

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)
Board of Trustees (Regular meeting)
Monday, August 14, 2017
2323 North Broadway, #107
Santa Ana, CA 92706

District Mission

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

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

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

Americans with Disabilities Acts (ADA)

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

A G E N D A

1.0 PROCEDURAL MATTERS **4:30 p.m.**

1.1 Call to Order

1.2 Pledge of Allegiance to the United States Flag

1.3 Approval of Additions or Corrections to Agenda **Action**

1.4 Recognition of Dr. Bonita Jaros

1.5 Introduction of New Faculty Members

1.6 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.

1.7 Approval of Minutes – Special meeting of June 26, 2017 **Action**
– Regular meeting of July 17, 2017

- 1.8 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.

- 1.9 Public Hearing – California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District
- 1.10 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579
- 1.11 Public Hearing – Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District (FARSCCD)

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

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

3.0 INSTRUCTION

- *3.1 Approval of Medical Assistant Program Clinical Training Affiliation Agreement with St. Joseph Heritage Healthcare/Hoag Action
The administration recommends approval of the Medical Assistant Program Clinical Training Affiliation Agreement with St. Joseph Heritage Healthcare/Hoag located in Anaheim, California as presented.
- *3.2 Approval of Agreement with Orange County Transportation Authority (OCTA) and Santa Ana College (SAC) for Bus Pass Pilot Program Action
The administration recommends approval of the agreement with OCTA and SAC for the bus pass pilot program for 2017-2018, 2018-2019, and 2019-2020 academic years.

*Item is included on the Consent Calendar, Item 1.8.

- *3.3 Approval of Agreement with Orange County Transportation Authority and Rancho Santiago Community College District for Continuing Education Bus Pass Pilot Program Action
The administration recommends approval of the agreement with OCTA and SAC for the Continuing Education bus pass pilot program for 2017-2018, 2018-2019, and 2019-2020 academic years.
- *3.4 Approval of Memorandum of Understanding (MOU) Phase II for Santa Ana Workforce Development Board and Rancho Santiago Community College District (America's Job Center of California [AJCC] Partner) Action
The administration recommends approval of the MOU Phase II for Santa Ana Workforce Development Board and RSCCD (AJCC Partner).
- *3.5 Approval of Santa Ana College Midterm Report for Accrediting Commission for Community and Junior Colleges (AACJC) Action
The administration recommends approval of the SAC Midterm Report for ACCJC so that it may be submitted before October 15, 2017.
- *3.6 Approval of Santiago Canyon College (SCC) Midterm Report for Accrediting Commission for Community and Junior Colleges Action
The administration recommends approval of the SCC Midterm Report for ACCJC so that it may be submitted before October 15, 2017.
- *3.7 Approval of Proposed Revisions for 2017-2018 Santiago Canyon College Catalog Addendum Action
The administration recommends approval of the proposed revisions for the 2017-2018 SCC catalog addendum.
- *3.8 Approval of Amendment #1 to Instructional Services Agreement with South Coast College Action
The administration recommends approval of Amendment #1 to the Instructional Services Agreement with South Coast College in Orange, California.
- *3.9 Approval of Renewal of Consulting Agreement with Orange Unified School District (OUSD) Action
The administration recommends approval of the renewal of a consulting agreement with OUSD.
- *3.10 Approval of Renewal of Memorandum of Understanding for Bridge Program with Orange Unified School District Action
The administration recommends approval of the renewal of the MOU for the Bridge Program with OUSD.

*Item is included on the Consent Calendar, Item 1.8.

- *3.11 Approval of Amendment #1 to Instructional Services Agreement with Orange Unified School District Action
The administration recommends approval of Amendment #1 to the Instructional Services Agreement with OUSD.
- *3.12 Approval of Amendment to Memorandum of Understanding between Rancho Santiago Community College District and Unity Middle College High School (UMCHS) Action
The administration recommends approval of the amendment to the MOU between RSCCD and UMCHS.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

- *4.1 Approval of Payment of Bills Action
The administration recommends payment of bills as submitted.
- *4.2 Approval of Budget Increases/Decreases, Transfers, and Intrafund and Interfund Transfers Action
The administration recommends approval of budget increases/decreases, transfers, and intrafund and interfund transfers from June 29, 2017, to June 30, 2017.
- *4.3 Approval of Public Hearing for 2017-2018 Proposed Adopted Budget Action
The administration recommends the board hold a public hearing on the 2017-2018 proposed Adopted Budget at the September 11, 2017, board meeting.
- *4.4 Approval of Quarterly Financial Status Report (CCFS-311Q) for Period Ended June 30, 2017 Action
The administration recommends approval of the CCFS-311Q for the period ending June 30, 2017, as presented.
- 4.5 Quarterly Investment Report as of June 30, 2017 Information
The quarterly investment report as of June 30, 2017, is presented as information.
- *4.6 Ratification of Award of Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College Action
The administration recommends ratification of the award of Bid #1331 for barrier removal path of travel improvements at SCC as presented.
- *4.7 Approval of Independent Contractor Michael Andrews Action
The administration recommends approval of the agreement with Michael Andrews for Independent Contractor services as presented.

- *4.8 Approval of Independent Contractor Eric Gruver Action
The administration recommends approval of the agreement with Eric Gruver for Independent Contractor services as presented.
- *4.9 Approval of Independent Contractor Action
The administration recommends approval of the following independent Contractor: PGINET Consulting to provide planning and development of a secure part-time instructor absence reporting and substitute assignment system, development of a web accessible public facing course schedule, technical support and feature upgrades for the Continuing Education Online Professional Development, High School Grading and Online Educational Planning systems. Dates of service are August 15, 2017, through June 30, 2018. The fee is estimated at \$42,500.
- *4.10 Approval of Purchase Orders Action
The administration recommends approval of the purchase order listing for the period June 18, 2017, through July 15, 2017.

5.0 GENERAL

- *5.1 Approval of Resource Development Items Action
The administration recommends approval of budgets, acceptance of grants, and authorization for the Vice Chancellor of Business Operations/ Fiscal Services or his designee to enter into related contractual agreements on behalf of the district for the following:
- | | |
|--|-------------|
| - Basic Skills Initiative (SAC) – <i>Adjustment</i> | -\$ 11,660 |
| - Basic Skills Initiative (SCC) - <i>Augmentation</i> | \$ 7,813 |
| - Open Educational Resources Degree Initiative (SAC) - <i>Augmentation</i> | \$ 30,000 |
| - Career and Technical Education Act (CTEA) Title I-C (District/SAC/SCC) | \$1,041,384 |
| - Career and Technical Education Act (CTEA) Title I-C CTE Transitions (District/SAC/SCC) | \$ 83,184 |
| - College Assistance Migrant Program (CAMP) – Year 1 (SCC) | \$ 425,000 |
| - Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) | \$ 22,500 |
- *5.2 Approval of Sub-Agreement between RSCCD and THINK Together for Assembly Bill (AB) 104 Adult Education Block Grant (#DO-17-2224-01) 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.

*Item is included on the Consent Calendar, Item 1.8.

- *5.3 Approval of Sub-Agreement between RSCCD and International Trade Education Programs (ITEP) for Strong Workforce Program – Regional Funds Initiative (#DO-17-2185-15) 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.
- *5.4 Approval of Third Amendment to Sub-Agreement between RSCCD and North Orange County Community College District/Fullerton College for California Career Pathways Trust Grant – Year 3 Action
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.5 Approval of Fourth Amendment to Sub-Agreement between RSCCD and North Orange County Community College District/Fullerton College for California Career Pathways Trust Grant – Year 4 Action
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.6 Approval of Fifth Amendment to Sub-Agreement between RSCCD and Orange Unified School District for California Career Pathways Trust Grant – Year 3 Action
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.7 Approval of Sixth Amendment to Sub-Agreement between RSCCD and Orange Unified School District for California Career Pathways Trust Grant – Year 4 Action
The administration recommends approval of the amendment to the sub-agreement and authorization be given to the Vice Chancellor, Business Operations/Fiscal Services or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.8 Adoption of Resolution No. 17-19 – California Department of Education (Contract #CSPP-7356) Action
The administration recommends adoption of the resolution with the California Department of Education and authorization be given to the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.

- *5.9 Adoption of Resolution No. 17-20 – California Department of Education (Contract #CCTR-7162) Action
The administration recommends adoption of the resolution with the California Department of Education and authorization be given to the chancellor or his designee to sign and enter into a related contractual agreement on behalf of the district.
- *5.10 Adoption of Board Policy (BP) Action
It is recommended that the board adopt BP 6307 Debt Issuance and Management as presented.
- 5.11 Approval of Appointment to Community College League of California (CCLC) Advisory Committee on Legislation Action
It is requested that the board approval Trustee Hanna’s appointment to the CCLC Advisory Committee on Legislation during the 2017-2018 calendar year.
- 5.12 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. Administrator Appointments
 - (1) Chief
 - (2) Director
2. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District (FARSCCD)
California School Employees Association (CSEA), Chapter 579
3. Public Employee Discipline/Dismissal/Release (pursuant to Government Code Section 54957[b][1])
4. Discussion of Chancellor’s Contract
5. Discussion of Educational Administrator Contract

*Item is included on the Consent Calendar, Item 1.8.

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 Revised Job Descriptions
- Approval of Revised Job Descriptions and Grade Level Changes
- Approval of Revised Job Descriptions & Title Changes
- Approval of Revised Job Description Titles & Designation Changes
- Approval of New Job Descriptions
- Approval of Employment Agreements
- Approval of Appointments
- Approval of Appointment to Interim Assignments/Employment of Retired Public Employees' Retirement System (PERS) Member
- Approval of Interim Assignments
- Ratification of Resignations/Retirements
- Approval of Adjusted Salary Placements/Changes in Grade Level
- Approval of Leaves of Absence
- Approval of Final Salary Placements
- Approval of Extensions of Interim Assignments
- Approval of Contract Extension Days for 2016-2017
- Approval of Contract Extension Days for 2017-2018
- Approval of 2017-2018 Contract Stipends
- Approval of Beyond Contract/Overload Stipends
- Approval of Part-time New Hires/Rehires
- Approval of Non-paid Instructors of Record
- Approval of Non-paid Intern Services

6.2 Classified Personnel

Action

- Approval of New Appointments
- Approval of Professional Growth Increments
- Approval of Out of Class Assignments
- Approval of Changes in Position
- Approval of Changes in Salary Placement

- 6.2 Classified Personnel (contd.)
- Approval of Leaves of Absence
 - Ratification of Resignations/Retirements
 - Approval of Temporary Assignments
 - Approval of Additional Hours for Ongoing Assignment
 - Approval of Substitute Assignments
 - Approval of Miscellaneous Positions
 - Approval of Instructional Associates/Associate Assistants
 - Approval of Community Service Presenters and Stipends
 - Approval of Student Assistant Lists
- 6.3 Approval of California School Employees Association Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District Action
It is recommended that the board approve the CSEA Chapter 579 initial bargaining proposal to RSCCD.
- 6.4 Approval of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579 Action
It is recommended that the board approve the district's initial bargaining proposal to CSEA Chapter 579.
- 6.5 Approval of Rancho Santiago Community College District Initial Bargaining Proposal to Faculty Association of Rancho Santiago Community College District Action
It is recommended that the board approve the district's initial bargaining proposal to FARSCCD.
- 6.6 Approval of Agreement with Nicole Miller & Associates, Inc. Action
It is recommended that the board authorize the chancellor or his designee to execute the agreement with Nicole Miller & Associates, Inc.
- 6.7 Approval of Chancellor Restated and Amended Employment Agreement Action
It is recommended that the board approve the Employment Agreement and retain Dr. Rodríguez as Chancellor of the district, including the material terms outlined on the docket coversheet.
- 6.8 Approval of Educational Administrator Employment Agreement Action
It is recommended that the board approve the Educational Administrator Employment Agreement as presented, including the material terms outlined on the docket coversheet.

6.9 Discussion of Administrator Contracts

Information

It is recommended that the board conduct a discussion of the district's administrator contracts.

7.0 **ADJOURNMENT** - The next regular meeting of the Board of Trustees will be held on September 11, 2017.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Special meeting)

Monday, June 26, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 5:00 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Mr. Phillip Yarbrough, and Mr. Gregory Pierot. Ms. Nelida Mendoza was not in attendance due to a prior commitment.

Administrators present during the regular meeting were Mr. Peter Hardash, Mr. Enrique Perez, Dr. Raúl Rodríguez and Dr. Linda Rose. 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. Emily Rodríguez, the chancellor's daughter.

1.3 Public Comment

There were no public comments

RECESS TO CLOSED SESSION

The board convened into closed session at 5:01 p.m. to consider the following items:

1. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (2 cases)
2. Public Employee Performance Evaluation and Employment Agreement (pursuant to Government Code Section 54957)
 - a. Chancellor

RECONVENE

The board reconvened at 6:15 p.m.

Closed Session Report

Ms. Arianna Barrios reported during closed session the board discussed the abovementioned items and accepted a tentative proposal for settlement on litigation relating to the Orange Education Center with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

Public Comment

There were no public comments.

2.0 GENERAL

2.2 Approval of Educational Administrator Employment Agreement

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Educational Administrator Employment Agreement. The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough.

2.3 Approval of Chancellor Restated and Amended Employment Agreement

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the Chancellor Restated and Amended Employment Agreement with the amended evergreen clause. Ms. Barrios informed the board that her decision to vote nay on this agreement has nothing to do with the chancellor's performance but is solely based on the evergreen clause in the employment agreement. Ms. Barrios indicated that she would like to see the district should move away from the evergreen clause for accountability purposes.

The motion to approve the chancellor restated and amended employment agreement to include an amended evergreen clause carried with the following vote: Aye – Ms. Alvarez, Mr. Hernandez, Mr. Labrado, and Mr. Yarbrough; Nay - Ms. Barrios and Mr. Hanna.

Mr. Hanna indicated that he agrees with Ms. Barrios' comments and stated that he would like to see information relating to other administrators and the evergreen clause before he makes a final decision.

3.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, July 17, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 6:19 p.m.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

Approved: _____
Clerk of the Board

Minutes approved: August 14, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (RSCCD)

2323 North Broadway, #107

Santa Ana, CA 92706

Board of Trustees

(Regular meeting)

Monday, July 17, 2017

MINUTES

1.0 PROCEDURAL MATTERS

1.1 Call to Order

The meeting was called to order at 4:38 p.m. by Mr. John Hanna. Other members present were Ms. Claudia Alvarez, Ms. Arianna Barrios, Mr. Zeke Hernandez, Mr. Larry Labrado, Ms. Nelida Mendoza, Mr. Phillip Yarbrough, and Mr. Gregory Pierot.

Administrators present during the regular meeting were Ms. Judy Chitlik, Mr. Peter Hardash, Dr. John Hernandez, Mr. Enrique Perez, Dr. Raúl Rodríguez, and Dr. Linda Rose. 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. Monica Zarske, Academic Senate President, Santa Ana College.

1.3 Approval of Additions or Corrections to Agenda

It was moved by Ms. Barrios and seconded by Ms. Alvarez to approve three revised pages to Item 4.5 (2017-2018 Proposed Adopted Budget Assumptions) and addendums for Item 6.1 (Management/Academic Personnel) and Item 6.2 (Classified Personnel). The motion carried with the following vote: Aye –Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s vote was aye.

1.4 Public Comment

Mr. Edward Hou and Ms. Jessica Khalili, officers with the Associated Student Government (ASG) at Santiago Canyon College (SCC), spoke regarding improving public transportation and increasing library hours at SCC.

Ms. Madeleine Vallejo, officer with SCC ASG, spoke regarding raising awareness of the student activities at SCC.

NOTE: There is an additional public speaker on page 2 of the minutes.

At this time, Dr. Hernandez acknowledged Dr. Betty Cotton, Member, SCC Foundation Board of Directors, who was present to attend the reception prior to the board meeting in honor of Dr. Hernandez' appointment as SCC President. Dr. Hernandez also acknowledged Mr. Larry Cohn, President, SCC Foundation Board of Directors, who had left the meeting but had been present for the reception.

Mr. Hanna asked for a moment of silence for prayer or contemplation for the safety of RSCCD students throughout the summer.

At this time, Mr. Hanna realized he overlooked a person requesting to speak during public comments.

1.4 Public Comment (contd.)

Mr. Claudio Gallegos, a representative from Congressman Lou Correa's office, congratulated and presented a certificate to Dr. Hernandez for his appointment as SCC President.

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to suspend the rules and consider Item 2.5 (Report from Classified Representative) at this time since Ms. Sophia Le had to leave early. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

2.5 Report from Classified Representative

Ms. Michelle Ayala, Job Developer, Santa Ana College (SAC), and Ms. Sophia Le, Student Services Specialist, SAC, provided a report to the board on SAC CalWORKS (California Work Opportunity and Responsibility to Kids) on behalf of the classified staff. Board members received clarification on data related to the presentation from Ms. Ayala and Ms. Le.

1.5 Approval of Minutes

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to approve the minutes of the meeting held June 12, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

1.6 Approval of Consent Calendar

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the recommended action on the following items (as indicated by an asterisk on the agenda) on the Consent Calendar, with the exception of Item 3.1 (Revised Mission Statement for SAC) removed from the Consent Calendar by Mr. Hanna; Item 3.3 (Memorandum of Understanding [MOU] with Center for Innovation in Education dba Base11) and Item 3.5 (Nursing Program Affiliation Agreement-South Coast Global

1.6 Approval of Consent Calendar (contd.)

Medical Center) removed from the Consent Calendar by Mr. Hernandez; Item 3.8 (Amendment to Nursing and Pharmacy Technician Programs Affiliation Agreement – Hoag Memorial Hospital Presbyterian) removed from the Consent Calendar by Ms. Barrios; Item 3.13 (SAC MOU with Mexican Consulate in Santa Ana) removed from the Consent Calendar by Mr. Labrado, and Item 4.5 (2017-2018 Proposed Adopted Budget Assumptions), Item 4.6 (Agreement with Facilities Planning & Program Services, Inc.), and Item 4.7 (Agreement with Linik Corporation) removed from the Consent Calendar by Mr. Yarbrough. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot’s vote was aye.

3.2 Approval of Proposed Revisions for 2018-2019 Santa Ana College Catalog
The board approved the proposed revisions for the 2018-2019 SAC catalog.

3.4 Approval of New Clinical Affiliation Agreement for Occupational Therapy Assistant (OTA) Program with Atlantic Memorial Healthcare Associates, Inc. dba Atlantic Memorial Healthcare Center
The board approved the new clinical affiliation agreement for the OTA program with Atlantic Memorial Healthcare Associates, Inc., dba Atlantic Memorial Healthcare Center in Long Beach, California.

3.6 Approval of Nursing Program Clinical Affiliation Agreement – Kindred Healthcare
The board approved the nursing program clinical affiliation agreement with Kindred Healthcare located in Santa Ana, California.

3.7 Approval of Renewal of Nursing Program Affiliation Agreement - Anaheim Regional Medical Center
The board approved the renewal of the nursing program affiliation agreement with Anaheim Regional Medical Center located in Anaheim, California as presented.

3.9 Approval of Educational Affiliation Agreement Renewal for Occupational Therapy Assistant Program with Horizon Therapy Services
The board approved the educational affiliation agreement renewal for the OTA program with Horizon Therapy Services in Rancho Cucamonga, California.

3.10 Approval of Standard Inter-Agency Instructional Services Agreement Renewal for Criminal Justice Academies (CJA) with California Narcotic Canine Association
The board approved the standard inter-agency instructional services agreement renewal for the CJA with California Narcotic Canine Association in Exeter, California.

1.6 Approval of Consent Calendar (contd.)

3.11 Approval of Standard Inter-Agency Instructional Services Agreement Renewal for Criminal Justice Academies with Santa Ana Police Department

The board approved the standard inter-agency instructional services agreement renewal for CJA with the Santa Ana Police Department in California.

3.12 Approval of Standard Affiliation Agreement Renewal for Child Development and Education Studies Department with Anaheim Elementary School District

The board approved the standard affiliation agreement renewal for the Child Development and Education Studies Department with Anaheim Elementary School District in Anaheim, California.

3.14 Approval of Statement of Work for Implementation of Lexmark's Transform Software for Santa Ana College Financial Aid Office

The board approved the Statement of Work for implementation of Lexmark's Transform Software for SAC Financial Aid Office as presented.

3.15 Approval of Memorandum of Understanding (Phase II) between Orange County Development Board and Partners of America's Job Center of California Network

The board approved the MOU (Phase II) between the Orange County Development Board and the Partners of America's Job Center of California Network as presented.

3.16 Approval of License Agreement for Kiosk at MainPlace Mall

The board approved the license agreement for the kiosk at MainPlace Mall and any future renewals, extensions, and addendums as presented.

3.19 Approval of Santa Ana College Community Services Program, Fall 2017

The board approved the SAC Community Services program, for Fall 2017.

3.20 Approval of Santiago Canyon College Community Services Program, Fall 2017

The board approved the SCC Community Services program, for Fall 2017.

3.21 Approval of Renewal of Memorandum of Understanding between Rancho Santiago Community College District and Pacific Clinics' Recovery Education Institute (REI)

The board approved the renewal of the MOU between RSCCD and Pacific Clinics' Recovery Education Institute.

4.1 Approval of Payment of Bills

The board approved payment of bills as submitted.

1.6 Approval of Consent Calendar (contd.)

- 4.2 Approval of Budget Increases/Decreases, Budget Transfers, and Intrafund and Interfund Transfers
The board approved budget increases/decreases, transfers, and intrafund and interfund transfers from May 30, 2017, to June 28, 2017.
- 4.8 Acceptance of Completion of Bid #1320 for Reconfiguration of Congressman Correa's Offices at District Office and Approval of Recording of Notice of Completion
The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.
- 4.9 Approval of Agreement with Bernards for Construction Management Services for Science Center at Santa Ana College
The board approved the agreement with Bernards for construction management services for the Science Center at SAC as presented.
- 4.10 Approval of Agreement with Dovetail for Furniture and Equipment Consulting Services for Science Center at Santa Ana College
The board approved the agreement with Dovetail for furniture and equipment consulting services for the Science Center at SAC as presented.
- 4.11 Approval of Amendment to Agreement with Hammel, Green and Abrahamson, Inc. for Professional Design Services for Science Center Project at Santa Ana College
The board approved the amendment to the agreement with Hammel, Green and Abrahamson, Inc. in Santa Monica for professional design services for the Science Center project at SAC as presented.
- 4.12 Approval of Amendment to Agreement with The Solis Group for Labor Compliance and Community Student Workforce Project Agreement Coordinator Consulting Services for Various Projects at Santa Ana College
The board approved the amendment with The Solis Group for labor compliance and community student workforce project agreement coordinator consulting services for various projects at SAC as presented.
- 4.13 Approval of Change Order #1 for Hamel Concrete, Inc. for Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy
The board approved change order #1 for Hamel Concrete, Inc. for Bid #1307 for the site wall/improvement project at SAC Orange County Sheriff's Regional Training Academy as presented.

1.6 Approval of Consent Calendar (contd.)

4.14 Ratification of Award of Bid #1326 for Parking Lot 6 Americans with Disabilities Act (ADA) Stalls (Phase II) at Santa Ana College

The board ratified the award of Bid #1326 to parking lot 6 ADA stalls (Phase II) at SAC as presented.

4.15 Rejection of all Bids for Bid #1327 for Roof Replacement Pool Building at Santa Ana College

The board rejected all bids for Bid #1327 for the roof replacement pool building at SAC as presented.

4.16 Acceptance of Completion of Bid #1307 for Site Wall/Improvement Project at Santa Ana College Orange County Sheriff's Regional Training Academy and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.17 Approval of Change Order #1 for Aramexx Construction for Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College

The board approved change order #1 for Aramexx Construction for Bid #1313 for irrigation controller upgrades at SCC as presented.

4.18 Approval of Change Order #1 for Golden Gate Construction for Bid #1299 for ADA Improvements Phase 1 at Santiago Canyon College

The board approved change order #1 for Golden Gate Construction for Bid #1299 for ADA improvements Phase 1 at SCC as presented.

4.19 Ratification of Award of Bid #1325 for U Portables Certification Plumbing at Santiago Canyon College

The board ratified the award of Bid #1325 for U portables certification plumbing at SCC as presented.

4.20 Ratification of Award of Bid #1328 for ADA Improvements at 1937 West Chapman Avenue, Orange, for Orange Education Center (OEC)

The board ratified the award of Bid #1328 for ADA improvements at 1937 West Chapman Avenue, Orange, for OEC as presented.

4.21 Acceptance of Completion of Bid #1299 for ADA Improvements Phase I at Santiago Canyon College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

4.22 Acceptance of Completion of Bid #1313 for Irrigation Controller Upgrades at Santiago Canyon College and Approval of Recording of Notice of Completion

The board accepted the project as complete and approved filing a Notice of Completion with the County as presented.

1.6 Approval of Consent Calendar (contd.)

4.23 Approval of Agreement with Orange County Sheriff's Department for Range Qualification, Professional Development and Tactical Training

The board approved the agreement with the Orange County Sheriff's Department Regional Training Center and RSCCD as presented.

4.24 Approval of Amendment No. 1 to Agreement for Independent Audit Services

The board approved Amendment No. 1 to change the name from Vicenti Lloyd & Stutzman to CliftonLarsonAllen, LLP as presented.

4.25 Approval of Renewal for Blackboard License

The board approved the renewal of the Blackboard License for the second year effective July 1, 2017, through June 30, 2018, with the Foundation for California Community Colleges as presented.

4.26 Approval of Independent Contractor

The board approved the following independent contractor: Susanne M. Mata to serve as Career and Technology Education Management Application (CATEMA) Specialist to work on increasing the current college participation by providing CATEMA Systems overviews to college staff, assisting with the development of virtual trainings, serving as the first point of contact for technical assistance and support, and providing logistical coordination support as needed for implementation. Dates of service are July 18, 2017, through December 31, 2017. The fee is estimated at \$20,000.

4.27 Approval of Independent Contractor

The board approved the following independent contractor: Jennifer Walsvick to provide mental health consulting services, coordination, record keeping and documentation to assure compliance with program standards. Dates of service are July 18, 2017, through June 30, 2018. The fee is estimated at \$24,000.

4.28 Approval of Independent Contractor

The board approved the following independent contractor: Marcia R. Wilson to provide assistance to the Los Angeles (LA) County Director and LA County Career and Technical Education (CTE) Deans in the completion of Round 1 Regional Projects, the development of Round 2 Strong Workforce Planning and Evaluation process, assisting with regional reviews, and any additional requests, requirements, and assignments to produce an accurate and quality updated Regional Plan. Dates of service are July 18, 2017, through December 31, 2017. The fee is estimated at \$15,000.

4.29 Approval of Purchase Orders

The board approved the purchase order listing for the period May 21, 2017, through June 17, 2017.

1.6 Approval of Consent Calendar (contd.)

5.1 Approval of Resource Development Items

The board approved budgets, accepted grants, and authorized 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:

- Adult Education Block Grant Regional Consortium \$2,939,497
Funding Appropriation (SAC/SCC)
- Career Technical Education Data Unlocked Initiative \$7,000,000
(District) – *Augmentation*

5.2 Approval of Sub-Agreement between RSCCD and WestEd for Career Technical Education Data Unlocked Initiative Grant

The board approved the sub-agreement and authorized 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 Lease Agreement between RSCCD and Economic Development Corporation of Los Angeles County for Strong Workforce Program

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

5.4 Approval of First Amendment to Sub-Agreement between RSCCD and Garden Grove Unified School District for Adult Education Block Grant

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

1.7 Recognition of Dr. Sara Lundquist

The board recognized Dr. Sara Lundquist, Vice President, Student Services, Santa Ana College, for her professional achievements and years of dedicated service to the campus community and the Rancho Santiago Community College District.

2.0 INFORMATIONAL ITEMS AND ORAL REPORTS

2.1 Report from the Chancellor

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

2.2 Reports from College Presidents

The following college representatives provided reports to the board:

Dr. John Hernandez, President, Santiago Canyon College
Dr. Linda Rose, President, Santa Ana College

NOTE: At the April 24, 2017, board meeting Ms. Barrios asked that the enrollment reports presented by each college president be attached to the minutes for each board of trustees' meeting.

2.3 Report from Student Trustee

Mr. Pierot 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:

Mr. Juan Esqueda, Student President, Santa Ana College
Mr. Edward Hou, Student President, Santiago Canyon College

2.5 Report from Classified Representative

Item 2.5 was heard prior Item 1.5 (Approval of the Minutes).

2.6 Reports from Academic Senate Presidents

The following academic senate representatives provided reports to the board:

Mr. Michael DeCarbo, Academic Senate President, Santiago Canyon College
Ms. Monica Zarske, Academic Senate President, Santa Ana College

2.7 RSCCD Governance Presentation on A Guide to the Public Records Act and the Brown Act

Mr. T. Matthew Hansen and Mr. Ruben A. Smith, AlvaradoSmith, provided a presentation to the board on RSCCD Governance: A Guide to the Public Records Act, Brown Act, and Conflicts of Interest. Board members received clarification on data related to the presentation from Mr. Hansen and Mr. Smith.

3.0 INSTRUCTION

Items 3.2, 3.4, 3.6, 3.7, 3.9, 3.10, 3.11, 3.12, 3.14, 3.15, 3.16, 3.19, 3.20, and 3.21 were approved as part of Item 1.6 (Consent Calendar).

3.1 Approval of Revised Mission Statement for Santa Ana College

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the revised mission statement for SAC as presented thereby authorizing the college administration to publish the revised mission statement in various documents and public notices. Discussion ensued. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

3.3 Approval of Memorandum of Understanding with Center for Innovation in Education, dba Base₁₁

It was moved by Mr. Labrado and seconded by Mr. Yarbrough to approve the MOU with the Center for Innovation in Education, dba Base₁₁ as presented. Discussion ensued on this item and Item 3.5. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

3.5 Approval of Nursing Program Affiliation Agreement – South Coast Global Medical Center

It was moved by Mr. Yarbrough and seconded by Mr. Labrado to approve the nursing program affiliation agreement with the South Coast Global Medical Center located in Santa Ana, California. Discussion occurred during Item 3.3. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

3.8 Approval of Amendment to Nursing and Pharmacy Technician Programs Affiliation Agreement – Hoag Memorial Hospital Presbyterian

It was moved by Ms. Alvarez and seconded by Mr. Yarbrough to approve the nursing and pharmacy technician program affiliation agreement amendment with Hoag Memorial Hospital Presbyterian located in Newport Beach and Irvine, California as presented. Ms. Barrios expressed her intention to abstain from the vote on this item due to a potential conflict of interest and left the room at this time. The motion carried with the following vote: Aye – Ms. Alvarez, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough; and a vote of abstention from Ms. Barrios. Student Trustee Pierot's vote was aye.

Ms. Barrios returned to the room after the vote.

3.13 Approval of Santa Ana College Memorandum of Understanding with Mexican Consulate in Santa Ana

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the SAC MOU with the Mexican Consulate in Santa Ana, California. Discussion ensued. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

3.17 Receive for First Reading – Santa Ana College Midterm Report on Accreditation

The item was provided for a first reading as an information item.

3.18 Receive for First Reading – Santiago Canyon College Midterm Report on Accreditation

The item was provided for a first reading as an information item.

4.0 BUSINESS OPERATIONS/FISCAL SERVICES

Items 4.1, 4.2, and 4.8 through 4.29 were approved as part of Item 1.6 (Consent Calendar).

4.3 Adoption of Resolution No. 17-17 – Conflict of Interest Code

It was moved by Mr. Yarbrough and seconded by Ms. Barrios to adopt Resolution No. 17-17 – Conflict of Interest Code as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.4 Adoption of Resolution No. 17-18 – Resolution to Close Fund (Fund 42)

It was moved by Mr. Yarbrough and seconded by Mr. Hernandez to adopt Resolution No. 17-18 – Resolution to Close Fund 42 as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.5 Approval of 2017-2018 Proposed Adopted Budget Assumptions

It was moved by Ms. Alvarez and seconded by Ms. Mendoza to approve the revised proposed Adopted Budget Assumptions for the 2017-2018 fiscal year as presented. Discussion ensued. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.6 Approval of Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services

It was moved by Mr. Labrado and seconded by Ms. Alvarez to approve the agreement with Facilities Planning & Program Services, Inc. for planning and project management services as presented. Discussion ensued. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

4.7 Approval of Agreement with Linik Corporation for Planning and Project Management Services

It was moved by Mr. Yarbrough and seconded by Ms. Mendoza to approve the agreement with Linik Corporation for planning and project management services as presented. Mr. Yarbrough asked that the answers to the questions he asked be attached to the minutes. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

5.0 GENERAL

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

5.5 First Reading of Board Policy (BP)

The following board policy was presented for a first reading as an information item:

- BP 6307 Debt Issuance and Management

5.6 Adoption of Board Policies

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to adopt the following revised board policies:

- BP 2015 – Student Member
- BP 2340 – Agendas
- BP 2345 – Public Participation at Board Meetings
- BP 3430 – Prohibition of Harassment
- BP 3820 – Gifts
- BP 7365 – Discipline and Dismissal – Classified Employees
- BP 7310 – Nepotism

The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough. Student Trustee Pierot's vote was aye.

5.7 Board Member Comments

Board members thanked staff for hosting the reception prior to the board meeting for Dr. Hernandez and congratulated Dr. Hernandez on being selected as President of Santiago Canyon College.

Mr. Yarbrough asked for information on the SCC California Guided Pathways Project.

Ms. Barrios welcomed Ms. Zarske as the current Academic Senate President for Santa Ana College.

Ms. Barrios asked for an update on the Orange Education Center.

Ms. Alvarez and Mr. Hanna commended Mr. Smith and Mr. Hansen on the governance presentation (Item 2.7). Ms. Alvarez asked that the Board Policy Committee review the information provided in the presentation for clear guidelines as to what is acceptable and unacceptable for board members.

Ms. Mendoza thanked the student presidents for their reports and asked them to inform the board of student activities.

Ms. Mendoza commended Dr. Rose on SAC having staff at a MainPlace kiosk to encourage shoppers to attend SAC.

Ms. Mendoza invited everyone to attend the United Mexican American Association's 11th annual potluck/picnic at Hart Park in Orange on July 22 at noon.

Ms. Mendoza asked that veteran students be invited to attend a veteran's information session hosted by Congressman Correa on July 29, from 11 a.m. to 2 p.m. at the American Legion Post 132, at 143 S. Lemon Street in Orange.

Ms. Mendoza asked that the meeting be adjourned in honor of Mr. Lee Hernandez, an Army veteran in Texas who is dying of cancer at 47 years old.

Mr. Hanna commended Ms. Michelle Ayala and Ms. Sophia Le on the presentation made during Item 2.5 on SAC CalWORKS.

Mr. Hanna thanked Dr. Rose for explaining the process of receiving input from students regarding changes to SAC's mission statement.

Mr. Hanna provided a report on the Higher Education Committee meeting that he attended on July 15 regarding Senate Bill 769.

RECESS TO CLOSED SESSION

The board convened into closed session at 7:35 p.m. to consider the following items:

1. Public Employment (pursuant to Government Code Section 54957[b][1])
 - a. Full-time Faculty
 - b. Part-time Faculty
 - c. Classified Staff
 - d. Student Workers
 - e. Professional Experts
 - f. Educational Administrator Appointments
 - (1) Assistant Dean
2. Conference with Legal Counsel: Anticipated/Potential Litigation (pursuant to Government Code Section 54956.9[b]-[c]) (3 cases)
3. Conference with Labor Negotiator (pursuant to Government Code Section 54957.6)
Agency Negotiator: Ms. Judy Chitlik, Interim Vice Chancellor of Human Resources
Employee Organizations: Faculty Association of Rancho Santiago Community College District
California School Employees Association, Chapter 579

Mr. Pierot left the meeting at this time.

RECONVENE

The board reconvened at 8:14 p.m.

Closed Session Report

Ms. Barrios reported during closed session the board discussed public employment, anticipated/potential litigation, and labor negotiations; and the board took action to authorize the settlement of a potential litigation in exchange for a monetary consideration with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough

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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve Revised Job Descriptions
- Approve Appointments

6.1 Management/Academic Personnel (contd.)

- Approve Appointments to Interim Assignment/Employment of Retired State Teachers' Retirement System (STRS) Member
- Approve Interim Assignments
- Approve Extensions of Interim Assignment
- Approve Adjusted Salary Placements
- Approve 2017-2018 - Continuing Education Faculty Association (CEFA) Permanent Hourly Salary Schedule
- Approve Hiring of Long-term Substitutes per Education Code 87481 & 87482
- Approve Final Salary Placements
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve Contract Extension Days for 2016-2017
- Approve Additional Contract Extension Days for 2017-2018
- Approve Beyond Contracts/Overload Stipends
- Approve Adjusted Effective Dates
- Approve Part-time New Hire/Rehires
- Approve Non-paid Instructors of Record
- 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. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

- Approve New Classifications
- Approve New Appointments
- Approve Hourly Ongoing to Contract Assignments
- Approve Temporary to Contract Assignments
- Approve Professional Growth Increments
- Approve Out of Class Assignments
- Approve Return to Regular Assignments
- Approve Changes in Position
- Approve Leaves of Absence
- Ratify Resignations/Retirements
- Approve New Appointments
- Approve Temporary to Hourly Ongoing Assignments
- Approve Temporary Assignments
- Approve Changes in Temporary Assignments
- Approve Additional Hours for Ongoing Assignments
- Approve Substitute Assignments
- Approve Miscellaneous Positions

6.2 Classified Personnel (contd.)

- Approve Instructional Associates/Associate Assistants
- Approve Community Service Presenters and Stipends
- Approve Volunteers
- Approve Student Assistant Lists

6.3 Presentation of California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to Rancho Santiago Community College District

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to schedule a public hearing for August 14, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.4 Presentation of Rancho Santiago Community College District Initial Bargaining Proposal to California School Employees Association Chapter 579

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to CSEA Chapter 579 and schedule a public hearing for August 14, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

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

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to receive and file the district's initial bargaining proposal to FARSCCD and schedule a public hearing for August 14, 2017. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.6 Adoption of Resolution No. 17-16 Authorizing a Certificate of Consent to Self-Insure for Workers' Compensation Liabilities

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve converting the district's workers' compensation program to a \$150,000 self-insured retention limit and applying for a Self-Insurance Certificate from the California State Office of Self-Insurance Programs. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.7 Approval of Agreement for Educational Services and Scholarships between Rancho Santiago Community College District and Concordia University Irvine

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the agreement with Concordia University as presented. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

6.8 Authorization for Board Travel/Conferences

It was moved by Mr. Yarbrough and seconded by Ms. Alvarez to approve the submitted conference and travel by a board member. The motion carried with the following vote: Aye – Ms. Alvarez, Ms. Barrios, Mr. Hanna, Mr. Hernandez, Mr. Labrado, Ms. Mendoza, and Mr. Yarbrough.

7.0 ADJOURNMENT

The next regular meeting of the Board of Trustees will be held on Monday, August 14, 2017.

There being no further business, Mr. Hanna declared the meeting adjourned at 8:15 p.m., in honor of Mr. Lee Hernandez, an Army veteran in Texas.

Respectfully submitted,

Raúl Rodríguez, Ph.D.
Chancellor

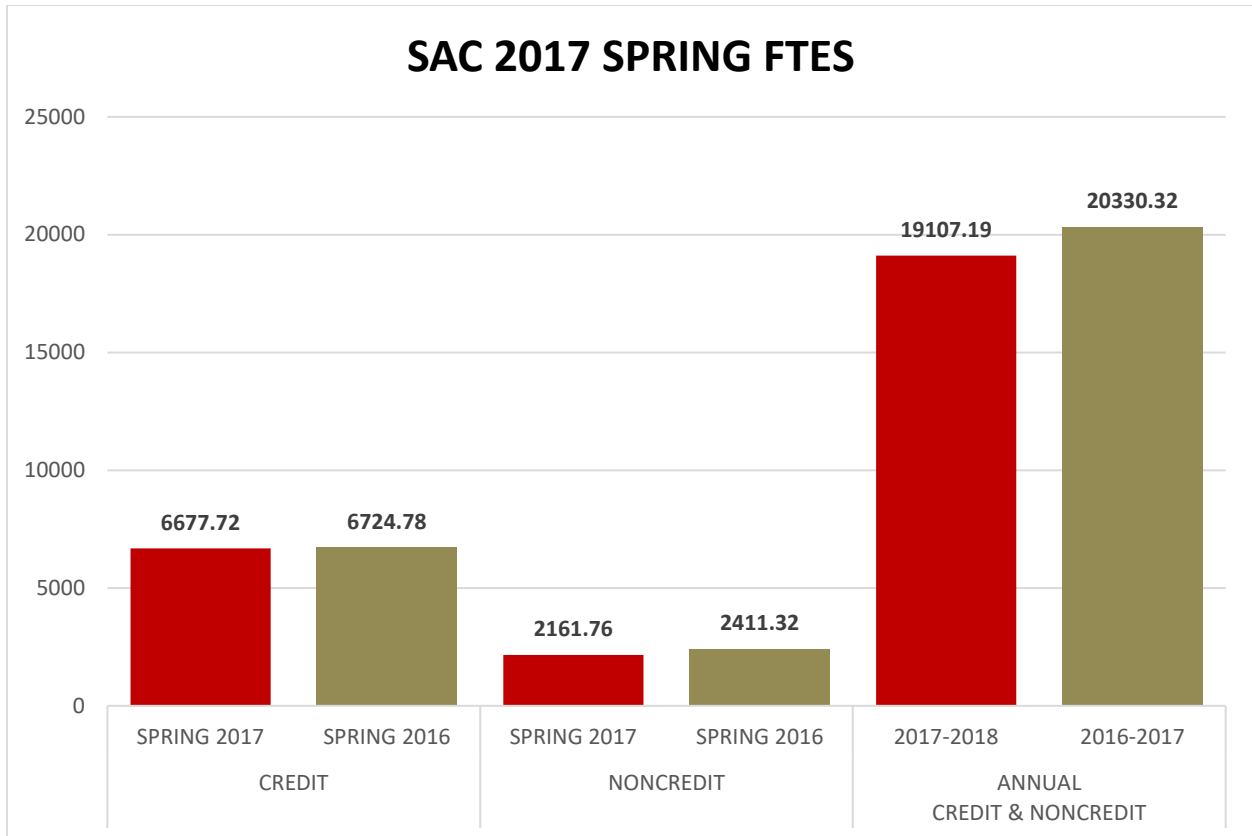
Approved: _____
Clerk of the Board

Minutes approved: August 14, 2017



SAC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 07/13/17



SPRING SEMESTER	2017/2018	DIFF	PCT
CREDIT TARGET	6754		
CREDIT FINAL	6677.72	76.28	-1.1%
NONCREDIT TARGET	2465		
NONCREDIT FINAL	2161.76	303.24	-12.3%
COMBINED ANNUAL TARGET	20362		
COMBINED ANNUAL FINAL	19107.19	1,254.81	-6.1%

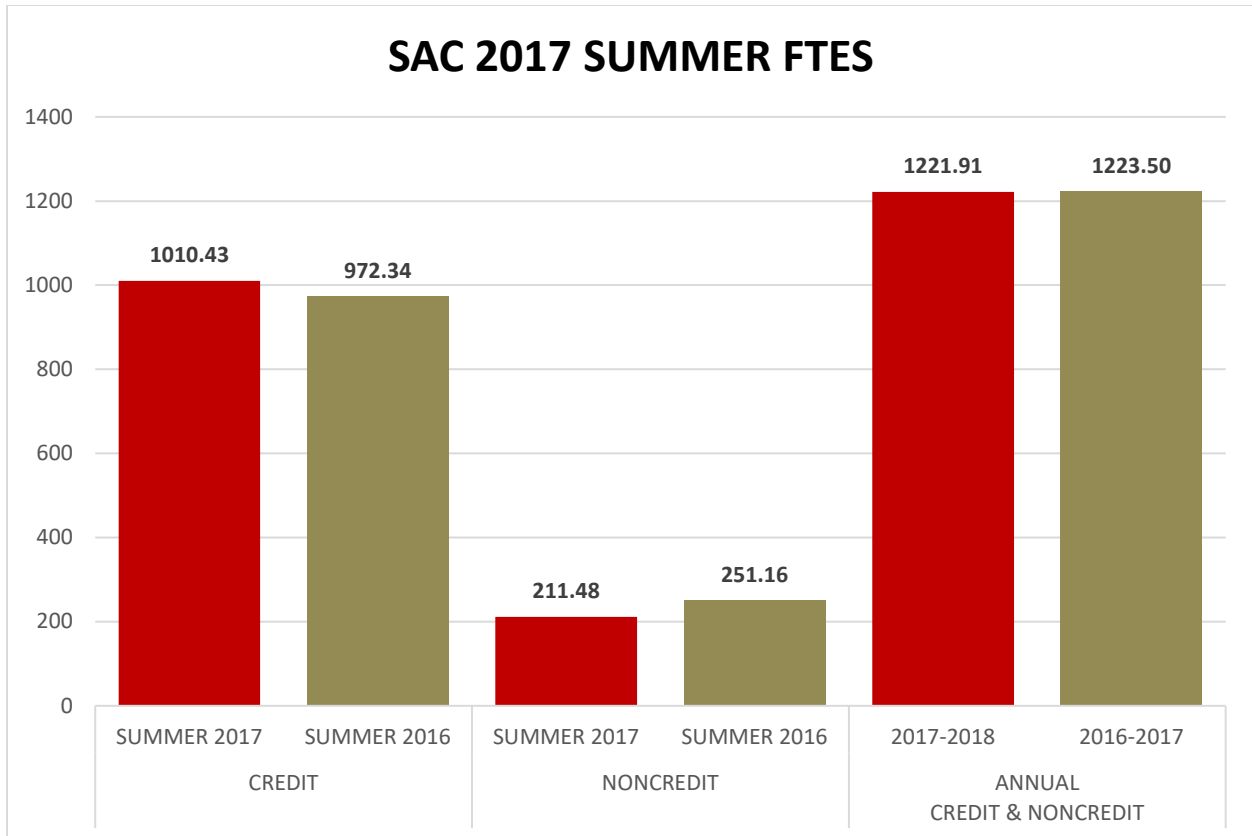
SOURCES:

Executive Dashboard
RG540 report



SAC 2017 SUMMER ENROLLMENT SNAPSHOT

Date: 07/13/17



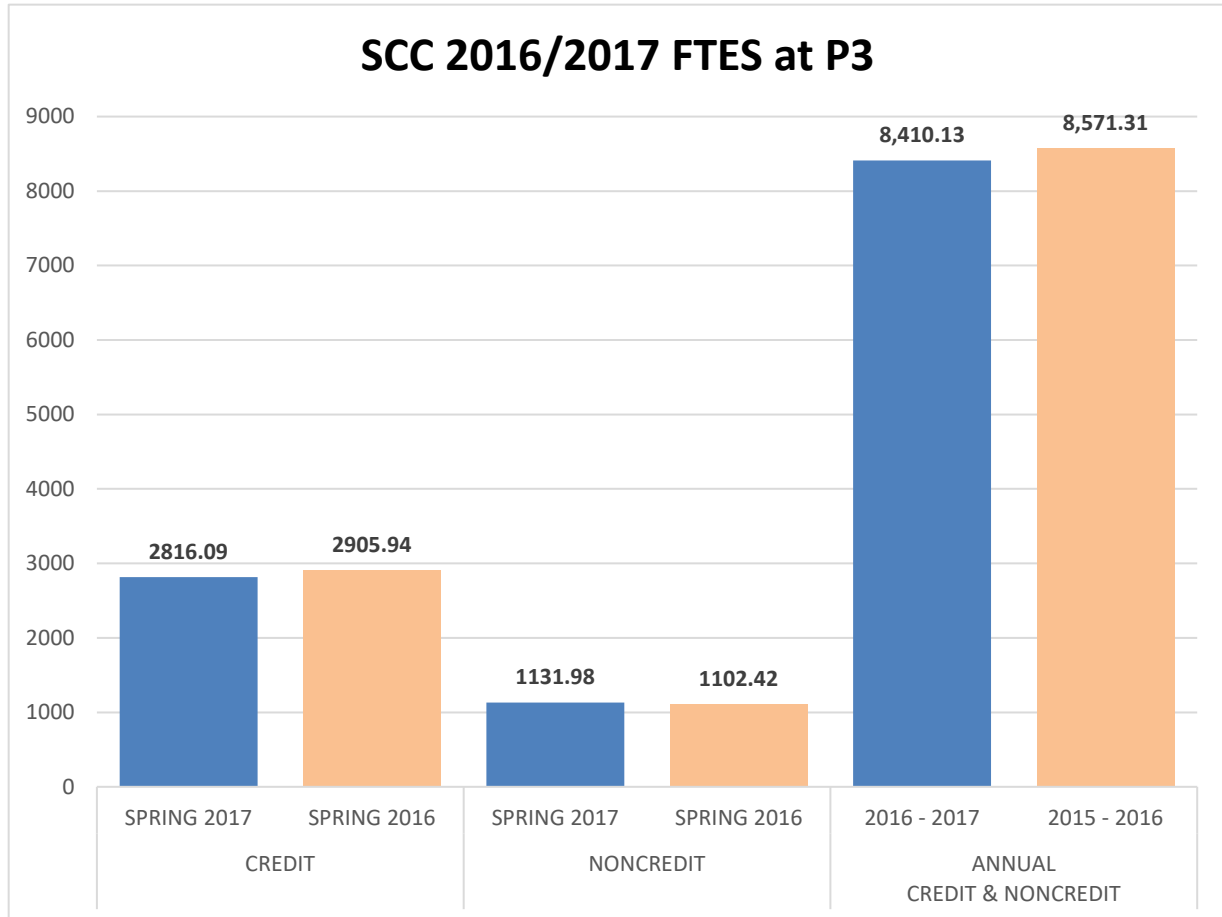
SUMMER SEMESTER	2017/2018	DIFF	PCT
CREDIT TARGET	1267		
CREDIT PROJECTION	1305	38	3%
NONCREDIT TARGET	460		
NONCREDIT PROJECTION	460	0	0%
COMBINED ANNUAL TARGET	1727		
COMBINED ANNUAL PROJECTION	1765	38	2.1%

SOURCES:

Executive Dashboard
RG540 report

SCC 2017 SPRING ENROLLMENT SNAPSHOT

Date: 07/12/17



SPRING SEMESTER	2016/2017	DIFF	PCT
CREDIT TARGET	2896		
CREDIT ACTUALS	2816.09	-79.91	-3%
NONCREDIT TARGET	1103		
NONCREDIT ACTUALS	1131.98	28.98	3%
COMBINED ANNUAL TARGET	8571.31		
COMBINED ANNUAL ACTUALS	8,410.13	-161.18	-2%

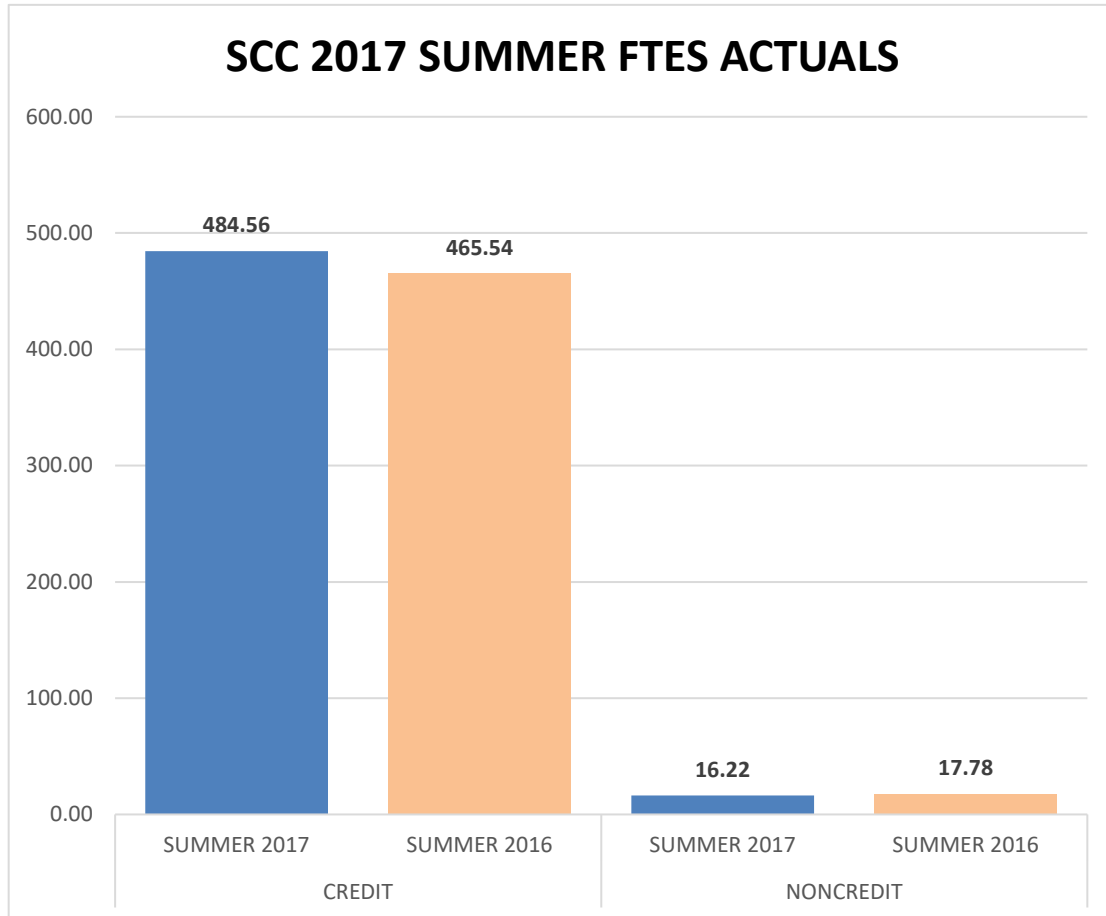
SOURCES:

P3 Report on 7/11/2017

ALL FTES values have Flex Factor applied

SCC 2017 SUMMER ENROLLMENT SNAPSHOT

Date: 07/12/17



SUMMER TERM	2017/2018	DIFF	PCT
CREDIT TARGET	463		
CREDIT PROJECTION	485	+22	+4.8%
NONCREDIT TARGET	133		
NONCREDIT PROJECTION	133	0	0.0%

SOURCES:

Executive Dashboard



To: Dr. Raul Rodriguez, Chancellor
From: Dr. Linda Rose, Santa Ana College President
Date: July 17, 2017
Subject: Response to Trustee Yarbrough Questions

Phil Yarbrough: Here are the questions I have for this docket:

3.1 What changes, if any, are in this mission statement:

Response:

- SAC's revised mission statement ensures that we are addressing ACCJC ER's and Standards, especially Standard 1A as our community of learners now includes those students seeking a Bachelor of Science degree in Occupational Studies. The last revision of the SAC mission statement occurred February 19, 2013. We approved the revised mission statement after the development and review of several drafts. Faculty, and staff from participatory governance committees, as well as student representatives reviewed several drafts of the revised mission statement during the fall and spring semesters of 2016-2017. The revised mission statement is brief and succinct and allows the college to expand and further clarify the vision statement and revise strategies to help us meet the goals of the revised mission statement.

SAC's Current Mission Statement;

- 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 pursuit in a global community.

SAC's Revised Mission Statement

- Santa Ana College inspires, transforms, and empowers a diverse community of learners.

Additional information to support revision:

- The information below based on ACCJC Eligibility Requirements and Standard IA, in addition to RSCCD's BP1200, was used as a guideline to revise the SAC mission statement during the past year, 2016-2017.
- **Eligibility Requirement #6 - Mission**
 - The institution's educational mission is clearly defined, adopted, and published by its governing board consistent with its legal authorization, and is appropriate to a degree granting institution of higher education and the constituency it seeks to

serve. The mission statement defines institutional commitment to student learning and achievement. (Standard I.A.1 and I.A.4)

- **Standard 1A. Mission**

- 1. The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)
- 2. The institution uses data to determine how effectively it is accomplishing its mission, and whether the mission directs institutional priorities in meeting the educational needs of students.
- 3. The institution's programs and services are aligned with its mission. The mission guides institutional decision making, planning, and resource allocation and informs institutional goals for student learning and achievement.
- 4. institution articulates its mission in a widely published statement approved by the governing board. The mission statement is periodically reviewed and updated as necessary. (ER 6)

Item #2

3.2 How are these changes to the catalog preparing us for the \$10m in extra expenses we are facing this fiscal year.

SAC's Response

- The approval of the proposed revisions for the 2018-2019 Santa Ana College Catalog are aligned with the annual review of SAC's curriculum based on actions taken by the College's Curriculum and Instruction Council during the fall and spring semesters for 2016-2017. The revisions will ensure that the college's curriculum remains relevant in an environment where instructional changes are necessary to meet the needs of students earning certificates, preparing for transfer, or completing a degree pathway. As noted on page 3.2 (2) and 3.2 (3) the faculty has reviewed and is recommending the revisions so that the college's curriculum remains aligned with academic policies at the CSU, UC system and the California Community College Chancellor's Office. We do not anticipate these revisions to result in an increase in expenses in the production of the college's catalog.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: July 17, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

4.5 Budget Assumptions

I. a) Explain again stabilization and borrowing – (at meeting)

- We will be happy to explain this at the meeting tonight. Please note that we just completed and certified our 2016/17 P3 FTES report to the state, which shows the district is down 4.79% in FTES for 2016/17. As we do not have enough FTES to borrow from the credit summer session to backfill the 4.79% reduction in FTES, the district went into stabilization in 2016/17. Revised budget assumptions reflecting 2016/17 full stabilization and 2017/18 partial restoration will be handed out at tonight's Board meeting.

II. I) why do we anticipate an increase in non-resident tuition?

- The estimated final actual amounts of nonresident tuition collected in 2016/17 total \$2,586,822 for Santa Ana College and \$661,163 for Santiago Canyon College for a grand total of \$3,247,985. The colleges estimated conservative collections for 2017/18 totaling \$2,925,000 (\$2.3 million SAC and \$625,000 SCC).

II) Do we expect higher interest earnings from the treasurer due to interest rate increases?

- Yes, we have estimated an increase of \$115,000 in increased interest earnings in our assumptions. The Orange County Treasurer has indicated a projected 0.82% percent interest from the Orange County Educational Investment Pool for 2017-18. Estimates for 2016/17 were 0.77% (0.88% actual). We expect the projected 0.82% return to be higher.

III. C) Is this based upon anticipated negotiations and what we are expecting to see once negotiations are completed, or is it based upon current contract agreements? (may be closed session)

- These budget assumptions set aside the COLA of 1.56% (\$2.4 million) subject to collective bargaining. Any collectively bargained increased costs in excess of 1.56% (2.4 million) will be an additional cost to this budget. The estimated cost of a 1% salary increase is \$1.5 million.

E) Are we budgeting penalties for not meeting the FON?

- We expect to slightly exceed our Faculty Obligation Number (FON) in 2017/18 and therefore we are not budgeting any current FON penalties. We have accrued penalties in 2016/17 totaling \$187,425 for not meeting FON in 2013/14 and 2014/15.

G) Explain the increase in ARC and how it impacts our actual finances in comparison to non-monetary accounting adjustments, (accounting entry vs. actual expense).

- The increase in the budget assumptions for our Annual Required Contribution (ARC) is an actual expense, not an accounting entry. The prior ARC was \$8.35 million per year. Last year it increased to \$11.7 million per year. In 2016/17, we covered this additional cost with one-time funds. For the 2017/18 fiscal year, the ARC adds \$2.6 million in ongoing cost to the unrestricted general fund budget.

M) Why are we booking \$250k in expense when we anticipate only \$140k?

- We are not booking a \$250,000 expense. We are continuing to budget a \$250,000 appropriation, potentially committing general funds to cover any over-expenditures in the child development fund. If these over-expenditures are less, the lesser amount would be expensed (transferred) at year end, not the entire \$250,000.

N) Are there \$2m in expense reductions or \$4m in expense reductions? Is the \$2m in SCC ADA settlement in addition to this?

- Round 1 budget reductions for the 2017/18 fiscal year total \$4 million. \$2 million of these reductions were made in ongoing cuts at the tentative budget, see below for the breakdown of these reductions. In addition, \$2 million in one-time cuts/savings will be included at the adopted budget, which reduces carryover budgets into 2017/18. The \$2 million in SCC ADA (Blaser settlement agreement) costs will be funded using approximately \$1.372 million in state scheduled maintenance funds and \$628,000 in one-time unrestricted general funds from the \$2 million in one-time cuts/savings.

Has a decision been made as to what expenses are being reduced to total \$2m or \$4m?

- Below is a recap of the ongoing reductions of \$2 million. The one-time reductions are deducted from the carryover budgets at SAC, SCC and the District Services totaling an additional \$2 million.

Recap of Round 1 Cuts for the 2017-18 Tentative Budget					5/24/2017
ONGOING REDUCTIONS:					
	SAC	SCC	DS	Total	
Ongoing Salaries & Benefits	\$ -	\$ 21,382	\$ -	\$ 21,382	
Hourly Salaries & Benefits	\$ 234,768	\$ 51,381	\$ -	\$ 286,149	
Supplies	\$ 20,000	\$ 10,000	\$ 16,803	\$ 46,803	
Other Operating Costs	\$ 860,476	\$ 405,393	\$ 320,890	\$ 1,586,759	
Capital Outlay	\$ 20,000	\$ -	\$ 38,907	\$ 58,907	
Total Ongoing Reductions	\$ 1,135,244	\$ 488,156	\$ 376,600	\$ 2,000,000	
ONE-TIME REDUCTIONS*	\$ 1,135,244	\$ 488,156	\$ 376,600	\$ 2,000,000	
Total Reductions Round 1	\$ 2,270,488	\$ 976,312	\$ 753,200	\$ 4,000,000	
* - One-time reductions are held until adopted budget once 2016/17 fiscal year is closed and actual carryover funds are known.					

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Office of the Vice Chancellor - Business Operations/Fiscal Services

2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340 – Office
(714) 796-3935 – Fax

Date: July 17, 2017
To: Dr. Raúl Rodríguez
From: Peter J. Hardash
Subject: Responses to Board Requests

From Trustee Phillip Yarbrough

4.6 - Approval of Agreement with Facilities Planning & Program Services, Inc. for Planning and Project Management Services and 4.7 - Approval of Agreement with Linik Corporation for Planning and Project Management Services Pull from consent. \$895k plus \$808k for a total of \$1.7m. Both of these are identical in background and analysis except for the company hired for planning and project management services, and the contract time which is only a slight variation. Given the magnitude of this expenditure, I want it pulled and the following explained:

Why are there two contracts since the services are identical from the information that I have received?

- The District has been utilizing three firms, Facilities Planning & Program Services, Inc., Linik Corporation and Cummin Corporation for planning and project management services. These two agreements with Facilities Planning & Program Services, Inc. and Linik Corporation are needed because the facilities department is in need of continuing staff augmentation consulting services to support the volume of projects, priorities, and the demands of sequencing and meeting aggressive schedules for project delivery for the next two years. These two agreements continue this project management support. The assignments for projects are not all the same because some of the projects require a project assistant, project engineer or project manager and is dependent upon the availability of personnel and District needs. The committee has interviewed individuals from both companies and have identified personnel available for assignment to the projects needed for the next two years. Facilities Planning & Program Services will be assigned to work on the following projects; Central Plant various moves, SCC U and S portables relocation, SAC J portable relocation, SAC temporary village relocations, project assistance on Scheduled Maintenance projects, campus requested projects and other capital facility projects. Linik will be assigned to work on the following projects; new and on-going Scheduled Maintenance projects, door hardware and access control security projects districtwide, Americans with Disabilities Act (ADA) projects, campus requested projects and other capital facility projects.

How is this expense justified given that we face a \$10-12m deficit next fiscal year?

- The agreements with Facilities Planning & Program Services, Inc. and Linik Corporation are funded by Capital Facilities and State Schedule Maintenance Projects. Comparatively for fiscal years 2016 and 2017, the department has increased its workload. This last year, the department processed over 146 bids/quotes in comparison to the 136 bids/quotes in 2016. The dollar value of scheduled maintenance work and various capital outlay work (excluding bond measure work) has also increased from approximately \$3 million in 2016 to \$4.9 million in 2017. The number of contractor contracts executed has increased from 120 in 2016

to 135 in 2017. There are currently over 100 active projects underway throughout the District and 20 unassigned pending start.

Who is currently providing planning and project management services? How is the current contract(s) insufficient to provide these services?

- The district is currently utilizing the services of various firms to augment staffing support. Facilities Planning & Program Services, Inc., Cumming Corp. and Linik Corporation. These two current contracts will be expiring as they are typically two-year contracts. The District has undertaken a new RFQ to re-evaluate department needs and workload for the next two years.

Is there any cost savings of having one firm provide these duplicative services?

- No because not all firms have available experienced individuals for the various project assignments needed by the District and the contracts are based on hourly rates. Both firms have a similar hourly fee rate for project managers, assistant project managers and project engineers. The assignments for projects are not all the same because some of the projects require a project assistant, project engineer or project manager and is dependent upon the availability of personnel and District needs. The committee has interviewed individuals from both companies and have identified experienced personnel available for assignment to the projects needed for the next two years.

Is there any way to reduce the cost of this service?

- This RFP was based on the workload of the department for the next two years as there are currently over 100 active projects in progress now and currently 20 inactive capital facility projects (scheduled maintenance, ADA and capital facility) pending assignment. Additionally, there has been an increase in ADA projects as well as scheduled maintenance projects. If the District does not complete these projects in a timely manner, the District will not meet the deadlines associated with State Scheduled Maintenance projects and the terms of the ADA settlement agreement. This could jeopardize receiving state funding for scheduled maintenance projects.

The only way to reduce costs is to reduce the number of active projects and slow the schedule of completion for capital facility, ADA and scheduled maintenance projects.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College - Science, Math, and Health Sciences Division**

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Medical Assistant Program Clinical Training Affiliation Agreement – St. Joseph Heritage Healthcare/Hoag	
Action:	Request for Approval	

BACKGROUND

Students in the Medical Assistant program are required to participate in clinical rotation activities at sites throughout the community in order to gain practical field experiences and to apply knowledge and skills learned in college classes. The proposed clinical training affiliation agreement with St. Joseph Heritage Healthcare/Hoag, located in Anaheim, will yield appropriate clinical activities for the program.

ANALYSIS

The clinical training affiliation agreement covers the scope of the program's operations of the facility, as well as other issues relating to the responsibilities for both parties. The clinical training affiliation agreement has been reviewed by the college and district. The clinical training affiliation agreement carries no costs or other financial arrangements.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Medical Assistant Program Clinical Training Affiliation Agreement with St. Joseph Heritage Healthcare/Hoag, located in Anaheim, California, as presented.

Fiscal Impact:	None	Board Date: August 14, 2017
Prepared by:	Carlos Lopez, Vice President of Academic Affairs Rebecca Miller, MSN, Associate Dean of Health Sciences	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

CLINICAL TRAINING AFFILIATION AGREEMENT

(Without School Instructor on Entity Premises)

This Clinical Training Affiliation Agreement ("Agreement") is made and entered into as of the later of **August 15, 2017** or the execution of the Agreement by both parties (the "Effective Date") by and between St. Joseph Heritage Healthcare/Hoag, and **Rancho Santiago Community College District**.

RECITALS

A. Entity is a California nonprofit public benefit corporation that operates multi-specialty and primary care facilities.

B. School is an institution of higher learning authorized pursuant to California law to offer health care program(s) and to maintain classes and such program(s) at hospitals for the purpose of providing clinical training for students in such classes.

C. Entity operates clinical facilities which are suitable for School's clinical training programs ("the Program(s)") in the area of **Medical Assisting Program**. School desires to establish the Program(s) at Hospital for the students of the School enrolled in the Program(s). Entity desires to support the Program(s) to assist in training students of School.

D. The purpose of this Agreement is to set forth the terms and conditions pursuant to which the parties will institute the Program(s) at Hospital.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein and for such other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. RESPONSIBILITIES OF SCHOOL

1.1 Academic Responsibility. School shall develop the Program(s) curriculum and shall be responsible for offering a health care education Program eligible, if necessary, for accreditation and approval by any state board or agency.

1.2 Number of Students. School shall designate and notify Entity of the students who are enrolled and in good standing in the Program(s) to be assigned for clinical training at Hospital in such numbers as are mutually agreed upon between Entity and School. School and Entity will also mutually agree to the dates and length of the Program(s).

1.3 Orientation. School shall provide orientation to all students and faculty to ensure that all students receive clinical instruction and have necessary basic skills prior to the clinical experience at Heritage.

1.4 Discipline. School shall be responsible for counseling, controlling, disciplining and all activities of students at Entity.

1.5 Documentation. School shall maintain all attendance and academic records of students participating in the Program(s). School shall implement and maintain an evaluation process of the students' progress throughout the Program(s).

1.6 Background Check. School shall conduct a background check on each student. At a minimum, the background check shall include the following: verification of identity (social security trace); criminal background check in all counties of residence and employment for the last seven (7) years; motor vehicle records trace; and Office of Inspector General ("OIG") sanction trace.

1.7 Health Clearance. School shall ensure that each Student complies with Entity's requirements for immunizations, tests, and required education including but not limited to: (a) an annual health examination, (b) Proof of TB skin test (Mantoux) within previous 12 months, repeated annually, If known skin test positive, baseline chest x-ray, annual symptom screen and repeat CXR if annual symptom review is positive. (c) Proof of immunization or immune titers to Rubeola, Rubella and Varicella, (d) proof of Tetanus, Diptheria, and Acellular Pertussis (Tdap) immunization, (e) proof of Hepatitis B vaccine, and (f) proof of annual Influenza vaccination, or declination statement for (b)-(f). **School** shall provide (a) proof of Aerosol Transmissible Disease (ATD) training on placement and at least annually including elements required by the Cal/OSHA ATD Standard, and (b) proof of Bloodborne Pathogen training prior to a Student's first clinical day and at least annually thereafter including elements required by the Cal/OSHA Bloodborne Pathogen Standard.

1.8 Entity Policies and Procedures. School shall ensure that each student is aware of and understands all applicable Entity policies and procedures and shall require each student to conform to all such Entity policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of Entity and School. School shall instruct students that they are not permitted to interfere with the activity or judgment of the health care providers at Entity in administering care to patients in the context of training.

1.9 Supplies and Equipment. School shall provide and be responsible for the care and control of educational supplies, materials, and equipment used for instruction during the Program(s). School shall also be responsible, as between Entity and School, for the cost of travel expenses and transportation, if any, incurred by students as a result of the Program(s).

1.10 Confidentiality. School shall instruct students regarding confidentiality of patient information, including compliance with and legal obligations pursuant to the Health Insurance Portability and Accountability Act of 1996, and the implementation regulations thereunder. No student shall have access to or have the right to review any medical record or quality assurance or peer review information except where necessary in the regular course of the Program(s). School shall ensure that all students maintain the confidentiality of any and all patient and other information received in the course of the Program(s). Further, School shall ensure that students do not discuss, transmit, or narrate in any form any patient information of a personal nature, medical or otherwise, except as a necessary part of the patient's treatment plan or the Program(s).

1.11 Insurance. School shall ensure that all students maintain professional liability insurance coverage (either independently or as an additional insured on School's policy) at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School agrees to maintain professional and comprehensive general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Further, School shall ensure that such policies provide for notification to Hospital at least thirty (30) days in advance of any material modification or cancellation of such coverage. School also agrees to maintain statutory Workers' Compensation coverage on any individuals characterized as employees of School working at Hospital pursuant to this Agreement at 68040v4 updated 05 2017 SAC-17-045

all times during the course of this Agreement. School shall provide certificates evidencing all coverage referred to in this section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis except that, with respect to students, such evidence will be provided prior to the date when any new student commences participation in the Program(s).

1.12 Indemnification. Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its agents, employees, servants, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its agents, employees, servants, students, or subcontractors.

1.13 Accreditation. School shall at all times during the course of this Agreement be licensed or qualified to offer the Program(s) to students.

2. RESPONSIBILITIES OF Entity

2.1 Access. Entity shall permit nonexclusive access to the Program(s) to those students designated by School as eligible for participation in the Program(s) at Entity provided such access does not unreasonably interfere with the regular activities at Entity. Entity agrees to provide qualified students with access to clinical areas and patient care opportunities as appropriate to the level of understanding and education of such students and as appropriate to the provision of quality care and privacy of Entity patients.

2.2 Implementation of Program(s). Entity agrees to cooperate with and assist in the planning and implementation of the Program(s) at Entity for the benefit of students from School.

2.3 Instruction. Entity shall instruct students in their clinical training at Hospital with the supervision of a fully licensed professional, if applicable, relevant to the students' specific course of clinical training.

2.4 Accreditation. Entity shall maintain Entity so that it conforms to the requirements of the California Department of Public Health and the Governing bodies.

2.5 Patient Care. Pursuant to the California Code of Regulations ("CCR"), Title 22, Section 70713, School understands and agrees that Entity, with its Medical Staff, retains professional and administrative responsibility for Services rendered to Entity patients. Further, School and students shall conduct their respective activities hereunder consistent with relevant law and regulation, the Medical Staff Bylaws, the Medical Staff Rules and Regulations, Entity policy and procedures, Emergency Medical Treatment and Active Labor Act ("EMTALA"), Title 22, the standards and requirements under the Joint Commission, professional standards, Hospital philosophy and values and the Ethical and Religious Directives for Catholic Health Facilities. The parties understand and agree that this provision is intended to fulfill requirements of the Regulatory Bodies and state law and is not intended to modify the independent contractor relationship nor indemnification requirements between the parties herein.

2.6 Space and Storage. At Entity's discretion, it will provide students with classroom space within Entity and an acceptable amount of storage space for School's instructional materials for use in the Program(s), subject to reasonable availability..

2.7 Removal of Students. Hospital shall have the absolute right to determine who will administer care to its patients. In the event that any student, in the sole discretion of Hospital, fails

to perform satisfactorily, fails to follow Entity policies, procedures and regulations, or fails to meet Entity standards for health, safety, security, cooperation or ethical behavior, Entity shall have the right to request that School withdraw the student from the Program(s). School shall comply with Entity's request within five (5) days of receipt of notice from Entity. Notwithstanding the foregoing, in the event of any emergency or if any student represents a threat to patient safety or personnel, Entity may immediately exclude any student from Hospital until final resolution of the matter with School.

2.8 Documentation. Entity agrees to make available to qualified students of School a copy of its policies and procedures, rules and regulations, and other relevant information in order that students obtain the benefit of such documentation and in order that students comply with such policies and rules. Such copy is available at Entity's facility for review.

2.9 First Aid. Entity shall be available to provide necessary emergency health care or first aid, within its capacity, to students participating in the Program(s). Any emergency health care or first aid provided by Entity shall be billed to the student or School at Hospital's normal billing rate for private-pay patients. Except as herein provided, Hospital shall have no obligation to furnish medical or surgical care to any student.

2.10 Statement of Adequate Staffing. Entity acknowledges that it has adequate staffing and that students participating in the Program(s) shall not be substituted for staff necessary for reasonable staffing coverage.

2.11 Authority. Entity shall maintain at all times full authority over and responsibility for care of its patients and may intervene and/or redirect students when appropriate or necessary.

2.12 Insurance. Heritage agrees to maintain professional and comprehensive or commercial general liability insurance at a minimum of One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in aggregate throughout the course of this Agreement. Heritage also agrees to maintain statutory Workers' Compensation coverage for their employees. Heritage shall ensure that such policies provide for notification to School at least thirty (30) days in advance of any material modification or cancellation of such coverage. Heritage shall provide certificates evidencing all coverage referred to in this section within ten (10) days of execution of this Agreement and thereafter, on an annual basis.

3. RELATIONSHIP OF THE PARTIES

3.1 Term. The term of this Agreement shall commence as of the Effective Date and shall continue for three (3) year(s) unless terminated sooner as provided herein.

3.2 Termination. Either party may terminate this Agreement at any time and for any reason upon at least thirty (30) days prior written notice to the other party. To the extent reasonably possible, Entity will attempt to limit its termination of this Agreement without cause so as to allow the completion of student training for the then current academic year by any student who, at the date of mailing of said notice by Entity, was satisfactorily participating in the Program(s).

3.3 Independent Contractor. In the performance of the obligations under this Agreement, it is mutually understood and agreed that School is at all times acting and performing as an independent contractor. Nothing in this Agreement is intended nor shall be construed to create between Entity and School an employer/employee relationship, a joint venture relationship, or a lease or landlord/tenant relationship. Students shall maintain the status of learners and neither this Agreement nor any acts pursuant to it shall be deemed to create an employment or agency

relationship between Entity and any student. Therefore, the parties understand and agree that Entity is not responsible in any way, directly or indirectly, for any employment-related benefits for students. Such benefits not covered include but are not limited to, salaries, vacation time, sick leave, Workers' Compensation, and health benefits. The sole interest of Entity is to assure that services to its patients are performed in a competent and satisfactory manner. No relationship of employer and employee is created by this Agreement, and neither School nor any student enrolled in School's Program(s), whether as a shareholder, partner, employee, independent contractor, subcontractor or otherwise, shall have any claim under this Agreement or otherwise against Entity for vacation pay, sick leave, retirement benefits, Social Security, Workers' Compensation, disability or unemployment benefits. School shall indemnify and hold harmless Hospital from any and all liability for fees, compensation, wages and benefits of itself or its students, and from taxes on business income and other costs and expenses of an employer that Hospital would incur if, contrary to the parties' intention, School or its students are determined to be employees of Entity.

3.4 Role of Students. It is not the intention of School or Entity that any student occupy the position of third-party beneficiary of any obligations assumed by Hospital or School pursuant to this Agreement.

3.5 Publicity. Neither School nor Entity shall cause to be published or disseminate any advertising materials, either printed or electronically transmitted, which identifies the other party or its facilities with respect to the Program(s) without the prior written consent of the other party.

3.6 Records. It is understood and agreed that all records, other than student evaluation records and information, shall remain the property of Entity.

4. GENERAL PROVISIONS

4.1 Entire Agreement; Amendment. This Agreement including the attachments and exhibits hereto contains the complete and full agreement between the parties with respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement. The parties agree to amend this Agreement to the extent reasonably necessary for Hospital or its affiliates to comply with its tax-exempt bond obligations and covenants, to maintain tax-exempt status, and to qualify for tax-exempt financing.

4.2 Assignment. School shall not subcontract, assign its rights or delegate its duties under this Agreement without the prior written consent of Hospital. This Agreement shall be binding on and inure to the benefit of successors and permitted assigns of each party.

4.3 Compliance. School acknowledges and agrees to abide by Entity's Corporate Responsibility Program ("CRP") and acknowledges that copies of the policies, procedures and handbooks describing the CRP are available to School and School's students. This CRP is intended to prevent compliance violations and to promote education related to fraud, abuse, false claims including but not limited to the Deficit Reduction Act provisions, excess private benefit and inappropriate referrals. School hereby agrees, that it shall promptly report any regulatory compliance concerns either to an appropriate Entity manager or through the Entity's Corporate Responsibility Hotline (866-913-0275). Further, it is represented and warranted by School that all individuals providing service hereunder shall not at any time have been sanctioned by a health care regulatory agency and, finally, that investigatory activity relevant to this School shall be promptly reported through the hotline (above). Failure to abide by the CRP compliance requirements shall give Entity the right to terminate this Agreement immediately at its sole discretion.

4.4 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall

be instituted and prosecuted only in a court of proper jurisdiction in **Orange** County, California.

4.5 Non-Discrimination. Neither party shall unlawfully discriminate against any student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

4.6 Notices. Any and all notices permitted or required by this Agreement shall be in writing and shall be deemed to have been duly given (a) on the date personally delivered; (b) three business days after being mailed by United States post, certified and return receipt requested; or (c) one business day after being sent by nationally recognized overnight courier, properly addressed as follows or such other address as may later be designated by the party:

If to Entity: St. Joseph Heritage Healthcare/Hoag
200 W. Center Promenade St.
Anaheim, California 92805
Attn: President & CEO

If to School: Rancho Santiago Community College District
1530 W. 17th Street
Santa Ana, CA 92706
Attn: Peter J. Hardash

4.7 Severability. The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding upon the parties.

4.8 Waiver. Any waiver of any terms, covenants and/or conditions hereof must be in writing and signed by the parties hereto. A waiver of any of the terms, covenants and/or conditions hereof shall not be construed as a waiver of any other terms, covenants and/or conditions hereof nor shall any waiver constitute a continuing waiver.

“ENTITY”

St. Joseph Heritage Healthcare

Signature: _____

Printed Name: Kevin Manemann

Title: President and CEO

Date: _____

“SCHOOL”

Rancho Santiago Community College District

Signature: _____

Printed Name: Peter J. Hardash

Title: Vice Chancellor Fiscal Services/Business Operations

Date: _____

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College**

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Agreement with Orange County Transportation Authority and Santa Ana College for Bus Pass Pilot Program	
Action:	Request for Approval	

BACKGROUND

The purpose of this three-year agreement is to provide subsidized public bus transportation to Santa Ana College credit students in order to reduce carbon emissions, meet student transportation needs and reduce parking congestion on campus. In 2017-2018, the Low Carbon Transit Operations Program (LCTOP) will fund the program. For the 2018-2019 and the 2019-2020 academic years OCTA will receive a transportation fee for each eligible student at the following rates: Full time (12 units or more): \$6.75 for every 6 months enrolled, Part time (0.5 to 12 units): \$5.75 for every 6 months enrolled. The program was voted on and received approval from SAC Associated Student Government and from SAC student body by 85% of voters during the most recent Spring elections.

ANALYSIS

The initial year of the program is funded from the state cap-and-trade Low Carbon Transit Operations Program (LCTOP). The program begins Fall 2017 and ends Summer 2020. Students enrolled in college credit coursework will be eligible to ride on any OCTA fixed route bus service at no cost using their SAC college student photo ID during the first academic year (2017-2018). For 2018-2019 and 2019-2020 the program is funded through student fees that were approved by the Santa Ana College student body during the most recent election.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Agreement with the Orange County Transportation Authority and Santa Ana College for Bus Pass Pilot Program for the 2017-2018, 2018-2019, and 2019-2020 academic years.

Fiscal Impact: No impact – 2017-2018, 2018-2019 – 2019-2020 student fees at the following rates: Full time \$6.75 for every 6 months enrolled, Part time \$5.75 for every 6 months enrolled.	Board Date: August 14, 2017
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Michael T. Collins, Ed.D., Vice President, SAC Administrative Services
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD

1 **AGREEMENT NO. C-7-1833**

2 **BETWEEN**

3 **ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 **SANTA ANA COLLEGE**

6 **FOR**

7 **COLLEGE PASS PILOT PROGRAM**

8
9 **THIS AGREEMENT** is effective this _____ day of _____, 2017, by and
10 between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange
11 California 92863-1584, a public corporation of the State of California (hereinafter referred to as
12 "AUTHORITY") and the Rancho Santiago Community College District, 2323 N. Broadway, Santa Ana,
13 California, 92706, on behalf of Santa Ana College, 1530 W. 17th Street, Santa Ana,, California, 92706,
14 (hereinafter referred to as "COLLEGE") (mutually referred to herein as "Parties" or each individually as a
15 "Party").

16 **WITNESSETH:**

17 **WHEREAS**, AUTHORITY desires to host a college pass pilot program (Program) which will
18 provide unlimited fixed-route bus rides for full-time and part-time COLLEGE students (hereinafter referred
19 to as "Student" or "Students") for a period of three (3) years; and

20 **WHEREAS**, COLLEGE has elected to participate in this Program; and

21 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and COLLEGE as
22 follows:

23 **ARTICLE 1. COMPLETE AGREEMENT**

24 A. This Agreement, including all exhibits and documents incorporated herein and made
25 applicable by reference, constitutes the complete and exclusive statement of the terms and conditions of
26 this Agreement between AUTHORITY and COLLEGE and supersedes all prior representations,

1 understandings and communications. The invalidity in whole or in part of any term or condition of this
2 Agreement shall not affect the validity or other terms or conditions.

3 B. AUTHORITY's failure to insist in any one or more instances upon COLLEGE's
4 performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or
5 relinquishment of AUTHORITY's right to such performance or to future performance of such term(s) or
6 conditions and COLLEGE's obligation in respect thereto shall continue in full force and effect. Changes
7 to any portion of this Agreement shall not be binding upon AUTHORITY except when specifically
8 confirmed in writing by an authorized representative of AUTHORITY by way of a written amendment to
9 this Agreement and issued in accordance with the provisions of this Agreement.

10 **ARTICLE 2. AUTHORITY DESIGNEE**

11 The Chief Executive Office of AUTHORITY, or designee, shall have the authority to act for and
12 exercise any of the rights of AUTHORITY as set forth in this Agreement.

13 **ARTICLE 3. SCOPE OF WORK**

14 A. COLLEGE agrees to provide its Students with identification cards that contain magnetic
15 encoding that is readable by the AUTHORITY's bus fareboxes. The AUTHORITY shall approve the
16 proposed card(s) ensuring compatibility with its bus fareboxes. Once the OC Bus mobile app has the
17 COLLEGE pass program available, COLLEGE agrees to provide AUTHORITY with a digital list of all
18 registered student identification numbers. The list shall be made available throughout the registration
19 process each semester. Any additional needed updates to the list of eligible students should be provided
20 daily.

21 B. AUTHORITY shall allow any eligible COLLEGE Student to ride all AUTHORITY local
22 fixed-routes within Orange County at no charge during the first academic year of this Agreement. During
23 the second and third academic years of this Agreement, COLLEGE Students shall pay applicable
24 transportation fees during the registration process.

25 a. This Program shall not apply to any other AUTHORITY services.

1 b. An eligible COLLEGE Student shall be defined as any Student who meets the
2 following criteria:

3 i. Is registered as a full-time or part-time Student. Full-time shall be defined
4 as a Student who is enrolled with a minimum of twelve (12) or more units per semester. Part-time shall
5 be defined as a Student who is enrolled with a minimum of one-half (1/2) unit per term.

6 ii. Possesses their current, valid COLLEGE identification card bearing the
7 approved magnetic stripe, or has registered their valid COLLEGE identification number in the OC Bus
8 mobile app.

9 iii. Has paid the applicable transportation fee, if any, during the COLLEGE
10 registration period.

11 iv. Is a Student whose home campus is Santa Ana College, located at 1530
12 W. 17th Street, Santa Ana, California 92706.

13 c. “Term”, as used in this Agreement, refers to the Fall and Spring academic terms
14 as stated in the COLLEGE instructional calendar.

15 d. The period for the Fall term shall commence on the first Monday prior to the start
16 of the Fall Term and end at the end of the day prior to the following Spring Term as stated in the COLLEGE
17 instructional calendar.

18 e. The period for the Spring Term shall commence on the first Monday prior to the
19 start of the Spring Term and end at the end of the day prior to the following Fall Term as stated in the
20 COLLEGE instructional calendar.

21 f. The eligibility for Students who were eligible, but who do not meet the eligibility
22 criteria for the following term, shall end on the day prior to the following term as defined in the COLLEGE
23 instructional calendar.

24 g. Eligible Students attempting to ride without their current, valid COLLEGE
25 identification card must pay the full fare of the fixed-route service and rider type as approved by the
26 AUTHORITY’s Board of Directors.

1 h. COLLEGE identification cards and their accompanying AUTHORITY bus ridership
2 privileges are not transferable to another person.

3 i. Only a Student's most recently issued student identification card shall be valid. All
4 others are null and void.

5 C. COLLEGE shall work with AUTHORITY to implement and enforce measures to
6 discourage and prevent fraudulent use of the COLLEGE Student cards on AUTHORITY vehicles.

7 D. DISTRICT shall support any grant eligibility reporting reasonably required by AUTHORITY
8 for this program, which may include distributing printed or electronic surveys or other information
9 gathering methods to participating Students, in accordance with applicable law.

10 E. COLLEGE may, at its own volition, display on its premises advertising material as supplied
11 by AUTHORITY.

12 F. COLLEGE shall properly file and maintain printed material and time schedules supplied
13 by AUTHORITY and shall to the best of its ability furnish to the public complete and accurate information
14 in accordance therewith.

15 G. AUTHORITY shall, on a monthly basis, provide to COLLEGE reports documenting the
16 actual bus usage of holders of COLLEGE identification cards and/or OC Bus Mobile App, and additional
17 available data points if requested.

18 **ARTICLE 4. TERM OF AGREEMENT**

19 A. The term of this Agreement shall commence on the date of execution, and remain in effect
20 for a three (3) year term, unless earlier terminated or extended as provided in this Agreement.

21 B. AUTHORITY and COLLEGE may mutually elect to extend the term of this Agreement in
22 writing up to an additional two (2) consecutive academic years, continuing through and including the day
23 prior to the Fall term of the 2019-2020 academic year, unless earlier terminated by either Party in
24 accordance with the terms and conditions outlined in this Agreement.

1 **ARTICLE 5. TERMS OF PAYMENT**

2 A. The First Academic Year, 2017-2018, shall be fully subsidized through the state
3 cap-and-trade Low Carbon Transit Operations Program (LCTOP), therefore, no payment shall be
4 required by COLLEGE.

5 B. During the Second Academic Year, 2018-2019, Third Academic Year, 2019-2020, and
6 subsequent one (1) year terms, COLLEGE shall collect a transportation fee from all Students during
7 the registration period for each fall and spring semester, for both full-time and part-time Students. The
8 per-Student transportation fees to be paid to Authority will be:

9 a. Full-time Students shall pay Six Dollars and Seventy-Five Cents (\$6.75).

10 b. Part-time Students shall pay Five Dollars and Seventy-Five Cents (\$5.75).

11 C. COLLEGE shall pay AUTHORITY aforementioned transportation fees collected from all
12 Students during the registration periods for the Fall and Spring terms of academic years 2018-2019, and
13 2019-2020. These fees shall be payable to AUTHORITY unless the Student withdraws or is no longer
14 eligible for the program prior to COLLEGE census date.

15 D. By the forty-fifth (45th) day following the COLLEGE census date for each Fall and Spring
16 terms of each academic year, COLLEGE shall pay AUTHORITY's Accounts Receivable Department the
17 amount of the transportation fees collected as invoiced timely by AUTHORITY .

18 E. Accompanying each payment to AUTHORITY, COLLEGE shall provide two (2) copies of
19 a statement of all applicable transportation fees collected during the registration period of the
20 corresponding semester. Each statement shall include:

21 1. Agreement No. C-7-1833

22 2. The Student numbers of all registered Students for the semester term, and student
23 registration status as full or part-time students, including the number of units in which each Student is
24 registered.

25 3. Certification signed by COLLEGE or his/her designated alternate that the statement is
26 true, complete and correct; and

4. Any other information as agreed or requested by AUTHORITY to substantiate the validity of the statement, in accordance with applicable law.

ARTICLE 6. NOTICES

All notices hereunder and communications regarding interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered or certified mail, returned receipt requested, postage prepaid and addressed as follows:

To COLLEGE:

Santa Ana College
1530 W. 17th Street

Santa Ana, CA 92706

ATTENTION: Peter Hardash
Vice Chancellor,
Business Operations and Fiscal Services
(714) 480-7340
Hardash_Peter@rsccd.edu

To AUTHORITY:

Orange County Transportation Authority
600 South Main Street

P. O. Box 14184

Orange, CA 92863-1584

ATTENTION: Pia Veesapen
Manager, Contracts
and Procurement
(714) 560-5619
pveesapen@octa.net

With a copy that shall not constitute Notice to:

Cc: Stella Lin
Manager, Marketing and
Customer Engagement
slin@octa.net

ARTICLE 8. INSURANCE

A. Each Party to this Agreement shall insure or self-insure its activities in connection with this Agreement during the entire term of this Agreement. Each Party shall maintain and provide proof of the following insurance coverage to the other Party upon request:

1 1. Commercial General Liability, to include Products/Completed Operations,
2 Independent Contractor's, Contractual Liability, and Personal Injury Liability and Property Damage with
3 a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate;

4 2. Automobile Liability Insurance to include owned, hired and non-owned autos with
5 a combined single limit of \$1,000,000.00 each accident;

6 3. Workers' Compensation with limits as required by the State of California;

7 4. Employers' Liability with minimum limits of \$1,000,000.00; and

8 5. Commercial Crime/Client Coverage/Third Party Coverage with minimum limits
9 of \$1,000,000.00 per claim.

10 B. Proof of self-insurance, or insurance coverage, when requested, shall include a certificate
11 of insurance and company issued policy endorsement, including additional insured language covering
12 the other Party and its officers, directors, employees and agents designated as additional insured on the
13 general and automobile liability. Such insurance shall be primary and non-contributive to any insurance
14 or self-insurance maintained by either Party.

15 C. Parties shall include on the face of the Certificate of Insurance the Agreement Number
16 C-7-1833; and, the name, Pia Veesapen.

17 D. Parties shall be required to immediately notify the other Party of any modifications to
18 required coverage or cancellation of any required insurance policies.

19 **ARTICLE 9. INDEMNIFICATION**

20 Each Party to this agreement shall agree to indemnify, defend and hold harmless the other Party,
21 its officers, directors, employees and agents from and against any and all claims (including attorneys'
22 fees and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries,
23 including death, damage to or loss of use of property caused by the negligent acts, omissions or willful
24 misconduct of the indemnifying Party, its officers, directors employees, agents, subcontractors or
25 suppliers in connection with or arising out of the performance of the Agreement.

26 **ARTICLE 10. ASSIGNMENTS AND SUBCONTRACTS**

1 Neither this Agreement nor any interest herein nor claim hereunder may be assigned by
2 AUTHORITY or COLLEGE, either voluntarily or by operation of law, nor may all or any part of this
3 Agreement be subcontracted by AUTHORITY or COLLEGE, without the prior written consent of
4 AUTHORITY or COLLEGE. The identification cards provided by COLLEGE to its students may not be
5 assigned, transferred or used by any person other than the individual who received the identification card.

6 **ARTICLE 11. AUDIT AND INSPECTION OF RECORDS**

7 A. COLLEGE shall permit AUTHORITY, or other agents of AUTHORITY, during business
8 hours, such access to COLLEGE's accounting books, records, payroll documents and facilities, as
9 AUTHORITY deems necessary. COLLEGE shall maintain such books, records, data and documents in
10 accordance with generally accepted accounting principles and shall clearly identify and make such items
11 readily accessible to such parties during COLLEGE's performance hereunder and for a period of four (4)
12 years from the date of final payment by COLLEGE hereunder.

