>	<b>896,000</b>	



Appendix E--District Operations										
	Department Name	Qty	Cost	Replace Factor	14/15	15/16	16/17	17/18	18/19	Total
	Campus Planning	9	1,000	0.20	1,800	1,800	1,800	1,800	1,800	9,000
	Chancellor's Office	4	1,000	0.20	800	800	800	800	800	4,000
	Education Services	10	1,000	0.20	2,000	2,000	2,000	2,000	2,000	10,000
	Fiscal	34	1,000	0.20	6,800	6,800	6,800	6,800	6,800	34,000
	Human Resources	22	1,000	0.20	4,400	4,400	4,400	4,400	4,400	22,000
	Information Technology Svc - DO	25	1,000	0.20	5,000	5,000	5,000	5,000	5,000	25,000
	Information Technology Svc - SCC/OEC	11	1,000	0.20	2,200	2,200	2,200	2,200	2,200	11,000
	Information Technology Svs - SAC/CEC	22	1,000	0.20	4,400	4,400	4,400	4,400	4,400	22,000
	Information Technology Svs - Training Room	15	1,000	0.20	3,000	3,000	3,000	3,000	3,000	15,000
	Information Technology Svs - 318	7	1,000	0.20	1,400	1,400	1,400	1,400	1,400	7,000
	Publications and Government	4	1,000	0.20	800	800	800	800	800	4,000
	Publications - OEC	7	1,000	0.20	1,400	1,400	1,400	1,400	1,400	7,000
	Purchasing	6	1,000	0.20	1,200	1,200	1,200	1,200	1,200	6,000
	Warehouse--OEC	4	1,000	0.20	800	800	800	800	800	4,000
	Risk Management	6	1,000	0.20	1,200	1,200	1,200	1,200	1,200	6,000
	Public Safety	3	1,000	0.20	600	600	600	600	600	3,000
	Public Safety-SAC	7	1,000	0.20	1,400	1,400	1,400	1,400	1,400	7,000
	Public Safety-CEC	3	1,000	0.20	600	600	600	600	600	3,000
	Public Safety-SCC	4	1,000	0.20	800	800	800	800	800	4,000
	Public Safety-OEC	1	1,000	0.20	200	200	200	200	200	1,000
	<b>Total</b>	<b>204</b>			<b>40,800</b>	<b>40,800</b>	<b>40,800</b>	<b>40,800</b>	<b>40,800</b>	<b>204,000</b>
	<b>Printers</b>	<b>46</b>	1,500	0.20	<b>13,800</b>	<b>13,800</b>	<b>13,800</b>	<b>13,800</b>	<b>13,800</b>	<b>69,000</b>
	<b>Grand Total</b>				<b>54,600</b>	<b>54,600</b>	<b>54,600</b>	<b>54,600</b>	<b>54,600</b>	<b>273,000</b>

# Appendix F

## **Appendix F—Network and Communications**

### *Server Virtualization*

ITS is committed to server virtualization and utilizes a “Virtualize First” approach when deploying new server systems. The district utilizes VMware vSphere technology to virtualize over 252 servers into 18 physical devices, providing a large decrease in ongoing hardware and software costs. The reduction in physical infrastructure has reversed the trend of increasing power consumption and will allow the district to continue to reduce its carbon footprint.

### *Email*

The Microsoft Exchange 2003 email system is long overdue for an upgrade to the latest software revision. The network team has been steadily tackling the necessary dependencies that will allow the upgrade to Exchange 2010 to proceed. ITS expects to begin transitioning faculty and staff to the new platform in March of 2014, with the project completed in June. The new email upgrade is expected to bring a large overhaul to the Outlook Web Access web email interface along with general usability and performance improvements.

### *Video Surveillance*

The Video Surveillance Project has completed installation at all sites, which now incorporates new high definition cameras at critical exterior and interior cameras throughout the District. These cameras are strategically placed to record key campus and building entrances, exits, and other vital locations. The cameras have already provided assistance to law enforcement personnel in several instances of theft, car accidents, and other crimes. Safety and Security is responsible for the ongoing monitoring and administration of the video surveillance system and will continue to evaluate additional camera requirements to meet the security needs of students, faculty, and staff.

### *Wireless*

All sites throughout the District have been upgraded with enhanced wireless technologies providing coverage in all interior and most exterior locations. Students, staff, and faculty have seen a dramatic improvement in the speed and availability of wireless communications. Some remote areas, such as the Soccer Field at SAC, continue to be uncovered and will be evaluated for expansion. An additional enhancement to the Aruba wireless network called ClearPass will be implemented by December of 2014. The new software will add additional mobile device capabilities such as the ability to grant approved mobile and tablet devices the ability to access internal network resources.

### *Backup & Recovery*

Reliable backups are a key part of protecting our IT infrastructure. ITS currently utilizes a product called EMC Avamar to protect 369 servers and 51.6 TB of information across the District. The network team is currently evaluating proposals to upgrade the Avamar solution with the latest Data Domain technology. This upgrade is expected to increase retention times and reduce ongoing support costs for the overall solutions. Additionally, ITS will be conducting a review of all data and assign retention classifications such that we can maximize our storage and protect critical information for longer periods of time.

### *Disaster Recovery*

The district recognizes the potential financial and operational losses associated with service interruptions maintained by the Information Technology Services (ITS) Division. ITS developed a plan to address the recovery of systems under the direct control of the Information Technology Services Division that are considered critical for business continuity.

This plan is intended to be a guide and not a series of defined instructions in order to provide flexibility based on the situation. Since disasters are varied in nature, this plan provides guidance and documentation

upon which to base emergency response, recovery, and resumption efforts yet allows flexibility for reasonable individuals to make informed decisions based upon the uniqueness of the crisis.

Technology related disasters include a myriad of situations rendering services unavailable, from an isolated server failure to complete loss of the physical plant. Server or server component failure are address by regularly scheduled and tested backup procedures. Spare servers are available to quickly restore services in these isolated cases.

The Disaster Recovery Plan address situations that cause a partial or total loss to the Network Operations Center (NOC) located at Santa Ana College. According to industry literature, typical disasters of this type are floods, long-term power outages, fires, explosions, and earthquakes. This plan does not include procedures to recover from an incident rendering both Santa Ana College's NOC and Santiago Canyon College's NOC useless.

The Maintenance & Operations building located at SCC provides ITS the facility to house recovery equipment. ITS designed a recovery center at SCC where the recovery equipment is used for testing for major applications (*e.g.* Datatel) which can be quickly turned into a production machine in the event of a disaster. This was done by purchasing virtual servers, located at SAC and SCC, designed to produce "mirror" images of the critical applications and their data. In addition, backups for both virtual systems are housed at the District Office, therefore the district's data is housed at three physical locations. A new datacenter at SCC is currently under construction in the Humanities building. ITS expects to migrate all existing datacenter equipment from Maintenance & Operations into the new facility once the building is available for general use.

All of these projects are funded within the ITS operating budget.

Appendix F--Network and Communications						14/15	12/13	13/14	14/15	15/16	Total
			QTY	Cost	Replace Factor	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	Estimated Cost	
<b>A.</b>	<b>Cable Plant</b>										
		Fiber	1	45,000	1	45,000	45,000	45,000	45,000	45,000	<b>225,000</b>
		Data Closets	170	10,000	0.05	85,000	85,000	85,000	85,000	85,000	<b>425,000</b>
		Building	30	30,000	0.025	22,500	22,500	22,500	22,500	22,500	<b>112,500</b>
	<b>Total Cable Plan</b>					<b>152,500</b>	<b>152,500</b>	<b>152,500</b>	<b>152,500</b>	<b>152,500</b>	
<b>B.</b>	<b>Network</b>										
		Core Router	10	150,000	0.1	150,000	150,000	150,000	150,000	150,000	<b>750,000</b>
		Distribution Switches	11	15,000	0.1	16,500	16,500	16,500	16,500	16,500	<b>82,500</b>
		Chasis Switches	9	80,000	0.1	72,000	72,000	72,000	72,000	72,000	<b>360,000</b>
		POE Edge Switches	108	4,500	0.2	97,200	97,200	97,200	97,200	97,200	<b>486,000</b>
		Standard Edge Switches	65	2,500	0.2	32,500	32,500	32,500	32,500	32,500	<b>162,500</b>
	<b>Total Network</b>					<b>368,200</b>	<b>368,200</b>	<b>368,200</b>	<b>368,200</b>	<b>368,200</b>	
<b>C.</b>	<b>Uninterruptable Power Supply</b>										
		Data Closet UPS	80	700	0.25	14,000	14,000	14,000	14,000	14,000	<b>70,000</b>
		6 KVA	6	3,200	0.2	3,840	3,840	3,840	3,840	3,840	<b>19,200</b>
		20 KVA	3	15,000	0.1	4,500	4,500	4,500	4,500	4,500	<b>22,500</b>
		40 KVA	2	30,000	0.1	6,000	6,000	6,000	6,000	6,000	<b>30,000</b>
		160 KVA	1	120,000	0.1	12,000	12,000	12,000	12,000	12,000	<b>60,000</b>
		Battery replacement for 6 KVA	6	1,600	0.1	960	960	960	960	960	<b>4,800</b>
		Battery replacement for 20/40	5	8,000	0.1	4,000	4,000	4,000	4,000	4,000	<b>20,000</b>
		Battery replacement for 160 KVA	1	20,000	0.1	2,000	2,000	2,000	2,000	2,000	<b>10,000</b>
	<b>Total Services</b>					<b>29,460</b>	<b>29,460</b>	<b>29,460</b>	<b>29,460</b>	<b>29,460</b>	
<b>D.</b>	<b>Appliances and Servers</b>										
		Small Servers	55	6,000	0.33	108,900	108,900	108,900	108,900	108,900	<b>544,500</b>
		Large Servers	2	12,000	0.33	7,920	7,920	7,920	7,920	7,920	<b>39,600</b>
		Virtual Machines	10	20,000	0.25	50,000	50,000	50,000	50,000	50,000	<b>250,000</b>
	<b>Total Appliances and Servers</b>					<b>166,820</b>	<b>166,820</b>	<b>166,820</b>	<b>166,820</b>	<b>166,820</b>	
<b>E.</b>	<b>Storage and Backup</b>							<b>100,000</b>			
		SAN	4	200,000	0.2	160,000	160,000	160,000	160,000	160,000	<b>800,000</b>
		Growth	1	12,000	1	12,000	12,000	12,000	12,000	12,000	<b>60,000</b>
		Avamar	1	300,000	0.2	60,000	60,000	60,000	60,000	60,000	<b>300,000</b>
		Growth	1	80,000	1	80,000	80,000	80,000	80,000	80,000	<b>400,000</b>
	<b>Total Storage and Backup</b>					<b>312,000</b>	<b>312,000</b>	<b>312,000</b>	<b>312,000</b>	<b>312,000</b>	
<b>Grand Total</b>						<b>\$1,028,980</b>	<b>\$1,028,980</b>	<b>\$1,028,980</b>	<b>\$1,028,980</b>	<b>\$1,028,980</b>	<b>\$5,234,100</b>

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Surplus Cafeteria Equipment and Fixtures, Santa Ana College	
Action:	Request for Approval	

**BACKGROUND**

The decision was made for the Santa Ana College cafeteria to transition to a “grab and go” operation and will no longer be providing cook to order cafeteria service. Therefore, it is necessary to remove the related equipment and fixtures which are no longer needed and sell them at auction. Legally, in order to dispose of District property, the Board must take action to declare the items as surplus prior to the auction.

**ANALYSIS**

The equipment and fixtures are as follows:

Property Tag Number	Description
n/a	Kenmore Mini-Refrigerator
n/a	Miscellaneous Industrial Pots, Pans and Utensils
320852	Vulcan Fryer
n/a	6’ Chiller
312268	Baker’s Pride Dual Oven
306598	US Range Grill/Oven Combo
312267	US Range Grill/Oven Combo
306597	Hatco 12’ Stainless Steel Sink
307237	Traulsen 3 Door Refrigerator
n/a	CresCor 2 Door Warmer
312633	Max Univex Slicer
n/a	Fruit Slicer
n/a	Vegetable Slicer
n/a	(16) ea Steel Wire Racks
n/a	(2) ea Stainless Steel Tray Racks
n/a	#10 Can Opener
n/a	Delfield Refrigerator
306590	12’ Stainless Steel Food Preparation Table
n/a	Heat Lamp/Food Warmer

Due to the overall value, it is recommended that The Liquidation Company (TLC) auctions off the District’s surplus property in accordance with the terms and conditions of the current contract. The auctioneer’s commission fee is 35.00% of the gross sales which is competitive for off-site auctions. The fee from TLC includes advertising, transportation, labor and other related functions. The contract is good through February 28, 2015.

Following the auction, District staff shall discard any remaining surplus property. This is in accordance with Board Policy BP3405 and AR3405.

**RECOMMENDATION**

It is recommended that the Board of Trustees declare the above listed equipment and fixtures as surplus property and to utilize The Liquidation Company to conduct an auction as presented.

Fiscal Impact:	Revenue to be Determined	Board Date: July 21, 2014
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	

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031846	525.20	ALLSTEEL INC	Equipment - Federal Progs >200	SP		5/27/2014
14-P0031847	2,046.60	CORPORATE BUSINESS INTERIORS INC	Equipment - Federal Progs >200	SP		5/27/2014
14-P0031849	71.00	ACT	Non-Instructional Supplies	SP		5/27/2014
14-P0031850	2,400.00	GLUMACE SEAN	Contracted Services	SP		5/27/2014
14-P0031851	300.00	FRANK'S MARKET	Non-Instructional Supplies	SP		5/27/2014
14-P0031852	4,800.00	YAYPLANNER INC	Contracted Services	SP		5/27/2014
14-P0031853	213.66	SAGE RESTAURANT GROUP INC	Food and Food Service Supplies	SP		5/27/2014
14-P0031854	12,983.40	JOHN WOLFE	Equipment - All Other > \$1,000	SP		5/27/2014
14-P0031855	7,930.22	4 IMPRINT	Non-Instructional Supplies	SP		5/27/2014
14-P0031856	423.82	ACERO	Contracted Repair Services			5/28/2014
14-P0031857	2,475.00	STATE OF CALIF	Other Licenses & Fees			5/28/2014
14-P0031858	769.50	SOMBRERO STREET, INC.	Food and Food Service Supplies	SP		5/28/2014
14-P0031859	1,600.00	DON BOOKSTORE	Other Exp Paid for Students	SP		5/28/2014
14-P0031860	51.11	CRAIG D. TAKAHASHI	Instructional Supplies	SP		5/28/2014
14-P0031861	1,624.00	FRANKLIN AIR CONDITIONING	Contracted Repair Services			5/28/2014
14-P0031862	130.00	CCLC COMMUNITY COLLEGE LEAGUE	Conference Expenses			5/28/2014
* 14-P0031863	800.00	RP GROUP	Conference Expenses	SP		5/28/2014
14-P0031864	1,449.00	RSCCD	Other Exp Paid for Students	SP		5/28/2014
* 14-P0031865	6,500.00	COASTLINE COMMUNITY COLLEGE	Rental - Facility (Short-term)	SP		5/28/2014
14-P0031866	1,894.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			5/28/2014
14-P0031867	1,898.64	HANNEMAN TIM	Contracted Services			5/28/2014
14-P0031868	1,033.56	TROXELL COMM INC	Equipment - All Other > \$1,000			5/28/2014
14-P0031869	395.00	CA HEAD START ASSOC.	Conference Expenses	SP		5/28/2014
14-P0031870	493.43	GWENDOLYN MORGAN-BEAZELL	Instructional Supplies	SP		5/28/2014
14-P0031871	351.78	JANNETH P. LINNELL	Books, Mags & Ref Mat, Non-Lib	SP		5/28/2014
14-P0031872	52.95	MARIANNE M. MAERTZWEILER LANEY	Instructional Supplies	SP		5/28/2014
14-P0031873	296.35	CN SCHOOL AND OFFICE SOLUTIONS INC	Non-Instructional Supplies			5/28/2014
14-P0031874	60.05	AMAZON COM	Non-Instructional Supplies	SP		5/28/2014
14-P0031875	585.00	WELLS FARGO BANK	Software License and Fees			5/28/2014
14-P0031876	130.25	HILLS BROS LOCK & SAFE	Contracted Repair Services			5/29/2014
14-P0031877	32.54	KELLY PAPER	Non-Instructional Supplies			5/29/2014
* 14-P0031878	5,608.10	TREND OFFSET PRINTING	Packaging/Mail Prep/Processing	SP		5/29/2014
14-P0031879	700,000.00	KDC INC	Buildings - Contracted Svcs	SP	BOND	5/29/2014
14-P0031880	470.00	OMEGA MICROFILM AND IMAGING CORP	Repair & Replacement Parts			5/29/2014

Legend: \* = Multiple Accounts for this P.O. SP = Special Project



P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031881	12.89	BADGE EXPRESS	Non-Instructional Supplies			5/29/2014
14-P0031882	6,500.00	VICENTI LLOYD STUTZMAN	Contracted Services			5/29/2014
14-P0031883	10,000.00	WOLFF LANG CHRISTOPHER ARCHITECTS INC	Buildings - AE Fee	SP	BOND	5/29/2014
14-P0031884	64.75	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/29/2014
14-P0031885	300.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		5/29/2014
14-P0031886	34,682.15	VIRCO MFG CORP	Equip/Software - >\$200 <\$1,000	SP	BOND	5/29/2014
14-P0031887	56.70	JANEL L. MCWILLIAM	Awards & Incentives	SP		5/29/2014
14-P0031888	31,719.18	DELL COMPUTER	Equipment - All Other > \$1,000	SP	BOND	5/29/2014
14-P0031889	30.57	BAEZ, ELIZABETH	Food and Food Service Supplies			5/29/2014
14-P0031890	2,000.00	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies			5/29/2014
14-P0031891	3,493.53	SAPPHIRE PRINTING GROUP INC	Class Schedules/Printing	SP		5/29/2014
14-P0031892	7,796.74	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000	SP	BOND	5/29/2014
* 14-P0031893	28,371.39	GOLDEN STAR TECHNOLOGY, INC.	Equip/Software - >\$200 <\$1,000	SP	BOND	5/29/2014
14-P0031894	11,127.39	SHI INTERNATIONAL CORP	Equip/Software - >\$200 <\$1,000	SP	BOND	5/29/2014
14-P0031895	8,307.31	SCHOOL OUTFITTERS	Equip/Software - >\$200 <\$1,000	SP	BOND	5/29/2014
14-P0031896	4,695.08	IDSC HOLDINGS LLC	Equipment - Federal Progs >200	SP		5/30/2014
14-P0031897	6,803.58	IDSC HOLDINGS LLC	Equipment - Federal Progs >200	SP		5/30/2014
14-P0031898	15,000.00	THE DOLINKA GROUP LLC	Contracted Services			5/30/2014
14-P0031899	145,700.00	BEST CONTRACTING SVCS	Building Improvements	SP		5/30/2014
14-P0031901	150.00	OHLONE COLLEGE	Conference Expenses	SP		5/30/2014
* 14-P0031902	434.45	ROSA HARRIZON	Food and Food Service Supplies	SP		5/30/2014
14-P0031903	750.00	SALAZAR GABE	Contracted Services	SP		5/30/2014
14-P0031904	5,000.00	RODRIGUEZ TRISTAN R	Contracted Services	SP		5/30/2014
14-P0031906	19,100.00	RBF CONSULTING	Buildings - Contracted Svcs	SP	BOND	5/30/2014
14-P0031907	4,840.02	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	5/30/2014
14-P0031908	13,945.61	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	5/30/2014
14-P0031909	1,668.00	KING OFFICE SERVICES	Buildings - Relocation/Moving	SP	BOND	5/30/2014
14-P0031910	2,849.00	DE LA TORRE COMMERCIAL	Site Improv - Contracted Svcs	SP	BOND	5/30/2014
14-P0031911	619.92	DEAN THOMAS PHOTOGRAPHY	Contracted Services			5/30/2014
14-P0031912	50,200.00	CHAPMAN UNIVERSITY	Contracted Services	SP		5/30/2014
14-P0031913	642.00	AMERICAN EXPRESS	Conference Expenses	SP		5/30/2014
14-P0031914	200.67	APPLE COMPUTER INC	Non-Instructional Supplies	SP		5/30/2014
14-P0031915	2,954.60	LIVESCRIIBE INC	Instructional Supplies	SP		5/30/2014
14-P0031916	2,159.73	B & H PHOTO VIDEO INC	Instructional Supplies	SP		5/30/2014

4.23 (2)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031917	1,857.60	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		5/30/2014
14-P0031918	4,787.46	SHI INTERNATIONAL CORP	Equipment - All Other > \$1,000	SP		5/30/2014
* 14-P0031919	2,479.13	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/30/2014
14-P0031920	145.30	SHI INTERNATIONAL CORP	Non-Instructional Supplies	SP		5/30/2014
14-P0031922	2,121.12	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		5/30/2014
14-P0031923	873.72	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		5/30/2014
14-P0031925	85.88	CJUS II DESTINATIONS HOTEL LLC	Conference Expenses	SP		6/2/2014
14-P0031926	3,500.00	UC REGENTS	Conference Expenses	SP		6/2/2014
14-P0031927	1,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/2/2014
14-P0031928	198.70	SMART & FINAL	Non-Instructional Supplies	SP		6/2/2014
14-P0031929	606.96	ART ANGLES	Non-Instructional Supplies	SP		6/2/2014
14-P0031930	1,308.00	DIVERSIFIED BUSINESS SVCS	Non-Instructional Supplies	SP		6/2/2014
* 14-P0031931	14,867.45	DELL COMPUTER	Equipment - All Other > \$1,000	SP		6/2/2014
14-P0031932	1,315.51	DELL COMPUTER	Equipment - Federal Progs >200	SP		6/2/2014
14-P0031933	2,289.60	MINITAB INC	Software License and Fees	SP		6/2/2014
14-P0031934	76.84	PYRO-COMM SYSTEMS INC	Maint Contract - Other Equip			6/2/2014
14-P0031935	10,000.00	SEAN KHAN CONSULTING CO	Site Improv - Contracted Svcs	SP	BOND	6/3/2014
14-P0031936	97.50	ALVARADOSMITH	Legal Expenses			6/3/2014
14-P0031937	5,000.00	BOSCO LEGAL SERVICES INC	Contracted Services			6/3/2014
14-P0031938	175.50	ORANGE UNIFIED SCHOOL DISTRICT	Contracted Services	SP		6/3/2014
14-P0031939	448.00	ISA & EST INC	Contracted Services	SP		6/3/2014
14-P0031940	793.00	EVERHARVEST INVESTMENTS INC	Food and Food Service Supplies			6/3/2014
14-P0031941	451.98	TOP HAT PRODUCTIONS	Food and Food Service Supplies			6/3/2014
14-P0031942	765.00	MARRIOTT INTERNATIONAL	Contracted Services	SP		6/3/2014
14-P0031943	323.00	WESTERN POWER SYSTEMS	Contracted Repair Services			6/3/2014
14-P0031944	746.24	PYRO-COMM SYSTEMS INC	Contracted Repair Services			6/3/2014
14-P0031945	370.00	GMS ELEVATOR	Contracted Repair Services			6/3/2014
14-P0031946	4,326.24	APPLE COMPUTER INC	Equipment - Federal Progs >200	SP		6/3/2014
14-P0031947	3,915.84	APPLE COMPUTER INC	Equipment - All Other > \$1,000	SP		6/3/2014
14-P0031948	467.88	MOORE MEDICAL CORP	Instructional Supplies	SP		6/3/2014
14-P0031949	234.16	VWR FUNDING INC	Instructional Supplies	SP		6/3/2014
* 14-P0031950	5,896.09	QUARK ENTERPRISES INC	Instructional Supplies	SP		6/3/2014
14-P0031951	12,821.99	CIRKS CONSTRUCTION INC	Contracted Services	SP		6/3/2014
14-P0031952	274.35	SIGMA ALDRICH INC	Instructional Supplies	SP		6/3/2014

4.23 (3)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031953	89.19	NORDIC INC	Instructional Supplies	SP		6/3/2014
14-P0031954	300.00	LASCARIS RESTAURANT GROUP INC	Food and Food Service Supplies	SP		6/3/2014
14-P0031955	650.92	SCANTRON CORP	Non-Instructional Supplies	SP		6/3/2014
14-P0031956	3,876.24	FISHER SCIENTIFIC	Instructional Supplies	SP		6/3/2014
14-P0031957	2,787.66	DURHAM SCHOOL SERVICES	Transportation - Student	SP		6/3/2014
14-P0031958	14,750.00	DIDONATO LISA A	Contracted Services	SP		6/3/2014
14-P0031959	300.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/3/2014
* 14-P0031960	311.11	POCKET NURSE	Instructional Supplies	SP		6/3/2014
14-P0031961	10,500.00	MURRAY PLUMBING & HEATING CORP	Contracted Services	SP		6/3/2014
14-P0031962	1,402.43	XPEDX PAPER CO	Non-Instructional Supplies			6/3/2014
14-P0031963	538.84	ACCO BRANDS USA LLC	Non-Instructional Supplies	SP		6/3/2014
* 14-P0031964	1,112.32	SHI INTERNATIONAL CORP	Equipment - Federal Progs >200	SP		6/3/2014
14-P0031965	45,143.00	COAST ELECTRIC	Building Improvements	SP		6/3/2014
14-P0031966	96.39	XEROX CORP	Non-Instructional Supplies	SP		6/3/2014
14-P0031967	300.00	WELLS FARGO BANK	Inst Dues & Memberships			6/4/2014
14-P0031968	4,327.45	VWR FUNDING INC	Instructional Supplies	SP		6/4/2014
14-P0031969	879.05	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	SP		6/4/2014
14-P0031970	32.97	JULIE A. PEEKEN	Food and Food Service Supplies	SP		6/4/2014
14-P0031971	159.65	VWR FUNDING INC	Instructional Supplies	SP		6/4/2014
* 14-P0031972	1,122.00	C.C. IMEX	Instructional Supplies	SP		6/4/2014
14-P0031973	212.06	EBSCO SUBSCRIPTION SVCS	Library Books - Comp Software			6/4/2014
14-P0031974	30,962.51	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP	BOND	6/4/2014
14-P0031975	214.80	NEW DREAM NETWORK LLC	Internet Services	SP		6/4/2014
14-P0031976	323.36	KNORR SYSTEMS INC	Instructional Supplies	SP		6/4/2014
* 14-P0031977	2,491.42	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			6/4/2014
14-P0031978	959.72	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		6/4/2014
14-P0031979	738.23	B & H PHOTO VIDEO INC	Instructional Supplies	SP		6/4/2014
14-P0031980	1,000.00	CANDELA CORP	Instructional Supplies	SP		6/5/2014
14-P0031981	13,693.50	KING OFFICE SERVICES	Buildings - Relocation/Moving	SP	BOND	6/5/2014
14-P0031982	12,625.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	6/5/2014
14-P0031983	2,662.37	D4 SOLUTIONS INC.	Contracted Services			6/5/2014
14-P0031984	992.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			6/5/2014
14-P0031985	680.18	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			6/5/2014
14-P0031986	10,530.04	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			6/5/2014

4.23 (4)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0031987	746.55	PCM-G	Instructional Supplies	SP		6/5/2014
14-P0031988	63.48	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		6/5/2014
14-P0031989	710.92	PASCO SCIENTIFIC	Software License and Fees	SP		6/5/2014
14-P0031990	2,300.00	DAN'S MACHINE REPAIR	Contracted Services			6/6/2014
14-P0031991	400.00	WALLY MACHINERY & TOOL SUPPLY	Repair & Replacement Parts			6/6/2014
14-P0031992	1,500.00	DON BOOKSTORE	Other Exp Paid for Students	SP		6/6/2014
14-P0031993	409.32	CONNIE VAN	Food and Food Service Supplies	SP		6/6/2014
14-P0031994	2,872.80	CAPP ASSOCIATES INC	Non-Instructional Supplies	SP		6/6/2014
14-P0031995	1,160.41	MICHAEL J MACKENZIE	Non-Instructional Supplies	SP		6/6/2014
14-P0031996	16,500.00	O C SUPERINTENDENT OF SCHOOLS	Contracted Services	SP		6/6/2014
14-P0031997	129.75	JAMECO ELECTRONICS	Instructional Supplies	SP		6/6/2014
14-P0031998	1,530.93	ROBOTSHOP INC	Instructional Supplies	SP		6/6/2014
* 14-P0031999	18,000.00	HIGH SCOPE EDUCATIONAL RESEARCH FOUNDATIO	District In-Service Activities	SP		6/6/2014
14-P0032000	165.46	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/6/2014
14-P0032001	1,000.00	SMART & FINAL	Food and Food Service Supplies	SP		6/6/2014
14-P0032002	532.08	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			6/6/2014
14-P0032003	514.08	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			6/6/2014
14-P0032004	3,516.70	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		6/6/2014
14-P0032005	2,142.02	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		6/6/2014
14-P0032006	1,758.35	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		6/6/2014
* 14-P0032007	576.00	FREEDOM COMMUNICATIONS, INC	Buildings - Legal Expenses	SP		6/9/2014
14-P0032008	1,133.18	DE LA TORRE COMMERCIAL	Sites - Contracted Services	SP	BOND	6/9/2014
14-P0032009	1,309.45	DELL COMPUTER	Equipment - All Other > \$1,000	SP		6/9/2014
14-P0032010	1,334.00	AMERICAN EXPRESS	Conference Expenses	SP		6/9/2014
14-P0032011	155.48	CDW GOVERNMENT INC.	Instructional Supplies	SP		6/9/2014
14-P0032012	13.42	MONOPRICE INC	Non-Instructional Supplies	SP		6/9/2014
14-P0032013	2,324.40	CITY OF SANTA ANA	Rental - Facility (Short-term)	SP		6/10/2014
14-P0032014	3,392.76	ORANGE UNIFIED SCHOOL DISTRICT	Rental - Facility (Short-term)			6/10/2014
14-P0032015	444.16	BIO RAD LABORATORIES	Non-Instructional Supplies	SP		6/10/2014
14-P0032016	338.46	WEXCO INTERNATIONAL CORP	Non-Instructional Supplies	SP		6/10/2014
14-P0032017	1,311.71	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		6/10/2014
14-P0032018	2,000.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/10/2014
14-P0032019	29,325.00	T & H INTERIOR SERVICES INC	Sites - Contracted Services	SP	BOND	6/10/2014
14-P0032020	4,400.00	REACTOR INSTITUTE	Contracted Services	SP		6/10/2014

4.23 (5)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
* 14-P0032021	824.25	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		6/10/2014
14-P0032022	12,694.47	DELL COMPUTER	Equipment - Federal Progs >200	SP		6/10/2014
14-P0032023	489.00	AMERICAN EXPRESS	Conference Expenses	SP		6/10/2014
14-P0032024	323.99	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		6/10/2014
14-P0032025	328.69	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/10/2014
14-P0032026	267.58	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/10/2014
14-P0032027	574.12	MARRIOTT HOTEL	Conference Expenses	SP		6/10/2014
14-P0032028	650.00	NELSON MELINDA E	Contracted Repair Services			6/10/2014
14-P0032029	435.41	SEHI COMPUTER PRODUCTS	Instructional Supplies	SP		6/10/2014
14-P0032030	764.86	MARRIOTT HOTEL	Conference Expenses	SP		6/10/2014
14-P0032031	36.00	SAGE PUB INC	Library Books - Comp Software			6/11/2014
14-P0032032	461.66	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		6/11/2014
14-P0032033	150.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies			6/11/2014
14-P0032034	1,109.00	PRO PACIFIC PEST CONTROL	Contracted Repair Services			6/11/2014
14-P0032035	9,600.00	VILLA ANTONIO	Contracted Services	SP		6/11/2014
14-P0032036	155.00	ACTION DOOR CONTROLS INC	Contracted Repair Services			6/11/2014
14-P0032037	276.94	SO CAL LAND MAINTENANCE INC	Contracted Repair Services			6/11/2014
14-P0032038	450.00	ORANGE COUNTY TRANSPORTATION	Other Participant Prog Svc/Exp	SP		6/11/2014
* 14-P0032039	339.13	SCHOOL'S IN LLC	Instructional Supplies	SP		6/11/2014
14-P0032040	324.00	WELLS FARGO BANK	Contracted Repair Services			6/11/2014
14-P0032041	2,050.00	ACCCA	Conference Expenses			6/11/2014
* 14-P0032043	2,539.06	B & H PHOTO VIDEO INC	Instructional Supplies	SP		6/12/2014
* 14-P0032044	15,000.00	CSU FULLERTON AUXILIARY SVCS CORP	Contracted Services	SP		6/12/2014
14-P0032045	357.40	HOFFMAN SOUTHWEST CORP	Contracted Repair Services			6/12/2014
14-P0032046	162.00	COMPUTERLAND OF SILICON VALLEY	Software License and Fees	SP		6/12/2014
* 14-P0032047	1,224.19	B & H PHOTO VIDEO INC	Instructional Supplies	SP		6/12/2014
14-P0032048	103.95	B & H PHOTO VIDEO INC	Instructional Supplies	SP		6/12/2014
* 14-P0032049	594.86	SEHI COMPUTER PRODUCTS	Non-Instructional Supplies	SP		6/12/2014
14-P0032050	6,447.60	TROXELL COMM INC	Equipment - Federal Progs >200	SP		6/12/2014
14-P0032051	4,096.00	DOUBLETREE HOTEL	Contracted Services			6/16/2014
4.23 (6) 14-P0032052	350.24	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000	SP		6/16/2014
14-P0032053	600.00	HAVE KITCHEN WILL TRAVEL, INC.	Food and Food Service Supplies	SP		6/16/2014
14-P0032054	346.68	ORANGE TREE DELI & CATERING	Food and Food Service Supplies	SP		6/16/2014
14-P0032055	133.38	OFFICE DEPOT BUSINESS SVCS	Instructional Supplies	SP		6/16/2014

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0032056	1,123.20	RAPTOR WORKHOLDING PRODUCTS	Equip/Software - >\$200 <\$1,000			6/16/2014
14-P0032057	1,000.00	ALBERTSON'S	Food and Food Service Supplies	SP		6/16/2014
14-P0032058	5,064.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		6/16/2014
* 14-P0032059	10,000.00	TALLER SAN JOSE	Contracted Services	SP		6/16/2014
14-P0032060	3,787.00	DE LA TORRE COMMERCIAL	Site Improv - Contracted Svcs	SP	BOND	6/16/2014
14-P0032061	1,717.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	6/16/2014
14-P0032062	200.00	KNORR SYSTEMS INC	Contracted Repair Services			6/16/2014
14-P0032063	3,400.00	WAXIE SANITARY SUPPLY	Non-Instructional Supplies			6/16/2014
14-P0032064	2,210.00	SOUTHWEST INSPECTION	Buildings - Construction Tests	SP	BOND	6/16/2014
14-P0032065	3,715.10	AXCESS VIDEO CORP	Equipment - All Other > \$1,000	SP	BOND	6/17/2014
14-P0032066	2,000.00	PRECISION PROGRAMMING SERVICES INC	Contracted Services	SP		6/17/2014
14-P0032067	1,417.50	THE FELDHAKA LAW FIRM	Legal Expenses			6/17/2014
14-P0032068	9,995.00	TECH SMITH CORP	Software License and Fees	SP		6/17/2014
14-P0032069	2,080.00	QUIAOIT KRISTOFFER	Contracted Services	SP		6/17/2014
14-P0032070	1,500.00	HAZEN JOHN	Contracted Services	SP		6/17/2014
14-P0032071	118,000.00	PMK PROFESSIONAL INC	Building Improvements	SP		6/17/2014
14-P0032072	1,000.00	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		6/17/2014
14-P0032073	470.44	ELVIA GARCIA	Food and Food Service Supplies			6/17/2014
14-P0032074	167.00	SPORT SUPPLY GROUP INC	Instructional Supplies	SP		6/17/2014
14-P0032075	758.00	WELLS FARGO BANK	Conference Expenses			6/17/2014
14-P0032076	599.00	MICHAEL T. COLLINS	Conference Expenses			6/17/2014
14-P0032077	1,274.40	WE DO GRAPHICS INC	Non-Instructional Supplies	SP		6/17/2014
14-P0032078	1,392.15	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/17/2014
14-P0032079	347.78	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/17/2014
14-P0032080	461.34	MICHAEL J MACKENZIE	Awards & Incentives	SP		6/17/2014
14-P0032081	19,793.23	CITY OF ORANGE	Instructional Agrmt - Salary			6/17/2014
14-P0032082	8,567.96	CITY OF VERNON	Instructional Agrmt - Facility			6/17/2014
14-P0032083	5,436.63	CITY OF UPLAND	Instructional Agrmt - Facility			6/17/2014
14-P0032084	16,269.79	CITY OF WEST COVINA	Instructional Agrmt - Facility			6/17/2014
14-P0032085	32,399.67	CITY OF SAN BERNARDINO FIRE DEPT	Instructional Agrmt - Facility			6/17/2014
14-P0032086	11,194.08	CITY OF COSTA MESA	Instructional Agrmt - Facility			6/17/2014
14-P0032087	3,984.06	CITY OF GARDEN GROVE	Instructional Agrmt - Facility			6/17/2014
14-P0032088	2,537.50	CITY OF CORONA	Instructional Agrmt - Facility			6/17/2014
14-P0032089	3,206.08	CITY OF MONTCLAIR	Instructional Agrmt - Facility			6/17/2014

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

4.23 (7)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0032090	24,185.23	CITY OF ONTARIO	Instructional Agrmt - Facility			6/17/2014
14-P0032091	17,480.31	CITY OF MONTEBELLO	Instructional Agrmt - Salary			6/17/2014
14-P0032092	12,489.75	CITY OF LAGUNA BEACH	Instructional Agrmt - Salary			6/17/2014
14-P0032093	34,263.57	CITY OF RANCHO CUCAMONGA	Instructional Agrmt - Salary			6/17/2014
14-P0032094	7,223.42	CITY OF FOUNTAIN VALLEY	Instructional Agrmt - Salary			6/17/2014
14-P0032096	16,384.06	CITY OF ANAHEIM	Instructional Agrmt - Facility			6/17/2014
14-P0032097	15,274.15	CITY OF LA VERNE	Instructional Agrmt - Salary			6/17/2014
14-P0032098	16,261.58	DOWNEY FIRE DEPT	Instructional Agrmt - Salary			6/17/2014
14-P0032099	43,632.79	CITY OF HUNTINGTON BEACH	Instructional Agrmt - Salary			6/17/2014
14-P0032100	56,805.00	CITY OF CORONA	Instructional Agrmt - Salary			6/17/2014
14-P0032101	14,477.33	CITY OF REDLANDS	Instructional Agrmt - Salary			6/17/2014
14-P0032102	17,072.38	CITY OF FULLERTON	Instructional Agrmt - Salary			6/17/2014
14-P0032103	14,939.00	CHINO VALLEY INDEPENDENT	Instructional Agrmt - Salary			6/17/2014
* 14-P0032104	15,468.58	CITY OF BREA	Instructional Agrmt - Salary			6/17/2014
14-P0032105	1,611.60	FRANKLIN AIR CONDITIONING	Contracted Repair Services			6/17/2014
14-P0032106	8,250.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	6/17/2014
14-P0032107	85.00	ACERO	Contracted Repair Services			6/17/2014
14-P0032108	146.49	UNITED PARCEL SVC	Postage			6/17/2014
14-P0032109	995.99	POSTMASTER	Postage			6/17/2014
* 14-P0032110	9,539.62	GLASBY MAINTENANCE SUPPLY	Non-Instructional Supplies			6/18/2014
14-P0032111	615.00	AMERICAN EXPRESS	Conference Expenses	SP		6/18/2014
14-P0032112	2,448.00	AMERICAN EXPRESS	Conference Expenses	SP		6/18/2014
14-P0032114	31.49	ORANGE COUNTY INDUSTRIAL Y SEWING MACHINE C	Repair & Replacement Parts			6/18/2014
14-P0032115	3,996.00	SOCCER CENTRAL	Instructional Supplies	SP		6/18/2014
14-P0032116	973.59	MILLER ROBERT ALAN	Instructional Supplies			6/18/2014
* 14-P0032117	53,429.02	KRUEGER INTERNATIONAL INC.	Equipment - All Other > \$1,000	SP	BOND	6/18/2014
14-P0032118	544.96	COASTLINE ROP	Transportation - Student	SP		6/18/2014
14-P0032119	820.37	DON BOOKSTORE	Non-Instructional Supplies	SP		6/18/2014
14-P0032120	448.20	EBERHARD EQUIPMENT	Rental-Equipment (Short-term)			6/18/2014
14-P0032121	13,318.00	DON BOOKSTORE	Instructional Supplies	SP		6/18/2014
14-P0032122	39,500.00	WESTBERG & WHITE INC	Site Improv - AE Fee	SP	BOND	6/18/2014
14-P0032123	850.00	TROPICAL PLAZA NURSERY	Buildings - Contracted Svcs	SP	BOND	6/18/2014
14-P0032124	4,450.00	WESTERN POWER SYSTEMS	Building Improvements	SP		6/18/2014
14-P0032125	550.00	SANDY BOYD INC	Buildings - Contracted Svcs	SP	BOND	6/18/2014

4.23 (8)

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0032126	1,250.00	SANDY BOYD INC	Buildings - Contracted Svcs	SP	BOND	6/18/2014
14-P0032127	3,465.00	TROPICAL PLAZA NURSERY	Contracted Repair Services			6/18/2014
14-P0032128	3,523.28	VS ATHLETICS	Instructional Supplies	SP		6/18/2014
14-P0032129	308.11	BUSINESS MACHINES SECURITY	Non-Instructional Supplies	SP		6/18/2014
14-P0032130	1,300.00	GERKE CONSULTING AND	Contracted Services	SP		6/18/2014
* 14-P0032131	195.77	DELL COMPUTER	Equip/Software - >\$200 <\$1,000	SP		6/19/2014
14-P0032132	850.00	ACCCA	Conference Expenses			6/19/2014
14-P0032133	2,050.00	ACCCA	Conference Expenses			6/19/2014
14-P0032134	315.68	DELL COMPUTER	Equip/Software - >\$200 <\$1,000			6/19/2014
* 14-P0032136	159.33	AMAZON COM	Non-Instructional Supplies	SP		6/19/2014
14-P0032138	574.50	B & H PHOTO VIDEO INC	Equipment - Federal Progs >200	SP		6/23/2014
14-P0032139	5,500.00	THE DOLINKA GROUP LLC	Contracted Services			6/23/2014
14-P0032140	272.00	DEPT OF GENERAL SERVICES	Buildings - DSA Fees	SP	BOND	6/23/2014
14-P0032141	14,500.00	DONALD KROTEE PARTNERSHIP	Buildings - AE Fee	SP		6/23/2014
14-P0032142	127.50	FRANKLIN AIR CONDITIONING	Contracted Repair Services			6/23/2014
14-P0032143	1,733.69	BLANKENSHIP, SHARLENE	Contracted Repair Services			6/23/2014
14-P0032144	45,998.00	ALL AMERICAN ASPHALT	Site Improv - Contracted Svcs	SP	BOND	6/23/2014
14-P0032145	91.80	WE DO GRAPHICS INC	Reproduction/Printing Expenses	SP		6/23/2014
14-P0032146	482.24	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		6/23/2014
14-P0032147	731.28	WELLS FARGO BANK	Instructional Supplies	SP		6/23/2014
14-P0032148	839.00	SMART & FINAL	Food and Food Service Supplies	SP		6/23/2014
* 14-P0032149	1,848.90	AUDIO VISUAL INNOVATIONS	Equip/Software - >\$200 <\$1,000	SP		6/23/2014
14-P0032150	5,113.88	CYNTHIA C FAGREY	Non-Instructional Supplies	SP		6/23/2014
14-P0032151	3,395.00	CARRIER CORP	Contracted Repair Services			6/23/2014
14-P0032152	708.75	TRL SYSTEMS INC	Contracted Repair Services			6/23/2014
14-P0032153	175.00	TOOLFARM INC	Software License and Fees			6/24/2014
* 14-P0032154	7,209.46	HEC SOFTWARE INC	Instructional Supplies	SP		6/24/2014
14-P0032156	583.20	MAR VAC ELECTRONICS	Equip/Software - >\$200 <\$1,000	SP	BOND	6/24/2014
14-P0032157	645.41	TROXELL COMM INC	Equip/Software - >\$200 <\$1,000	SP	BOND	6/24/2014
4.23 (9) 14-P0032158	4,827.74	GOLD COAST TOURS	Transportation - Student	SP		6/24/2014
14-P0032159	1,912.61	4 IMPRINT	Non-Instructional Supplies	SP		6/24/2014
14-P0032160	971.25	RYAN'S EXPRESS MOTORCOACH	Transportation - Student	SP		6/24/2014
14-P0032161	971.25	RYAN'S EXPRESS MOTORCOACH	Transportation - Student	SP		6/24/2014
14-P0032162	1,023.75	RYAN'S EXPRESS MOTORCOACH	Transportation - Student	SP		6/24/2014

Legend: \* = Multiple Accounts for this P.O. SP = Special Project



4.23 (10)

