

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board of Trustees (Regular meeting)
Monday, October 13, 2014
Santa Ana College
1530 W. 17th Street, Room U-102
Santa Ana, California

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 September 22, 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 Partnership Recognition with Santa Ana College
 - Sims-Orange Welding Supply Inc.
 - Sheet Metal Workers International Association, Local Union 105
- 1.8 Presentation on Status of Measure E and Measure Q Projects

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
 - Phi Theta Kappa Honor Society
 - 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 OTA Agreement Renewal – Alliance of Abilities (dba Lotus House and Integrity House) Action

The administration recommends approval of the agreement with Alliance of Abilities (dba Lotus House and Integrity House) in Santa Ana, California.
- *3.2 Approval of CJA Agreement Renewal – California Narcotic Officer’s Association (CNOA) Action

The administration recommends approval of the agreement with CNOA in Valencia, California.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action

The administration recommends payment of bills as submitted.
- *4.2 Acceptance of 2013-2014 Measure E Citizens’ Bond Oversight Committee Annual Report Action

The administration recommends acceptance of the Measure E Citizens’ Bond Oversight Committee Annual Report to the Community for 2013-2014 as presented.

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

- *4.3 Approval of Agreement with Hammel, Green & Abrahamson, Inc. for Professional Design Services for Science, Technology, Engineering and Math (STEM) Building at Santa Ana College (SAC) Action
The administration recommends approval of the agreement with Hammel, Green and Abrahamson, Inc. for the STEM building at SAC as presented.
- *4.4 Approval of Agreement with Leland Saylor Associates for Cost Estimating Consulting Services for Central Plant Project at Santa Ana College Action
The administration recommends approval of the agreement with Leland Saylor Associates for cost estimating consulting services for the Central Plant project at SAC as presented.
- *4.5 Approval of Change Order #1 for Bid #1235 for Artesia Street Improvements at Santa Ana College Action
The administration recommends approval of change order #1 for Bid #1235 for Artesia Street improvements at SAC as presented.
- *4.6 Approval of Change Order #1 for Bid #1238 for Football Field Turf Replacement Project at Santa Ana College Action
The administration recommends approval of change order #1 for Bid #1238 for the football field turf replacement project at SAC as presented.
- *4.7 Approval of Notice of Completion with Silver Creek Industries for Portables of the Temporary Village at Santa Ana College Action
The administration recommends approval of the Notice of Completion with Silver Creek Industries for purchase, delivery, installation and modification of portables for the Temporary Village at SAC as presented.
- *4.8 Approval of Notice of Completion for Bid #1238 for Football Field Turf Replacement Project at Santa Ana College Action
The administration recommends approval of the Notice of Completion with So Cal Land Maintenance, Inc. for the football field turf replacement project at SAC as presented.
- *4.9 Rejection of All Bids of Bid #1246 – Hammond Hall (Building H) Painting and Windows Replacement at Santa Ana College Action
The administration recommends rejection of all bids of Bid #1246 – Hammond Hall (Building H) Painting and Windows Replacement at SAC as presented.
- *4.10 Award of Bid #1244 – Purchase of Printing & Copier Paper Action
The administration recommends acceptance of the bids and approval of awarding Bid #1244 – Purchase of Printing & Copier Paper to Spicer’s Paper, Inc., Staples Contract & Commercial, Inc. (operating as Staples Advantage), and Unisource Worldwide, Inc. as presented.

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

- *4.11 Approval of Lease Agreement with MyGuard Systems Action
The administration recommends approval of the lease agreement with MyGuard Systems and authorization of the Vice Chancellor of Business Operations and Fiscal Services to execute the agreement on behalf of the district as presented.

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:
- Cooperative Agencies Resources for Education (CARE) \$ 78,259
 (SAC/SCC)
 - Equality Employment Opportunity (EEO) – Diversity \$ 11,670
 Allocation Funds (District)
 - Extended opportunity programs & Services (EOPS) \$1,543,040
 (SAC/SCC)
 - Retail/Hospitality/Tourism Sector Grant Boot Camps \$ 48,075
 (District)
 - Strengthening Transfer Education and Matriculation in STEM \$ 120,699
 (STEM²) – Year 4 (SCC)
 - Student Success and Support Program (SSSP) – Credit \$3,538,029
 (SAC/District)
 - Student Success and Support Program (SSSP) – Credit \$1,318,136
 (SCC/District)
- *5.2 Approval of Sub-Agreement between RSCCD and Orange Unified School District (OUSD)/El Modena High School for Business and Entrepreneurship Center 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 Approval of Sub-Agreements between RSCCD and Orange County Superintendent of Schools/Central Orange County Career Technical Education Partnership, South Orange County Community College District/Irvine Valley College/Saddleback Community College, and Coast Community College/Golden West College for Small Business Deputy Sector Navigator Grant Action
The administration recommends approval of the sub-agreements 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.

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

- *5.4 Approval of Sub-Agreements between RSCCD and North Orange County Community College District/Fullerton College, Orange Unified School District, and Project Tomorrow for California Career Pathways Trust Grant Action
The administration recommends approval of the sub-agreements 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.
- *5.5 Approval of Agreement with Mishreki PR Action
The administration recommends approval of the agreement with Mishreki PR for public affairs support services as presented.
- 5.6 Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline Action
The administration recommends adoption of the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline.
- 5.7 Reports from Board Committees Information
 - Orange County Community Colleges Legislative Task Force
- 5.8 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) Assistant Vice Chancellor
 - (2) Vice President
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

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

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 #14-16390 RV

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 Appointments
- Approval of Interim Assignments
- Approval of Final Salary Placements
- Approval of 2014-2015 Contract Extension Days
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of Stipends
- 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 Hourly On Going to Contract Assignments
- Approval of Longevity Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Leaves of Absence
- Ratification of Resignations/Retirements
- Approval of New Appointments
- Approval of Temporary Assignments
- Approval of Changes in Temporary Assignment
- Approval of Additional Hours for On Going Assignments
- Approval of Substitute Assignments
- Approval of Instructional Associates/Associate Assistants

- 6.2 Classified Personnel – (cont.) Action
- Approval of Miscellaneous Positions
 - 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 #14-16390 RV.

- 6.4 Authorization for Board Travel/Conferences Action

- 7.0 ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held at Santiago Canyon College on October 27, 2014.

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

Board of Trustees (Regular meeting)

Monday, September 22, 2014

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

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

Administrators present during the regular meeting were Mr. John Didion, Mr. Peter Hardash, Dr. Erlinda Martinez, Dr. Raúl Rodríguez, and Dr. John Weispfenning. 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. Claudia Alvarez, Clerk, Board of Trustees, Rancho Santiago Community College District (RSCCD) Board of Trustees.

1.3 Approval of Additions or Corrections to Agenda

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

1.4 Public Comment

Ms. Victoria Williams presented an update on activities relating to the California School Employees Association, Chapter 579.

Mr. Matthew Carter spoke requesting the appointment of an additional Student Life and Leadership liaison at Santiago Canyon College (SCC).

Ms. Barrios arrived during public comments.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the minutes of the meeting held September 8, 2014. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Labrado, Ms. Mendoza Yanez, Mr. Solorio, and Mr. Yarbrough. Student Trustee Voechting’s advisory vote was aye.

1.6 Approval of Consent Calendar

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

3.1 Approval of Renewal for Nursing, Health Sciences, Occupational Therapy Speech Language Pathology, and Pharmacy Technician Programs Agreement - Western Medical Center Santa Ana

The board approved the clinical affiliation agreement with Western Medical Center Santa Ana located in Santa Ana, California.

3.2 Approval of Amendment #2 to Criminal Justice Academy (CJA) Agreement – California Narcotic Canine Association

The board approved the amendment with the California Narcotic Canine Association in Salinas, California.

3.3 Approval of Amendment #3 to CJA Agreement – Asian Gang Investigators Association of California

The board approved the amendment with the Asian Gang Investigators Association of California in West Covina, California.

3.4 Approval of Career Technical Education (CTE) Employment Outcomes Survey Agreement with Sonoma County Junior College District

The board approved the agreement with Sonoma County Junior College District in Petaluma, California.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

4.2 Approval of 2013-2014 CCFS-311 Annual Report, including Gann Appropriation Limit

The board approved the 2013-2014 CCFS-311 Annual Report as presented pending any audit adjustments and established the district’s 2014-2015 Gann Limit in the amount of \$233,297,998.

1.6 Approval of Consent Calendar – (cont.)

- 4.4 Adoption of Resolution No. 14-28 to amend Measure E and Measure Q Citizens' Bond Oversight Committee Bylaws and Guidelines
The board adopted Resolution No. 14-28 to amend the bylaws and guidelines of the Measure E and Measure Q Citizens' Bond Oversight Committees as presented.
- 4.5 Award of Bid #1241 for Public Sidewalk Improvement at 17th Street at Santa Ana College (SAC)
The board approved awarding Bid #1241 to El Camino Construction & Engineering as presented.
- 4.6 Ratification of Award of Bid #1245 for Neally Library (L) Building Roof Repairs at Santa Ana College
The board ratified the award of Bid #1245 to Letner Roofing Company as presented.
- 4.8 Approval of Change Order #2 for Request for Proposal (RFP) #1314-45 - Contract with Sun and Sun Industries, Inc. for LED Conversion Project at Santa Ana College
The board approved change order #2 for RFP #1314-45 for the contract with Sun and Sun Industries for the LED conversion project at SAC as presented.
- 4.9 Approval of Change Order #1 for Bid #1228 for Repair of Emergency Generator for Building "D" at Santiago Canyon College
The board approved change order #1 for Bid #1228 for the repair of the emergency generator for Building "D" at SCC as presented.
- 4.10 Approval of Notice of Completion for Bid #1228 for Repair of Emergency Generator for Building "D" at Santiago Canyon College
The board approved the Notice of Completion for Bid #1228 for repair of the emergency generator for Building "D" at SCC as presented.
- 4.11 Approval of Change Order #1 for Bid #1229 for Building "D" Actuator Repairs at Santiago Canyon College
The board approved change order #1 for Bid #1229 for Building "D" actuator repairs at SCC as presented.
- 4.12 Approval of Notice of Completion for Bid #1229 for Building "D" Actuator Repairs at Santiago Canyon College
The board approved the Notice of Completion for Bid #1229 with PMK Professional, Inc. for Building "D" actuator repairs at SCC as presented.

1.6 Approval of Consent Calendar – (cont.)

4.13 Approval of Change Order #1 for Bid #1230 for Child Development Center (CDC) Re-roofing Project at Santiago Canyon College

The board approved change order #1 for Bid #1230 for the CDC re-roofing project at SCC as presented.

4.14 Approval of Notice of Completion for Bid #1230 for Child Development Center Re-roofing Project at Santiago Canyon College

The board approved the Notice of Completion for Bid #1230 for Best Contracting Services for the CDC re-roofing project at SCC as presented.

4.15 Approval of Lease between RSCCD and St. Peter Evangelical Lutheran Church

The board approved the lease with St. Peter Evangelical Lutheran Church in Santa Ana for facilities to provide child care services as presented.

4.16 Approval of Surplus Property

The board declared the list of equipment as surplus property and the utilization of The Liquidation Company to conduct an auction as presented.

4.17 Approval of Donation of Surplus Items

The board approved the donations to Orange Unified School District as presented.

4.18 Approval of Foundation for California Community College (FCCC) - Microsoft Campus Agreement & Academic Select/Participation Agreements

The board approved RSCCD's contract renewal under the Microsoft Campus Agreement with the FCCC and Academic Select/Participation Agreements as presented.

4.19 Approval of Purchase Orders

The board approved the purchase order listing for the period July 27, 2014, through August 25, 2014.

5.1 Approval of Resource Development Items

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

- Child Care Access Means Parents in School (CCAMPIS) \$ 41,954
- Title III – HSI-STEM – ENGAGE in STEM Project – Year 4 (SAC) \$1,138,243
- Title V – Developing HSI Program – Year 5 (SCC) \$ 650,000
- Upward Bound Math and Science – Year 2 (SCC) \$ 250,000
- Veterans Upward Bound Program – Year 3 (SAC) \$ 250,000

1.6 Approval of Consent Calendar – (cont.)

5.2 Approval of First Amendment to Sub-Agreements between RSCCD and California State University, Fullerton (CSUF) Auxiliary Services Cooperation (DO-13-1667-01.01) and between RSCCD and North Orange County Community College District (NOCCCD) – Fullerton College (DO-13-1667-02.01) for ENGAGE to STEM Project – Year 3

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

5.3 Approval of Sub-Agreements between RSCCD and CSU Fullerton Auxiliary Services Cooperation and between RSCCD and NOCCCD – Fullerton College for ENGAGE to STEM Project – Year 4

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

5.4 Approval of Sub-Agreement between RSCCD and Coast Community College District/Coastline Community College

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

Mr. Hanna arrived at this time.

1.7 Presentation on Conflict of Interest – Form 700

Ms. Mary Dowell, partner with the law firm of Liebert Cassidy Whitmore, gave a presentation on Conflict of Interest – Form 700. Board members received clarification on items related to the presentation.

1.8 Public Hearing - Adopt Certain Findings Prerequisite to Award of Energy Service Contract Under Government Code Sections 4217.10 – 4217.18 for Request for Proposal #1415-67 for LED Lighting Conversion Project at Santiago Canyon College and District Office Center

There were no public comments.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

Dr. Rodríguez reported that he plans to hold employee forums later this week at the district office and college campuses.

2.2 Reports from College Presidents

The following college representatives provided reports to the board.

Dr. Erlinda Martinez, President, Santa Ana College
Dr. John Weispfenning, President, Santiago Canyon College

Dr. Martinez and Dr. Weispfenning reported that college representatives met with its respective accreditation team chairpersons and assistants on September 11, 2014, to prepare for the team visits in October. Dr. Martinez reported that the self-evaluation report related to accreditation was updated and evidence had been documented. Dr. Weispfenning reported that governance meetings on campus have included discussions on decision-making processes in preparation for staff to speak knowledgably with accreditation team members. In addition, Dr. Weispfenning indicated that a site visit guide is available on the SCC website.

2.3 Report from Student Trustee

Ms. Alana Voechting, Student Trustee, provided a report to the board.

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, Student President, Santa Ana College
Ms. Snow Samao, ASG Senator of Academics, 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

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

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, 4.4, 4.5, 4.6 and 4.8 through 4.19 were approved as part of Item 1.6 (Consent Calendar).

4.3 Adoption of Resolution No. 14-27 authorizing the Issuance and Sale of Santa Ana College SFID No. 1 Series A General Obligation Bonds in an Amount Not to Exceed \$71 Million

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt Resolution No. 14-27 authorizing the issuance and sale of SAC SFID No. 1 Series A bonds in an amount not to exceed \$71 million and supporting documents 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.

4.7 Adoption of Resolution No. 14-26 – Agreement for Energy Conservation Services with Sun and Sun Industries, Inc. for LED Lighting Conversion at Santiago Canyon College (SCC) and District Operations Building

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt Resolution No. 14-26 – Agreement for Energy Conservation Services with Sun and Sun Industries, Inc. for the LED conversion project at SCC and the District Operations Center. 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

Items 5.1 through 5.4 were approved as part of Item 1.6 (Consent Calendar).

5.5 Approval of Agreement with rSmart to Develop a OneCampus Solution

It was moved by Mr. Labrado and seconded by Ms. Mendoza Yanez to approve the agreement with rSmart to develop a OneCampus solution 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.

5.6 Adoption of Revised Board Policies

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to adopt revisions to the following policies:

- ~~BP6333 District Standard for Hardware and Software~~
- BP 6601 Facility Modification and New Construction
- BP 6604 Scheduled Maintenance
- BP 6901 Auxiliary Food Service Operation

Mr. Hanna explained the revisions to the policies. 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.

5.7 Board Member Comments

Ms. Voechting expressed appreciation for the students at the board meeting.

Ms. Barrios reported she is delighted to serve as a guest conductor at SCC's upcoming holiday showcase. Ms. Alvarez indicated she plans to attend this event.

Ms. Barrios continues to meet with representatives at Orange Unified School District regarding surplus property.

Mr. Solorio appointed Ms. Alvarez as chairperson of the Ad Hoc Board Safety and Security Committee. Mr. Solorio indicated Mr. Hanna, Mr. Yarbrough, and Ms. Voechting have agreed to serve as members of the committee.

Mr. Hanna reported he will be attending an Advisory Committee on Legislation meeting via teleconference on September 26. He asked that legislative items of interest be forwarded to the board's assistant prior to the meeting.

Mr. Hanna indicated the October 13th board meeting will be held at Santa Ana College and expressed appreciation to the chancellor for assisting the board in being more accessible to students, faculty, and staff by having a board meeting held on each campus. He expressed an interest in having the Board Policy Committee review the possibility of holding board meetings at Centennial Education Center and Orange Education Center (when it becomes available), and ensuring the tradition of having board meetings on campus be honored in the future.

RECESS TO CLOSED SESSION

The board convened into closed session at 6:30 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts

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 #14-17544 JT
5. Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
 - a. Chancellor

Ms. Voechting left the meeting at this time.

RECONVENE

The board reconvened at 7:46 p.m.

Mr. Solorio left the meeting at this time.

Closed Session Report

Ms. Alvarez reported the board discussed public employment, labor negotiations, public employee discipline/dismissal/release, a liability claim, and the chancellor's evaluation, and took action to suspend a senior account clerk at Santa Ana College for 15 days during closed session. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Solorio. Mr. Yarbrough was not present when the vote was taken.

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. Alvarez 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, and Mr. Yarbrough.

- Approve Permission to Accept Outside Assignments
- Approve Appointments
- Approve Final Salary Placements
- Approve Leaves of Absence
- Approve Stipends
- Approve Part-time Hourly New Hires/Rehires
- Approve Non-Paid Intern Services

6.2 Classified Personnel

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez 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, and Mr. Yarbrough.

- Approve Temporary to Contract Assignments
- Approve Out of Class Assignments
- Approve Changes in Salary Placements
- Approve Professional Growth Increments
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Changes in Positions/Locations
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for On Going Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Rejection of Claim

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to authorize the chancellor or his designee to reject claim #14-17544 JT. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Labrado, Ms. Mendoza Yanez, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held at Santa Ana College on October 13, 2014.

There being no further business, Mr. Labrado declared this meeting adjourned at 7:47 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: October 13, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santa Ana College – Human Services and Technology Division

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of OTA Agreement Renewal – Alliance of Abilities (dba Lotus House and Integrity House)	
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 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 Alliance of Abilities (dba Lotus House and Integrity House) in Santa Ana, California.

Fiscal Impact:	None	Board Date: October 13, 2014
Prepared by:	Michael T. Collins, Ed.D., Vice President of Administrative Services 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	

AGREEMENT

Occupational Therapy Assistant Program

THIS AGREEMENT is made and entered into the 14th day of October, 2014 by and between **Alliance of Abilities (dba Lotus House and Integrity House)**, hereinafter called the Agency, and **Rancho Santiago Community College District**, on behalf of Santa Ana College, hereinafter called the District.

PART I. BASIS AND PURPOSE OF AGREEMENT

WITNESSETH:

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

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

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

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

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

PART II. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE DISTRICT

A. For the Program in General

1. The District will assume full responsibility for offering Occupational Therapy Assistant Program education programs eligible for accreditation by the appropriate State Board.
2. District faculty members may be invited to serve as voluntary resource persons to the Agency staff by serving on Occupational Therapy Assistant Program care committees, by sharing knowledge as clinical experts, and by participation in other matters dealing with the quality of patient care.
3. For Student Workmen's Compensation

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

B. For Program Planning

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

C. For Occupational Therapy Assistant Program Students

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

PART III. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AGENCY

A. For the Program in General

1. The Agency will maintain the standards, which make it eligible for approval as a clinical area for instruction in accredited Occupational Therapy Assistant Program programs. To further this, the Agency agrees to provide and maintain personnel who are in its opinion, capable and qualified in those divisions in which students are placed.
2. The administration of the service and patient care at the Agency shall be the responsibility of and under the control and supervision of the Agency and shall be administered through the Agency and shall be administered through the Agency staff.
3. The Agency will designate a staff member who will function as Education Coordinator for Occupational Therapy Assistant Program education uses of the Agency facilities, including joint planning and representatives of all involved Occupational Therapy Assistant Program programs.
4. The Agency will provide orientation for students and faculty to familiarize them with Agency policies and facilities before assigning them to duties at the Agency.

5. The Agency will permit its employees to participate in the educational program as resource persons and clinical experts provided such participation does not interfere with assigned duties.
6. The Agency will permit the faculty and students of the District to use its patient care and patient service facilities for clinical education according to approved curricula.
7. The Agency will confer with the District prior to making a commitment for new or expanded use of its clinical facilities by any other Occupational Therapy Assistant Program that interfere with current student placement.

B. For Services and Facilities

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

C. For the Control of District Personnel

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

PART IV. JOINT RESPONSIBILITIES AND PRIVILEGES

A. For publications

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

B. Insurance:

Without limiting the indemnification obligations stated above, each party to the Agreement shall maintain and secure at its own expense comprehensive general liability, property damage insurance, and professional liability of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate, and said policy shall remain in full force and effect during the term hereof. Thirty (30) days written notice shall be provided to the other party prior to cancellation, or reduction in said insurance. Upon request, the requesting party shall be provided a copy of said policy.

C. Indemnification

All parties to this Agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provision of the Article do not apply to any damage or losses caused solely by the negligence or intentional acts of the no-indemnifying party or any of its agents or employees.

PART V. STATUS OF OCCUPATIONAL THERAPY ASSISTANT STUDENTS

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

PART VI. PERIOD OF AGREEMENT, TERMINATION

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

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

**District: Rancho Santiago Community
College District**

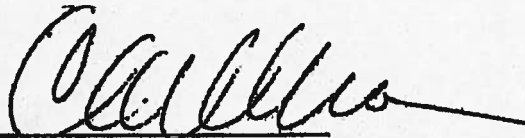
2323 N. Broadway
Santa Ana, CA 92706

Peter J. Hardash
Vice Chancellor
Business Operations & Fiscal Services

Date: _____

Agency: Integrity House

2043 N. Broadway
Santa Ana, CA 92706



Cathy DeMello
Executive Director

Date: 9-8-14

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

To: Board of Trustees	Date: October 13, 2014
Re: Approval of CJA Agreement Renewal - California Narcotic Officer's Association (CNOA)	
Action: Request for Approval	

BACKGROUND

For over fourteen (14) years, the District has had a contractual relationship with CNOA. CNOA trains throughout the State of California and 95% of their courses are POST Certified. They conduct hundreds of classes annually for law enforcement officers at the city, county, state and federal levels. Presently, CNOA generates about 190 FTES each year for Santa Ana College.

ANALYSIS

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. The annual cost for this agreement is not to exceed \$337,500.

RECOMMENDATION

It is recommended that the Board of Trustees approve this agreement with the California Narcotic Officer's Association (CNOA) in Valencia, California.

Fiscal Impact:	\$337,500/2014-2015 fiscal year	Board Date: October 13, 2014
Prepared by:	Michael T. Collins, Ed.D., Vice President of Administrative Services Bart 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	

STANDARD INTER-AGENCY INSTRUCTIONAL SERVICES AGREEMENT

With: California Narcotics Officers Association

THIS AGREEMENT is entered into this 14th day of October, 2014
by and between the Rancho Santiago Community College District, 2323 North
Broadway, Santa Ana, California 92706-1640 (District) and the **California Narcotic
Officers Association, 28245 Ave Crocker, Suite 230, Valencia, CA 91355** (Agency).

RECITALS

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

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

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

NOW THEREFORE, Agency and District agree as follows:

PROVISIONS OF THE AGREEMENT

A. AGENCY'S RESPONSIBILITIES:

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

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

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

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

B. DISTRICT'S RESPONSIBILITIES

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

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

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

4. Qualifications of Instructors. District shall list the minimum qualifications for instructors teaching these courses. Such qualifications shall be consistent with requirements specified by the District.

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

6. Courses of Instruction. These are specified in Attachment A to this Agreement. It is the District's responsibility to insure that the course outline of records are approved by the District's curriculum committee pursuant to Title 5 course standards, and that the courses have been approved by the District's board of trustees.

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

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

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

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

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

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

C. FEE

1. Agency Fee and Expenses - The fee to be paid by District for the services and materials to be supplied hereunder is: Two dollars and seventy cents (\$2.70) per student contact hour, not to exceed 125,000 hours or \$337,500 per fiscal year. Annual limits shall not be exceeded without the expressed permission from either the Dean of Human Services/Technology Division or the Assistant Dean of Criminal Justice Academies.

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

D. TERMS AND CONDITIONS

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

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

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

4. Indemnification. All parties to this agreement shall agree to defend, indemnify, and hold harmless the other party, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of the activities, or the performance or nonperformance of obligations under this agreement, of the indemnifying party, or those of any of its officers, agents, employees, or volunteers. The provisions of this article do not apply to any damage or loss caused solely by the negligence or intentional acts of the non-indemnifying party or any of its agents or employees.

5. Term. This Agreement shall be in effect for the period of October 14, 2014 through October 13, 2019, unless earlier terminated by either party in the manner set forth herein. This agreement may be extended for one (1) additional year by mutual agreement between the parties no later than one month prior to the anniversary date of the Agreement. Either party may cancel or terminate this Agreement without cause upon 30 days prior written notice given by either party.

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

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

8. Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to District:

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

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

If to Agency:

California Narcotic Officers Association (CNOA)
28245 Ave Crocker, Suite 230
Valencia, CA 91355
Attn: Gil Van Attenhoven

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

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

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

Agency: California Narcotic Officers Association (CNOA)

District: *JBH* RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: _____

By: _____

Name: Gil Van Attenhoven

Name: Peter J. Hardash

Title: Director of Training

Title: Vice Chancellor of Business Operations/Fiscal Services

Date: _____

Date: _____

Agency: California Narcotic Officers Association (CNOA)

By: _____

Name: Joe Stewart

Title: Executive Director

Date: _____

ATTACHMENT A

STANDARD INTER-AGENCY SERVICES AGREEMENT

SERVICES TO BE PROVIDED BY AGENCY:

California Narcotic Officers Association

1. **Teaching Approved Curriculum:** All student contact hours submitted by the Agency to the District shall be part of a course of instruction that has either been approved by the college's Curriculum and Instruction Council, or has been accepted as a topics course and approved by the college's Chief Instructional Officer.

2. **Instructor Qualifications:** All student contact hours submitted by the Agency to the District shall have been taught under the line of sight supervision of instructors who meet the college's minimum or equivalent qualifications for hiring as part-time Criminal Justice Instructors. This expertise is furnished at the expense of the Agency. The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise.

3. **Non-overlap with other funding sources:** The above instructional hours are conducted as FTES funded courses through the Criminal Justice Academies Department at Santa Ana College.

4. **Enrollment of Students:** The District will supply current student enrollment forms to the Agency who will return properly completed enrollment forms to the District prior to beginning instruction.

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

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

1) Advanced training courses in the field of narcotics, including, but not limited to:

CJA 009C- Narcotics Related Training

2) Related courses approved by the Assistant Dean, Criminal Justice Academies and specific to Criminal Justice and all other approved Criminal Justice related courses offered at Santa Ana College.

Rancho Santiago Comm Coll District

Board Meeting of 10/13/14

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 09/10/14 Thru 09/30/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60362	General Fund Unrestricted	73,873.42	0.00	73,873.42	92*0398759	92*0398854
60363	General Fund Unrestricted	84,734.01	0.00	84,734.01	92*0398855	92*0398954
60364	General Fund Unrestricted	90,664.52	0.00	90,664.52	92*0398955	92*0399054
60365	General Fund Unrestricted	92,668.78	0.00	92,668.78	92*0399055	92*0399154
60366	General Fund Unrestricted	99,103.84	0.00	99,103.84	92*0399155	92*0399254
60367	General Fund Unrestricted	102,685.42	0.00	102,685.42	92*0399255	92*0399354
60368	General Fund Unrestricted	91,533.50	0.00	91,533.50	92*0399355	92*0399454
60369	General Fund Unrestricted	97,910.17	0.00	97,910.17	92*0399455	92*0399554
60370	General Fund Unrestricted	98,290.07	0.00	98,290.07	92*0399555	92*0399654
60371	General Fund Unrestricted	64,312.88	0.00	64,312.88	92*0399655	92*0399731
60372	General Fund Unrestricted	88,065.85	0.00	88,065.85	92*0399732	92*0399831
60373	General Fund Unrestricted	86,460.23	0.00	86,460.23	92*0399832	92*0399931
60374	General Fund Unrestricted	99,545.33	0.00	99,545.33	92*0399932	92*0400031
60375	General Fund Unrestricted	89,310.65	0.00	89,310.65	92*0400032	92*0400131
60376	General Fund Unrestricted	104,461.82	0.00	104,461.82	92*0400132	92*0400231
60377	General Fund Unrestricted	96,690.02	0.00	96,690.02	92*0400232	92*0400331
60378	General Fund Unrestricted	105,267.03	0.00	105,267.03	92*0400332	92*0400431
60379	General Fund Unrestricted	109,080.25	0.00	109,080.25	92*0400432	92*0400531
60380	General Fund Unrestricted	106,958.23	0.00	106,958.23	92*0400532	92*0400631
60381	General Fund Unrestricted	105,091.73	0.00	105,091.73	92*0400632	92*0400731
60382	General Fund Unrestricted	101,875.52	0.00	101,875.52	92*0400732	92*0400831
60383	General Fund Unrestricted	106,361.68	0.00	106,361.68	92*0400832	92*0400931
60384	General Fund Unrestricted	104,442.27	0.00	104,442.27	92*0400932	92*0401031
60385	General Fund Unrestricted	105,980.56	0.00	105,980.56	92*0401032	92*0401131
60386	General Fund Unrestricted	103,886.59	0.00	103,886.59	92*0401132	92*0401231
60387	General Fund Unrestricted	105,013.48	0.00	105,013.48	92*0401232	92*0401331
60388	General Fund Unrestricted	110,715.54	0.00	110,715.54	92*0401332	92*0401431
60389	General Fund Unrestricted	102,272.59	0.00	102,272.59	92*0401432	92*0401531
60390	General Fund Unrestricted	104,153.86	0.00	104,153.86	92*0401532	92*0401631
60391	General Fund Unrestricted	98,904.53	0.00	98,904.53	92*0401632	92*0401731
60392	General Fund Unrestricted	59,883.21	0.00	59,883.21	92*0401732	92*0401793
60417	General Fund Unrestricted	337.12	0.00	337.12	92*0401927	92*0401934
60418	General Fund Unrestricted	2,542.79	0.00	2,542.79	92*0401935	92*0401942
60419	General Fund Unrestricted	1,657.37	0.00	1,657.37	92*0401944	92*0401948
60421	General Fund Unrestricted	20,156.66	0.00	20,156.66	92*0401957	92*0401963
60422	General Fund Unrestricted	414.62	0.00	414.62	92*0401964	92*0401970
60423	General Fund Unrestricted	646.31	0.00	646.31	92*0401974	92*0401974
60424	General Fund Unrestricted	703.42	0.00	703.42	92*0401976	92*0401977
60426	General Fund Unrestricted	276.00	0.00	276.00	92*0401984	92*0401984
60427	General Fund Unrestricted	1,714.50	0.00	1,714.50	92*0401986	92*0401995
60428	General Fund Unrestricted	3,403.50	0.00	3,403.50	92*0401996	92*0402005

Checks Written for Period 09/10/14 Thru 09/30/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60432	General Fund Unrestricted	90,484.00	0.00	90,484.00	92*0402012	92*0402108
60433	General Fund Unrestricted	41,849.00	0.00	41,849.00	92*0402109	92*0402193
60434	General Fund Unrestricted	630.81	0.00	630.81	92*0402195	92*0402198
60435	General Fund Unrestricted	759.94	0.00	759.94	92*0402201	92*0402201
60436	General Fund Unrestricted	1,089.46	0.00	1,089.46	92*0402207	92*0402208
60437	General Fund Unrestricted	1,217.00	0.00	1,217.00	92*0402209	92*0402218
60438	General Fund Unrestricted	4,892.20	0.00	4,892.20	92*0402219	92*0402233
60442	General Fund Unrestricted	26,135.20	0.00	26,135.20	92*0402248	92*0402251
60443	General Fund Unrestricted	1,933.42	0.00	1,933.42	92*0402252	92*0402254
60444	General Fund Unrestricted	7,946.00	0.00	7,946.00	92*0402258	92*0402260
60447	General Fund Unrestricted	1,226.25	0.00	1,226.25	92*0402266	92*0402270
60448	General Fund Unrestricted	1,685.41	0.00	1,685.41	92*0402271	92*0402276
60449	General Fund Unrestricted	1,956.22	0.00	1,956.22	92*0402277	92*0402284
60450	General Fund Unrestricted	4,543.28	0.00	4,543.28	92*0402287	92*0402289
60451	General Fund Unrestricted	8,976.96	0.00	8,976.96	92*0402291	92*0402293
60456	General Fund Unrestricted	2,703.00	0.00	2,703.00	92*0402308	92*0402316
60458	General Fund Unrestricted	3,774.04	0.00	3,774.04	92*0402324	92*0402330
60459	General Fund Unrestricted	3,229.57	0.00	3,229.57	92*0402331	92*0402338
60460	General Fund Unrestricted	929.60	0.00	929.60	92*0402339	92*0402344
60461	General Fund Unrestricted	5,804.56	0.00	5,804.56	92*0402346	92*0402349
60463	General Fund Unrestricted	3,924.62	0.00	3,924.62	92*0402356	92*0402363
60464	General Fund Unrestricted	3,310.17	0.00	3,310.17	92*0402364	92*0402368
60465	General Fund Unrestricted	145.20	0.00	145.20	92*0402369	92*0402377
60466	General Fund Unrestricted	31,578.00	0.00	31,578.00	92*0402378	92*0402378
60467	General Fund Unrestricted	556.25	0.00	556.25	92*0402379	92*0402382
60468	General Fund Unrestricted	3,179.05	0.00	3,179.05	92*0402384	92*0402385
60473	General Fund Unrestricted	27,843.22	0.00	27,843.22	92*0402428	92*0402429
60474	General Fund Unrestricted	2,717.49	0.00	2,717.49	92*0402431	92*0402435
60479	General Fund Unrestricted	1,789.20	0.00	1,789.20	92*0402450	92*0402477
60480	General Fund Unrestricted	13,456.98	0.00	13,456.98	92*0402478	92*0402485
60481	General Fund Unrestricted	357.00	0.00	357.00	92*0402490	92*0402490
60482	General Fund Unrestricted	2,362.07	0.00	2,362.07	92*0402492	92*0402499
60483	General Fund Unrestricted	25,515.00	0.00	25,515.00	92*0402500	92*0402500
60484	General Fund Unrestricted	10,710.18	0.00	10,710.18	92*0402502	92*0402508
60485	General Fund Unrestricted	1,642.04	0.00	1,642.04	92*0402509	92*0402515
60486	General Fund Unrestricted	21,107.88	0.00	21,107.88	92*0402516	92*0402520
60495	General Fund Unrestricted	4,594.50	0.00	4,594.50	92*0402558	92*0402574
60496	General Fund Unrestricted	89,979.43	0.00	89,979.43	92*0402575	92*0402674
60497	General Fund Unrestricted	31,931.20	0.00	31,931.20	92*0402675	92*0402709
60498	General Fund Unrestricted	72,536.96	0.00	72,536.96	92*0402710	92*0402809
60499	General Fund Unrestricted	76,227.65	0.00	76,227.65	92*0402810	92*0402909