13 B. AUTHORITY shall permit authorized representative of COLLEGE, during business hours,
14 to examine, inspect and audit all records and accounts pertaining to this Program and this Agreement.
15 AUTHORITY shall make such items readily accessible, upon reasonable notice, to COLLEGE during
16 AUTHORITY's performance hereunder and for a period of four (4) years from the date of final payment
17 from COLLEGE hereunder.

18 **ARTICLE 12. CONFLICT OF INTEREST**

19 COLLEGE agrees to avoid organizational conflicts of interest. An organizational conflict of
20 interest means that due to other activities, relationships or contracts, the COLLEGE is unable, or
21 potentially unable to render impartial assistance or advice to the AUTHORITY; COLLEGE's objectivity in
22 performing the work identified in the Scope of Work is or might be otherwise impaired; or the COLLEGE
23 has an unfair competitive advantage. COLLEGE is obligated to fully disclose to the AUTHORITY in
24 writing Conflict of Interest issues as soon as they are known to the COLLEGE. All disclosures must be
25 submitted in writing to AUTHORITY pursuant to the Article 6. Notice provision herein. This disclosure
26 requirement is for the entire term of this Agreement.

1 **ARTICLE 13. TERMINATION**

2 A. COLLEGE shall pay AUTHORITY its payment for all Student transportation fees collected
3 by COLLEGE up to the date of termination. Thereafter, AUTHORITY shall have no further claims against
4 COLLEGE under Agreement.

5 B. AUTHORITY may terminate the Agreement at any time or for COLLEGE's default if
6 COLLEGE breaches any material provision of this Agreement and fails to cure such breach within ten
7 (10) calendar days of receipt of written notice from AUTHORITY. If AUTHORITY so terminates for
8 default, then COLLEGE shall pay AUTHORITY its payment for all Student transportation fees collected
9 by COLLEGE up to the date of termination. If AUTHORITY terminates the agreement, under the terms
10 of the agreement, AUTHORITY service obligations shall be provided for, if paid for by the COLLEGE, for
11 the remaining portion of the current term. That payment shall be provided in full to AUTHORITY within
12 thirty (30) calendar days of receipt of the notice of termination and appropriate invoice is produced by
13 AUTHORITY.

14 C. COLLEGE may terminate the Agreement at any time or for AUTHORITY's default if
15 AUTHORITY breaches any material provision of this Agreement and fails to cure such breach within ten
16 (10) calendar days of receipt of written notice from COLLEGE. If COLLEGE so terminates for default,
17 then COLLEGE shall pay AUTHORITY its payment for all Student transportation fees collected by
18 COLLEGE up to the date of termination. If COLLEGE terminates the agreement, under the terms of the
19 agreement, AUTHORITY service obligations shall be provided for, if paid for by the COLLEGE, for the
20 remaining portion of the current term. That payment shall be provided in full to AUTHORITY within thirty
21 (30) days of written notice to AUTHORITY.

22 D. COLLEGE may terminate this Agreement within thirty (30) days written notice to
23 AUTHORITY if the student body vote to repeal the COLLEGE transportation fee.

24 E. It is understood that significant rerouting, rescheduling, discontinuance, or other such
25 changes in bus service may defeat the purpose of this Agreement. In such event, COLLEGE may
26 terminate this Agreement for convenience within thirty (30) days written notice to AUTHORITY. If

1 COLLEGE so terminates, then COLLEGE shall pay AUTHORITY its payment for all Student
2 transportation fees collected by COLLEGE up to the date of termination.

3 **ARTICLE 14. SCHEDULING**

4 No provision of this Agreement shall be construed to require AUTHORITY to continue to operate
5 any bus service to or from the campus of COLLEGE or elsewhere during the term of this Agreement; and
6 it is expressly agreed that the AUTHORITY shall incur no liability to COLLEGE by reason of any rerouting,
7 rescheduling, discontinuance, or other changes in bus or other transit services operated by the
8 AUTHORITY. In the event the AUTHORITY does find the need to reroute, reschedule, discontinue, or
9 to otherwise make changes in bus or other transit services operated by AUTHORITY that would affect
10 the students of COLLEGE, AUTHORITY will provide at least thirty (30) days notice to COLLEGE of such
11 change.

12 **ARTICLE 15. FEDERAL, STATE AND LOCAL LAWS**

13 AUTHORITY and COLLEGE warrants that in the performance of this Agreement, both shall
14 comply with all applicable federal, state and local laws, statutes and ordinances and all lawful orders,
15 rules and regulations promulgated thereunder.

16 **ARTICLE 16. EQUAL EMPLOYMENT OPPORTUNITY**

17 In connection with its performance under this Agreement, AUTHORITY and COLLEGE shall not
18 discriminate against any employee or applicant for employment because of race, religion, color, sex, age
19 or national origin. AUTHORITY and COLLEGE shall take affirmative action to ensure that applicants are
20 employed, and that employees are treated during their employment, without regard to their race, religion,
21 color, sex, age or national origin. Such actions shall include, but not be limited to, the following:
22 employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination;
23 rates of pay or other forms of compensation; and selection for training, including apprenticeship.

24 **ARTICLE 17. PROHIBITED INTERESTS**

1 COLLEGE covenants that, for the term of this Agreement, no director, member, officer or
2 employees of AUTHORITY during his/her tenure in office or for one (1) year thereafter shall have any
3 interest, direct or indirect, in this Agreement or the proceeds thereof.

4 **ARTICLE 18. FORCE MAJEURE**

5 Either Party shall be excluded from performing its obligations under this Agreement during the
6 time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control,
7 including but not limited to: any incidence of fire, flood; acts of God, commandeering of material, products,
8 plants or facilities by the federal, state or local government; national fuel shortage; or a material act of
9 omission by the other Party; when satisfactory evidence of such cause is presented to the other Party,
10 and provided further that such nonperformance is unforeseeable, beyond the control and is not due to
11 the fault of negligence of the Party not performing.

12 **ARTICLE 19. ADDITIONAL PROVISIONS**

13 A. Severability: If any term, provision, covenant or condition of this Agreement is held to be
14 invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the
15 remainder of this Agreement shall not be affected thereby, and each term, provision, covenant or
16 condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

17 B. Governing Law: The laws of the State of California and applicable local and federal laws,
18 regulations and guidelines shall govern this Agreement.

19 C. Litigation Costs and Expenses: Should litigation arise out of this Agreement relating to the
20 performance hereof, the court shall award costs and expenses, including reasonable attorney's fees, to
21 the prevailing Party.

22 D. Counterparts of Agreement: This Agreement may be executed and delivered in any
23 number of counterparts, each of which, when executed and delivered shall be deemed an original and all
24 of which together shall constitute the same agreement. Signatures transmitted by facsimile or electronic
25 mail will be permitted.

26

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

SANTA ANA COLLEGE

ORANGE COUNTY TRANSPORTATION AUTHORITY

By _____

By _____

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

Pia Veesapen
Manager, Contracts and Procurement

APPROVED AS TO FORM:

By _____

James M. Donich
General Counsel

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RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Santa Ana College School of Continuing Education

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Agreement with Orange County Transportation Authority and Rancho Santiago Community College District for Continuing Education Bus Pass Pilot Program	
Action: Request for Approval	

BACKGROUND

The purpose of this agreement is to provide subsidized public bus transportation to full-time Adult Education Block Grant eligible students enrolled in Rancho Santiago Community College District Continuing Education courses offered through Santa Ana College and Santiago Canyon College. The Low Carbon Transit Operations Program (LCTOP) subsidizes the program for the 2017-2018 academic year and categorical grant funds subsidizes the program for the 2018-2019 and 2019-2020 academic years.

ANALYSIS

Rancho Santiago Community College District proposes to contract with the Orange County Transportation Authority to provide subsidized public bus transportation to full-time noncredit students enrolled in AEBG eligible programs. This agreement covers up to \$300,000 for 2017-2018 through LCTOP. Categorical grant funds are eligible sources to cover the projected \$300,000 annual expense for 2018-2019 and 2019-2020. The District has the ability to terminate the agreement at any time if expenses are higher than what is projected or if funding is not available. The agreement is subject to a final approval by the LCTOP.

RECOMMENDATION

It is recommended that the Board of Trustees approve this Agreement with Orange County Transportation Authority for Continuing Education Bus Pass Pilot Program for the 2017-2018, 2018-2019, and 2019-2020 academic years.

Fiscal Impact:	No impact – 2017-2018, \$300,000.00 2018-2019, \$300,000 2019-2020	Board Date: August 14, 2017
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Jose Vargas, Vice President, SCC Division of Continuing Education	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

1 **AGREEMENT NO. C-7-1871**

2 **BETWEEN**

3 **ORANGE COUNTY TRANSPORTATION AUTHORITY**

4 **AND**

5 **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

6 **FOR**

7 **CONTINUING EDUCATION COLLEGE PASS PILOT PROGRAM**

8
9 **THIS AGREEMENT** is effective this _____ day of _____, 2017, by and
10 between the Orange County Transportation Authority, 550 South Main Street, P.O. Box 14184, Orange
11 California 92863-1584, a public corporation of the State of California (hereinafter referred to as
12 "AUTHORITY") and Rancho Santiago Community College District, 2323 N. Broadway, Santa Ana,
13 California, 92706, on behalf of the Continuing Education Divisions of Rancho Santiago Community
14 College District (hereinafter collectively referred to as "DISTRICT") (mutually referred to herein as
15 "Parties" or each individually as a "Party.")

16 **WITNESSETH:**

17 **WHEREAS**, AUTHORITY desires to host a college pass pilot program (Program) which will
18 provide unlimited fixed-route bus rides for Continuing Education DISTRICT students (hereinafter referred
19 to as "Student" or "Students") for a period of three (3) years; and

20 **WHEREAS**, DISTRICT has elected to participate in this Program; and

21 **NOW, THEREFORE**, it is mutually understood and agreed by AUTHORITY and DISTRICT as
22 follows:

23 **ARTICLE 1. COMPLETE AGREEMENT**

24 A. This Agreement, including all exhibits and documents incorporated herein and made
25 applicable by reference, constitutes the complete and exclusive statement of the terms and conditions of
26 this Agreement between AUTHORITY and DISTRICT and supersedes all prior representations,

1 understandings and communications. The invalidity in whole or in part of any term or condition of this
2 Agreement shall not affect the validity or other terms or conditions.

3 B. AUTHORITY's failure to insist in any one or more instances upon DISTRICT's
4 performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or
5 relinquishment of AUTHORITY's right to such performance or to future performance of such term(s) or
6 condition(s) and DISTRICT's obligation in respect thereto shall continue in full force and effect. Changes
7 to any portion of this Agreement shall not be binding upon AUTHORITY except when specifically
8 confirmed in writing by an authorized representative of AUTHORITY by way of a written amendment to
9 this Agreement and issued in accordance with the provisions of this Agreement.

10 **ARTICLE 2. AUTHORITY DESIGNEE**

11 The Chief Executive Office of AUTHORITY, or designee, shall have the authority to act for and
12 exercise any of the rights of AUTHORITY as set forth in this Agreement.

13 **ARTICLE 3. SCOPE OF WORK**

14 A. DISTRICT agrees to provide its Students with identification cards that contain magnetic
15 encoding that is readable by the AUTHORITY's bus fareboxes. The AUTHORITY shall approve the
16 proposed card(s) ensuring compatibility with its bus fareboxes. Once the OC Bus mobile app has the
17 DISTRICT pass program available, DISTRICT agrees to provide AUTHORITY with a digital list of all
18 registered student identification numbers. The list shall be made available throughout the registration
19 process each semester. Any additional needed updates to the list of eligible students should be
20 provided daily.

21 B. AUTHORITY shall allow any eligible DISTRICT Student to ride all AUTHORITY local
22 fixed-routes within Orange County at no charge during the term of this Agreement. Any additional fares
23 incurred beyond the local fixed-route fare remain the responsibility of the individual student. The
24 additional cost will be in accordance with the AUTHORITY's Schedule of Tariffs in effect at the time of
25 the boarding. DISTRICT shall pay all applicable costs as defined in ARTICLE 5. TERMS OF
26 PAYMENT.

1 C. This Program shall not apply to any other AUTHORITY services.

2 D. An eligible DISTRICT Student shall be defined as any Student who meets the following
3 criteria:

4 a. Is registered as a full-time Continuing Education Student with the DISTRICT. A
5 full-time Continuing Education Student shall be defined as a Student who is enrolled with a minimum of
6 twelve (12) or more hours per week in adult education block grant eligible coursework.

7 b. Possesses their current, valid DISTRICT identification card bearing the approved
8 magnetic stripe, or has registered their valid DISTRICT identification number in the OC Bus mobile app.

9 E. "Term," as used in this Agreement, refers to the Fall and Spring academic terms as stated
10 in the DISTRICT instructional calendar.

11 c. The period for the Fall term shall commence on the first Monday prior to the start
12 of the Fall Term and end at the end of the day prior to the following Spring Term as stated in the DISTRICT
13 instructional calendar.

14 d. The period for the Spring Term shall commence on the first Monday prior to the
15 start of the Spring Term and end at the end of the day prior to the following Fall Term as stated in the
16 DISTRICT instructional calendar.

17 e. The eligibility for Students who were eligible, but who do not meet the eligibility
18 criteria for the following term, shall end on the day prior to the following term as defined in the DISTRICT
19 instructional calendar.

20 F. Eligible Students attempting to ride without their current, valid DISTRICT identification
21 card must pay the full fare of the fixed-route service and rider type as approved by the AUTHORITY's
22 Board of Directors.

23 G. DISTRICT identification cards and their accompanying AUTHORITY bus ridership
24 privileges are not transferable to another person.

25 H. Only a Student's most recently issued student identification card shall be valid. All others
26 are null and void.

1 I. DISTRICT shall work with AUTHORITY to implement and enforce measures to
2 discourage and prevent fraudulent use of the DISTRICT Student cards on AUTHORITY vehicles.

3 J. DISTRICT shall support any grant eligibility reporting reasonably required by AUTHORITY
4 for this program, which may include distributing printed or electronic surveys or other information
5 gathering methods to participating Students, in accordance with applicable law.

6 K. DISTRICT may, at its own volition, display on its premises advertising material as supplied
7 by AUTHORITY.

8 L. DISTRICT shall properly file and maintain printed material and time schedules supplied
9 by AUTHORITY and shall to the best of its ability furnish to the public complete and accurate information
10 in accordance therewith.

11 M. AUTHORITY shall, on a monthly basis, provide to DISTRICT reports documenting the
12 actual bus usage of holders of DISTRICT identification cards and/or OC Bus Mobile App, and additional
13 available data points if requested.

14 **ARTICLE 4. TERM OF AGREEMENT**

15 A. The term of this Agreement shall commence on the date of execution, and remain in effect
16 for a three (3) year term, unless earlier terminated or extended as provided in this Agreement.

17 B. AUTHORITY and DISTRICT may mutually elect to extend the term of this Agreement in
18 writing up to an additional two (2) consecutive academic years, continuing through and including the day
19 prior to the Fall term of the 2019-2020 academic year, unless earlier terminated by either Party in
20 accordance with the terms and conditions outlined in this Agreement.

21 **ARTICLE 5. TERMS OF PAYMENT**

22 A. The intent of the Continuing Education College Pass Pilot Program is the transportation
23 costs paid by the DISTRICT shall be revenue-neutral, and equal to AUTHORITY's cost to provide
24 services to the Students. The usage and cost of the service provided will be evaluated at the end of each
25 of the Fall and Spring semesters in order to adjust the cost for the following academic year.

26 B. For each year of the Agreement, the transportation costs shall be calculated as follows:

1 a. Within 30 days following the end of each semester, AUTHORITY will determine
2 the number of STUDENT boardings.

3 b. AUTHORITY will calculate the actual revenue cost of the semester boardings,
4 based on the AUTHORITY system-wide average cost per boarding during the semester.

5 c. The transportation cost per Student for the following semester will be the actual
6 revenue cost of the semester boardings divided by the total number of eligible Students for the semester.

7 C. This calculation process shall be repeated for both the Fall and Spring semesters. The
8 calculated cost of the service provided will be used to set the transportation costs for the DISTRICT
9 semesters for the next year of the Agreement.

10 D. The First Academic Year, 2017-2018, shall be subsidized through the state cap-and-trade
11 Low Carbon Transit Operations Program (LCTOP) up to, but not to exceed, a limit of Three Hundred
12 Thousand Dollars (\$300,000) for the first academic year. Should the calculated costs to provide the
13 service exceed this limit during the first year, the DISTRICT shall pay any costs beyond the Three
14 Hundred Thousand Dollars (\$300,000) limit.

15 a. AUTHORITY shall, on a monthly basis, provide DISTRICT a monthly invoice
16 documenting student ridership, and a statement of any amounts owed by DISTRICT to AUTHORITY.

17 b. Payment for the actual bus usages, beyond the first-year limit of \$300,000, shall
18 be provided to AUTHORITY by DISTRICT within thirty (30) days of receipt of AUTHORITY's monthly
19 report which documents actual bus usage.

20 E. During the Second Academic Year, 2018-2019, and Third Academic Year, 2019-2020,
21 the transportation costs to be paid for each of the Fall and Spring semesters, shall be the calculated cost
22 per student, for either the Fall or Spring semester, multiplied by the number of enrolled, eligible Students.

23 a. DISTRICT shall pay AUTHORITY aforementioned transportation costs per eligible
24 student for the Fall and Spring semesters of academic years 2018-2019, and 2019-2020. These costs
25 shall be payable to AUTHORITY for each eligible Student, unless the Student withdraws or is no longer
26 eligible for the program prior to DISTRICT refund deadline date.

b. The total numbers of students per term shall be the average of the number of enrolled, eligible students reported by the DISTRICT at regular sampling periods. The DISTRICT will report at the end of each month within the term the total number of eligible students to the AUTHORITY. Should the term close mid-month, the eligible student count on the final day of the term will be used in place of the month-end value. The average of all monthly sampled values will be used as the total number of students during the term.

F. Accompanying each payment to AUTHORITY, DISTRICT shall provide two (2) copies of a statement detailing the calculated fees being paid for the period of the corresponding semester. This statement shall be signed by DISTRICT or DISTRICT’s responsible agent, under penalty of perjury, and shall be in the form prescribed by AUTHORITY’s Accounts Receivable Department. Each statement shall include:

1. Agreement No. C-7-1871
2. The Student numbers of all registered Students for the semester term, and student registration status in 12 or more hours in adult education block grant eligible course work, including the number of hours in which each Student is registered.
3. Certification signed by DISTRICT or his/her designated alternate that the statement is true, complete and correct; and
4. Any other information as agreed or requested by AUTHORITY to substantiate the validity of the statement, in accordance with applicable law.

ARTICLE 6. NOTICES

All notices hereunder and communications regarding interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered or certified mail, returned receipt requested, postage prepaid and addressed as follows:

To DISTRICT:	To AUTHORITY:
Rancho Santiago Canyon Community	Orange County Transportation Authority

1 College District

2 2323 N. Broadway

4 Santa Ana, CA 92706

5 ATTENTION: Peter Hardash
6 Vice Chancellor,
7 Business Operations and Fiscal Services
8 (714) 480-7340
9 Hardash_Peter@rsccd.edu

600 South Main Street

P. O. Box 14184

Orange, CA 92863-1584

ATTENTION: Pia Veesapen
Manager, Contracts
and Procurement
(714) 560-5619
pveesapen@octa.net

10 With a copy that shall not constitute Notice to:

11 Cc: Stella Lin
12 Manager, Marketing and
13 Customer Engagement
14 slin@octa.net

15 **ARTICLE 8. INSURANCE**

16 A. Each Party to this Agreement shall insure or self-insure its activities in connection with this
17 Agreement during the entire term of this Agreement. Each Party shall maintain and provide proof of the
18 following insurance coverage to the other Party upon request:

19 1. Commercial General Liability, to include Products/Completed Operations,
20 Independent Contractor's, Contractual Liability, and Personal Injury Liability and Property Damage with
21 a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 general aggregate;

22 2. Automobile Liability Insurance to include owned, hired and non-owned autos with
23 a combined single limit of \$1,000,000.00 each accident;

24 3. Workers' Compensation with limits as required by the State of California;

25 4. Employers' Liability with minimum limits of \$1,000,000.00; and
26

1 5. Commercial Crime/Client Coverage/Third Party Coverage with minimum limits of
2 \$1,000,000.00 per claim.

3 B. Proof of self-insurance, or insurance coverage, when requested, shall include a certificate
4 of insurance and company issued policy endorsement, including additional insured language covering
5 the other Party and its officers, directors, employees and agents designated as additional insured on the
6 general and automobile liability. Such insurance shall be primary and non-contributive to any insurance
7 or self-insurance maintained by either Party.

8 C. Parties shall include on the face of the Certificate of Insurance the Agreement Number
9 C-7-1871; and, the name, Pia Veesapen.

10 D. Parties shall be required to immediately notify the other Party of any modifications to
11 required coverage or cancellation of any required insurance policies.

12 **ARTICLE 9. INDEMNIFICATION**

13 Each Party to this agreement shall indemnify, defend and hold harmless the other Party, its
14 officers, directors, employees and agents from and against any and all claims (including attorneys' fees
15 and reasonable expenses for litigation or settlement) for any loss or damages, bodily injuries, including
16 death, damage to or loss of use of property caused by the negligent acts, omissions or willful misconduct
17 of the indemnifying Party, its officers, directors employees, agents, subcontractors or suppliers in
18 connection with or arising out of the performance of the Agreement.

19 **ARTICLE 10. ASSIGNMENTS AND SUBCONTRACTS**

20 Neither this Agreement nor any interest herein nor claim hereunder may be assigned by
21 DISTRICT either voluntarily or by operation of law, nor may all or any part of this Agreement be
22 subcontracted by DISTRICT, without the prior written consent of AUTHORITY. Consent by AUTHORITY
23 shall not be deemed to relieve DISTRICT of its obligations to comply fully with all terms and conditions of
24 this Agreement. The identification cards provided by DISTRICT to its students may not be assigned,
25 transferred or used by any person other than the individual who received the identification card. In the
26

1 event of dissolution of DISTRICT Pass Program, this Agreement shall terminate at the option of
2 AUTHORITY.

3 **ARTICLE 11. AUDIT AND INSPECTION OF RECORDS**

4 A. DISTRICT shall permit AUTHORITY, or other agents of AUTHORITY, during business
5 hours, such access to DISTRICT's accounting books, records, payroll documents and facilities, as
6 AUTHORITY deems necessary. DISTRICT shall maintain such books, records, data and documents in
7 accordance with generally accepted accounting principles and shall clearly identify and make such items
8 readily accessible to such parties during DISTRICT's performance hereunder and for a period of four (4)
9 years from the date of final payment by DISTRICT hereunder.

10 B. AUTHORITY shall permit authorized representative of DISTRICT, during business hours,
11 to examine, inspect and audit all records and accounts pertaining to this Program and this Agreement.
12 AUTHORITY shall make such items readily accessible, upon reasonable notice, to DISTRICT during
13 AUTHORITY's performance hereunder and for a period of four (4) years from the date of final payment
14 from DISTRICT hereunder.

15 **ARTICLE 12. CONFLICT OF INTEREST**

16 DISTRICT agrees to avoid organizational conflicts of interest. An organizational conflict of interest
17 means that due to other activities, relationships or contracts, the DISTRICT is unable, or potentially unable
18 to render impartial assistance or advice to the AUTHORITY; DISTRICT's objectivity in performing the
19 work identified in the Scope of Work is or might be otherwise impaired; or the DISTRICT has an unfair
20 competitive advantage. DISTRICT is obligated to fully disclose to the AUTHORITY in writing Conflict of
21 Interest issues as soon as they are known to the DISTRICT. All disclosures must be submitted in writing
22 to AUTHORITY pursuant to the Article 6. Notice provision herein. This disclosure requirement is for the
23 entire term of this Agreement.

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1 **ARTICLE 13. TERMINATION**

2 A. DISTRICT shall pay AUTHORITY its payment for all applicable costs up to the date of
3 termination, as defined in ARTICLE 5. TERMS OF PAYMENT. Thereafter, AUTHORITY shall have no
4 further claims against DISTRICT under Agreement.

5 B. AUTHORITY may terminate the Agreement at any time for its convenience or for
6 DISTRICT's default if DISTRICT breaches any material provision of this Agreement and fails to cure such
7 breach within ten (10) calendar days of receipt of written notice from AUTHORITY. If AUTHORITY so
8 terminates for default, then DISTRICT shall pay AUTHORITY its payment for all applicable costs up to
9 the date of termination, as defined in ARTICLE 5. TERMS OF PAYMENT. That payment shall be provided
10 in full to AUTHORITY within thirty (30) calendar days of receipt of the notice of termination.

11 C. DISTRICT may terminate the Agreement at any time for its convenience or for
12 AUTHORITY's default if AUTHORITY breaches any material provision of this Agreement and fails to cure
13 such breach within ten (10) calendar days of receipt of written notice from DISTRICT. If DISTRICT so
14 terminates for default, then DISTRICT shall pay AUTHORITY its payment for all applicable costs up to
15 the date of termination, as defined in ARTICLE 5. TERMS OF PAYMENT. That payment shall be
16 provided in full to AUTHORITY within thirty (30) days of written notice to AUTHORITY.

17 D. It is understood that significant rerouting, rescheduling, discontinuance, or other such
18 changes in bus service may defeat the purpose of this Agreement. In such event, DISTRICT may
19 terminate this Agreement for convenience within thirty (30) days written notice to AUTHORITY. If
20 DISTRICT so terminates, then DISTRICT shall pay AUTHORITY its payment for all applicable costs up
21 to the date of termination, as defined in ARTICLE 5. TERMS OF PAYMENT.

22 **ARTICLE 14. SCHEDULING**

23 No provision of this Agreement shall be construed to require AUTHORITY to continue to operate
24 any bus service to or from the campus of DISTRICT or elsewhere during the term of this Agreement; and
25 it is expressly agreed that the AUTHORITY shall incur no liability to DISTRICT by reason of any rerouting,
26 rescheduling, discontinuance, or other changes in bus or other transit services operated by the

1 AUTHORITY. In the event the AUTHORITY does find the need to reroute, reschedule, discontinue, or
2 to otherwise make changes in bus or other transit services operated by AUTHORITY that would affect
3 the students of DISTRICT, when possible, AUTHORITY will provide at least thirty (30) days notice to
4 DISTRICT of such change.

5 **ARTICLE 15. FEDERAL, STATE AND LOCAL LAWS**

6 AUTHORITY and DISTRICT warrants that in the performance of this Agreement, both shall
7 comply with all applicable federal, state and local laws, statutes and ordinances and all lawful orders,
8 rules and regulations promulgated thereunder.

9 **ARTICLE 16. EQUAL EMPLOYMENT OPPORTUNITY**

10 In connection with its performance under this Agreement, AUTHORITY and DISTRICT shall not
11 discriminate against any employee or applicant for employment because of race, religion, color, sex, age
12 or national origin. AUTHORITY and DISTRICT shall take affirmative action to ensure that applicants are
13 employed, and that employees are treated during their employment, without regard to their race, religion,
14 color, sex, age or national origin. Such actions shall include, but not be limited to, the following:
15 employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination;
16 rates of pay or other forms of compensation; and selection for training, including apprenticeship.

17 **ARTICLE 17. PROHIBITED INTERESTS**

18 DISTRICT covenants that, for the term of this Agreement, no director, member, officer or
19 employees of AUTHORITY during his/her tenure in office or for one (1) year thereafter shall have any
20 interest, direct or indirect, in this Agreement or the proceeds thereof.

21 **ARTICLE 18. FORCE MAJEURE**

22 Either Party shall be excluded from performing its obligations under this Agreement during the
23 time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control,
24 including but not limited to: any incidence of fire, flood; acts of God, commandeering of material, products,
25 plants or facilities by the federal, state or local government; national fuel shortage; or a material act of
26 omission by the other Party; when satisfactory evidence of such cause is presented to the other Party,

1 and provided further that such nonperformance is unforeseeable, beyond the control and is not due to
2 the fault of negligence of the Party not performing.

3 **ARTICLE 20. ADDITIONAL PROVISIONS**

4 A. Severability: If any term, provision, covenant or condition of this Agreement is held to be
5 invalid, void or otherwise unenforceable, to any extent, by any court of competent jurisdiction, the
6 remainder of this Agreement shall not be affected thereby, and each term, provision, covenant or
7 condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

8 B. Governing Law: The laws of the State of California and applicable local and federal
9 laws, regulations and guidelines shall govern this Agreement.

10 C. Litigation Costs and Expenses: Should litigation arise out of this Agreement relating to
11 the performance hereof, the court shall award costs and expenses, including reasonable attorney's
12 fees, to the prevailing Party.

13 D. Counterparts of Agreement: This Agreement may be executed and delivered in any
14 number of counterparts, each of which, when executed and delivered shall be deemed an original and
15 all of which together shall constitute the same agreement. Signatures transmitted by facsimile or
16 electronic mail will be permitted.

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

RANCHO SANTIAGO CC DISTRICT

ORANGE COUNTY TRANSPORTATION AUTHORITY

By _____

By _____

Peter J. Hardash

Pia Veesapen

Vice Chancellor, Business Operations and
Fiscal Services

Manager, Contracts and Procurement

APPROVED AS TO FORM:

By _____

James M. Donich

General Counsel

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College School of Continuing Education**

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Memorandum of Understanding Phase II for Santa Ana Workforce Development Board and Rancho Santiago Community College District (AJCC Partner)	
Action: Request for Approval	

BACKGROUND

RSCCD is one of the collaborating partners, and it is required to participate in the regional collaboration under WIOA Title I. The purpose of this MOU is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating within the jurisdiction of the Santa Ana Workforce Development Board create a seamless, customer focused America's Job Center of California (AJCC) network that aligns service delivery across the board and enhances access to program services.

ANALYSIS

For 2017-2018, Santa Ana College proposes to enter into this Agreement with Santa Ana Workforce Development Board to align services with Partners of America's Job Center of California network to be effective July 1, 2017, to June 30, 2018.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Memorandum of Understanding Phase II for Santa Ana Workforce Development Board and Rancho Santiago Community College District (AJCC Partner).

Fiscal Impact:	No additional cost to the District	Board Date: August 14, 2017
Prepared by:	James Kennedy, Ed.D., Vice President, SAC School of Continuing Education Nilo Lipiz, Dean of Instruction and Student Services, SAC/SCE	
Submitted by:	Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	

Memorandum of Understanding
Phase II

For

Santa Ana Workforce Development Board
AJCC Partner:
Rancho Santiago Community
College District

MEMORANDUM OF UNDERSTANDING (PHASE II)

PARTIES

The parties to this Memorandum of Understanding Phase II (MOU) are the Mayor and City Council of the City of Santa Ana, the Santa Ana Workforce Development Board (WDB), and Rancho Santiago Community College District (AJCC Partner).

LEGAL AUTHORITY

The Workforce Innovation and Opportunity Act (WIOA) sec. 121(c)(1) requires that each Local Workforce Development Board with the agreement of the Chief Local Elected Official, develop and enter into a Memorandum of Understanding (MOU) with each AJCC Partner, consistent with WIOA Sec. 121(c)(2), concerning the operation of the AJCC delivery system in the City of Santa Ana. This requirement is further described in the Workforce Innovation and Opportunity Act; Joint Rule for Unified and Combined State Plans, Performance Accountability, and the AJCC System Joint Provisions: Final Rule at 20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500, and in Federal guidance.

Additionally, the sharing and allocation of infrastructure costs among AJCC partners is governed by WIOA sec. 121(h), its implementing regulations, and the Federal Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR part 200.

INTRODUCTION

The Santa Ana Workforce Development Board's goal is to create an integrated location and a unified structure and process of proactive, transparent, and effective job seeker and business services, orchestrated by a seamless collaboration of talent development and support agencies.

The purpose of this MOU is to define the parameters within which education, workforce, economic development, and other Partner programs and entities operating within the jurisdiction of the City of Santa Ana create a seamless, customer-focused America's Job Center of California (AJCC) network that aligns service delivery across the board and enhances access to program services. By realizing AJCC opportunities together, partners are able to build community-benefiting bridges, rather than silos of programmatic isolation. These partnerships will increase customer access and performance outcomes.

LOCAL/REGIONAL VISION STATEMENT, MISSION STATEMENT, AND GOALS

Santa Ana's vision rests on integrating current and future resources through its WDB partners. Integration suggests more than partnering or assembling multiple funding sources. It means making certain that all elements of the workforce support system work together to create synergy for its target populations by offering inviting and seamless services, wherever a client enters the system. Santa Ana's vision also embraces the future, as all visions should. It spawns new industries and clusters and changes old ones. It generates fresh workforce opportunities in the process. The Santa Ana WDB's strategic plan rests not only on strengths of its current industrial base, but also the demands of emerging business and economic trends. Finally, Santa Ana's vision is sensitive

to the needs of its unique demographics and regional mix. As a major supplier of workforce for surrounding communities, Santa Ana is firmly embedded in its regional and cluster matrix. Santa Ana's implementation of the vision entails enhancing business and supports social and educational services and access to them, mostly though not exclusively through its AJCC and WDB. An effective efficient administration is necessary to deliver the services that make each of these strategies effective. The Santa Ana WDB's overall strategies:

1. **Identify regional clusters** most likely to create new jobs in which Santa Ana's workforce can participate and the foundational requirements of such jobs;
2. **Expand small business development support** as a creator of new jobs and method for growing the local tax base;
3. **Educate Santa Ana's current and future workforce** through classroom pre-training and training activities, plus on-the-job training and workforce skill enhancement activities;
4. **Offer career pathway programs for both unemployed and employed adults and youth;**
5. **Increase access** to jobs for disconnected and underserved populations, especially youth;
6. **Organize, integrate and support social and other services** through the WDB's network of partnerships, volunteer organizations, and established institutional resources; and
7. **Assure funding** from all public, private, and other sources in support of its programs.

SYSTEM STRUCTURE

AMERICA'S JOB CENTERS OF CALIFORNIA

The Santa Ana Workforce Board has one comprehensive AJCC in the City of Santa Ana which is designed to provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce Investment Act of 1998 and continued by the WIOA, the AJCC offers a comprehensive array of services designed to match talent with opportunities.

ADMINISTERED BY THE CITY OF SANTA ANA

1. American Job Center (Comprehensive)

Santa Ana W/O/R/K CENTER
1000 E. Santa Ana Blvd., Suite 200, Suite 220
Santa Ana, CA 92701
(714) 565-2600
www.santa-ana.ca.gov/workcenter
Monday – Friday 8:00 am until 5:00 pm

AJCC ONE-STOP OPERATOR

The Santa Ana Workforce Development Board will utilize the same AJCC One-Stop (AJCC) Operator as the OCDB. The Orange County Development Board procured the AJCC Operator through a competitive process in accordance with the Uniform Guidance Cost Principles contained in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR part 200 (Uniform Guidance), including the Office of Management and Budget's (OMB) approved exceptions for the U.S. Department of Labor at 2 CFR part 2900, WIOA and its implementing regulations, and local procurement laws and regulations. All documentation for the

competitive AJCC operator procurement is available for public inspection. The State requires that the AJCC operator is re-competed at least every three years and no later than every four years. Functional details are outlined in the Roles and Responsibilities of Partners section, under AJCC Operator

ROLES AND RESPONSIBILITIES OF PARTNERS

The Parties to this agreement will work closely together to ensure that The AJCC is a high-performing work place with staff that will ensure quality of service.

ALL PARTIES TO THIS AGREEMENT SHALL COMPLY WITH:

- Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016),
- Title VI of the Civil Rights Act of 1964 (Public Law 88-352),
- Section 504 of the Rehabilitation Act of 1973, as amended,
- The Americans with Disabilities Act of 1990 (Public Law 101-336),
- The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor,
- Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the Workforce Development System and other guidance related to implementing WIOA sec. 188,
- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99),
- Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38),
- The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603),
- All amendments to each, and
- All requirements imposed by the regulations issued pursuant to these acts.

The above provisions require, in part, that no persons in the United States shall, on the grounds of race, color, national origin, sex, sexual orientation, gender identity and/or expression, age, disability, political beliefs or religion be excluded from participation in, or denied, any aid, care, services or other benefits provided by federal and/or state funding, or otherwise be subjected to discrimination.

ADDITIONALLY, ALL PARTIES SHALL:

- Collaborate and reasonably assist each other in the development of necessary service delivery protocols for the services outlined in this MOU,
- Agree that the provisions contained herein are made subject to all applicable federal and state laws, implementing regulations, and guidelines imposed on either or all Parties relating to privacy rights of customers, maintenance of records, and other confidential information relating to customers, and
- Agree that all equipment and furniture purchased by any party for purposes described herein shall remain the property of the purchaser after the termination of this agreement.

PARTNERS

Each Partner commits to cross-training of staff, as appropriate, and to providing other professional learning opportunities that promote continuous quality improvement. Partners will further promote system integration to the maximum extent feasible through:

- Effective communication, information sharing, and collaboration with the AJCC operator;
- Joint planning, policy development, and system design processes;
- Commitment to the joint mission, vision, goals, strategies, and performance measures;
- The design and use of common intake, assessment, referral, and case management processes;
- The use of common and/or linked data management systems and data sharing methods, as appropriate;
- Leveraging of resources, including other public agency and non-profit organization services;
- Participation in a continuous improvement process designed to boost outcomes and increase customer satisfaction; and
- Participation in regularly scheduled Partner meetings to exchange information in support of the above and encourage program and staff integration.

DATA SHARING

Partners agree that the use of high-quality, integrated data is essential to inform decisions made by policymakers, employers, and job seekers. Additionally, it is vital to develop and maintain an integrated case management system, as appropriate, that informs customer service throughout customers' interaction with the integrated system and allows information collected from customers at intake to be captured once.

Partners further agree that the collection, use, and disclosure of customers' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws.

Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all of these requirements.

Per the final Workforce Services Draft Directive 16-23 from the Employment Development Department and the California Workforce Development Board, the Mandated Use of One Integrated Data System – Direct Data Entry into CalJOBS, all partners of the AJCC agree to utilize this data system for inputting job seeker and employer information.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to the following:

- Customer PII will be properly secured in accordance with the Local Board’s policies and procedures regarding the safeguarding of PII;
- The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under FERPA, shall comply with FERPA and applicable State privacy laws;
- All confidential data contained in UI wage records must be protected in accordance with the requirements set forth in 20 CFR part 603;
- All personal information contained in VR records must be protected in accordance with the requirements set forth in 34 CFR 361.38;
- Customer data may be shared with other programs, for those programs’ purposes, within the AJCC network only after the informed written consent of the individual has been obtained, where required;
- Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations; and
- All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794 (d)).

All AJCC and Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA-protected education records, confidential information in UI records, and personal information in VR records.

CONFIDENTIALITY

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from educational records, such as but not limited to 20 CFR Part 603, 45 CFR Section 205.50, 20 USC 1232g and 34 CFR part 99, and 34 CFR 361.38, as well as any applicable State and local laws and regulations.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligations under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all of the requirements in 20 CFR Part 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. § 1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

REFERRALS

The primary principle of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers. In order to facilitate such a system, Partners agree to:

- Familiarize themselves with the basic eligibility and participation requirements, as well as with the available services and benefits offered, for each of the Partners' programs represented in the AJCC network;
- Develop materials summarizing their program requirements and making them available for Partners and customers;
- Develop and utilize common intake, eligibility determination, assessment, and registration forms *as appropriate*;
- Provide substantive referrals to customers who are eligible for supplemental and complementary services and benefits under partner programs;
- Regularly evaluate ways to improve the referral process, including the use of customer satisfaction surveys;

- Commit to robust and ongoing communication required for an effective referral process, and
- Commit to actively follow up on the results of referrals and assuring that Partner resources are being leveraged at an optimal level.

ACCESSIBILITY

Accessibility to the services provided by the AJCCs and all Partner agencies is essential to meeting the requirements and goals of the local AJCC network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran’s status, or on the basis of any other classification protected under state or federal law.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38.

GRIEVANCES AND COMPLAINTS PROCEDURE

The AJCC partner agrees to establish and maintain a procedure for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow the customer or entity filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The partner further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible. All partners agree to inform each other immediately when a customer violates an established policy that would require them to be banned from the center or involves police authorities.

AMERICAN’S WITH DISABILITIES ACT AND AMENDMENTS COMPLIANCE

The AJCC partner agrees to ensure that the policies and procedures as well as the programs and services provided at the AJCC are in compliance with the Americans with Disabilities Act and its amendments. Additionally, partners agree to fully comply with the provisions of WIOA, Title VII of the civil Rights act of 1964, the Age Decimation Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws. The WDB and the America’s Job Center of California partners will ensure that policies and

procedures established by the WDB and the America's Job Center of California partners are in compliance with the Americans with Disabilities Act (ADA).

HOLD HARMLESS/INDEMNIFICATION/LIABILITY

In accordance with provisions of Section 895.4 of the California Government Code, each signatory hereby agrees to indemnify, defend and hold harmless all other signatories identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all signatories to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any negligent acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

SEVERABILITY

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

DRUG AND ALCOHOL-FREE WORKPLACE

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

CERTIFICATION REGARDING LOBBYING

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby federal entities using federal funds and will disclose lobbying activities as required by law and regulations.

DEBARMENT AND SUSPENSION

All Parties shall comply with the debarment and suspension requirements (E.O. 12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

PRIORITY OF SERVICE

All Parties certify that they will adhere to all statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. sec. 4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

BUY AMERICAN PROVISION

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. Section 49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the “Buy American Act.”) and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

SALARY COMPENSATION AND BONUS LIMITATIONS

Each Party certifies that, when operating grants funded by the U.S. Department of Labor, it complies with TEGL 05-06, Implementing the Salary and Bonus Limitations in Public Law 109-234, TEGL 17-15, Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker and Youth Activities Program Allotments for Program Year (PY) 2017; Final PY 2017 Allotments for the Wagner-Peyser Act Employment Service (ES) Program Allotments; and Workforce Information Grants to States Allotments for PY 2017, Public Laws 114-113 (Division H, title I, Section 105) and 114-223, and WIOA section 194(15)(A), restricting the use of federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

TERMINATION

This MOU will remain in effect until the end date specified in the Effective Period section below, unless:

All Parties mutually agree to terminate this MOU prior to the end date.

- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any party unable to perform pursuant to MOU due to lack of funding shall notify the other Parties as soon as the party has knowledge that funds may be unavailable for the continuation of activities under this MOU;
- WIOA is repealed or superseded by subsequent federal law;
- Local area designation is changed under WIOA;
- A party breaches any provision of this MOU and such breach is not cured within thirty (30) days after receiving written notice from the Local BOARD Chair (or designee) specifying such breach in reasonable detail. In such event, the non-breaching party(s) shall have the right to terminate this MOU by giving written notice thereof to the party in breach, upon which termination will go into effect immediately.

In the event of termination, the Parties to the MOU must convene within thirty (30) days after the breach of the MOU to discuss the formation of the successor MOU. At that time, allocated costs must be addressed.

All Parties agree that this MOU shall be reviewed and renewed not less than once every 3-year period to ensure appropriate funding and delivery of services.

EFFECTIVE PERIOD

This MOU is entered into on September 1, 2017. This MOU will become effective as of the date of signing by the final signatory below and must terminate on August 31, 2020, unless any of the reasons in the Termination section above apply.

AJCC OPERATING BUDGET

The purpose of this section is to establish a financial plan, including terms and conditions, to fund the services and operating costs of the local AJCC. The Parties to this MOU agree that joint funding is a necessary foundation for an integrated service delivery system. The goal of the operating budget is to develop a funding mechanism that:

- Establishes and maintains the Local workforce delivery system at a level that meets the needs of the job seekers and businesses in the Local area;
- Reduces duplication and maximizes program impact through the sharing of services, resources, and technologies among Partners (thereby improving each program's effectiveness);
- Reduces overhead costs for any one partner by streamlining and sharing financial, procurement, and facility costs; and
- Ensures that costs are appropriately shared by AJCC Partners by determining contributions based on the proportionate use of the AJCC centers and relative benefits received, and requiring that all funds are spent solely for allowable purposes in a manner consistent with the applicable authorizing statutes and all other applicable legal requirements, including the Uniform Guidance.

The Partners consider this AJCC operating budget the master budget that is necessary to maintain the Local Board's high-standard AJCC. It includes the following cost categories, as required by WIOA and its implementing regulations:

- Infrastructure costs (also separately outlined in the Infrastructure Funding Agreement (IFA));
- Career services; and
- Shared services.

All costs must be included in the MOU, allocated according to Partners' proportionate use and relative benefits received, and reconciled on a quarterly basis against actual costs incurred and adjusted accordingly. The AJCC operating budget is expected to be transparent and negotiated among Partners on an equitable basis to ensure costs are shared appropriately. All Partners must negotiate in good faith and seek to establish outcomes that are reasonable and fair.

COST ALLOCATION METHODOLOGY

Cost allocation is the process of assigning to two or more programs the costs of an item shared by the programs. The goal is to ensure that each program bears its fair share, and only its fair share,

of the total cost of the item. A cost allocation plan is a written account of the methods used to allocate costs to the programs occupying the AJCC's. The requirement to allocate the costs of shared resources can be met by using logical and rational methods to ensure that each program is paying only its fair share of the cost of an item used in common, and that no program is subsidizing another. Generally, the methods used to allocate a shared cost should be the simplest, most straightforward way of allocating this type of cost fairly. Complex, highly detailed methods should be avoided when a simple one will achieve the objective. Methods, rules or formulas that use percentages or fractions of cost items are acceptable. Accordingly, shared costs will be based upon the square footage occupied in the AJCC.

COMPREHENSIVE AJCC

Santa Ana W/O/R/K CENTER

1000 E. Santa Ana Blvd., Suite 200 & Suite 220
Santa Ana, CA 92701

AJCC Partners Co-located at the AJCC:

Location of all partners is detailed in AJCC Partner's Location (**Attachment 1**).

*Rancho Santiago Community College District is not co-located within the Comprehensive AJCC in Santa Ana. Therefore, infrastructure budgets are not included in this MOU.

INFRASTRUCTURE FUNDING AGREEMENT

The Infrastructure Funding Agreement (IFA) contains the infrastructure costs budget that is an integral component of the overall AJCC operating budget. The other component of the AJCC operating budget consists of applicable career services, shared operating costs, and shared services, which are considered additional costs. While each of these components covers different cost categories, an operating budget would be incomplete if any of these cost categories were omitted, as all components are necessary to maintain a fully functioning and successful local AJCC delivery system. Therefore, the Local Boards, and AJCC partners negotiate the IFA, along with additional costs when developing the operating budget for the local AJCC system. The overall AJCC operating budget is included in this MOU Phase II (**Attachment 3**). IFAs are a mandatory component of the local MOU, described in WIOA sec. 121(c) and 20 CFR 678.500 and 678.755. Similar to MOUs, the Local Board may negotiate an umbrella IFA or individual IFAs for one or more of its AJCC.

AJCC infrastructure costs are defined as non-personnel costs that are necessary for the general operation of the American Job Center, including, but not limited to:

- Rental of the facilities;
- Utilities and maintenance;
- Equipment, including assessment-related products and assistive technology for individuals with disabilities; and
- Technology to facilitate access to the American Job Center, including technology used for the center's planning and outreach activities.

Changes in the AJCC Partners or an appeal by an AJCC partner's infrastructure cost contributions will require a renewal of the MOU.

[TEGL 17-16, RSA TAC 17-03, and OCTAE Program Memo 17-3, Infrastructure Funding of the One-Stop Delivery System (pp. 17-18 and Attachment II)]

FUNDING TYPES

Cash

Cash funds provided to the Local Board or its designee by AJCC Partners, either directly or by an interagency transfer, or by a third party.

Non-Cash

Expenditures incurred by AJCC Partners on behalf of the AJCC; and Non-cash contributions or goods or services contributed by a Partner program and used by the AJCC.

Third-party In-kind

Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with AJCC operations, by a non-AJCC Partner to: Support the AJCC in general; or Support the proportionate share of AJCC infrastructure costs of a specific partner. [20 CFR 678.720; 20 CFR 678.760; 34 CFR 361.720; 34 CFR 361.760; 34 CFR 463.720; and 34 CFR 463.760]

Other AJCC Delivery System Costs

The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners (**Attachment 3**). The other system costs budget must be a consolidated budget that includes a line item for applicable career services. The signed Phase I MOU required identification of the career services that were applicable to each partner program. Accordingly, this budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Following is a Summary of career services applicable to each AJCC Delivery System Partner (Santa Ana AJCC Partner Service Matrix (**Attachment 2**))

CAREER SERVICES

Career services include self-help service services requiring minimal staff assistance and services requiring more staff involvement generally provided to individuals unable to find employment through basic career services, and deemed to be in need of more concentrated services to obtain employment; or who are employed but deemed to be in need of more concentrated services like training to obtain or retain employment that allows for self-sufficiency.

- 1. Eligibility Determination:** This is the process of obtaining and documenting information about an individual's circumstances and comparing that information with the criteria set by an agency or program to decide if the individual qualifies for participation
- 2. Outreach, Intake and Orientation:** Outreach activities involve the collection, publication, and dissemination of information on program services available and directed toward jobless, economically disadvantaged, and other individuals. Intake is the process of collecting basic information, e.g., name, address, phone number, SSN, and all other required information to determine eligibility or ineligibility for an individual's program. Orientation, whether offered in a group setting, one-on-one, or electronically, is the process of providing broad information to customers in order to acquaint them with the services, programs, staff, and

other resources at the Santa Ana Work Center, or its partner agencies.

3. **Initial Assessment:** For individuals new to the workforce system, initial assessment involves the gathering of basic information about skill levels, aptitudes, abilities, barriers, and supportive service needs in order to recommend next steps and determine potential referrals to partners or community resources.
4. **Job Search, Placement Assistance, and Career Counseling:** Job Search helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to: job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services such as orientation, skills determination, and pre-layoff assistance. Placement Assistance is a service that helps people to identify and secure paid employment that matches their aptitude, qualifications, experiences, and interests. Career Counseling is a facilitated exploration of occupational and industrial information that will lead to a first, new, or a better job for the individual.
5. **Employment statistics-Labor Market Information:** Collect and report data about employment levels, unemployment rates, wages and earnings, employment projections, jobs, training resources and careers; (LMI)
6. **Eligible Provider performance and program Cost Information:** Collect and provide information on:
 - A. Eligible training service providers (described in WIOA Section 122)
 - B. Eligible youth activity providers (described in WIOA Section 123)
 - C. Eligible adult education providers (described in WIOA Title II).
 - D. Eligible postsecondary vocational educational activities and vocational educational activities available to school dropouts under the Carl Perkins Act (20 USC 2301).
 - E. Eligible vocational rehabilitation program activities (described in Title I of the Rehabilitation Act of 1973).
7. **Local Performance Information:** Collect and provide information on the local area's recent performance measure outcomes.
8. **Supportive Services' Information:** Collect and provide information on services such as transportation, child care, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in employment and training activities.
9. **Unemployment Compensation:** Collect and provide information on filing claims for state benefit payments that protect individuals from economic insecurity while they look for work. Claims may be filed on-line or via telephone

available in the Santa Ana Work Center.

- 10. Eligibility Assistance:** Provide guidance to individuals on eligibility for other programs and on financial aid assistance for training and education programs that are available in the local area.
- 11. Follow-Up Services:** Services provided to participants who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment. These services assist those individuals to maintain employment or qualify for promotions with that employment.
- 12. Comprehensive and Specialized Assessments:** A closer look at the skills levels and service needs that may include:
 - A. Diagnostic Testing and use of other assessment tools; and
 - B. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- 13. Individual Employment Plan Development:** Working with individuals to identify their employment goals, the appropriate achievement objectives, and the appropriate combination of services that will help the individual achieve those goals.
- 14. Group Counseling**
- 15. Individual Counseling and Career Planning**
- 16. Case Management:** For participants who receive training services under WIOA Section 134(d)(4).
- 17. Short-Term Prevocational Services:** Can include development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

TRAINING SERVICES

Services offered through a training provider to help individuals upgrade their skills, earn degrees and certifications, or otherwise enhance their employability through learning and education. Types of training services include:

- 1. Occupational Skills Training:** An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels.
- 2. On-the-Job Training (OJT):** Training by an employer that is provided to a paid participant while engaged in productive work that is limited in duration, provides knowledge or skills essential to the full and adequate performance of the job, and reimburses the employer for the costs associated with training the OJT trainee often calculated based on a percentage of the trainee's wages.

3. **Workplace and cooperative education:** Programs that combine workplace training with related instruction which may include cooperative education programs
4. **Training programs operated by the private sector**
5. **Skills upgrading and retraining:** Courses that prepare persons for entrance into a new occupation through instruction in new and different skills demanded by technological changes. These courses train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages. This includes courses that develop professional competencies that are particularly relevant to a vocational/occupational goal. It must be demonstrated that the training will result in the workers' acquisition of transferable skills or an industry-recognized certification or credential.
6. **Entrepreneurial training**
7. **Job-readiness training**
8. **Adult Education and Literacy programs:** Services or instruction below the postsecondary level for individuals who are not enrolled or required to be enrolled in secondary school under state law and lack basic educational skills to enable the individuals to function effectively in society and on a job, Services include, but are not limited to, one-on-one instruction, coursework, or workshops that provide direction for the development and ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function in society or on the job,
9. **Customized training:** Training that is designed to meet the special requirements of an employer or group of employers and that is conducted with a commitment by the employer to employ an individual upon successful completion of the training and for which the employer pays for a portion of the cost of training.

EMPLOYERS SERVICES

1. **Employer needs assessment:** Evaluation of employer needs, particularly future hiring and talent needs.
2. **Job posting:** Receiving and filling of job openings; searching resumes; providing access to a diverse labor pool.
3. **Applicant pre-screening:** Assessing candidates according to the employer's requirements and hiring needs; referring candidates based on their knowledge, skills, and abilities relative to the employer requirements.
4. **Recruitment assistance:** Raising awareness of employers and job openings and attracting individuals to apply for employment at a hiring organization. Specific activities may include posting of employer announcements, provision of job applications, and hosting job fairs and mass recruitment.

5. **Training assistance:** Providing training resources to enable employers to upgrade employee skills, introduce workers to new technology, or to help employees transition into new positions.
6. **Labor Market Information:** Access to information on labor market trends, statistics, and other data related to the economy, wages, industries, etc.
7. **Employer information and referral:** Provision of information on topics of interest to employers such as services available in the community, local training providers, federal laws and requirements, tax information, apprenticeship programs, human resource practices, alien labor certification, incentive programs such as WOTC or the federal bonding program, etc.
8. **Rapid Response and Layoff Aversion:** Provision of services to prevent downsizing or closure or to assist during layoff events, Strategies may include incumbent worker training to avert lay-offs, financing options, employee ownership options, placement assistance, worker assessments, establishment of transition centers, labor-management committees, peer counseling, etc.

Required Consolidated Budget for the Delivery of “Applicable Career Services”

The other system costs budget must be a consolidated budget for applicable career services. This budget must include each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner. Unlike infrastructure cost sharing, other system costs, including “Applicable Career Services” are not limited to the non-personnel costs and should include all costs related to the administration and delivery of those services.

ATTACHMENTS

Attachment 1: AJCC Partner location and Map

Attachment 2: Santa Ana AJCC Partner Service Matrix

Attachment 3: Applicable Career Services

Attachment 4: Comprehensive AJCC allocation for all Partners

Partners Sharing Infrastructure Costs When Benefit Data Are Available

Phase II MOU Requirement: “The state is in the process of implementing the requisite statewide data tracking system, and once such data are available, all non-co-located partners who are receiving benefit from the AJCCs will also be required to contribute their proportionate share towards infrastructure costs. Consequently, the Phase II MOU must include an assurance from all non-co-located partners that they agree to pay their proportionate share of infrastructure costs as soon as sufficient data are available

By signing, all parties agree that when data are available to determine the AJCC benefit to non-co-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions as appropriate.

THIS MEMORANDUM OF UNDERSTANDING is hereby signed and agreed to on the date first written above.

FOR THE CITY OF SANTA ANA

Attest:

City Of Santa Ana:

Maria D. Huizar, Clerk of the Council

Cynthia J. Kurtz, Interim City Manager

Recommended For Approval:

Approved as to Form:

Sonia R. Carvalho, City Attorney

Robert C. Cortez, Acting Executive Director
Community Development Agency

Ryan O. Hodge, Assistant City Attorney

FOR SANTA ANA WORKFORCE DEVELOPMENT BOARD

Lee McMurtray, Chair

FOR AMERICA’S JOB CENTER OF CALIFORNIA PARTNER

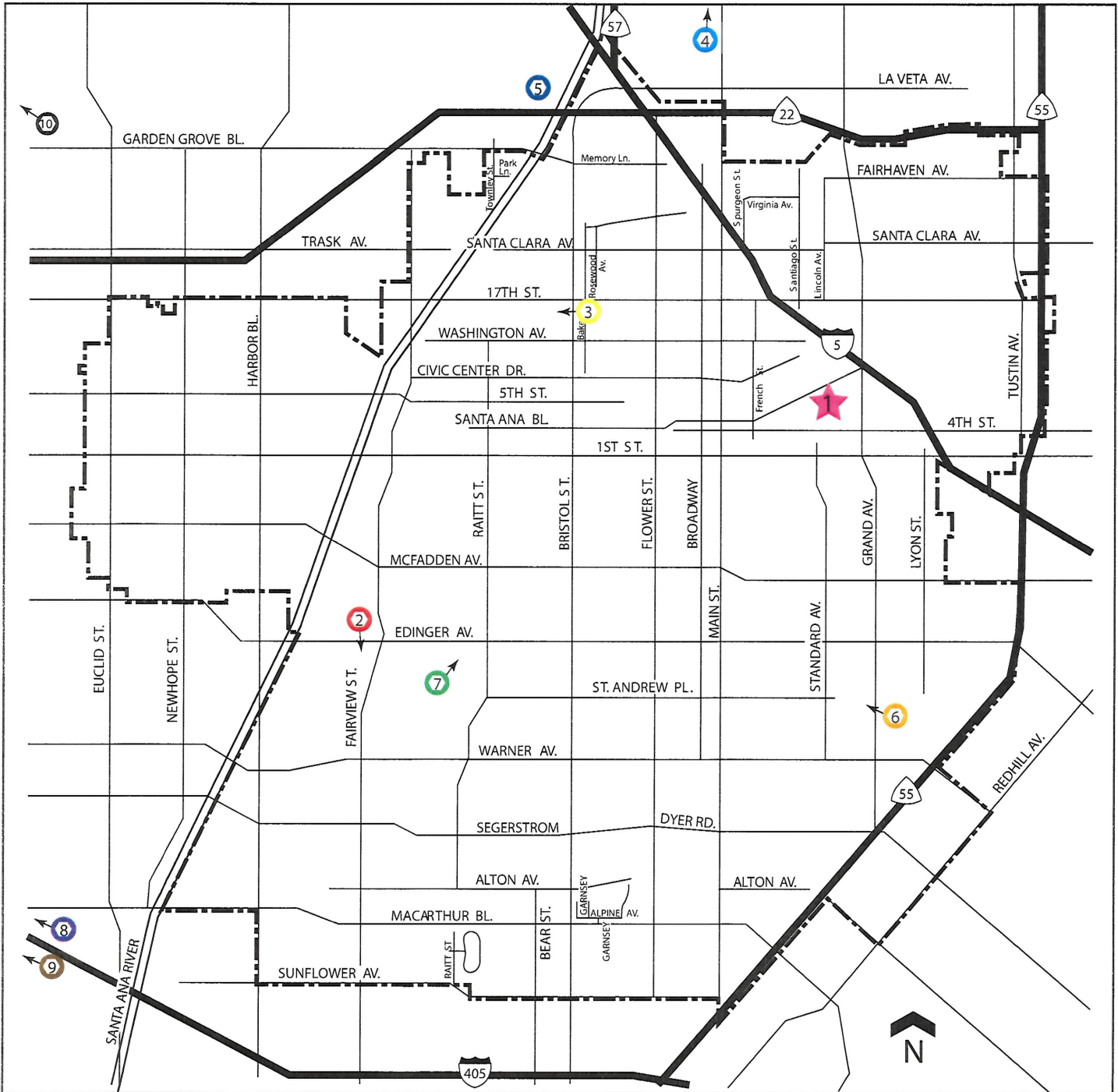
Rancho Santiago Community College District
AJCC Partner

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 4807340

Date



SANTA ANA WORK CENTER AMERICA'S JOB CENTER OF CALIFORNIA AND ITS PARTNERS



- ★ Santa Ana WORK Center
America's Job Center of California
1000 E. Santa Ana Blvd., #200
Santa Ana, CA 92701
- Partners:
Employment Development Department
State Department of Rehabilitation
O.C. Social Services Agency
Goodwill Industries
SER/Senior Aid Program
- 2 Centennial Adult Education
2900 W. Edinger Ave.
Santa Ana, CA 92704
- 3 Santa Ana College
1530 W. 17th St.
Santa Ana, CA 92706
- 4 College & Workforce
Preparation Center
1572 N. Main St.
Orange, CA 92867
- 5 State Department of
Rehabilitation
709 The City Drive, Suite 110
Orange, CA 92868
- 6 Social Services Agency
1928 S. Grand Ave.
Santa Ana, CA 92706
- 7 CTE/ROP Valley High School
1801 S. Greenville
Santa Ana, CA 92704
- 8 Long Beach Job Corps
Rehabilitation
1903 Santa Fe Ave.
Long Beach, CA 90810
- 9 Southern California
Indian Center
10175 Slater Ave., #150
Fountain Valley, CA 92708
- 10 Community Action
Partnership of O.C.
11870 Monarch St.
Garden Grove, CA 92841

AJCC PARTNERS CO-LOCATED

Partner Program	Partner Organization	Authorization/Category	Physically Co-Located
Title I Adult, Dislocated Workers and Youth programs	City of Santa Ana	WIOA Title I Adult, Dislocated Workers, Youth Programs	Yes
Adult Education/ Literacy and Carl Perkins Career Technical Education	Rancho Santiago Community College District	WIOA title II Adult Education and Family Literacy Act (AEFLA) program	No
		Career and technical education (CTE) programs at the postsecondary level, authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.)	
Wagner-Peyser	Employment Development Department (EDD)	WIOA title III Wagner-Peyser Employment Services, authorized under the Wagner-Peyser Act (29 U.S.C. 49 et seq.), also providing the state's public labor exchange.	Yes
Veterans	Employment Development Department (EDD)	Jobs for Veterans State Grants (JVSG), authorized under chapter 41 of title 38, U.S.C.	Yes
Trade Act	Employment Development Department (EDD)	Trade Adjustment Assistance (TAA), authorized under chapter 2 of title II of the Trade Act of 1974 (19 U.S.C. 2271 et sequ.)	Yes
Unemployment Insurance (UI)	Employment Development Department (EDD)	Unemployment Insurance (UI) programs under state unemployment compensation laws.	Yes
Vocational Rehabilitation Services	State Department of Rehabilitation	WIOA title IV State Vocational Rehabilitation program authorized under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.)	Yes
Temporary Assistance for Needy Families (TANF)	Social Service Agency-Family Self-Sufficiency	Temporary Assistance for Needy Families (TANF), authorized under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.)	No
Senior Aid Program	Senior Aid Program Regions II & III SER-Jobs for Progress, Inc.	Senior Community Service Employment Program (SCSEP), authorized under title V of the Older Americans Act of 1965 (42 U.S.C. 3056 et seq.)	Yes
Job Corps	Long Beach Job Corps	WIOA Title I C, Jobs Corps	No
Job Corps	Cornerstone Solutions	WIOA Title I C, Jobs Corps	Yes

Partner Program	Partner Organization	Authorization/Category	Physically Co-Located
Native American Programs	Southern California Indian Center	Indian and Native American Programs (Section 166)	No
Housing & Urban Development	Santa Ana Housing Authority	Housing & Urban Development (HUD)	No
Adult Demonstration	Orange County Sheriff's Department	Reentry Employment Opportunities (EO) programs authorized under sec. 212 of the Second Chance Act of 2007 (42 U.S.C. 17532) and WIOA sec. 169	No

Santa Ana AJCC Partner Service Matrix

Attachment 2

Partner Name	Entity/Program	Services (Enter Number from Attachment B)			Service Delivery Method
		Career	Training	Employer	
Title I Adult, DW, Youth	City of Santa Ana	1, 2, 3, 4, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17	1, 2, 5, 7, 9	1,2,3,4,5,6,7,8	FT, T, B, P, O
Adult Education/ Literacy	Rancho Santiago Community College District	2, 3, 12, 14-15, 17	1, 8		B, P, O
Wagner-Peyser	Employment Development Department (EDD)	1,2,3,4,5,6,8,9,10,17,		1,2,3,4,6,7,8	FT,PT,T,A,B,P,
Veterans (Jobs for Veterans State Grant)	Employment Development Department (EDD)	1,2,3,4,5,6,8,9,10,11, 12,13,14,15,16,17		1,2,3,4,6,7,	FT,T,A,B,P
Trade Act (Trade Adjustment Assistance)	Employment Development Department (EDD)	1,2,3,4,5,6,8,9,10,11,12, 13,14,15,16,17	1,4,5,8,9	1,2,3,4,6,7,8	PT,T,A,B
Unemployment Compensation	Employment Development Department (EDD)	1,9		8	PT,T,A,B
Vocational Rehabilitation	State Department of Rehabilitation	1, 2, 3, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 16, 17	DOR Eligible: 1, 2, 3, 4, 5, 6, 7, 8, 9,	1, 2, 4 DOR Eligible: 3, 5, 8	PT, FT
TANF	Social Service Agency-Family Self-Sufficiency				
Carl Perkins Career Technical Education	Rancho Santiago Community College District	2, 3, 12, 14-15, 17	1, 8		B, P, O
Title V Older Americans Act	Senior Aid Program Regions II & III SER-Jobs for Progress, Inc.	1,2,3,4,5,8,11,12,13,16	1,2,3,7	1,2,3,4,6, 7	PT, T, B
Job Corps	Long Beach Job Corps	2	1, 3, 7		T, B, P, O
Native American Programs (Section 166)	Southern California Indian Center	Eligible Federal state regognized Tribes: 2, 4, 10	Eligible Federal state regognized Tribes: 1, 7		O, P, B,T
Housing & Urban Development	Housing Authority	2, 3, 4, 8, 10, 15			B, P, O
Second Chance	OC Sheriff's Dept				

3.4 (23)

Applicable Career Services

Sharing Other One-Stop Delivery System Costs

The budget must include “applicable career services” as well as any other shared costs agreed upon by the AJCC partners. While only co-located partners share infrastructure costs, all One-Stop partners must share in other system costs, including applicable career services. All partners that signed the Phase I MOU must also sign the Phase II MOU for the sharing of other system costs.

Required Consolidated System Budget for “Applicable Career Services”

Summary of Career Services Applicable to Each AJCC Partner (Phase I MOU)

The agreed upon budget for other system costs aligns with the Phase I MOU agreement that outlined shared customers and services.

The other system costs budget is a consolidated budget that includes applicable career services. The signed Phase I MOU required identification of the career services that were applicable to each partner program. Accordingly, this budget includes each of the partner’s costs for the service delivery of each applicable career service and a consolidated system budget for career services applicable to more than one partner.

Unlike infrastructure cost sharing, other system costs, including “Applicable Career Services” are not limited to the non-personnel costs and should include all costs related to the administration and delivery of those services.

AJCC Applicable Career Services	RSCCD
<p>Career Services:</p> <ul style="list-style-type: none"> • Eligibility Determination (1) • Outreach, Intake and Orientation (2) • Initial Assessment (3) • Job Search, Placement Assistance, and Career Counseling (4) • Employment statistics-Labor Market Information (5) • Eligible Provider performance and program Cost Information (6) • Local Performance Information (7) • Supportive Services' Information (8) • Unemployment Compensation(9) • Eligibility Assistance(10) • Follow-Up Services(11) • Comprehensive and Specialized Assessments(12) • Individual Employment Plan Development (13) • Group Counseling (14) • Individual Counseling and Career Planning (15) • Case Management (16) • Short-Term Prevocational Services (17) 	\$841,363.75
<p>Training</p> <ul style="list-style-type: none"> • Occupational Skills Training (1) • On-the-Job Training (OJT) (2) • Workplace and cooperative education (3) 	\$42,370.80

Applicable Career Services

<ul style="list-style-type: none"> • Training programs operated by the private sector (4) • Skills upgrading and retraining (5) • Entrepreneurial training (6) • Job-readiness training (7) • Adult Education and Literacy programs (8) • Customized training (9) 	
Employer Services <ul style="list-style-type: none"> • Employer needs assessment (1) • Job posting (2) • Applicant pre-screening (3) • Recruitment assistance (4) • Training assistance (5) • Labor Market Information (6) • Employer information and referral (7) • Rapid Response and Layoff Aversion (8) 	\$0
Total Career Service Cost	\$883,734.55

Square Footage

AJCC (Comprehensive)

Partner Program	Assigned Office Space/Square Footage	Square Footage Paid for Based on Office Sharing / Payment Ratio	% of Total Square Footage	Square Footage Cost	Amount: Cash	Amount : In-Kind	Square Footage Cast Breakdown by Cost Category		
							Infrastructure Cost	Shared Cost	Career Services
EDD	1896	3555	41.65%	\$ 185,614.40			\$ 121,496.70	\$ 64,117.70	\$ -
City of Santa Ana	2617	4251	52.48%	\$ 252,108.45			\$ 171,318.61	\$ 80,789.84	\$ -
Cornerstone	63	102	1.26%	\$ 6,042.86			\$ 4,103.16	\$ 1,939.70	\$ -
Goodwill Industries	41	67	0.82%	\$ 3,940.60			\$ 2,678.26	\$ 1,262.34	\$ -
Department of Rehabilitation	63	102	1.26%	\$ 6,042.86			\$ 4,103.16	\$ 1,939.70	\$ -
Rancho Santiago Community College District	N/A	N/A	0.00%	\$ -			\$ -	\$ -	\$ 883,734.55
Social Services Agency-Family Self-Sufficiency	N/A	N/A	0.00%	\$ -			\$ -	\$ -	
Long Beach Job Corps	N/A	N/A	0.00%	\$ -			\$ -	\$ -	
Native American Programs	N/A	N/A	0.00%	\$ -			\$ -	\$ -	
Santa Ana Housing Authority	N/A	N/A	0.00%	\$ -			\$ -	\$ -	
Orange County Sheriff's Department	N/A	N/A	0.00%	\$ -			\$ -	\$ -	
SER Jobs for Progress	126	205	2.53%	\$ 12,136.12			\$ 8,241.34	\$ 3,894.78	\$ -
Total Office Space Square Footage	4806								
Total Common/Shared Area Square Footage	8282								
Total	13088	8282	100.00%	\$ 465,885.29			\$ 311,941.23	\$ 153,944.06	

3.4 (26)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**Santa Ana College**

To: Board of Trustees	Date: August 14, 2017
Re: Approval of SAC Midterm Report for ACCJC	
Action: Request for Approval	

BACKGROUND

Santa Ana College has prepared a Midterm Report as requested by the Western Association of Schools and Colleges (WASC) Accrediting Commission for Community and Junior Colleges (ACCJC). All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. The Midterm Report will be submitted to the ACCJC in October.

ANALYSIS

The Midterm Report was presented to the Board of Trustees for a first reading on July 17, 2017. As a result of the first reading, no comments or corrections of facts were received. The second reading and request for approval of SAC Midterm Report is now presented.

RECOMMENDATION

It is recommended that the Board of Trustees approve the SAC Midterm Report for ACCJC so that it may be submitted before October 15, 2017.

Fiscal Impact: None	Board Date: August 14, 2017
Prepared by: Bonita N. Jaros, Ph.D., Accreditation Liaison Officer	
Submitted by: Linda D. Rose, Ed.D., President, Santa Ana College	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



SANTA ANA COLLEGE

Midterm Report
October 15, 2017



www.sac.edu



**Midterm Report
October 15, 2017**

**Submitted By:
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706**

**Submitted to:
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges**

ACKNOWLEDGMENTS

Content Preparation/Editing: Bonita Nahoum Jaros, Ph.D. and Shelly Jaffray

Typography: David Styffe

Cover Design: Miranda Medrano

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To: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

From:



Linda D. Rose., Ed.D., President, Santa Ana College October 1, 2017
Date

Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706

I certify there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

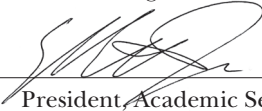
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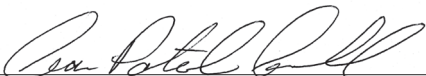
John R. Hanna President Board of Trustees October 1, 2017
Date



Raúl Rodríguez, Ph.D. Chancellor, Rancho Santiago Community College District October 1, 2017
Date



Elliott Jones, D.M.A. President, Academic Senate October 1, 2017
Date



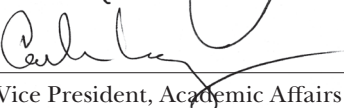
Sean Small Representative, California School Employees Association, Chapter 579 October 1, 2017
Date



Lisette Cervantes President, Associated Students October 1, 2017
Date



Bonita Nahoum Jaros, Ph.D. Accreditation Liaison Officer/Accreditation Chair October 1, 2017
Date



Carlos L. Lopez Vice President, Academic Affairs October 1, 2017
Date

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STATEMENT OF REPORT PREPARATION

After the ACCJC Team Visit of October 9-12, 2014, Santa Ana College received an *External Evaluation Report* dated November 19, 2014, inclusive of commendations and recommendations for the college. Succeeding that report, Santa Ana College was issued the official Commission disposition in a letter dated February 6, 2015: **Reaffirm Accreditation** with a **Follow-Up Report** due by **October 15, 2015**.¹ Three recommendations were issued for the College to resolve deficiencies and to improve Institutional Effectiveness within that year, and a fourth recommendation was to be presented in the *Midterm Report* due October 15, 2017. The *Midterm Report* demonstrates updated status of the three recommendations addressed in the *Follow-Up Report* within the section related to the *Actionable Improvement Plans* contained in the College's 2014 *Self-Evaluation Report of Educational Quality and Institutional Effectiveness* to further demonstrate integrated planning and enhancement of institutional effectiveness. The Report then addresses **Recommendation 4** of the 2014 ACCJC *External Evaluation Report* with particular emphasis on the improvement of Institutional Effectiveness.

The *Follow-Up Report*, October 15, 2014 and the corresponding official Commission letter of February 6, 2015 may be accessed at: [Follow-Up Report October 2015; Official Commission Letter](#).

The Accreditation Oversight Committee²

Ongoing Purpose: The Accreditation Oversight Committee (AOC) is a recommending body to College Council. The purpose of the AOC is to ascertain that the accreditation exigencies of ACCJC, the USDE, and other agencies and/or statewide or federal initiatives are met and that the College is in compliance at all times with Accreditation Standards and all policies. The AOC serves as the committee that will establish processes and timelines for creating accreditation reports as needed. Members serve as liaisons to respective constituency and participatory governance groups. Workgroups are established with support of the AOC for Self-Evaluation Reports and other reports as needed. College Council approves all reports prior to submittal to the Board of Trustees and official agencies.

Membership: The Accreditation Oversight Committee (AOC) is comprised of the IE&A Coordinator/ALO, the Vice President of Academic Affairs, the Academic Senate President or designee, a Classified Staff representative appointed by CSEA, and one Academic Dean.

The Accreditation Oversight Committee agrees to recommendations for College Council by consensus. All agendas and minutes may be accessed on the [Accreditation Oversight Committee web page](#).

Midterm Report: The AOC kept timelines, monitored that evidentiary documents were collected, and that all stakeholders were well informed of processes and outcomes.³ Members of the AOC attended governance committee meetings, including College

STATEMENT OF REPORT PREPARATION

Council, which had an ongoing *Accreditation Report* on the agenda.⁴ In April 2017, College Council Reviewed the AIP Chart and gave input to the Data Analysis Trend Chart.⁵

Membership of the Accreditation Oversight Committee:

Bonita Nahoum Jaros, Ph.D., Chair, Institutional Effectiveness & Assessment

Coordinator/Accreditation Liaison Officer

Carlos L. Lopez, Vice President, Academic Affairs

Shelly Jaffray, Dean, Humanities and Social Sciences

Elliott Jones, D.M.A., President, Academic Senate

Jimmy Nguyen, CSEA Representative

The **writing team** consisted of Bonita Nahoum Jaros, Ph.D. and Shelly Jaffray.

A **timeline** was established for the six phases of the *Midterm Report*:

Midterm Report Timelines

Phase 1: Spring 2016	ALO commences collecting data and evidentiary documents January 2016 ALO makes accreditation presentations to governance committees spring 2016
Phase 2: Summer 2016	ALO puts documents together for AOC July 2016, including review of ACCJC Recommendations and up-to-date status; timelines; protocol for collecting information and evidentiary documents
Phase 3: Fall 2016	Oversight Committee, chaired by ALO, convenes and continues work to collect information and evidentiary documents ALO presents AIP update to participatory governance committees fall 2016 VPAA and ALO work with Cabinet; governance co-chairs and designated faculty; classified representatives; and student leaders to glean information for Midterm Report ALO and co-writer put Report into proper narrative format from information gleaned by January 2017 ALO shares draft with President
Phase 4: Spring 2017	ALO works with staff designated to aid in electronic document linking and formatting of Report May 2017 ALO receives input from President Final Draft May 2017: CSEA receives Report second week May 2017 and submits input by May 30 ⁶ Academic Senate receives Report May 2017 meeting for input by first week of June ⁷ President and ALO review comments College Council receives <i>Midterm Report</i>

STATEMENT OF REPORT PREPARATION

Phase 5: Summer 2017	Report is completed June 2017; editing team (ALO and co-writer) work to complete editing by June 1 President gives input to final Report Signatures are collected June 2017 ALO works with Typographer and Graphic Designer July 2017 to prepare document for printer Academic Senate receives final version of Report for August 2017 Retreat during FLEX week CSEA receives final version of Report August 2017 College Council receives final version of Report President Rose receives Report for final approval
Final Phase	Board of Trustees receives Report July 17, 2017 (first reading); second meeting August 14, 2017 (approval) <i>Midterm Report</i> is sent to ACCJC and received by October 15, 2017 (mailed October 10, 2017; electronic version sent October 10, 2017)

As the responses to the recommendations were written and charts were created, AOC members were in regular communication with constituency groups and participatory governance committees.⁸ The ALO also made regular reports to [College Council](#) and met regularly with the President to receive input.⁹

The Report was approved by College Council on May 31, 2017,¹⁰ and shared with all constituency groups. The final draft version of the *Midterm Report* was posted on www.sac.edu for the college community to review.

The *Midterm Report* was submitted to docket for Board of Trustees first reading on July 17, 2017. The Board of Trustees gave final approval of the *Midterm Report* of Santa Ana College on August 14, 2017.¹¹

Respectfully Submitted,



Linda D. Rose, Ed.D., President, Santa Ana College

ACTIONABLE IMPROVEMENT PLANS

Comprehensive Status Report
From
Self-Evaluation Report of Educational Quality and Institutional Effectiveness

STANDARD I: INSTITUTIONAL MISSION AND EFFECTIVENESS

I.A. Mission

I.B. Improving Institutional Effectiveness

Standard & Who Responsible for S16 Update	Actionable Improvement Plans	Recommended Lead(s)	Status
I.B.1	1. The program review process will be ongoing and consistent with integrated planning activities.	<ul style="list-style-type: none"> • Dept. Chairs/ Mgmt. Partners • Office of Institutional Effectiveness (OIE) 	<p>1.a. The program review process is ongoing for Academic Affairs, Student Services, and Administrative Services. See www.sac.edu/program_review.</p> <p>1.b. The college has obtained TracDat and conducted a pilot use of this assessment platform fall 2015. TracDat update as of 2016 is as follows:¹²</p> <p>1.c. The Academic Program Review was modified to accommodate a transition to TracDat and also to streamline the process.</p> <p>1.d. After review of the annual and quadrennial program review templates, the Academic Senate approved combining the templates into one.¹³</p> <p>1.e. The ILO analysis process, developed by the TLC, was implemented spring 2015. Designated college-wide ILO was Communication Skills ILO.^{14,15}</p> <p>The designated ILO for spring 2016 was Thinking and Reasoning ILO. The designated ILO for 2016-2017 was Information Management.¹⁶</p>

Standard & Who Responsible for S16 Update	Actionable Improvement Plans	Recommended Lead(s)	Status
	<p>2. Professional development activities will be offered to improve the collective understanding or the meaning of evidence, data, and research used in the evaluation of student learning.</p>		<p>2. College Council, the TLC, and other participatory governance groups have worked with the Director of Research and the Professional Development Coordinator and Assistant Dean of Student Services to develop professional development activities related to data and research.</p> <p>Please see Professional Development New Research Analyst Position¹⁷ Data Workshops^{18, 19} FLEX/ New Faculty Institute²⁰</p>
<p>I.B.2</p>	<p>1. The College will continue to review the Strategic Plan to review the degree to which goals have been met.</p>	<ul style="list-style-type: none"> • Cabinet • College Council • OIE 	<p>1.a. College Council has assumed the responsibility of Strategic Plan analysis and updating. This is done annually. Please see Strategic Plan Update.</p> <p>1.b. The 2014-2016 Strategic Plan was reviewed at the September College Council meeting, highlighted at the President’s August 2014, 2015, and 2016 Convocation, and was incorporated into college and departmental student success and planning work.²¹</p> <p>1.c. The IE&A Coordinator/ALO is a member of College Council as of fall 2014.²²</p>

Standard & Who Responsible for S16 Update	Actionable Improvement Plans	Recommended Lead(s)	Status
	2. The College will continue to evaluate assessment processes of the institutional goals.		<p>2.a. ILO analysis has been made more transparent through a protocol developed by the TLC. ILO Protocol</p> <p>2.b. Reportage and link to College Council is clearer, as the IE&A Co-ord./ALO has been made a regular member of College Council meetings and reports at every meeting. (see 1.c)</p> <p>2.c. College Council and the IE&A Coordinator work with the designated Research Analyst to establish protocols for Institutional Set Standards analysis.²³</p> <p>2.d. College Council, with representatives from all constituent groups, including students, discusses strategic planning, and closing the loop. Constituent representatives then get feedback from their respective groups and bring it back to College Council.</p> <p>2.e. Mission statement review has been prominent spring 2017; this will serve as the basis for strategic goals analysis and possible revision of the college vision themes.²⁴ On May 31, 2017 College Council refined all input from the constituency groups related to the mission statement. Two statements were then sent to the entire college community for a vote. It was determined that an elegant brief mission statement with a vision statement would best serve the college.²⁵ The President the made a slight adjustment to accommodate the Baccalaureate degree. The Board of Trustees approved the new SAC Mission Statement July 17, 2017.²⁶</p>

Standard & Who Responsible for S16 Update	Actionable Improvement Plans	Recommended Lead(s)	Status
<p>I.B.3/ III.A.4.b</p>	<p>1. An Office of Institutional Effectiveness should be established, and a college researcher should be hired to improve institutional planning.</p>	<ul style="list-style-type: none"> • Cabinet 	<p>1.a. The IE Coordinator established a website for the IE Office, which includes institutional effectiveness issues, program review, and all information related to Accreditation. Please see Institutional Effectiveness & Accreditation Office web page.</p> <p>1.b. A separate Accreditation site has also been created. The IE Coordinator maintains these. Please see the Accreditation web page.</p> <p>1.c. The IE Coordinator/ALO is now a member of College Council and makes regular reports. (see 1.c)</p> <p>1.d. A Research Analyst for Equity was hired fall 2014. An additional research analyst was hired spring 2015. A Director of Research was then hired to develop a well-rounded Research Office and coordinate a college research agenda. Subsequently, an additional research analyst was hired to work with the ALO. Institutional Research</p> <p>1.e. In 2016-17, the College Research Office has expanded to create an interactive dashboard and work with faculty and staff on overall college research and research training. The Research Office, working in tandem with College Council and all constituent groups and the ALO, therefore serves as a support for Institutional Effectiveness and Accreditation. The IE Coordinator/ ALO has therefore focused on Accreditation. The Equity coordinator is also co-located with the Research Office.</p>
<p>I.B.4</p>	<p>1. The College will continue to utilize the RAR process and evaluate its effectiveness.</p>		<p>1. The RAR process was evaluated through a survey Oct 2016.^{27, 28, 29}</p>

Standard & Who Responsible for S16 Update	Actionable Improvement Plans	Recommended Lead(s)	Status
I.B.5	1. The College will develop a formal mechanism to assess the effectiveness of communicating information about institutional quality to the public.	<ul style="list-style-type: none"> • Cabinet • College Council 	<p>1.a. A district-wide branding and marketing study was undertaken to learn how to best present the strengths of SAC to community members. The results of this work were presented to the SAC Management Council in September. A team was formed to identify action priorities, including the mobilization of the college community to broadcast SAC information to the community. The results were presented to the Board of Trustees in a report by the PIO.³⁰</p> <p>1.b. A college PIO has been hired and reports to the President's Office. Protocols and templates are being developed for a monthly report to include information from all constituent groups. The PIO Issues Spotlight Reports, e.g., May 2017 Honors Students</p> <p>1.c. The SAC Marketing Committee is a constituency-based group that meets monthly to develop effective marketing strategies for current and future students and community. This committee reports to the SAC Planning and Budget Committee and focuses on the following three main strategies:</p> <p>One strategy focuses on establishing and maintaining formal and traditional marketing mechanisms based on industry data, research, analytics, tracking, and evaluation. Some of these methods include e-blasts, radio, postcards, street banners, billboards, and print media.</p> <p>A second strategy is to enhance the social media and online presence of SAC using Hootsuite, analytics, and other innovative technologies, while tracking and evaluating approaches and making adjustments on a daily basis. Some of these processes also include a streamlining of the current SAC website, audio ads with streaming services, and boosted social media posts.</p>

Standard & Who Responsible for S16 Update	Actionable Improvement Plans	Recommended Lead(s)	Status
			<p>A third strategy utilizes non-traditional, grassroots, marketing processes to enhance communication with key groups, such as neighbors, parents, community leaders, alumni, community-based organizations, businesses, and other groups. Some of these tools include marketing in neighborhood, community, business, and unified school district newsletters; multilingual newspapers and magazines; formal and community ListServes; and direct face-to-face contact in the local mall, events, business partnerships, and programs.</p> <p>Efforts focusing on establishing a strong and positive SAC brand are in progress. This process will include focus groups, online surveys, and other forms of market research. (spring 2016)</p>
I.B.6	<p>1. The effectiveness of the SB 361 Model will be reviewed at the college level.</p>	<ul style="list-style-type: none"> • Planning & Budget Committee • Cabinet 	<p>1. The District SB361 Budget Allocation Model (BAM) effectiveness has been evaluated at both the district level at the Fiscal Resources Committee,³¹ at the college level as discussed in College Council as well as the SAC Planning and Budget Committee.³² Actions to improve the model include evaluating the District’s 50% law compliance and its impact at the colleges, updating the language on growth, developing language related to District operation budget augmentation requests, and establishing a benchmark for the cost of District services. Work groups have been established and have undertaken work related to these specific areas of the BAM. (spring 2015)</p>
	<p>2. An Office of Institutional Effectiveness will be established to evaluate planning processes (See I.B.3)</p>		<p>2. See also I.B.3</p> <p>A Research Office was established in spring 2016 with a Director of Research and Research Analysts; the Equity Coordinator is located in this office as well. Another Research Analyst was hired fall 2016 to work with the ALO/IE coordinator as well.</p>

STANDARD II: STUDENT LEARNING PROGRAMS AND SERVICES

II.A. Instructional Programs

II.B. Student Support Services

II.C. Library and Learning Support Services

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.A.1.b	1. The faculty will continue to evaluate success rates in the distance education mode.	<ul style="list-style-type: none"> • VP AA • DE Coordinator 	1. Data regarding success rates for DE is disaggregated in the Dashboard. ³³
	2. The College will explore more alternatives to scheduling patterns to meet changing student needs.		2. An Enrollment Management Plan has been developed and was sent to all participatory governance committees and the Academic Senate for input May 2017. The data contained within this plan reflects decisions for course offerings, scheduling efficiency, pathways, and community need. ³⁴
II.A.1.c/ II.A.2.b	1. All departments and units will complete assessment of Program-level Learning Outcomes for degrees, programs, and certificates.	<ul style="list-style-type: none"> • Dept. Chairs/ Mgmt. Partners • IE Coordinator • Dean of H&SS 	<p>1.a. The IE Coordinator, in conjunction with the TLC, has developed a protocol to cyclically assess ILOs and GE categories. ILOs and GE have been assessed in the PA/PR capstone process, but this protocol amplifies existing processes and sheds more direct light onto the process. Please see Institutional Learning Outcomes How To.</p> <p>1.b. All data are coordinated from the Scorecard, system-wide goals, Institution-Set Standards, Student Success and Support Programs, Student Equity, and the Basic Skills Initiative. These data are used for program review. Example Music Department Program Review.</p> <p>1.c. The Program Review Model has been revised to more easily access data. (Please see I.B.1)</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
	2. Outcomes will be developed for each GE area and connected to the ILO's. All ILO's will be assessed at 100 percent.		2. The TLC considered developing GE outcomes; at this time, ILOs and GE outcomes are synonymous. The ILOs have been cross-walked to the GE Outcomes, ³⁵ and all divisions submit a report to the TLC by mid-April. The ILO for 2014-2015 was Communication Skills ILO ; Thinking and Reasoning ILO for 2015-16; Information Management for 2016-17. After utilizing the ILO analysis process, it has been determined that the ILO analysis cross-walked to GE categories is sufficient.
	3. The efficacy of the new Learning Center will be assessed.		<p>3.a. The Learning Center submitted goals analysis to the Dean of Humanities and Social Sciences at the same time as every department in the division.</p> <p>The quadrennial program review is due October 2017, as the Learning Center is in its fourth year 2017-18 academic year. Annual program review was presented to the TLC spring 2017. Learning Center Annual Report 2016-17</p> <p>3.b. In July 2015, the District Research Department compiled data in a report, "Influence of Learning Center Services on Course Success." The report showed, in part: "Students who attended SAC Learning Center during Fall 2014 semester had a higher average semester gpa (2.64 vs 1.82) than those who did not seek help at the Center."</p> <p>"Overall, both groups succeeded in their coursework at the same rate (74%)." (S16 update)</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.A.2.f	1. The English department will evaluate the efficacy of the new scheduling pattern from N50, through the sequence, to English 101 to determine if persistence rates increase.	<ul style="list-style-type: none"> English Dept. Chair & Dean of Humanities and Social Sciences 	<p>1.a. The English Department in particular, and the College overall, are dedicating significant resources to study enrollment and success patterns in critical academic pathways. The information is being used to both right-size planned course offerings and to inform adjustments to the teaching and learning processes in specific courses.³⁶ (S15 Update)</p> <p>Due to statistics that show that English N60 students have difficulty successfully completing English 101, the English Department has begun to redesign its course sequence. There are three classes that students can take (depending on which English class they test into) before reaching English 101. Those classes include English N50, English N60, and English 061. The English Department is working to create a new class that students who currently test into English N60 will take. Currently, students who test into English N60 have to successfully pass English N60 and English 061 before they can take English 101. That leaves many exit points for students before they complete English 101. The new course redesign would have the majority of students test into either English 061 or a new English class that would be designed to replace English N60 and English 061, thereby eliminating exit points and preparing students in one semester for English 101. While the details of this new class are still being worked out by the English Department, this new class would involve more time in class and combine the talents of the library, the Reading Department, and the Learning Center. Of course, a redesign of English 061 is also essential in order to better prepare students for the successful completion of English 101. (S16 update)</p> <p>1.b. Additionally, in order to increase the persistency rates, the English Department has agreed to conduct a pilot program during the 2016-2017 school year. After hearing the information presented at a Multiple Measures Assessment workshop on April 29, 2016, the English Department agreed to permit students from the SAUSD with a cumulative grade point average of 2.6 or higher to take an English 101 course. The students' success in that pilot program will be used to ascertain whether the grade point average cut-off will need to be adjusted for future English 101 students. (S16 update)</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.A.2.i	1. The College will evaluate the institution-set standards for success rates, attainment of degrees, CTE certificates, and transfer bi-annually commencing December 2014.		<p>1.a. ISS/IEPI work is ongoing.³⁷ Institutional Effectiveness Partnership Initiative (IEPI) web page (Prior to submission, CC approval June 8, 2016)</p> <p>1.b. For 2016-17, after dialogue, the process for ISS and IEPI goal setting is as follows: To meet the accreditation exigency for ISS in the Annual Report due March 31st each year, it is required to update the Institution-Set Standards for success rates; degree and certificate attainment; transfer; and persistence. These will reflect baseline data; if the college does not achieve the agreed-upon baseline, plans will be developed for improvement with clear, consistent monitoring. IEPI data, due in June to the CCCCCO, is based on Scorecard data and includes different framework indicators from ISS (i.e., IEPI—successful course completion, accreditation status, completion rate—overall; college prepared completion rate; unprepared for college completion rate; CTE rate; basic skills rate). The purpose also differs; one-year and six-year goals will be aspirational goals. ISS will be set every fall; IEPI will be set every spring. Annual metrics and three-year metrics will be scrutinized in the required areas. In addition, persistence rates will be added. Dialogue and input will be received from the Academic Senate, the TLC, and the Student Success and Equity committee prior to Cabinet review and presentation to College Council. (S16)</p>
II.A.3.a	1. All of the general education areas will be reviewed in a systematic cyclical manner.		<p>1. GE categories are tied to annual ILO analysis. 2015 TLC End-of-Year Report 2016 TLC End-of-Year Report 2017 TLC End-of-Year Report</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.B.1	1. Each of the Student Services programs will incorporate review of the 2013 Student Satisfaction Survey into the annual Program Effectiveness Review and Program Plan within their respective planning portfolio.	<ul style="list-style-type: none"> • VPSS 	1. The updated 2014 SAC Student Satisfaction Survey was recently uploaded to the website and has been receiving institutional attention in Management Council, on the Enrollment Management Team, and is being utilized in Student Services Program Effectiveness Review. The College is analyzing the data historically and will use selected metrics as baseline measures for the current year.
II.B.3	1. New strategies and procedures that come from Student Transition Strategic meetings will be phased in during the 2015-2016 school year; data will be collected and a review of the results will drive future changes.	<ul style="list-style-type: none"> • VP SS • Equity Coordinator 	1. In 2015-16 Student Transition Strategic Meetings between credit and non-credit faculty were held; ESL was the target program - learning pipeline for second language learners. ³⁸ Progress was met in the following ways: <ul style="list-style-type: none"> • Articulation agreements • ESL Transition to College course information • Agenda for College Day for Noncredit Students • Fall 2015 Transition Events and Activities • Flyer for Transition to College Class Spring 2017 • Flyer for Student Transition Program

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
<p>II.B.3.c</p>	<p>1. As part of the annual review process, student services management and faculty will analyze the most recent Student Satisfaction Survey and identify possible areas of program improvement and implement strategies to increase overall student satisfaction ratings to previous levels or higher (See I.B.1)</p>	<ul style="list-style-type: none"> • VP SS 	<p>1. Through the Research Office, data have been converted into a dashboard, in which all constituents and the public may easily access any data at any time, e.g., Student Satisfaction Survey.³⁹</p> <p>There is also generic data that can be used for programs with broad-based student participation., e.g., A&R, EOPS, Spotlight Reports for specific program information.</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.B.3.e	1. An evaluation of the pilot will be conducted in the fall of 2014 by English faculty and the RSCCD Research Department in conjunction with the SAC Testing Center and Student Outreach Office to verify if placements have resulted in a more successful placement than the standardized CTEP exam.		<p>1. Santa Ana College has an agreement with the SAUSD regarding students who have taken the <i>Expository Reading and Writing Course</i> (ERWC). Students who achieved an <i>A</i> in the ERWC are permitted to enroll in an English 101 class. When this issue was evaluated at the end of the fall 2015 semester, there was not enough data to support any conclusions. However, from the limited data that was available, it appeared that students who achieved an <i>A</i> in the ERWC seemed to be placed properly into English 101; there was not enough data to draw conclusions regarding students who achieved a <i>B</i> or lower in the ERWC.</p> <p>Furthermore, the pilot program that the English Department has agreed to conduct during the 2016-2017 school year should result in a more successful placement into English 101 classes than the standardized CTEP exam. In addition, it may make the ERWC agreement with SAUSD moot and will render the standardized CTEP exam one of many factors that determines a student's proper placement into an English class. The students' success in that pilot program will be used to ascertain whether the grade point average cut-off will need to be adjusted for future English 101 students. (S16 update)</p>
II.B.4	1. The Student Survey will be revised to include distance education student usage and feedback on services provided.	<ul style="list-style-type: none"> • RSCCD Research/ DE Coordinator • VPSS 	<p>1.a. The DE Coordinator and the RSCCD Director of Research both serve on the TLC. The TLC chair asked the DE coordinator to develop a protocol for including DE into the next Student Survey. (S15)</p> <p>1.b. A DE Student Support Services Survey was developed, and data was analyzed as a result. (2016)⁴⁰</p> <p>1.c. Tableau tool can be used to disaggregate for any DE information, (e.g., AS-T Bus Admin Unproductive Units)⁴¹</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
	<p>2. The College will implement DE student access to transfer center resources and advisement and financial aid.</p>		<p>2.a. Financial Aid offers online information and forms. Students are required to come to the College in person for verification, when there is any question regarding status or if there are any other issues. The Financial Aid Office is compliant with all regulations.</p> <p>2.b. The Student IQ Bar is accessible to DE students. There is an online form that the DE student can use to submit questions.⁴² The form for submitting questions to the IQ Bar is now live on the college website.</p> <p>2.c. The Transfer Center is moving quickly to incorporate online access for Distance Education students. Access will be similar to the current “Online Counselor” link and form. Students will complete a form online and will receive a response, via email or phone, within 24 hours on working days. This service will provide responses to students from the Transfer Center desk staff or transfer counselors, depending on student need. Online question submittal paired with student access to electronic Education Plans will provide the Distance Education student with an accessible and clear method of transfer planning and advisement. A soft rollout is planned for fall 2017.</p> <p>2.d. Use of synchronous video chat as a tool for increased interaction and familiarity is under investigation for multiple Student Services areas and will serve as another communication improvement for students.</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.C.1	1. After documented analysis through program review, the library and other learning support services will submit their Resource Allocation requests (RARs) for an increase in space, resources, services, and staff to optimize services to students.	<ul style="list-style-type: none"> Library Faculty 	Nealley Library Resource Allocation Reports are completed annually. ⁴³
II.C.1.a/ II.C.1.c	1. After documented analysis through program review, the library and other learning support services will submit RARs for an increase in educational equipment and materials to support student learning, to provide for enrollment growth to support new programs, and to achieve the mission of the institution.	<ul style="list-style-type: none"> Library Faculty Dean Fine and Performing Arts 	Please see reference for II.C.1.