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0032163	533.71	CN SCHOOL AND OFFICE SOLUTIONS INC	Equip/Software - >\$200 <\$1,000			6/24/2014
14-P0032164	697,929.32	WESTBERG & WHITE INC	Buildings - AE Fee	SP	BOND	6/24/2014
14-P0032165	494.52	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		6/25/2014
14-P0032166	1,495.38	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		6/25/2014
14-P0032167	1,757.50	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		6/25/2014
* 14-P0032168	2,056.95	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		6/25/2014
14-P0032169	2,576.72	LAKESHORE LEARNING MATERIALS	Instructional Supplies	SP		6/25/2014
* 14-P0032170	4,424.98	XPEDX PAPER CO	Non-Instructional Supplies	SP		6/25/2014
14-P0032171	336.26	AMAZON COM	Non-Instructional Supplies	SP		6/25/2014
14-P0032172	139,600.00	SO CAL LAND MAINTENANCE INC	Site Improv - Contracted Svcs	SP		6/25/2014
14-P0032173	1,000.00	APPLE COMPUTER INC	Software License and Fees	SP		6/25/2014
14-P0032174	935.00	DE LA TORRE COMMERCIAL	Contracted Repair Services			6/25/2014
14-P0032175	2,000.00	O C SUPERINTENDENT OF SCHOOLS	Contracted Services	SP		6/25/2014
14-P0032176	238.12	ORANGE COUNTY TRANSPORTATION	Contracted Services	SP		6/25/2014
14-P0032177	613.44	SEHI COMPUTER PRODUCTS	Equipment - Federal Progs >200	SP		6/25/2014
* 14-P0032178	3,008.56	APPLE COMPUTER INC	Non-Instructional Supplies	SP		6/25/2014
* 14-P0032179	1,268.55	CONSOLIDATED ELECTRICAL DISTRIBUTORS	Non-Instructional Supplies			6/26/2014
14-P0032180	2,310.00	SPIELBERG BETHANY MICHEL	Contracted Services	SP		6/26/2014
14-P0032181	183.66	ACERO	Contracted Repair Services			6/26/2014
14-P0032182	1,331.00	WESTERN POWER SYSTEMS	Contracted Repair Services			6/26/2014
14-P0032183	2,940.00	DELHI CENTER	Rental - Facility (Short-term)	SP		6/26/2014
14-P0032184	29,682.00	SANTA ANA UNIFIED SCHOOL DIST	Rental - Facility (Short-term)	SP		6/26/2014
14-P0032185	1,630.13	OUR LADY OF THE PILLAR CHURCH	Rental - Facility (Short-term)	SP		6/26/2014
14-P0032186	1,429.50	OC CHILDREN'S THERAPEUTIC ART CTR	Rental - Facility (Short-term)	SP		6/26/2014
14-P0032187	7,140.00	CITY OF CORONA	Instructional Agrmt - Salary			6/26/2014
14-P0032188	35,766.50	CITY OF NEWPORT BEACH FIRE AND MARINE DEP	Instructional Agrmt - Salary			6/26/2014
14-P0032189	403,280.50	ORANGE COUNTY FIRE AUTHORITY	Instructional Agrmt - Salary			6/26/2014
14-P0032190	70,622.75	SAN BERNARDINO COUNTY	Instructional Agrmt - Salary			6/26/2014
14-P0032191	1,250.00	EXECUTIVE ENVIRONMENTAL	Sites - Contracted Services	SP	BOND	6/26/2014
14-P0032192	2,973.04	IMAGE PRINTING SOLUTIONS	Non-Instructional Supplies	SP		6/26/2014
14-P0032193	1,797.85	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/26/2014
14-P0032194	150.00	OFFICE DEPOT BUSINESS SVCS	Non-Instructional Supplies	SP		6/26/2014
14-P0032195	1,136.00	DEPT OF FORESTRY & FIRE PROTECTION	Instructional Agreements	SP		6/26/2014
14-P0149304	10,000.00	HUNTINGTON BEACH UNION	Contracted Services	SP		5/27/2014

Legend: \* = Multiple Accounts for this P.O. SP = Special Project

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-P0149306	20,000.00	COAST COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		6/2/2014
14-P0149307	50,000.00	SAN FRANCISCO CCD	Contracted Services	SP		6/3/2014
14-P0149308	8,800.00	LOS ANGELES VALLEY COLLEGE FOUNDATION	Contracted Services	SP		6/3/2014
14-P0149309	10,000.00	CABRILLO COMMUNITY COLLEGE DISTRICT	Contracted Services	SP		6/2/2014
14-P0149310	5,000.00	COLLEGE OF THE CANYONS	Contracted Services	SP		6/3/2014
14-P0149311	3,627.36	THE AMERGROUP INC	Software Support Service-Fixed			6/3/2014

Grand Total: \$3,972,825.27

4.23 (11)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 25, 2014 THROUGH JUNE 29, 2014  
BOARD MEETING OF JULY 21, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031879	\$700,000.00	Final settlement agreement related to Bid #1139 - SCC Humanities, Athletic/Aquatic, Santiago Canyon Entry & Parking, Chapman Entry & Loop Road Ext.	DO-Facility Planning	Board approved: May 12, 2014
14-P0031886	\$34,682.15	Classroom furniture for the Temporary Village portables at Santa Ana College	DO-Facility Planning	Purchased from the Redlands USD Bid #4-11 Board approved: December 5, 2011
14-P0031888	\$31,719.18	Dell computers and related components for the Temporary Village portables at Santa Ana College	DO-ITS	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #B27160 Board approved: November 16, 2009
14-P0031893	\$28,371.39	Video LCD projector for the Temporary Village portables at Santa Ana College	DO-ITS	Received Quotations: 1) * Golden Star Technology 2) Troxell Communications 3) SHI 4) Mar Vac Electronics * Successful Bidder
14-P0031898	\$15,000.00	Consulting services to assist in negotiating for historical Pass-Through payment discrepancies	DO-Fiscal Services	Board approved: May 27, 2014
14-P0031899	\$145,700.00	Re-roofing repairs project for Santiago Canyon College-Child Development Center	DO-Facility Planning	Bid #1230 Board approved: May 27, 2014
14-P0031906	\$19,100.00	Consulting services related to the Storm Water Pollution Prevention Plan (SWPPP) for the Dunlap Hall project at Santa Ana College	DO-Facility Planning	RFQ/RFP #1314-40 Board approved: May 12, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 25, 2014 THROUGH JUNE 29, 2014  
BOARD MEETING OF JULY 21, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0031912	\$50,200.00	Upward Bound - 2014 Summer Residential Program between Santa Ana College and Chapman University	SAC-Upward Bound	Board approved: April 14, 2014
14-P0031965	\$45,143.00	Emergency generator repair for Building D at Santiago Canyon College	DO-Facility Planning	Received Quotations: 1) * Coast Electric 2) Academy Electric 3) MZN Construction 4) Gilbert and Sterns, Inc. * Successful Bidder
14-P0031974	\$30,962.51	Lecterns and tables for the Temporary Village portables at Santa Ana College	DO-Facility Planning	Purchased from the Hawthorne School District Bid #13-14-1 Board approved: March 24, 2014
14-P0031996	\$16,500.00	Sub-award with South Orange County CCD for the implementation of Youth Entrepreneurship Program (YEP)	DO-Educational Services	Board approved: 5-12-14
14-P0031999	\$18,000.00	High Scope Preschool Curriculum training	DO-Child Development Services	
14-P0032019	\$29,325.00	Installation of blackout shades for the interior of Science Building at Santiago Canyon College	DO-Facility Planning	Received Quotations: 1) * Interior Services 2) Sheward and Son & Sons 3) Contract Decor, Inc. 4) Covoc Corp. * Successful Bidder
14-P0032044	\$15,000.00	Sub-contract with CSJ Fullerton Auxiliary Services Corporation related to the HIS Engage STEM grant	SAC-Counseling	Board approved: May 12, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 25, 2014 THROUGH JUNE 29, 2014  
BOARD MEETING OF JULY 21, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0032071	\$118,000.00	Repairs for Building D actuator at Santiago Canyon College	DO-Facility Planning	Bid #1229 Scheduled to be Board ratified on July 21, 2014
14-P0032081	\$19,793.23	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: January 22, 2008
14-P0032084	\$16,269.79	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: June 30, 2008
14-P0032085	\$32,399.67	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: January 22, 2008
14-P0032090	\$24,185.23	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: May 12, 2008
14-P0032091	\$17,480.31	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: December 8, 2008
14-P0032093	\$34,263.57	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: December 10, 2007
14-P0032096	\$16,384.06	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: May 10, 2010
14-P0032097	\$15,274.15	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: June 30, 2008
14-P0032098	\$16,261.58	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: May 27, 2008

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 25, 2014 THROUGH JUNE 29, 2014  
BOARD MEETING OF JULY 21, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0032099	\$43,632.79	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: November 19, 2007
14-P0032100	\$56,805.00	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: May 27, 2008
14-P0032102	\$17,072.38	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: February 4, 2008
14-P0032104	\$15,468.58	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: February 25, 2008
14-P0032117	\$53,429.02	Miscellaneous classroom furniture for the Humanities Building at Santiago Canyon College	SCC-Administrative Services	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-09-71-0075B Board approved: June 9, 2014
14-P0032122	\$39,500.00	Architectural consulting services for bid assistance and construction administration services for Package 3 - Phase 1 & 2 and off-site work for Parking Lot # 6 & 7 at Santa Ana College	DO-Facility Planning	Board approved: May 12, 2014
14-P0032144	\$45,998.00	Artesia Street improvement project at Santa Ana College	DO-Facility Planning	Bid #1235 Scheduled to be Board ratified on July 21, 2014
14-P0032164	\$697,929.32	Architectural and engineering consulting services for various Santa Ana College projects	DO-Facility Planning	Board approved: June 9, 2014

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 25, 2014 THROUGH JUNE 29, 2014  
BOARD MEETING OF JULY 21, 2014**

P.O. #	Amount	Description	Department	Comment
14-P0032172	\$139,600.00	Football Field Turf Replacement project at Santa Ana College	DO-Facility Planning	Bid #1238 Scheduled to be Board ratified on July 21, 2014
14-P0032184	\$29,682.00	Lease of facilities at various Santa Ana Unified School District sites for Spring 2014	DO-Facility Planning	Board approved: November 20, 2006
14-P0032188	\$35,766.50	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: April 21, 2008
14-P0032189	\$403,280.50	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: May 12, 2008
14-P0032190	\$70,622.75	Instructional hours for Fire Technology training for Fall 2013	SAC-Fire Technology	Board approved: March 10, 2008
14-P0149306	\$20,000.00	Sub-award with Coast Community College District for the implementation of Youth Entrepreneurship Program (YEP)	DO-Educational Services	Board approved: May 27, 2014
14-P0149307	\$50,000.00	Sub-award with San Francisco Community College District for the implementation of Senior Navigator-ICT/Digital Media Program	DO-Educational Services	Board approved: May 12, 2014

P.O. #	Amount	Vendor Name	Classification	SP	Bond	Date
14-B0000589	500.00	PHI THETA KAPPA	Diversified Agency Fund Expens			5/29/2014
* 14-B0000590	14,975.00	DE LA TORRE COMMERCIAL	Other Operating Exp & Services			6/5/2014
14-B0000591	12,000.00	OPTO INTL, INC.	Equipment - All Other > \$1,000			6/24/2014
		<b>Grand Total:</b>	<b>\$27,475.00</b>			

4.23 (17)

Legend: \* = Multiple Accounts for this P.O.      SP = Special Project



P.O. #	Amount	Vendor Name	Classification	Date
GM-DON001630	\$432.00	GOTYOGIFTS	General Merchandise	5/27/2014
GM-DON001655	\$300.00	LEGACY ATHLETIC	General Merchandise	5/27/2014
GM-DON001759	\$644.62	PENS ETC.	General Merchandise	5/23/2014
GM-DON001761	\$283.50	TEAMWORK	General Merchandise	5/27/2014
GM-DON001762	\$12.06	S.P. RICHARDS	General Merchandise	5/27/2014
GM-DON001764	\$286.44	BARRY'S DISTRIBUTING	General Merchandise	5/27/2014
GM-DON001766	\$721.92	BROWN BAG SANDWICH CO	General Merchandise	5/26/2014
GM-DON001769	\$684.72	PEPSI COLA CO	General Merchandise	5/28/2014
GM-DON001770	\$456.00	DESIGN SOURCE USA, INC.	General Merchandise	5/29/2014
GM-DON001772	\$158.96	BROWN BAG SANDWICH CO	General Merchandise	5/28/2014
GM-DON001773	\$368.32	BROWN BAG SANDWICH CO	General Merchandise	6/2/2014
GM-DON001774	\$2,110.80	KENNEDY WHOLESAL	General Merchandise	5/29/2014
GM-DON001775	\$1,370.28	PEPSI COLA CO	General Merchandise	6/3/2014
GM-DON001776	\$641.16	PEPSI COLA CO	General Merchandise	6/5/2014
GM-DON001777	\$751.39	PENS ETC.	General Merchandise	6/9/2014
GM-DON001778	\$48.00	IONET MEDICAL	General Merchandise	6/9/2014
GM-DON001779	\$393.79	BROWN BAG SANDWICH CO	General Merchandise	6/9/2014
GM-DON001780	\$2,067.93	D&H DISTRIBUTING	General Merchandise	6/11/2014
GM-DON001784	\$162.50	FHM FIREHOUSE MEDICAL INC.	General Merchandise	6/11/2014
GM-DON001785	\$2,055.35	KENNEDY WHOLESAL	General Merchandise	6/12/2014
GM-DON001786	\$374.78	BROWN BAG SANDWICH CO	General Merchandise	6/16/2014
GM-DON001787	\$314.04	BARRY'S DISTRIBUTING	General Merchandise	6/16/2014
GM-DON001788	\$60.00	CDI CORP	General Merchandise	6/17/2014
GM-DON001789	\$251.28	NACSCORP	General Merchandise	6/19/2014
GM-DON001790	\$12.72	NACSCORP	General Merchandise	6/19/2014
GM-DON001791	\$41.52	GOPICNIC	General Merchandise	6/19/2014
GM-DON001793	\$421.68	BROWN BAG SANDWICH CO	General Merchandise	6/23/2014
GM-DON001794	\$817.44	KENNEDY WHOLESAL	General Merchandise	6/19/2014
GM-DON001795	\$942.24	ROARING SPRING	General Merchandise	6/24/2014
GM-DON001797	\$261.94	BROWN BAG SANDWICH CO	General Merchandise	6/30/2014
GM-DON001798	\$216.65	BROWN BAG SANDWICH CO	General Merchandise	6/25/2014
GM-DON001799	\$1,324.44	PEPSI COLA CO	General Merchandise	6/30/2014
GM-DON001800	\$1,105.10	KENNEDY WHOLESAL	General Merchandise	6/26/2014
GM-DON001803	\$147.00	BARRY'S DISTRIBUTING	General Merchandise	6/30/2014
GM-EXPR000915	\$278.40	BARRY'S DISTRIBUTING	General Merchandise	5/27/2014
GM-EXPR000917	\$782.82	BROWN BAG SANDWICH CO	General Merchandise	5/26/2014
GM-EXPR000919	\$566.64	PEPSI COLA CO	General Merchandise	5/28/2014

4.23 (18)

P.O. #	Amount	Vendor Name	Classification	Date
GM-EXPR000921	\$277.91	BROWN BAG SANDWICH CO	General Merchandise	5/28/2014
GM-EXPR000922	\$567.12	BROWN BAG SANDWICH CO	General Merchandise	6/2/2014
GM-EXPR000923	\$1,024.04	KENNEDY WHOLESale	General Merchandise	5/29/2014
GM-EXPR000924	\$102.84	SULLIVAN, MICHAEL	General Merchandise	6/4/2014
GM-EXPR000925	\$530.28	PEPSI COLA CO	General Merchandise	6/5/2014
GM-EXPR000926	\$948.36	PEPSI COLA CO	General Merchandise	6/2/2014
GM-EXPR000927	\$1,269.40	KENNEDY WHOLESale	General Merchandise	6/12/2014
GM-EXPR000928	\$575.16	BROWN BAG SANDWICH CO	General Merchandise	6/16/2014
GM-EXPR000929	\$121.20	BARRY'S DISTRIBUTING	General Merchandise	6/12/2014
GM-EXPR000930	\$96.36	SULLIVAN, MICHAEL	General Merchandise	6/18/2014
GM-HAWK001421	\$326.67	BROWN BAG SANDWICH CO	General Merchandise	5/27/2014
GM-HAWK001422	\$579.10	KENNEDY WHOLESale	General Merchandise	5/28/2014
GM-HAWK001423	\$45.60	SAMS DAIRY DIST	General Merchandise	5/28/2014
GM-HAWK001424	\$703.20	PEPSI COLA CO	General Merchandise	5/28/2014
GM-HAWK001425	\$60.10	BALLOONS EVERYWHERE	General Merchandise	5/29/2014
GM-HAWK001426	\$120.00	LENNY & LARRY'S,INC	General Merchandise	5/29/2014
GM-HAWK001427	\$161.04	BARRY'S DISTRIBUTING	General Merchandise	6/2/2014
GM-HAWK001428	\$357.10	KENNEDY WHOLESale	General Merchandise	6/2/2014
GM-HAWK001429	\$435.33	BROWN BAG SANDWICH CO	General Merchandise	6/2/2014
GM-HAWK001430	\$139.80	BROWN BAG SANDWICH CO	General Merchandise	6/5/2014
GM-HAWK001431	\$932.76	PEPSI COLA CO	General Merchandise	6/5/2014
GM-HAWK001432	\$161.40	BARRY'S DISTRIBUTING	General Merchandise	6/10/2014
GM-HAWK001433	\$945.72	PEPSI COLA CO	General Merchandise	6/11/2014
GM-HAWK001434	\$619.80	KENNEDY WHOLESale	General Merchandise	6/17/2014
GM-HAWK001435	\$474.02	BROWN BAG SANDWICH CO	General Merchandise	6/17/2014
GM-HAWK001436	\$396.84	PEPSI COLA CO	General Merchandise	6/18/2014
GM-HAWK001437	\$418.57	KENNEDY WHOLESale	General Merchandise	6/23/2014
GM-HAWK001438	\$316.61	BROWN BAG SANDWICH CO	General Merchandise	6/23/2014
GM-HAWK001440	\$356.72	BROWN BAG SANDWICH CO	General Merchandise	7/2/2014
GM-HAWK001441	\$58.00	HAMILTON BELL CO	General Merchandise	7/2/2014
GM-HAWK001443	\$3,476.94	EL DORADO TRADING GROUP	General Merchandise	7/2/2014
NBCRPO-201011-1303-1	\$1,513.64	NEBRASKA BOOK COMPANY	Textbook	6/18/2014
NBCRPO-201011-1303-2	\$8,946.13	NEBRASKA BOOK COMPANY	Textbook	6/19/2014
NBCRPO-201011A-1303-	\$2,924.42	NEBRASKA BOOK COMPANY	Textbook	6/13/2014
NBCRPO-201011A-1303-	\$75,109.53	NEBRASKA BOOK COMPANY	Textbook	6/17/2014
PO-000018GM	\$829.21	DELL COMPUTERS	General Merchandise	7/2/2014
TR-CEC000041-D	\$660.00	CENGAGE LEARNING	Trade Book	6/23/2014

P.O. #	Amount	Vendor Name	Classification	Date
TX-CEC000229	\$1,885.00	CAMBRIDGE UNIVERSITY PRES	Textbook	6/3/2014
TX-CEC000230	\$2,584.00	CAMBRIDGE UNIVERSITY PRES	Textbook	6/16/2014
TX-CEC000232	\$623.75	PEARSON EDUCATION	Textbook	6/25/2014
TX-CEC000233	\$1,122.75	PEARSON EDUCATION	Textbook	7/1/2014
TX-DON002520	\$43.00	NEBRASKA BOOK COMPANY	Textbook	5/28/2014
TX-DON002521	\$14.77	MONTEZUMA PUBLISHING	Textbook	5/28/2014
TX-DON002522	\$349.87	NEBRASKA BOOK COMPANY	Textbook	5/29/2014
TX-DON002523	\$681.15	MBS TEXTBOOK EXCHANGE	Textbook	6/3/2014
TX-DON002524	\$339.00	CENGAGE LEARNING	Textbook	6/3/2014
TX-DON002525	\$251.57	NACSCORP	Textbook	6/3/2014
TX-DON002526	\$355.00	NEBRASKA BOOK COMPANY	Textbook	6/3/2014
TX-DON002527	\$1,706.10	PEARSON EDUCATION	Textbook	6/5/2014
TX-DON002528	\$1,583.12	OXFORD UNIVERSITY PRESS,	Textbook	6/5/2014
TX-DON002529	\$390.00	NACSCORP	Textbook	6/5/2014
TX-DON002530	\$1,415.07	NEBRASKA BOOK COMPANY	Textbook	6/5/2014
TX-DON002531	\$171.50	MBS TEXTBOOK EXCHANGE	Textbook	6/5/2014
TX-DON002532	\$18,495.29	BOOKBYTEDIRECT.COM	Textbook	6/9/2014
TX-DON002535	\$579.33	MBS TEXTBOOK EXCHANGE	Textbook	6/10/2014
TX-DON002536	\$254.80	MBS TEXTBOOK EXCHANGE	Textbook	6/10/2014
TX-DON002537	\$123.88	MBS TEXTBOOK EXCHANGE	Textbook	6/12/2014
TX-DON002538	\$92.40	NEBRASKA BOOK COMPANY	Textbook	6/12/2014
TX-DON002539	\$1,185.61	NACSCORP	Textbook	6/12/2014
TX-DON002540	\$1,800.00	CENGAGE LEARNING	Textbook	6/12/2014
TX-DON002542	\$414.00	NACSCORP	Textbook	6/12/2014
TX-DON002543	\$12,294.25	VERBA	Textbook	6/16/2014
TX-DON002544	\$637.25	MBS TEXTBOOK EXCHANGE	Textbook	6/16/2014
TX-DON002545	\$1,860.00	JOHN WILEY \$ SONS, INC	Textbook	6/17/2014
TX-DON002546	\$1,191.50	NEBRASKA BOOK COMPANY	Textbook	6/17/2014
TX-DON002547	\$184.96	MONTEZUMA PUBLISHING	Textbook	6/17/2014
TX-DON002548	\$5,822.50	MBS TEXTBOOK EXCHANGE	Textbook	6/18/2014
TX-DON002549	\$1,226.16	VERBA	Textbook	6/19/2014
TX-DON002550	\$91.00	MBS TEXTBOOK EXCHANGE	Textbook	6/19/2014
TX-DON002551	\$296.25	NEBRASKA BOOK COMPANY	Textbook	6/19/2014
TX-DON002552	\$110.96	PEARSON EDUCATION	Textbook	6/19/2014
TX-DON002553	\$612.00	MARAUDER BOOKSTORE	Textbook	6/23/2014
TX-DON002554	\$24.50	MBS TEXTBOOK EXCHANGE	Textbook	6/24/2014
TX-DON002555	\$1,670.34	NACSCORP	Textbook	6/24/2014

P.O. #	Amount	Vendor Name	Classification	Date
TX-DON002556	\$67,354.04	NEBRASKA BOOK COMPANY	Textbook	6/27/2014
TX-DON002557	\$650.00	MCGRAW-HILL PUBLISHING CO	Textbook	6/30/2014
TX-DON002558	\$1,313.95	CADCIM TECHNOLOGIES	Textbook	6/30/2014
TX-DON002559	\$2,100.00	CENGAGE LEARNING	Textbook	6/30/2014
TX-DON002560	\$20.73	NEBRASKA BOOK COMPANY	Textbook	6/30/2014
TX-DON002561	\$545.05	NEBRASKA BOOK COMPANY	Textbook	6/30/2014
TX-DON002562	\$206.39	MBS TEXTBOOK EXCHANGE	Textbook	6/30/2014
TX-DON002563	\$463.40	NACSCORP	Textbook	7/1/2014
TX-DON002564	\$178.75	MBS TEXTBOOK EXCHANGE	Textbook	7/1/2014
TX-DON002565	\$118.41	NEBRASKA BOOK COMPANY	Textbook	7/1/2014
TX-HAWK001868	\$70.00	UNIV. SOUTHERN CALIFORNIA	Textbook	5/29/2014
TX-HAWK001869	\$602.00	PEARSON EDUCATION	Textbook	6/3/2014
TX-HAWK001870	\$2,232.00	MCGRAW-HILL PUBLISHING CO	Textbook	6/4/2014
TX-HAWK001871	\$2,075.00	PEARSON EDUCATION	Textbook	6/4/2014
TX-HAWK001872	\$132.00	NEBRASKA BOOK COMPANY	Textbook	6/4/2014
TX-HAWK001874	\$1,660.00	PEARSON EDUCATION	Textbook	6/10/2014
TX-HAWK001875	\$608.20	MCGRAW-HILL PUBLISHING CO	Textbook	6/10/2014
TX-HAWK001876	\$2,237.50	JOHN WILEY & SONS, INC	Textbook	6/10/2014
TX-HAWK001877	\$50.00	NEBRASKA BOOK COMPANY	Textbook	6/16/2014
TX-HAWK001878	\$84.30	AMAZON	Textbook	6/16/2014
TX-HAWK001879	\$1,220.00	NEBRASKA BOOK COMPANY	Textbook	6/17/2014
TX-HAWK001880	\$26.40	NEBRASKA BOOK COMPANY	Textbook	6/17/2014
TX-HAWK001881	\$93.75	MCGRAW-HILL PUBLISHING CO	Textbook	6/18/2014
TX-HAWK001882	\$248.56	MCGRAW-HILL CREATE (PRIMIS)	Textbook	6/18/2014
TX-HAWK001883	\$19.90	MONTEZUMA PUBLISHING	Textbook	6/18/2014
TX-HAWK001884	\$75.20	MONTEZUMA PUBLISHING	Textbook	6/19/2014
TX-HAWK001885	\$950.00	BLUEDOOR	Textbook	6/24/2014
TX-HAWK001886	\$36.30	MBS TEXTBOOK EXCHANGE	Textbook	6/24/2014
TX-HAWK001887	\$93.75	MCGRAW-HILL PUBLISHING CO	Textbook	6/25/2014

**Grand Total: \$276,397.56**

**PURCHASE ORDERS SUPPLEMENT  
PURCHASE ORDERS OF \$15,000 AND OVER  
FROM MAY 23, 2014 THROUGH JULY 4, 2014  
BOARD MEETING OF JULY 21, 2014**

P.O. #	Amount	Description	Department	Comment
NBCRPO-201011A-1303-2	\$75,109.53	Textbooks for resale: Summer and Fall 2014	SCC Bookstore	Purchased from Nebraska Book Co. Manager Review and Approval - Bill Jeffery - 6/17/14
TX-DON002532	\$18,495.29	Textbooks for resale: Summer and Fall 2014	SAC Bookstore	Purchased from Nebraska Book Co. Manager Review and Approval - Tom Bonetati - 6/9/14
TX-DON002556	\$67,354.04	Textbooks for resale: Summer and Fall 2014	SAC Bookstore	Purchased from Nebraska Book Co. Manager Review and Approval - Tom Bonetati - 6/27/14

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: July 21, 2014
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>
	<i>Fiscal Year 2013/2014</i>		
1.	<b>Basic Skills Initiative (SAC) – Augmentation</b> Second Principal (P2) apportionment augmentation for Basic Skills Initiative funding from the California Community Colleges Chancellor’s Office to be used to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (13/14). <i>No match required.</i>  Santa Ana College (credit) \$81,621 Santa Ana College (non-credit) \$122,432	05/12/2014	\$204,053
2.	<b>Basic Skills Initiative (SCC) – Adjustment</b> Second Principal (P2) apportionment adjustment for Basic Skills Initiative funding from the California Community Colleges Chancellor’s Office to be used to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (13/14). <i>No match required.</i>  Santiago Canyon College -\$14,072	05/12/2014	-\$14,072
3.	<b>SBA/CSUF – SBDC (District)</b> Augmentation of funds from the Small Business Administration through California State University, Fullerton, to fund the continuous performance of the district’s Small Business Development Center. (13/14, 14/15). <i>The match required is one-to-one at \$602,000 that consists of \$171,681 district-funded staff costs, \$129,319 state grant-funded staff costs, \$223,203 of unclaimed indirect, and \$77,797 of donated books, postage, supplies, and time.</i>	06/13/2014	\$46,088

Fiscal Impact: \$8,734,107	Board Date: July 21, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
	<u>Fiscal Year 2014/2015</u>		
4.	<b>Assessment, Remediation &amp; Retention for Associate Degree Nursing Program – (SAC)</b> Grant award from the California Community Colleges Chancellor’s Office to the Santa Ana College Nursing Program to provide pre-nursing preparation for students who do not pass the diagnostic assessment; provide support to students to increase the program retention and completion rates; and increase the number of students who complete the ADN program and pass the national licensure exam. (14/15). <i>No match is required.</i>	07/01/2014	\$91,200
5.	<b>California Career Pathways Trust - Orange County Pathways Partnership (CCPT-OCPP) – (SAC) – Year 1</b> Orange County Department of Education received a five-year grant award from the California Department of Education for the California Career Pathways Trust (CCPT) to implement the Orange County Careers Pathways Partnership (OCCPP), a regional consortium to improve career pathways in our region. As a member of the consortium, SAC will receive a sub-award to develop a new medical devices career pathway with high schools and universities that will include stackable certificates and a degree. (14/15). <i>SAC will leverage in-kind resources valued at \$100,000 for year 1.</i>	07/01/2014	\$204,500
6.	<b>California Career Pathways Trust - Orange County Teacher Pathway Partnership (OC TPP) – (SCC)</b> Santiago Canyon College received a five-year grant award from the California Department of Education for the California Career Pathways Trust (CCPT). Funding was awarded to the Orange County Teacher Pathway Partnership (OC TPP) project for a regional consortium that include SCC, SAC, Fullerton College, five school districts (Orange, Santa Ana, Garden Grove, Anaheim and Fullerton USDs), CSU Fullerton, NASA Jet Propulsion Labs, Project Tomorrow, business partners, community partners, and the Santa WIB and Anaheim WIB. The OC TPP will develop and provide articulated pathways to postsecondary education aligned with regional economic sectors and establish career pathway programs that connect businesses, K–12 schools, and community colleges to better prepare students for the 21st century workplace and provide real-world experience and hands-on learning. Students will build skills in an integrated standards-based academic and career relevant sequenced curriculum to allow for early entrance into employment as paraprofessionals and culminates in a post-baccalaureate teaching credential. (14/15, 15/16, 16/17, 17/18, 18/19). <i>The OC TPP project will leverage in-kind resources by consortium partners valued at \$3,602,925.</i>	07/01/2014	\$6,000,000
7.	<b>Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC)</b> Annual allocation from the California Community Colleges Chancellor’s Office - Carl D. Perkins Career and Education Act of 2006 (Perkins IV) federal funds to develop and strengthen career and technical education programs at the	07/01/2014	\$1,477,060

Fiscal Impact: \$8,734,107	Board Date: July 21, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
postsecondary level. (14/15). <i>No match required.</i>		
8. Enrollment Growth for Associate Degree Nursing Program - (SAC) Grant award from the California Community Colleges Chancellor's Office to increase Santa Ana College's Nursing Program's enrollment capacity, retention and program completion rates, and the number of students who pass the state licensing exam. (14/15). <i>No match is required.</i>	07/01/2014	\$101,087
9. Math, Engineering and Science Achievement (MESA) Program - (SAC) Third year of a five-year renewal grant from the California Community Colleges Chancellor's Office to continue the existing MESA program, which provides academic, enrichment activities, and support services to eligible science, mathematics, computer science, and engineering students, in order to increase the number of disadvantaged students who transfer to college/ university programs. (13/14). <i>The match required is \$50,500; the actual match contribution is \$189,747 consisting of MESA Director (75%), MESA Student Services Coordinator (50%), benefits for both at \$71,650 (100%). All benefits for these full-time positions are unallowable costs to the grant.</i>	07/01/2014	\$50,500
10. Saint Joseph Hospital Clinical Training Grant – (SAC) Sub-award from the St. Joseph Hospital to establish an educational and clinical training site at the hospital and to increase the number of students in SAC's Nursing Program over a two-year funding cycle. (14/15, 15/16). <i>No match is required.</i>	07/01/2014	\$123,691
11. Santa Ana Middle College High School (SAC) Funds from the California Community Colleges Chancellor's Office to continue the existing Middle College High School, which provides a supportive, academically challenging environment for high ability, at risk youth leading to a rich high school education, independence and success in college and beyond. (14/15). <i>The match required is 1-to-1. Santa Ana Unified School District will provide the entire amount of the required match via the MCHS Principal's salary and benefits.</i>	07/01/2014	\$99,000
12. Song-Brown Health Care Workforce Training Act – Registered Nurse Education : Capitation ADN Funding – (SAC) Grant award from the Office of Statewide Health Planning and Development to the Santa Ana College Nursing Program to provide a registered nurse education program to nine (9) full-time Associate Degree in Nursing students during a two-year funding cycle. The SAC Nursing Program is to be paid a capitated rate of \$10,000 per student per contract year. (14/15, 15/16). <i>No match is required.</i>	07/01/2014	\$180,000

Fiscal Impact: \$8,734,107	Board Date: July 21, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
<p>13. Song-Brown Health Care Workforce Training Act – Registered Nurse Education : Special Program – (SAC) Grant award from the Office of Statewide Health Planning and Development to the Santa Ana College Nursing Program to fund a Student Services Coordinator and Clinical Teaching Assistants that will assist first semester nursing students. The Student Services Coordinator will provide support to students through a case management model to identify student needs, evaluate student efforts, and coordinate strategies to improve student success. The Clinical Teaching Assistants will reduce attrition by working with students in both the clinical setting and simulation lab. (14/15, 15/16). <i>No match is required.</i></p>	07/01/2014	\$115,000
<p>14. Student Mental Health Program – (SCC) SCC received a sustainability grant funded by CalMHSA from the California Community College Student Mental Health Program (CCC SMHP) and Foundation for California Community Colleges (FCCC) to continue promotion and engagement of faculty and students in the Suicide Prevention Training. (14/15). <i>No match is required.</i></p>	07/07/2014	\$33,500
<p>15. Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) Funds from the U.S. Department of Health &amp; Human Services through the California Department of Social Services. The Foundation for California Community Colleges provides centralized fiscal and administrative services to community college districts to help foster youth successfully transition into adulthood. SAC will provide curricula, assessment, and financial literacy and life skills training for foster youth and youth on probation between the ages of 16 through 21. (14/15). <i>In-kind match of \$9,197.</i></p>	07/01/2014	\$22,500

**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: \$8,734,107	Board Date: July 21, 2014
Item Prepared by: Maria Gil, Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SPECIAL PROJECT DETAILED BUDGET #2093, #2095, #2096, #2097, and #2098**

**NAME: BASIC SKILLS INITIATIVE 13/14 - SANTA ANA COLLEGE (Credit)**

**FISCAL YEAR: 2013/2014**

CONTRACT PERIOD: 7/1/2013 - 6/30/2015  
 FY 13-14 Adv. Apportionment \$199,567  
 P1 Augmentation \$138  
 P2 Augmentation \$81,621  
**Total \$281,326**

PRJ. ADMIN. Linda Rose  
 PRJ. DIR. Mary Huebsch  
 Date: 07/08/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2093_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		10,000		10,000		0
12_2093_499900_15051_5999	Special Project Holding Acct : Academic Affai	10,000		10,000		0	
	<b>2093 - BSI 14-Prog/Curr Plan &amp; Dev</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>
12_2094_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		138		138		0
12_2094_499900_15051_5999	Special Project Holding Acct : Academic Affai	138		138		0	
	<b>2094 - BSI 14-Student Assessment</b>	<b>138</b>	<b>138</b>	<b>138</b>	<b>138</b>	<b>0</b>	<b>0</b>
12_2095_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		42,000		58,621		16,621
12_2095_499900_15051_5999	Special Project Holding Acct : Academic Affai	0		16,621		16,621	
12_2095_150100_15380_1313	Beyond Contract-Instructors : Fresh Exp/Learn	37,118		37,118		0	
12_2095_150100_15380_3111	STRS - Instructional : Fresh Exp/Learning Com	3,063		3,063		0	
12_2095_150100_15380_3321	Medicare - Instructional : Fresh Exp/Learning	538		538		0	
12_2095_150100_15380_3431	H & W - Retiree Fund Inst : Fresh Exp/Learnin	371		371		0	
12_2095_150100_15380_3511	SUI - Instructional : Fresh Exp/Learning Comm	19		19		0	
12_2095_150100_15380_3611	WCI - Instructional : Fresh Exp/Learning Comm	891		891		0	
	<b>2095 - BSI 14-Advisement/Counseling</b>	<b>42,000</b>	<b>42,000</b>	<b>58,621</b>	<b>58,621</b>	<b>16,621</b>	<b>16,621</b>
12_2096_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		78,632		110,632		32,000
12_2096_499900_15051_5999	Special Project Holding Acct : Academic Affai	29,832		61,832		32,000	
12_2096_611000_16202_2340	Student Assistants - Hourly : Math Study Cent	47,195		47,195		0	
12_2096_611000_16202_3435	H & W - Retiree Fund Non-Inst : Math Study Ce	472		472		0	
12_2096_611000_16202_3615	WCI - Non-Instructional : Math Study Center	1,133		1,133		0	
	<b>2096 - BSI 14-Suppl Instr &amp; Tutoring</b>	<b>78,632</b>	<b>78,632</b>	<b>110,632</b>	<b>110,632</b>	<b>32,000</b>	<b>32,000</b>
12_2097_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		17,435		17,435		0
12_2097_499900_15051_5999	Special Project Holding Acct : Academic Affai	17,435		17,435		0	
	<b>2097 - BSI 14-Coordination/Research</b>	<b>17,435</b>	<b>17,435</b>	<b>17,435</b>	<b>17,435</b>	<b>0</b>	<b>0</b>

Revised Budget (P2)  
 Prepared by: Maria Gil

Board Approval Date: July 21, 2014  
 Accountant: Laurie Sandoval

5.1 (5)

**SPECIAL PROJECT DETAILED BUDGET #2093, #2095, #2096, #2097, and #2098**

**NAME: BASIC SKILLS INITIATIVE 13/14 - SANTA ANA COLLEGE (Credit)**

**FISCAL YEAR: 2013/2014**

CONTRACT PERIOD: 7/1/2013 - 6/30/2015  
 FY 13-14 Adv. Apportionment \$199,567  
 P1 Augmentation \$138  
 P2 Augmentation \$81,621  
**Total \$281,326**

PRJ. ADMIN. Linda Rose  
 PRJ. DIR. Mary Huebsch  
 Date: 07/08/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2098_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		51,500		84,500		33,000
12_2098_499900_15051_5999	Special Project Holding Acct : Academic Affai	7,700		40,260		32,560	
12_2098_675000_15051_1480	Part-Time Reassigned Time : Academic Affairs	0		230		230	
12_2098_675000_15051_1483	Beyond Contr - Reassigned Time : Academic Aff	0		150		150	
12_2098_675000_15051_3115	STRS - Non-Instructional : Academic Affairs O	0		37		37	
12_2098_675000_15051_3325	Medicare - Non-Instructional : Academic Affai	0		7		7	
12_2098_675000_15051_3435	H & W - Retiree Fund Non-Inst : Academic Affa	0		4		4	
12_2098_675000_15051_3515	SUI - Non-Instructional : Academic Affairs Of	0		1		1	
12_2098_675000_15051_3615	WCI - Non-Instructional : Academic Affairs Of	0		11		11	
12_2098_675000_15051_4210	Books, Mags & Ref Mat, Non-Lib : Academic Aff	1,300		1,300		0	
12_2098_675000_15051_5100	Contracted Services : Academic Affairs Office	500		500		0	
12_2098_675000_15380_1480	Part-Time Reassigned Time : Fresh Exp/Learnin	18,559		18,559		0	
12_2098_675000_15380_1483	Beyond Contr - Reassigned Time : Fresh Exp/Le	18,559		18,559		0	
12_2098_675000_15380_3115	STRS - Non-Instructional : Fresh Exp/Learning	3,063		3,063		0	
12_2098_675000_15380_3325	Medicare - Non-Instructional : Fresh Exp/Lear	538		538		0	
12_2098_675000_15380_3435	H & W - Retiree Fund Non-Inst : Fresh Exp/Lea	371		371		0	
12_2098_675000_15380_3515	SUI - Non-Instructional : Fresh Exp/Learning	19		19		0	
12_2098_675000_15380_3615	WCI - Non-Instructional : Fresh Exp/Learning	891		891		0	
	<b>2098 - BSI 14-Staff Development</b>	<b>51,500</b>	<b>51,500</b>	<b>84,500</b>	<b>84,500</b>	<b>33,000</b>	<b>33,000</b>
	<b>TOTAL - Basic Skills Initiative -13/14 (SAC)</b>	<b>199,705</b>	<b>199,705</b>	<b>281,326</b>	<b>281,326</b>	<b>81,621</b>	<b>81,621</b>

5.1 (6)

**SPECIAL PROJECT DETAILED BUDGET #2093, #2094, #2095, #2096, #2097, and #2098**

**NAME: BASIC SKILLS INITIATIVE 13/14 - SANTA ANA COLLEGE (Non-Credit)**

**FISCAL YEAR: 2013/2014**

CONTRACT PERIOD: 7/1/2013 - 6/30/2015

FY 13-14 Adv. Apportionment: \$299,350

P1 Augmentation \$207

P2 Augmentation \$122,432

**Total** \$421,989

PRJ. ADMIN. James Kennedy

PRJ. DIR. Sergio Sotelo

Date: 07/10/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2093_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		101,207		124,207		23,000
12_2093_499900_18200_5999	Special Project Holding Acct : SAC Continuing	101,207		124,207		23,000	
	<b>2093 - BSI 14-Prog/Curr Plan &amp; Dev</b>	<b>101,207</b>	<b>101,207</b>	<b>124,207</b>	<b>124,207</b>	<b>23,000</b>	<b>23,000</b>
12_2094_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		4,500		4,500		0
12_2094_499900_18200_5999	Special Project Holding Acct : SAC Continuing	4,500		4,500		0	
	<b>2094 - BSI 14-Student Assessment</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>0</b>
12_2095_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		90,000		101,432		11,432
12_2095_499900_18200_5999	Special Project Holding Acct : SAC Continuing	90,000		101,432		11,432	
	<b>2095 - BSI 14-Advisement/Counseling</b>	<b>90,000</b>	<b>90,000</b>	<b>101,432</b>	<b>101,432</b>	<b>11,432</b>	<b>11,432</b>
12_2096_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		52,000		72,000		20,000
12_2096_499900_18200_5999	Special Project Holding Acct : SAC Continuing	52,000		72,000		20,000	
	<b>2096 - BSI 14-Suppl Instr &amp; Tutoring</b>	<b>52,000</b>	<b>52,000</b>	<b>72,000</b>	<b>72,000</b>	<b>20,000</b>	<b>20,000</b>
12_2097_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		38,000		83,000		45,000
12_2097_499900_18200_5999	Special Project Holding Acct : SAC Continuing	38,000		83,000		45,000	
	<b>2097 - BSI 14-Coordination/Research</b>	<b>38,000</b>	<b>38,000</b>	<b>83,000</b>	<b>83,000</b>	<b>45,000</b>	<b>45,000</b>
12_2098_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		13,850		36,850		23,000
12_2098_499900_18200_5999	Special Project Holding Acct : SAC Continuing	13,850		36,850		23,000	
	<b>2098 - BSI 14-Staff Development</b>	<b>13,850</b>	<b>13,850</b>	<b>36,850</b>	<b>36,850</b>	<b>23,000</b>	<b>23,000</b>
	<b>TOTAL - Basic Skills Initiative -13/14 (CEC)</b>	<b>299,557</b>	<b>299,557</b>	<b>421,989</b>	<b>421,989</b>	<b>122,432</b>	<b>122,432</b>

5.1 (7)

**SPECIAL PROJECT DETAILED BUDGET #2093, #2094, #2095, #2096, and #2098**

**NAME: BASIC SKILLS INITIATIVE 13/14 - SANTIAGO CANYON COLLEGE**

**FISCAL YEAR: 2013/2014**

CONTRACT PERIOD: 7/1/2013 - 6/30/2015

FY 13-14 Adv. Apportionment: \$184,758

P1 Adjustment *(\$10,281)*

P2 Adjustment *(\$14,072)*

**Total \$160,405**

PRJ. ADMIN. Aracely Mora

PRJ. DIR. Maureen Roe

Date: 07/08/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2093_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		100,477		86,405	14,072	
12_2093_499900_25051_5999	Special Project Holding Acct : Academic Affai	100,477		86,405			14,072
	<b>2093 - BSI 14-Prog/Curr Plan &amp; Dev</b>	<b>100,477</b>	<b>100,477</b>	<b>86,405</b>	<b>86,405</b>	<b>14,072</b>	<b>14,072</b>
12_2094_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		2,000		2,000	0	
12_2094_499900_25051_5999	Special Project Holding Acct : Academic Affai	2,000		2,000			0
	<b>2094 - BSI 14-Student Assessment</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0</b>
12_2095_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		20,000		20,000	0	
12_2095_499900_25051_5999	Special Project Holding Acct : Academic Affai	20,000		20,000			0
	<b>2095 - BSI 14-Advisement/Counseling</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
12_2096_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		47,000		47,000	0	
12_2096_499900_25051_5999	Special Project Holding Acct : Academic Affai	47,000		47,000			0
	<b>2096 - BSI 14-Suppl Instr &amp; Tutoring</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>47,000</b>	<b>0</b>	<b>0</b>
12_2098_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		5,000		5,000	0	
12_2098_499900_25051_5999	Special Project Holding Acct : Academic Affai	5,000		5,000			0
	<b>2098 - BSI 14-Staff Development</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
	<b>TOTAL - Basic Skills Initiative -13/14 (SCC)</b>	<b>174,477</b>	<b>174,477</b>	<b>160,405</b>	<b>160,405</b>	<b>14,072</b>	<b>14,072</b>