Checks Written for Period 09/10/14 Thru 09/30/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60500	General Fund Unrestricted	88,757.77	0.00	88,757.77	92*0402910	92*0403009
60501	General Fund Unrestricted	86,660.25	0.00	86,660.25	92*0403010	92*0403109
60502	General Fund Unrestricted	64,564.80	0.00	64,564.80	92*0403110	92*0403183
60504	General Fund Unrestricted	3,675.94	0.00	3,675.94	92*0403186	92*0403192
60505	General Fund Unrestricted	23,966.00	0.00	23,966.00	92*0403193	92*0403195
60506	General Fund Unrestricted	13,431.41	0.00	13,431.41	92*0403196	92*0403202
60515	General Fund Unrestricted	4,453.90	0.00	4,453.90	92*0403231	92*0403234
60516	General Fund Unrestricted	1,241.41	0.00	1,241.41	92*0403235	92*0403239
60518	General Fund Unrestricted	7,991.67	0.00	7,991.67	92*0403250	92*0403250
60519	General Fund Unrestricted	1,010.70	0.00	1,010.70	92*0403257	92*0403258
60520	General Fund Unrestricted	4,937.05	0.00	4,937.05	92*0403263	92*0403268
60525	General Fund Unrestricted	3,445.26	0.00	3,445.26	92*0403286	92*0403293
60526	General Fund Unrestricted	2,539.52	0.00	2,539.52	92*0403294	92*0403300
60527	General Fund Unrestricted	419.45	0.00	419.45	92*0403301	92*0403301
60528	General Fund Unrestricted	1,566.33	0.00	1,566.33	92*0403305	92*0403308
60529	General Fund Unrestricted	97,552.34	0.00	97,552.34	92*0403313	92*0403313
60530	General Fund Unrestricted	64,089.33	0.00	64,089.33	92*0403314	92*0403320
60533	General Fund Unrestricted	905.11	0.00	905.11	92*0403344	92*0403346
60534	General Fund Unrestricted	4,157.26	0.00	4,157.26	92*0403355	92*0403355
60535	General Fund Unrestricted	484.71	0.00	484.71	92*0403356	92*0403362
60536	General Fund Unrestricted	4,367.10	0.00	4,367.10	92*0403363	92*0403378
60538	General Fund Unrestricted	565.86	0.00	565.86	92*0403382	92*0403386
60539	General Fund Unrestricted	132,808.61	0.00	132,808.61	92*0403387	92*0403389
60541	General Fund Unrestricted	1,026.75	0.00	1,026.75	92*0403401	92*0403401
60542	General Fund Unrestricted	9,586.99	0.00	9,586.99	92*0403402	92*0403412
60551	General Fund Unrestricted	60,677.00	0.00	60,677.00	92*0403443	92*0403475
60552	General Fund Unrestricted	54,427.00	0.00	54,427.00	92*0403476	92*0403499
60554	General Fund Unrestricted	4,754.49	0.00	4,754.49	92*0403507	92*0403514
60555	General Fund Unrestricted	1,011.12	0.00	1,011.12	92*0403515	92*0403520
60556	General Fund Unrestricted	18,806.81	0.00	18,806.81	92*0403522	92*0403523
60559	General Fund Unrestricted	716.00	0.00	716.00	92*0403542	92*0403542
60560	General Fund Unrestricted	1,846,730.06	0.00	1,846,730.06	92*0403543	92*0403544
60561	General Fund Unrestricted	124,234.80	0.00	124,234.80	92*0403545	92*0403548
60562	General Fund Unrestricted	5,442.50	0.00	5,442.50	92*0403549	92*0403554
60563	General Fund Unrestricted	2,436.00	0.00	2,436.00	92*0403555	92*0403556
60564	General Fund Unrestricted	1,278.21	0.00	1,278.21	92*0403557	92*0403564
60565	General Fund Unrestricted	2,477.57	0.00	2,477.57	92*0403565	92*0403570
60566	General Fund Unrestricted	7,254.32	0.00	7,254.32	92*0403571	92*0403574
60568	General Fund Unrestricted	2,205.75	0.00	2,205.75	92*0403580	92*0403584
60571	General Fund Unrestricted	1,993.92	0.00	1,993.92	92*0403589	92*0403592
60572	General Fund Unrestricted	1,896.52	0.00	1,896.52	92*0403593	92*0403594

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60573	General Fund Unrestricted	5,019.67	0.00	5,019.67	92*0403595	92*0403597
60580	General Fund Unrestricted	3,954.97	0.00	3,954.97	92*0403621	92*0403624
Total Fund 11 General Fund Unrestricted		<u><u>\$6,428,802.11</u></u>	<u><u>\$0.00</u></u>	<u><u>\$6,428,802.11</u></u>		

Checks Written for Period 09/10/14 Thru 09/30/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60417	General Fund Restricted	226.26	0.00	226.26	92*0401928	92*0401933
60419	General Fund Restricted	1,201.68	0.00	1,201.68	92*0401943	92*0401949
60420	General Fund Restricted	5,017.12	0.00	5,017.12	92*0401950	92*0401956
60422	General Fund Restricted	7,275.83	0.00	7,275.83	92*0401965	92*0401969
60423	General Fund Restricted	326.90	0.00	326.90	92*0401971	92*0401975
60424	General Fund Restricted	731.70	0.00	731.70	92*0401978	92*0401979
60425	General Fund Restricted	1,850.09	0.00	1,850.09	92*0401980	92*0401983
60434	General Fund Restricted	286.00	0.00	286.00	92*0402196	92*0402200
60435	General Fund Restricted	3,817.47	0.00	3,817.47	92*0402202	92*0402206
60443	General Fund Restricted	552.92	0.00	552.92	92*0402255	92*0402256
60444	General Fund Restricted	3,171.80	0.00	3,171.80	92*0402257	92*0402257
60447	General Fund Restricted	774.81	0.00	774.81	92*0402265	92*0402269
60450	General Fund Restricted	762.16	0.00	762.16	92*0402285	92*0402286
60452	General Fund Restricted	1,329.04	0.00	1,329.04	92*0402294	92*0402300
60453	General Fund Restricted	1,629.88	0.00	1,629.88	92*0402301	92*0402302
60457	General Fund Restricted	1,442.22	0.00	1,442.22	92*0402317	92*0402323
60460	General Fund Restricted	20.54	0.00	20.54	92*0402341	92*0402341
60461	General Fund Restricted	1,505.41	0.00	1,505.41	92*0402345	92*0402345
60462	General Fund Restricted	1,994.53	0.00	1,994.53	92*0402350	92*0402355
60467	General Fund Restricted	988.13	0.00	988.13	92*0402380	92*0402383
60468	General Fund Restricted	10,500.03	0.00	10,500.03	92*0402386	92*0402389
60469	General Fund Restricted	812.14	0.00	812.14	92*0402390	92*0402396
60470	General Fund Restricted	3,200.00	0.00	3,200.00	92*0402397	92*0402404
60471	General Fund Restricted	1,600.00	0.00	1,600.00	92*0402405	92*0402414
60472	General Fund Restricted	2,080.00	0.00	2,080.00	92*0402415	92*0402427
60473	General Fund Restricted	1,740.00	0.00	1,740.00	92*0402430	92*0402430
60480	General Fund Restricted	1,680.00	0.00	1,680.00	92*0402484	92*0402484
60481	General Fund Restricted	1,775.41	0.00	1,775.41	92*0402486	92*0402491
60483	General Fund Restricted	30,000.00	0.00	30,000.00	92*0402501	92*0402501
60486	General Fund Restricted	546.01	0.00	546.01	92*0402518	92*0402519
60487	General Fund Restricted	575.84	0.00	575.84	92*0402522	92*0402529
60507	General Fund Restricted	53,911.46	0.00	53,911.46	92*0403204	92*0403207
60508	General Fund Restricted	4,375.39	0.00	4,375.39	92*0403208	92*0403214
60516	General Fund Restricted	860.62	0.00	860.62	92*0403236	92*0403241
60517	General Fund Restricted	1,474.54	0.00	1,474.54	92*0403242	92*0403247
60518	General Fund Restricted	21,076.56	0.00	21,076.56	92*0403248	92*0403254
60519	General Fund Restricted	2,419.05	0.00	2,419.05	92*0403255	92*0403262
60521	General Fund Restricted	1,406.10	0.00	1,406.10	92*0403269	92*0403277
60527	General Fund Restricted	3,637.85	0.00	3,637.85	92*0403302	92*0403304
60528	General Fund Restricted	2,559.48	0.00	2,559.48	92*0403309	92*0403311
60531	General Fund Restricted	9,062.81	0.00	9,062.81	92*0403321	92*0403331

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60532	General Fund Restricted	18,728.71	0.00	18,728.71	92*0403332	92*0403343
60534	General Fund Restricted	1,765.49	0.00	1,765.49	92*0403347	92*0403354
60538	General Fund Restricted	1,192.90	0.00	1,192.90	92*0403381	92*0403384
60540	General Fund Restricted	18,974.97	0.00	18,974.97	92*0403390	92*0403392
60541	General Fund Restricted	2,807.37	0.00	2,807.37	92*0403393	92*0403400
60543	General Fund Restricted	604.42	0.00	604.42	92*0403413	92*0403421
60553	General Fund Restricted	3,590.55	0.00	3,590.55	92*0403500	92*0403506
60555	General Fund Restricted	1,984.98	0.00	1,984.98	92*0403517	92*0403518
60556	General Fund Restricted	13,802.76	0.00	13,802.76	92*0403521	92*0403521
60562	General Fund Restricted	3,999.92	0.00	3,999.92	92*0403552	92*0403553
60564	General Fund Restricted	1,651.17	0.00	1,651.17	92*0403560	92*0403563
60565	General Fund Restricted	2,650.03	0.00	2,650.03	92*0403566	92*0403569
60566	General Fund Restricted	3,111.81	0.00	3,111.81	92*0403575	92*0403577
60567	General Fund Restricted	14,234.01	0.00	14,234.01	92*0403578	92*0403578
60568	General Fund Restricted	333.39	0.00	333.39	92*0403581	92*0403583
60571	General Fund Restricted	94.20	0.00	94.20	92*0403588	92*0403588
60573	General Fund Restricted	4,077.01	0.00	4,077.01	92*0403598	92*0403599
60574	General Fund Restricted	41,715.00	0.00	41,715.00	92*0403600	92*0403602
60579	General Fund Restricted	500.00	0.00	500.00	92*0403620	92*0403620
Total Fund 12 General Fund Restricted		<u>\$326,016.47</u>	<u>\$0.00</u>	<u>\$326,016.47</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60426	GF Unrestricted One-Time Func	297.20	0.00	297.20	92*0401985	92*0401985
60434	GF Unrestricted One-Time Func	11.05	0.00	11.05	92*0402194	92*0402194
60450	GF Unrestricted One-Time Func	700.53	0.00	700.53	92*0402290	92*0402290
60486	GF Unrestricted One-Time Func	503.80	0.00	503.80	92*0402521	92*0402521
60507	GF Unrestricted One-Time Func	357.20	0.00	357.20	92*0403203	92*0403203
60514	GF Unrestricted One-Time Func	16,771.32	0.00	16,771.32	92*0403230	92*0403230
60519	GF Unrestricted One-Time Func	629.00	0.00	629.00	92*0403256	92*0403256
60529	GF Unrestricted One-Time Func	55,900.80	0.00	55,900.80	92*0403312	92*0403312
60567	GF Unrestricted One-Time Func	10,526.87	0.00	10,526.87	92*0403579	92*0403579
Total Fund 13 GF Unrestricted One-Time		<u>\$85,697.77</u>	<u>\$0.00</u>	<u>\$85,697.77</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60429	Child Development Fund	1,792.83	0.00	1,792.83	92*0402006	92*0402008
60439	Child Development Fund	8,520.00	0.00	8,520.00	92*0402234	92*0402234
60445	Child Development Fund	993.22	0.00	993.22	92*0402261	92*0402263
60454	Child Development Fund	309.72	0.00	309.72	92*0402303	92*0402306
60475	Child Development Fund	1,955.68	0.00	1,955.68	92*0402436	92*0402439
60488	Child Development Fund	2,004.40	0.00	2,004.40	92*0402530	92*0402532
60509	Child Development Fund	3,415.10	0.00	3,415.10	92*0403215	92*0403218
60522	Child Development Fund	1,667.97	0.00	1,667.97	92*0403278	92*0403280
60544	Child Development Fund	2,769.33	0.00	2,769.33	92*0403422	92*0403425
60557	Child Development Fund	3,080.61	0.00	3,080.61	92*0403524	92*0403532
60558	Child Development Fund	111.89	0.00	111.89	92*0403533	92*0403541
60575	Child Development Fund	1,804.80	0.00	1,804.80	92*0403603	92*0403608
Total Fund 33 Child Development Fund		<u>\$28,425.55</u>	<u>\$0.00</u>	<u>\$28,425.55</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60431	Capital Outlay Projects Fund	1,309.16	0.00	1,309.16	92*0402010	92*0402011
60455	Capital Outlay Projects Fund	4,491.67	0.00	4,491.67	92*0402307	92*0402307
60478	Capital Outlay Projects Fund	4,630.00	0.00	4,630.00	92*0402449	92*0402449
60493	Capital Outlay Projects Fund	22,407.80	0.00	22,407.80	92*0402555	92*0402556
60513	Capital Outlay Projects Fund	2,458.00	0.00	2,458.00	92*0403228	92*0403229
60549	Capital Outlay Projects Fund	50,917.88	0.00	50,917.88	92*0403435	92*0403438
60550	Capital Outlay Projects Fund	142,399.19	0.00	142,399.19	92*0403439	92*0403442
Total Fund 41 Capital Outlay Projects Fu		<u>\$228,613.70</u>	<u>\$0.00</u>	<u>\$228,613.70</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60430	Bond Fund, Measure E	750.00	0.00	750.00	92*0402009	92*0402009
60440	Bond Fund, Measure E	86,051.04	0.00	86,051.04	92*0402235	92*0402240
60441	Bond Fund, Measure E	12,944.91	0.00	12,944.91	92*0402241	92*0402247
60476	Bond Fund, Measure E	30,455.58	0.00	30,455.58	92*0402440	92*0402444
60477	Bond Fund, Measure E	28,029.97	0.00	28,029.97	92*0402445	92*0402448
60489	Bond Fund, Measure E	5,364.75	0.00	5,364.75	92*0402533	92*0402537
60490	Bond Fund, Measure E	4,794.02	0.00	4,794.02	92*0402538	92*0402542
60491	Bond Fund, Measure E	9,760.34	0.00	9,760.34	92*0402543	92*0402547
60492	Bond Fund, Measure E	10,096.35	0.00	10,096.35	92*0402548	92*0402554
60503	Bond Fund, Measure E	2,048.40	0.00	2,048.40	92*0403184	92*0403185
60510	Bond Fund, Measure E	5,691.23	0.00	5,691.23	92*0403219	92*0403221
60511	Bond Fund, Measure E	88,803.72	0.00	88,803.72	92*0403222	92*0403224
60512	Bond Fund, Measure E	474,034.43	0.00	474,034.43	92*0403225	92*0403227
60523	Bond Fund, Measure E	50,987.10	0.00	50,987.10	92*0403281	92*0403284
60537	Bond Fund, Measure E	9,600.00	0.00	9,600.00	92*0403379	92*0403380
60545	Bond Fund, Measure E	4,125.00	0.00	4,125.00	92*0403426	92*0403426
60546	Bond Fund, Measure E	105,113.50	0.00	105,113.50	92*0403427	92*0403430
60547	Bond Fund, Measure E	707,757.00	0.00	707,757.00	92*0403431	92*0403431
60548	Bond Fund, Measure E	9,841.85	0.00	9,841.85	92*0403432	92*0403434
60569	Bond Fund, Measure E	1,197,995.91	0.00	1,197,995.91	92*0403585	92*0403586
60576	Bond Fund, Measure E	7,337.19	0.00	7,337.19	92*0403609	92*0403614
60577	Bond Fund, Measure E	2,792.58	0.00	2,792.58	92*0403615	92*0403618
Total Fund 42 Bond Fund, Measure E		<u>\$2,854,374.87</u>	<u>\$0.00</u>	<u>\$2,854,374.87</u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60578	Property and Liability Fund	3,628.20	0.00	3,628.20	92*0403619	92*0403619
Total Fund 61 Property and Liability Fund		<u><u>\$3,628.20</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,628.20</u></u>		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
60446	Workers' Compensation Fund	545,787.00	0.00	545,787.00	92*0402264	92*0402264
60494	Workers' Compensation Fund	259.26	0.00	259.26	92*0402557	92*0402557
60570	Workers' Compensation Fund	22,523.00	0.00	22,523.00	92*0403587	92*0403587
Total Fund 62 Workers' Compensation Fu		<u>\$568,569.26</u>	<u>\$0.00</u>	<u>\$568,569.26</u>		

60524	Student Financial Aid Fund	197.71	0.00	197.71	92*0403285	92*0403285
Total Fund 74 Student Financial Aid Fund		<u><u>\$197.71</u></u>	<u><u>\$0.00</u></u>	<u><u>\$197.71</u></u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	6,428,802.11
Total Fund 12 General Fund Restricted	326,016.47
Total Fund 13 GF Unrestricted One-Time Fund	85,697.77
Total Fund 33 Child Development Fund	28,425.55
Total Fund 41 Capital Outlay Projects Fund	228,613.70
Total Fund 42 Bond Fund, Measure E	2,854,374.87
Total Fund 61 Property and Liability Fund	3,628.20
Total Fund 62 Workers' Compensation Fund	568,569.26
Total Fund 74 Student Financial Aid Fund	197.71
Grand Total:	<u><u>\$10,524,325.64</u></u>

Checks Written for Period 09/06/14 Thru 09/26/14

<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>
311409213	Bookstore Fund	1,206,047.75	326,192.29	879,855.46	31*0104720	31*0104759
311409320	Bookstore Fund	268,269.49	0.00	268,269.49	31*0104760	31*0104804
311409426	Bookstore Fund	90,576.62	0.00	90,576.62	31*0104805	31*0104834
Total Fund 31 Bookstore Fund		<u><u>\$1,564,893.86</u></u>	<u><u>\$326,192.29</u></u>	<u><u>\$1,238,701.57</u></u>		

Checks Written for Period 09/06/14 Thru 09/26/14

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
711409426	Associated Students Fund	4,140.80	0.00	4,140.80	71*0007262	71*0007270
Total Fund 71 Associated Students Fund		<u>\$4,140.80</u>	<u>\$0.00</u>	<u>\$4,140.80</u>		

Checks Written for Period 09/06/14 Thru 09/26/14

<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>
721409426	Representation Fee Trust Fund	2,120.00	0.00	2,120.00	72*0000012	72*0000012
Total Fund 72 Representation Fee Trust Fun		<u>\$2,120.00</u>	<u>\$0.00</u>	<u>\$2,120.00</u>		

Checks Written for Period 09/06/14 Thru 09/26/14

<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>
761409213	Community Education Fund	4,250.53	0.00	4,250.53	76*0006569	76*0006572
761409426	Community Education Fund	9,953.99	0.00	9,953.99	76*0006573	76*0006580
Total Fund 76 Community Education Fund		<u><u>\$14,204.52</u></u>	<u><u>\$0.00</u></u>	<u><u>\$14,204.52</u></u>		

Checks Written for Period 09/06/14 Thru 09/26/14

<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>
791409213	Diversified Trust Fund	23,022.90	0.00	23,022.90	79*0018756	79*0018772
791409320	Diversified Trust Fund	3,089.49	0.00	3,089.49	79*0018773	79*0018781
791409426	Diversified Trust Fund	16,465.57	0.00	16,465.57	79*0018782	79*0018788
Total Fund 79 Diversified Trust Fund		<u><u>\$42,577.96</u></u>	<u><u>\$0.00</u></u>	<u><u>\$42,577.96</u></u>		

Checks Written for Period 09/06/14 Thru 09/26/14

<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>
811409213	Diversified Agency Fund	11,045.84	0.00	11,045.84	81*0044772	81*0044788
811409320	Diversified Agency Fund	15,092.62	0.00	15,092.62	81*0044789	81*0044803
811409426	Diversified Agency Fund	2,212.51	0.00	2,212.51	81*0044804	81*0044809
Total Fund 81 Diversified Agency Fund		<u><u>\$28,350.97</u></u>	<u><u>\$0.00</u></u>	<u><u>\$28,350.97</u></u>		

SUMMARY

Total Fund 31 Bookstore Fund	1,238,701.57
Total Fund 71 Associated Students Fund	4,140.80
Total Fund 72 Representation Fee Trust Fund	2,120.00
Total Fund 76 Community Education Fund	14,204.52
Total Fund 79 Diversified Trust Fund	42,577.96
Total Fund 81 Diversified Agency Fund	28,350.97
Grand Total:	<u><u>\$1,330,095.82</u></u>

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

To:	Board of Trustees	Date: October 13, 2014
Re:	Acceptance of 2013-14 Measure E Citizens' Bond Oversight Committee Annual Report	
Action:	Request for Acceptance	

BACKGROUND

With the district's successful passage of the Measure E Bond in November 2002, the Board of Trustees appointed a Citizens' Bond Oversight Committee to comply with the requirements of Proposition 39. One of the responsibilities and duties of the Bond Oversight Committee is to report annually to the Board of Trustees and the community on the district's compliance on all the requirements of a Proposition 39 bond including the annual financial and performance audits. This annual report has been reviewed by the Citizens' Bond Oversight Committee at its September 25, 2014 meeting and has approved the report.

ANALYSIS

A copy of the report was provided with the Board docket. Printed copies of this report will be available to the community at their request. The report, in pdf format, is also available on the district website at: <http://rscgd.edu/Bond-Projects/Measure-E/Documents/Reports/RSCGD-Bond-Report-2014.pdf>. This report covers bond funded activities and financial information for the July 1, 2013 – June 30, 2014 period.

RECOMMENDATION

It is recommended that the Board of Trustees accept the Measure E Citizens' Bond Oversight Committee Annual Report to the Community for 2013-14 as presented.

Fiscal Impact:	None	Board Date: October 13, 2014
Prepared by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor of Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



2013-2014 Citizens' Bond Oversight Committee Annual Report to the Community





Rancho Santiago Community College District

Rancho Santiago Community College District (RSCCD) is one of the largest of California's 72 community college districts based on the number of credit and non-credit students. The district serves a population of more than 768,000 residents and encompasses 24 percent of Orange County's total area (193 square miles). RSCCD's instructional programs include university transfer, associate degree, and professional certificate programs. Students also attend classes to enhance skills needed to prepare them for the workforce.

During 2013-2014, the district served about 55,500 students at its two main college campuses and off-site educational facilities, as well as another 28,600 students at two adult education centers. Most students live or work in Santa Ana, Garden Grove, Anaheim Hills, Tustin, Orange, Villa Park and portions of Irvine. The district's facilities include: Santa Ana College, Santiago Canyon College, the Digital Media Center, the Santa Ana College Orange County Sheriff's Regional Training Academy, Orange Education Center, Centennial Education Center, and the District Office.

In 2012-2013, the district awarded 5,940 associate degrees, professional certificates and certificates of achievement. In addition, more than 2,944 students transferred to University of California, California State University and private or out-of-state colleges.

Additionally, the college district plays a vital role in economic and workforce development by offering a range of free or low-cost educational opportunities to small business owners and entrepreneurs. RSCCD is one of the largest employers in central Orange County with 3,910 full- and part-time employees. For more information about the college district, visit www.rscdd.edu.

Measure E Helps Prepare Students and the Community for the Future

A Letter from the Citizens' Bond Oversight Committee



The Citizens' Bond Oversight Committee (CBOC) is pleased to present the 2013-2014 Annual Report highlighting the achievements made on the progress of the Measure E construction and renovation projects.

As your local representatives, it is our responsibility to oversee the expenditure of bond funds as approved by the Rancho Santiago Community College District (RSCCD) Board of Trustees, and to ensure that the bond proceeds are spent only for the purposes set forth in Measure E. At each meeting of the CBOC, the district's management and staff have provided comprehensive information about the progress of construction projects and costs for all bond-related projects.

As the co-chair of the 2014 CBOC, I am happy to report that the district continues to receive excellent ratings on all independent financial and compliance audits pertaining to the expenditure of Measure E bond funds. In 2013-2014, the independent auditors have, once again, verified that all bond funds have been expended on appropriate Measure E projects.

With this report, the CBOC members assure the community that Measure E bond expenditures have been spent properly, and only for projects identified in the bond measure and that no monies were used unlawfully for teacher and/or administrative salaries or other operating expenses. The Citizens' Bond Oversight Committee is pleased to report full compliance with all Measure E Proposition 39 requirements.

The district continues to adhere not only to the intent, but also to the spirit of Measure E exercising diligent stewardship of the funds. The CBOC also appreciates the support and commitment of the community to help provide quality instructional facilities and state-of-the-art classrooms for our students.

Sincerely,

A handwritten signature in black ink that reads "Carol Chaney". The signature is written in a cursive, flowing style.

Carol Chaney, Co-Chair

Independently Appointed Citizens' Bond Oversight Committee

Measure E was presented to the electorate under the provision of Proposition 39 which requires that RSCCD appoint an independent Citizens' Bond Oversight Committee (CBOC). The nine-member Citizens' Bond Oversight Committee holds public meetings to review project plans and to ensure all bond funds are being used for capital projects not administrative, faculty or staff salaries.

The CBOC keeps the public informed concerning RSCCD's expenditure of revenues received from the sale of Measure E bonds authorized by the voters in the November 2002 general election. The CBOC ensures that:

- Bond revenues are expended only for the construction and renovation of college and district facilities.
- No bond revenues are expended for any teacher or administrative salaries or other district operating expenses.

Committee members serve as uncompensated volunteers for terms of two years, and may not exceed two consecutive terms. No committee member may be a college district employee or official, or a vendor, contractor, or consultant of the college district. By law, the committee must include at minimum: 1) a representative from a taxpayers' association; 2) a member of the business community; 3) an active member of a senior citizens' organization; 4) an enrolled student in the college district; and 5) a member of the college district's foundation or another support organization. Two members, representing each college from the community at large, are also appointed by the Board. Citizens' Bond Oversight Committee meetings are held three times per year and are open to the public. For more information, visit www.rscdd.edu/cboc.



2013 Citizens' Bond Oversight Committee

Robert H. Odle, Chair

Taxpayers' Association Representative

Carol Chaney, Co-Chair

Business Organization Representative

MEMBERS:

Luis Vargas • SAC Student Representative

Matt Blake • SCC Student Representative

Vacant • SAC Community-at-Large Representative

Philip L. Hummel, IV • SCC Community-at-Large Representative

Ken Purcell • Support Organization - SAC Foundation Representative

Dean Strenger • Support Organization - SCC Foundation Representative

William Emra Thornton • Senior Organization Representative

2014 Citizens' Bond Oversight Committee

Carol Chaney, Co-Chair

Business Organization Representative

MEMBERS:

Luis Vargas • SAC Student Representative

Matt Blake • SCC Student Representative

Vacant • SAC Community-at-Large Representative

Philip L. Hummel, IV • SCC Community-at-Large Representative

Ken Purcell • Support Organization - SAC Foundation Representative

Dean Strenger • Support Organization - SCC Foundation Representative

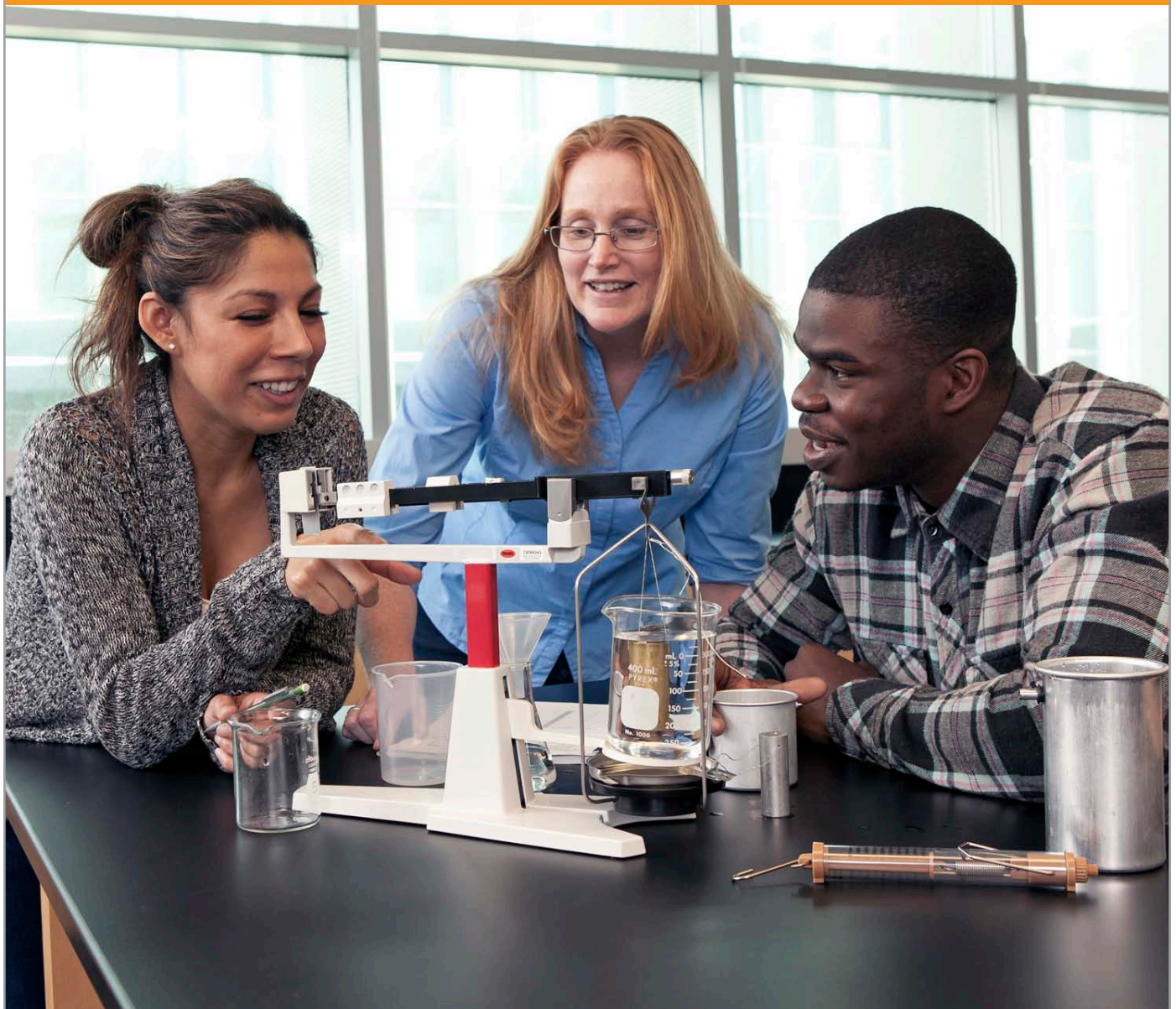
William Emra Thornton • Senior Organization Representative

Vacant • Taxpayers' Association Representative

Nelida Mendoza Yanez • Board of Trustees Liaison (Non-Voting Position)

For further information, please contact the vice chancellor of business operations and fiscal services at (714) 480-7340.

Thanks to the community for its support and commitment to helping provide quality instructional facilities and state-of-the-art classrooms to benefit our students for years to come.



2013-2014 Achievements

Santa Ana College Campus Perimeter Beautification Projects

This project renovated and unified all campus entrances, including Bristol St., 17th St., Washington Ave., and Pacific Ave. The entrances feature new signage, landscaping, walls, and pedestrian pathways. Parking lots on the campus perimeter were also resurfaced. The project is complete.

Santa Ana College Cook Gymnasium

The renovation included replacement of the building's front steps, front doors, improvements to two classrooms, and exterior painting and was completed in October 2013.

Santiago Canyon College Athletic Field Fencing and Netting

Installation of the new sports netting and fencing around the renovated softball and soccer fields. This project was completed in June 2014.





Current Projects

SANTA ANA COLLEGE

- **Dunlap Hall** – Construction began in June 2014 to replace the aging guard rails around the pedestrian walkways on all levels, as well as providing two new elevators and a stair tower. Existing restrooms will be remodeled to increase capacity and correct accessibility compliance standards. The new elevator tower will increase elevator capacity and replace an outdated elevator.
- **Planetarium** – Construction began in March 2014 to add architectural features to showcase the building, as well as focusing on American Disabilities Act (ADA) upgrades including the construction of new restrooms. Office space in the Planetarium will be repurposed for use by the Veterans Resource Center. Due to termite damage, a structural redesign of the plans was forwarded to the Division of State Architect for additional approval. Completion is targeted for January 2015.
- **Parking Lot 11 Expansion and Improvements** – Construction began in March 2014 to replace the old soccer field with a new parking lot with roughly 330 parking spaces that will include new accessible (ADA) parking and an electric car charging station. There is the possibility of adding three more electric car charging stations in the future. Storm drainage will be enhanced to provide two retention basins to divert storm runoff into the natural aquifer reducing runoff and pollutants that would otherwise run into the ocean. The majority of the project was completed by August 2014.
- **Portable Village** – Construction began in March 2014 to provide temporary classrooms, lecture halls, and faculty offices for the Dunlap Hall project and the Johnson Building renovation as needed. The portable buildings were delivered in July 2014 and the majority of the project was completed by August 2014.

SANTIAGO CANYON COLLEGE

- **Orange Education Center** – The project is in the programming phase allowing for the evaluation of approximately 85,000-square-feet of building area to determine necessary renovations. Once the plans are finalized, they will be submitted to the Division of State Architect for approval. Although Continuing Education administrators maintain office hours in the building and Rancho Santiago Community College District's Publications and Warehouse departments continue to operate from this site, classes and programs have been temporarily relocated to other locations.



The district continues to adhere not only to the intent, but also to the spirit of Measure E exercising diligent stewardship of the funds.



SANTA ANA COLLEGE

Completed Projects

NEW CONSTRUCTION

- **Classroom Building** – A 16-room, 24,000-square-foot multi-disciplinary facility.
- **Cul-de-Sacs** – Improvements to the cul-de-sacs at Martha Lane and 15th Street were completed.
- **Digital Media Center** – The 28,000-square-foot facility offers instructional space for TV/video production, digital media arts, digital music, and more. The facility also houses the county's only digital media business incubator.
- **Early Childhood Education Center** - An 18,200-square-foot facility accommodates 178 infants, toddlers, and preschool children, as well as some 100 students enrolled in the college's Human Development program. The center includes a cluster of four cottage-inspired buildings with a total of 12 classrooms for different age groups, plus two college classrooms and faculty offices.
- **Electronic Marquee** – Keeps the community and students informed.
- **Exercise Science Complex** – A 22,000-square-foot facility with locker rooms, classrooms, conference rooms, equipment storage and distribution areas, and faculty offices. The project included remodeling the training room, converting a portion of the gymnasium into a strength training lab, and constructing a new weightlifting pavilion.
- **Maintenance and Operations Building** – A facility to store equipment and tools needed to maintain the campus buildings and grounds.
- **Orange County Sherriff's Regional Training Academy** – A 53,000-square-foot facility offers training for new recruits and existing law enforcement officers through the college's criminal justice program in collaboration with the Orange County Sherriff's Department. Exterior lighting was added to the obstacle training course to expand use of facilities.
- **Parking Lot and Lighting** – Added 198 parking spaces on land acquired with Measure E funds near the new Maintenance and Operations Building.
- **Soccer Field** – New facilities include a synthetic field, covered player benches, a covered official/media area, an equipment storage area, restrooms, concessions, as well as bleachers to accommodate up to 500 spectators.
- **Softball Field, Concession Stand and Dugout** – New facilities support the college's athletics and instructional program.
- **Tennis Courts** – Resurfaced existing courts and added new ones.

UPGRADES AND MODERNIZATION

- **American Disability Act (ADA) Improvement** – Campus-wide ADA improvements, including an access ramp in front of Cook Gymnasium and baseball complex.
- **Centennial Education Center (CEC)** – Expansion and modernization of the 30-year-old kitchen at CEC's Child Development Center. Additional infrastructure improvements, including plumbing, electrical, painting, carpeting, rain gutters, and roofing took place.
- **Demolition of the Former Child Development Center** – The old center at the corner of 17th St. and College Ave. was demolished making way for the construction of the new soccer field.
- **Cook Gymnasium Sprinklers and Restroom Addition** – Added safety feature and ADA-compliant restroom facilities. A new gymnasium floor was also completed.
- **Fire, Water, Sewer and Gas Line Repairs and Improvements** – Essential infrastructure upgrades are complete.
- **Land Acquisition** – Land was acquired along College Ave. to allow for completion of college's master plan.
- **Renovation** – A range of improvements campus-wide to **Phillips Hall, Art Building, Dunlap Hall**, some **restroom facilities, Library, Administration Building, Auto Diesel/Welding Building, Cook Gymnasium**, and **Johnson Center**.





Santiago Canyon College

Completed Projects

NEW CONSTRUCTION

- **Athletics and Aquatics Center** – A 72,200-square-foot Center that includes a gymnasium, a competitive swimming pool, fitness center, locker rooms, strength lab, training facilities and offices. A new sound system was recently added.
- **Chapman Entry and Parking Lot Expansion** – A new campus entry from Chapman Ave. that includes a new fire hydrant, catch basin, traffic signal, additional accessible parking spaces, as well as miscellaneous parking lot and site grading projects.
- **Electronic Marquee** – Keeps the community and students informed.
- **Humanities Building** – A 97,500-square-foot facility, including 37 classrooms and a 290-seat lecture hall, houses the college's English, Humanities, Modern Languages, Social Science Departments, Writing Center and Honors Program.
- **Library/Learning Resource Center** – A 40,000-square-foot facility that can accommodate 10,000 volumes. The facility also includes study locations, computer lab and training areas.
- **Parking Lots and Lighting** – Two parking lots have been added to support enrollment growth.
- **Science Center** – A 60,000-square foot facility includes 12 state-of-the-art laboratories, six large lecture classrooms, and an auditorium seating more than 180, as well as faculty offices. Measure E funds paid for 67 percent of this project; the remainder was covered by state-provided funds.
- **Maintenance and Operations Building** – A facility to store equipment and tools needed to maintain the campus buildings and grounds.
- **Parking Lots and Lighting** – Two parking lots have been added to support enrollment growth.
- **Science Center** – A 60,000-square foot facility includes 12 state-of-the-art laboratories, six large lecture classrooms, and an auditorium seating more than 180, as well as faculty offices. Measure E funds paid for 67 percent of this project; the remainder was covered by state-provided funds.
- **Soccer Field and Scoreboard** – New facilities to support an expanding athletics and instructional program. Local youth soccer groups also use this field year-round.