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
II.C.2	1. Future development and implementation of online student surveys accessible through each of the library and learning support service centers' web pages will be developed to provide continuous feedback for the improvement and enhancement of services.	<ul style="list-style-type: none"> • Cabinet • J27 • SACTAC 	<p>1.a. The DE Coordinator worked with the Learning Center and Math Center to develop surveys to enhance services. The LC is in process of switching from paper/pencil surveys to Survey Monkey. When this is complete, questions will be added for the DE student. The Math Center is in process of formalizing questions for their survey of DE students. Both surveys will be completed and implemented by the end of May 2015.⁴⁴ The Library is in the process of switching from paper/pencil surveys to an electronic survey engine, probably Survey Monkey, with questions added for the DE student. This will be in place fall 2015. (S15 update)</p> <p>The Learning Center has assessed students annually using Survey Monkey since May 2015. The survey includes questions about online tutoring and has been made available to students using the online services. At this time, there is not a survey that is permanently on the Learning Center website. (S16 update)</p>
	2. DLAs in the Learning Center will continue to be assessed to improve student success and retention through a program review portfolio with goals based on assessment data.		<p>2.a. The Learning Center Coordinator is working with faculty to continually assess the effect of DLAs on success rates both on assignments and overall. Please see Academic Assistance at the Learning Center (S15 update)</p> <p>2.b. On the final page of the DLAs, students are encouraged to respond to questions about the usefulness and clarity of the DLA. Based on this feedback, DLAs may be revised or rewritten. Instructors who refer their students to the Learning Center are asked for their feedback about the Center and the DLAs they recommend for their students. (S16 update)</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
	3. The measures of assessment for the Math Center's pilot programs will be scaled to accommodate larger student groups.		3. The Math Department continues to work closely with SAUSD on strategies to elevate math achievement in high school and related success in college. Ideas building on the 2013-2014 pilot programs were reviewed by an intersegmental team on Friday, September 26 th and include building pathways for STEM and non-business majors, recalibrating testing schedules to maximize learning time, and encourage students to enroll in math courses during the senior year of high school. ⁴⁵
	4. The Learning Center needs more funding to maintain its current status and to expand its services to all students including DE, SCE, and DSPS students.		4. The Learning Center has received augmented funding through Basic Skills and will continue to submit resource allocation requests (RAR) through the institutional planning and budget process. ⁴⁶ Ongoing workshops and activities are presented for students monthly. ⁴⁷

STANDARD III: RESOURCES**III.A. Human Resources****III.B. Physical Resources****III.C. Technology Resources****III.D. Financial Resources**

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
III.A.5.a	1. The College needs to facilitate and expand professional development opportunities.	<ul style="list-style-type: none"> • VP SS 	1. Professional Development for all staff has been increased and supported. Professional development is also included in the RARs based on program review. ⁴⁸ Please see also Response to Recommendation 4.
	2. The College also needs to create a specific budget line item to fund professional development activities.		2. BSI funds are utilized when appropriate, and there is an ongoing Fund 11 account.
III.A.5.b	1. Improvements to the professional development offerings to increase opportunities for all staff should be made.		1. The Professional Development site may be accessed: Please see Response to Recommendation 4, as this is explained in detail.

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
	2. The College also needs to create a specific budget line item to fund professional development activities. (See III.A.5.a)		
III.B.1	1. A plan for institutional involvement of DE in the budget and planning process will be addressed and implemented in a more comprehensive manner by SACTAC, as it now reports to the SAC Planning and Budget Committee. Planning will accommodate growth in webcam/video requirements.		<p>1.a. The Coordinator of Distance Education works with faculty to develop an extensive program review document.</p> <p>Please also see Program Review Documents for Distance Education</p> <p>1.b. A plan for institutional involvement of DE in the budget and planning process was addressed and implemented in a more comprehensive manner by SACTAC, as it now reports to the SAC Planning and Budget Committee. Planning accommodates growth in webcam/video requirements.⁴⁹</p> <p>1.c. At the September 22, 2016 SACTAC meeting, SACTAC recommended that SAC transition to CANVAS. This should result in significant licensing savings. SACTAC recommended that all savings associated with this transition be invested back into DE for support and growth. The next step will be a report to the Planning and Budget Committee with a recommendation to College Council regarding the DE transition to CANVAS. The potential savings and utilization of the funds will be underscored.</p>
III.B.1.b	1. The District/College will research emergency notification tools that allow for a more robust communication delivery to a greater number of students, faculty, and staff.		1. A new tool for emergency notification has been developed. ⁵⁰

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
<p>III.B.2</p>	<p>1. Greater efficiency will be realized in scheduling preventative maintenance and in work order accountability when an automated system can be procured to tie the two together. The goal is to purchase/ implement a system that ties directly to the State’s FUSION system, to access facility condition and age mechanical systems, and combine scheduling preventative maintenance, resource allocation, and inventory control. A system such as this is currently on the 2014-2015 RAR for the Facilities dept.</p>		<p>1.a. Greater efficiency will be realized in scheduling preventative maintenance and in work order accountability when an automated system can be procured to tie the two together. The goal is to purchase/ implement a system that ties directly to the State FUSION system to access facility condition and age mechanical systems and combine scheduling preventative maintenance, resource allocation, and inventory control. A system such as this is currently on the 2014-15 RAR for the Facilities Department. (spring 2014)</p> <p>1.b. In 2015 the ONUMA work order management and preventative maintenance scheduling (PM) software was made available for all district sites. The Work Order system is a web-based system tied to the State’s FUSION and space inventory system. All work orders can be tracked, assigned, and closed out. Once the database is populated, and the system is utilized, this will provide the college with a comprehensive, enhanced preventative maintenance scheduling plan.</p> <p>1.c. In 2017 the ONUMA work order management system was established throughout the district.⁵¹</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
III.B.2.a	1. One area of long-range planning that needs to be addressed more effectively is the issue of total cost of ownership and how this affects the decision-making process. This needs to be more formalized in the planning, scope development, and budgeting process for capital improvements at the college. Total cost of ownership is a measurable outcome in the Facilities Program Review document for 2014-15.		<p>1.a. One area of long-range planning that needs to be addressed more effectively is the issue of total cost of ownership and how this affects the decision-making process. This needs to be more formalized in the planning, scope development, and budgeting process for capital improvements at the College. Total cost of ownership is a measurable outcome in the Facilities Program Review Document. (spring 2015) Please see Program Review for Administrative Services.</p> <p>1.b. Regarding ONUMA, the District has established design guidelines that are updated on an ongoing basis with input from the colleges to assist in the long-term management of facilities. Design guidelines are made available to all of the architects and engineers, including staff of the district and colleges (via web access). The District has incorporated sustainable design practices in the design of new buildings, implemented sustainable landscaping, changed mechanical equipment to be more efficient, and added metering of utilities of various buildings. As new projects are developed and constructed, the College is provided a maintenance plan for the building and its equipment and components, e.g., the new Central Plant. (2016) (See also III.B.2)</p> <p>1.c. The Technology Replacement Plan has utilized this concept.⁵²</p>
III.C.1.a	1. In order to optimize accessibility for students at the School of Continuing Education, an open-entry computer lab should be made available.		1. School of Continuing Education (SCE) students are currently entitled to a free campus ID. SCE students have access to all technology and computer use that credit students have through the Academic Computing Center (ACC) and the Nealley Library. At Centennial Education Center (CEC), there is access to a Business Skills Lab open to any member of the public who registers for a course. In addition, since SCE students attend classes on the SAC campus, ACC and Nealley Library use has been enhanced. (f16)

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
III.C.1.b	1. The College will continue to discuss, pursue, and implement a more formalized training program for faculty, students, and staff. In addition, the Academic Computing Center will once again offer students optional training classes that focus on various technology skills at no cost to the student.	<ul style="list-style-type: none"> • VPAA 	1. There is a proposed plan for the ACC. Due to the physical changes required, and the new student tracking system being developed by ITS, workshops in the ACC for spring 2017 have been deferred to fall 2017, when the facility is reopened. ^{53, 54}
III.C.1.c	1. The College will continue its efforts to make all campus constituents aware of the formal Resource Allocation Request and its formal relationship to institutional planning and budgeting.	<ul style="list-style-type: none"> • Cabinet 	1. To ascertain if all campus constituents are aware of the formal RAR and its relationship to institutional planning and budget, a survey was conducted regarding the level of understanding of all constituent groups. ⁵⁵ Evidence is also provided in Planning and Budget Committee Minutes

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
III.C.1.d	1. The college is working on developing pathways between credit and non-credit (SCE) programs. In order to assimilate students, Blackboard should be available to non-credit students. The college is actively working on that at this time.		<p>1.a. In fall 2016, Santa Ana College opened an 11-classroom Adult Education Center on the SAC campus. The Center is a model for meeting student educational needs and helping students transition from adult education to college credit programs to employment. The Center has an emphasis on accelerated non-credit programs that are aligned with the credit programs at the college. Emphasis is placed on the pathway between adult education programs and college programs that lead to a degree or a career and technical education certificate. The establishment of the Santa Ana College Adult Education Center provides a pathway for new students to Santa Ana College while also meeting the community need for expanded adult education offerings.</p> <p>1.b. A district-wide Learning Management (LM) workgroup has been investigating learning management alternatives to Blackboard and has made a recommendation to transition to Canvas. There is support to include non-credit in the transition. To that end, a representative from SCE will be added to the workgroup. As a result, the license to utilize Canvas will be available to all faculty. (fall 2016)</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
<p>III.C.2</p>	<p>1. SAC will evaluate and determine how to improve college-wide technology planning so it is effectively integrated with institutional planning and can be utilized as a basis for institutional improvement. SACTAC will serve as the primary committee mechanism for implementing this actionable improvement plan.</p>	<ul style="list-style-type: none"> • Cabinet • SACTAC 	<p>1.a. In spring 2014, SAC worked through College Council to redesign the reporting structure for SACTAC, which is now a reporting entity to the Planning and Budget Committee. This is better integrated with the college budget planning process. This connection is critical due to the institutional impact technology has on instruction, student success, and curriculum development and delivery. SACTAC now actively reviews RARs related to instructional technology, prioritizes them, and makes recommendations to the Planning and Budget Committee to fund instructional technology needs as budget is available. A funded reserve in Fund 13 (SAC carryover budget) has been established in the last two years to fund investments in technology/innovation. Please see SACTAC web page.</p> <p>1.b. SACTAC has been reviewing its goals and objectives as part of its regularly scheduled meetings in 2015/2016. These goals will be finalized in the first meeting in September. SACTAC develops the technology priorities for the college and works with other committees to ensure that projects and proposals are aligned with the technological priorities identified. Technology planning is highly integrated with the Equity Plans and the Resource Allocation Request process from the Planning and Budget Committee. After SACTAC finalizes the goals, the Technology Plan will be updated in the 2016/2017 academic year. (spring16 update)</p> <p>1.c. SACTAC completed the SAC Technology Plan in alignment with the District Technology Plan. (fall 2016)⁵⁶ This is aligned with the RSCCD Technology Plan.</p> <p>1.d. SACTAC creates budget priorities for technology based on the Technology Plan.⁵⁷</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
III.D.1.a	1. The College will continue to improve its planning and budgeting process by assessing the effectiveness of the RAR process in terms of its delivery of focused resources and linkage to the college's Strategic Plan.	<ul style="list-style-type: none"> • 1. VP Admin • 2. SACTAC 	1. RARs were evaluated in an Effectiveness Survey Oct 2016. ⁵⁸
	2. The College will continue to further tie the long-term technology needs of the college into long-term financial planning in alignment with planning and budget needs.		2. Technology needs are tied into long-term financial planning through the Technology Plan and the RAR process. ⁵⁹
III.D.1.c	1. The College will continue to adapt to the unique characteristics of the new SB361 Budget Allocation Model, which allows the college to be more in control of its financial stability and able to align its priorities to the resources available.		1. Annually, the District Fiscal Resources Committee builds a task force to review the current Budget Allocation Model in order to make recommendations for changes that are driven from the colleges. The SAC Planning and Budget Committee reviews the model, and members of the SAC Planning and Budget Committee participate on the FRC Task Force to bring about changes for the upcoming fiscal year. This review occurred during the fall semester, 2017, with the changes included in the BAM language as a part of the FY 17/18 Adopted Budget. ⁶⁰ The Planning and Budget Committee also continually discusses the effectiveness of the BAM and the management of fiscal resources under this model. ⁶¹

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
III.D.1.d	1. The College must continue to obtain input from all departments in the institution, and it must make sure that priorities set by all the departments are judged fairly with respect to the long-term needs of the institution.	<ul style="list-style-type: none"> VP Admin 	1. The College engages in its annual Resource Allocation Request process, which is tied directly to each division/department program review documents and intended outcomes. All of the requests that are submitted are prioritized by the dean/directors and ultimately by the area vice presidents in alignment with the SAC Planning & Budget Committee's established budget priorities, the college's strategic planning documents. The VP Administrative Services made a RAR presentation made to the Academic Senate in February 2017. ⁶²
	2. The College budget office will conduct further training with all constituency groups to ensure the budget development and resource allocation request process is clear and tied to the Strategic Plan.	<ul style="list-style-type: none"> VP Admin 	2. The SAC Budget Office continues to offer training (group and one-on-one) to departments and campus team members on budget specifics, as well as group training such as the RAR presentation made to the Academic Senate in February 2017. More specific budget process and reporting training is scheduled for June 2017 with management team members and administrative support team members.

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
	3. POE will review the efficacy of the new process for establishing priorities.	<ul style="list-style-type: none"> ALO 	<p>3.a. The Planning and Organizational Effectiveness Committee (POE) is the planning oversight committee within the District participatory governance structure. Responsibilities of POE are outlined with the RSCCD Planning Design Manual Responsibilities:</p> <ul style="list-style-type: none"> Develop and monitor implementation of the RSCCD Comprehensive Master Plan and the RSCCD Strategic Plan Ensure that District Planning processes follow the processes and timelines outlined in the RSCCD Planning Design Manual Provide leadership for coordination of district and college planning activities Prepare the annual Progress Report on the RSCCD Comprehensive Master Plan Coordinate date to be presented at annual Board of Trustees planning activity Coordinate accreditation activities between colleges and District Services including the delineation of District/College Functions Review institutional research activities and results Review resource development initiatives After the District Council Governance Summit of April 18, 2016, the POE Committee recommended a way to parse responsibilities amongst the governance groups and a plan for inter-communication. Approval occurred at the POE meeting of May 25, 2016.⁶³

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
			<p>3.b. The goals of the POE Committee are reviewed biannually.⁶⁴</p> <ul style="list-style-type: none"> • Work to align the planning and budget cycles between the colleges and the District • Serve as the oversight committee for the RSCCD Mission and Strategic Plan • Ensure integration of clearer responsibilities between the Fiscal Resources Committee (FRC) and POE utilizing District Council as the designator of responsibilities Assist in planning the District Governance Summit • Serve as the oversight committee for district-wide grants • Inform district governance committees of their respective roles in accreditation so they may serve as a support to the colleges <p>3.c. Among the responsibilities of the committee are to monitor accreditation exigencies for the District. Please see Accreditation and Shared Governance Committees Document and the Planning Design Manual Addendum–Accred Standards Update</p>
III.D.2.c	<p>1. SAC will continue to provide budget training to the different departments and to provide tools for budget planning and management. This will help the college to be more efficient and maintain usable, reliable, and coherent data to be used for decision-making college-wide.</p>		<p>1. Training occurs in many venues, including the planning and Budget Committee, which has representation from all constituency groups. Upon request, the vice President of Administrative Services attends meetings to demonstrate the BAM and answer questions related to budget allocation and fiscal resources management. On February 7, 2017, the Vice President attended the Academic Senate Retreat to explain the RAR process and the overall fiscal stability of the College.⁶⁵</p>

STANDARD IV: LEADERSHIP AND GOVERNANCE

IV.A. Decision-Making Roles and Processes

IV.B. Board and Administrative Organization

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
IV.A.3	1. Santa Ana College governance committees should create uniform standards for the posting of minutes in related to regularly scheduled meetings.	1. Governance Chairs	<p>1. Agendas and minutes of all committees are posted on the participatory governance pages of www.sac.edu.</p> <p>Participatory Governance Committees</p> <p>College Council</p> <p>Facilities Committee</p> <p>Planning and Budget Committee</p> <p>Student Success and Equity Committee</p> <p>Archive—Former Committee—Institutional Effectiveness and Assessment (IE&A) Committee</p> <p>Task Forces and Workgroups that report to Participatory Governance Committees:</p> <p>Accreditation Oversight Committee (Reports to College Council)</p> <p>Basic Skills Initiative Strand A (Reports to Student Success and Equity and the Academic Senate)</p> <p>Health, Emergency Preparedness, Safety & Security Task Force (HEPSS - Reports to Facilities Committee)</p> <p>SAC Technology Advisory Committee (SACTAC) (Reports to Facilities Committee)</p> <p>Academic Senate</p> <p>Academic Senate Committees</p> <p>Curriculum and Instruction Council</p> <p>Teaching and Learning Committee (TLC)</p>

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
IV.B.2.b	1. An Office of Institutional Effectiveness with the ALO and a researcher dedicated to the college will improve strategic planning and institutional effectiveness. (See I.B.3 & I.B.6)	<ul style="list-style-type: none"> • Cabinet/ • IE Coordinator 	<p>1.a. The ALO has worked with the Research Analyst to make recommendations to College Council related to the data elements required for Strategic Plan analysis. (See I.B.3)</p> <p>1.b. College Council approved a Research Analyst position that will report to the VPAA and work with the ALO on accreditation and EMP issues. The first day of service was 01/09/17.⁶⁶</p> <p>1.c. Example of Research Office work includes working with departments as well as overall college work.⁶⁷</p>
IV.B.3.c	1. The Budget Allocation Model guidelines, procedures, and responsibilities will be reviewed and revised as needed.		<p>1.a. The District Fiscal Resources Committee reviews the BAM in a workgroup that has representatives from the District and both colleges. Reviews are typically conducted in October.</p> <p>1.b. The Planning and Budget Committee regularly discussed the BAM Minutes.</p>
IV.B.3.g	1. To improve overall effectiveness within RSCCD, the College will increase the frequency and clarity of information disseminated from the District Office regarding program and service functions.	<ul style="list-style-type: none"> • Cabinet 	1. The District completed a communication survey and is taking steps to increase opportunities for personal communication on the campuses with the Chancellor. All members of Management Council now submit items for the quarterly meetings. The Chancellor has also expanded the number of written updates by RSCCD to the District and the colleges. ^{68, 69}

Standard	Actionable Improvement Plans	Recommended Lead(s)	Status
	2. In addition, the 2014 RSCCD Functions/Mapping of Responsibilities will be broadly shared.		2. The IE Coordinator is the co-chair of the RSCCD Planning and Organizational Effectiveness Committee (POE) and was a member of the Functions/Mapping of Responsibilities workgroup. The Coordinator keeps the SAC Cabinet and College Council apprised of any changes. Cabinet members contribute information and are responsible for distributing the final version to their respective areas. The Functions/Mapping of Responsibilities was revised in 2014. ⁷⁰

Note: The status of the Actionable Improvement Plans related to Recommendations 1, 2, and 3 has been updated each year since the *Self-Evaluation Report of Educational Quality and Institutional Effectiveness*, with inclusion of Recommendation 4 in spring 2016. Although the format of the comprehensive report has changed, this document is linked to the *2014 Self-Evaluation Report* using the former standards references and has been useful to the college in keeping abreast of continuous quality improvement.

**RESPONSE TO ACCJC COLLEGE RECOMMENDATION
FOR IMPROVEMENT**

RESPONSE TO ACCJC COLLEGE RECOMMENDATION 4

In order to increase effectiveness, the team recommends that the College increase research capacity and data analysis to support decision-making and integrated planning. (Standards III.A.5.b, III.A.6, IV.B.2.b)

The President of Santa Ana College guides institutional improvement of the teaching and learning environment by setting a broad-based vision and action plan based on research and analysis for all aspects of the College. This becomes the basis of overall institutional planning and decision-making. As Academic Affairs is the heart of the institution, the President carefully monitors the research agenda of the College and ascertains on a regular basis the success and achievement rates of the students. Procedures to evaluate overall institutional planning and implementation efforts follows the President's agenda. **(IV.B.2.b)**

The President has established a collegial process that sets values, goals, and priorities, which she shares in a formal document at selected meetings. Her commitment and focus include first and foremost the fiscal stability of the College, enrollment management, and facility improvement so that academic excellence may be a priority. Her student-centered approach includes four key areas: supporting workforce development; ensuring that the College remains relevant to the needs of business and industry; creating innovative program development and pathways; strengthening student support services; and promoting Adult Education. To ensure these long-term goals, the President has several short-term one-to two-year action plans:

- Manage the impact of the physical transformation of the college so it has the least impact on student completion and enrollment
- Expand and continue to strengthen relationships with SAUSD
- Expand and continue to strengthen relationships with our university partners
- Expand partnerships with business and industry
- Expand partnerships with non-profits

The President is integrated into all facets of the College and leads accreditation efforts. She meets bi-monthly with the ALO and creates action items for this work as well.^{71, 72}

To ascertain that the vision and goals are actualized, the President has also transformed the role of College Council into that of a working group rather than a group that receives updates from the participatory governance committees and then serves as an approving body.

RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS

In March 2017, College Council sponsored a Strategic Planning meeting, during which accreditation standards were discussed, the mission statement was reviewed, and broad action plans were developed for the vision of the College.⁷³

In addition, the President has restructured the purpose of Management Council so that both bodies serve as integrated working groups with focused dialogue instead of serving as entities that only receive information from the units and committees.⁷⁴ To commence this process, at Management Council a survey hand-out was disseminated to identify concerns that managers face in an effort to better assess all unit outcomes (i.e., Academic Affairs, Student Services and Administrative Services). **(IV.B.2.b)**

The President has restructured the internal relations function and the external community relations function by establishing a college-level Public Relations Office to work in tandem with the existing Community Relations Office. Both report to the President's Office. The Public Relations Officer, hired spring 2017, works with the President on internal college issues. This complements the work of the SAC Foundation and the existing external public relations functions. The SAC Marketing Plan, which reaches out to the public and potential students, will then be actualized by the Community Relations Office.⁷⁵ **(II.A.6.c)**

Under the President's direction, all participatory governance committee decisions commence with ongoing collegial dialogue from the department to institutional levels. Santa Ana College also has five Participatory Governance Committees and other working Committees to move forward the President's agenda. The Participatory Governance Handbook lists the membership and goals of each committee. Each committee also has a website. Please see [Shared Governance Committees web site](#) and also [Participatory Governance Structure Handbook](#).

The President also ensures that educational planning is integrated with resource planning and distribution to achieve student learning outcomes at the highest level. This includes program development (e.g., CTE; Baccalaureate degree; pathways—the College has been selected to receive the California Guided Pathways Grant⁷⁶); professional development for faculty and staff; human resources planning; facilities planning;⁷⁷ technology planning; and budget allocation. To promote this integrated planning, the President has ensured that evaluation and planning rely on high quality research and analysis on external and internal conditions. Santa Ana College has systematically and slowly increased research capacity and data analysis to support decision-making and integrated planning that will lead to improved student success and achievement.

The College currently has a [Research Office](#) with a Director of Research and three research analysts. The Director of Research was hired spring 2016. The first research analyst was hired spring 2015 to create the Tableau tool. After the first research analyst left the college, two more analysts were hired to work on issues of Equity. In January 2017, a third research analyst was hired to work in Academic Affairs on issues related to accreditation and institutional effectiveness and to work with the School of Continuing Education.

RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS

The President helps establish a research agenda, and she monitors progress on student success and achievement rates through special research requests. For example, for the 2017 Convocation, the President requested the Equity Office create a graph that demonstrated the progression of student completion of degrees and certificates, for both prepared and unprepared students, as this can have an impact on student success.⁷⁸ In addition, as the College will be offering a Bachelor of Science degree in Occupational Studies commencing fall 2017, the President has requested that a survey be sent out to better understand the needs of students who can potentially apply to the program. (IV.B.2.b)

To promote the President's agenda,⁷⁹ the Research Office has the following goals: creating and maintaining interactive dashboards; maintaining a webpage; data analysis and reporting.⁸⁰

The Santa Ana College Research Department has designed many interactive visualization tools (Dashboards) to assist in department and program evaluation. Faculty and staff are encouraged to contact the department for help.

[Degree & Certificate Tool](#)

[NEAT \(Non-Credit Equity Action Tool\)](#)

[Persistence Tool - Fall 2015 to Spring 2016](#)

[SEAT \(Student Equity Action Tool\)](#)

[Santa Ana College Credit First Census Trends](#)

[Santa Ana College Student Satisfaction Survey](#)

[SAUSD SEAT \(Student Equity Action Tool\)](#)

[SAUSD to SAC Pathway Tool](#)

[Santa Ana College Research Dashboard Page](#)

[Santa Ana College Program Review Resources](#)

[RSCCD Department of Research](#)

The Research Office has also developed the [Fact Book](#). Please also see [Student Success and Equity web page](#).

The Santa Ana College Fact Book contains key metrics about college demographics; course success rates; degrees and certificates; and enrollment trends, with an equity and overall student success lens.

COURSE SUCCESS RATES; PERSISTENCE; DEGREES AND CERTIFICATES; OTHER SAC RESEARCH

An Equity Coordinator who works in tandem with the Director of Research also co-chairs the [Student Success and Equity Committee](#) with the Vice President of Student Services.




























RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS

This participatory governance committee oversees the Equity Plan, SSSP, and the Basic Skills Initiative Plans.

As a result of data, needs are identified and workshops and activities are developed to address these needs.⁸¹ Training on how to access and utilize data is offered to faculty and staff as to how to utilize the tableau tool and the other dashboards and data tools created by the Research Office.⁸²

For example, faculty and staff may request training in the Student Equity Action Tool (SEAT) or Noncredit Equity Action Tool (NEAT) or training in how to design a study or research protocol so they may develop a research project for a specific program. Please see [Research Request Form](#) and [Tableau Research web page](#).

After the studies are completed by the Research Office, “Spotlight Reports” are sent to the faculty for use in program review reports and in designing curriculum and activities to improve student success. For example,

	Comparative Analysis of the MATH 2015 vs 2...	1/23/2017 1:05 PM	Microsoft PowerPoi...	10,653 KB
	Completion transfer handout for mgt council ...	1/11/2017 6:03 PM	Microsoft PowerPoi...	135 KB
	English - Persistence.pptx	11/28/2016 8:27 AM	Microsoft PowerPoi...	325 KB
	English & Math Enrollments, F10, F16, SAUS...	11/2/2016 8:19 AM	Microsoft PowerPoi...	108 KB
	English Course Completion Equity Analysis (F...	1/23/2017 8:38 AM	Microsoft PowerPoi...	1,584 KB
	Enrollment of Fall 2016 Adelante Students in ...	9/30/2016 8:26 AM	Microsoft Excel Wor...	23 KB
	Evaluation of the Promise Program_Fall 2016...	2/28/2017 9:47 AM	Microsoft PowerPoi...	1,675 KB
	Fall 2016 English multiple measures outcomes...	1/6/2017 1:24 PM	Microsoft PowerPoi...	376 KB
	Grade Distribution for Program Review by Eq...	2/7/2017 9:58 AM	Tableau Packaged ...	1,745 KB
	Mathematics - Course Sequence & number of...	11/28/2016 8:27 AM	Microsoft PowerPoi...	163 KB
	Multiple Measures Assessment by Original Pla...	10/17/2016 12:17 PM	Microsoft PowerPoi...	1,576 KB
	One year Academic Progress of fall 2015 frs...	10/4/2016 12:27 PM	Microsoft PowerPoi...	111 KB
	Persistence by Major_SP16 to F16.pdf	3/22/2017 3:04 PM	Adobe Acrobat Doc...	596 KB
	preliminary look at SAUSD placement, F2017,...	3/22/2017 2:44 PM	Microsoft PowerPoi...	55 KB
	SAC transfer report, 2 year colleges 1516.pptx	12/7/2016 8:42 AM	Microsoft PowerPoi...	2,811 KB
	Santa Ana College Student Satisfaction Surv...	9/22/2016 1:33 PM	Microsoft PowerPoi...	112 KB
	satisfaction Survey 2016 open ended comme...	9/22/2016 1:36 PM	Microsoft Excel Wor...	70 KB
	satisfaction Survey 2016 suggestions for imp...	9/22/2016 1:17 PM	Microsoft Excel Wor...	73 KB
	Survey of Student Experience at SAC Final R...	2/1/2017 3:25 PM	Adobe Acrobat Doc...	239 KB
	Survival Analysis of First-Time Freshman at S...	12/7/2016 9:26 AM	Adobe Acrobat Doc...	738 KB
	Thumbs.db	3/23/2017 11:37 AM	Data Base File	192 KB
	tracking 09-10 cohort over 15 terms-02-07-1...	2/8/2017 8:20 AM	Microsoft PowerPoi...	106 KB
	Understanding BOG Application_Sp2016.pptx	11/28/2016 8:45 AM	Microsoft PowerPoi...	1,535 KB
	Unit completion - what characteristics are as...	11/28/2016 8:34 AM	Microsoft PowerPoi...	1,623 KB
	Veterans Presentation Revised 012717.pptx	3/21/2017 11:53 AM	Microsoft PowerPoi...	554 KB
	What happened to Sp2016 Students.pdf	3/22/2017 3:04 PM	Adobe Acrobat Doc...	764 KB
	Who used the math center 102616.pptx	1/11/2017 6:20 PM	Microsoft PowerPoi...	55 KB

Using data provided by the Research Office, departments and units conduct self-reflective dialogue regarding the respective assessment results. Decisions are then made for improvement of student learning and/or institutional processes. Improvement can be noted in a variety of ways, including interdisciplinary discussions at the [Teaching Learning Committee](#) and [Academic Senate](#). Cross-integration of dialogue also occurs at each unit of the college. Academic Affairs, Student Services, and Administrative Services are referenced at the department/division, council/committee and constituency

group level.^{83, 84, 85} Please see also [Student Success and Equity Minutes](#) ; [TLC minutes](#); [Academic Senate minutes](#) (I.B.1, II.A.2.a)

Professional Development (III.A.5.b)

Santa Ana College provides other [professional development](#) opportunities for both faculty and staff to create a variety of learning opportunities to improve student success. The President's Spring Convocation offers opportunity for both faculty and staff to participate in activities designed to enhance student success.

The professional development team develops curriculum for both faculty and staff, from joint initiatives such as applications training, to courses tailored specifically to each audience. For example, ongoing discussion of SLOs in a cross-disciplinary format is important at the TLC and also in a professional development setting. Please see [SLO Symposium](#).

With the assistance of the participants, the College systematically evaluates professional development programs and uses the results of these evaluations as the basis for improvement. Surveys are often utilized to determine need.^{86, 87, 88, 89}

[Professional development](#) programs are designed and developed by a team of faculty and staff representatives from across disciplines, departments, and locations. This leadership team meets every semester to coordinate and plan offerings based on attendee feedback. This work is culminating in a preliminary meeting of the SAC Professional Development Advisory Committee on May 30th. This new committee will officially convene in fall, 2017.^{90, 91, 92, 93}

In an effort to promote college-wide literacy, interdisciplinary collaboration, and a sense of community, Santa Ana College officially adopted an annual initiative called: *The [Book-of-the-Year Program](#)* in fall 2009. The Nealley Library co-sponsors the Book-of-the-Year events with the Teaching Learning Committee. The 2016-17 BOTY is *Between the World and Me* by Ta-Nehisi Coates. Events were as follows:

Tuesday, September 20, [Between the World and Me Staff Development Workshop](#), 2:00 pm in The Learning Center, D-307

Tuesday, October 25, [Between the World and Me Staff Development Workshop](#), 2:00 pm in The Learning Center, D-307

Tuesday, November 1, [Reflections on Being Black in America](#), a *Between the World and Me* Panel Discussion, 1:00pm in A-210. AC Campbell (Faculty, Sociology), Janice Love (Director of Research, SAC), Veronica Oforlea (Associate Dean, DSPS) and Kalonji Saterfield (Faculty, Communication Studies), shared their impressions of the book and their experiences as African-Americans.

Wednesday, May 31, 2017, Guest speaker, Dr. Terrence Roberts, renowned author, educator, speaker, and member of the "Little Rock Nine," shared his story and views of race, identity, bias, prejudice, and engaged in a discussion on the central themes of the BOTY *Between the World and Me*.⁹⁴

RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS

In 2016, two faculty members developed a packet of resources for faculty use to facilitate student reflection and discussions.⁹⁵

The Book-of-the Year selected by the college community for 2017-2018 is *One World: A Global Anthology of Short Stories*.⁹⁶

Student Success Factors Spring 2015 and Spring 2016 Convocations focused on the six student success factors from the RP Groups “[Student Success Redefined](#)”⁹⁷

From spring 2015 to spring 2017, multiple activities provided follow up and expansion on this research study and on faculty and staff discussions.

New full-time faculty participate in multiple New Faculty Institute sessions during biannual flex weeks as well as monthly meetings during the fall and spring semester of their first year at Santa Ana College. The District (RSCCD) and SAC host these sessions. Faculty from previous Faculty Institute cohorts share teaching practices and learning technologies with new cohorts. Topics range from practical aspects faculty engagement at the College to accreditation, program review, and institutional effectiveness.⁹⁸

Santa Ana College has offered a two-day *Adjunct Faculty Institute* biannually since January 2016. Topics include creating inclusive classrooms, campus resources, successful teaching strategies, and tips for using technology. Topics are added to the agenda in response to participant evaluations (Adjunct Faculty Institute Evaluations August 2016; Adjunct Faculty Institute Agenda Spring 2017).⁹⁹

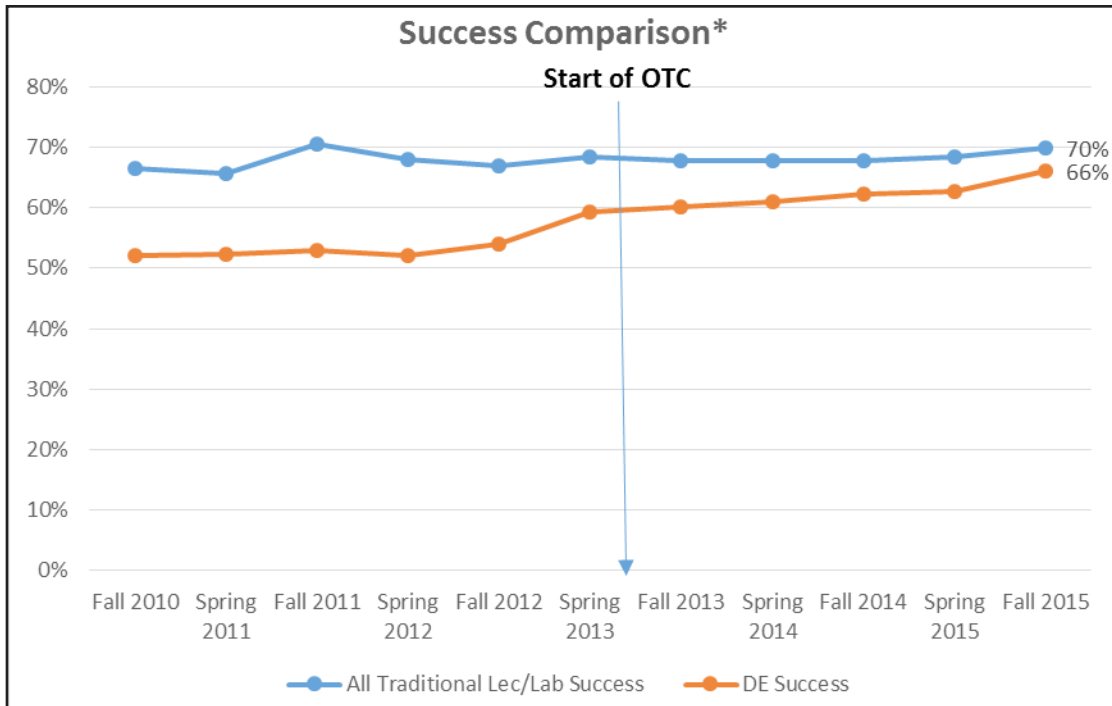
The SAC Professional Development team reviewed and assessed the responses and needs of the Classified Staff during meetings held in fall 2015. Based on the interests and needs expressed by classified members of the college community, the team has developed the *Staff Leadership Workshop Series*: a three-workshop series designed to inform and empower the classified staff utilizing student success best practices. Classified Staff who complete the series receive a Leadership Certificate.¹⁰⁰

The Distance Education department provides training in the following areas for Learning Management System support: Blackboard Basics; Assessments; Interactive Tools and Grade Center; NetTutor (online tutoring links available for students in online courses); and Proctorio (webcam based online exam proctoring). All training is offered in face-to-face workshops or via online self-paced modules.^{101, 102}

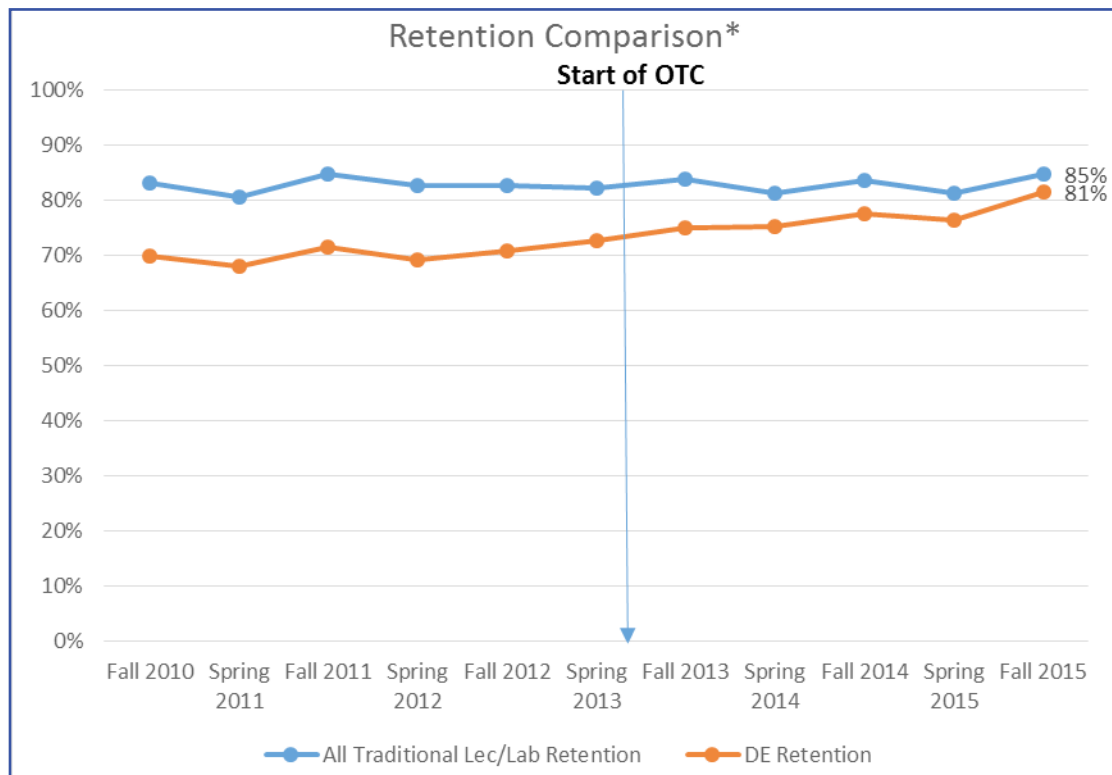
The SAC Online Teaching Certification is taught using a cohort model in an online 12-week synchronous format based on the [@ONE certification model](#) and is a SAC [online teaching requirement](#). At completion, faculty earn 2.5 CEUs toward step advancement. The College has seen improvements in student retention and success rates with this required training.

It has been noted that success rates have improved since online training for faculty has been made a requirement of teaching online.

RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS



OTC: Online Teaching Certification
* Without Academies



OTC: Online Teaching Certification
* Without Academies

RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS

Santa Ana College is a recipient of the Achieving the Dream: Open Educational Resources Degree Initiative. Liberal Arts and the Business Administration AS-T degrees will be offered with complete OER materials within the year. Faculty offering courses in this degree program are required to complete the online OER training for understanding OER harvesting, citing, and usage at the College.

RSCCD will be transitioning to Canvas as the LMS beginning summer 2017. Faculty Canvas training will begin spring 2017 with offerings in face-to-face workshops and online self-paced training. This professional development training will be a requirement for faculty teaching online. The College has seen increased interest from faculty to provide students with accessible materials within the LMS. As a result, accessibility is included in the Online Training Certification; creation of a special module for this topic is currently being discussed. The OEI Canvas migration is an 18-month process.

Human Resources (III.A.6)

Human resources planning is also integrated with institutional planning. The President monitors all hiring, including faculty, management, and classified positions reviewing the data supporting human resources requests.

The College systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement. Requests for new faculty are made by departments based on program review analyses and assessment that full-time faculty are needed for the welfare of students within a given program. After the program review cycle is completed, Resource Allocation Requests are sent by the department to the division dean that include all human resources requests.¹⁰³ Requests for full-time faculty undergoes a second level of rigor: the department fills out the Academic Senate Faculty Request Form, which includes rationale for the request.¹⁰⁴ These requests are then reviewed by the Faculty Priorities Committee, co-chaired by the Academic Senate President and the Vice President of Academic Affairs.¹⁰⁵ The priorities list is then sent to the deans to review, and the deans develop a list with rationale as well. Both priorities lists are then sent to the President, who has the final authority. In 2016, the President considered the recommendations, and based on additional information regarding the academic vision of the College, the President made a determination that the ranking of the Baccalaureate Program in Occupational Studies and the Psychology department should be adjusted to a higher rank. As a result, these two positions were filled in spring 2017. **(IV.B.2.b)**

The number of full-time faculty is determined by the District Human Resources department based on the Faculty Obligation Number (FON) for that year, and the Chancellor issues the number of faculty that will be hired for Santa Ana College and Santiago Canyon College based on the SB 361 funding formula. In 2015-2016, twenty-seven faculty were hired at SAC based on the FON; in 2016-17, eleven faculty were hired—ten will be counted toward the FON. The President ensures that specific faculty hiring in fulfillment of the Faculty Obligation Number (FON) is based on student demand; FTE generation; new and high-demand programs; academic pathways; and ACCJC or outside accreditation body exigencies, e.g., Nursing.

RESPONSE TO ACCJC COLLEGE RECOMMENDATIONS

Hiring of Management and Classified Staff positions follows a process of reorganization. Requests for reorganization are a result of program review in academic affairs, student services, administrative services, and the School of Continuing Education. College Council receives these requests and formal discussion occurs. College Council has representation from all constituency groups, including the President's Cabinet; the Academic Senate; the IE Coordinator/ALO; CSEA, Chapter 579; district liaison and support staff; and students.¹⁰⁶

Summary

The current President of Santa Ana College has continued the work of the former President, who supported the development of a vibrant research office. The President has been proactive in establishing a vision and action plans for the College that include all constituency groups through the participatory governance structure and work with the Academic Senate. She remains informed and is an active participant in accreditation processes and all matters of institutional effectiveness. In addition, through the development of a new Mission and Vision Statement to inform development of the Educational Master Plan, based on internal and external scans and in-depth research, the President has ascertained that planning and resource allocation processes will remain integrated and flexible enough to change as needed and drive educational planning. Since the *Follow-Up Report*, enhancement of institutional effectiveness has been formalized by the President.

ANNUAL REPORT DATA

ACCJC Midterm Report Data Reporting Form

**ANNUAL REPORT DATA
INSTITUTION-SET STANDARDS**

STUDENT COURSE COMPLETION

(Definition: The course completion rate is calculated based on the number of student completions with a grade of C or better divided by the number of student enrollments.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	72%	72%	72%
Stretch Goal			74%
Actual Performance	74%	75%	77%
Difference between Standard and Performance	2%	3%	5%
Difference between Stretch Goal and Performance			3%

Analysis of the data: Although the college is exceeding its ISS as well as the stretch goal, analysis is being done from an Equity perspective to close gaps in areas of disproportionate impact. For this reason the stretch goals will not be raised for 2017.

DEGREE COMPLETION

(Students who received one or more degrees may only be counted once.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	1,864	1,902	1,941
Stretch Goal			1,980
Actual Performance	1,921	2,033	2,409
Difference between Standard and Performance	57	131	468
Difference between Stretch Goal and Performance			429

Analysis of the data: The same as above applies.

CERTIFICATE COMPLETION

(Students who received one or more certificate may only be counted once.)

Category	Reporting Year		
	2014	2015	2016
Institution Set	1,662	1,696	1,731
Standard Stretch Goal			1,766
Actual Performance	1,474	2,859	2,132
Difference between Standard and Performance	-188	1,163	401
Difference between Stretch Goal and Performance			366
Analysis of the data:	The same as above applies.		

TRANSFER

Category	Reporting Year		
	2014	2015	2016
Institution Set	2,012	2,096	2,117
Standard Stretch Goal			2,159
Actual Performance	1,987	2,123	2,277
Difference between Standard and Performance	-25	27	160
Difference between Stretch Goal and Performance			118
Analysis of the data:	The same as above applies.		

STUDENT LEARNING OUTCOMES ASSESSMENT

	Reporting Year		
	2014	2015	2016
Number of Courses	1,708	1,523	1,489
Number of Courses Assessed	1,708	1,523	1,489
Number of Programs	219	237	249
Number of Programs Assessed	219	237	249
Number of Institutional Outcomes	7	7	7
Number of Outcomes Assessed	1	2	3
Analysis of the data:	College Council is leading the process for revision of the college mission statement as well as the Vision Themes of the college. The Vision Themes serve as both the goals of the Strategic Plan and the basis of the ILOs. The results of this effort will affect ILO analysis. At this time, there is a four-year cycle of analysis for the seven ILOs. (Year one: Communication; Year two: Thinking and Reasoning; Year three: Information Management; Year four: first semester--Diversity, Civic Responsibility, second semester--Life Skills, Careers)		

ANNUAL REPORT DATA

LICENSURE PASS RATE

(Definition: The rate is determined by the number of students who passed the licensure examination divided by the number of students who took the examination.)

Program Name	Institution Set Standard	Actual Performance			Difference			Stretch Goal	Difference		
		2014	2015	2016	2014	2015	2016		2014	2015	2016
Registered Nursing	82.53%	72.45	85.06	83.3	-10.08	2.53	.77	83.53			-.23
Occupational Therapy Assistant	95%	94%	94%	95%	-1%	-1%	0	96%			-1%
Pharmacy Technology	75%	100	71%	71%	25%	-4%	-4%	76%			-5%

JOB PLACEMENT RATE

(Definition: The placement rate is determined by the number of students employed in the year following graduation divided by the number of students who completed the program.)

Program Name	Institution Set Standard	Actual Performance			Difference			Stretch Goal	Difference		
		2014	2015	2016	2014	2015	2016		2014	2015	2016
Registered Nursing	60%	61.2	65%	77%	1.2	+5%	17%	61%			16%
Occupational Therapy Assistant	95%	95%	96%	95%	0	1%	0	96%			-1%
Pharmacy Technology	80%	86.3	97%	97%	6.3	17%	17%	81%			16%

ANNUAL FISCAL REPORT DATA

Category	Reporting Year		
	2014	2015	2016
<u>General Fund Performance</u>			
Revenue	70,755,129	185,652,553	233,635,989
Expenditures	79,197,825	183,403,925	203,824,989
Expenditures for Salaries and Benefits	37,737,208	149,098,573	164,446,397
Surplus/Deficit	3,442,696	2,248,628	29,811,000
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	(4.94%)	1.21%	12.76%
Reserve (Primary Reserve Ratio)			
Analysis of the data:	The district maintains an adequate reserve.		

Other Post Employment Benefits

Actuarial Accrued Liability (AAL) for OPEB	82,058,965	82,058,965	129,629,001
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0%	0%	0%
Annual Required Contribution (ARC)	8,350,167	8,350,167	11,722,578
Amount of Contribution to ARC	8,350,167	8,350,167	11,722,578

Analysis of the data: The district has funded its full ARC each of these three years.

Enrollment

Actual Full-Time Equivalent Enrollment (FTES)	20,087	20,351	20,334
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Analysis of the data: Santa Ana College Full-Time Equivalent Student Enrollment (FTES) has grown 1.2% from 2014 to 2016. This is in line with expectations within this period of time. However, demographic shifts and other factors are now impacting enrollment, and the College expects to see a downturn of 5% in the 2017-2018 academic year.

Financial Aid

USED Official Cohort Student Loan Default Rate (FSLD - 3 year rate)	17%	12%	13%
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Analysis of the data: The Annual Report data was for cohort years 10/11; 11/12; 12/13
A third party has not been utilized to contact defaulted students to help get the students out of default; however, the college would investigate this option if the college ever exceeded the 20% mark.

Note for Licensure Pass Rate (p52 above—p3 of Data Form):

1. For the registered Nursing Program, a change in curriculum and basic skills requisites, the licensure pass rate was increased to above the benchmark between 2014 and 2015.
2. Students are not required to take the Pharmacy Technology examination, as licensure does not depend on it. Students are encouraged, however, to take the examination.

Note for Job Placement Rate (p52 above—p3 of Data Form):


1. All benchmarks have been met.

APPENDIX A

**Enhancement of Integrated Planning and Institutional Effectiveness at Santa Ana College
Assessing Documents and Processes**

Overall institutional planning and implementation efforts are evaluated through multiple processes. Accreditation reports and the attached evidentiary documents underscore the strengths of the institution as well as improvement of educational quality and institutional effectiveness. In addition, a cyclical process is used to evaluate all processes and plans.

ASSESSMENT ACTIVITY	S 2015	F 2015	S 2016	F 2016	S 2017	F 2017	S 2018	F 2018	S 2019	F 2019	S 2020	F 2020	S 2021	F 2021	S 2022	F 2022
Review Mission Statement																
Review & Revise Strategic Plan Vision Themes																
Strategic Plan Update																
Planning & Decision-Making Processes																
Resource Allocation Processes																
Participatory Governance Structure																
Communication Processes (IE Survey)																
Training & Professional Development																
Educational Master Plan 2016-2022																
Accreditation																

 = comprehensive (I.B.6, I.B.7)

APPENDIX B

Evidentiary Documents Midterm Report

1. [Official Commission Disposition Letter February 6, 2015](#)
2. [Accreditation Oversight Committee Website](#)
3. [Accreditation Oversight Committee Minutes](#)
4. [College Council Webpage](#)
5. [College Council Minutes 04-19-17](#)
6. [Meeting with Classified Staff, CSEA, Chapter 579— May 12, 2017](#)
7. [Academic Senate Agenda May 9, 2017](#)
8. [Follow-Up Report Template for Use with Constituency Groups](#)
9. [ALO Meetings with the President](#)
10. [Midterm Report Approval, May 10 and May 31, 2017](#)
11. [Board of Trustees Minutes August 14, 2017: Midterm Report Approval](#)
12. [TracDat Update](#)
13. [Program Review Template](#)
14. [Institutional Learning Outcomes Process](#)
15. [Example of ILO Analysis](#)
16. [TLC Discussion ILO Analysis 2017 in TLC End-of-Year Report](#)
17. [New Research Analyst Position](#)
18. [Data Workshops](#)
19. [Dashboard Training](#)
20. [FLEX/New Faculty Institute](#)
21. [Example Program Review CJ Aligned to SP](#)
22. [College Council webpage \(membership\)](#)
23. [Institution-Set Standards](#)
24. [College Council—Mission Statement Review, March 22 and May 31, 2017](#)
25. [Survey of Draft Mission Statements for College Voting and Results](#)
26. [Board of Trustees Mission Statement Approval, July 17, 2017](#)
27. [RAR FY 2017-18 in Planning and Budget Manual](#)
28. [Email Related to RAR Form FY17-18](#)
29. [RAR Effectiveness Survey](#)
30. [Marketing PowerPoint and Analytics Board Report](#)
31. [Fiscal Resources Committee Minutes](#)
32. [Planning and Budget Committee Minutes](#)
33. [Disaggregated Distance Education Success Data](#)
34. [Enrollment Management Plan](#)
35. [ILOs Mapped to General Education SCE and Credit Programs](#)
36. [Retention Rate Report re: New Scheduling Pattern for N50 fall 12; spring 13; fall 13; spring 14](#)
37. [ISS/IEPI](#)

APPENDIX B

38. [Student Transition Program](#)
39. [Student Satisfaction Survey](#)
40. [Distance Education Student Support Survey](#)
41. [AS_AS-T Unproductive Units Analysis](#)
42. [IQ Bar Request Form for Students](#)
43. [Nealley Library RAR](#)
44. Learning Center and Math Center Surveys [Learning Center](#) and [Math Center Satisfaction Surveys](#)
45. [Research Department Tableau](#)
46. [Learning Center BSI & Equity Funding](#)
47. [Learning Center Workshops: March 14-31](#)
48. [Example Professional Development on RARs](#)
49. [SAC Technology Plan 2015-18](#)
50. [Emergency Notification Tool: LiveSafe](#)
51. [ONUMA Work Order System Announcement](#)
52. [SAC Technology Plan 2015-18](#)
53. [Academic Computing Center Plans](#)
54. [Reimagining Professional Development](#)
55. [RAR Effectiveness Survey](#)
56. [SACTAC Technology Plan with Library Addendum](#)
57. [SACTAC Budget Priorities 2017](#)
58. [IQ Bar Request Form for Students](#)
59. [Nealley Library RAR](#)
60. [Fiscal Resources Committee Minutes](#)
61. [Planning and Budget Committee Minutes](#)
62. [RAR Presentation to Academic Senate February 2017](#)
63. [RSCCD Strategic Plan & Planning and Organizational Effectiveness Committee Documents](#)
64. [Planning and Organizational Effectiveness Committee Goals Update](#)
65. [RAR Presentation to Academic Senate February 2017](#)
66. [Reorganization Research Analyst Academic Affairs](#)
67. [Example Research Office Work: Enrollment by Residency Status and English Multiple Measures Analysis](#)
68. [Management Council Minutes](#)
69. [Chancellor's Updates](#)
70. [RSCCD Functions and Responsibilities Mapping Chart](#)
71. [Status Report October 2014:](#)
72. [ALO Work with President](#)
73. [Documents for College Council Retreat-Part 2](#)
74. [Management Council](#)
75. [SAC Marketing Plan](#)
76. [Pathways Grant](#)

77. [Examples of Technology Planning](#)
78. [Degree and Certificate Completion Progression](#)
79. [Research Agenda](#)
80. [Examples Research Office Data Analysis and Reporting](#)
81. [Examples Research Office Training and Workshops](#)
82. [Research Office “How to Utilize Data” Training](#)
83. [Shared Governance Committees Website](#)
84. [Academic Senate Website](#)
85. [Multiple Examples of Department Discussions](#)
86. [Professional Development Survey Convocation](#)
87. [Fall 2015 Professional Development Report](#)
88. [Professional Development Survey Results](#)
89. [Professional Development Feedback and Planning: Multiple Examples](#)
90. [Meetings of Professional Development Team](#)
91. [Documents Used for Planning by Professional Development Team](#)
92. [Professional Development Activities Planned by Professional Development Team](#)
93. [Conferences Funded by SE and BSI 2016-2017](#)
94. [Spring 2017 BOTY Event](#)
95. [Book-of-the-Year 2016-2017 Assessment](#)
96. [Book-of-the-Year 2017-2018 Announcement](#)
97. [Student Success Factors Update](#)
98. [New Faculty Institute](#)
99. [Adjunct Faculty Institute](#)
100. [Classified Staff Leadership Institute](#)
101. [Distance Education Professional Development](#)
102. [Distance Education Student Training](#)
103. [Example of Human Resources Request in RAR: EMLS](#)
104. [Example Faculty Hiring Request Form](#)
105. [Faculty Priorities Ranking](#)
106. [Examples Staff Requests](#)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College

To: Board of Trustees	Date: August 14, 2017
Re: Approval of SCC Midterm Report for ACCJC	
Action: Information	

BACKGROUND

Santiago Canyon College has prepared a Midterm Report as requested by the Accrediting Commission for Community and Junior Colleges (ACCJC). All colleges are required to submit a Midterm Report midway between comprehensive evaluation visits. The Midterm Report includes a report of the work accomplished by Santiago Canyon College in response to the improvement recommendations made by the previous comprehensive evaluation team and an update of how improvement plans are arising out of the institution's self-evaluation. The Midterm Report will be submitted to the ACCJC by October 15, 2017.

ANALYSIS

The Midterm Report is presented to the Board of Trustees for first reading on July 17, 2017. The second reading and request for approval of SCC Midterm Report is now presented.

RECOMMENDATION

It is recommended that the Board of Trustees approve the SCC Midterm Report for ACCJC so that it may be submitted before October 15, 2017.

Fiscal Impact: None	Board Date: August 14, 2017
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs	
Submitted by: John Hernandez, Ph.D., President, Santiago Canyon College	
Recommended by: Raúl Rodriguez, Ph.D., Chancellor	



**Santiago
Canyon
College**

2017 Midterm Report

Submitted to:

Accrediting Commission for
Community and Junior
Colleges, Western Association
of Schools and Colleges

October 15, 2017

What happens here matters.

Santiago Canyon College

Midterm Report

Submitted by:

*Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869*

Submitted to:

Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

Due October 15, 2017

-DRAFT-

Accreditation Midterm Report Certification Page

To: Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges

From: John Hernandez, Ph.D., President
Santiago Canyon College
8045 East Chapman Avenue
Orange, CA 92869

I certify there was broad participation/review by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:

Raul Rodriguez, Ph.D., Chancellor, RSCCD *Date*

John Hanna, President, Board of Trustees *Date*

John Hernandez, Ph.D., Chief Executive Officer *Date*

*Marilyn Flores, Ph.D., Vice President, Academic Affairs
& Accreditation Liaison Officer* *Date*

Michael DeCarbo, President, Academic Senate *Date*

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Statement of Report Preparation

On July 8, 2016, the College President received a letter from Dr. Barbara Beno, President, Accrediting Commission for Community and Junior Colleges (ACCJC), indicating that at its meeting on June 8-10, 2016, the Follow-up Report submitted by Santiago Canyon College was reviewed and the Commission found that the College had resolved all deficiencies and met all accreditation standards. Further, the letter from the ACCJC encouraged the College to continue its work to ensure educational quality and to support student success. The next report from the College to the Commission would be the Santiago Canyon College 2017 Midterm Report, which is due in fall, 2017.

The Vice President of Academic Affairs, who also serves as the college's Accreditation Liaison Office (ALO), coordinates all accreditation-related reports. In this role, the Vice President of Academic Affairs collaborated with the College President and Academic Senate leadership to identify a leadership team to begin planning the 2017 Midterm Report. Adopting a similar four co-chair organizational model to the college's 2014 Self Evaluation Report development process, the Vice President of Academic Affairs, Academic Senate President, Academic Senate Vice President, and Dean of Institutional Effectiveness, Library & Learning Support Services began identifying individuals whose knowledge and expertise would be crucial to create the report. Concurrently, a timeline for report development, evaluation, and approval was created to serve as a guide for ensuring the 2017 Midterm Report would be completed by the October 2017 deadline established by the ACCJC.

The Accreditation Task Force, comprised of college faculty, staff, and administrators identified by the four co-chairs as content experts, was convened on November 18, 2016 to begin discussion and planning for the preparation of the Midterm Report. During this meeting, the co-chairs detailed the requirements and format of the midterm report document. This included a review of the six college recommendations, one commission recommendation, eleven actionable improvement plans, and the timeline for midterm report completion as well as training on documentation of progress through provided templates and on evidence collection and storage. In total, the Accreditation Task Force had three meetings to provide training, share progress, and review content prior to college-wide distribution of the draft midterm report and midterm report feedback survey on May 8, 2017.

Progress in the development of the midterm report was shared regularly through standing agenda items at President's Cabinet, College Council, Academic Senate, and the Curriculum Instruction Council.

The final report was reviewed and approved by the Academic Senate on May 30, 2017 and College Council on June 27, 2017. Subsequently, the report was distributed to the Rancho Santiago Community College District Board of Trustees for final approval on September 25, 2017. The report was then sent to the ACCJC as required.

Santiago Canyon College community members that contributed to this report:

Leonor Aguilera, Professor of Counseling

Joseph Alonzo, Director of Student Equity & Success

Ruth Babeshoff, Interim Vice President of Student Services

Morrie Barembaum, Professor of Astronomy

Lynnette Beers-McCormick, Professor of English

Karen Bustamante, Interim Director of College Advancement/Foundation

Judy Chitlik, Vice Chancellor of Human Resources

Jennifer Coto, Interim Dean of Counseling & Student Support Services

Michael DeCarbo, Academic Senate President/Professor of Communication

Steven Deeley, Professor of Business

Elizabeth Elchlepp, Professor of English

Nahla El-Said, Professor of Chemistry

Corinna Evett, Professor of English

Marilyn Flores, Vice President of Academic Affairs

Denise Foley, Professor of Biology

Alicia Frost, Professor of Mathematics

Dillon Gamboa, Senior Clerk, Community Services

Joe Geissler, Professor of Library & Information Science

John Hernandez, College President

Eric Hovanitz, Professor of Earth Science

Beth Hoffman, Student Health & Wellness Services Coordinator & Registered Nurse

Kari Irwin, Associate Dean of Business & Career Technical Education

Scott James, Assistant Professor/Coordinator of Distance Education

Vanessa Jones, Assistant Professor of Mathematics

Von Lawson, Dean of Business & Career Technical Education

Silvia Lopez, Success Center Specialist, Academic Success Center

Mary Mettler, Academic Senate Vice President/Professor, Disabled Students Programs & Services

Bryan Mills, Instructional Center Specialist, Tutoring Center

Jacque Myers, Job Placement Coordinator, Job Placement

Tuyen Nguyen, Assistant Dean of Admissions & Records

Esther Odegard, Assistant to the President

Janis Perry, Professor of Counseling & Teacher Education

Sergio Rodriguez, Project Manager

Maureen Roe, Professor of English

Arleen Satele, Vice President of Administrative Services

Jolene Shields, Professor of High School Subjects & Adult Basic Education

Martin Stringer, Dean of Mathematics & Sciences

Cindy Swift, Professor of Physics

Alex Taber, Professor of Economics

Roberta Tragarz, Professor of English

Jose Vargas, Vice President of Continuing Education

Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support Services

Joyce Wagner, Professor of Mathematics

Victoria Williams, Facilities Coordinator

Alistair Winter, Assistant Vice Chancellor of Human Resources

Melinda Womack, Professor of Communication

Laney Wright, Professor of Mathematics

Actionable Improvement Plan 1:

The Office of Institutional Effectiveness & Assessment will incorporate planning and resource allocation documents and forms into the Taskstream user interface so that the College community will have a “one-stop-shop” for institutional effectiveness related activities. (I.B.3.)

Summary of Progress

In spring 2015, following the 2014 institutional self-evaluation, the Office of Institutional Effectiveness began working with representatives from Taskstream to address accreditation standard I.B.6, which requires institutions to disaggregate learning outcome data by student groups. After multiple failed attempts at reaching a cost effective solution that connects with the college’s student information system, SCC decided to investigate Taskstream alternatives. As any temporary solutions would have to be recreated in a replacement system, currently, no additional workspaces have been created in Taskstream to create a one-stop-shop for all institutional effectiveness related activities.

In spring of 2016, the college learned of a new opportunity through the California Community College Chancellor’s Office’s Institutional Effectiveness Partnership Initiative – Partnership Resource Team (IEPI PRT) for technical assistance in self-identified areas of focus ([AIP1-01](#)).

In April 2016, during the Educational Master Planning Committee meeting, the discussion focused on the antiquated technology upon which the college’s department planning portfolio portal is built and its limited capacity and functionality. A motion was made to recommend to College Council that a task force be created to determine the desired functionality of a Taskstream replacement, to evaluate commercial or local solutions, and to seek IEPI Innovation and Effectiveness Grant funds ([AIP1-02](#), [AIP1-03](#), [AIP1-04](#)). College Council agreed with the recommendation and the College President submitted a letter of interest to the IEPI on June 30, 2016 ([AIP1-05](#)).

In the fall of 2016, the college received notification that it was approved to receive IEPI PRT assistance ([AIP1-06](#)). The college then began to prepare for the Partnership resource team by approving, through the Academic Senate and College Council, the Technology for Institutional Effectiveness (TIE) Task Force. ([AIP1-07](#), [AIP1-08](#), [AIP1-09](#), [AIP1-10](#))

The first PRT visit was held on March 29, 2017, the second was on May 31, 2017, and the final visit will be held in the fall 2017. The PRT is working with our TIE Task Force to determine an appropriate Taskstream replacement so that our college will have a “one-stop-shop” for institutional effectiveness related activities.

Responsible Parties

College President, Office of Institutional Effectiveness & Research, Educational Master Planning Committee, Technology for Institutional Effectiveness (TIE) Task Force, and RSCCD Informational Technology Services.

Timeline to Completion

When the Innovation and Effectiveness Grant funds are available and a Taskstream replacement can be acquired. The projected timeline for completion is spring 2019.

List of Evidence

- [AIP1-01](#) IEPI Website
 - [AIP1-02](#) EMPC Minutes 04-28-2016
 - [AIP1-03](#) Recommendation for Task Force to Replace Taskstream
 - [AIP1-04](#) College Council Minutes 05-10-2016
 - [AIP1-05](#) SCC IEPI PRT Request
 - [AIP1-06](#) Approval of IEPI PRT Assistance Spring 2017
 - [AIP1-07](#) College Council Minutes 09-27-2016
 - [AIP1-08](#) College Council Minutes 10-11-2016
 - [AIP1-09](#) College Council Minutes 10-25-2016
 - [AIP1-10](#) Academic Senate Resolution Fall2016.8
-

Actionable Improvement Plan 2:

Santiago Canyon College will refine the planning documents and processes to improve the efficacy of the annual planning process and reinforce the use of outcomes assessment, student achievement, and other sources of data to support resource requests. (I.B.6.)

Summary of Progress

Since its inception, the Planning & Institutional Effectiveness (PIE) Committee seeks to review and improve upon the College's planning and resource allocation processes. The committee continues to refine the "PIE Resource Request Prioritization Rubric," which enables committee members to evaluate each request based on a number of factors:

- Relation to the College Mission; support for the College Goals.
- Connection to the College's Educational Master Plan, Technology Master Plan, and Facilities Master Plan documents.
- Association with Department Planning Portfolios and Program Reviews.
- Fulfillment of a replacement need, legal mandate, or regulatory or safety requirement.
- Support from learning outcomes assessment data ([AIP2-01](#), [AIP2-02](#)).

Historically, resource requests were evaluated together and ranked; in 2016, requests were ranked by specific categories (i.e., instructional equipment, non-instructional equipment, instructional supplies, non-instructional supplies, instructional technology, non-instructional technology, personnel, and contract services). In addition, changes included adjustment of the PIE Resource Request Prioritization Rubric formula based on conversations for improvement ([AIP2-03](#), [AIP2-04](#)).

The PIE committee has maintained a "Santiago Canyon College Resource Request Form" that provides departments and units a tool to help organize evidence to support resource requests

([AIP2-05](#)). A notable change to the form in 2016 was inclusion of facility related resource requests that were once subject to a wholly separate process.

In 2017 the PIE Co-chair began a discussion at the Joint Chair's Meeting to solicit mechanisms to ensure parity and consistency during unit evaluation. Also discussed were more consistent methods for filling out resource requests to ensure that comparable data is used across the template, particularly with student learning outcomes. This feedback was used to inform revision of the resource request form for 2017-18 ([AIP2-06](#)).

Responsible Parties

Planning & Institutional Effectiveness (PIE) Committee

Timeline to Completion

This has been completed.

List of Evidence

- [AIP2-01](#) PIE Prioritization Rubric 2014-2015
 - [AIP2-02](#) PIE Rubric Review
 - [AIP2-03](#) PIE Committee Minutes 11-02-2016
 - [AIP2-04](#) 2015-2016 PIE Prioritization Rubric Comparison
 - [AIP2-05](#) SCC Resource Request Form Revised 05-04-2016
 - [AIP2-06](#) PIE Minutes 04-05-2017
-

Actionable Improvement Plan 3:

Santiago Canyon College will develop a program review process that will evaluate both the instructional and service oriented components of units across the College that serve both functions, such as with Counseling, Library Science and Information Studies, and the Academic Success Center. (I.B.7.)

Summary of Progress

Since its inception, the Educational Master Planning Committee (EMPC) has refined its program review process following each program review cycle in accordance with feedback from the College community. The last major overhaul of the Academic Program Review (APR) template occurred before the 2012-2014 APR cycle ([AIP3-01](#)). As the 2012-2016 Educational Master Plan cycle was only once every four years and Academic Program Review had to be conducted twice within a four-year period, only minor changes were made to the 2014-2016 APR Template ([AIP3-02](#)). The EMPC did not feel it would have been acting in the best interest of the faculty to have them complete a revamped APR when an overhaul had just been conducted two years prior. Thus, for the 2014-2016 APR Template, faculty were asked to respond to student achievement data that the Office of Institutional Effectiveness & Research had embedded within the templates ([AIP3-03](#)).

As programs that have instructional and service-oriented components are currently not included in the review process, the EMPC discussed the development of a hybrid program review document. The EMPC felt that a viable solution would be to have a “service addendum” completed by academic programs that have a service component ([AIP3-04](#), [AIP3-05](#)).

Hybrid Programs:

- Counseling
- Library Science and Information Studies
- Academic Success Center
- Mathematics/MaSH
- English/Writing Center
- STAR

On December 12, 2016, the administrative co-chair of EMPC met with the Interim Vice President of Student Services to create a single program review template that incorporates both academic and student-service-oriented questions. Should an academic program not have a service component, then it would not be required to complete service-focused sections. Conversely, should a student service program not have an academic component, it would not be required to complete academic sections.

Currently, the EMPC is discussing the preliminary plans for this new program review template, which would evaluate both the instructional and service-oriented component, and will begin its development during late spring, 2017.

Responsible Parties

Educational Master Planning Committee Department Chairs

Timeline to Completion

Spring 2017 – EMPC will work with constituent groups that have both instructional and service oriented components to begin the development of a dual-use program review template.

Fall 2018– Full implementation of program review for dual programs.

List of Evidence

- [AIP3-01](#) Academic Program Review 2012-2014 Template
 - [AIP3-02](#) Long Term Planning Highlights
 - [AIP3-03](#) Academic Program Review 2014-2016 Template
 - [AIP3-04](#) EMPC Agenda 10-27-2016
 - [AIP3-05](#) EMPC Minutes 10-27-2016
-

Actionable Improvement Plan 4:

Santiago Canyon College will engage in discussions regarding student success and retention rates and will develop strategies to improve success and retention in face-to-face, online, and hybrid instruction. (II.A.1.b.)

Summary of Progress

Since 2014 various college-wide committees, task forces, and departments have engaged in discussions regarding student success and retention rates in both our face-to-face and distance education courses. From these discussions, various strategies have been developed and implemented.

In the 2016-2019 Enrollment Management Plan, a goal was set to “Collaborate with appropriate stakeholders to support student learning by increasing retention, success, and completion” ([AIP4-01](#)). To reach this goal, the Enrollment Management Committee has created four strategies: first, to create a research tool to collect information about characteristics that may predict student success and retention; second, to analyze our current student and learning support services to determine approaches that promote a successful and sustainable learning environment; third, to identify critical courses that fulfill requirements allowing large numbers of students to complete programs within two years; fourth, to institutionalize ongoing, systematic collection and analysis of data related to scheduling. The Enrollment Management Committee has investigated research tools that may predict success and retention, as well as analyzed data to meet the committee’s goals ([AIP4-02](#), [AIP4-03](#), [AIP4-04](#), [AIP4-05](#)).

From spring 2015 to present, the Professional Development Committee has coordinated multiple workshops that allow faculty to discuss and develop strategies directly related to student retention and success in face-to-face and online courses. These workshops include, but are not limited to, *Best Practices in the Classroom*, *Effective Practices in Online Teaching*, *Iron Educators Workshop*, and *Identifying and Addressing Affective Issues in the Classroom* ([AIP4-06](#), [AIP4-07](#), [AIP4-08](#), [AIP4-09](#), [AIP4-10](#)). In addition to workshops provided at Santiago Canyon College, professors attend a wide variety of off-site conferences to learn and collaborate with other professors about developing strategies for student success and retention. Knowledge gained from conferences is reported at department and committee meetings ([AIP4-11](#), [AIP4-12](#)).

To address the success rates and retention in our hybrid and online community, the College has developed a rigorous Online Teaching Certificate Program. Our Distance Education Coordinator compiles data to evaluate the effectiveness of the instructor after the certificate program ([AIP4-13](#)). In addition to the resources for instructors, numerous support resources have been implemented for students. An online orientation video, as well as student services links are now available through Blackboard. Student services include, but are not limited to, online educational planning, online financial aid planning, online counseling, and online personal support ([AIP4-14](#), [AIP4-15](#), [AIP4-16](#)). Santiago Canyon College has also partnered with a company to provide at no-cost to all students, 24/7, online tutoring in all subjects ([AIP4-17](#)). In addition, the Math Department has adopted My Open Math, an Open Educational Resource LMS, for many math courses. My Open Math allows peer-to-peer discussions and forums that engage

students and create an online community without the purchase of a costly textbooks or online materials ([AIP4-18](#)).

In fall 2016, the Division of Counseling and Student Support Services, completed an inventory of all student services with the goal of increasing efficiency. This inventory led to the creation of the First Year Support Center, a “one-stop-shop” of student services that facilitates the success of first-year college students. Support services include Maximizing Study Strategies, Navigating First Year in College, Financial Aid Application workshops, and Communication Skills ([AIP4-19](#), [AIP4-20](#), [AIP4-21](#), [AIP4-22](#)).

In fall 2016, the Basic Skills Initiative Task Force and the Transformation Grant Task Force merged and began collaboration on strategies for increasing student success and retention. Meetings include discussions pertaining to acceleration, multiple measures, strengthened pathways, noncredit-to-credit transition programs, summer bridge workshops, and mentoring programs. The joint task force is comprised of representatives from basic skills departments (Math, English, ACE, Continuing Education/High School Subject, and Reading) as well as counselors, the High School & Community Outreach Specialist, the Dean of Institutional Effectiveness, the Vice President of Instruction, and the Director of Student Equity. The meetings have led to the development and/or redesign of several activities and projects that strengthen communication about student support services. Such opportunities include the annual Family Night Meet and Greet, creation of a “Spotlight on Student Services” video, and the creation of a new task force in spring 2017 comprised of student support center coordinators ([AIP4-23](#), [AIP4-24](#), [AIP4-25](#), [AIP4-26](#)).

The English and Math Departments are designing and piloting alternative pathways for basic skills students in order to shorten their time in remediation and to reduce exit points. For English, this endeavor involves collapsing course sequences from three levels below transfer to a single pre-transfer course; developing two support courses to assist basic skills students; and offering a co-requisite support course to students testing one level below transfer that wish to attempt English 101. For Math, this involves collapsing two courses below transfer level into a single course and creating an Intermediate Algebra course for a Statistics and Liberal Arts pathway ([AIP4-27](#), [AIP4-28](#)).

The Student Success and Equity (SS&E) Committee seeks to improve retention by offering second-year priority to students who complete the Early Welcome process and the new Summer Advantage Academy ([AIP4-29](#), [AIP4-30](#)). The SS&E committee efforts also include monthly discussions about articles describing current best practices and ways that instructors, counselors, and administrators might improve students’ experiences, campus interactions, and success rates; typically, a central question is asked about a reading followed by dialogue among committee/department members ([AIP4-31](#), [AIP4-32](#)).

Responsible Parties

Student Success and Equity Committee
Academic Departments
Basic Skills Initiative and Transformation Task Force
Distance Education Committee
Distance Education Coordinator
Enrollment Management Committee
Professional Development Committee

Timeline to Completion

This has been completed. The College will continue ongoing discussions and developing strategies to improve student success and retention.

List of Evidence

- [AIP4-01](#) Enrollment Management Plan Updated 11-10-2016
- [AIP4-02](#) EMC Minutes 09-16-2015
- [AIP4-03](#) Math Tentative Schedule Form
- [AIP4-04](#) Intersession Data 11-05-2014
- [AIP4-05](#) EMC Minutes 05-18-2016
- [AIP4-06](#) Flex Calendar Spring 2015
- [AIP4-07](#) Flex Calendar Fall 2015
- [AIP4-08](#) Flex Calendar Spring 2016
- [AIP4-09](#) Flex Calendar Fall 2016
- [AIP4-10](#) Flex Calendar Spring 2017
- [AIP4-11](#) BSIT Prof Dev Report Oct
- [AIP4-12](#) Online Teaching Conference
- [AIP4-13](#) DE Certification Data
- [AIP4-14](#) Bb Online Orientation Screenshot
- [AIP4-15](#) Bb Student Links Screenshot
- [AIP4-16](#) Bb Online Counseling Screenshot
- [AIP4-17](#) Bb Online Tutoring Screenshot
- [AIP4-18](#) 2017 Spring-Intersession Schedule
- [AIP4-19](#) Study Strategy Flier
- [AIP4-20](#) First Year Flier
- [AIP4-21](#) Financial Aid Flier
- [AIP4-22](#) Communication Skills Flier
- [AIP4-23](#) Family Night Flier
- [AIP4-24](#) Student Support Centers and Services Showcase Video
- [AIP4-25](#) BSIT Minutes 09-01-2016
- [AIP4-26](#) BSIT Minutes 10-06-2016
- [AIP4-27](#) English Approves Academy English Department Minutes
- [AIP4-28](#) Math Department Meeting Minutes 09-16-2016
- [AIP4-29](#) SSEC Pathways Report

- [AIP4-30](#) Summer Advantage Flier
 - [AIP4-31](#) Best Practices BSIT Minutes Oct
 - [AIP4-32](#) SSEC Pathways Report
-

Actionable Improvement Plan 5:

Santiago Canyon College will refine all interdisciplinary degrees and certificates assessment techniques and share the assessments with all College constituencies. (II.A.2.i.)

Summary of Progress

The College has refined interdisciplinary degrees and certificates assessment techniques. All interdisciplinary degrees and certificates are assessed using a program assessment mapping process. Course learning outcomes are mapped to the program outcomes for any award where the course is a core requirement ([AIP5-01](#)). The Office of Institutional Effectiveness & Assessment generates a document with the assessment results ([AIP5-02](#)). Departments then complete an analysis of the results, determine where there is need for improvement, and develop strategies for improvement ([AIP5-03](#)).

Refinements have also been made to assessments for the interdisciplinary Liberal Arts degrees. Surveys were created through collaboration between the Curriculum and Instruction Council and the Office of Institutional Effectiveness & Assessment ([AIP5-04](#)). The results were presented and discussed at the Curriculum and Instruction Council in October, 2015 ([AIP5-05](#), [AIP5-06](#)).

As a result of working to refine assessment of the interdisciplinary Science degree, it was decided, after multi-year discussions with the science departments ([AIP5-07](#)), that this degree is no longer necessary and will be deactivated ([AIP5-08](#)).

The local general education plan has been under review since spring 2016, exploring the possibility of creating a new STEM version. Data has been collected, presented, and discussed with multiple constituent groups at SCC as well as at Santa Ana College ([AIP5-09](#)). In March 2017, a student survey was developed to assess the impact of this possible plan on students ([AIP5-10](#)). The survey data will be used to refine the general education plan.

Throughout these processes, the College has shared the assessments with College constituencies. In 2015, the Office of Institutional Effectiveness & Assessment created a dossier that includes SLO assessment reports, Departmental Planning Portfolios, and Program Reviews ([AIP5-11](#)). The SCC Academic Senate participated in creating this dossier ([AIP5-12](#)). The dossier is circulated among departments to assist with program assessments.

Communication regarding interdisciplinary degrees and certificate assessment techniques has also taken place outside the departments at various college-wide venues. Assessments are reported as a standing agenda item at the Curriculum and Instruction Council, introduced at the

Educational Master Plan Committee as part of the program review process, and summarized at College Council ([AIP5-13](#), [AIP5-14](#), [AIP5-15](#)). Additionally, the Board of Trustees is regularly informed of the number of degree and certificate completers ([AIP5-16](#)).

Responsible Parties

Dean of Institutional Effectiveness & Assessment
Curriculum and Instruction Council
Department Chairs

Timeline to Completion

This has been completed. The College will continue to evaluate the assessment progress and look to further refine, as needed.

List of Evidence

- [AIP5-01](#) CIS Program Mapping Sample
 - [AIP5-02](#) CIS Program Data Sample
 - [AIP5-03](#) Program Assessment Survey
 - [AIP5-04](#) Liberal Arts Survey
 - [AIP5-05](#) CIC Minutes 10-19-2015
 - [AIP5-06](#) Liberal Arts PSLO 2015
 - [AIP5-07](#) Science Degree Discussions
 - [AIP5-08](#) Department Chair Minutes 02-09-2017
 - [AIP5-09](#) PLAN D Discussion 10-03-2016
 - [AIP5-10](#) Plan D Survey
 - [AIP5-11](#) Institutional Effectiveness and Accreditation Dossier
 - [AIP5-12](#) Academic Senate Minutes 05-19-2015
 - [AIP5-13](#) EMPC Minutes 04-23-2015
 - [AIP5-14](#) College Council Minutes 4-14-15
 - [AIP5-15](#) CIC Agenda 03-20-2017
 - [AIP5-16](#) Docket Submission Degree Certificates 11-2016
-

Actionable Improvement Plan 6:

Santiago Canyon College will examine the feasibility of creating a centralized Student Success Center that may include the Academic Success Center, Math Study Hall (MaSH), Science Teaching and Resource (STAR) Center, Supplemental Instruction (SI), Writing Center (WC), and Tutoring Center. (II.C.1.a. and II.C.2.)

Summary of Progress

The facilities at the College are not currently able to accommodate a centralized location for learning support services due to limitations of building designs and the overall campus blueprint. In the future, the College plans to house such a center in the Student Services and Student Life building ([AIP6-01](#)). Until a centralized Student Success Center can be created, various centers and student service coordinators have collaborated on a singular mission to

more effectively direct students to these services. The following demonstrates the concerted effort to provide pathways towards a figurative centralization until a physical one can be made real.

In early 2016, counselors developed the First Year Student Support Center, dedicated to assisting new students in their academic and social transition at the College by providing information and increasing awareness of campus resources. This center seeks to integrate students into the college campus and community and to build and encourage them to be self-directive. Services offered include: assistance with completing college, FAFSA, and BOG applications; guidance with constructing a class schedule; referrals to other student support services; access to AB 540 resources; and promotion of other student success workshops ([AIP6-02](#), [AIP6-03](#)).

The campus has committed to enhancing accessibility to student services for both credit and noncredit students by using a marketing team to improve branding and highlighting student support programs on the college website. In 2016, an eleven-minute video was produced that showcases the College's Student Support Centers and Services. The production was a joint effort of the Basic Skills and Transformation Grant Task Force, which includes members from the English, Math, ACE, Credit and Continuing Education Counseling, High School Subjects and Reading Departments, as well as Student Equity, the Office of Institutional Effectiveness, and Student Services ([AIP6-04](#)). The video is shown at the College's annual Family Night, where local high school seniors and their parents are introduced to the matriculation process, placement test procedures, general education patterns, campus services, and signature programs. Representatives from support centers and programs across the campus are present during Family Night, and each family leaves with a folder containing a flyer from each center ([AIP6-05](#)).

Collaboration among our centers and services is evidenced in various professional development activities attended and facilitated by faculty and staff who represent the College's Science Teaching and Resource (STAR) Center, Writing Center, and Tutoring Center. Participation in regional and state professional development events has increased, and more faculty now discuss best practices with Learning Assistance Programs (LAPs) at conferences, such as the Tutoring Expo hosted by Santiago Canyon College on October 21, 2016 ([AIP6-06](#)). To stay current on best practices, personnel also plan on attending the Greater Orange County Learning Assistance Project Spring Sharing Event and the Annual Tutoring Expo ([AIP6-07](#), [AIP6-08](#)).

During a spring 2017 FLEX session, eighteen representatives from the College's support centers and programs assembled to share their mission statements, objectives, learning outcomes, services, and calendar/hours of operations ([AIP6-09](#)). This same group and others established the Centers & Programs Collaboration (CPC) Task Force to discuss strategies for collaboration and success strategies. Activities for this Task Force may include organizing centralized training sessions for tutors working in all centers around campus, preparing informative materials about center services for convocation, creating a planner for new students showcasing each center, and developing activities for the Summer Advantage Academy. An invitation to join this task force was sent through email ([AIP6-10](#)) to coordinators from the Veterans' Program, TRIO,

CAMP, STAR Center, Writing Center, MaSH, EOPS, DSPS, Continuing Ed/High School Subjects Tutoring Program, 1st Year Success Center, Tutoring Center, Guardian Scholars Program, Supplemental Instruction, Library Services, Transfer Success Center, Career Center, High School & Community Outreach, and Distance Education Program. The first CPC meeting focused on coordinating a campus workshop schedule for students, providing comprehensive training for all of the College's tutors, and working together to strengthen pathways for incoming high school students ([AIP6-11](#)).

Responsible Parties

MaSH coordinator
STAR Center coordinator
Supplemental Instruction coordinator
Writing Center coordinator
Tutoring Center coordinator
Dean of Learning Support Services
Centers & Programs Collaboration Task Force

Timeline to Completion

This has been completed.

List of Evidence

- [AIP6-01](#) Student Services Student Life Building IPP
- [AIP6-02](#) FYSC B&W
- [AIP6-03](#) FYSC Spring 2017 Workshop Schedule
- [AIP6-04](#) Student Support Centers and Services Showcase Video
- [AIP6-05](#) Family Night Meet and Greet
- [AIP6-06](#) [3CSN]Orange County Learning Assistance Project Sharing Event SCC
- [AIP6-07](#) [3CSN] Orange County Learning Assistance Project Sharing Event Saddleback
- [AIP6-08](#) [3CSN] Tutor Expo 2017 Pasadena City College
- [AIP6-09](#) Flex Calendar Spring 2017
- [AIP6-10](#) Invitation to Join an Important Centered on Centers Task Force
- [AIP6-11](#) CPC Minutes 03-15-2017

Actionable Improvement Plan 7:

In conjunction with the Rancho Santiago Community College District Human Resources Department, Santiago Canyon College will review and evaluate the effectiveness of the process for updating job descriptions to ensure that they are reviewed and updated on a more frequent basis. (III.A.1.a.)

Summary of Progress

In November 2016, the College requested clarification of the process for reviewing job descriptions as well as the method for evaluating the process for reviewing job descriptions

from the Human Resources Department of the Rancho Santiago Community College District ([AIP7-01](#)).

At the February 8, 2017, District Human Resources Committee (HRC) meeting, it was clarified that only classified employee and management positions have job descriptions; faculty and administration positions have job announcements. Members of the HRC discussed the intent of Actionable Improvement Plan #7, including the specific examples used in the 2014 Santiago Canyon College Self-Evaluation Report, and concluded that it refers to the process for the timely review and updating of classified employee job descriptions and the procedures for evaluating this process ([AIP7-02](#)). The item was added to the agenda for the March 8, 2017, HRC meeting ([AIP7-03](#)).

At the March 8, 2017, HRC meeting, Judy Chitlik, Interim Vice Chancellor, Human Resources, and Alistair Winter, Assistant Vice Chancellor, Human Resources, described two methods for reviewing and updating classified job descriptions: 1) as-needed at the time of hiring or vacancy, and 2) systematically by classified job family groups ([AIP7-04](#)).

In the first process, at the time of hiring or vacancy, a department manager has the opportunity to review a job description to ensure that it still meets the department's needs. If changes are needed, department managers can then submit requested changes to Human Resources. This process allows for job descriptions to be reviewed before the hiring process begins ([AIP7-05](#)). The second process, systematically by classified job family groups, is done in conjunction with the Classified Schools Employee Association (CSEA). This process allows for the review of all job descriptions within a classified job family group. It involves making changes to the main sections of the job description and reviewing salary grading by a third party ([AIP7-06](#)).

Both methods of reviewing and updating job descriptions, as well as the schedule for doing so, are part of the collective bargaining process between the District, represented by the Vice Chancellor, Human Resources, and CSEA. The process for reviewing and evaluating the effectiveness of the methods for reviewing and updating classified job descriptions is discussed by the Vice Chancellor, Human Resources and CSEA in the Employer-Employee Relations Committee (EERC), which is outside of the shared governance structure ([AIP7-07](#)).

While the intent of this actionable improvement plan was to ensure that job descriptions are updated on a more frequent basis, it was discovered during discussions in the HRC that updating classified job descriptions and the evaluation of the process for updating job descriptions are part of the collective bargaining process between the District and CSEA and therefore, outside of the direct purview of the College. However, the College administrators and managers can provide input by communicating recommendations for improving the process of updating classified job descriptions, or the evaluation of the process of updating classified job descriptions to the Vice Chancellor, Human Resources ([AIP7-08](#)).

Responsible Parties

SCC Administrators

SCC Department Managers
Vice Chancellor of Human Resources

Timeline to Completion

This has been completed.

List of Evidence

- [AIP7-01](#) SCC AIP 07 Email
 - [AIP7-02](#) HR Committee Minutes 02-08-2017
 - [AIP7-03](#) HR Committee Minutes 03-08-2017
 - [AIP7-04](#) Process for Updating Job Descriptions
 - [AIP7-05](#) Job Description Review Workflow
 - [AIP7-06](#) Job Families
 - [AIP7-07](#) HR Committee Agenda 03-08-2017
 - [AIP7-08](#) HR Committee Agenda 04-19-2017
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Actionable Improvement Plan 8:

Santiago Canyon College will review the facilities maintenance process to assure the most effective use of human and financial resources. (III.B.1.b)

Summary of Progress

The College has reviewed the facilities maintenance process to assure the most effective use of human and financial resources.