5.1 (8)

**SPECIAL PROJECT DETAILED BUDGET #1318**  
**NAME: SBA/CSUF 2014 - SMALL BUSINESS DEVELOPMENT CENTER**  
**FISCAL YEARS 2013/2014 AND 2014/2015**

Contract Period: 01/01/2014 - 12/31/2014  
 Contract Amount: \$555,912  
 Augmentation (Amend 1): \$46,088  
**Total Award \$602,000**  
 CFDA No. 59.037

PROJ ADM: Enrique Perez  
 PROJ DIR: Leila Mozaffari  
 Date: 7/9/2014

5.1(9)

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1318_000000_50000_8199	Other Federal Revenues : District Operations		555,912		602,000		46,088
12_1318_672000_50000_5865	Indirect Costs : District Operations	21,381		23,154		1,773	
12_1318_675000_53410_5210	Conference Expenses : Small Business Dev Ctr	2,562		7,562		5,000	
12_1318_684000_53410_2110	<b>Classified Management : Small Business Dev</b> <b>Elizabeth Arteaga, Assistant Director</b> <b>Grade L, Step 5 @ 100% (Jan.-June)</b> <b>Grade L, Step 6 @ 100% (July-Dec.)</b>	78,767		79,848		1,081	
12_1318_684000_53410_2130	<b>Classified Employees : Small Business Dev</b> <b>Claudia Figueroa, Administrative Clerk</b> <b>Grade 10 Step 5 +2.5%Bil +1PG @ 100% (Jan.-June)</b> <b>Grade 10 Step 6 +2.5%Bil +1PG @ 100% (July-Dec.)</b> <b>Luis Kings, Administrative Clerk</b> <b>Grade 10 Step 6 +2.5%L +2.5%Bil @ 100% (CY)</b>	108,366		109,570		1,204	
12_1318_684000_53410_2320	<b>Classified Employees - Hourly : Small Business</b> <b>Business Experts @ \$45/hr. x 4,769 hrs.</b>	182,304		214,605		32,301	
12_1318_684000_53410_3215	PERS - Non-Instructional : Small Business Dev	42,178		46,207		4,029	
12_1318_684000_53410_3315	OASDHI - Non-Instructional : Small Business D	23,226		25,374		2,148	
12_1318_684000_53410_3325	Medicare - Non-Instructional : Small Business	5,431		5,934		503	
12_1318_684000_53410_3335	PARS - Non-Instructional : Small Business Dev	0		21		21	
12_1318_684000_53410_3415	H & W - Non-Instructional : Small Business De	58,195		53,905			4,290
12_1318_684000_53410_3435	H & W - Retiree Fund Non-Inst : Small Busines	3,746		4,093		347	
12_1318_684000_53410_3515	SUI - Non-Instructional : Small Business Dev	4,121		205			3,916
12_1318_684000_53410_3615	WCI - Non-Instructional : Small Business Dev	8,990		9,822		832	
12_1318_684000_53410_3915	Other Benefits - Non-Instruct : Small Busines	5,175		5,230		55	

**SPECIAL PROJECT DETAILED BUDGET #1318**  
**NAME: SBA/CSUF 2014 - SMALL BUSINESS DEVELOPMENT CENTER**  
**FISCAL YEARS 2013/2014 AND 2014/2015**

Contract Period: 01/01/2014 - 12/31/2014  
 Contract Amount: \$555,912  
 Augmentation (Amend 1): \$46,088  
**Total Award \$602,000**  
 CFDA No. 59.037

PROJ ADM: Enrique Perez  
 PROJ DIR: Leila Mozaffari  
 Date: 7/9/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_1318_684000_53410_4210	Books, Mags & Ref Mat, Non-Lib : Small Busine	250		250		0	
12_1318_684000_53410_4610	Non-Instructional Supplies : Small Business D	3,675		3,675		0	
12_1318_684000_53410_4710	Food and Food Service Supplies : Small Busine	845		845		0	
12_1318_684000_53410_5220	Mileage/Parking Expenses : Small Business Dev	3,200		3,200		0	
12_1318_684000_53410_5800	Advertising : Small Business Dev Ctr Office	0		5,000		5,000	
12_1318_684000_53410_5560	Telephone & Pager Services : Small Business D	1,500		1,500		0	
12_1318_684000_53410_5610	Lease Agreement - Equipment : Small Business	700		700		0	
12_1318_684000_53410_5845	Excess/Copies Useage : Small Business Dev Ctr	300		300		0	
12_1318_684000_53410_5940	Reproduction/Printing Expenses : Small Busine	1,000		1,000		0	
	<b>Total 1318 - SBDC CY 2014 (funded)</b>	<b>555,912</b>	<b>555,912</b>	<b>602,000</b>	<b>602,000</b>	<b>54,294</b>	<b>54,294</b>

5.1 (10)

**SPECIAL PROJECT DETAILED BUDGET #1318**  
**NAME: SBA/CSUF 2014 - SMALL BUSINESS DEVELOPMENT CENTER**  
**FISCAL YEARS 2013/2014 AND 2014/2015**

Contract Period: 01/01/2014 - 12/31/2014  
 Contract Amount: \$555,912  
 Augmentation (Amend 1): \$46,088  
**Total Award \$602,000**  
 CFDA No. 59.037

PROJ ADM: Enrique Perez  
 PROJ DIR: Leila Mozaffari  
 Date: 7/9/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-0000-000004-50000-2130	Classified Employee : District Operations (Fixed)		127,477		128,560		1,083
11-0000-000004-50000-3415	H & W - Non-Instructional : District Operations (Fixed)		44,204		43,121	1,083	
<b>11-1318-684000-53410-2110</b>	<b>Classified Management : Small Business Dev Ctr Offi Leila Mozaffari, SBDC Director @ 100%</b>	127,477		128,560		1,083	
11-1318-684000-53410-3215	PERS - Non-Instructional : Small Business Dev Ctr O	14,554		14,710		156	
11-1318-684000-53410-3315	OASDHI - Non-Instructional : Small Business Dev Ctr	8,049		8,141		92	
11-1318-684000-53410-3325	Medicare - Non-Instructional : Small Business Dev C	1,883		1,904		21	
11-1318-684000-53410-3415	H & W - Non-Instructional : Small Business Dev Ctr	11,525		11,086		439	
11-1318-684000-53410-3435	H & W - Retiree Fund Non-Inst : Small Business Dev	1,298		1,313		15	
11-1318-684000-53410-3515	SUI - Non-Instructional : Small Business Dev Ctr Of	1,429		66		1,363	
11-1318-684000-53410-3615	WCI - Non-Instructional : Small Business Dev Ctr Of	3,116		3,151		35	
11-1318-684000-53410-3915	Other Benefits - Non-Instruct : Small Business Dev	2,350		2,750		400	
	<b>Total #1318 - SBA/CSUF 2014 SBDC (match)</b>	<b>171,681</b>	<b>171,681</b>	<b>171,681</b>	<b>171,681</b>	<b>2,885</b>	<b>2,885</b>

The match required is one-to-one at \$602,000 that consists of the following:			
(Cash Match)	SBDC Director salary and benefits @ 100% (District Funded)	171,681	
(Cash Match)	DSN Small Business Project Director salary and benefits @ 100% (state-funded #2304/#2317)	105,781	
(Cash Match)	DSN Global Trade Business Experts salary and benefit @ 100% (stat-funded #2303/#2316)	18,697	
(Cash Match)	Mileage, office supplies, food expenses, resource materials, advisement, copier lease and copy usage, and printing expenses (state-funded #2304/#2317)	4,841	
(In-Kind Match)	unclaimed indirect (24% rate on grant-funded direct costs: \$578,846 x 24% = \$138,923)	138,923	
(In-Kind Match)	unclaimed indirect (28% on cash match direct costs: \$301,000 x 28% = \$84,280)	84,280	
(In-Kind Match)	Third party donations that include books, equipment, supplies, postage, printing, travel, outside facilities, trade show fees, and consultant time.	77,797	
	<b>Total - SBA/CSUF 2014 SBDC (match)</b>	<b>602,000</b>	

5.1 (11)



**SPECIAL PROJECT DETAILED BUDGET #2212**

**NAME: Assessment, Remediation & Retention for Associate Degree Nursing (ADN) Program - Santa Ana College  
FISCAL YEAR 2014/2015**

CONTRACT TERM: 07/01/2014 - 06/30/2015

PROJ ADM.: Cher Carrera

CONTRACT AWARD: \$91,200

PROJ. DIR.: Becky Miller

Contract No. 14-180-027

Date: 07/07/2014

GL Account String	Description	New Budget	
		Debit	Credit
12-2212-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		91,200
12-2212-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	3,507	
<b>12-2212-123010-16640-1310</b>	<b>Part-Time Instructors : Nursing</b> <b>- Skills Lab: 52 hrs. x \$50.76/hr. x 2 semesters</b>	5,279	
<b>12-2212-123010-16640-2420</b>	<b>Inst Assistant - Hourly : Nursing</b> <b>- Learning Facilitator \$18.35/hr. x 75 hrs x 2 semesters</b>	2,753	
12-2212-123010-16640-3111	STRS - Instructional : Nursing	435	
12-2212-123010-16640-3321	Medicare - Instructional : Nursing	116	
12-2212-123010-16640-3331	PARS - Instructional : Nursing	36	
12-2212-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	80	
12-2212-123010-16640-3511	SUI - Instructional : Nursing	4	
12-2212-123010-16640-3611	WCI - Instructional : Nursing	192	
<b>12-2212-649000-16640-2130</b>	<b>Classified Employees : Nursing</b> <b>- Elva Negrete, Student Services Coordinator @ 40%</b> <b>- Dawn Williams, Intermediate Clerk @ 80% up to 3/31</b>	56,061	
12-2212-649000-16640-3215	PERS - Non-Instructional : Nursing	6,599	
12-2212-649000-16640-3315	OASDHI - Non-Instructional : Nursing	3,560	
12-2212-649000-16640-3325	Medicare - Non-Instructional : Nursing	832	
12-2212-649000-16640-3415	H & W - Non-Instructional : Nursing	8,415	
12-2212-649000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	574	
12-2212-649000-16640-3515	SUI - Non-Instructional : Nursing	29	
12-2212-649000-16640-3615	WCI - Non-Instructional : Nursing	1,378	
12-2212-649000-16640-3915	Other Benefits - Non-Instruct : Nursing	1,350	
	<b>Total 2212 -Nursing AR &amp; R ADN Program (SAC)</b>	<b>91,200</b>	<b>91,200</b>

**SPECIAL PROJECT DETAILED BUDGET #2188**

**NAME: California Careers Pathway Trust - Orange County Pathways Partnership (CCPT-OCCPP)**

**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15

PROJ ADM: Bart Hoffman

CONTRACT INCOME: \$204,500 (Year 1)

PROJ DIR: K. Matthews

DATE: 07/01/14

GL Strings	Decription	Debit	Credit
12-2188-000000-10000-8659	Other Reimb Categorical Allow - Revenues		204,500
12-2188-602000-15205-1480	Part-Time Reassigned Time <b>- Curriculum Development</b>	3,540	
12-2188-602000-15205-1483	Beyond Contract - Reassigned Time	-	
12-2188-602000-15205-1484	Int/Sum Beynd Contr-Reassigned Time	-	
12-2188-602000-15205-1485	Int/Sum - Reassigned Time, PT	-	
12-2188-602000-15205-3115	STRS - Non-Instructional	278	
12-2188-602000-15205-3325	Medicare - Non-Instructional	51	
12-2188-602000-15205-3335	PARS - Non-Instructional	9	
12-2188-602000-15205-3435	H & W - Retiree Fund Non-Inst	35	
12-2188-602000-15205-3515	SUI - Non-Instructional	2	
12-2188-602000-15205-3615	WCI - Non-Instructional	85	
12-2188-634000-15310-1430	Part-Time Counselors : Counseling <b>- Career Guidance Counselors</b>	31,480	
12-2188-634000-15310-1433	Beyond Contract - Counselors	-	
12-2188-634000-15310-1434	Int/Sum Beynd Contr-Counselor	-	
12-2188-634000-15310-1435	Int/Sum - Counselors, Part-Time : Counseling	-	
12-2188-634000-15310-3115	STRS - Non-Instructional : Counseling	2,395	
12-2188-634000-15310-3325	Medicare - Non-Instructional : Counseling	456	
12-2188-634000-15310-3335	PARS - Non-Instructional : Counseling	82	
12-2188-634000-15310-3435	H & W - Retiree Fund Non-Inst : Counseling	315	
12-2188-634000-15310-3515	SUI - Non-Instructional : Counseling	16	
12-2188-634000-15310-3615	WCI - Non-Instructional : Counseling	756	
12-2188-619000-15205-1480	Part-Time Reassigned Time <b>- Articulation (\$700)</b> <b>- Project Coordination</b>	9,490	
12-2188-619000-15205-1483	Beyond Contract - Reassigned Time	-	
12-2188-619000-15205-1484	Int/Sum Beynd Contr-Reassigned Time	-	
12-2188-619000-15205-1485	Int/Sum - Reassigned Time, PT	-	
12-2188-619000-15205-3115	STRS - Non-Instructional	720	
12-2188-619000-15205-3325	Medicare - Non-Instructional	138	
12-2188-619000-15205-3335	PARS - Non-Instructional	24	
12-2188-619000-15205-3435	H & W - Retiree Fund Non-Inst	95	
12-2188-619000-15205-3515	SUI - Non-Instructional	5	
12-2188-619000-15205-3615	WCI - Non-Instructional	228	

**SPECIAL PROJECT DETAILED BUDGET #2188**

**NAME: California Careers Pathway Trust - Orange County Pathways Partnership (CCPT-OCCPP)**

**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15

PROJ ADM: Bart Hoffman

CONTRACT INCOME: \$204,500 (Year 1)

PROJ DIR: K. Matthews

DATE: 07/01/14

<b>GL Strings</b>	<b>Decription</b>	<b>Debit</b>	<b>Credit</b>
12-2188-619000-15205-5999	Special Project Holding Account <b>- holding account for Equipment (Laser/robotic welders, CNC mills, Artel PCS, Biorad RT PCR and bioreactor)</b>	154,300	
12-2188-043000-16410-6410	Equipment - All Other > \$1,000 : Biotech	-	
12-2188-095600-15755-6410	Equipment - All Other > \$1,000 : Manufacturing	-	
12-2188-095650-15756-6410	Equipment - All Other > \$1,000 : Welding	-	
<b>Total Project 2188</b>	<b>CCPT - OC Career Pathways Partnership (OCCPP)</b>	<b>204,500</b>	<b>204,500</b>

SPECIAL PROJECT DETAILED BUDGET # 2501

NAME: California Career Pathways Trust - Orange County Teacher Pathway Partnership (OC TPP) - Santiago Canyon College  
 FISCAL YEAR: 2014/2015 through 2018/2019

CONTRACT PERIOD: 07/01/2014 - 06/30/2019  
 CONTRACT INCOME: \$6,000,000  
 Contract No. TBD

PROJ ADM.: Ruth Babeshoff  
 PROJ. DIR.: Janis Perry  
 Date: 07/10/2014

GL Account String	Description	Year 1		Year 2		Year 3		Year 4		Year 5		Total Award	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
<b>SANTIAGO CANYON COLLEGE (PROJECT LEAD)</b>													
12-2501-000000-20000-8659	Other Reimb Categorical Allow : Santiago Canyon Co		1,210,188		1,322,042		1,396,742		1,439,006				5,367,978
12-2501-679000-20000-5865	Indirect Costs : Santiago Canyon College (4%) (exclude sub-contract agreements)	18,567		19,691		19,621		20,327					78,206
12-2501-130500-25230-1310	Part-Time Instructors : Human Development -Part-time faculty to teach classes (16 units/year) @ \$65.18/hr x 18 hrs/unit x 16 units	18,772		19,067		19,361		19,664					76,864
12-2501-602000-29345-1483	Beyond Contr - Reassigned Time : Pathways to Teaching -Faculty Stipends - curriculum development Bio for Educators (2 faculty x 36 hrs x \$32.59/hr)	2,346		0		0		0					2,346
12-2501-619000-29345-1483	Beyond Contr - Reassigned Time : Pathways to Teaching -Faculty Stipends - Job shadowing (2 faculty x 4.5 hrs x \$32.59/hr) -Faculty Stipends - CSUF inquiry based training (4 faculty x 9 hrs x \$32.59/hr) -Faculty Stipends - JPL/NASA STEM lesson training (4 faculty x 9 hrs x \$32.59/hr) -Faculty Stipends - JPL/NASA tour and STEM training (6 faculty x 9 hrs x \$32.59/hr) - Faculty Stipends - Haberman Star Teacher TPP sceener training (8 faculty x 9 hrs x \$33.10/hr) (yr. 2)	4,399		6,852		4,538		4,608					20,397
12-2501-631000-29345-1230	Contract Counselors : Pathways to Teaching \$7,805/month x 12 months	93,654		97,874		102,178		106,611					400,317
12-2501-631000-29345-1430	Part-Time Counselors : Pathways to Teaching -Backfill counseling for Project Director (\$55.40/hr x 950 hrs)	52,630		53,456		54,283		55,130					215,499
12-2501-631000-29345-1433	Beyond Contract - Counselors : Pathways to Teaching -Janis Perry, Project Facilitation (FA & SP @ \$55.40/hr x 432 hrs)	23,933		24,309		24,684		25,070					97,996
12-2501-631000-29345-1434	Int/Sum Beyond Contr-Counselor : Pathways to Teachi -Janis Perry, Project Facilitation (SU @ \$79.99/hr x 162 hrs)	12,958		13,162		13,365		13,574					53,059
12-2501-649000-29345-2130	Classified Employees : Pathways to Teaching -Student Services Coordinator (1 FTE)	58,704		60,547		61,492		63,165					243,908
12-2501-649000-29345-2320	Classified Employees - Hourly : Pathways to Teachin -(3) Learning Facilitators (4 hrs/wk x 39 wks x \$18.17/hr)	8,504		8,637		8,771		8,907					34,819
12-2501-649000-29345-4610	Non-Instructional Supplies : Pathways to Teaching -Program supplies (e.g. binders, file folders, usb drives, printer paper, printer ink) -Haberman Star Teacher Pre-Screener student assessments for use over 5 years (\$5 x 1000)	500		5,500		500		500					7,000
12-2501-649000-29345-5100	Contracted Services : Pathways to Teaching -TTP After School Program internships @ 4 hrs/wk for 16 wks (10 students @ \$550/each)	5,500		8,250		8,250		11,000					33,000
12-2501-649000-29345-5220	Mileage/Parking Expenses : Pathways to Teaching -Mileage - travels between high schools @ \$.56/mile	500		500		500		500					2,000

5.1 (15)

SPECIAL PROJECT DETAILED BUDGET # 2501

NAME: California Career Pathways Trust - Orange County Teacher Pathway Partnership (OC TPP) - Santiago Canyon College  
 FISCAL YEAR: 2014/2015 through 2018/2019

CONTRACT PERIOD: 07/01/2014 - 06/30/2019  
 CONTRACT INCOME: \$6,000,000  
 Contract No. TBD

PROJ ADM.: Ruth Babeshoff  
 PROJ. DIR.: Janis Perry  
 Date: 07/10/2014

GL Account String	Description	Year 1		Year 2		Year 3		Year 4		Year 5		Total Award	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
12-2501-649000-29345-5850	Fingerprinting : Pathways to Teaching -Internship assignment Live Scan fees for low income students (10 students x \$30)	300		450		450		600				1,800	
12-2501-649000-29345-5895	Other Licenses & Fees : Pathways to Teaching -Application fee for State Child Dev Permit - School Age for low income students (5 students x \$75)	375		750		750		1,125				3,000	
12-2501-649000-29345-5904	Other Participant Prog Svc/Exp : Pathways to Teachi -President's Volunteer Service Award Service Learning Program (20 students x \$5) -Transportation to CSUF Summer STEM Institute - gas cards (10 students x \$50)	600		700		700		950				2,950	
12-2501-649000-29345-5955	TB/Hep Tests & Physicals Exp : Pathways to Teach -Internship assignment TB test for low income students (10 students x \$10)	100		150		150		200				600	
12-2501-675000-29345-1483	Beyond Contr - Reassigned Time : Pathways to Teaching -Faculty Stipends - professional development (6 faculty x 9 hrs x \$32.59/hr)	1,760		1,787		1,815		1,843				7,205	
12-2501-675000-29345-4610	Non-Instructional Supplies : Pathways to Teaching Program supplies for Future Teacher conference	500		500		500		500				2,000	
12-2501-675000-29345-5100	Contracted Services : Pathways to Teach -Annual Future Teacher Conference - Guest speakers, trainers, workshops for 250 students -Haberman Star Teacher TPP Training Seminar (25 participants x \$400) (yr. 2)	5,000		15,000		5,000		5,000				30,000	
12-2501-675000-29345-5210	Conference Expenses : Pathways to Teach -NACCTEP (National Association of Community College Teacher Education Programs) \$3,500 -Connect Ed Conference for 1 staff \$600	4,100		2,700		4,700		3,000				14,500	
12-2501-679000-29345-2130	Classified Employees : Pathways to Teaching -Special Project Specialist (1 FTE)	47,595		49,090		49,856		51,212				197,753	
12-2501-679000-29345-5100	Contracted Services : Pathways to Teaching -Sub-Contract Agreements with members of the consortium:												
	CSU, Fullerton	258,461		253,261		253,261		253,261				1,018,244	
	Fullerton College	296,336		353,744		374,024		367,784				1,391,888	
	Garden Grove Unified School District	27,326		11,679		9,208		9,208				57,421	
	Orange Unified School District	46,948		77,795		100,305		101,661				326,709	
	Project Tomorrow	36,600		60,600		96,800		125,600				319,600	
	Santa Ana Unified School District	61,787		52,987		52,987		52,987				220,748	
12-2501-xxxxxx-2xxxx-3xxx	Fringe benefits	121,433		123,004		128,693		135,019				508,149	

5.1 (16)

SPECIAL PROJECT DETAILED BUDGET # 2501

NAME: California Career Pathways Trust - Orange County Teacher Pathway Partnership (OC TPP) - Santiago Canyon College  
 FISCAL YEAR: 2014/2015 through 2018/2019

CONTRACT PERIOD: 07/01/2014 - 06/30/2019  
 CONTRACT INCOME: \$6,000,000  
 Contract No. TBD

PROJ ADM.: Ruth Babeshoff  
 PROJ. DIR.: Janis Perry  
 Date: 07/10/2014

GL Account String	Description	Year 1		Year 2		Year 3		Year 4		Year 5		Total Award	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
<b>SANTA ANA COLLEGE (Consortium Member)</b>													
12-2501-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		157,939		158,950		153,925		161,208			0	632,022
12-2501-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	6,075		6,113		5,920		6,200				24,308	
12-2501-619000-15330-1483	Beyond Contr - Reassigned Time : Center for Teacher Ed -Stipends for HD faculty to assist with HS course articulation (\$1,500/semester x 2 semesters) -Stipends for Teacher Pathway faculty to participate in Externships in after school programs (\$500/stipend x 3 faculty x 2 semesters)	6,000		6,000		0		0				12,000	
12-2501-631000-15330-1430	Part-Time Counselors : Center for Teacher Education -25 hrs/wk adjunct counselor(s) to work directly with school sites and student enrolled in pathway program (\$53.60/hr x 25 hrs/wk x 40 wks)	53,598		54,427		55,277		55,936				219,238	
12-2501-631000-15330-1433	Beyond Contract - Counselors : Center for Teacher -Steve Bautista, Project Director/Facilitation (FA & SP \$56.27/hr x 84 hrs/smt x 2 smts)	9,453		9,599		9,749		9,866				38,667	
12-2501-631000-15330-1434	Int/Sum Beyond Contr-Counselor : Center for Teacher -Steve Bautista, Project Director/Facilitation (Summer: \$81.25/hr x 84 hrs)	6,825		6,930		7,038		7,122				27,915	
12-2501-649000-15330-2310	Classified Employees - Ongoing : Center for Teacher -Student Services Coordinator (0.475 FTE)	25,590		25,985		26,391		26,707				104,673	
12-2501-649000-15330-4310	Instructional Supplies : Center for Teacher Edu -supplies for Linked Learning	1,000		1,000		1,000		1,000				4,000	
12-2501-649000-15330-4610	Non-Instructional Supplies : Center for Teacher Edu -supplies and materials	1,000		1,000		1,000		1,000				4,000	
12-2501-649000-15330-5100	Contracted Services : Center for Teacher Ed -student interns in After School Programs (20 students x \$500)	10,000		10,000		10,000		10,000				40,000	
12-2501-649000-15330-5966	Transportation - Student : Center for Teacher Educa -Field Trips Transportation (\$550/bus x 2)	1,100		1,100		1,100		1,100				4,400	
12-2501-649000-15330-5850	Fingerprinting : Center for Teacher Ed -Internship assignment Live Scan fees for low income students (20 students x \$30)	600		600		600		600				2,400	
12-2501-649000-15330-5895	Other Licenses & Fees : Center for Teacher Ed -Application fee for State Child Dev Permit - School Age for low income students (20 students x \$100)	2,000		2,000		2,000		2,000				8,000	
12-2501-649000-15330-5904	Other Participant Prog Svc/Exp : Center for Teacher Ed -Transportation for low income students - gas cards (20 students x \$150)	3,000		3,000		3,000		3,000				12,000	
12-2501-649000-15330-5955	TB/Hep Tests & Physicals Exp : Center for Teacher Ed -Internship assignment TB test for low income students (20 students x \$20)	400		400		400		400				1,600	
12-2501-649000-15330-6410	Equipment - All Other > \$1,000 : Center for Teacher Ed -Equipment for outreach recruitment presentations 1 laptop = \$1,700	1,700		0		0		0				1,700	

5.1 (17)

SPECIAL PROJECT DETAILED BUDGET # 2501

NAME: California Career Pathways Trust - Orange County Teacher Pathway Partnership (OC TPP) - Santiago Canyon College  
 FISCAL YEAR: 2014/2015 through 2018/2019

CONTRACT PERIOD: 07/01/2014 - 06/30/2019  
 CONTRACT INCOME: \$6,000,000  
 Contract No. TBD

PROJ ADM.: Ruth Babeshoff  
 PROJ. DIR.: Janis Perry  
 Date: 07/10/2014

GL Account String	Description	Year 1		Year 2		Year 3		Year 4		Year 5		Total Award	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
12-2501-649000-15330-6419	Equip/Software - >\$200 <\$1,000 : Center for Teacher Ed -Equipment for outreach recruitment presentations 1 LCD Projector = \$850	850		0		0		0				850	
12-2501-675000-15330-1483	Beyond Contr - Reassigned Time : Center for Teacher Ed -Stipends for Teacher Pathway faculty to participate in CSUF sponsored professional development (\$500/stipend x 5 faculty x 2 semesters)	5,000		5,000		5,000		5,000				20,000	
12-2501-675000-15330-5210	Conference Expenses : Center for Teacher Edu -In State/Out-of-State for Staff/Faculty/Selected Student Providers to local, regional, state and national conferences, meetings, symposiums, trainings, including those offered by State Department of Education, CCCCO, National Association of Community Colleges (NACCTEP), NASA Symposiums, other relevant/related trainings to be determined.	1,750		1,750		1,750		1,750				7,000	
12-2501-130590-15717-1310	Part-Time Instructors : Human Development -Faculty - to teach 2 (3 units) HD 120 & HD 121 classes (\$60.98/hr x 18 hrs/unit x 3 units x 2 classes)	0		6,585		6,768		6,768				20,121	
12-2501-130590-15717-4210	Books, Mags & Ref Mat, Non-Lib : Human Devel -Textbooks for HD 120/121 (\$161/each x 35 books)	5,635		0		0		5,635				11,270	
12-2501-xxxxxx-1xxxx-3xxx	Fringe benefits	16,363		17,461		16,932		17,124				67,880	
	<b>Total 2501 - OC TPP</b>	<b>1,368,127</b>	<b>1,368,127</b>	<b>1,480,992</b>	<b>1,480,992</b>	<b>1,550,667</b>	<b>1,550,667</b>	<b>1,600,214</b>	<b>1,600,214</b>	<b>0</b>	<b>0</b>	<b>6,000,000</b>	<b>6,000,000</b>

5.1 (18)

SPECIAL PROJECT DETAILED BUDGET # 2501

NAME: California Career Pathways Trust - Orange County Teacher Pathway Partnership (OC TPP) - Santiago Canyon College  
 FISCAL YEAR: 2014/2015 through 2018/2019

CONTRACT PERIOD: 07/01/2014 - 06/30/2019  
 CONTRACT INCOME: \$6,000,000  
 Contract No. TBD

PROJ ADM.: Ruth Babeshoff  
 PROJ. DIR.: Janis Perry  
 Date: 07/10/2014

GL Account String	Description	Year 1		Year 2		Year 3		Year 4		Year 5		Total Award	
		Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
<b>OC TPP project will leverage resources that include in-kind contributions by consortium partners as follows:</b>													
	Janis Perry, SCC Project Director @ 100% (S&B)	105,750		107,384		109,061		110,362		112,028		544,585	
	Steve Bautista, SAC Project Director @ 25%	26,437		26,846		27,265		27,591		28,007		136,146	
	Tuan Nguyen, SAC Student Services Coordinator @ 25%	18,766		19,056		19,354		19,585		19,880		96,641	
	Resource Development Coordinator @ 20%	0		0		0		0		17,272		17,272	
	Adjunct counselor (\$56.78/hr. x 25 hrs./wk. x 40 wks)	0		0		0		0		56,781		56,781	
	Adjunct faculty - HD 120 & HD 121 (\$63.61/hr. x 6 LHE)	0		0		0		0		6,870		6,870	
	Fringe Benefits for all positions	57,143		59,943		62,751		65,480		85,063		330,380	
	Unclaimed Indirect 4% on district staff (salary and benefits)	8,324		8,529		8,737		8,921		13,036		47,547	
	<b>Sub-Total District</b>	<b>216,420</b>		<b>221,758</b>		<b>227,168</b>		<b>231,939</b>		<b>338,937</b>		<b>1,236,222</b>	
	CSU, Fullerton	0		0		0		0		18,547		18,547	
	Fullerton College	71,875		66,875		28,850		28,850		150,025		346,475	
	Garden Grove Unified School District	37,724		56,586		94,309		94,309		0		282,928	
	Orange Unified School District	46,948		77,795		100,305		101,661		229,614		556,323	
	Project Tomorrow	100,710		130,190		190,190		216,920		216,920		854,930	
	Santa Ana Unified School District	61,500		61,500		61,500		61,500		61,500		307,500	
	<b>Sub-Total Partners</b>	<b>318,757</b>		<b>392,946</b>		<b>475,154</b>		<b>503,240</b>		<b>676,606</b>		<b>2,366,703</b>	
	<b>TOTAL MATCH</b>	<b>535,177</b>		<b>614,704</b>		<b>702,322</b>		<b>735,179</b>		<b>1,015,543</b>		<b>3,602,925</b>	

5.1 (19)



**SPECIAL PROJECT DETAILED BUDGET #1800**  
**NAME: CTE IC (VTEA) - Accountability/Evaluations**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$44,427  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. John Didion  
 PROJ. DIR. Nga Pham

DATE: 07/01/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1800-000000-50000-8170	VTEA : District Operations		49,841		44,427	5,414	
12-1800-679000-53340-2130	Classified Employees : Research	33,446		29,725			3,721
12-1800-679000-53340-3215	PERS - Non-Instructional : Research	3,819		3,500			319
12-1800-679000-53340-3315	OASDHI - Non-Instructional : Research	1,375		1,843		468	
12-1800-679000-53340-3325	Medicare - Non-Instructional : Research	322		431		109	
12-1800-679000-53340-3415	H & W - Non-Instructional : Research	8,636		7,413			1,223
12-1800-679000-53340-3435	H & W - Retiree Fund Non-Inst : Research	340		302			38
12-1800-679000-53340-3515	SUI - Non-Instructional : Research	547		15			532
12-1800-679000-53340-3615	WCI - Non-Instructional : Research	816		725			91
12-1800-679000-53340-3915	Other Benefits - Non-Instruct : Research	540		473			67
<b>Total Project 1800 VTEA/CTE IC-Accountability</b>		<b>49,841</b>	<b>49,841</b>	<b>44,427</b>	<b>44,427</b>	<b>5,991</b>	<b>5,991</b>

5.1 (20)

**SPECIAL PROJECT DETAILED BUDGET #1801**  
**NAME: CTE IC (VTEA) - Administration & Partnership Development**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$70,477  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. John Didion  
 PROJ. DIR. Sarah Santoyo

DATE: 07/01/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1801-000000-50000-8170	VTEA : District Operations		67,408		70,477		3,069
12-1801-675000-53345-5210	Conference Expenses : Resource Development	1,342		1,320			22
12-1801-679000-53345-2130	Classified Employees : Resource Development	45,745		47,740		1,995	
12-1801-679000-53345-3215	PERS - Non-Instructional : Resource Developme	5,223		5,619		396	
12-1801-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	2,891		2,960		69	
12-1801-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	676		692		16	
12-1801-679000-53345-3415	H & W - Non-Instructional : Resource Developm	8,234		8,091			143
12-1801-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	466		486		20	
12-1801-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	334		24			310
12-1801-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	1,119		1,167		48	
12-1801-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	878		878		-	-
12-1801-679000-53345-4610	Non-Instructional Supplies : Resource Develop	500		500		-	-
12-1801-679000-53345-6411	Equipment - Federal Progs >200 : Resource Dev	-		1,000		1,000	
<b>Total Project 1801 VTEA/CTE IC-Adm Partnershp Dev</b>		<b>67,408</b>	<b>67,408</b>	<b>70,477</b>	<b>70,477</b>	<b>3,544</b>	<b>3,544</b>

5.1 (21)

**SPECIAL PROJECT DETAILED BUDGET #1802**  
**NAME: CTE IC (VTEA) - Automotive Technology (SAC-0948.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$106,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Bart Hoffman  
 PROJ. DIR. Glen Hammonds

DATE: 07/08/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1802-000000-10000-8170	VTEA : Santa Ana College		124,000		106,000	18,000	
12-1802-094800-15751-4310	Instructional Supplies : Automotive Technolog	3,932		8,000		4,068	
12-1802-094800-15751-6411	Equipment - Federal Progs >200 : Automotive T	120,068		86,000			34,068
12-1802-094800-15751-6414	Equipment - Software > \$1,000 : Automotive Te	-		12,000		12,000	
<b>Total Project 1802 VTEA/CTE IC-C/I Auto Tech (TOP 0948.00)</b>		<b>124,000</b>	<b>124,000</b>	<b>106,000</b>	<b>106,000</b>	<b>34,068</b>	<b>34,068</b>

5.1 (22)

**SPECIAL PROJECT DETAILED BUDGET #1808**  
**NAME: CTE IC (VTEA) - Gemology (SCC-0599.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$2,409  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ ADM: C. Doughty/Kari Irwin  
 PROJ DIR: C. Doughty/Kari Irwin

DATE: 06/25/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1808-000000-20000-8170	VTEA : Santiago Canyon College		2,273		2,409		136
12-1808-059900-25225-1480	Part-Time Reassigned Time : Gemology	2,129		-			2,129
12-1808-059900-25225-3115	STRS - Non-Instructional : Gemology	-		-			-
12-1808-059900-25225-3325	Medicare - Non-Instructional : Gemology	31		-			31
12-1808-059900-25225-3335	PARS - Non-Instructional : Gemology	28		-			28
12-1808-059900-25225-3435	H & W - Retiree Fund Non-Inst : Gemology	21		-			21
12-1808-059900-25225-3515	SUI - Non-Instructional : Gemology	13		-			13
12-1808-059900-25225-3615	WCI - Non-Instructional : Gemology	51		-			51
12-1808-619000-25225-1480	Part-Time Reassigned Time : Gemology	-		2,129		2,129	
12-1808-619000-25225-3115	STRS - Non-Instructional : Gemology	-		148		148	
12-1808-619000-25225-3325	Medicare - Non-Instructional : Gemology	-		31		31	
12-1808-619000-25225-3335	PARS - Non-Instructional : Gemology	-		28		28	
12-1808-619000-25225-3435	H & W - Retiree Fund Non-Inst : Gemology	-		21		21	
12-1808-619000-25225-3515	SUI - Non-Instructional : Gemology	-		1		1	
12-1808-619000-25225-3615	WCI - Non-Instructional : Gemology	-		51		51	
<b>Total Project 1808 VTEA/CTE IC-C/I Gemology</b>		<b>2,273</b>	<b>2,273</b>	<b>2,409</b>	<b>2,409</b>	<b>2,409</b>	<b>2,409</b>

5.1 (23)

**SPECIAL PROJECT DETAILED BUDGET #1810**  
**NAME: CTE IC (VTEA) - Registered Nursing (SAC-1230.10)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$23,637  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Becky Miller  
 PROJ. DIR. Mary Hirsh

DATE: 07/08/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1810-000000-10000-8170	VTEA : Santa Ana College		37,407		23,637	13,770	
12-1810-123010-16640-2420	Inst Assistant - Hourly : Nursing	8,000		5,000			3,000
12-1810-123010-16640-3211	PERS - Instructional : Nursing	258		-			258
12-1810-123010-16640-3321	Medicare - Instructional : Nursing	78		73			5
12-1810-123010-16640-3331	PARS - Instructional : Nursing	70		65			5
12-1810-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	54		50			4
12-1810-123010-16640-3511	SUI - Instructional : Nursing	60		3			57
12-1810-123010-16640-3611	WCI - Instructional : Nursing	130		119			11
12-1810-123010-16640-3311	OASDHI - Instructional : Nursing	168		-			168
12-1810-123010-16640-4310	Instructional Supplies : Nursing	10,305		2,067			8,238
12-1810-123010-16640-5950	Software License and Fees : Nursing	-		16,260		16,260	
12-1810-123010-16640-6411	Equipment - Federal Progs >200 : Nursing	11,860		-			11,860
12-1810-602000-16640-1483	Beyond Contr - Reassigned Time : Nursing	2,000		-			2,000
12-1810-602000-16640-3115	STRS - Non-Instructional : Nursing	165		-			165
12-1810-602000-16640-3325	Medicare - Non-Instructional : Nursing	29		-			29
12-1810-602000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	20		-			20
12-1810-602000-16640-3515	SUI - Non-Instructional : Nursing	22		-			22
12-1810-602000-16640-3615	WCI - Non-Instructional : Nursing	48		-			48
12-1810-602000-16640-5100	Contracted Services : Nursing	4,140		-			4,140
<b>Total Project 1810</b>	<b>VTEA/CTE IC - Nursing RN (TOP 1230.10)</b>	<b>37,407</b>	<b>37,407</b>	<b>23,637</b>	<b>23,637</b>	<b>30,030</b>	<b>30,030</b>

5.1 (24)

**SPECIAL PROJECT DETAILED BUDGET #1813**  
**NAME: CTE IC (VTEA) -Public Works (SCC-2102.10)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$4,818  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ ADM: C. Doughty/Kari Irwin  
 PROJ DIR: C. Doughty/Kari Irwin

DATE: 06/25/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1813-000000-20000-8170	VTEA : Santiago Canyon College		9,378		4,818	4,560	
12-1813-210200-25235-1480	Part-Time Reassigned Time : Public Works	5,900		-			5,900
12-1813-210200-25235-3115	STRS - Non-Instructional : Public Works	487		-			487
12-1813-210200-25235-3325	Medicare - Non-Instructional : Public Works	86		-			86
12-1813-210200-25235-3435	H & W - Retiree Fund Non-Inst : Public Works	59		-			59
12-1813-210200-25235-3515	SUI - Non-Instructional : Public Works	3		-			3
12-1813-210200-25235-3615	WCI - Non-Instructional : Public Works	142		-			142
12-1813-602000-25235-1480	Part-Time Reassigned Time : Public Works	920		-			920
12-1813-602000-25235-1485	Int/Sum - Reassigned Time, PT : Public Works	1,498		-			1,498
12-1813-602000-25235-3115	STRS - Non-Instructional : Public Works	133		-			133
12-1813-602000-25235-3325	Medicare - Non-Instructional : Public Works	35		-			35
12-1813-602000-25235-3335	PARS - Non-Instructional : Public Works	31		-			31
12-1813-602000-25235-3435	H & W - Retiree Fund Non-Inst : Public Works	24		-			24
12-1813-602000-25235-3515	SUI - Non-Instructional : Public Works	2		-			2
12-1813-602000-25235-3615	WCI - Non-Instructional : Public Works	58		-			58
12-1813-619000-25235-1480	Part-Time Reassigned Time : Public Works	-		4,258		4,258	
12-1813-619000-25235-1485	Int/Sum - Reassigned Time, PT : Public Works	-		-		-	
12-1813-619000-25235-3115	STRS - Non-Instructional : Public Works	-		296		296	
12-1813-619000-25235-3325	Medicare - Non-Instructional : Public Works	-		62		62	
12-1813-619000-25235-3335	PARS - Non-Instructional : Public Works	-		55		55	
12-1813-619000-25235-3435	H & W - Retiree Fund Non-Inst : Public Works	-		43		43	
12-1813-619000-25235-3515	SUI - Non-Instructional : Public Works	-		2		2	
12-1813-619000-25235-3615	WCI - Non-Instructional : Public Works	-		102		102	
	<b>Public Works (2102.10)</b>	<b>9,378</b>	<b>9,378</b>	<b>4,818</b>	<b>4,818</b>	<b>9,378</b>	<b>9,378</b>

5.1 (25)

**SPECIAL PROJECT DETAILED BUDGET #1814**  
**NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs (SCC)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$97,890  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Corine Doughty  
 PROJ. DIR. Kari Irwin

DATE: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-000000-20000-8170	VTEA : Santiago Canyon College		257,958		97,890	160,068	
12-1814-602000-25205-1483	Beyond Contr - Reassigned Time : Career Educa	500		-			500
12-1814-602000-25205-3325	Medicare - Non-Instructional : Career Educati	203		-			203
12-1814-602000-25205-3335	PARS - Non-Instructional : Career Education O	182		-			182
12-1814-602000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	140		-			140
12-1814-602000-25205-3515	SUI - Non-Instructional : Career Education Of	154		-			154
12-1814-602000-25205-3615	WCI - Non-Instructional : Career Education Of	336		-			336
12-1814-613000-27110-2310	Classified Employees - Ongoing : Media Servic	9,604		-			9,604
12-1814-613000-27110-2320	Classified Employees - Hourly : Media Service	1,476		-			1,476
12-1814-613000-27110-3215	PERS - Non-Instructional : Media Services	1,365		-			1,365
12-1814-613000-27110-3315	OASDHI - Non-Instructional : Media Services	740		-			740
12-1814-613000-27110-3325	Medicare - Non-Instructional : Media Services	173		-			173
12-1814-613000-27110-3435	H & W - Retiree Fund Non-Inst : Media Service	119		-			119
12-1814-613000-27110-3515	SUI - Non-Instructional : Media Services	6		-			6
12-1814-613000-27110-3615	WCI - Non-Instructional : Media Services	286		-			286
12-1814-619000-25205-2320	Classified Employees - Hourly : Career Educat <b>- Career Services hourly support</b>	7,000		7,000		-	-
12-1814-619000-25205-3325	Medicare - Non-Instructional : Career Educati	102		102		-	-
12-1814-619000-25205-3335	PARS - Non-Instructional : Career Education O	91		91		-	-
12-1814-619000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	70		70		-	-
12-1814-619000-25205-3515	SUI - Non-Instructional : Career Education Of	4		4		-	-
12-1814-619000-25205-3615	WCI - Non-Instructional : Career Education Of	168		168		-	-
12-1814-619000-25205-4310	Instructional Supplies : Career Education Off	5,706		4,000			1,706
12-1814-619000-25205-4610	Non-Instructional Supplies : Career Education	-		1,000		1,000	

5.1 (26)