- **Softball Field, Scoreboard and Dugout** – New facilities to support an expanding athletics and instructional program.
- **Student Services and Instruction Building** – A 30,000-square-foot building with large classrooms. The building also houses admissions, student financial aid and other student support services.
- **Parking Lot** – A new lot with nearly 1,000 additional parking spaces was completed between Newport Blvd. and Santiago Canyon Rd. The project included lighting, landscaping, and accessible parking spaces.

UPGRADES AND MODERNIZATION

- **Land Acquisition** – Land was acquired to allow for completion of college’s master plan.
- **Landscaping and Grading for Future Buildings**

District-Wide Technology Upgrades

- **Hardware/Software System** – A comprehensive administrative technology solution integrating student records/admissions, fiscal operations and human resources was acquired and implemented.
- **Phone System** – Installed a Voice over Internet Protocol (VOIP) system at all facilities.

Measure E Project Summary

June 30, 2014

	Allocated Budget	Project Expenses 2002-2013	Project Expenditures by Category 2013-2014						Total Expended	Total Project Expenses
			Site Acq., Dev & Planning	Program & Proj. Mgmt	Design	Construction (Indirect)	Construction (Direct)	Equipment		
SANTA ANA COLLEGE										
Renovation of Buildings	\$ 9,821,991	8,805,445		51,394	7,919	49,647	388,085		497,045	9,302,490
Renovate Campus Infrastructure	25,081,085	24,814,523		107,208	6,074	(116)			113,166	24,927,689
Renovate & Expand Athletic Fields	10,087,487	9,724,371	55,366			36,708	265,993		358,067	10,082,438
SAC Improvements/ Enhancements	11,483,829	1,512,846	5,994,088		289,996	108,614	918		6,393,615	7,906,461
Perimeter Site Improvement	7,047,666	2,250,659	3,915,334						3,915,334	6,165,993
Planetarium Upgrade & Restroom Addition	3,027,699	22,367	599,694	48,402	3,751	35,475	7,187		694,508	716,875
Dunlap Hall Project	1,566,050	676,197			139,892	396,048	79,171		615,111	1,291,308
Johnson Center Repurposing	51,800	22,801			26,499				26,499	49,300
Temporary Village	4,566,245	52,488	284,074	12,413	596	2,361,695		96,714	2,755,492	2,807,979
Lots 6-9 Lighting Upgrade	6,825	3,413	3,413						3,413	6,825
SAC Central Plant Design/ Underground Utilities Replacement	3,398,592		38,591		1,212,261	20,875			1,271,727	1,271,727
Purchase of 17th/Bristol Property	5,125,798		5,084,137			26,100			5,110,237	5,110,237
Chavez Hall Renovation	902,892					5,000	1,642		6,642	6,642
TOTAL	82,167,959	47,885,108	15,974,695	219,417	1,686,987	3,040,045	742,997	96,714	21,760,855	69,645,963
SANTIAGO CANYON COLLEGE										
SCC Infrastructure	37,927,873	37,044,235		32,768	3,867	7,822	99,134		143,591	37,187,826
Design/Construct Arts, Humanities & Social Science Bldg.	32,731,753	28,088,199		169,959	39,993	48,610	2,611,452	1,402,923	4,272,938	32,361,137
Design/Construct Gymnasium Building/Pool Complex	20,454,610	19,422,287			44,013	8,250	132,935	242,260	427,459	19,849,746
Design/Construct Math & Science Center	26,450,914	26,415,954				10			10	26,415,964
OEC Building Certification	3,762,122			84,680	80,703		218,535		383,918	383,918
TOTAL	121,327,272	110,970,675	-	287,407	168,577	64,691	3,062,057	1,645,183	5,227,915	116,198,590
DISTRICT OPERATIONS										
Replace Aging Telephone & Computer Network	14,056,433	14,056,453						(20)	(20)	14,056,433
LED Lighting Upgrade	157,200				157,200				157,200	157,200
DSA Project Closeout	1,046,825		23,793		5,553	113,601		490	143,437	143,437
TOTAL	15,260,458	14,056,453	23,793	-	162,753	113,601	-	470	300,617	14,357,070
Total Current Projects	\$ 218,755,689	172,912,237	15,998,488	506,824	2,018,317	3,218,337	3,805,054	1,742,367	27,289,386	200,201,623
Total Closed Out Projects	\$ 153,849,253	153,849,253								
Measure E Bond Program	\$ 372,604,942	326,761,490								

All financial information subject to final audit report.

Balance Sheet

June 30, 2014

MEASURE E BOND PROGRAM

ASSETS

Cash in County Treasury	\$ 20,533,616
Interest Receivable	8,630
Prepaid Expense	425,863
TOTAL ASSETS	\$ 20,968,109

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	\$ 2,495,268
TOTAL LIABILITIES	2,495,268

FUND BALANCE

Designated for Special Purposes	\$ 18,472,841
TOTAL FUND BALANCE	18,472,841

TOTAL LIABILITIES AND FUND BALANCE	\$ 20,968,109
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RSCCD BOARD OF TRUSTEES

Jose Solorio, President
Lawrence R. "Larry" Labrado, Vice President
Claudia C. Alvarez, Clerk
Arianna P. Barrios
John R. Hanna
Nelida Mendoza Yanez
Phillip E. Yarbrough
Alana V. Voechting, Student Trustee

CHANCELLOR

Raúl Rodríguez, Ph.D.

SANTA ANA COLLEGE PRESIDENT

Erlinda J. Martinez, Ed.D.

SANTIAGO CANYON COLLEGE PRESIDENT

John Weispfenning, Ph.D.



SANTA ANA
COLLEGE



Santiago
Canyon
College

2323 NORTH BROADWAY • SANTA ANA, CA 92706-1640

www.rscgd.edu



NONDISCRIMINATION POLICY

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. Inquiries regarding compliance and/or grievance procedures may be directed to RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

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

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of Agreement with Hammel, Green & Abrahamson, Inc. for Professional Design Services for the Science, Technology, Engineering and Math (STEM) Building at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new agreement for architectural services related to the New Science, Technology, Engineering and Math (STEM) Building at Santa Ana College. The District is in need of professional services for the design and related work. In conformance with the Facility Master Plan, the project will include the demolition of three (3) existing buildings (“Building J”), construction of a new STEM Building to house instructional space for Biology, Chemistry, Physical Sciences, Technology, Engineering, and Math; and parking lot improvements to Lots 6, 7, 8, and 9. The estimated value for construction is \$43,000,000 with a total project budget of \$64,000,000.

ANALYSIS:

A Request for Proposal (RFP) #1415-68 was issued on July 10, 2014 to ten pre-qualified firms with a response deadline of July 24, 2014. The District received ten responses from Flewelling & Moody (Los Angeles), Dougherty & Dougherty (Costa Mesa), Hammel, Green & Abrahamson, Inc. (Santa Monica), HPI Architecture (Newport Beach), Lionakis (Newport Beach), MVE Institutional, Inc. (Santa Ana), NTD Architecture (Newport Beach), R2A Architecture (Costa Mesa), Steinberg Architects (Los Angeles) and Westberg+White Architects (Tustin). A committee of six members reviewed the proposals on July 31, 2014 and interviewed four firms on August 12, 2014, and August 14, 2014; Lionakis, R2A Architecture, Steinberg Architects, and Hammel, Green & Abrahamson, Inc. The selection and interview committee recommends Hammel, Green & Abrahamson, Inc. by consensus based upon a thorough review and the culmination of their RFP response, experience, team members, approach to the project, ability to meet the schedule requirements, and significant experience with science, technology, engineering and math buildings.

The District recommends the architectural and engineering services of Hammel Green & Abrahamson, Inc. The services covered by this agreement shall commence October 14, 2014 and end December 31, 2019. The contract is a total not-to-exceed fee of \$4,109,395, including \$200,000 in reimbursables. The fee is approximately 9.5% of the estimated construction budget. The industry standard for a STEM project is typically 10%-12%.

This agreement is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Hammel, Green and Abrahamson, Inc. for the Science, Technology, Engineering and Math (STEM) Building at Santa Ana College as presented.

Fiscal Impact:	\$4,109,395	Board Date: October 13, 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: 10/13/2014

Project: New Science, Technology, Engineering and Math (STEM) Site: **Santa Ana College**
Building

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

Type of Service: Professional Design Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$3,909,395.00	\$ 200,000.00	10/14/2014	12/30/2019
Total Agreement Amount		\$4,109,395.00			

DESCRIPTION:

Professional Design Services for the construction of the new Science,
Technology, Engineering and Math (STEM) Building

\$4,109,395.00

Total Proposed Amount:

Contract End Date:

12/31/2019

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

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of Agreement with Leland Saylor Associates for Cost Estimating Consulting Services for the Central Plant Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

This is a new professional services agreement for Cost Estimating Services for the Central Plant, Infrastructure and Mechanical Upgrades Project at Santa Ana College. The Project is one of several Measure Q projects to be constructed on the campus, and the scope of work includes significant underground utility replacement/upgrade work (gas, electrical, sewer, water, etc.), as well as a new central plant building, a thermal ice storage facility, and retrofit work to 8 buildings to be connected to the new central plant chilled water system. The project is currently under design and estimates of probable construction cost are being prepared by the architect and the preconstruction services consultant. The District is in need of an independent third party cost estimate from a qualified consultant with experience in the area of estimating central plants and major utility replacements in order to properly evaluate the probable construction cost and validate estimates received from the architect and preconstruction services consultant.

ANALYSIS:

A Request for Qualifications (RFQ) #1415-66 for Cost Estimating Consulting Services was released on July 3, 2014 with a due date of July 28, 2014. The District received nine responses from Abacus Project Management Inc. (Newport Beach), AECOM (Los Angeles), Cumming (Aliso Viejo), Gafcon (Los Angeles), HL Construction Management (Orange), Jacobus & Yuang Inc. (Camarillo), Leland Saylor Associates (Los Angeles), Lenax Construction Services, Inc. (Los Angeles) and O'Connor Construction Management, Inc. (Irvine). A selection committee convened on August 19, 2014 to review the proposals. Six firms were identified as qualified for the pre-qualified cost estimating consulting services short list.

A Request for Proposal #1415-75 for Cost Estimating Services for the Central Plant project was released to Lenax, Cumming, Leland Saylor and O'Connor on September 2, 2014 with a due date of September 15, 2014. The District received three responses from Cumming, Leland Saylor and O'Connor. A selection committee convened to review the proposals and interviewed Leland Saylor on September 19, 2014. The selection committee recommends Leland Saylor Associates after a thorough review based upon the culmination of their RFP response, experience, team members, approach to the project, fee, schedule and familiarity with central plant projects. It is

recommended that the District enter into an agreement with Leland Saylor Associates for cost estimating consulting services.

The services covered by this agreement shall commence October 14, 2014 and ends December 31, 2015. The contract is a not to exceed fee of \$97,142.00.

This project is funded by Measure Q.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the contract with Leland Saylor Associates for Cost Estimating Consulting Services for the Central Plant Project at Santa Ana College as presented.

Fiscal Impact:	\$97,142	Board Date: October 13, 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: 10/31/2014

Project: Central Plant Project

Site: **Santa Ana College**

Consultants: **Leland Saylor Associates**

Type of Service: Cost estimate Services

Agreement Summary	No.	Amount	Reimbursables	Duration	
				Start	End
Original Contract Amount		\$97,142.00		10/14/2014	12/31/2015
Total Agreement Amount		\$97,142.00			

DESCRIPTION:

Cost Estimating Consulting Services

\$97,142.00

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: October 13, 2014
Re:	Approval of Change Order #1 for Bid #1235 for Artesia Street Improvements at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

The District approved the contract for Bid #1235 on July 21, 2014 to All American Asphalt to complete the Artesia Street improvements adjacent to the soccer field at Santa Ana College. The improvements are now complete and project close out is in progress.

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 \$35,998.

This project was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for Bid #1235 for Artesia Street Improvements at Santa Ana College as presented.

Fiscal Impact:	- \$10,000	Board Date: October 13, 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	



Rancho Santiago Community College District
 2323 North Broadway
 Santa Ana, CA 92706

Board Date: October 13, 2014

Project Name: Artesia Street Improvements

Project No. Bid#1235

Contractor: All American Asphalt

Site: Santa Ana College, Artesia Street

Contract #: PO #14-0032144

Change Order (CO) No. : 1

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
6/23/2014	45 days	8/31/2014	0	0	8/31/2014

Change Order Summary				Allowance Budget	
Description	Number	Amount	% of Contract	Amount	
Original Contract Amount		\$45,998.00		\$10,000.00	
Previous Change Orders	1	-\$10,000.00	-21.7%	Used	\$0.00
Previous Change Orders	2		0.0%	Balance	\$10,000.00
Previous Change Orders	3		0.0%		
Previous Change Orders	4		0.0%		
This Change Order	5		0.0%		
Total Change Order (s)		\$ (10,000.00)	-21.7%		
Revised Contract Amount		\$ 35,998.00			

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)
					Grand Total			\$ (10,000.00)

- 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: October 13, 2014
Re:	Approval of Change Order #1 for Bid #1238 for Football Field Turf Replacement Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

The District ratified the contract for Bid #1238 on July 21, 2014 to So Cal Landscape Maintenance, Inc. to provide turf removal and installation service for the football field at Santa Ana College. The turf installation is now complete and project close out is in progress.

ANALYSIS:

Change Order #1 decreases the contract by \$8,952.65 which is a credit back to the district for unused allowance. The revised contract amount is \$130,647.35.

This project was funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Change Order #1 for Bid #1238 for Football Field Turf Replacement Project at Santa Ana College as presented.

Fiscal Impact:	- \$8,952.65	Board Date: October 13, 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	



Rancho Santiago Community College District
 2323 North Broadway
 Santa Ana, CA 92706

Board Date: October 13, 2014
 Project No. Bid#1238
 Site: Santa Ana College- Football Field
 Change Order (CO) No. : 1

Project Name: Football Field Turf Replacement
 Contractor: So Cal Land Maintenance, Inc.
 Contract #: PO #14-0032172

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
6/24/2014	90	10/30/2014	0	0	10/30/2014

Change Order Summary				Allowance Budget	
Description	Number	Amount	% of Contract	Amount	
Original Contract Amount		\$139,600.00		\$8,952.62	
Previous Change Orders	1	-\$8,952.62	-6.4%	Used	\$0.00
Previous Change Orders	2		0.0%	Balance	\$8,952.62
Previous Change Orders	3		0.0%		
Previous Change Orders	4		0.0%		
This Change Order	5		0.0%		
Total Change Order (s)		\$ (8,952.62)	-6.4%		
Revised Contract Amount		\$130,647.38			

Items in Change Order							
Item No.	Description	Requester	Reason	Ext. Day	Credit	Add	Net
1	Final Reconciliation of Unused allowance	District	5	0	\$ (8,952.62)		\$ (8,952.62)
					\$ (8,952.62)	\$ -	\$ (8,952.62)
							\$ (8,952.62)

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: October 13, 2014
Re:	Approval of Notice of Completion with Silver Creek Industries for the Portables of the Temporary Village at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On August 27, 2013 the Board of Trustees approved contracts with Silver Creek Industries for the purchase, delivery, installation and modification of portables for the Temporary Village 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 August 25, 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 \$2,406,547.68.

This contract was funded by Measure E.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with Silver Creek Industries for purchase, delivery, installation and modification of portables for the Temporary Village at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: October 13, 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 17th Street, Santa Ana, California, caused improvements to be made to the property to with: Bid#2010-00 with Los Alamitos Unified School District in accordance with piggy-back bid provisions, the contracts for the doing of which was heretofore entered into on the 27th August 2013, which contracts was made with Silver Creek Industries PO# 14-0028333 – Purchase of Portables for the Temporary Village, PO #14-0028339 - Delivery of the Portables for the Temporary Village, PO #14-0028321 – Installation and Set-up of the Portables for the Temporary Village, PO #14-0028345 – Changes to the Portables for the Temporary Village, as contractor; that said improvements were completed on the 25th day of August, 2014, and accepted by formal action of the governing Board of said District on the 13th day of October, 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 Western Surety 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 October 13, 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: October 13, 2014
Re:	Approval of Notice of Completion for Bid #1238 – Football Field Turf Replacement Project at Santa Ana College	
Action:	Request for Approval	

BACKGROUND:

On July 21, 2014, Board of Trustees ratified a contract with So Cal Land Maintenance, Inc. to provide turf removal and installation service for the football field 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 September 8, 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 was \$130,647.35 including \$8,952.65 in allowance funds.

This project was funded by Scheduled Maintenance.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Notice of Completion with So Cal Land Maintenance, Inc. for Football Field Turf Replacement Project at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: October 13, 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 17th Street, Santa Ana, California, caused improvements to be made to the property to with: Bid #1238 Football Field Turf Replacement Project, the contract for the doing of which was heretofore entered into on the 26th day of June , 2014, which contract was made with So Cal Land Maintenance, Inc. PO# 14-0032172 as contractor; that said improvements were completed on the 8th day of September, 2014, and accepted by formal action of the governing Board of said District on the 25th day of September, 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 Philadelphia Indemnity 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 September 25, 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: October 13, 2014
Re:	Reject all Bids of Bid #1246 – Hammond Hall (Building H) Painting and Windows Replacement at Santa Ana College	
Action:	Request for Rejection	

BACKGROUND:

On September 11, 2014, Bid #1246 was opened for the Santa Ana College Painting and Windows Replacement project for Building H (Hammond Hall).

ANALYSIS:

The District received nine bids on the project. Bids ranged from a low of \$153,601.82 to \$340,000.00. The apparent low bidder was C-1 Construction Corporation in the amount of \$153,601.82.

Staff is currently re-evaluating the scope of work, the budget, and construction schedule and does not recommend awarding the bid at this time. Per Public Contract Code Section 20651, the Board of Trustees has the right to reject all bids.

This project is funded by Capital Outlay.

RECOMMENDATION:

It is recommended that the Board of Trustees reject all bids of Bid #1246 – Hammond Hall (Building H) Painting and Windows Replacement at Santa Ana College as presented.

Fiscal Impact:	N/A	Board Date: October 13, 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	

BID RESULTS:

BID # 1246

**PROJECT: Building H Painting, Windows
Replacement**

DUE DATE: September 11, 2014

Addendum Issued: 2

BIDDER	BASE BID AMOUNT	ADD ALTERNATE #1	TOTAL BID AMOUNT
C-1 Construction Corporation 3454 West 1st Street, Suite #2 Los Angeles, CA 90004	\$153,601.82	\$24,500.00	\$178,101.82
Case & Sons Construction, Inc. 17736 Buena Vista Avenue Yorba Linda, CA 92886	\$182,700.00	\$27,053.00	\$209,753.00
Interlog Construction 1295 North Knollwood Circle Anaheim, CA 92801	\$191,000.00	\$19,980.00	\$210,980.00
CTG Georgiou Painting Company 433 Lecouvreur Avenue Wilmington, CA 90744	\$223,200.00	\$19,000.00	\$242,200.00
Astra Builders, Inc. P.O. Box 704 Fullerton, CA 92836	\$224,194.00	\$35,400.00	\$259,594.00
Everlast Builders, Inc. 16654 Soledad Canyon Road, Suite 302 Canyon Country, CA 91387	\$227,000.00	\$40,000.00	\$267,000.00
Dalke & Sons Construction, Inc. 4585 Allstate Drive Riverside, CA 92501	\$245,680.00	\$30,000.00	\$275,680.00
GDL Best Contractors, Inc. 7611 Greenleaf Avenue Whittier, CA 90602	\$270,000.00	\$18,000.00	\$288,000.00
Piana Construction & Painting Inc. 16352 Barnestan Street Granada Hills, CA 91344	\$340,000.00	\$15,000.00	\$355,000.00

9 Bidders Total

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

To:	Board of Trustees	Date: October 13, 2014
Re:	Award of Bid #1244 – Purchase of Printing & Copier Paper	
Action:	Request for Approval	

BACKGROUND

An assortment of printing and copier papers are utilized by the District's Publications Department and other District sites. The annual cost to purchase these papers exceeds the bid limit which requires the District to formally bid these products.

ANALYSIS

Bids were emailed to four vendors and five vendors obtained copies of the bid from our website. Bids were submitted by three bidders, two vendors replied with a no bid and four vendors did not respond. The Publications Department evaluated and tested samples of various papers. All of the items are being awarded to the low bidders meeting specifications. Attached are the results with the recommended awards noted by an asterisk.

Paper will be purchased by the campuses/sites on an as-needed basis. This contract expires on June 30, 2016.

RECOMMENDATION

It is recommended that the Board of Trustees accept the bids and approve the awards of Bid #1244 – Purchase of Printing & Copier Paper to Spicer's Paper, Inc., Staples Contract & Commercial, Inc. (operating as Staples Advantage), and Unisource Worldwide, Inc. as presented.

Fiscal Impact:	To Be Determined	Board Date: October 13, 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	

RECAP OF BID #1244 – PURCHASE OF PRINTING & COPIER PAPER

Item #	Description	Spicers Paper	Staples Contract & Commercial, Inc operating as Staples Advantage	Unisource Worldwide, a Veritiv Company
1.	Domtar (or equal) Bond, 8-1/2" x 11", 20 lb., (.004), in the Following Colors: Blue, Green, Canary, Ivory, Pink (Contains 30% post-consumer fiber)	Earthchoice MP \$8.00/M	Staples Brand (milled by Domtar; Ivory milled by Intl Paper) \$7.39/M*	Domtar \$8.05/M
2.	Hammermill Great White Copy (or equal), 20 lb., 8-1/2" x 11", (.004), White, 3-Hole Punched (5/16"), 92+ brightness (Contains 30% post-consumer fiber)	Husky \$6.83/M	Staples Brand \$6.27/M*	Domtar/Husky \$8.70/M
3.	Hammermill Great White Copy (or equal), 8-1/2" x 11, 20 lb., (.004), White, 92+ brightness (Contains 30% post-consumer fiber)	Husky \$6.23/M	Staples Brand \$5.80/M*	Hammermill \$7/19/M
4.	Domtar (or equal) DP Highspeed Bond, 20 lb., 8-1/2" x 11", (.004), White, 3-Hole Punched (5/16"), 92+ brightness	Domtar \$7.17/M	Staples Brand \$6.21/M*	Econosource/Domtar \$7.40/M
5.	Comet (or equal) DP Highspeed Bond, 8-1/2" x 11, 20 lb., (.004), White, 92+ brightness	Domtar \$6.07/M	Staples Brand \$5.40/M	Comet \$5.00/M*
6.	Appleton (or equal) NCR, 2-Part Reverse, 8-1/2" x 14"	Apvion Superior NCR \$23.63/M*	Xerox \$51.44/M	Appleton \$34.10/M
7.	Excel One (or equal) Carbonless, 8-1/2" x 11", 2-Part Reverse, 20 lb	Apvion Superior NCR \$18.59/M	Xerox \$20.24/M	Appleton \$16.14/M*
8.	Excel One (or equal) Carbonless, 8-1/2" x 11", 3-Part, Straight, 20 lb	Apvion Superior NCR \$20.92/M	Xerox \$21.16/M	Appleton \$18.50/M*
9.	Accent Opaque (or equal), White, Offset, 11" x 17", 60 lb	Lynx Opaque \$21.39/M	Husky \$29.93/M	Soporset \$18.43/M*
10.	Hammermill (or equal) Color Copy Text, 11" x 17", 32 lb, White	Neenah Colorcopy \$31.44/M	Hammermill \$22.80/M*	Hammermill \$37.85/M
11.	Hammermill (or equal) Color Copy Cover, 11" x 17", 100 lb, White	Neenah Colorcopy \$70.65/M*	Hammermill \$141.88/M	Hammermill \$85.64/M
12.	Hammermill (or equal) Color Copy Cover, 8-1/2" x 11", 100 lb, White	Neenah Colorcopy \$36.18/M*	Cougar Digital Smooth \$104.25/M	Hammermill \$37.85/M
13.	Hammermill (or equal) Color Copy Cover, 18" x 12", 100 lb, White	NA	Hammermill \$164.12/M	Hammermill \$99.00/M*
14.	Hammermill (or equal) Color Copy, 12" x 18", 32 lb, White	Neenah Colorcopy \$39.56/M*	Hammermill \$61.53/M	Hammermill \$43.72/M
15.	Springhill (or equal) Index, 11" x 17", 110 lb, White	Earthchoice Index \$51.25/M	Springhill \$103.56/M	Domtar \$50.21/M*
Fuel Surcharge Per Order		None	None	None
Charge for Ordering Less than a Full Pallet of Bond Paper		None	None	None

*Recommended Award

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

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of Lease Agreement with MyGuard Systems	
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

MyGuard Systems provides security software solutions that protect sensitive and valuable digital property of businesses and individuals. MyGuard products empower businesses to defend against insider threats and protect individuals' private information.

As a start-up, MyGuard Systems 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: September 02, 2014 to September 03, 2015. The square footage for the rentable area included in this lease agreement is 318 square feet.

RECOMMENDATION

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

Fiscal Impact:	\$6,487.20	Board Date: October 13, 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

Educational Services

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical programs have been developed:

	<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1.	Cooperative Agencies Resources for Education (CARE) (SAC & SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (14/15). <i>No match required.</i> <ul style="list-style-type: none"> • SAC - \$60,043 • SCC - \$18,216 	08/22/2014	\$ 78,259
2.	Equality Employment Opportunity (EEO) – Diversity Allocation Funds (District) Funds from the California Community Colleges Chancellor's Office for the Human Resource Department to broadly disseminate information about job openings. (14/15). <i>No match required.</i>	07/01/2014	\$ 11,670
3.	Extended Opportunity Programs & Services (EOPS) (SAC & SCC) Annual allocation from the California Community Colleges Chancellor's Office to provide services to low-income students. (14/15). <i>Minimum cash match required is \$310,857 for SAC and \$159,602 for SCC.</i> <ul style="list-style-type: none"> • SAC - \$1,224,887 • SCC - \$318,153 	08/22/2014	\$1,543,040
4.	Retail/Hospitality/Tourism Sector Grant Boot Camps (District) Sub-award from the Sector Navigator for Retail/Hospitality/Tourism, hosted by El Camino Community College District, for the Orange County/Los Angeles, Deputy Sector Navigator for Retail/Hospitality/Tourism to conduct an Internship Boot Camp to prepare and place 30 high school and community college students for internships opportunities in these industries in the LA/OC region. (14/15). <i>No match required.</i>	10/21/2014	\$ 48,075

Fiscal Impact: \$6,657,908	Board Date: October 13, 2014
Item Prepared by: Pat Carpenter, Administrative Secretary, Resource Development	
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>5. Strengthening Transfer Education and Matriculation in STEM (STEM²) – Year 4 (SCC) Fourth year of a five-year grant award from the U.S. Department of Education to California State University, Fullerton, Title III Hispanic-Serving Institutions (HSI) STEM and Articulation Programs. SCC received a sub-award from CSUF to expand and enhance educational opportunities for, and improve the academic attainment of Hispanic students and low-income students in science, technology, engineering and mathematics (STEM). (14/15). <i>No match required.</i></p>	08/30/2013	\$ 120,699						
<p>6. Student Success and Support Program (SSSP) – Credit (SAC/District) Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising and other education planning services. (14/15)</p> <table border="0" style="margin-left: 40px;"> <tr> <td>SAC SSSP</td> <td style="text-align: right;">\$3,519,560</td> </tr> <tr> <td>+ Contribution to Research</td> <td style="text-align: right;"><u>\$18,469</u></td> </tr> <tr> <td>SAC P1</td> <td style="text-align: right;">\$3,538,029</td> </tr> </table> <p><i>Match requirement is two-to-one. Project administrator and project directors identify and monitor the matriculation match expenses.</i></p>	SAC SSSP	\$3,519,560	+ Contribution to Research	<u>\$18,469</u>	SAC P1	\$3,538,029	09/24/2014	\$3,538,029
SAC SSSP	\$3,519,560							
+ Contribution to Research	<u>\$18,469</u>							
SAC P1	\$3,538,029							
<p>7. Student Success and Support Program (SSSP) – Credit (SCC/District) Annual allocation from the California Community Colleges Chancellor’s Office to support activities related to orientation, assessment, counseling, advising and other education planning services. (14/15)</p> <table border="0" style="margin-left: 40px;"> <tr> <td>SCC SSSP</td> <td style="text-align: right;">\$1,312,322</td> </tr> <tr> <td>+ Contribution to Research</td> <td style="text-align: right;"><u>\$5,814</u></td> </tr> <tr> <td>SCC P1</td> <td style="text-align: right;">\$1,318,136</td> </tr> </table> <p><i>Match requirement is two-to-one. Project administrator and project directors identify and monitor the matriculation match expenses.</i></p>	SCC SSSP	\$1,312,322	+ Contribution to Research	<u>\$5,814</u>	SCC P1	\$1,318,136	09/24/2014	\$1,318,136
SCC SSSP	\$1,312,322							
+ Contribution to Research	<u>\$5,814</u>							
SCC P1	\$1,318,136							

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: \$6,657,908	Board Date: October 13, 2014
Item Prepared by: Pat Carpenter, Administrative Secretary, Resource Development	
Item Submitted by: Enrique Perez, J.D., Assistant Vice Chancellor, Educational Services	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2090
NAME: Cooperative Agencies Resources for Education (CARE) Program - SAC
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 7/1/14 to 06/30/15
 CONTRACT INCOME: \$60,043

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 09/23/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-10000-8629	Other Gen Categorical Apport : SAC		60,043		60,043		
12-2090-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	18,619		19,160		541	
12-2090-643000-19300-1232	Contract Extension-Counselors : EOPS	-		317		317	
12-2090-643000-19300-1250	Contract Coordinator : EOPS - Ann Lockhart (15%)	13,964		14,370		406	
12-2090-643000-19300-1252	Contract Extension-Coordinator : EOPS	-		106		106	
12-2090-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS	3,633		3,940		307	
12-2090-643000-19300-1454	Int/Sum Beyond Contr-Coordinat : EOPS	-		1,911		1,911	
12-2090-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez (5%)	2,086		2,185		99	
12-2090-643000-19300-3115	STRS - Non-Instructional : EOPS	3,024		3,574		550	
12-2090-643000-19300-3215	PERS - Non-Instructional : EOPS	239		257		18	
12-2090-643000-19300-3315	OASDHI - Non-Instructional : EOPS	133		140		7	
12-2090-643000-19300-3325	Medicare - Non-Instructional : EOPS	563		616		53	
12-2090-643000-19300-3415	H & W - Non-Instructional : EOPS	4,296		4,633		337	
12-2090-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	388		425		37	
12-2090-643000-19300-3515	SUI - Non-Instructional : EOPS	19		21		2	
12-2090-643000-19300-3615	WCI - Non-Instructional : EOPS	931		1,020		89	
12-2090-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	931		505			426
12-2090-643000-19300-4610	Non-Instructional Supplies : EOPS	2,238		2,225			13
12-2090-643000-19300-4710	Food and Food Service Supplies : EOPS	630		850		220	
12-2090-643000-19300-5940	Reproduction/Printing Expenses : EOPS	250		100			150
12-2090-675000-19300-5210	Conference Expenses : EOPS	1,800		529			1,271

5.1 (3)

SPECIAL PROJECT DETAILED BUDGET #2090
NAME: Cooperative Agencies Resources for Education (CARE) Program - SAC
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 7/1/14 to 06/30/15
 CONTRACT INCOME: \$60,043

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 09/23/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-732000-19300-7670	Other Exp Paid for Students : EOPS - \$201 for penalty cost (do not spend)	6,299		3,159			3,140
Total Project 2090 CARE Program		60,043	60,043	60,043.0	60,043	5,000	5,000

5.1 (4)

SPECIAL PROJECT DETAILED BUDGET #2090
NAME: Cooperative Agencies Resources for Education (CARE) - SCC
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 7/01/14 to 6/30/15
 CONTRACT INCOME: \$18,216

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS

DATE: 09/22/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2090-000000-20000-8629	Other Gen Categorical Apport : SCC		15,866		15,866	-	-
12-2090-643000-29335-1430	Part-Time Counselors : EOPS - Susane Duarte (Fall \$2,792.40; est. Sp same as Fall)	4,189		5,585		1,396	
12-2090-643000-29335-3115	STRS - Non-Instructional : EOPS	368		496		128	
12-2090-643000-29335-3325	Medicare - Non-Instructional : EOPS	61		81		20	
12-2090-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	42		56		14	
12-2090-643000-29335-3515	SUI - Non-Instructional : EOPS	2		3		1	
12-2090-643000-29335-3615	WCI - Non-Instructional : EOPS	101		134		33	
12-2090-732000-29335-7670	Other Exp Paid for Students : EOPS	11,103		9,511			1,592
Total Project 2090 CARE Program		15,866	15,866	15,866	15,866	1,592	1,592
74-2090-000000-20000-8629	Other Gen Categorical Apport : SCC		2,350		2,350	-	-
74-2090-732000-29335-7504	CARE Grant : EOPS	2,350		2,350		-	-
Total Project 2090 CARE Program		2,350	2,350	2,350	2,350	-	-
TOTAL CARE Program (SCC)		18,216	18,216	18,216	18,216	1,592	1,592

5.1 (5)

SPECIAL PROJECT DETAILED BUDGET #2330
NAME: Equal Employment Opportunity (EEO - Diversity allocation funds)
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 7/1/14 to 6/30/15
 CONTRACT INCOME: \$1,452 - Carryover from 2013/14

PROJ. ADM.: J. Didion
 PROJ. DIR.: E. Marasigan
 Date: 09/29/14

\$11,670 - FY 14/15 Budget Allocation
\$12,822 TOTAL

GL Account		Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2330-000000-50000-8629	Other Gen Categorical Appor		-		11,670		11,670
12-2330-000009-50000-8629	Other Gen Categorical Appor		1,152		1,152	-	
12-2330-676000-53110-4620	Non-Instructional Software	-		200		200	
12-2330-676000-53110-5100	Contracted Services : Human	-		1,000		1,000	
12-2330-676000-53110-5240	Applicant Travel Reimburse	105		2,022		1,917	
12-2330-676000-53110-5300	Inst Dues & Memberships : H	-		600		600	
12-2330-676000-53110-5660	Software Support Service :	-		1,000		1,000	
12-2330-676000-53110-5920	Personnel Recruiting : Huma	1,047		7,000		5,953	
12-2330-676000-53110-6419	Equip/Software - >\$200 <\$1,	-		1,000		1,000	
Totals for PROJECT: 2330	Equal Employmnt Opportuni	1,152	1,152	12,822	12,822	11,670	11,670

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 7/1/14 to 06/30/15
 CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 09/23/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2250-643000-19300-1210	Academic Management : EOPS - Christine Leon (100%)	133,754		133,754		-	-
11-2250-643000-19300-1230	Contract Counselors : EOPS - Ann Lockhart (20%)	19,161		19,161		-	-
11-2250-643000-19300-1250	Contract Coordinator : EOPS - Gabriella Sanchez (40% + \$1,000 stipend)	34,940		35,928		988	
11-2250-643000-19300-1430	Part-Time Counselors : EOPS - Jordan Huynh + addtl (\$12,921) for p/t counselors	37,960		13,885			24,075
11-2250-643000-19300-1433	Beyond Contract - Counselors : EOPS - Madeleine Nguyen (Fall - \$6,980.96)	-		10,803		10,803	
11-2250-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS - Ann Lockhart (Sum 14 - \$1,614.48) - Jane Mathis (Sum 14 - \$3,568) - Madeleine Nguyen (Sum 14 - \$7,602.86)	-		12,785		12,785	
11-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez-Gonzalez (25%)	10,423		10,926		503	
11-2250-643000-19300-3115	STRS - Non-Instructional : EOPS	21,528		20,386			1,142
11-2250-643000-19300-3215	PERS - Non-Instructional : EOPS	1,227		1,286		59	
11-2250-643000-19300-3315	OASDHI - Non-Instructional : EOPS	667		698		31	
11-2250-643000-19300-3325	Medicare - Non-Instructional : EOPS	3,477		3,492		15	
11-2250-643000-19300-3415	H & W - Non-Instructional : EOPS	35,837		35,837		-	-
11-2250-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	2,399		2,408		9	
11-2250-643000-19300-3515	SUI - Non-Instructional : EOPS	120		120		-	-
11-2250-643000-19300-3615	WCI - Non-Instructional : EOPS	5,756		5,780		24	
11-2250-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	3,608		3,608		-	-
Total Project 2250 EOPS		310,857	-	310,857	-	25,217	25,217