In 2014, the College developed a standardized method for processing facilities' needs. Each department identified an item or issue that needs to be addressed by Administrative Services on a Facilities Job Request Form. The form was submitted to the Facilities Department and handled on a priority basis based on availability of maintenance staff and funding. Any emergency requests were given high priority and immediately addressed (AIP8-01). Due to limited staff, the process became cumbersome, as all requests were done manually by a facilities clerk.

In 2017, the facilities maintenance process was reviewed to assure the most effective use of facilities staff. The Administrative Services Division streamlined the processes by moving to an online maintenance work order system called ONUMA ([AIP8-02](#)). The software allows the requester to identify one building or the entire institution and to request specific maintenance/work order. The requester is given an automatic status report (AIP8-03, AIP8-04). As the maintenance staff reviews the work order, they can provide comments and mark as complete in the system. Along the way status updates are sent to the requester. This new software allows the college's facility clerk to monitor work orders automatically and assign maintenance staff accordingly. The ONUMA system has led to increased efficiency throughout the Facilities Department. The new request system has been shared with college constituencies

at the Facilities Committee meeting and at College Council ([AIP8-05](#), [AIP8-06](#)).

To effectively use financial resources, the college is undertaking infrastructure improvements in order to prevent future problems that could be costly. The College campus and buildings undergo improvements in accordance with the Facilities Master Plan ([AIP8-07](#)). This includes site grading, electrical and data distribution, campus lighting, potable water systems, water conservation and sewage and storm drain systems ([AIP8-08](#)). The infrastructure project also provides for landscape development and improvement, as well as improved vehicular and pedestrian access and circulation. Additionally, work is underway to implement ADA compliant measures throughout the campus. ([AIP8-09](#), [AIP8-10](#), [AIP8-11](#)) This includes signage, parking, and building accessibility. The college is in the process of making major improvements in these areas as a proactive measure in meeting the needs of all students and stakeholders with special needs. All of these projects will result in reducing utility and maintenance costs.

In spring 2017, the College hired a Facility Manager, a key position absent from the College for over five years ([AIP8-12](#), [AIP8-13](#), [AIP8-14](#)). This position will lead to greater efficiency in utility management, thus, reducing costs. Additionally, through Administrative Services Program Review and resource requests, the division continues to address and advocate for additional staff to meet the needs of the College.

Responsible Parties

Vice President of Administrative Services

Timeline to Completion

This has been completed. The College will continue to evaluate for continuous quality improvement.

List of Evidence

- AIP8-01 SCC Job Request
- [AIP8-02](#) ONUMA
- AIP8-03 ONUMA Request
- AIP8-04 ONUMA Status
- [AIP8-05](#) PRC Minutes 05-03-2017
- [AIP8-06](#) College Council Minutes 03-14-2017
- [AIP8-07](#) Facilities Master Plan
- [AIP8-08](#) Santiago Wins Green
- [AIP8-09](#) ADA Plan
- [AIP8-10](#) ADA Bid 1299
- [AIP8-11](#) DSA Approved Plans
- AIP8-12 Facilities Manager Resource Request
- [AIP8-13](#) College Council Minutes 03-08-2017
- [AIP8-14](#) PRC Minutes 05-03-2017

Actionable Improvement Plan 9:

Santiago Canyon College needs to pursue ways of increasing revenues through seeking modifications to the budget allocation model and/or through exploring alternative revenue sources. (III.B.2., III.B.2.a., III.D.1.b., III.D.1.c., and IV.B.3.c.)

Summary of Progress

The College has pursued ways of increasing revenue through two modifications to the RSCCD Budget Allocation Model (BAM). First, in the fall of 2015, the District Chancellor approved a Fiscal Resources Committee (FRC) subcommittee recommendation to the BAM that at the end of the year, any unspent funds at the district must be returned to the colleges per the FTES split. Second, in fall of 2016, the FRC approved a recommendation to clarify BAM language regarding how the indirect costs of grants should be allocated. Now, 25% will roll into the institutional ending fund balance, 25% will offset the overall District Services expenditure in that given year, and 50% will carryover into a Fund 13 account under Educational Services to be used for one-time expenses to increase support services to the colleges ([AIP9-01](#), [AIP9-02](#)). This change lowers each college's share to support District Operations and District-Wide Services, thereby increasing each college's revenue. This revision and others were approved by the District Chancellor on 12/5/2016 ([AIP9-03](#)).

In order to secure alternative revenue sources, the College has been awarded multiple grants, including the following:

- Orange County Teacher Pathway Partnership project grant was received in 2014 for \$5M that targets the Careers in Education program of study for the Education, Child Development, and Family Services Industry Sector ([AIP9-04](#)).
- Continuing Education Division, as part of the Rancho Santiago Adult Education Consortium, was allocated over \$1,000,000 on an annual basis. In 2015 – 2016, the dollars are used to operate an 8,000 square foot facility and fund four full-time faculty members as well as other support staff ([AIP9-05](#)).
- Orange County Biotechnology Collaborative Partnership project between Santa Ana College, Fullerton College and SCC successfully obtained National Science Foundation funding. SCC will receive \$92,000 from August 2015 through July 31, 2018. Investments will be made in equipment, instructional aide support, program facilitation, professional development, and outreach ([AIP9-06](#), [AIP9-07](#), [AIP9-08](#)).
- Orange County Career Pathways Partnership received \$330,000 starting in 2014 – 2015 to be spent over four years, including a fifth year of participation funded by the institution. Investments will be made in equipment, and summer biotech instruction for new courses, including dual enrollment with the local high school as well as other outreach ([AIP9-09](#), [AIP9-10](#), [AIP9-11](#), [AIP9-12](#), [AIP9-13](#)).
- Career Technical Education program received \$185,000 in 2014 – 2015 through the CTE Enhancement Fund Regional Project. This three year regional project is designed to enhance the OC Biotechnology Collaborative. Funds will be used to invest in curriculum development equipment, professional development, and special outreach, including a summer internship with local businesses ([AIP9-14](#), [AIP9-15](#), [AIP9-16](#)).

- Career Technical Education program received \$275,000 in 2014 – 2015 through the Career Technical Education Enhancement Fund- Local Project (CTE EF Local). This three-year regional project is designed to enhance Career Technical Education programs ([AIP9-17](#), [AIP9-18](#)).

The College has also sought additional sources of revenue through other revenue sources, such as expanding the International Students Program, increasing rental of facilities, and expanding the efforts of the SCC Foundation. With the structure of the International Student Program in place and the quality of the services proved, the College experienced a prominent increase in the international student population. The International Student enrollment increased from nine students in fall 2013 to 76 in spring 2016. Noticeable growth in the program started in spring 2015, when the college committed to a marketing and staffing budget for the program. Overall, revenue from the program has grown from \$360K in 2014 to a projected \$700K in 2017 ([AIP9-19](#), [AIP9-20](#)).

As the new additional buildings (i.e., Humanities building, Athletics complex, Science Center) and new parking lots were opened from 2009 to 2014, the College was able to rent out additional facilities. Rental revenues increased from \$80,000 in 2014 to over \$300,000 for 2016.

Since October 2014, the Office of College Advancement and the SCC Foundation board have taken steps to improve donor engagement and increase donations. These steps include establishing online giving options for donors by establishing a GoFundMe-style crowd-funding platform called TeamSCC. Other new unrestricted income streams include a partnership with the Orange County Community Foundation “Giving Day Event,” registering for third-party giving programs like AmazonSmile, launching a President’s Circle membership program for donors giving \$500 or more in unrestricted gifts, and expanding direct-mail solicitations, resulting in increased revenue from \$1,400 in 2015 to \$4,755 in 2016 ([AIP9-21](#), [AIP9-22](#), [AIP9-23](#), [AIP9-24](#), [AIP9-25](#)).

Responsible Parties

Vice President of Administrative Services
 Vice President of Continuing Education
 Dean of Student Services/International Student Program
 Director of College Advancement/Foundation
 Director, Business & Career Technical Education

Timeline to Completion

This has been completed.

List of Evidence

- [AIP9-01](#) FRC Minutes 10-21-2015
- [AIP9-02](#) FRC Agenda 11-16-2016 with materials
- [AIP9-03](#) FRC Additional Handouts 01-25-2017

- [AIP9-04](#) OCTPP 5-Year Budget Summary 06-17-2014x
 - [AIP9-05](#) Regional Consortia Allocations 2015-16x
 - [AIP9-06](#) NSF Email Award Notice
 - [AIP9-07](#) NSF RSCCD Docket Agenda Item 5.1 09-14-2015
 - [AIP9-08](#) NSF Budget
 - [AIP9-09](#) OCCPP 2014-15 Workplan
 - [AIP9-10](#) OCCPP 2015-16 Workplan
 - [AIP9-11](#) OCCPP 2016-17 Workplan
 - [AIP9-12](#) OCCPP SCC Bridge to Biotech 2016 Flyer
 - [AIP9-13](#) OCCPP Biotech Dual Enrollment Spring 2017
 - [AIP9-14](#) CTEEF Year End Expenditures Summary
 - [AIP9-15](#) CTEEF Agreement for Curriculum Development
 - [AIP9-16](#) CTEEF Summer Internship Student Evaluation Report
 - [AIP9-17](#) APPR 2014-15 Allocation Form
 - [AIP9-18](#) APPR 2016-17 Allocation Form
 - [AIP9-19](#) International Student Population at SCC 2013-16
 - [AIP9-20](#) International Student Retention Rate
 - [AIP9-21](#) Online Donation Website
 - [AIP9-22](#) Team SCC Website
 - [AIP9-23](#) OCCF Gift Acknowledgements 06-07-2016
 - [AIP9-24](#) President's Circle Website
 - [AIP9-25](#) Appeal Analysis Report 2011-2017
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Actionable Improvement Plan 10:

Santiago Canyon College will refine its evaluation processes as related to governance and decision making to ensure for a more defined and systematic annual process that includes both committee self-evaluations and annual College-wide surveys. The College should more widely disseminate committee self-evaluations and campus surveys and use them more systematically to improve the College's governance and decision-making processes. (IV.A.5.)

Summary of Progress

The College has completed two annual cycles of participatory governance committee self-evaluations (fall 2015 and fall 2016). During fall 2015, a Collegial Governance Evaluation Task Force reviewed the committee evaluations and provided a written report to College Council, which included themes and recommendations ([AIP10-01](#), [AIP10-02](#)). In fall 2016, the annual committee evaluations and a summary report were disseminated and discussed in College Council ([AIP10-03](#), [AIP10-04](#)). Based on this deliberation a follow-up survey was created and administered to every shared governance committee to explore in greater detail the identified meta-themes from the annual evaluation ([AIP10-05](#), [AIP10-06](#)).

The results of this follow-up survey were shared and discussed at the February 28, 2017 College Council meeting. The following themes were identified as requiring action and/or follow up:

membership (i.e., training new committee members and identifying a process for filling member vacancies); access to information (i.e., identifying best practices on disseminating committee actions with campus constituents); and uncertainty about the process by which shared governance committees to submit annual resource requests ([AIP10-07](#), [AIP10-08](#)).

On March 1, 2017, the Planning and Institutional Effectiveness Committee, upon request of College Council, determined the appropriate resource channel for each committee's resource request ([AIP10-09](#)). College Council then distributed an email communication to governance committee co-chairs to clarify and to make recommendations regarding the above referenced themes ([AIP10-10](#), [AIP10-11](#), [AIP10-12](#)). Additionally, as requested in the follow-up survey, a copy of all survey responses was distributed to each shared governance committee ([AIP10-13](#)).

Additionally, the College has developed and disseminated college wide surveys and committee self-evaluations. Examples of these include the following:

- Fall 2015 Professional Development – Classified Survey ([AIP10-14](#))
- SCC 2016-2022 Educational Master Plan Goals - College Feedback Survey ([AIP10-15](#))
- 2014-2015 Planning and Resource Allocation Process Survey ([AIP10-16](#))
- 2014-15 New Faculty Institute Feedback Survey ([AIP10-17](#))
- 2015 SCC Mission Statement Review Survey ([AIP10-18](#), [AIP10-19](#))
- Enrollment Management Committee Survey ([AIP10-20](#))
- 2015-2016 Planning and Resource Allocation Process Survey ([AIP10-21](#))
- 2016-2022 EMP Institutional Goal Preference Survey ([AIP10-22](#))
- Associated Student Government (ASG) Fall 2016 Town Hall Student Survey ([AIP10-23](#))
- College-wide Survey of Non-Governance Organizations ([AIP10-24](#))

College Council will annually administer the committee evaluation survey. Focus of next year's process will include evaluation of each committee's mission and alignment to the College and District mission. Further areas of improvement include finding mechanisms to align respective surveys to avoid duplication and fatigue as well as identifying a repository to house survey results.

Responsible Parties

College Council Co-Chairs (College President & Academic Senate President)

Timeline to Completion

This has been completed.

List of Evidence

- [AIP10-01](#) College Council Minutes 11-24-2015
- [AIP10-02](#) Collegial Governance Annual Committee Evaluation Fall 2015 Summary
- [AIP10-03](#) Spring 2016 Evaluation Forms
- [AIP10-04](#) College Council Minutes 09-13-2016
- [AIP10-05](#) College Council Minutes 11-24-2015

AIP10-06	Annual Committee Evaluation Follow-Up Survey 2016
AIP10-07	Annual Committee Evaluation Follow-Up Survey 2016
AIP10-08	College Council Minutes 02-28-2017
AIP10-09	PIE Minutes 03-01-2017
AIP10-10	Letter to Chairs from College Council
AIP10-11	Committee Resource Request Administrator
AIP10-12	Academic Senate Summary Report Template and Sample
AIP10-13	Spring 2016 Evaluation Forms
AIP10-14	Fall 2015 Professional Development Classified Survey
AIP10-15	EMPC Minutes 10-22-2015
AIP10-16	Planning and Resource Allocation Process Survey
AIP10-17	2014-2015 New Faculty Institute Feedback Survey
AIP10-18	2015 SCC Mission Statement Review Survey
AIP10-19	2015 SCC Mission Statement Review EMPC
AIP10-20	EMC Minutes 05-18-2016
AIP10-21	PIE Committee Minutes 05-04-2016
AIP10-22	2016-2022 EMP Institutional Goal Preference Survey
AIP10-23	ASG Fall 2016 Town Hall Survey
AIP10-24	NGO Survey Summary

Actionable Improvement Plan 11:

The District Fiscal Resources Committee (FRC) ought to conduct an annual review of District budgets and expenses as outlined in the SB 361 Budget Allocation Model, and the District Office should provide Santiago Canyon College and Santa Ana College with evidence that District Operations and District Wide Services expenses are necessary and justified (IV.B.3.d.).

Summary of Progress

The District, Santiago Canyon College, and Santa Ana College continue to make progress on this Actionable Improvement Plan. The District Fiscal Resources Committee (FRC) continually evaluates the Budget Allocation Model (BAM). The review or approval of BAM-related items was an FRC agenda item at 11 meetings, spanning from October 2014 to January 2017 ([AIP11-01](#), [AIP11-02](#), [AIP11-03](#), [AIP11-04](#), [AIP11-05](#), [AIP11-06](#), [AIP11-07](#), [AIP11-08](#), [AIP11-09](#), [AIP11-10](#), and [AIP11-11](#)).

Since the 2014 Self-Evaluation, the District has now made available for review all District Operations and District-Wide Services expenses through the District’s intranet portal ([AIP11-12](#)); on this page is a hyperlink, titled “Unrestricted Funds (11) – Month Year” (as a sample, see [AIP11-13](#)). Any increases to either of these budgets are disclosed to FRC during the tentative and adopted budget processes ([AIP11-14](#), [AIP11-15](#), [AIP11-16](#), [AIP11-17](#), and [AIP11-18](#)). FRC members have the opportunity to review the increases and ask questions in an effort to determine whether or not the expenses are necessary and justified. If the FRC determines that the expenses are necessary and justified, it makes a recommendation to the District Council

(DC) to support it. If supported by DC, it's forwarded to the District Chancellor for approval.

In addition to the review of tentative and adopted budget assumptions, in summer 2015, FRC approved a recommendation to modify the BAM language to ensure that District budgets match necessary expenditures. The language reads: *"The District Services and Institutional Cost allocations are budgeted as defined in the model for the appropriate operations of the District and therefore are not subject to carryover."* The FRC recommendation was forwarded to the DC and received a vote of support ([AIP11-19](#), [AIP11-20](#)). The District Chancellor approved the recommendation and his memorandum of approval was entered into the October 21, 2015 FRC Agenda ([AIP11-21](#)). The result of this language was positive for the colleges as it not only supports necessary and justifiable expenditures for the District, but also shifts any ending-year positive carryover from District Operations and District Wide Services to each of the colleges' beginning balance for the subsequent year based on the FTES split. FRC and the SCC Budget Committee shall continue to pursue methods by which to establish equitable and transparent baseline funding for District Operations and District Wide Services.

Responsible Parties:

- Fiscal Resources Committee (FRC)
- District Council (DC)
- RSCCD Chancellor
- SCC Budget Committee Co-Chair (Administrator)
- SCC Budget Committee Co-Chair (Faculty)

Timeline to Completion

This has been completed.

List of Evidence:

- [AIP11-01](#) FRC Agenda 10-22-2014
- [AIP11-02](#) FRC Agenda with Materials 03-25-2015
- [AIP11-03](#) FRC Agenda with Materials 05-27-2015
- [AIP11-04](#) FRC Agenda with Materials 07-08-2015
- [AIP11-05](#) FRC Agenda with Materials 09-23-2015
- [AIP11-06](#) FRC Agenda with Materials 10-21-2015
- [AIP11-07](#) FRC Agenda with Materials 03-23-2016
- [AIP11-08](#) FRC Agenda with Materials 04-27-2016
- [AIP11-09](#) FRC Agenda with Materials 09-28-2016
- [AIP11-10](#) FRC Agenda with Materials 11-16-2016
- [AIP11-11](#) FRC Agenda with Materials 01-25-2017
- [AIP11-12](#) RSCCD Intranet Link
- [AIP11-13](#) February 2017 Unrestricted Fund 11 REV and EXP by Department
- [AIP11-14](#) FRC Agenda with Materials 02-25-2015
- [AIP11-15](#) FRC Agenda with Materials 07-08-2015
- [AIP11-16](#) FRC Agenda with Materials 02-24-2016

- [AIP11-17](#) FRC Agenda with Materials 09-06-2016
- [AIP11-18](#) FRC Agenda with Materials 02-22-2017
- [AIP11-19](#) District Council Agenda 10-05-2015
- [AIP11-20](#) District Council Minutes 10-05-2015
- [AIP11-21](#) FRC Agenda with Materials 10-21-2015

Recommendation 1:

In order to meet the Commission's 2012 expectation for meeting student learning outcomes standards, the team recommends the college strengthen its assessment of program student learning outcomes to guide improvement. The college should also identify and address outcomes assessment for community services (community education). (II.A.1.c, II.A.2, II.A.2.b)

Summary of Actions Addressing Recommendation

To improve assessment of outcomes, the College uses outcomes mapping to identify the extent to which each program SLO and course SLO aligns with the institutional student learning outcomes. Each award-granting program must indicate how every course SLO for a core or required course of a degree or certificate moderately or significantly contributes to at least one program SLO. College constituents document these connections in the revised SLO Mapping for Degree and Certificate Programs forms. Previously, these forms required that only courses, not specific learning outcomes, were mapped to program outcomes ([R1-01](#)).

During comprehensive Academic Program Review, academic departments review course level assessment results and evaluate student achievement of program student learning outcomes using the SLO Mapping for Degree and Certificate Programs as a guide. This is an opportunity for departments to engage in dialogue concerning sustainable, continuous quality improvement specific to each of their award programs. There is a dedicated section for program student learning outcomes assessment, including any successes and/or failures that served as impetus for change within the department ([R1-02](#), [R1-03](#), [R1-04](#)).

In March of 2017, the Office of Institutional Effectiveness & Research requested that all academic divisions and departments review their SLO Mapping for Degree and Certificate Programs for all degrees or certificate awards offered in their units. If an outcome map had never been submitted, or if the outcome map was outdated due to curriculum-related changes, a new or updated map was officially requested in order to ensure course SLO alignment to programs.

Data files were generated by the college's research analysts for all outcome maps sent to the Office of Institutional Effectiveness & Research and entered into the college's outcome assessment management system, Taskstream. These data files provide department chairs the number of course-level outcomes that are mapped to program-level outcomes, the number of mapped outcomes that have been assessed within a three-year period, and the proportion of mapped outcomes that met (or exceeded) the course-level SLO achievement targets or criterion for success. Subsequently, department chairs were asked to respond to a Program Outcome Assessment survey. All programs will have a SLO Map for Degree and Certificate Programs, a program outcome data file, and a Program Outcome Assessment survey response on file by the end of spring 2017 ([R1-05](#)).

Mapping programs that have core or required courses outside of the program's discipline has been challenging. To address this, the Office of Institutional Effectiveness has developed the Institutional Effectiveness and Accreditation Dossier, which is available to all District employees.

The dossier houses all course-level student learning outcome assessment reports, academic and nonacademic program reviews, and other annual planning documents. The dossier now serves as the central repository for institutional effectiveness and accreditation-related documents. Matters of student learning, student achievement, and quality assurance can be shared Districtwide, eliminating the need for redundant communication ([R1-06](#), [R1-07](#)).

The self-evaluation document states, “Santiago Canyon College continues to refine the assessment of its four Liberal Arts degrees. These interdisciplinary degrees offer a wide range of course options that make the program outcomes mapping more difficult to create. In an effort to assess these interdisciplinary degrees, the Santiago Canyon College Curriculum & Instruction Council created four student surveys that will be used to assess the outcomes for these degrees. Therefore, the College will ask students qualifying for a Liberal Arts Degree to complete a survey assessing how effectively they feel their coursework has addressed the skills listed in the learning outcomes.”

Subsequently, the Office of Institutional Effectiveness disseminated a survey created by the Curriculum & Instruction Council (CIC). With the assistance of Student Services, the College distributed four surveys to students who petitioned to receive any of the aforementioned Liberal Arts degrees during the week of June 1-5, 2015 ([R1-08](#)). While the initial response rate for each of the surveys was lower than desired, the responses themselves were positive ([R1-09](#)). The CIC analyzed and discussed the quantitative and qualitative information gleaned from the surveys to determine if the assessment tools were adequate in evaluating whether or not program student learning outcomes were being achieved at an appropriate rate and whether any programmatic improvements or changes needed to be made ([R1-10](#), [R1-11](#)). The CIC agreed that the information was useful for evaluating the Liberal Arts degrees. At the request of the Curriculum & Instruction Council, the College is investigating the feasibility of incorporating the Liberal Arts Degree Surveys into the petition-for-award process in order to maximize the number of responses for future assessment cycles.

During spring 2017, SCC redeployed the surveys for the college’s four interdisciplinary liberal arts degrees. These surveys were distributed to 2015-2016 graduates who were awarded a liberal arts degree from Santiago Canyon College. Similar to previous efforts, the response rates for the assessment surveys were very small. Based on the assessment results, the Curriculum & Instruction Council discussed ways in which SCC could potentially incentivize survey participation by offering free transcripts ([R1-12](#)).

As this method of assessment is not yet effective, the college will rely upon the same methodology for program assessment that is utilized for the non-interdisciplinary programs of the college, mapping course-level outcomes to program-level outcomes. Because a multitude of departments contribute to each liberal arts degree, a point person was identified to facilitate the program assessment mapping. The Office of Institutional Effectiveness & Research created and distributed mapping templates to the point person, who reported back at the end of the spring 2017 semester ([R1-13](#), [R1-14](#), [R1-15](#), [R1-16](#)).

To address outcomes assessment for Community Services, during the summer of 2015, the College piloted a process whereby a sample of community service instructors was given two question prompts:

- If there is one thing that students walk away from your course having learned, what would that be?
- Is there a particular activity within your course that may enhance students' community awareness and global citizenship? If so, what is that activity?

In fall 2015, all Community Service instructors were asked to respond to the aforementioned two questions so that student learning outcomes could be developed for scheduled courses ([R1-17](#)). It is the goal of Santiago Canyon College that no Community Service course be offered without student learning outcomes in place. The College will measure all Community Service course learning outcomes using the standardized format developed during the pilot process, and faculty will distribute the student learning outcomes assessment in class by the final day of the course. The College houses the results of in-class surveys within the database developed during the pilot process, and the Community Services Program Office now manages that database.

As of spring 2017, 100% of offered Community Service courses have student learning outcomes in place and 23% have undergone at least one cycle of assessment ([R1-18](#)).

List of Evidence

R1-01	Completed SLO Maps (Degrees and Certificates)
R1-02	Program Review Template APR 2014-2016 Final
R1-03	Program Review Example Biology APR 2014-2016
R1-04	Program Review Example Economics APR 2014-2016
R1-05	Program Outcome Assessment Survey 2017
R1-06	Institutional Effectiveness and Accreditation Dossier Screenshot
R1-07	Institutional Effectiveness and Accreditation Dossier
R1-08	Liberal Arts Degrees Survey Tools
R1-09	Liberal Arts Degrees Survey Results
R1-10	CIC Minutes 05-18-2015
R1-11	CIC Minutes 10-19-2015
R1-12	CIC Minutes 03-06-2017
R1-13	Liberal Arts-Arts Humanities Communication AA 18317 Program Mapping
R1-14	Liberal Arts-Math Sciences AS 18318 Program Mapping
R1-15	Liberal Arts-Multi-Cultural AA 18319 Program Mapping
R1-16	Liberal Arts-Social and Behavioral Sciences AA 18320 Program Mapping
R1-17	SLO Development Compliance Spreadsheet - Community Services
R1-18	SLO Compliance - Community Services Spring 2017 Update

Recommendation 2:

In order to meet the standard, the team recommends that the college establish formal systematic measures for periodically assessing, evaluating, and modifying its integrated planning and resource allocation process at both the college and district. (I.B.6, III.D.4, IV.B.2.b)

Summary of Actions Addressing Recommendation

At the time the College prepared the 2014 Institutional Self-Evaluation, the College had not completed full cycles of its new planning and resource allocation processes. However, since its inception, the process has been evaluated. Beginning in the 2013-2014 “Year at a Glance” document, the need for an evaluation component was identified ([R2-01](#)). In 2013-2014, the evaluation consisted of the vice presidents soliciting feedback for improvement from faculty, staff, and administrators from their respective areas. In 2014-2015, the Planning and Institutional Effectiveness (PIE) Committee developed the more formal and systematic evaluation process that consisted of a survey to solicit feedback from faculty, staff, and administrators who participated in that year's planning and resource allocation process. The same survey was deployed 2015-2016 ([R2-02](#)). The survey asked questions targeting respondents’ attitudes toward the forms utilized to help facilitate the planning and resource allocation process, attitudes about the planning and resource allocation process itself, and about overall satisfaction with the outcome of the process and resources received, if any.

At its May 4, 2015, meeting, the PIE Committee met to discuss the results of the planning and resource allocation process survey and to carefully weigh all feedback and suggestions for change ([R2-03](#)). Some suggestions that came forward alluded that the planning process itself was not well understood among all who participated. Some knew only the parts they participated in and subsequent steps were not clear to them. For many, the process was laborious with very little benefit. Rather than make radical changes, the PIE Committee decided to focus on communicating to the SCC community about the planning process. The committee also decided to make elements of the process easier by providing hyperlinks in the request form so individuals would not have to search for information. The PIE Committee also made the process easier by reviewing the Planning Process Flowchart and Resource Request Forms and eliminating any redundancies inadvertently built into the process and the related documents ([R2-04](#), [R2-05](#)).

As a result of removing redundancies and improving access to information, requestors are now asked to identify which one of eight categories the request falls into: instructional equipment, non-instructional equipment, instructional supplies, non-instructional supplies, instructional technology, non-instructional technology, personnel, and contract services. This sorting by the requestor streamlines the process by having requests reach the appropriate evaluation committee sooner. Further, it provides vital information to the Budget Committee so that as funds become available in each category, the items can be promptly funded ([R2-06](#)). These improvements are a direct result of the evaluation system built into the planning and resource allocation process. The 2016-17 cycle of evaluation began at the April 5, 2017 PIE meeting and continues to make progress as identified within evaluation processes ([R2-07](#)).

Similarly, at the District level, the Planning & Organizational Effectiveness (POE) Committee developed an evaluation survey that went out on June 1, 2015 to members of District governance committees. This survey assessed the District committee members' understanding of the Districtwide planning process as well as their satisfaction with their satisfaction of Districtwide services, operations and resource allocation process. This survey was based on the survey created and distributed college wide by SCC's Planning & Institutional Effectiveness (PIE) Committee.

Results of the District survey suggested that better alignment of planning and resource allocation timelines between the Colleges and the District must occur so that District resource requests in need of support from the Colleges are woven into college-level planning processes at the appropriate time ([R2-08](#), [R2-09](#)). To that end, District-level resource requests must be received by the appropriate collegial governance committee or vice president at SCC in order to be considered with all other college requests received by the PIE Committee for the subsequent year. Thus, the appropriate timing of District resource requests into the college planning process is included in the resource allocation timeline as documented by the 2016-2017 Year-at-a-Glance document ([R2-10](#)).

The POE Committee distributed a similar evaluation in fall 2016 ([R2-11](#)). A result of this survey was to begin tracking goals, especially the goal of better aligning college and district resource allocation timelines ([R2-12](#)). The POE Committee is currently designing the next Governance Summit meeting, which will include all District Committees to the District Strategic Plan. At this summit they will refine the resource allocation process ([R2-13](#)).

List of Evidence

R2-01	Year at a Glance 2013-2014
R2-02	Planning and Resource Allocation Process Survey 2016
R2-03	PIE Minutes 05-04-2016
R2-04	Resource Request Process Flowchart for PIE
R2-05	SCC Resource Request Form Revised 05-04-2016
R2-06	Budget Committee Minutes 02-16-2016
R2-07	PIE Minutes 04-05-2017
R2-08	RSCCD District-wide Planning Survey Results 06-22-2015
R2-09	POE Meeting Minutes 08-26-2015
R2-10	Year at a Glance 2016-2017
R2-11	RSCCD District-wide Planning Survey Results 11-23-2016
R2-12	POE Committee Minutes 10-26-2016
R2-13	POE Committee Minutes 02-22-2017

Recommendation 3:

In order to meet the standard, the team recommends that the college develop a systematic method by which it assesses its evaluation processes as well as its progress toward achieving its stated goals. Results of these evaluations should be widely communicated and used as the basis for improvement of institutional effectiveness. (I.B, I.B.3)

Summary of Actions Addressing Recommendation

In the 2013-2014 academic year, the Educational Master Planning Committee (EMPC) worked to develop an “Educational Master Plan Midterm Update Survey” designed to evaluate the degree to which the College had achieved each of its 15 stated Educational Master Plan Goals. At the time of goal development, the College also identified action items. These action items were milestones in the College’s achievement of each of the 15 stated institutional goals. In total, the 2012-2016 Educational Master Plan (EMP) had 29 action items identified with responsible parties assigned to each. This structure allowed for a specific individual or group to be held accountable for an action item during the span of EMP cycle ([R3-01](#)).

In spring 2015, the “2012-2016 Educational Master Plan Midterm Update Survey” went out to all responsible parties so that the EMPC could determine what goal-related activity had occurred since fall 2012. Respondents to the survey had to provide detail on the activity that had occurred to date and identify whether the action item had been completed or not. In the event that the action item had been completed, the survey asked respondents to identify the institutional support they received related to their activity and what effect that activity had on the institution. In the event that the action item had not been completed, the survey asked the respondents to identify the work that remained to be completed and any resources that were necessary to complete the work ([R3-02](#)).

The survey results were compiled into a report presented across the College to share the progress made in achieving the 2012-2016 Educational Master Plan goals ([R3-03](#), [R3-04](#)). This report was discussed at an open forum designed to solicit feedback from College constituents on multiple sources of data, both external and internal, as the College began the development of its next educational master plan as well as the development of its next set of educational master plan goals.

In the fall of 2016, the Educational Master Planning Committee (EMPC) discussed the need to improve the process used to assess progress toward the achievement of stated institutional goals ([R3-05](#)). As the Planning & Institutional Effectiveness (PIE) Committee is responsible for the assessment of progress toward achieving stated institutional goals ([R3-06](#)), the EMPC sent the following recommendation:

Identified responsible parties will be required to document progress in achieving institutional goals. The process for assessing progress toward achieving institutional goals should be incorporated into an existing annual reporting form like the Department Planning Portfolio (DPP).

In October of 2016, the PIE Committee received the recommendation from the EMPC and discussed the implications of the recommendation and possible alternatives ([R3-07](#)). The committee decided that the next evaluation of the goal achievement process should include more frequent opportunities for responsible parties to provide updates on action items and goal achievement, as well as more frequent opportunities to request resources in the event that a resource need prevents the College from achieving a specific goal. Subsequently, in order to ensure this improvement, the Planning and Institutional Effectiveness Committee (PIE) is formulating a planning agenda to be issued to all identified responsible parties ([R3-08](#)).

Moreover, a constant problem in assessing goal completion is a lack of adequate tracking software ([R3-09](#)). However, in the meantime the College continues to share a common network drive for the purpose of establishing and sharing a repository of planning documents. In spring 2016, the college submitted a letter of interest to the Institutional Effectiveness Partnership Initiative (IEPI) to participate in the Partnership Resource Team (PRT) process ([R3-10](#)). Participation in the initiative was granted, the first meeting was held on March 29, 2017, the second was on May 31, 2017, and the final will be held in the fall of 2017 ([R3-11](#), [R3-12](#)). The college is seeking assistance in the identification of technology to help manage the institution's integrated planning processes from the assessment and disaggregation of student learning outcome data, inclusive of its resource allocation and master planning efforts. Currently, the college employs multiple tools to manage each component of the integrated planning process, making documentation and tracking cumbersome and inefficient. Upon completion of the PRT process in fall 2017, SCC plans to have a tool that will provide for more efficient and regular assessment of progress toward achievement of institutional goals as well as goals and activities of other plans and initiatives of the college (i.e., Student Equity Plan, Enrollment Management Plan, Technology Plan, Facilities Plan, etc.). However, it was reassuring to hear from the team that, while our efficiency could improve, the processes we have in place are purposeful and effective.

List of Evidence

- [R3-01](#) EMP 2012-2016 - Mapping the Goals P. 73-75
- [R3-02](#) EMP Midterm Update Survey
- [R3-03](#) Flex Calendar Spring 2016
- [R3-04](#) 2016-2022 EMP Institutional Scan Info Session
- [R3-05](#) EMPC Minutes 09-22-2016
- [R3-06](#) Collegial Governance Handbook updated 12-01-2015
- [R3-07](#) PIE Minutes 10-05-2016
- [R3-08](#) PIE Minutes 03-01-2017.pdf
- [R3-09](#) PIE Minutes 12-07-2016
- [R3-10](#) SCC IEPI PRT Letter of Interest
- [R3-11](#) Letter from Interim President to TIE Task Force
- [R3-12](#) SCC IEPI PRT Treatment of Area of Focus

Recommendation 4:

In order to meet the standard, the team recommends that the college design and implement regular and frequent evaluation processes for governance, with the results informing planning and action. (IV.A.3, IV.B.3.g)

Summary of Actions Addressing Recommendation

Santiago Canyon College has strengthened the collegial governance process by instituting a yearly evaluation of all collegial governance committees and the governance system. The evaluation process was modified to include three steps in its systematic evaluation: 1) In fall, each governance committee and council reviews its mission, responsibilities, goals, and committee composition. 2) In spring, each committee conducts a self-evaluation by completing the Annual Committee Evaluation form. 3) The following fall, College Council reviews the committees' self-evaluations as part of a comprehensive evaluation of the system of governance.

Beginning in spring 2015, per direction from College Council and the College President, the Vice President of Academic Affairs and Academic Senate President created the Annual Committee Evaluation Form and Annual Committee Evaluation Form Instructions ([R4-01](#)). Later in spring 2015, College Council directed committees to complete the Annual Committee Evaluation Form ([R4-02](#)).

Next, in fall 2015, College Council and the College President created a Collegial Governance Evaluation Task Force to discuss any themes, commendations, and recommendations identified from the Annual Committee Evaluations submitted ([R4-03](#)). The task force identified four themes as a result of analyzing the Annual Committee Evaluations. The first noted the struggle that various committees face due to a lack of resources. The second expressed how committees grapple with regulations and/or standards from external entities. The third illustrated the need to consolidate the work of some committees in order to achieve greater efficiency. The fourth demonstrated the need to strengthen communication and ties between committees to promote the interconnectivity of committees and councils ([R4-04](#)).

The college took immediate action to address Theme Four as identified in the Collegial Governance Evaluation Task Force Report Fall 2015. In addition to previously provided committee reports to the Academic Senate and to College Council, the Planning & Institutional Effectiveness and Enrollment Management Committees are now providing space on their agendas for other committee representatives to provide updates and announcements ([R4-05](#), [R4-06](#)). In addition, the Academic Senate and College Council revised the Governance Committee Meeting Matrix in September 2015 ([R4-07](#), [R4-08](#)) in order to omit overlap of committee meetings and to allow for optimal participation and greater scheduling efficiency.

In spring 2016, governance committees and councils once again engaged in the Santiago Canyon College governance evaluation process when they completed the Annual Committee Evaluation forms. Upon evaluating their committees, the Facilities and the Safety/Emergency Committees noticed the overlap in their membership as well as in their committee

responsibilities. In order to achieve greater efficiency per theme three of the Collegial Governance Evaluation Task Force Report Fall 2015, the Academic Senate recognized the Facilities and Safety/Emergency Committees' recommendation to combine the two committees that would later be renamed the Facilities & Safety Committee ([R4-09](#)). The following fall, College Council took action and approved the Exceptional Academic Regulations Committee and the Budget Committee recommended changes to their respective committee descriptions that came as a result of the evaluation process; the merging of the Facilities & Safety committees was also approved ([R4-10](#), [R4-11](#)).

Following the college's governance regular evaluation process, College Council discussed the Annual Committee Evaluations during council meetings in fall 2016 ([R4-12](#)). They decided to review, identify, and discuss any themes, commendations, and recommendations identified from the Annual Committee Evaluations as a council. As a result, College Council identified three themes of the evaluation, with attendant sub-categories: 1) Communication, 2) Resources, and 3) Committee Management. Communication included the need for enhanced channels of communication, consistent reporting, and timely and widespread communication. Resources included the need to explore categorical funding, enhance knowledge of budgetary items, and discover ways to mitigate the lack of resources. Committee management included the need to identify and fill vacancies, assess committee overlap, and address different plans and initiatives at the state level with purpose and efficiency ([R4-13](#)).

In order to take action, College Council created a Governance Committee Follow-Up Survey with questions about ways to solve problems and to identify any deficiencies in the planning process. College Council members submitted questions to the Academic Senate President, and survey questions were discussed and finalized at the Oct. 11, 2016 College Council meeting. At the Oct. 25, 2016 meeting, College Council recommended sending a Survey Monkey survey with the follow-up questions for committees and councils ([R4-14](#)).

In spring 2017, College Council reviewed and discussed the results from the follow-up Survey Monkey Committee Survey ([R4-15](#)). In addition to discovering that there were a number of membership vacancies on committees and councils, the survey also revealed the following:

- The need for classified and student members on committees/councils.
- The need for a place to house committee/council reports for accessibility.
- The need for all committees/councils to maintain a current website presence.
- The need to distribute survey results to the entire college.
- The need to further inform the college community about the current planning resource request process and related rubrics.

To address some of the themes identified within the follow-up survey, College Council discussed a variety of recommendations, such as the Academic Senate President encouraging CSEA to consult with the Academic Senate Vice President about committee member assignment and tracking procedures, council members discussing best practices to enhance student participation on governance committees, and each committee/council selecting a committee/council member who will be in charge of posting information on committee/council

web pages. The council also recommended that the College Council co-chairs, the Academic Senate President and College President, send out a reminder to all governance committees and councils to update (or create) web pages. Additionally, the council requested that the Planning & Institutional Effectiveness Committee (PIE) determine the administrator responsible for processing each committee's resource requests ([R4-16](#)).

At the March 1, 2017, PIE meeting members determined the administrator responsible for processing each committee's resources requests and forwarded the information to the Academic Senate President and College President ([R4-17](#)). As a direct result of the regular evaluation process, the presidents sent a letter to all committee chairs addressing membership, communication, and resource requests. Chairs were directed to the appropriate staffing member to address vacancies, asked to identify the webpage author and Senate Summary Report submitter, and informed about which administrator should receive their committee resource requests. Additionally, a copy of the two surveys was sent for informational purposes ([R4-18](#)).

List of Evidence

- [R4-01](#) Annual Committee Evaluation Instructions and Form
- [R4-02](#) Committee Evaluation Email Message from Weispenning
- [R4-03](#) Spring 2016 Evaluation Forms
- [R4-04](#) Collegial Governance Annual Committee Evaluation Fall 2015 Summary
- [R4-05](#) PIE Minutes 10-07-2015
- [R4-06](#) EMC Minutes 10-21-2015
- [R4-07](#) College Council Minutes 09-22-2015 Matrix
- [R4-08](#) Meeting Matrix 2015
- [R4-09](#) Academic Senate Resolution Fall2016.6
- [R4-10](#) College Council Minutes 11-08-2016 EAR
- [R4-11](#) College Council Minutes 11-22-2016 Budget Facilities Safety
- [R4-12](#) Annual Committee Evaluation Brief Summary 2016
- [R4-13](#) College Council Minutes 09-27-2016 for Evaluation Themes
- [R4-14](#) Annual Committee Evaluation Follow-Up Survey 2016
- [R4-15](#) Annual Committee Evaluation Follow-Up Survey 2016 Results
- [R4-16](#) College Council Minutes 02-28-2017 Follow-Up Review
- [R4-17](#) PIE Minutes 03-01-2017
- [R4-18](#) Letter to Chairs from College Council

Recommendation 5:

In order to meet the standard, the team recommends that the college fully integrate distance education into existing planning and program assessment processes to ensure the quality of distance education. (II.A.2.d, III.C.1.b)

Summary of Actions Addressing Recommendation

Santiago Canyon College continues to make progress toward fully integrating distance education into existing planning and program evaluation processes.

The College has developed a Department Planning Portfolio (DPP) for distance education ([R5-01](#)). This DPP serves as the guide for requesting resources and for planning the future of the Distance Education Department. Distance Education is also part of the College Program Review cycle ([R5-02](#)).

The College hired a faculty Distance Education Coordinator who writes the DPP and updates annually. In addition, this Coordinator trains faculty in online instructional design, evaluates the online teaching certification program ([R5-03](#), [R5-04](#)), and supports online students by working with counseling to provide online class orientations and support services, such as online tutoring and counseling ([R5-05](#), [R5-06](#), [R5-07](#), [R5-08](#)).

The Distance Education Coordinator plays an integral part in the curriculum process as a voting member of the Curriculum & Instruction Council where the Coordinator advises faculty on creating and maintaining high quality distance education curriculum, as well as the distance education addendum ([R5-09](#), [R5-10](#)).

Based upon the recommendation to further integrate distance education into existing College planning, the College created the Distance Education Program Committee (DEPC) ([R5-11](#), [R5-12](#)). This committee is co-chaired by the Distance Education Coordinator and an Administrative Dean. The DEPC mission is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program ([R5-13](#)).

The college regularly evaluates the distance learning department for effectiveness with a Student Satisfaction Survey, Distance Education Satisfaction Survey, an Online Teaching Certification evaluation, Academic Program Review, and makes plans for improvement based upon those results. For example, it was identified in our student distance education survey that our students are generally unaware of the student services that we provide to our online students. To respond to this gap the Distance Education Department started to better publicize these services online in prominently located areas, such as the first screen that is accessed once logged in to the Learning Management System and an article about online tutoring is available on our website's home page. The online teaching certification was also updated with a module for online student support resources. This module gives our online teachers the information they need to build student services into their online classes, making relevant services available at the course level ([R5-14](#), [R5-15](#), [R5-16](#), [R5-17](#), [R5-18](#)).

List of Evidence

R5-01	Department Portfolio Planning Distance Education
R5-02	Program Review Cycle
R5-03	Certification Data
R5-04	Online Certificate Evaluation
R5-05	DE Online Orientation
R5-06	Online Tutoring
R5-07	Online Counseling
R5-08	2016 Fall Info Email
R5-09	EDUC 204 Addendum
R5-10	CIC Minutes 11-21-2016
R5-11	DEPC Minutes 03-14-2016
R5-12	DEPC Summary Report March 2017
R5-13	Distance Education Program Committee Organization
R5-14	SCC Student Satisfaction Web Report 2016
R5-15	SCC Distance Education Satisfaction Result Fall 2013
R5-16	Certification Data
R5-17	SCC Educational Master Plan 2012-2016
R5-18	Academic Program Review 2014-2016 History

Recommendation 6:

In order to increase effectiveness, the team recommends that the college strengthen its efforts to provide all personnel with appropriate opportunities for continued professional development and assess classified staff members' professional development needs as a basis for training. (III.A.5.a, III.A.5.b)

Summary of Actions Addressing Recommendation

In spring 2014, the College began efforts to provide all personnel with appropriate opportunities for continued professional development by redefining the role and name of the Faculty Development Committee to the Professional Development Committee (PDC) ([R6-01](#)). The committee became more inclusive by expanding to include four additional members who were all classified staff ([R6-02](#), [R6-03](#), [R6-04](#), [R6-05](#)). Responsibilities were revised to include overseeing the biannual "FLEX Week", resulting in a name change to "Professional Development Calendar" ([R6-06](#), [R6-07](#), [R6-08](#), [R6-09](#), [R6-10](#), [R6-11](#), [R6-12](#), [R6-13](#), [R6-14](#)). This change also allows for professional development activities to be offered throughout the year, rather than for just two weeks of the year. Opportunities developed by the Office of Student Equity and Success, as well as the Speaker's Symposium, allow all employees (including classified staff) to attend professional development on campus throughout the semester. ([R6-15](#))

The College continues to assess the needs of classified personnel in regards to professional development. During the scheduled meetings, the PDC consistently has input from classified personnel when discussing and planning professional development sessions ([R6-16](#), [R6-17](#), [R6-18](#), [R6-19](#)). Additionally, the PDC surveyed classified staff members throughout the college to evaluate their needs in regards to professional development. Subsequently, more Professional Development opportunities that were in line with the needs of classified staff were offered, both during Professional Development Week and during the semester. ([R6-20](#), [R6-21](#), [R6-22](#), [R6-23](#), [R6-24](#), [R6-25](#), [R6-26](#), [R6-27](#))

In the fall of 2016, the Office of Student Equity and Success began publishing a calendar of equity related events both on and off campus ([R6-28](#)). The office made an effort to research events that are beneficial to classified personnel, faculty, and administrators. Those offerings were then included in the calendar. Further, with the addition of funds provided by the Office of Student Equity and Success, the College has been able to provide opportunities to classified staff to attend conferences. ([R6-29](#))

In January of 2017, the Student Services Division held an All-Student Services Retreat. Classified personnel participated during the retreat and were asked how the College could become a transformational site for its students, and what the classified role would be in that process ([R6-30](#)). After the retreat, all participants were sent a survey that asked what they would like to see developed for the future. This information will be used to inform future professional development activities for classified staff ([R6-31](#)).

Beginning spring 2016, the PDC website has included a month-by-month calendar on its

homepage ([R6-32](#)). This calendar includes upcoming conferences researched by PDC members as well as professional development opportunities submitted by other SCC employees. The calendar is updated monthly.

In the future, SCC will continue to develop and expand professional development offerings for classified staff to meet their specific needs. Activities planned include, but are not limited to, an annual All-Classified Professional Development Day, an All-Student Services Retreat, and a Pathways Retreat.

List of Evidence

R6-01	Academic Senate Resolution SP2014.6
R6-02	Professional Development Committee Minutes Spring 2015
R6-03	Professional Development Committee Minutes Fall 2015
R6-04	Professional Development Committee Minutes Spring 2016
R6-05	Professional Development Committee Minutes Fall 2016
R6-06	Professional Development Committee Minutes Spring 2015
R6-07	Professional Development Committee Minutes Fall 2015
R6-08	Professional Development Committee Minutes Spring 2016
R6-09	Professional Development Committee Minutes Fall 2016
R6-10	Spring 2015 Flex Calendar
R6-11	Professional Development Calendar Fall 2015
R6-12	Professional Development Calendar Spring 2016
R6-13	Professional Development Calendar Fall 2016
R6-14	Professional Development Calendar Spring 17
R6-15	Student Equity Conference Attendance by classified
R6-16	Professional Development Committee Minutes Spring 2015
R6-17	Professional Development Committee Minutes Fall 2015
R6-18	Professional Development Committee Minutes Spring 2016
R6-19	Professional Development Committee Minutes Fall 2016
R6-20	2015 Fall PD WEEK Breakdown
R6-21	2016 Spring PD WEEK Breakdown
R6-22	2016 Fall PD WEEK Breakdown
R6-23	Professional Development 2015 Survey Summary
R6-24	Professional Development Committee Minutes Spring 2015
R6-25	Professional Development Committee Minutes Fall 2015
R6-26	Professional Development Committee Minutes Spring 2016
R6-27	Professional Development Committee Minutes Fall 2016
R6-28	Student Equity Independent Contractors 02-02-2017x
R6-29	Equity Focused Professional Development
R6-30	All Student Services Retreat Agenda
R6-31	All Student Services Retreat Transcription of Posters
R6-32	Professional Development Calendar on Web

Commission Recommendation:

At the time of the Follow-Up report, Santiago Canyon College must demonstrate that it has eliminated the structural deficit in the budget as identified in the team report in section III.D and IV.B.

Summary of Actions Addressing Recommendation

The College has eliminated the structural deficit in the budget and maintains a 1% contingency fund.

In 2014, after the ACCJC recommendation was disseminated to the College community, College Council, Planning & Institutional Effectiveness Committee, and Budget Committee held initial discussions about eliminating the structural deficit ([CR-01](#), [CR-02](#), [CR-03](#)). In addition, members of President's Cabinet also discussed issues surrounding the College's structural deficit. At the District level, the Fiscal Resources Committee and District Council discussed Santiago Canyon College's structural deficit ([CR-04](#), [CR-05](#)).

In the 2014-15 fiscal year, the Budget Committee monitored and reviewed expenditures on a monthly basis to ensure that the College was making progress toward addressing its structural deficit. The role of the SCC Budget Committee is to provide fiscal analysis of College planning, to advocate greater efficiency of budget resources, to facilitate communication about budgetary matters between College constituents and the District, to review the District and College budget allocation models, and to recommend changes if necessary ([CR-06](#), [CR-07](#)). As a result of their diligence, the committee proposed the use of appropriate categorical funding to the Planning & Institutional Effectiveness (PIE) Committee as well as to College Council. Upon implementation of the Budget Committee's recommendations, the College saw a decrease in its structural deficit.

The College implemented the following Budget Committee recommendations to significantly reduce operational costs:

- Limiting hourly staff/overtime
- Reducing supplies
- Restricting travel
- Renegotiating contracted services
- Reducing water usage (mandatory water scheduling to only twice a week)
- Reduced electricity use (installation of retro-fit to efficient LED lighting)
- Eliminating expenditures on new items
- Freezing all vacated positions unless critical
- Recruiting internal candidates only

The College implemented the following Budget Committee recommendations to enhance revenues:

- Increasing rental of facilities
- Maximizing the use of other funding sources, including

Categorical/IELM/Lottery/Scheduled Maintenance

- Bookstore Commission
- Transferring appropriate personnel costs to categorical funds ([CR-08](#), [CR-09](#))

In 2013-14, an overestimation of revenue led to an ending deficit of \$1.6 million, which was carried forward as a structural deficit for the College's budget in 2014-15. From July 1, 2014 to June 30, 2015, the College notably reduced its operating deficit from \$1.6 million to \$404,000. The remaining balance was transferred from the District's stabilization fund and the College entered 2015-2016 with the deficit resolved.

As the College developed its tentative budget and adopted budget for the 2015-16 fiscal year, the goal was to fully fund all accounts, including the adjunct faculty budget and the operational accounts. In its review of the College, ACCJC also noted that the adjunct faculty expenditures line item was the only item not fully budgeted in the 2014-2015 fiscal year ([CR-10](#)). In addition, the College community determined to no longer rely on the District stabilization fund ([CR-11](#), [CR-12](#), [CR-13](#), [CR-14](#), [CR-15](#)).

In order to assist the College with achieving its budgetary goals, the Budget Committee recommended the following budget assumptions for the 2015-2016 fiscal year:

- The SCC Budget Committee will continue to monitor and review expenditures to ensure that the College will no longer have a structural deficit;
- The College will fully fund the adjunct faculty budget and the operational accounts; and In accordance with the Budget Allocation Model (BAM), the Budget Committee will seek to have a 1% contingency fund (\$380,000) to ensure that the College remains on budget throughout the year. ([CR-16](#), [CR-17](#))

In 2014-2015, the College's allocated general fund budget was \$35.2 million. Then in 2015-16 the College's allocated general fund budget was \$38.1 million. In 2015-16 the College was able to fully fund the adjunct faculty budget as well as the college's operational accounts. For the first time in four years, the Santiago Canyon College budgeted ending balance was \$-0- ([CR-18](#)).

Throughout the 2015-16 fiscal year, the Budget Committee reviewed College revenues and expenditures, communicated concerns to constituent groups, and proposed adjustments to budgets as requested ([CR-19](#), [CR-20](#), [CR-21](#)). By maintaining fiscal discipline, the College finished fiscal year 2015-16 with a positive general fund ending balance of \$774,630 ([CR-22](#)).

For fiscal year 2016-17, the College had a carryover balance (reserve) of \$774,630 ([CR-23](#)) and a total budget of \$39.8 million ([CR-24](#)). This reserve of 1.9 percent exceeds the 1 percent goal established by the College.

During the 2016-17 fiscal year, the Budget Committee continually reviews College revenues and expenditures, communicates concerns to constituent groups, and proposes adjustments to budgets as requested ([CR-25](#), [CR-26](#)). By maintaining fiscal discipline, the College anticipates

finishing fiscal year 2016-17 with a positive general fund ending balance of \$90,000 ([CR-27](#)). Those funds will be added to the prior year's ending balance.

List of Evidence

- [CR-01](#) SCC College Council Minutes 06-09-2015
- [CR-02](#) SCC PIE Committee Minutes 05-06-2015
- [CR-03](#) SCC Budget Committee Minutes 04-20-2015
- [CR-04](#) RSCCD FRC Minutes 09-23-2015
- [CR-05](#) RSCCD District Council Minutes 09-21-2015
- [CR-06](#) SCC Collegial Governance Handbook Updated 12-01-2015
- [CR-07](#) RSCCD 2015-2016 Tentative and Adopted Budget SB 361 Revenue Allocations
- [CR-08](#) SCC College Council Minutes 09-08-2015
- [CR-09](#) SCC Budget Committee Minutes 06-02-2015
- [CR-10](#) SCC Budget Committee Minutes 06-02-2015
- [CR-11](#) SCC Budget Committee Minutes 06-02-2015
- [CR-12](#) RSCCD Tentative Budget 2015-16
- [CR-13](#) RSCCD Adopted Budget 2015-16
- [CR-14](#) RSCCD Unrestricted General Fund Assumptions 08-17-2015
- [CR-15](#) RSCCD FRC Minutes 07-08-2015
- [CR-16](#) RSCCD Adopted Budget 2015-2016
- [CR-17](#) SCC Budget Committee Minutes 11-17-2015
- [CR-18](#) RSCCD Board of Trustees Meeting Minutes 09-14-2015
- [CR-19](#) SCC Budget Committee Minutes 02-16-2016
- [CR-20](#) SCC Academic Senate Agenda 03-17-2016
- [CR-21](#) SCC College Council Minutes 02-23-2016
- [CR-22](#) FRC Agenda 08-17-2017
- [CR-23](#) RSCCD Adopted Budget 2016-17
- [CR-24](#) RSCCD Adopted Budget 2016-17
- [CR-25](#) SCC Budget Committee Minutes 02-21-2017
- [CR-26](#) SCC Academic Senate Agenda 03-07-2017
- [CR-27](#) FRC Agenda 03-22-2017

ACCJC Midterm Report Data Reporting Form

ANNUAL REPORT DATA

INSTITUTION-SET STANDARDS

STUDENT COURSE COMPLETION

(Definition: The course completion rate is calculated based on the number of student completions with a grade of C or better divided by the number of student enrollments.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	63%	63%	63%
Stretch Goal			
Actual Performance	69%	69.3%	70.1%
Difference between Standard and Performance	+6%	+6.3%	+7.1%
Difference between Stretch Goal and Performance			
Analysis of the data:	Course completion rates are improving.		

DEGREE COMPLETION

(Students who received one or more degrees may only be counted once.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	600	600	600
Stretch Goal			
Actual Performance	712	776	884
Difference between Standard and Performance	+112	+176	+284
Difference between Stretch Goal and Performance			
Analysis of the data:	Completion of degrees has more than doubled.		

CERTIFICATE COMPLETION

(Students who received one or more certificate may only be counted once.)

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	550	550	550
Stretch Goal			
Actual Performance	1,447	2,037	1,432
Difference between Standard and Performance	+897	+1,487	+882
Difference between Stretch Goal and Performance			
Analysis of the data:	Artificial spike in 2015. Certificate completion has declined slightly from 2014.		

TRANSFER

Category	Reporting Year		
	2014	2015	2016
Institution Set Standard	650	650	650
Stretch Goal			
Actual Performance	1,034	1,141	1,207
Difference between Standard and Performance	+384	+491	+557
Difference between Stretch Goal and Performance			
Analysis of the data:	Number of transfers has increased by 45%.		

STUDENT LEARNING OUTCOMES ASSESSMENT

	Reporting Year		
	2014	2015	2016
Number of Courses	694	760	791
Number of Courses Assessed	672	719	728
Number of Programs	171	183	196
Number of Programs Assessed	158	167	173
Number of Institutional Outcomes	12	12	12
Number of Outcomes Assessed	12	12	12
Analysis of the data:	Slight decline in compliance rate due to addition of new courses and programs.		

LICENSURE PASS RATE

(Definition: The rate is determined by the number of students who passed the licensure examination divided by the number of students who took the examination.)

Program Name	Institution Set Standard	Actual Performance			Difference			Stretch Goal	Difference		
		2014	2015	2016	2014	2015	2016		2014	2015	2016
NA											

JOB PLACEMENT RATE

(Definition: The placement rate is determined by the number of students employed in the year following graduation divided by the number of students who completed the program.)

Program Name	Institution Set Standard	Actual Performance			Difference			Stretch Goal	Difference		
		2014	2015	2016	2014	2015	2016		2014	2015	2016
Apprenticeship Power Lineman Certificate of Achievement	68%	100%	100%	100%							
Apprenticeship Operating Engineers, Construction Safety Inspector Certificate of Achievement	68%	100%	100%	100%							
Apprenticeship Operating Engineers, Heavy Equipment/Landscape Operator Engineer Certificate of Achievement	68%	100%	100%	100%							

ANNUAL FISCAL REPORT DATA

Category	Reporting Year		
<u>General Fund Performance</u>			
	2014	2015	2016
Revenue	170,755,129	185,652,553	233,635,989
Expenditures	179,197,825	183,403,925	203,824,989
Expenditures for Salaries and Benefits	137,737,208	149,098,573	164,446,397
Surplus/Deficit	(8,442,696)	2,248,628	29,811,000
Surplus/Deficit as % Revenues (Net Operating Revenue Ratio)	(4.94%)	1.21%	12.76%
Reserve (Primary Reserve Ratio)	NA	NA	NA
Analysis of the data:	The district maintains an adequate reserve.		
<u>Other Post Employment Benefits</u>			
Actuarial Accrued Liability (AAL) for OPEB	82,058,965	82,058,965	129,629,001
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0%	0%	0%
Annual Required Contribution (ARC)	8,350,167	8,350,167	11,722,578
Amount of Contribution to ARC	8,350,167	8,350,167	11,722,578
Analysis of the data:	The district has funded its full ARC each of these three years.		

Enrollment

Actual Full-Time Equivalent Enrollment (FTES)

8,602

8,557

8,567

Analysis of the data: FTES generation has increased from the previous year, but still down compared to 2014.

Financial Aid

USED Official Cohort Student Loan Default Rate (FSLD - 3 year rate)

18.2%

9.7%

9.7%

Analysis of the data: The Annual Report data was for fiscal years FY2011, FY2012, and FY2013

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

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Proposed Revisions for the 2017-2018 Santiago Canyon College Catalog Addendum	
Action:	Request for Approval	

BACKGROUND

The attached memo is a summary of actions taken by the Santiago Canyon College Curriculum and Instruction Council (CIC) during Spring 2017. It includes new courses, course revisions, course deletions and other curricula changes that will be reflected in the catalog.

ANALYSIS

The catalog is the ongoing legal representation of course/program offerings and annual academic policies at Santiago Canyon College. Changes are recommended to the Board of Trustees by the Curriculum and Instruction Council that has faculty representation from each academic division as well as administrative representation.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Proposed Revisions for the 2017-2018 Santiago Canyon College Catalog Addendum.

Fiscal Impact:	None	Board Date: August 14, 2017
Prepared by:	Marilyn Flores, Ph.D., Vice President, Academic Affairs, SCC Joyce Wagner, Ph.D., Chair, Curriculum and Instruction Council, SCC	
Submitted by:	John Hernandez, Ph.D., President, SCC	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor, RSCCD	



CURRICULUM AND INSTRUCTION COUNCIL

DATE: July 5, 2017

TO: John Hernandez, Ph.D., President of Santiago Canyon College

FROM: Joyce Wagner, Ph.D., Chair of the Curriculum and Instruction Council
Marilyn Flores, Ph.D., Vice President, Academic Affairs

RE: PROPOSED REVISIONS FOR THE 2017-2018 CATALOG ADDENDUM

The following changes to the 2017-2018 college catalog addendum are proposed by the Curriculum and Instruction Council (CIC) of Santiago Canyon College. All changes to academic policies, courses, and programs are reviewed and approved by departmental curriculum committees before action is taken by the CIC.

Santiago Canyon College's CIC is chaired by Dr. Joyce Wagner, Designee of the Academic Senate President. Membership also includes the Vice President of Academic Affairs, 17 faculty representatives (including the Chair of the Committee), an Articulation Officer, a Curriculum Specialist and a student representative.

The changes initiated at Santiago Canyon College for the 2017-2018 catalog addendum are:

DISTANCE EDUCATION OFFERINGS

(See Attachment #1)

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

Cc: Michael DeCarbo, Academic Senate President, Santiago Canyon College
Marilyn Flores, Vice-President of Academic Affairs, Santiago Canyon College
Ruth Babeshoff, Interim-Vice-President of Student Services, Santiago Canyon College
Jose Vargas, Vice-President of Continuing Education, Orange Education Center
Von Lawson, Dean of Business and Career Technical Education, Santiago Canyon College
Kari Irwin, Associate Dean of Business and Career Technical Education, Santiago Canyon College
Jennifer Coto, Dean of Counseling and Student Support Services, Santiago Canyon College
Aaron Voelcker, Dean of Institutional Effectiveness, Library & Learning Support, Santiago Canyon College
David Vakil, Dean of Arts, Humanities and Social Sciences, Santiago Canyon College
Martin Stringer, Dean of Mathematics and Sciences and Athletics Director, Santiago Canyon College
Monica Porter, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Brian Sos, Co-Chair of the Curriculum and Instruction Council, Santa Ana College
Linda Rose, President of Santa Ana College
Elliot Jones, Academic Senate President, Santa Ana College
Carlos Lopez, Vice-President of Academic Affairs, Santa Ana College

DISTANCE EDUCATION OFFERINGS

Credit

Apprenticeship Operating Engineers 071A, Reinforced Concrete
Apprenticeship Operating Engineers 072A, Prestressed Concrete
Apprenticeship Operating Engineers 077A, ICC Soils Special Inspector

Non-Credit

None

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

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Amendment #1 to the Instructional Services Agreement with South Coast College	
Action:	Request for Approval	

BACKGROUND

In February 2017, the Rancho Santiago Community College District (RSCCD) and South Coast College entered into an Instructional Services Agreement (SCC Contract Number SCC 17-0206A) to provide noncredit, short-term employment preparation classes at South Coast College. The purpose of this amendment #1 is to add new noncredit courses that prepare students for entry-level employment as Medical Assistants. This amendment will be effective August 15, 2017 through June 30, 2018.

ANALYSIS

Through this amendment #1, Sections D2 and E5 of the original agreement will be revised to reflect new noncredit courses that prepare students for entry-level employment as Medical Assistants. State apportionment for students attending classes under this agreement is collected by SCC-OEC.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment #1 to the Instructional Services Agreement with South Coast College located in Orange, California.

Fiscal Impact: Apportionment	Board Date: August 14, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AMENDMENT NUMBER ONE
TO
INSTRUCTIONAL SERVICES AGREEMENT
BETWEEN THE
SOUTH COAST COLLEGE
AND THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This AMENDMENT NUMBER ONE to the Instructional Services Agreement between SOUTH COAST COLLEGE and RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT (SCC Contract Number SCC 17-0206A) is to augment the list of noncredit course offerings to the original agreement.

SECTION D2 I hereby revised as follows:

D. RESPONSIBILITIES OF DISTRICT:

2. DISTRICT shall provide instruction for the following subjects, not to exceed the total number of student attendance hours per subject area, per fiscal year:

Course #	Subject	Facility	Student Attendance Hours
VBUS 12	Workforce Readiness	SOCC	6,000
VBUS 119	Introduction to Keyboarding and Basic Windows	SOCC	6,000
VBUS 121	Introduction to Computer Software Applications	SOCC	6,000
VBUS 257	Seminar in Business Applications	SOCC	6,000
VBUS 260	Introduction to Word Processing Using MS Word	SOCC	6,000
VBUS 262	Introduction to Spreadsheets using MS Excel	SOCC	6,000
VBUS 080	Introduction to Medical Billing	SOCC	8,000
VMED 020	Overview of the Medical Assistant Training Program	SOCC	2,000
VMED 021	Medical Terminology for Medical Assistants	SOCC	7,000

VMED 022	Business Procedures for Medical Assistants	SOCC	18,000
VMED 023	Body Systems for Medical Assistants	SOCC	7,000
VMED 024	Human Diseases and Disorders for Medical Assistants	SOCC	7,000
VMED 025	Clinical Procedures for Medical Assistants	SOCC	10,000
VMED 026	Surgical Assisting and Microbiology for Medical Assistants	SOCC	9,000
VMED 027	Externship for Medical Assistants	Varies	10,000
Total Hours per Fiscal Year			114,000

SECTION E5 is hereby revised as follows:

E. RESPONSIBILITIES OF SOUTH COAST COLLEGE:

5. SOUTH COAST COLLEGE staff conducting classes authorized in this Agreement shall do so according to the following schedule per subject, per fiscal year:

Workforce Readiness

Minimum of 3 hours per week, for a total of 105 hours per fiscal year

Introduction to Keyboarding and Basic Windows

Minimum 3 hours per week, for a total of 105 hours per fiscal year

Introduction to Computer Software Applications

Minimum 6 hours per week for a total of 210 hours per fiscal year

Seminar in Business Applications

Minimum 6 hours per week for a total of 210 hours per fiscal year

Introduction to Word Processing Using MS Word

Minimum 3 hours per week for a total of 105 hours per fiscal year

Introduction to Spreadsheets using MS Excel

Minimum 3 hours per week for a total of 105 hours per fiscal year

Introduction to Medical Billing

Minimum 16 hours per week for a total of 560 hours per fiscal year

Overview of the Medical Assistant Training Program

Minimum 1.5 hours per week for a total of 40 hours per fiscal year

Medical Terminology for Medical Assistants

Minimum 6.5 hours per week for a total of 240 hours per fiscal year

Business Procedures for Medical Assistants

Minimum 20.5 hours per week for a total of 720 hours per fiscal year

Body Systems for Medical Assistants

Minimum 6.5 hours per week for a total of 240 hours per fiscal year

Human Diseases and Disorders for Medical Assistants

Minimum 6.5 hours per week for a total of 240 hours per fiscal year

Clinical Procedures for Medical Assistants

Minimum 14 hours per week for a total of 900 hours per fiscal year

Surgical Assisting and Microbiology for Medical Assistants

Minimum 10 hours per week for a total of 360 hours per fiscal year

Externship for Medical Assistants

Minimum 17 hours per week for a total of 600 hours per fiscal year

The original agreement is effective February 7, 2017 through June 30, 2018. All other terms and conditions of the original agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed AMENDMENT NUMBER ONE to the Instructional Services Agreement (SCC Contract Number SCC 17-0206A) to provide education classes to eligible students of the DISTRICT.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

SOUTH COAST COLLEGE

Signature:

Date:

Jean Gonzalez, President/CEO
SOUTH COAST COLLEGE
2011 W. Chapman Ave.
Orange, CA 92868
(714) 867-5009

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**SANTIAGO CANYON COLLEGE**

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Renewal of Consulting Agreement with Orange Unified School District	
Action: Request for Approval	

BACKGROUND

Since 1986, RSCCD has provided college credit and noncredit courses in classrooms owned by the Orange Unified School District (OUSD). In some cases, RSCCD has leased classroom space and in other cases OUSD has provided the classrooms free of charge. This Consulting Agreement is to allow Santiago Canyon College (SCC) to provide college credit and noncredit classes at OUSD facilities free of charge to RSCCD for the period August 15, 2017 through June 15, 2018.

ANALYSIS

Through this agreement, the OUSD will provide classroom space, free-of-charge, to SCC to offer college credit and noncredit classes. State apportionment for students attending credit and noncredit classes at OUSD sites will be collected by SCC. Attached is a copy of the required OUSD Consulting Agreement and a copy of the Statement of Work. The details of the Criminal Records Check Fingerprinting Certification and Employee/Volunteer List will be completed as identified needed classes are determined and commence.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Renewal of Consulting Agreement with Orange Unified School District.

Fiscal Impact: Apportionment	Board Date: August 14, 2017
Prepared by: Marilyn Flores, Vice President, Academic Affairs, Santiago Canyon College Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	



CONSULTING AGREEMENT

THIS AGREEMENT is made effective on **August 15, 2017**, and it is made by and between **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**, hereafter called "Consultant," and the Orange Unified School District, hereafter called "District."

RECITALS

- A. The District desires to obtain special services and advice regarding accounting, administrative, economic, engineering, financial, legal and like matters, as provided in this Agreement.
- B. The Consultant is specially trained, experienced, qualified, competent and authorized under State and Federal law as applicable, to provide the special services and advice required by the District.

Accordingly, the parties agree with the above and as follows:

AGREEMENTS

1. In consultation and cooperation with the District, the Consultant shall provide professional and diligent services consistent with generally acceptable industry practices or better as follows:

Describe Services Here

Attachments to this agreement – please check, if applicable:

- Statement of Work
- Proposal / Price Quotation
- Price / Fee Schedule
- Requirements Summary
- Other attachment described as: _____

Any attachment is hereby incorporated into this Agreement and made a part of it. In the event of any conflict between the language in this Agreement and any attachment incorporated herein, the language in this Agreement will govern and take precedence over any attachment.

2. The Consultant will commence providing services under this Agreement on **August 15, 2017**, and will diligently, properly and in full compliance perform as required and complete the performance of services by **June 15, 2018**. Time shall be of the essence in the performance of this Agreement. If the Consultant at any time during the term of this Agreement becomes noncompliant with any of the terms and conditions hereof or noncompliant with any applicable regulatory requirement including any suspension, revocation or termination of any permit, certification or license which is required in order for the Consultant to properly perform under this Agreement, then the Consultant shall immediately notify the District's Administrative Services or Purchasing Department in writing.
3. The Consultant is an independent contractor and will perform said services as an independent contractor and not as an employee of the District. Accordingly, nothing in this Agreement shall be construed as establishing a relationship of employer and employee, or principal and agent, between the District and the Consultant or between the District and any of Consultant's agents or employees. Consultant is solely responsible for its own acts and the acts of any of its agents or employees as they relate to any services provided. Consultant and its agents and employees shall not be entitled to any rights and or privileges of the District's employees and shall not be considered in any way to be the employees of the District. Each party acknowledges that the Consultant is not an employee for state or federal tax purposes or any other purpose.

4. The District will prepare and furnish to the Consultant upon request such existing information as is reasonably necessary for the performance of the Consultant. The Consultant shall provide its own equipment, vehicle, materials, supplies, food, incidentals and tools, etc. which may be required for the proper performance of this Agreement. Each party shall cooperate with the other party.
5. The total amount to be paid to the Consultant for any and all services satisfactorily rendered inclusive of all expenses, supplies and materials pursuant to this Agreement shall not exceed **\$-0.00**.

If this is an Agreement to pay the Consultant by the hour, then this box shall be checked and the hourly rate indicated as follows: \$. It is the sole obligation of the Consultant to ensure that the sum of the hours worked multiplied by the hourly rate does not exceed the total not to exceed amount authorized under this Agreement.

The total not to exceed amount and any hourly rate of the Consultant shall be inclusive of any and all expenses such as overhead and profit, fees, subcontract costs, automobile insurance to the amount required under California State law or more, materials, supplies, taxes, workers compensation, mileage, travel, incidentals, food and the like.

6. Payment shall be made to the Consultant within thirty (30) days after receipt of a fully supported and detailed invoice which clearly indicates as applicable any progress completed, milestones achieved, any reports (draft, preliminary or final) issued, dates worked, increments of hourly work (rounded to the nearest quarter hour increment), subcontract cost, etc. The District will not be obligated to make more than one (1) payment to the Consultant each month.
7. All reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, work products and other materials produced by Consultant under this Agreement shall be the sole and exclusive property of District. No such materials produced, either in whole or in part, under this Agreement shall be subject to private use, copyright or patent right by Consultant in the United States or in any country without the prior written consent of the District. The District shall have unrestricted authority to publish, disclose, distribute, transfer and use copyright or patent any such materials produced by Consultant under this Agreement.
8. The District may at any time and for any reason suspend performance by the Consultant or terminate this Agreement and compensate Consultant only for services satisfactorily rendered to the date of such suspension or termination. Written notice by the District shall be sufficient to suspend or terminate any further performance of services by the Consultant. The notice shall be deemed given when received, upon electronic confirmation of a facsimile transmission, or no later than three days after the day of mailing, whichever is soonest. Upon receipt of any notification of termination by the District, the Consultant shall promptly provide and deliver to the District any and all work product in progress or completed to date including any reports, drafts, electronic information or the like to the District. Unless otherwise identified, notice will be provided to the address shown at the signature block area on the last page of this Agreement. Facsimile notices shall be accepted.
9. The Consultant agrees to and shall hold harmless and indemnify the District, its officers, agents, employees, and volunteers from every claim or demand made and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - (a) Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage or expense sustained by the Consultant or any person, firm or corporation employed by the Consultant upon or in connection with the services called for in this Agreement except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, agents, employees, or volunteers.
 - (b) Any injury to or death of persons or damage to property, sustained by any persons, firm or corporation, including the District, arising out of, or in any way connected with the services covered by this Agreement, whether said injury or damage occurs either on or

off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, agents, employees, or volunteers.

The Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, employees, or volunteers in any action, suit or other proceedings as a result thereof.

10. During the term of this Agreement, the Consultant shall maintain liability insurance in an amount not less than \$1,000,000 unless otherwise agreed in writing by the District, automobile liability insurance to the amount required under California State law or more, and Workers Compensation as required under California State law. The Consultant shall provide Certificates of Insurance, with Additional Insured Endorsements, indicating applicable insurance coverages prior to the commencement of work.
11. The Consultant shall maintain and preserve any and all written and electronic records relating to this Agreement, including without limitation, invoice support (e.g. hours and days worked and other detail) for a period of not less than three (3) years after final payment under this Agreement. The District, its employees and agents and the Office of the State Auditor shall have the right to audit, examine, inspect and copy any and all of Consultant's records relating to this Agreement at any time during normal business hours. Additionally, pursuant to Government Code Section 8546.7, the Consultant is hereby advised that every contract involving the expenditure of public funds in excess of ten thousand dollars (\$10,000.00) shall be subject to examination and audit of the State Auditor as specified in the code.
12. This Agreement is not assignable or delegable by either party, except upon the prior written consent of the other party.
13. The Consultant shall comply with all applicable District, federal, state, and local laws, rules, regulations, policies and ordinances and workers' compensation laws. The Consultant represents and warrants that it does not have any potential, apparent or actual conflict of interest relating in any way to this Agreement.
14. The Consultant, if an employee of another public agency, certifies that Consultant will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually performed pursuant to this Agreement.
15. Any modification of this Agreement shall be effective only if it is in writing and signed by the parties, except that the District may unilaterally amend this Agreement in writing to accomplish the following changes:
 - a) Increase dollar amounts;
 - b) Effect administrative changes; and
 - c) Effect other changes as required by law.
16. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior or contemporaneous oral or written Agreements.
17. This Agreement shall be governed and construed by the law of the State of California regardless of any conflicts of laws or rules that would require the application of the laws of another jurisdiction. Venue shall be in Orange County, California.
18. Consultant shall contemporaneously execute, as a part of this Agreement, the attached "Criminal Records Check Fingerprinting Certification" form and submit it to the District.

Authorized representatives of the parties have executed this Agreement as indicated below.

CONSULTANT:

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

DISTRICT:

Orange Unified School District
726 W. Collins Ave.
Orange, CA 92867

(Signature, Authorized Representative)
Peter Hardash, Vice Chancellor
Business Operations/Fiscal Services

(Signature, Authorized Representative)
Claudio (Joe) Sorrera
Assistant Superintendent/CBO
Business Services

(SSN or Federal ID number)

714-480-7340
(Telephone)

hardash_peter@rscdd.edu
(Email Address)

(Date)

(Date)

District Board of Education Approval Date:
Attachment: Criminal Records Check Fingerprinting Certification

NOTICE TO CONTRACTORS REGARDING CRIMINAL RECORDS CHECK

EDUCATION CODE SECTION 45125.1

Education Code Section 45125.1 provides if the employees of any entity that has a contract with a school district may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 1192.7(c), or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

PENAL CODE SECTION 667.5(c)

Penal Code Section 667.5(c) lists the following "violent" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person's genital or anal openings by foreign or unknown objects against the victim's will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

PENAL CODE SECTION 1192.7

Penal Code Section 1192.7 lists the following "serious" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd or lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a noninmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim's will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

The contractor shall not permit an employee to come in contact with pupils until BOTH the Department of Justice and the Federal Bureau of Investigation have ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing to the governing board of the school district that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

**CRIMINAL RECORDS CHECK
FINGERPRINTING CERTIFICATION**



To the Governing Board of the Orange Unified School District:

I _____, acknowledge and certify as follows:

(Name of Contractor)

1. I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks ("Notice") (Education Code section 45125.1) required by the passage of AB 1610, 1612, and 2102.
2. Due to the nature of the work to be performed, my employees and volunteers may have contact with students of the District
3. My employees and volunteers who may have contact with District students must complete background checks with the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI).
4. None of the employees or volunteers who will be performing the work has been convicted of a violent or serious felony as defined in the Notice and in Penal Code sections 667.5 and 1192.7. This determination was made by a background check through the DOJ and the FBI.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at _____, California, on ____/____/____

Business Name (if applicable)

Address

Printed Name of Authorized Signer

City, State, Zip

Title of Authorized Signer

Telephone

Authorized Signature

E-Mail Address

CRIMINAL RECORDS CHECK

EMPLOYEE / VOLUNTEER LIST

(INSERT NAMES OF EMPLOYEES WHO MAY COME IN CONTACT WITH PUPILS)

Use additional copies of page as needed

Name of Contractor: _____

Name of Employee or Volunteer	Position

IMPORTANT! Changes to the criminal status of anyone listed on this form must be reported immediately.

**Statement of Work
Rancho Santiago Community College District
2017-2018**

DESCRIPTION OF SERVICE:

Santiago Canyon College will:

- Provide continuing education (noncredit) courses through the Division of Continuing Education at the Orange Education Center (SCC-OEC) at schools and sites operated by Orange Unified School District (OUSD) during the 2017-2018 academic year, beginning on or after August 15, 2017 and ending by June 15, 2018 at no cost to OUSD
- Provide free continuing education English as a Second Language (ESL), High School Petition, and GED/HiSET Test Preparation courses to students, contingent upon continued state funding and a minimum of twenty (20) students in attendance
- Collect apportionment for students attending noncredit courses
- Provide general education (credit) courses through Santiago Canyon College Division of Academic Affairs at schools and sites operated by Orange Unified School District (OUSD) during the 2017-2018 academic year, beginning on or after August 15, 2017 and ending by June 15, 2018, at no cost to OUSD
- Collect apportionment for OUSD students who enroll in credit courses at SCC through the Career Advanced Placement (CAP) application process. The students who are concurrently enrolled are exempt from enrollment fees, health, and student fees. CAP/OUSD student are responsible for purchasing textbooks and material fees. (Section 76001 - Education Code). If CAP/OUSD students are taking SCC courses outside of OUSD designated sites and on the college, student will be required to pay health and student fees.
- Provide and pay faculty to teach both credit and noncredit courses at OUSD schools/sites

OUSD will:

- Provide classroom space at no cost to SCC
- Allow a minimum of twenty (20) students to be enrolled in each SCC-OEC continuing education (noncredit) course; attendees not to exceed the maximum capacity of the assigned classroom space

- Adhere to SCC-OEC's "Open Entry/Open Exit" course policy
- Adhere to SB 338 which provides the SCC/RSCCD with the authority to restrict admission and enrollment in any session based on age, grade-level of completion, or assessment and placement procedures in conformance with Matriculation regulations.
- Permit students referred by SCC to enroll in SCC courses held at OUSD schools/sites on a space available basis for both credit and noncredit courses

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

To:	Board of Trustees	August 14, 2017
Re:	Approval of Renewal of the Memorandum of Understanding for Bridge Program with the Orange Unified School District	
Action:	Request for Approval	

BACKGROUND

Since September 2005, the Rancho Santiago Community College District (RSCCD) and the Orange Unified School District (OUSD) have collaborated on providing a Bridge Program for OUSD students. The Bridge Program was developed to primarily serve higher achieving OUSD students who need an additional class to meet college requirements but cannot fit that course into the regular school day. This Memorandum of Understanding (MOU) is to authorize the Santiago Canyon College – Orange Education Center (SCC-OEC) to continue to provide Bridge classes at OUSD sites for the period of August 23, 2017 through June 30, 2018. Attached is the MOU describing the roles and responsibilities of RSCCD and OUSD.

ANALYSIS

Through this MOU, the OUSD will provide classroom space, free-of-charge, to SCC-OEC to offer noncredit classes during zero period (before the start of the school day) at OUSD high school sites. State apportionment for students attending these Bridge classes at OUSD sites will be collected by SCC-OEC.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Renewal of the Memorandum of Understanding for Bridge Program with the Orange Unified School District.

Fiscal Impact: Apportionment	Board Date: August 14, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**Memorandum of Understanding
Bridge Classes Program
2017-2018**

Since September 2005, the Rancho Santiago Community College District (RSCCD) and the Orange Unified School District (OUSD) have collaborated on providing a Bridge Program for OUSD students. The Bridge Program was developed to primarily serve higher achieving OUSD students who need an additional class to meet college requirements but cannot fit that course into the regular school day. This document will serve as a declarative statement of previously agreed upon terms and will be effective August 23, 2017 through June 30, 2018. Under this Memorandum of Understanding:

RSCCD will continue to:

- A. Provide program administration and non-classroom coordination.
- B. Hire, orient, and train instructors recruited by OUSD.
- C. Provide instruction to OUSD students in previously approved courses at times other than during their regular school day (typically in the mornings before the start of the regular school day). Sessions may be held in the Fall and Spring terms during the school year as attendance requirements dictate.
- D. Schedule classes that are aligned with the OUSD academic calendar.
- E. Process and transfer of grades by deadlines.
- F. Report and collect State apportionment for the classes provided. In the event the instructor of record is absent, RSCCD will not claim any apportionment for classes conducted by a substitute.

OUSD will continue to:

- A. Provide classroom space for the Bridge Classes program at no cost to RSCCD. Classes shall be held at facilities that are clearly identified as being open to the general public and enrollment in the courses is open to any person who has been admitted to the college and has met any applicable prerequisites.
- B. Provide Textbooks/classroom materials.
- C. Facilitate enrollment, insofar as assisting with maintaining the minimum of 20 students that is required to keep a class open.
- D. Not report or collect State apportionment for the Bridge classes provided.
- E. Provide substitute instructors in the event that the instructor of record is absent.

RSCCD and OUSD further understand and agree that:

- A. Bridge classes will follow the traditional OUSD instructional calendar. Bridge classes are scheduled to begin the second day of the Fall semester, and continue through the end of the OUSD academic year.
- B. Both parties will continue to operate on the basis of sound administrative policies and adhere to non-discriminatory practices and do not and shall not discriminate on the basis of sex, race, disability, sexual orientation, religion, ethnic or national origin, age, prior educational status, or any other unreasonable basis for discrimination.
- C. Both parties will continue to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Higher Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, the U.S. Presidential Executive Order 11246, and subsequent amendments, if applicable.
- D. Both parties will comply with any and all requirements of the Americans with Disabilities Act.
- E. Both parties will hold each other harmless, defend and indemnify the other party, and the officers, employees, Boards, volunteers, and agents of the other party from and against all losses, claims or expenses arising out of an liability for personal injury, bodily injury to person(s), contractual liability and damage sustained or claimed to have been sustained arising out of activities of the parties to this agreement or the activities of either party's Boards, officers, agents, employees, or volunteers. Each party further agrees to waive all rights of subrogation against the other party. The provisions of this indemnity agreement do not, however, apply to any losses, claims or expenses caused by negligence of the party's officers, employees, volunteers, or agents.
- F. Upon one semester advance written notice by either of the parties hereto, this agreement may be terminated for any reason.
- G. Any modifications to this agreement must be in the form of a written amendment, signed by both parties.

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

ORANGE UNIFIED SCHOOL DISTRICT

Signature: _____ Date: _____

Claudio (Joe) Sorrera
Assistant Superintendent/CBO Business Svcs.
Orange Unified School District
726 W. Collins Ave.
Orange, CA 92867

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature: _____ Date: _____

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

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

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Amendment #1 to Instructional Services Agreement with Orange Unified School District	
Action:	Request for Approval	

BACKGROUND

In March 2017, the Rancho Santiago Community College District (RSCCD) and the Orange Unified School District (OUSD) entered into an Instructional Services Agreement (SCC Contract Number SCC 17-0227A) to provide noncredit classes that lead toward the attainment of an adult high school diploma. The purpose of this amendment #1 is to add an additional 10 courses to the list of Courses of Instruction of the original agreement to be effective August 15, 2017 through June 30, 2018.

ANALYSIS

Through this amendment, the list of Courses of Instruction (Attachment A of the original agreement) will be increased by 10 courses. State apportionment for students attending classes under this agreement is collected by SCC-OEC.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment #1 to the Instructional Services Agreement with Orange Unified School District.

Fiscal Impact: Apportionment	Board Date: August 14, 2017
Prepared by: Jose Vargas, Vice President, Continuing Education, Santiago Canyon College	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**AMENDMENT NUMBER ONE
TO
INSTRUCTIONAL SERVICES AGREEMENT
BETWEEN THE
ORANGE UNIFIED SCHOOL DISTRICT
AND THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

This AMENDMENT NUMBER ONE to the Instructional Services Agreement between the Orange Unified School District and the Santiago Canyon College - Orange Education Center (SCC Contract Number SCC 17-0227A) is to augment the list of Courses of Instruction (Attachment A) of the original agreement to include the 10 courses of instruction listed below.

Course #	Course Title	Hours
HSENG 202	Survey of English Level 2	72
HSENG 203	Survey of English Level 3	72
HSENG 063	English Through Literature 11A	72
HSENG 050	English Through Literature 11B	72
HSENG 064	English Through Literature 12A	72
HSENG 051	English Through Literature 12B	72
HSSCI 196	Health Science	72
HSMTH 158	Math Fundamentals 1	72
VBUS 012	Workforce Readiness	60
VBUS 014	Introduction to Mobile and Social Media	60

The original agreement is effective March 30, 2017 through June 30, 2018. All other terms and conditions of the original agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed AMENDMENT NUMBER ONE to the Instructional Services Agreement (SCC Contract Number SCC 17-0227A).

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Signature:

Date:

Peter J. Hardash, Vice Chancellor
Business Operations/Fiscal Services
Rancho Santiago Community College District
2323 N. Broadway
Santa Ana, CA 92706
(714) 480-7340

ORANGE UNIFIED SCHOOL DISTRICT

Signature:

Date:

Claudio (Joe) Sorrera
Assistant Superintendent/CBO Business Svcs.
Orange Unified School District
1401 N. Handy Street
Orange, CA 92867
(714) 628-4000

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Santiago Canyon College - Academic Affairs

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Amendment to the Memorandum of Understanding between Rancho Santiago Community College District (RSCCD) and Unity Middle College High School (UMCHS)	
Action: Request for Approval	

BACKGROUND

On June 12, 2017 the Board of Trustees approved a Memorandum of Understanding between Rancho Santiago Community College District (RSCCD) and Unity Middle College High School (UMCHS). The purpose of this amendment is to provide and update the address of the new location of the UMCHS site.

ANALYSIS

The amendment is to change the address of the location of UMCHS from 1310 East Lincoln Avenue Street, Orange CA 92865 to its new location at 815 South Esplanade Street, Orange CA 92869.

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to the Memorandum of Understanding between Rancho Santiago Community College District (RSCCD) and Unity Middle College High School (UMCHS).

Fiscal Impact: Apportionment	Board Date: August 14, 2017
Prepared by: Marilyn Flores, Ph.D., Vice President, Academic Affairs	
Submitted by: John Hernandez, Ph.D., President	
Recommended by: Raul Rodriguez, Ph.D., Chancellor	

Amendment to
Memorandum of Understanding

This amendment to the Memorandum of Understanding dated July 1, 2017 between UNITY SCHOOLS SOCAL (“UNITY”) and the Rancho Santiago Community College District on behalf of SANTIAGO CANYON COLLEGE (“SCC”) will reflect an updated address for UNITY as outlined below:

815 South Esplanade Street
Orange, CA 92865

IN WITNESS WHEREOF, the parties have executed this Amendment, in the County of Orange, State of California.

Signature:

Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services

Date

Name of Organization:

**Rancho Santiago Community College District
on behalf of Santiago Canyon College**

Address:

8045 East Chapman Avenue
Orange, CA 92869

Signature:

Erin Craig, Ed.D.
Founding Executive Director

Date

Name of Organization:

Unity Middle College High School

Address:

815 South Esplande Street
Orange, CA 92865

MEMORANDUM OF UNDERSTANDING

THIS AGREEMENT is made and entered into this 1st day of July, 2017, by and between the **UNITY SCHOOLS SOCAL** located at 1310 East Lincoln Avenue Street, Orange CA, 92865, hereinafter referred to as “**UNITY**”, and the Rancho Santiago Community College District, on behalf of **SANTIAGO CANYON COLLEGE**, located at 8045 E Chapman Ave, Orange, CA 92869, hereinafter referred to as “**SCC**”. They may also be referred to as “Party” or “Parties”.

RECITALS:

WHEREAS, UNITY is a public charter high school and operating under public California Charter School Law, in the county of Orange, California; and

WHEREAS, SCC is a community college operating under Education Code section 70900 et seq., in the county of Orange County, California; and

WHEREAS, UNITY and SCC desire to operate a middle college high school in the County of Orange, California; and

NOW, THEREFORE, UNITY and SCC mutually agree as follows:

1. Agreement Binding. This Agreement shall be binding upon signing Parties and their respective heirs, executors, administrators, successors and assigns.
2. Choice of Law. This Agreement shall be governed by and construed under California law. The laws of California shall prevail to the extent that there is any conflict between this agreement and any California law.
3. Program. UNITY will operate a middle college high school (hereinafter “MCHS”) pursuant to Education Code sections 11300, 11301, and 76001 near and on the SCC campus. The physical location of UNITY is off-site.
4. Cooperation. The Parties hereby agree to cooperate in coordinating programs and activities in order to facilitate and promote UNITY’s and SCC’s operation of the MCHS.
5. School Size. The initial number of enrolled students in the MCHS for the 2017-2018 academic school year shall be a maximum of one hundred ten (110). The maximum number of students that may be enrolled at full capacity following the completion of the 2019-2020 academic school year shall be four hundred (400).
6. MCHS Commencement. The MCHS shall commence on July 1, 2017.

7. Students.

- 7.1 Students enrolled in the MCHS shall be considered full-time high school students of UNITY and, to the extent that they enroll in community college course work, as special part-time community college students of SCC. MCHS students may take a maximum of 11 units of college course work per semester. MCHS students may not enroll in Honors classes unless they met the Honors entrance requirements and obtain prior approval from the high school administrator and the SCC administrator.
- 7.2 Student enrollment in the MCHS shall be subject to all relevant statutes and regulations of the state of California including, but not limited to, the provisions of the Education Code 66025.8 and 66025.9; and Title 5 sections 58106 and 58108, which governs secondary students. As special part-time students of the college, MCHS students shall be assigned enrollment priority pursuant to Rancho Santiago Community College District BP 5055 and AR 5055.
- Students enrolled in the MCHS are exposed to an adult teaching and learning environment and may be exposed to course work at the college level that includes adult content. Consideration for the age and maturity of MCHS students will not be recognized by faculty or staff regarding college course content.
- 7.3 Per SB 379, 9th and 10th grade students enrolled in the MCHS shall take at least 80% of the annual high school instructional time in a fiscal year at the charter school site if participating in dual enrollment. MCHS students enrolled in grades 11 or 12 who are also dually enrollment at SCC or another college must attend the charter school for a minimum of 50% of the minimum number of minutes of instruction the charter school is required to offer in a fiscal year.
- 7.4 All students shall be identified by MCHS prior to enrollment in college coursework at SCC. MCHS counselors, teachers, and administrators participate in the identification, screening, and support of MCHS students enrolled in college courses each semester.

Each student and his or her parents or legal guardian shall sign a Dual Enrollment MCHS Student/Parent Handbook Agreement (Handbook) acknowledging their receipt of the Handbook and

acceptance of the rules, standards, procedures, responsibilities, and expectations set forth by UNITY and SCC in the current year's Handbook before the student is enrolled in college coursework at SCC.