**SPECIAL PROJECT DETAILED BUDGET #1814**  
**NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs (SCC)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$97,890  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Corine Doughty  
 PROJ. DIR. Kari Irwin  
 DATE: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-619000-25205-5100	Contracted Services : Career Education Office	4,500		4,500		-	-
12-1814-619000-25205-5300	Inst Dues & Memberships : Career Education Of	-		1,000		1,000	
12-1814-619000-25205-5610	Lease Agreement - Equipment : Career Educatio	3,420		3,000			420
12-1814-619000-25205-5845	Excess/Copies Usage : Career Education Offic	280		280		-	-
12-1814-619000-25205-5950	Software License and Fees : Career Education	5,300		2,000			3,300
12-1814-619000-25205-6411	Equipment - Federal Progs >200 : Career Educa	112,291		5,000			107,291
12-1814-631000-29325-1433	Beyond Contract - Counselors : Counseling	26,420		19,270			7,150
12-1814-631000-29325-3115	STRS - Non-Instructional : Counseling	2,180		899			1,281
12-1814-631000-29325-3325	Medicare - Non-Instructional : Counseling	383		279			104
12-1814-631000-29325-3335	PARS - Non-Instructional : Counseling	-		-		-	-
12-1814-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	264		193			71
12-1814-631000-29325-3515	SUI - Non-Instructional : Counseling	13		10			3
12-1814-631000-29325-3615	WCI - Non-Instructional : Counseling	634		462			172
12-1814-632000-25205-5800	Advertising : Career Education Office	2,000		1,400			600
12-1814-632000-25205-5915	Packaging/Mail Prep/Processing : Career Educa	3,200		1,500			1,700
12-1814-632000-25205-5940	Reproduction/Printing Expenses : Career Educa	500		500		-	-
12-1814-634000-25205-2130	Classified Employees : Career Education Offic - Brenda Hohnstein (25%)	15,404		15,404		-	-
12-1814-634000-25205-3215	PERS - Non-Instructional : Career Education O	1,763		1,813		50	
12-1814-634000-25205-3315	OASDHI - Non-Instructional : Career Education	976		976		-	-
12-1814-634000-25205-3325	Medicare - Non-Instructional : Career Educati	228		228		-	-
12-1814-634000-25205-3415	H & W - Non-Instructional : Career Education	1,645		1,860		215	
12-1814-634000-25205-3435	H & W - Retiree Fund Non-Inst : Career Educat	157		157		-	-
12-1814-634000-25205-3515	SUI - Non-Instructional : Career Education Of	8		8		-	-

5.1 (27)



**SPECIAL PROJECT DETAILED BUDGET #1814**  
**NAME: CTE IC (VTEA) - SCC Support Services - Across CTE Programs (SCC)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$97,890  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Corine Doughty  
 PROJ. DIR. Kari Irwin

DATE: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1814-634000-25205-3615	WCI - Non-Instructional : Career Education Of	378		378		-	-
12-1814-634000-25205-3915	Other Benefits - Non-Instruct : Career Educat	338		338		-	-
12-1814-675000-25205-4610	Non-Instructional Supplies : Career Education	1,200		1,200		-	-
12-1814-675000-25205-4710	Food and Food Service Supplies : Career Educa	2,000		2,000		-	-
12-1814-675000-25205-5100	Contracted Services : Career Education Office	7,500		5,000			2,500
12-1814-675000-25205-5210	Conference Expenses : Career Education Office	35,751		15,000			20,751
12-1814-675000-25205-5220	Mileage/Parking Expenses : Career Education O	800		800		-	-
<b>Total Project 1814 VTEA/CTE IC-C/I Support Svcs</b>		<b>257,958</b>	<b>257,958</b>	<b>97,890</b>	<b>97,890</b>	<b>162,333</b>	<b>162,333</b>

5.1 (28)

**SPECIAL PROJECT DETAILED BUDGET #1815**  
**NAME: CTE IC (VTEA) -Surveying/Mapping Science (SCC-0957.30)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$33,173  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ ADM: C. Doughty/Kari Irwin  
 PROJ DIR: C. Doughty/Kari Irwin

DATE: 06/25/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1815-000000-20000-8170	VTEA : Santiago Canyon College		3,787		33,173		29,386
12-1815-095730-25245-1480	Part-Time Reassigned Time : Survey/Mapping Sc	2,075		-			2,075
12-1815-095730-25245-3115	STRS - Non-Instructional : Survey/Mapping Sci	166		-			166
12-1815-095730-25245-3325	Medicare - Non-Instructional : Survey/Mapping	30		-			30
12-1815-095730-25245-3335	PARS - Non-Instructional : Survey/Mapping Sci	27		-			27
12-1815-095730-25245-3435	H & W - Retiree Fund Non-Inst : Survey/Mappin	21		-			21
12-1815-095730-25245-3515	SUI - Non-Instructional : Survey/Mapping Scie	1		-			1
12-1815-095730-25245-3615	WCI - Non-Instructional : Survey/Mapping Scie	50		-			50
12-1815-095730-25245-2420	Inst Assistant - Hourly : Survey/Mapping Scie	800		1,632		832	
12-1815-095730-25245-3321	Medicare - Instructional : Survey/Mapping Sci	12		24		12	
12-1815-095730-25245-3331	PARS - Instructional : Survey/Mapping Science	11		21		10	
12-1815-095730-25245-3431	H & W - Retiree Fund Inst : Survey/Mapping Sc	8		16		8	
12-1815-095730-25245-3511	SUI - Instructional : Survey/Mapping Sciences	1		1		-	-
12-1815-095730-25245-3611	WCI - Instructional : Survey/Mapping Sciences	20		39		19	
12-1815-095730-25245-6411	Equipment - Federal Progs >200 : Survey/Mappi	-		29,000		29,000	
12-1815-602000-25245-1485	Int/Sum - Reassigned Time, PT : Survey/Mappin	499		-			499
12-1815-602000-25245-3115	STRS - Non-Instructional : Survey/Mapping Sci	41		-			41
12-1815-602000-25245-3325	Medicare - Non-Instructional : Survey/Mapping	7		-			7
12-1815-602000-25245-3435	H & W - Retiree Fund Non-Inst : Survey/Mappin	5		-			5
12-1815-602000-25245-3515	SUI - Non-Instructional : Survey/Mapping Scie	1		-			1
12-1815-602000-25245-3615	WCI - Non-Instructional : Survey/Mapping Scie	12		-			12

5.1 (29)

**SPECIAL PROJECT DETAILED BUDGET #1815**  
**NAME: CTE IC (VTEA) -Surveying/Mapping Science (SCC-0957.30)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$33,173  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ ADM: C. Doughty/Kari Irwin  
 PROJ DIR: C. Doughty/Kari Irwin

DATE: 06/25/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1815-619000-25245-1480	Part-Time Reassigned Time : Survey/Mapping Sc	-		2,129		2,129	
12-1815-619000-25245-3115	STRS - Non-Instructional : Survey/Mapping Sci	-		179		179	
12-1815-619000-25245-3325	Medicare - Non-Instructional : Survey/Mapping	-		31		31	
12-1815-619000-25245-3335	PARS - Non-Instructional : Survey/Mapping Sci	-		28		28	
12-1815-619000-25245-3435	H & W - Retiree Fund Non-Inst : Survey/Mappin	-		21		21	
12-1815-619000-25245-3515	SUI - Non-Instructional : Survey/Mapping Scie	-		1		1	
12-1815-619000-25245-3615	WCI - Non-Instructional : Survey/Mapping Scie	-		51		51	
<b>1815 VTEA/CTE IC-C/I Surveying GIS</b>		<b>3,787</b>	<b>3,787</b>	<b>33,173</b>	<b>33,173</b>	<b>32,321</b>	<b>32,321</b>

5.1 (30)

**SPECIAL PROJECT DETAILED BUDGET #1817**  
**NAME: CTE IC (VTEA) -TV/Film/Video (SAC-0604.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$162,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Eve Kikawa  
 PROJ. DIR. Randi Schultz

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1817-000000-10000-8170	VTEA : Santa Ana College		44,900		162,000		117,100
12-1817-619000-15552-2320	Classified Employees - Hourly : Television (T	-		2,000		2,000	
12-1817-619000-15552-3215	PERS - Non-Instructional : Television (TV/Fil	-		228		228	
12-1817-619000-15552-3315	OASDHI - Non-Instructional : Television (TV/F	-		124		124	
12-1817-619000-15552-3325	Medicare - Non-Instructional : Television (TV	-		29		29	
12-1817-619000-15552-3435	H & W - Retiree Fund Non-Inst : Television (T	-		20		20	
12-1817-619000-15552-3515	SUI - Non-Instructional : Television (TV/Film	-		1		1	
12-1817-619000-15552-3615	WCI - Non-Instructional : Television (TV/Film	-		48		48	
12-1817-060400-15552-4310	Instructional Supplies : Television (TV/Film/Video)	-		6,550		6,550	
12-1817-060400-15552-5100	Contracted Services : Television (TV/Film/Video)	-		3,000		3,000	
12-1817-060400-15552-5950	Software License and Fees : Television (TV/Film/Vid	-		3,000		3,000	
12-1817-060400-15552-6411	Equipment - Federal Progs >200 : Television (TV/Fil	-		147,000		147,000	
12-1817-060420-15552-4310	Instructional Supplies : Television (TV/Film/Video)	1,470		-			1,470
12-1817-060420-15552-5950	Software License and Fees : Television (TV/Film/Vid	7,750		-			7,750
12-1817-060420-15552-6411	Equipment - Federal Progs >200 : Television (TV/Fil	35,680		-			35,680
<b>Total Project 1817</b>	<b>VTEA/CTE IC - TV/Film/Video</b>	<b>44,900</b>	<b>44,900</b>	<b>162,000</b>	<b>162,000</b>	<b>162,000</b>	<b>162,000</b>

5.1 (31)

**SPECIAL PROJECT DETAILED BUDGET #1817**  
**NAME: CTE IC (VTEA) -Television/Video(SCC-0604.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$4,938  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ ADM: C. Doughty/Kari Irwin  
 PROJ DIR: C. Doughty/Kari Irwin

DATE: 07/01/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1817-000000-20000-8170	VTEA : Santiago Canyon College		69,475		4,938	64,537	
12-1817-060400-25250-3331	PARS - Instructional : Television/Video Commu	182		-			182
12-1817-060400-25250-3115	STRS - Non-Instructional : Television/Video C	88		-			88
12-1817-060400-25250-3215	PERS - Non-Instructional : Television/Video C	366		-			366
12-1817-060400-25250-3315	OASDHI - Non-Instructional : Television/Video	152		-			152
12-1817-060400-25250-3325	Medicare - Non-Instructional : Television/Vid	118		-			118
12-1817-060400-25250-3435	H & W - Retiree Fund Non-Inst : Television/Vi	11		-			11
12-1817-060400-25250-3515	SUI - Non-Instructional : Television/Video Co	1		-			1
12-1817-060400-25250-3615	WCI - Non-Instructional : Television/Video Co	26		-			26
12-1817-060400-25250-4310	Instructional Supplies : Television/Video Com	18,675		-			18,675
12-1817-060400-25250-6411	Equipment - Federal Progs >200 : Television/V	38,165		-			38,165
12-1817-060420-25250-1480	Part-Time Reassigned Time : Television/Video	5,057		-			5,057
12-1817-060420-25250-3115	STRS - Non-Instructional : Television/Video C	289		-			289
12-1817-060420-25250-3325	Medicare - Non-Instructional : Television/Vid	51		-			51
12-1817-060420-25250-3435	H & W - Retiree Fund Non-Inst : Television/Vi	35		-			35
12-1817-060420-25250-3515	SUI - Non-Instructional : Television/Video Co	2		-			2
12-1817-060420-25250-3615	WCI - Non-Instructional : Television/Video Co	84		-			84
12-1817-602000-25250-1480	Part-Time Reassigned Time : Television/Video	4,950		-			4,950
12-1817-602000-25250-1485	Int/Sum - Reassigned Time, PT : Television/Vi	499		-			499
12-1817-602000-25250-3115	STRS - Non-Instructional : Television/Video C	454		-			454
12-1817-602000-25250-3325	Medicare - Non-Instructional : Television/Vid	80		-			80
12-1817-602000-25250-3435	H & W - Retiree Fund Non-Inst : Television/Vi	55		-			55
12-1817-602000-25250-3515	SUI - Non-Instructional : Television/Video Co	3		-			3
12-1817-602000-25250-3615	WCI - Non-Instructional : Television/Video Co	132		-			132

5.1 (32)

**SPECIAL PROJECT DETAILED BUDGET #1817**  
**NAME: CTE IC (VTEA) -Television/Video(SCC-0604.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$4,938  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ ADM: C. Doughty/Kari Irwin  
 PROJ DIR: C. Doughty/Kari Irwin

DATE: 07/01/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1817-619000-25250-1480	Part-Time Reassigned Time : Television/Video	-		4,364		4,364	
12-1817-619000-25250-1485	Int/Sum - Reassigned Time, PT : Television/Vi	-		-		-	-
12-1817-619000-25250-3115	STRS - Non-Instructional : Television/Video C	-		303		303	
12-1817-619000-25250-3325	Medicare - Non-Instructional : Television/Vid	-		63		63	
12-1817-619000-25250-3335	PARS - Non-Instructional : Television/Video C	-		57		57	
12-1817-619000-25250-3435	H & W - Retiree Fund Non-Inst : Television/Vi	-		44		44	
12-1817-619000-25250-3515	SUI - Non-Instructional : Television/Video Co	-		2		2	
12-1817-619000-25250-3615	WCI - Non-Instructional : Television/Video Co	-		105		105	
<b>Total Project 1817 VTEA/CTE IC-C/I TV &amp; Video</b>		<b>69,475</b>	<b>69,475</b>	<b>4,938</b>	<b>4,938</b>	<b>69,475</b>	<b>69,475</b>

5.1 (33)

**SPECIAL PROJECT DETAILED BUDGET #1818**  
**NAME: CTE IC (VTEA) -Water Utility Science (SCC-0958.00)**  
**FISCAL YEAR: 2014/15**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$7,407  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. C. Doughty/K. Irwin  
 PROJ. DIR. C. Doughty/K. Irwin

DATE: 07/01/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1818-000000-20000-8170	VTEA : Santiago Canyon College		7,226		7,407		181
12-1818-095800-25260-1480	Part-Time Reassigned Time : Water Utility Sci	6,389		-			6,389
12-1818-095800-25260-3115	STRS - Non-Instructional : Water Utility Scie	524		-			524
12-1818-095800-25260-3325	Medicare - Non-Instructional : Water Utility	93		-			93
12-1818-095800-25260-3435	H & W - Retiree Fund Non-Inst : Water Utility	64		-			64
12-1818-095800-25260-3515	SUI - Non-Instructional : Water Utility Scien	3		-			3
12-1818-095800-25260-3615	WCI - Non-Instructional : Water Utility Scien	153		-			153
12-1818-619000-25260-1480	Part-Time Reassigned Time : Water Utility Sci	-		6,546		6,546	
12-1818-619000-25260-1485	Int/Sum - Reassigned Time, PT : Water Utility	-		-		-	
12-1818-619000-25260-3115	STRS - Non-Instructional : Water Utility Scie	-		456		456	
12-1818-619000-25260-3325	Medicare - Non-Instructional : Water Utility	-		95		95	
12-1818-619000-25260-3335	PARS - Non-Instructional : Water Utility Scie	-		85		85	
12-1818-619000-25260-3435	H & W - Retiree Fund Non-Inst : Water Utility	-		65		65	
12-1818-619000-25260-3515	SUI - Non-Instructional : Water Utility Scien	-		3		3	
12-1818-619000-25260-3615	WCI - Non-Instructional : Water Utility Scien	-		157		157	
<b>1818 VTEA/CTE IC-C/I Water Utility</b>		<b>7,226</b>	<b>7,226</b>	<b>7,407</b>	<b>7,407</b>	<b>7,407</b>	<b>7,407</b>

5.1 (34)

**SPECIAL PROJECT DETAILED BUDGET #1823**  
**NAME: CTE IC (VTEA) - Office Technology Non-Credit (OEC-0514.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$10,912  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Lori Fastbiner  
 PROJ. DIR. Connie Wilson

DATE: 07/07/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1823-000000-20000-8170	VTEA : Santiago Canyon College		66,300		10,912	55,388	
12-1823-051400-28200-4310	Instructional Supplies : Orange Educ Ctr-Inst	2,866		-			2,866
12-1823-051400-28200-5940	Reproduction/Printing Expenses : Orange Educ	10		-			10
12-1823-051400-28200-6411	Equipment - Federal Progs >200 : Orange Educ	51,311		-			51,311
12-1823-602000-28200-1480	Part-Time Reassigned Time : Orange Educ Ctr-I	10,313		5,000			5,313
12-1823-602000-28200-3115	STRS - Non-Instructional : Orange Educ Ctr-In	1,365		-			1,365
12-1823-602000-28200-3325	Medicare - Non-Instructional : Orange Educ Ct	87		73			14
12-1823-602000-28200-3335	PARS - Non-Instructional : Orange Educ Ctr-In	78		65			13
12-1823-602000-28200-3435	H & W - Retiree Fund Non-Inst : Orange Educ C	60		50			10
12-1823-602000-28200-3515	SUI - Non-Instructional : Orange Educ Ctr-Ins	66		3			63
12-1823-602000-28200-3615	WCI - Non-Instructional : Orange Educ Ctr-Ins	144		119			25
12-1823-619000-28100-1480	Part-Time Reassigned Time : CED	-		5,275		5,275	
12-1823-619000-28100-3325	Medicare - Non-Instructional : CED	-		76		76	
12-1823-619000-28100-3335	PARS - Non-Instructional : CED	-		69		69	
12-1823-619000-28100-3435	H & W - Retiree Fund Non-Inst : CED	-		53		53	
12-1823-619000-28100-3515	SUI - Non-Instructional : CED	-		3		3	
12-1823-619000-28100-3615	WCI - Non-Instructional : CED	-		126		126	
<b>1823 VTEA/CTE IC-Office Technology Non-Credit (OEC-0514.00)</b>		<b>66,300</b>	<b>66,300</b>	<b>10,912</b>	<b>10,912</b>	<b>60,990</b>	<b>60,990</b>

5.1 (35)



**SPECIAL PROJECT DETAILED BUDGET #1824**

**NAME: CTE IC (VTEA) -College-Wide CTEA Administrative & Professional Development - Across CTE Programs (SAC)**

**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15

CONTRACT INCOME: \$153,690

CFDA #: 84.048A

Grant Agreement #: 14-C01-042

PROJ. ADM. Bart Hoffman

PROJ. DIR. Kimberly Mathews

DATE: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1824-000000-10000-8170	VTEA : Santa Ana College		150,724		153,690		2,966
12-1824-619000-15205-2110	Classified Management : Career Ed & Work Dev - Kimberly Mathews (80%)	62,139		65,043		2,904	
12-1824-619000-15205-3215	PERS - Non-Instructional : Career Ed & Work D	7,148		7,442		294	
12-1824-619000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work	4,002		4,033		31	
12-1824-619000-15205-3325	Medicare - Non-Instructional : Career Ed & Wo	1,089		943			146
12-1824-619000-15205-3415	H & W - Non-Instructional : Career Ed & Work	18,539		5,264			13,275
12-1824-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	752		671			81
12-1824-619000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	38		34			4
12-1824-619000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	1,641		1,609			32
12-1824-619000-15205-3915	Other Benefits - Non-Instruct : Career Ed & W	1,250		2,016		766	
12-1824-675000-15205-4610	Non-Instructional Supplies : Career Ed & Work	2,030		455			1,575
12-1824-675000-15205-5210	Conference Expenses : Career Ed & Work Dev Of	48,746		66,180		17,434	
12-1824-675000-15205-5220	Mileage/Parking Expenses : Career Ed & Work D	850		-			850
12-1824-675000-15205-5940	Reproduction/Printing Expenses : Career Ed &	2,500		-			2,500
<b>Total Project 1824 VTEA/CTE IC-Professional Dev (Across CTE Programs)</b>		<b>150,724</b>	<b>150,724</b>	<b>153,690</b>	<b>153,690</b>	<b>21,429</b>	<b>21,429</b>

5.1 (36)

**SPECIAL PROJECT DETAILED BUDGET #1825**  
**NAME: CTE IC (VTEA) -Deaf & Hard of Hearing - Across CTE Programs (SAC)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$24,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Micki Bryant  
 PROJ. DIR. Monica Collins

DATE: 07/08/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1825-000000-10000-8170	VTEA : Santa Ana College		27,875		24,000	3,875	
12-1825-642000-19523-1252	Contract Extension-Coordinator : Deaf & Hard	3,500		-			3,500
12-1825-642000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	400		-			400
12-1825-642000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	217		-			217
12-1825-642000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	51		-			51
12-1825-642000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	35		-			35
12-1825-642000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	39		-			39
12-1825-642000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	84		-			84
12-1825-649000-19523-2320	Classified Employees - Hourly : Deaf & Hard o	21,000		22,000		1,000	
12-1825-649000-19523-3215	PERS - Non-Instructional : Deaf & Hard of Hea	513		404			109
12-1825-649000-19523-3315	OASDHI - Non-Instructional : Deaf & Hard of H	651		232			419
12-1825-649000-19523-3325	Medicare - Non-Instructional : Deaf & Hard of	304		319		15	
12-1825-649000-19523-3335	PARS - Non-Instructional : Deaf & Hard of Hea	136		286		150	
12-1825-649000-19523-3435	H & W - Retiree Fund Non-Inst : Deaf & Hard o	210		220		10	
12-1825-649000-19523-3515	SUI - Non-Instructional : Deaf & Hard of Hear	231		11			220
12-1825-649000-19523-3615	WCI - Non-Instructional : Deaf & Hard of Hear	504		528		24	
<b>Total Project 1825 VTEA/CTE IC- Deaf/Hard of Hear</b>		<b>27,875</b>	<b>27,875</b>	<b>24,000</b>	<b>24,000</b>	<b>5,074</b>	<b>5,074</b>

5.1 (37)

**SPECIAL PROJECT DETAILED BUDGET #1826**  
**NAME: CTE IC (VTEA) -Counseling & Career/Job Resources - Across CTE Programs (SAC)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$56,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Micki Bryant  
 PROJ. DIR. Sandy Morris

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1826-000000-10000-8170	VTEA : Santa Ana College		105,039		56,000	49,039	
12-1826-634000-15390-1430	Part-Time Counselors : Career Counseling Cent	36,182		-			36,182
12-1826-634000-15390-1435	Int/Sum - Counselors,Part-Time : Career Couns	10,945		-			10,945
12-1826-634000-15390-3115	STRS - Non-Instructional : Career Counseling	3,888		-			3,888
12-1826-634000-15390-3325	Medicare - Non-Instructional : Career Counsel	683		-			683
12-1826-634000-15390-3435	H & W - Retiree Fund Non-Inst : Career Course	471		-			471
12-1826-634000-15390-3515	SUI - Non-Instructional : Career Counseling C	24		-			24
12-1826-634000-15390-3615	WCI - Non-Instructional : Career Counseling C	1,131		-			1,131
12-1826-647000-19540-2310	Classified Employees - Ongoing : Job/Career P	29,625		46,243		16,618	
12-1826-647000-19540-2320	Classified Employees - Hourly : Job/Career PI	13,285		-			13,285
12-1826-647000-19540-3215	PERS - Non-Instructional : Job/Career Placeme	4,303		4,714		411	
12-1826-647000-19540-3315	OASDHI - Non-Instructional : Job/Career Place	2,331		2,569		238	
12-1826-647000-19540-3325	Medicare - Non-Instructional : Job/Career Pla	622		671		49	
12-1826-647000-19540-3335	PARS - Non-Instructional : Job/Career Placement	69		208		139	
12-1826-647000-19540-3435	H & W - Retiree Fund Non-Inst : Job/Career PI	429		462		33	
12-1826-647000-19540-3515	SUI - Non-Instructional : Job/Career Placemen	21		23		2	
12-1826-647000-19540-3615	WCI - Non-Instructional : Job/Career Placemen	1,030		1,110		80	
<b>total Project 1826</b>	<b>VTEA/CTE IC - Placement/Workstudy</b>	<b>105,039</b>	<b>105,039</b>	<b>56,000</b>	<b>56,000</b>	<b>66,609</b>	<b>66,609</b>

5.1 (38)

**SPECIAL PROJECT DETAILED BUDGET #1827**  
**NAME: Perkins IV - CTE Transitions (Tech Prep)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/1/14 - 6/30/15  
 CONTRACT INCOME: \$86,538  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Bart Hoffman/Kari Irwin  
 PROJ. DIR. Kimberly Mathews  
 Date: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-000000-10000-8170	VTEA : Santa Ana College		60,436		41,338	19,098	
12-1827-190100-15205-1310	Part-Time Instructors : Career Ed & Work Dev	25,147		-			25,147
12-1827-190100-15205-1313	Beyond Contract-Instructors : Career Ed & W	6,287		-			6,287
12-1827-190100-15205-2420	Inst Assistant - Hourly : Career Ed & Work De	3,857		-			3,857
12-1827-190100-15205-3111	STRS - Instructional : Career Ed & Work D	2,593		-			2,593
12-1827-190100-15205-3321	Medicare - Instructional : Career Ed & Wo	512		-			512
12-1827-190100-15205-3331	PARS - Instructional : Career Ed & Work D	50		-			50
12-1827-190100-15205-3431	H & W - Retiree Fund Inst : Career Ed & W	353		-			353
12-1827-190100-15205-3511	SUI - Instructional : Career Ed & Work Dev	309		-			309
12-1827-190100-15205-3611	WCI - Instructional : Career Ed & Work De	847		-			847
12-1827-619000-15205-1480	Part-Time Reassigned Time : Career Ed & Wo	12,458		5,513			6,945
12-1827-619000-15205-1483	Beyond Contr - Reassigned Time : Career Ed &	700		-			700
12-1827-619000-15205-2110	Classified Management : Career Ed & Work Dev - Kimberly Mathews (80%)	-		16,261		16,261	
12-1827-619000-15205-2320	Classified - hourly	-		9,855		9,855	
12-1827-619000-15205-3115	STRS - Non-Instructional : Career Ed & Wo	1,086		100			986
12-1827-619000-15205-3215	PERS - Non-Instructional : Career Ed & Wo	-		1,336		1,336	
12-1827-619000-15205-3315	OASDHI - Non-Instructional : Career Ed &	-		1,664		1,664	
12-1827-619000-15205-3325	Medicare - Non-Instructional : Career Ed &	191		465		274	
12-1827-619000-15205-3415	H & W - Non-Instructional : Career Ed & V	-		1,385		1,385	
12-1827-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed	132		351		219	
12-1827-619000-15205-3515	SUI - Non-Instructional : Career Ed & Wor	158		18			140
12-1827-619000-15205-3615	WCI - Non-Instructional : Career Ed & Wo	316		841		525	
12-1827-619000-15205-3915	Other Benefits - Non-Instruct : Career Ed	-		504		504	

5.1 (39)

**SPECIAL PROJECT DETAILED BUDGET #1827**  
**NAME: Perkins IV - CTE Transitions (Tech Prep)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/1/14 - 6/30/15  
 CONTRACT INCOME: \$86,538  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Bart Hoffman/Kari Irwin  
 PROJ. DIR. Kimberly Mathews  
 Date: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1827-619000-15205-4610	Non-Instructional Supplies : Career Ed & Wor	445		800		355	
12-1827-619000-15205-4710	Food and Food Service Supplies : Career Ed &	55		-			55
12-1827-619000-15205-5940	Reproduction/Printing Expenses : Career Ed &	1,000		-			1,000
12-1827-675000-15205-5210	Conference Expenses : Career Ed & Work Dev	1,616		2,245		629	
12-1827-679000-10000-5865	Indirect Costs : Santa Ana College	2,324		-			2,324
<b>12-1827-000000-20000-8170</b>	<b>VTEA : Santiago Canyon College</b>		<b>27,614</b>		<b>41,538</b>		<b>13,924</b>
12-1827-619000-25205-4610	Non-Instructional Supplies : Career Education	1,000		3,000		2,000	
12-1827-619000-25205-5100	Contracted Services : Career Education Office	2,000		11,191		9,191	
12-1827-619000-25205-5940	Reproduction/Printing Expenses : Career Edu	500		-			500
12-1827-619000-25205-6411	Equipment - Federal Programs >200	-		1,500		1,500	
12-1827-631000-29325-1430	Part-Time Counselors : Counseling	20,373		20,101			272
12-1827-631000-29325-3115	STRS - Non-Instructional : Counseling	1,681		262			1,419
12-1827-631000-29325-3325	Medicare - Non-Instructional : Counseling	295		291			4
12-1827-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counselin	204		201			3
12-1827-631000-29325-3515	SUI - Non-Instructional : Counseling	10		10		-	-
12-1827-631000-29325-3615	WCI - Non-Instructional : Counseling	489		482			7
12-1827-675000-25205-5210	Conference Expenses : Career Education Offi	-		4,500		4,500	
12-1827-679000-20000-5865	Indirect Costs : Santiago Canyon College	1,062		-			1,062
<b>12-1827-000000-50000-8170</b>	<b>VTEA : District Operations</b>	-			<b>3,662</b>		<b>3,662</b>
<b>12-1827-679000-53345-5999</b>	<b>Holding Account</b>	-		<b>3,662</b>		3,662	
<b>Totals for PROJECT: 1827</b>	<b>VTEA/CTE IC-CTE Transitions</b>	<b>88,050</b>	<b>88,050</b>	<b>86,538</b>	<b>86,538</b>	<b>72,958</b>	<b>72,958</b>

5.1 (40)

**SPECIAL PROJECT DETAILED BUDGET #1834**  
**NAME: CTE IC (VTEA) - Real Estate (SCC-0511.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$2,529  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. C. Doughty/K. Irwin  
 PROJ. DIR. C. Doughty/K. Irwin

DATE: 07/07/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1834-000000-20000-8170	VTEA : Santiago Canyon College		4,562		2,529	2,033	
12-1834-051100-25240-1480	Part-Time Reassigned Time : Real Estate	2,794		-			2,794
12-1834-051100-25240-3115	STRS - Non-Instructional : Real Estate	231		-			231
12-1834-051100-25240-3325	Medicare - Non-Instructional : Real Estate	41		-			41
12-1834-051100-25240-3435	H & W - Retiree Fund Non-Inst : Real Estate	28		-			28
12-1834-051100-25240-3515	SUI - Non-Instructional : Real Estate	1		-			1
12-1834-051100-25240-3615	WCI - Non-Instructional : Real Estate	67		-			67
12-1834-602000-25240-1485	Int/Sum - Reassigned Time, PT : Real Estate	1,237		994			243
12-1834-602000-25240-3115	STRS - Non-Instructional : Real Estate	102		94			8
12-1834-602000-25240-3325	Medicare - Non-Instructional : Real Estate	18		14			4
12-1834-602000-25240-3435	H & W - Retiree Fund Non-Inst : Real Estate	12		10			2
12-1834-602000-25240-3515	SUI - Non-Instructional : Real Estate	1		-			1
12-1834-602000-25240-3615	WCI - Non-Instructional : Real Estate	30		24			6
12-1834-619000-25240-1480	Part-Time Reassigned Time : Real Estate	-		1,241		1,241	
12-1834-619000-25240-3115	STRS - Non-Instructional : Real Estate	-		91		91	
12-1834-619000-25240-3325	Medicare - Non-Instructional : Real Estate	-		18		18	
12-1834-619000-25240-3435	H & W - Retiree Fund Non-Inst : Real Estate	-		12		12	
12-1834-619000-25240-3515	SUI - Non-Instructional : Real Estate	-		1		1	
12-1834-619000-25240-3615	WCI - Non-Instructional : Real Estate	-		30		30	
<b>Total Project 1834 VTEA/CTE IC-Real Estate</b>		<b>4,562</b>	<b>4,562</b>	<b>2,529</b>	<b>2,529</b>	<b>3,426</b>	<b>3,426</b>

5.1 (41)

**SPECIAL PROJECT DETAILED BUDGET #1839**  
**NAME: CTE IC (VTEA) - Welding Technology (SAC-0956.50)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$152,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Bart Hoffman  
 PROJ. DIR. George Moreno

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1839-000000-10000-8170	VTEA : Santa Ana College		166,273		152,000	14,273	
12-1839-095650-15756-4310	Instructional Supplies - Welding	3,500		4,500		1,000	
12-1839-095650-15756-5100	Contracted Services : Welding	-		4,500		4,500	
12-1839-095650-15756-6411	Equipment - Federal Progs >200 : Welding	162,773		143,000			19,773
<b>Total Project 1839</b>	<b>VTEA/CTE IC - Welding Technology</b>	<b>166,273</b>	<b>166,273</b>	<b>152,000</b>	<b>152,000</b>	<b>19,773</b>	<b>19,773</b>

5.1 (42)

**SPECIAL PROJECT DETAILED BUDGET #1848**

**NAME: CTE IC (VTEA) -Student Success Through Practical Education - Across CTE Programs (SAC)**

**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15

PROJ. ADM. Allen Dooley/Bart Hoffman

CONTRACT INCOME: \$31,405

PROJ. DIR. Madeleine Grant

CFDA #: 84.048A

Grant Agreement #: 14-C01-042

DATE: 07/08/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1848-000000-10000-8170	VTEA : Santa Ana College		26,436		31,405		4,969
12-1848-619000-15170-1480	Part-time Reassign Time	-		4,800		4,800	
12-1848-619000-15170-3115	STRS - Non-Instructional	-		398		398	
12-1848-619000-15170-3325	Medicare - Non-Instructional	-		70		70	
12-1848-619000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	-		48		48	
12-1848-619000-15170-3515	SUI - Non-Instructional : Marketing	-		2		2	
12-1848-619000-15170-3615	WCI - Non-Instructional : Marketing	-		115		115	
12-1848-619000-15170-5660	Software Support Service	-		259		259	
12-1848-649000-15170-2320	Classified Employees - Hourly : Marketing	20,116		22,800		2,684	
12-1848-649000-15170-3215	PERS - Non-Instructional : Marketing	2,040		-			2,040
12-1848-649000-15170-3315	OASDHI - Non-Instructional : Marketing	1,247		-			1,247
12-1848-649000-15170-3325	Medicare - Non-Instructional : Marketing	292		331		39	
12-1848-649000-15170-3335	PARS - Non-Instructional : Marketing	262		296		34	
12-1848-649000-15170-3435	H & W - Retiree Fund Non-Inst : Marketing	201		228		27	
12-1848-649000-15170-3515	SUI - Non-Instructional : Marketing	215		11			204
12-1848-649000-15170-3615	WCI - Non-Instructional : Marketing	483		547		64	
12-1848-649000-15170-4610	Non-Instructional Supplies : Marketing	170		1,500		1,330	
12-1848-649000-15170-5940	Reproduction/Printing Expenses : Marketing	390		-			390
12-1848-649000-15170-6411	Equipment - Federal Progs >200 : Marketing	1,020		-			1,020
<b>Total Project 1848 CTE-IC Student Success Thru Pr</b>		<b>26,436</b>	<b>26,436</b>	<b>31,405</b>	<b>31,405</b>	<b>9,870</b>	<b>9,870</b>

5.1 (43)



**SPECIAL PROJECT DETAILED BUDGET #1850**  
**NAME: CTE IC (VTEA) -Biotechnology (SAC-0430.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$60,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Chere Carrera  
 PROJ. DIR. Kathy Takahashi

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1850-000000-10000-8170	VTEA : Santa Ana College	-			60,000		60,000
12-1850-043000-16410-4310	Instructional Supplies : Biology	-		5,000		5,000	
12-1850-043000-16410-6411	Equipment - Federal Progs >200 : Biology	-		55,000		55,000	
<b>Total Project 1850 CTE-IC (VTEA) Biotechnology</b>		-	-	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

5.1 (44)

**SPECIAL PROJECT DETAILED BUDGET #1850**  
**NAME: CTE IC (VTEA) -Biotechnology (SCC-0430.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$120,976  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. C. Doughty/K. Irwin  
 PROJ. DIR. Denise Foley

DATE: 07/08/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1850-000000-20000-8170	VTEA : Santiago Canyon College	-			120,976		120,976
12-1850-043000-25162-1310	Part-Time Instructors : Biology - Biotech A & B	-		9,386		9,386	
12-1850-043000-25162-1314	Int/Sum - Beyond Contr Instructors : Biology - Intro to Biotech	-		5,683		5,683	
12-1850-043000-25162-2420	Instructional Assistants - Lab assistants	-		5,688		5,688	
12-1850-043000-25162-2440	Instructional Associates - Internships	-		3,168		3,168	
12-1850-043000-25162-3111	STRS - Instructional : Biology	-		1,432		1,432	
12-1850-043000-25162-3321	Medicare - Instructional : Biology	-		347		347	
12-1850-043000-25162-3331	PARS - Instructional : Biology	-		115		115	
12-1850-043000-25162-3431	H & W - Retiree Fund Inst : Biology	-		239		239	
12-1850-043000-25162-3511	SUI - Instructional : Biology	-		12		12	
12-1850-043000-25162-3611	WCI - Instructional : Biology	-		574		574	
12-1850-043000-25162-4310	Instructional Supplies : Biology	-		11,256		11,256	
12-1850-043000-25162-4710	Food and Food Service Supplies : Biology - Advisory meetings	-		500		500	
12-1850-043000-25162-6411	Equipment - Federal Progs >200 : Biology	-		55,012		55,012	
12-1850-619000-25162-1484	Int/Sum Beynd Contr-Reassigned : Biology - Program Facilitation (summer)	-		1,895		1,895	
12-1850-619000-25162-3115	STRS - Non-Instructional : Biology	-		180		180	
12-1850-619000-25162-3325	Medicare - Non-Instructional : Biology	-		27		27	
12-1850-619000-25162-3435	H & W - Retiree Fund Non-Inst : Biology	-		19		19	
12-1850-619000-25162-3515	SUI - Non-Instructional : Biology	-		1		1	

5.1 (45)

**SPECIAL PROJECT DETAILED BUDGET #1850**  
**NAME: CTE IC (VTEA) -Biotechnology (SCC-0430.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$120,976  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. C. Doughty/K. Irwin  
 PROJ. DIR. Denise Foley

DATE: 07/08/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1850-619000-25162-3615	WCI - Non-Instructional : Biology	-		45		45	
12-1850-634000-29325-1430	Part-time Counselors : Counseling	-		18,702		18,702	
12-1850-634000-29325-1435	Int/Sum - Counselors, PT : Counseling	-		1,039		1,039	
12-1850-634000-29325-3115	STRS - Non-Instructional : Counseling	-		1,432		1,432	
12-1850-634000-29325-3325	Medicare - Non-Instructional : Counseling	-		286		286	
12-1850-634000-29325-3335	PARS - Non-Instructional : Counseling	-		257		257	
12-1850-634000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	-		19		19	
12-1850-634000-29325-3515	SUI - Non-Instructional : Counseling	-		10		10	
12-1850-634000-29325-3615	WCI - Non-Instructional : Counseling	-		474		474	
12-1850-675000-25162-5210	Conferences Expenses	-		3,000		3,000	
<b>Total Project 1850 CTE-IC (VTEA) Biotechnology</b>		-	-	<b>120,798</b>	<b>120,976</b>	<b>120,798</b>	<b>120,976</b>

5.1 (46)

**SPECIAL PROJECT DETAILED BUDGET #18xx**  
**NAME: CTE IC (VTEA) - American Sign Language (SCC-00) - NCR**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$19,552  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Marilyn Flores  
 PROJ. DIR. Lourdes Fajardo

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-18xx-000000-20000-8170	VTEA : Santiago Canyon College		-		19,552		19,552
12-18xx-085010-29805-4310	Instructional Supplies	-	-	8,000		8,000	
12-18xx-085010-29805-5950	Software Licenses & Fees	-	-	2,500		2,500	
12-18xx-602000-29805-1480	Part-Time Reassigned Time <b>- Curriculum Development</b>	-	-	6,000		6,000	
12-18xx-602000-29805-3115	STRS - Non-Instructional	-		392		392	
12-18xx-602000-29805-3325	Medicare - Non-Instructional	-		87		87	
12-18xx-602000-29805-3335	PARS - Non-Instructional	-		78		78	
12-18xx-602000-29805-3435	H & W - Retiree Fund Non-Inst	-		60		60	
12-18xx-602000-29805-3515	SUI - Non-Instructional	-		3		3	
12-18xx-602000-29805-3615	WCI - Non-Instructional	-		144		144	
12-18xx-619000-29805-1480	Part-Time Reassigned Time	-		-		-	
12-18xx-619000-29805-1483	Beyond Contract - Reassigned Time <b>- Program Facilitator</b>	-		2,000		2,000	
12-18xx-619000-29805-3115	STRS - Non-Instructional	-		190		190	
12-18xx-619000-29805-3325	Medicare - Non-Instructional	-		29		29	
12-18xx-619000-29805-3435	H & W - Retiree Fund Non-Inst	-		20		20	
12-18xx-619000-29805-3515	SUI - Non-Instructional	-		1		1	
12-18xx-619000-29805-3615	WCI - Non-Instructional	-		48		48	
<b>Total Project 18xx CTE-IC (VTEA) American Sign Language (TOPS: 0850.10)</b>		-	-	<b>19,552</b>	<b>19,552</b>	<b>19,552</b>	<b>19,552</b>

5.1 (47)

**SPECIAL PROJECT DETAILED BUDGET #18xx**  
**NAME: CTE IC (VTEA) - Digital Media Arts (SCC-0614.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$22,860  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Marilyn Flores  
 PROJ. DIR. Robbie Miller

DATE: 07/10/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-18xx-000000-20000-8170	VTEA : Santiago Canyon College		-		22,860		22,860
11-18xx-061400-25521-6411	Equipment - Federal Program > 200	-		1,390		1,390	
12-18xx-602000-25421-1483	Beyond Contract - Reassigned Time : Art	-		18,975		18,975	
12-18xx-602000-25421-3115	STRS - Non-Instructional	-		1,319		1,319	
12-18xx-602000-25421-3325	Medicare - Non-Instructional	-		275		275	
12-18xx-602000-25421-3335	PARS - Non-Instructional	-		247		247	
12-18xx-602000-25421-3435	H & W - Retiree Fund Non-Inst	-		190		190	
12-18xx-602000-25421-3515	SUI - Non-Instructional	-		9		9	
12-18xx-602000-25421-3615	WCI - Non-Instructional	-		455		455	
<b>18xx VTEA/CTE IC-Digital Media Arts (SCC-0614.00)</b>		<b>-</b>	<b>-</b>	<b>22,860</b>	<b>22,860</b>	<b>22,860</b>	<b>22,860</b>

5.1 (48)

**SPECIAL PROJECT DETAILED BUDGET #18xx**  
**NAME: CTE IC (VTEA) - Engineering Technology, General (SAC-0924.00)**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$75,000  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Allen Dooley  
 PROJ. DIR. Craig Takahashi

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1850-000000-10000-8170	VTEA : Santiago Canyon College	-			60,000		60,000
12-1850-043000-16410-4310	Instructional Supplies : Biology	-		5,000		5,000	
12-1850-043000-16410-6411	Equipment - Federal Progs >200 : Biology	-		55,000		55,000	
<b>Total Project 1850 CTE-IC (VTEA) Biotechnology</b>		-	-	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

5.1 (49)

**SPECIAL PROJECT DETAILED BUDGET #18xx**  
**NAME: CTE IC (VTEA) - Website Design and Development (SCC-0614.30) - NCR**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 07/01/14 to 06/30/15  
 CONTRACT INCOME: \$77,162  
 CFDA #: 84.048A  
 Grant Agreement #: 14-C01-042

PROJ. ADM. Lori Fasbinder  
 PROJ. DIR. Connie Wilson

DATE: 07/09/14

GL Account	Description	Existing Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-18xx-000000-20000-8170	VTEA : Santiago Canyon College		-		77,162		77,162
12-18xx-061430-28200-5950	Software Licenses & Fees : Orange Educ Ctr	-	-	8,250		8,250	
12-18xx-061430-28200-6411	Equipment - Federal Progs >200 : Orange Educ	-	-	52,000		52,000	
12-18xx-602000-28100-1480	Part-Time Reassigned Time : CED	-	-	5,000		5,000	
12-18xx-602000-28100-3325	Medicare - Non-Instructional : CED	-	-	73		73	
12-18xx-602000-28100-3335	PARS - Non-Instructional : CED	-	-	65		65	
12-18xx-602000-28100-3435	H & W - Retiree Fund Non-Inst : CED	-	-	50		50	
12-18xx-602000-28100-3515	SUI - Non-Instructional : CED	-	-	3		3	
12-18xx-602000-28100-3615	WCI - Non-Instructional : CED	-	-	118		118	
12-18xx-619000-28100-1450	Part-Time Coordinators : CED	-	-	5,275		5,275	
12-18xx-619000-28100-3325	Medicare - Non-Instructional : CED	-	-	76		76	
12-18xx-619000-28100-3335	PARS - Non-Instructional : CED	-	-	69		69	
12-18xx-619000-28100-3435	H & W - Retiree Fund Non-Inst : CED	-	-	53		53	
12-18xx-619000-28100-3515	SUI - Non-Instructional : CED	-	-	3		3	
12-18xx-619000-28100-3615	WCI - Non-Instructional : CED	-	-	127		127	
<b>Total Project 18xx CTE-IC (VTEA) Website Design &amp; Dev. (TOPS: 0614.30)</b>		<b>-</b>	<b>-</b>	<b>71,162</b>	<b>77,162</b>	<b>71,162</b>	<b>77,162</b>

5.1 (50)

**SPECIAL PROJECT DETAILED BUDGET #2213**  
**NAME: Enrollment Growth for Associate Degree Nursing (ADN) Program - Santa Ana College**  
**FISCAL YEAR 2014/2015**