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 7/1/14 to 06/30/15
 CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 09/23/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-10000-8622	EOPS : Santa Ana College		1,224,887		1,224,887		
12-2250-499900-19300-2420	Inst Assistant - Hourly : EOPS	13,311		-			13,311
12-2250-499900-19300-3211	PERS - Instructional : EOPS	1,523		-			1,523
12-2250-499900-19300-3311	OASDHI - Instructional : EOPS	825		-			825
12-2250-499900-19300-3321	Medicare - Instructional : EOPS	193		-			193
12-2250-499900-19300-3431	H & W - Retiree Fund Inst : EOPS	133		-			133
12-2250-499900-19300-3511	SUI - Instructional : EOPS	7		-			7
12-2250-499900-19300-3611	WCI - Instructional : EOPS	319		-			319
12-2250-643000-19300-1230	Contract Counselors : EOPS - Jane Mathis (100%) - Madeleine Nguyen (100%)	208,407		208,407		-	-
12-2250-643000-19300-1232	Contract Extension-Counselors : EOPS - Ann Lockhart (sum 14 - \$317.37) - Jane Mathis	-		317		317	
12-2250-643000-19300-1250	Contract Coordinator : EOPS - Ann Lockhart (15%)	13,964		14,370		406	
12-2250-643000-19300-1252	Contract Extension-Coordinator : EOPS - Ann Lockhart (sum 14 - \$105.79)	-		106		106	
12-2250-643000-19300-1430	Part-Time Counselors : EOPS	37,759		82,487		44,728	
12-2250-643000-19300-1433	Beyond Contract - Counselors : EOPS - Ann Lockhart - Leo Pastrana	11,789		6,254			5,535
12-2250-643000-19300-1434	Int/Sum Beyond Contr-Counselor : EOPS	8,308		7,138			1,170
12-2250-643000-19300-1435	Int/Sum - Counselors,Part-Time : EOPS - Sylvia & Leo (sum 14)	2,100		2,083			17
12-2250-643000-19300-1454	Int/Sum Beyond Contr-Coordinat : EOPS	-		554		554	
12-2250-643000-19300-1480	Part-Time Reassigned Time : EOPS	-		45		45	

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 7/1/14 to 06/30/15
 CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 09/23/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-19300-1485	Int/Sum - Reassigned Time, PT : EOPS	-		143		143	
12-2250-643000-19300-2130	Classified Employees : EOPS - Irma Fernandez-Gonzalez (70%) - Deborah Gossett (40%) - Blythe Paz (90%) - Gloria Ramos (25%) - Maria Torres-Carranza (100%) - Miriam Verlarde (100%)	233,755		224,358			9,397
12-2250-643000-19300-2310	Classified Employees - Ongoing : EOPS - Loretta Campbell, Counseling Asst (eff 9/15/14) - General Office Clerk (est. for 8 months - 11/1/14) - 4 learning facilitators	49,094		71,540		22,446	
12-2250-643000-19300-2320	Classified Employees - Hourly : EOPS	14,442		8,609			5,833
12-2250-643000-19300-2340	Student Assistants - Hourly : EOPS	15,575		11,241			4,334
12-2250-643000-19300-3115	STRS - Non-Instructional : EOPS	23,514		28,799		5,285	
12-2250-643000-19300-3215	PERS - Non-Instructional : EOPS	27,756		32,088		4,332	
12-2250-643000-19300-3315	OASDHI - Non-Instructional : EOPS	15,333		17,182		1,849	
12-2250-643000-19300-3325	Medicare - Non-Instructional : EOPS	8,227		9,183		956	
12-2250-643000-19300-3335	PARS - Non-Instructional : EOPS	456		415			41
12-2250-643000-19300-3415	H & W - Non-Instructional : EOPS	111,215		118,022		6,807	
12-2250-643000-19300-3435	H & W - Retiree Fund Non-Inst : EOPS	5,829		6,473		644	
12-2250-643000-19300-3515	SUI - Non-Instructional : EOPS	284		317		33	
12-2250-643000-19300-3615	WCI - Non-Instructional : EOPS	13,991		15,536		1,545	
12-2250-643000-19300-3915	Other Benefits - Non-Instruct : EOPS	8,763		8,425			338
12-2250-643000-19300-4210	Books, Mags & Ref Mat, Non-Lib : EOPS	1,800		1,800		-	-
12-2250-643000-19300-4610	Non-Instructional Supplies : EOPS	3,000		8,200		5,200	
12-2250-643000-19300-4710	Food and Food Service Supplies : EOPS	6,500		7,400		900	

(9)

SPECIAL PROJECT DETAILED BUDGET # 2250
NAME: Extended Opportunity Programs & Services (EOPS) - SAC
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 7/1/14 to 06/30/15
 CONTRACT INCOME: \$1,224,887

PROJ. ADM. Sara Lundquist
 PROJ. DIR. Christine Leon

DATE: 09/23/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-19300-5100	Contracted Services : EOPS	500		500		-	-
12-2250-643000-19300-5220	Mileage/Parking Expenses : EOPS	100		-			100
12-2250-643000-19300-5535	Laundry & Dry Cleaning Service : EOPS	75		-			75
12-2250-643000-19300-5630	Maint Contract - Office Equip : EOPS	672		740		68	
12-2250-643000-19300-5845	Excess/Copies Usage : EOPS	175		150			25
12-2250-643000-19300-5940	Reproduction/Printing Expenses : EOPS	150		150		-	-
12-2250-643000-19300-5966	Transportation - Student : EOPS	3,375		2,850			525
12-2250-643000-19300-6410	Equipment - All Other > \$1,000 : EOPS	1,728		-			1,728
12-2250-643000-19300-6419	Equip/Software - >\$200 <\$1,000 : EOPS	3,560		600			2,960
12-2250-675000-19300-5210	Conference Expenses : EOPS	3,600		3,100			500
12-2250-732000-19300-7610	Books Paid for Students : EOPS	310,880		275,850			35,030
12-2250-732000-19300-7620	Fees Paid for Students : EOPS	3,900		9,050		5,150	
12-2250-732000-19300-7670	Other Exp Paid for Students : EOPS	58,000		40,405			17,595
Total Project 2250 EOPS		1,224,887	1,224,887	1,224,887	1,224,887	101,514	101,514

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2250
NAME: Extended Opportunity Programs & Services (EOPS) - SCC
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 7/01/14 to 6/30/15
 CONTRACT INCOME: \$318,153

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS

DATE: 09/22/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
11-2250-643000-29335-1230	Contract Counselors : EOPS	112,702		-			112,702
11-2250-643000-29335-1280	Contract - Reassigned Time : EOPS - Nena Baldizon-Rios (100%)	-		121,028		121,028	
11-2250-643000-29335-2130	Classified Employees : EOPS - Angelica Melgoza-Hurtado (91%)	45,863		44,615			1,248
11-2250-643000-29335-3115	STRS - Non-Instructional : EOPS	9,405		10,858		1,453	
11-2250-643000-29335-3215	PERS - Non-Instructional : EOPS	6,298		5,252			1,046
11-2250-643000-29335-3315	OASDHI - Non-Instructional : EOPS	3,651		2,842			809
11-2250-643000-29335-3325	Medicare - Non-Instructional : EOPS	2,440		2,438			2
11-2250-643000-29335-3415	H & W - Non-Instructional : EOPS	36,830		33,053			3,777
11-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	1,730		1,681			49
11-2250-643000-29335-3515	SUI - Non-Instructional : EOPS	2,784		84			2,700
11-2250-643000-29335-3615	WCI - Non-Instructional : EOPS	4,149		4,035			114
11-2250-643000-29335-3915	Other Benefits - Non-Instruct : EOPS	2,513		2,479			34
Total Project 2250 EOPS		228,365	-	228,365	-	122,481	122,481

5.1 (11)

SPECIAL PROJECT DETAILED BUDGET #2250
NAME: Extended Opportunity Programs & Services (EOPS) - SCC
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 7/01/14 to 6/30/15
 CONTRACT INCOME: \$318,153

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS

DATE: 09/22/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-000000-20000-8622	EOPS : Santiago Canyon College		318,153		318,153		-
12-2250-643000-29335-1430	Part-Time Counselors : EOPS - Suzanna Duarte (Fall - \$2,792.40; Sp est. same as Fall)	4,188		5,585		1,397	
12-2250-643000-29335-1433	Beyond Contract - Counselors : EOPS - N. Baldizon-Rios (Fall - \$1,559.08; Sp est. same as Fall)	9,775		3,118			6,657
12-2250-643000-29335-1434	Int/Sum Beyond Contr-Counselor : EOPS	922		-			922
12-2250-643000-29335-2130	Classified Employees : EOPS - Rosie Gonzalez (100%) - Angelica Melgoza-Hurtado (9%) - Zulema Mendez-Bocanegra (100%)	105,845		105,823			22
12-2250-643000-29335-3115	STRS - Non-Instructional : EOPS	1,228		773			455
12-2250-643000-29335-3215	PERS - Non-Instructional : EOPS	12,111		12,456		345	
12-2250-643000-29335-3315	OASDHI - Non-Instructional : EOPS	6,737		6,736			1
12-2250-643000-29335-3325	Medicare - Non-Instructional : EOPS	1,791		1,702			89
12-2250-643000-29335-3415	H & W - Non-Instructional : EOPS	27,687		29,229		1,542	
12-2250-643000-29335-3435	H & W - Retiree Fund Non-Inst : EOPS	1,236		1,173			63
12-2250-643000-29335-3515	SUI - Non-Instructional : EOPS	62		59			3
12-2250-643000-29335-3615	WCI - Non-Instructional : EOPS	2,965		2,816			149
12-2250-643000-29335-3915	Other Benefits - Non-Instruct : EOPS	2,822		2,822		-	-
12-2250-643000-29335-4610	Non-Instructional Supplies : EOPS	3,500		2,000			1,500
12-2250-643000-29335-4710	Food and Food Service Supplies : EOPS	2,888		3,555		667	
12-2250-643000-29335-5220	Mileage/Parking Expenses : EOPS	200		250		50	
12-2250-643000-29335-5610	Lease Agreement - Equipment : EOPS	1,224		1,224		-	-
12-2250-643000-29335-5815	Class Schedules	-		442		442	
12-2250-643000-29335-5845	Excess/Copies Usage : EOPS	250		250		-	-

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2250
NAME: Extended Opportunity Programs & Services (EOPS) - SCC
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 7/01/14 to 6/30/15
 CONTRACT INCOME: \$318,153

PROJ. ADM. R. BABESHOFF
 PROJ. DIR. N. BALDIZON-RIOS

DATE: 09/22/14

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2250-643000-29335-5925	Postage : EOPS	32		32		-	-
12-2250-643000-29335-5940	Reproduction/Printing Expenses : EOPS	400		400		-	-
12-2250-643000-29335-5966	Transportation - Student : EOPS	3,000		3,500		500	
12-2250-675000-29335-5210	Conference Expenses : EOPS	5,000		5,000		-	-
12-2250-732000-29335-7610	Books Paid for Students : EOPS	109,200		113,508		4,308	
12-2250-732000-29335-7630	Supplies Paid for Students : EOPS	6,110		6,000			110
12-2250-732000-29335-7670	Other Exp Paid for Students : EOPS	8,980		9,700		720	
Total Project 2250 EOPS		318,153	318,153	318,153	318,153	9,971	9,971

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET #2XXX
NAME: Retail/Hospitality/Tourism Sector Grant Boot Camps
FISCAL YEAR: 2014/15

CONTRACT PERIOD: 10/21/14 - 06/30/15
 CONTRACT INCOME: \$48,075.00
 GRANT # 13-151-009

PROJ. ADM. Enrique Perez
 PROJ. DIR. Ruth Cossio-Muniz

Date: 10/13/14

GL Strings	Decription	Debit	Credit
12-2XXX-000000-50000-8659	Other Reimb Categorical Allow : District Operation		48,075
12-2XXX-684000-53360-4310	Instructional Supplies : Corporate Training Inst	5,000	
12-2XXX-684000-53360-4610	Non-Instructional Supplies : Corporate Training Inst	1,500	
12-2XXX-684000-53360-4710	Food and Food Service Supplies : Corporate Training Inst	3,000	
12-2XXX-684000-53360-5100	Contracted Services : Corporate Training Inst	33,000	
12-2XXX-684000-53360-5220	Mileage/Parking Expenses : Corporate Training Inst	875	
12-2XXX-684000-53360-5650	Rental - Facility (Short-term) : Corporate Training Inst	1,500	
12-2XXX-684000-53360-5966	Transportation - Student : Corporate Training Inst	3,200	
Total Project 2XXX Econ Dev-Retail/Hospitality/Tourism Sector Grant Boot Camps		48,075	48,075

5.1 (14)

SPECIAL PROJECT DETAILED BUDGET # 1687

NAME: Title III HSI-STEM2 (Strengthening Transfer Education & Matriculation in STEM) - Yr. 4

FISCAL YEAR: 2014/15 & 2015/2016

CONTRACT PERIOD: 10/01/14 TO 09/30/15

CONTRACT INCOME: \$ 120,699

CFDA #: 84.031C; Award # P031C110116

PROJ. ADM. Ruth Babeshoff

PROJ. DIR. Jennifer Coto

Date: 09/23/14

Fd	Prj	Tops	Dept	Obj	Description	Debit	Credit
12	1688	000000	20000	8120	Higher Education Act : SCC		120,699
12	1688	170100	25150	1310	Part-Time Instructors : Math	13,828	
12	1688	170100	25150	3111	STRS - Instructional : Math	1,228	
12	1688	170100	25150	3321	Medicare - Instructional : Math	201	
12	1688	170100	25150	3431	H & W - Retiree Fund Inst : Math	138	
12	1688	170100	25150	3511	SUI - Instructional : Math	7	
12	1688	170100	25150	3611	WCI - Instructional : Math	332	
12	1688	619000	25150	2340	Student Assistants - Hourly : Math	51,570	
12	1688	619000	25150	3315	OASDHI - Non-Instructional : Math	1,151	
12	1688	619000	25150	3325	Medicare - Non-Instructional : Math	269	
12	1688	619000	25150	3435	H & W - Retiree Fund Non-Inst : Math	516	
12	1688	619000	25150	3615	WCI - Non-Instructional : Math	1,238	
12	1688	631000	29325	1430	Part-Time Counselors : Counseling	42,000	
12	1688	631000	29325	3115	STRS - Non-Instructional : Counseling	3,553	
12	1688	631000	29325	3325	Medicare - Non-Instructional : Counseling	609	
12	1688	631000	29325	3335	PARS - Non-Instructional : Counseling	546	
12	1688	631000	29325	3435	H & W - Retiree Fund Non-Inst : Counseling	420	
12	1688	631000	29325	3515	SUI - Non-Instructional : Counseling	21	
12	1688	631000	29325	3615	WCI - Non-Instructional : Counseling	1,008	
12	1688	631000	29325	4610	Non-Instructional Supplies : Counseling	1,814	
12	1688	631000	29325	5220	Mileage/Parking Expenses : Counseling	250	
					TOTAL	120,699	120,699

5.1 (15)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2411-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		170,669		725,027		554,358
12-2411-620000-19205-2130	Classified Employees - Hung Nguyen (50%) - Business Systems Analyst (15-6) - Christine Gorlato (25%) - Graduation Specialist - Gina Wilson (25%) - Graduation Specialist - Susan Hadland (75%) - A&R Specialist II (new?) - Suzanne Stump (75%) - A&R Specialist II - Guadalupe Pedroza (75%) - A&R Specialist II - Kami Dhaliwal (75%) - A&R Specialist II - Yvonne Maestas (75%) - A&R Specialist II - NEW 100% A&R Tech Specialist (15-3) for 9 months - NEW 100% Business System Analyst (15-3) 9 months - NEW 100% Graduation Specialist (15-3) 9 months - NEW 100% A&R Specialist I (6-3) 9 months	75,232		396,721		321,489	
12-2411-620000-19205-2310	Classified Employees - Ongoing	5,626		-			5,626
12-2411-620000-19205-2320	Classified Employees - Hourly - A&R Short-term (Total \$40,000 included benefits & Salary)	38,087		34,925			3,162
12-2411-620000-19205-3215	PERS - Non-Instructional	13,175		48,755		35,580	
12-2411-620000-19205-3315	OASDHI - Non-Instructional	7,477		26,308		18,831	
12-2411-620000-19205-3325	Medicare - Non-Instructional	1,749		6,404		4,655	
12-2411-620000-19205-3335	PARS - Non-Instructional	-		227		227	
12-2411-620000-19205-3415	H & W - Non-Instructional	23,511		156,316		132,805	
12-2411-620000-19205-3435	H & W - Retiree Fund Non-Inst	1,206		4,416		3,210	
12-2411-620000-19205-3515	SUI - Non-Instructional	58		222		164	
12-2411-620000-19205-3615	WCI - Non-Instructional	2,894		10,603		7,709	
12-2411-620000-19205-3915	Other Benefits - Non-Instruct	1,654		10,130		8,476	
12-2411-620000-19205-6410	Equipment - All Other > \$1,000	-		30,000		30,000	
	SSSP - Student Services	170,669	170,669	725,027	725,027	563,146	563,146

5.1 (16)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		670,614		1,293,650		623,036
12-2412-631000-15305-2320	Classified Employees - Hourly : Counseling Office	96		-			96
12-2412-619000-15320-1483	Beyond Contract - Reassigned Time - dept co-chairs duties (M. Vargas, M. Castellanos, A. Brown) 1 LHE/semester x 2 semesters x 3	-		5,684		5,684	
12-2412-619000-15320-1484	Int/Sum Beynd Contr-Reassigned : Counseling - Martha Vargas - TOE & ASCF needed (summer 2014)			2,130		2,130	
12-2412-619000-15320-3115	STRS - Non-Instructional : Counseling Instruction	-		694		694	
12-2412-619000-15320-3325	Med - Non-Instructional : Counseling Instruction	-		113		113	
12-2412-619000-15320-3435	H&W Ret Fd - Non-Instructional : Counseling	-		78		78	
12-2412-619000-15320-3515	SUI - Non-Instructional : Counseling Instruction	-		4		4	
12-2412-619000-15320-3615	WCI - Non-Instructional : Counseling Instruction	-		188		188	
12-2412-631000-15310-1230	Contract Counselors : Counseling - Sherri Blake (80%) (Class 2-12) - Reymundo Robledo (100%) (Class 6-12) - Joanne Robledo (20%) (Class 5-12) - Robert Gallego Jr. (26%) (Class 4-16) - Thu Nguyen (74%) (new Class 3-11) - Leo Patrana (100%) (new - tentative Class II-5 for 9.5 months)	220,775		340,251		119,476	
12-2412-631000-15310-1430	Part-Time Counselors : Counseling - 2 CTE counselors (25 hrs/wk x 48 wks x \$52.77/hr = \$126,648) - DSPS counselor (20 hrs/wk x 44 wks x \$52.77/hr = \$46,438) - Vets & Transfer Augmentation counselors (\$43,944) - Robert Olmos (\$47.86/hr x 16 hrs/wk x 48 wks = \$36,757)	130,730		253,786		123,056	
12-2412-631000-15310-1433	Beyond Contract - Counselors : Counseling	-		2,653		2,653	
12-2412-631000-15310-1434	Int/Sum Beyond Contr-Counselor : Counseling - Sum 2014 - total cost \$42,516	40,278		72,516		32,238	
12-2412-631000-15310-1435	Int/Sum - Counselors,Part-Time : Counseling - Sum 2014 - total cost \$20,649	13,920		75,000		61,080	

5.1 (17)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-15310-1483	Beyond Contr - Reassigned Time : Counseling - 3SP Counseling Leadership	-		35,000		35,000	
12-2412-631000-15310-1484	Int/Sum Beynd Contr-Reassigned : Counseling	-		3,080		3,080	
12-2412-631000-15310-1485	Int/Sum - Reassigned Time, PT : Counseling	-		1,671		1,671	
12-2412-631000-15310-2130	Classified Employees : Counseling - Transfer Center Specialist (100% @ Grade 11-3 for 9 mos) - Student Services Coordinator (100% @ Grade 15-3 for 9 mos) - 2 Student Services Specialists (100% @ Grade 10-3 for 9 mos)	58,704		148,132		89,428	
12-2412-631000-15310-2320	Classified Employees - Hourly : Counseling - Rocio Zamudio (Counseling Assistant) - Kimberly Velezquez (Counseling Assistant @ 6 hrs/wk) - Margie Catellanos (Counseling Assistant @ 6 hrs/wk) - Nancy Nguyen (Admin Secretary @ 15 hrs/wk to mid Oct) - Transfer Center Specialist (25 hrs/wk @ 36 wks)	5,015		30,464		25,449	
12-2412-631000-15310-3115	STRS - Non-Instructional : Counseling	27,962		62,158		34,196	
12-2412-631000-15310-3215	PERS - Non-Instructional : Counseling	16,419		29,131		12,712	
12-2412-631000-15310-3315	OASDHI - Non-Instructional : Counseling	9,058		15,672		6,614	
12-2412-631000-15310-3325	Medicare - Non-Instructional : Counseling	7,126		14,086		6,960	
12-2412-631000-15310-3335	PARS - Non-Instructional : Counseling	66		242		176	
12-2412-631000-15310-3415	H & W - Non-Instructional : Counseling	68,526		150,576		82,050	
12-2412-631000-15310-3435	H & W - Retiree Fund Non-Inst : Counseling	4,901		9,714		4,813	
12-2412-631000-15310-3515	SUI - Non-Instructional : Counseling	246		487		241	
12-2412-631000-15310-3615	WCI - Non-Instructional : Counseling	11,795		23,313		11,518	
12-2412-631000-15310-3915	Other Benefits - Non-Instruct : Counseling	4,579		8,827		4,248	
12-2412-631000-15310-4610	Non-Instructional Supplies : Counseling	2,000		5,000		3,000	
12-2412-631000-15310-4710	Food and Food Service Supplies : Counseling	500		-			500
12-2412-631000-15310-5850	Fingerprinting : Counseling	260		-			260
12-2412-631000-15310-5940	Reproduction/Printing Expenses : Counseling	265		-			265
12-2412-675000-15310-5210	Conference Expenses : Counseling	3,000		3,000		-	

5.1 (18)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-642000-19521-1236	Sub Counselors - Long Term : DSPS Office	27,000		-			27,000
12-2412-642000-19521-1430	Part-Time Counselors : DSPS Office	12,000		-			12,000
12-2412-642000-19521-3115	STRS - Non-Instructional : DSPS Office	3,383		-			3,383
12-2412-642000-19521-3325	Medicare - Non-Instructional : DSPS Office	595		-			595
12-2412-642000-19521-3435	H & W - Retiree Fund Non-Inst : DSPS Office	410		-			410
12-2412-642000-19521-3515	SUI - Non-Instructional : DSPS Office	21		-			21
12-2412-642000-19521-3615	WCI - Non-Instructional : DSPS Office	984		-			984
	SSSP - Advisement/Counseling	670,614	670,614	1,293,650	1,293,650	668,550	668,550

5.1 (19)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = **\$3,519,560**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2413-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		106,987		527,878		420,891
12-2413-649000-19100-2130	Classified Employees : Student Services Office - Marisol Sanchez, Senior Clerk (65%) - Research Analyst (Grade 16-3 @ 100% for 9 months) - Admin Secretary (50%) - Intermediate Clerk (50%)	41,860		110,427		68,567	
12-2413-649000-19100-2340	Student Assistants - Hourly : Student Services Offi	-		50,000		50,000	
12-2413-649000-19100-3215	PERS - Non-Instructional : Student Services Office	4,790		13,085		8,295	
12-2413-649000-19100-3315	OASDHI - Non-Instructional : Student Services Office	2,679		7,038		4,359	
12-2413-649000-19100-3325	Medicare - Non-Instructional : Student Services Off	627		1,646		1,019	
12-2413-649000-19100-3415	H & W - Non-Instructional : Student Services Office	22,674		48,459		25,785	
12-2413-649000-19100-3435	H & W - Retiree Fund Non-Inst : Student Services Of	432		1,635		1,203	
12-2413-649000-19100-3515	SUI - Non-Instructional : Student Services Office	22		57		35	
12-2413-649000-19100-3615	WCI - Non-Instructional : Student Services Office	1,037		3,924		2,887	
12-2413-649000-19100-3915	Other Benefits - Non-Instruct : Student Services Of	1,350		3,094		1,744	
12-2413-649000-19100-4610	Non-Instructional Supplies : Student Services Office	6,193		-			6,193
12-2413-649000-19100-4710	Food and Food Service Supplies : Student Services O	340		5,000		4,660	
12-2413-649000-19100-5100	Contracted Services : Student Services Office	7,875		-			7,875
12-2413-649000-19100-5220	Mileage/Parking Expenses : Student Services Office	100		-			100
12-2413-649000-19100-5300	Inst Dues & Memberships : Student Services Office	300		-			300
12-2413-649000-19100-5651	Rental - Other (Short-term) : Student Services Offi	500		-			500
12-2413-649000-19100-5940	Reproduction/Printing Expenses : Student Services O	238		-			238
12-2413-649000-19100-5999	Special Project Holding Account : Student Services	-		173,077		173,077	
12-2413-649000-19100-6410	Equipment - All Other > \$1,000 : Student Services O - Innovation/SS (\$100,000)	-		100,000		100,000	
12-2413-649000-19100-6419	Equip/Software - >\$200 <\$1,000 : Student Services O	685		-			685
12-2413-675000-19100-5210	Conference Expenses : Student Services Office	10,000		5,000			5,000

5.1 (20)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2413-649000-19550-2310	Classified Employees - Ongoing : Scholarships Offic - Jose Corona, Student Prog. Specialist (19.4%)	-		3,771		3,771	
12-2413-649000-19550-2320	Classified Employees - Hourly : Scholarships Office - Mariso Sanchez (1B & 2B) - corrected account	4,977		654			4,323
12-2413-649000-19550-3215	PERS - Non-Instructional : Scholarships Office	-		521		521	
12-2413-649000-19550-3315	OASDHI - Non-Instructional : Scholarships Office	-		274		274	
12-2413-649000-19550-3325	Medicare - Non-Instructional : Scholarships Office	72		64			8
12-2413-649000-19550-3335	PARS - Non-Instructional : Scholarships Office	65		-			65
12-2413-649000-19550-3435	H & W - Retiree Fund Non-Inst : Scholarships Office	50		44			6
12-2413-649000-19550-3515	SUI - Non-Instructional : Scholarships Office	2		2		-	-
12-2413-649000-19550-3615	WCI - Non-Instructional : Scholarships Office	119		106			13
	SSSP - Coordination/Training	106,987	106,987	527,878	527,878	446,197	446,197

5.1 (21)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		262,142		480,914		218,772
12-2415-631000-19615-1430	Part-Time Counselors : Orientation/Coord/Training	4,433		-			4,433
12-2415-631000-19615-1433	Beyond Contract - Counselors : Orientation/Coord/Tr	654		-			654
12-2415-631000-19615-1434	Int/Sum Beyond Contr-Counselor : Orientation/Coord/	3,360		-			3,360
12-2415-631000-19615-1435	Int/Sum - Counselors,Part-Time : Orientation/Coord/	2,216		-			2,216
12-2415-631000-19615-1480	Part-Time Reassigned Time : Orientation/Coord - Joseph Alonzo (3 LHE/semester x 2 ses)	4,000		3,194			806
12-2415-631000-19615-3115	STRS - Non-Instructional : Orientation/Coord/Traini	1,210		284			926
12-2415-631000-19615-3325	Medicare - Non-Instructional : Orientation/Coord/Tr	213		46			167
12-2415-631000-19615-3435	H & W - Retiree Fund Non-Inst : Orientation/Coord/T	147		32			115
12-2415-631000-19615-3515	SUI - Non-Instructional : Orientation/Coord/Trainin	7		2			5
12-2415-631000-19615-3615	WCI - Non-Instructional : Orientation/Coord/Trainin	352		77			275
12-2415-649000-19615-2130	Classified Employees : Orientation/Coord/Training - Daniel Marquez, S.S. Coordinator @ 100% - Quynh Nguyen, Admin Secretary @ 50% - Luisa Ruiz, HS & Comm Outreach Specialist @ 100% - Maria Mendez, HS & Comm Outreach Specialist @ 100% - SSSP Student Services Specialist (13-3) @ 100% for 9 mos	143,041		256,860		113,819	
12-2415-649000-19615-2320	Classified Employees - Hourly : Orientation/Coord/T - SSSP Student Services Specialist - hourly	-		20,000		20,000	
12-2415-649000-19615-3215	PERS - Non-Instructional : Orientation/Coord/Traini	19,399		32,589		13,190	
12-2415-649000-19615-3315	OASDHI - Non-Instructional : Orientation/Coord/Trai	10,712		17,521		6,809	
12-2415-649000-19615-3325	Medicare - Non-Instructional : Orientation/Coord/Tr	2,120		4,098		1,978	
12-2415-649000-19615-3415	H & W - Non-Instructional : Orientation/Coord/Train	41,783		85,724		43,941	
12-2415-649000-19615-3435	H & W - Retiree Fund Non-Inst : Orientation/Coord/T	1,463		2,826		1,363	
12-2415-649000-19615-3515	SUI - Non-Instructional : Orientation/Coord/Trainin	73		141		68	
12-2415-649000-19615-3615	WCI - Non-Instructional : Orientation/Coord/Trainin	3,166		6,782		3,616	
12-2415-649000-19615-3915	Other Benefits - Non-Instruct : Orientation/Coord/T	3,227		5,738		2,511	

5.1 (22)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-649000-19615-4610	Non-Instructional Supplies : Orientation/Coord/Trai <i>- marketing/orientation supplies</i>	-		10,000		10,000	
12-2415-649000-19615-5940	Reproduction/Printing Expenses : Orientation/Coord/	-		10,000		10,000	
12-2415-649000-19615-5966	Transportation - Student : Orientation/Coord/Traini	20,566		25,000		4,434	
	SSSP - Orientation	262,142	262,142	480,914	480,914	231,729	231,729

5.1 (23)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = **\$3,519,560**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		28,195		122,732		94,537
12-2416-632000-19510-1252	Contract Extension-Coordinator : Assessment - Beverly Birnbaum (\$554.91/day x 22 days)	10,821		12,208		1,387	
12-2416-632000-19510-2130	Classified Employees : Assessment - Evangelina Contreras, instr. Center Technician (25% for 9 mos) - Lupe Saavedra, test proctor (25% for 9 mos) - Robort Norris, DSPS Specialist (50% for 12 mos)	-		47,954		47,954	
12-2416-632000-19510-2310	Classified Employees - Ongoing : Assessment - Assessment Assistants (\$16.21/hr x 19 hrs/wk x 40 wks)	-		12,320		12,320	
12-2416-632000-19510-2320	Classified Employees - Hourly : Assessment - Short-term help (\$2,880)	2,880		2,880		-	
12-2416-632000-19510-3115	STRS - Non-Instructional : Assessment	893		1,084		191	
12-2416-632000-19510-3215	PERS - Non-Instructional : Assessment	-		7,095		7,095	
12-2416-632000-19510-3315	OASDHI - Non-Instructional : Assessment	-		3,811		3,811	
12-2416-632000-19510-3325	Medicare - Non-Instructional : Assessment	184		933		749	
12-2416-632000-19510-3335	PARS - Non-Instructional : Assessment	24		37		13	
12-2416-632000-19510-3415	H & W - Non-Instructional : Assessment	-		7,757		7,757	
12-2416-632000-19510-3435	H & W - Retiree Fund Non-Inst : Assessment	127		765		638	
12-2416-632000-19510-3515	SUI - Non-Instructional : Assessment	6		39		33	
12-2416-632000-19510-3615	WCI - Non-Instructional : Assessment	305		1,838		1,533	
12-2416-632000-19510-3915	Other Benefits - Non-Instruct : Assessment	-		1,181		1,181	
12-2416-632000-19510-4610	Non-Instructional Supplies : Assessment	6,358		6,358		-	-
12-2416-632000-19510-5220	Mileage/Parking Expenses : Assessment	250		275		25	
12-2416-632000-19510-5630	Maint Contract - Office Equip : Assessment - Maintenance for the scanner for test scoring	1,184		1,184			-
12-2416-632000-19510-5845	Excess/Copies Usage : Assessment	170		-			170
12-2416-632000-19510-5940	Reproduction/Printing Expenses : Assessment	30		-			30

5.1 (24)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-632000-19510-5950	Software License and Fees : Assessment - Consulting Psychologist Press - College Test English Placement - Computer Assessment & Placement Programs - Math Diagnostic Testing Project	4,963		4,963			-
12-2416-632000-19510-6419	Equip/Software - >\$200 <\$1,000 : Assessment - 13 new computers for Testing Center - New Xerox w/ scanning capacity for scoring/sending test scores	-		10,050		10,050	
	SSSP - Skills Assessment	28,195	28,195	122,732	122,732	94,737	94,737

5.1 (25)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-000000-10000-8629	Other Gen Categorical Apport : Santa Ana College		284,386		369,359		84,973
12-2417-499900-15380-1310	Part-Time Instructors : Fresh Exp/Learning Comm - backfill instructors	23,464		23,464		-	
12-2417-499900-15380-3111	STRS - Instructional : Fresh Exp/Learning Communiti	968		2,084		1,116	
12-2417-499900-15380-3321	Medicare - Instructional : Fresh Exp/Learning Comm	340		340		-	-
12-2417-499900-15380-3331	PARS - Instructional : Fresh Exp/Learning Comm	153		-			153
12-2417-499900-15380-3431	H & W - Retiree Fund Inst : Fresh Exp/Learning Comm	235		235		-	-
12-2417-499900-15380-3511	SUI - Instructional : Fresh Exp/Learning Communitie	12		12		-	-
12-2417-499900-15380-3611	WCI - Instructional : Fresh Exp/Learning Comm	563		563		-	-
12-2417-499900-15380-1480	Part-Time Reassigned Time : Fresh Exp/Learning Comm	11,732		-			11,732
12-2417-499900-15380-1483	Beyond Contr - Reassigned Time : Fresh Exp/Learning	11,732		-			11,732
12-2417-499900-15380-3115	STRS - Non-Instructional : Fresh Exp/Learning Comm	1,936		-			1,936
12-2417-499900-15380-3325	Medicare - Non-Instructional : Fresh Exp/Learning C	340		-			340
12-2417-499900-15380-3435	H & W - Retiree Fund Non-Inst : Fresh Exp/Learning	235		-			235
12-2417-499900-15380-3515	SUI - Non-Instructional : Fresh Exp/Learning Comm	12		-			12
12-2417-499900-15380-3615	WCI - Non-Instructional : Fresh Exp/Learning Comm	563		-			563
12-2417-619000-15380-1483	Beyond Contr-Reassigned Time : Fresh Exp/Learning - Steve Bautista	-		11,732		11,732	
12-2417-619000-15380-3115	STRS - Non-Instructional : Fresh Exp/Learning Comm	-		1,042		1,042	
12-2417-619000-15380-3325	Medicare - Non-Instructional : Fresh Exp/Learning C	-		170		170	
12-2417-619000-15380-3435	H & W - Retiree Fund Non-Inst : Fresh Exp/Learning	-		117		117	
12-2417-619000-15380-3515	SUI - Non-Instructional : Fresh Exp/Learning Comm	-		6		6	
12-2417-619000-15380-3615	WCI - Non-Instructional : Fresh Exp/Learning Comm	-		282		282	
	Fresh Exp/Learning Community	52,285	-	40,047	-		
12-2417-631000-15310-5100	Contracted Services : Counseling - Cynosure New Media Inc (\$11,517) - Illucian & SSTI & Other	45,654		51,517		5,863	