- 7.5 New students enrolling in the MCHS shall participate in an orientation during the summer semester providing information regarding policies, procedures, regulations and expectations immediately preceding their first year in the MCHS.
 - 7.6 Student discipline regarding matters directly related to MCHS students shall be primarily the responsibility of the UNITY. If a student violates the rules, regulations, or any provision of the current year's Handbook, the student will be subject to disciplinary action. In the event a MCHS student violates any of the SCC rules, regulations, or provisions of the Education Code 66300 and 66301 governing student behavior and discipline, including suspension and expulsion, then SCC shall have, the right to assume responsibility of student discipline (RSCCD BP 5500).
8. Personnel. When on the Santiago Canyon College campus, UNITY personnel shall be required to adhere to SCC's rules and regulations as well as the rules and regulations of UNITY. UNITY will be responsible in the selection of high school administrator, teachers, counselors, and appropriate clerical staff, all of whom shall be employees of or contractors to UNITY. Staffing formula will be the responsibility of UNITY.
- 8.1 Administrator: The UNITY administrator will fulfill the job description for UNITY principal, including recruitment of new students, monitoring student progress towards high school graduation, and meeting SCC's special part-time, dual high school enrollment regulations and requirements. Further the administrator will meet regularly with the assigned administrator; will work cooperatively with SCC staff; and will follow SCC rules and regulations.

The SCC administrator will fulfill the job description for SCC administrator, including timely reporting of necessary SCC communications; monitoring student progress in SCC classes; and acting as liaison with the UNITY/SCC Middle College High School at Santiago Canyon College Campus. Further the SCC administrator will meet regularly with the assigned high school administrator and work cooperatively with UNITY staff and follow SCC rules and regulations.

- 8.2 Counselor: The UNITY counselor will fulfill the job description for UNITY counselor, including recruitment of new students; ensuring appropriate college class selection to meet SCC transfer requirements; meeting with parents and students on a regular basis; guiding students in college class selection to meet the UNITY graduation requirements; and satisfying SCC's special part-time concurrent, high school enrollment regulations and requirements. Further the counselor will work cooperatively with SCC staff and follow SCC rules and regulations.

In collaboration with UNITY, the SCC counseling and academic affairs departments, SCC will support UNITY in recommending appropriate college class selection to meet SCC transfer requirements; meeting students as requested; guiding students in college class selection to meet the SCC graduation requirements; and satisfying SCC's special part-time concurrent high school enrollment regulations and requirements.

- 8.3 Teacher/Instructor: The UNITY teacher will fulfill the job description for UNITY teacher; follow California Education Codes and UNITY Board Policies. In addition, teachers will maintain cooperative relationships with SCC personnel and follow SCC rules and regulations. The SCC instructor will fulfill the job description for SCC instructor; follow California Education Codes and SCC Board Policies. In addition, instructors will maintain cooperative relationships with UNITY personnel and follow SCC rules and regulations. The majority of college-level courses will be taught and offered at SCC. UNITY will offer secondary education program courses at its site.
- 8.4 UNITY and SCC share responsibility for evaluating the MCHS annually in order to make adjustments as necessary to ensure the viability of the MCHS.
- 8.5 Santiago Canyon College shall be responsible for the following:
- 8.5.1 Assign an administrator to administer the college portion of the MCHS program and to act as a liaison with MCHS Administrator.
 - 8.5.2 Utilize existing college personnel to provide routine services and access equivalent to that provided to all students.

- 8.5.3 Provide guidance and direction related to the college registration process for MCHS students.
 - 8.5.4 Maintain cordial and professional relationships with high school personnel.
 - 8.5.5 Provide unofficial college transcripts as timely as possible.
 - 8.5.6 Provide office and clerical space to support MCHS staff.
- 8.6 UNITY shall be responsible for the following:
- 8.6.1 Obtain all required high school registration and immunization forms, as well as inter-district releases for approval of student enrollment.
 - 8.6.2 Ensure that all paperwork required for enrolling MCHS students in college courses is submitted to the SCC administrator for approval and ensure that all required paperwork is submitted to the SCC Admissions Office.
 - 8.6.3 Orient parents or guardians of all MCHS students regarding the requirements to enroll and succeed in college at SCC.
 - 8.6.4 Meet on monthly basis with the SCC administrator, unless both Parties agree to waive meeting. As requested, provide written reports in SCC's format related to the academic progress of students including, but not limited to, probation and dismissal; problem attendance; behavioral incident reports; student infractions of college and district rules; and academic progress.
 - 8.6.5 Provide the SCC administrator with the following information:
 - 8.6.5a Copies of high school transcripts, standardized test scores, high school attendance record, and discipline record for prospective MCHS students upon request.
 - 8.6.5b Copies of high school transcripts as student's progress through the MCHS.
 - 8.6.6 Work cooperatively with the administrator to address complaints received from college personnel regarding the

behavior of the MCHS students and alleged violations of college rules and policies.

- 8.6.7 Provide transportation to UNITY students to and from SCC during the UNITY MCHS day.
- 8.6.8 Cooperate with SCC administrator in preparing reports regarding the MCHS, when requested by SCC.
- 8.7.9 Have as its goal that high school students meet UNITY high school graduation requirements.
- 8.6.10 Extend an invitation through the SCC administrator to all faculty to participate in the student enrollment and curriculum development process to maximize the involvement of the college faculty in this process.
- 8.6.11 Provide counseling to ensure that high school students are aware of the proper combination of high school and college courses which should be selected to enable the students to receive a high school diploma.
- 8.6.12 Provide guidance to students in college course selection that will enable them to make progress toward a transfer degree.
- 8.6.13 Limit students to a prescribed range of one to eleven units per semester of college coursework.
- 8.6.14 Order and administer all state and UNITY required exams, notify parents of results in a timely manner, and put forward remediation plans, when necessary, to address students' academic needs.
- 8.6.15 Maintain cordial and professional relationships with college personnel.
- 8.6.16 Work collaboratively with the SCC administrator on updates and modifications to the Handbook and publish the Handbook annually, and provide a copy of the handbook to SCC no later than thirty (30) days after publication.
- 8.6.17 UNITY shall be the sole entity responsible for providing students* with a Free and Appropriate Public Education (FAPE) under IDEA. UNITY will fund any monetary individually student based accommodation needed for

student access to SCC courses (Ie. personal care attendant or assistive technology device) in accordance to Section 504 or ADA. *Student/s is limited to those students who are dually enrolled in UNITY and SCC through UNITY's agreement. MCHS students requiring disability-related accommodations will follow college procedures for having them authorized by SCC DSPS. SCC DSPS will collaborate with UNITY to ensure accommodations for MCHS students are properly implemented.

8.6.18 Every two years or as vacancy is needed, UNITY will extend an invitation to SCC Academic Senate and administration to serve on the UNITY Board of directors.

8.7 SCC (Santiago Canyon College) and UNITY shall jointly be responsible for the following:

8.7.1 Share responsibility for evaluating the MCHS in order to make adjustments as necessary to ensure the viability of the MCHS.

8.7.2 Re-evaluate students at the end of the semester to maintain required levels of high school and college achievement.

9. MCHS Funding. UNITY and SCC shall not share any funding or revenue based upon student attendance at MCHS. UNITY shall receive state average daily attendance funding as an alternative school based upon a SB 379 minimum instructional day. SCC shall receive all apportionment for the community college classes attended by students outside their SB 379 instructional minute requirement. UNITY will be responsible for paying the mandatory health fee, student photo ID fee and student service fee (optional) for only UNITY students taking classes at SCC site.

10. Insurance. Both parties shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and three million (\$3,000,000) in the aggregate; California Workers' Compensation Insurance on their employees performing any services under this Agreement. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement shall be provided to the other party prior to commencement of operations.

11. Emergency Preparedness: UNITY and SCC will work collaboratively to develop and implement a protocol on how emergencies will be addressed for MCHS students. These protocols will be included in the Dual Enrollment Student/Parent Handbook and include access to the SCC Health Center. In addition, parents of UNITY students will complete and sign a treatment authorization form and provide to the SCC Student Health and Wellness Center.
12. Notice. Any notice required or permitted under this agreement shall be deemed given when actually delivered or when deposited in the mail addressed as follows:

To UNITY: Dr. Erin Craig, Executive Director
Unity Schools SoCal
960 North Tustin Street #239
Orange, CA 92867

To SCC: Dr. John Hernandez, Interim President
Santiago Canyon College
8045 E Chapman Ave
Orange, CA 92869

12. Term of Agreement:

- 12.1 The term of this agreement shall be for a period of five (5) years, and then shall be automatically renewed for two (2) additional five-year periods unless either Party provides a notice of cancellation to the other Party no later than one (1) semester prior to the expiration of the initial five-year period, except as set forth in Paragraph 12.2 below.
- 12.2 In the event that the SCC provides notice of cancellation to the UNITY prior to the end of the initial five-year period, in order to allow all MCHS students the opportunity to graduate from the MCHS, this agreement shall phase out over a period of two additional years in a mutually agreed upon plan.

13. Arbitration. If the parties are unable to resolve any dispute of difference between the Parties within fourteen (14) days, or a longer period if both Parties agree in writing, the dispute or

difference shall only be decided through binding arbitration in accordance with the current rules of the American Arbitration Association at the time of the dispute. No arbitration may include any person or Party other than UNITY, SCC, and any other person who is substantially involved in a common question of law or fact and whose presence is required to accord complete relief in the arbitration. The arbitrator's or arbitrators' award shall be final and judgment may be entered upon it in accordance with the applicable law in any court which has jurisdiction. A Party demanding arbitration shall file a demand notice with other Party and the American Arbitration Association within reasonable time. No Party may demand arbitration after the date that legal or equitable proceedings of such claim or dispute would be barred by the applicable statute of limitations.

26. Assignment. Neither Party shall sell, assign, or sublease its rights under this agreement without the prior written consent of the other Party. Consent in one instance shall not prevent this provision from applying to a subsequent instance.
27. Mutual Indemnification. Each Party agrees to hold harmless, defend and indemnify the other Party against all actions, claims or demands arising out of acts or omissions on the part of the indemnifying Party, except to the extent that such actions, claims or demands are the result of the acts or omissions of the other (non-indemnifying) Party.
28. Entire Agreement. This Agreement is fully integrated. UNITY and SCC intend this Agreement to be the final expression of their understanding with respect to the subject matter and as a complete and exclusive statement of the terms and conditions. This Agreement shall supersede all oral or written, prior and contemporaneous agreements and understandings in connection with this Agreement.
29. Waiver and Severability Clause. One or more waivers of any term condition or covenant by either party shall not be construed as a waiver of any other term, condition or covenant. If any provision of this Agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Agreement shall be severable and remain in effect.

IN WITNESS WHEREOF, this agreement for affiliation and use of facilities is executed in duplicate as set forth below by the duly authorized representative of UNITY and SCC as of the date herein above written.

IN WITNESS WHEREOF, the parties have executed this Agreement, in the County of Orange, State of California.

Signature: _____
Peter J. Hardash
Vice Chancellor
Business Operations/Fiscal Services
Date _____

Name of Organization: **Rancho Santiago Community College District
on behalf of Santiago Canyon College**

Address: 8045 East Chapman
Orange, CA 92869

Signature: _____
Erin Craig, Ed.D.
Founding Executive Director
Date _____

Name of Organization: **Unity Middle College High School**

Address: 1310 East Lincoln Avenue Street
Orange CA, 92865,

Rancho Santiago Comm Coll District

Board Meeting of 08/14/17

AP0020

Bank Code: 92 District Funds

Check Registers Submitted for Approval

Page: 1

Checks Written for Period 07/04/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65224	General Fund Unrestricted	28,900.70	0.00	28,900.70	92*0490101	92*0490129
65225	General Fund Unrestricted	47,511.02	0.00	47,511.02	92*0490133	92*0490170
65226	General Fund Unrestricted	551,544.25	0.00	551,544.25	92*0490173	92*0490184
65230	General Fund Unrestricted	30,963.28	0.00	30,963.28	92*0490221	92*0490252
65231	General Fund Unrestricted	38,121.78	19,060.89	19,060.89	92*0490272	92*0490326
65232	General Fund Unrestricted	170,354.29	0.00	170,354.29	92*0490330	92*0490370
65234	General Fund Unrestricted	3,196.00	0.00	3,196.00	92*0490373	92*0490383
65238	General Fund Unrestricted	13,714.26	0.00	13,714.26	92*0490396	92*0490415
65239	General Fund Unrestricted	104,443.06	0.00	104,443.06	92*0490418	92*0490453
65240	General Fund Unrestricted	290,435.40	0.00	290,435.40	92*0490456	92*0490466
65241	General Fund Unrestricted	47,346.03	0.00	47,346.03	92*0490483	92*0490494
65242	General Fund Unrestricted	309.51	0.00	309.51	92*0490497	92*0490499
65245	General Fund Unrestricted	18,809.16	0.00	18,809.16	92*0490503	92*0490516
65246	General Fund Unrestricted	136,388.44	2,755.33	133,633.11	92*0490525	92*0490572
65247	General Fund Unrestricted	44,480.51	0.00	44,480.51	92*0490573	92*0490622
65248	General Fund Unrestricted	59,349.58	0.00	59,349.58	92*0490623	92*0490639
65252	General Fund Unrestricted	13,299.94	0.00	13,299.94	92*0490658	92*0490667
65253	General Fund Unrestricted	7,982.60	0.00	7,982.60	92*0490685	92*0490694
65254	General Fund Unrestricted	319.41	0.00	319.41	92*0490706	92*0490706
65255	General Fund Unrestricted	13,790.00	0.00	13,790.00	92*0490727	92*0490747
65256	General Fund Unrestricted	151,608.42	0.00	151,608.42	92*0490756	92*0490779
65260	General Fund Unrestricted	303,882.62	0.00	303,882.62	92*0490788	92*0490811
65261	General Fund Unrestricted	41,631.97	0.00	41,631.97	92*0490812	92*0490835
65263	General Fund Unrestricted	15,287.72	0.00	15,287.72	92*0490840	92*0490843
65267	General Fund Unrestricted	17,851.35	0.00	17,851.35	92*0490869	92*0490888
65268	General Fund Unrestricted	41,198.05	0.00	41,198.05	92*0490891	92*0490908
65269	General Fund Unrestricted	137,555.31	0.00	137,555.31	92*0490909	92*0490945
65273	General Fund Unrestricted	2,144,957.50	0.00	2,144,957.50	92*0490951	92*0490973
65274	General Fund Unrestricted	3,094.70	0.00	3,094.70	92*0490975	92*0490975
65277	General Fund Unrestricted	30,778.44	15,389.22	15,389.22	92*0490978	92*0490981
65278	General Fund Unrestricted	3,854.00	0.00	3,854.00	92*0490982	92*0491000
65281	General Fund Unrestricted	52,415.69	0.00	52,415.69	92*0491026	92*0491046
65282	General Fund Unrestricted	12,820.08	0.00	12,820.08	92*0491049	92*0491071
65286	General Fund Unrestricted	75,722.63	0.00	75,722.63	92*0491077	92*0491090
65287	General Fund Unrestricted	142,732.94	0.00	142,732.94	92*0491097	92*0491120
65289	General Fund Unrestricted	110,726.13	0.00	110,726.13	92*0491125	92*0491140
65290	General Fund Unrestricted	35,646.46	0.00	35,646.46	92*0491149	92*0491163
65295	General Fund Unrestricted	388,419.70	0.00	388,419.70	92*0491176	92*0491203
65296	General Fund Unrestricted	52,658.08	0.00	52,658.08	92*0491209	92*0491225
65297	General Fund Unrestricted	135,156.65	0.00	135,156.65	92*0491231	92*0491249
65298	General Fund Unrestricted	6,752.60	0.00	6,752.60	92*0491252	92*0491272

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65301	General Fund Unrestricted	21,017.51	0.00	21,017.51	92*0491279	92*0491304
65304	General Fund Unrestricted	9,712.79	0.00	9,712.79	92*0491313	92*0491334
65305	General Fund Unrestricted	13,994.41	0.00	13,994.41	92*0491335	92*0491362
65306	General Fund Unrestricted	29,200.39	0.00	29,200.39	92*0491363	92*0491379
Total Fund 11 General Fund Unrestricted		<u><u>\$5,599,935.36</u></u>	<u><u>\$37,205.44</u></u>	<u><u>\$5,562,729.92</u></u>		

Checks Written for Period 07/04/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65174	General Fund Restricted	0.00	200.00	-200.00	92*0489292	92*0489292
65200	General Fund Restricted	0.00	581.03	-581.03	92*0489721	92*0489721
65203	General Fund Restricted	0.00	7,025.15	-7,025.15	92*0489811	92*0489811
65221	General Fund Restricted	0.00	41,076.45	-41,076.45	92*0490077	92*0490077
65224	General Fund Restricted	16,729.71	0.00	16,729.71	92*0490100	92*0490132
65225	General Fund Restricted	104,054.65	0.00	104,054.65	92*0490138	92*0490171
65226	General Fund Restricted	43,650.98	0.00	43,650.98	92*0490172	92*0490203
65230	General Fund Restricted	76,328.67	0.00	76,328.67	92*0490219	92*0490258
65231	General Fund Restricted	170,133.76	85,066.88	85,066.88	92*0490259	92*0490325
65232	General Fund Unrestricted	67,222.61	140.67	67,081.94	92*0490327	92*0490362
65233	General Fund Restricted	2,336.00	0.00	2,336.00	92*0490371	92*0490372
65238	General Fund Restricted	16,988.35	0.00	16,988.35	92*0490402	92*0490408
65239	General Fund Restricted	40,824.37	0.00	40,824.37	92*0490416	92*0490437
65240	General Fund Restricted	66,492.38	0.00	66,492.38	92*0490454	92*0490459
65241	General Fund Restricted	13,654.65	0.00	13,654.65	92*0490467	92*0490496
65242	General Fund Restricted	312.00	0.00	312.00	92*0490498	92*0490498
65245	General Fund Unrestricted	16,578.45	0.00	16,578.45	92*0490502	92*0490524
65246	General Fund Restricted	15,373.36	0.00	15,373.36	92*0490526	92*0490566
65247	General Fund Restricted	17,198.33	0.00	17,198.33	92*0490575	92*0490621
65248	General Fund Restricted	11,348.86	0.00	11,348.86	92*0490626	92*0490640
65252	General Fund Restricted	183,552.63	0.00	183,552.63	92*0490659	92*0490682
65253	General Fund Restricted	1,862.78	0.00	1,862.78	92*0490683	92*0490695
65254	General Fund Restricted	9,467.32	0.00	9,467.32	92*0490696	92*0490720
65255	General Fund Restricted	12,035.81	0.00	12,035.81	92*0490721	92*0490755
65256	General Fund Restricted	49,284.69	0.00	49,284.69	92*0490762	92*0490781
65260	General Fund Restricted	16,366.01	0.00	16,366.01	92*0490789	92*0490804
65261	General Fund Restricted	86,902.14	0.00	86,902.14	92*0490814	92*0490837
65263	General Fund Restricted	1,101.50	0.00	1,101.50	92*0490844	92*0490844
65267	General Fund Restricted	4,186.30	0.00	4,186.30	92*0490874	92*0490890
65268	General Fund Restricted	64,697.20	0.00	64,697.20	92*0490893	92*0490907
65269	General Fund Restricted	252,700.04	0.00	252,700.04	92*0490912	92*0490939
65273	General Fund Restricted	38,656.79	0.00	38,656.79	92*0490964	92*0490974
65281	General Fund Restricted	70,293.27	0.00	70,293.27	92*0491029	92*0491048
65282	General Fund Restricted	61,590.46	0.00	61,590.46	92*0491050	92*0491073
65286	General Fund Restricted	5,239.08	0.00	5,239.08	92*0491081	92*0491091
65287	General Fund Restricted	285,127.20	0.00	285,127.20	92*0491093	92*0491119
65289	General Fund Restricted	14,433.89	0.00	14,433.89	92*0491127	92*0491145
65290	General Fund Restricted	45,472.54	0.00	45,472.54	92*0491146	92*0491164
65295	General Fund Restricted	3,139.95	0.00	3,139.95	92*0491183	92*0491204
65296	General Fund Restricted	9,488.61	0.00	9,488.61	92*0491205	92*0491229
65297	General Fund Restricted	103,816.18	0.00	103,816.18	92*0491230	92*0491251

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65301	General Fund Restricted	15,851.04	0.00	15,851.04	92*0491278	92*0491303
65304	General Fund Restricted	15,790.78	0.00	15,790.78	92*0491314	92*0491328
65305	General Fund Restricted	71,772.45	0.00	71,772.45	92*0491338	92*0491355
65306	General Fund Restricted	5,851.25	0.00	5,851.25	92*0491364	92*0491378
Total Fund 12 General Fund Restricted		<u>\$2,107,907.04</u>	<u>\$134,090.18</u>	<u>\$1,973,816.86</u>		

Checks Written for Period 07/04/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65224	GF Unrestricted One-Time Func	550.53	0.00	550.53	92*0490099	92*0490116
65225	GF Unrestricted One-Time Func	4,453.66	0.00	4,453.66	92*0490147	92*0490161
65230	GF Unrestricted One-Time Func	25,515.16	0.00	25,515.16	92*0490241	92*0490241
65231	GF Unrestricted One-Time Func	397.48	198.74	198.74	92*0490275	92*0490309
65232	General Fund Unrestricted	12,867.08	0.00	12,867.08	92*0490334	92*0490361
65239	General Fund Unrestricted	46,267.17	23,873.68	22,393.49	92*0490417	92*0490443
65240	General Fund Restricted	2,225.47	0.00	2,225.47	92*0490458	92*0490458
65241	General Fund Restricted	6,534.95	0.00	6,534.95	92*0490495	92*0490495
65246	GF Unrestricted One-Time Func	9,888.72	0.00	9,888.72	92*0490562	92*0490571
65247	General Fund Unrestricted	28,475.32	0.00	28,475.32	92*0490579	92*0490608
65252	General Fund Unrestricted	10,693.71	0.00	10,693.71	92*0490661	92*0490661
65254	GF Unrestricted One-Time Func	7,806.06	0.00	7,806.06	92*0490716	92*0490716
65255	GF Unrestricted One-Time Func	653,451.33	0.00	653,451.33	92*0490732	92*0490744
65260	GF Unrestricted One-Time Func	13,136.84	0.00	13,136.84	92*0490790	92*0490792
65261	GF Unrestricted One-Time Func	1,787.00	0.00	1,787.00	92*0490827	92*0490827
65263	GF Unrestricted One-Time Func	11,936.84	0.00	11,936.84	92*0490839	92*0490839
65267	GF Unrestricted One-Time Func	341.00	0.00	341.00	92*0490872	92*0490872
65269	GF Unrestricted One-Time Func	9,388.58	0.00	9,388.58	92*0490924	92*0490943
65281	GF Unrestricted One-Time Func	36,678.17	0.00	36,678.17	92*0491023	92*0491033
65286	GF Unrestricted One-Time Func	13,972.04	0.00	13,972.04	92*0491078	92*0491092
65295	GF Unrestricted One-Time Func	30.30	0.00	30.30	92*0491197	92*0491197
65296	GF Unrestricted One-Time Func	225.00	0.00	225.00	92*0491213	92*0491213
65297	GF Unrestricted One-Time Func	88.36	0.00	88.36	92*0491244	92*0491244
65304	General Fund Restricted	14,881.27	0.00	14,881.27	92*0491315	92*0491320
65305	GF Unrestricted One-Time Func	178.30	0.00	178.30	92*0491336	92*0491343
Total Fund 13 GF Unrestricted One-Time		\$911,770.34	\$24,072.42	\$887,697.92		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65223	Child Development Fund	986.50	0.00	986.50	92*0490089	92*0490098
65229	Child Development Fund	1,374.40	0.00	1,374.40	92*0490214	92*0490218
65237	Child Development Fund	2,426.48	0.00	2,426.48	92*0490388	92*0490395
65244	Child Development Fund	161.53	0.00	161.53	92*0490501	92*0490501
65251	Child Development Fund	7,085.03	0.00	7,085.03	92*0490645	92*0490657
65259	Child Development Fund	220.41	0.00	220.41	92*0490785	92*0490787
65262	Child Development Fund	71.55	0.00	71.55	92*0490838	92*0490838
65266	Child Development Fund	1,498.55	0.00	1,498.55	92*0490863	92*0490868
65272	Child Development Fund	11,287.58	0.00	11,287.58	92*0490948	92*0490950
65275	Child Development Fund	22.47	0.00	22.47	92*0490976	92*0490976
65276	Child Development Fund	4,680.00	0.00	4,680.00	92*0490977	92*0490977
65280	Child Development Fund	10,635.22	0.00	10,635.22	92*0491004	92*0491022
65288	Child Development Fund	1,596.27	0.00	1,596.27	92*0491121	92*0491124
65291	Child Development Fund	765.99	0.00	765.99	92*0491165	92*0491165
65294	Child Development Fund	6,563.23	0.00	6,563.23	92*0491168	92*0491175
65300	Child Development Fund	875.70	0.00	875.70	92*0491275	92*0491277
65303	Child Development Fund	2,251.43	0.00	2,251.43	92*0491307	92*0491312
Total Fund 33 Child Development Fund		<u>\$52,502.34</u>	<u>\$0.00</u>	<u>\$52,502.34</u>		

Checks Written for Period 07/04/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65222	Capital Outlay Projects Fund	33,713.63	0.00	33,713.63	92*0490087	92*0490088
65228	Capital Outlay Projects Fund	64,111.79	0.00	64,111.79	92*0490207	92*0490213
65236	Capital Outlay Projects Fund	57,843.69	0.00	57,843.69	92*0490385	92*0490387
65243	Capital Outlay Projects Fund	2,014.14	0.00	2,014.14	92*0490500	92*0490500
65250	Capital Outlay Projects Fund	259.00	0.00	259.00	92*0490644	92*0490644
65265	Capital Outlay Projects Fund	220,611.82	0.00	220,611.82	92*0490848	92*0490862
65271	Capital Outlay Projects Fund	20,980.80	0.00	20,980.80	92*0490947	92*0490947
65285	Capital Outlay Projects Fund	56.00	0.00	56.00	92*0491076	92*0491076
65293	Capital Outlay Projects Fund	1,080.00	0.00	1,080.00	92*0491167	92*0491167
65299	Capital Outlay Projects Fund	3,171.84	1,585.92	1,585.92	92*0491273	92*0491274
Total Fund 41 Capital Outlay Projects Fun		\$403,842.71	\$1,585.92	\$402,256.79		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65227	Bond Fund, Measure Q	56,565.79	0.00	56,565.79	92*0490204	92*0490206
65258	Bond Fund, Measure Q	87,821.19	0.00	87,821.19	92*0490783	92*0490784
65264	Bond Fund, Measure Q	61,758.80	0.00	61,758.80	92*0490845	92*0490847
65270	Bond Fund, Measure Q	5,382.00	0.00	5,382.00	92*0490946	92*0490946
65284	Bond Fund, Measure Q	13,082.00	0.00	13,082.00	92*0491075	92*0491075
Total Fund 43 Bond Fund, Measure Q		\$224,609.78	\$0.00	\$224,609.78		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65235	Property and Liability Fund	750.00	0.00	750.00	92*0490384	92*0490384
65249	Property and Liability Fund	19,438.18	0.00	19,438.18	92*0490641	92*0490643
65279	Property and Liability Fund	112,403.15	0.00	112,403.15	92*0491001	92*0491003
65283	Property and Liability Fund	5,146.80	0.00	5,146.80	92*0491074	92*0491074
65292	Property and Liability Fund	233.04	0.00	233.04	92*0491166	92*0491166
Total Fund 61 Property and Liability Fund		\$137,971.17	\$0.00	\$137,971.17		

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
65257	Workers' Compensation Fund	1,837.50	0.00	1,837.50	92*0490782	92*0490782
65302	Workers' Compensation Fund	30,482.13	0.00	30,482.13	92*0491305	92*0491306
Total Fund 62 Workers' Compensation Fu		<u>\$32,319.63</u>	<u>\$0.00</u>	<u>\$32,319.63</u>		

SUMMARY

Total Fund 11 General Fund Unrestricted	5,562,729.92
Total Fund 12 General Fund Restricted	1,973,816.86
Total Fund 13 GF Unrestricted One-Time Fund	887,697.92
Total Fund 33 Child Development Fund	52,502.34
Total Fund 41 Capital Outlay Projects Fund	402,256.79
Total Fund 43 Bond Fund, Measure Q	224,609.78
Total Fund 61 Property and Liability Fund	137,971.17
Total Fund 62 Workers' Compensation Fund	32,319.63
Grand Total:	<u><u>\$9,273,904.41</u></u>

Checks Written for Period 07/01/17 Thru 08/01/17

<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>
311707208	Bookstore Fund	27,041.68	0.00	27,041.68	31*0108044	31*0108054
311707315	Bookstore Fund	1,328.31	0.00	1,328.31	31*0108055	31*0108058
311707422	Bookstore Fund	43,301.11	0.00	43,301.11	31*0108059	31*0108076
311707529	Bookstore Fund	108,137.18	13,743.14	94,394.04	31*0108077	31*0108124
Total Fund 31 Bookstore Fund		<u><u>\$179,808.28</u></u>	<u><u>\$13,743.14</u></u>	<u><u>\$166,065.14</u></u>		

Checks Written for Period 07/01/17 Thru 08/01/17

<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>
711707315	Associated Students Fund	1,862.56	0.00	1,862.56	71*0008074	71*0008082
711707422	Associated Students Fund	1,217.43	0.00	1,217.43	71*0008083	71*0008090
Total Fund 71 Associated Students Fund		<u><u>\$3,079.99</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,079.99</u></u>		

Checks Written for Period 07/01/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
721707208	Representation Fee Trust Fund	1,086.00	543.00	543.00	72*0000116	72*0000117
721707422	Representation Fee Trust Fund	500.00	0.00	500.00	72*0000118	72*0000118
721707529	Representation Fee Trust Fund	84,496.00	42,248.00	42,248.00	72*0000119	72*0000120
Total Fund 72 Representation Fee Trust Fun		<u>\$86,082.00</u>	<u>\$42,791.00</u>	<u>\$43,291.00</u>		

Checks Written for Period 07/01/17 Thru 08/01/17

<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>
761707208	Community Education Fund	8,835.52	0.00	8,835.52	76*0007200	76*0007202
761707422	Community Education Fund	15,933.07	0.00	15,933.07	76*0007203	76*0007213
761707529	Community Education Fund	8,534.69	0.00	8,534.69	76*0007214	76*0007219
Total Fund 76 Community Education Fund		<u><u>\$33,303.28</u></u>	<u><u>\$0.00</u></u>	<u><u>\$33,303.28</u></u>		

Checks Written for Period 07/01/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
791707208	Diversified Trust Fund	8,885.05	0.00	8,885.05	79*0020837	79*0020840
791707315	Diversified Trust Fund	23,669.44	259.63	23,409.81	79*0020841	79*0020865
791707422	Diversified Trust Fund	233,133.83	0.00	233,133.83	79*0020866	79*0020885
791707529	Diversified Trust Fund	10,976.40	0.00	10,976.40	79*0020886	79*0020898
Total Fund 79 Diversified Trust Fund		<u>\$276,664.72</u>	<u>\$259.63</u>	<u>\$276,405.09</u>		

Checks Written for Period 07/01/17 Thru 08/01/17

Register #	Fund Title	Amount	Voided Checks	Adjusted Amount	Beg Check #	End Check #
811707208	Diversified Agency Fund	10,390.28	0.00	10,390.28	81*0047906	81*0047922
811707315	Diversified Agency Fund	17,744.05	0.00	17,744.05	81*0047923	81*0047937
811707422	Diversified Agency Fund	14,125.82	2,252.83	11,872.99	81*0047938	81*0047956
811707529	Diversified Agency Fund	4,312.13	0.00	4,312.13	81*0047957	81*0047973
Total Fund 81 Diversified Agency Fund		<u>\$46,572.28</u>	<u>\$2,252.83</u>	<u>\$44,319.45</u>		

SUMMARY

Total Fund 31 Bookstore Fund	166,065.14
Total Fund 71 Associated Students Fund	3,079.99
Total Fund 72 Representation Fee Trust Fund	43,291.00
Total Fund 76 Community Education Fund	33,303.28
Total Fund 79 Diversified Trust Fund	276,405.09
Total Fund 81 Diversified Agency Fund	44,319.45
Grand Total:	<u><u>\$566,463.95</u></u>

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

No. 4.2

From 06/29/2017 To 06/30/2017

Board Meeting on 08/14/2017

BACKGROUND

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

ANALYSIS

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
1000	ACADEMIC SALARIES		2,098,766
2000	CLASSIFIED SALARIES	1,512,439	
3000	EMPLOYEE BENEFITS	605,441	
4000	SUPPLIES & MATERIALS		4,866
5000	OTHER OPERATING EXP & SERVICES	1,896,361	
6000	CAPITAL OUTLAY		2,198,988
7000	OTHER OUTGO		1,000,000
7900	RESERVE FOR CONTINGENCIES	1,288,379	
Total Transfer Fund 11		\$5,302,620	\$5,302,620
<u>Fund 12: General Fund Restricted</u>			
1000	ACADEMIC SALARIES		104,769
2000	CLASSIFIED SALARIES		117,131
3000	EMPLOYEE BENEFITS		77,329
4000	SUPPLIES & MATERIALS	96,362	
5000	OTHER OPERATING EXP & SERVICES	199,497	
6000	CAPITAL OUTLAY		1,426
7000	OTHER OUTGO	2,996	
7900	RESERVE FOR CONTINGENCIES	1,800	
Total Transfer Fund 12		\$300,655	\$300,655
<u>Fund 13: GF Unrestricted One-Time Funds</u>			
4000	SUPPLIES & MATERIALS	591	
5000	OTHER OPERATING EXP & SERVICES	498,790	
6000	CAPITAL OUTLAY	619	
7000	OTHER OUTGO		500,000
Total Transfer Fund 13		\$500,000	\$500,000
<u>Fund 31: Bookstore Fund</u>			
7000	OTHER OUTGO		14,166
7900	RESERVE FOR CONTINGENCIES	14,166	
Total Transfer Fund 31		\$14,166	\$14,166
<u>Fund 33: Child Development Fund</u>			
1000	ACADEMIC SALARIES	400	
4000	SUPPLIES & MATERIALS		400
Total Transfer Fund 33		\$400	\$400

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2017 To 06/30/2017
Board Meeting on 08/14/2017**

BU0070

BUDGET TRANSFERS	From	To
 <u>Fund 41: Capital Outlay Projects Fund</u>		
6000 CAPITAL OUTLAY		1,499,982
7900 RESERVE FOR CONTINGENCIES	1,500,000	
Total Transfer Fund 41	\$1,500,000	\$1,499,982
 <u>Fund 42: Bond Fund, Measure E</u>		
BUDGET TRANSFERS		
5000 OTHER OPERATING EXP & SERVICES	19,668	
6000 CAPITAL OUTLAY		19,668
Total Transfer Fund 42	\$19,668	\$19,668
 <u>Fund 62: Workers' Compensation Fund</u>		
2000 CLASSIFIED SALARIES		2,353
3000 EMPLOYEE BENEFITS		491
5000 OTHER OPERATING EXP & SERVICES		917
7900 RESERVE FOR CONTINGENCIES	3,761	
Total Transfer Fund 62	\$3,761	\$3,761
 <u>Fund 63: Retiree Benefits Fund</u>		
5000 OTHER OPERATING EXP & SERVICES		6,000
7900 RESERVE FOR CONTINGENCIES	6,000	
Total Transfer Fund 63	\$6,000	\$6,000
 <u>Fund 71: Associated Students Fund</u>		
2000 CLASSIFIED SALARIES		21,185
3000 EMPLOYEE BENEFITS		1,257
7900 RESERVE FOR CONTINGENCIES	22,442	
Total Transfer Fund 71	\$22,442	\$22,442
 <u>Fund 76: Community Education Fund</u>		
3000 EMPLOYEE BENEFITS		480
7900 RESERVE FOR CONTINGENCIES	480	
Total Transfer Fund 76	\$480	\$480
 <u>Fund 79: Diversified Trust Fund</u>		
2000 CLASSIFIED SALARIES	172,512	
3000 EMPLOYEE BENEFITS		1,566
5000 OTHER OPERATING EXP & SERVICES		181,946
6000 CAPITAL OUTLAY	11,000	
Total Transfer Fund 79	\$183,512	\$183,512

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2017 To 06/30/2017
Board Meeting on 08/14/2017**

BU0070

BUDGET INCREASES AND DECREASES		Revenue	Appropriation
<u>Fund 12: General Fund Restricted</u>			
8100	FEDERAL REVENUES	2,900	
8600	STATE REVENUES	(19,000)	
1000	ACADEMIC SALARIES		58,041
2000	CLASSIFIED SALARIES		61,243
3000	EMPLOYEE BENEFITS		45,111
4000	SUPPLIES & MATERIALS		(28,521)
5000	OTHER OPERATING EXP & SERVICES		(166,908)
6000	CAPITAL OUTLAY		30,984
7000	OTHER OUTGO		(16,050)
Total Transfer Fund 12		\$(16,100)	\$(16,100)
<u>Fund 41: Capital Outlay Projects Fund</u>			
8900	OTHER FINANCING SOURCES	1,500,000	
7900	RESERVE FOR CONTINGENCIES		1,500,000
Total Transfer Fund 41		\$1,500,000	\$1,500,000
<u>Fund 74: Student Financial Aid Fund</u>			
8600	STATE REVENUES	19,000	
7000	OTHER OUTGO		19,000
Total Transfer Fund 74		\$19,000	\$19,000
<u>Fund 79: Diversified Trust Fund</u>			
8900	OTHER FINANCING SOURCES	(9,834)	
5000	OTHER OPERATING EXP & SERVICES		(5,246)
6000	CAPITAL OUTLAY		(3,544)
7900	RESERVE FOR CONTINGENCIES		(1,044)
Total Transfer Fund 79		\$(9,834)	\$(9,834)

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

RECOMMENDATION

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

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

BU0070

From 06/29/2017 To 06/30/2017

Board Meeting on 08/14/2017

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

BUDGET TRANSFERS		From	To
<u>Fund 11: General Fund Unrestricted</u>			
B021498	06/30/17		
2000	CLASSIFIED SALARIES	334,557	
3000	EMPLOYEE BENEFITS	28,913	
5000	OTHER OPERATING EXP & SERVICES	626,585	
6000	CAPITAL OUTLAY	9,945	
7900	RESERVE FOR CONTINGENCIES		1,000,000
Total Reference B021498		\$1,000,000	\$1,000,000
Reason:	Adjustment		
Description:	Allocate to fund 41 for Capital Projects		
B021499	06/30/17		
7000	OTHER OUTGO		100,000
7900	RESERVE FOR CONTINGENCIES	1,000,000	
Total Reference B021499		\$1,000,000	\$100,000
Reason:	Adjustment		
Description:	Allocate to fund 41 for SAC Facility projects		
B021539	06/30/17		
7000	OTHER OUTGO		900,000
Total Reference B021539		\$0	\$900,000
Reason:	Correction		
Description:	Correct B021499 - data entry error		
B021606	06/30/17		
1000	ACADEMIC SALARIES		49,291
2000	CLASSIFIED SALARIES		12,950
3000	EMPLOYEE BENEFITS		12,854
5000	OTHER OPERATING EXP & SERVICES	75,095	
Total Reference B021606		\$75,095	\$75,095
Reason:	Adjustment		
Description:	Cover June TOEs Lawson, Irwin, Wukawitz, Peeken		
B021618	06/30/17		
1000	ACADEMIC SALARIES		1,439,301
2000	CLASSIFIED SALARIES		25,925
5000	OTHER OPERATING EXP & SERVICES	176,847	
7900	RESERVE FOR CONTINGENCIES	1,288,379	
Total Reference B021618		\$1,465,226	\$1,465,226
Reason:	Adjustment		
Description:	Cover negatives by major object codes		

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2017 To 06/30/2017
Board Meeting on 08/14/2017**

BU0070

BUDGET TRANSFERS	From	To
B021641 06/30/17		
2000 CLASSIFIED SALARIES	809,979	
3000 EMPLOYEE BENEFITS	439,583	
5000 OTHER OPERATING EXP & SERVICES	781,068	
6000 CAPITAL OUTLAY		2,030,630
	_____	_____
Total Reference B021641	\$2,030,630	\$2,030,630

Reason: Adjustment
Description: Cover negative balances for major object - DS

B021652 06/30/17		
1000 ACADEMIC SALARIES		593,889
2000 CLASSIFIED SALARIES	422,388	
3000 EMPLOYEE BENEFITS	164,144	
5000 OTHER OPERATING EXP & SERVICES	7,357	
	_____	_____
Total Reference B021652	\$593,889	\$593,889

Reason: Adjustment
Description: Offset FY 16/17 year end balances

B021677 06/30/17		
5000 OTHER OPERATING EXP & SERVICES	195,000	
6000 CAPITAL OUTLAY		195,000
	_____	_____
Total Reference B021677	\$195,000	\$195,000

Reason: Adjustment
Description: Cover negative balance for major object - DS

Fund 12: General Fund Restricted

B021528 06/30/17		
1000 ACADEMIC SALARIES		15,664
2000 CLASSIFIED SALARIES		130,555
3000 EMPLOYEE BENEFITS		59,484
4000 SUPPLIES & MATERIALS	87,110	
5000 OTHER OPERATING EXP & SERVICES	111,926	
6000 CAPITAL OUTLAY	5,063	
7000 OTHER OUTGO	1,604	
	_____	_____
Total Reference B021528	\$205,703	\$205,703

Reason: Special Project Adjustment
Description: Cvr neg bals-SE/SAC Stu equ PY

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2017 To 06/30/2017
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BU0070

BUDGET TRANSFERS	From	To
B021576 06/30/17		
4000 SUPPLIES & MATERIALS		1,800
7900 RESERVE FOR CONTINGENCIES	1,800	
	\$1,800	\$1,800
Total Reference B021576		
Reason: Adjustment		
Description: Pay outstanding invoice for medicine SAC Health Center		
B021633 06/30/17		
1000 ACADEMIC SALARIES		21,987
3000 EMPLOYEE BENEFITS		16,394
5000 OTHER OPERATING EXP & SERVICES	38,381	
	\$38,381	\$38,381
Total Reference B021633		
Reason: Special Project Adjustment		
Description: Cover negative balances for BSI grant, project 2034.		
B021653 06/30/17		
1000 ACADEMIC SALARIES		25,753
2000 CLASSIFIED SALARIES	33,164	
3000 EMPLOYEE BENEFITS		7,343
5000 OTHER OPERATING EXP & SERVICES		68
	\$33,164	\$33,164
Total Reference B021653		
Reason: Special Project Adjustment		
Description: Cover negative balances for SSSP FY 16/17		
B021671 06/30/17		
1000 ACADEMIC SALARIES	6,854	
2000 CLASSIFIED SALARIES		36,838
3000 EMPLOYEE BENEFITS	13,652	
4000 SUPPLIES & MATERIALS	6,884	
5000 OTHER OPERATING EXP & SERVICES	1,289	
6000 CAPITAL OUTLAY	8,159	
	\$36,838	\$36,838
Total Reference B021671		
Reason: Special Project Adjustment		
Description: Cover negative bal's for WIOA 1102.		

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

BU0070

From 06/29/2017 To 06/30/2017

Board Meeting on 08/14/2017

BUDGET TRANSFERS From To

Fund 13: GF Unrestricted One-Time Funds

B021496	06/30/17			
5000	OTHER OPERATING EXP & SERVICES		500,000	
7900	RESERVE FOR CONTINGENCIES			500,000

Total Reference B021496	\$500,000	\$500,000
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Reason: Adjustment
Description: Allocate to fund 41 to budget for SAC Capital Project

B021497	06/30/17			
7000	OTHER OUTGO			500,000
7900	RESERVE FOR CONTINGENCIES		500,000	

Total Reference B021497	\$500,000	\$500,000
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Reason: Adjustment
Description: Allocate to SAC Facility projects

Fund 31: Bookstore Fund

B021684	06/30/17			
7000	OTHER OUTGO			14,166
7900	RESERVE FOR CONTINGENCIES		14,166	

Total Reference B021684	\$14,166	\$14,166
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Reason: Adjustment
Description: Adjust budgets for 16/17 income & expenses

Fund 41: Capital Outlay Projects Fund

B021566	06/30/17			
6000	CAPITAL OUTLAY			1,500,000
7900	RESERVE FOR CONTINGENCIES		1,500,000	

Total Reference B021566	\$1,500,000	\$1,500,000
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Reason: Special Project Adjustment
Description: Allocate funds to contingency account

Fund 62: Workers' Compensation Fund

B021620	06/30/17			
2000	CLASSIFIED SALARIES			2,353
3000	EMPLOYEE BENEFITS			491
5000	OTHER OPERATING EXP & SERVICES			917
7900	RESERVE FOR CONTINGENCIES		3,761	

Total Reference B021620	\$3,761	\$3,761
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Reason: Adjustment
Description: Cover negative balance for major object

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2017 To 06/30/2017
Board Meeting on 08/14/2017**

BU0070

BUDGET TRANSFERS **From** **To**

Fund 63: Retiree Benefits Fund

B021619	06/30/17			
5000		OTHER OPERATING EXP & SERVICES		6,000
7900		RESERVE FOR CONTINGENCIES	6,000	

Total Reference B021619	\$6,000		\$6,000
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Reason: Adjustment
Description: Cover negative balance for major object

Fund 71: Associated Students Fund

B021676	06/30/17			
2000		CLASSIFIED SALARIES		21,185
3000		EMPLOYEE BENEFITS		1,257
7900		RESERVE FOR CONTINGENCIES	22,442	

Total Reference B021676	\$22,442		\$22,442
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Reason: Special Project Adjustment
Description: Adjust budgets to cover negative major objects 16/17

Fund 76: Community Education Fund

B021674	06/30/17			
3000		EMPLOYEE BENEFITS		480
7900		RESERVE FOR CONTINGENCIES	480	

Total Reference B021674	\$480		\$480
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Reason: Adjustment
Description: Adjust budgets to cover negative major objects 16/17

Fund 79: Diversified Trust Fund

B021550	06/30/17			
2000		CLASSIFIED SALARIES	172,512	
3000		EMPLOYEE BENEFITS		1,566
5000		OTHER OPERATING EXP & SERVICES		170,946

Total Reference B021550	\$172,512		\$172,512
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Reason: Special Project Adjustment
Description: Cover negative balances and allocate funds to payback fund

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 06/29/2017 To 06/30/2017
Board Meeting on 08/14/2017

BU0070

BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 12: General Fund Restricted

B021581 06/30/17

8600	STATE REVENUES	74,728	
1000	ACADEMIC SALARIES		43,869
3000	EMPLOYEE BENEFITS		17,158
4000	SUPPLIES & MATERIALS		(18,322)
5000	OTHER OPERATING EXP & SERVICES		(26,291)
6000	CAPITAL OUTLAY		58,314

Total Reference B021581

\$74,728 \$74,728

Reason: Special Project Adjustment
Description: Clear out negatives, #2218 revised budget

B021585 06/30/17

8600	STATE REVENUES	(75,976)	
1000	ACADEMIC SALARIES		5,068
2000	CLASSIFIED SALARIES		31,543
3000	EMPLOYEE BENEFITS		25,148
4000	SUPPLIES & MATERIALS		(8,188)
5000	OTHER OPERATING EXP & SERVICES		(104,252)
6000	CAPITAL OUTLAY		(25,295)

Total Reference B021585

\$(75,976) \$(75,976)

Reason: Special Project Adjustment
Description: Clear out negatives, #2218 revised budget

B021662 06/30/17

8600	STATE REVENUES	29,651	
1000	ACADEMIC SALARIES		6,232
2000	CLASSIFIED SALARIES		23,239
3000	EMPLOYEE BENEFITS		180

Total Reference B021662

\$29,651 \$29,651

Reason: Special Project Adjustment
Description: Align final BSI bgt to exp/SAC & CEC

Fund 41: Capital Outlay Projects Fund

B021500 06/30/17

8900	OTHER FINANCING SOURCES	1,500,000	
7900	RESERVE FOR CONTINGENCIES		1,500,000

Total Reference B021500

\$1,500,000 \$1,500,000

Reason: Adjustment
Description: Allocate to fund 41 for SAC Facility projects

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
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BUDGET INCREASES AND DECREASES

Revenue Appropriation

Fund 79: Diversified Trust Fund

B021685 06/30/17

8900	OTHER FINANCING SOURCES	(9,834)	
5000	OTHER OPERATING EXP & SERVICES		(5,246)
6000	CAPITAL OUTLAY		(3,544)
7900	RESERVE FOR CONTINGENCIES		(1,044)

Total Reference B021685

\$(9,834) \$(9,834)

Reason: Special Project Adjustment

Description: Adjust budgets for 16/17 income & expenses

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
BOARD REPORT - INTRAFUND AND INTERFUND TRANSFERS
From 06/29/2017 To 06/30/2017
Board Meeting on 08/14/2017

GL0080

BACKGROUND

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

ANALYSIS

This listing provides details on each intrafund and interfund transfer for the period and funds indicated.

INTRAFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/17	J041998	Close overspent amount:Title III to General Fund 11-Unrestricted	198.35
06/30/17	J042011	Close overspent amount:Title III to General Fund 11-Unrestricted	184.68
06/30/17	J042013	Close overspent amount Title III to General Fund 11-Unrestricted	692.88
06/30/17	J042020	Close overspent amount CareerTec to General Fund 11-Unrestricted	211.17
06/30/17	J042021	Close overspent amount CareerTec to General Fund 11-Unrestricted	5,793.15
06/30/17	J042022	Close overspent amount EconDev SAC to General Fund 11-Unrestricted	336.55
06/30/17	J042023	Close overspent amount:EconDev SCC to General Fund 11-Unrestricted	86.73
06/30/17	J042204	Reverse JE 42021	5,793.15
06/30/17	J042206	Close overspent amount in Career Tech Edu EF-DO to General Fund 11	795.98
06/30/17	J042548	Close overspent amount SSSIV Y5 to General Fund 11-unrestricted	218.91
06/30/17	J042583	Close overspent amount AduEduBlk to General Fund 11-unrestricted	0.62
06/30/17	J042696	Close overspent amount in SAC Care to General Fund 11-unrestricted	3.77
06/30/17	J042812	Close overspent amount in TANF/SCC to General Fund11 unrestricted	33.01
06/30/17	J042813	Close overspent amount in 16' BSI/SAC to General Fund 11-Unrestricted.	0.14
06/30/17	J042814	Close overspent amount in 16' BSI/SCC to General Fund 11 - Unrestricted	114.06
06/30/17	J042815	Close overspent amount in 16' BSI/SAC to General Fund 11 - Unrestricted.	0.58
06/30/17	J042816	Close overspent amount in 16' BSI/SAC to Gen Fund 11-Unrestricted	111.84
06/30/17	J042817	Close overspent amount in 16' BSI/SCC to General Fund 11-Unrestricted	0.90
06/30/17	J042818	Close overspent amount 16' BSI/SAC to General Fund 11-Unrestricted	0.46
06/30/17	J042819	Close overspent amount in 16' BSI/SAC to General Fund 11 - Unrestricted.	0.75
06/30/17	J042820	Close overspent amount in 16' BSI/SCc to General Fund 11 - Unrestricted	0.87
06/30/17	J042821	Close overspent amount in CalWRK/SCC to General Fund 11 - Unrestricted.	418.51
06/30/17	J042822	Close overspent amount in Sml Bz Rg/DO to General Fund 11 - Unrestricted	0.35
06/30/17	J042823	Close overspent amount in RHT/DO to General Fund 11 - Unrestricted	177.08
06/30/17	J042824	Close overspent amount in Sml Biz/DO to General Fund 11 - Unrestricted	0.39
06/30/17	J042825	Close overspent amount in Stu Eq/SAC to General Fund 11 - Unrestricted.	0.16
06/30/17	J042826	Close overspent amount in Stu Eq/SCC to General Fund 11 - Unrestricted.	0.10
06/30/17	J042827	Close underspent amount in REI Clinic to General Fund 11 - Unrestricted.	5,604.89

INTRAFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/17	J042828	Close overspent amount in Bridge to Engr to General Fund 11- unrestricted	401.89
06/30/17	J042829	Close overspent amount in CAMP II - Yr. 4 to General Fund 11 - Unrestricted.	97.59
06/30/17	J042830	Close overspent amount in Gear Up IV - Yr. 6 to General Fund 11 - Unrestricted.	21.57
06/30/17	J042831	Close overspent amount in MCHS carryover to General Fund 11 - Unrestricted	56.96
06/30/17	J042832	Close overspent amount in Song Brown Cap to General Fund 11 - unrestricted	269.75
06/30/17	J042833	Close overspent amount in Song Brown SP to General Fund 11 - Unrestricted	8.52
06/30/17	J042835	Close overspent amount in SCC EOPS to General Fund 11 - Unrestricted	139.42
06/30/17	J042836	Close overspent amount in SCC 3SP CRPY to General Fund 11 - Unrestricted	109.01
06/30/17	J042837	Close overspent amount in SCC-3SP CR PY to General Fund 11 - unrestricted	35.23
06/30/17	J042838	Close overspent amount in SCC-3SP NCR to General Fund 11 - unrestricted.	19.40
06/30/17	J042839	Close underspent amount in DSPS Prior year to General Fund 11 - Unrestricted.	5,675.95
06/30/17	J042840	Close overspent amount in Kaleidoscope to General Fund - Unrestricted.	111.05
06/30/17	J042841	Close overspent amount n Lumina Latino to General Fund 11 - Unrestricted.	0.06
06/30/17	J042842	Close overspent amount in SAC EOPS to General Fund 11 -Unrestricted.	1,053.29
06/30/17	J042843	Close overspent amount in SAC-3SP NCR to General Fund 11-unrestricted	2,970.45
06/30/17	J042844	Close underspent amount in Prop 39 CE to General Fund 11-Unrestricted	1.77
06/30/17	J042845	Close underspent amount in Prop 39 CE to General Fund 11 -Unrestricted.	253.18
06/30/17	J042846	Close underspent amount in Grad Stud/Fac to General Fund 11 - unrestricted.	10.50
06/30/17	J042847	Close overspent amount in WIOA #1101 to General Fund 11 - Unrestricted	100.90
06/30/17	J042848	Close overspent amount in WIOA #1102 to General Fund 11 -Unrestricted.	12.02
06/30/17	J042849	Close overspent amount in WIOA #1106 to General Fund - Unrestricted.	10.61
06/30/17	J042850	Close overspent amount in WIOA #1108 to General Fund 11-Unrestricted	0.44
06/30/17	J042851	Close overspent amount in WIOA #1109 to General Fund 11- Unrestricted.	93.66
06/30/17	J042852	Close overspent amount in DSN GT&L #2343 to General Fund 11 - Unrestricted	208.36
06/30/17	J042853	Close overspent amount in DSN GT&L #2343 to General Fund 11 -Unrestricted	2.54

INTRAFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/17	J042854	Close overspent amount in DSN ICT DM #2538 to General Fund 11-Unrestricted	511.95
06/30/17	J042879	Close overspent amount in FULL TM2 to General Fund 11-Unrestricted	99.93
06/30/17	J042880	Close overspent amount in SCC EOPS to General Fund 11-Unrestricted	31.56
06/30/17	J042881	Close underspent amount in DSPS Prior Year to General Fund 11-Unrestricted	0.82
06/30/17	J042882	Close overspent amount in SCC-3SP NCR to General Fund 11-Unrestricted	0.03
06/30/17	J042883	Close underspent amount in SBiz Reg/SAC to General Fund 11-Unrestricted.	0.09
06/30/17	J042884	Close overspent amount in SBiz Reg/DO to General Fund 11 - Unrestricted	5.09
06/30/17	J042885	Close underspent amount in Sml Biz/SAC to General Fund 11-Unrestricted	0.09
06/30/17	J042886	Close overspent amount in Sml Biz/DO to General Fund 11-Unrestricted	0.09
06/30/17	J042892	Close overspent amount in CCRAA to General Fund 11-Unrestricted	5.00
06/30/17	J042893	Close overspent amount in SFAA to General Fund 11-Unrestricted	1.58
06/30/17	J042894	Close overspent amount in CTE to General Fund 11-Unrestricted	46.48
06/30/17	J042895	Close overspent amount in SBA to General Fund 11-Unrestricted	1,481.11
06/30/17	J042896	Close underspent amount in TANF PY/SCC to General Fund 11-Unrestricted	167.06
06/30/17	J042897	Close overspent amount in BSI/SAC to General Fund 11-Unrestricted	153.10
06/30/17	J042898	Close overspent amount in CalWK PY/SAC to General Fund 11-Unrestricted	69.92
06/30/17	J042899	Close underspent amount in BSI/SCC to General Fund 11-Unrestricted	9,370.59
06/30/17	J042900	Close overspent amount in BSI/SCC to General Fund 11-Unrestricted	312.65
06/30/17	J042901	Close underspent amount in BSI/SAC to General Fund 11-Unrestricted	0.43
06/30/17	J042902	Close overspent amount in BSI/SAC to General Fund 11-Unrestricted	18.14
06/30/17	J042903	Close overspent amount in BSI/SAC to General Fund 11 -Unrestricted	8.76
06/30/17	J042904	Close overspent amount in Sml Biz yr 2 to General Fund 11 -Unrestricted	5.72
06/30/17	J042905	Close overspent amount in RHT/DO to General Fund 11-Unrestricted	0.01
06/30/17	J042906	Close overspent amount in Title V to General Fund 11-Unrestricted	18,043.60
06/30/17	J042907	Close overspent amount in Title V General Fund 11-Unrestricted.	41.67
06/30/17	J042908	Close overspent amount in DMC-Program Income to General Fund 11-unrestricted.	483.27

INTERFUND TRANSFERS

<u>Date</u>	<u>Reference#</u>	<u>Description</u>	<u>Amount</u>
06/30/17	J042029	Record interfund transfer from 11 & 13 to 41	1,500,000.00
06/30/17	J042792	Record interfund transfer from Fund 11 to Fund 33	140,000.00
06/30/17	J042866	Transfer expenses to cover CK#108124	14,166.00

RECOMMENDATION

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

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

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Public Hearing for the 2017-2018 Proposed Adopted Budget	
Action:	Request for Approval	

BACKGROUND

The California Code of Regulations, Title 5, Sections 58301 and 58305 require the governing board of each community college district to hold a public hearing and adopt a final budget on or before the fifteenth of September of each year.

ANALYSIS

The adoption of the 2017-2018 Rancho Santiago Community College District budget is scheduled for the September 11, 2017 Board meeting. In accordance with the CCR Title 5, §58301, the governing board of each district shall hold a public hearing on the proposed adopted budget prior to the adoption of the proposed budget. This will provide members of the public with advanced notice of the public hearing at the September 11th Board meeting.

The proposed 2017-2018 Adopted Budget will be available for public display and review September 6th through September 8th at the District Office, 2323 N. Broadway, on the 4th floor reception area between the hours of 8:00 a.m. and 5:00 p.m. The public hearing is scheduled on September 11, 2017 at the regularly scheduled Board of Trustees meeting at 4:30 p.m. in the RSCCD Boardroom (107), 2323 N. Broadway, Santa Ana, CA, 92706.

RECOMMENDATION

It is recommended that the Board of Trustees hold a public hearing on the 2017-2018 proposed Adopted Budget at the September 11, 2017 Board of Trustee meeting.

Fiscal Impact:	Not Applicable	Board Date: August 14, 2017
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

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

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of the Quarterly Financial Status Report (CCFS-311Q) for period ended June 30, 2017	
Action:	Request for Approval	

BACKGROUND

Pursuant to Section 58310 of Title 5 of the California Code of Regulations, each California community college district shall submit a report showing the financial and budgetary conditions of the district, including outstanding obligations, to the governing board on a quarterly basis. The CCFS-311Q is the prescribed, routine report submitted to the System Office satisfying this requirement.

Attached is the California Community Colleges Quarterly Financial Status Report form CCFS-311Q for the fourth quarter in fiscal year 2016-17 ended June 30, 2017.

ANALYSIS

The quarterly report shows the projected unrestricted General Fund revenues and expenditures for this year as well as the actual amounts from the previous three fiscal years. For the twelve months covered in this report, the District has recognized 101.6% of budgeted revenues and other financing sources and 95.1% of budgeted expenditures and other outgo in the unrestricted General Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the CCFS-311Q for the period ending June 30, 2017 as presented.

Fiscal Impact:	Not Applicable	Board Date: August 14, 2017
Prepared by:	Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor	

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2016-2017

District: (870) Rancho Santiago Community College

Quarter Ended: June 30, 2017

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	143,325,250	149,635,311	188,116,801	176,493,320
Other Financing Sources (Objects 8900)	100,667	8,977	8,449	148,482
Total Unrestricted Revenues	143,425,917	149,644,288	188,125,250	176,641,802
Expenditures:				
(Objects 1000-6000)	144,496,127	148,614,551	160,363,539	168,922,219
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	9,296,288	2,379,302	16,744,553	9,399,551
Total Unrestricted Expenditures	153,792,415	150,993,853	177,108,092	178,321,770
Revenues Over(Under)Expenditures	-10,366,498	-1,349,565	11,017,158	-1,679,968
Fund Balance, Beginning	37,633,190	27,266,692	25,917,127	36,934,285
Prior Year Adjustments + (-)	0	0	0	0
Adjusted Fund Balance, Beginning	37,633,190	27,266,692	25,917,127	36,934,285
Fund Balance, Ending	27,266,692	25,917,127	36,934,285	35,254,317
% of GF Balance to GF Expenditures	17.7%	17.2%	20.9%	19.8%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	28,628	28,908	28,901	27,517

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2013-14	2014-15	2015-16	2016-17
General Fund Cash Balance (Excluding Borrowed Funds)	28,478,908	61,918,616	87,595,858	81,628,316

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	173,565,942	173,908,296	176,493,320	101.5%
Other Financing Sources (Objects 8900)	5,000	5,000	148,482	2969.6%
Total Unrestricted Revenues	173,570,942	173,913,296	176,641,802	101.6%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	179,641,035	177,934,299	168,922,219	94.9%
Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,750,000	9,500,000	9,399,551	98.9%
Total Unrestricted Expenditures	181,391,035	187,434,299	178,321,770	95.1%
Revenues Over(Under) Expenditures	-7,820,093	-13,521,003	-1,679,968	
Adjusted Fund Balance, Beginning	36,934,285	36,934,285	36,934,285	
Fund Balance, Ending	29,114,192	23,413,282	35,254,317	
% of UGF Fund Balance to UGF Expenditures	16.1%	12.5%		

V. Has the district settled any employee contracts during this quarter? YES NO
 If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic**		Classified/Confidential	
	*Total Salary /Cost Increase %		*Total Salary /Cost Increase %		*Total Salary /Cost Increase %	
2015-16			799,000	1.02% for 1/2 yr		
2016-17			2,288,201	1.06%		
Year 3						

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management	Academic	Classified/Confidential
	Total Salary Cost Increase	Total Salary Cost Increase	Total Salary Cost Increase
2015-16		785,390	
2016-17		1,243,248	
Year 3			

Include a statement regarding the source of revenues to pay salary and benefit increases,
FY 2015-16 - 1.02% for 1/2 year
FY 2016-17 - 1.06% for full year
The district intends to fund the salary and benefit increases with the fund balance and COLA increase.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES NO

Next Year? YES NO

CERTIFICATION

Rancho Santiago Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

 District Chief Business Officer Date

 District Chief Executive Officer Date

Quarter Ended: June 30, 2017

Governing Board Meeting Date: August 14, 2017

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

To: Board of Trustees	Date: August 14, 2017
Re: Quarterly Investment Report as of June 30, 2017	
Action: For Information	

BACKGROUND

The Quarterly Investment Report for the quarter ended June 30, 2017 is submitted in accordance with Section 53646(b) of the Government Code. The District's funds are held and invested with the Orange County Treasurer and the State of California Local Agency Investment Fund (LAIF).

ANALYSIS

The District's investments and any areas of noncompliance are shown on the following included documents: (1) the Statement of Cash as of June 30, 2017 for all District funds; (2) excerpts from the Orange County Treasurer's Investment Report for the month ended June 30, 2017, and (3) a copy of the State of California Local Agency Investment Fund (LAIF) "Remittance Advice" and Performance Report for the period ending June 30, 2017.

All investments for the quarter ended June 30, 2017 are in accordance with Board Policy 6320, and there has been no change in the policy during this quarter.

RECOMMENDATION

The quarterly investment report as of June 30, 2017 is presented as information.

Fiscal Impact: None	Board Date: August 14, 2017
Prepared by: Adam M. O'Connor, Assistant Vice Chancellor, Fiscal Services	
Submitted by: Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

Rancho Santiago Community College District
Statement of Cash
June 30, 2017

Description	Amount	Interest Rate	QTR	% of Investment
Orange County Treasurer				
General Obligation Bonds	9,674,901	1.02%	April-June	3.72%
Bond Sinking Funds	26,465,352	1.02%	April-June	10.17%
All Other Funds	221,645,557	1.02%	April-June	85.21%
Local Agency Investment Fund (LAIF)	151,558	0.92%	April-June	0.06%
Revolving Fund, Refundable Deposits and Cash in Banks	2,182,969	0.00%	April-June	0.84%
	<u>260,120,337</u>			<u>100.00%</u>



OFFICE OF THE TREASURER-TAX COLLECTOR
SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



INTERDEPARTMENTAL COMMUNICATION

Date: July 14, 2017
To: Supervisor Michelle Steel, Chairwoman
Supervisor Andrew Do, Vice-Chair
Supervisor Todd Spitzer
Supervisor Shawn Nelson
Supervisor Lisa Bartlett
From: Shari L. Freidenrich, CPA, CCMT, CPFA, ACPFIM *SUF*
Subject: Treasurer's Investment Report for the Month Ended June 30, 2017

Attached please find the Treasurer's Investment Report for the County of Orange for the month ended June 30, 2017. The County Treasurer provides this report in compliance with California Government Code Sections 53607, 53646, and 27134 and the County's Investment Policy Statement (IPS). We have included some charts and other data for your information including charts on fund composition and the top ten pool participants. This report is also publicly available on our website at ocgov.com/ocinvestments.

INVESTMENT POOL COMPOSITION

The investments contained within this report are as of June 30, 2017. The Investment Pool Statistics summary shows the total investment responsibility of the County Treasurer as delegated by the Board of Supervisors: the Orange County Investment Pool (OCIP) that includes the Voluntary Participants' funds, the Orange County Educational Investment Pool (OCEIP), the John Wayne Airport Investment Fund and various other non-Pooled investment funds. The investment practices and policies of the Treasurer are based on compliance with State law and prudent money management. The primary goal is to invest public funds in a manner which will provide maximum security of principal invested with secondary emphasis on providing adequate liquidity to Pool Participants and lastly to achieve a market rate of return within the parameters of prudent risk management while conforming to all applicable statutes and resolutions governing the investment of public funds.

The County Treasurer established three Money Market Funds, the Orange County Money Market Fund, the Orange County Educational Money Market Fund, and the John Wayne Airport Investment Fund, which all are invested in cash-equivalent securities and provide liquidity for immediate cash needs. Standard & Poor's, on March 6, 2017, reaffirmed their highest rating of AAAM on the Orange County and the Educational Money Market Funds. The County Treasurer also established the Extended Fund that is invested to meet cash needs between one and five years out. The Orange County Investment Pool is comprised of the Orange County Money Market Fund and portions of the Extended Fund. The Orange County Educational Investment Pool is comprised of the Orange County Educational Money Market Fund and portions of the Extended Fund.

The maximum maturity of investments for the Orange County and Educational Money Market Funds is 13 months, with a maximum weighted average maturity (WAM) of 60 days, and they have a current WAM of 60 and 58, respectively. The maximum maturity of investments for the John Wayne Investment Fund is 15 months, with a maximum WAM of 90 days, and a current WAM of 80. The maximum maturity of the Extended Fund is five years, with duration not to exceed the Merrill Lynch 1-3 Year index +25% (2.35), and the duration is currently at 1.32. The investments in all of the funds are marked to market daily to determine the value of the funds. To further maintain safety, adherence to an investment strategy of only purchasing top-rated securities and diversification of instrument types and maturities is required.

ECONOMIC UPDATE

In June, the job market added 222,000 new jobs, and May's job numbers were revised upward by 14,000 to 152,000. The U.S. unemployment rate for June rose to 4.4%, up from 4.3% in May. U.S. gross domestic product (GDP) rose at a 1.4% annualized rate in the first quarter of 2017, an increase from the initial rate of 1.2%. The Empire State Manufacturing Index rose to 19.8 from -1.0 in June, while the Philadelphia Fed Index decreased to 27.6 from 38.8 in June. The Federal Reserve uses these indexes as regional economic gauges, and a reading above zero signals economic expansion. With

respect to housing, S&P/CaseShiller reported that housing prices continue to show positive momentum as year-over-year prices increased for the sixtieth consecutive month in April, up 5.50% from a year ago. The index for pending home sales increased 0.5% on a year-over-year basis in May. The 10-year Treasury rate rose from 2.21% in May to 2.31% in June. On June 14, 2017, the Federal Open Markets Committee (FOMC) raised the benchmark Federal Funds rate by 0.25% resulting in a new target range of 1.00% to 1.25%.

The short-term 90-day T-bill ended the month at 1.03%, up from 0.98% in May. The rate on the 2-year Treasury note was 1.38% at the end of June, up from 1.28% in May.

INVESTMENT INTEREST YIELDS AND FORECAST

The current gross interest yield year-to-date for fiscal year 2016/2017 is 0.87% for the OCIP and 0.88% for the OCEIP. The current net yield for fiscal year 2016/2017 is 0.81% and 0.82% respectively. The forecasted net yield for fiscal year 2017/2018 for both OCIP and OCEIP prepared in December, 2016 was 0.82%. We expect to provide our updated estimate next month.

APPORTIONMENT OF COMMINGLED POOL INTEREST EARNINGS

Each month, the County Treasurer apportions the accrued interest earnings to each pool participant. As of the first business day of the following month accrued, but unpaid, interest earnings are added to pool participants' average balances in determining a participant's relative share of the pool's monthly earnings. The actual cash distribution will generally be paid in the month following. The June 2017 interest apportionment is expected to be paid by July 31, 2017. The estimated annual investment administrative fee for fiscal year 2016/2017 has been revised to 5.8 basis points, primarily due to higher average balances for the two investment pools than originally estimated and higher cost savings during the year. The monthly investment fee charged in June, 2017 was reduced from 4.5 basis points to 0.5 basis points. The estimated investment administrative fee for fiscal year 2017/2018 is expected to be less than 6.5 basis points and will be updated next month.

TEMPORARY TRANSFERS

The County Treasurer, as required by Constitution Article XVI, Section 6, and per the Board of Supervisor's Resolution 15-016, is authorized to make temporary transfers to school districts to address their short-term cash flow needs. The loans are secured by tax receipts to be received by the County Treasurer, as the banker for the school districts. There were no temporary transfers outstanding as of June 30, 2017.

PORTFOLIO HOLDINGS OF DEBT ISSUED BY POOL PARTICIPANTS

Under guidelines outlined in the current IPS, the County Treasurer may invest in A or above rated securities issued by municipalities. Municipal debt issued by the County of Orange is exempt from this credit rating requirement. The Investment Pools may invest no more than 5% of pool assets in any one issuer, with the exception of the County of Orange which has a 10% limit. The Investment Pools have a total market value of \$374.3 million in County of Orange debt, which represents approximately 4.2% of pooled assets. Prior to purchasing any pool participant debt, a standardized credit analysis is performed.

COMPLIANCE SUMMARY

The investment portfolios had no compliance exceptions for the month of June 2017. The Auditor-Controller issued a report on June 13, 2017 entitled Internal Control Audit: Treasurer-Tax Collector Electronic Funds Transfer Process. This audit had been requested by the Treasurer-Tax Collector after the alleged embezzlement at the City of Placentia. The report identified two (2) critical control weaknesses, one (1) significant control weakness and six (6) control findings related to the Electronic Funds Transfer (EFT) processes, and the report stated that internal controls for processing EFTs were in effect and operating as intended. The Treasurer has already implemented many of the recommendations and is in the process of implementing the remaining ones.

CREDIT UPDATE

During June, there were no changes to the Treasurer's Approved Issuer List. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

I certify that this report includes all pooled and non-pooled investments as of June 30, 2017 and is in conformity with all State laws and the IPS approved by the Board of Supervisors on November 22, 2016. The investments herein shown provide adequate liquidity to meet the next six months of projected cash flow requirements. I am available if you have any questions on this Investment Report at (714) 834-7625.

Enclosures

cc: Distribution List

4.5 (4)

ORANGE COUNTY TREASURER-TAX COLLECTOR

SUMMARY OF INVESTMENT DATA

INVESTMENT TRENDS

	JUNE 2017	MAY 2017	INCREASE (DECREASE)	NET CHANGE %	JUNE 2016	INCREASE (DECREASE)	NET CHANGE %
<u>Orange County Investment Pool (OCIP)</u>							
End Of Month Market Value ¹	\$ 4,005,851,068	\$ 4,448,425,471	\$ (442,574,403)	-9.95%	\$ 3,678,579,375	\$ 327,271,693	8.90%
End Of Month Book Value	\$ 4,013,386,551	\$ 4,454,297,789	\$ (440,911,238)	-9.90%	\$ 3,667,784,634	\$ 345,601,917	9.42%
Monthly Average Balance	\$ 4,269,834,453	\$ 4,628,711,980	\$ (358,877,527)	-7.75%	\$ 3,895,058,668	\$ 374,775,785	9.62%
Year-To-Date Average Balance	\$ 4,197,658,090	\$ 4,191,096,602	\$ 6,561,488	0.16%	\$ 3,820,526,372	\$ 377,131,718	9.87%
Monthly Accrued Earnings ³	\$ 3,735,950	\$ 3,913,084	\$ (177,134)	-4.53%	\$ 2,557,709	\$ 1,178,241	46.07%
Monthly Net Yield ³	1.06%	0.95%	0.11%	11.26%	0.78%	0.28%	35.51%
Year-To-Date Net Yield ³	0.81%	0.79%	0.02%	2.14%	0.58%	0.23%	39.66%
Annual Estimated Gross Yield ⁴	0.87%	0.87%	0.00%	-0.23%	0.64%	0.22%	34.78%
Weighted Average Maturity (WAM)	367	341	26	7.62%	397	(30)	-7.56%
<u>Orange County Educational Investment Pool (OCEIP)</u>							
End Of Month Market Value ^{1,2}	\$ 4,819,614,124	\$ 4,631,728,793	\$ 187,885,331	4.06%	\$ 4,248,728,320	\$ 570,885,804	13.44%
End Of Month Book Value ²	\$ 4,827,332,429	\$ 4,637,838,311	\$ 189,494,118	4.09%	\$ 4,238,288,367	\$ 589,044,062	13.90%
Monthly Average Balance ²	\$ 4,610,616,338	\$ 4,683,368,969	\$ (72,752,631)	-1.55%	\$ 4,125,783,003	\$ 484,833,335	11.75%
Year-To-Date Average Balance	\$ 4,149,284,454	\$ 4,107,345,192	\$ 41,939,262	1.02%	\$ 3,833,612,869	\$ 315,671,585	8.23%
Monthly Accrued Earnings ³	\$ 4,012,956	\$ 3,980,638	\$ 32,318	0.81%	\$ 2,572,788	\$ 1,440,168	55.98%
Monthly Net Yield ³	1.05%	0.95%	0.10%	10.27%	0.74%	0.31%	42.16%
Year-To-Date Net Yield ³	0.82%	0.80%	0.02%	2.25%	0.59%	0.23%	38.47%
Annual Estimated Gross Yield ⁴	0.88%	0.88%	0.00%	-0.57%	0.65%	0.22%	34.00%
Weighted Average Maturity (WAM)	325	341	(16)	-4.69%	339	(14)	-4.13%

¹ Market values provided by Bloomberg and Northern Trust. The OCIP and OCEIP market values in May and June 2017 are slightly lower than book values due to the recent Federal Reserve short-term rate increases, but both have a net asset value of 1.00 and have sufficient liquidity to meet projected cash flow needs.

² In June 2017, OCEIP market value, book value and monthly average balance increased from the prior year primarily due to proceeds from a significant number of school and community college districts issuing bonds.

³ In June 2017, OCIP and OCEIP monthly accrued earnings, monthly and year-to-date net yields were higher than June 2016 due to increases in the Federal Reserve short-term rate of 0.75 percent and investments in higher yielding securities, and higher average pool balances. The OCIP and OCEIP monthly net yields increased from the prior month due to the monthly investment fee charged in June was reduced from 6.5 basis points to 0.5 basis points.

⁴ The OCIP and OCEIP Annual Estimated Gross Yields for FY 16/17 are higher than FY 15/16 due to increases in the Federal Reserve short-term rate of 0.75 percent, reductions in excess liquidity, and improved cash management while maintaining the same high credit quality of securities.

4.5 (5)

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
 FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2017

INVESTMENT STATISTICS - By Investment Pool*

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/17	MONTHLY Gross Yield	QUARTER Average Yield	ANNUAL Average Yield	Current NAV	
COMBINED POOL BALANCES (includes the Extended Fund)								
Orange County Investment Pool (OCIP)	MARKET Value \$	4,005,851,068	367	1.07%	1.06%	1.00%	0.87%	1.00
	COST (Capital) \$	4,019,990,397						
	MONTHLY AVG Balance \$	4,269,834,453						
	QUARTERLY AVG Balance \$	4,736,809,245						
	ANNUAL AVG Balance \$	4,197,658,090						
	BOOK Value \$	4,013,386,551						
Orange County Educational Investment Pool (OCEIP)	MARKET Value \$	4,819,614,124	325	1.07%	1.06%	1.02%	0.88%	1.00
	COST (Capital) \$	4,834,528,909						
	MONTHLY AVG Balance \$	4,610,616,338						
	QUARTERLY AVG Balance \$	4,596,654,837						
	ANNUAL AVG Balance \$	4,149,284,454						
	BOOK Value \$	4,827,332,429						

INVESTMENT STATISTICS - Non Pooled Investments **

DESCRIPTION	CURRENT BALANCE	BOOK BALANCE BY INVESTMENT TYPE
Specific Investment Funds:		
100, 283, 505, 650 FVSD	MARKET Value \$ 153,931,586	General Fund - Non AMT Restricted \$ 67,556,587
	COST (Capital) \$ 153,964,448	John Wayne Airport Investment Pool 50,461,504
	MONTHLY AVG Balance \$ 153,911,630	Repurchase Agreement 1,081,500
	QUARTERLY AVG Balance \$ 153,806,246	Fountain Valley School District Fund 40 34,864,857
	ANNUAL AVG Balance \$ 176,837,946	
	BOOK Value \$ 153,966,208	
		\$ 153,964,448

MONTH END TOTALS

INVESTMENTS & CASH		INVESTMENTS & CASH	
COUNTY MONEY MARKET FUND (OCMMF)			
County Money Market Fund	\$ 1,127,402,457	OCIP	\$4,036,334,288
County Cash	16,343,891	OCEIP	4,882,051,156
EXTENDED FUND	5,906,127,940	Specific Investment Funds	153,964,448
EDUCATIONAL MONEY MARKET FUND (OCEMMF)			
Educational Money Market Fund	1,820,988,909	Non Pooled Cash	19,918,174
Educational Cash	47,522,247		
NON POOLED INVESTMENTS & CASH			
Non Pooled Investments	153,964,448		
Non Pooled Cash	19,918,174		
	\$ 9,092,268,066		\$ 9,092,268,066

KEY POOL STATISTICS

INTEREST RATE YIELD		WEIGHTED AVERAGE MATURITY (WAM)	
OCMMF - MONTHLY GROSS YIELD	0.90%	OCMMF	60
OCEMMF - MONTHLY GROSS YIELD	0.91%	OCEMMF	58
JOHN WAYNE AIRPORT - MONTHLY GROSS YIELD	0.87%	JOHN WAYNE AIRPORT WAM	80
OCIP - YTD NET YIELD***	0.81%	LGIP WAM (Standard & Poors)	39
OCEIP - YTD NET YIELD***	0.82%		
90-DAY T-BILL YIELD - MONTHLY AVERAGE	0.99%		

ORANGE COUNTY TREASURER-TAX COLLECTOR
INVESTMENT POOL STATISTICS
FOR THE MONTH, QUARTER, AND FISCAL YEAR ENDED: JUNE 30, 2017

INVESTMENT STATISTICS - By Investment Fund****

DESCRIPTION	CURRENT BALANCES	Average Days to Maturity	Daily Yield as of 6/30/17	MONTHLY Gross Yield	QUARTER Average Yield	ANNUAL Average Yield	Current NAV
<u>County Money Market Fund (OCMMF)</u>	MARKET Value \$ 1,127,901,842	60	0.92%	0.90%	0.81%	0.56%	1.00
	COST (Capital) \$ 1,127,402,457						
	MONTHLY AVG Balance \$ 1,377,246,513						
	QUARTERLY AVG Balance \$ 1,836,629,039						
	ANNUAL AVG Balance \$ 1,331,297,958						
	BOOK Value \$ 1,127,986,846						
<u>Educational Money Market Fund (OCEMMF)</u>	MARKET Value \$ 1,821,324,948	58	0.94%	0.91%	0.83%	0.61%	1.00
	COST (Capital) \$ 1,820,988,909						
	MONTHLY AVG Balance \$ 1,597,076,338						
	QUARTERLY AVG Balance \$ 1,583,114,837						
	ANNUAL AVG Balance \$ 1,335,628,648						
	BOOK Value \$ 1,821,281,237						
<u>Extended Fund</u>	MARKET Value \$ 5,876,238,402	487	1.14%	1.14%	1.12%	1.01%	1.00
	COST (Capital) \$ 5,906,127,940						
	MONTHLY AVG Balance \$ 5,906,127,940						
	QUARTERLY AVG Balance \$ 5,913,720,206						
	ANNUAL AVG Balance \$ 5,680,015,938						
	BOOK Value \$ 5,891,450,897						
ALLOCATION OF EXTENDED FUND							
<u>Extended Fund</u> <u>OCIP Share</u>	MARKET Value \$ 2,877,949,226	487	1.14%	1.14%	1.12%	1.01%	1.00
	COST (Capital) \$ 2,892,587,940						
	MONTHLY AVG Balance \$ 2,892,587,940						
	QUARTERLY AVG Balance \$ 2,900,180,206						
	ANNUAL AVG Balance \$ 2,866,360,132						
	BOOK Value \$ 2,885,399,705						
<u>OCEIP Share</u>	MARKET Value \$ 2,998,289,176	487	1.14%	1.14%	1.12%	1.01%	1.00
	COST (Capital) \$ 3,013,540,000						
	MONTHLY AVG Balance \$ 3,013,540,000						
	QUARTERLY AVG Balance \$ 3,013,540,000						
	ANNUAL AVG Balance \$ 2,813,655,806						
	BOOK Value \$ 3,006,051,192						
<u>Modified Duration</u>	1.32						

* The Combined Pool Balances include the County and Educational Money Market Funds and their respective portions of the Extended Fund.

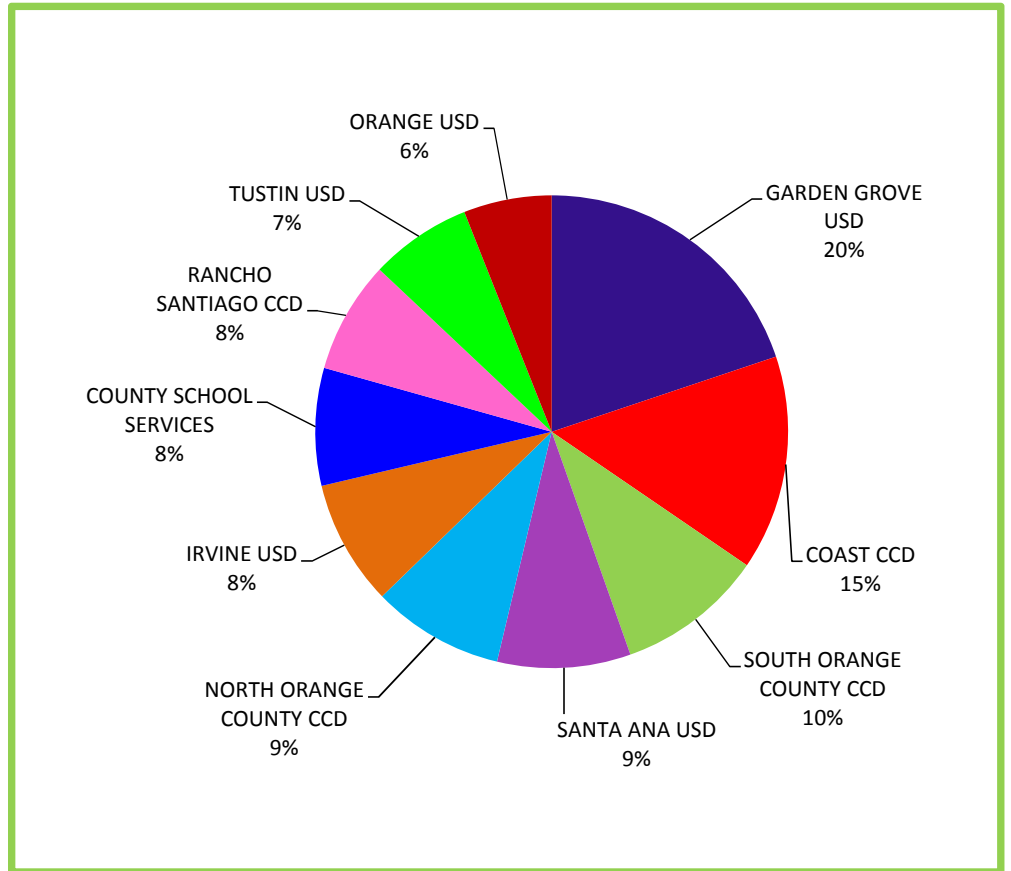
** Specific non pooled investments are reported in compliance with Government Code Section 53646 (b)(1). Detailed descriptions are included in the inventory listing in Section VII of this report

*** The Net Yield differs from the monthly average yield as it includes the Treasury administrative fees.

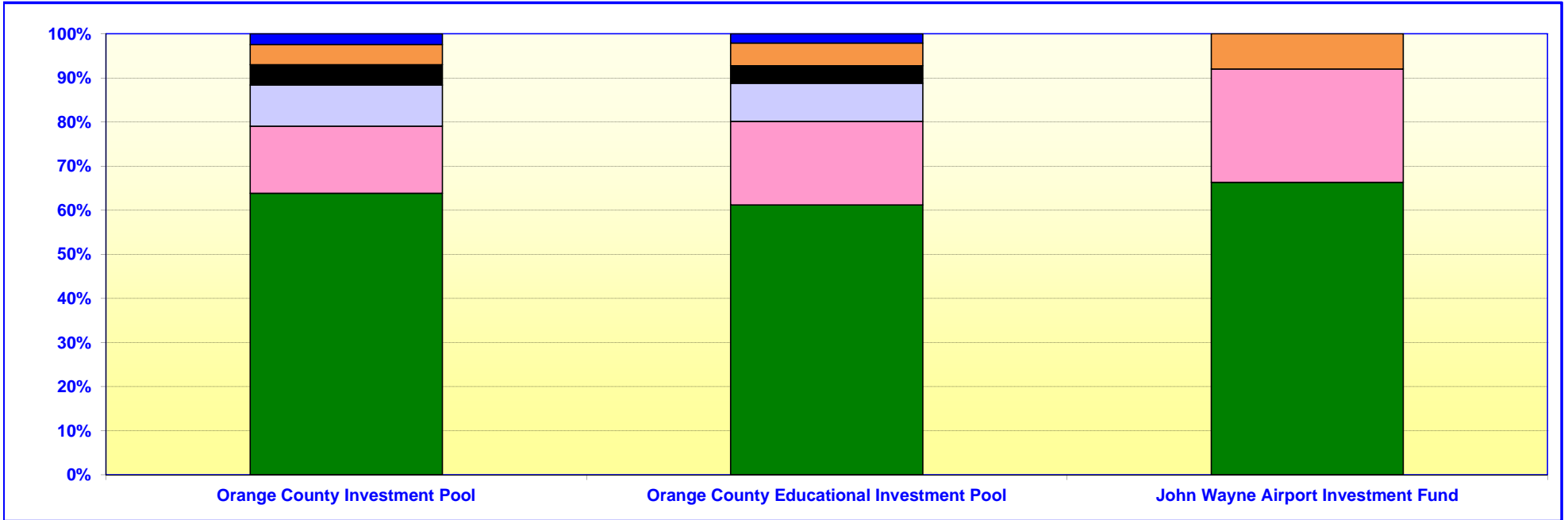
**** Book Value is computed as Cost reduced by amortization of premium and increased by the accretion of discount of the Investment Portfolio. Net Asset Value (NAV) is equal to Market Value divided by Book Value.