CONTRACT TERM: 07/01/2014 - 06/30/2015  
 CONTRACT AWARD: \$101,087  
 Contract No. 14-179-030

PROJ ADM.: Cher Carrera  
 PROJ. DIR.: Becky Miller  
 Date: 07/07/2014

GL Account String	Description	New Budget	
		Debit	Credit
12-2213-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana College		101,087
12-2213-679000-10000-5865	Indirect Costs : Santa Ana College (4%)	3,887	
<b>12-2213-123010-16640-1310</b>	<b>Part-Time Instructors : Nursing</b>	8,099	
	- Maria Duralde - FA14 & SP 15 each 48 hrs.		
	- TBD @ 2.75 LHE x \$65.18/hr. (FA14)		
<b>12-2213-123010-16640-2420</b>	<b>Inst Assistant - Hourly : Nursing</b>	2,753	
	- Learning Facilitator/IA \$18.35/hr. x 75 hrs x 2 semesters		
12-2213-123010-16640-3111	STRS - Instructional : Nursing	668	
12-2213-123010-16640-3321	Medicare - Instructional : Nursing	157	
12-2213-123010-16640-3331	PARS - Instructional : Nursing	35	
12-2213-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	108	
12-2213-123010-16640-3511	SUI - Instructional : Nursing	5	
12-2213-123010-16640-3611	WCI - Instructional : Nursing	260	
12-2213-123010-16640-4310	Instructional Supplies : Nursing	6,440	
	<b>Test - TEAS at \$46 x 140 tests</b>		
12-2213-123010-16640-5630	Maint Contract - Office Equip : Nursing	300	
12-2213-123010-16640-5845	Excess/Copies Usage : Nursing	350	
12-2213-123010-16640-6419	Equip/Software - >\$200 <\$1,000 : Nursing	250	
	<b>One (1) desktop printer @ \$250/unit</b>		
<b>12-2213-649000-16640-2130</b>	<b>Classified Employees : Nursing</b>	51,337	
	- Elva Negrete, Student Services Coordinator @ 60%		
	- Dawn Williams, Intermediate Clerk @ 20% up to 3/31		
12-2213-649000-16640-3215	PERS - Non-Instructional : Nursing	6,043	
12-2213-649000-16640-3315	OASDHI - Non-Instructional : Nursing	3,246	
12-2213-649000-16640-3325	Medicare - Non-Instructional : Nursing	759	
12-2213-649000-16640-3415	H & W - Non-Instructional : Nursing	12,572	
12-2213-649000-16640-3435	H & W - Retiree Fund Non-Inst : Nursing	523	
12-2213-649000-16640-3515	SUI - Non-Instructional : Nursing	26	
12-2213-649000-16640-3615	WCI - Non-Instructional : Nursing	1,256	
12-2213-649000-16640-3915	Other Benefits - Non-Instruct : Nursing	1,013	
12-2213-675000-16640-5210	Conference Expenses : Nursing	500	
12-2213-732000-16640-7610	Books Paid for Students : Nursing	500	
	<b>Books for Students - ATI Review 4 books @ \$125/each</b>		
	<b>Total 2213 - Enrollment Growth ADN Prg. (SAC)</b>	<b>101,087</b>	<b>101,087</b>



**SPECIAL PROJECT DETAILED BUDGET #2470**

**NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE**

**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

CONTRACT AWARD: \$50,500

CONTRACT No. 14-109-024

PROJ ADM: Micki Bryant

PROJ DIR: Catherine Shaffer

Date: 07/07/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11_0000_000004_10000_1110	Contract Instructor : SAC		81,052		81,052		0
11_0000_000004_10000_2130	Classified Employees : SAC		37,045		37,045		0
11_0000_000004_10000_3415	H & W - Non-Instructional :		71,650		71,650		0
11_2470_633000_15340_1250	<b>Contract Coordinator : MESA</b> <b>Catherine Shaffer, MESA Director @ 75%</b>	81,052		81,052		0	
11_2470_633000_15340_2130	<b>Classified Employees : MESA</b> <b>Suzanne Lohmann, Student Services Coordinator @ 50%</b>	37,045		37,045		0	
11_2470_633000_15340_3115	STRS - Non-Instructional : MESA	6,687		6,687		0	
11_2470_633000_15340_3215	PERS - Non-Instructional : MESA	8,721		8,721		0	
11_2470_633000_15340_3315	OASDHI - Non-Instructional : MESA	4,677		4,677		0	
11_2470_633000_15340_3325	Medicare - Non-Instructional : MESA	2,283		2,283		0	
11_2470_633000_15340_3415	H & W - Non-Instructional : MESA	41,563		41,563		0	
11_2470_633000_15340_3435	H & W - Retiree Fund Non-Inst : MESA	1,574		1,574		0	
11_2470_633000_15340_3515	SUI - Non-Instructional : MESA	79		79		0	
11_2470_633000_15340_3615	WCI - Non-Instructional : MESA	3,778		3,778		0	
11_2470_633000_15340_3915	Other Benefits - Non-Instruct : MESA	2,288		2,288		0	
	<b>Total #2470 MESA (Match)</b>	<b>189,747</b>	<b>189,747</b>	<b>189,747</b>	<b>189,747</b>	<b>0</b>	<b>0</b>

*The match requirement is 1:1. The actual contribution is 3:1 at \$189,747 consisting of Catherine Shaffer at \$81,052 (75%), MESA Director; Suzanne Lohmann at \$37,045 (50%), MESA Student Services Coordinator; and benefits for both at \$71,650 (100%). All benefits for these full-time positions are unallowable costs to the grant.*

5.1 (52)

**SPECIAL PROJECT DETAILED BUDGET #2470**

**NAME: Mathematics, Engineering, Science Achievement (MESA) - SANTA ANA COLLEGE**

**FISCAL YEAR 2014/2015**

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

CONTRACT AWARD: \$50,500

CONTRACT No. 14-109-024

PROJ ADM: Micki Bryant

PROJ DIR: Catherine Shaffer

Date: 07/07/2014

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2470_000000_10000_8659	Other Reimb Categorical Allow : Santa Ana Col		50,500		50,500		0
12_2470_170100_15340_3321	Medicare - Instructional : MESA	44		0			44
12_2470_170100_15340_3331	PARS - Instructional : MESA	40		0			40
12_2470_170100_15340_3431	H & W - Retiree Fund Inst : MESA	31		0			31
12_2470_170100_15340_3511	SUI - Instructional : MESA	34		0			34
12_2470_170100_15340_3611	WCI - Instructional : MESA	73		0			73
12_2470_633000_15340_2130	<b>Classified Employees : MESA</b> <b>Suzanne Lohmann, Student Services Coordinator @ 50%</b>	36,041		37,045		1,004	
12_2470_633000_15340_4210	Books, Mags & Ref Mat, Non-Lib : MESA	0		1,000		1,000	
12_2470_633000_15340_4610	Non-Instructional Supplies : MESA	200		420		220	
12_2470_633000_15340_4710	Food and Food Service Supplies : MESA	1,109		1,613		504	
12_2470_633000_15340_5300	Inst Dues & Memberships : MESA	0		400		400	
12_2470_633000_15340_5805	Awards & Incentives : MESA	225		225		0	
12_2470_633000_15340_5905	Other Participant Travel Exp : MESA	4,856		3,840			1,016
12_2470_633000_15340_5940	Reproduction/Printing Expenses : MESA	403		0			403
12_2470_675000_15340_5210	Conference Expenses : MESA	5,502		4,015			1,487
12_2470_679000_10000_5865	Indirect Costs : Santa Ana College	1,942		1,942		0	
	<b>Total #2470 MESA (Funded)</b>	<b>50,500</b>	<b>50,500</b>	<b>50,500</b>	<b>50,500</b>	<b>3,128</b>	<b>3,128</b>

5.1 (53)

**SPECIAL PROJECT DETAILED BUDGET # 3710**  
**NAME: St. Joseph Hospital Clinical Training Grant - Santa Ana College**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

CONTRACT PERIOD: 07/01/2014 - 06/30/2016  
 CONTRACT INCOME: \$123,691  
 CFDA #: N/A

PROJ. ADM. Cher Carrera  
 PROJ. DIR. Rebecca Miller  
 DATE: 7/9/2014

*Two-year sub-agreement between St. Joseph Hospital of Orange and RSCCD on behalf of Santa Ana College's Nursing Program /Contract #SAC-14-032.*

GL Account String	Description	Existing Budget		New Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_3710_000000_10000_8891	Other Local Rev - Special Proj : Santa Ana Co		71,303		123,691		52,388
<b>12_3710_123010_16640_1110</b>	<b>Contract Instructors : Nursing</b> <b>TBD, 10 mths 175-Days, Class VI Step 16 @ 20% (2 yrs.)</b>	29,318		20,033			9,285
<b>12_3710_123010_16640_1310</b>	<b>Part-Time Instructors : Nursing</b> <b>Maria Duralde (Skills Lab)</b> <b>- \$50.26/hr. lab rate x 4 LHE x 2 semester x 2 yrs.</b> <b>TBD - \$59.12/hr. x 4 LHE x 2 semesters x 2 yrs</b>	8,098		31,501		23,403	
<b>12_3710_123010_16640_1313</b>	<b>Beyond Contract-Instructors : Nursing</b> <b>\$65.18/hr. x 4 LHE x 2 semesters x 2 yrs</b>	0		18,772		18,772	
12_3710_123010_16640_3111	STRS - Instructional : Nursing	3,492		6,679		3,187	
12_3710_123010_16640_3321	Medicare - Instructional : Nursing	624		1,023		399	
12_3710_123010_16640_3411	H & W - Instructional : Nursing	7,988		4,638		3,350	
12_3710_123010_16640_3431	H & W - Retiree Fund Inst : Nursing	430		706		276	
12_3710_123010_16640_3511	SUI - Instructional : Nursing	819		35		784	
12_3710_123010_16640_3611	WCI - Instructional : Nursing	1,032		1,693		661	
12_3710_123010_16640_3911	Other Benefits - Instructional : Nursing	452		250		202	
12_3710_123010_16640_5220	Mileage/Parking Expenses : Nursing	142		300		158	
<b>12_3710_649000_16640_2310</b>	<b>Classified Employees - Ongoing : Nursing</b> <b>Erin Woodmas, General Office Clerk (0.475 FTE) (2 yrs.)</b>	15,146		30,977		15,831	
12_3710_649000_16640_3215	PERS - Non-Instructional : Nursing	1,750		3,646		1,896	
12_3710_649000_16640_3315	OASDHI - Non-Instructional : Nursing	951		1,921		970	
12_3710_649000_16640_3325	Medicare - Non-Instructional : Nursing	222		449		227	
12_3710_649000_16640_3435	H & W - Retiree Fund Non-Inst : Nursing	153		310		157	
12_3710_649000_16640_3515	SUI - Non-Instructional : Nursing	318		15		303	
12_3710_649000_16640_3615	WCI - Non-Instructional : Nursing	368		743		375	
	<b>Total 3710 - St. Joseph Clinical Trng Grant</b>	<b>71,303</b>	<b>71,303</b>	<b>123,691</b>	<b>123,691</b>	<b>66,312</b>	<b>66,312</b>

5.1 (54)

**SPECIAL PROJECT DETAILED BUDGET # 2450**  
**NAME: Santa Ana Middle College High School**  
**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/1/14 to 6/30/15  
 CONTRACT INCOME: \$99,000  
 Grant No.: 14-110-011

PROJ. ADM. Sara Lundquist  
 PROJ. DIR. Kathy Apps

DATE: 07/10/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2450-000000-10000-8659	Other Reimb Categorical Allow : Santa Ana Col		99,000		99,000		
12-2450-490100-19100-4310	Instructional Supplies : Student Services Off	13,000		13,000		-	-
12-2450-631000-15310-1430	Part-Time Counselors : Counseling	57,000		57,000		-	-
12-2450-631000-15310-3115	STRS - Non-Instructional : Counseling	4,703		5,471		768	
12-2450-631000-15310-3325	Medicare - Non-Instructional : Counseling	827		827		-	-
12-2450-631000-15310-3435	H & W - Retiree Fund Non-Inst : Counseling	570		570		-	-
12-2450-631000-15310-3515	SUI - Non-Instructional : Counseling	797		29			768
12-2450-631000-15310-3615	WCI - Non-Instructional : Counseling	1,368		1,368		-	-
12-2450-649000-19100-5300	Inst Dues & Memberships : Student Services Of	900		900		-	-
12-2450-649000-19100-5880	Internet Services : Student Services Office	3,000		3,000		-	-
12-2450-649000-19100-5966	Transportation - Student : Student Services O	6,000		6,000		-	-
12-2450-675000-19100-5210	Conference Expenses : Student Services Office	7,027		7,028		1	
12-2450-679000-10000-5865	Indirect Costs : Santa Ana College	3,808		3,807			1
<b>Totals for PROJECT: 2450</b>	<b>Santa Ana Middle College H.S.</b>	<b>99,000</b>	<b>99,000</b>	<b>99,000</b>	<b>99,000</b>	<b>769</b>	<b>769</b>

5.1 (55)

**SPECIAL PROJECT DETAILED BUDGET # 2542**  
**NAME: Song-Brown Program - Registered Nurse Education**  
**Capitation ADN Grant (Santa Ana College)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

CONTRACT PERIOD: 07/01/2014 - 08/15/2016  
 CONTRACT INCOME: \$180,000  
 Contract No. 14-5358

PROJ ADM.: Cher Carrera  
 PROJ. DIR.: Becky Miller  
 Date: 07/08/2014

GL Account String	Description	New Budget	
		Debit	Credit
12_2542_000000_10000_8659	Other Reimb Categorical Allow : SAC		180,000
12_2542_123010_16640_1110	<b>Contract Instructors : Nursing</b> <b>TBD, Instructor, 10 mths 175-Days, Class VI Step 15</b> <b>Yr. 1 (10%); Yr. 2 (5.5%)</b>	15,725	
12_2542_123010_16640_1310	<b>Part-Time Instructors : Nursing</b> <b>- Simulation Lab: 100 hrs. x \$55.40/hr. x 2 years</b>	11,080	
12_2542_123010_16640_2420	<b>Inst Assistant - Hourly : Nursing</b> <b>- Learning Facilitator \$18.35/hr. x 512 hrs x 2 years</b>	18,781	
12_2542_123010_16640_2440	<b>Instructional Assciates : Nursing</b> <b>- \$35/hr. x 285 hrs x 2 years</b>	20,000	
12_2542_123010_16640_3111	STRS - Instructional : Nursing	2,211	
12_2542_123010_16640_3321	Medicare - Instructional : Nursing	954	
12_2542_123010_16640_3331	PARS - Instructional : Nursing	504	
12_2542_123010_16640_3411	H & W - Instructional : Nursing	3,419	
12_2542_123010_16640_3431	H & W - Retiree Fund Inst : Nursing	658	
12_2542_123010_16640_3511	SUI - Instructional : Nursing	33	
12_2542_123010_16640_3611	WCI - Instructional : Nursing	1,579	
12_2542_123010_16640_3911	Other Benefits - Instructional : Nursing	194	
12_2542_649000_16640_2130	<b>Classified Employees : Nursing</b> <b>- Elva Negrete, Student Services Coordinator @ 45%</b>	68,080	
12_2542_649000_16640_3215	PERS - Non-Instructional : Nursing	7,790	
12_2542_649000_16640_3315	OASDHI - Non-Instructional : Nursing	4,296	
12_2542_649000_16640_3325	Medicare - Non-Instructional : Nursing	1,005	
12_2542_649000_16640_3415	H & W - Non-Instructional : Nursing	20,085	
12_2542_649000_16640_3435	H & W - Retiree Fund Non-Inst : Nursing	693	
12_2542_649000_16640_3515	SUI - Non-Instructional : Nursing	35	
12_2542_649000_16640_3615	WCI - Non-Instructional : Nursing	1,663	
12_2542_649000_16640_3915	Other Benefits - Non-Instruct : Nursing	1,215	
	<b>Total 2542 - Song-Brown Capitation (SAC)</b>	<b>180,000</b>	<b>180,000</b>

**SPECIAL PROJECT DETAILED BUDGET # 2543**  
**NAME: Song-Brown Program - Registered Nurse Education**  
**Special Program (Santa Ana College)**  
**FISCAL YEAR: 2014/2015 and 2015/2016**

CONTRACT PERIOD: 07/01/2014 - 08/15/2016  
 CONTRACT INCOME: \$115,000  
 Contract No. 14-5359

PROJ ADM.: Cher Carrera  
 PROJ. DIR.: Becky Miller  
 Date: 07/08/2014

GL Account String	Description	New Budget	
		Debit	Credit
12_2543_000000_10000_8659	Other Reimb Categorical Allow : SAC		115,000
12_2543_679000_10000_5865	Indirect Costs : Santa Ana College @ 8%	8,519	
<b>12_2543_123010_16640_2440</b>	<b>Instructional Assciates : Nursing @ \$35/hr.</b> <b>Yr. 1: 6 CTAs x 136 hrs. (Fall); 4 CTAs x 130 hrs. (Spring)</b> <b>Yr. 2: 6 CTAs x 136 hrs. (Fall); 4 CTAs x 130 hrs. (Spring)</b>	93,695	
12_2543_123010_16640_3321	Medicare - Instructional : Nursing	1,359	
12_2543_123010_16640_3331	PARS - Instructional : Nursing	1,218	
12_2543_123010_16640_3431	H & W - Retiree Fund Inst : Nursing	937	
12_2543_123010_16640_3511	SUI - Instructional : Nursing	47	
12_2543_123010_16640_3611	WCI - Instructional : Nursing	2,249	
<b>12_2543_649000_16640_2130</b>	<b>Classified Employees : Nursing</b> <b>Elva Negrete, Student Services Coordinator (3%)</b>	4,539	
12_2543_649000_16640_3215	PERS - Non-Instructional : Nursing	534	
12_2543_649000_16640_3315	OASDHI - Non-Instructional : Nursing	286	
12_2543_649000_16640_3325	Medicare - Non-Instructional : Nursing	67	
12_2543_649000_16640_3415	H & W - Non-Instructional : Nursing	1,310	
12_2543_649000_16640_3435	H & W - Retiree Fund Non-Inst : Nursing	46	
12_2543_649000_16640_3515	SUI - Non-Instructional : Nursing	2	
12_2543_649000_16640_3615	WCI - Non-Instructional : Nursing	111	
12_2543_649000_16640_3915	Other Benefits - Non-Instruct : Nursing	81	
<b>Total 2543 - Song-Brown Special Program (SAC)</b>		<b>115,000</b>	<b>115,000</b>

**SPECIAL PROJECT DETAILED BUDGET #2552**

**NAME: Student Mental Health Program**

**FISCAL YEAR: 2014/2015**

CONTRACT TERM: 7/1/14 - 6/30/15

CONTRACT AMOUNT: \$33,500

Contract from Foundation for CA Community Colleges  
administered through the CCCC

PROJ ADM: Syed Rizvi

PROJ DIR: Melissa Campitelli Smith

DATE: 07/10/14

GL Account	Description	Debit	Credit
12-2552-000000-20000-8659	Other Reimb Categorical Allow : Santiago Canyon Col		33,500
12-2552-644000-29600-1464	Int/Sum Beyond Contract - Physician - 3 days @ \$89.45/hr x 8 hrs/day	2,147	
12-2552-644000-29600-2310	Classified Employees - Ongoing : Health & Wellness	-	
12-2552-644000-29600-2320	Classified Employees - Hourly - Health Educator (\$23/hr x 22 hrs/wk x 39 wks)	19,734	
12-2552-644000-29600-3115	STRS - Non-Instructional : Health & Wellness	204	
12-2552-644000-29600-3325	Medicare - Non-Instructional : Health & Wellness	320	
12-2552-644000-29600-3335	PARS - Non-Instructional : Health & Wellness	257	
12-2552-644000-29600-3415	H & W - Non-Instructional : Health & Wellness	-	
12-2552-644000-29600-3435	H & W - Retiree Fund Non-Inst : Health & Wellness	219	
12-2552-644000-29600-3515	SUI - Non-Instructional : Health & Wellness	11	
12-2552-644000-29600-3615	WCI - Non-Instructional : Health & Wellness	525	
12-2552-644000-29600-4610	Non-Instructional Supplies : Health & Wellness	595	
12-2552-644000-29600-4710	Food and Food Service Supplies : Health & Wellness	500	
12-2552-644000-29600-5100	Contracted Services : Health & Wellness	5,000	
12-2552-644000-29600-5300	Inst Dues & Memberships : Health & Wellness	300	
12-2552-644000-29600-5805	Awards & Incentives : Health & Wellness	1,300	
12-2552-675000-29600-5210	Conference Expenses : Health & Wellness	400	
12-2552-679000-20000-5865	Indirect Costs : Santiago Canyon College	1,988	
	<b>Total</b>	<b>33,500</b>	<b>33,500</b>

**SPECIAL PROJECT DETAILED BUDGET #1903**

**NAME: Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP)**

**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/1/14 - 6/30/15

PROJ ADMIN: Lilia Tanakeyowma

CONTRACT INCOME: \$22,500

PROJ DIR: Sylvia Sanchez

CFDA #: 93.674

Date: 07/02/14

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-1903-000000-10000-8199	Other Federal Revenues : Sa		22,500		22,500		
12-1903-631000-19310-1430	Part-Time Counselors : Fost - Sylvia Sanchez (8 LHE = 336 hrs x \$52.77)	14,987		17,730		2,743	
12-1903-631000-19310-1435	Int/Sum - Counselors,Part-T	1,639		-			1,639
12-1903-631000-19310-3115	STRS - Non-Instructional :	1,372		1,302			70
12-1903-631000-19310-3325	Medicare - Non-Instructiona	241		257		16	
12-1903-631000-19310-3435	H & W - Retiree Fund Non-In	166		177		11	
12-1903-631000-19310-3515	SUI - Non-Instructional : F	8		9		1	
12-1903-631000-19310-3615	WCI - Non-Instructional : F	399		426		27	
12-1903-649000-19310-4310	Instructional Supplies : Fo	150		150		-	-
12-1903-649000-19310-4610	Non-Instructional Supplies - non-instructional supplies (\$166) - ILP Workshops (materials - \$250)	500		416		(84)	84
12-1903-649000-19310-4710	Food and Food Service Suppl - Fall Kick Off Event (\$150) - Spring Semester Starter Event (\$150) - Outreach Event/Dinner/Year End Celebration (\$500)	814		814		-	-
12-1903-649000-19310-5100	Contracted Services	528		-		(528)	528
12-1903-649000-19310-5966	Transportation -" Foster Youth Transition Day" local Universities Tour (CSUF & UCI)	-		225		225	(225)
12-1903-732000-19310-7620	Fees Paid for Students - Student Health fees @ \$19/student x 26 students	646		494		(152)	152
12-1903-732000-19310-7670	Other Exp Paid for Students - Meal Tickes (100 tickets @ \$5/each)	1,050		500			550
<b>Totals for PROJECT: 1903</b>	<b>YESS - ILF</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>22,500</b>	<b>2,259</b>	<b>2,798</b>

5.1 (59)

Original Budget

Prepared by: H. Nguyen

Board Approval Date: 07/21/14

Accountant: Melissa Tran



**SPECIAL PROJECT DETAILED BUDGET #1903**

**NAME: Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP)**

**FISCAL YEAR: 2014/2015**

CONTRACT PERIOD: 7/1/14 - 6/30/15

PROJ ADMIN: Lilia Tanakeyowma

CONTRACT INCOME: \$22,500

PROJ DIR: Sylvia Sanchez

CFDA #: 93.674

Date: 07/02/14

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
	<b><u>In-Kind Match: (Certified Expend \$12,580)</u></b>						
	- Lilia Tanakeyowma (4%)						
	- Thuy-Huong Nguyen (3%)						
	- "Foster Youth Transition Day" (\$750)						
	- 10 Study Skills 109 Text Books (\$543)						
	- Mentor Stipend (\$2,000)						

5.1 (60)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To: Board of Trustees	Date: July 21, 2014
Re: Approval of Sub-Agreement between RSCCD and Garden Grove Unified School District for the AB 86 Adult Education Consortium Planning Grant	
Action: Request for Approval	

**BACKGROUND**

Rancho Santiago Community College District was awarded the AB 86 Adult Education Consortium Planning Grant (No. 13-328-043) from the Workforce and Economic Development Division of the California Community Colleges Chancellor's Office. The grant requires that RSCCD's adult education centers that include Centennial Education Center (CEC) and Orange Education Center (OEC) develop consortia to engage in regional planning for adult education. The consortia include RSCCD as the lead applicant and fiscal agent, and two school districts, Santa Ana Unified School District (SAUSD) and Orange Unified School District (OUSD), located within the geographical boundaries of the college district. The award amount is \$326,047 and the project performance period is March 5, 2014 through June 30, 2015.

**ANALYSIS**

The enclosed sub-agreement (#DO-14-2259-001) with the Garden Grove Unified School District is to expand the AB86 Adult Education Planning activities within that district and ensure the participation of adult education teachers in AB 86 task force planning meetings, faculty development and curriculum development projects. The performance period of the sub-agreement is June 10, 2014 through June 30, 2015, with a total cost not to exceed \$10,000.

The project director is Mary Walker and the project administrators are James Kennedy, Vice President of Continuing Education/CEC and Jose Vargas, Vice President of Continuing Education/OEC.

**RECOMMENDATION**

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

Fiscal Impact: \$10,000	Board Date: July 21, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**GRANT SUB-AGREEMENT BETWEEN  
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
AND  
*Garden Grove Unified School District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 21<sup>st</sup> day of July 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Garden Grove Unified School District (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “AB 86 Adult Education Consortium Planning Grant,” grant agreement #13-328-043 (hereinafter “**Grant**”) from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate planning and implementation funds to regional consortia of community college districts, K-12 school districts, and other partner agencies, to develop regional plans to better serve the educational needs of adults; and

WHEREAS, **SUBCONTRACTOR** has agreed to participate in the purpose of this **Grant**; and

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

NOW, THEREFORE the **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

**ARTICLE I**

1. Statement of Work

**SUBCONTRACTOR** will provide services as described in the Statement of Work, Exhibit A, related to Grant activities listed in the AB 86 Project Management Plan Narrative, Exhibit B. **SUBCONTRACTOR** agrees to comply with all provisions, to perform all work, and to provide all services set forth in this Agreement and the aforementioned Statement of Work in a professional, timely and diligent manner.

2. Period of Performance

The period of performance for this Agreement shall be June 10, 2014, through June 30, 2015.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed \$10,000 USD.

4. Payment

Disbursement of funds will begin upon **RSCCD**’s receipt of the fully executed Agreement and a detailed invoice(s) requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of progress reports and a final summary report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all work plan activities and outcomes as described in the Statement of Work, Exhibit A. Invoice(s) referencing the Agreement contract number (refer

to footer in this agreement) should be submitted to the Project Director at the following address:

Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College, School of Continuing Education  
Education Provisional Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868

5. Reporting

**SUBCONTRACTOR** is responsible for completion and submission of a Final Summary Report on or before June 30, 2015. Reports related to this Agreement should be submitted to Mary Walker, Project Director via email at [walker\\_mary@sccollege.edu](mailto:walker_mary@sccollege.edu).

6. Expenditure of Grant Funds

**SUBCONTRACTOR** agrees to comply with all Grant requirements and that it is solely responsible for the appropriate expenditure of all Grant funds received and for any misappropriation or disallowment of Grant funds.

7. Time Extensions

RSCCD will not be requesting a time extension for program activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend up to the maximum amount of funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **June, 30, 2015**.

8. Independent Contractor

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

9. Subcontract Assignment

None of the duties of, or work to be performed by, **SUBCONTRACTOR** under this Agreement shall be sub-contracted or assigned to any agency, consultant, or person without the prior written consent of **RSCCD**. No subcontract or assignment shall terminate or alter the legal obligation of **SUBCONTRACTOR** pursuant to this Agreement.

**SUBCONTRACTOR** shall insure that all subcontracts for services and contracted staff are procured in a manner consistent with state **SUBCONTRACTOR** guidelines.

**SUBCONTRACTOR** shall itemize all sub-contractor and contracted staff costs in the budget so it is clear how the funds will be allocated and spent by **SUBCONTRACTOR**. By entering into this Agreement **SUBCONTRACTOR** agrees that it is the direct provider of intended services. Upon request, **SUBCONTRACTOR** shall submit to **RSCCD** copies of all sub-contracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

10. Record Keeping

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

11. Audit

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

12. Mutual Indemnification

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

13. Termination

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

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

13. Notices

All notices, reports and correspondence between the parties hereto respecting this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Mary Walker, AB 86 Project Director  
Interim Dean, Instruction and Student Services  
Santiago Canyon College School of Continuing Education  
Education Provisional Facility  
1937 W. Chapman, Suite 200  
Orange, CA 92868

SUBCONTRACTOR: Garden Grove Unified School District  
Attn: Rick Nakano  
10331 Standard Avenue  
Garden Grove, CA 92840  
[makeno@ggusd.us](mailto:makeno@ggusd.us)  
(714) 663-6000

**ARTICLE II**

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance with all the conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 12/2013 and Article II, Rev. 11/2012), as set forth in the RFA Instructions and incorporated into this Agreement by reference. As the Grant is subject to any additional restrictions, limitations, or conditions enacted in the State Budget and/or Executive Orders that may affect the provisions, terms, or funding of this Agreement in any manner, **RSCCD** may modify this Agreement through an amendment, as needed.

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

IN WITNESS WHEREOF, the parties hereto certify that they have read and understand all the terms and conditions contained herein and have caused this Agreement to be executed as of this 21<sup>st</sup> day of July 2014.

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

SUBCONTRACTOR: GARDEN GROVE  
UNIFIED SCHOOL DISTRICT

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

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

Name: Peter J. Hardash  
Vice Chancellor

Name: Rick Nakano

Title: Business Operations/Fiscal Services

Title: Assistant Superintendent Business Services

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

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

95-2378800

Employer/Taxpayer Identification Number (EIN)

Board Approval Date: July 21, 2014

## **EXHIBIT A**

### **Statement of Work** **June 10, 2014**

#### **DESCRIPTION OF SERVICE:**

Garden Grove Unified School District will provide services as allowed by criteria in the AB 86 Adult Education Planning Grant (Grant #13-328-043) which may include but are not limited to the following:

- Attend and participate in consortium and/or task force meetings.
- Participate in other AB86 events related to the attached *AB86 Project Management Plan Narrative* approved by the California Community Colleges Chancellor's Office.
- Participate in curriculum development projects when applicable.
- Complete other AB86 tasks related to the attached *AB86 Project Management Plan Narrative* approved by the California Community Colleges Chancellor's Office.
- Provide information required for quarterly and final reports.
- Invoice RSCCD for completed AB 86 approved activities.

## EXHIBIT B

### AB 86 PROJECT MANAGEMENT PLAN NARRATIVE (B.3)

#### **Organizational Structure**

##### **Consortia Membership**

Rancho Santiago Community College District (RSCCD) and the two major K-12 school districts within its boundaries, Santa Ana Unified School District (SAUSD) and Orange Unified School District (OUSD), have maintained a strong working relationship and partnership in offering noncredit, adult education programs and classes in the community. Within our communities, adult education classes first began in Santa Ana in 1931. Soon after, in 1937, the first adult education classes began in Orange. In 1971, the RSCCD was formed and the adult education programs from both school districts were transferred to the RSCCD. At that time, the program served over 7,000 students and was considered a state-wide model. Currently, RSCCD is comprised of two separate colleges - Santa Ana College (SAC) and Santiago Canyon College (SCC). SAC School of Continuing Education and SCC Division of Continuing Education currently provide noncredit classes in Adult Basic Education (ABE), Adult Secondary Education (ASE-both High School Diploma and GED Test Preparation), English as a Second Language (ESL), and short-term Career Technical Education (CTE) at OUSD and SAUSD schools. These programs are possible because of the collaborative relationships which the community colleges and the K-12 districts have established.

Currently noncredit adult education classes in the AB86 defined areas (Elementary and Secondary Basic Skills, Citizenship, ESL, Workforce Preparation, Short-term CTE, Apprenticeship, and Adults with Disabilities) are offered at thirteen SAUSD school sites and eight OUSD school sites. Various types of contracts (e.g. Memorandums of Understanding, Use of Facilities Agreements, Instructional Service Agreements, and Consulting Agreements) are currently being used to define the roles and responsibilities of each party. At present, SAUSD and OUSD provide the classrooms, restroom facilities, etc., and RSCCD provides the instructor, curriculum, instructional materials, and corresponding supervision and support for the classes being offered.

Because of this strong relationship already in place, a natural, next step would be for these agencies, as part of this consortium, to look into expanding and enhancing class offerings in the AB 86 defined areas. The goal will be to serve all adult learners who could benefit from these noncredit, adult education courses and programs, including the parents and families of the children attending OUSD and SAUSD schools.

As we meet to discuss the details of this next step, we will need to evaluate the following:

- specific areas where there is a need for instruction where classes are not being offered
- areas that have a high population density where new or more classes might be needed to serve this larger number of students
- expansion of student services (e.g. assessment, orientation, registration, counseling, and educational plans) at larger off-sites throughout the community
- obstacles hindering potential students from attending class (e.g. issues with



## EXHIBIT B

- transportation, child care, work schedules, and disabilities)
- availability and condition of current adult education facilities
- need for additional facilities
- existing resources among consortium members and partners and how to best leverage them

After a careful analysis of these challenges and gaps, a plan will be developed and implemented with the intent to provide a broader access of classes and support services for students to achieve their goals.

In addition to identifying the educational gaps in our communities, the consortium is committed to streamlining the unique systems already in place. This will be done by aligning curriculum, assessment, orientation, educational plans, and outcomes as needed. As the consortium meets to plan educational programs and services, existing resources offered by the other members will be identified, so these resources may be shared by all. An example would be to identify the existing resources that can be shared to best serve the group of students with disabilities between the ages of 18 and 22.

Faculty will need to examine credit and noncredit curriculum and assessments to create a more seamless transition for students wishing to further their education. Although many of SAC and SCC Continuing Education noncredit classes are already aligned with credit classes, this is an opportunity to fine-tune and improve the following:

- Transition from noncredit ASE programs to college credit programs
- Alignment of K-12 high school courses with noncredit courses
- Alignment of noncredit ESL with ABE/ASE/college credit
- Transition from noncredit ESL to ABE/ASE/college credit
- Transition of noncredit short-term CTE to credit CTE or academic programs
- Transition from noncredit programs to employment (career pathways)
- Transition from one noncredit program to another noncredit program

Student services will be crucial in broadening students' awareness of their next step and how to reach their goal. The Student Success and Support Program (SSSP) is in the process of defining the guidelines for noncredit matriculation, and these will undoubtedly shape the noncredit educational plans and orientations which will improve the transition process from noncredit to credit programs.

Discussions will continue to take place regarding the needs of local businesses and apprenticeship programs to ensure the students are prepared with the necessary skills they need to succeed in these programs. We will need to study and evaluate how our noncredit adult education classes can better prepare students, whether it is in the area of basic skills, English language development, or pre-apprenticeship preparation. Best practices will need to be identified on how best to prepare students for college credit or their career paths.

### Partnerships

Within the consortium, many successful partnerships with numerous organizations have been established and maintained over the years. Examples include:

## EXHIBIT B

- Delhi Community Center
- El Modena Community Center
- East Anaheim Community Center
- First United Methodist Church of Santa Ana
- Friendly Center
- Orange County Children's Therapeutic Art Center (OCCTAC)
- Orange County Sheriff's Department
- Rapid Manufacturing
- Recovery Education Institute (REI)
- Santa Ana City Jail
- Santa Ana Public Library
- Service Employees International Union (SEIU)
- Service Employment and Redevelopment (SER)
- Taller San Jose

ESL, Citizenship, Conversation, English for Work, Adult Basic Education, GED Test Preparation, and CTE computer classes are offered at these offsite locations. Although we haven't yet reached out to all of these organizations for the purpose of this planning document, we will be having an in-depth discussion of how best to solicit their expertise and feedback. Several of these entities have unique services that might be able to be expanded to serve more students trying to reach their personal, academic, and career goals.

In addition to the above, other parties have decided to become partners in this consortium to include their adult learners in this process. The Grant Development Coordinator at the Orange County Department of Education Division of Alternative Education (ACCESS) currently provides educational options for adults working toward completing their high school diploma, primarily during and following incarceration in the Orange County Probation Department. ACCESS is also piloting a high school diploma program that serves inmates who are part of the Prison Realignment Program and provides educational opportunities for young adults residing in the community who are on formal and informal supervision with the Orange County Probation Department. This is an excellent example of how two organizations are able to successfully offer similar programs (high school diploma) but to very unique populations with specific needs. This is an opportunity to share our programs with each other, align our curriculum, assessments, orientations and outcomes, and to discover what, if any, programs and classes we might be duplicating without need.

Garden Grove Unified School District (GGUSD), which overlaps a relatively small area in our consortium's boundaries, had initially asked for more time before choosing which consortium it would join as a member. Both RSCCD and GGUSD conduct classes in this overlapping, shared area. After some consideration, the GGUSD decided to join Coastline Community College as a member and to become a partner in our consortium.

Each of our partners brings a specific focus and set of services that will benefit our continuing and new students. Whether it is childcare, transportation subsidies, mental health support, medical and dental resources, or food, working together will help our students reach their potential both at home, school, and in the workplace. These organizations and agencies will bring a holistic perspective and increased services to

## EXHIBIT B

support our students on their academic journeys and career paths.

### **Shared Leadership Strategies**

Our consortium will employ a variety of shared leadership strategies. First, we will have regular meetings to plan, discuss, and evaluate the specific topics at hand. Meeting leaders, program leaders, chairs, and co-chairs will be chosen based on group consensus. **The group will agree upon the specifics of agenda items, recording of minutes, meeting days, times, and locations.** A common vision might be established highlighting student success at the forefront. The focus of the meeting will be collaborative in nature, while members share their district's best practices and procedures and come to understand the other's unique terms, language, and even acronyms.

The consortium members will identify the policies and documents regarding the specifics of the collaborations. We might want to continue using the same Memorandums of Understanding, Use of Facilities Agreements, Instructional Service Agreements, and Consulting Agreements already in place, or depending on the situation, new or revised agreements might be created if needed.

A decision-making process will be established which will be determined by the consortium members. Clear guidelines will be given so all are aware of the procedures and timelines. Decisions regarding all matters including potential partners, advisory groups, and local businesses will be made on a consensus basis.

Collaboration between subject-area experts will be another important shared leadership strategy whether it is between K-12, noncredit, or credit participants. Alignment of curriculum, assessment, orientations, and outcomes will involve all interested parties.

### **Project Planning Roles and Responsibilities**

To begin this process, the following members from each respective district have been identified to take the lead on this project: Dawn Miller, SAUSD Assistant Superintendent, Secondary Education; Kerrie Torres, OUSD Executive Director, Secondary Education; Jose Vargas, SCC Vice President, Division of Continuing Education; Jim Kennedy, SAC Interim Vice President, School of Continuing Education; Nilo Lipiz, SAC Continuing Education Dean of Instruction and Student Services; and Mary Walker, SCC Continuing Education Interim Dean of Instruction and Student Services. These members will participate in the voting process of selecting specific co-chairs, project directors, and anyone who might be responsible for the oversight of this project. As this project unfolds, the above roles may change. As of today, Vice President Jose Vargas will be the person responsible for the timely submission of the required reports for this grant.

For the January 31<sup>st</sup> deadline to submit the *Certificate of Eligibility*, Jim Kennedy reached out and contacted the responsible party at SAUSD, and Jose Vargas did the same at OUSD. At that time Dawn Miller and Kerrie Torres expressed their interest in participating as members of this consortium. For the purpose of this narrative, an initial rough outline was written by Mary Walker and subsequently emailed to the above

## EXHIBIT B

mentioned leaders. Feedback was given, and the document was revised accordingly. A meeting was held on February 18, 2014 at the Orange Education Center to revise the narrative and continue the planning process.

### **Communication**

Several forms of communication will be used to facilitate this planning process. To date, email and the telephone have been the primary tools used to communicate and disseminate information to the primary members. These were used to inform and collect the *Participate Member Signature Forms* and to initially edit this narrative. Subsequently, a meeting took place to revise this document and the specifics of this plan.

To communicate in these initial stages with local partners, email has been the main form of communication. However future meetings will determine other important and useful communication tools. Local agencies and businesses will be invited to participate using the most appropriate connection (telephone, email, U.S. mail, in-person, phone conferences and, yes... texting!). Discussions will take place at general meetings and at any adhoc meetings if applicable. If agreed upon, a local website might be created and updated to keep the local and participating partners and members informed of the most current status of key tasks, issues, and planning.

To outreach to the community, a variety of communication tools might be utilized: emailing key personnel at the various institutions, contacting them by telephone, and/or mailing a letter of invitation or update via regular U.S. mail. Providing links to the local AB86 website would be another excellent way to inform the community regarding updates. Relevant information may also be communicated in the form of district and school newsletters, letters home to parents in SAUSD and OUSD, newspaper articles, and on each school's and district's websites. Outreach personnel whose primary purpose is to share its programs and services to the community, may include updates on this AB86 planning process in their events and presentations when appropriate.

In summary, the ultimate goal of this collaborative effort with Rancho Santiago Community College District, Santa Ana Unified School District, Orange Unified School District, Orange County Department of Education ACCESS, Garden Grove Unified School District, and any future partners who join this consortium is to improve the lives of adult learners in our region. We will accomplish this by pooling and aligning our resources and providing the classes that will help these students reach their educational, vocational, and personal goals.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: July 21, 2014
Re:	Adoption of Resolution No. 14-20 – California Department of Education (CSPP-4327)	
Action:	Request for Adoption of Resolution No. 14-20	

**BACKGROUND**

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing preschool program services during the performance period of July 1, 2014 through June 30, 2015, in accordance with the funding terms and conditions of Contract No. CSPP-4327.

**ANALYSIS**

The California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any contract and amendment documents related to this contract agreement.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

**RECOMMENDATION**

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: July 21, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RESOLUTION**

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing preschool program services **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2014/2015.**

---

RESOLUTION NO. 14-20

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into contract agreement number **CSPP-4327** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 21<sup>st</sup> day of July, 2014, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Claudia C. Alvarez, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

\_\_\_\_\_  
(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Educational Services

To:	Board of Trustees	Date: July 21, 2014
Re:	Adoption of Resolution No. 14-21 – California Department of Education (CCTR-4162)	
Action:	Request for Adoption of Resolution No. 14-21	

**BACKGROUND**

Rancho Santiago Community College District received funding from the California Department of Education for the purpose of providing child care and development services during the performance period of July 1, 2014 through June 30, 2015, in accordance with the funding terms and conditions of Contract No. CCTR-4162.

**ANALYSIS**

The California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any contract and amendment documents related to this contract agreement.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

**RECOMMENDATION**

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: July 21, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2014/2015.**

---

### RESOLUTION NO. 14-21

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into contract agreement number **CCTR-4162** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 21<sup>st</sup> day of July, 2014, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Claudia C. Alvarez, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

\_\_\_\_\_  
(Date)



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To:	Board of Trustees	Date: July 21, 2014
Re:	Adoption of Resolution No. 14-23 – Office of Statewide Health Planning and Development/Song-Brown Program for the Registered Nurse Education Capitation Grant (#14-5358)	
Action:	Request for Adoption of Resolution No. 14-23	

**BACKGROUND**

The Santa Ana College Nursing Program was awarded a Registered Nurse Education Capitation grant from the Office of Statewide Health Planning and Development/Song-Brown Program in recognition of SAC’s successful and innovative strategy to provide the highest quality of instruction for students. The award amount is \$180,000 for a two-year funding cycle from July 1, 2014 through August 15, 2016, in accordance with the funding terms and conditions as set forth and incorporated into contract agreement #14-5358. Funds are provided for the registered nurse education program of nine (9) full-time Associate Degree in Nursing students in contract year 2014-2015 and nine (9) full-time Associate Degree in Nursing students in contract year 2015-2016 at Santa Ana College. The SAC Nursing Program is to be paid a capitated rate of \$10,000 per student per contract year.

**ANALYSIS**

The Office of Statewide Health Planning and Development requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any contract and amendment documents related to this contract agreement.

The project administrator is Dr. Cheryl Carrera and the project director is Rebecca Miller.

**RECOMMENDATION**

It is recommended that the Board adopt this resolution with the Office of Statewide Health Planning and Development and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: July 21, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

## RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the Office of Health Planning and Development/Song-Brown Program for the purpose of Santa Ana College's Nursing Program to implement the Registered Nurse Education Capitation Grant **and to authorize the designated personnel to sign related contractual documents for fiscal years 2014/2015 and 2015/2016.**

---

### RESOLUTION NO. 14-23

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into contract agreement number **14-5358** with the Office of Health Planning and Development to implement the Song-Brown Registered Nurse Education Capitation Grant and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 21<sup>st</sup> day of July, 2014, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Claudia C. Alvarez, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

\_\_\_\_\_  
(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Educational Services

To:	Board of Trustees	Date: July 21, 2014
Re:	Adoption of Resolution No. 14-24 – Office of Statewide Health Planning and Development/Song-Brown Program for the Registered Nurse Education Special Program Grant (#14-5359)	
Action:	Request for Adoption of Resolution No. 14-24	

**BACKGROUND**

The Santa Ana College Nursing Program was awarded a Registered Nurse Education Special Program grant from the Office of Statewide Health Planning and Development/Song-Brown Program. The award amount is \$115,000 for a two-year funding cycle from July 1, 2014 through August 15, 2016, in accordance with the funding terms and conditions as set forth and incorporated into contract agreement #14-5359. Santa Ana College’s Nursing Program will support first semester nursing students by utilizing this grant award to fund a Student Services Coordinator and Clinical Teaching Assistants. The Student Services Coordinator will provide support to students through a case management model to identify student needs, evaluate student efforts, and coordinate strategies to improve student success. The Clinical Teaching Assistants will reduce attrition by working with students in both the clinical setting and simulation lab.