5.1 (26)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-633000-15310-5880	Internet Services : Counseling - College Source (\$5,793)	5,793		5,793		-	
12-2417-633000-15310-5950	Software License and Fees : Counseling - SARS (\$3,000)	3,000		3,000		-	
	Counseling	54,447	-	60,310	-		
12-2417-633000-15340-1232	Contract Extension-Counselors : MESA	6,120		-			6,120
12-2417-633000-15340-3115	STRS - Non-Instructional : MESA	505		-			505
12-2417-633000-15340-3325	Medicare - Non-Instructional : MESA	89		-			89
12-2417-633000-15340-3435	H & W - Retiree Fund Non-Inst : MESA	61		-			61
12-2417-633000-15340-3515	SUI - Non-Instructional : MESA	3		-			3
12-2417-633000-15340-3615	WCI - Non-Instructional : MESA	147		-			147
	MESA	6,925	-	-	-		
12-2417-633000-15350-1232	Contract Extension-Counselors : Transfer Center - Martha Vargas (22 days)	10,864		12,208		1,344	
12-2417-633000-15350-1430	Part-Time Counselors : Transfer Center - Problem/at-risk counseling (30 hrs/wk x 44 wks)	2,815		80,000		77,185	
12-2417-633000-15350-1433	Beyond Contract - Counselors : Transfer Center	5,723		-			5,723
12-2417-633000-15350-1434	Int/Sum Beyond Contr-Counselor : Transfer Center	2,177		-			2,177
12-2417-633000-15350-1480	Part-Time Reassigned Time : Transfer Center - Scholarship Prep.	1,479		3,500		2,021	
12-2417-633000-15350-1483	Beyond Contr - Reassigned Time : Transfer Center	-		-		-	-
12-2417-633000-15350-1484	Int/Sum Beynd Contr-Reassigned : Transfer Center	-		-		-	-
12-2417-633000-15350-2130	Classified Employees : Transfer Center	-		-		-	-
12-2417-633000-15350-2310	Classified Employees - Ongoing : Transfer Center - Student Services Coordinator (19 hrs/wk) for 9 months	-		18,971		18,971	
12-2417-633000-15350-2320	Classified Employees - Hourly : Transfer Center - Maribel Pineda (Student Services Coordinator)	12,648		6,733			5,915
12-2417-633000-15350-3115	STRS - Non-Instructional : Transfer Center	1,902		8,499		6,597	
12-2417-633000-15350-3215	PERS - Non-Instructional : Transfer Center	1,447		3,026		1,579	

5.1 (27)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-633000-15350-3315	OASDHI - Non-Instructional : Transfer Center	784		1,594		810	
12-2417-633000-15350-3325	Medicare - Non-Instructional : Transfer Center	518		1,760		1,242	
12-2417-633000-15350-3435	H & W - Retiree Fund Non-Inst : Transfer Center	357		1,214		857	
12-2417-633000-15350-3515	SUI - Non-Instructional : Transfer Center	18		61		43	
12-2417-633000-15350-3615	WCI - Non-Instructional : Transfer Center	857		2,914		2,057	
12-2417-633000-15350-4610	Non-Instructional Supplies : Transfer Center	560		4,000		3,440	
12-2417-633000-15350-4710	Food and Food Service Supplies : Transfer Center	1,603		4,200		2,597	
12-2417-633000-15350-5300	Inst Dues & Memberships : Transfer Center	50		-			50
12-2417-633000-15350-5850	Fingerprinting : Transfer Center	64		-			64
12-2417-633000-15350-5905	Other Participant Travel Exp : Transfer Center	12,516		16,442		3,926	
12-2417-633000-15350-5940	Reproduction/Printing Expenses : Transfer Center	91		-			91
12-2417-633000-15350-5966	Transportation - Student : Transfer Center	6,150		800			5,350
12-2417-675000-15350-5210	Conference Expenses : Transfer Center	1,958		1,859			99
	Transfer Center	64,581	-	167,781	-		
12-2417-633000-15360-1232	Contract Extension-Counselors : ULINK - Rochelle Zook (12 days)	5,439		6,437		998	
12-2417-633000-15360-1454	Int/Sum Beyond Contr-Coordinat : ULINK	2,744		-			2,744
12-2417-633000-15360-3115	STRS - Non-Instructional : ULINK	675		572			103
12-2417-633000-15360-3325	Medicare - Non-Instructional : ULINK	119		93			26
12-2417-633000-15360-3435	H & W - Retiree Fund Non-Inst : ULINK	82		64			18
12-2417-633000-15360-3515	SUI - Non-Instructional : ULINK	4		3			1
12-2417-633000-15360-3615	WCI - Non-Instructional : ULINK	196		154			42
12-2417-633000-15360-4610	Non-Instructional Supplies : ULINK	1,442		1,442		-	-
12-2417-633000-15360-4710	Food and Food Service Supplies : ULINK	704		704		-	-
12-2417-633000-15360-5966	Transportation - Student : ULINK	396		396		-	-
	ULINK	11,801	-	9,865	-		

5.1 (28)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = **\$3,519,560**

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-633000-15370-1232	Contract Extension-Counselors : Puente - Reina Sanabria (12 days) - Catherine Shaffer (22 days)	5,370		16,694		11,324	
12-2417-633000-15370-3115	STRS - Non-Instructional : Puente	443		1,482		1,039	
12-2417-633000-15370-3325	Medicare - Non-Instructional : Puente	78		242		164	
12-2417-633000-15370-3435	H & W - Retiree Fund Non-Inst : Puente	54		167		113	
12-2417-633000-15370-3515	SUI - Non-Instructional : Puente	3		8		5	
12-2417-633000-15370-3615	WCI - Non-Instructional : Puente	129		401		272	
12-2417-633000-15370-4610	Non-Instructional Supplies : Puente	1,552		1,552		-	-
12-2417-633000-15370-4710	Food and Food Service Supplies : Puente	1,808		1,808		-	-
12-2417-633000-15370-5966	Transportation - Student : Puente	1,868		1,868		-	-
	PUENTE	11,305	-	24,222	-		
12-2417-634000-15390-4610	Non-Instructional Supplies : Career Counseling Cent	500		-			500
12-2417-634000-15390-5950	Software License and Fees : Career Counseling Ctr - Vocational Biographies Inc. (\$315) - Eureka (SAC - \$3,326.43)	3,659		3,659		-	-
12-2417-634000-15390-6419	Equip/Software - >\$200 <\$1,000 : Career Counseling	1,841		-			1,841
12-2417-647000-19540-1280	Contract - Reassigned Time : Job/Career Placement - Sandy Morris (40%)	31,316		37,958		6,642	
12-2417-647000-19540-1282	Contract Ext - Reassigned Time : Job/Career Placeme - Sandy Morris (15 days @ \$474.48/day)	-		7,117		7,117	
12-2417-647000-19540-2310	Classified Employees - Ongoing : Job/Career - Rondi (1B - \$1,528.97)	27,203		1,529			25,674
12-2417-647000-19540-3115	STRS - Non-Instructional : Job/Career Placement Cen	2,618		4,047		1,429	
12-2417-647000-19540-3215	PERS - Non-Instructional : Job/Career Placement Cen	3,113		180			2,933
12-2417-647000-19540-3315	OASDHI - Non-Instructional : Job/Career Placement C	1,687		95			1,592
12-2417-647000-19540-3325	Medicare - Non-Instructional : Job/Career Placement	854		22			832
12-2417-647000-19540-3415	H & W - Non-Instructional : Job/Career Placement Ce	7,806		10,401		2,595	
12-2417-647000-19540-3435	H & W - Retiree Fund Non-Inst : Job/Career Placemen	589		471			118

5.1 (29)

SPECIAL PROJECT DETAILED BUDGET #2411, 2412, 2413, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTA ANA COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ. ADM. Sara Lundquist

SSSP SAC Allocations: \$3,538,029

To District-Research: -18,469

Date: 10/01/14

SAC - SSSP = \$3,519,560

GL Account	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-647000-19540-3515	SUI - Non-Instructional : Job/Career Placement Cent	29		24			5
12-2417-647000-19540-3615	WCI - Non-Instructional : Job/Career Placement Cent	1,414		1,131			283
12-2417-647000-19540-3915	Other Benefits - Non-Instruct : Job/Career Placemen	413		500		87	
	Career Counseling/Job-Career Placement	83,042	-	67,134	-		
	SSSP - Student Follow-Up	284,386	284,386	369,359	369,359	174,782	174,782
Totals for FUND: 12	SAC - SSSP Projects Total	1,522,993	1,522,993	3,519,560	3,519,560	2,179,141	2,179,141

5.1 (30)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ ADM: John Hernandez

SSSP SCC Allocations: \$1,318,136

PROJ DIR: Ruth Babeshoff

To District-Research: (5,814)

Date: 10/01/14

SCC - SSSP = \$1,312,322

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		363,673		961,866		598,193
12-2412-631000-29325-1430	Part-Time Counselors : Counseling	50,482		222,700		172,218	
12-2412-631000-29325-1433	Beyond Contract - Counselors : Counseling	47,859		92,500		44,641	
12-2412-631000-29325-1434	Int/Sum Beyond Contr-Counselor : Counseling	76,130		85,000		8,870	
12-2412-631000-29325-1435	Int/Sum - Counselors,Part-Time : Counseling	51,406		80,000		28,594	
12-2412-631000-29325-1480	Part-Time Reassigned Time : Counseling	4,390		-			4,390
12-2412-631000-29325-2130	Classified Employees : Counseling - Frank Rivera (100%) eff 7/7/14 - Zina Edward (100%) - Cecilia Diaz (100%) - Leigh Unger (50%) - Andrea Garcia (49%) eff 10/1/14	44,817		189,192		144,375	
12-2412-631000-29325-2320	Classified Employees - Hourly - Suh Milhem & unstaffed hourly	-		18,577		18,577	
12-2412-631000-29325-2340	Student Assistants - Hourly : Counseling	5,000		23,625		18,625	
12-2412-631000-29325-3115	STRS - Non-Instructional : Counseling	18,413		40,943		22,530	
12-2412-631000-29325-3215	PERS - Non-Instructional : Counseling	5,128		22,985		17,857	
12-2412-631000-29325-3315	OASDHI - Non-Instructional : Counseling	2,866		12,870		10,004	
12-2412-631000-29325-3325	Medicare - Non-Instructional : Counseling	4,009		10,154		6,145	
12-2412-631000-29325-3335	PARS - Non-Instructional : Counseling	96		411		315	
12-2412-631000-29325-3415	H & W - Non-Instructional : Counseling	12,252		43,012		30,760	
12-2412-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	2,815		7,168		4,353	
12-2412-631000-29325-3515	SUI - Non-Instructional : Counseling	139		347		208	
12-2412-631000-29325-3615	WCI - Non-Instructional : Counseling	6,756		17,204		10,448	
12-2412-631000-29325-3915	Other Benefits - Non-Instruct : Counseling	1,409		5,221		3,812	

5.1 (31)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ ADM: John Hernandez

SSSP SCC Allocations: \$1,318,136

PROJ DIR: Ruth Babeshoff

To District-Research: (5,814)

Date: 10/01/14

SCC - SSSP = \$1,312,322

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2412-631000-29325-4610	Non-Instructional Supplies : Counseling	7,573		7,600		27	
12-2412-631000-29325-4710	Food and Food Service Supplies : Counseling	650		3,000		2,350	
12-2412-631000-29325-5100	Contracted Services : Counseling	13,578		62,000		48,422	
12-2412-631000-29325-5880	Internet Services : Counseling	1,405		1,357			48
12-2412-631000-29325-5940	Reproduction/Printing Expenses : Counseling	3,900		4,000		100	
12-2412-631000-29325-6410	Equipment - All Other > \$1,000 : Counseling	2,600		12,000		9,400	
Total Project 2412	SSSP - Advise/Counseling	363,673	363,673	961,866	961,866	602,631	602,631

5.1 (32)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ ADM: John Hernandez

SSSP SCC Allocations: \$1,318,136

PROJ DIR: Ruth Babeshoff

To District-Research: (5,814)

Date: 10/01/14

SCC - SSSP = \$1,312,322

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2415-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		65,238		183,206		117,968
12-2415-649000-29700-2130	Classified Employees : Outreach - Eduardo Cervantes (100%) - Ngoc-Tam Nguyen (100%)	40,515		110,146		69,631	
12-2415-649000-29700-2340	Student Assistants - Hourly : Outreach	5,375		22,300		16,925	
12-2415-649000-29700-3215	PERS - Non-Instructional : Outreach	4,716		12,965		8,249	
12-2415-649000-29700-3315	OASDHI - Non-Instructional : Outreach	2,615		7,411		4,796	
12-2415-649000-29700-3325	Medicare - Non-Instructional : Outreach	612		1,733		1,121	
12-2415-649000-29700-3415	H & W - Non-Instructional : Outreach	4,668		18,177		13,509	
12-2415-649000-29700-3435	H & W - Retiree Fund Non-Inst : Outreach	475		1,351		876	
12-2415-649000-29700-3515	SUI - Non-Instructional : Outreach	21		56		35	
12-2415-649000-29700-3615	WCI - Non-Instructional : Outreach	1,141		3,244		2,103	
12-2415-649000-29700-3915	Other Benefits - Non-Instruct : Outreach	959		2,700		1,741	
12-2415-649000-29700-4610	Non-Instructional Supplies : Outreach	1,511		500			1,011
12-2415-649000-29700-4710	Food and Food Service Supplies : Outreach	1,450		1,443			7
12-2415-649000-29700-5220	Mileage/Parking Expenses : Outreach	1,000		1,000		-	-
12-2415-649000-29700-5966	Transportation - Student : Outreach	180		180		-	-
Total Project 2415	SSSP - Orientation	65,238	65,238	183,206	183,206	118,986	118,986

5.1 (33)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ ADM: John Hernandez

SSSP SCC Allocations: \$1,318,136

PROJ DIR: Ruth Babeshoff

To District-Research: (5,814)

Date: 10/01/14

SCC - SSSP = \$1,312,322

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2416-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		77,855		120,596		42,741
12-2416-632000-29325-4610	Non-Instructional Supplies : Counseling	203		203		-	-
12-2416-632000-29325-5630	Maint Contract - Office Equip : Counseling	971		960			11
12-2416-632000-29325-5950	Software License and Fees : Counseling	2,333		2,096			237
12-2416-632000-29350-2130	Classified Employees : Testing Center -Therese Flores (100%) - Assessment Assistants (100%) eff 12/1/14	54,089		75,874		21,785	
12-2416-632000-29350-3215	PERS - Non-Instructional : Testing Center	6,189		8,931		2,742	
12-2416-632000-29350-3315	OASDHI - Non-Instructional : Testing Center	3,437		4,837		1,400	
12-2416-632000-29350-3325	Medicare - Non-Instructional : Testing Center	804		1,131		327	
12-2416-632000-29350-3415	H & W - Non-Instructional : Testing Center	6,566		21,735		15,169	
12-2416-632000-29350-3435	H & W - Retiree Fund Non-Inst : Testing Cente	554		780		226	
12-2416-632000-29350-3515	SUI - Non-Instructional : Testing Center	28		39		11	
12-2416-632000-29350-3615	WCI - Non-Instructional : Testing Center	1,331		1,872		541	
12-2416-632000-29350-3915	Other Benefits - Non-Instruct : Testing Cente	1,350		2,138		788	
Total Project 2416	SSSP - Skills Assess	77,855	77,855	120,596	120,596	42,989	42,989

5.1 (34)

SPECIAL PROJECT DETAILED BUDGET #2412, 2415, 2416, 2417
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

PROJ ADM: John Hernandez

SSSP SCC Allocations: \$1,318,136

PROJ DIR: Ruth Babeshoff

To District-Research: (5,814)

Date: 10/01/14

SCC - SSSP = \$1,312,322

GL Accounts	Description	Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2417-000000-20000-8629	Other Gen Categorical Apport : Santiago Canyo		64,407		46,654	17,753	
12-2417-631000-29320-5950	Software License and Fees : Career Center	6,150		4,800			1,350
12-2417-633000-29355-2130	Classified Employees : Transfer Center - Research Analyst (50%) eff 1/1/15 - Miguel Luma (1B) - need to transfer out to GF	28,087		15,566			12,521
12-2417-633000-29355-3215	PERS - Non-Instructional : Transfer Center	3,214		1,832			1,382
12-2417-633000-29355-3315	OASDHI - Non-Instructional : Transfer Center	1,794		986			808
12-2417-633000-29355-3325	Medicare - Non-Instructional : Transfer Cente	420		231			189
12-2417-633000-29355-3415	H & W - Non-Instructional : Transfer Center	6,448		6,262			186
12-2417-633000-29355-3435	H & W - Retiree Fund Non-Inst : Transfer Cent	289		159			130
12-2417-633000-29355-3515	SUI - Non-Instructional : Transfer Center	14		8			6
12-2417-633000-29355-3615	WCI - Non-Instructional : Transfer Center	694		382			312
12-2417-633000-29355-3915	Other Benefits - Non-Instruct : Transfer Cent	851		338			513
12-2417-649000-29305-4610	Non-Instructional Supplies : Counseling & Stu	1,590		1,590		-	-
12-2417-649000-29305-4710	Food and Food Service Supplies : Counseling &	2,000		2,000		-	-
12-2417-649000-29305-5220	Mileage/Parking Expenses : Counseling & Stude	656		300			356
12-2417-649000-29305-5966	Transportation - Student : Counseling & Stude	200		200		-	-
12-2417-675000-29305-5210	Conference Expenses : Counseling & Student Su	12,000		12,000		-	-
Total Project 2417	SSSP - Stud Follow-up	64,407	64,407	46,654	46,654	17,753	17,753
Total Fund 12	Student Success & Support Program (SSSP)	571,173	571,173	1,312,322	1,312,322	782,359	782,359

5.1 (35)

SPECIAL PROJECT DETAILED BUDGET #2414
NAME: STUDENT SUCCESS and SUPPORT PROGRAM (SSSP) CREDIT - DISTRICT RESEARCH
FISCAL YEAR: 2014/2015

CONTRACT PERIOD: 07/01/2014 - 06/30/2015

CONTRACT INCOME: \$24,283

PROJ. ADM. Nga Pham

Date: 10/02/14

Contribution from SAC @ \$18,469

Contribution from SCC @ \$5,814

GL Account		Allocated Budget		Revising Budget		Changes (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12-2414-000000-50000-8629	Other Gen Categorical Appor		22,580		24,283		1,703
12-2414-679000-53340-2130	Classified Employees : Rese - Christina Gheorghe (25%)	14,167		14,852		685	
12-2414-679000-53340-3215	PERS - Non-Instructional :	1,621		1,749		128	
12-2414-679000-53340-3315	OASDHI - Non-Instructional	899		942		43	
12-2414-679000-53340-3325	Medicare - Non-Instructiona	210		221		11	
12-2414-679000-53340-3415	H & W - Non-Instructional :	4,470		5,279		809	
12-2414-679000-53340-3435	H & W - Retiree Fund Non-In	145		152		7	
12-2414-679000-53340-3515	SUI - Non-Instructional : R	7		8		1	
12-2414-679000-53340-3615	WCI - Non-Instructional : R	348		365		17	
12-2414-679000-53340-3915	Other Benefits - Non-Instru	338		338		-	
12-2414-679000-53340-4610	Non-Instructional Supplies	75		77		2	
12-2414-679000-53340-5950	Software License and Fees :	300		300		-	
Totals for PROJECT: 2414	SSSP - District Research	22,580	22,580	24,283	24,283	1,703	1,703

5.1 (36)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 13, 2014
Re: Approval of Sub-Agreement between RSCCD and Orange Unified School District/El Modena High School for the Business and Entrepreneurship Center	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded a Business Entrepreneurship Center (BEC) grant (No. 12-311-039) by the California Community Colleges Chancellor's Office, Workforce & Economic Development Division to provide programs to secondary and postsecondary education that encourage youth ages 14 – 27 to consider entrepreneurship as a viable career path and to engage in entrepreneurship training and development. RSCCD's BEC is aligned with its Youth Entrepreneurship Program, which serves the Orange County, Los Angeles and Inland Empire regions. Assigning BEC and YEP program expansion through partnerships with local colleges and high schools enables the project director to address the objectives of both the BEC and YEP, and serve its multi-county area.

The project administrator is Leila Mozaffari and the project director is Maricela Sandoval.

ANALYSIS

The enclosed sub-agreement (No. DO-14-2260-01) with Orange Unified School District on behalf of El Modena High School is to provide a Youth Entrepreneurship Program for students to participate on entrepreneurial workshops and skills building with a focus on preparing and implementing creative entrepreneurial education projects. The sub-agreement performance period is October 1, 2014 through December 31, 2014, in the amount of \$15,000.

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: \$15,000	Board Date: October 13, 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
*Orange Unified School District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 13th day of October 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Orange Unified School District on behalf of *El Modena High School* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, RSCCD was awarded the “Business & Entrepreneurship Center” grant #12-311-039 (hereinafter “Grant”), from the California Community Colleges Chancellor’s Office, Economic and Workforce Development Division, for preparation and implementation of creative entrepreneurial education projects whose target audience is youth and young adults who are enrolled in feeder high schools and/or affiliated community colleges, with special emphasis on rural or minority populations; 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 RSCCD and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR will implement the Youth Entrepreneurship Program as described in the attached Statement of Work, Exhibit A. **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 from October 1, 2014, through December 31, 2014.

3. **Total Cost**

The total cost to **RSCCD** for performance of this Agreement shall not exceed \$15,000 USD.

4. **Payment**

Total cost will be paid upon receipt of a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all activities and outcomes described in the Statement of Work, Exhibit A. Submit invoice(s) referencing the Agreement contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Accounting Department
2323 North Broadway, 4th Floor
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR is required to submit a Final Report and deliverables to the Project Director via email by or on **January 15, 2015**. See Exhibit A for deliverables and Exhibit B for a description of the final report content.

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 dis-allowment 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 all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred on or prior to **December 31, 2014**.

8. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are 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.

14. 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: Maricela Sandoval, Project Director
Rancho Santiago Community College District
2323 North Broadway, Ste. 201
Santa Ana, CA 92706-1640
sandoval_maricela@rsccd.edu
(714) 564-5533

SUBCONTRACTOR: Orange Unified School District
Kathy Boyd, Coordinator
CTE/ROP/STEM/CAREER PATHWAYS
250 S. Yorba St.
Orange, Ca 92867
(714) 628-5330
kboyd@orangeusd.org

El Modena High School
Terri Nii, CTE TEACH Mentor Teacher
3920 E Spring St.
Orange, CA 92869
(714) 997-6331
tii@orangeusd.org

Fiscal Contact:
Orange Unified School District
Claudio (Joe) Sorrera, Assistant Superintendent/CBO
1401 North Handy Street
Orange, CA 92867
(714) 628-4479

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project according to all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 01/2012 and Article II, Rev. 04/2008), as set forth in the RFA Instructions and incorporated into this Agreement by reference. Final payment is contingent upon successful completion (or very significant progress towards completion) of activities and outcomes. 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 13th day of October 2014.

Grant Sub-Agreement between RSCCD and Orange Unified School District

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Orange Unified School
District

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

Employer/Taxpayer Identification Number (EIN)

Exhibit A – Statement of Work



El Modena High School (EMHS) will deliver a Youth Entrepreneurship Program with a focus on student-run businesses to 60 participants between the ages of 14 and 19. Efforts will include the following:

A) Program Activities

a. Content Delivery

i. EMHS will deliver workshops/seminars and activities for participants of the YEP/EMHS that cover topics including but not limited to:

- Starting an Entrepreneurial Venture
 - Advertisement
 - Business plan
 - Competitive advantages
 - Customer
 - Demographic
 - Entrepreneurial spirit
 - Business Ethics
 - Financing
 - Franchising
 - Long- vs. short-term consequences,
 - Management
 - The Market & Market
 - Marketing
 - Product development
 - Profits
 - Social entrepreneurship
 - Social responsibility

b. Skills Building

i. Curriculum and activities will emphasize skills-building in the following areas:

- Analyzing information
- Business planning
- Categorizing data
- Decision making
- Evaluating alternatives
- Expressing multiple viewpoints
- Graphic presentation
- Oral and written communication
- Presenting information

B) Assessments

a. Assess student development through tools that evaluate skills such as:

- i. Soft skills
- ii. Applied Mathematics
- iii. Locating Information
- iv. Reading for Information

- C) Reporting & Deliverables
 - a. Submit final report electronically per final report template (Exhibit B) by January 15, 2015 including:
 - i. Materials or products created by staff, faculty, or students including videos, slide shows, PowerPoint presentations, business plans, or the like.
 - ii. Photos of activities (as applicable)
 - iii. Rosters for each training/seminar/workshop delivered
 - b. Submit deliverables by January 15, 2015:
 - i. Submit student projects, reports, or materials created/submitted by students including pertinent assignments and/or business plans.
- D) Branding
 - a. Display YEP logo on brochures, handouts, posters, and all other marketing materials as well as the CCCCDO Doing What Matters logo (provided).
- E) Staffing and Coordination with RSCCD YEP Headquarters
 - b. Assign a faculty/staff member to coordinate YEP efforts at El Modena High School and report to YEP Headquarters (RSCCD).
- F) Timeline
 - a. Activities will be conducted from October 1, 2014 through December 31, 2014.

Exhibit B



Final Report
Oct-Dec 2014
EMHS Business/Entrepreneurship

Activities

1. Please list and describe (i.e., purpose, content) the activities that have been completed since you received funding.
2. What other student learning tools were used?
(ie. Job shadowing, internship, tours of businesses, simulations, operating student-run businesses, etc.) List each tool used and the number of students participating in each.
3. What were the best success stories for the project?
 - a. Program Success Story: *Briefly write a program success story. In your descriptions please include accomplishments and how they were achieved*
 - b. Student Success Story: *Briefly write a student success story. In your descriptions please include accomplishments and how they were achieved*
4. What challenges did you face and lessons did you learn while implementing the project?
5. Describe how you incorporated the following curriculum elements into your business/entrepreneurship activities.
 - a. Creating opportunities for participation in real-world business situations
 - b. Articulating high school courses and credits with the Community College program

Participants

1. How many total participants took part in your program?
2. How many participants completed at least 75% of your activities?
3. What products were produced by participants through your activities? (i.e., Business plans, websites, marketing projects, actual products, etc.) List the name of each product and the number produced
4. Please list and describe all awards and associated accomplishments given to students.
5. If you assessed any student outcomes (i.e., business management knowledge, student interest in completing school, life management skills, problem solving skills, awareness of self-employment as a career pathway, etc.) by administering a survey or using other measurement tools, please describe the tool used and summarize your major findings.

Articulations and Partnerships

1. Please list the partner organizations utilized in operating your YEP:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of Sub-Agreements between RSCCD and Orange County Superintendent of Schools/Central Orange County Career Technical Education Partnership, South Orange County Community College District/Irvine Valley College/Saddleback Community College, and Coast Community College/Golden West College for the Small Business Deputy Sector Navigator Grant	
Action:	Request for Approval	

BACKGROUND

Rancho Santiago Community College District was awarded the Small Business Deputy Sector Navigator grant (#13-159-006) from the California Community Colleges Chancellor's Office Division of Workforce & Economic Development. The grant consists of two funding streams that include Deputy Sector Navigator funds (SB 1402 \$200,000) and In-Region Investment funds (SB 1070 \$100,000). The in-region investment funds will be used to assist economic and workforce regional development centers and consortia to improve career-technical education pathways between high schools and community colleges by: increasing the readiness of middle school and high school students for- and access to- postsecondary education; increasing student success in postsecondary education and training; and increasing careers in high-need, high-growth, Small Business sector.

The project administrator is Leila Mozaffari and the project director is Maricela Sandoval.

ANALYSIS

The enclosed sub-agreements are to develop for-credit curricula in Small Business and Entrepreneurship courses for certification and alignment with the state Chancellor's Office *Doing What Matters* DSN Small Business in-region investment project.

Sub-Contractor	Contract No.	Amount	Performance Period
OC Superintendent of Schools – CTEp	DO-14-2307-02	\$7,500	10/1/14 – 12/31/14
SOCCCD – Irvine Valley College	DO-14-2307-03	\$7,500	10/28/14 – 12/31/14
SOCCCD – Saddleback Community College	DO-14-2307-04	\$20,000	10/1/14 – 12/31/14
CCCD – Golden West College	DO-14-2307-05	\$5,000	11/1/14 – 12/31/14

RECOMMENDATION

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

Fiscal Impact: \$40,000	Board Date: October 13, 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
*Orange County Superintendent of Schools***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 13th day of October 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Orange County Superintendent of Schools on behalf of *Central Orange County Career Technical Education Partnership (CTEp)* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Deputy Sector Navigator Small Business – SB1070” grant #13-159-006 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to complete a project under the DSN Small Business in-region investment program, as described in the attached Statement of Work, Exhibit A.

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 from October 1, 2014, through December 31, 2014.

3. Total Cost

The total cost to **RSCCD** for performance of this Agreement shall not exceed \$7,500 USD.

4. Payment

Total cost will be paid upon receipt of a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all activities and outcomes described in the Statement of Work, Exhibit A. Submit invoice(s) referencing the Agreement contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Accounting Department
2323 North Broadway, 4th Floor
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by **January 31, 2015**, which will address the Leading Indicators listed below. See Exhibit A for a detailed description of the deliverables.

Leading Indicators of curriculum alignment to labor market needs

- LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
- LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines

Further, the proposed project described in Exhibit A will impact Student Momentum Point 17, as described below. Through this Agreement, the **SUBCONTRACTOR** agrees to provide enrollment and completion data for the courses developed through the proposed project, annually upon request, for the duration of the Grant.

Student momentum points - Community College Cluster

- MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector, Community College Name, Region, Previous educational level (A.A., B.S., etc.).

6. Curriculum Development

If this Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses and programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Agreement must comply with all applicable provisions as defined in the California Code of Regulations, Title 5 subchapters 1 and 2 of chapter 6 of division 6.
- b. The fact that **RSCCD** has awarded funding through this Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

7. 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 dis-allowment of Grant funds.

8. Time Extensions

RSCCD will not be requesting a time extension for Grant activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be

granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **December 31, 2014**.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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: Maricela Sandoval – DSN Small Business
Rancho Santiago Community College District
2323 North Broadway, Ste. 201
Santa Ana, CA 92706-1640
sandoval_maricela@rsccd.edu
(714) 564-5533

SUBCONTRACTOR: Orange County Department of Education
Sherry Opacic
Assistant Superintendant,
Division of Instructional Services
(714) 966-4448
sopacic@ocde.us

200 Kalmus Dr.
Costa Mesa, CA 92626

Diana S. Schneider
Senior Director, CTEp-OCDE
OC Department of Education
(714) 966-3538
dschneider@ocde.us

2323 N. Broadway, Suite 301
Santa Ana, CA 92706

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance with all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth 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 Grants. 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Orange County
Superintendent of Schools

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

95-6000943
Employer/Taxpayer Identification Number (EIN)



EXHIBIT A
Scope of Work

On behalf of the Deputy Sector Navigator (DSN) for Small Business program, the Orange County Department of Education's Career Technical Education Partnership (CTEp) will build high school pathways in business to benefit students ages 14-18. Efforts will include the following:

- A. Identify & Develop New Courses Needed for Pathways:
 - a. Principles of Accounting, **ACCT 010** (Accounting)
 - b. Finalize Intro to Business, **BUS 100** (Business Administration)
 - i. Finalize new year-long course which articulates with the Introduction to Business course (BUS 100) at Santa Ana College.
 - ii. Complete related lesson plans, projects, and assessments.
 - iii. Organize the course and post all materials, projects, assessments and lesson plans onto an online system (free) to support schools in three delivery options:
 - 1. Traditional Classroom
 - 2. Online Classroom, or
 - 3. Hybrid Classroom
- B. Identify, Modify & Update Existing Courses for Pathways
 - a. Business Office Skills
 - i. Update current Course Outline
 - ii. Update course materials and assessments
 - b. QuickBooks 1/QuickBooks 2
 - i. Write Course Outline To align/articulate with ACCT 035
 - ii. Develop related course materials, lesson plans, projects, and assessments
- C. Develop and submit the following articulation agreements to Santa Ana College for approval:
 - a. Intro to Accounting, **ACCT 010**
 - b. QuickBooks, **ACCT 035**
 - c. Intro to Business, **BUS 100** (Business Administration)
 - d. **BUS 179/180** (Business Computing MOS Certification)
- D. Deliverables:
 - a. Submit copies of two new Course Outlines and resources for:
 - i. Principles of Accounting (**ACCT 010**, Intro to Accounting)
 - ii. Intro to Business (**BUS 100**, Business Administration)
 - b. Submit copies of two updated Course Outlines and resources for:
 - i. Business Office Skills
 - ii. QuickBooks 1 & 2
 - c. Submit four articulation agreements to Santa Ana College for approval:
 - i. Intro to Accounting, **ACCT 010**
 - ii. QuickBooks, **ACCT 035**
 - iii. Intro to Business, **BUS 100** (Business Administration)
 - iv. **BUS 179/180** (Business Computing MOS Certification)

Grant Sub-Agreement between RSCCD and Orange County Superintendent of Schools

- E. Staffing and Coordination with RSCCD YEP Headquarters
 - a. Assign a faculty/staff member from CTEp to coordinate efforts and report to YEP Headquarters (RSCCD).

- F. Timeline
 - a. Activities will be conducted from October 1, 2014 through December 31, 2014.
 - b. Submit all deliverables by **January 31, 2015.**

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*South Orange County Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 13th day of October 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the South Orange County Community College District on behalf of *Irvine Valley College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Deputy Sector Navigator Small Business – SB1070” grant #13-159-006 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to complete a project under the DSN Small Business in-region investment program, as described in the attached Statement of Work, Exhibit A.

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 from October 28, 2014, through December 31, 2014.

3. **Total Cost**

The total cost to **RSCCD** for performance of this Agreement shall not exceed \$7,500 USD.

4. **Payment**

Total cost will be paid upon receipt of a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all activities and outcomes described in the

Statement of Work, Exhibit A. Submit invoice(s) referencing the Agreement contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Accounting Department
2323 North Broadway, 4th Floor
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by **January 31, 2015**, which will address the Leading Indicators listed below. See Exhibit A for a detailed description of the deliverables.

Leading Indicators of curriculum alignment to labor market needs

- LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
- LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines

Further, the proposed project described in Exhibit A will impact Student Momentum Point 17, as described below. Through this Agreement, the **SUBCONTRACTOR** agrees to provide enrollment and completion data for the courses developed through the proposed project, annually upon request, for the duration of the Grant.

Student momentum points - Community College Cluster

- MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector, Community College Name, Region, Previous educational level (A.A., B.S., etc.).

6. Curriculum Development

If this Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses and programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Agreement must comply with all applicable provisions as defined in the California Code of Regulations, Title 5 subchapters 1 and 2 of chapter 6 of division 6.
- b. The fact that RSCCD has awarded funding through this Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

7. 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 dis-allowment of Grant funds.

8. Time Extensions

RSCCD will not be requesting a time extension for Grant activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **December 31, 2014**.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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: Maricela Sandoval – DSN Small Business
Rancho Santiago Community College District
2323 North Broadway, Ste. 201
Santa Ana, CA 92706-1640
sandoval_maricela@rsccd.edu
(714) 564-5533

SUBCONTRACTOR: South Orange County Community College District
Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services
(949) 582-4664
dfitzsimons@socccd.edu

28000 Marguerite Parkway
Mission Viejo, California 92692-3635

Dr. David Gatewood
Dean, Irvine Valley College
School of Business Sciences and School of The Arts
(949) 451-5650
dgatewood@ivc.edu

5500 Irvine Center Dr
Irvine, CA 92618

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance with all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth 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 Grants. 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: South Orange County
Community College District

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

Employer/Taxpayer Identification Number (EIN)



EXHIBIT A
Scope of Work

Irvine Valley College (IVC) will create Small Business and Entrepreneurship curriculum models for infusion across the curriculum, including Career Technical Education programs in alignment with the Doing What Matters Deputy Sector Navigator (DSN) Small Business project. Efforts will include the following:

- A) Professional Development
 - a. Training for at least 2 IVC faculty members from Business/Entrepreneurship/Management departments for integrated entrepreneurial curriculum models via faculty development opportunities including entrepreneurship and innovation conferences
- B) Curriculum Development: Small business/entrepreneurship cross-disciplinary models
 - a. Develop curriculum model structures for use in development of small business/entrepreneurship content in Career and Technical Education and across the curriculum, including but not limited to:
 - i. Arts Media & Entertainment/Freelance Visual Artists and Technicians
 - ii. Finance & Business/Ecommerce
 - iii. Engineering & Design/Product Development
- C) Partnership Development
 - a. Promote partnerships that will build on existing regional structures in CTE secondary, postsecondary, emerging and growing businesses and industry.
 - b. Deepen the engagement of stakeholders, through the development, organization, and execution of at least 3 input summits focused on inter-disciplinary applied entrepreneurship with the participation of:
 - i. inner-college cross-disciplinary faculty
 - ii. Business community partners
 - iii. K-12 education partners
- D) Recruitment & Marketing
 - a. Creation of marketing materials to partners from within IVC and throughout the K-12 and business communities.
- E) Products
 - a. Create small business/entrepreneurship curriculum models from which to create for CTE and cross-disciplinary areas, including but not limited to:
 - i. Arts Media & Entertainment/Freelance Visual Artists and Technicians
 - ii. Finance & Business/Ecommerce
 - iii. Engineering & Design/Product Development
 - b. Create event planning outlines and program content for at least 3 input summits focused on inter-disciplinary applied entrepreneurship
 - c. Create marketing materials used for outreach to college, k-12, and business partners including flyers and social media campaign samples
- F) Reporting
 - a. Reporting will include:
 - i. Plan for curriculum alignment to high school pathways and small business/entrepreneurship programs

- ii. Plan for alignment with *Doing What Matters* Leading indicators to labor market needs
 - 1. LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
 - 2. LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines
- iii. Plan for alignment with *Doing What Matters* student momentum points - Community College Cluster
 - 1. MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector, Community College Name, Region, Previous educational level (A.A., B.S., etc.).