**ORANGE COUNTY EDUCATIONAL INVESTMENT POOL
TOP TEN POOL PARTICIPANTS
AS OF JUNE 30, 2017**

DISTRICT #	SCHOOL DISTRICT	BALANCE
72	GARDEN GROVE USD	\$ 608,777,430
90	COAST CCD	450,863,417
96	SOUTH ORANGE COUNTY CCD	307,798,200
84	SANTA ANA USD	279,947,029
88	NORTH ORANGE COUNTY CCD	276,621,894
75	IRVINE USD	262,860,037
94	COUNTY SCHOOL SERVICES	246,424,994
92	RANCHO SANTIAGO CCD	235,241,115
87	TUSTIN USD	212,765,042
80	ORANGE USD	185,132,695
TOTAL		\$ 3,066,431,853



ORANGE COUNTY TREASURER - TAX COLLECTOR
BY INVESTMENT TYPE - By Percentage Holdings
 June 30, 2017



Orange County Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,556,679	63.82%
U. S. TREASURIES	609,619	15.22%
MEDIUM - TERM NOTES	375,030	9.36%
MUNICIPAL DEBT	183,339	4.58%
MONEY MARKET MUTUAL FUNDS	181,788	4.54%
CERTIFICATES OF DEPOSIT	99,198	2.48%
LOCAL AGENCY INVESTMENT FUND	198	0.00%
	<u>\$ 4,005,851</u>	<u>100.00%</u>

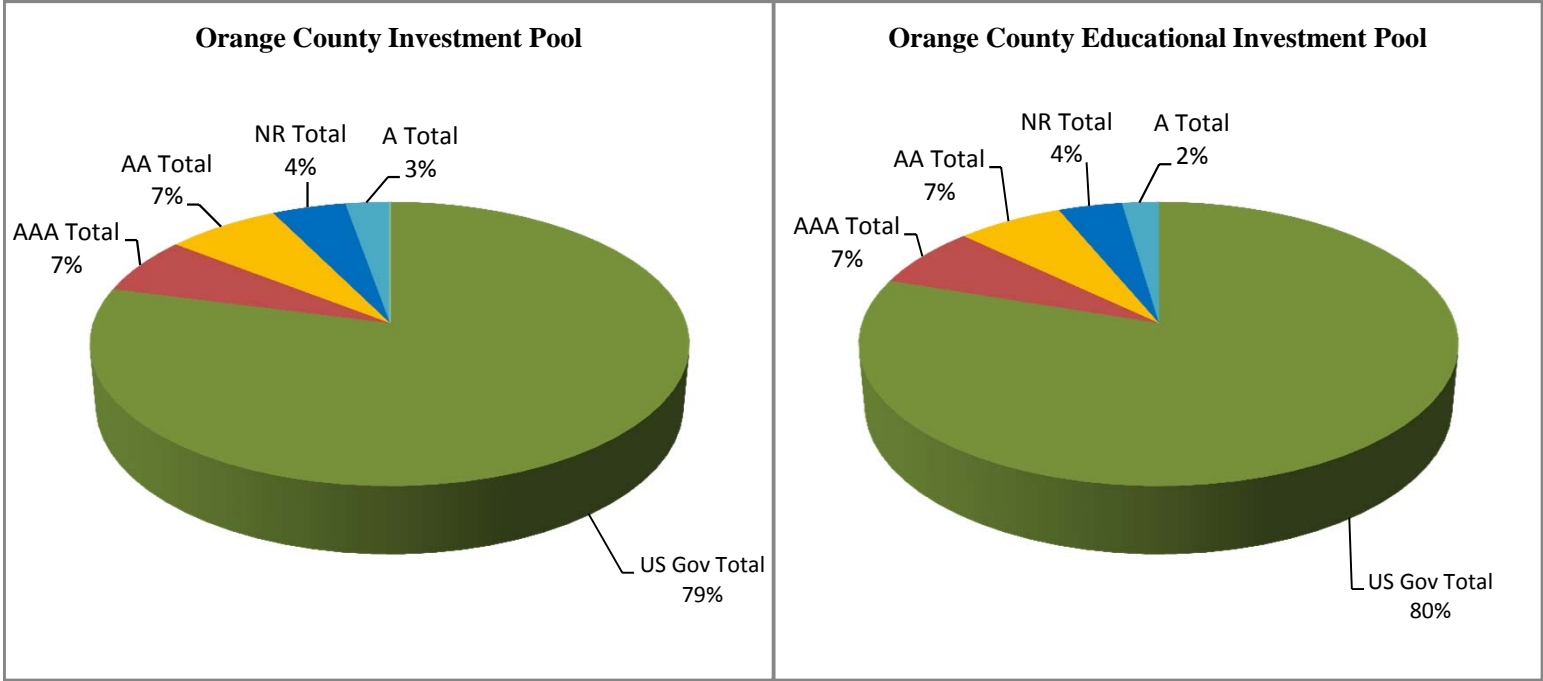
Orange County Educational Investment Pool		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 2,947,963	61.18%
U. S. TREASURIES	913,940	18.96%
MEDIUM-TERM NOTES	416,880	8.65%
MUNICIPAL DEBT	191,005	3.96%
MONEY MARKET MUTUAL FUNDS	247,941	5.14%
CERTIFICATES OF DEPOSIT	101,679	2.11%
LOCAL AGENCY INVESTMENT FUND	206	0.00%
	<u>\$ 4,819,614</u>	<u>100.00%</u>

John Wayne Airport Investment Fund		
	In Thousands	%
U. S. GOVERNMENT AGENCIES	\$ 33,473	66.29%
U. S. TREASURIES	12,988	25.72%
MONEY MARKET MUTUAL FUNDS	4,035	7.99%
	<u>\$ 50,496</u>	<u>100.00%</u>

Calculated Using Market Value at 6/30/2017

4.5 (9)

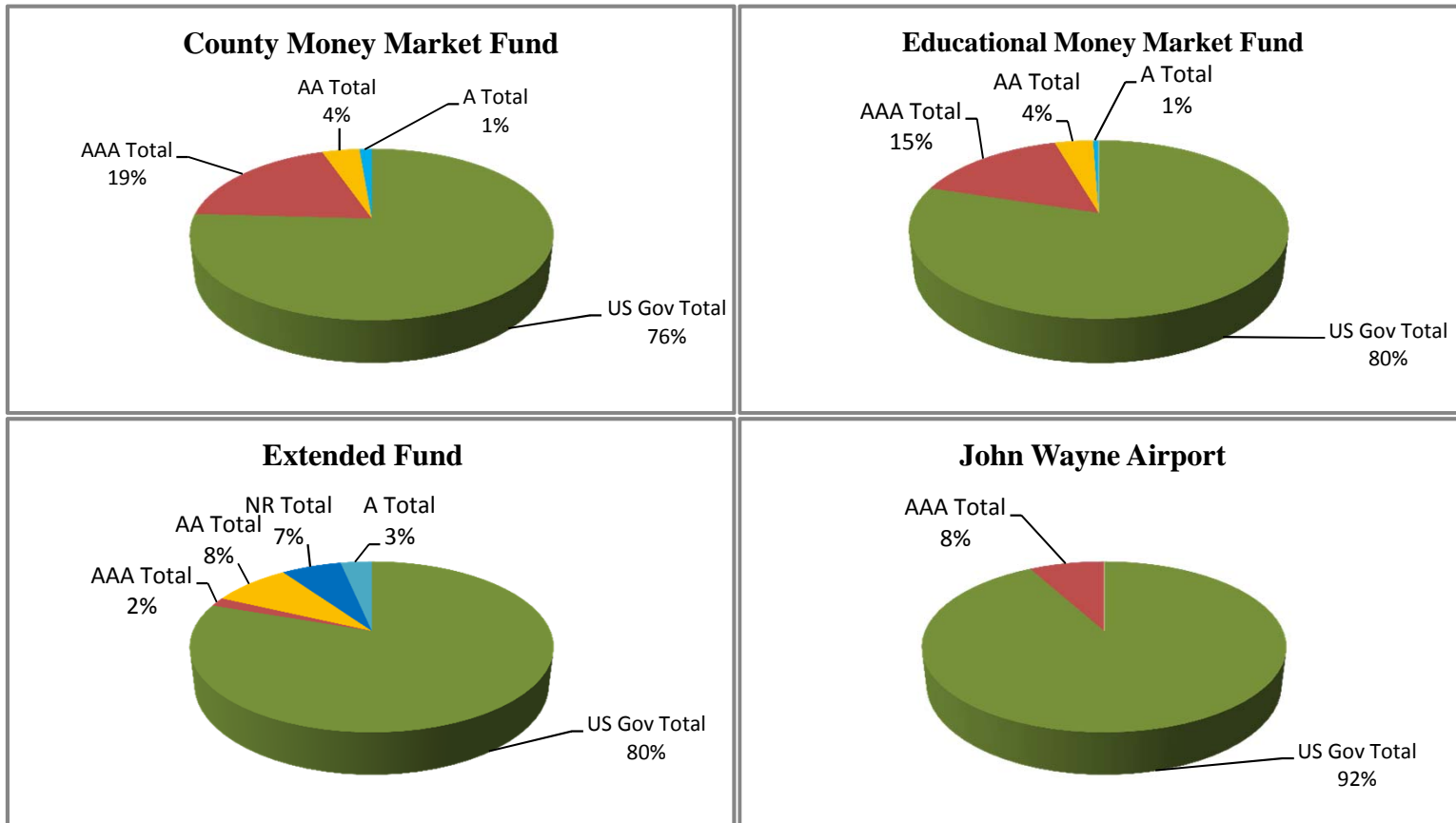
ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 June 30, 2017



US GOV Includes Agency & Treasury Debt
AA includes AA+, AA-, & AA
A includes A+, A-, & A
NR Includes LAIF and Orange County Pension Obligation Bonds Series 2017A

4.5 (10)

ORANGE COUNTY TREASURER - TAX COLLECTOR
CREDIT QUALITY BY MARKET VALUE
 June 30, 2017



4.5 (11)

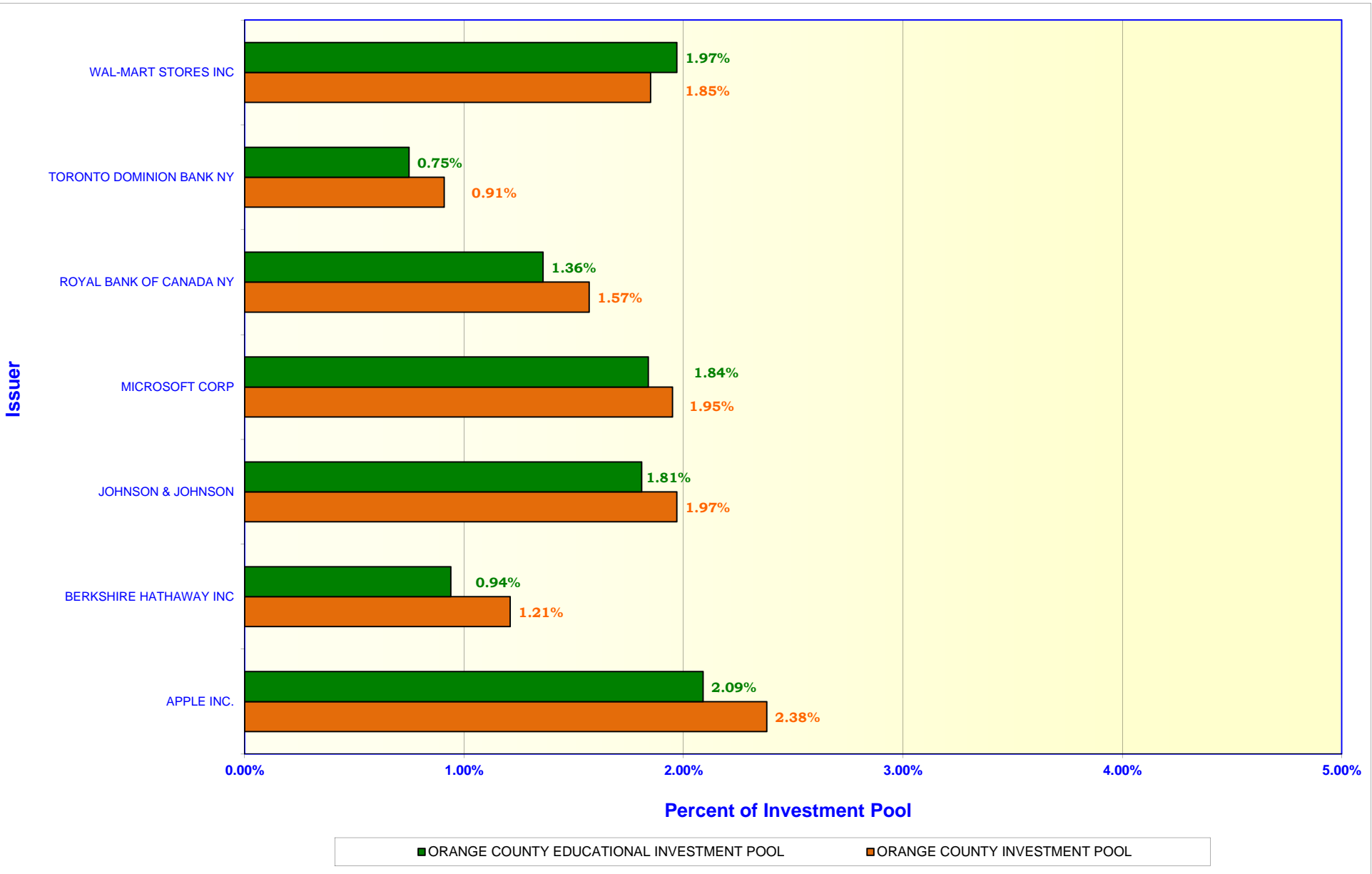
US GOV Includes Agency & Treasury Debt

AA includes AA+, AA-, & AA

A includes A+, A-, & A

NR Includes LAIF and Orange County Pension Obligation Bonds Series 2017A

ORANGE COUNTY TREASURER - TAX COLLECTOR
ISSUER CONCENTRATION-By Investment Pool
 June 30, 2017



4.5 (12)

ORANGE COUNTY TREASURER-TAX COLLECTOR

APPROVED ISSUER LIST - OCIP, OCEIP, and JWA

June 30, 2017

ISSUER	S/T RATINGS			L/T RATINGS		
	S&P	Moody's	Fitch	S&P	Moody's	Fitch
U.S. TREASURY SECURITIES						
U.S. GOVERNMENT	A-1+	P-1	F1+	AA+	Aaa	AAA
U.S. GOVERNMENT AGENCY SECURITIES						
FEDERAL NATIONAL MORTGAGE ASSOCIATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN MORTGAGE CORPORATION	A-1+	P-1	F1+	AA+	Aaa	AAA
FEDERAL HOME LOAN BANKS	A-1+	P-1	NR	AA+	Aaa	NR
FEDERAL FARM CREDIT BANKS	A-1+	P-1	F1+	AA+	Aaa	AAA
MEDIUM-TERM NOTES						
APPLE INC	A-1+	P-1	NR	AA+	Aa1	NR
BERKSHIRE HATHAWAY INC *****	A-1+	P-1	NR	AA	Aa2	A+
<i>BERKSHIRE HATHAWAY FINANCE *****</i>	NR	P-1	NR	NR	Aa2	A+
JOHNSON & JOHNSON	A-1+	P-1	F1+	AAA	Aaa	AAA
MICROSOFT CORPORATION **	A-1+	P-1	F1+	AAA	Aaa	AA+
WAL-MART STORES INC	A-1+	P-1	F1+	AA	Aa2	AA
ISSUERS ON HOLD						
ROYAL BANK OF CANADA NY (JULY 19, 2016) ***	A-1+	P-1	F1+	AA-	A1	AA
TORONTO DOMINION BANK NY (MARCH 13, 2017) ****	A-1+	P-1	F1+	AA-	Aa2	AA-
MUNICIPAL BONDS						
ORANGE CNTY CA PENSION OBLG 2016 A	NR	NR	F1+	AA	NR	AA
ORANGE CNTY CA PENSION OBLG 2017 A	NR	NR	NR	NR	NR	NR
STATE POOL - LOCAL AGENCY INVESTMENT FUND						
LOCAL AGENCY INVESTMENT FUND	NR	NR	NR	NR	NR	NR
MONEY MARKET MUTUAL FUNDS *						
NAME OF FUND	S & P		Moody's		Fitch	
INVESCO GOVERNMENT & AGENCY SHORT-TERM INVESTMENTS TRUST (AIM)	AAAm		Aaa-mf		AAAmmf	
GOLDMAN SACHS FINANCIAL SQUARE GOVT FUND	AAAm		Aaa-mf		NR	
MORGAN STANLEY INSTITUTIONAL LIQUIDITY FUNDS - GOVT	AAAm		Aaa-mf		NR	
NORTHERN INSTITUTIONAL TREASURY PORTFOLIO	AAAm		NR		NR	

* All money market funds are institutional money market funds investing in debt issued or guaranteed by the U.S. Government and its agencies.

** On Negative Outlook (Moody's L/T rating - July 25, 2016).

*** Moody's downgraded its L/T Rating from Aa3 to A1 on May 10, 2017 and kept the issuer rating Outlook on Negative. On Negative Outlook (S&P - June 6, 2016; Fitch - January 25, 2016, Moody's - June 11, 2014).

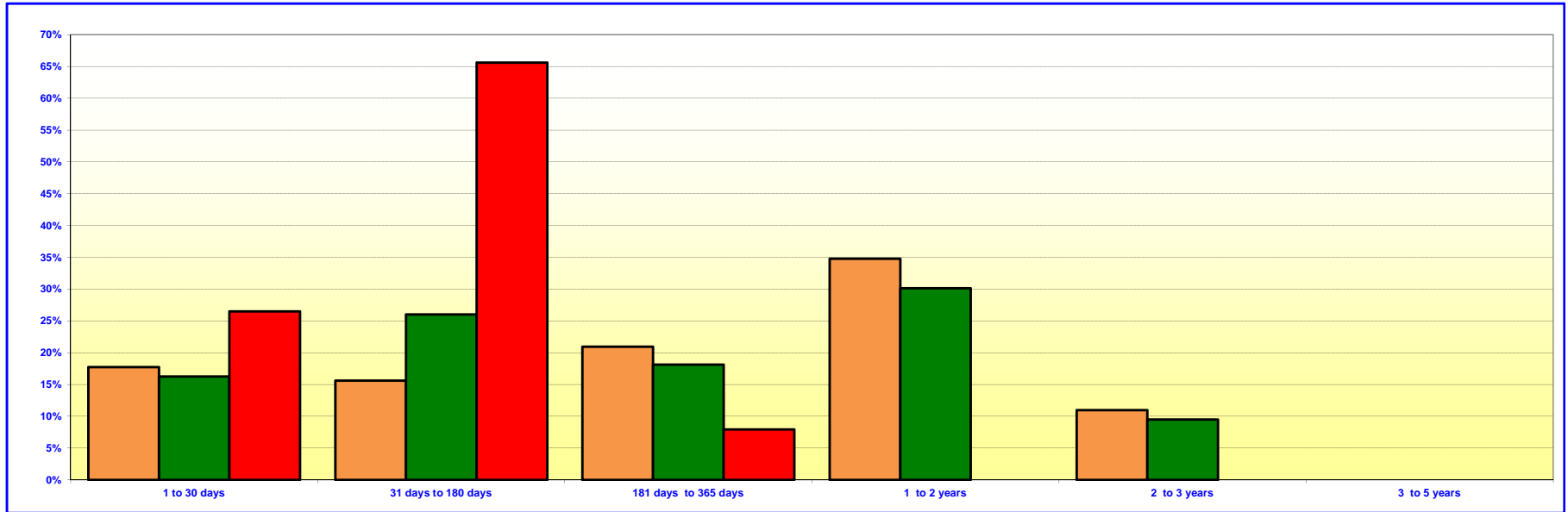
**** Moody's downgraded its L/T Rating from Aa1 to Aa2 on May 10, 2017 and kept the issuer rating Outlook on Negative. On Negative Outlook (Moody's - June 11, 2014).

***** S&P placed its L/T Issuer Credit Ratings on Negative Watch on July 7, 2017. As required by the Investment Policy Statement, on July 11, 2017, the issuer was placed on hold and current holdings are being reviewed for possible sale.

Orange County Treasurer-Tax Collector
Changes in Approved Issuer's List
For the Month Ended June 30, 2017

During June, there were no changes to the Treasurer's Approved Issuer List. However, on July 7, 2017, S&P placed the L/T issuer credit rating of both Berkshire Hathaway Inc. and Berkshire Hathaway Finance on Negative Watch. As required by the Investment Policy Statement, on July 11, 2017, both Berkshire Hathaway Inc. and Berkshire Hathaway Finance were placed on hold and current holdings are being reviewed for possible sale. An ongoing credit analysis of all issuers owned in the Investment Pools is reviewed on a daily, monthly, quarterly, and annual basis.

ORANGE COUNTY TREASURER - TAX COLLECTOR
MATURITIES DISTRIBUTION
 June 30, 2017



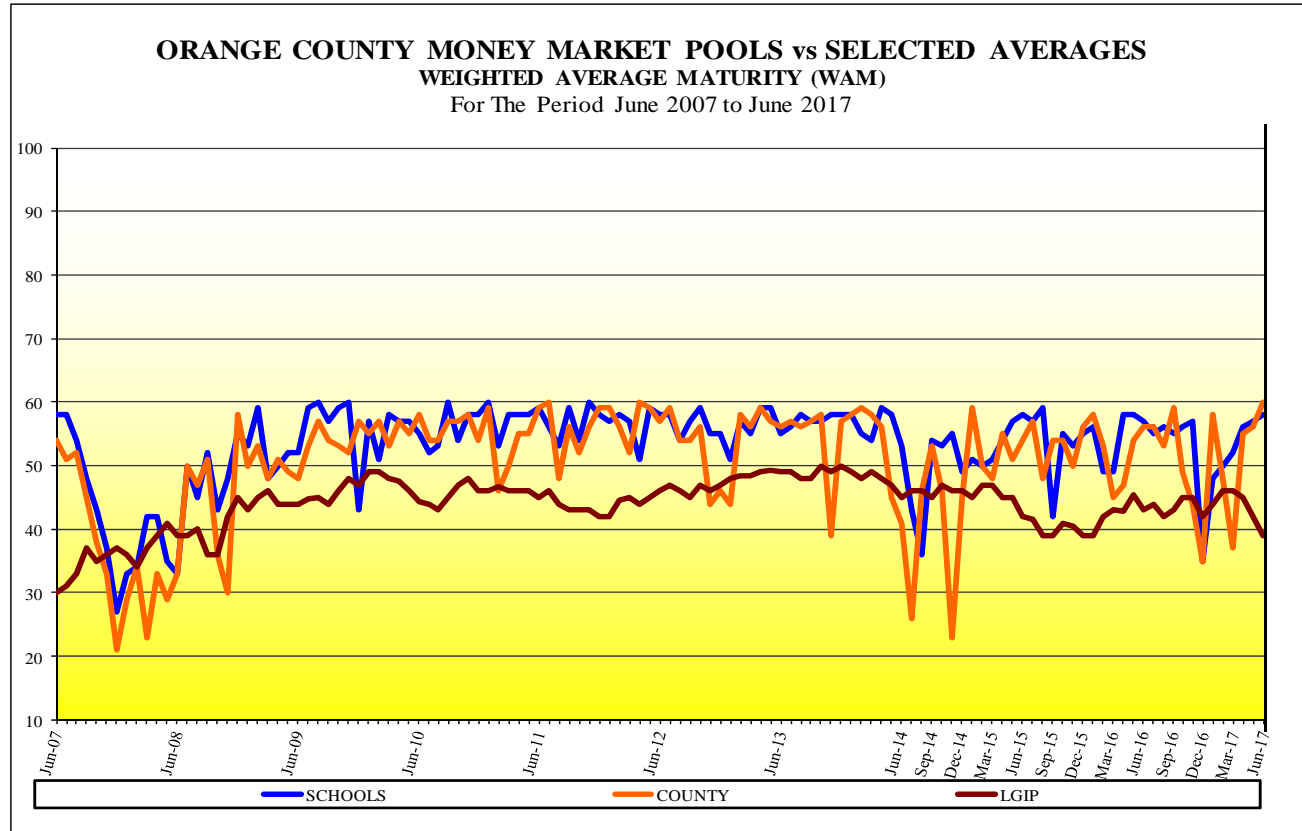
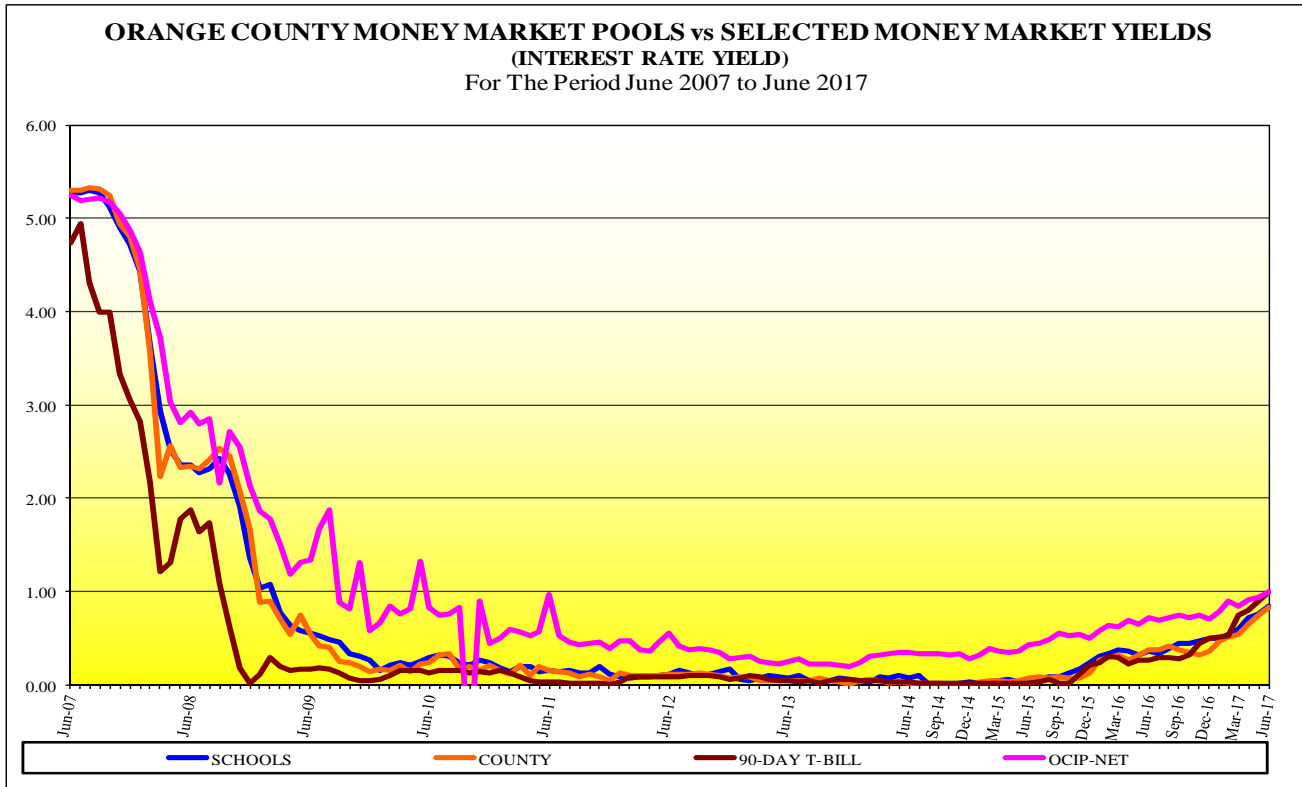
ORANGE COUNTY INVESTMENT POOL		
	In Thousands ^{1,2}	%
1 TO 30 DAYS	\$ 711,368	17.74%
31 TO 180 DAYS	625,988	15.61%
181 TO 365 DAYS	838,894	20.92%
1 YEAR TO 2 YEARS	1,394,516	34.77%
2 YEARS TO 3 YEARS	439,692	10.96%
3 YEARS TO 5 YEARS	-	0.00%
TOTAL	\$ 4,010,458	100.00%

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL		
	In Thousands ^{1,2}	%
1 TO 30 DAYS	\$ 784,239	16.26%
31 TO 180 DAYS	1,253,753	25.99%
181 TO 365 DAYS	875,060	18.14%
1 YEAR TO 2 YEARS	1,452,828	30.11%
2 YEARS TO 3 YEARS	458,077	9.50%
3 YEARS TO 5 YEARS	-	0.00%
TOTAL	\$ 4,823,957	100.00%

JOHN WAYNE AIRPORT INVESTMENT FUND		
	In Thousands ^{1,2}	%
1 TO 30 DAYS	\$ 13,400	26.49%
31 TO 180 DAYS	33,175	65.60%
181 TO 365 DAYS	4,000	7.91%
1 YEAR TO 2 YEARS	-	0.00%
TOTAL	\$ 50,575	100.00%

1 Maturity Limits are calculated using face value. All final maturities are in compliance with the IPS during June.

2 Floating Rate Notes are deemed to have a maturity date equal to their next interest reset date. At 6/30/2017, Floating Rate Notes comprise 0.37%, 0.64%, and 0.00% of the Orange County Investment Pool, Orange County Educational Investment Pool, and JWA Investment Fund respectively.



•As of June 30, 2017, S&P LGIP – 0.86; S&P LGIP WAM -39; 90-Day T-Bill – 0.99; OCIP – Net – 0.81

ORANGE COUNTY TREASURER-TAX COLLECTOR

INVESTMENT POOL YIELDS

July 1, 2016 - June 30, 2017

PERIOD ENDING - MONTH / YEAR	MONTH END MARKET VALUE	EARNINGS FOR MONTH	GROSS AVERAGE YIELD FOR MONTH	MONTH END WAM
<i>Current Month - June 2017</i>				
County Pool - Money Market Fund	\$ 1,127,901,842	\$ 1,015,069	0.90%	60
Educational Pool - Money Market Fund	\$ 1,821,324,948	\$ 1,188,057	0.91%	58
Extended Fund	\$ 5,876,238,402	\$ 5,545,780	1.14%	487
<i>May 2017</i>				
County Pool - Money Market Fund	\$ 1,559,912,721	\$ 1,190,993	0.81%	56
Educational Pool - Money Market Fund	\$ 1,631,429,543	\$ 1,157,267	0.82%	57
Extended Fund	\$ 5,888,812,000	\$ 5,545,463	1.10%	494
<i>April 2017</i>				
County Pool - Money Market Fund	\$ 1,928,898,078	\$ 1,427,058	0.72%	56
Educational Pool - Money Market Fund	\$ 1,810,058,617	\$ 946,118	0.78%	56
Extended Fund	\$ 5,884,169,552	\$ 5,396,950	1.11%	488
<i>March 2017</i>				
County Pool - Money Market Fund	\$ 1,742,756,895	\$ 707,012	0.60%	37
Educational Pool - Money Market Fund	\$ 1,278,498,097	\$ 590,948	0.66%	52
Extended Fund	\$ 5,874,437,878	\$ 5,301,507	1.06%	511
<i>February 2017</i>				
County Pool - Money Market Fund	\$ 1,420,356,645	\$ 588,259	0.58%	48
Educational Pool - Money Market Fund	\$ 1,036,250,434	\$ 539,611	0.60%	50
Extended Fund	\$ 5,876,196,444	\$ 5,010,710	1.11%	511
<i>January 2017</i>				
County Pool - Money Market Fund	\$ 1,243,000,623	\$ 626,367	0.53%	58
Educational Pool - Money Market Fund	\$ 1,309,895,173	\$ 772,307	0.57%	48
Extended Fund	\$ 5,872,382,548	\$ 4,846,757	0.99%	496
<i>December 2016</i>				
County Pool - Money Market Fund	\$ 1,787,873,393	\$ 656,440	0.43%	35
Educational Pool - Money Market Fund	\$ 1,995,546,428	\$ 627,945	0.56%	35
Extended Fund	\$ 5,491,524,471	\$ 4,550,093	0.96%	510
<i>November 2016</i>				
County Pool - Money Market Fund	\$ 1,263,748,930	\$ 397,303	0.38%	44
Educational Pool - Money Market Fund	\$ 1,123,417,366	\$ 433,001	0.53%	57
Extended Fund	\$ 5,538,702,888	\$ 4,384,832	0.96%	515
<i>October 2016</i>				
County Pool - Money Market Fund	\$ 1,262,431,238	\$ 351,585	0.41%	49
Educational Pool - Money Market Fund	\$ 978,305,500	\$ 469,767	0.51%	56
Extended Fund	\$ 5,497,309,348	\$ 4,298,117	0.92%	504
<i>September 2016</i>				
County Pool - Money Market Fund	\$ 751,801,815	\$ 278,284	0.46%	59
Educational Pool - Money Market Fund	\$ 1,220,526,096	\$ 498,234	0.46%	55
Extended Fund	\$ 5,494,463,600	\$ 4,191,758	0.93%	501
<i>August 2016</i>				
County Pool - Money Market Fund	\$ 800,306,654	\$ 295,786	0.49%	53
Educational Pool - Money Market Fund	\$ 1,221,174,892	\$ 516,653	0.46%	56
Extended Fund	\$ 5,459,349,411	\$ 4,074,594	0.90%	484
<i>July 2016</i>				
County Pool - Money Market Fund	\$ 686,861,455	\$ 325,471	0.45%	56
Educational Pool - Money Market Fund	\$ 1,433,126,604	\$ 519,773	0.41%	55
Extended Fund	\$ 5,327,781,739	\$ 4,052,122	0.89%	501
Fiscal Year July 1, 2016 - June 30, 2017	Average Month End Market Value Balance	YTD Interest Income	YTD Gross Yield	YTD Average
Orange County Investment Pool	\$ 4,157,139,293	\$ 36,677,212	0.87%	363
Orange County Educational Investment Pool	\$ 4,219,258,396	\$ 36,640,777	0.88%	353

**ORANGE COUNTY TREASURER-TAX COLLECTOR
CASH AVAILABILITY PROJECTION
FOR THE SIX MONTHS ENDING DECEMBER 31, 2017**

Government Code Section 53646 (b) (3), effective on January 1, 1996, requires the Treasurer-Tax Collector to include a statement in the investment report, denoting the ability of the Orange County Investment Pool (OCIP) and the Orange County Educational Investment Pool (OCEIP) to meet their expenditure requirements for the next six months.

The OCIP and OCEIP consist of funds in the treasury deposited by various entities required to do so by statute, as well as those entities voluntarily depositing monies in accordance with Government Code Section 53684.

The Treasurer-Tax Collector is required to disburse monies placed in the treasury as directed by the Auditor-Controller and the Department of Education, except for the making of legal investments, to the extent funds are transferred to one or more clearing funds in accordance with Government Code Section 29808.

The Treasurer-Tax Collector, in her projection of cash availability to disburse funds as directed by the Auditor-Controller and the Department of Education, is relying exclusively on historical activity involving deposits and disbursements and future cash flow projections. No representation is made as to an individual depositor's ability to meet their anticipated expenditures with anticipated revenues.

The Cash Availability Projection for the six months ending December 31, 2017, indicates the ability of the pools to meet projected cash flow requirements. However, there will usually be differences between projected and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

ORANGE COUNTY INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
June 2017 - Ending Cash				\$ 16,343,891
July	\$ 760,375,624	\$ 260,440,708	\$ 588,814,477	448,345,746
August	232,386,731	436,879,658	366,462,683	751,149,452
September	124,281,694	447,979,753	418,851,494	904,559,405
October	14,906,821	921,680,990	305,580,632	1,535,566,584
November	91,481,416	918,740,434	1,116,262,526	1,429,525,908
December	144,193,040	2,223,658,160	1,684,105,549	2,113,271,559

ORANGE COUNTY EDUCATIONAL INVESTMENT POOL				
Month	Investment Maturities	Projected Deposits	Projected Disbursements	Cumulative Available Cash
June 2017 - Ending Cash				\$ 47,522,247
July	\$ 934,588,640	\$ 278,472,333	\$ 478,457,907	782,125,313
August	587,537,669	263,417,878	509,317,746	1,123,763,114
September	270,975,015	538,741,729	624,874,456	1,308,605,402
October	61,564,098	349,436,683	653,162,723	1,066,443,460
November	101,147,048	768,547,291	645,643,117	1,290,494,682
December	152,222,397	1,207,991,791	424,426,346	2,226,282,524

ORANGE COUNTY TREASURER-TAX COLLECTOR
STATEMENT OF ACCOUNTABILITY
FOR THE MONTH, QUARTER AND FISCAL YEAR ENDED JUNE 30, 2017

	<u>Month</u>	<u>Quarter</u>	<u>Year</u>
Treasurer's Accountability at the Beginning of the Period:	\$9,287,862,643	\$9,115,669,385	\$8,271,501,964
Cash Receipts:			
County	379,241,260	2,784,085,832	10,836,919,292
School and Community College Districts	897,165,692	2,604,172,819	8,387,163,365
Total Cash Receipts	<u>1,276,406,952</u>	<u>5,388,258,651</u>	<u>19,224,082,657</u>
Cash Disbursements:			
County	805,239,628	3,392,885,013	10,485,656,072
School and Community College Districts	667,791,496	2,017,385,137	7,775,325,233
Total Cash Disbursements	<u>1,473,031,124</u>	<u>5,410,270,150</u>	<u>18,260,981,305</u>
Net Change in Cost Value of Pooled Assets	<u>(196,624,172)</u>	<u>(22,011,499)</u>	<u>963,101,352</u>
Net Increase (Decrease) in Non Pooled Investments	124,895	191,055	(154,094,265)
Net Increase (Decrease) in Non Pooled Cash	<u>904,700</u>	<u>(1,580,875)</u>	<u>11,759,015</u>
Treasurer's Accountability at the End of the Period:	<u>\$9,092,268,066</u>	<u>\$9,092,268,066</u>	<u>\$9,092,268,066</u>
Assets in the Treasury at the End of the Period (at Cost Value):			
Pooled Investments:			
O.C. Investment Pool			\$4,019,990,397
O.C. Educational Investment Pool			4,834,528,909
Total Orange County Investment Pools			<u>8,854,519,306</u>
Non Pooled Investments:			
Non Pooled Investments - John Wayne Airport			50,461,504
Non Pooled Investments - General Fund - Non AMT Restricted			67,556,587
Non Pooled Investments - Fountain Valley School District Fund 40			34,864,857
Non Pooled Investments - Other			1,081,500
Total Non Pooled Investments			<u>153,964,448</u>
Cash:			
Cash in Banks - County			16,287,883
Cash in Banks - Schools			47,522,247
Cash in Banks - OC Sheriff			12,604,230
Cash in Banks - John Wayne Airport			7,313,944
Cash - Other			56,008
Total Cash			<u>83,784,312</u>
Total Assets in the Treasury at the End of the Period:			<u>\$9,092,268,066</u>



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	RANCHO SANTIAGO COMM COLL DST
Account Number	75-30-010

As of 07/14/2017, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 06/30/2017.

Earnings Ratio		.00002531309414880
Interest Rate		0.92%
Dollar Day Total	\$	13,868,725.39
Quarter End Principal Balance	\$	152,445.16
Quarterly Interest Earned	\$	351.06

4.5 (20)



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
06/13/17	0.96	0.91	182
06/14/17	0.96	0.91	179
06/15/17	0.98	0.92	187
06/16/17	0.98	0.92	186
06/17/17	0.98	0.92	186
06/18/17	0.98	0.92	186
06/19/17	0.98	0.92	183
06/20/17	0.98	0.92	182
06/21/17	0.99	0.92	181
06/22/17	1.00	0.92	186
06/23/17	1.00	0.92	188
06/24/17	1.00	0.92	188
06/25/17	1.00	0.92	188
06/26/17	1.01	0.93	184
06/27/17	1.01	0.93	182
06/28/17	1.01	0.93	182
06/29/17	1.01	0.93	181
06/30/17	1.03	0.93	194
07/01/17	1.03	1.03	194
07/02/17	1.03	1.03	194
07/03/17	1.03	1.03	199
07/04/17	1.03	1.03	199
07/05/17	1.04	1.03	197
07/06/17	1.04	1.03	196
07/07/17	1.04	1.04	195
07/08/17	1.04	1.04	195
07/09/17	1.04	1.04	195
07/10/17	1.05	1.04	192
07/11/17	1.04	1.04	194
07/12/17	1.05	1.04	194
07/13/17	1.05	1.04	182

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

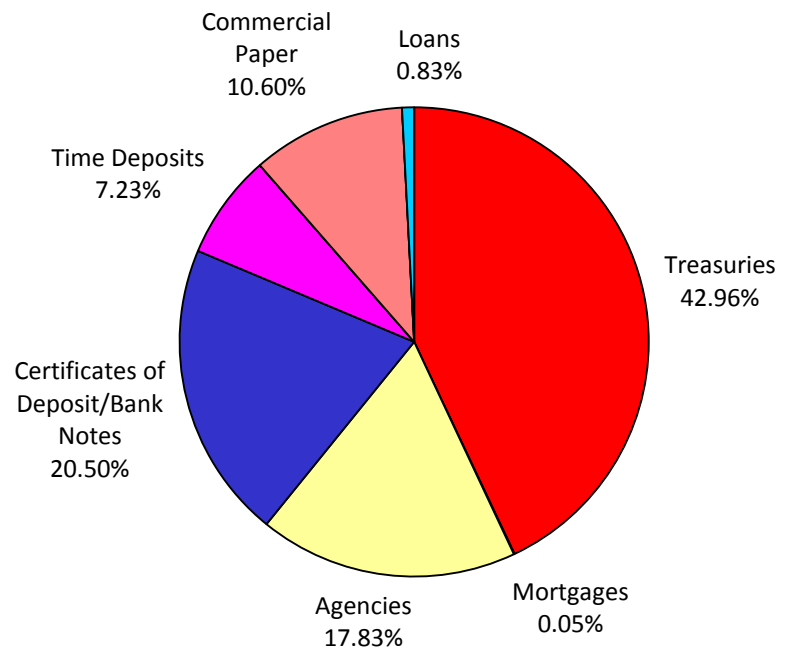
Quarter Ending 06/30/17

Apportionment Rate: 0.92%
 Earnings Ratio: .00002531309414880
 Fair Value Factor: 0.998940671
 Daily: 1.03%
 Quarter to Date: 0.93%
 Average Life: 194

PMIA Average Monthly Effective Yields

June 2017 0.978%
 May 2017 0.925%
 Apr 2017 0.884%

**Pooled Money Investment Account
Portfolio Composition
06/30/17
\$77.6 billion**



Based on data available as of 7/14/2017

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

To:	Board of Trustees	Date: August 14, 2017
Re:	Ratification of Award of Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College	
Action:	Request for Ratification	

BACKGROUND:

This is a ratification for the award of Bid #1331 for Barrier Removal Path of Travel Improvements Exterior Phase I project at Santiago Canyon College to address scope of work associated with an accessibility lawsuit and is one of several projects to correct the Americans with Disabilities Act (ADA) deficiencies. The project consists of repairs to exterior site concrete throughout the campus walkways. The specific scope of work associated with this project includes grinding down uneven concrete and filling in gaps along walkways with sealant material to create a smoother walking surface. This is a scheduled maintenance project.

ANALYSIS:

In accordance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA), Bid #1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College was advertised on July 3, 2017, and a Notice of Inviting Bids was sent to sixty-nine (69) contractors from the District's qualified contractors list on July 3, 2017.

A mandatory job walk was conducted on July 11, 2017. Bids were opened on July 24, 2017, as noted on the attached bid result form. The District received four (4) bids for the project. Golden Gate Steel, Inc. dba Golden Gate Construction (Buena Park) submitted the lowest responsive bid in the amount of \$51,445. District staff has completed a due diligence review of contract documents to ensure compliance with license and bid bond requirements. After review of the bid received, the District recommends approval of award of Bid #1331 to Golden Gate Steel, Inc. dba Golden Gate Construction.

The Vice Chancellor of Business Operations/Fiscal Services has authorized the award of the contract, under the authority of CUPCCAA to Golden Gate Steel, Inc. dba Golden Gate Construction. The anticipated start date is August 4, 2017. The estimated construction duration is thirty (30) days.

The project is funded by Capital Outlay and Scheduled Maintenance Funds.

RECOMMENDATION:

It is recommended that the Board of Trustees ratify the award of Bid#1331 for Barrier Removal Path of Travel Improvements at Santiago Canyon College as presented.

Fiscal Impact:	\$51,445	Board Date: August 14, 2017
Prepared by:	Carri M. Matsumoto, Assistant Vice Chancellor, Facility Planning, District Construction and Support Services	
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services	
Recommended by:	Raúl Rodriguez, Ph.D, Chancellor	



Facility Planning
2323 North Broadway, Rm 112
Santa Ana, CA 92706-1640

BID RESULTS

BID #1331 Addendum(s) Issued: 1	PROJECT: Barrier Removal Path of Travel (Grind & Sealant) Improvements at Santiago Canyon College	DUE DATE: 2:00 P.M. July 24, 2017
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BIDDER	TOTAL BASE BID AMOUNT
Golden Gate Steel, Inc. dba Golden Gate Construction 6481 Orangethorpe Avenue, Suite 26 Buena Park, CA 90620	\$51,445
Access Pacific 755 East Washington Boulevard Pasadena, CA 91104	\$72,528
SJD & B, Incorporated 10970 Arrow Route, Unit 101 Rancho Cucamonga, CA 91730	\$76,931
Newbuild Construction & Restoration, Incorporated 625 West Katella Avenue, Suite 27 Orange, CA 92867	\$79,400

4 TOTAL BIDDERS

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

To:	Board of Trustees	Date:	August 14, 2017
Re:	Approval of Independent Contractor Michael Andrews		
Action:	Request for Approval		

BACKGROUND

The Public Safety Task Force recommended arming officers at the various Rancho Santiago Community College District colleges and centers. District Safety Officers who meet the minimum qualifications can apply for the position. Those selected to move through the armed officer hiring process will also complete an enhanced background evaluation.

ANALYSIS

The enhanced background evaluation will verify compliance with all applicable minimum standards and identify candidates who based on their history or other relevant information are found suitable for the position of armed officer. Each officer has completed a background to join the RSCCD. As we transition to armed officer it is imperative officers are screened through the Department of Justice to confirm they can carry a firearm. It is also ideal to evaluate critical areas such as work history, handling adversity, interactions with others, drug or alcohol use, and education. The enhanced background evaluation will validate this information to ensure officers selected are of good moral character and the right candidate for the position of armed officer. Gathering information from a wide variety of sources is best practices when validating candidate suitability and will support the Districts due diligence in selecting the officer's most appropriate to carry a firearm. In addition, the commission on Peace Officer Standards and Training (POST) recommend a background evaluation for peace officers as does Government Code § 1031(d). Meeting this standard prior to arming officers ensures our standards are consistent with the State of California and community colleges in our region. Background Investigator Michael Andrews is POST trained and certified is conversant in fair labor practices as well as the requirements of the position of armed officer. Mr. Andrews is a licensed California investigator who serves the region in background investigations including Palomar College and Mount San Antonio College.

RECOMMENDATION

It is recommended the Board of Trustees approve the Agreement with Michael Andrews for Independent Contractor services as presented.

Fiscal Impact:	Estimated \$7,500 annually	Board Date:	August 14, 2017
Prepared by:	Toni Bland, Interim Chief District Safety and Security		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Request for Independent Contractor/Guest Lecturer Certification Form
(To be submitted for Board approval prior to date(s) of service if over \$15,000.00)

NOTE: This form is to be completely filled out by the requisitioner, not the Independent Contractor

To: PURCHASING DEPARTMENT/District Office • 2323 N. Broadway, Santa Ana, CA 92706 • (714) 480-7372

From (Print name): Toni Bland Ext: 07331

Department: District Safety & Security

Fill this section out in accordance with how the Independent Contractor fills out their W9 and 590:

Consultant Name: (Please Print): M. G. Andrews Incorporated

Mailing Address: 0225 Canyon Crest Drive, Suite 71, Box 629
Riverside CA 92705-6301

Social Security #: -- OR Employer #: 27-3043078

Consultant's Phone Number: 951, 213-7662 Fax: 951 780-1145

Date(s) of Service: 07-01-2017 through 06-30-2018

Description of Services (Attach a Cost Proposal with a detailed scope of service and if applicable, a Biography must be provided for services \$15,000 or more): attached

What are the technical reasons that this person is being hired as an Independent Contractor/Guest Lecturer rather than an employee?

conduct pre-employment background checks, CA Peace Officer standards and training (cost)

Service Cost \$ up to 7500 Plus Expenses? Yes No Maximum Amount of Expenses: \$ 2,500

When is/are payment(s) to be made: 30 days payable on date of invoice

Is it possible that this Independent Contractor/Guest Lecturer may provide future services in the amount of \$600.00 or more in the current or next calendar year? Yes No

Account Number: 12-3670-695000-54163-5100
(Datatel String) Fund Project Tops Department Object (5100)

Requested by: Toni Bland 07333 Date: 07-24-2017

Approved by: Peter Hadasik Date: 7/25/17

CURRENT EMPLOYEES OF THE DISTRICT MAY NOT BE EMPLOYED AS INDEPENDENT CONTRACTORS/GUEST LECTURERS

TO BE COMPLETED BY PURCHASING DEPARTMENT

Vendor #: _____ PR #: _____ PO #: _____

*Distribution: Make 3 copies (Purchasing, Accounting & Human Resources) and submit along with the I.C. packet to H/R.

2017 JUL 26 A 9:40

AGREEMENT FOR SERVICES RENDERED
EMPLOYMENT BACKGROUND INVESTIGATIONS

This agreement for employment background investigation services (herein referred to as "Agreement") is entered into by **M.G. ANDREWS, INCORPORATED** (herein referred to as "Provider") and **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (herein referred to as "Client") on this date, May 11, 2017, and is made in light of the following facts:

Section A:

PURPOSE

This agreement stipulates the performance by the Provider for the complete background investigations of any potential employment applicants for Rancho Santiago Community College District, Human Resource Services Department (herein referred to as Human Resource Services). "Background Investigations," as used herein, includes those services specified in Section B.

Provider is a person of unique experience and knowledge specific to employment background investigations, specializing in public safety and law enforcement applicants. Provider possesses in excess of 25 years of professional law enforcement service, which includes 15 years as a manager, executive and senior-executive in one of the largest sheriff's department in the State of California.

Upon signed execution of this contract, the Client recognizes and accepts the Provider to serve as background investigator representing the Client in all matters specific to conducting and completing employment background investigations as contracted.

The Provider's place of business is 385 Elmridge Court, Riverside, California, 92506, and the Client's place of business is 2323 N. Broadway, Santa Ana, California, 92706. For purposes of this contract, all matters shall be communicated between Provider's, Michael G. Andrews, Chief Executive Officer, and Client's Name/Title: Toni Bland, Chief of District Safety/Security.

The Client hereby engages the Provider to provide services described herein under Section B, "Scope and Manner of Services."

Section B:

SCOPE AND MANNER OF SERVICES

The Provider hereby agrees to deliver the Client with such services in exchange for consideration described herein under "Payment for Services Rendered."

Services to be rendered by Provider:

1. Initiate a thorough background investigation specific to all candidates in application for a position within the Rancho Santiago College Safety/Security Department.

2. Conduct a comprehensive pre-employment background investigation. Pre-employment background investigations will be in compliance with the California Peace Officer's Standards and Training (POST) guidelines to include, but not limited to the following:
 - Validate Personal History Statement
 - Validate DOJ/FBI Fingerprint Returns and Firearms Clearance
 - Validate Driving Record
 - Validate Local Law Enforcement Agency Record Checks
 - Validate Credit Records Check
 - Validate Education Verification
 - Validate Citizenship/Age Verification
 - Validate Military History Check
 - Validate Marriage Dissolution Check
 - Validate Employment History Check
 - Validate Relative/Personal References Checks
 - Validate Neighborhood Checks
 - Validate Medical/Psychological Clearances
3. Complete for submission a written narrative report and executive summary to include facts and findings of the background investigation of each applicant, based upon the applicant's responsiveness and willingness to comply in a timely manner for all requested materials and requests necessary to complete such background investigation. Completed reports shall be submitted to Human Resource Services within six (6) weeks from the time the Provider receives all necessary materials to initiate the background investigation, and/or unless otherwise agreed upon by the Provider and Client.
4. Maintain direct communication to Client Name/Title: Toni Bland, Chief of District Safety/Security, as to the progress of each background investigation, and anticipated timeline for completion.

Section C:

COMPENSATION FOR SERVICES RENDERED

Provider shall be compensated for services authorized and performed pursuant to the Agreement at the rate of:

1. The Provider shall be compensated for services at a set rate of \$55.00 per workable hour based upon a complete or incomplete background investigation (Not to exceed a maximum of \$1,000.00 per applicant).
2. The Provider shall be compensated for the standard mileage rate of \$0.53.5 cents per mile (2017 Internal Revenue Service).
3. All travel and miscellaneous expenses, such as postage, document or copy fees will be compensated at actual expense.
4. No other fees and/or expenses will be paid to the Provider, unless such fees and/or expenses have been approved in advanced and in writing by the Client.

Section D:

PAYMENT AGREEMENT

Provider at the conclusion of any completed or partial background investigation shall submit a written invoice on official letterhead, detailing all expenses (Receipts to be included) associated with such background investigations. In turn, the Client will verify and validate such to be true and accurate and make full payment within a period not to exceed thirty (30) business days.

1. Client shall make no deductions for Federal, State or Local taxes from payment. No vacation, retirement, leave or other benefits, shall accrue to Provider under terms of this Agreement.

Section E:

TERMINATION OF AGREEMENT

This Agreement shall be effective from the date first listed above for the period set forth and agreed upon between the Provider and the Client, or until completion of the Services, as applicable, unless sooner terminated by either party in accordance with the terms and conditions of this Agreement. This Agreement is terminable by either party at any time, with or without cause, effective upon notice to the other party. If Client exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease immediately, except that Client shall be obligated to compensate Provider for work performed up to the time of termination. If Provider exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease immediately. Additionally, this Agreement shall automatically terminate upon Provider's death. In such event, Client shall be obligated to pay Provider's estate or beneficiaries only the accrued, but unpaid compensation and expenses due as of the date of death.

Section F:

WORKER'S COMPENSATION

Provider expressly warrants that he shall obtain and keep in effect during the full term of this agreement any Worker's Compensation insurance as may be required by law.

Section G:

ASSIGNMENT

Provider may not assign, delegate or subcontract the performance of this Agreement to any other person without written consent from the Client.

Section H:

IDEMNIFY; HOLD HARMLESS

Each party agrees to indemnify, defend and hold harmless the other from and against any and all liability, loss, damage, costs, claims and expenses, including legal costs and attorney's fees and other litigation expenses resulting from injury or death to any person or damage, loss or destruction to property in any manner arising from such party's actions in the performance of this Agreement.

Section I:

WAIVER, ALTERCATION OR MODIFICATION

No waiver, alteration or modification of any of the provisions hereof, shall be binding unless made in writing and executed by the Client and the Provider.

Section J:

LICENSE AND INSURANCE

Provider maintains all current and applicable licenses, business certifications and insurance to conduct services as a management consultant and background investigator in the State of California.

- California Secretary of the State (Articles of Incorporation: May 12, 2010 / Status: Active)
- California Bureau of Security and Investigative Services (Private Investigator's License No: 21950, Qualified Manager)
- City of Riverside, State of California (Business License No: 0132171, Exp. April 30, 2018)
- Internal Revenue Service, United States (Taxpayer Identification No: 27-3043078)
- Provider maintains general liability insurance in the amount of \$1 million per occurrence and \$3 million in the annual aggregate. Provider maintains that all insurance has been placed with insurers with an A.M. Best rating of no less than A-VII and insurers are licensed and/or authorized to do business in the state/city in which services will be rendered (J.W. Welch Insurance Services / CNA, Chicago, Illinois)

Section K:

ATTORNEY FEES

In any action to declare the rights of the parties created herein or to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees.

Section L:

APPLICABLE LAW

This contract shall be governed by all laws of the County of Riverside, in the State of California and any applicable federal law.

Section M:

SIGNATURES

In witness of their agreement to the terms herein, the parties or their authorized agents hereby affix their signatures:

CLIENT:

PETER HARDASH, VICE CHANCELLOR
Printed Name / Title


Signature 7/25/17
Date

PROVIDER:

Michael G. Andrews, CEO
Printed Name / Title

Michael G. Andrews 05-11-17
Signature Date

INFORMATION FOR PROSPECTIVE
INDEPENDENT CONTRACTOR

Tentative Agreement

1. Service to be provided (Attach a Cost Proposal with a detailed scope of service and if applicable, a Biography must be provided for services \$15,000 or more):

2. Service Cost: _____ Plus Expenses? Yes No Maximum Amount of Expenses: \$ _____
(Price Estimate and Breakdown of such expenses must be included in the Cost Proposal)

3. Service to commence on or about _____, 20____.

4. Service to be completed on or about _____, 20____.

5. Is it possible that this Independent Contractor may provide future services in the amount of \$600.00 or more in the current or next calendar year?
Yes _____ No _____

6. Independent Contractor shall assume all expenses unless otherwise noted.

7. Independent Contractor shall provide worker's compensation insurance or self-insurance service, and indemnify and/or hold harmless the District, its officers and agents employees and volunteers by reason of liability for damages for (1) death or bodily injury to persons, (2) injury to, loss, or theft of property, and (3) any other damage or expense arising under the above sustained by the Independent Contractor.

8. Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working at the college.

The above are excerpts from the District's standard Independent Contractor agreement and are intended to be used during the negotiation process with the prospective contractor. A signature or initial attached hereto means simply that the prospective Independent Contractor acknowledges that the District's requirements are understood and that after the District's Board approval if required, a signature on the Independent Contractor agreement shall be executed.

INDEPENDENT CONTRACTOR

[Signature]
Signature

5225 CANYON CREST DR #71
Address

RIVERSIDE, CA 92507
City/State/Zip

BACKGROUND INVESTIGATOR
Title

7/24/17
Date

DISTRICT REQUESTOR

[Signature]
Signature

PETER HARDASH
Printed Name

Vice Chancellor
Title

7/24/17
Date

Date Mailed: ___/___/___

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

To:	Board of Trustees	Date:	August 14, 2017
Re:	Approval of Independent Contractor Eric Gruver		
Action:	Request for Approval		

BACKGROUND

The Public Safety Task Force recommended arming officers at the various Rancho Santiago Community College District colleges and centers. District Safety Officers who meet the minimum qualifications can apply for the position. Those selected to move through the armed officer hiring process will also complete a psychological examination.

ANALYSIS

This examination will determine if the candidate is free from any emotional or mental condition that might adversely affect the exercise of peace officer powers and to ensure the candidate is capable of withstanding the psychological pressures and stressors of the position. While the District Safety Department is non-sworn, carrying a firearm on campus requires a level of maturity and decision making ability above an unarmed officer and similar to a sworn officer. Because of this, officers selected to carry a firearm will complete a psychological examination as part of the selection process. A psychological examination will support the Districts due diligence in selecting the officer's most suitable to carry a firearm. In addition, the commission on Peace Officer Standards and Training (POST) recommend a psychological evaluation for peace officers as does Government Code § 1031(f). Meeting this standard prior to arming officers ensures our standards are consistent with the State of California and community colleges in our region. Doctor Eric Gruver is a California licensed psychologist who is POST approved. He will conduct all pre-selection evaluations and provide post-shooting consultation should the need arise. Dr. Gruver will also provide general consultation and testify as a forensic expert when needed. Dr. Gruver is a local psychologist with an office in Santa Ana. He is the psychologist for multiple agencies in the region including the Santa Unified School District and Mount San Antonio College.

RECOMMENDATION

It is recommended the Board of Trustees approve the Agreement with Dr. Eric Gruver for Independent Contractor service as presented.

Fiscal Impact:	Estimated \$5,000 annually	Board Date:	August 14, 2017
Prepared by:	Toni Bland, Interim Chief District Safety and Security		
Submitted by:	Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Request for Independent Contractor/Guest Lecturer Certification Form
(To be submitted for Board approval prior to date(s) of service if over \$15,000.00)

NOTE: This form is to be completely filled out by the requisitioner, not the Independent Contractor

To: PURCHASING DEPARTMENT/District Office • 2323 N. Broadway, Santa Ana, CA 92706 • (714) 480-7372

From (Print name): Toni Bland

Ext: 07333

Department: District Safety & Security

Fill this section out in accordance with how the Independent Contractor fills out their W9 and 590:

Consultant Name: (Please Print): Dr. Eric Gruver

Mailing Address: 2021 E. 4th Street
Santa Ana, CA 92705
City State Zip

Social Security #: 5641-52-6530 OR Employer #: [] [] - [] [] [] [] [] [] [] []

Consultant's Phone Number: (714) 544-4434 Fax: ()

Date(s) of Service: 07/01/2017 through 06/30/2018

Description of Services (Attach a Cost Proposal with a detailed scope of service and if applicable, a Biography must be provided for services \$15,000 or more): Provide psychological evaluation for newly selected armed officers.

What are the technical reasons that this person is being hired as an Independent Contractor/Guest Lecturer rather than an employee?
Dr. Gruver's expertise to be utilized on an as needed basis.

Service Cost \$ up to 7500. Plus Expenses? Yes No Maximum Amount of Expenses: \$ 2,500.
(Price Estimate & Breakdown of such expenses must be included in the Cost Proposal)

When is/are payment(s) to be made: Upon receipt of invoice.

Is it possible that this Independent Contractor/Guest Lecturer may provide future services in the amount of \$600.00 or more in the current or next calendar year? Yes No

Account Number: 12-3610-695000-54163-5100
(Datatel String) Fund Project Tops Department Object (5100)

Requested by: T. Bland Signature of Person Initiating Project
Toni Bland 7333 Print Name Ext. Date: 06/20/2017

Approved by: Peter Hadasik Administrator/Manager or Vice Chancellor
Peter Hadasik 7333 Print Name Ext. Date: 7/25/17

CURRENT EMPLOYEES OF THE DISTRICT MAY NOT BE EMPLOYED AS INDEPENDENT CONTRACTORS/GUEST LECTURERS

TO BE COMPLETED BY PURCHASING DEPARTMENT

Vendor #: _____ PR #: _____ PO #: _____

*Distribution: Make 3 copies (Purchasing, Accounting & Human Resources) and submit along with the I.C. packet to H/R.

Eric W. Gruver, Ph.D.

PSY 5246

PSYCHOLOGY

2017 JUL 26 A 9 41
AGREEMENT FOR SERVICES RENDERED

This agreement, to provide psychological evaluations (herein referred to as "Agreement") for District Safety & Security personnel, is entered into by Dr. Eric Gruver (herein referred to as "Provider") and Rancho Santiago Community College District (herein referred to as "Client") on this date, July 1, 2017.

PURPOSE

This Agreement stipulates the performance by the Provider for psychological evaluations of any District Safety & Security employees for Rancho Santiago Community College District. Provider is a person of unique experience and knowledge specific to psychological evaluations, specializing in public safety and law enforcement applicants.

The Provider's place of business is 2021 E. 4th Street, Santa Ana, CA 92705 and the Client's place of business is 2323 N. Broadway, Santa Ana, CA 92706.

SCOPE AND MANNER OF SERVICES

The Provider hereby agrees to deliver the Client with such services in exchange for consideration described herein under "Payment for Services Rendered".

1. Conduct a psychological evaluation as a pre-hire assessment or a post shooting consultation.
2. Complete a written narrative including all facts and findings.
3. Maintain direct communication with Chief Toni Bland at Rancho Santiago Community College District.

COMPENSATION FOR SERVICES RENDERED

The Provider shall be compensated for services authorized and performed pursuant to the agreement at the rate of:

1. Pre-hire assessment at a rate of \$425.00 per assessment.
2. Post shooting initial consultation at a rate of \$350.00.
3. A general consultation at a rate of \$175.00 per hour.
4. Testify as a forensic expert at a rate of \$250.00 per hour.
5. No other fees and/or expenses will be paid to the Provider, unless such fees and/or expenses have been approved in advance and in writing by the Client.

Fellow-American College Of Forensic Psychology • Fellow-Diplomate The International Academy Of Medicine And Psychology

2021 E. Fourth Street, Suite 116 • Santa Ana, CA 92705

Office (714) 544-4434 • Fax (714) 544-4996 • E-mail: drgruver39@gmail.com 4.8 (3)

PAYMENT AGREEMENT

The Provider shall submit a written invoice, detailing all expenses associated with each psychological evaluation. In turn, the Client will verify and validate such to be true and accurate and make full payment with a period not to exceed thirty (30) business days.

1. Client shall make no deductions for Federal, State or Local taxes from payment. No vacation, retirement, leave or other benefits, shall accrue to Provider under terms of this Agreement.

TERMINATION OF AGREEMENT

This agreement shall be effective from the date first listed above for the period set forth and agreed upon between the Provider and the Client, or until completion of the Services, as applicable, unless sooner terminated by either party in accordance with the terms and conditions of the Agreement. This Agreement is terminable by either party at any time, with or without cause, effective upon notice to the other party. If Client exercise its right to terminate the Agreement, any obligation it may otherwise have under the Agreement shall cease immediately, except that Client shall be obligated to compensate Provider for work performed up to the time of termination. If Provider exercises its right to terminate the Agreement, any obligation it may otherwise have under this Agreement shall cease immediately. Additionally, this Agreement shall automatically terminate upon Provider's death. In such event, Client shall be obligated to pay Provider's estate or beneficiaries only the accrued, but unpaid compensation and expenses due as of the date of death.

WORKER'S COMPENSATION

Provider expressly warrants that he shall obtain and keep in effect during the full term of his agreement any Worker's Compensation insurance as required by law.

ASSIGNMENT

Provider may not assign, delegate or subcontract the performance of this Agreement to any other person without written consent from the Client.

INDEMNIFY; HOLD HARMLESS

Each party agrees to indemnify, defend and hold harmless the other from and against any and all liability, loss, damage, costs, claims and expenses, including legal costs and attorney's fees and other litigation expenses resulting from injury or death to any person or damage, loss or destruction to property in any manner arising from such party's actions in the performance of this Agreement.

LICENSE AND INSURANCE

Provider maintains all current and applicable licenses, business certifications and insurance to conduct services as a psychological consultant in the State of California.

ATTORNEY FEES

In any action to declare the rights of the parties created herein or to enforce any of the terms of this Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees.

APPLICABLE LAW

This contact shall be governed by all laws of the County of Orange, in the State of California and any applicable federal law.

SIGNATURES

CLIENT:

PETER HANDSOME VICE CHAIRMAN
Printed Name/Title

[Signature] 7/25/17
Signature Date

PROVIDER:

[Signature]
Dr. Eric Gruver

ERIC GRUVER, PH.D.
Signature Date

INFORMATION FOR PROSPECTIVE
INDEPENDENT CONTRACTOR

Tentative Agreement

1. Service to be provided (Attach a Cost Proposal with a detailed scope of service and if applicable, a Biography must be provided for services \$15,000 or more):
2. Service Cost: _____ Plus Expenses? Yes No Maximum Amount of Expenses: \$ _____
(Price Estimate and Breakdown of such expenses must be included in the Cost Proposal)
3. Service to commence on or about July 1, 2017.
4. Service to be completed on or about June 30, 2018.
5. Is it possible that this Independent Contractor may provide future services in the amount of \$600.00 or more in the current or next calendar year?
Yes No
6. Independent Contractor shall assume all expenses unless otherwise noted.
7. Independent Contractor shall provide worker's compensation insurance or self-insurance service, and indemnify and/or hold harmless the District, its officers and agents employees and volunteers by reason of liability for damages for (1) death or bodily injury to persons, (2) injury to, loss, or theft of property, and (3) any other damage or expense arising under the above sustained by the Independent Contractor.
8. Independent Contractor affirms that no Rancho Santiago Community College District employee shall be hired as a subcontractor while working at the college.

The above are excerpts from the District's standard Independent Contractor agreement and are intended to be used during the negotiation process with the prospective contractor. A signature or initial attached hereto means simply that the prospective Independent Contractor acknowledges that the District's requirements are understood and that after the District's Board approval if required, a signature on the Independent Contractor agreement shall be executed.

INDEPENDENT CONTRACTOR

Signature

2021 E. 4th Street

Address

Santa Ana, CA 92705

City/State/Zip

Police Psychologist

Title

Date 6/20/17

DISTRICT REQUESTOR

Signature

PETER HARDAUGH

Printed Name

VICE CHANCELLOR

Title

Date

Date Mailed: ___/___/___

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Board Meeting: August 14, 2017

INDEPENDENT CONTRACTORS

PGINET Consulting

Attachment A – Independent Contractor Agreement

Attachment B – Scope of Work

Attachment C - Biography

Service: To provide planning and development of a secure part-time instructor absence reporting and substitute assignment system, development of a web accessible public facing course schedule, technical support and feature upgrades for the Continuing Education Online Professional Development, High School Grading and Online Educational Planning systems.

Date(s) of Service: August 15, 2017 through June 30, 2018

Fee: \$42,500.00 (Not to exceed)

Requested by: James Kennedy/Christine Kosko

Funded by: Continuing Education Division
12-1101-678000-18100-5100
12-1102-678000-18100-5100

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT, made and entered into this **15th** of **August, 2017** by and between **PGINET Consulting** herein after referred to as INDEPENDENT CONTRACTOR and the RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT, hereafter referred to as DISTRICT.

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ an INDEPENDENT CONTRACTOR specially trained to perform special services; and

WHEREAS the DISTRICT and INDEPENDENT CONTRACTOR mutually agree that the INDEPENDENT CONTRACTOR is specially qualified for and shall provide special services to the DISTRICT that no employee of the DISTRICT is qualified to perform and shall provide the following specific services:

TO PROVIDE PLANNING AND DEVELOPMENT OF A SECURE PART-TIME INSTRUCTOR ABSENCE REPORTING AND SUBSTITUTE ASSIGNMENT SYSTEM, DEVELOPMENT OF A WEB ACCESSIBLE PUBLIC FACING COURSE SCHEDULE, TECHNICAL SUPPORT AND FEATURE UPGRADES FOR THE CONTINUING EDUCATION ONLINE PROFESSIONAL DEVELOPMENT, HIGH SCHOOL GRADING AND ONLINE EDUCATIONAL PLANNING SYSTEMS PER SUBMITTED SCOPE OF WORK.

WHEREAS the Governing Board has determined that the INDEPENDENT CONTRACTOR is specially trained and experienced and competent to perform the special services required, and

WHEREAS the DISTRICT under the terms of this agreement hereby agrees to pay the INDEPENDENT CONTRACTOR for services not to exceed **Forty Two Thousand Five Hundred Dollars & No Cents (\$42,500.00).**

The contracted services are to commenced on or about **August 15, 2017** and completed on or about, but not later than **June 30, 2018.**

WHEREAS the INDEPENDENT CONTRACTOR in the performance of this agreement shall be and act as an INDEPENDENT CONTRACTOR providing the necessary tools and equipment and provide the Board of Trustees a final finished report and/or product within the prescribed time allocated, and

WHEREAS the INDEPENDENT CONTRACTOR shall assume all other expenses incurred in connection with the performance of this contract and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this agreement, the INDEPENDENT CONTRACTOR is not an officer, agent or employee of the DISTRICT, and

WHEREAS the INDEPENDENT CONTRACTOR shall provide worker’s compensation insurance or self-insure services, and

WHEREAS the INDEPENDENT CONTRACTOR shall indemnify and hold harmless the DISTRICT, its officers, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever, which may be incurred by reason of:

- a) Contractor agrees to defend, indemnify, and hold harmless the Rancho Santiago Community District (District), its officers, agents, employees, and volunteers from all loss, cost, and expense arising out of any liability or claim of liability for personal injury, bodily injury to persons, contractual liability and damage to property sustained or claimed to have been sustained arising of activities of the Contractor, its subcontractors, or those of any of its officers, agents, or employees or volunteers, whether such act is authorized by this Agreement or not; and Contractor shall pay for any and all damage to the property of the District, or loss or theft of such property, done or caused by such persons. District assumes no responsibility whatsoever for any property placed on the premises. Contractor further agrees to waive all rights of subrogation against the District. The provisions of the Article do not apply to any damage or losses caused by the negligence of the District or any of its agents or employees.

WHEREAS the DISTRICT may at any time, with or without reason, terminate this AGREEMENT in whole or in part and compensate INDEPENDENT CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by INDEPENDENT CONTRACTOR and shall specify the date of termination.

WHEREAS the parties to this agreement, under penalty of perjury, certify that all of the above items are to the best of their knowledge true and correct statements.

IN WITNESS where of, said parties have executed this agreement as of the date first written above.

INDEPENDENT CONTRACTOR

RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT

Signature

By _____

Printed Name

Peter J. Hardash

Printed Name

Title

Vice Chancellor of Business
Operations/Fiscal Services

Title

Address

City/State

Date

Date

Attachment "B"

PGINET Consulting Contract

Requestor: James Kennedy, Vice President of Continuing Education

Scope of Work:

The contractor will provide the following services:

1. Plan and develop a secure part-time instructor absence reporting and substitute assignment system.
2. Development of a web accessible public facing course schedule.
3. Technical support and feature upgrades for the Continuing Education Online Professional Development System.
4. Technical support and feature upgrades for high school subject's classroom grading application.
5. Technical support and feature upgrades for Online Educational Planning application.

Activities will include: Attending meetings, answering questions, troubleshooting technical issues and programming. Programming will be conducted on the Microsoft ASP.NET platform and will utilize the operational data that has been provided by District ITS. District ITS will continue to provide hosting services for these applications and related Microsoft SQL Server databases.

Terms of Payment:

Blanket Purchase Order for fiscal year 2017/2018 Bill Monthly at a rate of \$85 per hour for up to 500 hours. Total contract shall not exceed \$42,500.

Project Start Date: August 15th, 2017

Project End Date: June 30th, 2018

PGINET Consulting

Biography

Paul Gallagher, Principal Owner of PGINET Consulting has been creating software to serve clients primarily in education, healthcare and insurance since 1998. Prior to 1998, Paul served as the Webmaster, overseeing and managing the web site at Autobytel.com, an automobile services provider which is still publicly traded today.

Recent Projects

2013 – Present, Rancho Santiago Community College District

PGINET Consulting contracted with RSCCD to develop and launch the following software projects:

Flex Application, High School Grading and Tracking Application

The Student Education Plan Application is scheduled to being testing in mid-August of 2017.

2013 – Present, LAOCRC

PGINET Consulting developed a voting system and website to support the Los Angeles / Orange County Regional Consortium.

2014 – 2015, Business Intelligence Software for Healthcare Provider

PGINET Consulting was subcontracted to develop a business intelligence reporting system for a small hospital chain.

2016 - 2017, Case Management Software for Healthcare Provider

PGINET Consulting was subcontracted to develop case management software for a small hospital chain.

Purchase Order List

06/18/2017 thru 07/15/2017

P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-B0001223	6/21/2017	79	Continuing Education Division	Books, Mags & Subscrip-Non-Lib	DON BOOKSTORE	11,600.36
18-B0001224	7/11/2017	81	Auxiliary Services Office	Agency Fund Liab Beg Fund Bal	DON BOOKSTORE	21.26
18-B0001228	7/12/2017	79	Auxiliary Services Office-Dist	Other Operating Exp & Services	OFFICE DEPOT BUSINESS SVCS	1,000.00
17-P0043329	6/30/2017	11	Public Affairs/Gov Rel Office	Software License and Fees	WELLS FARGO BANK	600.00
17-P0046260	6/20/2017	11	Purchasing	Inst Dues & Memberships	REYNOLDS DANIELLE RAE	348.00
17-P0047006	6/19/2017	12	Short-Term Vocational	Equip-Fed Prgm >\$1,000< \$5,000	GOLDEN STAR TECHNOLOGY, INC.	62,335.89
17-P0047007	6/19/2017	12	Student Equity	Conference Expenses	WESTERN ASSOC. OF VETERAN EDUC. SPECIALISTS	450.00
17-P0047008	6/19/2017	12	Student Equity	Conference Expenses	ALEXANDRIA A. VEGA	300.00
17-P0047009	6/19/2017	12	Media Systems	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	11,532.44
17-P0047010	6/19/2017	11	Mailroom	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	150.07
17-P0047011	6/19/2017	33	EHS Administration	Contracted Services	THE ENTERTAINMENT PROS LLC	1,195.00
17-P0047012	6/19/2017	11	Safety & Security Office	Conference Expenses	SCOTT E. BAKER	174.00
17-P0047013	6/19/2017	12	Media Systems	Equip-All Other >\$200 < \$1,000	GOLDEN STAR TECHNOLOGY, INC.	14,718.00
17-P0047014	6/19/2017	11	Safety & Security Office	Conference Expenses	FRANCISCO O. PRADO	174.00
17-P0047015	6/19/2017	11	Safety & Security Office	Conference Expenses	RAYMOND A. WERT	174.00
17-P0047016	6/19/2017	11	Safety & Security Office	Conference Expenses	MONTE J. HUOTARI	174.00
17-P0047017	6/19/2017	11	Safety & Security Office	Conference Expenses	MANUEL R. PACHECO	174.00
17-P0047018	6/19/2017	11	Safety & Security Office	Conference Expenses	EH PUBLISHING INC	1,780.00
17-P0047019	6/19/2017	12	Academic Affairs Office	Instructional Supplies	SEHI COMPUTER PRODUCTS	675.96
17-P0047020	6/19/2017	12	Exercise Science	Instructional Supplies	LYTLE SCREEN PRINTING INC	2,130.23
17-P0047021	6/19/2017	12	Exercise Science	Instructional Supplies	LYTLE SCREEN PRINTING INC	672.36
17-P0047022	6/19/2017	12	Safety & Parking - DO	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	344.85
17-P0047023	6/19/2017	12	Safety & Parking - DO	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	303.05
17-P0047024	6/20/2017	11	Transportation	Contracted Repair Services	TURF STAR INC	1,914.19
17-P0047025	6/20/2017	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	1,012.90
17-P0047026	6/20/2017	11	Honors Program	Conference Expenses	HONORS TRANSFER COUNCIL OF CALIF	360.00
17-P0047027	6/20/2017	11	Facility Planning Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	243.93
17-P0047028	6/20/2017	12	Continuing Education Division	Rental - Facility (Short-term)	SANTA ANA UNIFIED SCHOOL DIST	31,424.50
17-P0047029	6/20/2017	12	Safety & Parking - DO	Lease Agreement - Facility	ORANGE COUNTY SHERIFF'S	134.00
17-P0047030	6/20/2017	11	Facility Planning Office	Conference Expenses	CCFC COMMUNITY COLLEGE FACILITY COALITION	200.00
17-P0047031	6/20/2017	12	Ctr for Intl Trade Dev Office	Rental - Facility (Short-term)	IRVINE CHAMBER OF COMMERCE	440.00
17-P0047032	6/20/2017	13	Management	Software License and Fees	MEMENI TECHNOLOGIES LTD	5,697.00
17-P0047033	6/20/2017	12	Corporate Training Institute	Contracted Services	MIRACLE CARE NETWORK INC.	200.00
17-P0047034	6/20/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF WEST COVINA	16,549.75
17-P0047035	6/20/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF VERNON	13,503.00
17-P0047036	6/20/2017	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	5,000.00
17-P0047037	6/20/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	4,000.00

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0047038	6/20/2017	11	Maintenance	Non-Instructional Supplies	HOME DEPOT	400.00
17-P0047039	6/20/2017	12	Academic Affairs Office	Instructional Supplies	CANDELA CORP	3,000.00
17-P0047040	6/20/2017	12	Career Education Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,214.64
17-P0047041	6/20/2017	13	Maintenance	Contracted Services	MATSON BACKHOE & CONSTRUCTION	7,251.99
17-P0047042	6/20/2017	12	Continuing Education Division	Rental - Facility (Short-term)	DELHI CENTER	833.00
17-P0047043	6/20/2017	11	Digital Media Center	Contracted Repair Services	ASCI SECURITY	878.70
17-P0047044	6/20/2017	11	Digital Media Center	Contracted Repair Services	ASCI SECURITY	125.00
17-P0047045	6/20/2017	41	Facility Planning Office	Bldg Impr - Other Services	SCS ENGINEERS	6,830.00
17-P0047046	6/21/2017	12	Outreach	Transportation - Student	ORANGE UNIFIED SCHOOL DISTRICT	135.00
17-P0047047	6/21/2017	12	Student Placement	Food and Food Service Supplies	NENA BALDIZON-RIOS	696.93
18-P0047048	7/1/2017	11	SAC Continuing Ed-Instruction	Maint Contract - Office Equip	ECS IMAGING INC	99.00
17-P0047049	6/21/2017	12	Sci, Math, Health Sci Office	Instructional Supplies	MEDICAL SHIPMENT LLC	351.69
17-P0047050	6/21/2017	12	ACT Center	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	1,798.52
17-P0047051	6/21/2017	12	Transfer Center	Food and Food Service Supplies	MARTHA C. VARGAS	772.97
17-P0047052	6/21/2017	12	Biology	Instructional Supplies	C.C. IMEX	6,937.38
17-P0047053	6/21/2017	12	Ctr for Intl Trade Dev Office	Food and Food Service Supplies	CRAVE RESTAURANT GROUP, LLC	688.36
17-P0047054	6/21/2017	12	Student Equity	Conference Expenses	MELINDA S. WOMACK	171.00
17-P0047055	6/21/2017	12	Center for Teacher Education	Non-Instructional Supplies	EAI ERIC ARMIN INC	132.21
17-P0047056	6/21/2017	11	Districtwide	Due to Bookstore - FA Link	RSCCD	342,552.13
17-P0047057	6/21/2017	12	Student Equity	Transportation - Student	SILVERADO STAGES, INC.	735.00
17-P0047058	6/21/2017	11	Maintenance	Non-Instructional Supplies	GRAINGER	4,000.00
17-P0047060	6/21/2017	12	Kinesiology - Physical Educ	Equip-All Other >\$200 < \$1,000	TROXELL COMM INC	450.40
17-P0047062	6/21/2017	12	Academic Affairs Office	Conference Expenses	LOS ANGELES COMMUNITY COLLEGE DISTRICT	1,400.00
17-P0047063	6/21/2017	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	NEW READERS PRESS	3,969.60
17-P0047064	6/21/2017	12	Orange Educ Ctr-Instruction	Instructional Supplies	AMAZON COM	372.32
17-P0047065	6/21/2017	11	International Student Program	Courier/Delivery Services	DHL WORLDWIDE EXPRESS	444.16
17-P0047066	6/21/2017	12	Transfer Center	Non-Instructional Supplies	MARTHA C. VARGAS	349.06
17-P0047067	6/22/2017	11	Human Resources Office	Food and Food Service Supplies	TOP HAT PRODUCTIONS	1,561.30
18-P0047068	7/1/2017	11	District Wide Technology	Non-Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
18-P0047069	7/1/2017	11	District Wide Technology	Non-Instructional Supplies	MONOPRICE INC	10,000.00
18-P0047070	7/1/2017	11	District Wide Technology	Non-Instructional Supplies	BUSINESS MACHINES SECURITY	2,000.00
17-P0047071	6/22/2017	12	Student Equity	Food and Food Service Supplies	MIGUEL U. LUNA	1,182.52
17-P0047072	6/22/2017	11	Maintenance & Operations	Contracted Repair Services	HILLS BROS LOCK & SAFE	171.32
17-P0047073	6/22/2017	13	Maintenance	Contracted Services	ALLEYCAT DEVELOPMENT INC	1,200.00
17-P0047074	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	DOWNEY FIRE DEPT	12,781.75
17-P0047075	6/22/2017	12	Transfer Center	Contracted Services	SANTA ANA COLLEGE FOUNDATION	900.00
17-P0047076	6/22/2017	12	Kinesiology - Physical Educ	Equip-All Other >\$1,000<\$5,000	NAT'L SPORTS APPAREL LLC	4,768.32

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Purchase Order List

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0047077	6/22/2017	12	Ctr for Intl Trade Dev Office	District Business/Sponsorships	WOMEN IN WORLD TRADE	2,475.00
17-P0047078	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	ORANGE COUNTY FIRE AUTHORITY	201,734.75
17-P0047079	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	SAN BERNARDINO COUNTY	55,013.00
17-P0047080	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIVERSIDE	36,497.00
17-P0047081	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RIALTO	7,313.25
17-P0047082	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF REDLANDS	10,481.25
17-P0047083	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ORANGE	15,130.25
17-P0047084	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF MONTEBELLO	9,108.00
17-P0047085	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LA VERNE	9,833.75
17-P0047086	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF LAGUNA BEACH	9,191.50
17-P0047087	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF HUNTINGTON BEACH	26,855.50
17-P0047088	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF GARDEN GROVE	10,874.00
17-P0047090	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FULLERTON	4,002.00
17-P0047091	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF FOUNTAIN VALLEY	3,457.75
17-P0047092	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF ANAHEIM	21,297.50
17-P0047093	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF BREA	9,083.75
17-P0047094	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CHINO VALLEY INDEPENDENT	15,354.25
17-P0047095	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF CORONA	44,847.25
17-P0047096	6/22/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF RANCHO CUCAMONGA	13,824.75
17-P0047097	6/26/2017	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	255.00
17-P0047098	6/26/2017	11	Maintenance	Contracted Repair Services	THYSSENKRUPP ELEVATOR CORP	449.00
17-P0047099	6/26/2017	11	Maintenance	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	1,800.00
17-P0047100	6/26/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	HARVARD BUSINESS SCHOOL PUBLISHING CORP	1,077.50
17-P0047101	6/26/2017	11	Maintenance	Contracted Services	TRI-SIGNAL INTEGRATION INC	888.00
17-P0047102	6/26/2017	11	Maintenance	Contracted Services	HEID JARED STEPHEN	573.00
17-P0047103	6/26/2017	11	Maintenance	Contracted Services	SANDY BOYD INC	495.00
17-P0047104	6/26/2017	11	Maintenance	Contracted Services	CLIMATEC LLC	775.00
17-P0047105	6/26/2017	11	Maintenance	Contracted Repair Services	ABBA TERMITE & PEST CONTROL INC	95.00
18-P0047106	7/1/2017	12	LA/OC Regional Consortia	Contracted Services	VERCHES RICHARD	8,228.00
18-P0047107	7/1/2017	11	Academic Affairs Office	Contracted Services	BUSCHE DONALD	12,000.00
17-P0047108	6/26/2017	11	Maintenance	Contracted Repair Services	TROPICAL PLAZA NURSERY	280.00
17-P0047109	6/26/2017	12	Upward Bound	Instructional Supplies	LEGO BRAND RETAIL INC	1,404.35
17-P0047110	6/26/2017	12	Fine & Performing Arts Office	Instructional Supplies	NOTEABLE HOLDINGS INC	680.61
17-P0047111	6/26/2017	11	Transportation	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	429.52
17-P0047112	6/26/2017	13	Counseling	Non-Instructional Supplies	DON BOOKSTORE	115.53
17-P0047113	6/26/2017	12	ULINK	Non-Instructional Supplies	DON BOOKSTORE	1,303.52
17-P0047114	6/26/2017	12	Upward Bound	Awards & Incentives	MICHAEL J MACKENZIE	23.14

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0047116	6/26/2017	12	LA/OC Regional Consortia	Contracted Services	SUNSTONE CENTER CT LESSEE	6,565.89
17-P0047117	6/26/2017	12	Automotive Technology/Engine	Equip-All Other > \$5,000	TKSERVICESINC	11,700.14
17-P0047118	6/26/2017	11	Maintenance	Contracted Services	BLUERAY MANAGEMENT	495.00
17-P0047119	6/26/2017	13	Transportation	Equip-All Other > \$5,000	PREMIER AUTOMOTIVE OF BUENA PARK LLC	37,113.88
17-P0047120	6/26/2017	13	Transportation	Equip-All Other > \$5,000	PREMIER AUTOMOTIVE OF BUENA PARK LLC	37,113.88
17-P0047121	6/26/2017	12	Upward Bound	Fees Paid for Students	RSCCD	825.00
17-P0047122	6/27/2017	11	Digital Media Center	Contracted Repair Services	PYRO-COMM SYSTEMS INC	338.44
17-P0047123	6/27/2017	12	LA/OC Regional Consortia	Inst Dues & Memberships	LOS ANGELES COUNTY BUSINESS FEDERATION	25,000.00
17-P0047124	6/27/2017	33	EHS Administration	Inst Dues & Memberships	REGION 9 HEAD START ASSOC.	250.00
17-P0047125	6/27/2017	33	EHS Administration	Inst Dues & Memberships	NAT'L HEAD START ASSOC	800.00
17-P0047126	6/27/2017	12	LA/OC Regional Consortia	Inst Dues & Memberships	LOS ANGELES COUNTY ECONOMIC DEV CORP	47,083.56
17-P0047127	6/27/2017	12	Distance Education	Instructional Supplies	LUMEN LEARNING LLC	15,160.00
17-P0047128	6/27/2017	12	Student Development	Other Exp Paid for Students	SPRINGHILL SMC LLC	952.61
17-P0047129	6/27/2017	12	Library Services	Library Books - Databases	EBSCO SUBSCRIPTION SVCS	119.73
17-P0047130	6/27/2017	12	Library Services	Library Books	AMAZON COM	128.60
* 17-P0047131	6/27/2017	11	CJ/Academies	Non-Instructional Supplies	HOME DEPOT	131.00
* 17-P0047131	6/27/2017	13	Human Svcs & Technology Office	Non-Instructional Supplies	HOME DEPOT	405.26
PO Amt Total for *17-P0047131 :						536.26
17-P0047132	6/27/2017	12	Upward Bound	Conference Expenses	COUNCIL FOR OPPORTUNITY IN EDUCATION	790.00
17-P0047133	6/27/2017	12	Upward Bound	Conference Expenses	CJUF II DESTINATIONS HOTEL LLC	1,570.59
17-P0047134	6/27/2017	12	Outreach	Transportation - Student	PLACENTIA YORBA LINDA	1,662.00
17-P0047135	6/27/2017	12	Paralegal	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,144.00
17-P0047136	6/27/2017	12	Paralegal	Transportation - Student	CERTIFIED TRANSPORTATIONS	1,144.00
17-P0047137	6/27/2017	12	Resource Development	Contracted Services	HANNEMAN TIM	717.88
17-P0047138	6/27/2017	12	Veterans Resource Center	Contracted Services	RSCCD	2,025.00
17-P0047139	6/27/2017	12	Assessment	Non-Instructional Supplies	CAPP ASSOCIATES INC	1,293.88
17-P0047140	6/27/2017	12	Veterans Resource Center	Contracted Services	RSCCD	4,130.00
17-P0047141	6/27/2017	12	Ctr for Intl Trade Dev Office	Contracted Services	DEPARTMENT OF COMMERCE NAT'L	600.00
17-P0047142	6/28/2017	12	Orange Educ Ctr-Instruction	Contracted Repair Services	AURELIANO GONZALEZ	500.00
18-P0047143	7/1/2017 1	11	Grounds	Maint/Oper Service Agreements	HEID JARED STEPHEN	13,805.00
17-P0047144	6/28/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	29,000.00
17-P0047145	6/28/2017	12	Orange Educ Ctr-Instruction	Books, Mags & Subscrip-Non-Lib	AMAZON COM	66.81
17-P0047146	6/28/2017	12	Outreach	Transportation - Student	CORONA-NORCO UNIFIED SCHOOL DISTRIC	388.00
17-P0047147	6/28/2017	12	Outreach	Transportation - Student	CORONA-NORCO UNIFIED SCHOOL DISTRICT	430.65
17-P0047148	6/28/2017	12	Small Business Dev Ctr Office	Transportation - Student	CERTIFIED TRANSPORTATIONS	333.68