**ANALYSIS**

The Office of Statewide Health Planning and Development requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any contract and amendment documents related to this contract agreement.

The project administrator is Dr. Cheryl Carrera and the project director is Rebecca Miller.

**RECOMMENDATION**

It is recommended that the Board adopt this resolution with the Office of Statewide Health Planning and Development and that the Vice Chancellor, Business Operations/Fiscal Services or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: July 21, 2014
Prepared by: Maria Gil, Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**RESOLUTION**

This resolution is adopted in order to certify the approval of the Board of Trustees to enter into this contract agreement with the Office of Health Planning and Development/Song-Brown Program for the purpose of Santa Ana College's Nursing Program to implement the Registered Nurse Education Special Program Grant **and to authorize the designated personnel to sign related contractual documents for fiscal years 2014/2015 and 2015/2016.**

---

RESOLUTION NO. 14-24

BE IT RESOLVED that the Board of Trustees of Rancho Santiago Community College District authorizes entering into contract agreement number **14-5359** with the Office of Health Planning and Development to implement the Song-Brown Registered Nurse Education Capitation Grant and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez</u>	<u>Chancellor</u>	_____
<u>John Didion</u>	<u>Executive Vice Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 21<sup>st</sup> day of July, 2014, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Claudia C. Alvarez, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Clerk's Signature)

\_\_\_\_\_  
(Date)

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
EDUCATIONAL SERVICES**

To: Board of Trustees	Date: July 21, 2014
Re: Adoption of Revised Board Policies	
Action: Request for Approval	

**BACKGROUND**

The Board Policy Committee met on June 4, 2014 and reviewed recommendations for revisions to existing policies as well as new and renumbered policies. A number of obsolete policies were recommended for deletion. These policies were presented to the Board for First Reading on June 9, 2014 and are now presented for adoption.

**ANALYSIS**

The District subscribes to the Policy and Procedure Services of the Community College League of California (CCLC). This service provides district's with model board policies which comply with state law, Title 5 regulations and address the relevant accreditation standards. The CCLC system for numbering and organizing these policies is different than the current RSCCD system. The Board Policy Committee is recommending that our policies be updated and revised to conform to the CCLC model structure.

**RECOMMENDATION**

It is recommended that the Board adopt the revisions to these policies.

Fiscal Impact: None	Board Date: July 21, 2014
Prepared by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Submitted by: John Didion, Exec. Vice Chancellor, Human Res. & Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

# BP 2105 § Election of Student Member

## References:

Education Code Sections 72023.5, 72103

~~The Chancellor shall be responsible to ensure that the Student Member of the Board of Trustees is selected in accordance with the approved Administrative Regulation.~~

The student member(s) shall be chosen by the students enrolled in the District as follows:

The student member shall be elected by all the students enrolled in the District in a general election held for that purpose. Normally, an election will be held in the Spring semester so that the office is filled by June 1. The student member may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures adopted by the Chancellor, except that all members of the student body shall be permitted to vote in the recall election. Special elections shall be held if the office becomes vacant by reason of the resignation, recall, or disqualification of an elected student member, or by any other reasons. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

An election will be conducted at each college in accordance with the administrative procedures adopted by the college student elections, except that all members of the student body shall be permitted to vote for the student member. Each candidate from throughout the District who has qualified shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

If the seat of a student member becomes vacant during his/her term, the governing board may authorize the officers of student body associations established pursuant to Education Code Section 76060 at each community college in the district to appoint a student to serve the remainder of the term in accordance with procedures established by the governing board.

**See Administrative Regulation 2105.**

**Revised Adopted: October 8, 2012** \_\_\_\_\_

# BP 2210 Officers

## Reference:

Education Code Section 72000

Officers of the Board shall be elected at the annual organizational meeting and shall include a President, Vice President, and Clerk. They shall serve a term of one year. The Chancellor of the District shall serve as secretary to the Board.

At the board meeting immediately prior to the annual organizational meeting, the Board President shall solicit expressions of interest from members of the Board, or any newly elected members of the Board, regarding service as President, Vice President or Clerk of the Board, as well as any committee assignments.

At the annual organizational meeting, the Board shall elect from among its members a President of the Board, Vice President, Clerk.

A. **President:** It shall be the duty of the president to:

- Preside over all meetings of the Board;
- Represent the district at all official functions;
- Serve as the official spokesperson for the Board;
- Call emergency and special meetings of the Board as required by law;
- Consult with the Chancellor on board meeting agendas;
- Communicate with individual Board members about their responsibilities;
- Participate in the orientation process for new Board members;
- Assure Board compliance with policies on board education, self-evaluation and the Chancellor's evaluation;
- Represent the Board at official events or ensure board representation.

B. **Vice-President:** It shall be the duty of the vice president to serve in the absence of the president of the Board. The vice president shall perform such other duties as required by the president or by actions of the Board.

C. **Clerk:** It shall be the duty of the clerk to certify or attest to official actions taken by the Board and to monitor the making and maintenance of records as required by law.

D. **Secretary:** The Chancellor shall serve as Secretary to the Board. It shall be the duty of the secretary to:

- Prepare the agenda for each meeting, in consultation with the Board President;
- Assure the official posting of the call of each meeting in compliance with law;
- Notify members of the Board of regular, special, emergency and adjourned meetings;
- Supervise the preparation of minutes of meetings for Board consideration and approval;
- Provide back-up data on all items to be under consideration;
- Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
- Conduct the official correspondence of the Board;
- Certify as legally required all board actions;
- Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The terms of officers shall be for one year. The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

The Board may remove an officer who violates the Board's Code of Ethics/Standards of Practice (BP 2715).

**Revised: October 8, 2012 (Previously BP9007 and 9008)**

## BP 2315 Closed Sessions

### References:

Government Code Sections 54956.8, 54956.9, 54957, 54957.6; 11125.4; Education Code Section 72122

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code.

Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous;
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

**Revised: October 8, 2011 (Previously BP9026)**



## BP 2330 Quorum and Voting

### References:

Education Code Sections 72000(d)(3, 81310 et seq., 81365, 81511, 81432; Government Code Section 53094, 54950, et seq.; Code of Civil Procedure Section 1245.240

A majority of the members of the Board shall constitute a quorum for the transaction of business. Four votes shall be necessary to determine the outcome of any issue. Less than a quorum may adjourn any meeting to a future date.

Two members of the Board shall constitute a quorum for any meeting of a standing or ad hoc committee of the Board.

The Board shall act by majority vote of all the membership of the Board, except as noted below.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution to pursue the authorization and issuance of bonds by a 55% vote of the electorate;
- Resolution of intention to sell or lease real property (except where an unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from approval requirements of a planning commission or other local land use body;
- Appropriation of funds for an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all the members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

**Revised: October 8, 2012 (Previously BP9016)**

# BP 2715 Code of Ethics/Standards of Practice

## Reference:

Accreditation Standard IV.B.1.a, e, & h

All Rancho Santiago Community College District board members, including the student trustee, are committed to maintaining the highest standards of conduct and ethical behavior. The Board believes that in promoting trust, confidence, and integrity in the working relationship between Trustees, administrators, faculty and Staff. The Board and its individual Trustees are committed to the following:

- In all decisions the Board will consider the educational welfare and equality of opportunity of all students in the District.
- Trustees are elected to represent the interests and serve the needs of the entire District and to promote the mission of Rancho Santiago Community College District.
- Trustees are non-partisan elected officials and will always put District and college priorities before their own political or personal priorities.
- Trustees hold a public trust that requires and will ensure that their actions avoid conflicts of interest and any appearance of impropriety.
- Trustees will speak on behalf of the Board only when granted such authority by a majority of the Board.
- Trustees shall be respectful of others in any discussions related to the district and colleges.
- Trustees clearly articulate to the Chancellor the Board's expectations, will support the work and efforts of the Chancellor, and keep the Chancellor informed of matters related to the district and colleges.
- Trustees will respect the confidentiality of all privileged information.
- Trustees will uphold the letter and spirit of the Ralph M. Brown Act and make all official decisions and actions of the Board of Trustees in open and public meetings.
- Trustees will remain informed about the district, educational issues, and responsibilities of trusteeship, and will work in the best interest of the entire district.

The President of the Board, in consultation with the Chancellor, is authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of the board's policy code of ethics will be addressed by the President of the Board, who will first discuss the violation with the trustee to reach a resolution. If resolution is not achieved and further action is deemed necessary, the president may appoint an ad hoc committee to examine the matter and recommend further courses of action to the board. Sanctions will be determined by the board officers and may include a recommendation to the board to censure of the trustee, remove the trustee from a board officer position or from board committee assignments. If the President of the Board is perceived to have violated the code, the vice president of the board is authorized to pursue resolution.

**Revised: September 9, 2013 (Previously BP9002)**

## **BP 2746 Board of Trustees ~~Annual Evaluation~~ Assessment of District Goals and Strategic Objectives**

The board recognizes that it can better perform its policy making and broad oversight roles if it ~~annually~~ periodically reviews the district's goals and strategic objectives in addition to its own internal board operation and performance goals. Therefore, separate from the annual self-evaluation meeting, the Board President, with the assistance of the Chancellor or third party will develop a survey instrument to members of the District Citizens' Advisory Committee; District Bond Oversight Committee; local Chambers of Commerce and trade unions; community organizations; college and district foundations; federal, state, county and local elected officials who represent parts of the district; city and school district managers and superintendents; and others whom the board may feel can provide important feedback to the board. In addition, all district employees and students will be encouraged to respond to this survey instrument. The Board President shall work with the chancellor or third party to ensure the information from the survey instrument is collected.

The board will then ~~schedule an annual meeting at a time to maximize coordination with the planning process of the district administration and colleges, to discuss district goals and~~ use the results of the survey ~~and any information received at the annual meeting~~ to assist the board in assessing the areas where the district goals and strategic objectives have been met or exceeded and those areas where improvement ~~was~~ is needed. District goals and ~~policies will~~ strategic objectives may be updated or revised as a result of the information obtained in this process. Any student, employee, or resident of the district shall also have the opportunity ~~to attend this public meeting~~ to provide input to the board as part of this assessment process. The results of the survey will be widely distributed and will be maintained at the district office.

**Revised: October 8, 2012 (Previously BP 9022.5)**

# **~~BP3224 Auxiliary Services Student Business Office~~**

**~~Adopted: 11/14/94~~**

~~The Governing Board shall provide for the supervision of all funds (trust and agency) raised by a student body, or student organization using the name of the college, including clubs, trust accounts, etc. The vice chancellor for Business Operations and Fiscal Services shall develop procedures and controls to ensure the fiscal integrity of all financial activity.~~

~~The vice chancellors for the various service areas in conjunction with the vice chancellor's designee shall develop procedures for the proper administration of clubs to address professionalism of activities and fiscal controls. This shall include all activities that fall under the diversified fund.~~

## **~~Legal Reference:~~**

~~Education Code~~

~~72670 Auxiliary Organizations: Definitions~~

~~72672 Auxiliary Organizations: Purpose, Service and Operation~~

~~72673 Auxiliary Organizations: Student Body Organizations~~

~~72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations~~

~~Title 5, California Code of Regulations~~

~~59257 Auxiliary Organizations: Implementing Regulations~~

~~59259 Auxiliary Organizations: Recognized Functions~~

~~59265 Auxiliary Organizations: Ongoing Responsibilities~~

## **~~BP 3225 Auxiliary Services/Special Services~~**

**~~Adopted: 11/14/94~~**

~~The Auxiliary Services/Student Business Office shall interface and coordinate with the department's programs, clubs, etc., to handle various financial activities, and shall establish a fee to handle services for ASB activities. The Student Business Office shall utilize various mechanisms to collect returned checks and shall establish a fee to students for such services.~~

**~~Legal Reference:~~**

~~Education Code~~

~~72670 Auxiliary Organizations: Definitions~~

~~72672 Auxiliary Organizations: Purpose, Service and Operation~~

~~72673 Auxiliary Organizations: Student Body Organizations~~

~~72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations~~

~~Title 5, California Code of Regulations~~

~~59257 Auxiliary Organizations: Implementing Regulations~~

~~59259 Auxiliary Organizations: Recognized Functions~~

~~59265 Auxiliary Organizations: Ongoing Responsibilities~~

## **BP 3410 Nondiscrimination**

**References:** Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics.

**Revised October 28, 2013 (Previously BP4119 and BP7300)**

## BP 3430 Prohibition of Harassment

**Reference:** Education Code Sections 212.5, 44100, 66252, and 66281.5; Government Code Section 12950.1; Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

**Adopted: August 19, 2013**

## **BP 4010 Academic Calendar ~~BP6111~~**

**Reference:** Education Code Section 70902(b)(12)

The days of the academic year shall be set by Board action annually and shall include instructional days required by law. After consultation with the appropriate groups, the chancellor shall submit to the Governing Board the proposed district instructional calendars on or before its first meeting in April.

Revised ~~06/13/94~~ \_\_\_\_\_ (Previously BP6111)

## **BP 4020 Program, Curriculum, and Course Development ~~BP6117~~**

**Reference:** Education Code Sections 70901(b), 70902(b), and 78016; Title 5 Sections 51000, 51022, 55100, 55130 and 55150; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended. 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

~~Courses of instruction and educational programs shall be established and modified under the direction of the Board of Trustees, and submitted to the Board of Governors for approval, following state regulations.~~

~~**Legal Reference:** Education Code: 51022 Instructional Programs~~

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for vocational and occupational programs.

All new programs and program deletions shall be approved by the Board.

All new programs shall be submitted to the California Community Colleges Chancellors Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum.

### **Credit Hour**

Consistent with federal regulations applicable to federal financial aid eligibility, the District shall assess and designate each of its programs as either a "credit hour" program or a "clock hour" program.



The Chancellor will establish procedures which prescribe the definition of "credit hour" consistent with applicable federal regulations, as they apply to community college districts.

The Chancellor shall establish procedures to assure that curriculum at the District complies with the definition of "credit hour" or "clock hour," where applicable. The Chancellor shall also establish procedure for using a clock-to-credit hour conversion formula to determine whether a credit hour program is eligible for federal financial aid. The conversion formula is used to determine whether such a credit-hour program has an appropriate minimum number of clock hours of instruction for each credit hour it claims.

## **~~Instruction General Policy Statement – BP6001~~**

**~~Adopted 03/28/77~~**

~~Through the instructional program the Governing Board intends to make its primary contribution to education in the community. The trustees are concerned with the goals of credit and non-credit programs, the staffing of such programs, and their support by way of services for students and staff, as well as instructional supplies and equipment. The Governing Board believes that the validity of instructional programs should be reflected in periodic evaluation of programs both internally by staff and externally by approved agencies and advising groups.~~

## **~~Curriculum Design – BP6123~~**

**~~Adopted 03/28/77~~**

~~Educational programs, courses, course outlines, and course overviews shall be prepared in harmony with the legal requirements of the state and in keeping with the program of instruction adopted by the Governing Board.~~

**~~Legal Reference:~~** Government Code: 3540-3549.3

## **~~Experimental/Innovative Programs – BP6124~~**

**~~Adopted 03/28/77~~**

~~The development of experimental and innovative programs is encouraged so that students can learn in modes best suited to their individual needs.~~

## **~~Evaluation of the Instructional Program – BP6131~~**

**~~Revised 06/13/94~~**

~~Systematic evaluation is a major means of assessing the effectiveness of the instructional program. The chief instructional officers shall stimulate efforts to plan and evaluate instruction, student learning, and all aspects of the instructional program. Carefully prepared course overviews and course outlines for each course will facilitate the work of providing adequate evaluation. Total evaluation includes follow-up studies of former students.~~

## **~~Program Discontinuance – BP6134~~**

**~~Adopted 01/24/00~~**

Pursuant to Education Code and Title 5 regulations, the Board authorizes the colleges to develop and implement procedures for [instructional] program discontinuance.

**Adopted 03/28/77; Revised 01/22/07** \_\_\_\_\_ **(Previously BP6001, 6117, 6123, 6124, 6131, 6134)**

## **BP 4025 Philosophy and Criteria for Associate Degree and General Education (new)**

**Reference:** Title 5 Section 55061; Accreditation Standard II.A.3

Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.

The awarding of an Associate degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the college to lead students through patterns of learning experiences designed to develop certain capabilities and insights. Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics, to understand the modes of inquiry of the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems, and to develop the capacity for self-understanding.

In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate degree, general education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture, and the society in which they live. Most important, general education should lead to better understanding.

In the establishing or modifying a general education program, ways shall be sought to create coherence and integration among the separate requirements. It is also desirable that general education programs involve students actively in examining values inherent in proposed solutions to major society problems.

The Chancellor shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement.

**Adopted** \_\_\_\_\_

## **BP 4030 Personnel—Faculty Academic Freedom —BP4201**

**Legal Reference:** ~~Education Code 51500. Prohibited instruction or activity (re: adverse reflection upon persons because of race, color, creed, national origin or ancestry) 51501. Prohibited means of instruction 51510. Prohibit study or supplemental materials 51511. Religious matters properly included in courses of study 51530. Prohibition and definition (re: advocating or teaching Communism with the intent to indoctrinate, etc.) 78907. Prohibited use of electronic listening or recording Title 5, Section 51023; Accreditation Standard II.A.7~~

The teacher should be free to think and to express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within his/her professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning. Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern for the welfare, growth, maturity, and development of students.
3. The method of scholarship.
4. Application of good taste and judgment in selecting and employing materials and methods of instruction.

~~Adopted 04/24/95; Revised~~ \_\_\_\_\_ **(Previously BP4201)**

## **BP 4040 Library Services (new)**

Reference: Education Code Section 78100; Civil Code Section 1798.90

The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

**Adopted** \_\_\_\_\_

## **BP 4050 Articulation (new)**

~~Legal~~ Reference: Education Code Sections 66720-66744; Title 5 Section 51022(b)

The Chancellor shall establish procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

**Adopted** \_\_\_\_\_

## **BP 4060 High School Graduation Delineation of Functions Agreements –BP6122**

Reference: Education Code Sections 8535 and 8536

~~The district shall provide opportunities for adults to earn the high school diploma in accordance with prevailing law and according to agreements established with the appropriate unified districts.~~

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Chancellor shall present an appropriate memorandum of understanding to the Board for approval.

**Adopted ~~03/28/77~~; Revised \_\_\_\_\_ (Previously BP6122)**

## **BP 4100 Graduation Requirements for Degrees and Certificates –~~BP6119~~**

**Legal Reference:** Education Code: 66701, Scope of Instruction by Community College; Education Code Section 70902(b)(3); Title 5 Sections 55060 et seq.

Requirements for degrees and certificates shall be established by the Board in accordance with prevailing law and published in the college catalog. The Associate Degree in Arts, the Associate Degree in Science, and occupational certificates shall be offered.

The Colleges grant the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the college curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalogs and included in other resources that are convenient for students.

**Adopted ~~03/28/77~~; Revised \_\_\_\_\_ (Previously BP6119)**

## **BP 4106 Nursing Programs (new)**

**Reference:** Education Code Sections 66055.8, 66055.9, 70101-70107, 70120, 70124, 70125, 70128.5, 78260, 78261, 78261.3, 78261.5, 87482, 89267, 89267.3, and 92645; Title 5 Sections 55060 et seq. and 55521; Health and Safety Code Section 128050

Nursing students who have already earned a baccalaureate or higher degree from a regionally accredited institution of higher learning are not required to complete any general education requirements that may be required for an associate degree. Instead, these students only need to complete the coursework necessary for licensing as a registered nurse.

If a waiting list for the program exists, the District shall consider length of time on the waiting list and prerequisite grades when screening nursing students.

If no waiting list exists or if the waiting list is depleted, the District shall consider all of the following when screening nursing students:

- Academic degrees or diplomas, or relevant certificates, held by the applicant;
- Grade point average in relevant coursework;

- Test of Essential Academic Skills;
- Life experiences or special circumstances of an applicant;
- Any relevant work or volunteer experience; and
- Proficiency or advanced level coursework in languages other than English.

**Adopted** \_\_\_\_\_

## **BP 4110 Honorary Degrees (new)**

**Reference:** Education Code Section 72122

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board.

The Chancellor shall establish procedures and criteria for the award of honorary degrees.

**Adopted:** \_\_\_\_\_

## **BP 4220 Standards of Scholarship (new)**

**Reference:** Education Code Section 70902(b)(3); Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

The Chancellor shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.

**Adopted** \_\_\_\_\_

## **BP 4225 Course Repetition (new)**

**Reference:** Title 5 Sections 55040, 55041, 55042, 55044, and 58161

Students may repeat courses (re-enroll in a non-repeatable class) up to three times in which substandard grades (less than "C," or a "W-withdrawal") were earned.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative procedures.

**Adopted** \_\_\_\_\_

## **BP 4226 Multiple and Overlapping Enrollments (new)**

**Reference:** Title 5 Section 55007

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

**Adopted** \_\_\_\_\_

## **BP 4230 Grading and Academic Record Symbols –BP6120**

~~Legal~~ **Reference:** Title 5, Section 55023

Courses shall be graded using the grading system established by Title 5.

The grading system shall be published in the college catalog(s) and made available to students.

~~Adopted 03/28/77; Revised April 13, 2009~~ \_\_\_\_\_ **(Previously BP6120)**

## **BP 4231 Grade Changes (new)**

**Reference:** Education Code Sections 76224 and 76232; Title 5 Section 55025

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3105 titled Records Retention and Destruction, AR 4231 titled Grade Changes, and BP/AP 5117 titled Student Confidentiality, Disclosure and Review.

**Adopted** \_\_\_\_\_

## **BP 4235 Credit by Examination –BP6121**

**Legal Reference:** Title 5 Section 55050

Credit may be earned by students who satisfactorily pass authorized examinations. The President or his/her designee shall establish administrative procedures to implement this policy.

**Adopted ~~03/28/77~~, Revised April 13, 2009** \_\_\_\_\_ **(Previously BP6121)**

## **BP 4240 Academic Renewal (new)**

**Reference:** Title 5 Section 55046

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Chancellor shall establish procedures that provide for academic renewal.

**Adopted** \_\_\_\_\_

## **BP 4250 Probation, Dismissal and Readmission - BP5010**

**Reference:** Education Code Section 70902(b)(3); Title 5 Sections 55030-55034

~~Probation and dismissal provisions shall be established by the Board in accordance with law and published in the college catalog.~~

### **Probation**

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a "C" (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," and "NP" were recorded reaches or exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," and "NP" drops below 50 percent.

### **Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.0 in all units attempted (at both colleges) in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," and "NP" are recorded in at least three consecutive semesters reaches or exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures.

## Readmission

A student who has been dismissed may request reinstatement in compliance with administrative procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

**Adopted 03/28/77; Revised \_\_\_\_\_ (Previously BP5010)**

## **BP 4260 Course Prerequisites, and Corequisites, and Advisories –BP6133**

**Reference:** Title 5 Sections 55000 and 55003

~~The Rancho Santiago Community College District adopts a policy on course prerequisites, corequisites, and advisories in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The policy, which is specified for implementation as Administrative Regulation (to be determined), is established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Sub Chapter 1 of Chapter 6 of Title 5 of the California Code of Regulations. The Board recognizes that if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately they constitute unjustifiable obstacles to student access and success; therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards and in assuring the health and safety of students as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns.~~

The college curriculum committees are authorized by the Chancellor to establish pre-requisites, co-requisites and advisories on recommended preparation for courses in the curriculum. All such pre-requisites, co-requisites, and advisories shall be established in accordance with the standards set out in Title 5. Any pre-requisites, co-requisites or advisories shall be necessary and appropriate for achieving the purpose for which they are established. The procedures shall include a way in which a pre-requisite or co-requisite may be challenged by a student on grounds permitted by law. Pre-requisites, co-requisites, and advisories shall be identified in District publications available to students.

**Adopted 03/14/94; Revised \_\_\_\_\_ (Previously BP6133)**

## **BP 4300 Field Trips and Excursions (new)**

**Reference:** Title 5 Section 55220

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

**Adopted \_\_\_\_\_**



## **BP 4400 Community Services Programs Activities ~~BP1350~~**

**Reference:** Education Code Section 78300

The Board of Trustees of Rancho Santiago Community College District recognizes the responsibility of providing educational opportunities in the community as an extension of the traditional instructional program and directs the chancellor to establish a diversified program of community services to meet the educational, cultural, social, and recreational needs of the district.

Community Services courses shall be open for admission of adults and minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Revised ~~April 13, 2009~~ \_\_\_\_\_ (Previously BP1350)

## **BP 4410 Educational Research ~~BP6125~~**

~~Adopted 03/28/77~~

The district recognizes a responsibility to participate in educational research and to encourage such research when the research is consistent with the mission and goals of the district and colleges and promotes the values of higher education. Examples of such research include research conducted by higher education students, by higher education scholars, and by non-profit organizations.

The chancellor will establish procedures for the approval of educational research projects that are conducted by all employees for whom the educational research in question is not within their job responsibilities, as well as for those not employed by the District. The procedures shall address the rights of any human research subjects, specifically students and staff, and shall ensure that the research is of a quality that the District will support.

Revised ~~08/30/04~~ \_\_\_\_\_ (Previously BP6125)

## **Ceremonies and Observances ~~BP6115~~**

~~Revised 03/11/96~~

~~The flag of the United States of America shall be raised each day on which classes are maintained.~~

~~**Legal Reference:** Education Code: 1318, Declaration of holiday (by county superintendent) 79020, 79021, 79030, Holidays and Observances~~

## **~~Guest Speakers – BP6116~~**

**~~Adopted 03/28/77~~**

~~Free discussion of controversial issues is basic to the democratic process. Guest speakers are welcome to speak on issues of political, economic, educational, or social significance. Differing points of view should be presented so that no single point of view is allowed to predominate. Such activities should be consistent with the established aims and purposes of the district. (See BP6001 and BP5420)~~

~~**Legal Reference:** Education Code: 72283, Establishment of courses and programs 72231.5, Policies, master plans, and programs~~

## **~~Instructional Divisions – BP6118~~**

**~~Adopted 03/28/77~~**

~~To facilitate the management of the instructional program, appropriate instructional administrative divisions shall be established. The instructional divisions shall to the fullest extent possible serve the academic, occupational, and cultural needs of students. (See BP6001)~~

~~**Legal Reference:** Education Code: 66701 – Scope of Instruction 78200 – Courses of instruction and educational programs.; preparation; approval 78201 – Course of study for two-year community college 78202 – Social sciences; studies of ethnic groups 78203 – Approval of courses~~

## **~~Publications – BP6128~~**

**~~Adopted 03/28/77~~**

~~The Board of Trustees accepts the premise that publishing a college newspaper involves adherence to professional newspaper ideals and practices. The Board of Trustees, therefore, endorses the principles and aims codified by the American Society of Newspaper Editors in its Canons of Journalism as guides to college student publications. The Governing Board recommends that each organization or group charged with responsibility for a student publication develop and adopt a written statement of purposes, policies and procedures consistent with this statement of Board policy. In working for the best interest of the college and the paper, the staff of the newspaper will abide by the following code: responsibility for the propriety of material selected for publication as part of a college course lies with the instructor, who may establish policies and procedures related to the classroom. (See BP5420)~~

~~**Legal References:**~~

~~Education Code: 76120, Exercise of free expression; rules and regulations~~

## **~~Minimum Class Size – BP6129~~**

**~~Revised 09/14/92~~**

~~Guidelines – Minimum Class Size~~

~~Lecture Seminar and Laboratory Classes~~

~~Minimum class size shall be 20 students in lecture, seminar, and laboratory classes (television courses shall have a minimum class size of 40).~~

#### Exceptions to Minimum Class Size

The following type of classes may be exceptions to the minimum of students:

- 1.—Courses required for graduation
- 2.—Courses required in a major or in career subject areas
- 3.—Courses offered irregularly based on enrollment and need
- 4.—Limited classroom or laboratory facilities
- 5.—Experimental or pilot programs
- 6.—Statutory and state regulations mandating class size

#### Exemptions from Minimum Class Size

The following types of classes are exempt from the minimum of 20 students:

- 1.—Independent study
- 2.—Research
- 3.—Coordinated Instruction Systems
- 4.—Classes by arrangement
- 5.—Nursing Program
- 6.—Honors Program
- 7.—Open entry/open exit
- 8.—Special Services and Adaptive Exercise Science

# **BP 5010 Admissions and Concurrent Enrollment Requirements –BP5001**

**Legal Reference:** Education Code: 76000, 76001, 76002 and 76038; Labor Code Section 3077; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 Code of Federal Regulations Section 668.16(p)

The district shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any person over the age of 18 and possessing a high school diploma or its equivalent.
- Other persons who are over the age of 18 years and who, in the judgment of the college president or his or her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with college rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted to any succeeding semester.
- Persons who are apprentices as defined in Section 3077 of the Labor Code.

The District may deny or place conditions on a student's enrollment upon a finding by the Board or designee that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

~~The president of each college shall establish procedures regarding ability to benefit and admission of high school and younger students:-~~

- ~~• To attend as a special part-time student for advanced scholastic or vocational courses, or~~
- ~~• To attend as a special full-time student, or~~
- ~~• To attend summer session~~

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Chancellor shall establish procedures for evaluating the validity of a student's high school completion.

**Admission – Any student whose age or class level is equal to grades 9, 10, 11 and 12 is eligible to attend as a special part-time student for advanced scholastic or vocational courses.**

Any student whose age or class level is equal to grades 9, 10, 11 and 12 is eligible to attend as a special full-time student.

Any student enrolled in 9, 10, 11 and 12 may attend summer session.

The Chancellor shall establish procedures regarding ability to benefit and admission of high school and younger students.

**Denial of Requests for Admission – If the Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the board will record its findings and the reason for denying the request in writing within 60 days.**

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Chancellor shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

**Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the district based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Chancellor shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

## **~~Career Advanced Placement Students - BP5002~~**

**~~Revised 5/11/98~~**

~~Students in the 11th or 12th grades of high school whose admission is recommended by the high school principal or designee may be admitted as special part-time students to Rancho Santiago Community College District.~~

~~Students in grade 10 or below who would benefit from advanced scholastic work may enroll in transfer classes. Students must have the consent of the principal and parent.~~

~~**Legal Reference:** Education Code: 78002- 76300(f).~~

## **~~Admission/Continuing Education - BP5005~~**

**~~Revised 5/11/98~~**

~~Students who have graduated from high school, or have discontinued high school and are over 18 years of age, are eligible to enroll in Continuing Education classes. Students under 18 years of age who have not graduated from high school may be admitted by special request of the high school of attendance and approval of the appropriate president.~~

~~**Legal Reference:** Education Code 76000.~~

**~~Revised 05/20/02; \_\_\_\_\_ (Previously BP5001, BP5002, BP5005)~~**

## **BP 5015 Residency Residence Determination - BP5006**

~~**Legal Reference:** Title 5, Section 54045 54000 et. seq.; Education Code 6800 68040 and 76143 76140~~

~~4. Students shall be classified at the time of each application for admission or registration as a resident or non-resident student.~~

~~Residence determination will be made for students according to the regulations and requirements outlined in Title 5, Section 54045 et. seq. Residency regulations and requirements are published in the California Community College Residency Regulations and Requirements Manual.~~

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

- 2- ~~Residency determination~~ Resident classification shall be made for each student at the time application for admission is accepted or registration occurs, and whenever a student has not been in attendance for more than one semester. A student previously classified as a non-resident may be reclassified as of the residency determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 Regulations.

For additional information, reference Administrative Regulations, AR~~5006~~ 5015

## ~~Interdistrict Attendance – BP5008~~

~~Revised 12/05/94~~

~~Since community colleges are substantially reliant upon state financial resources for funding (post-Proposition 13) and legislative intent dictates that attendance of community college students not be restricted by district of residence, this District follows a free exchange policy with all other community colleges in the State of California.~~

~~Legal Reference:~~ Education Code: 78030-2

Revised: \_\_\_\_\_ ~~December 5, 2014~~ **(Previously BP5006, BP5008)**

## BP 5020 Nonresident Tuition ~~–BP5007~~

~~Legal Reference:~~ Education Code Sections 68050, 68051, 68130, 68130.5, 76141; Title 5 Section 54045.5

Nonresident students shall be charged nonresident tuition for all units enrolled.

Not later than February ~~15~~ 1 of each year, the Chancellor shall bring to the Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries. The Board finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the country of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States

under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

**Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.**

See Administrative Regulation AR5007 5020

Revised ~~December 5, 2011~~ \_\_\_\_\_ (Previously BP5007)

## **BP 5030 Fees - BP5011**

~~Legal Reference: Education Code: Sections 76300, et seq., Section 68120, et seq.; Student Fee Handbook, Legal Affairs, California Community College Chancellor's Office, January 2004.~~

The Board authorizes the following student fees established by law. The Board will approve fee changes as required by law. The Chancellor shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs.

### **Enrollment Fee (Education Code Section 76300)**

Each student shall be charged a fee for enrolling in credit courses as required by law.

~~Enrollment fees are exempted for the following groups of students:~~

- ~~1.—Board of Governor's Fee Waiver (BOGW) students~~
- ~~2.—High School students in grades 9, 10, 11, and 12 enrolled in 12 units or less~~
- ~~3.—Apprenticeship students enrolled in apprenticeship classes~~
- ~~4.—Dependents of certain deceased or disabled veterans~~
- ~~5.—Certain eligible dependents of a deceased person who met all the requirements of Educational Code section 68120 regarding active law enforcement service or active fire suppression and prevention, and dependents of an individual killed in the September 11, 2001, terrorist attacks.~~

### **Health Fee (Education Code Section 76355)**

The Chancellor shall present to the board for approval a fee to be charged to each full time and part time student for student health services.

~~Health fees are exempted for the following:~~

- ~~1.—Students who are enrolled exclusively in the academy classes of criminal justice, fire academy, fire officer training, or fire public safety. This exemption does not apply for students who are independently enrolled and not sponsored by their employer through a contractual agreement with RSCGD.~~

2. ~~Students enrolled in apprenticeship programs.\*~~
  3. ~~Students who depend upon prayer for healing.\*~~
  4. ~~Students enrolled exclusively in off-campus, i.e., not on SAC or SCC campuses, or distance education courses.~~
  5. ~~Low income students who demonstrate financial need under federal standards established by the Board of Governors and students receiving benefits under the TANF program.\*\*~~
    - ~~\*Exemptions required per Education Code Section 76355e.~~
    - ~~\*\*Exemption required per Education Code Section 76300g.~~
- ~~Both full-time and part-time students, with the exceptions of those listed above are required to pay the health fee.~~

**Parking Fee** (Education Code Section 76360)

The Chancellor shall present for board approval fees for parking for students and employees.

**Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District.

**Physical Education Facilities** (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

**Student Representation Fee** (Education Code Section 76060.5)

Students may be charged a \$1 fee per semester, pursuant to the adoption of the fee by a vote of the students, to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

**Transcript Fees** (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee** (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

~~Adopted June 12, 2003; Revised August 30, 2004~~ \_\_\_\_\_ (Previously BP5011)

**BP 5035 Withholding of Student Records —BP5555**

**Legal Reference:** Title 5, Section 59410

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, transcripts, diplomas, and registration privileges withheld.

~~Adopted April 13, 2009; Revised~~ \_\_\_\_\_ (Previously BP5555)



# **BP 5040 Student Confidentiality, Disclosure and Review Records, Directory Information, and Privacy -BP5117**

~~Legal Reference:~~ Title 5 Sections 54600 54614, et seq. ; Education Code 76200, et seq.; ~~US Patriot Act~~

~~Student records are confidential and their privacy is to be scrupulously maintained. Students shall be informed of their rights by The Family Rights and Privacy Act of 1974, including administrative procedures for access to records, challenge of educational records, and release of student information.~~

~~Such notification shall be given annually through the college catalog and/or class schedule. Procedures will be published in the district policy/procedures on the review and disclosure of student records.~~

~~District representatives are only authorized to release directory information (defined below) to interested members of the public.~~

~~Additional information is released only when authorized by the student in writing, released pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.~~

~~**For complete policies and procedures on Student Confidentiality, Disclosure and Review, reference Administrative Regulation AR 5117.**~~

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information. A student may request the Admissions and Records Office to withhold this information. Such request must be in writing and submitted each semester.

Directory information shall include:

- A student's name, city of residence, major field of study;
- Participation in officially recognized activities and sports;
- Weight, height, and age if a member of an athletic team;
- Dates of attendance, degrees and awards received;
- The most recent previous educational institution or agency attended by the student.

~~Any student who prefers that some or all of such "directory information" not be made public must notify the admissions and records department administrator no later than 15 working days after the first day of classes in each term of attendance.~~

Revised **July 21, 2003** \_\_\_\_\_ **(Previously B5117)**

## **BP 5049 Military Withdrawals ~~BP5121~~**

~~Legal Reference:~~ Education Code ~~70901-02~~; Title 5 55024

Withdrawals due to military orders will not have adverse consequences. Admissions will use the following procedures:

1. "MW" grade for compelled military withdrawal with annotated comment on transcript. (Military Withdrawal)
2. Refund of enrollment, parking, and health fees.
3. "MW" grade would not count in the progress probation calculation.
4. Priority registration granted the first semester upon return.

Revised ~~April 13, 2009~~ \_\_\_\_\_ (~~Previously BP5121~~)

## **BP 5050 Matriculation Student Success and Support Program ~~BP5460~~**

~~Legal Reference:~~ Education Code Sections 78210 et seq.; Title 5 Sections 55500 et seq.

~~Student responsibilities and consequences pursuant to the state defined matriculation program are specified herein. Students shall:~~

- ~~1. express at least broad educational intent upon admission;~~
- ~~2. declare a specific educational goal within a reasonable period after admission (upon completion of 15 semester units or earlier);~~
- ~~3. develop a student educational plan within 90 days after declaring an education goal;~~
- ~~4. abide by the terms of the educational plan;~~
- ~~5. participate in counseling or advisement if students are considered undeclared, probationary, or enrolled in precollegiate basic skills courses;~~
- ~~6. diligently attend class and complete assigned course work;~~
- ~~7. complete courses and maintain progress toward an educational goal as stated in the district's standards for scholarship.~~

~~Consequences for students not complying with their stated responsibilities of this section, including declaring an educational goal and developing and following an educational plan, are that the district may suspend or terminate the required matriculation services specified in Section 55520 of Article 3 Matriculation Services in Title 5, California Administrative Code.~~

The District shall provide Student Success and Support Program services to students for the purpose of furthering equality of educational opportunity and academic success. The purpose of Student Success and Support Program services is to bring the student and the District into agreement regarding the student's educational goal through the District's established programs, policies, and requirements.

The Chancellor shall establish procedures to assure implementation of Student Success and Support Program services that comply with the Title 5 regulations.

Revised ~~11/25/96~~ \_\_\_\_\_ (~~Previously BP5460~~)

## **BP 5052 Open Enrollment ~~BP5009~~**

~~Legal Reference: Education Code Section 76001; Title 5 Section 51006-08.~~

~~It is the policy of this district that every class offered, unless specifically exempted by statute, in the official catalog or class schedule for which an FTES (full time equivalency) is to be reported for state aid shall be fully open to enrollment by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to the college.~~

~~Students will not be required to participate in any preregistration activities not uniformly required; nor shall college or district allow anyone to place or enforce non-academic requisites as barriers to enrollment or the successful completion of a class.~~

The policy of District is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55003) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

## **Open Courses ~~BP6132~~**

~~Adopted 03/14/94~~

~~The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200 of Sub Chapter 1 of Chapter 6 of Title 5 of the California Code of Regulations.~~

~~Adopted 06/08/81; Revised April 13, 2009~~ (Previously BP5009 and BP6132)

## **BP 5110 Counseling - BP5451**

Reference: Education Code Section 72620; Title 5 Section 51018

~~A comprehensive counseling program shall be provided which shall assist students in determining their educational goals and periodic assessment of their progress.~~

Counseling services are an essential part of the educational mission of the District.

The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time non-exempt students, students enrolled provisionally, and students on academic or progress probation.

~~Adopted 06/08/81; Revised~~ (Previously BP5451)

## **BP 5120 Transfer Center (new)**

**Reference:** Education Code Sections 66720 – 66744; Title 5 Section 51027

The District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Chancellor shall assure that a transfer center plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students and complies with law and regulations.

**Adopted**

## **BP 5130 Financial Aid**

**Reference:** Education Code Section 66021.6, 76300; 20 U.S. Code Sections 1070 et seq.; 34 Code of Federal Regulations Section 668; U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.

The Chancellor shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.

### **Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing ~~covered services~~ educational programs, marketing, advertising, recruiting or admissions services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its governing board do not waive any defenses or governmental immunities by enacting this policy.

**Adopted:** December 5, 2011 **Revised** \_\_\_\_\_

## **BP 5140 Disabled Students Programs and Services (new)**

**Reference:** Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq. and 56027

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

**Adopted** \_\_\_\_\_

## **BP 5150 Extended Opportunity Programs and Services (new)**

**Reference:** Education Code Sections 69640–69656; Title 5 Sections 56200 et seq.

Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

The Extended Opportunity Programs and Services (EOPS), including Cooperative Agencies Resources for Education (CARE) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant law and regulations.

**Adopted** \_\_\_\_\_

## **BP 5200 Student Health Services - BP5510**

**Reference:** Education Code Section 76401

Student Health Centers shall be operated to provide nursing, medical consultation, mental health services and accident insurance for injuries incurred on campus or at any scheduled college-related activity, to all college credit students in Rancho Santiago Community College District in accordance with prevailing law.

Financial support for such operation is derived from a mandatory health fee established by the State of California and approved by the Board of Trustees.

Revised 5/11/98 \_\_\_\_\_ (Previously BP5510)

## **BP 5205 Student Accident Insurance (new)**

**Reference:** Education Code Section 72506

The District shall assure that students are covered by accident insurance in those instances required by law or contract.

**Adopted** \_\_\_\_\_

## **BP 5210 ~~AIDS Policy Statement~~ Communicable Disease - BP5511**

**Reference:** Education Code Section 76403

~~The primary response of the district to the Acquired Immune Deficiency Syndrome (AIDS) epidemic is health education. The responsibility for providing AIDS education programs and making referrals for AIDS testing and counseling, shall be delegated to the Student Health Service Program. Current knowledge indicates that individuals with AIDS, ARC (AIDS related complex) or a positive HIV (Human Immune Deficiency Virus) antibody test do not pose a health risk to others in normal work or classroom situations. Employees or students who have AIDS, ARC or a positive HIV antibody test will be allowed routine performance of their duties or regular classroom attendance in an unrestricted manner if they are physically able. The district reserves the right to require medical verification of a person's fitness to report to work or attend class.~~

The Chancellor shall establish procedures necessary to assure cooperation with local public health officials in measures necessary for the prevention and control of communicable diseases in students.

Revised \_\_\_\_\_ (Previously BP5511)

## **BP 5300 Student Equity Affirmative Action Plan - BP5200**

**Reference:** Education Code Sections 66030, 66250 et seq., and 72010 et seq.; Title 5 Section 54220

~~The Board of Trustees of the Rancho Santiago Community College District will make an intensive effort to achieve an equitable balance, as determined by the Student Equity Plan Committee, in the makeup of the student body at a level comparable to the proportions represented by the adult population of the district.~~

The Board is committed to assuring student equity in educational programs and college services. The Chancellor shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

Revised ~~03/11/96~~ \_\_\_\_\_ (Previously BP5200)

## **BP 5400 Associated Students Organization ~~BP5411~~**

~~Legal~~ **Reference:** Education Code Section 76060

The students of the district are authorized to organize student body associations. The Board hereby recognizes those associations as the Associated Student Government of Santa Ana College and the Associated Student ~~Body~~ Government of Santiago Canyon College.

The Associated Students organizations are recognized as the official voices for the students in the Rancho Santiago Community College District and Santa Ana College and Santiago Canyon College decision-making processes. They may conduct other activities as approved by the president of the college. The Associated Students activities shall not conflict with the authority or responsibility of the Board or its officers or employees.

The Associated Students shall conduct itself in accordance with state laws and regulations and administrative procedures established by the colleges and reflected in board policies and administrative regulations.

The Associated Students shall be granted the use of district and college premises subject to such administrative procedures as may be established by the chancellor or presidents. Such use shall not be construed as transferring ownership or control of the premises.

Revised ~~05/20/02~~ \_\_\_\_\_ (Previously BP5411)

## **BP 5410 Associated Students Elections (new)**

**Reference:** Education Code Section 76061

The Associated Students shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Chancellor.