G) Deliverables

- a. Submit detailed small business/entrepreneurship curriculum plan for models from which to create for CTE and cross-disciplinary areas, including but not limited to:
 - i. Arts Media & Entertainment/Freelance Visual Artists and Technicians
 - ii. Finance & Business/Ecommerce
 - iii. Engineering & Design/Product Development
 - 1. Submission format will include at least one binder/hard copy product per module created and electronic copy via email or digital storage device
- b. Submit event planning outlines and program content for at least 3 input summits focused on inter-disciplinary applied entrepreneurship
- c. Submit name, titles, affiliation, and contact information for participants at the 3 summits
- d. Submit marketing materials used for outreach to college, k-12, and business partners including flyers and social media campaign samples
- e. Submit noteworthy material from faculty development activities including conferences focused on entrepreneurship and innovation
- f. Submit list of feeder high school pathway/entrepreneurship programs that will be linked to college for-credit programs in CTE and small business/entrepreneurship
- g. Submit marketing materials used for recruitment and outreach, including flyers and social media campaign samples
- a. Submit all deliverables by **January 31, 2015**

H) Branding

- a. Display CCCCCO *Doing What Matters* logo (provided) on website, brochures, handouts, posters, and all other marketing materials

I) Staffing and Coordination with RSCCD DSN Small Business Headquarters

- a. Assign a faculty/staff member to coordinate *Doing What Matters* efforts at Irvine Valley College and report to DSN Small Business Headquarters (RSCCD).
 - i. Coordination activities will include participation in at least one meeting of the Regional Small Business/Entrepreneurship Collaborative in planning of regional curriculum and programmatic efforts, Fall 2014.

J) Timeline

- a. Activities will be conducted from October 28, 2014 through December 31, 2014

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*South Orange County Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 13th day of October 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the South Orange County Community College District on behalf of *Saddleback Community College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Deputy Sector Navigator Small Business – SB1070” grant #13-159-006 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to complete a project under the DSN Small Business in-region investment program, as described in the attached Statement of Work, Exhibit A.

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 from October 1, 2014, through December 31, 2014.

3. **Total Cost**

The total cost to **RSCCD** for performance of this Agreement shall not exceed \$20,000 USD.

4. **Payment**

Total cost will be paid upon receipt of a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all activities and outcomes described in the

Statement of Work, Exhibit A. Submit invoice(s) referencing the Agreement contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Accounting Department
2323 North Broadway, 4th Floor
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by **January 31, 2015**, which will address the Leading Indicators listed below. See Exhibit A for a detailed description of the deliverables.

Leading Indicators of curriculum alignment to labor market needs

- LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
- LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines

Further, the proposed project described in Exhibit A will impact Student Momentum Point 17, as described below. Through this Agreement, the **SUBCONTRACTOR** agrees to provide enrollment and completion data for the courses developed through the proposed project, annually upon request, for the duration of the Grant.

Student momentum points - Community College Cluster

- MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector, Community College Name, Region, Previous educational level (A.A., B.S., etc.).

6. Curriculum Development

If this Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses and programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Agreement must comply with all applicable provisions as defined in the California Code of Regulations, Title 5 subchapters 1 and 2 of chapter 6 of division 6.
- b. The fact that RSCCD has awarded funding through this Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

7. 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 dis-allowment of Grant funds.

8. Time Extensions

RSCCD will not be requesting a time extension for Grant activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **December 31, 2014**.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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: Maricela Sandoval – DSN Small Business
Rancho Santiago Community College District
2323 North Broadway, Ste. 201
Santa Ana, CA 92706-1640
sandoval_maricela@rsccd.edu
(714) 564-5533

SUBCONTRACTOR: South Orange County Community College
District/Saddleback Community College
Catherine Arreguin
Grants Analyst
(949) 348-6087
carreguin@saddleback.edu

Anthony Teng
Acting Dean, Saddleback Community College
Business Science and Economic &
Workforce Development
Advanced Technology and Applied Science
(949)582-4895
ateng@saddleback.edu

28000 Marguerite Parkway
Mission Viejo, California 92692

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance with all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth 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 Grants. 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: South Orange County
Community College District

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

Employer/Taxpayer Identification Number (EIN)

EXHIBIT A
Scope of Work



Saddleback Community College will create Small Business and Entrepreneurship curriculum modules for infusion with Career Technical Education programs in alignment with the Doing What Matters Deputy Sector Navigator (DSN) Small Business project. Efforts will include the following:

- A) Curriculum Development: Small business/entrepreneurship modules
 - a. Develop a curriculum module plan that includes curriculum materials, content, and resources for 1-unit equivalent small business/entrepreneurship modules in the following Career and Technical Education (CTE) areas:
 - i. Culinary Arts
 - ii. Automotive Technology
 - iii. Fashion/Textiles
 - iv. Adaptive Kinesiology
 - b. Curriculum content in will address:
 - i. Small business management skills applicable in each of the five CTE areas
 - ii. Alignment with feeder high schools' pathways for each of the five CTE areas
 - iii. Business practices in each of the five CTE areas including:
 - "Soft" Skills
 - Communication Skills
 - Technology
 - Marketing
 - Market research, pricing, advertising, sales, distribution
 - Branding and Niche Marketing
 - Online Presence
 - Social Media
 - "Survival" Finance/Accounting
 - Debt, equity
 - Financial Statements, Accounts Receivable and Accounts Payable
 - Taxes/Record-Keeping
 - Budgeting
 - Launching a Business
 - Business Planning
 - Compliance Issues (licenses, insurance, etc)
 - Legal Issues
 - Management
- B) Research and Activities
 - a. Faculty will survey local businesses owners and entrepreneurs in the four CTE areas for insight and guidance on curriculum module content
 - b. Faculty will also attend professional development conferences for insight and curriculum resources from nation-wide best practices
- C) Faculty Development
 - a. Plan and execute at least two faculty development opportunities for high school and community college faculty for connections with the local business community through

site visits, tours, presentations, or trainings in business pathways or CTE business infusion modules.

- b. Recruit 15-20 high school and community college faculty to participate in professional development activities.
- C) Recruitment & Marketing
- a. Creation of marketing materials to attract students from feeder high schools and Saddleback College into the four small business/entrepreneurship-focused CTE programs
 - b. Creation of marketing materials to attract high school and community college faculty to professional development activities.
- D) Products
- a. Detailed curriculum content, outlines, and resources used to develop modules in small business/entrepreneurship for:
 - i. Culinary Arts
 - ii. Automotive Technology
 - iii. Fashion/Textiles
 - iv. Applied Kinesiology
 - b. Marketing materials used for recruitment and outreach, including flyers and social media campaign samples
 - c. Description and outlines for 2 professional development activities and list of participants for each.
- E) Reporting
- a. Enrollment and completion data reporting will include:
 - i. Leading indicators of curriculum alignment to labor market needs
 1. LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
 2. LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines
 - ii. Student momentum points - Community College Cluster
 1. MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector, Community College Name, Region, Previous educational level (A.A., B.S., etc.).
- F) Deliverables
- a. Submit detailed curriculum content, outlines and resources used to develop the modules in small business/entrepreneurship for Culinary Arts, Automotive Technology, Fashion/Textiles, and Applied Kinesiology.
 - i. Submission format will include at least one binder/hard copy product per module created and electronic copy via email or digital storage device
 - b. Submit list of feeder high school pathway programs linked to created modules in the four CTE programs
 - c. Submit outlines and resources used for any planned activities including but not limited to business plan competitions
 - d. Submit marketing materials used for recruitment and outreach, including flyers and social media campaign samples

- e. Submit professional development description of activities, outlines, and list of attendees for 2 events.
 - a. Submit deliverables by **January 31, 2015**:
 - i. four curriculum outlines and resources used for the CTE modules in small business/entrepreneurship
 - ii. marketing materials created for program promotion
- G) Branding
- a. Display CCCCCO *Doing What Matters* logo (provided) on website, brochures, handouts, posters, and all other marketing materials
- H) Staffing and Coordination with RSCCD DSN Small Business Headquarters
- a. Assign a faculty/staff member to coordinate Doing What Matters curriculum development efforts at Saddleback College and report to DSN Small Business Headquarters (RSCCD).
 - i. Coordination activities will include participation in at least one meeting of the Regional Small Business/Entrepreneurship Collaborative in planning of regional curriculum and programmatic efforts, Fall 2014.
- I) Timeline
- a. Activities will be conducted from October 1, 2014 through December 31, 2014

**GRANT SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
*Coast Community College District***

This grant sub-agreement (hereinafter “**Agreement**”) is entered into this 13th day of October 2014, between Rancho Santiago Community College District (hereinafter “**RSCCD**”) and the Coast Community College District on behalf of *Golden West College* (hereinafter “**SUBCONTRACTOR**”).

WHEREAS, **RSCCD** was awarded a “Deputy Sector Navigator Small Business – SB1070” grant #13-159-006 (hereinafter “**Grant**”), from the California Community Colleges Chancellor’s Office, Workforce and Economic Development Division, to disseminate funds to community colleges for them to prepare and implement small business and entrepreneurship curriculum projects at community colleges in alignment with high school pathways; 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 **RSCCD** and **SUBCONTRACTOR** do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**
SUBCONTRACTOR agrees to complete a project under the DSN Small Business in-region investment program, as described in the attached Statement of Work, Exhibit A.
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 from November 1, 2014, through December 31, 2014.
3. **Total Cost**
The total cost to **RSCCD** for performance of this Agreement shall not exceed \$5,000 USD.
4. **Payment**
Total cost will be paid upon receipt of a detailed final invoice requesting payment with appropriate back-up documentation, as required by **RSCCD**, and the Project Director’s certification of the final report. Final payment is contingent upon successful completion (or very significant progress towards completion) of all activities and outcomes described in the

Statement of Work, Exhibit A. Submit invoice(s) referencing the Agreement contract number (refer to footer) to the following address:

Rancho Santiago Community College District
ATTN: Accounting Department
2323 North Broadway, 4th Floor
Santa Ana, CA 92706

5. Reporting

SUBCONTRACTOR is required to complete and submit deliverables related to this Agreement to the Project Director via email by **January 31, 2015**, which will address the Leading Indicators listed below. See Exhibit A for a detailed description of the deliverables.

Leading Indicators of curriculum alignment to labor market needs

- LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
- LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines

Further, the proposed project described in Exhibit A will impact Student Momentum Point 17, as described below. Through this Agreement, the SUBCONTRACTOR agrees to provide enrollment and completion data for the courses developed through the proposed project, annually upon request, for the duration of the Grant.

Student momentum points - Community College Cluster

- MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector, Community College Name, Region, Previous educational level (A.A., B.S., etc.).

6. Curriculum Development

If this Agreement involves the development of new college curriculum, the following shall apply:

- a. All courses and programs (certificates or degrees) initiated or substantially modified as a result of activities supported by this Agreement must comply with all applicable provisions as defined in the California Code of Regulations, Title 5 subchapters 1 and 2 of chapter 6 of division 6.
- b. The fact that RSCCD has awarded funding through this Agreement to support the development of new curriculum shall not be construed to constitute endorsement or approval of the resulting curriculum or to guarantee or affect the outcome of the curriculum review and approval process.

7. 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 dis-allowment of Grant funds.

8. Time Extensions

RSCCD will not be requesting a time extension for Grant activities from the California Community Colleges Chancellor's Office. As a result, **SUBCONTRACTOR** will not be granted an extension. Therefore, **SUBCONTRACTOR** must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, **SUBCONTRACTOR** will only be reimbursed for expenses that are incurred prior to **December 31, 2014**.

9. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder are 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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: Maricela Sandoval – DSN Small Business
Rancho Santiago Community College District
2323 North Broadway, Ste. 201
Santa Ana, CA 92706-1640
sandoval_maricela@rsccd.edu
(714) 564-5533

SUBCONTRACTOR: Coast Community College District
Dejah Swingle
Director, Grants & Educational Services
Coast Community College District
714-438-4699
Dswingle@mail.cccd.edu

1370 Adams Avenue
Costa Mesa, CA 92626

Angela Allison
Dean, Golden West College
Career & Technical Education Division Office
(714) 895-8792

aallison@gwc.cccd.edu

15744 Goldenwest Street
Huntington Beach, CA 92647

ARTICLE II

1. Legal Terms and Conditions

Both **RSCCD** and **SUBCONTRACTOR** will implement the project in accordance with all conditions defined in the Grant Agreement, RFA Specifications and the Grant Agreement Legal Terms and Conditions (Articles I, Rev. 11/2012 and Article II, Rev. 11/2012), as set forth 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 Grants. 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Coast Community
College District

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

Employer/Taxpayer Identification Number (EIN)

EXHIBIT A
Scope of Work



Golden West College will create work with feeder high schools toward alignment and articulation of business and entrepreneurship courses in connection with the Doing What Matters Deputy Sector Navigator (DSN) Small Business project. Efforts will include the following:

- A) Curriculum Alignment/Articulation
 - a. Develop a survey to distribute to high school CTE/ROP and college CTE students that will assess:
 - i. Interest in small business/entrepreneurship training
 - ii. Interest in small business/entrepreneurship for-credit courses
 - b. Align postsecondary small business/entrepreneurship programs with high school curriculum for seamless transitions through effective means including articulations
 - i. Explore opportunities and acquire articulation agreements in career pathways with feeder high schools, including but not limited to:
 - Edison High School
 - Oceanview Academy
- B) Activities
 - a. Engage in research to enhance small business/entrepreneurship curriculum that will increase student success in postsecondary education and training
 - b. Engage in partnership development with local K-12 partners and ROP's to augment understanding of curriculum needs toward alignment with postsecondary content
 - c. Revise *Management 152: Starting a Business* course to reflect research and high school pathway alignment
- D) Products
 - a. Create a needs assessment survey to distribute to high school CTE/ROP and college CTE students that will address:
 - i. Interest in small business/entrepreneurship training
 - ii. Interest in small business/entrepreneurship for-credit courses
 - b. Create marketing materials to use for recruitment and outreach to high school business pathway students identifying aligned courses offered at Golden West College
 - c. Create content, outlines, and resources used to revise *Management 152: Starting a Business* course
- E) Reporting
 - a. Future enrollment and completion data reporting will include:
 - i. Leading indicators of curriculum alignment to labor market needs
 - 1. LI 1. Alignment of skillsets within a program (or set of courses) to a particular occupation and the needs of the labor market
 - 2. LI 7. Integration of small business creation and/or exporting modules into for-credit curriculum in other disciplines
 - ii. Student momentum points - Community College Cluster
 - 1. MP 17. Completed a non-CCCCO-approved certificate – credit-based (Collect student SSN, CTE Program (TOP Code), Certificate title, Sector,

Community College Name, Region, Previous educational level (A.A., B.S., etc.).

F) Deliverables

- a. Submit created needs assessment survey distributed to high school CTE/ROP and college CTE students
- b. Submit report of survey results by population:
 - i. Current GWC business/management students
 - ii. Current GWC CTE students by program
 - iii. High school students from feeder high schools
 - iv. Submission format will be via email or digital storage device
- c. Submit list of feeder high school pathway programs for curriculum alignment
- d. Submit final revised curriculum content and course outline for *Management 152: Starting a Business*
 - i. include list of resources used for modifications
- e. Submit marketing materials used for recruitment and outreach, including flyers and social media campaign samples
- f. Submit copies of articulation agreements, if acquired along with outlines for aligned high school courses
- a. Submit all deliverables by **January 31, 2015**

G) Branding

- a. Display CCCC *Doing What Matters* logo (provided) on website, brochures, handouts, posters, and all other marketing materials

H) Staffing and Coordination with RSCCD DSN Small Business Headquarters

- a. Assign a faculty/staff member to coordinate Doing What Matters curriculum development efforts at Saddleback College and report to DSN Small Business Headquarters (RSCCD).
 - i. Coordination activities will include participation in at least one meeting of the Regional Small Business/Entrepreneurship Collaborative in planning of regional curriculum and programmatic efforts, Fall 2014.

I) Timeline

- a. Activities will be conducted from November 1, 2014 through December 31, 2014

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: October 13, 2014
Re: Approval of Sub-Agreements between RSCCD and North Orange County Community College District/Fullerton College, Orange Unified School District, and Project Tomorrow for the California Career Pathways Trust Grant	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District on behalf of Santiago Canyon College received a 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 includes community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners. 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. The grant award is \$6 million and the grant term is July 1, 2014 through June 30, 2019 (five-year project cycle).

The project administrator is Ruth Babeshoff and the project director is Janis Perry.

ANALYSIS

The Rancho Santiago Community College District and partners will establish articulated Career in Education pathways to postsecondary education aligned with regional economic sectors. The enclosed sub-agreements represent the first year of this project with the performance period from July 1, 2014 through June 30, 2015. The following are the partners involved in this undertaking.

<u>Sub-Contractor</u>	<u>Contract No.</u>	<u>Grant Funds</u>	<u>In-Kind Match</u>
NOCCCD/Fullerton College	DO-14-2501-02	\$296,366	\$73,510
Orange USD	DO-14-2501-04	\$50,653	\$49,618
Project Tomorrow	DO-14-2501-05	\$36,600	\$100,710

RECOMMENDATION

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

Fiscal Impact: \$383,619	Board Date: October 13, 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	

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This agreement (hereinafter “Agreement”) is entered into on this 13th day of October 2014, between Rancho Santiago Community College District (hereinafter “RSCCD”) and North Orange County Community College District on behalf of *Fullerton College* (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD has received a grant award entitled California Career Pathways Trust (Grant No. 14-25239-6668-00) (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway 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 for students;

WHEREAS, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

WHEREAS, RSCCD will serve as Fiscal Agent for the State funds received under this Grant;

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

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

NOW, THEREFORE RSCCD and SUBCONTRACTOR do covenant and agree as follows:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (*Exhibit A*) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. Period of Performance

The period of performance for this Agreement shall be from July 1, 2014 through June 30, 2015. NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD

will develop agreements on an annual basis, rather than for the entire term.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed **\$296,336 USD**.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match of **\$73,510**, detailed in the Budget and Budget Narrative, approved in the grant application, for the time period of this Agreement (refer to Article I.2. "Period of Performance").

5. Budget, Payment and Invoicing

(a) Budget. SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Budget and Budget Narrative (*Exhibit C*), and which by this reference is incorporated herein and made a part hereof as if fully set forth. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed 10 percent of the authorized budget item total in the Budget.

(b) Payments. Beginning upon execution of this Agreement, no more often than once per quarter, and upon receipt of SUBCONTRACTOR's invoice by RSCCD, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

(c) Invoices. Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment (refer to Invoice Template, *Exhibit D*). Back-up documentation includes, but is not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided. Final payment is contingent upon completion of Scope of Work, as described in *Exhibit A*. SUBCONTRACTOR shall submit invoices on or before the 15th day of each quarter. Submit invoices to the following address:

ATTN: Janis Perry, OC TPP Project Director
Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869

6. Reporting

(a) Progress Reports. SUBCONTRACTOR agrees to submit quarterly progress reports (*Exhibit E*), in reference to the Scope of Work (*Exhibit A*) included in this Agreement, and submit quarterly match reports, as applicable. Reports are due on a quarterly basis as follows: October 30th, January 30th, April 30th, and July 30th. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above.

(b) Annual Report. SUBCONTRACTOR agrees to submit an annual expenditure report, an annual progress report and an end-of-year project report to show (1) student momentum points, (2) program outcomes measures, and (3) program deliverables are being met as they affect the services hereunder consistent with the Scope of Work, *Exhibit A*.

(c) Match Reports. SUBCONTRACTOR shall submit itemized reports of the match contribution, as applicable, indicating the in-kind or cash value of the contribution, and include back documentation. Refer to the Match Sources Report template, *Exhibit F*.

7. 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 dis-allowment of Grant funds.

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work may be modified so long as the Total Cost under this Agreement is not increased and the Scope of Work and objectives of the program are not significantly altered. However, any such modification shall not be made without the prior written notification of RSCCD and acceptance by SUBCONTRACTOR. Any requests for changes in the Scope of Work and objectives require written approval and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and agreements will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to Agreements, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year: e.g., 2015/2016, 2016/2017 and 2017/2018. NOTE: As Grant funds are only available from July 1, 2014 to June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

10. Sub-Contract Assignment

Unless specifically noted in the Grant application (*Exhibit B*), 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 sub-contract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all sub-contracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR policies.

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.

11. 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.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, 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. SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, 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.

13. 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.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days prior 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 and RSCCD shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in Scope of Work, *Exhibit A*.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise

furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. 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:

Rancho Santiago Community College District
Attn: Peter J. Hardash, Vice Chancellor
Business Operations and Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

Santiago Canyon College
Attn: Janis Perry, OC TPP Project Director
8045 East Chapman Avenue
Orange, CA 92869
(714) 628-4779, perry_janis@sccollege.edu

Fullerton College
Main Contact: Karen Rose, Lead Program Specialist
321 E. Chapman Ave.
Fullerton, CA 92832
(714) 992-7068, krose@fullcoll.edu

Fiscal Contact: North Orange County Community College District
Fred Williams, Vice Chancellor, Finance & Facilities
1830 W. Romneya Drive
Anaheim, CA 92801-1819
(714) 808-4746

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in the Grant Award Notification (*Exhibit G*), the California Department of Education, California Career Pathways Trust – Request for Applications (*Exhibit H*), AB86, Section 48 Statutes of 2013 (*Exhibit I*), and California Department of Education General Assurances and Certifications (*Exhibit J*), as set forth 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: North Orange County
Community College District

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Fred Williams
Vice Chancellor

Title: Business Operations/Fiscal Services

Title: Finance & Facilities

Date: _____

Date: _____

Board Approval Date: October 13, 2014

95-2394131
Employer/Taxpayer Identification Number (EIN)

LIST OF EXHIBITS

Exhibit A	Subcontractor's Scope of Work
Exhibit B	California Career Pathways Trust Grant Application
Exhibit C	Budget and Budget Narrative
Exhibit D	Invoice Template
Exhibit E	Progress Report Template
Exhibit F	Match Sources Report Template
Exhibit G	Grant Award Notification
Exhibit H	California Career Pathways Trust – Request for Applications
Exhibit I	AB86, Section 48 Statutes of 2013
Exhibit J	California Department of Education General Assurances & Certifications

**Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2014-15
Fullerton College**

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Math/English assessments for academic baselines for partner high schools	Spring 2015	Counselors
	COUN 144 -1 unit @ Troy, La Habra, Magnolia, Savanna; spring 2015 – 85 students		Adjunct counselors
	COUN 151 - 3 units @ Troy, La Habra, Magnolia, Savanna; spring 2015 – 85 students		
	Pre-collegiate preparation – Math and English skill building; academic coaching – 85 students		Project Coordinator, Counselors, FC Academic Coaches
	COUN 144 – 1 unit @ FC for FYE TPP cohort; summer 2015 (June)	Summer 2015	Adjunct counselor
Soft skills contextualized in CTE	40 Developmental Assets for Adolescents (internal/external asset areas to include social competencies, communication, commitment to learning, positive identity; (85 h.s.students;105 jr. high students	Spring 2015	Fullerton Collaborative and Western Youth Services/Anaheim & Fullerton Resource Center
Dual enrollment/early admission into aligned postsecondary career programs	Cohort formed for Future Teacher First Year Experience (FTFYE) for graduating high school seniors/first year college students (30 students – summer bridge offered Aug.)	June 2015	Counselors
Classed offered at alternative sites	COUN 144; COUN 151 @ partner high schools	Spring 2015	Counselors
Experiential Learning			
Work-based learning and job-shadowing and volunteer opportunities	Service Learning for high school and FC students (50 students)	Fall/Nov.Dec 2014 Spring/Summer 2015	Project Coordinator
Paid or unpaid internships, employment opportunities	Paid/non-paid Internships with local school partners, after school partners, summer STEM programs	Spring, summer 2015	Project Coordinator, Counselors
Services:			
Support services, career exploration and planning,	Outreach/Recruitment (Troy, La Habra, Magnolia, Savanna) Outreach with feeder jr. high schools (Ladera Vista, La Habra, Dale, Brookhurst)	Nov/Dec. 2014; Spring	Project Dir., Coordinator,

5.4 (9)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
field trips, guest speakers		Semester 2015	Counselors, Staff
	College orientation for graduating seniors, educational planning, specialized college counseling, financial aid/scholarship information	Spring 2015	↓
	Text book loan program	Spring 2015	
	Career exploration workshops	Spring 2015	
	Ten Commandments for parents workshops to promote high school graduation, pursuit of higher education; helping your child to be successful	Spring 2015	Fullerton Collaborative and Western Youth Services/Anaheim & Fullerton Resource Center
	Specialized FC parent College 101 workshops; college orientation, financial aid, career information, navigating the educational system for student success, retention, and parental support		Parent education specialist/prof expert
Transition Services			
Mentoring	Academic coaching/mentoring		Project Coordinator, Counselors, FC students
Professional Development:			
Industry sector skills analysis			
Professional development for faculty	Externships with community, educational, and business partners		Project Coordinator
Pre-service teachers (students on pathway) professional development/enrichment	Teach to Learn – optional educational enhancement at participating schools; CSUF Summer STEM Academy	Spring 2015	Project Tomorrow; CSUF
Advisory group participation	Fall 2014 and Spring 2015 general meetings	Fall 2014; Spring 2015	Project partners and campus based

Rancho Santiago Community College District/Santiago Canyon College
 ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)
 GRANT BUDGET SUMMARY (Years 1 - 5)
 FY 2014/15 - FY 2018/19

Exhibit C

Budget Year: 2014-15 (Year 1) - BUDGET SUMMARY
 SUB-CONTRACTOR: FULLERTON COLLEGE

Expenditure Category	GRANT-FUNDED						MATCH-FUNDED					MATCH-FUNDED - Business/Community Match					
	Original Year 1 2014/15	Revised* Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Total Funded	Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Year 5 2018/19	Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Year 5 2018/19	Total Match
1000 - Certificated Salaries	99,300	89,000	169,500	169,500	169,500	597,500	17,250	17,250	13,800	13,800	13,800	-	-	-	-	-	75,900
2000 - Classified Salaries	98,150	108,450	99,350	115,350	110,350	433,500	43,775	38,775	12,200	12,200	75,725	-	-	-	-	4,200	186,875
3000 - Employee Salaries	40,238	40,238	53,238	57,238	57,238	207,952	4,000	4,000	3,120	3,120	50,680	-	-	-	-	-	64,920
4000 - Books and Supplies	26,700	24,700	2,700	2,700	2,700	32,800	1,000	1,000	1,000	1,000	2,700	-	-	-	-	-	6,700
5000 - Services & Other Operating Expenditures	12,850	14,850	11,350	10,850	9,850	46,900	2,350	2,350	1,850	1,850	350	2,400	2,400	2,400	2,400	2,400	20,750
5200 - Travel & Conferences	3,000	3,000	4,000	4,000	4,000	15,000	-	-	-	-	1,000	-	-	-	-	-	1,000
6000- Capital Outlay	4,700	4,700	-	-	-	4,700	-	-	-	-	-	-	-	-	-	-	-
7000 - Indirect Charges	11,398	11,398	13,606	14,386	14,146	53,536	2,735	2,535	1,279	1,279	5,770	-	-	-	-	-	13,598
	296,336	296,336	353,744	374,024	367,784	1,391,888	71,110	65,910	33,249	33,249	150,025	2,400	2,400	2,400	2,400	6,600	369,743

The year 1 period of performance is July 1, 2014 through June 30, 2015. NOTE: The entire term of the grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

*** Explanation: Yr. 1 Revisions**

1000-Certificated Salaries
 \$10,300 moved to 2000 category
 original number of spring courses
 won't be offered due to late start
 of grant and will provide increased
 funding for professional experts to
 provide additional (1)career exploration/
 career development services to students,
 (2) additional general program support
 needed to accelerate spring 2015
 services to partner schools and for
 parent education

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)

Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE

SUB-CONTRACTOR: FULLERTON COLLEGE

Expenditures Code	Original Budget (Dollar Value)	Year 1 Revision	(Cash or In-Kind)		Year 1 Budget Totals
			District Match	Business/ Community Match	
1000 - Certificate Salaries					
<ul style="list-style-type: none"> Project Lead for Campus Project OSP Director Karen Rose Yrs 1-2 10 hr wk: Yrs 3-4 8 hrs wk 			\$17,250		\$17,250
<ul style="list-style-type: none"> Adjunct counselors (2) part time 24 hours a week to work directly with pathway and other prospective CTE students in 9 high school sites, 5 jr. high sites, FC future teacher special cohort students; will teach counseling courses. 	\$72,000	\$72,000			\$72,000
<ul style="list-style-type: none"> Faculty/Instructors -Course Instruction - extended day (average \$1,300 per unit) Yr 1 = 4 HS x 4 units = 16 FC = 5 units Yr 2-4 = 6 HS x 10 units = 60 FC = 5 units Yr 5 college funded Years 1-4: grant funded 	\$27,300	\$17,000			\$17,000
<p><i>\$10,300 moved from 1000 Certificated to 2000 professional expert due to fewer spring courses being offered due to the late start of the grant; additionl career exploration, career development, general program support that will be needed to accelerate spring 2015 services to partner schools and for parent education. This line item transfer does not change the project scope.</i></p>					
Subtotal - Certificated Salaries	\$99,300	\$89,000	\$17,250	\$0	\$106,250
2000 - Classified Salaries					
<ul style="list-style-type: none"> Part time Project Coordinator - professional expert status Years 1-4 grant funded- 20 hrs wk x 	\$26,950	\$26,950			\$26,950
<ul style="list-style-type: none"> Professional experts - Professional development and externships for college faculty; paid as project high school/jr. high teachers, e.g. CSUF sponsored Prof Dev, after school programs, externships, workshops Year 1-4: (10 teachers/faculty x \$500 stipend) Engage in STEM partial match math/science jr. high/high school site coordinators (previously listed in a separate line item; <i>\$3000 moved to this line item category from original budget line item school site coordinators/liasons</i> <i>\$10,300 moved from 1000 Certificated to 2000 professional experts due to fewer spring courses being offered due to the late start of of the grant; additionl career exploration, career development, general program support that will be needed to accelerate spring 2015 services to partner schools and for parent education. This line item transfer does not change the project scope.</i> 	\$8,000	\$18,300	\$5,000		\$23,300

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)
Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE
SUB-CONTRACTOR: FULLERTON COLLEGE

Expenditures Code	Original Budget (Dollar Value)	Year 1 Revision	(Cash or In-Kind)		Year 1 Budget Totals
			District Match	Business/Community Match	
<ul style="list-style-type: none"> Data Analyst PT Professional Expert yrs 1-4 20 hrs.wk x 38.5; yr 5 FC OIRP; partial match Engage in STEM 	\$20,950	\$20,950	\$6,950		\$27,900
<ul style="list-style-type: none"> Student Assistant PT 20 hrs wk yrs 1-4: \$12.50 hr 38.5 wks Engage in STEM; 1 student assistant partial match Engage in STEM 	\$9,625	\$9,625	\$9,625		\$19,250
<ul style="list-style-type: none"> Admin Asst II - Budget/Fiscal 25% time yrs 1-4, Yr 5 FC 	\$12,200	\$12,200			\$12,200
<ul style="list-style-type: none"> Admin Asst II- General Program Support 25% time yrs 1-4, Yr 5 FC; OSP/college general fund in-kind 			\$12,200		\$12,200
<ul style="list-style-type: none"> Student Academic Coaches/ Mentors/Interns Future Teachers/STEM (10 students) 10 hrs wk x 38.5 wks x \$10.50 hr x 10 positions; yrs 1-4, Yr 5 FC; partial match Engage in STEM yrs 1-2 	\$20,425	\$20,425	\$10,000		\$30,425
<ul style="list-style-type: none"> School site coordinators/liasons (partner high schools)Yr. 1 spring '15 \$750 per site x 4 schools 					
	\$98,150	\$108,450	\$43,775	\$0	\$152,225
3000 - Employee Benefits					
<ul style="list-style-type: none"> District benefits rates full-time personnel benefits include health and welfare and all positions include the following OASDI, Medicare, Unemployment, Workers Comp Partial match Engage in STEM yrs 1-2 for: data analyst, student mentors/interns, student assistant, professional experts. Fringe benefits are being paid at the official NOCCCD percentage/daily rate: 17.44% for professional/non-classified staff; 34.3% faculty/staff; student hourly = 1.55%; adult hourly = 9.2%; 	\$40,238	\$40,238	\$4,000		\$44,238
Subtotal - Employee Benefits	\$40,238	\$40,238	\$4,000	\$0	\$44,238
4000 - Books and Supplies					
<ul style="list-style-type: none"> General Expendable office supplies copy paper, pens, folders, cartridges, etc.; partial match Engage in STEM yrs 1-2 	\$1,300	\$1,300	\$1,000		\$2,300
<ul style="list-style-type: none"> Classroom instructional materials (math/English review, career/personal development/assets building workshops) Increase of \$1602 for use in special teacher preparation/STEM workshops related to project based learning and hands-on activities; funds transferred from 4000 textbook loan program line item due to late start and reduced spring '15 classes; do not change original funding amount or scope of project. 	\$1,400	\$3,002			\$3,002

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)

Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE

SUB-CONTRACTOR: FULLERTON COLLEGE

Expenditures Code	Original Budget (Dollar Value)	Year 1 Revision	(Cash or In-Kind)		Year 1 Budget Totals
			District Match	Business/ Community Match	
<ul style="list-style-type: none"> Textbook loan program (CDES, COUN) for high school courses; (\$175 x 60) students x 2 courses; rotate books counseling, workshops, classes; decrease of \$3602 to be transferred into classroom instructional 4000 for use in special teacher preparation/STEM workshops related to project based learning and hands-on activities and into line item 5000 reproduction/printing/publications;;funds transferred from textbook loan program due to late start and reduced spring '15 classes;doe not change original funding amount or scope of project. 	\$24,000	\$20,398			\$20,398
Subtotal - Books and Supplies	\$26,700	\$24,700	\$1,000	\$0	\$25,700
5000 - Services and Other Operating Expenditures (other than travel)					
<ul style="list-style-type: none"> Shared copier lease Match Engage in STEM yrs 1-2 	\$350	\$350	\$350		\$700
<ul style="list-style-type: none"> Reproduction/printing/publications general/targeted outreach/information handouts, flyers, rack cards, brochures, full color printed in English/Spanish for students, and community; posters; student information cards; future teacher/ STEM informational items Partial match Engage in STEM yrs 1-2 \$2000 transferred from textbook loan program due to reduced classes offered for yr. 1 due to late start; additional funds provide for increased outreach and social mediafor target populations. 	\$4,500	\$6,500	\$500		\$7,000
<ul style="list-style-type: none"> Contractual/Service Agreements 					
<ul style="list-style-type: none"> Graves Communication - program branding/social media and web design/hosting/web updates; graphic consultation for OC TPP FC; yrs.1-2 partial match Engage in STEM 	\$5,000	\$5,000	\$1,500		\$6,500
<ul style="list-style-type: none"> Fullerton Collaborative-special development and facilitation of community/school/business basaed student career development service opportunities/field experiences/internships/job shadowing in Fullerton and LaHabra including summer STEM program with Solidarityi and 5 elementary schools; present and facilitate the 40 Development Assets workshops for high school and jr. high students; parents' 10 Commandments for Assets Development yrs. 1-5 \$12,000 in kind total from organization 	\$3,000	\$3,000		\$2,400	\$5,400
Subtotal-Services & Other Operating Expenditures	\$12,850	\$14,850	\$2,350	\$2,400	\$19,600
5200 - Travel and Conferences					

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)

Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE

SUB-CONTRACTOR: FULLERTON COLLEGE

Expenditures Code	Original Budget (Dollar Value)	Year 1 Revision	(Cash or In-Kind)		Year 1 Budget Totals
			District Match	Business/Community Match	
<ul style="list-style-type: none"> • Travel - Local mileage for staff, faculty = .56 mile - outreach, presentations, workshops, meetings (average of 3,000 miles per year); Travel to local/regional/state workshops; bus transportation for schools to attend CTE/career related events (9 trips @ \$500 each at various times during the project annually) 	\$2,000	\$2,000			\$2,000
<ul style="list-style-type: none"> • Travel - State/out of state (special permission required) staff/faculty/selected student presenters - state, national/out of state national conferences for professional development and workshop presentations for dispensing project information including student presenters. Conferences could include: State Dept of Education CCCCO; National Assoc. of Community College Teacher Education Programs (NACCTEP), NASA symposiums for faculty; other match yrs 1-2 Engage in STEM 	\$1,000	\$1,000			\$1,000
Subtotal - Travel and Conferences	\$3,000	\$3,000	\$0	\$0	\$3,000
6000 - Capital Outlays					
<ul style="list-style-type: none"> • Technology instructional support - to support advising, counseling, workshops, classes (1) Lap top computer (1) LCD projector; (1) light weight, portable printer ; (1)STEM future teacher special MAC work station includesdesk printer 	\$4,700	\$4,700			\$4,700
Subtotal - Capital Outlays	\$4,700	\$4,700	\$0	\$0	\$4,700
7000 - Indirect Charges (CDE approved rates apply)					
<ul style="list-style-type: none"> • Indirect Costs (4%) (excluded services contracts) 	\$11,398	\$11,398	\$2,735		\$14,133
Subtotal - Indirect Charges	\$11,398	\$11,398	\$2,735	\$0	\$14,133
Totals	\$296,336	\$296,336	\$71,110	\$2,400	\$369,846

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
ORANGE UNIFIED SCHOOL DISTRICT**

This agreement (hereinafter “Agreement”) is entered into on this 13th day of October, 2014 between Rancho Santiago Community College District (hereinafter “RSCCD”) and Orange Unified School District (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD has received a grant award entitled California Career Pathways Trust (Grant No. 14-25239-6668-00) (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway 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 for students;

WHEREAS, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

WHEREAS, RSCCD will serve as Fiscal Agent for the State funds received under this Grant;

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

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

NOW, THEREFORE RSCCD and SUBCONTRACTOR do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (*Exhibit A*) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this Agreement shall be from July 1, 2014 through June 30, 2015. NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed **\$50,653 USD**.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match of **\$49,618**, detailed in the Budget and Budget Narrative, approved in the grant application, for the time period of this Agreement (refer to Article I.2. "Period of Performance").