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0047149	6/28/2017	12	Distance Education	Contracted Services	LUMEN LEARNING LLC	4,610.00
* 17-P0047150	6/28/2017	11	Maintenance	Contracted Services	ALLEYCAT DEVELOPMENT INC	1,014.99
* 17-P0047150	6/28/2017	13	Maintenance	Contracted Services	ALLEYCAT DEVELOPMENT INC	1,675.01
PO Amt Total for *17-P0047150 :						2,690.00
17-P0047151	6/28/2017	12	Small Business Dev Ctr Office	Non-Instructional Supplies	SABERS RENA	1,879.21
17-P0047152	6/28/2017	12	Diesel	Equip-Fed Prgm >\$1,000< \$5,000	AUTOMOTIVE ELECTRONIC SVCS	4,947.02
18-P0047154	7/1/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	15,000.00
18-P0047155	7/1/2017	11	Publications	Non-Instructional Supplies	HOME DEPOT	100.00
18-P0047156	7/1/2017	11	District Wide Technology	Non-Instructional Supplies	HOME DEPOT	1,000.00
17-P0047157	6/28/2017	12	Center for Teacher Education	Non-Instructional Supplies	LAKESHORE LEARNING MATERIALS	343.58
17-P0047158	6/28/2017	12	Center for Teacher Education	Non-Instructional Supplies	SCHOOL OUTFITTERS	334.45
17-P0047159	6/28/2017	12	DSPS	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	2,783.03
17-P0047160	6/28/2017	11	Maintenance	Repair & Replacement Parts	JOHNSTONE SUPPLY	1,590.21
18-P0047161	7/1/2017	12	Continuing Education Division	Non-Instructional Supplies	HOME DEPOT	1,000.00
18-P0047162	7/1/2017	11	Custodial	Non-Instructional Supplies	VERITIV OPERATING COMPANY	4,500.00
18-P0047163	7/1/2017	11	Custodial	Non-Instructional Supplies	HOME DEPOT	3,000.00
18-P0047164	7/1/2017	11	Custodial	Non-Instructional Supplies	GRAINGER	3,000.00
17-P0047165	6/28/2017	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	767.01
18-P0047166	7/1/2017	11	District Wide Technology	Equip-All Other >\$1,000<\$5,000	CDW GOVERNMENT INC.	8,378.64
17-P0047167	6/29/2017	12	Inmate Education Program	Books, Mags & Subscrip-Non-Lib	AMAZON COM	1,020.78
17-P0047168	6/29/2017	12	Diesel	Equip-Vehicles >\$5,000	ORANGE COAST CHRYSLER JEEP	59,727.95
17-P0047169	6/29/2017	12	Upward Bound	Fees Paid for Students	RSCCD	2,765.00
17-P0047170	6/29/2017	11	Administrative Services Office	Transportation - Student	CERTIFIED TRANSPORTATIONS	2,680.60
17-P0047171	6/29/2017	11	Administrative Services Office	Transportation - Student	AIRPORT VAN RENTAL INC	1,759.68
18-P0047172	7/3/2017	11	Publications	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	350.00
17-P0047173	6/29/2017	12	Business Division Office	Software License and Fees	NETOP	600.00
17-P0047175	6/29/2017	11	Maintenance	Equip-All Other >\$200 < \$1,000	HAJOCA CORP	1,517.93
17-P0047176	6/29/2017	12	Upward Bound	Awards & Incentives	DON BOOKSTORE	5,569.33
18-P0047177	7/3/2017	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
18-P0047178	7/3/2017	12	Student Services Office	Conference Expenses	FRED PRYOR SEMINARS	336.00
18-P0047179	7/3/2017	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	2,475.00
18-P0047180	7/3/2017	11	Accounts Payable	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
18-P0047181	7/3/2017	12	Student Services Office	Conference Expenses	RP GROUP	2,100.00
18-P0047182	7/3/2017	12	Chemistry	Instructional Supplies	ALBERTSON'S	300.00
18-P0047183	7/3/2017	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	500.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0047184	7/3/2017	12	Chemistry	Instructional Supplies	FLINN SCIENTIFIC INC	1,000.00
18-P0047185	7/3/2017	12	Chemistry	Instructional Supplies	FISHER SCIENTIFIC	500.00
18-P0047186	7/3/2017	12	EOPS	Other Exp Paid for Students	OFFICE DEPOT BUSINESS SVCS	2,000.00
18-P0047187	7/3/2017	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	34,919.00
18-P0047188	7/3/2017	12	EOPS	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
18-P0047189	7/3/2017	12	Library Services	Instructional Supplies	AMAZON COM	10,000.00
18-P0047190	7/3/2017	11	Risk Management	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	800.00
18-P0047191	7/3/2017	12	Continuing Education Division	Non-Instructional Supplies	AAMES LOCK & SAFE CO	200.00
18-P0047192	7/3/2017	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	4,382.68
18-P0047193	7/3/2017	12	Student Equity	Other Exp Paid for Students	RSCCD	828.00
18-P0047194	7/3/2017	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
18-P0047195	7/3/2017	11	District Wide Technology	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
18-P0047196	7/3/2017	12	Student Equity	Transportation - Student	SILVERADO STAGES, INC.	561.75
18-P0047197	7/3/2017	11	Publications	Non-Instructional Supplies	KELLY PAPER	1,034.40
18-P0047198	7/3/2017	12	Biology	Instructional Supplies	ALBERTSON'S	100.00
18-P0047199	7/3/2017	12	Biology	Instructional Supplies	FISHER SCIENTIFIC	1,000.00
18-P0047200	7/3/2017	12	Student Equity	Transportation - Student	SILVERADO STAGES, INC.	787.50
18-P0047201	7/3/2017	12	Student Equity	Transportation - Student	SILVERADO STAGES, INC.	682.50
18-P0047202	7/3/2017	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	1,799.00
18-P0047203	7/3/2017	12	Library Services	Library Books	AMAZON COM	10,000.00
18-P0047204	7/3/2017	12	EOPS	Transportation - Student	SILVERADO STAGES, INC.	577.50
18-P0047205	7/3/2017	12	MESA	Other Participant Travel Exp	SUZANNE L. LOHMANN	1,302.50
18-P0047206	7/3/2017	12	Chemistry	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
17-P0047207	6/29/2017	11	Risk Management	Hazardous Materials Removal	FRS ENVIRONMENTAL	1,990.51
17-P0047208	6/29/2017	11	Maintenance	Contracted Services	SANDY BOYD INC	220.00
17-P0047209	6/29/2017	11	CJ/Academies	Contracted Repair Services	ORANGE COAST PLUMBING INC	995.00
18-P0047210	7/1/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	MONOPRICE INC	127.09
18-P0047211	7/1/2017	12	SAC Continuing Ed-Instruction	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	659.80
17-P0047212	6/29/2017	11	Maintenance	Contracted Services	PYRO-COMM SYSTEMS INC	2,169.74
18-P0047213	7/3/2017	12	Professional Development	Conference Expenses	RP GROUP	660.00
18-P0047214	7/3/2017	12	MESA	Other Participant Travel Exp	UNIVERISTY OF ALASKA	1,676.00
18-P0047215	7/3/2017	13	Maintenance	Contracted Services	OCR LAND, LLC	22,650.00
17-P0047216	6/29/2017	11	International Student Program	Contracted Services	STOCKS ANDREW WAYNE	2,500.00
18-P0047217	7/3/2017	12	Continuing Education Division	Equip-All Other >\$1,000<\$5,000	GOLDEN STAR TECHNOLOGY, INC.	4,169.48
17-P0047218	6/29/2017	11	Maintenance	Contracted Services	C.I. SERVICES INC	6,120.00
17-P0047219	6/29/2017	11	Maintenance	Contracted Services	SANDY BOYD INC	999.50
17-P0047220	6/29/2017	11	Maintenance	Contracted Services	ENVISE	390.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0047221	6/29/2017	11	Maintenance & Operations	Contracted Repair Services	IRVINE VALLEY AIR CONDITIONING INC	3,454.71
18-P0047222	7/3/2017 1	11	Maintenance & Operations	Landscaping	BROADWAY PARTNERS	6,792.00
18-P0047223	7/3/2017 1	11	Networking	Maint Contract - Other Equip	KLM INC	10,000.00
18-P0047224	7/3/2017 1	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	13,000.00
18-P0047225	7/3/2017 1	12	EOPS	Food and Food Service Supplies	SMART & FINAL	1,000.00
18-P0047226	7/5/2017 1	11	Chancellor's Office	Inst Dues & Memberships	ACCT ASSOC OF COMMUNITY	8,103.00
18-P0047227	7/5/2017 1	11	Chancellor's Office	Inst Dues & Memberships	OCSBA ORANGE CO SCHOOL BOARD ASSOC	125.00
18-P0047228	7/5/2017 1	11	Chancellor's Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,000.00
18-P0047229	7/5/2017 1	11	Chancellor's Office	Food and Food Service Supplies	WELLS FARGO BANK	1,000.00
18-P0047230	7/5/2017 1	11	Chancellor's Office	Inst Dues & Memberships	NCCHC NATIONAL COMMUNITY COLLEGE	500.00
17-P0047231	6/29/2017	13	Continuing Education Division	Contracted Services	MATSON BACKHOE & CONSTRUCTION	9,743.92
18-P0047232	7/5/2017 1	11	Maintenance	Contracted Repair Services	VARSITY BRANDS HOLDING CO INC	2,872.36
18-P0047234	7/5/2017 1	11	Chancellor's Office	Books, Mags & Subscrip-Non-Lib	HIGHER ED PUB INC	67.50
18-P0047235	7/5/2017 1	12	EOPS	Food and Food Service Supplies	THE VINTAGE STAKEHOUSE INC	1,485.00
17-P0047236	6/29/2017	12	Small Business Dev Ctr Office	District Business/Sponsorships	CYPRESS COLLEGE	5,000.00
17-P0047237	6/29/2017	11	Admin Services Office	Class Schedules/Printing	ADVANCED WEB OFFSET INC	2,646.34
18-P0047238	7/5/2017 1	11	Chancellor's Office	Conference Expenses	WELLS FARGO BANK	1,000.00
18-P0047239	7/5/2017 1	12	LA/OC Regional Consortia	Contracted Services	JACKSON KELLY	500.00
17-P0047240	6/30/2017	11	Fire Academy	Instructional Agrmt - Salary	CITY OF NEWPORT BEACH FIRE AND MARINE DEPT	24,809.75
17-P0047241	6/30/2017	11	Maintenance & Operations	Contracted Repair Services	ACCESS SECURITY CONTROLS INTL INC	2,755.33
18-P0047242	7/6/2017 1	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	940.00
18-P0047243	7/6/2017 1	11	Board of Trustees	Conference Expenses	ACCT ASSOC OF COMMUNITY	825.00
18-P0047245	7/6/2017 1	11	District Wide Technology	Contracted Services	SOCAL SHRED LLC	600.00
18-P0047246	7/6/2017 1	11	District Wide Technology	Contracted Services	GOLDEN STAR TECHNOLOGY, INC.	5,000.00
17-P0047247	6/30/2017	13	Maintenance	Contracted Services	KAISER ROBERT	2,757.65
17-P0047248	6/30/2017	11	American Sign Language	Contracted Services	GLOBAL WORKS INC	560.00
17-P0047249	6/30/2017	11	Maintenance	Repair & Replacement Parts	IRVINE PIPE SUPPLY	365.27
17-P0047250	6/30/2017	11	CJ/Academies	Repair & Replacement Parts	RSD REFRIGERATION SUPPLIES	350.51
18-P0047251	7/6/2017 1	12	Continuing Education Division	Non-Instructional Supplies	SEHI COMPUTER PRODUCTS	767.01
17-P0047252	6/30/2017	12	Fine & Performing Arts Office	Instructional Supplies	SAMY'S CAMERA	1,255.00
18-P0047253	7/6/2017 1	33	CDC Santa Ana College - East	Food and Food Service Supplies	SYSCO FOOD SVC	7,000.00
18-P0047254	7/6/2017 1	12	Pharmacy Technology	Software Support Service	MEDIWARE INFORMATION SYSTEM INC	2,954.91
18-P0047255	7/6/2017 1	12	Media Systems	Instructional Supplies	HOME DEPOT	2,000.00
18-P0047256	7/6/2017 1	12	Continuing Education Division	Equip-Tablet/Laptop>\$200<\$1000	APPLE COMPUTER INC	729.42
17-P0047257	6/30/2017	11	American Sign Language	Contracted Services	GLOBAL WORKS INC	1,260.00
17-P0047258	6/30/2017	11	Digital Media Center	Contracted Repair Services	ORANGE COUNTY FIRE PROTECTION	1,599.00
17-P0047259	6/30/2017	11	Digital Media Center	Contracted Repair Services	PYRO-COMM SYSTEMS INC	475.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
17-P0047260	6/30/2017	11	Digital Media Center	Contracted Services	TEAM ONE MANAGEMENT	780.00
18-P0047261	7/6/2017 1	11	Publications	Non-Instructional Supplies	KELLY PAPER	2,000.00
18-P0047262	7/6/2017 1	11	Board of Trustees	Food and Food Service Supplies	WELLS FARGO BANK	3,000.00
18-P0047263	7/6/2017 1	12	Student Development	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,100.00
18-P0047264	7/6/2017 1	12	Media Systems	Instructional Supplies	GRAINGER	2,000.00
18-P0047265	7/6/2017 1	11	Board of Trustees	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,300.00
18-P0047266	7/6/2017 1	33	CDC Santa Ana College	Food and Food Service Supplies	B & D DISTRIBUTING INC	14,000.00
18-P0047267	7/6/2017 1	11	Board of Trustees	Non-Instructional Supplies	MICHAEL J MACKENZIE	600.00
18-P0047268	7/6/2017 1	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SYSCO FOOD SVC	1,400.00
18-P0047269	7/6/2017 1	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0047270	7/6/2017 1	33	CDC Santa Ana College	Food and Food Service Supplies	SMART & FINAL	200.00
18-P0047271	7/6/2017 1	33	CDC Santa Ana College - East	Food and Food Service Supplies	NORTHGATE GONZALEZ MARKET	200.00
18-P0047272	7/6/2017 1	33	CDC Santa Ana College	Food and Food Service Supplies	NORTHGATE GONZALEZ MARKET	200.00
18-P0047273	7/6/2017 1	33	CDC Santa Ana College	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0047274	7/6/2017 1	12	Student Equity	Non-Instructional Supplies	ELIZABETH BERGARA	127.86
18-P0047275	7/6/2017 1	12	Student Services Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	181.00
18-P0047276	7/6/2017 1	33	CDC Santa Ana College - East	Food and Food Service Supplies	SMART & FINAL	1,000.00
18-P0047277	7/6/2017 1	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
18-P0047278	7/6/2017 1	12	Library Services	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
18-P0047279	7/6/2017 1	33	CDC Santa Ana College - East	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0047280	7/6/2017 1	33	CDC Santa Ana College - East	Food and Food Service Supplies	B & D DISTRIBUTING INC	9,000.00
18-P0047281	7/6/2017 1	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
18-P0047282	7/6/2017 1	12	SAC Continuing Ed-Instruction	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	10,000.00
18-P0047283	7/6/2017 1	12	EOPS	Food and Food Service Supplies	HAVE KITCHEN WILL TRAVEL, INC.	273.68
18-P0047284	7/6/2017 1	12	Upward Bound	Non-Instructional Supplies	LAKYSHIA M. PEREZ	800.00
18-P0047285	7/6/2017 1	12	Library Services	Library Books - Databases	CCLC COMMUNITY COLLEGE LEAGUE	8,111.00
18-P0047286	7/6/2017 1	12	Counseling	Non-Instructional Supplies	CAPP ASSOCIATES INC	1,557.34
18-P0047287	7/6/2017 1	12	DSPS Office	Conference Expenses	CAPED	2,610.00
18-P0047288	7/6/2017 1	33	CDC Centennial Education Ctr	Food and Food Service Supplies	B & D DISTRIBUTING INC	11,000.00
18-P0047289	7/6/2017 1	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SMART & FINAL	1,000.00
18-P0047290	7/6/2017 1	11	Accounting	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	3,000.00
18-P0047291	7/6/2017 1	12	EOPS	Food and Food Service Supplies	ORANGE TREE DELI & CATERING	1,101.50
17-P0047292	6/30/2017	12	LA/OC Regional Consortia	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	632.50
18-P0047293	7/6/2017 1	12	Counseling	Software License and Fees	UC SAN DIEGO	800.00
18-P0047294	7/6/2017 1	12	Fine & Performing Arts Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
18-P0047295	7/6/2017 1	12	EOPS	Food and Food Service Supplies	ALBERTSON'S	500.00
17-P0047296	6/30/2017	11	Human Resources Office	Legal Expenses	MUSICK, PEELER & GARRETT LLP	180.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount	
18-P0047297	7/6/2017	1	62	Risk Management	Contracted Services	CORVEL ENTERPRISE COMP INC	7,350.00
18-P0047298	7/6/2017	1	11	Chancellor's Office	Telephone & Pager Services	WELLS FARGO BANK	1,200.00
18-P0047299	7/10/2017		11	District Wide Technology	Contracted Services	VOIP-DRAGON CONSULTING LLC	10,400.00
18-P0047300	7/10/2017		11	District Wide Technology	Contracted Services	VOIP-DRAGON CONSULTING LLC	6,500.00
17-P0047301	6/30/2017		12	Fine & Performing Arts Office	Instructional Supplies	AIRGAS INC	443.40
17-P0047302	6/30/2017		41	Facility Planning Office	Site Improv - Contractor Svcs	QUEZADA PRO LANDSCAPE INC	14,300.21
17-P0047303	6/30/2017		12	ULINK	Food and Food Service Supplies	REGENTS OF THE UNIV OF CALIF	872.78
18-P0047304	7/10/2017		11	Maintenance	Repair & Replacement Parts	CALIFORNIA MARKETING & SALES	2,500.00
18-P0047305	7/10/2017		11	Maintenance	Non-Instructional Supplies	WATERLINE TECHNOLOGIES	9,000.00
18-P0047306	7/10/2017		11	Accreditation	Other Licenses & Fees	ACCJC ACCREDITING COMMISSION	33,943.00
17-P0047307	6/30/2017		11	Maintenance	Non-Instructional Supplies	GRAINGER	5,154.10
18-P0047308	7/10/2017		11	Accreditation	Other Licenses & Fees	ACEN ACCREDITATION COMMISSION FOR EDUC IN NURSING	2,350.00
18-P0047309	7/10/2017		11	District Wide Technology	Contracted Services	ODYSSEY POWER CORP	10,000.00
18-P0047310	7/10/2017		11	Public Affairs/Gov Rel Office	Contracted Services	TAM GLOBAL LLC	1,300.00
18-P0047311	7/10/2017		33	CDC Administration	Software Support Service	MCT TECHNOLOGY INC.	4,680.00
17-P0047312	6/30/2017		11	Human Resources Office	Fingerprinting	STATE OF CALIFORNIA	2,633.00
18-P0047313	7/10/2017		11	Facility Planning Office	Software License and Fees	FOUNDATION FOR CALIFORNIA	17,355.16
18-P0047314	7/10/2017		33	CDC Administration	Instructional Supplies	CHALK SPINNER LLC	454.53
18-P0047315	7/10/2017		33	EHS Administration	Non-Instructional Supplies	DISCOUNT SCHOOL SUPPLY	118.56
18-P0047316	7/10/2017		11	Transportation	Repair & Replacement Parts	POWERTRON	8,000.00
17-P0047317	6/30/2017		12	Student Equity	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	403.84
18-P0047318	7/10/2017		11	Transportation	Repair & Replacement Parts	ORANGE COUNTY AUTO PARTS	500.00
18-P0047319	7/10/2017		33	CDC Santiago Canyon College	Food and Food Service Supplies	ALBERTSON'S	1,000.00
18-P0047320	7/10/2017		11	Transportation	Repair & Replacement Parts	NORTHSTAR ENTERPRISES INC	2,000.00
17-P0047321	6/30/2017		11	Maintenance	Contracted Services	PYRO-COMM SYSTEMS INC	5,645.00
18-P0047322	7/10/2017		11	Transportation	Repair & Replacement Parts	TENNANT SALES & SVC CO	5,000.00
18-P0047323	7/10/2017		11	Transportation	Repair & Replacement Parts	YALE CHASE	4,000.00
18-P0047324	7/10/2017		33	CDC Santiago Canyon College	Food and Food Service Supplies	SYSCO FOOD SVC	10,000.00
18-P0047325	7/10/2017		11	Maintenance & Operations	Non-Instructional Supplies	GLASBY MAINTENANCE SUPPLY	10,000.00
18-P0047326	7/10/2017		11	Transportation	Contracted Repair Services	MATERIAL HANDLING SUPPLY INC	3,000.00
18-P0047327	7/10/2017		11	Maintenance & Operations	Non-Instructional Supplies	HOME DEPOT	4,000.00
18-P0047328	7/10/2017		11	Transportation	Contracted Repair Services	PETE'S ROAD SVC	2,000.00
18-P0047329	7/10/2017		11	Maintenance & Operations	Non-Instructional Supplies	TAYLOR FLAG & BANNER CO	2,000.00
18-P0047330	7/10/2017		11	Transportation	Contracted Repair Services	METROPRO TOWING INC	400.00
18-P0047331	7/10/2017		11	Maintenance & Operations	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	10,000.00
18-P0047332	7/10/2017		33	CDC Santiago Canyon College	Food and Food Service Supplies	B & D DISTRIBUTING INC	7,815.00
18-P0047333	7/10/2017		11	Transportation	Contracted Repair Services	TENNANT SALES & SVC CO	6,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0047334	7/10/2017	11	Maintenance & Operations	Non-Instructional Supplies	EXPRESS PIPE & SUPPLY CO LLC	2,000.00
18-P0047335	7/10/2017	11	Transportation	Contracted Repair Services	UNITED AUTOMOTIVE SVC INC	7,000.00
18-P0047336	7/10/2017	33	CDC Santiago Canyon College	Food and Food Service Supplies	SYSCO FOOD SVC	10,000.00
18-P0047337	7/10/2017	11	Transportation	Repair & Replacement Parts	SADDLEBACK GOLF CARS	1,000.00
18-P0047338	7/10/2017	11	President's Office	Inst Dues & Memberships	CCCCIO	300.00
18-P0047339	7/10/2017	11	Chancellor's Office	Inst Dues & Memberships	CCLC COMMUNITY COLLEGE LEAGUE	2,000.00
18-P0047340	7/10/2017	33	CDC Centennial Education Ctr	Food and Food Service Supplies	SYSCO FOOD SVC	14,000.00
18-P0047341	7/10/2017	11	Kinesiology - Physical Educ	Contracted Repair Services	ALL AMERICAN SPORTS CORP	766.35
18-P0047342	7/10/2017	11	Chancellor's Office	Inst Dues & Memberships	CCLC COMMUNITY COLLEGE LEAGUE	16,750.00
18-P0047343	7/10/2017	12	Continuing Education Division	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
18-P0047344	7/10/2017	12	Reprographics	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	5,000.00
18-P0047345	7/10/2017	12	Human Svcs & Technology Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,500.00
18-P0047346	7/10/2017	12	SAC Continuing Ed-Instruction	Non-Instructional Supplies	SCHICK RECORDS MGMT	113.14
18-P0047347	7/10/2017	11	Transportation	Gasoline	UNITED RENTALS	1,000.00
18-P0047348	7/10/2017	11	Transportation	Gasoline	SO COUNTIES LUBRICANTS	2,000.00
18-P0047349	7/10/2017	12	Student Services Office	Reproduction/Printing Expenses	IMAGE PRINTING SOLUTIONS	80.82
18-P0047350	7/10/2017	12	Student Equity	Conference Expenses	RP GROUP	660.00
18-P0047351	7/10/2017	11	Admin Services Office	Reproduction/Printing Expenses	WE DO GRAPHICS INC	851.23
18-P0047352	7/10/2017	12	Student Equity	Conference Expenses	RP GROUP	660.00
17-P0047353	6/30/2017	12	Corporate Training Institute	Food and Food Service Supplies	RUTH J. COSSIO-MUNIZ	105.18
17-P0047354	6/30/2017	61	Risk Management	Legal Expenses	NICOLE MILLER & ASSOC INC	13,188.18
18-P0047356	7/10/2017	33	EHS Administration	Non-Instructional Supplies	HOME DEPOT	287.58
17-P0047357	6/30/2017	11	Risk Management	Hazardous Materials Removal	ROSEMET ENVIRONMENTAL SVCS	6,902.50
18-P0047358	7/11/2017	11	Accounts Payable	Non-Instructional Supplies	FONTIS SOLUTIONS	678.83
18-P0047359	7/11/2017	33	CDC Administration	Inst Dues & Memberships	CFPA CALIF. FOOD POLICY ADVOCATES	25.00
18-P0047360	7/11/2017	12	English	Reproduction/Printing Expenses	HAGGARTY PRINTING INC	8,050.87
18-P0047361	7/11/2017	12	Academic Affairs Office	Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	4,000.00
18-P0047362	7/11/2017	11	Transportation	Gasoline	SC FUELS	11,000.00
18-P0047363	7/11/2017	11	Maintenance	Repair & Replacement Parts	HAJOCA CORP	6,000.00
18-P0047364	7/11/2017	11	Board of Trustees	Conference Expenses	CCLC COMMUNITY COLLEGE LEAGUE	420.00
18-P0047365	7/11/2017	33	CDC Administration	Inst Dues & Memberships	CCDAA CALIF CHILD DEV ADMIN ASSOC	1,500.00
18-P0047366	7/11/2017	11	Operations	Contracted Services	DIRECTV	2,000.00
18-P0047367	7/11/2017	12	Educational Services Office	Contracted Services	MONSEN SHAWN	5,000.00
18-P0047368	7/11/2017	12	Student Equity	Contracted Services	ALEXANDER NATHAN	5,000.00
18-P0047369	7/11/2017	12	Student Equity	Contracted Services	RUCHI RANGNATH	3,500.00
18-P0047370	7/11/2017	11	Custodial	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	5,000.00
18-P0047371	7/11/2017	11	Continuing Education Division	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	3,000.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0047372	7/11/2017	12	Welding	Instructional Supplies	HOME DEPOT	1,000.00
18-P0047373	7/11/2017	11	Risk Management	Non-Instructional Supplies	HOME DEPOT	500.00
18-P0047374	7/11/2017	12	Small Business Dev Ctr Office	Contracted Services	VITAL LINK OF ORANGE COUNTY	5,500.00
18-P0047375	7/11/2017	12	Media Systems	Instructional Supplies	TROXELL COMM INC	3,000.00
18-P0047376	7/11/2017	12	Media Systems	Instructional Supplies	GRIFFIN ACE HARDWARE	2,000.00
18-P0047377	7/11/2017	11	Custodial	Non-Instructional Supplies	AMERICAN CHEMICAL & SANITARY	5,000.00
18-P0047378	7/11/2017	12	Continuing Education Division	Electricity	SO CALIF EDISON CO	19,000.00
18-P0047379	7/11/2017	11	Library Services	Non-Instructional Supplies	ROSE DREW INC	87.48
18-P0047380	7/11/2017	11	President's Office	Inst Dues & Memberships	ORANGE EMPIRE CONFERENCE	5,500.00
18-P0047381	7/11/2017	12	Media Systems	Instructional Supplies	GOLDEN STAR TECHNOLOGY, INC.	3,000.00
18-P0047382	7/11/2017	12	Media Systems	Instructional Supplies	MAR VAC ELECTRONICS	2,000.00
18-P0047383	7/11/2017	12	Welding	Instructional Supplies	SIMS ORANGE WELDING SUPPLY	10,000.00
18-P0047384	7/11/2017	12	MESA	Other Participant Travel Exp	WESTMARK HOTELS, INC.	2,555.16
18-P0047385	7/11/2017	61	Risk Management	Hazardous Materials Removal	MERCURY DISPOSAL SYSTEM, INC.	750.00
18-P0047386	7/11/2017	11	President's Office	Inst Dues & Memberships	SO CALIF FOOTBALL ASSOC	2,200.00
18-P0047387	7/11/2017	11	Library Services	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	2,000.00
18-P0047388	7/11/2017	61	Risk Management	Hazardous Materials Removal	AMERICAN OIL CO	500.00
18-P0047389	7/11/2017	61	Risk Management	Hazardous Materials Removal	STERICYCLE INC	3,500.00
18-P0047390	7/11/2017	12	Counseling	Software License and Fees	SARS SOFTWARE PRODUCTS INC	3,000.00
18-P0047391	7/11/2017	11	Fine & Performing Arts Office	Rental - Other (Short-term)	HAULAWAY STORAGE	1,050.00
18-P0047392	7/11/2017	11	Publications	Contracted Repair Services	DUPLO USA CORP	500.00
18-P0047394	7/12/2017	11	Administrative Services Office	Transportation - Student	AIRPORT VAN RENTAL INC	2,000.00
18-P0047395	7/12/2017	11	Transportation	Gasoline	VOYAGER FLEET SYSTEM INC	2,000.00
18-P0047397	7/12/2017	12	Orientation/Coord/Training	Food and Food Service Supplies	SMART & FINAL	500.00
17-P0047398	6/30/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MOORE FLOORING INC	42,757.00
18-P0047399	7/12/2017	43	Facility Planning Office	Buildings - Lic/Tax/Agcy Fees	ORANGE COUNTY SANITATION DISTRICT	5,382.00
18-P0047400	7/12/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	13,293.00
18-P0047401	7/12/2017	11	District Wide Technology	Contracted Services	D4 SOLUTIONS INC.	11,748.18
* 18-P0047402	7/12/2017	12	Santiago Canyon College	All Risk/Athletic Insurance	STUDENT INSURANCE	62,443.00
* 18-P0047402	7/12/2017	61	Risk Management	All Risk/Athletic Insurance	STUDENT INSURANCE	109,281.00
PO Amt Total for *18-P0047402 :						171,724.00
17-P0047403	6/30/2017	11	CJ/Academies	Contracted Services	AMERICAN CITY PEST CONTROL INC	95.00
18-P0047404	7/12/2017	11	Maintenance	Contracted Services	ELESCO	11,189.65
18-P0047405	7/12/2017	11	Maintenance	Contracted Services	QUALITY OFFICE FURNISHINGS INC	4,720.00
17-P0047407	6/30/2017	11	Maintenance	Maint/Oper Service Agreements	AMERICAN CITY PEST CONTROL INC	195.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0047408	7/12/2017	11	Maintenance	Contracted Services	D4 SOLUTIONS INC.	5,610.14
* 18-P0047409	7/12/2017	12	SAC Continuing Ed-Instruction	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	122,678.80
* 18-P0047409	7/12/2017	13	SAC Continuing Ed-Instruction	Equip-All Other >\$200 < \$1,000	CN SCHOOL AND OFFICE SOLUTIONS INC	118,725.53
PO Amt Total for *18-P0047409 :						241,404.33
18-P0047410	7/12/2017	12	Small Business Dev Ctr Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	500.00
18-P0047411	7/12/2017	13	Administrative Services Office	Non-Instructional Supplies	MICHAEL J MACKENZIE	30.30
18-P0047412	7/12/2017	12	EOPS	Other Exp Paid for Students	DON BOOKSTORE	2,000.00
18-P0047413	7/12/2017	13	Maintenance	Contracted Services	S & S INTERIORS INC	24,686.00
18-P0047414	7/12/2017	11	Business Operations' Office	Food and Food Service Supplies	CORNER BAKERY/CBC RESTAURANT	1,500.00
18-P0047415	7/12/2017	11	Transportation	Gasoline	VOYAGER FLEET SYSTEM INC	5,000.00
18-P0047416	7/12/2017	11	Maintenance	Non-Instructional Supplies	GREEN'S SECURITY CTR INC	500.00
18-P0047417	7/12/2017	13	Maintenance	Contracted Services	ALLEYCAT DEVELOPMENT INC	8,690.00
17-P0047418	6/30/2017	11	CJ/Academies	Repair & Replacement Parts	AAA ELECTRIC MOTOR SALES	976.28
18-P0047419	7/12/2017	41	Facility Planning Office	Bldg Impr - Contractor Svcs	MOORE FLOORING INC	11,534.00
18-P0047420	7/12/2017	12	Upward Bound	Transportation - Student	GOLD COAST TOURS	626.20
18-P0047421	7/12/2017	11	Maintenance	Contracted Services	COAST ELECTRIC	1,175.67
18-P0047422	7/12/2017	12	Student Equity	Conference Expenses	RP GROUP	475.00
18-P0047423	7/12/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	170.16
18-P0047424	7/12/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	2,289.43
18-P0047425	7/12/2017	12	Kinesiology - Intercoll Athlet	Instructional Supplies	NAT'L SPORTS APPAREL LLC	3,042.00
18-P0047426	7/13/2017	12	Ctr for Intl Trade Dev Office	Contracted Services	REED STEPHEN C.	10,500.00
18-P0047428	7/13/2017	11	Administrative Services Office	Transportation - Student	SILVERADO STAGES, INC.	14,500.00
18-P0047429	7/13/2017	13	Public Affairs/Gov Rel Office	Advertising	CBS RADIO INC	35,345.00
18-P0047431	7/13/2017	13	Occupational Therapy	Conference Expenses	CSU FULLERTON AUXILIARY SVCS CORP	100.00
18-P0047432	7/13/2017	12	Safety & Parking - DO	Contracted Repair Services	PATTERSON TIRE CO	15.00
17-P0047433	6/30/2017	11	Maintenance	Contracted Repair Services	AAA ELECTRIC MOTOR SALES	308.84
4.10 (12) 18-P0047434	7/13/2017	11	Grounds	Non-Instructional Supplies	BISHOP CO	2,000.00
18-P0047435	7/13/2017	11	Grounds	Non-Instructional Supplies	ANGELUS QUARRIES BLDG	2,000.00
18-P0047436	7/13/2017	11	Grounds	Non-Instructional Supplies	ALAN'S LAWNMOWER & GARDEN CTR	2,000.00
17-P0047437	6/30/2017	12	Health & Wellness Center	Non-Instructional Supplies	MCKESSON GENERAL MEDICAL CORP	4,422.48
18-P0047438	7/13/2017	11	Grounds	Repair & Replacement Parts	EBERHARD EQUIPMENT	2,000.00
18-P0047439	7/13/2017	11	Transportation	Repair & Replacement Parts	GRAINGER	500.00
18-P0047440	7/13/2017	11	Grounds	Non-Instructional Supplies	DUNN EDWARDS CORP	2,000.00
18-P0047441	7/13/2017	11	Grounds	Non-Instructional Supplies	EBERHARD EQUIPMENT	2,000.00
18-P0047442	7/13/2017	11	Grounds	Non-Instructional Supplies	ORANGE COUNTY FARM SUPPLY	2,000.00

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18-P0047443	7/13/2017	11	Grounds	Non-Instructional Supplies	SITEONE LANDSCAPE SUPPLY HOLDING LLC	3,500.00
18-P0047444	7/13/2017	11	Grounds	Non-Instructional Supplies	VARSITY BRANDS HOLDING CO INC	2,500.00
18-P0047445	7/13/2017	11	Grounds	Non-Instructional Supplies	VILLAGE NURSERIES	3,000.00
18-P0047446	7/13/2017	11	Risk Management	Non-Instructional Supplies	GRAINGER	2,000.00
18-P0047447	7/13/2017	11	Grounds	Non-Instructional Supplies	HOME DEPOT	3,000.00
18-P0047448	7/13/2017	11	Business Operations' Office	Courier/Delivery Services	ORANGE COUNTY DEPT OF ED	4,000.00
18-P0047449	7/13/2017	13	Occupational Therapy	Conference Expenses	CSU FULLERTON	100.00
18-P0047451	7/13/2017	11	Information Tech Svcs Office	Conference Expenses	ARCHANA BHANDARI	835.00
17-P0047452	6/30/2017	13	CJ/Academies	Contracted Services	ACCO ENGINEERED SYSTEMS INC	341.00
18-P0047453	7/13/2017	12	Financial Aid Office	Non-Instructional Supplies	OFFICE DEPOT BUSINESS SVCS	1,500.00
17-P0047454	6/30/2017	11	Maintenance	Contracted Services	RIDELINKS INC	6,293.00
17-P0047455	6/30/2017	11	Maintenance	Contracted Repair Services	GARV INC	2,231.41
17-P0047457	6/30/2017	12	Student Services Office	Contracted Services	RP GROUP	8,149.56
17-P0047459	6/30/2017	41	Facility Planning Office	Site Improv - Contractor Svcs	UNITED SITE SERVICES OF CALIF INC	749.67
17-P0047460	6/30/2017	11	Maintenance & Operations	Contracted Services	D4 SOLUTIONS INC.	762.61
17-P0047463	6/30/2017	11	Transportation	Other Licenses & Fees	STATE OF CALIFORNIA	4,048.00
17-P0047476	6/30/2017	11	Maintenance & Operations	Non-Instructional Supplies	ADVANTAGE WEST INVESTMENT ENTERPRISES INC	1,495.22
17-P0047480	6/30/2017	11	Facility Planning Office	Non-Instructional Supplies	XEROX CORP	141.15
17-P0179486	6/20/2017	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	890,000.00
17-P0179487	6/21/2017	12	Resource Development	Contracted Services	SANTA MONICA COMMUNITY COLLEGE DISTRICT	2,214,665.00
17-P0179488	6/21/2017	12	Student Equity	Contracted Services	SAN DIEGO STATE UNIV. FOUNDATION	15,963.00
17-P0179489	6/22/2017	12	Resource Development	Contracted Services	NORTH ORANGE COUNTY CCD	240,000.00
17-P0179490	6/27/2017	12	Resource Development	Contracted Services	COAST COMMUNITY COLLEGE DISTRICT	1,520,000.00
17-P0179491	6/27/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	330,250.00
17-P0179492	6/27/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	476,000.00
17-P0179493	6/29/2017	12	Resource Development	Contracted Services	EL CAMINO COMMUNITY COLLEGE DISTRICT	50,000.00
17-P0179494	6/29/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	467,750.00
17-P0179495	6/30/2017	12	Resource Development	Contracted Services	LOS ANGELES COMMUNITY COLLEGE DISTRICT	705,142.00
18-P0189010	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	THE AMERGROUP INC	29,103.25
18-P0189011	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	CDW GOVERNMENT INC.	35,413.00
18-P0189012	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	EVISIONS	1,370.00
18-P0189013	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	EN POINTE TECH SALES LLC	23,450.00
18-P0189014	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	13,860.00
18-P0189015	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ITPI	9,800.00
18-P0189016	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	NBC UNIVERSAL MEDIA LLC	10,648.00
18-P0189017	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	DLT SOLUTIONS	640.16
18-P0189018	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	IBM	2,815.93

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0189019	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SITEIMPROVE INC	11,680.00
18-P0189020	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	EDUCAUSE	80.00
18-P0189021	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	1,775.00
18-P0189022	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	1,649.00
18-P0189023	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	9,900.00
18-P0189024	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	AUTOMATION DYNAMICS INC	7,000.00
18-P0189025	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	MICROSCIENCE LEARNING 4 ALL USA INC	7,468.74
18-P0189026	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	CALERO SOFTWARE LLC	2,817.75
18-P0189027	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	THYCOTIC SOFTWARE LTD	994.70
18-P0189028	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	TECHSTRATA LLC	4,020.00
18-P0189029	7/1/2017	41	Continuing Education Division	Buildings - Facility Lease	2000 CHAPMAN INC.	258,326.10
18-P0189030	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	315.00
18-P0189031	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	1,800.00
18-P0189032	7/1/2017	11	District Wide Technology	Contracted Services	DATA CLEAN CORP	4,150.00
18-P0189033	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SECTORPOINT INC	60,000.00
18-P0189034	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SECTORPOINT INC	72,000.00
18-P0189035	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	CDW GOVERNMENT INC.	19,887.87
18-P0189036	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	2,300.00
18-P0189037	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	988.10
18-P0189038	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	O'REILLY MEDIA INC	5,187.00
18-P0189039	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	14,616.00
18-P0189040	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	440,465.00
18-P0189041	7/1/2017	11	District Wide Technology	Contracted Services	COAST ELECTRIC	14,400.00
18-P0189042	7/1/2017	12	Digital Media Center	Contracted Services	ORANGE COUNTY DEPT OF ED	15,000.00
18-P0189043	7/1/2017	11	District Wide Technology	Telecommunication Circuits	FREEDOM TELECOMMUNICATIONS LLC	186,000.00
18-P0189044	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	77,292.00
18-P0189045	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	16,961.00
18-P0189046	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	PRESIDIO NETWORKED SOLUTIONS	33,340.78
18-P0189047	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	PRESIDIO NETWORKED SOLUTIONS	53,960.28
18-P0189048	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	42,091.23
18-P0189049	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	LEXMARK ENTERPRISE SOFTWARE LLC	35,340.00
* 18-P0189050	7/1/2017	12	Continuing Education Division	Lease Agreement - Facility	OCR LAND, LLC	137,808.00
* 18-P0189050	7/1/2017	13	SAC Continuing Ed-Instruction	Lease Agreement - Facility	OCR LAND, LLC	12,528.00
PO Amt Total for *18-P0189050 :						150,336.00
18-P0189051	7/1/2017	13	SAC Continuing Ed-Instruction	Lease Agreement - Facility	SANTA ANA UNIFIED SCHOOL DIST	186,227.72

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18-P0189053	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	ECS IMAGING INC	11,463.00
18-P0189054	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	OPEN TEXT	8,829.00
18-P0189055	7/1/2017	11	Human Resources Office	Software Support Service	GREENTREE SYSTEMS INC	18,667.00
18-P0189056	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	OPTIV SECURITY INC	33,053.16
18-P0189057	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SIDEPATH INC	46,602.48
18-P0189058	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SHI INTERNATIONAL CORP	10,521.16
18-P0189059	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SMS SYSTEMS MAINTENANCE SERVICES INC	1,032.00
18-P0189060	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	SMS SYSTEMS MAINTENANCE SERVICES INC	6,529.20
18-P0189061	7/3/2017	11	District Wide Technology	Contracted Services	KLM INC	7,380.00
18-P0189062	7/1/2017	11	District Wide Technology	Contracted Services	ODYSSEY POWER CORP	10,015.00
18-P0189063	7/1/2017	11	District Wide Technology	Contracted Services	ODYSSEY POWER CORP	11,055.00
18-P0189064	7/1/2017	11	District Wide Technology	Software Support Service-Fixed	GOLDEN STAR TECHNOLOGY, INC.	535.05
18-P0189065	7/1/2017	11	Networking	Maint Contract-Data Processing	QUEST SOFTWARE INC	4,057.00
18-P0189066	7/3/2017	12	Continuing Education Division	Drinking Water Service	NESTLE WATERS NORTH AMERICA	400.70
18-P0189067	7/3/2017	12	Transfer Center	Contracted Services	REGENTS OF THE UNIV OF CALIF	55,620.00
18-P0189068	7/3/2017	12	Continuing Education Division	Buildings - Facility Lease	AFFORDABLE HOUSING SPECIALISTS GROUP LLC	173,450.95
18-P0189069	7/3/2017	11	District Wide Technology	Software Support Service-Fixed	EDUCAUSE	40.00
18-P0189070	7/5/2017	12	EOPS	Excess/Copies Usage	XEROX CORP	2,382.74
18-P0189072	7/5/2017	12	EOPS	Excess/Copies Usage	XEROX CORP	2,316.37
18-P0189073	7/5/2017	11	Chancellor's Office	Legal Expenses	ALVARADOSMITH	100,000.00
18-P0189074	7/5/2017	11	Chancellor's Office	Contracted Services	TOWNSEND PUBLIC AFFAIRS INC	73,000.00
18-P0189077	7/6/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	6,223.00
18-P0189078	7/6/2017	11	District Wide Technology	Software Support Service-Fixed	ELLUCIAN INC.	354,000.00
18-P0189079	7/6/2017	11	District Wide Technology	Software Support Service-Fixed	CCLC COMMUNITY COLLEGE LEAGUE	64,552.50
17-P0189081	6/30/2017	12	Upward Bound	Contracted Services	CSU FULLERTON AUXILIARY SVCS CORP	34,528.00
18-P0189082	7/10/2017	11	District Wide Technology	Software Support Service-Fixed	COMPUTERLAND OF SILICON VALLEY	54,986.00
18-P0189083	7/10/2017	11	Maintenance & Operations	Trash Disposal	CR & R INC	3,127.08
18-P0189084	7/10/2017	11	Maintenance & Operations	Contracted Services	GMS ELEVATOR	2,848.56
18-P0189085	7/10/2017	11	Maintenance & Operations	Contracted Services	ORKIN PEST CONTROL	693.00
18-P0189086	7/10/2017	61	Risk Management	Software License and Fees	ADP LLC	60,000.00
18-P0189087	7/11/2017	12	Continuing Education Division	Telecommunication Circuits	WILSHIRE CONNECTION, LLC	47,700.00
18-P0189088	7/11/2017	11	Grounds	Landscaping	SO CAL LAND MAINTENANCE INC	86,400.00
18-P0189089	7/11/2017	61	Risk Management	Contracted Services	WEST HEALTH ADVOCATE SOLUTIONS, INC.	42,500.00
18-P0189090	7/12/2017	33	CDC Santa Ana College - East	Lease Agreement - Facility	ST PETER EVANGELICAL	66,000.00
18-P0189091	7/12/2017	12	Educational Services Office	Contracted Services	LISTENTOSEE INC	51,900.00
18-P0189092	7/12/2017	12	Educational Services Office	Contracted Services	INTEGRATIVE IMPACT LLC	40,000.00
18-P0189093	7/12/2017	11	Maintenance	Maint/Oper Service Agreements	GARV INC	5,000.00

4.10 (15)

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

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P.O. #	Date	Fund	Department	Description	Vendor Name	PO Amount
18-P0189094	7/13/2017	11	Facility Planning Office	Excess/Copies Useage	XEROX CORP	7,440.61
18-P0189095	7/13/2017	12	Educational Services Office	Contracted Services	STEPHEN A WRIGHT LLC	172,000.00
18-P0189096	7/13/2017	11	Risk Management	Excess/Copies Useage	XEROX CORP	2,857.31
18-P0189097	7/13/2017	11	Chancellor's Office	Excess/Copies Useage	XEROX CORP	2,840.55
Grand Total :						13,517,038.85

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
GM-CAF000487	6/20/2017	31	SAC Café	General Merchandise	RYAN DISTRUBUTORS	\$2,182.59
GM-CAF000488	6/22/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$902.54
GM-CAF000489	6/27/2017	31	SAC Café	General Merchandise	EL DORADO TRADING GROUP	\$59.98
GM-CAF000490	6/27/2017	31	SAC Café	General Merchandise	BROWN BAG SANDWICH CO	\$447.30
GM-CAF000491	6/28/2017	31	SAC Café	General Merchandise	DON BOOKSTORE	\$300.26
GM-DON002726	6/22/2017	31	SAC Bookstore	General Merchandise	PENS ETC.	\$114.57
GM-DON002727	6/22/2017	31	SAC Bookstore	General Merchandise	OFFICE DEPOT	\$1,324.21
GM-DON002728	6/22/2017	31	SAC Bookstore	General Merchandise	JANSPORT CO	\$260.25
GM-DON002729	6/28/2017	31	SAC Bookstore	General Merchandise	DON BOOKSTORE	\$54,203.24
GM-EXPR001194	6/20/2017	31	Don Express	General Merchandise	BARRY'S DISTRIBUTING	\$140.88
GM-EXPR001195	6/20/2017	31	Don Express	General Merchandise	PEPSI COLA CO	\$2,082.39
GM-EXPR001196	6/20/2017	31	Don Express	General Merchandise	RYAN DISTRUBUTORS	\$1,868.07
GM-EXPR001197	6/22/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$781.71
GM-EXPR001198	6/27/2017	31	Don Express	General Merchandise	BROWN BAG SANDWICH CO	\$780.50
GM-HAWK002365	6/20/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$340.12
GM-HAWK002366	6/21/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$227.97
GM-HAWK002367	6/22/2017	31	SCC Bookstore	General Merchandise	PEPSI COLA CO	\$1,329.23
GM-HAWK002368	6/26/2017	31	SCC Bookstore	General Merchandise	BROWN BAG SANDWICH CO	\$230.26
GM-HAWK002369	7/11/2017	31	SCC Bookstore	General Merchandise	DOUGLAS STEWART CO.	\$642.64
GM-HAWK002371	7/12/2017	31	SCC Bookstore	General Merchandise	Leanin Tree Greeting Cards	\$138.60
TX-CEC000404	7/6/2017	31	CEC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$748.80
TX-DON004477	6/19/2017	31	SAC Bookstore	Textbook	MORTON	\$392.90
TX-DON004478	6/19/2017	31	SAC Bookstore	Textbook	KJOS MUSIC CO	\$255.20
TX-DON004479	6/19/2017	31	SAC Bookstore	Textbook	INDICO	\$97.50
TX-DON004481	6/20/2017	31	SAC Bookstore	Textbook	INDICO	\$117.00
TX-DON004482	6/20/2017	31	SAC Bookstore	Textbook	SOUTHWEST ED ENTERPRISES	\$336.00
TX-DON004483	6/20/2017	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$146.00
TX-DON004484	6/20/2017	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$3.65
TX-DON004485	6/20/2017	31	SAC Bookstore	Textbook	AMAZON	\$435.00
TX-DON004486	6/20/2017	31	SAC Bookstore	Textbook	AMAZON	\$40.10
TX-DON004487	6/20/2017	31	SAC Bookstore	Textbook	PEARSON EDUCATION	\$5,298.00
TX-DON004489	6/20/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$1,112.75
TX-DON004490	6/21/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$70.95
TX-DON004491	6/21/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$208.50
TX-DON004492	6/21/2017	31	SAC Bookstore	Textbook	MONTEZUMA PUBLISHING	\$262.10
TX-DON004493	6/22/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$2,910.00
TX-DON004494	6/22/2017	31	SAC Bookstore	Textbook	MCGRAW-HILL PUBLISHING CO	\$714.00

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P.O. #	Date	Fund	Department	Description	Vendor Name	Amount
TX-DON004495	6/22/2017	31	SAC Bookstore	Textbook	AMAZON	\$289.92
TX-DON004496	6/22/2017	31	SAC Bookstore	Textbook	TREEHOUSE VIDEO	\$399.00
TX-DON004497	6/22/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$345.00
TX-DON004498	6/22/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$23,102.63
TX-DON004499	6/26/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$59.28
TX-DON004500	7/5/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$2,963.79
TX-DON004501	7/5/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$18,253.11
TX-DON004502	7/12/2017	31	SAC Bookstore	Textbook	NEBRASKA BOOK COMPANY	\$11,151.94
TX-DON004503	7/13/2017	31	SAC Bookstore	Textbook	MBS TEXTBOOK EXCHANGE	\$6,073.49
TX-HAWK003343	6/19/2017	31	SCC Bookstore	Textbook	ROCKWELL PUBLISHING	\$404.52
TX-HAWK003344	6/20/2017	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$791.10
TX-HAWK003348	7/3/2017	31	SCC Bookstore	Textbook	ROCKWELL PUBLISHING	\$72.67
TX-HAWK003349	7/5/2017	31	SCC Bookstore	Textbook	NORTON, INC.	\$1,250.00
TX-HAWK003350	7/12/2017	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$11,270.00
TX-HAWK003351	7/12/2017	31	SCC Bookstore	Textbook	PEARSON EDUCATION	\$2,436.00
Grand Total:						\$160,368.21

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

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

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 18, 2017 THROUGH JULY 15, 2017
BOARD MEETING OF AUGUST 14, 2017**

P.O. #	Amount	Description	Department	Comment
17-P0047006	\$62,335.89	HP desktop computers and extended warranty	SCC- Business Management	Purchased from the Western States Contracting Alliance (WSCA) Master Price Agreement #MNNVP-133 Board Approved: November 9, 2015
17-P0047028	\$31,424.50	Rental of classrooms at various Santa Ana Unified School Distirct sites for Fall 2016	CEC	Board Approved: November 20, 2006
17-P0047034	\$16,549.75	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: June 30, 2008
17-P0047056	\$342,552.13	Textbook and supply purchases for Santa Ana College and Santiago Canyon College	SCC/SAC-Financial Aid	
17-P0047078	\$201,734.75	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: May 12, 2008
17-P0047079	\$55,013.00	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: March 10, 2008
17-P0047080	\$36,497.00	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: July 20, 2015
17-P0047083	\$15,130.25	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: January 22, 2008
17-P0047087	\$26,855.50	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: November 19, 2007

**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
17-P0047092	\$21,297.50	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: October 24, 2016
17-P0047094	\$15,354.25	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: April 7, 2008
17-P0047095	\$44,847.25	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: May 27, 2008
17-P0047119	\$37,113.88	12-seat passenger van for SAC fleet	SAC-Maintenance and Operations	Received Quotations: * 1. Premier Chevrolet of Buena Park 2. Theodore Robins Ford 3. Fairway Ford 4. Suburban Buick GMC Cadillac * Successful Bidder
17-P0047120	\$37,113.88	12-seat passenger van for SAC fleet	SAC-Maintenance and Operations	Received Quotations: * 1. Premier Chevrolet of Buena Park 2. Theodore Robins Ford 3. Fairway Ford 4. Suburban Buick GMC Cadillac * Successful Bidder
17-P0047123	\$25,000.00	BizFed (Los Angeles County Business Federation) corporate membership fees	DO-LAOCRC	
17-P0047126	\$47,083.56	Los Angeles County Economic Development corporate membership fees	DO-LAOCRC	
17-P0047127	\$15,160.00	Lumen Educational Resources material fees for Spring 2017	SAC-Distance Education	

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**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
17-P0047144	\$29,000.00	Miscellaneous custodial supplies	SAC-Custodial	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-13-73-0024A Board Approved: April 13, 2015
18-P0047154	\$15,000.00	Miscellaneous custodial supplies	SAC-Custodial	Purchased from the California Multiple Award Schedule (CMAS) Contract #4-13-73-0024A Board Approved: April 13, 2015
17-P0047168	\$59,727.95	New (2017) RAM truck, model 3500	SAC-Diesel Tech	Received Quotations: * 1. Orange Coast Auto Group 2. Browning Dodge * Successful Bidder
18-P0047187	\$34,919.00	Electronic library resource subscriptions	SCC-Library Services	
18-P0047215	\$22,650.00	Installation of gates and video conduit on the property side of leased Grand Avenue parking lot	CEC	Lessor arranged work per lease agreement dated April 26, 2017. Board Approved: April 12, 2017
17-P0047240	\$24,809.75	Instructional hours for Fire Technology training for Fall 2015	SAC-Fire Technology	Board Approved: April 21, 2008
18-P0047306	\$33,943.00	Annual dues for the Accrediting Commission for Community and Junior Colleges for 2017-2018	SCC-President's Office	

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**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
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P.O. #	Amount	Description	Department	Comment
18-P0047313	\$17,355.16	FUSION software license	DO-Facility Planning	FUSION is a web-based, integrated network for managing and completing facility projects and is licensed by the Foundation for California Community Colleges at a reduced rate.
18-P0047342	\$16,750.00	Annual membership dues for the CA Community College Athletic Association for 2017-2018	DO-Chancellor's Office	
18-P0047378	\$19,000.00	To cover electricity usage for Orange Education Center located at 1572 North Main Street, Orange CA 92867	OEC	
17-P0047398	\$42,757.00	Installation of new flooring in Building N at Santa Ana College	DO-Facility Planning	Received Quotations: * 1. Moore Flooring, Inc. 2. Signature Flooring, Inc. * Successful Bidder
18-P0047402	\$171,724.00	Annual premiums to cover student's basic, catastrophic and athletic insurance at Santa Ana College and Santiago Canyon College	DO-Risk Management	
18-P0047409	\$241,404.33	Miscellaneous classroom and staff furniture (i.e. tables, desks, chairs)	CEC-Remington Campus	Purchased from the Hawthorne School District Bid #13-14-1 Board Approved: March 24, 2014

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P.O. #	Amount	Description	Department	Comment
18-P0047413	\$24,686.00	Repair of gymnasium (building W) floor at Santa Ana College	SAC-Maintenance	Received Quotations: * 1. S&S Interiors, Inc. 2. Geary Floors * Successful Bidder
18-P0047429	\$35,345.00	Summer Enrollment Advertising Campaign	SAC-Public Affairs/Gov Relations Office	
17-P0179486	\$890,000.00	Agreement with Coast CCD on behalf of the Orange Coast College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017
17-P0179487	\$2,214,665.00	Agreement with Santa Monica CCD on behalf of the Santa Monica College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017
17-P0179488	\$15,963.00	Examination of factors that influence student success for underserved students	SCC-Student Equity	Board Approved: December 12, 2016
17-P0179489	\$240,000.00	Agreement with North Orange CCD on behalf of the Cypress College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017

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P.O. #	Amount	Description	Department	Comment
17-P0179490	\$1,520,000.00	Agreement with Coast CCD on behalf of the Coastline College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017
17-P0179491	\$330,250.00	Agreement with Los Angeles CCD on behalf of the Los Angeles Pierce College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017
17-P0179492	\$476,000.00	Agreement with Los Angeles CCD on behalf of the Los Angeles Harbor College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017
17-P0179493	\$50,000.00	Agreement with El Camino CCD on behalf of the El Camino College, Grant #15-197-001 from CCCCCO to implement the Career Technical Education Data Unlocked Program.	DO-Grants	Board Approved: July 18, 2016
17-P0179494	\$467,750.00	Agreement with Los Angeles CCD on behalf of the Los Angeles Mission College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017

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P.O. #	Amount	Description	Department	Comment
17-P0179495	\$705,142.00	Agreement with Los Angeles CCD on behalf of the Los Angeles Southwest College, to implement round 1 of the Strong Workforce Program Regional Apportionment Funding from the CCCCCO.	DO-Grants	Board Approved: February 27, 2017
18-P0189010	\$29,103.25	Annual software support for OnSSI camera licenses (video surveillance cameras)	DO-ITS	Received Quotations: * 1. American Security Group 2. Golden Star Technology, Inc. * Successful Bidder
18-P0189011	\$35,413.00	Annual renewal for Aruba threat protection software licenses	DO-ITS	Received Quotations: * 1. CDW-Government, Inc. 2. Optiv * Successful Bidder
18-P0189013	\$23,450.00	Annual renewal for Symantec software licenses	DO-ITS	Received Quotations: * 1. En Pointe Tech Sales LLC 2. Datalink * Successful Bidder
18-P0189029	\$258,326.10	Continuation of facility lease located at 1937 W. Chapman Ave., Ste. 200, Orange, CA 92868	SCC-OEC	Board Approved: January 14, 2013
18-P0189033	\$60,000.00	Annual software support for proprietary Dynamic Web Suite for Santa Ana College, Santiago Canyon College and District websites and District intranet	DO-ITS	

**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
18-P0189034	\$72,000.00	Annual renewal for proprietary Remote Service Provision (RSP) for District websites	DO-ITS	
18-P0189035	\$19,887.87	Annual renewal for Symantec software license	DO-ITS	Received Quotations: * 1. CDW Government, Inc. 2. Computerland of Silicon Valley * Successful Bidder
18-P0189040	\$440,465.00	Third year of a 5-year contract for maintenance and licenses renewal for Colleague (Core, Student, H/R and Financial modules), other electronic application utility and Official Payment E-commerce	DO-ITS	Board Approved: June 15, 2015
18-P0189042	\$15,000.00	Agreement with Orange County Superintendent of Schools on behalf of the Career Technical Education Partnership to implement the "ocMaker Challenge - Training for Teacher and Students in New Technologies" project.	DMC	Board Approved: April 24, 2017
18-P0189043	\$186,000.00	Fifth year of a 5-year contract for monthly service for various fiber optic connection links District-wide	DO-ITS	RFP #1200 Board approved: November 13, 2012
18-P0189044	\$77,292.00	Second year of a 3-year contract for Creative Cloud Enterprise ETLA site licenses	DO-ITS	Board approved: July 18, 2016
18-P0189045	\$16,961.00	Blucian Intelligent Learning Platform maintenance	DO-ITS	Sole Source Board Approved: October 14, 2013

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**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
18-P0189046	\$33,340.78	Annual renewal for Ironport software licenses	DO-ITS	Received Quotations: * 1. Presidio Networked Solutions 2. CDW Government, Inc. * Successful Bidder
18-P0189047	\$53,960.28	Annual renewal for Cisco Smartnet software licenses	DO-ITS	Received Quotations: * 1. Presidio Networked Solutions 2. CDW Government, Inc. * Successful Bidder
18-P0189048	\$42,091.23	Annual hardware/software support renewal for Dell Compellent data storage system for Santiago Canyon College	DO-ITS	Received Quotations: * 1. Sidepath Inc. 2. SHI International Corp. * Successful Bidder
18-P0189049	\$35,340.00	Annual renewal for Lexmark ImageNow and Capture Now licenses	DO-ITS	Sole Source Board Approved: February 22, 2011
18-P0189050	\$150,336.00	Lease of Grand Ave. parking lot	CEC	Board Approved: April 12, 2017
18-P0189051	\$186,227.72	Joint agreement with Santa Ana Unified School District for facility lease located at 1325 E. 4th St., Santa Ana, CA 92701	CEC	Board Approved: April 12, 2017
18-P0189055	\$18,667.00	Annual hosting fee for proprietary recruitment & applicant tracking system software	DO-Human Resources	

**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
18-P0189056	\$33,053.16	Annual renewal for threat protection software licenses	DO-ITS	Purchased from the California Multiple Award Schedule (CMAS) Contract #3-09-70-2428M Board approved: October 26, 2009
18-P0189057	\$46,602.48	Annual hardware/software support renewal for Dell Compellent data storage system for Santa Ana College	DO-ITS	Received Quotations: * 1. Sdepath Inc. 2. SHI International Corp. * Successful Bidder
18-P0189067	\$55,620.00	Deposit for Summer Scholars Transfer Institute 2018	SAC-Transfer Center	Board Approved: June 15, 2015
18-P0189068	\$173,450.95	Facility lease located at 1572 N. Main Street, Orange, CA 92867	OEC	Board Approved: January 11, 2016
18-P0189073	\$100,000.00	Consultant services to provide general counsel services	DO-Chancellor's Office	Board Approved: May 31, 2016
18-P0189074	\$73,000.00	Consultant services to assist the District in areas of government, community relations and various projects	DO-Chancellor's Office	Board Approved: June 12, 2017
18-P0189078	\$354,000.00	Elucian Application Management & Application Hosting services annual agreement	DO-ITS	Board Approved: September 14, 2015

**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
18-P0189079	\$64,552.50	Annual license subscription for Turnitin	DO-ITS	Turnitin is a plagiarism preventative software that is used by faculty to verify authenticity of student's work. This software integrates with the district's Blackboard Learning Management software and is licensed by the Community College League of California at a reduced rate.
17-P0189081	\$34,528.00	Upward Bound Math and Science residential program for students and staff	SCC-Upward Bound	Board Approved: March 27, 2017
18-P0189082	\$54,986.00	Annual basic support coverage for VMware software licenses	DO-ITS	Received Quotations: * 1. Computerland of Silicon Valley 2. SHI International Corp. * Successful Bidder
18-P0189086	\$60,000.00	Annual renewal of license for HR/Benefits Solution Application database	DO-Risk Management	Board Approved: July 20, 2015
18-P0189087	\$47,700.00	Dark fiber connectivity implementation, installation and monthly service fee	OEC-CWPC	RFP #1287 Board Approved: July 18, 2016
18-P0189088	\$86,400.00	Sports field maintenance service for two soccer fields and one softball field at Santiago Canyon College	SCC-Administrative Services	Bid #1319 Board Approved: May 15, 2017
18-P0189089	\$42,500.00	Employee Advocacy and Employee Assistance Program	DO-Risk Management	Board Approved: July 20, 2015

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**PURCHASE ORDERS SUPPLEMENT
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P.O. #	Amount	Description	Department	Comment
18-P0189090	\$66,000.00	Facility lease located at 1510 N. Parton, Santa Ana CA 92706	DO-Child Development Services	Board Approved: June 12, 2017
18-P0189091	\$51,900.00	Agreement with ListenToSee, Inc to implement the statewide Sector Navigator project. Funding from the CCCC0-Economic and Workforce Development Division	DO-Resource Development	Board Approved: May 30, 2017
18-P0189092	\$40,000.00	Agreement with Integrative Impact, LLC to implement the statewide Sector Navigator project. Funding from the CCCC0-Economic and Workforce Development Division	DO-Resource Development	Board Approved: May 30, 2017
18-P0189095	\$172,000.00	Agreement with Stephen A Wright, LLC to implement the statewide Sector Navigator project. Funding from the CCCC0-Economic and Workforce Development Division	DO-Resource Development	Board Approved: June 12, 2017
GM-DON002729	\$54,203.24	General Merchandise for resale	SAC Bookstore	Operations Specialist review and approval for Don Bookstore Chris Wild -6/28/2017
TX-DON004498	\$23,102.63	Textbooks for resale	SAC Bookstore	Operations Specialist review and approval for Nebraska Book Co Chris Wild -6/28/2017

**PURCHASE ORDERS SUPPLEMENT
PURCHASE ORDERS OF \$15,000 AND OVER
FROM JUNE 18, 2017 THROUGH JULY 15, 2017
BOARD MEETING OF AUGUST 14, 2017**

P.O. #	Amount	Description	Department	Comment
TX-DON004501	\$18,253.11	Textbooks for resale	SAC Bookstore	Manager review and approval for MBS Textbook Exchange Jennie Adams -7/5/2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Board Date: August 14, 2017
Re:	Approval of Resource Development Items	
Action:	Request for Approval	

ANALYSIS

Items for the following categorical programs were developed:

<u>Project Title</u>	<u>Award Date</u>	<u>Amount</u>
1. Basic Skills Initiative (SAC) - <i>Adjustment</i>	06/15/2017	-\$11,660

Second Principal (P2) apportionment adjustment for the Basic Skills Initiative funding from the California Community Colleges Chancellor's Office to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (16/17, 17/18). *No match required.*
 SAC – Advance Apportionment \$504,356
 SAC – P1 Apportionment (April) \$504,356 (no change)
 SAC – P2 Apportionment (June) \$492,696
Decreased by \$11,660

2. Basic Skills Initiative (SCC) – <i>Augmentation</i>	06/15/2017	\$7,813
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Second Principal (P2) apportionment augmentation for the Basic Skills Initiative funding from the California Community Colleges Chancellor's Office to implement program and curriculum development, professional development, articulation, assessment, counseling, tutoring, coordination, research and purchase of instructional materials directly related to the enhancement of basic skills in educational programs. (16/17, 17/18). *No match required.*
 SCC – Advance Apportionment \$198,422
 SCC – P1 Apportionment (April) \$198,422 (no change)
 SCC – P2 Apportionment (June) \$206,235
Increased by \$7,813

3. Open Educational Resources Degree Initiative (SAC) - <i>Augmentation</i>	01/01/2017	\$30,000
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Santa Ana College was awarded supplemental funds from Achieving the Dream, Inc. to participate as a Research Partner to develop a study plan, implement research, and engage in data collection efforts related to courses and sections that use Open Educational Resources (OER), in order to provide OER degree options to students. (16/17, 17/18). *No match required.*

Fiscal Impact: \$1,598,221.00	Board Date: August 14, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raul Rodriguez, Ph.D., Chancellor	

Fiscal Year 2017/2018

Project Title

Award Date

Amount

4. Career and Technical Education Act (CTEA) Title I-C
(District/SAC/SCC) 07/01/2017 \$1,041,384
Funds from the California Community Colleges Chancellor's Office - Carl D. Perkins Career and Education Act of 2006 (Perkins IV) federal funds to develop and strengthen career and technical education programs at the postsecondary level. (17/18). *No match required.*
5. Career and Technical Education Act (CTEA) Title I-C CTE
Transitions (District/SAC/SCC) 07/01/2017 \$83,184
Funds from the California Community Colleges Chancellor's Office - Carl D. Perkins Career and Education Act of 2006 (Perkins IV) federal funds to develop and strengthen career and technical education programs at the postsecondary level. (17/18). *No match required.*
6. College Assistance Migrant Program (CAMP) – Year 1 (SCC) 07/25/2017 \$425,000
Year one of a five-year grant from the U.S. Department of Education to assist migrant students to complete their first academic year of college and to continue in post-secondary education. (17/18). *No match required.*
7. Youth Empowerment Strategies for Success – Independent Living Program (YESS – ILP) (SAC) 06/28/2017 \$22,500
Funds from the U.S. Department of Health & Human Services through the California Department of Social Services. The Foundation for California Community Colleges provides centralized fiscal and administrative services to community college districts to help foster youth successfully transition into adulthood. SAC will provide curricula, assessment, and financial literacy and life skills training for foster youth and youth on probation between the ages of 16 through 21. (17/18). *Match required is \$36,520 that will be met entirely by SAC certified in-kind contributions.*

RECOMMENDATION

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

Fiscal Impact: \$1,598,221.00	Board Date: August 14, 2017
Item Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Item Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Item Recommended by: Raul Rodriguez, Ph.D., Chancellor	

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Carlos Lopez

CONTRACT INCOME:

PRJ. DIR.: Mary Huebsch

FY 16/17 Adv. Apportionment: \$201,742

Date: 07/31/2017

FY 16/17 P2 Adjustment (June): (\$4,464)

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: (\$2,218)

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$195,060

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2065_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		40,000		31,179	8,821	
12_2065_499900_15051_5999	Special Project Holding Acct : Academic Affai	40,000		0			40,000
12_2065_649000_15350_1483	Beyond Contr - Reassigned Time : Transfer Cen Martha Vargas, \$1,700 stipend/sem. (Strand B Leader)	0		3,400		3,400	
12_2065_649000_15350_3115	STRS - Non-Instructional : Transfer Center	0		491		491	
12_2065_649000_15350_3325	Medicare - Non-Instructional : Transfer Cente	0		49		49	
12_2065_649000_15350_3435	H & W - Retiree Fund Non-Inst : Transfer Cent	0		123		123	
12_2065_649000_15350_3515	SUI - Non-Instructional : Transfer Center	0		2		2	
12_2065_649000_15350_3615	WCI - Non-Instructional : Transfer Center	0		77		77	
12_2065_150100_15380_1310	Part-Time Instructors : Fresh Exp/Learning Co English (FA17 only)	0		1,076		1,076	
12_2065_150100_15380_1313	Beyond Contract-Instructors : Fresh Exp/Learn English (FA17 only)	0		2,373		2,373	
12_2065_150100_15380_3111	STRS - Instructional : Fresh Exp/Learning Com	0		498		498	
12_2065_150100_15380_3321	Medicare - Instructional : Fresh Exp/Learning	0		50		50	
12_2065_150100_15380_3431	H & W - Retiree Fund Inst : Fresh Exp/Learnin	0		125		125	
12_2065_150100_15380_3511	SUI - Instructional : Fresh Exp/Learning Comm	0		2		2	
12_2065_150100_15380_3611	WCI - Instructional : Fresh Exp/Learning Comm	0		78		78	
12_2065_170100_15380_1313	Beyond Contract-Instructors : Fresh Exp/Learn Math (FA17 only)	0		4,166		4,166	
12_2065_170100_15380_3111	STRS - Instructional : Fresh Exp/Learning Com	0		601		601	
12_2065_170100_15380_3321	Medicare - Instructional : Fresh Exp/Learning	0		60		60	
12_2065_170100_15380_3431	H & W - Retiree Fund Inst : Fresh Exp/Learnin	0		151		151	
12_2065_170100_15380_3511	SUI - Instructional : Fresh Exp/Learning Comm	0		2		2	

5.1 (3)

Revised Budget (P2 - June Revision) + Carryover

Prepared by: Maria Gil

Board Approval Date: August 14, 2017

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Carlos Lopez

CONTRACT INCOME:

PRJ. DIR.: Mary Huebsch

FY 16/17 Adv. Apportionment: \$201,742

Date: 07/31/2017

FY 16/17 P2 Adjustment (June): (\$4,464)

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: (\$2,218)

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$195,060

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2065_170100_15380_3611	WCI - Instructional : Fresh Exp/Learning Comm	0		94		94	
12_2065_493010_15380_1310	Part-Time Instructors : Fresh Exp/Learning Co Guidance (FA17 only)	0		6,012		6,012	
12_2065_493010_15380_1313	Beyond Contract-Instructors : Fresh Exp/Learn Guidance (FA17 only)	0		8,569		8,569	
12_2065_493010_15380_3111	STRS - Instructional : Fresh Exp/Learning Com	0		2,104		2,104	
12_2065_493010_15380_3321	Medicare - Instructional : Fresh Exp/Learning	0		212		212	
12_2065_493010_15380_3431	H & W - Retiree Fund Inst : Fresh Exp/Learnin	0		529		529	
12_2065_493010_15380_3511	SUI - Instructional : Fresh Exp/Learning Comm	0		7		7	
12_2065_493010_15380_3611	WCI - Instructional : Fresh Exp/Learning Comm	0		328		328	
	Total 2065 - BSI 17-Advisement/Counseling	40,000	40,000	31,179	31,179	40,000	40,000
12_2066_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		38,000		0	38,000	
12_2066_499900_15051_5999	Special Project Holding Acct : Academic Affai	38,000		0			38,000
	Total 2066 - BSI 17-Suppl Instr & Tutoring	38,000	38,000	0	0	38,000	38,000
12_2067_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		100,000		145,400		45,400
12_2067_499900_15051_5999	Special Project Holding Acct : Academic Affai	100,000		0			100,000
12_2067_601000_15051_4610	Non-Instructional Supplies : Academic Affairs	0		500		500	
12_2067_619000_15051_1453	Beyond Contract - Coordinators : Academic Aff \$8,000 stipend Research/Faculty Mentor	0		8,000		8,000	
12_2067_619000_15051_3115	STRS - Non-Instructional : Academic Affairs O	0		1,154		1,154	
12_2067_619000_15051_3325	Medicare - Non-Instructional : Academic Affai	0		116		116	
12_2067_619000_15051_3435	H & W - Retiree Fund Non-Inst : Academic Affa	0		291		291	
12_2067_619000_15051_3515	SUI - Non-Instructional : Academic Affairs Of	0		4		4	
12_2067_619000_15051_3615	WCI - Non-Instructional : Academic Affairs Of	0		180		180	

5.1 (4)

Revised Budget (P2 - June Revision) + Carryover

Prepared by: Maria Gil

Board Approval Date: August 14, 2017

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Carlos Lopez

CONTRACT INCOME:

PRJ. DIR.: Mary Huebsch

FY 16/17 Adv. Apportionment: \$201,742

Date: 07/31/2017

FY 16/17 P2 Adjustment (June): (\$4,464)

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: (\$2,218)

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$195,060

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2067_679000_15051_1250	Contract Coordinator : Academic Affairs Off Mary Huebsch (40%) (FA17)	80,621		22,268			58,353
12_2067_679000_15051_1454	Int/Sum Beyond Contr-Coordinat : Academic Aff	0		1,890		1,890	
12_2067_679000_15051_3115	STRS - Non-Instructional : Academic Affairs O	11,634		3,486			8,148
12_2067_679000_15051_3325	Medicare - Non-Instructional : Academic Affai	1,187		355			832
12_2067_679000_15051_3415	H & W - Non-Instructional : Academic Affairs	17,121		4,881			12,240
12_2067_679000_15051_3435	H & W - Retiree Fund Non-Inst : Academic Affa	2,972		890			2,082
12_2067_679000_15051_3515	SUI - Non-Instructional : Academic Affairs Of	42		12			30
12_2067_679000_15051_3615	WCI - Non-Instructional : Academic Affairs Of	1,842		551			1,291
12_2067_679000_15051_3915	Other Benefits - Non-Instruct : Academic Affa	1,225		350			875
12_2067_619000_15380_1280	Contract - Reassigned Time : Fresh Exp/Learni Rachel Sosta (20%) (FA17, SP18)	18,042		17,531			511
12_2067_619000_15380_1483	Beyond Contr - Reassigned Time : Fresh Exp/Le	0		2,313		2,313	
12_2067_619000_15380_3115	STRS - Non-Instructional : Fresh Exp/Learning	2,604		2,864		260	
12_2067_619000_15380_3325	Medicare - Non-Instructional : Fresh Exp/Lear	268		293		25	
12_2067_619000_15380_3415	H & W - Non-Instructional : Fresh Exp/Learnin	4,869		4,862			7
12_2067_619000_15380_3435	H & W - Retiree Fund Non-Inst : Fresh Exp/Lea	668		733		65	
12_2067_619000_15380_3515	SUI - Non-Instructional : Fresh Exp/Learning	11		10			1
12_2067_619000_15380_3615	WCI - Non-Instructional : Fresh Exp/Learning	414		454		40	
12_2067_619000_15380_3915	Other Benefits - Non-Instruct : Fresh Exp/Lea	350		350		0	
12_2067_619000_16201_1280	Contract - Reassigned Time : Mathematics Lynn Marecek (40%) (FA17) Lisa McKowan-Bourguignon (26.7%) (FA17) Martin Romero (26.7%) (FA17)	76,108		47,850			28,258

5.1(5)

Revised Budget (P2 - June Revision) + Carryover

Prepared by: Maria Gil

Board Approval Date: August 14, 2017

Accountant: Melissa Tran

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Carlos Lopez

CONTRACT INCOME:

PRJ. DIR.: Mary Huebsch

FY 16/17 Adv. Apportionment: \$201,742

Date: 07/31/2017

FY 16/17 P2 Adjustment (June): (\$4,464)

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: (\$2,218)

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$195,060

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2067_619000_16201_3115	STRS - Non-Instructional : Mathematics	10,983		6,905			4,078
12_2067_619000_16201_3325	Medicare - Non-Instructional : Mathematics	1,124		706			418
12_2067_619000_16201_3415	H & W - Non-Instructional : Mathematics	19,192		11,898			7,294
12_2067_619000_16201_3435	H & W - Retiree Fund Non-Inst : Mathematics	2,812		1,767			1,045
12_2067_619000_16201_3515	SUI - Non-Instructional : Mathematics	42		24			18
12_2067_619000_16201_3615	WCI - Non-Instructional : Mathematics	1,743		1,095			648
12_2067_619000_16201_3915	Other Benefits - Non-Instruct : Mathematics	1,283		817			466
	Total 2067 - BSI 17-Coordination/Research	357,157	100,000	145,400	145,400	14,838	271,995
12_2068_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		23,742		18,481	5,261	
12_2068_499900_15051_5999	Special Project Holding Acct : Academic Affai	23,742		3,481			20,261
12_2068_675000_15051_5210	Conference Expenses : Academic Affairs Office	0		15,000		15,000	
	Total 2068 - BSI 17-Staff Development	23,742	23,742	18,481	18,481	20,261	20,261
	Total - BSI 16/17 Carryover (SAC credit)	458,899	201,742	195,060	195,060	113,099	370,256

5.1 (6)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (NON-CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018
 CONTRACT INCOME:
 FY 16/17 Adv. Apportionment: \$302,614
 FY 16/17 P2 Adjustment (June): (\$6,996)
 FY 16/17 Expenses: \$0
 FY 17/18 Carryover: \$295,618

PRJ. ADMIN.: James Kennedy
 PRJ. DIR.: Sergio Sotelo
 Date: 07/31/2017
 PRIME SPONSOR: California Community Colleges Chancellor's Office
 FISCAL AGENT: Rancho Santiago CCD
 PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2063_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		23,000		29,180		6,180
12_2063_619000_18130_1480	Part-Time Reassigned Time : Elementary & Seco	0		2,118		2,118	
12_2063_619000_18130_1483	Beyond Contr - Reassigned Time : Elementary &	0		12,397		12,397	
12_2063_619000_18130_3115	STRS - Non-Instructional : Elementary & Secon	0		2,094		2,094	
12_2063_619000_18130_3325	Medicare - Non-Instructional : Elementary & S	0		210		210	
12_2063_619000_18130_3435	H & W - Retiree Fund Non-Inst : Elementary &	0		527		527	
12_2063_619000_18130_3515	SUI - Non-Instructional : Elementary & Second	0		7		7	
12_2063_619000_18130_3615	WCI - Non-Instructional : Elementary & Second	0		327		327	
12_2063_493062_18200_4210	Books, Mags & Subscrip-Non-Lib : SAC Continui	0		10,500		10,500	
12_2063_493062_18200_4310	Instructional Supplies : SAC Continuing Ed-In	0		1,000		1,000	
12_2063_499900_18200_5999	Special Project Holding Acct : SAC Continuing	23,000		0			23,000
	Total 2063 - BSI 17-Prog/Curr Plan & Dev	23,000	23,000	29,180	29,180	29,180	29,180
12_2064_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		4,600		0		4,600
12_2064_499900_18200_5999	Special Project Holding Acct : SAC Continuing	4,600		0			4,600
	Total 2064 - BSI 17-Student Assessment	4,600	4,600	0	0	4,600	4,600
12_2065_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		53,014		90,139		37,125
12_2065_631000_18100_1430	Part-Time Counselors : Continuing Education D	0		62,000		62,000	
12_2065_631000_18100_1435	Int/Sum - Counselors,Part-Time : Continuing E	0		12,000		12,000	
12_2065_631000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		10,678		10,678	
12_2065_631000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		1,073		1,073	
12_2065_631000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		2,686		2,686	
12_2065_631000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		37		37	
12_2065_631000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		1,665		1,665	

5.1 (7)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (NON-CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018
 CONTRACT INCOME:
 FY 16/17 Adv. Apportionment: \$302,614
 FY 16/17 P2 Adjustment (June): (\$6,996)
 FY 16/17 Expenses: \$0
 FY 17/18 Carryover: \$295,618

PRJ. ADMIN.: James Kennedy
 PRJ. DIR.: Sergio Sotelo
 Date: 07/31/2017
 PRIME SPONSOR: California Community Colleges Chancellor's Office
 FISCAL AGENT: Rancho Santiago CCD
 PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2065_499900_18200_5999	Special Project Holding Acct : SAC Continuing	53,014		0			53,014
	Total 2065 - BSI 17-Advisement/Counseling	53,014	53,014	90,139	90,139	90,139	90,139
12_2066_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		100,000		99,157	843	
12_2066_619000_18100_1450	Part-Time Coordinators : Continuing Education	0		34,014		34,014	
12_2066_619000_18100_1455	Int/Sum - Coordinators, PT : Continuing Educa	0		8,274		8,274	
12_2066_619000_18100_2340	Student Assistants - Hourly : Continuing Educ	0		45,000		45,000	
12_2066_619000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		6,102		6,102	
12_2066_619000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		613		613	
12_2066_619000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		3,169		3,169	
12_2066_619000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		21		21	
12_2066_619000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		1,964		1,964	
12_2066_499900_18200_5999	Special Project Holding Acct : SAC Continuing	100,000		0			100,000
	Total 2066 - BSI 17-Suppl Instr & Tutoring	100,000	100,000	99,157	99,157	100,000	100,000
12_2067_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		100,000		55,142	44,858	
12_2067_499900_18200_5999	Special Project Holding Acct : SAC Continuing	100,000		55,142			44,858
	Total 2067 - BSI 17-Coordination/Research	100,000	100,000	55,142	55,142	44,858	44,858
12_2068_000000_10000_8629	Other Gen Categorical Apport : Santa Ana Coll		22,000		22,000		0
12_2068_675000_18100_1480	Part-Time Reassigned Time : Continuing Educat	0		8,000		8,000	
12_2068_675000_18100_3115	STRS - Non-Instructional : Continuing Educati	0		1,154		1,154	
12_2068_675000_18100_3325	Medicare - Non-Instructional : Continuing Edu	0		116		116	
12_2068_675000_18100_3435	H & W - Retiree Fund Non-Inst : Continuing Ed	0		290		290	
12_2068_675000_18100_3515	SUI - Non-Instructional : Continuing Educatio	0		4		4	
12_2068_675000_18100_3615	WCI - Non-Instructional : Continuing Educatio	0		180		180	

5.1 (8)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTA ANA COLLEGE (NON-CREDIT)
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018
CONTRACT INCOME:
FY 16/17 Adv. Apportionment: \$302,614
FY 16/17 P2 Adjustment (June): (\$6,996)
FY 16/17 Expenses: \$0
FY 17/18 Carryover: \$295,618

PRJ. ADMIN.: James Kennedy
PRJ. DIR.: Sergio Sotelo
Date: 07/31/2017

PRIME SPONSOR: California Community Colleges Chancellor's Office
FISCAL AGENT: Rancho Santiago CCD
PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2068_675000_18100_5210	Conference Expenses : Continuing Education Di	0		5,000		5,000	
12_2068_499900_18200_5999	Special Project Holding Acct : SAC Continuing	22,000		7,256			14,744
	Total 2068 - BSI 17-Staff Development	22,000	22,000	22,000	22,000	14,744	14,744
	Total - BSI 16/17 Carryover (SAC non-credit)	302,614	302,614	295,618	295,618	283,521	283,521

5.1 (9)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Marilyn Flores

CONTRACT INCOME:

PRJ. DIR.: Marilyn Flores

Adv. Apportionment: \$198,422

Date: 08/01/2017

FY 16/17 P2 Augmentation (June): \$7,813

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: **(\$23,669)**

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$182,566

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2063_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		86,000		41,867		44,133
12_2063_499900_25051_5999	Special Project Holding Acct : Academic Affai	75,368		0			75,368
12_2063_619000_25150_1280	Contract - Reassigned Time : Math	18,042		0			18,042
12_2063_619000_25150_1483	Beyond Contr - Reassigned Time : Math Alicia Frost (4.5 LHE OL) Jessica Kramer (4.5 LHE OL)	0		21,339		21,339	
12_2063_619000_25150_1480	Part-Time Reassigned Time : Math SI Facilitation TBD	0		4,000		4,000	
12_2063_619000_25150_3115	STRS - Non-Instructional : Math	2,604		3,656		1,052	
12_2063_619000_25150_3325	Medicare - Non-Instructional : Math	268		367		99	
12_2063_619000_25150_3335	PARS - Non-Instructional : Math	0		0		0	
12_2063_619000_25150_3415	H & W - Non-Instructional : Math	41		0			41
12_2063_619000_25150_3435	H & W - Retiree Fund Non-Inst : Math	668		920		252	
12_2063_619000_25150_3515	SUI - Non-Instructional : Math	11		13		2	
12_2063_619000_25150_3615	WCI - Non-Instructional : Math	414		570		156	
12_2063_619000_25150_3915	Other Benefits - Non-Instruct : Math	350		0			350
12_2063_602000_25310_1280	Contract - Reassigned Time : American College	3,608		0			3,608
12_2063_602000_25310_3115	STRS - Non-Instructional : American College E	521		0			521
12_2063_602000_25310_3415	H & W - Non-Instructional : American College	976		0			976
12_2063_602000_25310_3435	H & W - Retiree Fund Non-Inst : American Coll	134		0			134
12_2063_602000_25310_3515	SUI - Non-Instructional : American College En	3		0			3
12_2063_602000_25310_3615	WCI - Non-Instructional : American College En	84		0			84
12_2063_602000_25310_3915	Other Benefits - Non-Instruct : American Coll	70		0			70
12_2063_150100_25315_5940	Reproduction/Printing Expenses : English	1,500		1,500		0	

5.1 (10)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Marilyn Flores

CONTRACT INCOME:

PRJ. DIR.: Marilyn Flores

Adv. Apportionment: \$198,422

Date: 08/01/2017

FY 16/17 P2 Augmentation (June): \$7,813

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: **(\$23,669)**

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$182,566

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2063_619000_25315_1483	Beyond Contr - Reassigned Time : English Maureen Roe 3 LHE OL (FA17, SP18)	7,800		7,800		0	
12_2063_619000_25315_3115	STRS - Non-Instructional : English	964		1,126		162	
12_2063_619000_25315_3325	Medicare - Non-Instructional : English	112		113		1	
12_2063_619000_25315_3415	H & W - Non-Instructional : English	39		0			39
12_2063_619000_25315_3435	H & W - Retiree Fund Non-Inst : English	39		283		244	
12_2063_619000_25315_3515	SUI - Non-Instructional : English	4		4		0	
12_2063_619000_25315_3615	WCI - Non-Instructional : English	174		176		2	
	Total 2063 - BSI 17-Prog/Curr Plan & Dev	113,794	86,000	41,867	41,867	27,309	143,369
12_2064_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		3,000		0	3,000	
12_2064_499900_25051_5999	Special Project Holding Acct : Academic Affai	3,000		0			3,000
	Total 2064 - BSI 17-Student Assessment	3,000	3,000	0	0	3,000	3,000
12_2066_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		73,000		139,096		66,096
12_2066_499900_25051_5999	Special Project Holding Acct : Academic Affai	20,403		0			20,403
12_2066_611000_25140_2310	Classified Employees - Ongoing : Tutoring Cen Madeleine Spencer, \$19.28/hr. Elizabeth Vedell, \$19.28/hr.	20,669		21,594		925	
12_2066_611000_25140_3215	PERS - Non-Instructional : Tutoring Center	270		1,821		1,551	
12_2066_611000_25140_3315	OASDHI - Non-Instructional : Tutoring Center	0		727		727	
12_2066_611000_25140_3325	Medicare - Non-Instructional : Tutoring Cente	300		313		13	
12_2066_611000_25140_3335	PARS - Non-Instructional : Tutoring Center	0		128		128	
12_2066_611000_25140_3435	H & W - Retiree Fund Non-Inst : Tutoring Cent	751		784		33	
12_2066_611000_25140_3515	SUI - Non-Instructional : Tutoring Center	11		11		0	
12_2066_611000_25140_3615	WCI - Non-Instructional : Tutoring Center	466		486		20	

5.1(11)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Marilyn Flores

CONTRACT INCOME:

PRJ. DIR.: Marilyn Flores

Adv. Apportionment: \$198,422

Date: 08/01/2017

FY 16/17 P2 Augmentation (June): \$7,813

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: **(\$23,669)**

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$182,566

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_2066_170100_25150_2420	Inst Assistant - Hourly : Math	0		46,635		46,635	
12_2066_170100_25150_3321	Medicare - Instructional : Math	0		676		676	
12_2066_170100_25150_3331	PARS - Instructional : Math	0		606		606	
12_2066_170100_25150_3431	H & W - Retiree Fund Inst : Math	0		1,693		1,693	
12_2066_170100_25150_3511	SUI - Instructional : Math	0		23		23	
12_2066_170100_25150_3611	WCI - Instructional : Math	0		1,049		1,049	
12_2066_150100_25315_5940	Reproduction/Printing Expenses : English	8,100		8,100		0	
12_2066_619000_25315_2310	Classified Employees - Ongoing : English Donna Collins (0.475 FTE)	34,431		17,931			16,500
12_2066_619000_25315_3215	PERS - Non-Instructional : English	0		2,785		2,785	
12_2066_619000_25315_3315	OASDHI - Non-Instructional : English	0		1,112		1,112	
12_2066_619000_25315_3325	Medicare - Non-Instructional : English	510		260			250
12_2066_619000_25315_3335	PARS - Non-Instructional : English	454		0			454
12_2066_619000_25315_3435	H & W - Retiree Fund Non-Inst : English	826		651			175
12_2066_619000_25315_3515	SUI - Non-Instructional : English	19		9			10
12_2066_619000_25315_3615	WCI - Non-Instructional : English	779		403			376
12_2066_619000_25315_4610	Non-Instructional Supplies : English	3,500		3,500		0	
12_2066_619000_25315_6409	Equip-All Other >\$200 <\$1,000 : English	1,000		1,000		0	
12_2066_619000_28130_1480	Part-Time Reassigned Time : Elementary & Seco	0		22,000		22,000	
12_2066_619000_28130_3115	STRS - Non-Instructional : Elementary & Secon	0		3,175		3,175	
12_2066_619000_28130_3325	Medicare - Non-Instructional : Elementary & S	0		319		319	
12_2066_619000_28130_3435	H & W - Retiree Fund Non-Inst : Elementary &	0		799		799	
12_2066_619000_28130_3515	SUI - Non-Instructional : Elementary & Second	0		11		11	
12_2066_619000_28130_3615	WCI - Non-Instructional : Elementary & Second	0		495		495	

5.1 (12)

SPECIAL PROJECT DETAILED BUDGET #2063, #2064, #2065, #2066, #2067, and #2068
NAME: BASIC SKILLS INITIATIVE 16/17 - SANTIAGO CANYON COLLEGE
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT PERIOD: 7/1/2016 - 6/30/2018

PRJ. ADMIN.: Marilyn Flores

CONTRACT INCOME:

PRJ. DIR.: Marilyn Flores

Adv. Apportionment: \$198,422

Date: 08/01/2017

FY 16/17 P2 Augmentation (June): \$7,813

PRIME SPONSOR: California Community Colleges Chancellor's Office

FY 16/17 Expenses: **(\$23,669)**

FISCAL AGENT: Rancho Santiago CCD

FY 17/18 Carryover: \$182,566

PRIME AWARD #: Categorical Apportionment

GL Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
	Total 2066 - BSI 17-Suppl Instr & Tutoring	92,489	73,000	139,096	139,096	84,775	104,264
12_2068_000000_20000_8629	Other Gen Categorical Apport : Santiago Canyo		36,422		1,603	34,819	
12_2068_499900_25051_5999	Special Project Holding Acct : Academic Affai	34,819		0			34,819
12_2068_675000_25051_4210	Books, Mags & Subscrip-Non-Lib : Academic Aff	1,603		1,603			0
	Total 2068 - BSI 17-Staff Development	36,422	36,422	1,603	1,603	34,819	34,819
	Total - BSI 16/17 Carryover (SCC)	245,705	198,422	182,566	182,566	149,903	285,452

5.1 (13)

SPECIAL PROJECT DETAILED BUDGET #3201
NAME: OER Degree Initiative - Santa Ana College
FISCAL YEAR: 2017/2018 (Carryover)

CONTRACT TERM: 06/03/2016 - 12/31/2018
FY 16/17 Award: \$100,000
Augmentation (Jan 2017): \$30,000
FY 16/17 Expenses: (\$16,174)
FY 17/18 Carryover: \$113,826

Proj Adm: Carlos Lopez
Proj Dir: Cherylee Kushida
Date: 7/27/2017
FUNDER: Achieving the Dream, Inc.