Any student elected as an officer in the Associated Students shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with a minimum of five semester units or the equivalent.
- The student shall meet and maintain the minimum standards of scholarship (see BP 4220 titled Standards of Scholarship and related administrative procedures).

**Adopted** \_\_\_\_\_

## **BP 5420 Associated Students Finance Auxiliary Services Student Business Office - BP3224**

~~**Legal Reference:** Education Code Sections 76063 - 76065 72670 Auxiliary Organizations: Definitions 72672 Auxiliary Organizations: Purpose, Service and Operation 72673 Auxiliary Organizations: Student Body Organizations 72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations Title 5, California Code of Regulations 59257 Auxiliary Organizations: Implementing Regulations 59259 Auxiliary Organizations: Recognized Functions 59265 Auxiliary Organizations: Ongoing Responsibilities~~

~~The Governing Board shall provide for the supervision of all funds (trust and agency) raised by a student body, or student organization using the name of the college, including clubs, trust accounts, etc. The Vice Chancellor for Business Operations and Fiscal Services shall develop procedures and controls to ensure the fiscal integrity of all financial activity.~~

~~The vice chancellors for the various service areas in conjunction with the vice chancellor's designee shall develop procedures for the proper administration of clubs to address professionalism of activities and fiscal controls. This shall include all activities that fall under the diversified fund.~~

~~Associated Student funds shall be deposited with and disbursed by the Chancellor.~~

~~The funds shall be deposited, loaned or invested in one or more of the ways authorized by law. All funds shall be expended according to procedures established by the Associated Students, subject to the approval of each of the following three persons, which shall be obtained each time before any funds may be expended:~~

- ~~• The Chancellor or designee;~~
- ~~• the employee who is the designated adviser of the particular student body organization; and~~
- ~~• a representative of the student body organization.~~

~~The funds of the Associated Students shall be subject to an annual audit.~~

## **Auxiliary Services/Special Services - BP3225**

~~**Adopted 11/14/94**~~

~~The Auxiliary Services/Student Business Office shall interface and coordinate with the department's programs, clubs, etc., to handle various financial activities, and shall establish a fee to handle services for ASB activities. The Student Business Office shall utilize various mechanisms to collect returned checks and shall establish a fee to students for such services.~~

~~**Legal Reference:** Education Code 72670 Auxiliary Organizations: Definitions 72672 Auxiliary Organizations: Purpose, Service and Operation 72673 Auxiliary Organizations: Student Body Organizations 72675 Auxiliary Organizations: Approval of Expenditures and Fund Appropriations Title 5, California Code of Regulations 59257 Auxiliary Organizations: Implementing Regulations 59259 Auxiliary Organizations: Recognized Functions 59265 Auxiliary Organizations: Ongoing Responsibilities~~

## **Management of Funds - BP5450**

~~**Revised 12/05/91**~~

~~STUDENT BODY FUNDS~~



- 1.—~~Student body funds consist of those monies which are raised in the name of the college itself or by part or all of the students in the college acting as such, and these monies are to be used for the general good of the college and student body and not for any special group or individual.~~
- 2.—~~The authority for the administration of student body affairs is based upon Education Code Sections 48930—48938 and 76060—76064 inclusive. In accordance with these code sections, the Board of Trustees is charged with the responsibility of the supervision and auditing of all funds raised by the student body or student body organization using the name of the college.~~
- 3.—~~Student Body funds are established in the following categories:~~

a.—~~The Associated Student Budget, derived from ASB membership sales, program sales, etc., is governed by Education Code Sections 48931—48934 and 76060—76066 and is operated and managed by the Associated Students under the supervision of the Governing Board. All expenditures require the following signatures, in accordance with Education Code Section 48933:~~

(1) ~~An official or employee of the college district designated by the Governing Board.~~

(2) ~~The designated advisor of the particular student body organization.~~

#### POLICIES RELATING TO USE OF STUDENT BODY FUNDS

- 1.—~~In accordance with Section 48933 of the Education Code, which states, "The funds of any student body organization shall be deposited in a bank, approved by the Governing Board of the school district...." all funds, including defense bonds, held in the names of student body organizations or clubs, shall be deposited as directed by the Board.~~
- 2.—~~It is mandatory that purchases or expenses paid for by the fund be for such purposes as will be for the general welfare and morale of the majority of the students.~~
- 3.—~~Funds shall not be used for any purchases that would normally be made by the Board of Trustees. Such purchases constitute instructional supply budget or capital outlay expenditures. Management of Funds (Continued) (Student body funds may only be expended to purchase items of equipment and supplies which are desirable but not necessary in connection with the carrying on of the program of instruction. Opinion from California Association of Public School Business Official's Accounting Committee.)~~
- 4.—~~Special funds, such as faculty, club funds, etc., may be accepted as earmarked funds to be expended by these groups for their own purposes, but expenditures must be limited to the amount deposited by the group and under no conditions shall student body money be expended for the benefit of special groups.~~

**Adopted 11/14/94; Revised \_\_\_\_\_ (Previously BP3224, BP3225 and BP5450)**

## **BP 5421 Activities and Excursions ~~Social Events: Meetings~~ ~~—BP5440~~**

**Revised ~~12/05/91~~ \_\_\_\_\_**

All activities, meetings and events of student groups will be supervised by assigned members of the faculty/staff and in keeping with established regulations.

- 1.—~~All activities will be cleared with the faculty advisor and the student activities office before being placed on the calendar.~~
- 2.—~~All social events will close no later than 12:00 a.m., unless special approval is granted by the superintendent to extend the time.~~
- 3.—~~Every organization using the district facilities will provide for the clean-up of the facilities immediately after such use.~~

4. ~~In case of injury to a student during any district event, the faculty advisor will see that first aid is given, and that medical aid is secured, if necessary and/or desired. A written unusual occurrence report must be made to the Security Office.~~

## **BP 5500 Standards of Student Conduct ~~BP5201~~**

~~Legal Reference:~~ Education Codes 66300 and 66301; Accreditation Standard II.A.7.b 76030, 76031, 76032, 76033, 76034, 76035, 76036, 76037, 76120, 76243, & 87014.

Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

### **I. GUIDELINES FOR STUDENT CONDUCT**

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district-owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district.

J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.

K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.

L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.

M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.

N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.

O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.

P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.

Q. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race, or ethnicity, sex (i.e., gender), religion, age, ~~national origin, disability~~, sexual orientation or any other status protected by law.

R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech;

S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees;

U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:

- (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
- (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
- (c) Using or causing to be used, computer services without permission.

- (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
- (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
- (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
- (g) Using any account or password without authorization.
- (h) Allowing or causing an account number or password to be used by any other person without authorization.
- (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.
- (j) Use of systems or networks for personal commercial purposes.
- (k) "Cyberstalking", which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.

V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.

## **II. DISCIPLINARY ACTIONS FOR STUDENTS**

Student conduct must conform to the standards established by the Board of Trustees. Violations are subject to the following types of disciplinary actions. (These disciplinary actions are listed in degree of severity, but not necessarily in sequential order. Disciplinary actions may be imposed singly or in combination.)

A. WARNING - Verbal notice to the student that continuation or repetition of specific conduct may be cause for other disciplinary action.

B. REPRIMAND - Written reprimand for violation of district rules, with copy to the student and to the student disciplinary file. A reprimand admonishes the offender to avoid any future infractions of district rules.

C. PROBATION - Probation is a disciplinary action which allows the offender to return to the district with the understanding of expected appropriate future behavior. Probation may include exclusion of the individual(s) from extra-curricular district activities that would be set forth in the written notice of probation. The probation would be for a specified period of time and appropriate notice will be sent to any advisor(s) of student organizations(s) involved. Any further violations of the Standards of Student Conduct during this probationary period will result in further, more serious disciplinary action against the offender.

D. RESTITUTION - Reimbursement by the offender(s) for damage(s) or for the misappropriation of district property may take the form of appropriate community service to repair or otherwise compensate for damage(s) or loss(es).

E. REMOVAL

An instructor or department administrator may remove a student from his or her class or departmental service for up to two days, and shall report all such action to the academic dean of the appropriate division and to the administrative designee responsible for student discipline.

The administrative designee responsible for student discipline may suspend privileges from that class, campus service, office, department, or the entire campus based upon the violation, for up to ten days.

During the period of the removal, the student shall not be returned to a class from which he or she was removed without the concurrence of the instructor and administrative designee responsible for student discipline; nor shall the student be returned to the service, department, office from which they were removed, or the campus, without concurrence of appropriate administrator.

If the student is a minor, the college president, or designee shall ask the parent or guardian to attend a conference regarding the removal as soon as possible, and if the parent so requests, the Dean of Student Affairs or designee at Santa Ana College or the Vice President of Student Services or designee at Santiago Canyon College shall attend (depending on the college).

#### F. SUSPENSION

The Board of Trustees, the chancellor or the chancellor's designee may suspend a student for good cause, as defined in Section I, A-V herein, for any of the following periods:

- (a) From one or more classes for less than the remainder of the school term.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for up to two (2) academic years.

During the period of the suspension, the student is prohibited from being enrolled in or physically present on any campus of the district for the period of the suspension. The chancellor or designee may impose a lesser disciplinary sanction than suspension, including, but not limited to warning, reprimand, probation, restitution or ineligibility to participate in co-curricular activities or any combination of the listed options.

#### G. EXPULSION

Expulsion may be for good cause (refer to Section I, A-V), when other means of correction fail to bring about proper conduct, or when the presence of the student causes a continuing danger to the physical safety of the student or others.

### **III. DUE PROCESS**

No student shall be suspended for more than ten days or expelled unless the conduct for which the student is being disciplined is related to college activity or attendance, and the student is afforded the right of due process.

The chancellor or designee shall, prior to the suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the college is situated of any acts of the student which may be in violation of Section 245 of the Penal Code. Violations of any law, ordinance, regulation, or rule regulating, or pertaining to, the parking of vehicles shall not be cause for suspension or expulsion. However, repeatedly ignoring or consistent violations of parking rules, regulations, laws or ordinances may result in vehicles being towed or loss of parking privileges.

During the due process investigation period and hearing, the designated investigating administrator may allow, disallow and/or select individuals who will be included in the process. For actions regarding minor students, parental notification and/or involvement is required.

A. Suspension

Any suspension of more than ten days must be accompanied by a due process hearing as outlined in Section IV of this policy.

Whenever a minor student is suspended from a college of the District, the parent or guardian shall be notified in writing by the chancellor, or a designee.

B. Expulsion

Only the Board of Trustees may expel a student. Expulsion shall be accompanied by a due process hearing as outlined in Section IV of this policy.

**IV. DUE PROCESS HEARING**

1. A student who is being considered for suspension or expulsion shall be afforded a due process hearing before a Disciplinary Hearing Board designated by the chancellor or the chancellor's designee. The chancellor or designee shall provide that a reasonable opportunity for a hearing is afforded the student within ten days.

2. The Disciplinary Hearing Board shall be composed of the following individuals appointed by the chancellor or designee:

- 1 RSCCD Student
- 1 Administrator
- 1 Faculty Member
- 1 Classified Staff

3. The student shall be notified in writing at least two school days before the hearing of the following:

- (a) The time, date, and place set for the hearing;
- (b) The charges to be brought;
- (c) Documentary evidence that will be introduced at the hearing;
- (d) The right of the student to appear in person and present his or her position;
- (e) The right to cross-examine the district's witnesses if the witness(es) elect(s) to be present;
- (f) The right to present evidence or witness(es) on own behalf.
- (g) In cases of alleged sexual assault, technical rules of evidence shall not apply; no past sexual history may be introduced as part of the testimony, except that the past sexual history of the alleged victim shall be permitted if offered as evidence of the character or trait of character of the victim for the purposes described in California Evidence Code 1103.

4. The hearing board shall hear evidence and witnesses presented by the district and by the student. In the event the student for whom the hearing is held, or other key parties, is not present at the hearing, the Hearing Board will proceed without the individual(s). The Hearing Board shall render its decision on the

evidence presented within two school days of the close of the hearing. The hearing board shall notify the Dean of Student Affairs at Santa Ana College or the Vice President of Student Services at Santiago Canyon College or their designee of the decision and will notify the student by certified mail of the outcome of the hearing. If the recommendation is for suspension or expulsion, the student will be notified in writing of their right to appeal the decision to the Board of Trustees.

Any request by the student to appeal the decision to the Board of Trustees must be made within forty-eight hours of receipt of the letter sent by the aforementioned administrator outlining the hearing board's decision. If the decision supports a recommendation for expulsion, the suspension will continue until the Board of Trustees can hear the appeal.

If the recommendation opposes suspension or expulsion, the recommendation shall be final, and, the chancellor or designee shall reinstate the student immediately to their status prior to the hearings.

The Board shall, unless a request has been made by the student for an open session, hold closed sessions under the following conditions:

- (a) If the Board is considering the suspension or expulsion of the student.
- (b) If a public hearing upon such question would lead to the giving of information concerning the student which would be in violation of Section 76243 of the Education Code.

5. Before calling such closed session, the chancellor or designee shall, in writing, by registered or certified mail, if the student is a minor notify the parent or guardian, or the student, if the student is an adult, of the intent of the Board to call and hold such closed session. Unless the student, or the student's parents (if the student is a minor) within forty-eight hours after receipt of such written notice, request in writing that the hearing be held in open session, the appeal shall be conducted in closed session. If such written request is served upon the clerk or secretary of the Board, the meeting shall be public except that any discussion at such meeting that might be in conflict with the right to privacy of any other student shall be in closed session. Whether the matter is considered at a closed session or open meeting, final action of the Board shall be taken at a public meeting and the result of such action shall be a public record of the district.

6. The appeal before the Board of Trustees shall be a review of the evidence presented to the Hearing Board, and an opportunity for both sides to present oral argument. No new evidence or witnesses will be heard unless the Board of Trustees so requests.

7. The decision of the Board of Trustees shall be final. Students expelled or suspended for more than one academic year from attendance at colleges or programs of the district shall be entitled to make an annual appeal to the Board of Trustees of the expulsion or suspension by written request directed to the Secretary of the Board that the matter be placed on the agenda of the Board of Trustees. Such appeals shall be conducted as provided in this policy.

Additional copies of the following Rancho Santiago Community College District student policies are available in the RSCCD catalog and the offices of Student Services at both Santa Ana College and Santiago Canyon College:

- Student Code of Conduct
- Sexual Harassment Policy/Complaint Procedures
- Academic Honesty Policy
- Grievance Procedures for Students

Revised ~~March 23, 2009~~ \_\_\_\_\_ (Previously BP5201)

## **BP 5510 Off-Campus Student Organizations ~~—BP5410~~**

**Reference:** 34 Code of Federal Regulations Section 668.46(b)(7)

The District shall work with local law enforcement agencies to monitor and assess criminal activity in which students engage at off-campus locations of student organizations officially recognized by the District.

~~Adopted: December 5, 2011;~~ Revised \_\_\_\_\_ ~~(Previously BP5410)~~

## **BP 5570 Student Credit Card Solicitations ~~—BP5125~~**

~~Legal Reference:~~ Title 5, Section 54400; Civil Code, Section 1747.02(m); Education Code, Section 99030

The Chancellor shall establish procedures that regulate the solicitation of student credit cards on campus.

~~Adopted December 8, 2003;~~ Revised \_\_\_\_\_ ~~(Previously BP5125)~~

## **BP 5700 Athletics ~~—BP6127~~**

~~Legal Reference:~~ Education Code Sections 78223, 66271.6, 66271.8, 67360 et seq.

The District's colleges shall maintain organized programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor shall assure that the athletics programs comply with state law, the California Community Colleges Commission on Athletics Constitution College Athletic Association (CCCAA) and Sports Guides, and appropriate Conference Constitution regarding student athlete participation.

~~Revised 05/20/02~~ \_\_\_\_\_ ~~(Previously BP6127)~~

## **BP 5800 Prevention of Identity Theft in Student Financial Transactions ~~—BP 5012~~**

~~Legal Reference:~~ 15 U.S. Code Section 1681m(e), Fair and Accurate Credit Transactions Act (FACT Act or FACTA)

The District is required to provide for the identification, detection, and response to patterns, practices, or specific activities ("Red Flags") that could indicate identity theft of students when the District serves as a creditor in relation to its students. When applicable, the Chancellor is directed to develop procedures to implement an Identity Theft Prevention Program (ITPP) to control reasonably foreseeable risks to students from identity theft.

~~Adopted: December 5, 2011;~~ Revised \_\_\_\_\_ ~~(Previously BP5012)~~



*The following current board policies are not addressed in the CCLC model documents. They should be reviewed and 1) renumbered to match the CCLC structure, 2) moved to administrative regulation, or 3) eliminated.*

## **~~Foreign Students – BP5003~~**

**~~Revised 5/11/98~~**

~~Approved by the United States Department of Justice as an institution of higher learning for non-immigrant F-1 Visa students, the district will seek to achieve broad representation from the nations of the world for the benefit of both Visa and Rancho Santiago Community College District students and the community.~~

~~A student on a F-1 Visa must present evidence of sufficient knowledge of English to profit from instruction at the college level, certification of good physical health and evidence of ability to meet financial obligations (tuition, books, health and accident insurance, and living expenses). Procedures and requirements shall be published in the catalog annually.~~

## **~~Apprentices – BP5004~~**

**~~Adopted 06/08/81~~**

~~Apprentices are admitted as defined in Section 3077 of the Labor Code, who are capable of profiting from the instruction offered. No charge or fee of any kind shall be charged the apprentice.~~

~~**Legal Reference:** Education Code: 76006.~~

## **~~Withdrawals, Drops and Absences – BP5120~~**

**~~Revised 5/11/98~~**

~~Students may withdraw or be dropped from class/college in accordance with provisions published in the college catalog and faculty handbook.~~

~~Leave of absence must be approved by the appropriate president.~~

## **~~Student Activities/Clubs – BP5400~~**

**~~Adopted 02/14/72; Amended 3/97~~**

~~Student activities, including student body government, are an integral part of the total educational experience provided by the District and should be as carefully developed as the classroom instructional program. If these activities are to be a learning experience, the students must become as involved in their planning and operation as a healthy balance between the classroom and activity programs will permit. Student sponsored clubs must operate within the established regulations of the District as approved by the Chancellor.~~

~~**Legal Reference:** Education Code: 7606., 48931., 76062., 48933., 48934., 76064., 76065., 76066.~~

## **~~Placement Services – BP5514~~**

**Revised 08/26/96**

~~Student Services shall maintain a comprehensive placement service with a major emphasis on assisting currently enrolled students seeking part-time on-campus employment.~~

~~Additional services shall include referrals for off-campus employment opportunities and placement assistance for vocational program completers.~~

## **~~Grievance Procedure - BP5551~~**

**Revised 11/25/96**

~~The Chancellor is to develop and review annually a student grievance procedure to be administered by the appropriate vice chancellor or designee.~~

## **~~Police Questioning and Apprehension - BP5552~~**

**Adopted 03/28/77**

~~While law enforcement officers have the right to make arrests and to serve warrants to students on campus, they should be encouraged to make such arrests and serve such warrants in such fashion as to cause the least possible disturbance to the college and the instructional program.~~

**Legal Reference:** Penal Code: 830 et seq. (re: Peace Officers); 833 et seq. (re: Arrests)

## **~~Student Production of Goods and Services - BP5553~~**

**Adopted 03/28/77**

~~Students may perform services and produce materials for community organizations or groups only to the extent that such activities further the student's educational development. The administration shall interpret this policy to avoid exploitation of students.~~

## BP 6200 Budget Preparation

**Reference:** Education Code Section 70902(b)(5); Title 5 Sections 58300 et seq.

The budget and expenditures of the Rancho Santiago Community College District reflect and support its visions and mission statements, district and college master plans, and other planning documents.

The statutory authority and responsibility for the budget resides with the Governing Board who will make final budgetary decisions.

Each year, the Chancellor shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the District's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
- A schedule is provided to the Board each year that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.
- ~~Unrestricted general reserves shall be no less than 5%.~~
- Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.
- Budget projections address long term goals and commitments.

**Revised: September 9, 2013 (Previously BP3201, BP3202 and BP3203)**

# BP6250 Budget Management

**Reference:** Title 5 Sections 58307 and 58308

The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

The District's unrestricted general reserves shall be no less than 5%. (A prudent reserve is defined by the State Chancellor's Office as 5%.)

Revenues accruing to the District in excess of amounts budgeted shall be added to the District's reserve for contingencies. They are available for appropriation only upon a resolution of the Board that sets forth the need according to major budget classifications in accordance with applicable law.

Board approval is required for changes between major expenditure classifications. Transfers from the reserve for contingencies to any expenditure classification must be approved by a two-thirds vote of the members of the Board. Transfers between expenditure classifications must be approved by a majority vote of the members of the Board.

**Revised: September 9, 2013 (Previously BP3204 and BP3205)**

## **BP 6305 Fiscal Accountability**

**Reference:** Education Code Section 85266

Pursuant to authority granted by the Education Code, the Rancho Santiago Community College District, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments.

The Chancellor assumes all duties and responsibilities for being fiscally accountable for commercial checks that were formerly assigned to the county superintendent of schools/county auditor controller. The Chancellor shall ensure that an administrative regulation will be developed to outline the details of the check disbursement and audit process.

**Adopted** \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

## Human Resources

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Agreement with Liebert Cassidy Whitmore for Management Training and Legal Services	
Action:	Request for Approval	

**BACKGROUND**

Since 1998 the District has been a member of the Southern California Community College District Employment Relations Consortium offered by the law firm of Liebert Cassidy Whitmore, which provides our management employees with six full days of training per year as outlined in the agreement. In addition, the District contracts with Liebert Cassidy Whitmore for general legal services on an as needed basis as outlined in the agreement.

**ANALYSIS**

Many of our management employees have attended these workshops at no additional expense and have found them to be helpful, educational and informative. The consortium is comprised of twenty (20) community college districts and for an annual fee of Three Thousand Two Hundred Fifty Dollars (\$3,250.00), provides an economical and effective strategy to provide management training.

**RECOMMENDATION**

It is recommended that the Board of Trustees authorize the Chancellor to renew the agreement for the 2014/2015 fiscal year.

Fiscal Impact: \$3,250 plus additional legal fees	Board Date: July 21, 2014
Prepared by: John Didion Executive Vice Chancellor, Human Res. and Ed. Services	
Submitted by: John Didion, Executive Vice Chancellor, Human Res. and Ed. Services	
Recommended by: Dr. Raúl Rodríguez, Chancellor	

## AGREEMENT FOR SPECIAL SERVICES

This Agreement is entered into between the Rancho Santiago Community College District, hereinafter referred to as "College," and the law firm of LIEBERT CASSIDY WHITMORE, A Professional Corporation, hereinafter referred to as "Attorney."

WHEREAS College has the need to secure expert training and consulting services to assist College in its relations and negotiations with its employee organizations; and

WHEREAS College has determined that no less than twenty-six (26) colleges in the Southern California Area have the same need and have agreed to enter into identical agreements with Attorney; and

WHEREAS Attorney is specially experienced and qualified to perform the special services desired by the College and is willing to perform such services;

NOW, THEREFORE, College and Attorney agree as follows:

### Attorney's Services:

During the year beginning July 1, 2014, Attorney will provide the following services to College (and the other aforesaid colleges):

1. Four (4) days of group training workshops covering such employment relations subjects as management rights and obligations, negotiation strategies, employment discrimination and affirmative action, employment relations from the perspective of elected officials, performance evaluation (administering evaluations), grievance and discipline administration for supervisors and managers, planning for and responding to concerted job actions, current court, administrative and legislative developments in personnel administration and employment relations, etc., with the specific subjects covered and lengths of individual workshop presentations to be determined by College and the other said local colleges.

It is expressly understood that the material used during these presentations, including written handouts and projected power points are provided solely for the contracted workshops. This agreement warrants there will be no future use of Liebert Cassidy Whitmore material in other trainings or formats without the expressed written permission of Liebert Cassidy Whitmore. Any such use will constitute a violation of this agreement and copyright provisions.

2. Availability of Attorney for College to consult by telephone.
3. Providing of a monthly newsletter covering employment relations developments.

### Fee:

Attorney will provide these special services to College for a fee of Three Thousand Two Hundred Fifty Dollars (\$3,250.00) payable in one payment prior to August 1, 2014. The fee, if paid after August 1, 2014 will be \$3,350.00.

Said fee will cover Attorney's time in providing said training and consultative services and the development and printing of written materials provided to attendees at the training programs.

**Additional Services:**

Attorney shall, as and when requested by College, make itself available to College to provide representational, litigation, and other employment relations services. The College will be billed for the actual time such representation services are rendered, including reasonable travel time, plus any necessary costs and expenses authorized by the College.

The range of hourly rates for Attorney time is from One Hundred Ninety to Two Hundred Ninety-Five Dollars (\$190.00 - \$295.00) per hour for attorney staff and from Seventy-Five to One Hundred Fifty Dollars (\$75.00 - \$150.00) per hour for services provided by paraprofessional and litigation support staff. Attorneys, paraprofessional and litigation support staff bill their time in minimum units of one-tenth of an hour. Attorney reviews its hourly rates in an annual basis and if appropriate, adjusts them effective July 1.

**Independent Contractor:**

It is understood and agreed that Attorney is and shall remain an independent contractor under this Agreement.

**Term:**

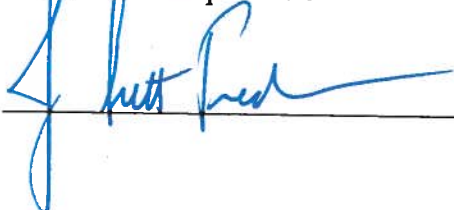
The term of this Agreement is twelve (12) months commencing July 1, 2014. The term may be extended for additional periods of time by the written consent of the parties.

**Condition Precedent:**

It is understood and agreed that the parties' aforesaid rights and obligations are contingent on no less than twenty-six (26) local college employers entering into a substantially identical Agreement with Attorney on or about July 1, 2014.

Dated: 5.29.14

**LIEBERT CASSIDY WHITMORE**  
A Professional Corporation

By  \_\_\_\_\_

Dated: \_\_\_\_\_

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

By \_\_\_\_\_



**LIEBERT CASSIDY WHITMORE**

**FEE SCHEDULE**

**(EFFECTIVE JULY 1, 2014)**

**HOURLY RATES**

Partners	\$295.00
Of Counsel	\$275.00
Associates	\$190.00 - \$255.00
Paraprofessionals & Litigation Support	\$75.00 - \$150.00

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date: July 21, 2014
Re:	Approval of Extension of Consulting Services – Townsend Public Affairs, Inc.	
Action:	Request for Approval	

**BACKGROUND**

On December 6, 2010 the Board of Trustees approved the contract to engage the consulting services of Townsend Public Affairs, Inc. to assist the district in the areas of government and community relations and various other projects as assigned by staff.

**ANALYSIS**

Townsend Public Affairs, Inc. has assisted the district with the arrangement of meetings with legislators, communication with both Federal and State legislators relating to RSCCD and its interests, and provided an ongoing update of legislation and legislative action. The original approved contract for consulting services expired and subsequent contract supplement have expired. In order to maintain the momentum on various projects, it is requested that the current contract for consulting services be extended from July 1, 2014 through June 30, 2015 as outlined in the attached Supplement to Contract for Consulting Services (#4). There are no changes to the current contract with the exception of the term.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Supplement to Contract for Consulting Services (#4) with Townsend Public Affairs, Inc. as presented.

Fiscal Impact:	\$6,000/mo plus reimbursable expenses	Board Date: July 21, 2014
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor	
Submitted by:	Raúl Rodríguez, Ph.D., Chancellor	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

**SUPPLEMENT TO  
CONTRACT FOR CONSULTING SERVICES (#4)**

THIS SUPPLEMENT TO CONTRACT FOR CONSULTANT SERVICES ("Supplement") is made and entered into this \_\_\_\_ day of July, 2014 by and between Rancho Santiago Community College District, a non-profit corporation ("Client") and Townsend Public Affairs, Inc., a California corporation ("Consultant").

**RECITALS**

A. Client and Consultant have entered into that certain Contract for Consultant Services dated as of October 21, 2010 ("Contract"), July 26, 2011 ("Amendment #1"), July 26, 2012 and July 01, 2013 ("Amendments").

B. The parties to this Supplement desire to change the term of the Contract as set forth herein.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto supplement and amend the Contract as hereinafter set forth.

1. The term is extended from July 1, 2014 through June 30, 2015.
2. All other terms and conditions of the Contract, except as set forth herein, shall remain in full force and effect.

WHEREFORE, this Supplement is executed by the parties as of the date set forth above.

CLIENT: RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, a non-profit corporation

By: \_\_\_\_\_  
Raul Rodriguez, PhD  
Chancellor

CONSULTANT: TOWNSEND PUBLIC AFFAIRS, INC.  
a California corporation

By:  \_\_\_\_\_  
Christopher Townsend  
President and Secretary

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Office of the Chancellor

To:	Board of Trustees	Date:	July 21, 2014
Re:	Approval of Naming of Santiago Canyon College Library		
Action:	Request for Approval		

**BACKGROUND**

In 1946, a federal court case (Mendez, et al v. Westminster School District of Orange County, et al) was filed in the U.S. District Court in Los Angeles to challenge racial segregation in Orange County, California schools. At that time Mexican and Mexican American students were forced to attend separate schools in the Westminster, Garden Grove, Santa Ana, and El Modena school districts of Orange County. The U.S. District Court ruled that the segregation of Mexican American students was unconstitutional and the decision was upheld by the U.S. Court of Appeals for the Ninth Circuit.

Lorenzo Ramirez (1910-1966), whose children were attending schools in the El Modena school district, was one of five Mexican American fathers who courageously challenged this practice of school segregation by being a part of this lawsuit that resulted in the landmark ruling, forever changing the lives of Mexican and Mexican American school children in Orange County.

**ANALYSIS**

Because of the historical actions of Lorenzo Ramirez and his colleagues, our district is now enacting the legacy of Lorenzo Ramirez by serving a diverse population of students and by seeking to achieve our mission "...to provide quality educational programs and services that address the needs of our diverse students and communities." The former El Modena school district was within the current boundaries of the Rancho Santiago Community College District (specifically the service area of SCC). It is proposed the district honor the courage of Lorenzo Ramirez and this landmark decision by naming the Santiago Canyon College Library the "Lorenzo A. Ramirez Library." Board Policy 6620, Naming District Properties and Facilities, states that the Governing Board retains the sole authority for naming college buildings.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the naming of the Santiago Canyon College Library as the Lorenzo A. Ramirez Library.

Fiscal Impact:	Nominal	Board Date:	July 21, 2014
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
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: July 21, 2014
Re:	Appointment of RSCCD Community Representative (2014-2015) 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 2014-2015 year with a September meeting at Coast Community College District.

**RECOMMENDATION**

It is recommended that the board select a community representative to serve on the 2014-2015 task force.

Fiscal Impact: None	Board Date: July 21, 2014
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**

**HUMAN RESOURCES DOCKET  
MANAGEMENT/ACADEMIC  
July 21, 2014**

**MANAGEMENT**

*New Job Description/Attachment #1*

Assistant Director, Athletics & Sports Information  
Classified Supervisor  
Grade I

*Revised Job Description/Attachment #7*

Assistant Vice Chancellor  
Fiscal Services  
Grade A (No Change)

*Interim Assignment*

Walker, Mary  
Interim Dean  
Instruction & Student Services  
Orange Education Center  
Continuing Education Division  
Santiago Canyon College

Effective: July 1, 2014 – June 30, 2015  
Salary Placement: B-5 \$143,307.78/Year

*Interim Assignment/Employment of Retired STRS Member*

Breeden, Carolyn  
Dean  
Business & Career Technical  
Education Division  
Santiago Canyon College

Effective: August 4, 2014  
Salary Placement: B-1 \$504.20/Day  
(Not to Exceed 79 Days)

*Extensions of Interim Assignment*

Carrera, Cheryl  
Interim Dean, Science, Math &  
Health Sciences Division  
Santa Ana College

Effective: July 1, 2014 – July 31, 2014  
Salary Placement: B-3 \$132,509.94/Year

Kikawa, Eve  
Interim Dean  
Fine & Performing Arts Division  
Santa Ana College

Effective: July 1, 2014 – June 30, 2015  
Salary Placement: B-2 \$127,409.57/Year

Sandoval, Maricela  
Assistant Director  
Small Business Initiative  
Small Business Development Center  
District Office

Effective: July 1, 2014 – June 30, 2015  
Salary Placement: L-6 \$81,145.54/Year

**MANAGEMENT (CONT'D)**

Extensions of Interim Assignment

Winter, Alistair  
Director, District Safety & Security  
Business Operations & Fiscal Services  
District Office

Effective: July 1, 2014 – December 31, 2014  
Salary Placement: G-1 \$83,272.76/Year

Changes of Location/Site

Castellon, Maria  
Director I  
Child Development Services  
District Office

Effective: July 1, 2014  
From: CEC Child Development Center  
To: SAC Early Childhood Education Center

Gonzalez, Zeferina  
Director I  
Child Development Services  
District Office

Effective: July 1, 2014  
From: SAC Early Childhood Development Center  
To: SAC East Childhood Education Center

End of Assignment

Roessler, Michael  
Director, Statewide Business/  
Entrepreneurship Initiative  
Educational Services  
District Office

Effective: June 30, 2014 (Last Day in Paid Status)

Ratification of Resignation/Retirement

Dooley, Bennie Allen  
Dean  
Business Division  
Santa Ana College

Effective: August 1, 2014 (Last Day in Paid Status)  
Reason: Resignation

Doughty, Corine  
Dean  
Business & Career Technical  
Education Division  
Santiago Canyon College

Effective: July 30, 2014 (Last Day in Paid Status)  
Reason: Resignation

LeTourneau, Sylvia  
Assistant Vice Chancellor  
Information Technology Services  
District Office

Effective: July 3, 2014 (Last Day in Paid Status)  
Reason: Resignation

**MANAGEMENT (CONT'D)**

Ratification of Resignation/Retirement (cont'd)

Rose, Linda Effective: August 3, 2014 (Last Day in Paid Status)  
Vice President  
Academic Affairs  
Santa Ana College

Wooley, James Effective: July 10, 2014 (Last Day in Paid Status)  
District Safety & Security Supervisor Reason: Resignation  
Business Operations & Fiscal Services  
District Office

**FACULTY**

2014/2015 CSEA 888 Assistant Director Stipends/Attachment #2

2014/2015 FARSCCD Athletic Stipends/Attachment #3

2014/2015 FARSCCD Contract Extension Days/Attachment #4

2014/2015 FARSCCD Coordinator Stipends/Attachment #5

2014/2015 FARSCCD Overload Stipends/Attachment #6

Permission to Accept Outside Assignment

Barembaum, Morrie – To serve on the Political Action Committee for the Faculty Association of California Community Colleges effective July 1, 2014 – June 30, 2016.

Appointments

Deluna, Daniel Effective: August 18, 2014  
Assistant Professor, History Tentative Salary Placement: II-3 \$57,540.32/Year  
Humanities & Social Sciences Division  
Santa Ana College

Gonzalez, Adrianna Effective: August 18, 2014  
Assistant Professor, Adult Basic Education Tentative Salary Placement: II-3 \$57,540.32/Year  
CEC/Continuing Education Division  
Santa Ana College

Malone, Charlie Effective: August 18, 2014  
Assistant Professor, American Tentative Salary Placement: II-3 \$57,540.32/Year  
Sign Language  
Humanities & Social Sciences Division  
Santiago Canyon College



**HUMAN RESOURCES MANAGEMENT/ACADEMIC DOCKET  
July 21, 2014**

**Page 4**

**FACULTY (CONT'D)**

**REVISED PAGE**

**Appointments (cont'd)**

McLean, Stephan  
Assistant Professor, Water Utility Science  
Business & Career Technical  
Education Division  
Santiago Canyon College

Effective: August 18, 2014  
Tentative Salary Placement: II-3 \$57,540.32/Year

Rudd, James  
Assistant Professor, Auto Technology/Engine  
Human Services & Technology Division  
Santa Ana College

Effective: August 18, 2014  
Tentative Salary Placement: I-3 \$53,554.86/Year

**Change of Assignment**

Kushida, Cherylee  
Coordinator, Distance Education  
Academic Affairs  
Santa Ana College

Effective: July 1, 2014  
From: 175 Contract Days  
To: 192 Contract Days  
Salary Placement: VI-B \$118,017.16/Year

**Change of Location/Site**

Karter, Jacqueline  
Master Teacher  
Child Development Services  
District Office

Effective: July 1, 2014  
From: SCC Child Development Center  
To: SAC Early Childhood Education Center

**Final Salary Placements**

James, Scott  
Assistant Professor/Coordinator  
Distance Education  
Santiago Canyon College

Effective Date: July 1, 2014  
Salary Placement: II-9 \$79,374.66/Year  
(192 Day Contract)

Nguyen, Thu Thi  
Assistant Professor/Counselor  
Counseling Division  
Santa Ana College

Effective: July 31, 2014  
Salary Placement: III-11 \$87,677.95/Year

**Leave of Absence**

Dahlen, Noel  
Professor, Computer Information Systems/  
Computer Science  
Business Division  
Santa Ana College

Effective: August 18, 2014 – June 6, 2015  
Reason: Banked Leave (14.75 LHE)  
(Concurrent with Sabbatical Leave @ 80%)

**Part-time Hourly New Hires/Rehires**

Alvarado, Jennifer J  
Instructor, Accounting  
Business Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture Rate: II-3 \$56.31

**FACULTY (CONT'D)**

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

Branley, Katherine M  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Burke, Jeffrey  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College  
Effective: August 18, 2014  
Hourly Lecture/Lab Rates: III-3 \$59.12/\$50.26

Castro, Victoria  
Instructor, Human Development  
Human Services & Technology Division  
Santa Ana College  
Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Clements, Alice  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College  
Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Dauria, Paul  
Instructor, Criminal Justice  
Human Services & Technology Division  
Santa Ana College  
Effective: July 21, 2014  
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58

Elgan, Michael  
Instructor, High School Subjects/ABE/GED  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: June 16, 2014  
Hourly Lecture Rate: II-2 \$43.51

English, Noemi  
Instructor, Automotive Technology  
Human Services & Technology Division  
Santa Ana College  
Effective: July 15, 2014  
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58

Farrell, Jessica N  
Instructor, Public Works (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College  
Effective: July 14, 2014  
Hourly Lecture Rate: I-3 \$53.63

Fox, Nicholas M  
Instructor, Communication  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 18, 2014  
Hourly Lecture Rate: II-3 \$56.31

**FACULTY (CONT'D)**

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

France, Neil A  
Instructor, Photography  
Fine and Performing Arts Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Fregosa, Carlos  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: I-2 \$42.47

Funaoka, Lance  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College

Effective: August 19, 2014  
Hourly Lecture Rate: I-2 \$42.47

Gash, Staci  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Gil, Eloisa  
Instructor, ESL  
Continuing Education Division (CEC)  
Santa Ana College

Effective: August 25, 2014  
Hourly Lecture Rate: II-2 \$43.51

Ghafoori, Mahtab  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Goldberg, Rodney J  
Instructor, High School Subjects/Math (equivalency)  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: August 19, 2014  
Hourly Lecture Rate: II-2 \$43.51

Guarneri, James  
Instructor, Criminal Justice (equivalency)  
Human Services & Technology Division  
Santa Ana College

Effective: July 21, 2014  
Hourly Lecture/Lab Rates: I-3 \$53.63/\$45.58

Hammack, Joshua  
Instructor, History and Women's Studies  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 18, 2014  
Hourly Lecture Rate: III-3 \$59.12

**FACULTY (CONT'D)**

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

He, Lin  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Heredia, Evelyn G  
Instructor, High School Subject  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Holland, Cynthia  
Instructor, Business Applications  
Business Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Kehdi, Norma  
Psychology Intern  
Student Services/Health & Wellness Center  
Santa Ana College

Effective: August 11, 2014 – June 30, 2015  
Stipend Amount: \$23,000.00  
Reason: Doctoral Psychology Intern

Le, Sunny N  
Instructor, Mathematics  
Science, Mathematics &  
Health Sciences Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Lemen, Kathrine  
Instructor, HSS/ABE/GED Inmate Education  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: July 1, 2014  
Hourly Lecture Rate: I-2 \$42.47

Matsumiya, Teresa S  
Instructor, Mathematics  
Science, Math & Health Sciences Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Matthews, Lisa J  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

**FACULTY (CONT'D)**

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

Morris IV, Thomas F  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Muller, Louise Anne  
Instructor, High School Subjects/Bridge  
Continuing Education Division (OEC)  
Santiago Canyon College  
Effective: August 19, 2014  
Hourly Lecture Rate: II-3 \$44.65

Navarro, Arturo F  
Instructor, High School Subjects/ABE  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Nead, Rachel  
Instructor, Communications  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College  
Effective: August 18, 2014  
Hourly Lecture Rate: II-3 \$56.31

Ordendorff, Sarah L  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College  
Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Parra, Susan N  
Instructor, Kinesiology/  
Intercollegiate Athletics  
Kinesiology Division  
Santa Ana College  
Effective: July 21, 2014  
Hourly Lab Rate: I-3 \$45.58

Pham, Calvin  
Instructor, Mathematics  
Mathematics & Sciences Division  
Santiago Canyon College  
Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

Plunkett, Angela M  
Instructor, Art  
Fine & Performing Arts Division  
Santa Ana College  
Effective: August 18, 2014  
Hourly Lecture/Lab Rates: II-3 \$56.31/\$47.86

**FACULTY (CONT'D)**

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

Quach, Long M  
Psychology Intern  
Student Services/Health & Wellness Center  
Santa Ana College

Effective: August 11, 2014 – June 30, 2015  
Stipend Amount: \$23,000.00  
Reason: Doctoral Psychology Intern

Rodriguez, Marisol  
Instructor, High School Subjects/GED/ABE  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Shirah, Melissa J  
Instructor, Accounting  
Business Division  
Santa Ana College

Effective: August 18, 2014  
Hourly Lecture Rate: II-3 \$56.31

Smith, Dana Jean  
Instructor, Communications  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 18, 2014  
Hourly Lecture Rate: II-3 \$56.31

Soukup, Scott A  
Instructor, High School Subjects/Bridge  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: August 19, 2014  
Hourly Lecture Rate: II-2 \$43.51

Sullivan, Elizabeth  
Psychology Intern  
Student Services/Health & Wellness Center  
Santa Ana College

Effective: August 11, 2014 – June 30, 2015  
Stipend Amount: \$23,000.00  
Reason: Doctoral Psychology Intern

Tuttle, Valerie  
Instructor, Reading  
Arts, Humanities & Social Sciences Division  
Santiago Canyon College

Effective: August 18, 2014  
Hourly Lecture Rate: II-3 \$56.31

Valenton, Rhonda  
Instructor, High School Subjects  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

Vargas, Jose E  
Instructor, High School Subjects/GED/ABE  
Continuing Education Division (CEC)  
Santa Ana College

Effective: July 22, 2014  
Hourly Lecture Rate: II-2 \$43.51

**FACULTY (CONT'D)**

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

Visconti, Jennifer L  
Instructor, High School Subjects/Bridge  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: August 19, 2014  
Hourly Lecture Rate: II-2 \$43.51

Walburn, Jacqueline C  
Instructor, High School Subjects/Bridge  
Continuing Education Division (OEC)  
Santiago Canyon College

Effective: August 19, 2014  
Hourly Lecture Rate: I-2 \$42.47

*Non-paid Instructors of Record*

Fontes, Wayne  
Instructor, Fire Technology (equivalency)  
Chino Valley Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: June 10, 2014

Fox, Gregory Scott  
Instructor, Fire Technology (equivalency)  
Anaheim Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: July 8, 2014

Friedman, Harry  
Instructor, Fire Technology (equivalency)  
Chino Valley Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: June 10, 2014

Herr, Ryan  
Instructor, Fire Technology (equivalency)  
Anaheim Fire Department  
Human Services & Technology Division  
Santa Ana College

Effective: July 8, 2014

Mandrede, Anton  
Instructor, Apprenticeship/Operating Engineers  
Business & Career Technical Education Division  
Santiago Canyon College

Effective: July 1, 2014

**FACULTY (CONT'D)**

*Non-paid Instructors of Record (cont'd)*

Smoot, Jason Richard Effective: July 1, 2014  
Instructor, Apprenticeship/Operating Engineers (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Thompson, David K Effective: July 8, 2014  
Instructor, Fire Technology (equivalency)  
Anaheim Fire Department  
Human Services & Technology Division  
Santa Ana College

Urrutia, Joaquin Effective: July 1, 2014  
Instructor, Apprenticeship/Maintenance Mechanic  
Business & Career Technical Education Division  
Santiago Canyon College

Vaerini, Mark V Effective: June 10, 2014  
Instructor, Fire Technology (equivalency)  
Chico Valley Fire Department  
Human Services & Technology Division  
Santa Ana College

Victoria, Jose Daniel Effective: July 21, 2014  
Instructor, Apprenticeship/Maintenance Mechanic  
Business & Career Technical Education Division  
Santiago Canyon College

Walz, Jonathan T Effective: July 1, 2014  
Instructor, Apprenticeship/Carpentry (equivalency)  
Business & Career Technical Education Division  
Santiago Canyon College

Williams, David A Effective: June 10, 2014  
Instructor, Fire Technology (equivalency)  
Human Services & Technology Division  
Santa Ana College

*Non-paid Interns*

Barajas, Olivia Effective: July 22, 2014 – December 12, 2014  
Counseling Intern College Affiliation: CSU, Long Beach  
Counseling Division Discipline: Counseling  
Santa Ana College



**FACULTY (CONT'D)**

*Non-paid Interns (cont'd)*

Buerkens, Laurinda  
Athletic Trainer Intern  
Kinesiology  
Santa Ana College

Effective: August 4, 2014 – June 1, 2015  
College Affiliation: CSU, Long Beach  
Discipline: Athletic Training

Garcia, Manuel  
Outreach Intern  
Student Services  
Santa Ana College

Effective: July 22, 2014 – December 31, 2014  
College Affiliation: CSU, Fullerton  
Discipline: Human Development

Lee, Scott  
Athletic Trainer Intern  
Kinesiology  
Santiago Canyon College

Effective: August 1, 2014 - June 1, 2015  
College Affiliation: Chapman University  
Discipline: Athletic Training

Muir, Shannon  
Counselor Intern  
Counseling Division  
Santa Ana College

Effective: September 9, 2014-June 5, 2015  
College Affiliation: University of Southern California  
Discipline: Counseling

Nakahara, Michael  
Athletic Trainer Intern  
Kinesiology  
Santa Ana College

Effective: August 4, 2014 - December 31, 2014  
College Affiliation: Chapman University  
Discipline: Athletic Training

Ramos, Adrian  
Athletic Trainer Intern  
Kinesiology  
Santa Ana College

Effective: August 4, 2014 - December 31, 2014  
College Affiliation: Chapman University  
Discipline: Athletic Training

Vakil, Sidhra  
Psychologist Intern  
Psychological Services  
Health & Wellness Center  
Santiago Canyon College

Effective: August 4, 2014 – June 30, 2015  
College Affiliation: University of La Verne

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
JULY 2014

## **ASSISTANT DIRECTOR, ATHLETICS & SPORTS INFORMATION**

### **CLASS SUMMARY**

Responsible to the Dean of Kinesiology/Athletics for all aspects of the Intercollegiate Athletic program. Primarily provide and supervise game management of athletic events and support the college's public relations efforts, coordinating publicity and marketing efforts for the athletic programs.