5. Budget, Payment and Invoicing

(a) Budget. SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Budget and Budget Narrative (*Exhibit C*), and which by this reference is incorporated herein and made a part hereof as if fully set forth. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed 10 percent of the authorized budget item total in the Budget.

(b) Payments. Beginning upon execution of this Agreement, no more often than once per quarter, and upon receipt of SUBCONTRACTOR's invoice by RSCCD, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

(c) Invoices. Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment (refer to Invoice Template, *Exhibit D*). Back-up documentation includes, but is not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided. Final payment is contingent upon completion of Scope of Work, as described in *Exhibit A*. SUBCONTRACTOR shall submit invoices on or before the 15th day of each quarter. Submit invoices to the following address:

ATTN: Janis Perry, OC TPP Project Director
Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869

6. Reporting

(a) Progress Reports. SUBCONTRACTOR agrees to submit quarterly progress reports (*Exhibit E*), in reference to the Scope of Work (*Exhibit A*) included in this Agreement, and submit quarterly match reports, as applicable. Reports are due on a quarterly basis as follows: October 30th, January 30th, April 30th, and July 30th. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above.

(b) Annual Report. SUBCONTRACTOR agrees to submit an annual expenditure report, an annual progress report and an end-of-year project report to show (1) student momentum points, (2) program outcomes measures, and (3) program deliverables are being met as they affect the services hereunder consistent with the Scope of Work, *Exhibit A*.

(c) Match Reports. SUBCONTRACTOR shall submit itemized reports of the match contribution, as applicable, indicating the in-kind or cash value of the contribution, and include back documentation. Refer to the Match Sources Report template, *Exhibit F*.

7. 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 dis-allowment of Grant funds.

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work may be modified so long as the Total Cost under this Agreement is not increased and the Scope of Work and objectives of the program are not significantly altered. However, any such modification shall not be made without the prior written notification of RSCCD and acceptance by SUBCONTRACTOR. Any requests for changes in the Scope of Work and objectives require written approval and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and agreements will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to Agreements, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year: e.g., 2015/2016, 2016/2017 and 2017/2018. NOTE: As Grant funds are only available from July 1, 2014 to June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

10. Sub-Contract Assignment

Unless specifically noted on the Grant application (*Exhibit B*), 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 sub-contract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all sub-contracts 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.

11. 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.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, 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. SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, 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.

13. 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.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days prior 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 and RSCCD shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in Scope of Work, *Exhibit A*.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within

thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. 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:

Rancho Santiago Community College District
Attn: Peter J. Hardash, Vice Chancellor
Business Operations and Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

Santiago Canyon College
Attn: Janis Perry, OC TPP Project Director
8045 East Chapman Avenue
Orange, CA 92869
(714) 628-4779, perry_janis@sccollege.edu

Orange Unified School District
Main Contact: Kathy Boyd, CTE Program Coordinator
1401 North Handy Street
Orange, CA 92867
(714) 682-5464, kboyd@orangeusd.org

Fiscal Contact: Orange Unified School District
Claudio (Joe) Sorrera, Assistant Superintendent/CBO
1401 North Handy Street
Orange, CA 92867
(714) 628-4479

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in the Grant Award Notification (*Exhibit G*), the California Department of Education, California Career Pathways Trust – Request for Applications (*Exhibit H*), AB86, Section 48 Statutes of 2013 (*Exhibit I*), and California Department of Education General Assurances and Certifications (*Exhibit J*), as set forth 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: *Orange Unified
School District*

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

Employer/Taxpayer Identification Number (EIN)

LIST OF EXHIBITS

Exhibit A	Subcontractor's Scope of Work
Exhibit B	California Career Pathways Trust Grant Application
Exhibit C	Budget and Budget Narrative
Exhibit D	Invoice Template
Exhibit E	Progress Report Template
Exhibit F	Match Sources Report Template
Exhibit G	Grant Award Notification
Exhibit H	California Career Pathways Trust – Request for Applications
Exhibit I	AB86, Section 48 Statutes of 2013
Exhibit J	California Department of Education General Assurances & Certifications

Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2014-15
Orange Unified School District

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Continue growth of Careers in Education from 4 sections to 6 sections	2014-15	Kathy Boyd
	Develop Professional Internship- CIE course- 2 sections	2014-15	Terri Nii
	Support CD/CIE teachers with academic support	2014-15	Terri Nii
	Attend all CTEp CAAP(Curriculum Alignment and Assessment Project) meetings to review and update Education Pathway outlines, pacing guides and common assessments	2014-15	Terri Nii
	Organize and facilitate NOCTI Education Pathway assessments	2014-15	Terri Nii
	Have CIE teachers continue and grow pilot project of placing student in work based learning experiences into our on campus READ 180 classrooms	2014-2015	Terri Nii CIE teachers
	OUSD will offer fieldwork based courses in the Education Pathway: 4 Careers in Education classes at EMHS and OHS and 2 new Careers in Education classes at VPHS and CHS 4 Child Development classes at CHS, EMHS, OHS and VPHS 3 Intro to Early Childhood Education classes at EMHS, OHS and CHS 2 Professional Internship Courses at EMHS and OHS	2014-2015	Kathy Boyd Terri Nii
	Recruit students (that have previously taken Human Development 120) for the Human Development 121	Spring 2015	Terri Nii 4 CTE teachers
	Coordinate with SCC staff to offer Human Development 120 on the EMHS site in Spring	Spring 2015	Terri Nii
	Coordinate with SCC staff to offer Human Development 121 on the EMHS site during summer	Spring 2015	Terri Nii
	Begin planning to link CIE teachers with OUSD Math and Science teachers and high school counselors to build out pathway and ensure the success of OC TPP students	Spring 2015	Terri Nii
	Start conversations with HS Assistant Principals regarding the Fall 2015 Freshman Seminar Cohorts	2014-2015	Kathy Boyd Terri Nii
Soft skills contextualized in CTE	Professional Internship/CIE-support CIE teachers with soft skill resources	2014-15	Terri Nii 2 PI-CIE teachers
	Participate in discussions with industry representatives (OC EPIC) and high school CTE teachers to further develop and update soft skill information for contextualizing in coursework	Spring 2015	Terri Nii 4 CTE teachers

5.4 (23)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Coordinate discussions between CTE teachers and Project Tomorrow to develop and manage 4 CTSO/CFEA on each high school campus	2014-2015	Terri Nii 4 CTE teachers
Dual enrollment/early admission into aligned postsecondary career programs	Work with SCC to facilitate enrollment of students in dual enrollment of SCC Human Development course offered on the high school campus	2014-15	Terri Nii
	Organize and facilitate articulation meetings between SCC staff and OUSD CIE/CD teachers	2014-15	Terri Nii
	Assist in increasing the number of courses that are articulated with SCC for college credits to include: Careers in Education Child Development Intro to Early Childhood Education Professional Internship classes	Spring 2014	Terri Nii
	Facilitate the offering of Human Development 120-The School Age Child for CAP students on our OUSD high school campuses	2014-2015	Terri Nii
	Coordinate with SCC staff to offer Human Development HD 121 summer session for the high school CAP students	Spring 2014	Terri Nii
	Facilitate meetings between OUSD Math/Science teachers and SCC Math/Science teachers to review and align standards for incoming freshman in college level math and science courses	Spring 2014	Terri Nii
	Recruit and facilitate OUSD pathway students to enroll in HD 121 summer course in order to be eligible to obtain a SCC certificate and ECE state permit	Spring 2015	CTE teachers
Classed offered at alternative sites	Work with OUSD HS counselors to grow enrollment in HD courses on SCC campus through CAP Program	2014-15	Terri Nii Kathy Boyd CIE/CD teachers 18 HS counselors
	Collaborate with SCC staff to provide information regarding student feedback regarding HD classes	2014-15	Terri Nii
Experiential Learning			
Work-based learning and job-shadowing and volunteer opportunities	Work with elementary principals in OUSD to grow the CIE work-based learning program	2014-15	Terri Nii
	Organize and facilitate opportunities for CIE/CD teachers to participate in externships	2014-15	Terri Nii
	Work-based learning- OUSD pathway students will participate in work-based learning through the following career pathway courses: Careers in Education Introduction to Early Childhood Education		

5.4 (24)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Professional Internship		
	Facilitate with SCC staff to offer the OUSD pathway students an opportunity to submit student volunteer hours towards the SCC <i>President’s Volunteer Service Award</i>	Spring 2015	Terri Nii
	Coordinate the collection of OUSD pathway students volunteer hours for the submission to SCC for <i>the President’s Volunteer Service Award</i>	Spring 2015	CTE teachers CTE Career Techs
	Coordinate and facilitate the training of CTE teachers in Science and Math using Beckman Science kits	Winter break 2014	Julie Roney
	Coordinate and facilitate the training of OUSD pathway students on the use of Beckman Science kits	Spring 2014	CTE teachers
Paid or unpaid internships, employment opportunities	Train OUSD CARES after school teachers to participate in working with PI interns	2014-15	Terri Nii Jim Stephens
	Train PI student in Beckman science kits	2014-15	Terri Nii CIE/CD teachers
	Develop and coordinate documentation that will be used for the PI interns, such as: Timecards Evaluation sheets Notebooks for employment documents	Fall 2014	Terri Nii Jeanette Oerhleim
	Investigate and develop a process to provide OUSD PI students with scholarships	Fall 2014	Terri Nii Jeanette Oerhleim
Services:			
Support services, career exploration and planning, field trips, guest speakers	Plan and schedule support services between SCC and OUSD CIE/CD teachers	2014-15	Terri Nii CIE/CD teachers
	Plan and schedule guest speakers from Project Tomorrow, CSFU STEM, NASA JPL, SCC, and other professionals (e.g., California Teacher of the Year, local university teacher preparation representatives, CTA representatives, outstanding teachers from the community)	2014-15	Terri Nii CIE/CD teachers
	Recruit students into the Education Pathway courses (career fairs, career days, etc.)	2014-15	Terri Nii CIE/CD teachers
	Recruit OUSD HS Math and Science teachers to participate in professional development offered through this grant (Linked Learning)	2014-15	Terri Nii
	Work with college and business partners to provide additional opportunities such as mentoring, tutoring and possible employment opportunities	2014-15	Terri Nii
	Secure guest speakers to discuss the following topics: Career Exploration Labor Market information and certificate/degree information	2014-2015	5 CTE teachers

5.4 (25)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Orientation to college , application process and placement testing information		
	Assist SCC TPP Student Service Coordinator to work with CIE/CD teachers with Early Welcome activities	2014-2015	Terri Nii 4 CTE teachers
	Develop the process to identify OUSD pathway students needing additional assistance in Math & Science	2014-2015	Terri Nii 4 CTE teachers
	Coordinate study/tutoring sessions for OUSD pathway students needing additional assistance in Math & Science	2014-2015	4 CTE teachers
	Coordinate and facilitate with Project Tomorrow to start discussions regarding the startup procedures for CFEA	Fall 2014	Terri Nii 4 CTE teachers
	Coordinate with Project Tomorrow staff to organize a CFEA chapter at each of the 4 high schools	Fall 2014	4 CTE teachers
	Facilitate the attendance of CFEA chapter members to attend the CFEA Regional Conference at SCC	Spring 2014	Terri Nii 4 CTE teachers
Transition Services	Coordinate with SCC TPP Student Services Coordinator to support all OUSD graduating seniors as a follow-up in these areas: Track and follow up on any seniors that have not registered for SCC, taken placement test, attend an orientation, or identified a pathway.	Spring 2015	4 CTE teachers
	Recruit OUSD pathway students and parents to attend the <i>Parent Information Night on Transition to College</i> at SCC	2015	4 CTE teachers
Mentoring	Schedule and provide PLC meetings for CIE/CD teachers	2014-15	Terri Nii
	Work with SCC to develop service learning opportunities for CIE students to work in after school programs	2014-15	Terri Nii
	Develop documents needed for service learning opportunities	2014-15	Terri Nii CIE/CD teachers
	Coordinate and facilitate with the SCC Student Services Coordinator to organize mentor mixers between SCC pre-service teachers and OUSD pathway students	Spring 2015	Terri Nii CIE/CD teachers
Professional Development:			
Industry sector skills analysis	Attend advisory board meetings through Vital Link to maintain industry standards and identify future opportunities for students	2014-15	Terri Nii Kathy Boyd
	Serve on advisory board for Education Pathway for OUSD	2014-15	Terri Nii CIE/CD teachers
	Attend the Industry Advisory Group- OC EPIC yearly meeting to review and analyze workforce needs, hiring trends, and occupational competencies for purpose of keeping curriculum and program updated	2015	Kathy Boyd Terri Nii 4 CTE teachers
Pre-Service Professional	Coordinate with SCC to provide OUSD pathway students with the following activities:	Spring 2015	Terri Nii

5.4 (26)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Development	One-week residential science/math enrichment institute at CSUF Workshops provided by CSUF Teacher Education and STEM faculty JPL/NASA training with thematic based STEM lessons Training on use of Beckman Science Kits Attendance of annual SCC Future Teacher Conference Attend half day tour of JPL/NASA site		Julie Roney 4 CTE teachers
Professional development for faculty	In-service and meet with all CIE/CD teachers to provide updating and information needed to support them through the year of growth in the OC TPP grant	2014-15	Terri Nii
	Meet with OUSD counselors to inform them of and update them on OC TTP grant.	2014-15	Terri Nii Kathy Boyd
	Facilitate and recruit CTE pathway faculty, science and math faculty and offer the following professional development activities: Job shadowing/externships in after school/ out of school programs Workshops provided by CSFU Teacher Education faculty on inquiry-based pedagogy, impact of Common Core on high school-level curriculum and CTSP standards Workshops provided by JPL/NASA on thematic based STEM lessons for use in Science/Math for educator courses and teacher education courses Attend industry specific workshops at CTE Conferences Attend half-day tours for integrated Science/Math activities at JPL/NASA site	Spring 2015	Terri Nii 4 CTE teachers
Advisory group participation	Organize and coordinate advisory meetings with local business partners.	2014-15	Terri Nii
	Participate in bi-annual Orange County Education Pathway Industry Council (EPIC) meeting to review progress of the OC TPP program	Spring 2015	Kathy Boyd Terri Nii Julie Roney
	Collaborate with OC TTP staff in regards to feedback regarding evaluation of program effectiveness	2014-15	Terri Nii Kathy Boyd CIE/CD teachers

Rancho Santiago Community College District/Santiago Canyon College
ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)
GRANT BUDGET SUMMARY (Years 1 - 5)
FY 2014/15 - FY 2018/19

Exhibit C

Budget Year: 2014-15 (Year 1) - BUDGET SUMMARY
SUB-CONTRACTOR: ORANGE UNIFIED SCHOOL DISTRICT

Expenditure Category	GRANT-FUNDED					MATCH-FUNDED					
	Revised Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Total Funded	Revised Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Year 5 2018/19	Total Match
1000 - Certificated Salaries	17,627	36,987	56,907	58,107	169,628	35,142	64,430	82,002	82,002	195,390	458,966
2000 - Classified Salaries	-	-	-	-	-	-	-	-	-	-	-
3000 - Employee Benefits	3,983	6,602	10,940	12,394	33,919	5,299	10,908	15,400	17,286	43,924	92,817
4000 - Books and Supplies	2,066	2,107	2,140	3,139	8,000	3,269	1,000	3,662	4,523	6,338	18,792
5000 - Services & Other											
Operating Expenditures	25,029	34,000	34,000	8,116	101,145	-	-	-	-	2,000	2,000
5200 - Travel & Conferences	-	-	-	-	-	4,000	4,000	4,000	4,500	4,000	20,500
6000- Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
7000 - Indirect Charges	1,948	3,188	4,159	3,270	12,565	1,908	3,214	4,203	4,332	10,066	23,723
	50,653	82,884	108,146	85,026	326,709	49,618	83,552	109,267	112,643	261,718	616,798

1. significant adjustment of student stipends yr 4 due to need to cover additional classified costs and indirect
2. significant change in match due to adding in indirect as part of match

The year 1 period of performance is July 1, 2014 through June 30, 2015. NOTE: The entire term of the grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)

Exhibit C

Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE

SUB-CONTRACTOR: Orange Unified School District

1000 – Certificated Salaries: Professional Development – 3 Full day substitutes for teachers and 1 part day substitute to participate in the JPL/NASA facilities tour and STEM lesson training, 4 teachers \$428. Full day substitutes for teachers to participate in CSUF inquiry-based instruction delivery systems and the Common Core standards, 8 teachers \$856. One day stipend (summer) for JPL/NASA training inquiry-based STEM thematic lessons for use in CIE courses and Math/Science courses, 8 teachers x \$150 = \$1200. Externships for CTE teachers in After School/Out of School Time programs, 4 teachers x 2 hours @ \$32.54 = \$285. CTE course articulation with Santiago Canyon College pathway courses, 4 teachers @ \$32.54 x 2 hrs = \$285. OC TPP project coordination stipend (Terri Nii) during the school year, 36 weeks x 10 hours per week @ 38.35 = \$13,806 and during the summer for total of 20 hours x \$38.35 = \$767

Total – \$17,627.00

1000 – Certificated Salaries - District Match: Careers in Education pathway classes, 2 sections x 180 hours @ \$32.54 = \$11,714. Child Development pathway classes, 2 sections x 180 hours @ \$32.54 = \$11,714. OC TPP Professional Internship classes, 2 sections (1 teacher for 2 semester sections) x 180 hours @ \$32.54 = \$11,714.

Total - \$35,142.00

3000 Employee Benefits - Academic salary rate at 13.15% includes (3100-3600): *STRS fund 8.25%, Medicare 1.45%, Retire Fund 1.0%, SUI 0.050% and WCI 2.40*

Total - \$3,983.00

3000 Employee Benefits - District Match Academic salary rate at 13.15% includes (3100-3600): *STRS fund 8.25%, Medicare 1.45%, Retire Fund 1.0%, SUI 0.050% and WCI 2.40%*

Total - \$5,299.00

4000 – Books and Supplies: OC TPP Students in the Professional Internship class will be trained and assist Program Leaders in the After School/Out of School Time programs to teach using the Beckman Science kits-consumables replacement for 8 kits (\$1033) on 8 sites 2 x per year = \$2,066.

Total - \$2,066.00

4000 – Books and Supplies - District Match: OC TPP pathway regular books and supplies.

Total - \$3,269.00 (Perkins)

5000 – Services and Other Operating Expenditures: OC TPP Students will be bussed to Santiago Canyon College for the annual Future Teacher Conference, 2 busses for 4 high schools, 2 x \$314.50 = \$629. OC TPP students will be bussed to JPL/NASA for one half-day enrichment field trip tour of the facility and engage in thematic based STEM lessons taught by JPL/NASA education trainers, 1 bus = \$400. Students in the pathway program taking the Professional Internship class at their high school campus will complete 96 hours of internship in After School/Out of School Time programs and be paid a stipend upon successful completion of the hours, \$800 stipend x 30 students = \$24,000.

Total - \$25,029.00

5200 – Travel & Conferences - District Match: OC TPP CTE Teacher regular conferences and travel. **Total - \$4,000.00 (Perkins)**

7000 – Indirect Charges: Total- \$1,948.00

7000 – Indirect Charges – District Match: \$1,908.00

**AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
PROJECT TOMORROW**

This agreement (hereinafter “Agreement”) is entered into on this 13th day of October, 2014 between Rancho Santiago Community College District (hereinafter “RSCCD”) and *Project Tomorrow* (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD has received a grant award entitled California Career Pathways Trust (Grant No. 14-25239-6668-00) (hereinafter “Grant”) from the California Department of Education (hereinafter “PRIME SPONSOR”). The purpose of the Grant is to develop and provide an articulated Careers in Education pathway 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 for students;

WHEREAS, funding was awarded to the Orange County Teacher Pathway Partnership (hereinafter “OC TPP”) program for a regional consortium including community colleges, a California State University, K-12 school districts, non-profit and community partners, WIBs, and business partners;

WHEREAS, RSCCD will serve as Fiscal Agent for the State funds received under this Grant;

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

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

NOW, THEREFORE RSCCD and SUBCONTRACTOR do covenant and agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (*Exhibit A*) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. **Period of Performance**

The period of performance for this Agreement shall be from July 1, 2014 through June 30, 2015. NOTE: The entire term of the Grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

3. Total Cost

The total cost to RSCCD for performance of this Agreement shall not exceed **\$36,600** USD.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match of **\$100,710**, detailed in the Budget and Budget Narrative, approved in the grant application, for the time period of this Agreement (refer to Article I.2. "Period of Performance").

5. Budget, Payment and Invoicing

(a) Budget. SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Budget and Budget Narrative (*Exhibit C*), and which by this reference is incorporated herein and made a part hereof as if fully set forth. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed 10 percent of the authorized budget item total in the Budget.

(b) Payments. Beginning upon execution of this Agreement, no more often than once per quarter, and upon receipt of SUBCONTRACTOR's invoice by RSCCD, RSCCD shall make reimbursement payments as long as the total payments under this Agreement do not exceed the amount listed above under Article I.3. "Total Costs".

(c) Invoices. Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment (refer to Invoice Template, *Exhibit D*). Back-up documentation includes, but is not limited to, ledgers, journals, time sheets, invoices, bank statements, canceled checks, receipts, receiving records, and records of services provided. Final payment is contingent upon completion of Scope of Work as described in *Exhibit A*. SUBCONTRACTOR shall submit invoices on or before the 15th day of each quarter. Submit invoices to the following address:

ATTN: Janis Perry, OC TPP Project Director
Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869

6. Reporting

(a) Progress Reports. SUBCONTRACTOR agrees to submit quarterly progress reports (*Exhibit E*), in reference to the Scope of Work (*Exhibit A*) included in this Agreement, and submit quarterly match reports, as applicable. Reports are due on a quarterly basis as follows: October 30th, January 30th, April 30th, and July 30th. If the report due date falls on a weekend or holiday, the report will be due the day before the due dates listed above.

(b) Annual Report. SUBCONTRACTOR agrees to submit an annual expenditure report, an annual progress report and an end-of-year project report to show (1) student momentum points, (2) program outcomes measures, and (3) program deliverables are being met as they affect the services hereunder consistent with the Scope of Work, *Exhibit A*.

(c) Match Reports. SUBCONTRACTOR shall submit itemized reports of the match contribution, as applicable, indicating the in-kind or cash value of the contribution, and include back documentation. Refer to the Match Sources Report template, *Exhibit F*.

7. 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 dis-allowment of Grant funds.

8. Modifications

The Parties hereto agree that program components and service levels detailed in the Scope of Work may be modified so long as the Total Cost under this Agreement is not increased and the Scope of Work and objectives of the program are not significantly altered. However, any such modification shall not be made without the prior written notification of RSCCD and acceptance by SUBCONTRACTOR. Any requests for changes in the Scope of Work and objectives require written approval and should be coordinated through RSCCD for submission to the PRIME SPONSOR.

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and agreements will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to Agreements, including revised Scope of Works, Budgets and Budget Narratives, to extend the term and increase the total costs for work to be performed in the new project year: e.g., 2015/2016, 2016/2017 and 2017/2018. NOTE: As Grant funds are only available from July 1, 2014 to June 30, 2018, time extensions for use of Grant funds will be possible up to but not beyond June 30, 2018, and require approval by RSCCD.

10. Sub-Contract Assignment

Unless specifically noted in the Grant application (*Exhibit B*), 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 sub-contract or assignment shall terminate or alter the legal obligation of SUBCONTRACTOR pursuant to this Agreement.

SUBCONTRACTOR shall insure that all sub-contracts for services and contracted staff are procured in a manner consistent with SUBCONTRACTOR policies.

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.

11. 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.

12. Audit

SUBCONTRACTOR agrees that RSCCD, the PRIME SPONSOR, 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. SUBCONTRACTOR agrees to include a similar right of RSCCD, the PRIME SPONSOR, 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.

13. 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.

14. Termination

Either Party may terminate this Agreement, with or without cause upon thirty (30) days prior 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 and RSCCD shall reimburse SUBCONTRACTOR for costs incurred for the completion of the work described in Scope of Work, *Exhibit A*.

15. Disputes

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by RSCCD and/or the PRIME SPONSOR. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to SUBCONTRACTOR. The decision shall be final and conclusive unless within

thirty (30) calendar days from the mailing or delivery of such copy, RSCCD receives from SUBCONTRACTOR a written request to appeal said decision. Pending final decision of the appeal, SUBCONTRACTOR shall act in accordance with the written decision of RSCCD or the PRIME SPONSOR, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the PRIME SPONSOR, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

16. 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:

Rancho Santiago Community College District
Attn: Peter J. Hardash, Vice Chancellor
Business Operations and Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

Santiago Canyon College
Attn: Janis Perry, OC TPP Project Director
8045 East Chapman Avenue
Orange, CA 92869
(714) 628-4779, perry_janis@sccollege.edu

Project Tomorrow
Main Contact: Julie Evans, Chief Executive Officer
15707 Rockfield Blvd., Ste. 250
Irvine, CA 92618
949-609-4660 ext. 15, jevans@tomorrow.org

Fiscal Contact: Tina Kreditor, Accounting Manager
15707 Rockfield Blvd., Ste. 250
Irvine, CA 92618
949-609-4660 ext. 14, tkreditor@tomorrow.org

17. Total Agreement

This Agreement, together with the attachments hereto, expresses the total understanding of both Parties. There are no oral understandings of the Parties or terms and conditions other than as are stated herein. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

18. Amendments

This Agreement may be modified or revised at any time by the Parties as long as the

amendment is made in writing and signed by an authorized official of both Parties.

ARTICLE II

1. Legal Terms and Conditions

This project will be implemented in accordance with the conditions defined in the Grant Award Notification (*Exhibit G*), the California Department of Education, California Career Pathways Trust – Request for Applications (*Exhibit H*), AB86, Section 48 Statues of 2013 (*Exhibit I*), and California Department of Education General Assurances and Certifications (*Exhibit J*), as set forth 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 13th day of October 2014.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: PROJECT
TOMORROW

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: October 13, 2014

95-4581958
Employer/Taxpayer Identification Number (EIN)

LIST OF EXHIBITS

Exhibit A	Subcontractor's Scope of Work
Exhibit B	California Career Pathways Trust Grant Application
Exhibit C	Budget and Budget Narrative
Exhibit D	Invoice Template
Exhibit E	Progress Report Template
Exhibit F	Match Sources Report Template
Exhibit G	Grant Award Notification
Exhibit H	California Career Pathways Trust – Request for Applications
Exhibit I	AB86, Section 48 Statutes of 2013
Exhibit J	California Department of Education General Assurances & Certifications

Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2014-15

Project Tomorrow

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	<ul style="list-style-type: none"> Project Tomorrow (PT) will provide access to the OST version of the YouthTEACH2Learn curriculum as well as the necessary training and support for implementation. 	Fall '14 - Summer '15	Vinh Luong
	<ul style="list-style-type: none"> PT Project Manager will provide support to chapter advisers to manage all aspects of the YT2L and CFEA sites. 	Fall '14 – Summer '15	Vinh Luong
Soft skills contextualized in CTE	<ul style="list-style-type: none"> PT will work with the district leads to identify prospective schools/advisors and establish six California Future Educators Association chapters. <ul style="list-style-type: none"> Students will be provided a YT2L/CFEA guide and four additional reading books PT will provide supplies for after school lessons PT will work with each school advisor to register their chapter with the national Future Educators Association so that they can be officially recognized. PT will provide polo shirts for Y2TL/CFEA students 	Fall '14	Vinh Luong District Leads
		Fall '14	
		Fall '14	
Dual enrollment/early admission into aligned postsecondary career programs			
Classed offered at alternative sites			
Experiential Learning			
Work-based learning and job-shadowing and volunteer opportunities			
Paid or unpaid internships, employment opportunities			
Services:			

5.4 (37)

Exhibit A – Scope of Work

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Support services, career exploration and planning, field trips, guest speakers			
Transition Services			
Mentoring			
Professional Development:			
Industry sector skills analysis			
Professional development for faculty	<ul style="list-style-type: none"> Project Tomorrow (PT) will plan and implement a 2 day summer training institute for YT2L/CFEA advisors, including development and distribution of training materials 	Spring - Summer '15	Vinh Luong
Pre-service teachers (students on pathway) professional development/enrichment	<ul style="list-style-type: none"> PT will provide access to four webinars/online conferences for students to hear from national experts on teaching and learning. 	Fall '14 – Summer '15	Vinh Luong
	<ul style="list-style-type: none"> PT will work with Santiago Canyon College to plan and implement the annual CFEA State Conference. <ul style="list-style-type: none"> Identify date and facilities Workshops and speakers Judges for the competitions Food and other logistics (i.e. parking, technology, outreach) PT will design the competitions component for the CFEA conference. 	Fall '14 – Spring '15 Fall '14	Vinh Luong
Advisory group participation	<ul style="list-style-type: none"> PT representatives (Project Manager and Director of Advancement) will participate on the Orange County Education Pathway Industry Council 	Fall '14 and Spring '15	Vinh Luong Greg Nicholson

Rancho Santiago Community College District/Santiago Canyon College
 ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)
 GRANT BUDGET SUMMARY (Years 1 - 5)
 FY 2014/15 - FY 2018/19

Exhibit C

Budget Year: 2014-15 (Year 1) - BUDGET SUMMARY
SUB-CONTRACTOR: PROJECT TOMORROW

Expenditure Category	GRANT-FUNDED						MATCH-FUNDED						
	Year 1 2014/15	Revised Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Total Funded	Year 1 2014/15	Revised Year 1 2014/15	Year 2 2015/16	Year 3 2016/17	Year 4 2017/18	Year 5 2018/19	Total Match
1000 - Certificated Salaries	22,500	19,500	13,500	18,000	18,000	69,000	-	3,000	-	-	-	18,000	21,000
2000 - Classified Salaries			21,000	36,000	52,000	109,000	-	-	-	-	-	52,000	52,000
3000 - Employee Salaries	1,800	1,800	4,200	7,200	10,400	23,600	-	-	-	-	-	10,400	10,400
4000 - Books and Supplies	12,300	12,300	19,500	30,800	38,000	100,600	2,000	2,750	2,150	3,000	3,150	41,150	52,200
5000 - Services & Other Operating Expenditures	-		-	-	7,200	7,200	91,710	90,960	116,000	172,000	198,000	198,000	774,960
5200 - Travel & Conferences	-	3,000	2,400	4,800	-	10,200	7,000	4,000	12,040	15,190	15,770	22,970	69,970
6000- Capital Outlay	-		-	-	-	\$0	-		-	-	-	-	-
7000 - Indirect Charges	-		-	-	-	\$0	-		-	-	-	-	-
	36,600	36,600	60,600	96,800	125,600	\$319,600	100,710	100,710	130,190	190,190	216,920	342,520	\$980,530

The Year 1 period of performance is July 1, 2014 through June 30, 2015. NOTE: The entire term of the grant is for five years from July 1, 2014 to June 30, 2019, with grant funds available for four years, from July 1, 2014 – June 30, 2018. RSCCD will develop agreements on an annual basis, rather than for the entire term.

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)

Exhibit C

Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE

SUB-CONTRACTOR: PROJECT TOMORROW

Budget Narrative – Year 1 (2014-15)	Amount
Project Tomorrow In-kind Contributions	
Licensed access to OST version of YT2L curriculum; valued at 15,000 per site x 6 CFEA chapters	90000
CFEA conference participation for CFEA only students (50 per student - 20 students per chapter x 6 chapters)*	3000
Access to 4 webinars/online conferences for students to hear from national education experts (20 hours of online support staff time - \$50/hr)	1000
YT2L/CFEA polo shirts for students (shirts = \$15 each x 120 students)	1800
Hospitality and supplies for teacher summer training institute	950
Repurpose of FEA competition materials and eval rubric for senior capstone project	0
CFEA chapter registration and membership - \$8 per student x 120 students (\$125 start-up for 6 chapters is waived before Nov. 1, 2014)	960
Administrative oversight by PT Director of Advancement, including participation on the Advisory Group	3000
Total - PT In-kind Contribution per year	100710
Grant Expenses	
Salaries, stipends and benefits	
Annual stipend for CFEA teacher - advisor (1500 per year stipend x 6 chapters)	9000
Stipend for YT2L/CFEA teachers to attend 2 day summer training institute (stipend = 250 x 6 teacher/advisors)	1500
PT Project Manager salary (PM will manage all aspects of the project including the YT2L sites and the CFEA chapters)	
15% FTE of 60000	9000
PT Project Manager benefits - 20% of salary	1800
Subtotal	21300

ORANGE COUNTY TEACHER PATHWAYS PROGRAM (OC TPP)
Budget Year: 2014-15 (Year 1) - BUDGET NARRATIVE
SUB-CONTRACTOR: PROJECT TOMORROW

Exhibit C

Books, Supplies, Student Materials, Teacher Materials	
Teacher training materials - 250 per teacher/advisor x 6	1500
Student CFEA YT2L guide - 25 per student in CFEA chapters only (120 students)	3000
Collection of 4 additional reading books for students - 50 per CFEA students (120 students)	6000
Supplies for CFEA students after school lessons - 50 per lesson, 6 lessons per year (6 CFEA chapters)	1800
Subtotal	12300
Travel & Conferences	
CFEA conference participation for CFEA only students (50 per student - 20 students per chapter x 6 chapters)*	3000
Total - Grant Expenses per year	36600

* Half of the cost for the OC TPP students' participation in the CFEA conference is provided in-kind by Project Tomorrow and half of the cost is covered in the Grant Expenses.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
PUBLIC AFFAIRS & PUBLICATIONS

To:	Board of Trustees	Date: October 13, 2014
Re:	Approval of Agreement with Mishreki PR	
Action:	Request for Action	

BACKGROUND

The Public Affairs & Publications Department is responsible for creating a communications strategy and implementing that strategy both internally and externally. With increased demand for more effective and consistent communications to secure earned media placements, as well as the implementation of a revamped, robust employee communications program, additional public affairs support will help boost the colleges' visibility externally and improve the quality of communications efforts internally.

ANALYSIS

In today's competitive marketplace, current and prospective students have many options open to them. They may choose to return to the workforce as jobs become more plentiful or they may select one of the seven other community colleges in Orange County or opt for a college in a nearby city.

One way to ensure that Santa Ana College (SAC) and Santiago Canyon College (SCC) are top of mind is through consistent, compelling media relations efforts. The evolving landscape of communications affords RSCCD the opportunity to expand its proactive media relations. With news rooms today shrinking in size, reporters and editors are covering more beats than usual, and sometimes even being their own photographers. Anticipating this, RSCCD can continue to position itself as a resource to media, in the end garnering earned media.

By increasing the positive visibility of SAC and SCC through earned media placements, more prospective students will become aware of our excellent institutions and be motivated to enroll.

The new Employee Communications Program includes the production of a monthly newsletter that requires the research and development of a wide range of stories. Regular quality employee communication will not only help ensure that faculty, classified staff, managers, and administrators are better informed, it will also support a positive work environment and boost staff morale.

Current Public Affairs & Publications staffing levels do not permit the department to keep pace with the existing demand for public affairs services to support the colleges and the district. This contract will help ensure improved public affairs services.

The services covered by this agreement shall commence on October 14, 2014 and end on June 30, 2015. The contract is a not to exceed fee of \$28,000.

The project is funded as follows: 71.4% by departmental budget and 28.6% by stabilization funds.

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract with Mishreki PR for Public Affairs Support services as presented.

Fiscal Impact:	\$28,000	Board Date: October 13, 2014
Prepared by:	Judy Iannaccone, Director, Public Affairs & Publications, Public Affairs & Publications	
Submitted by:	John Didion, Executive Vice Chancellor, Human Resources and Educational Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	



**Public Affairs Support
Proposal
September 25, 2014**

BACKGROUND

Rancho Santiago Community College District (RSCCD) is a two-college district comprised of Santa Ana College (SAC) and Santiago Canyon College (SCC). RSCCD, which serves over 84,000 students annually, plays a vital role in higher education in Orange County. Additionally, the college district employs 3,910 faculty, classified staff, and managers.

Providing timely, accurate, and ongoing communication about college and district programs and accomplishments keeps both internal and external audiences informed and involved in RSCCD, SAC, and SCC.

The Public Affairs & Publications (PA & P) Department is responsible for creating a communications strategy and implementing that strategy both internally and externally. With increased demand for more effective communications to secure earned media placements (media coverage), as well as to implement a revamped employee communications program, additional public affairs support will help boost the colleges' visibility externally and improve the quality of communications efforts internally.

One way of continuing to tell the RSCCD, SAC and SCC stories consistently across all communications channels is to contract a senior-level communications consultant. This consultant will be able to take direction from the Director of Public Affairs & Publications, work independently, and demonstrate discernment when working on behalf of the colleges and the district with key faculty, staff, students, families, and media; the consultant will also be able to meet deadlines and stay within budget.

VALUE of MEDIA RELATIONS

By keeping the colleges top of mind, prospective students and their families become motivated to enroll in SAC and SCC.

Best practices for a balanced media relations program consist of paid, owned, and earned media. Although paid media (advertising) plays a distinct role in keeping the brand alive, nevertheless it's paid space. Owned media, media that an organization owns and controls the content, is equally important. Examples of owned media include blogs, e-newsletters, websites, and social networks such as Twitter and Facebook. The final category is earned media, or editorial, stories that run, or air, about RSCCD and the colleges. It's not paid media, nor owned, but earned. Each of these categories is vital to communications, but the most valued, and critical to a sound communications strategy, is earned media. The third-party endorsement from the *Los Angeles Times*, for instance, validates the colleges' and district's goals.

The evolving landscape of communications also affords RSCCD the opportunity to expand its proactive media relations. With news rooms today shrinking in size, reporters and editors are covering more beats than usual, and sometimes even being their own photographers. Anticipating this, RSCCD can continue to position itself as a resource to media, in the end garnering earned media. For example, *The Orange County Register's* community newspapers on occasion will request that RSCCD submit a post-event release with photos and caption when they are too short staffed to cover a story or event that RSCCD is pitching.

The final reason for keeping earned media in the forefront of any sound communications strategy is people's memory banks. Everyone has memory banks that they're constantly making deposits into. Whether we see a billboard while at a stop light, or read a pop-up ad in our Facebook feed, or read an article in our favorite magazine, we're constantly making deposits in our memory banks. Earned media is like those deposits. And the more deposits an organization has in a person's memory bank, the better. Because when that crisis hits, consumers are more likely to cut that organization some slack because they'll remember the "good" that organization has done through the years.

IMPACT of EMPLOYEE COMMUNICATIONS

Effective and timely communication is the glue that can bind an organization together in its pursuit of excellence. Good communication promotes a culture that values employees and enables RSCCD to achieve its strategic goals.

The new Employee Communications Program will ensure the dissemination of timely and accurate information, as well as the opportunity for employees to provide constructive feedback, will help ensure a positive work environment and boost staff morale. After all, employees are RSCCD's and the colleges' best brand ambassadors. The more they know and understand about the district's initiatives, the better brand ambassadors they will be.

PROJECT SUPPORT

MEDIA RELATIONS

A. News Releases and Human Interest Feature Stories

- Research background materials
- Interview, by phone or in person, faculty, students, and family members (in Spanish or English)
- Develop creative story angles
- Write, edit, news release or feature story; make client revisions
- Pitch to media; follow-up with media in order to secure story (earned media)

B. Post-Event News Releases

- Secure post-event photos and background information
- Write photo captions and post-event release
- Respond to media outlet requests; submit materials on deadline

C. Reactive and Proactive Media Relations

- Anticipate media requests and inquiries and provide PA & P with needed support
- Respond to media inquiries from PA & P in a timely manner
- Nurture and cultivate relationships with media (reporters, editors) that PA & P has supported and been a resource to

D. Support the following Departments/Divisions with media relations (other Departments/Divisions may be supported should the need arise):

- Continuing Education Programs
- Credit Programs
- Student Services
- SAC Fine & Performing Arts
- Economic Development Programs
- Theatre Arts

E. Repurpose Media Materials

- Work closely with PA & P to repurpose news releases, post-event releases, feature stories, photographs, and captions across RSCCD's internal and external communications platforms consisting of traditional and social media.

F. Media List

- Keep PA & P apprised of media contact updates and changes

G. Web Content Development

- Create, develop, write, and edit content for SAC and SCC home pages

MEDIA RELATIONS BUDGET: \$20,000.00

EMPLOYEE COMMUNICATIONS

Interview, develop story angles, write, and edit articles for monthly *Rancho View* employee e-newsletter whose purpose is to provide employees with key information about RSCCD's mission, vision, goals, and achievements. Potential story topics may include:

- District initiatives
- Budget status and allocation process
- Sustainability
- Effects of state and federal actions and legislation impact on district
- Construction updates and potential property purchases
- Job openings
- New grants obtained by the district
- Changing curriculum
- Events of wide interest
- Employee accomplishments
- Employee profiles
- Student success stories
- New hires with short bios
- District services—who does what, FAQs
- Question and Answer column
- Important action taken by district committees

To develop articles, work may require researching background materials and interviewing subjects.

Where the PA&P Department sees fit, there may be opportunities for repurposing these stories for use in other RSCCD and college communications channels such as social networks, college home page profiles, news releases, or pitch to local media in order to secure a news story.

EMPLOYEE COMMUNICATIONS BUDGET: \$ 8,000.00

BUDGET

Public affairs support from Mishreki PR (mPR) for Rancho Santiago Community College District is not to exceed \$28,000.00 from October 14, 2014 to June 30, 2015.

<u>Task</u>	<u>Budget</u>	<u>% of Overall Budget</u>
MEDIA RELATIONS	\$20,000.00	71.4%
EMPLOYEE COMMUNICATIONS	\$ 8,000.00	28.6%
TOTAL:	\$28,000.00	

BUDGET BREAKDOWN

The amount of this agreement gives RSCCD access to **294.7** hours of senior-level public relations consulting from October 14, 2014 through June 30, 2015. Based on mPR's hourly rate of **\$95** (non-profit rate) average breakdown of hours is:

Number of weeks:	34
Estimated hours per month:	34.64
Estimated hours per week:	8.67

Each month, mPR will keep RSCCD apprised of hours used up, and hours remaining for each project.

IMPLEMENTATION SCHEDULE

Implementation: The execution of news releases, pitching stories to media, responding to media inquiries, and writing articles for the monthly e-newsletter *Rancho View* may vary based on project priorities, access and availability to RSCCD students and staff, access to background materials, and responsiveness to reviews, edits, and approvals.

There are noted time commitments for disseminating timely news releases, meeting reporters' deadlines, and meeting *Rancho View* e-newsletter deadlines. All time commitments and deadlines will be discussed and agreed upon in advance.

Assumptions: RSCCD will provide background information, contacts, data, and media relations goals as requested. Changes to requested materials, contacts, data and media relations goals must be communicated to mPR; such subsequent changes may affect the timing, scope, and/or cost of the project. mPR will require approval of changes in writing from RSCCD before proceeding on project changes.

Mass Media: RSCCD understands that Mishreki PR (mPR) cannot and does not guarantee that pitched media stories will run or air. Even if interviews are done and photos or video are shot, there is no guarantee that a story or article will run, or air, due to the nature of breaking news and edit cuts.

Independent Contractor: The relationship between mPR and RSCCD is that of independent contractor under a "work for hire" arrangement. Consultant will not be eligible for any employee benefits.

Policies and Procedures: In connection with the performance of her duties and responsibilities, Lizz Mishreki agrees to observe and comply with the policies and procedures of RSCCD, as adopted by

RSCCD, and to carry out and perform orders, directions, and policies of RSCCD as they may be, from time to time, stated to Lizz Mishreki either orally or in writing.

Compliance with Law: In connection with her services rendered hereunder, Lizz Mishreki agrees to abide by all federal, state, and local laws, ordinances and regulations.

Compensation: RSCCD agrees that hourly compensation will be \$95.00.

Payment Schedule: Completed work will be invoiced the first of each month for work performed the previous month. Invoices will itemize and breakdown media relations deliverables by department, and employee communications by issues. Invoices will be payable in thirty (30) days.

Thank you for your interest, and for the opportunity to continue working with RSCCD.

Mishreki PR

Rancho Santiago Community College District

Lizz Mishreki, APR, Principal/Owner
Signature

Signature

DATE

DATE

To begin work, kindly sign above and e-mail scanned document to lizzmishreki@cox.net

#

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

To:	Board of Trustees	Date: October 13, 2014
Re:	Adoption of Board of Trustees Annual Self-Evaluation Instrument, List of Designated Recipients, and Self-Evaluation Timeline	
Action:	Request for Approval	

BACKGROUND

In accordance with Board Policy 2745, the Board Policy Committee met on August 28, 2014 to review the survey instrument to be used for the Board's self-evaluation.

ANALYSIS

Board Policy 2745 stipulates that the Board will conduct its self-evaluation no later than November. The following self-evaluation process has been developed in order to complete the process by the November 17, 2014 Board meeting:

October 14, 2014 - Designated individuals provide input to the Board using the self-
October 20, 2014 evaluation instrument.

October 27, 2014 Board reviews tabulated input from designated individuals and conducts annual self-evaluation meeting.

October 28, 2014 - Board members complete self-evaluation instrument.
November 7, 2014

November 17, 2014 Board reviews and discusses tabulated self-evaluation results.

RECOMMENDATION

It is recommended that the Board of Trustees adopt the self-evaluation survey instrument, the list of designated individuals who will receive the survey, and the self-evaluation timeline outlined above.

Fiscal Impact: None	Board Date: October 13, 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 2745 Board Self-Evaluation

Reference:

Accreditation Standard IV.B.1.e & g

Effective and efficient governing board operations are an integral part of sound policy making and broad oversight that lead to successful educational programs and student learning outcomes. The board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning in carrying out its responsibilities to the citizens of the Rancho Santiago Community College District.

For its self-evaluation the board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal board operations and performance. Board members shall develop goals which will be used in the self-evaluation process. A self-evaluation instrument will be based on these goals and not goals set for the district. The self-evaluation process shall include the establishment of strategies for improving board performance. Policies and goals will be reviewed and updated for the following year's self-evaluation. The student trustee will participate in the self-evaluation process.

No later than the end of September of every year the Board Policy Committee shall recommend to the full board a self-evaluation instrument and process to be used in board self-evaluation, as well as any changes to the list of individuals who will receive a copy of the instrument. The board shall promptly review and act on these recommendations. Any self-evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, criteria defining board effectiveness as defined by recognized practitioners in the field and any other criteria the board determines would enhance the goal of identifying the board's strengths and areas in which it might improve its functioning.

The board is committed to having an annual self-evaluation meeting no later than November, at a date selected at the board's annual organizational meeting. All trustees will attend this self-evaluation meeting which will be open to the public, and district students, employees, and residents will be encouraged to attend and provide input to the board at the meeting.

Board members will be given the self-evaluation instrument prior to the annual self-evaluation meeting but shall not complete the self-evaluation instrument until after the meeting. The completed and signed instrument shall be submitted to an office designated by the Board President. The results will be tabulated and discussed at the next board meeting. The results will be widely communicated and maintained in the district office. The results will be used to identify accomplishments in the past year and goals for the following year that will be reviewed and updated annually.

Some district students, employees, and residents will, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance so as to provide meaningful input to the board in their self-evaluation process. Therefore, prior to the board's self-evaluation meeting, the board shall make available the self-evaluation instrument to a list of individuals which will include but not be limited to the associated student government presidents, presidents of the academic senates, the college presidents, the chancellor, vice chancellors, representatives of the district's employee unions, and community members who serve on the district bond oversight committees or foundations. Any input from these individuals shall be given and reviewed at the self-evaluation meeting.

In addition, any student, community member, or employee shall be entitled to provide input to the board at the board's self-evaluation meeting.

Revised: October 8, 2012 (Previously BP9022)



Staff/Community Input Regarding RSCCD Board of Trustees' Self-Evaluation, 2014

The Board of Trustees conducts an annual self-evaluation using the following instrument. Prior to conducting its self-evaluation, the Trustees review input from students, employees, and residents who, because of their position or regular attendance at board meetings, have some familiarity with internal board operations and performance. Your responses to this survey will provide meaningful input to the board in their self-evaluation process.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
Board Organization and Operation					
Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.					
Board members respect each others' opinions.					
The board conducts its meetings in compliance with state laws, including The Brown Act.					
Board members understand that they have no legal authority beyond board meetings.					
Board members regularly seek the opinion of the student trustee.					
Policy Role					
Board meetings focus on policy issues that relate to board responsibilities.					
The board focuses on policy in board discussion, not administrative matters.					
The board is knowledgeable about the mission and purpose of the institution.					
The board clearly delegates the administration of the colleges to the chancellor.					
Through the chancellor, the board ensures compliance with federal and state laws and measures for emergency response.					
Strategic Planning					
The board understands the budget process.					
The board gives adequate attention to the mission, goals, and future planning of the district.					
The board regularly develops and reviews goals for continuous improvement.					
The board has adopted a planning and evaluation process which assures that the educational needs of students and the community are effectively and efficiently met.					
The board understands the colleges' educational programs and services.					
The board is appropriately involved in defining the vision and goals of the district.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
The board understands the financial audit and accepts responsibility for implementation of its recommendations.					
The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the district.					
The board understands the accreditation process and accepts responsibility for implementation of its recommendations.					
Board Relations with the Chancellor, Presidents, Faculty, and Staff					
The board reaches decisions on the basis of the study of available background data and consideration of the recommendation of the chancellor.					
The board keeps the chancellor informed of community contacts.					
The board follows a procedure for annual evaluations of the chancellor.					
The board understands the difference between its policy and oversight roles and the roles of the chancellor and staff.					
The board and chancellor have a positive, cooperative relationship.					
The board understands its role and that of the chancellor, presidents, faculty, and staff.					
The board sustains a strong board/chancellor partnership and provides ongoing support for the chancellor to foster a strong partnership.					
The board completes the chancellor evaluation process and uses the results to strengthen the chancellor's performance and relationships.					
The board follows communication procedures with staff, ensuring the chancellor is informed of such communication.					
Trustees work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.					
Community Relations - Advocacy					
Board members are knowledgeable about community college and state-related issues.					
The board acts as an advocate for community colleges.					
Board members participate actively in community activities.					
Board agendas include legislative and state policy issues that will impact the district.					
Board members act on behalf of the entire community.					
The board recognizes and celebrates positive accomplishments of the district and colleges.					
The board works to build a positive image of the district in the community.					
Board members adhere to policies for dealing with college, community citizens, and the media.					
The community and district employees are aware of who the elected trustees are and their role in district governance.					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not applicable or don't know
Board Leadership, Ethics, and Standards of Conduct					
The board understands collective bargaining and its role in the process.					
The board practices appropriate collegial consultation (participatory governance).					
The board maintains confidentiality of privileged information.					
The board makes decisions in the best interest of students, the colleges, and the entire district.					
The board operates ethically without conflict of interest following established board policies.					
Board members participate in trustee development activities.					

Please indicate your affiliation to the Rancho Santiago Community College District and/or its colleges (Santa Ana College and Santiago Canyon College):

- Student
- Faculty and staff
- Community Member
- Other: _____

How often do you attend Board of Trustees meetings in the last 12 months?

- Regularly (16+ meetings)
- Frequently (11-15 meetings)
- Occasionally (6-10 meetings)
- Rarely (1-5 meetings)
- Never (0)

How useful do you think this questionnaire is to the Board's self-evaluation process?

- Very useful
- Somewhat useful
- Neutral
- Not very useful

Comment: _____

What are the Board's greatest strengths? _____

What are the major accomplishments of the Board in the past year? _____

What are the areas in which the Board could improve? _____

**DESIGNATED RECIPIENTS OF
BOARD OF TRUSTEES SELF-EVALUATION INSTRUMENT**

October 13, 2014

Associated Student Government Officers
Academic Senates Officers
Chancellor
College Presidents
College Vice Presidents
Vice Chancellors
Assistant Vice Chancellors
Officers of the District's employee unions
Community members who serve on the District Bond Oversight Committees
Community members who serve on the Foundations
Accreditation representatives at each college

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC**

October 13, 2014

MANAGEMENT

REVISED PAGE

Appointment

Krichmar, Lee
Assistant Vice Chancellor, Information
Technologies Services
District Office

Effective: October 28, 2014
Salary Placement: A-7 \$165,600.09/Year
(#CL14-0560)

Torres, Omar
Vice President, Academic Affairs
Santa Ana College

Effective Date: October 29, 2014
Salary Placement: A-5 \$153,097.98/Year
(#AC14-0389)

FACULTY

Appointment

Mathot, Sarah
Assistant Professor, Nutrition &
Culinary Arts
Human Services & Technology Division
Santa Ana College

Effective: February 2, 2015
Tentative Salary Placement: II-3 \$57,540.32/Year
(#AC14-0368)

Interim Assignment

Lemus Vallejo, Cristina
Interim Master Teacher
Early Head Start
Child Development Services
District Office

Effective: October 1, 2014-June 30, 2015
Salary Placement: MT/AA-1 \$36,656.63/Year

Nichols, Teresa
Interim Master Teacher
SCC Child Development Center
Child Development Services
District Office

Effective: October 1, 2014-June 30, 2015
Salary Placement: MT/AA-2 \$37,475.51/Year

Final Salary Placement

Medina, Moises
Assistant Professor, History
Humanities & Social Sciences Division
Santa Ana College

Effective: August 18, 2014
Final Salary Placement: VI-9 \$82,893.35/Year

FACULTY (CONT'D)

14/15 Contract Extension Days

Grant, Madeline
Professor, Marketing/Business
Business Division
Santa Ana College

Effective: September 23, 2014-June 30, 2014
Contract Extension: 53.859 Days
Contract Extension Rate: \$474.48/Day
Reason: Reassigned Time-Academic Administration

Leave of Absence

Anthony, Mary
Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: February 2, 2015-June 6, 2015
Reason: Partial Banked Leave (13.38 LHE)

Nichols, Bruce
Professor, Computer Information Systems/
Computer Systems
Business Division
Santa Ana College

Effective: February 2, 2015-June 6, 2015
Reason: Banked Leave (15 LHE)

Zook, Rochelle
Professor/Counselor
Counseling Division
Santa Ana College

Effective: February 2, 2015-June 26, 2015
Reason: Banking Leave (6 LHE)
(Concurrent with Sabbatical Leave)

Ratification Of Resignation/Retirement

Bowers, Cherie
Professor, Mathematics
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: June 6, 2015
Reason: Retirement

Motokane, Carolyn
Counselor/Professor
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: June 30, 2015
Reason: Retirement

Varela, Anita
Librarian/Associate Professor
Arts, Humanities & Social Sciences
Division/Library
Santiago Canyon College

Effective: February 4, 2015
Reason: Retirement

FACULTY (CONT'D)

Stipend

Cahill, Mary Teacher CEC Child Development Center Child Development Services District Office	Effective: October 1, 2014-June 30, 2015 Amount: \$75/Month Reason: Child Development
Foley, Denise Associate Professor, Biology Mathematics & Sciences Division Santiago Canyon College	Effective: September 19, 2014 Amount: \$120.00 Reason: Staff Development (Project 1678)
Lui, Anson Assistant Professor, Biology Mathematics & Sciences Division Santiago Canyon College	Effective: September 5, 2014 Amount: \$220.00 Reason: Staff Development (Project 1678)
Perez, Elvia Teacher CEC Child Development Center Child Development Services District Office	Effective: October 1, 2014-June 30, 2015 Amount: \$75/Month Reason: Child Development
Sandoval, Guadalupe Teacher SAC East Child Development Center Child Development Services District Office	Effective: October 1, 2014-June 30, 2015 Amount: \$75/Month Reason: Child Development
Shaffer, Catherine Coordinator, MESA Counseling Division Santa Ana College	Effective: August 25, 2014 Amount: \$500.00 Reason: Staff Development (Project 1677)
Waugh, Susan Teacher SAC Early Childhood Education Center Child Development Services District Office	Effective: October 1, 2014-June 30, 2015 Amount: \$75/Month Reason: Child Development
Acevedo, Cristina Instructor, English Humanities & Social Sciences Division Santa Ana College	Effective: October 20, 2014 Hourly Lecture Rate: II-3 \$56.31

FACULTY (CONT'D)

Part-time Hourly New Hires/Rehires

Jimenez, Irwing R
Instructor, Sociology
Humanities & Social Sciences Division
Santa Ana College

Effective: October 1, 2014
Hourly Lecture Rate: II-3 \$56.31

Mendez, Diana D
Instructor, Vocational/Business Skills
Continuing Education Division (OEC)
Santiago Canyon College

Effective: October 9, 2014
Hourly Lecture Rate: I-2 \$42.47

Ngan-Winward, Vivian
Instructor, Biology
Mathematics & Sciences Division
Santiago Canyon College

Effective: February 2, 2015
Hourly Lecture/Lab Rates: III-3 \$59.12/\$50.26

Paniagua, Paul
Instructor, Spanish
Humanities & Social Sciences Division
Santa Ana College

Effective: February 9, 2015
Hourly Lecture Rate: II-4 \$59.12

Ramirez, Anadelle
Instructor, ESL
Continuing Education Division (CEC)
Santa Ana College

Effective: September 29, 2014
Hourly Lecture Rate: II-2 \$ 43.51

Non-paid Instructor of Record

Bartlett, Todd
Instructor, Fire Technology (equivalency)
Huntington Beach Fire Department
Human Services & Technology Division
Santa Ana College

Effective: October 14, 2014

Conwell, Gary
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College

Effective: October 14, 2014

Chapman, James D
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College

Effective: October 14, 2014

FACULTY (CONT'D)

Non-paid Instructor of Record (cont'd)

Fanti, Chris M Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College

Fredrickson, Richard D Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Montebello Fire Department
Human Services & Technology Division
Santa Ana College

Gardy, Ryan Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Upland Fire Department
Human Services & Technology Division
Santa Ana College

Holloway, Jack Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Rancho Cucamonga Fire Department
Human Services & Technology Division
Santa Ana College

Lucas, Alexis N Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College

Moore, John P Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College

Parson, Grant Effective: October 14, 2014
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College

FACULTY (CONT'D)

Non-paid Instructor of Record (cont'd)

Puhek, Philip
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College
Effective: October 14, 2014

Spiker, Chad J
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College
Effective: October 14, 2014

Stuart, Robert
Instructor, Fire Technology (equivalency)
Anaheim Fire Department
Human Services & Technology Division
Santa Ana College
Effective: October 14, 2014

Taijeron, Rowman
Instructor, Fire Technology (equivalency)
Newport Beach Fire Department
Human Services & Technology Division
Santa Ana College
Effective: October 14, 2014

Non-paid Intern

Harris, Steven
Athletic Trainer Intern
Kinesiology
Mathematics & Sciences Division
Effective: October 14, 2014-December 13, 2014
College Affiliation: CSU, Fullerton

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET

CLASSIFIED

OCTOBER 13, 2014

CLASSIFIED

Hourly On Going to Contract

Greenhalgh, Scott
District Safety Officer (CL14-0572)
District Safety/ SAC
Effective: September 22, 2014
Grade 9, Step 1 + 5% SW \$41,523.80

Romero, Isadora
Intermediate Clerk
From: School of Continuing
Education/SAC
To: Student Services/ SAC (Reorg 843)
Effective: October 6, 2014
Grade 5, Step 1 \$33,861.44

Trujillo Zuniga, Beatrice
From: Sr. Clerk/ Humanities/ SAC
To: Sr. Clerk-Dispatcher (CL14-561)
District Safety/ District
Effective: September 30, 2014
Grade 8, Step 1 \$37,954.17

Longevity Increments

Ly, Anh
High School & Comm. Outreach
Specialist/ School of Continuing
Education/SAC
Effective: September 1, 2014
Grade 13, Step 6 + 2.5%Bil + 7PG + 10%L
\$72,228.95

Monzon, Julieta
Intermediate Account Clerk/ Fiscal
Services/ District
Effective: June 1, 2014
Grade 6, Step 6 + 10% L \$49,303.10

Rinaldi, Michael
DSPS Specialist/ DSPS/ SCC
Effective: November 1, 2014
Grade 11, Step 6 + 1PG + 10% L
\$61,160.73

Taylor, Maria
Facilities Coordinator/ Academic Affairs/
SAC
Effective: July 1, 2014
Grade 11, Step 6 + 6PG + 10% L
\$63,660.73

Out of Class Assignment

Dao, Quynh Giao
Intermediate Account Clerk/ Fiscal
Services/ District

Effective: 10/13/14 – 06/30/15
Grade 6, Step 6 \$44,821.00

Langelier, Sonya
Financial Aid Coordinator/ SCC

Effective: 10/10/14 – 10/16/14
Grade 15, Step3 + 3PG (1500) \$60,203.94

Change in Position

Ediss, Michael
From: Lead Custodian
To: Automotive Mechanic (CL14-0550)
Administrative Services/ SAC

Effective: September 17, 2014
Grade 11, Step 3 + 7PG (3500)
\$51,095.09

Leave of Absence

Odle, Ann
Reprographics Tech/ Publications/ District

Effective: 7/1/14 – 6/30/15
Reason: FMLA – Intermittent

Ratification of Resignation/Retirement

Barker, Marta
Executive Secretary/ Academic Affairs/
SAC

Effective: December 30, 2014
Reason: Retirement

Frausto-Aguado, Erica
Business Services Coordinator/
CTI/District

Effective: September 26, 2014
Reason: Resignation

Ortega, Richard
District Safety Officer/ District

Effective: December 29, 2014
Reason: Retirement

Russell, Suzi
Research Coordinator/ Research Dept./
District

Effective: December 30, 2014
Reason: Retirement

CLASSIFIED HOURLY

New Appointments

Pham, Mai
Instructional Assistant (CL14-0554)
Science & Math/ SAC
Effective: September 29, 2014
Up to 19 Hours/Week School Session
Grade 5, Step A \$16.21/hour

Porras, Greg
Senior Clerk (CL14-0564)
Community Services/ SCC
Effective: September 22, 2014
19 Hours/Week 12 Months/Year
Grade 8, Step A \$18.17/Hour

Sassarini, Fiorella
Instructional Assistant (CL14-0558)
Science & Math/ SCC
Effective: September 23, 2014
Up to 19 Hours/Week School Session
Grade 5, Step A \$16.21/Hour

Leave of Absence

Bellis, Barbara
Library Tech I/ SCC
Effective: 10/20/14 – 10/24/14
Reason: Revised 1 week of NWD for 10
Month Contract

Ratification of Resignation/Retirement

Huynh, Thydan
Instructional Assistant/ Orange Education
Center
Effective: September 9, 2014
Reason: Resignation

TEMPORARY ASSIGNMENT

Daniels, Lani
Library Clerk/ SAC
Effective: 10/14/14 – 06/30/15

Hoang, Jayden
Instructional Assistant/ Science & Math/
SAC
Effective: 10/14/14 – 06/07/15

Patel, Jay
Instructional Assistant/ Science & Math/
SAC
Effective: 10/14/14 – 06/05/15

Change in Temporary Assignment

Azpeitia, Brenda Effective: 08/19/14 – 06/30/15
Child Dev. Intern II/ Child Dev. Services/
SCC

Gonzalez, Eva Effective: 08/21/14 – 06/30/15
Child Dev. Intern II/ Child Dev. Services/
SCC

Lopez, Tiffany Effective: 07/28/14 – 06/30/15
Child Dev. Intern II/ Child Dev. Services/
SCC

Perez, Lakyshia Effective: 08/19/14 – 06/12/15
Student Services Coord./ Student Services/
SAC

Additional Hours for On Going Assignment

Gonzales, Malorie Effective: 09/23/14 – 06/30/15
Career Technician/ Counseling/ SAC
Not to exceed 19 consecutive days in any
given period.

Huynh, Thydan Effective: 08/26/14 – 06/30/15
Instructional Assistant/ Orange Education
Center
Not to exceed 19 consecutive days in any
given period.

Kong, Tyan Effective: 08/28/14 – 06/30/15
District Safety Officer/ SCC
Not to exceed 19 consecutive days in any
given period.

Luarte, Joseph Effective: 08/11/14 -06/30/15
Fine Arts & Theater Facilities Tech
Fine & Performing Arts/ SAC
Not to exceed 19 consecutive days in any
given period.

Pita, Lazaro Effective: 08/28/14 – 06/30/15
District Safety Officer/ District
Not to exceed 19 consecutive days in any
given period.

Ramirez, Liliana Effective: 09/09/14 – 06/30/15
Senior Clerk/ Student Affairs/ SAC
Not to exceed 19 consecutive days in any
given period.

Additional Hours for On Going Assignment cont'd

Tran, Phil Instructional Assistant/ Human Services & Tech./ SAC	Effective: 09/23/14 -12/15/14 Not to exceed 19 consecutive days in any given period.
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Substitute Assignments

Lambing, Corazon General Office Clerk/ DSPS/ SAC	Effective: 09/25/14 – 06/30/15
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MISCELLANEOUS POSITIONS

Bonfiglio, Steve Presenter I/ Student Services/ SCC	Effective: 09/09/14 – 12/12/14
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Caton, Fatima Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 09/18/14 – 06/30/15
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Caton, Guadalupe Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 09/22/14 – 06/30/15
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DeMaio, Daniel Community Services Presenter I/ Student Services/ SAC	Effective: 09/29/14
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Demarco, David Coaching Assistant/ Kinesiology/ SAC	Effective: 08/15/14
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Echgoyan, Carolina Child Dev. Intern II/ Child Dev. Services/ SAC	Effective: 10/01/14 – 06/30/15
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Fuentes Alguera, Gabriela Child Dev. Intern I/ Child Dev. Services/ SAC	Effective: 09/22/14 – 06/30/15
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Hermen, Lisa Coaching Assistant/ Kinesiology/ SCC	Effective: 08/11/14
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MISCELLANEOUS POSITIONS cont'd

Larson, Sandon Sign Language Interpreter V/ DSPS/ SAC	Effective: 07/01/14 – 06/30/15
Mathis, Micah Coaching Assistant/ Kinesiology/ SAC	Effective: 09/23/14
Sabau, Bianca Community Services Presenter I/ Student Services/ SAC	Effective: 09/29/14
Salcedo, Jessica Clerical Assistant/ SBDC/ District	Effective: 09/29/14 – 12/31/14
Seguar, Sandy Child Dev. Intern II/ Child Dev. Services/ SAC	Effective: 09/22/14 – 06/30/15

Instructional Associates/Associate Assistants

Nursing

Allen, Michelle	Effective: 10/14/14
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COMMUNITY SERVICE PRESENTERS

Stipends Effective August 11 – September 10, 2014

Abdul, Quayum	Amount: \$ 87.23
Famolaro, Felix	Amount: \$ 720.00
Figuroa, Miguel	Amount: \$ 602.35
Jackson, Michelle	Amount: \$ 146.64
Kamphuis, Jeff	Amount: \$ 430.52
Larsen, JoEllen	Amount: \$ 177.47
McC Campbell, Semora	Amount: \$ 307.19

VOLUNTEERS

Espinoza, Sandra Effective: 10/14/14 – 06/30/15
Volunteer/ College Advancement/ SAC

Koch, Victoria Effective: 10/14/14 – 06/30/15
Volunteer/ Arts, Humanities & Social
Science/ SCC

Quintero, Claudia Effective: 10/14/14 -06/30/15
Volunteer-Driver/ Kinesiology/ SAC

**SANTA ANA COLLEGE
STUDENT ASSISTANT LIST**

Angulo Contreras, Teresa De Jesus	Effective: 09/09/14-06/30/15
Antolin, Erica Tamar	Effective: 09/11/14-06/30/15
Benjamin, Paige Erin	Effective: 09/11/14-06/30/15
Chavez, Elizabeth	Effective: 09/09/14-06/30/15
De La Riva, Blanca	Effective: 09/09/14-06/30/15
Delgado, Amber Lynn	Effective: 09/11/14-06/30/15
Dinh, Anh Thi Van	Effective: 09/08/14-06/30/15
Escobar, Rachael Lorainne	Effective: 09/08/14-06/30/15
Figueroa, Yurisel	Effective: 09/11/14-06/30/15
Garcia Andreu, Lourdes	Effective: 09/03/14-06/30/15
Hoang, Duc	Effective: 09/09/14-06/30/15
Jimenez Miramontes, Lorenia A	Effective: 09/11/14-06/30/15
Lam, Phung My	Effective: 09/08/14-06/30/15
Marta, Amy Guadalupe	Effective: 09/11/14-06/30/15
Matas De Zelaya, Ana Maria	Effective: 09/11/14-06/30/15
McCarty Camacho Nunez, Judith Anne	Effective: 09/15/14-06/30/15
Medina, Josefina	Effective: 09/08/14-06/30/15
Munga, Thalia Abigail	Effective: 09/03/14-06/30/15
Munoz, Mercedes Marie	Effective: 09/08/14-06/30/15
Navarro Orozco, Sandra	Effective: 09/11/14-06/30/15
Naylor, Tameka Latasha Monique	Effective: 09/04/14-06/30/15
Nguyen, Hang Ngoc Tam	Effective: 09/11/14-06/30/15
Nguyen, Hien Dieu	Effective: 09/12/14-06/30/15
Nguyen, Kaylie Khanh	Effective: 09/08/14-06/30/15
Nguyen, Kim Anh T	Effective: 09/03/14-06/30/15
Nguyen, Tram Mai	Effective: 09/11/14-06/30/15
Ochoa, Julia Adelina	Effective: 09/08/14-06/30/15
Osornio Gonzalez, Alexandra	Effective: 09/11/14-06/30/15
Ramirez, Alexis Domingo	Effective: 09/11/14-06/30/15

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

Rodriguez, Jesus David	Effective: 09/03/14-06/30/15
Sandate, Chau	Effective: 09/04/14-06/30/15
Shankar, Archana	Effective: 09/12/14-06/30/15
To, Tam Phuc	Effective: 09/10/14-06/30/15
Torres, Candelaria	Effective: 09/11/14-06/30/15
Tran, Dai Xuan	Effective: 09/11/14-06/30/15
Tran, Huong	Effective: 09/09/14-06/30/15
Valle, Jordan Alexandra	Effective: 09/03/14-06/30/15
Vo, Thanh D	Effective: 09/09/14-06/30/15
Vo, Tram Thuy Quynh	Effective: 09/03/14-06/30/15

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

Davis, Jason Alexander	Effective Date: 09/18/14 – 06/30/15
Eapen, Mirayah	Effective Date: 09/22/14 – 06/30/15
Garcia Diaz, Juana	Effective Date: 09/23/14 – 06/30/15
Hopson, Jeremiah	Effective Date: 09/22/14 – 06/30/15
Izquierdo, Veronica	Effective Date: 09/22/14 – 06/30/15
Paz, Evelia	Effective Date: 09/22/14 – 06/30/15
Vandre, Mark	Effective Date: 09/22/14 – 06/30/15
Zaragoza, Ziomara	Effective Date: 09/22/14 – 06/30/15

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Human Resources and Educational Services

To:	Board of Trustees	Date: October 13, 2014
Re:	Rejection of Claim	File # 14-16390 RV
Action:	Request for Authorization	

The district's claims administrator recommends that the Board of Trustees authorize the Chancellor, or designee, to reject claim # 14-16390 RV.

Board of Trustees
October 13, 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)

California Community College Student Affairs Association
Conference
Los Angeles, CA – October 17-19, 2014

1 Board Members
(Alana Voechting)