### **REPRESENTATIVE DUTIES**

Provide and supervise game management services including the training and scheduling of game management workers, including ticket sellers, ticket takers, clock and scoreboard operators, statisticians, public address announcers, field workers and officials.

Assist the Dean in planning, coordinating and producing special events and fundraising projects. Assist in developing, preparing, monitoring and controlling budgets for athletic programs and other areas of assignment; prepare recommendations and justifications regarding budget requests and expenditures according to district policies and applicable regulations.

Oversee the sports information/media relations function and serve as the public relations contact for the athletic department; assure the timely and accurate development and dissemination of information related to athletic team players, competitions, schedules, locations and status. Work with coaches to develop and distribute athletic schedules and recruiting materials; make oral presentations or conduct workshops, as assigned, to provide specialized information regarding the college's athletic programs; provide assistance and supervision of other athletic department projects as assigned.

Serve as the college's athletic administrator/game manager at all athletic events; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies and priorities for areas of assignment.

Assist in ensuring proper maintenance of athletic fields, equipment and facilities; assist in coordinating custodial and maintenance needs with college personnel; assist in scheduling maintenance and repairs; participate in planning, developing and improving athletic programs.

Prepare, write and distribute press materials and weekly sport previews to newspapers, radio and television outlets; interview faculty, staff, students and administrators as needed for publicity and promotional purposes; arranges for photography of athletes and coaches; write copy for media guides, web site and other publications as needed; coordinates the production and distribution of special publications including media guides, game programs, brochures, schedules cards, team rosters and related items for athletic program regularly update information on internet site; maintains newspaper clip files; prepares, complies and maintains records of statistics for athletic teams; establishes and maintains historic archives for athletic programs; responds to requests for information about the athletic programs and coordinates interviews with athletics and coaches.

Represent the college's athletic program at conference and state meetings; serve on college, district and other committees, task forces and other work groups as assigned.

Maintain current knowledge of changes, concepts, methods, requirements regulations and policies for athletic programs; interpret, apply and explain athletic program objectives, requirements and offerings to potential students, community organizations, students, staff, instructors and others.

**ASSISTANT DIRECTOR, ATHLETICS & SPORTS INFORMATION cont'd**

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Dean of Kinesiology/Athletics or assigned administrator.

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Bachelor's degree from an accredited college or university with major course work in physical education, recreation, sports management or a related field and three years of training internship or leadership experience related to this assignment, including documented writing/editorial experience; A Master's degree is desirable. Experience in marketing and promotion is desirable.

**Knowledge and Abilities**

Knowledge of: Intercollegiate athletic programs; basic rules and eligibility requirements for various athletic conferences. Local, state and federal laws governing college athletic programs and services; tactics of media relations with strong written and verbal communication skills; English composition, form and content of sports information and editing; athletic statistics, scorekeeping, record keeping, writing and editing releases, fact sheets, public service announcements and backgrounds for the media; principles of communications; media operations; form and content of sports information . Knowledge of web software.

Ability to: research, interview, write and edit copy for informational and persuasive purposes; work effectively with media representatives, employees and students; provide information to others within stated or implied bounds of district policy; function effectively under pressure and time constraints; Learn district policies, organization, operations and objectives; assist in planning, organizing and directing the athletic program at a community college; participate in scheduling and ensuring proper use of athletic facilities, equipment and financial resources; participate in fundraising and public relations activities; establish and maintain cooperative and effective working relationships with those contacted in the course of work; communicate clearly and concisely both orally and in writing; collect, compile and analyze data, operate specialized software. Ability to compile sports statistics according to the dictated parameters of each sport. Ability to multi-task and strong interpersonal skills is a requirement.

Skills: computer literacy is essential as is the ability to manage multiple projects in a timely manner.

License: Valid California Motor Vehicle Operator's license.

**2014/2015 CDC Chapter 888 ASSISTANT DIRECTOR STIPENDS  
Effective July 1, 2014**

Attachment #2

<b>NAME</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>ASST DIRECTOR STIPEND</b>
Aguilera, Yolanda	Master Teacher/Asst. Director	SAC East Child Development Center	\$3,600.00
Castaneda, Daisy	Master Teacher/Asst. Director	SAC Early Childhood Education Center	\$3,600.00
Fraser, Rebecca	Master Teacher/Asst. Director	SCC Child Development Center	\$3,600.00
Gasca, Yolanda	Master Teacher/Asst. Director	CEC Child Development Center	\$3,600.00
Racca, Lyn	Master Teacher/Asst. Director	SAC Early Childhood Education Center	\$3,600.00

**2014/2015 FARSCCD  
ATHLETIC COACHING STIPENDS**

Attachment #3

<b>NAME</b>	<b>COACHING ASSIGNMENT</b>	<b>SPORT</b>	<b>COLLEGE</b>	<b>ANNUAL STIPEND</b>
Abbey, Troy	Head Coach	Volleyball	SAC	\$1,750
Baquero, Jaymie	Head Coach	Women's Soccer	SAC	\$1,750
Breig, David	Head Coach	Men's Basketball	SAC	\$1,750
Camarco, Lisa	Head Coach	Softball	SCC	\$1,750
Cummins, Shawn	Head Coach	Cross Country	SCC	\$1,750

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
FARSCCD CONTRACT EXTENSION DAYS**

ATTACHMENT #4

NAME	COLLEGE	DUTY DAYS	FISCAL YEAR	CONTRACT EXTENSION DAYS	CONTRACT EXTENSION DAILY RATE
Abby, Troy	SAC	175	14/15	20.00	\$519.31
Baquero, Jaymie	SAC	175	14/15	20.00	\$287.70
Birnbaum, Beverly	SAC	192	14/15	35.00	\$554.91
Blake, Sherri	SAC	192	14/15	12.00	\$397.72
Breig, David	SAC	175	14/15	20.00	\$500.83
Camarco, Lisa	SCC	175	14/15	20.00	\$462.98
Collins, Monica	SAC	175	13/14	2.97	\$500.83
Cummins, Shawn	SCC	175	14/15	20.00	\$500.83
Dennis, Karen	CEC	175	14/15	40.00	\$556.35
Gallego, Robert	SAC	192	13/14	4.00	\$473.25
Gilmour, Dennis	SAC	192	13/14	4.00	\$554.91

**2014/2015 FARSCCD FACULTY  
COORDINATOR STIPENDS**

**Attachment #5**

<b>NAME</b>	<b>PROGRAM</b>	<b>DIVISION</b>	<b>COLLEGE</b>	<b>STIPEND</b>
Dennis, Karen	ESL Integrated	Continuing Ed/CEC	SAC	\$1,000.00
Hoffman, Elizabeth	Health & Wellness Center	Student Svcs	SCC	\$1,000.00

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
FARSCCD OVERLOAD STIPENDS**

ATTACHMENT #6

NAME	COLLEGE	EFFECTIVE DATE	OVERLOAD	
			STIPEND AMOUNT	REASON FOR STIPEND
Babayan, Diana	SCC	6/13/14	\$100.00	Staff Development
Bailey, Denise	SCC	6/13/14	\$100.00	Staff Development
Brooks, Debra	SCC	6/13/14	\$100.00	Staff Development
Campbell, Alondo	SAC	2/28/14	\$150.00	Staff Development
Coffman, Jodi	SAC	2/28/14	\$150.00	Staff Development
Coffman, Jodi	SAC	2/10/14	\$750.00	Course & Curriculum Development
Coto, Jennifer	SCC	6/13/14	\$100.00	Staff Development
Doolittle, Glenn	SAC	5/21/14	\$5,746.00	Other Instructional Support Services
Doolittle, Glenn	SAC	6/16/14	\$5,746.00	Other Instructional Support Services
Doolittle, Glenn	SAC	5/21/14	\$2,210.00	Other Instructional Support Services
Doolittle, Glenn	SAC	6/16/14	\$2,210.00	Other Instructional Support Services
Doolittle, Glenn	SAC	5/21/14	\$2,652.00	Other Instructional Support Services
Doolittle, Glenn	SAC	6/16/14	\$2,652.00	Course & Curriculum Development
Fajardo, Lourdes	SCC	6/13/14	\$100.00	Staff Development
Geissler, Joseph	SCC	6/13/14	\$100.00	Staff Development
Grant, Madeline	SAC	5/9/14	\$1,768.00	Other Instructional Support Services
Grant, Madeline	SAC	6/16/14	\$1,768.00	Other Instructional Support Services
Grant, Madeline	SAC	5/9/14	\$3,536.00	Course & Curriculum Development
Grant, Madeline	SAC	6/16/14	\$3,536.00	Course & Curriculum Development
Grant, Madeline	SAC	5/9/14	\$1,105.00	Course & Curriculum Development
Grant, Madeline	SAC	6/19/14	\$1,105.00	Course & Curriculum Development



**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
ASSISTANT VICE CHANCELLOR/FISCAL SERVICES**

**GENERAL RESPONSIBILITIES**

Directly responsible to the Vice Chancellor of Business Operations and Fiscal Services for the leadership and administration of all aspects of accounting, budgeting, payroll, auxiliary services, and internal and external auditing functions. Also directly responsible to the Vice Chancellor for other financial matters including financial project management and other business functions as assigned. This position is a classified position.

**SPECIFIC RESPONSIBILITIES**

**BUDGET DEVELOPMENT AND ADMINISTRATION**

Direct the development, review and analysis of budgets and related documents to assure proper allocations, fund disbursement and compliance with legal requirements; evaluate and project annual income and expenditures; monitor spending to ensure compliance with established limitations.

**ACCOUNTING/ACCOUNTS PAYABLE/PAYROLL/INTERNAL AUDIT/AUXILIARY SERVICES**

Ensure that all accounting transactions are performed according to applicable regulations and policy; ensure timely and accurate processing of payments and deposit of receipts.

Ensure timely and accurate preparation, production, and distribution of employee payroll checks; ensure the timely processing and records maintenance related to employee leave balances, tax reporting, and payroll deductions.

Coordinate and direct financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting; coordinate audits and direct and participate in the review and auditing of financial statements, records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles. Ensure proper and timely resolution of fiscal issues and discrepancies.

Serve as the District's Disbursing Officer for processing of commercial checks.

**PERSONNEL**

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, and evaluation of assigned staff; also responsible for administering collective bargaining agreements and compliance with District policies, rules and regulations regarding personnel.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
ASSISTANT VICE CHANCELLOR/FISCAL SERVICES (continued)**

**OTHER PROFESSIONAL RESPONSIBILITIES**

Provide consultation and technical expertise to administrators, faculty, staff, and outside agencies concerning fiscal operations and activities; respond to inquiries and provide detailed information concerning accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.

Make oral presentations, provide information regarding the fiscal services of the district; represent the District/department at meetings as assigned.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** A Bachelor's degree in business, economics, management or public administration; and at least five years of recent experience in budgeting and accounting services for a public agency. Possession of a graduate degree and a current and valid Certified Public Accountant license are desired.

**Required Skills:** Ability to resolve problems, analyze and apply laws, regulations, theories and methodology, and program specifications, plan and evaluate activities, research and programs, research, analyze, apply and articulate results, build consensus, and supervise staff.

BOARD APPROVAL DATE: JULY 21, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET**  
**CLASSIFIED**  
**JULY 21, 2014**

**CLASSIFIED**

Revised Job Description & Change in Grade Attachment #1

---

Audit Specialist From: Grade 15 To: Grade 16

Temporary to Contract

Nguyen, Ngoc Tam Effective: May 29, 2014  
High School & Comm. Outreach Spec. Grade 13, Step 1 \$47,831.46  
(CL14-0529) Admissions & Records/ SCC

Tran, Philip Effective: June 18, 2014  
Alternate Media Specialist (CL14-0542) Grade 13, Step 1 \$47,831.46  
DSPS/ SAC

Professional Growth Increments

Avalos, Jessica Effective: August 1, 2014  
Administrative Clerk/ Child Dev. Services/  
District Grade 10, Step 2 + 2.5%Bil + 1PG(500)  
\$45,013.42

McAdam, Veronica Effective: August 1, 2014  
Administrative Clerk/ Child Dev. Services/  
SAC Grade 10, Step 5 + 2.5%Bil + 1PG(500)  
\$52,013.66

Nguyen, Quynh Effective: August 1, 2014  
Administrative Secretary/ School &  
Comm. Partnership/ SAC Grade 12, Step 2 + 1PG (500)  
\$48,256.82

Pov, Tina Effective: August 1, 2014  
Data Entry Clerk/ Financial Aid/ SAC Grade 5, Step 5 + 3PG (1500)  
\$42,676.10

Torres, Jetzamina Effective: August 1, 2014  
Business Services Coordinator/ Ed.  
Services/ DMC Grade 13, step 6 + 2.5%L + 7PG(3500)  
\$66,119.71

Out of Class Assignment

Gouldsmith, Kenneth  
District Safety/Security Supervisor

Effective: 07/01/14 – 12/31/14  
Grade M, Step 2 \$63,679.91  
*Supervisory*

Morrow, Maritza  
Human Resources Technician/ Human  
Resources

Effective: 07/01/14 – 12/31/14  
Grade 11, Step 6 + 10%L \$60,660.73

Change in Salary Placement

Lordanich, Joseph  
District Safety Officer/ District

Effective: February 1, 2014 *Retro*  
Grade 9, Step 2 \$41,549.30  
*Step Increase*

Martinez, Michael  
Financial Aid Analyst/ SAC

Effective: June 1, 2014  
Grade 11, Step 6 + 2.5%Bil + 2.5%L  
\$57,903.42 *Correction*

Voluntary Furlough

Selby, Nadine  
Admissions & Records Spec. III/ SCC

Effective: 06/09/14 – 08/08/14  
Grade 10, Step 6 + 5%L + 6PG(3000)  
@ 90% VF \$52,867.76

Leave of Absence

Saldana, Maria  
Library Clerk/ SAC

Effective: 06/30/14 – 08/15/14  
06/15/15 – 06/28/15  
Reason: Non Work Days/ 10 Month  
Contract

Ratification of Resignation/Retirement

Caudillo, Margaret  
Instructional Center Tech./ School of  
Continuing Education/SAC

Effective: June 30, 2014  
Reason: Retirement

Ratification of Resignation/Retirement cont'd

Mai, Ilene  
Sr. Clerk/Communications Ctr./ District  
Safety

Effective: July 31, 2014  
Reason: Retirement

Walczak, Katharine  
Student Services Coordinator/ Student  
Services/ SAC

Effective: August 17, 2014  
Reason: Resignation

**CLASSIFIED HOURLY**

New Appointments

Chang, Timothy  
Instructional Assistant (CL14-0545)  
Orange Education Center / SCC

Effective: June 2, 2014  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$16.21/Hour

Lopez, Jesus  
Instructional Assistant (CL14-0518)  
Orange Education Center / SCC

Effective: May 21, 2014  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$16.21/Hour

Ngo, Joseph  
Instructional Assistant (CL14-0527)  
Business Division/ SAC

Effective: August 25, 2014  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$16.21/Hour

Ton, Huynh Lan  
Instructional Assistant (CL14-0527)  
Business Division/ SAC

Effective: August 25, 2014  
Up to 19 Hours/Week School Session  
Grade 5, Step A \$16.21/Hour

Temporary to Hourly On Going

Mendoza, Nancy  
Video Technician (CL14-0531)  
Fine & Performing Arts/ SAC

Effective: June 2, 2014  
Up to 19 Hours/Week School Session  
Grade 8, Step A \$18.17/Hour

Professional Growth Increment

Pineda, Maribel  
Transfer Center Specialist/ Counseling/  
SAC

Effective: August 1, 2014  
Grade 11, Step A + 6PG (1500)  
\$20.68/Hour + \$125.00/Mo. PG

Professional Growth Increment cont'd

Saldivar, Juliana Instructional Assistant/ Orange Education Center	Effective: August 1, 2014 Grade 5, Step A + 1PG(250) \$16.21/hour + \$20.83/Mo. PG
--	--

Leave of Absence

Bellis, Barbara Library Tech./ SCC	Effective: 08/11/14 – 08/22/14 10/20/14 – 10/24/14 11/24/14 – 11/28/14 12/22/14 – 12/31/14 01/01/15 – 01/02/15 04/06/15 – 04/10/15 06/08/15 – 06/19/15 Reason: Unpaid Status/10 Month Contract
---------------------------------------	---

Hermen, Lisa Senior Clerk/ Math & Science/ SCC	Effective: 09/22/14 – 09/26/14 10/20/14 – 10/24/14 11/17/14 – 11/21/14 12/15/14 – 12/19/14 01/12/15 – 01/16/15 02/23/15 – 02/27/15 03/23/15 – 03/27/15 04/20/15 – 04/24/15 05/11/15 – 05/15/15 Reason: Unpaid Status/ 10 Month Contract
---	--

Ratification of Resignation/Retirement

Bath, Navanjot Instructional Assistant/ Science & Math/ SCC	Effective: July 5, 2014 Reason: Resignation
---	--

Patel, Riki Instructional Assistant/ Science & Math/ SCC	Effective: July 5, 2014 Reason: Resignation
--	--

Quiroz, Leticia Instructional Assistant/ School of Continuing Education/SAC	Effective: June 30, 2014 Reason: Resignation
---	---

Ratification of Resignation/Retirement cont'd

Skinner, Daniel  
District Safety Officer/ District  
Effective: June 12, 2014  
Reason: Resignation

**TEMPORARY ASSIGNMENT**

Aoun, Doris  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 08/25/14 – 12/14/14  
02/09/15 – 06/07/15

Arvizu, Bertha  
Food Service Aide/ Child Dev. Services/  
School of Continuing Education/ SAC  
Effective: 07/22/14-06/30/15

Budean Zunila, Bianca  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 08/25/14 – 12/14/14  
02/09/15 – 06/07/15

Campos, Faline  
Instructional Assistant/ Humanities &  
Social Science/ SCC  
Effective: 08/25/14 – 06/07/15

Cooper, Laura  
Instructional Assistant/ Humanities &  
Social Science/ SCC  
Effective: 9/15/14 – 06/06/15

Cordova, Juan  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 08/25/14 – 12/14/14  
02/09/15 – 06/07/15

Cota, David  
Test Proctor/ Counseling/ SAC  
Effective: 07/22/14- 06/30/15

DelPozo, Erik  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 08/25/14 – 12/14/14  
02/09/15 – 06/07/15

DeLuna, Daniel  
Instructional Assistant/ School of  
Continuing Education/SAC  
Effective: 07/22/14 – 02/28/15

**TEMPORARY ASSIGNMENT cont'd**

Diaz, Julia Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Flores, Kevin Custodian/ Admin Services/SCC	Effective: 07/22/14-06/30/15
Gazda, Patricia Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Gonzalez, Brenda Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Gonzalez, Gryska Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Goodman, Irene Instructional Assistant/Math & Science/ SCC	Effective: 07/22/14-06/30/15
Hernandez, Luis Custodian/ Admin Services/ SCC	Effective: 07/22/14-06/30/15
Horn, Kevin Instructional Assistant/ Student Affairs/ SAC	Effective: 07/22/14 – 08/07/14
Huitron, Erica Test Proctor/ Counseling/ SAC	Effective: 07/22/14 – 06/30/15
Kow, Chu Instructional Assistant/ Business & Career Tech./ SCC	Effective: 08/25/14 – 12/13/14 02/26/15 – 06/12/15
Landeros, Cristina Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15



**TEMPORARY ASSIGNMENT cont'd**

Le, Sophia Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Ledezma, Maricela Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Lee, Alfred Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Lepe, Maria Special Projects Specialist/ Counseling & Student Support Services/ SCC	Effective: 07/22/14-05/01/15
Lo, Long Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Lopez Reyes, Erika Administrative Clerk/ Educational Services/ DO	Effective: 07/22/14-06/30/15
Lordanich, Joseph District Safety Officer/ District	Effective: 07/22/14 – 06/30/15
Macias, Anthony Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Nunez, Erika Test Proctor/ Counseling/ SAC	Effective: 07/22/14 – 06/30/15
Palomino, Juana General Office Clerk/ Child Dev. Services/ District	Effective: 07/22/14 – 06/30/15
Patel, Neelam Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15

**TEMPORARY ASSIGNMENT cont'd**

Pham, Victor Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Phan, Thai Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Requena Ramirez, Raquel General Office Clerk/ Counseling/ SAC	Effective: 07/22/14-06/30/15
Rivera, Leticia Student Services Coordinator/ Counseling & Student Support Services/ SCC	Effective: 07/22/14-05/01/15
Rodriguez, Edwing Custodian/ Admin Services/ SCC	Effective: 07/22/14-06/30/15
Rodriguez, Thelma Counseling Assistant/ EOPS/ SCC	Effective: 07/22/14 – 06/30/15
Ruesga, Elias Custodian/ Admin Services/ SCC	Effective: 07/22/14-06/30/15
Schultz, Heather Instructional Assistant/ Science & Math/ SAC	Effective: 07/22/14 – 08/09/14
Sniezak, Michael Instructional Assistant/ Science & Math/ SAC	Effective: 08/25/14 – 12/14/14 02/09/15 – 06/07/15
Soto, Sara Test Proctor/ Counseling/ SAC	Effective: 07/22/14 – 06/30/15
Stuppy, Cynthia Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/22/14 – 02/28/15
Sweeney, Toshie Special Projects Specialist/ Counseling & Student Support Services/ SCC	Effective: 07/22/14-05/29/15

**TEMPORARY ASSIGNMENT cont'd**

Tran, Ana Mai  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 08/25/14 – 12/14/14  
02/09/15 – 06/07/15

Tran, Van  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 08/25/14 – 12/14/14  
02/09/15 – 06/07/15

*Change in Temporary Assignment*

Horn, Kevin  
Instructional Assistant/ Student Affairs/  
SAC  
Effective: 06/16/14 – 06/30/14  
07/01/14 - 08/07/14

Nguyen, Trang  
Admissions & Records Specialist I/  
Admissions & Records/ SAC  
Effective: 07/02/14-07/03/14

Schultz, Heather  
Instructional Assistant/ Science & Math/  
SAC  
Effective: 05/26/14-06/08/14

*Additional Hours for On Going Assignment*

Amaton, Jose  
Custodian/ School of Continuing  
Education/SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any  
given period.

Barajas, Yesenia  
Counseling Assistant/ School of  
Continuing Education/SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any  
given period.

Barbery, Monika  
Counseling Assistant/ School of  
Continuing Education/SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any  
given period.

Benavidez, Judith  
Transfer Center Specialist/ Counseling/  
SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any  
given period.

Additional Hours for On going Assignment cont'd

Bizon, Veronica Intermediate Account Clerk/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Cabrera, Juan Instructional Assistant/ EOPS/ SAC	Effective: 05/30/14 – 06/13/14 Not to exceed 19 consecutive days in any given period.
Cabrera, Juan Instructional Assistant/ Student Affairs/ SAC	Effective: 06/16/14-08/07/14 Not to exceed 19 consecutive days in any given period.
Carino, Fabiola CDC Cook/Nutrition Spec./ Child Dev. Services/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Castellanos, Margie Counseling Assistant/ Counseling/ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Chaikaew, Jarunee Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Chang, Mary Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Contreras, Evangelina Instructional Center Tech./ Counseling/ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Crenshaw, Stephen Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Esparza, Felipe Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.

Additional Hours for On going Assignment cont'd

Esparza, Wendy Counseling Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Flores, Juan Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Gahbler, Marisol Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Gallegos, Jaime Counseling Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Gallegos, Nicole Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Garcia, Jorge Publications Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Garcia, Patricia Instructional Assistant/ School of Continuing Education/SAC	Effective: 05/11/14-06/30/14 Not to exceed 19 consecutive days in any given period.
Gilbert, Jessica Administrative Clerk/ Academic Affairs/ SCC	Effective: 06/02/14 – 06/30/14 07/01/14 – 09/30/14 Not to exceed 19 consecutive days in any given period.
Guillen, Patricia Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Hammond, Diana Publications Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.

Additional Hours for On going Assignment cont'd

Heiland, Daneille Lifeguard/ Kinesiology/ SCC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/07/14 Not to exceed 19 consecutive days in any given period.
Hernandez Morales, Arturo Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Hernandez, Eric Custodian/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Herrera Chavez, Violet Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Knepper, Maria Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Kramer, Jessica Instructional Assistant/ Math & Science/ SCC	Effective: 06/16/14-06/30/14 07/01/14-12/12/14 Not to exceed 19 consecutive days in any given period.
Kusenda, Paula Student Program Specialist/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Magallon, Sandra Counseling Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Marthell, Monique Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Medina, Emiliano Custodian/ Child Dev. Services/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.

Additional Hours for On going Assignment cont'd

Navarrete, Luz Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Nguyen, Johnny Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Nguyen, Trinity Instructional Assistant/ Math & Science/ SCC	Effective: 06/16/14 – 06/30/14 07/01/14 – 08/08/14 Not to exceed 19 consecutive days in any given period.
Pineda, Maribel Transfer Center Specialist/ Counseling/ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Ponce Pliego, Fausta CDC Cook/Nutrition Spec./ Child Dev. Spec./ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Quiroz, Leticia Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Ramirez, Anadelle Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Ramirez, German Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 02/28/15 Not to exceed 19 consecutive days in any given period.
Rodriguez, Rosalba Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Romero, Isadora Counseling Assistant/ School of Continuing Education/SAC	Effective: 8/24/14 – 06/06/15 Not to exceed 19 consecutive days in any given period.

Additional Hours for On Going Assignment cont'd

Saavedra, Lupe Test Proctor/ Counseling/ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Sanchez, Elida Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 02/28/15 Not to exceed 19 consecutive days in any given period.
Saunders, Maureen Intermediate Clerk/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Serratos, Manuel Test Proctor/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Silva, Nancy Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Stukey, Shawna Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 02/28/15 Not to exceed 19 consecutive days in any given period.
Trejo, Connie Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Valdovinos, Liliana Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Vargas, Jorge Instructional Assistant/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Vega, Brenda High School & Comm. Outreach Spec./ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.
Velazquez, Kimberly Counseling Assistant/ Counseling/ SAC	Effective: 07/01/14 – 06/30/15 Not to exceed 19 consecutive days in any given period.



Additional Hours for On Going Assignment cont'd

Weiss, Scott  
Video Tech./ Fine & Performing Arts/ SAC  
Effective: 04/11/14-05/10/14  
Not to exceed 19 consecutive days in any given period.

Weiss, Scott  
Career Education/ SAC  
Effective: 08/25/14 – 06/30/15  
Not to exceed 19 consecutive days in any given period.

Substitute Assignments

Angulo Contreras, Teresa de Jesus  
CDC Cook/Nutrition Specialist/ Child Dev.  
Services/ SAC  
Effective: 06/09/14-06/30/14  
07/01/14-06/30/15

Camarena, Evangelina  
Intermediate Clerk/ School of Continuing  
Education/SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any given period.

Hill, Mary  
Administrative Clerk/ Admin. Services/  
SCC  
Effective: 07/01/14 – 06/30/15

Lambing, Corazon  
Administrative Clerk/ Admin. Services/  
SCC  
Effective: 07/01/14 – 06/30/15

Lordanich, Joseph  
District Safety Officer/ District  
Effective: 06/26/14 – 06/30/14  
07/01/14 – 06/30/15

Nguyen , Diem Nancy  
Administrative Secretary/ Counseling  
/SAC  
Effective: 05/20/14 – 06/30/14  
Not to exceed 19 consecutive days in any given period.

Puente, Raydene  
Admissions Assistant/ School of  
Continuing Education/SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any given period.

Romero, Isadora  
Intermediate Clerk/ School of Continuing  
Education/SAC  
Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any given period.

Substitute Assignments cont'd

Romo, Alma  
Intermediate Clerk/ School of Continuing  
Education/SAC

Effective: 07/01/14 – 06/30/15

Stuppy, Cynthia  
Instructional Assistant/ School of  
Continuing Education/SAC

Effective: 07/01/14 – 02/28/15

Vasquez, Yolanda  
Admissions Assistant/ School of  
Continuing Education/SAC

Effective: 07/01/14 – 06/30/15  
Not to exceed 19 consecutive days in any  
given period.

**MISCELLANEOUS POSITIONS**

Armstrong, Katherine  
Business Expert Professional II / SBDC/  
District

Effective: 07/01/14-12/31/14

Baeza Pina, Jaime  
Community Service Presenter/ Student  
Services/ SAC

Effective: 07/03/14

Benedictus, Ray  
Business Expert Professional II/ SBDC/  
District

Effective: 06/16/14 – 06/30/14  
07/01/14-12/31/14

Blackwell, Jana  
Model/ Fine & Performing Arts/ SAC

Effective: 05/23/14 – 06/08/14

Blackwell, Pamela  
Model/ Fine & Performing Arts/ SAC

Effective: 05/23/14 – 06/08/14

Castelan, Maylin  
Child Dev. Intern II/ Child Dev. Services/  
SAC

Effective: 07/01/14 – 06/30/15

Cena Revelo, Carolina  
Child Dev. Intern II/ Child Dev. Services/  
School of Continuing Education/SAC

Effective: 07/01/14 – 06/30/15

**MISCELLANEOUS POSITIONS cont'd**

Chavez, Erika Child Dev. Intern II/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Chavez, Jessica Child Dev. Intern II/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Conley, Dana Community Services Presenter/ SCC	Effective: 06/24/14
Covarrubias, Julissa Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Dimas, Joanna Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 - 06/30/15
Garcia, Daniela Child Dev. Intern I/ Child Dev. Services/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15
Garcia, Delia Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 - 06/30/15
Gomez Lopez, Beatriz Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Gomez, Maria Julia Child Dev. Intern III/ Child Dev. Services/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15
Gonzalez, Jessica Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Guth, John Business Expert Professional II/ SBDC/ District	Effective: 06/23/14 – 06/30/14 07/01/14-12/31/14

**MISCELLANEOUS POSITIONS cont'd**

Harris, Bryan Community Service Presenter/ SAC	Effective: 07/07/14
Hoitt, Linda Business Expert Professional II/ SBDC/ District	Effective: 07/01/14-12/31/14
Jhon, Miriam Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Kamphuis, Jeffrey Community Service Presenter/ SAC	Effective: 06/17/14
Kubicka Miller, Jared Community Service Presenter/ SCC	Effective: 06/30/14
Le, Vy Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Lee, Minyoung Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 06/09/14-06/30/14 07/01/14-06/30/15
Loeza Cabanas, Ana Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Lopez de Bernal, Norma Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14-06/30/15
Lucero Michaca, Lorena Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Maldonado, Sonia Community Services Presenter/ SCC	Effective: 07/28/14

**MISCELLANEOUS POSITIONS cont'd**

Marron, Adriana Effective: 07/01/14 – 06/30/15  
Child Dev. Intern II/ Child Dev. Services/  
SCC

Nguyen, Katie Effective: 07/01/14-12/31/14  
Business Expert Professional II/ SBDC/  
District

Ortiz Loeza, Elda Effective: 07/01/14 – 06/30/15  
Child Dev. Intern I/ Child Dev. Services/  
School of Continuing Education/SAC

Pallanes, Beatriz Effective: 07/22/14-12/19/14  
Clerical Assistant/ Auxiliary Services/SAC

Pechs, Elisabeth Effective: 07/01/14-12/31/14  
Business Expert Professional II/ SBDC/  
District

Pinedo, Ana Effective: 07/01/14 – 06/30/15  
Child Dev. Intern II/ Child Dev. Services/  
SAC

Quezada, Jessica Effective: 07/01/14 – 06/30/15  
Child Dev. Intern II/ Child Dev. Services/  
SAC

Ramirez Frias, Jessica Effective: 07/01/14 – 06/30/15  
Child Dev. Intern II/ Child Dev. Services/  
SAC

Ramirez, Lilia Effective: 07/01/14 – 06/30/15  
Child Dev. Intern II/ Child Dev. Services/  
SAC

Reyes, Griselda Effective: 07/01/14 – 06/30/15  
Child Dev. Intern II/ Child Dev. Services/  
SCC

Richa, Manal Effective: 07/01/14-12/31/14  
Business Expert Professional II/ SBDC/  
District

**MISCELLANEOUS POSITIONS cont'd**

Rivas Segovia, Ana Child Dev. Intern III/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Sabellico, Michael Business Expert Professional II/ SBDC/ District	Effective: 07/01/14-12/31/14
Secard, Olivia Community Services Presenter/ SAC	Effective: 06/30/14
Robins, Amanda Community Services Presenter/ SCC	Effective: 06/23/14
Shuss, Sabrina Clerical Assistant/ Auxiliary Services/ SCC	Effective: 07/22/14-12/19/14
Todaro Vorsheck, Diana Business Expert Professional II/ SBDC/ District	Effective: 07/01/14-12/31/14
Torres, Claudia Child Dev. Intern I/ Child Dev. Services/ School of Continuing Education/SAC	Effective: 07/01/14 – 06/30/15
Ventura, Susana Child Dev. Intern II/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Volz, Matthew Community Services Presenter/ SCC	Effective: 06/30/14
Witron, Briseyda Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 07/01/14 – 06/30/15
Woodward, Wenying Model/ Fine & Performing Arts/ SAC	Effective: 05/23/14 – 06/08/14

Instructional Associates/Associate Assistants

**Criminal Justice**

Nguyen, Phuong HV Effective: 07/22/14

**Kinesiology**

Cutspec, Brandice Effective: 06/10/14

Jones, Stirley Effective: 06/30/14

Langford, Ross Effective: 07/22/14

Medlin, Christy Effective: 07/22/14

**COMMUNITY SERVICE PRESENTERS**

Stipends Effective May 11 – June 10, 2014

Bradley, Sabrina Amount: \$ 554.60

Buonanotte, Pamela Amount: \$ 239.51

Chavez, Casey Amount: \$ 245.00

Fischer Militaru, Mariana Amount: \$ 495.00

Friebert, Martin Amount: \$ 660.00

Hogue, Tom Amount: \$ 2,566.20

Jackson, Michelle Amount: \$ 219.96

Klabacha, Lindsey Amount: \$ 245.00

Konstant, Eugene Amount: \$ 87.98

Krusemark, LeeAnne Amount: \$ 255.08

Larsen, JoEllen Amount: \$ 185.83

Mack, Karen Amount: \$ 143.72

Manapat, Lorna Amount: \$ 6,329.96

**COMMUNITY SERVICE PRESENTERS cont'd**

Stipends Effective May 11 – June 10, 2014con't

Montelone, Sue	Amount: \$ 95.00
Nolasco, Jeffrey	Amount: \$ 120.00
Tran, Chi	Amount: \$ 419.62
Watson, Katherine	Amount: \$ 102.66
Wilkes, Doug	Amount: \$ 1,491.05

**VOLUNTEERS**

Diaz, Maria Non Student Volunteer/ Counseling/ SAC	Effective: 08/01/14 – 06/30/15
Gale, Bruce Non Student Volunteer/ School of Continuing Education/SAC	Effective: 07/22/14 – 06/30/15
Gouin, Alex Student Volunteer/ Math & Science/ SAC	Effective: 08/25/14 – 12/14/14
Sandoval, Maria Non Student Volunteer/ Kinesiology/ SAC	Effective: 07/22/14 – 06/30/15



SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST  
2013-2014

Sandate, Chau Effective: 06/16/14-06/30/14

CASGC-MESA Project Spring 2014 Stipend \$250.00

Alcaraz, Freddie Isaias Effective: 04/19/14-05/16/14  
Gonzalez, Daniel Anthony Effective: 04/19/14-05/16/14  
Ozuna, Marlene Effective: 04/19/14-05/16/14

SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST  
2014-2015

Arambula, Rosalina Effective: 07/01/14-06/30/15  
Arevalo, Jose Luis Effective: 07/01/14-06/30/15  
Arriaza De Saucedo, Nancy Y Effective: 07/01/14-06/30/15  
Baez, Orlando Effective: 07/01/14-06/30/15  
Bisengimana, Blanca Elizabeth Effective: 07/01/14-06/30/15

SANTA ANA COLLEGE  
STUDENT ASSISTANT LIST cont'd  
2014-2015

Carraman, Jocelyn Effective: 07/01/14-06/30/15  
Carreno Inclan, Victor Roberto Effective: 07/01/14-06/30/15  
Cruz Avalos, Nancy Arely Effective: 07/01/14-06/30/15  
Delgado Sosa, America Effective: 07/01/14-06/30/15  
Elias, Osiris Joshua Effective: 07/01/14-06/30/15  
Escalante, Jason Effective: 07/01/14-06/30/15  
Fajardo, Miguel Angel Effective: 07/01/14-06/30/15  
Gandarilla, Frank Effective: 07/01/14-06/30/15  
Garcia, Carolina Effective: 07/01/14-06/30/15  
Garcia Guevara, Norma Effective: 07/01/14-06/30/15  
Gaspar Don Juan, Ana L Effective: 07/01/14-06/30/15  
Gomez, Noel Effective: 07/01/14-06/30/15  
Gomez Rodriguez, Verenice Effective: 07/01/14-06/30/15  
Hernandez Casarez, Teresa Effective: 07/01/14-06/30/15  
Jaimes, America Ivette Effective: 07/01/14-06/30/15  
Juarez Velez, Maria Daniela Effective: 07/01/14-06/30/15  
Lopez, Wendy E Effective: 07/01/14-06/30/15  
Mezo, Daniel Effective: 07/01/14-06/30/15  
Nguyen, Hieu Tang Effective: 07/01/14-06/30/15  
Nguyen, Phuong Effective: 07/01/14-06/30/15  
Nguyen, Thuy Thi Thanh Effective: 07/01/14-06/30/15  
Pham, Quynh Vu Nhu Effective: 07/01/14-06/30/15  
Ramirez, Nancy Effective: 07/01/14-06/30/15  
Rodriguez, Luis Federico Effective: 07/01/14-06/30/15  
Saldana, Mariana Effective: 07/01/14-06/30/15  
Salinas, Daniel Effective: 07/01/14-06/30/15  
Salinas, Thalia S Effective: 07/01/14-06/30/15  
Santoyo, Marisol Effective: 07/01/14-06/30/15  
Sotelo, Micaela A Effective: 07/01/14-06/30/15

**Santiago Canyon College  
STUDENT ASSISTANT**

NEW HIRE LIST THROUGH JUNE 30, 2014

Hwu, Allen	Effective: 06/16/2014 – 06/30/2014
McDonald, Ethan	Effective: 06/16/2014 – 06/30/2014
Metcalf, Brandon	Effective: 06/16/2014 – 06/30/2014

NEW HIRE LIST THROUGH JUNE 30, 2015

Avila, Vanesa	Effective: 07/01/2014 – 06/30/2015
Clarke, Kate	Effective: 07/01/2014 – 06/30/2015
DeJesus Ambrosio, Adriel	Effective: 07/01/2014 – 06/30/2015
DiMillo, John	Effective: 07/01/2014 – 06/30/2015
Espinoza, Luis	Effective: 07/01/2014 – 06/30/2015
Francisco, Ma Aryanna	Effective: 07/01/2014 – 06/30/2015
Hwu, Allen	Effective: 07/01/2014 – 06/30/2015
Khan, Shayan	Effective: 07/01/2014 – 06/30/2015
Leal, Karina	Effective: 07/07/2014 – 06/30/2015
McDonald, Ethan	Effective: 07/01/2014 – 06/30/2015
Martinez Lazaro, Gabriel	Effective: 07/01/2014 – 06/30/2015
Metcalf, Brandon	Effective: 07/01/2014 – 06/30/2015
Rodriguez, Saul	Effective: 07/01/2014 – 06/30/2015
Rodriguez, Thelma	Effective: 07/01/2014 – 06/30/2015
Salgado, Jovani	Effective: 07/01/2014 – 06/30/2015

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

Attachment #1  
CLASS SPECIFICATION  
Revised JULY, 2014

## **AUDIT SPECIALIST**

### **CLASS SUMMARY**

Under general supervision plans, organizes, coordinates, assists and supports in the development and control of the district's audit program to provide more efficient and effective use of educational funds through sound fiscal management and the reporting of financial operations; examines and evaluates the adequacy and effectiveness of the district's system of internal control; also audits and reviews complex and technical accounting work related to reconciliation of insurance billings, bank reconciliations and various financial aid accounts of the District, including the coordination and application of current federal and state laws, county and district policies in the preparation, audit and processing of a variety of documents.

### **REPRESENTATIVE DUTIES**

Plans, organizes, schedules and conducts internal operational, financial and compliance audits at locations throughout the district; work with the Internal Audit Manager to develop audit programs for cyclical assessments of different grants and funding received from the State and Federal Government to meet regulation guidelines; perform audits of various cash funds at all colleges, associated students' office, general funds, bookstore, fixed assets inventory, financial aid operations, child development centers, foundations and other auxiliary service operations; assist with development of manuals and procedures for cash handling at applicable sites; verify accuracy of enrollment and attendance data by examination of supporting records at the colleges; ascertain adequacy of accounting for and safeguarding of all assets; examine local, state and federal grant program records for compliance with program regulations; assist with fiscal accountability audit process; analyze policies, procedures, internal controls and accounting systems for the purpose of evaluating the future impact of current practices and proposed actions; and perform other related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the assigned administrator or supervisor.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
Revised JULY, 2014

**AUDIT SPECIALIST (continued)**

**QUALIFICATIONS GUIDE**

**REQUIRED**

**Training and Experience**

A Bachelors Degree from a recognized four year college or university with a major in accounting, business administration, finance, or a closely related field including or supplemented by at least 24 semester units in accounting. Four years of increasingly responsible accounting or auditing experience.

**DESIRABLE**

Experience in community college accounting or auditing is desirable.

**Knowledge and Abilities**

Knowledge of: principles of general school district accounting; principles and techniques involved in reconciliations, monitoring, and internal controls; legal, procedural and reporting requirements in school district financial work; pertinent federal and state laws, codes, regulations, policies, and procedures; practices and principles of financial and statistical record keeping; modern office practices, procedures and equipment, including use of computer for data entry, word processing, spreadsheets, database operations, and other office applications; correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to: communicate effectively, both orally and in writing; read, understand, and interpret laws, rules, and regulations; interpret and apply California Education Code provisions which pertain to the school district; understand record keeping associated with fringe benefit programs, their applicable contracts, laws, and regulations; perform complex and technical accounting work related to the preparation of the district reconciliations; prioritize and organize a large volume of work to successfully meet constant monthly deadlines; prepare necessary reports; follow through on own initiative to clear up discrepancies or obtain necessary support materials; establish and maintain effective work relationships with those contacted in the performance of required duties; use diplomacy in dealing with complaints and angry employees who may be verbally abusive.

Skills: communicates effectively with employees and management, especially in those matters associated with the management and safeguarding of assets; skillfully operates various office equipment and machines including ten-key calculator, computer terminal, keyboard, printer and copier.

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

To:	Board of Trustees	Date: July 21, 2014
Re:	Rejection of Claim	File # 14-17033 JT
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 14-17033 JT.

Board of Trustees  
July 21, 2014

Conference Docket  
No. 6.4

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

BOARD MEMBERS (to be approved)

CCLC Student Trustee Workshop  
San Francisco, CA – August 8-9, 2014

1 Board Member  
(Alana Voechting)

ACCT Governance Leadership Institute  
Washington, D.C. – August 3-7, 2014

1 Board Member  
(John Hanna)