Account String	Description	Existing Budget		Revised Budget		Budget Change (+/-)	
		Debit	Credit	Debit	Credit	Debit	Credit
12_3201_000000_10000_8891	Other Local Rev - Special Proj : Santa Ana Co		100,000		113,826		13,826
12_3201_602000_15054_1480	Part-Time Reassigned Time : Distance Educatio	0		5,000		5,000	
12_3201_602000_15054_1483	Beyond Contr - Reassigned Time : Distance Edu	0		6,707		6,707	
12_3201_602000_15054_1484	Int/Sum Beynd Contr-Reassigned : Distance Edu	0		1,500		1,500	
12_3201_602000_15054_1485	Int/Sum - Reassigned Time, PT : Distance Educ	0		249		249	
12_3201_602000_15054_3115	STRS - Non-Instructional : Distance Education	0		1,942		1,942	
12_3201_602000_15054_3325	Medicare - Non-Instructional : Distance Educa	0		195		195	
12_3201_602000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	0		488		488	
12_3201_602000_15054_3515	SUI - Non-Instructional : Distance Education	0		7		7	
12_3201_602000_15054_3615	WCI - Non-Instructional : Distance Education	0		303		303	
12_3201_602000_15054_5999	Special Project Holding Acct : Distance Educa	39,494		66,565		27,071	
12_3201_675000_15054_5210	Conference Expenses : Distance Education	15,000		15,000		0	
12_3201_679000_15054_1483	Beyond Contr - Reassigned Time : Distance Edu	0		13,028		13,028	
12_3201_679000_15054_3115	STRS - Non-Instructional : Distance Education	0		1,880		1,880	
12_3201_679000_15054_3325	Medicare - Non-Instructional : Distance Educa	0		189		189	
12_3201_679000_15054_3435	H & W - Retiree Fund Non-Inst : Distance Educ	0		473		473	
12_3201_679000_15054_3515	SUI - Non-Instructional : Distance Education	0		7		7	
12_3201_679000_15054_3615	WCI - Non-Instructional : Distance Education	0		293		293	
	Total 3201 - OER Degree Inititative (SAC)	54,494	100,000	113,826	113,826	59,332	13,826

5.1 (14)

SPECIAL PROJECT DETAILED BUDGET #1801
NAME: CTE IC - Administration & Partnership Development
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$52,069

PROJ. ADM. Erique Perez
 PROJ. DIR. Sarah Santoyo

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/31/17

GL Accounts	Description	Debit	Credit
12-1801-000000-50000-8170	VTEA : District Operations		52,069
12-1801-679000-53345-2130	Classified Employees : Resource Development	34,311	
12-1801-679000-53345-3215	PERS - Non-Instructional : Resource Developme	5,421	
12-1801-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	2,166	
12-1801-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	506	
12-1801-679000-53345-3415	H & W - Non-Instructional : Resource Developm	6,977	
12-1801-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	1,268	
12-1801-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	17	
12-1801-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	786	
12-1801-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	617	
Total Project 1801 VTEA/CTE IC-Adm Partnershp Dev		52,069	52,069

SPECIAL PROJECT DETAILED BUDGET #1802
NAME: CTE IC - Automotive Technology (SAC-0948.00)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$71,098

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Noemi English

Prime Sponsor: US Dept. of Education

Date: 07/03/17

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 17-C01-042

GL Accounts	Description	Debit	Credit
12-1802-000000-10000-8170	VTEA : Santa Ana College		71,098
12-1802-094800-15751-4310	Instructional Supplies : Automotive Technolog	5,650	
12-1802-094800-15751-6423	Equip-Vehicles > \$5,000	61,730	
12-1802-619000-15751-2320	Classified Employees - Hourly : Automotive Te	3,418	
12-1802-619000-15751-3325	Medicare - Non-Instructional : Automotive Tec	50	
12-1802-619000-15751-3335	PARS - Non-Instructional : Automotive Technol	47	
12-1802-619000-15751-3435	H & W - Retiree Fund Non-Inst : Automotive Te	124	
12-1802-619000-15751-3515	SUI - Non-Instructional : Automotive Technolo	2	
12-1802-619000-15751-3615	WCI - Non-Instructional : Automotive Technolo	77	
Total Project 1802 VTEA/CTE IC-C/I Auto Tech		71,098	71,098

SPECIAL PROJECT DETAILED BUDGET #1810
NAME: CTE IC - Registered Nursing (SAC-1230.10)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$57,809

PROJ. ADM. M. Priest
 PROJ. DIR. R. Hirsch

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/03/17

GL Accounts	Description	Debit	Credit
12-1810-000000-10000-8170	VTEA : Santa Ana College		57,809
12-1810-123010-16640-2420	Inst Assistant - Hourly : Nursing	6,081	
12-1810-123010-16640-3321	Medicare - Instructional : Nursing	88	
12-1810-123010-16640-3331	PARS - Instructional : Nursing	79	
12-1810-123010-16640-3431	H & W - Retiree Fund Inst : Nursing	221	
12-1810-123010-16640-3511	SUI - Instructional : Nursing	3	
12-1810-123010-16640-3611	WCI - Instructional : Nursing	137	
12-1810-123010-16640-4310	Instructional Supplies : Nursing	3,500	
12-1810-123010-16640-6413	Equip-Fed Prgm > \$5,000 : Nursing	36,700	
12-1810-123010-16640-6419	Equip-Software > \$5,000 : Nursing	11,000	
Total Project 1810 VTEA/CTE IC-C/I Nursing RN		57,809	57,809

SPECIAL PROJECT DETAILED BUDGET #1812
NAME: CTE IC - Pharmacy Technology (SAC-1221.00)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$70,702

PROJ. ADM. B. Hoffman
 PROJ. DIR. J. Ross

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/03/17

GL Accounts	Description	Debit	Credit
12-1812-000000-10000-8170	VTEA : Santa Ana College		70,702
12-1812-122100-15719-4310	Instructional Supplies : Pharmacy Technology	-	
12-1812-122100-15719-5950	Software License and Fees : Pharmacy Technolo	-	
12-1812-122100-15719-6412	Equip-Fed Prgm >\$1,000< \$5,000 : Pharmacy Tec	-	
12-1812-122100-15719-6413	Equip-Fed Prgm > \$5,000 : Pharmacy Technology	70,702	
Total Project 1812 VTEA/CTE IC-C/I Pharmacy Tech		70,702	70,702

SPECIAL PROJECT DETAILED BUDGET #1814
NAME: CTE IC - SCC Support Services - Across CTE Program (SCC)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$81,277

PROJ. ADM. E. Arteaga
 PROJ. DIR. Elizabeth Arteaga

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/27/17

GL Account	Description	Debit	Credit
12-1814-000000-20000-8170	VTEA : Santiago Canyon Coll		81,277
12-1814-619000-25205-2310	Classified Employees - Ongoing : - Job Developer (Reorg #1059)	22,250	
12-1814-619000-25205-2320	Classified Employees - Hour	7,750	
12-1814-619000-25205-3215	PERS - Non-Instructional :	4,536	
12-1814-619000-25205-3315	OASDHI - Non-Instructional	1,860	
12-1814-619000-25205-3325	Medicare - Non-Instructiona	435	
12-1814-619000-25205-3335	PARS - Non-Instructional	390	
12-1814-619000-25205-3435	H & W - Retiree Fund Non-In	1,089	
12-1814-619000-25205-3515	SUI - Non-Instructional : C	15	
12-1814-619000-25205-3615	WCI - Non-Instructional : C	675	
12-1814-619000-25205-4610	Non-Instructional Supplies	1,000	
12-1814-619000-25205-5100	Contracted Services : Caree	11,159	
12-1814-619000-25205-5300	Inst Dues & Memberships : C	1,000	
12-1814-632000-25205-5800	Advertising : Career Educat	5,000	
12-1814-632000-25205-5940	Reproduction/Printing Expen	2,500	
12-1814-675000-25205-5210	Conference Expenses : Caree	20,618	
12-1814-675000-25205-5220	Mileage/Parking Expenses :	1,000	
Totals for PROJECT: 1814	- VTEA/CTE IC-C/I Support S	81,277	81,277

SPECIAL PROJECT DETAILED BUDGET #1817
NAME: CTE IC - Television (including combined TV/Film/Video) (SAC-0614.20)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$230,825

PROJ. ADM. Eve Kikawa
 PROJ. DIR. Michael Taylor

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/03/17

GL Accounts	Description	Debit	Credit
12-1817-000000-10000-8170	VTEA : Santa Ana College		230,825
12-1817-060420-15550-4310	Instructional Supplies : Television/Video	4,106	
12-1817-060420-15550-6413	Equip-Fed Program > \$5,000	226,719	
Total Project 1817 VTEA/CTE IC-C/I TV & Video		230,825	230,825

SPECIAL PROJECT DETAILED BUDGET #1821
NAME: CTE IC - Human/Child Development (SCC-1305.40)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$27,300

PROJ. ADM. Elizabeth Arteaga
 PROJ. DIR. Regina Lamourelle

Prime Sponsor: US Dept. of Education

Date: 07/31/17

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 17-C01-042

GL Accounts	Description	Debit	Credit
12-1821-000000-20000-8170	VTEA : Santiago Canyon College		27,300
12-1821-619000-25230-1480	Part-Time Reassigned Time : Human Development	5,200	
12-1821-619000-25230-3115	STRS - Non-Instructional : Human Development	343	
12-1821-619000-25230-3325	Medicare - Non-Instructional : Human Developm	75	
12-1821-619000-25230-3335	PARS - Non-Instructional : Human Development	68	
12-1821-619000-25230-3435	H & W - Retiree Fund Non-Inst : Human Develop	189	
12-1821-619000-25230-3515	SUI - Non-Instructional : Human Development	3	
12-1821-619000-25230-3615	WCI - Non-Instructional : Human Development	117	
12-1821-619000-25230-4610	Non-Instructional Supplies : Human Development	7,500	
12-1821-631000-29325-1430	Part-Time Counselors : Counseling	3,500	
12-1821-631000-29325-3325	Medicare - Non-Instructional : Counseling	51	
12-1821-631000-29325-3335	PARS - Non-Instructional : Counseling	46	
12-1821-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	127	
12-1821-631000-29325-3515	SUI - Non-Instructional : Counseling	2	
12-1821-631000-29325-3615	WCI - Non-Instructional : Counseling	79	
12-1821-675000-25230-5210	Conference Expenses : Human Development	10,000	
Total Project 1821 VTEA/CTE IC-Human/Child Dev		27,300	27,300

SPECIAL PROJECT DETAILED BUDGET #1823
NAME: CTE IC - Health Care Occupation - NonCredit (OEC - 1201.00)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$34,035

PROJ. ADM. E. Arteaga
 PROJ. DIR. Estella Cuellar

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/31/17

GL Accounts	Description	Debit	Credit
12-1823-000000-20000-8170	VTEA : Santiago Canyon College		34,035
12-1823-120100-28190-4310	Instructional Supplies : Short-Term Vocational	9,560	
12-1823-602000-28190-1480	Part-Time Reassigned Time : Short-Term Vocati	5,000	
12-1823-602000-28190-3115	STRS - Non-Instructional : Short-Term Vocatio	348	
12-1823-602000-28190-3325	Medicare - Non-Instructional : Short-Term Voc	73	
12-1823-602000-28190-3335	PARS - Non-Instructional : Short-Term Vocatio	65	
12-1823-602000-28190-3435	H & W - Retiree Fund Non-Inst : Short-Term Vo	182	
12-1823-602000-28190-3515	SUI - Non-Instructional : Short-Term Vocation	3	
12-1823-602000-28190-3615	WCI - Non-Instructional : Short-Term Vocation	113	
12-1823-619000-28190-1450	Part-Time Coordinators : Short-Term Vocationa - Outreach & Program Facilitator	16,166	
12-1823-619000-28190-3115	STRS - Non-Instructional : Short-Term Vocatio	1,124	
12-1823-619000-28190-3325	Medicare - Non-Instructional : Short-Term Voc	234	
12-1823-619000-28190-3335	PARS - Non-Instructional : Short-Term Vocatio	210	
12-1823-619000-28190-3435	H & W - Retiree Fund Non-Inst : Short-Term Vo	585	
12-1823-619000-28190-3515	SUI - Non-Instructional : Short-Term Vocation	8	
12-1823-619000-28190-3615	WCI - Non-Instructional : Short-Term Vocation	364	
Total Project 1823: CTE IC - Health Care Occupation NCR (1201.00)		34,035	34,035

SPECIAL PROJECT DETAILED BUDGET #1824
NAME: CTE IC - SAC Professional Development (Across CTE Programs)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$229,210

PROJ. ADM. Bart Hoffman
 PROJ. DIR. Kimberly Mathews

Prime Sponsor: US Dept. of Education

Date: 07/03/17

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 17-C01-042

GL Accounts	Description	Debit	Credit
12-1824-000000-10000-8170	VTEA : Santa Ana College		229,210
12-1824-619000-15205-2110	Classified Management : Career Ed & Work Dev	100,267	
12-1824-619000-15205-3215	PERS - Non-Instructional : Career Ed & Work D	15,832	
12-1824-619000-15205-3315	OASDHI - Non-Instructional : Career Ed & Work	6,422	
12-1824-619000-15205-3325	Medicare - Non-Instructional : Career Ed & Wo	1,502	
12-1824-619000-15205-3415	H & W - Non-Instructional : Career Ed & Work	7,657	
12-1824-619000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	3,760	
12-1824-619000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	52	
12-1824-619000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	2,331	
12-1824-619000-15205-3915	Other Benefits - Non-Instruct : Career Ed & W	3,320	
12-1824-675000-15205-4610	Non-Instructional Supplies : Career Ed & Work	1,717	
12-1824-675000-15205-4710	Food and Food Service Supplies : Career Ed &	4,550	
12-1824-675000-15205-5210	Conference Expenses : Career Ed & Work Dev Of	78,600	
12-1824-675000-15205-5220	Mileage/Parking Expenses : Career Ed & Work D	1,200	
12-1824-675000-15205-5940	Reproduction/Printing Expenses : Career Ed &	2,000	
Total Project 1824 VTEA/CTE IC-Professional Dev		229,210	229,210

**SPECIAL PROJECT DETAILED BUDGET #1845
NAME: CTE IC - Fashion Design (SAC-1303.10)
FISCAL YEAR: 2017/2018**

CONTRACT PERIOD: 7/1/17 - 6/30/18
CONTRACT INCOME: \$50,000

PROJ. ADM. Bart Hoffman
PROJ. DIR. Kyla Benson

Prime Sponsor: US Dept. of Education

Date: 07/27/17

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 17-C01-042

GL Accounts	Description	Debit	Credit
12-1845-000000-10000-8170	VTEA : Santa Ana College		50,000
12-1845-130310-15714-4310	Instructional Supplies : Family & Consumer Studies		
12-1845-130310-15714-6409	Equip-All Other >\$200 < \$1,000 : Family & Consumer	3,000	
12-1845-130310-15714-6412	Equip-Fed Program >\$1,000 <\$5,000 : Family & Consum	10,200	
12-1845-130310-15714-6413	Equip-Fed Program >\$5,000 : Family & Consumer Studie	27,800	
12-1845-130310-15714-6418	Equip-Software >\$1,000 <\$5,000 : Family & Consumer	4,800	
12-1845-130310-15714-6421	Equip-Tablet/Laptop >\$200 <\$1,000 : Family & Consume	4,200	
Total Project 1824 VTEA/CTE IC-Professional Dev		50,000	50,000

SPECIAL PROJECT DETAILED BUDGET #1847
NAME: CTE IC - Marketing & Distribution - NonCredit (OEC - 0509.00)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$24,475

PROJ. ADM. E. Arteaga
 PROJ. DIR. Daniel Oase

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/31/17

GL Accounts	Description	Debit	Credit
12-1847-000000-20000-8170	VTEA : Santiago Canyon College		24,475
12-1847-602000-28190-1480	Part-Time Reassigned Time : Short-Term Vocati	5,000	
12-1847-602000-28190-1485	Int/Sum - Reassigned Time, PT : Short-Term Vo	-	
12-1847-602000-28190-3115	STRS - Non-Instructional : Short-Term Vocatio	348	
12-1847-602000-28190-3325	Medicare - Non-Instructional : Short-Term Voc	73	
12-1847-602000-28190-3335	PARS - Non-Instructional : Short-Term Vocatio	65	
12-1847-602000-28190-3435	H & W - Retiree Fund Non-Inst : Short-Term Vo	182	
12-1847-602000-28190-3515	SUI - Non-Instructional : Short-Term Vocation	3	
12-1847-602000-28190-3615	WCI - Non-Instructional : Short-Term Vocation	113	
12-1847-619000-28190-1450	Part-Time Coordinators : Short-Term Vocationa - Outreach & Program Facilitator	16,166	
12-1847-619000-28190-1455	Int/Sum - Coordinators, PT : Short-Term Vocat	-	
12-1847-619000-28190-3115	STRS - Non-Instructional : Short-Term Vocatio	1,124	
12-1847-619000-28190-3325	Medicare - Non-Instructional : Short-Term Voc	234	
12-1847-619000-28190-3335	PARS - Non-Instructional : Short-Term Vocatio	210	
12-1847-619000-28190-3435	H & W - Retiree Fund Non-Inst : Short-Term Vo	585	
12-1847-619000-28190-3515	SUI - Non-Instructional : Short-Term Vocation	8	
12-1847-619000-28190-3615	WCI - Non-Instructional : Short-Term Vocation	364	
Total Project 1847 CTE IC - Marketing & Distribution (OEC 0509.00)		24,475	24,475

SPECIAL PROJECT DETAILED BUDGET #1851
NAME: CTE IC - American Sign Language (SCC-0850.10)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$27,250

PROJ. ADM. Elizabeth Arteaga
 PROJ. DIR. Charlie Malone

Prime Sponsor: US Dept. of Education
Fiscal Agent: CCC Chancellor's Office
CFDA #: 84.048A; Grant Agreement # 17-C01-042

Date: 07/03/17

GL Accounts	Description	Debit	Credit
12-1851-000000-20000-8170	VTEA : Santiago Canyon College		27,250
12-1851-085010-29805-5100	Contracted Services : Sign Language	3,000	
12-1851-619000-29805-1480	Part-Time Reassigned Time : Sign Language	15,000	
12-1851-619000-29805-3115	STRS - Non-Instructional : Sign Language	696	
12-1851-619000-29805-3325	Medicare - Non-Instructional : Sign Language	218	
12-1851-619000-29805-3335	PARS - Non-Instructional : Sign Language	195	
12-1851-619000-29805-3435	H & W - Retiree Fund Non-Inst : Sign Language	545	
12-1851-619000-29805-3515	SUI - Non-Instructional : Sign Language	8	
12-1851-619000-29805-3615	WCI - Non-Instructional : Sign Language	338	
12-1851-619000-29805-4610	Non-Instructional Supplies : Sign Language	5,250	
12-1851-675000-29805-5210	Conference Expenses : Sign Language	2,000	
Total Project 1851 CTE-IC American Sign Language		27,250	27,250

SPECIAL PROJECT DETAILED BUDGET #1856
NAME: CTE IC - Manufacturing and Industrial Technology (SAC-0956.00)
FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18
 CONTRACT INCOME: \$85,334

PROJ. ADM. Madeline Grant
 PROJ. DIR. Craig Takahashi

Prime Sponsor: US Dept. of Education

Date: 07/27/17

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 17-C01-042

GL Accounts	Description	Debit	Credit
12-1856-000000-10000-8170	VTEA : Santa Ana College		85,334
12-1856-619000-15150-1483	Beyond Contract - Reassigned Time : Engineering	5,200	
12-1856-619000-15150-1484	Int/Sum Beyond Contract - Reassigned Time :	-	
12-1856-619000-15150-3115	STRS - Non-Instructional : Engineering	750	
12-1856-619000-15150-3325	Medicare - Non-Instructional : Engineering	75	
12-1856-619000-15150-3435	H & W - Retiree Fund Non-Inst : Engineering	189	
12-1856-619000-15150-3515	SUI - Non-Instructional : Engineering	3	
12-1856-619000-15150-3615	WCI - Non-Instructional : Engineering	117	
12-1856-095600-15150-4310	Instructional Supplies : Engineering	5,000	
12-1856-095600-15150-5100	Contracted Services : Engineering	23,000	
12-1856-095600-15150-6413	Equip-Federal Program > \$5,000 : Engineering	51,000	
Total Project 1824 VTEA/CTE IC-Professional Dev		85,334	85,334

SPECIAL PROJECT DETAILED BUDGET #1827

NAME: CTE IC - CTE Transitions (Tech Prep)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18

PROJ. ADM. Bart Hoffman/Von Lawson

CONTRACT INCOME: \$83,184

PROJ. DIR. K. Mathews/E. Arteaga

Prime Sponsor: US Dept. of Education

Date: 07/03/17

Fiscal Agent: CCC Chancellor's Office

CFDA #: 84.048A; Grant Agreement # 17-C01-042

GL Accounts	Description	Debit	Credit
12-1827-000000-10000-8170	VTEA : Santa Ana College		39,513
12-1827-619000-15205-1483	Beyond Contr - Reassigned Time : Career Ed &	3,000	
12-1827-619000-15205-4610	Non-Instructional Supplies : Career Ed & Work	700	
12-1827-619000-15205-4710	Food and Food Service Supplies : Career Ed &	500	
12-1827-619000-15205-5100	Contracted Services : Career Ed & Work Dev Of	3,000	
12-1827-619000-15205-5220	Mileage/Parking Expenses : Career Ed & Work D	1,000	
12-1827-619000-15205-5940	Reproduction/Printing Expenses : Career Ed &	1,461	
12-1827-631000-15205-1430	Part-Time Counselors : Career Ed & Work Dev O	22,984	
12-1827-631000-15205-3115	STRS - Non-Instructional : Career Ed & Work D	3,317	
12-1827-631000-15205-3325	Medicare - Non-Instructional : Career Ed & Wo	333	
12-1827-631000-15205-3435	H & W - Retiree Fund Non-Inst : Career Ed & W	834	
12-1827-631000-15205-3515	SUI - Non-Instructional : Career Ed & Work De	11	
12-1827-631000-15205-3615	WCI - Non-Instructional : Career Ed & Work De	517	
12-1827-675000-15205-5210	Conference Expenses : Career Ed & Work Dev Of	1,200	
	Santa Ana College	39,513	39,513
12-1827-000000-20000-8170	VTEA : Santiago Canyon College		39,513
12-1827-619000-25205-5100	Contracted Services : Career Education Office	9,510	
12-1827-631000-29325-1430	Part-Time Counselors : Counseling	25,947	
12-1827-631000-29325-3115	STRS - Non-Instructional : Counseling	2,141	
12-1827-631000-29325-3325	Medicare - Non-Instructional : Counseling	376	
12-1827-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	942	
12-1827-631000-29325-3515	SUI - Non-Instructional : Counseling	13	
12-1827-631000-29325-3615	WCI - Non-Instructional : Counseling	584	
	Santiago Canyon College	39,513	39,513
12-1827-000000-50000-8170	VTEA : District Operations		4,158
12-1827-679000-53345-2130	Classified Employees : Resource Development	2,582	
12-1827-679000-53345-3215	PERS - Non-Instructional : Resource Developme	408	
12-1827-679000-53345-3315	OASDHI - Non-Instructional : Resource Develop	163	
12-1827-679000-53345-3325	Medicare - Non-Instructional : Resource Devel	38	
12-1827-679000-53345-3415	H & W - Non-Instructional : Resource Developm	766	
12-1827-679000-53345-3435	H & W - Retiree Fund Non-Inst : Resource Deve	95	
12-1827-679000-53345-3515	SUI - Non-Instructional : Resource Developmen	2	
12-1827-679000-53345-3615	WCI - Non-Instructional : Resource Developmen	59	
12-1827-679000-53345-3915	Other Benefits - Non-Instruct : Resource Deve	45	
	District Operations	4,158	4,158
Total Project 1827 VTEA/CTE IC- CTE Transitions		83,184	83,184

SPECIAL PROJECT DETAILED BUDGET # 1205

NAME: CAMP (College Assistance Migrant Program) - Santiago Canyon College (Yr. 1)

FISCAL YEAR: 2017/18

CONTRACT PERIOD: 07/01/17 - 06/30/18
 CONTRACT INCOME: \$425,000

PROJ. ADM. Lori Jordan
 PROJ. DIR. Deisy Covarrubias

Prime Sponsor: US Dept. of Education

Date: 07/27/17

Fiscal Agent: Rancho Santiago CCD

CFDA #: 84.149A; Award # S149A170015

GL Account	Description	Debit	Credit
12-1205-000000-20000-8199	Other Federal Revenues : Santiago Canyon College		425,000
12-1205-493010-29325-1315	Int/Sum-Instructors,Part-Time : Counseling	3,285	
12-1205-493010-29325-3111	STRS - Instructional : Counseling	474	
12-1205-493010-29325-3321	Medicare - Instructional : Counseling	48	
12-1205-493010-29325-3431	H & W - Retiree Fund Inst : Counseling	119	
12-1205-493010-29325-3511	SUI - Instructional : Counseling	2	
12-1205-493010-29325-3611	WCI - Instructional : Counseling	74	
12-1205-499900-29905-4310	Instructional Supplies : Student Development	1,000	
12-1205-631000-29325-1430	Part-Time Counselors : Counseling	33,098	
12-1205-631000-29325-3115	STRS - Non-Instructional : Counseling	4,776	
12-1205-631000-29325-3325	Medicare - Non-Instructional : Counseling	480	
12-1205-631000-29325-3435	H & W - Retiree Fund Non-Inst : Counseling	1,201	
12-1205-631000-29325-3515	SUI - Non-Instructional : Counseling	17	
12-1205-631000-29325-3615	WCI - Non-Instructional : Counseling	745	
12-1205-649000-29905-2110	Classified Management : Student Development	105,284	
12-1205-649000-29905-2130	Classified Employees : Student Development	50,957	
12-1205-649000-29905-2310	Classified Employees - Ongoing : Student Developmen	21,145	
12-1205-649000-29905-2320	Classified Employees - Hourly : Student Development	4,867	
12-1205-649000-29905-3215	PERS - Non-Instructional : Student Development	28,306	
12-1205-649000-29905-3315	OASDHI - Non-Instructional : Student Development	11,599	
12-1205-649000-29905-3325	Medicare - Non-Instructional : Student Development	2,713	
12-1205-649000-29905-3415	H & W - Non-Instructional : Student Development	31,935	
12-1205-649000-29905-3435	H & W - Retiree Fund Non-Inst : Student Development	6,791	
12-1205-649000-29905-3515	SUI - Non-Instructional : Student Development	94	
12-1205-649000-29905-3615	WCI - Non-Instructional : Student Development	4,209	
12-1205-649000-29905-3915	Other Benefits - Non-Instruct : Student Development	4,820	
12-1205-649000-29905-4610	Non-Instructional Supplies : Student Development	2,000	
12-1205-649000-29905-4710	Food and Food Service Supplies : Student Developmen	4,000	
12-1205-649000-29905-5100	Contracted Services : Student Development	3,000	
12-1205-649000-29905-5220	Mileage/Parking Expenses : Student Development	2,000	
12-1205-649000-29905-5300	Inst Dues & Memberships : Student Development	1,200	
12-1205-649000-29905-5905	Other Participant Travel Exp : Student Development	5,000	
12-1205-649000-29905-5925	Postage : Student Development	150	
12-1205-649000-29905-5940	Reproduction/Printing Expenses : Student Developmen	200	
12-1205-649000-29905-5966	Transportation - Student : Student Development	5,000	
12-1205-679000-20000-5865	Indirect Costs : Santiago Canyon College	29,411	

SPECIAL PROJECT DETAILED BUDGET # 1205

NAME: CAMP (College Assistance Migrant Program) - Santiago Canyon College (Yr. 1)

FISCAL YEAR: 2017/18

CONTRACT PERIOD: 07/01/17 - 06/30/18

CONTRACT INCOME: \$425,000

PROJ. ADM. Lori Jordan

PROJ. DIR. Deisy Covarrubias

Prime Sponsor: US Dept. of Education

Date: 07/27/17

Fiscal Agent: Rancho Santiago CCD

CFDA #: 84.149A; Award # S149A170015

GL Account	Description	Debit	Credit
12-1205-675000-29905-5210	Conference Expenses : Student Development	12,665	
12-1205-732000-29905-7610	Books Paid for Students : Student Development	27,950	
12-1205-732000-29905-7650	Stipends Paid to Students : Student Development	8,385	
12-1205-732000-29905-7670	Other Exp Paid for Students : Student Development	6,000	
Totals for Project 1205	CAMP - SCC Yr 1	425,000	425,000

SPECIAL PROJECT DETAILED BUDGET #1903

NAME: Youth Empowerment Strategies for Success - Independent Living Program (YESS-ILP)

FISCAL YEAR: 2017/2018

CONTRACT PERIOD: 7/1/17 - 6/30/18

PROJ ADMIN: Alicia Fruizenga

CONTRACT INCOME: \$22,500

PROJ DIR: Sylvia Sanchez

Prime Sponsor: US Department of Health & Human Services

Fiscal Agent: Founaction for California Community Colleges

CFDA #: 93.674; Grant Agreement # YP-092-17_Racno Santiago CCD

Date: 07/19/17

GL Account	Description	Debit	Credit
12-1903-000000-10000-8199	Other Federal Revenues : Sa		22,500
12-1903-631000-19310-1430	Part-Time Counselors : Fost - Sylvia Sanchez	9,205	
12-1903-631000-19310-1480	Part-time reassigned time - ILP Workshop Trainer Stipend	1,000	
12-1903-631000-19310-3115	STRS - Non-Instructional :	1,329	
12-1903-631000-19310-3325	Medicare - Non-Instructiona	148	
12-1903-631000-19310-3335	PARS - Non-Instructional	13	
12-1903-631000-19310-3435	H & W - Retiree Fund Non-In	370	
12-1903-631000-19310-3515	SUI - Non-Instructional : F	5	
12-1903-631000-19310-3615	WCI - Non-Instructional : F	230	
12-1903-649000-19310-4610	Non-Instructional Supplies - Suppies for Module/Youth Skills Development Classes (instructional supplies - \$1,200) - Retreat's supplies (\$250) & ILP Workshops (\$250)	1,700	
12-1903-649000-19310-4710	Food and Food Service Supplies - Fall Kick Off Event (\$550) - Spring Semester Starter Event (\$500) - Outreach Events/Dinners/End of the Year Celebration (\$967 - Retreat's snacks (\$250) & Food (\$1,416)	3,683	
12-1903-649000-19310-5100	Contracted Services - Retreat location rental & fees (\$1,500)	1,500	
12-1903-649000-19310-5966	Transportation - Student - Foster Youth University Tours (\$225) - Transportation for the Retreat (\$2,000)	2,225	
12-1903-732000-19310-7670	Other Exp Paid for Students - Meal tickets paid for Students	592	
12-1903-675000-19310-5210	Conference	500	
Totals for PROJECT: 1903	YESS - ILF	22,500	22,500

In-Kind Match: (Certified Expend \$36,520)

- Coordinator - Sylvia Sanchez (\$16,450 + benefits)
- Alicia Kruienza/Project Adminstrator (4%)
- Thuy-Huong Nguyen (3%)
- Transition to College Orientation (\$1,500)
- Foster Youth College Day (\$3,000)
- Foster Youth University Tours (\$225)
- 10 Study Skills 109 Text Books (\$698)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Sub-Agreement between RSCCD and THINK Together for the AB 104 Adult Education Block Grant (#DO-17-2224-01)	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District received a fiscal year 2017/18 Adult Education Block Grant (AEBG) – Regional Consortium Funding Appropriation (Assembly Bill No. 104) from the California Community Colleges Chancellor’s Office. Funding was awarded to the Rancho Santiago Adult Education Consortium (RSAEC) that includes RSCCD, three school districts (Santa Ana, Orange, and Garden Grove), the Orange County Department of Education, and the Orange County Sheriff’s Department.

The Chancellor’s Office has apportioned AEBG funds to regions throughout the state to expand and improve opportunities for educational and workforce services for adult learners. Funding will support RSAEC’s AB 86 Regional Comprehensive Plan seven program areas: (1) elementary and secondary basic skills, including high school diploma or GED; (2) citizenship, English as a second language, and workforce preparation; (3) adults/older adults entry or re-entry into the workforce; (4) family literacy; (5) adults with disabilities; (6) career technical education; and (7) pre-apprenticeship training activities. The appropriation amount is \$2,939,497.00. The funding term is July 1, 2017 through December 31, 2019, with program activities and reporting ending June 30, 2020.

ANALYSIS

AEBG funds were allocated to RSCCD’s Child Development Services (CDS) to provide an evening childcare program, and CDS has designated THINK Together as a sub-contractor to operate the RSCCD Learning Center. The enclosed sub-agreement (#DO-17-2224-01) outlines the terms of the project. THINK Together will provide child care services to about 75 children/youth focusing on educational activities and skills development thereby increasing adult students’ participation in adult education programs. The performance period is August 28, 2017 through May 25, 2018, with 140 service days during this period. The sub-award amount shall not exceed \$95,675.00.

Overseeing the implementation of RSCCD’s Learning Center are project director Janneth Linnell and project administrator Enrique Perez.

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: \$95,675.00 (grant-funded)	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
THINK TOGETHER**

This sub-agreement (hereinafter “Agreement”) is entered into on this 14th day of August 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and THINK Together (hereinafter “SUBCONTRACTOR”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received an apportionment award entitled “AB104 Adult Education Block Grant Regional Consortia” designated as ongoing Proposition 98 General Funds (hereinafter “Grant”) from the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”), to disseminate implementation funds to regional consortia of local educational agencies, community college districts, K-12 school districts, and other regional education, workforce, and industry partners, to promote the educational opportunities offered to students and adult learners, and to implement regional strategies to better serve educational and workforce needs of adults;

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

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

NOW, THEREFORE the Parties agree as follows:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR will provide services as described in the attached Statement of Work (**Exhibit A**), related to the *Rancho Santiago Adult Education Consortium – AB 86 Regional Comprehensive Plan*, which by this reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work, and to provide all services as 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 August 28, 2017 through May 25, 2018.

3. **Total Cost**

The total cost to RSCCD for the performance of this Agreement shall not exceed **\$95,675.00** USD.

4. **Payment**

Disbursement of funds will begin upon RSCCD’s receipt of the fully executed Agreement and a detailed invoice for the disbursement. 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".

5. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (**Exhibit B**), which by this reference is incorporated into this Agreement. SUBCONTRACTOR must submit a budget revision request to RSCCD if expenditures exceed ten (10) percent of the authorized project budget by budget categories; and/or adding or deleting budget categories.

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Statement of Work (**Exhibit A**), upon receipt of a final invoice requesting payment due **June 15, 2018**, and the Project Director's certification of the final report. Invoice(s) should be submitted to the following address:

Janneth Linnell, Executive Director of Child Development Services
Rancho Santiago Community College District
2323 N. Broadway, Suite 245
Santa Ana, CA 92706

7. Reporting

- (a) Progress Reports. SUBCONTRACTOR agrees to submit progress reports as requested by RSCCD and/or the PRIME SPONSOR.
- (b) Final Reports. SUBCONTRACTOR agrees to submit a final expenditure report and a final performance report summarizing completion of the project activities consistent with the SUBCONTRACTOR'S Scope of Work (**Exhibit A**). The final reports are due **June 15, 2018**.

Reports related to this Agreement should be submitted to Janneth Linnell, Executive Director of Child Development Services via email at linnell_janneth@rsccd.edu.

8. 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 appropriation funds received and for any misappropriation or disallowment of Grant appropriation funds.

9. Time Extensions

RSCCD will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all funds allocated through this Agreement within the timeframe of the Agreement listed above under Article I.2. "Period of Performance". Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **May 25, 2018**.

10. Independent Contractor

SUBCONTRACTOR agrees that the service provided hereunder is rendered in its capacity as an independent contractor and that it is not in any way an agent of RSCCD, nor shall its employees be entitled to any personnel benefits of RSCCD whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (**Exhibit A**), 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 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 subcontracts for services and contracted staff, and other agreements, as well as documentation indicating the approving authority's approval, that relate to this Agreement.

12. 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.

13. 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. Further, 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.

14. Insurance

SUBCONTRACTOR shall secure and maintain comprehensive general liability insurance covering personal injury, property damage, and general liability claims in the amount of at least one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate with coverage for incidental contracts. A certificate of insurance must be provided that includes a thirty (30) day notice of cancellation, modification, or reduction in said insurance. Within thirty (30) days of the execution of this Agreement, SUBCONTRACTOR shall deliver certificate(s) of insurance under SUBCONTRACTOR'S comprehensive general liability insurance policy on or before the date of execution of Agreement.

15. Workers' Compensation Insurance

SUBCONTRACTOR shall provide workers' compensation coverage for each of its employees. SUBCONTRACTOR hereby warrants that it carries Workers' Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, or is self-insured in accordance with the provisions of Labor Code section 3700, and agrees to furnish satisfactory evidence thereof at any time RSCCD may request.

16. 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.

17. 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'S 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.

18. 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.

19. Notices

All notices, reports and correspondence between the Parties hereto respecting to this Agreement shall be in writing and deposited in the United States Mail, postage prepaid, addressed as follows:

RSCCD: Janneth Linnell, Executive Director of Child Development Services
Rancho Santiago Community College District
2323 N. Broadway, Suite 245
Santa Ana, CA 92706
(714) 480-7546; linnell_janneth@rsccd.edu

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

SUBCONTRACTOR: THINK Together
2101 E. Fourth Street, Bldg. B, 2nd Floor
Santa Ana, CA 92705

Tia Dwyer, Chief Program and Operations Officer
(714) 543-3807; tdwyer@thinktogether.org

Natalia Flores, General Manager
(714) 543-3807; naflores@thinktogether.org

20. 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.

21. 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.

ARTICLE II

1. Legal Terms and Conditions

This Agreement will be implemented in accordance with the conditions defined in the appropriation agreement, the provisions of AB 104 Section 39 Article 9, the AB 104 Program Guidance, the AB 104 Allowable Uses Guidance, and the Legal Terms and Conditions, which by this reference are incorporated into this Agreement. 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.

SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

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 the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: THINK Together

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: Tia Dwyer

Title: Business Operations/Fiscal Services

Title: Chief Program and Operations Officer

Date: _____

Date: _____

Board Approval Date: August 14, 2017

33-0781751
Employer/Taxpayer Identification Number (EIN)

SCOPE OF WORK

Rancho Santiago Community College District Learning Center managed by THINK Together, 2017-2018



Background

Rancho Santiago Community College District (RSCCD) offers adult education classes for local residents. RSCCD has determined that a common deterrent for participation is the difficulty many parents face in finding supervision for their children while they attend classes. On 2016, RSCCD entered into an agreement with THINK Together, a non-profit youth services agency which specializes in the delivery of academically-oriented expanded learning programs, to operate the RSCCD Learning Center on the Rancho Santiago Community College campus. RSCCD has asked THINK Together to submit a proposal to continue this program through the 2017-2018 school year.

Proposal

THINK Together will operate a Learning Center during the fall and spring semesters, for four days per week, three hours per day from 6:00 p.m. to 9:00 p.m., serving approximately 75 children and youth per day. Fall semester services shall commence on August 28, 2017 and end on December 14, 2017 (61 service days). Spring semester services shall begin on January 8, 2018 and end on May 25, 2018 (74 service days).

The program will be structured to be more of a drop-in program where the participants will participate in enrichment and themed-based activities to support learning in a way that is fun and engaging. The program will provide learning games and other hands-on activities that reinforce social emotional learning and 21st Century learning skills, while fostering creativity and collaborative communication. As California's largest non-profit provider of expanded learning programs, THINK Together has developed the infrastructure to deliver high-quality programs with well-trained staff that are supported by experts in the fields of youth development and education.

PROJECT BUDGET

**Rancho Santiago Community College District
Learning Center managed by THINK Together, 2017-2018**



THINK Together shall deliver the program at a cost not to exceed **\$95,675** (NINETY-FIVE THOUSAND AND SIX HUNDRED SEVENTY FIVE DOLLARS). The approximate cost per student, per hour is \$3.03.

DESCRIPTION	AMOUNT
Site Coordinator @\$35/hour x 5 hours/day x 140 days*	\$24,500
4 Program Leaders @ \$25/hour x 3.75 hours/day x 140 days*	\$52,500
Administrative Oversight and Processing @ 15% of personnel expense	\$11,550
Training and Curriculum	\$1,000
Consumable Supplies @ \$175/week x 35 weeks	\$6,125
TOTAL	\$95,675

** includes five days of orientation, training and on-going professional development*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Sub-Agreement between RSCCD and International Trade Education Programs (ITEP) for the Strong Workforce Program – Regional Funds Initiative (#DO-17-2185-15)	
Action: Request for Approval	

BACKGROUND

Through the Strong Workforce Program Trailer Bill the state allocated funds to community colleges to support collaborative, regional work to improve the quality of career technical education programs and to increase the number of students who complete these programs and enter industry sectors with high-wage occupations in the region. Rancho Santiago Community College District was selected to serve as the Fiscal Agent for the Los Angeles & Orange County Region's Strong Workforce Program – Regional Funds, and is responsible for distributing funds to the region, ensuring that projects are compliant with the funding terms and conditions, providing status reports on the use of funds in the region, and developing and submitting program and expenditure reports to the Chancellor's Office.

ANALYSIS

Strong Workforce Program regional funds will be allocated to the International Trade Education Programs (ITEP) to work collaboratively with the Deputy Sector Navigators (DSNs) for Global Trade and Logistics (GTL) and Small Business/Entrepreneurship (SBE) to launch a region-wide campaign to highlight these sectors in Orange County community colleges through phase 1 of the Career Preparation and Work Based Learning Opportunities Project. The enclosed sub-agreement (#DO-17-2185-15) outlines the terms of the project. ITEP will work with educators and industry partners to guide up to 200 students through a career exploration journey that will provide students with exposure to high-growth job sectors and connecting students to industry partners while enhancing their college and career readiness, and knowledge about existing programs at local Orange County community colleges. The performance period is September 1, 2017 through June 30, 2018, and the sub-award amount shall not exceed \$75,000.00.

The project directors are Lynn Stewart, Global Trade & Logistics Deputy Sector Navigator and Angela Allison, Small Business Deputy Sector Navigator, and the project administrator is Sarah Santoyo, Executive Director of Resource Development.

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: \$75,000.00 (grant-funded)	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**SUB-AGREEMENT BETWEEN
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
AND
INTERNATIONAL TRADE EDUCATION PROGRAMS (ITEP)**

**FOR THE
STRONG WORKFORCE PROGRAM – REGIONAL FUNDS INITIATIVE
ORANGE COUNTY REGION**

This sub-agreement (hereinafter “Agreement”) is entered into on this 14th day of August 2017, between Rancho Santiago Community College District (hereinafter “FISCAL AGENT”) and International Trade Education Programs (ITEP) (hereinafter “SUBCONTRACTOR”). FISCAL AGENT and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement. This Agreement is based on the Strong Workforce Program - Regional Funds Initiative agreement between the FISCAL AGENT and the California Community Colleges Chancellor’s Office (hereinafter “PRIME SPONSOR”).

WHEREAS, the Rancho Santiago Community College District was designated as the FISCAL AGENT for the Strong Workforce Program – Regional Funds Initiative for the Los Angeles and Orange County region and is responsible for distributing funds to the community college districts within the region following certification of the regional plans by the Regional Consortia, and is responsible for monitoring the work of the Agreement for compliance with the terms and conditions of the funds, as delineated in the FISCAL AGENT’s Scope of Work; and

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

WHEREAS, SUBCONTRACTOR has agreed to participate in the purpose of the Agreement according to the terms and conditions hereinafter set forth.

NOW, THEREFORE, the Parties agree as follows:

1. Statement of Work

SUBCONTRACTOR agrees to implement the Orange County Strong Workforce Vertical Sector Project: Global Trade & Logistics and Small Business “***Career Preparation and Work Based Learning Opportunities Project – Part I***” and perform the work as described in the Scope of Work (*Exhibit A*), which by reference is incorporated into this Agreement. SUBCONTRACTOR agrees to comply with all provisions, to perform all work as 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 September 1, 2017 through June 30, 2018.

3. Total Cost

The total cost to FISCAL AGENT for performance of this Agreement shall not exceed \$75,000.00 USD, to be funded by Global Trade & Logistics and Small Business vertical sector projects.

4. Budget

SUBCONTRACTOR agrees that the expenditures of any and all funds under this Agreement will be in accordance with the Project Budget (*Exhibit B*), which by reference is incorporated into this Agreement.

5. Payment

Disbursement of funds will begin upon FISCAL AGENT's receipt of the fully executed Agreement and a detailed invoice for the disbursement. FISCAL AGENT 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".

6. Invoices

Invoices must be itemized, include the Agreement number (refer to footer), and include back-up documentation for expenditures submitted for payment. Final payment is contingent upon successful completion of the Scope of Work (*Exhibit A*), upon receipt of a final invoice requesting payment due by **July 6, 2018**, and the Deputy Sector Navigator's certification of the final report. Invoices should be submitted to the following address:

Rancho Santiago Community College District
Center for International Trade Development (CITD)
ATTN: Lynn Stewart, Global Trade and Logistics Deputy Sector Navigator
2323 North Broadway, Suite 328
Santa Ana, CA 92706

7. Reporting

Through this Agreement, SUBCONTRACTOR agrees to provide data and submit reports, upon request, for the duration of the Agreement. SUBCONTRACTOR will submit reports to the Deputy Sector Navigator via email at Stewart_Lynn@rsccd.edu in a timely manner.

8. Expenditure of Funds

SUBCONTRACTOR agrees to comply with all funding requirements and that it is solely responsible for the appropriate expenditure of all funds received and for any misappropriation or dis-allowment of funds.

9. Time Extensions

FISCAL AGENT will not be requesting a time extension for program activities from the PRIME SPONSOR. As a result, SUBCONTRACTOR will not be granted an extension. Therefore, SUBCONTRACTOR must spend all of the funds allocated through this Agreement within the timeframe of the Agreement. Under this Agreement, SUBCONTRACTOR will only be reimbursed for expenses that are incurred on or prior to **June 30, 2018**.

10. Independent Contractor

SUBCONTRACTOR agrees that the services provided hereunder are rendered in its capacity as an independent contractor and that it is not in any way an agent of FISCAL AGENT, nor shall its employees be entitled to any personnel benefits of FISCAL AGENT whatsoever.

11. Subcontract Assignment

Unless specifically noted in the Scope of Work (*Exhibit A*), 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 approval by FISCAL AGENT. 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 FISCAL AGENT 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.

12. Rules for Deliverables

- A. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.
- B. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).
- C. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

13. Record Keeping

SUBCONTRACTOR agrees to maintain project records for possible audit for a minimum of five (5) years after final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated.

14. Audit

SUBCONTRACTOR agrees that FISCAL AGENT, 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. Further, SUBCONTRACTOR agrees to include a similar right of FISCAL AGENT, 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 the performance of this Agreement.

15. Insurance

The Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. Each Party warrant that through its program of self-insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Parties performance of this contract.

16. 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.

17. 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 FISCAL AGENT 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 FISCAL AGENT Board of Trustees each fiscal year this Agreement remains in effect. In the event that such funding is terminated or reduced, FISCAL AGENT shall provide SUBCONTRACTOR with written notification of such determination.

18. 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 FISCAL AGENT 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, FISCAL AGENT 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 FISCAL AGENT 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.

19. 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:

FISCAL AGENT:

Rancho Santiago Community College District

Primary Contact:

Center for International Trade Development (CITD)
Lynn Stewart, Global Trade & Logistics Deputy Sector Navigator
2323 N. Broadway, Suite 328
Santa Ana, CA 92706
(714) 564-5419; stewart_lynn@rsccd.edu

Fiscal Contact:

Peter J. Hardash, Vice Chancellor, Business Operations/Fiscal Services
2323 North Broadway, Ste. 404-1
Santa Ana, CA 92706
(714) 480-7340, hardash_peter@rsccd.edu

SUBCONTRACTOR:

International Trade Education Programs (ITEP)

Primary Contact:

Bonnie Bair, Chief Operating Officer
2417 E. Carson Street, #200
Carson, CA 90810
(424) 368-7100; bonniebair@itepinc.org

Fiscal Contact:

Name: _____
Title: _____
Address: _____
Phone: _____
Email: _____

20. Unenforceable Provision

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

21. Waiver

Any waiver by FISCAL AGENT of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping FISCAL AGENT from enforcing the terms of this Agreement.

22. Severability

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect without being impaired or invalidated in any way.

23. 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.

As the Agreement is contingent upon the availability of funds, and 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, FISCAL AGENT may modify this Agreement through an amendment, as needed. SUBCONTRACTOR agrees to expend all funds in accordance with all applicable federal, state and local laws and regulations.

24. Assurances

By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill, and with the guidance documents provided by the California Community College Chancellor's Office, as set forth and incorporated into this Agreement by reference.

By signing this Agreement the SUBCONTRACTOR certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Project-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

25. 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. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing

Sub-agreement between RSCCD and International Trade Education Programs (ITEP)

and signed by duly authorized representatives of the Parties hereto. SUBCONTRACTOR acknowledges that it has read and agrees to all terms and conditions included in this Agreement.

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 the day that both Parties have signed the Agreement.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: International Trade
Education Programs (ITEP)

By: _____

By: _____

Name: Peter J. Hardash
Vice Chancellor

Name: _____

Title: Business Operations/Fiscal Services

Title: _____

Date: _____

Date: _____

Board Approval Date: August 14, 2017

Employer/Taxpayer Identification Number (EIN)



**Orange County Strong Workforce Vertical Sector Project:
Global Trade & Logistics & Small Business**

**Career Preparation and Work Based Learning
Opportunities Project**

PART ONE

Proposed by:

**International Trade Education Programs
(ITEP)**

June 6, 2017

Program Overview

Career Preparation and Work Based Learning Opportunities in Global Trade & Logistics and Small Business

Global trade and logistics (GTL) as well as small business/entrepreneurship (SBE) are major economic drivers in Orange County. In fact, they cross into most industry sectors. However, there is still a lack of awareness and/or understanding about what the career opportunities are and what educational programs exist. Compounding this issue is the lack of a well-developed, regional career preparation and work based learning program that serves the global trade and small business sectors. International Trade Education Programs (ITEP) is proposing to address these issues via a two-part project. Part one will focus on creating awareness and building a foundation, while part two will be the establishment of the work preparation/training and work based learning opportunities. Only part one will be addressed in this proposal.

Established in 1999, ITEP is the premier non-profit organization bridging students to college and career opportunities in the southern California region. Through our program, high school students are exposed to high-wage and high-growth job sectors through career awareness and exploration activities, as well as work preparation and specialized training. Known for our work in the GTL and SBE industry sectors, ITEP's program connects youth to positive role models, and improves their college and career readiness. Students are inspired to envision brighter futures and are prepared to pursue successful and thriving careers.

Part One of the project, described herein, will be in collaboration with the Deputy Sector Navigators (DSNs) for GTL and SBE, Santa Ana College (project lead) and OC Pathways. ITEP will launch a region-wide campaign to highlight the GTL and SBE programs in Orange County community colleges.

ITEP will work closely with educators, and industry partners to guide up to 200 students through ITEP's GPS Your Future; a career exploration journey that will provide students with exposure to high-growth job sectors and connecting them to industry partners. The goal is to expose students to GTL and SBE sectors while enhancing their college and career readiness, and knowledge about existing programs at local Orange County community colleges.

To build the foundation for a successful ITEP GPS Your Future, ITEP will participate in ongoing preparation and planning meetings with program partners, and assess the Orange County industry make-up for future employer outreach and engagement. ITEP will organize "Power Breakfasts" to convene industry, faculty, and local entrepreneurs and connect them with educators for mutually beneficial content and networking. The breakfasts will help to build the foundation for ITEP's GPS Your Future and additional programming in following years.

WORK PLAN

Timeline	Activities	Key Staff	Performance Outcomes/ Evidence of Activity Completion
Resource Development			
Sept. 2017 – Apr. 2018	<p>Meet with DSNs and OC Pathways partners to establish ongoing planning and development meetings.</p> <p>Conduct community assessment, and community college system needs related to industry engagement, and student enrollment in Global Trade and Logistics and Small Business Entrepreneurship pathways.</p> <p>In partnership with DSN network to identify industry stakeholders.</p> <p>Secure dates for Power Breakfasts and ITEP's GPS Your Future.</p>	ITEP CEO, COO; Senior Program Manager (SPM); Program Manager (PM)	<p>Set Dates for planning meetings and GPS Your Future;</p> <p>Community assessment memo of relevant resources and research information;</p> <p>List of companies and partner roster; and</p> <p>Recruit and maintain partnerships with a minimum of 20-25 industry volunteers.</p>
Power Breakfast			
Sept. 2017-Nov. 2017	Plan initial industry convening "Power Breakfast", and solidify industry partner invitation list.	CEO, SPM; PM; OC Pathways, DSNs	Agenda; Program materials; Convening notes; and Action plan.
Nov. 2017-Feb. 2018	Host industry convening "Power Breakfasts" with project and industry partners.	CEO, SPM; PM; OC Pathways Liaison, DSNs	Industry convening Assessment Memo
ITEP GPS Your Future			
Nov. 2017 – Apr. 2018	<p>Finalize program content and plan for GPS Your Future.</p> <p>Communicate deadlines/goals and objectives.</p> <p>Survey student interest; secure/ confirm industry speakers, and exposition participants; and create event evaluation.</p> <p>Finalize logistics; secure educator and student participants, and create event evaluation.</p>	PM; OC Pathways Liaison, DSNs	<p>Agendas; Program materials; and List of companies engaged.</p> <p>Evaluation/ suggestion forms.</p>
Apr. 2018	Host ITEP's GPS Your Future in Orange County. Conduct event evaluation.	PM; OC Pathways Liaison	GPS Your Future and Evaluation is complete.
May - Jun. 2018	<p>Host event debrief meeting with educators and industry.</p> <p>Discuss and plan for 2018-2019 work plan and meetings; establish school year calendar.</p>	CEO, COO, SPM, PM, OC Pathways Liaison, DSN	2018-2019 calendar; Meeting dates
Jun. 2018	Final Report	CEO, COO, SPM, PM	Final report of project complete



**Orange County Strong Workforce Vertical Sector Project:
Global Trade & Logistics & Small Business**

**Career Preparation and Work Based Learning
Opportunities Project**

PART ONE

PROJECT BUDGET

Phases	Description	Payment Schedule	Amount
1	Resource Development, First Power Breakfast, GPS Event Planning	November, 2017	\$25,000
2	Second Power Breakfast, Community Assessment & College Needs Completed, GPS Event Program Finalized	February, 2018	\$25,000
3	GPS Event Occurs, Host post event debrief & next year's planning meeting, Final Report	June, 2018	\$25,000
Project Total			\$75,000

*Key Staff will be supported by the ITEP Team for various tasks:

CEO: Chief Executive Officer; COO: Chief Operating Officer; SPMs: Senior Program Managers; PMs: Program Managers; PCs: Program Coordinators; IPM: Internship Program Manager; SCM: Senior Communications Manager, MA: Marketing Assistant, BOA: Business Office Administrator, AM: Accounting Manager, AC: Accounting Clerk, SDM: Senior Development Manager, GW: Grant Writer, OP: Operations Manager, EM: Events Manager

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Third Amendment to Sub-Agreement between RSCCD and North Orange County Community College District/Fullerton College for the California Career Pathways Trust Grant – Year 3	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership 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 articulated pathways to postsecondary education and establish connections among 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, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate 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 enclosed amendment represent an extension to the performance period of Grant year 3 from July 1, 2014 through June 30, 2017, to be extended to September 30, 2017 for project partner North Orange County Community College District on behalf of Fullerton College (#DO-14-2501-02.03).

RECOMMENDATION

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

Fiscal Impact: none	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This third amendment (hereinafter “Amendment”) is entered into on this 14th day of August 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and North Orange County Community College District on behalf of Fullerton College (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement #DO-12-2501-02 dated October 13, 2014, the First Amendment #DO-12-2501-02.01 dated August 17, 2015, and the Second Amendment dated September 12, 2016, between the parties with a term of July 1, 2014 through June 30, 2017, (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “California Career Pathways Trust,” Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through June 30, 2017, **shall be extended to September 30, 2017**, for the Grant year 3 (fiscal year 2016/17). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

SUBCONTRACTOR with a balance of unspent Grant funds in year 3 (fiscal year 2016/2017) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 3 for the Term of this Agreement.

SUBCONTRACTOR with a balance of match commitment funds in year 3 (fiscal year 2016/2017) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 3 for the Term of this Agreement.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: North 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: August 14, 2017

95-2394131
Employer/Taxpayer Identification Number (EIN)

**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, krrose@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

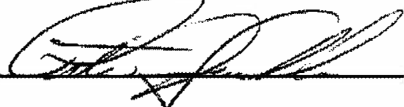
This project will be implemented in accordance with the conditions defined in the Grant Award Notification (*Exhibit G*), the California Department of Education, California Career Pathways Trust – Request for Applications (*Exhibit H*), AB86, Section 48 Statutes of 2013 (*Exhibit I*), and California 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.

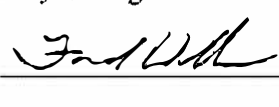
This Agreement represents the entire understanding between RSCCD and SUBCONTRACTOR with respect to the Grant. No change, modification, extension, termination or waiver of this Agreement, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives 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: 10/21/14

Date: 12/2/14

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

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

This **FIRST AMENDMENT** is entered into this 17th day of August 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and North Orange County Community College District on behalf of Fullerton College (hereinafter "SUBCONTRACTOR") to amend that certain Agreement between the parties dated October 13, 2014, with a term of July 1, 2014 through June 30, 2015, (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD 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 the 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 it is mutually agreed by the Parties to amend the following:

ARTICLE I

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-1**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. Period of Performance

The Term for this Agreement of July 1, 2014, through June 30, 2015, shall be extended to June 30, 2016. 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 amendments to the Agreement on an annual basis, rather than for the entire Term.

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be amended from \$296,336.00 to \$650,080.00 USD, which is comprised of year 1 funds at \$296,336.00 (2014/2015) and year 2 funds at **\$353,744.00** (2015/2016) in accordance with the Budget and Budget Narrative for year 2 (**Exhibit C-1**), which by this reference is incorporated into this Agreement.

SUBCONTRACTOR with a balance of unspent Grant funds in year 1 (2014/2015) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 1 for the Term of this Agreement.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match as amended from \$73,510.00 to \$313,430.00 USD as detailed in the Budget and Budget Narrative for year 2 (**Exhibit C-1**) for the Term of this Agreement (refer to Article I.2. "Period of Performance"). This reflects an increase of the match amount by **\$239,920.00** USD.

SUBCONTRACTOR with a balance of match commitment in year 1 (2014/2015) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 1 for the Term of this Agreement..

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, 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.

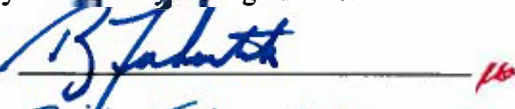
Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 17th day August 2015.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: North Orange County Community College District

By: 

By: 

Name: Peter J. Hardash
Vice Chancellor

Name: Bryan Farnestock

Title: Business Operations/Fiscal Services

Title: Interim Vice Chancellor

Date: 8/17/15

Date: 9-1-15

95-2394131
Employer/Taxpayer Identification Number (EIN)

**Orange County Teacher Pathway Partnership – Fullerton College
Activities Plan – Program Year 2015-16**

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 2016	Counselors
	COUN 144 -1 unit @ Troy, La Habra, Magnolia, Savanna; spring 2016 – 85 students		Adjunct counselors
	COUN 151 - 3 units @ Troy, La Habra, Magnolia, Savanna; spring 2016 – 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 2016 (June)	Summer 2016	Adjunct counselor
	CDES120 – 3 units / 3 sections	Spring 2016	Faculty Members
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 2016	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.)	Spring 2016	Counselors
Classed offered at alternative sites	COUN 144; COUN 151 @ partner high schools	Spring 2016	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 2015	Project Coordinator
		Spring/Summer 2016	
Paid or unpaid internships, employment opportunities	Paid/non-paid Internships with local school partners, after school partners, summer STEM programs	Fall 2015	Project Coordinator, Counselors
		Spring/Summer 2016	

5.4 (13)

5.2 (20)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Services:			
Support services, career exploration and planning, field trips, guest speakers	Outreach/Recruitment (Troy, La Habra, Magnolia, Savanna) Outreach with feeder jr. high schools (Ladera Vista, La Habra, Dale, Brookhurst)	Fall 2015 Spring 2016	Project Dir., Coordinator, Counselors, Staff
	College orientation for graduating seniors, educational planning, specialized college counseling, financial aid/scholarship information	Spring 2016	
	Text book loan program	Fall 2015 Spring 2016	
	Career exploration workshops	Fall 2015 Spring 2016	
	Ten Commandments for parents workshops to promote high school graduation, pursuit of higher education; helping your child to be successful	Fall 2015 Spring 2016	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	Summer 2016	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 2016	Project Tomorrow; CSUF
Advisory group participation	Fall 2015 and Spring 2016 general meetings	Fall 2015 Spring 2016	Project partners and campus based

5.4 (14)

5.2 (21)

ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)
Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE
SUB-CONTRACTOR: Fullerton College

Exhibit C-1

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-Kind)		Budget Item Totals
		District Match	Business/Community Match	
1000 - Certificate Salaries				
Project Lead: Grants & Workforce Development Director 100% FC		72,000.00		72,000.00
Website Development Content Specialist / Data Specialist 100%. Yr.2		43,500.00		43,500.00
Administrative Assistant III		50,100.00		50,100.00
Full time counselor (1) Work directly with pathway and other prospective students in 9 high school sites, 5 jr. high sites, FC future teacher special cohort students; will teach counseling courses	62,606.00			62,606.00
Faculty/Instructors - Course Instruction - extended day (average \$1,300 per unit) Yr. 2: 6HS x 10 units = 60; FC = 5 units Yr. 2: 4HS x 4 units = 16; FC = 5 units	97,500.00			97,500.00
Subtotal - Certificated Salaries	160,106.00	165,600.00		325,706.00
2000 - Classified Salaries				
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, and workshops. Year 2: (10 teachers/faculty x \$500 “stipend”) Engage in STEM partial match	5,000.00			5,000.00
Student Assistants (2) Yr. 2: PT 20 hrs./wk. x 12.50/hr. x 38.5 wks.; Yr. 5 FC OSP	20,000.00	20,000.00		40,000.00
Student Academic Coaches/Mentors/Interns Future Teachers/STEM (10 students) 10 hours/wk. x 38.5 wks. x 10.50/hr. x 10 positions Yr. 2	20,500.00	10,000.00		30,500.00
Project Coordinators (3) @ 50% - Professional Expert status - Yr. 2 grant funded 20hrs/wk. for 45 wks.	63,000.00			63,000.00
Subtotal - Classified Salaries	108,500.00	30,000.00		138,500.00
3000 - Employee Benefits				
Fringe benefits are being paid at the official NOCCCD percentage/daily rate:	44,482.00	39,385.00		83,867.00
Subtotal - Employee Benefits	44,482.00	39,385.00		83,867.00

**ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)
 Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE
 SUB-CONTRACTOR: Fullerton College**

Exhibit C-1

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-Kind)		Budget Item Totals
		District Match	Business/Community Match	
4000 - Books and Supplies				
General expendable office supplies: copy paper, pens, folders, cartridges, etc; partial match E.I.S.yr.2	1,300.00			1,300.00
Classroom instructional materials (math/English review; career/personal development/assets building)	1,400.00			1,400.00
Subtotal - Books and Supplies	2,700.00			2,700.00
5000 - Services and Other Operating Expenditures (other than travel)				
Shared copier lease: match E.I.S. yr.2	11,350.00			11,350.00
Reproduction/printing/publications – general/targeted outreach/information handouts, flyers, rack cards, brochures, full color printed in English and Spanish for students, parents, and community; posters; student information cards; future teacher/STEM campus resource center informational items. Partial match E.I.S. yr. 2	3,000.00			3,000.00
Fullerton Collaborative -special development and facilitation of community/school/business based student career development service opportunities/field experiences/internships/job shadowing in Fullerton and La Habra including summer STEM program with Solidarity 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. Yr. 2 \$12,000 in-kind total from organization	3,000.00		2,400.00	5,400.00
Subtotal - Services & Other Operating Expenditures	17,350.00		2,400.00	19,750.00
5200 - Travel and Conferences				
Local Mileage for staff, faculty (\$0.56/mile) for 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)	2,000.00			2,000.00
In State/Out of State (special permission required) for staff/faculty/selected student presenters to local, regional, state and national conferences for professional development and workshop presentations for dispensing project information including student presenters. Conferences can include State Department of Education, CCCC, National Association of Community Colleges (NACCTEP), and NASA Symposiums for faculty. Other match yr. 2 E.I.S.	5,000.00			5,000.00
Subtotal - Travel and Conferences	7,000.00			7,000.00

ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)
Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE
SUB-CONTRACTOR: Fullerton College

Exhibit C-1

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-Kind)		Budget Item Totals
		District Match	Business/Community Match	
7000 - Indirect Charges (CDE approved rates apply)				
Indirect Costs (4%) (excluded services contracts)	13,606.00	2,535.00		16,141.00
Subtotal - Indirect Charges	13,606.00	2,535.00		16,141.00
TOTALS	353,744.00	237,520.00	2,400.00	593,664.00

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

This second amendment (hereinafter "Amendment") is entered into on this 12th day of September 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and North Orange County Community College District on behalf of Fullerton College (hereinafter "SUBCONTRACTOR") to amend that certain Agreement #DO-12-2501-02 dated October 13, 2014, and the First Amendment #DO-12-2501-02.01 dated August 17, 2015, between the parties with a term of July 1, 2014 through June 30, 2016, (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD received a grant award entitled "California Career Pathways Trust," Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-2**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through June 30, 2016, **shall be extended to June 30, 2017**, for the Grant year 3 (fiscal year 2016/17). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July

1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

Total Cost will be amended as follows:

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be **\$374,024.00** USD in accordance with the Budget and Budget Narrative for the Grant year 3 (fiscal year 2016/2017) (**Exhibit C-2**), which by this reference is incorporated into this Agreement.

Matching Cost will be amendment as follows:

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds of **\$52,649.00** USD as detailed in the Budget and Budget Narrative for the Grant year 3 (fiscal year 2016/2017) (**Exhibit C-2**) for the Term of this Agreement (refer to "Period of Performance").

Time Extensions will be amended as follows:

9. Time Extensions

As the full term of the Grant is from July 1, 2014 through June 30, 2019, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, 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. NOTE: As Grant funds are only available from July 1, 2014 - 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.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: 

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

Date: 9/3/16

SUBCONTRACTOR: North Orange County Community College District

By: 

Name: Fred Williams
Title: Vice Chancellor

Date: 8/29/16

95-2394131
Employer/Taxpayer Identification Number (EIN)


9/23/16

Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2016-2017
Partner: Fullerton College

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) Responsible
Instruction			
Integrated Academic and Career-based courses	Math/English assessments for academic baselines for partner high schools	Fall 2016	Counselors, Staff
	COUN 141, 144, 150 or 50 unit @ Feeder High Schools SCE and local area-approx. 20-30 students per class	Fall 2016 Spring 2017	Adjunct counselors, Project Coordinator(s), Staff
	Course success and completion study skills, tutoring; academic coaching, time management, 30-60 students supported with resources.	Fall 2016 Spring 2017	Project Coordinator, Counselors, FC Academic Coaches, Faculty, Staff
	COUN 141 – 1 unit @ FC for FYE TPP cohort; Fall 2016 First Cohort along with Math, English and CDES course, Spring 2017 and Summer.	Spring 2017 Summer 2017	Adjunct counselor(s) Staff, Project Coordinators
	CDES120, CDES 261 – 3 units / approx. 4-6, 2-3 of each course supported with supplemental instruction- book loan program	Fall 2016 Spring 2017	Faculty, Counselors, Staff
Soft skills contextualized in CTE	Series of workshops, conference, trainings, career development, Test preparation, soft skills, CBEST or other teaching pathway support and guidance from speakers, specialist, trainers or experts- Approx. 30-90 students	Fall 2016 Spring 2017	Project Director, Counselors, Staff, Partner organizations, Industry professionals
Dual enrollment/Articulations for aligned programs Classes offered at alternative sites	Summer STEM Institute CSUF, Counseling 110 (Early Fieldwork), Counseling 141/144/CDES 120. Approx. 20-25 students per group/Class	Fall 2016 Spring 2017 Summer 2017	Counselors, faculty, Project Director, Project Coordinators
Experiential Learning			

5.6 (4) 5.4 (20)

Exhibit A-2

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) Responsible
Work-based learning , Internships, job-shadowing and volunteer opportunities	Students enrolled in Early Fieldwork (working with children/school setting) obtain support as part of Teacher Pathway cohort- Connect to Service Learning 40-80 students	Fall 2016 Spring 2017	Project Director, Adjunct counselor(s), faculty
Paid or unpaid internships, employment opportunities	Paid/non-paid Internships with local school partners, after school partners, summer CSUF-STEM program,	Spring 2016 Summer 2016	Project Coordinator, Counselors
Services			
Support services, career exploration, development and planning, field trips, Linked learning, guest speakers-	Mini Conference with “ How to become a Teacher”, requirements, guest speaker(s), training, workshops- Ed Join, LinkedIn, Education Portfolio, College Day campus visits, Tech Academy- (Google, Canvas, lesson plans, CC)Teacher Program Rep visits,- 40-100 students	Fall 2016 Spring 2017 Summer 2017	Project Director, Coordinator, Counselors, Staff, project Coordinators
College Transition for HS to FC	College orientation for graduating seniors, educational planning, specialized college counseling, financial aid/scholarship information, campus visits, advising 20-80	Fall 2016 Spring 2017	Adjunct counselor(s), project coordinator(s)
Mentoring-Coaching	Academic coaching/mentoring- Train the teacher, extend out Saturday middle school programs to include SCTA students	Fall 2016 Spring 2017	Project Coordinator, Counselors, FC students,
Professional Development			
Industry sector skills analysis	Soft skills workshops, handbook, career discussions and assessment tools in the classroom or remote learning, dialogue and explanation/definitions and words into action	Fall 2016 Spring 2017	Project Director, Counselor, staff
Professional development for faculty and K-12	Externships with community, educational, and business partners, workshops, standards and emerging and innovative trends	Fall 2016 Spring 2017	Project Coordinator, counselor(s) staff
Pre-service teachers (students on pathway) professional development/	Teach to Learn, Support 1 st year of SCTA membership –CSUF Summer STEM Academy, conference attendance, networking events, NGSS or common core type training opportunities made	Fall 2016 Spring 2017	Staff, Project Director, Counselor(s), partners
Advisory group participation	OC EPIC meetings with Business & Community partners- sharing of resources and opportunities for Careers in Education students	Fall 2016 Spring 2017	Project partners ,Staff, Counselors, Directors

5.6(5)
5.4 (21)

Orange County Teacher Pathway Partnership – Activities Plan – Program Year 2016-2017

High School District: Fullerton Joint Union High School District, Anaheim Unified School District, Local Feeders

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Math/English assessments to determine placement in FC courses	Spring 2016	Counselors, Staff
	SCTA Careers in Education students – tutoring Math and other subjects for college preparation, skill building; academic coaching and support at Feeder High Schools(Fullerton, Anaheim and extend invite to Placentia Yorba Linda	Fall 2016 Spring 2017	Project Coordinators Counselor(s),Staff, Faculty, K-12 Instructors, Counselors
	COUN 144 , 151 or 50 to be offered at feeder High Schools- extend to additional students	Spring 2017	Counselor(s), faculty, Staff
Soft skills contextualized in CTE	(2) Ten Commandments for parents workshops- presentations to take place in unison with K-12 outreach taking place at local libraries-40 students	Fall 2016 Spring 2017	Fullerton Collaborative Project Coordinators
Dual enrollment-Articulated courses at Feeder Schools/Non FC campus	Counseling 141 or 50 and CDES 120 Will help build cohort and assist with Careers in Education Pathway	Spring 2017	Counselor(s), Staff, Faculty
Work-based learning , internship, externships, job-shadowing and volunteer opportunities	High School students enrolled in Careers with Children, Principals of Teaching and Learning, Child Development- (working with children or in a school setting) 30-60 students jointly at feeder High schools	Fall 2016 Spring 2017	Project Director, Project Coordinators Counselor(s), Staff
Paid or unpaid internships, employment opportunities	Students at Feeder High Schools-starting own Teacher Clubs on campus	Summer 2016 Fall 2016 Spring 2017	Counselor Project Coordinators Project Tomorrow

5.6 (6)
5.4 (22)

Exhibit A-2

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
Support services, career exploration planning, field trips, campus visits	College orientation, specialized college counseling to prepare for transition to FC, career development, Mini Conference " How to become a teacher and other relevant topics, guest speakers, campus workshops 40-100	Fall 2016 Spring 2017	Project Director, Project Coordinators Counselors Staff, faculty, Industry Experts
Transition Services	Dual enrollment and or articulations between colleges, and programs CDES 120, Counseling 50/141/144 30-70 Students	Spring 2016	CDES Faculty, Counselor, Project Director
Mentoring-Tutoring	Academic mentoring/coaching, train the teacher combined with Saturday school programs and middle school outreach	Fall 2016 Spring 2017	SCTA, Counselor, Project Director, Staff
Industry sector skills analysis-	Soft skills workshops, guest speakers , presentations- Mini conference-Google, Technology and common core, career development 30-60 students	Fall 2016 Spring 2017	Project Director, Counselor, Project Coordinators, Staff, Faculty
Pre-service teachers (students on pathway) professional development/enrichment	Teach to Learn-CSUF residential, Saturday school programs, build bridges between SCTA and students to prepare for FC, support Project Tomorrow participation Provide professional development opportunities to K-12 instructors, counselors, staff 30-40 students	Fall 2016 Spring 2017	Counselor(s) Staff Project Tomorrow Partners
Advisory group participation	OC Epic Meetings with Business and Community partners-sharing of resources and opportunities for students	Fall 2016 Spring 2017	Project Partners, OC Epic

**Form K: California Career Pathways Trust
2016-17 Budget Narrative (Year 3)
Partner: Fullerton College**

Expenditures Code	Original	Revised	Sources of Local		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
1000 - Certificate Salaries					
• Part time counselors (2) Work directly with pathway and Career in Education students at high school sites, jr. high sites, at FC, will build cohort(s), counsel students, create Ed Plans, do outreach, teach counseling classes and assist with development of resources, experiential opportunities, Dual enrollment/articulations	60,000	60,000	13,800		73,800
• Course Instruction, dual enrollment/articulations of 1 -4 unit classes at FC and High Schools in local and surrounding area feeders Bridge, Boot camps and School sites	20,500	20,500			20,500
Subtotal - Certificated Salaries	80,500	80,500	13,800	-	94,300
2000 - Classified Salaries					
• Project Lead: Director, Grants, Economic / Workforce Development	72,000	72,000			72,000
• Administrative Assistant I/II (EIS partial)	43,372	43,372	12,200	2,000	57,572
• Project Coordinators, Professional Experts –Outreach to feeder High Schools and Middle Schools, partner on campus' to assist with recruiting CIE students, facilitate field trips, workshops, professional development conferences events	40,000	40,000			40,000
• Supplemental Instruction for sections of CDES course(s)	10,000	10,000			10,000
• TEA/Student Assistants (1-2) 20-26 hrs/week	10,000	10,000			10,000
• Student Academic Tutor(s), Careers in Education Liaisons to feeder schools, assist with outreach to -K-12, FC, afterschool and attendance recovery programs . partial EIS	5,500	5,500	-	5,000	10,500
Subtotal - Classified Salaries	180,872	180,872	12,200	7,000	200,072
3000 - Employee Benefits					
• Fringe benefits are being paid at the official NOCCCD percentage/daily rate	57,238	57,238	3,120		60,358
Subtotal - Employee Benefits	57,238	57,238	3,120	-	60,358
4000 - Books and Supplies					
• General operating cost- office supplies, copy paper, books, folders, cartridges, book store purchases, resources for CD, instructional materials partial match E.I.S.vr.3	5,700	5,700	1,000	3,000	9,700
Subtotal - Books and Supplies	5,700	5,700	1,000	3,000	9,700
5000 - Services and Other Operating Expenditures (other than travel)					
• Shared copier lease: match E.I.S.	4,500	4,500	1,850	4,400	10,750
• Reproduction/printing/publications –outreach handouts, fliers, rack cards, brochures, display information, banners, posters, information cards; campus resource center informational items. Partial match E.I.S.	3,000	3,000		1,000	4,000
• Mini Conference at FC-K-12 emphasis with some FC overlap, training, guest speakers, workshops, facilitation rooms, supplies, parking, other services	5,828	5,828		1,000	6,828

**Form K: California Career Pathways Trust
2016-17 Budget Narrative (Year 3)
Partner: Fullerton College**

Expenditures Code	Original	Revised	Sources of Local		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
• Fullerton Collaborative -2 targeted to parents 10 commandments/workshops in community of feeder schools (library outreach)	5,000	5,000			5,000
Subtotal - Services & Other Operating Expenditures	18,328	18,328	1,850	6,400	26,578
5200 - Travel and Conferences					
• Local Mileage for staff, faculty (\$0.56/mile) outreach, presentations, workshops, meetings (average of 3,000 miles per year); Travel to local/regional/state workshops; bus transportation for schools to attend workshops, field trips, conferences, events, training, programs	7,000	7,000			7,000
• In State/Out of State (special permission required) for staff/faculty to local, regional, state, national conferences for professional development, workshop presentations, resources, partner project information, memberships for professional, support of experiential/opportunities for student organizations, CCAOE, CCPT Leadership conference, CPA, National Association of Community Colleges (NACCTEP), and CLP. Some match EIS	10,000	10,000		3,000	13,000
Subtotal - Travel and Conferences	17,000	17,000	-	3,000	20,000
7000 - Indirect Charges (CDE approved rates apply)					
• Indirect Costs (4%) (excluded services contracts)	14,386	14,386	1,279	-	15,665
Subtotal - Indirect Charges	14,386	14,386	1,279	-	15,665
TOTALS	374,024	374,024	33,249	19,400	426,673

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Fourth Amendment to Sub-Agreement between RSCCD and North Orange County Community College District/Fullerton College for the California Career Pathways Trust Grant – Year 4	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership 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 articulated pathways to postsecondary education and establish connections among 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, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate 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 enclosed amendment to the agreement represents year 4 (FY 2017/18) of funding for this project to amend the performance period of July 1, 2014 through September 30, 2017, to be extended to June 30, 2018, and to increase the award amount for project partner North Orange County Community College District on behalf of Fullerton College as listed below:

<u>Sub-Contractor</u>	<u>Amendment No.</u>	<u>Grant Funds</u>	<u>In-Kind Match</u>
NOCCCD	DO-14-2501-02.04	\$367,784.00	\$35,649.00

RECOMMENDATION

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

Fiscal Impact: \$367,784.00 (grant-funded)	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This fourth amendment (hereinafter “Amendment”) is entered into on this 14th day of August 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and North Orange County Community College District on behalf of Fullerton College (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement #DO-12-2501-02 dated October 13, 2014, the First Amendment #DO-12-2501-02.01 dated August 17, 2015, the Second Amendment dated September 12, 2016, and the Third Amendment dated August 14, 2017, between the parties with a term of July 1, 2014 through September 30, 2017, (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “California Career Pathways Trust,” Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work
SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-3**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through September 30, 2017, **shall be extended to June 30, 2018**, for the Grant year 4 (fiscal year 2017/18). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

Total Cost will be amended as follows:

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be **\$367,784.00** USD in accordance with the Budget and Budget Narrative for the Grant year 4 (fiscal year 2017/2018) (**Exhibit C-3**), which by this reference is incorporated into this Agreement.

Matching Cost will be amendment as follows:

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds of **\$35,649.00** USD as detailed in the Budget and Budget Narrative for the Grant year 4 (fiscal year 2017/2018) (**Exhibit C-3**) for the Term of this Agreement (refer to “Period of Performance”).

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: North 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: August 14, 2017

95-2394131
Employer/Taxpayer Identification Number (EIN)

OC TPP Activities Plan Quarterly Progress Report – Program Year 2017-2018

Partner: Fullerton College

Requirement	Activities to meet requirement	Timelines 2017-2018	Person(s) Responsible
Instruction			
Integrated Academic and Career-based courses	Math/English assessments for academic baselines for partner high schools	Fall '17, Spring '18	Counselors, Staff
	COUN 141 , 144, 150 or 100 @ Feeder High Schools SCE and local area-approx. 30-40 students per class	Spring '18	Adjunct counselors, Project Coordinator(s), Staff,K-12
	Course success and completion study skills, tutoring; academic coaching, time management, 30-60 students supported with resources.	Spring '18	Project Coordinator, Counselors, FC Academic Coaches, Faculty, Staff, Community Partners
	COUN 141 – 1 unit @ FC for FYE TPP cohort; Fall 2017 First Cohort along with Math, English and CDES course, Spring 2018 and Summer-	Fall '17, Spring '18	Adjunct counselor(s) Staff, Project Coordinators
	CDES120, CDES 261 – 3 units / approx. 4-6, 2-3 of each course supported with supplemental instruction- book loan program	Fall 17', Spring 18'	Faculty, Counselors, Staff
Soft skills contextualized in CTE	Series of workshops, conference, trainings, career development, Test preparation, soft skills, CBEST or other teaching pathway support and guidance from speakers, specialist, trainers or experts- Approx. 30-90 students	Fall 17', Spring 18'	Director, Counselors, Staff, Community Partners, Industry professionals-Cod.Ed
Dual enrollment/Articulations for aligned programs Classes offered at alternative sites	Summer STEM Institute CSUF, Counseling 110 (Early Fieldwork), Counseling 141/144/CDES 120 Approx. 20-25 students per group/Class	Summer 17;, Fall 17, Spring 18'	Counselors, faculty, Director, Project Coordinators
Experiential Learning			
Work-based learning , Internships, job-shadowing and volunteer opportunities	Students enrolled in Early Fieldwork (working with children/school setting) obtain support as part of Teacher Pathway cohort- Connect to Service Learning 40-80 students	Fall 17, Spring 18'	Director, Adjunct counselor(s), faculty, staff
Paid or unpaid internships, employment opportunities	Paid/non-paid Internships with local school partners, after school partners, summer CSUF-STEM program	Fall 17', spring 18'	Project Coordinators, Counselors, staff
Services			

5.5 (4)

Exhibit A-3

Requirement	Activities to meet requirement	Timelines 2017-2018	Person(s) Responsible
Support services, career exploration, development and planning, field trips, Linked learning, guest speakers-	Mini Conference with “ How to become a Teacher”, requirements, guest speaker(s), training, workshops- Ed Join, LinkedIn, Education Portfolio, College Day campus visits, Tech Academy-(Canvas, lesson plans,CC)Teacher Program Rep visits,-40-100 students	Fall 17’, Spring 18’	Director, Coordinator, Counselors, Staff, project Coordinators, community partners
College Transition for HS to FC	College orientation for graduating seniors, educational planning, specialized college counseling, financial aid/scholarship information, campus visits, advising 20-80	Fall 17’, Spring 18’	Adjunct counselor(s), project coordinator(s), staff
Mentoring-Coaching	Academic coaching/mentoring- Train the teacher, extend out Saturday middle school programs to include SCTA students training students to become teachers	Fall 17’, Spring 18’	Project Coordinator, Counselors, FC students, Staff
Professional Development			
Industry sector skills analysis	Soft skills workshops, handbook, career discussions and assessment tools in the classroom or remote learning, dialogue and explanation/definitions and words into action	Fall 17’	Director, Counselor, staff, community partners
Professional development for faculty and K-12	Externships with community, educational, and business partners, workshops, standards and emerging and innovative trends	Fall 17’, Spring 18’	Project Coordinator, counselor(s) staff, community partners
Pre-service teachers (students on pathway) professional development/enrichment	Teach to Learn, Support leaders SCTA membership conference attendance, networking events, NGSS or common core type training opportunities made available through various agencies	Fall 17’, Spring 18’	Staff, Director, Counselor(s), community partners, student workers
Advisory group participation	OC EPIC meetings with Business and Community partners- sharing of resources and opportunities for Careers in Education students	Fall 17’, Spring 18’	Project partners ,Staff, Counselors, Director

5.5 (5)

OC TPP Activities Plan – Program Year 2017-2018

High School District: Fullerton Joint Union High School District, Anaheim Unified School District, Local Feeders

Requirement	Activities to meet requirement	Timeline 2017-2018	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Math/English assessments to determine placement in FC courses	Summer 17’ Fall 17’	Counselors, Staff
	SCTA Careers in Education students – tutoring Math and other subjects for college preparation, skill building; academic coaching and support at Feeder High Schools (Fullerton, Anaheim and extend invite to Placentia Yorba Linda	Fall 17’, Spring 18’	Project Coordinators Counselor(s),Staff, Faculty, K-12 Instructors, Counselors
	COUN 144 , 151 or 100 to be offered at feeder High Schools- extend to additional students at other schools, dual enrollment possible	Spring 2018, intersession, summer	Counselor(s), faculty, Staff, K-12 instructors, staff
Soft skills contextualized in CTE	Outreach workshops- presentations to take place in unison with K-12 outreach taking place at local libraries-40 students	Fall 17’ Spring 2018	Community Partners, Cod.Ed Project Coordinators
Dual enrollment- Articulated courses at Feeder Schools/Non FC campus	Counseling 141 or 100 and CDES 120 Will help build cohort and assist with Careers in Education Pathway	Spring 2018, Intersession	Counselor(s), Staff, Faculty, Director
Work-based learning , internship, externships, job-shadowing and volunteer opportunities	High School students enrolled in Careers with Children, Principals of Teaching and Learning, Child Development- (working with children or in a school setting) 30-60 students jointly at feeder High schools	Fall 2017 Spring 2018	Director, Project Coordinators Counselor(s), Staff, Cod. .Ed
Paid or unpaid internships, employment opportunities	Students at Feeder High Schools-starting own Teacher Clubs on campus	Fall 17, Spring 18’ Summer 18’	Counselor Project Coordinators Project Tomorrow

Requirement	Activities to meet requirement	Timeline 2017-2018	Person(s) responsible
Support services, career exploration planning, field trips, campus visits	College orientation, specialized college counseling to prepare for transition to FC, career development, Mini Conference “ How to become a teacher and other relevant topics, guest speakers, campus workshops 100 students	Fall 2017 Spring 2018	Director, Project Coordinators Counselors Staff, faculty, Industry Experts
Transition Services	Dual enrollment and or articulations between colleges, and programs CDES 120, Counseling 100/141/144 30-70 Students	Spring 2017, Spring 18’, Summer 18’	CDES Faculty, Counselor, Director, K-12, staff
Mentoring-Tutoring	Academic mentoring/coaching, train the teacher combined with Saturday school programs and middle school outreach	Fall 2017 Spring 2018	SCTA, Counselor, Director, Staff, k-12 instructors, community partners
Industry sector skills analysis-	Soft skills workshops, guest speakers , presentations- Mini conference-Coding, STEM, Technology and common core, career development 60-100 students	Fall 2017 Spring 2018	Director, Counselor, Project Coordinators, Staff, Faculty, community partners
Pre-service teachers (students on pathway) professional development/enrichment	Teach to Learn-CSUF residential, Saturday school programs, build bridges between SCTA and students to prepare for FC, support Project Tomorrow participation Provide professional development opportunities to K-12 instructors, counselors, staff 60-100 students	Fall 2017 Spring 2018	Counselor(s) Staff Project Tomorrow Partners, k-12
Advisory group participation	OC Epic Meetings with Business and Community partners-sharing of resources and opportunities for students	Fall 2017 Spring 2018	Project Partners, OC Epic

5.5 (7)

**California Career Pathways Trust
2017-18 Budget Narrative (Year 4)
Consortium Name: Orange County TPP
Partner: Fullerton College**

Expenditures Code	Original	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
1000 - Certificate Salaries				
♦ Project Lead: Grants & Workforce Development Director 100% FC	72,000			72,000
♦ Research/Data Analyst (25%)	35,766			35,766
♦ Administrative Assistant II	42,400	5,779		48,179
♦ Part time counselors (2) Work directly with pathway and Career in Education students at high schools, middle schools, FC, will build cohort(s), counsel students, create Ed Plans, outreach, teach counseling classes, workshops, PD and assist with development of resources, experiential opportunities, Dual enrollment/articulations	80,000	1,000		81,000
♦ Course Instruction, dual enrollment/articulations of 1 -4 unit classes at FC and High Schools in local and surrounding area feeders-faculty/instructor support-certificate pathway Fullerton, Anaheim, Placentia Yorba Linda	2,000			2,000
Subtotal - Certificated Salaries	232,166	6,779	-	238,945
2000 - Classified Salaries				
♦ Project Coordinators, Professional Experts, K-12 chaperones, subs –Outreach to feeder High Schools, Middle Schools, cohort support recruiting CIE students, facilitate field trips, workshops, professional development, conferences, events, service learning components for students, liaisons for program outreach, TEA's, student assistants, tutors, support to cohort student workers Supplemental instructor(s)	45,000	6,000		51,000
Subtotal - Classified Salaries	45,000	6,000	-	51,000
3000 - Employee Benefits				
♦ Fringe benefits are being paid at the official NOCCCD percentage/daily rate:	28,472	13,691		42,163
Subtotal - Employee Benefits	28,472	13,691	-	42,163
4000 - Books and Supplies				
♦ General operating cost- office supplies, copy paper, books, folders, cartridges, book store purchases, resources for TPP students, event, workshop, course pathway support and career development	10,000	3,000		13,000
Subtotal - Books and Supplies	10,000	3,000	-	13,000
5000 - Services and Other Operating Expenditures (other than travel)				
♦ Shared copier ,services -printing, copying, assignments (cohort)	3,000			3,000

**California Career Pathways Trust
2017-18 Budget Narrative (Year 4)
Consortium Name: Orange County TPP
Partner: Fullerton College**

Expenditures Code	Original	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
♦ Reproduction/printing/publications –outreach handouts, fliers, rack cards, brochures, display information, banners, posters, information cards; campus resource center informational items. Partial match district/B.M.	4,000	500	400	4,900
♦ Mini Conference at FC-K-12 trainings, guest speakers, workshops, facilitation, supplies, parking, events, PD, test Prep, career development, success, STEM/Computer community partnership (Cod.Ed) tech training for teachers. Teach Academy(Discovery)	14,000	2,000		16,000
Subtotal - Services & Other Operating Expenditures	21,000	2,500	400	23,900
5200 - Travel and Conferences				
♦ Local Mileage for staff, faculty (\$0.53/mile) outreach, presentations, workshops, meetings (average of 3,000 miles per year); Travel to local/regional/state workshops; bus transportation for schools to attend workshops, field trips, conferences, events, training, programs	10,000			10,000
♦ In State/Out of State (special permission required) for staff/faculty to local, regional, state, national conferences for professional development, workshop presentations, resources, partner project information, memberships for professional, support of experiential/opportunities for student organizations, CCAOE, CCPT Leadership conference, SCTA, CPA, National Association of Community Colleges (NACCTEP), and CLP. Some match EIS	7,000		2,000	9,000
Subtotal - Travel and Conferences	17,000	-	2,000	19,000
6000 - Capital Outlays (per unit cost less than \$5,000)				
♦				-
Subtotal - Capital Outlays	-	-	-	-
7000 - Indirect Charges (CDE approved rates apply)				
♦ Indirect Costs (4%) (excluded services contracts)	14,146	1,279		15,425
Subtotal - Indirect Charges	14,146	1,279	-	15,425
TOTALS	367,784	33,249	2,400	403,433

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Fifth Amendment to Sub-Agreement between RSCCD and Orange Unified School District for the California Career Pathways Trust Grant – Year 3	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership 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 articulated pathways to postsecondary education and establish connections among 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, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate 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 enclosed amendment represent an extension to the performance period of Grant year 3 from July 1, 2014 through June 30, 2017, to be extended to September 30, 2017 for project partner Orange Unified School District (#DO-14-2501-04.05).

RECOMMENDATION

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

Fiscal Impact: none	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This fifth amendment (hereinafter “Amendment”) is entered into on this 14th day of August 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Orange Unified School District (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement #DO-12-2501-04 (Grant year 1) dated October 13, 2014, the First Amendment #DO-12-2501-04.01 (Grant year 2) dated August 17, 2015, the Second Amendment #DO-12-2501-04.02 (Grant year 2 extension of term) dated September 12, 2016, the Third Amendment #DO-12-2501-04.03 (Grant year 3) dated September 12, 2016, and Fourth Amendment #DO-12-2501-04.04 dated November 14, 2016, between the parties with a term of July 1, 2014 through June 30, 2017 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “California Career Pathways Trust,” Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through June 30, 2017, **shall be extended to September 30, 2017**, for the Grant year 3 (fiscal year 2016/2017). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018

- June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

SUBCONTRACTOR with a balance of unspent Grant funds in year 3 (fiscal year 2016/2017) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 3 for the Term of this Agreement.

SUBCONTRACTOR with a balance of match commitment funds in year 3 (fiscal year 2016/2017) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 3 for the Term of this Agreement.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

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: August 14, 2017

95-6004968
Employer/Taxpayer Identification Number (EIN)

**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

By: 

Name: Peter J. Hardash
Vice Chancellor

Title: Business Operations/Fiscal Services

Date: 10/24/14

Board Approval Date: October 13, 2014

SUBCONTRACTOR: Orange Unified
School District

By: 

Name: Claudio (Joe) Sorra
Asst. Superintendent/CBO
Business Services

Title: _____

Date: 10/21/14

95-6004968
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 Statues of 2013
Exhibit J	California Department of Education General Assurances & Certifications

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

This **FIRST AMENDMENT** is entered into this 17th day of August 2015, between Rancho Santiago Community College District (hereinafter "RSCCD") and Orange Unified School District (hereinafter "SUBCONTRACTOR") to amend that certain Agreement between the parties dated October 13, 2014, with a term of July 1, 2014 through June 30, 2015, (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD 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 the 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 it is mutually agreed by the Parties to amend the following:

ARTICLE I

1. **Statement of Work**

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-1**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

2. **Period of Performance**

The Term for this Agreement of July 1, 2014, through June 30, 2015, shall be extended to June 30, 2016. 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 amendments to the Agreement on an annual basis, rather than for the entire Term.

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be amended from \$50,653.00 to \$133,537.00 USD, which is comprised of year 1 funds at \$50,653.00 (2014/2015) and year 2 funds at **\$82,884.00** (2015/2016) in accordance with the Budget and Budget Narrative for year 2 (**Exhibit C-1**), which by this reference is incorporated into this Agreement.

SUBCONTRACTOR with a balance of unspent Grant funds in year 1 (2014/2015) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 1 for the Term of this Agreement.

4. Matching Cost

SUBCONTRACTOR agrees to provide the match as amended from \$49,618.00 to \$133,170.00 USD as detailed in the Budget and Budget Narrative for year 2 (**Exhibit C-1**) for the Term of this Agreement (refer to Article I.2. "Period of Performance"). This reflects an increase of the match amount by **\$83,552.00** USD.

SUBCONTRACTOR with a balance of match commitment in year 1 (2014/2015) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 1 for the Term of this Agreement..

9. Time Extensions. As the full term of the Grant is from July 1, 2014 to June 30, 2019, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, 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.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this FIRST AMENDMENT, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this FIRST AMENDMENT to the Agreement to be executed as of this 17th day August 2015.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SUBCONTRACTOR: Orange Unified School District

By: 

By: 

Name: Peter J. Hardash
Vice Chancellor

Name: Claudio (Joe) Sorra
Ass't. Superintendent/CBO Business Services

Title: Business Operations/Fiscal Services

Title: _____

Date: 8/17/15

Date: 8/17/15

95-6004968

Employer/Taxpayer Identification Number (EIN)

**Orange County Teacher Pathway Partnership – Orange Unified School District
Activities Plan – Program Year 2015-16**

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Continue growth of Education Pathway courses	2015-2016	Kathy Boyd Terri Nii HS counselors Education Pathway teachers
	Develop Professional Internship- CIE course- 1 section at EMHS	2015-2016	Terri Nii
	Develop 2 Youth Teach 2 Learn-Science classes at EMHS and CHS		Terri Nii Project Tomorrow Staff Education Pathway teachers
	Support Education Pathway teachers with academic support	2015-2016	Terri Nii P21 Instructional Support staff Project Tomorrow Staff
	Attend all CTEp CAAP(Curriculum Alignment and Assessment Project) meetings to review and update Education Pathway course outlines, pacing guides and common assessments	2015-2016	Terri Nii Education Pathway teachers
	Organize and facilitate NOCTI Education Pathway assessments	2015-2016	Terri Nii Education Pathway teachers
	Have Education Pathway teachers continue and grow placing of CIE students in work based learning experiences into our on-campus READ 180 classrooms	2015-2016	Terri Nii Education Pathway teachers
	OUSD will offer courses in the Education Pathway: Careers in Education classes at (2)EMHS, (1)OHS, (2)CHS, and (1)VPHS Child Development classes at (2)EMHS, (2)OHS, (1)CHS, and (1)VPHS TEACH STEM-Science classes at (1)EMHS and (1) CHS Professional Internship Courses at (2) EMHS	2015-2016	Kathy Boyd Terri Nii 4 AP's at HS
	Recruit students (that have previously taken Human Development 120) for the Human Development 121	Spring 2016	Terri Nii Education Pathway

5.2 (33)

5.6 (13)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
			teachers
	Coordinate with SCC staff to offer Human Development 120 on the EMHS site in Fall	Summer 2015	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Human Development 121 on the EMHS site in Spring	Fall 2015	Terri Nii Education Pathway teachers
	Begin planning to link Education Pathway teachers with OUSD Math and Science teachers and high school counselors to build out pathway and ensure the success of Education Pathway students	Fall 2015	Terri Nii Education Pathway teachers
	Continue conversations with HS Assistant Principals regarding the Fall 2016 Freshman Seminar Cohorts	2015-2016	Kathy Boyd Terri Nii
Soft skills contextualized in CTE	Professional Internship/CIE-support CIE teachers with soft skill resources	2015-2016	Terri Nii Education Pathway 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	2015-2016	Terri Nii Education Pathway teachers
	Coordinate discussions between CTE Education Pathway teachers and Project Tomorrow staff to develop and manage 4 CTSO/Educators Rising on each high school campus	2015-2016	Terri Nii Education Pathway 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	2015-2016	Terri Nii Education Pathway teachers
	Organize and facilitate articulation meetings between SCC staff and OUSD Education Pathway teachers	2015-2016	Terri Nii Education Pathway teachers
	Assist in increasing the number of courses that are articulated with SCC for college credits to include: Careers in Education Child Development TEACH STEM-Science Professional Internship	2015-2016	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Human Development HD 120 for the high school CAP students	2015-2016	Terri Nii

5.6 (14)
5-2 (34)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Coordinate with SCC staff to offer Human Development HD 121 for the high school CAP students	Fall2015	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 2016	Terri Nii
Classed offered at alternative sites	Work with OUSD HS counselors to grow enrollment in HD courses on SCC campus through CAP Program	2015-2016	Terri Nii Kathy Boyd Education Pathway teachers 18 HS counselors
Experiential Learning			
Work-based learning and job-shadowing and volunteer opportunities	Work with elementary principals in OUSD to continue growth of CIE work-based learning program	2015-2016	Terri Nii Education Pathway teachers
	Organize and facilitate opportunities for Education Pathway teachers to participate in externships	2015-2016	Terri Nii Education Pathway teachers
	Work-based learning- OUSD pathway students will participate in work-based learning through the following career pathway courses: Careers in Education TEACH STEM-Science Professional Internship	2015-2016	Education Pathway teachers
	Facilitate with SCC OC TPP staff to offer the OUSD Education Pathway students an opportunity to submit student volunteer hours towards the <i>SCC President's Volunteer Service Award</i>	Spring 2016	Terri Nii
	Coordinate the collection of OUSD Education Pathway students volunteer hours for the submission to SCC for <i>the President's Volunteer Service Award</i>	Spring 2016	CTE teachers CTE Career Techs
Paid or unpaid internships, employment opportunities	Train OUSD CARES teachers to participate in working with PI interns	2015-2016	Terri Nii Jim Stephens
	Coordinate documentation that will be used for the PI interns, such as: Timecards Evaluation sheets Notebooks for employment documents	2015-2016	Terri Nii Michelle Vanderpool
	Oversee the process to provide OUSD PI students with scholarships	2015-2016	Terri Nii Michelle Vanderpool

5.6 (15)
5-2(35)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Services:			
Support services, career exploration and planning, field trips, guest speakers	Plan and schedule support services between SCC and OUSD Education Pathway teachers	2015-2016	Terri Nii Education Pathway 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)	2015-2016	Terri Nii Education Pathway teachers
	Recruit students into the Education Pathway courses (career fairs, career days, etc.)	2015-2016	Terri Nii Education Pathway teachers
	Recruit OUSD HS Math teachers to participate in professional development offered through this grant (Youth Teach 2 Learn)	2015-2016	Terri Nii
	Work with college and business partners to provide additional opportunities such as mentoring, tutoring and possible employment opportunities	2015-2016	Terri Nii
	Secure guest speakers to discuss the following topics: Career Exploration Labor Market information and certificate/degree information Orientation to college , application process and placement testing information	2015-2016	Education Pathway teachers
	Assist SCC OC TPP Student Service Coordinator to work with Education Pathway teachers with Early Welcome activities	2015-2016	Terri Nii Education Pathway teachers
	Assist in identifying OUSD Education Pathway students needing additional assistance in Math & Science	2015-2016	Terri Nii Education Pathway teachers
	Coordinate study/tutoring sessions for OUSD Education Pathway students needing additional assistance in Math & Science	2015-2016	Education Pathway teachers
	Coordinate and facilitate with Project Tomorrow to support Educators Rising CTSO's on 4 high school campuses	Fall 2015	Terri Nii Education Pathway teachers
	Coordinate with Project Tomorrow staff to organize a Educators Rising chapter at each of the 4 high schools	Fall 2015	Education Pathway teachers
	Facilitate the attendance of Educators Rising chapter members to attend the Educators Rising Regional Conference at SCC	Spring 2016	Terri Nii Education Pathway teachers

5.6 (16)

5.2 (36)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Transition Services	Coordinate with SCC OC 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 2016	Education Pathway teachers
	Recruit OUSD Education Pathway students and parents to attend the <i>Parent Information Night on Transition to College</i>	Fall 2015	Terri Nii Education Pathway teachers
Mentoring	Schedule and provide PLC meetings for Education Pathway teachers	2015-2016	Terri Nii Education Pathway teachers
	Work with SCC to develop service learning opportunities for CIE students to work in after school programs	2015-2016	Terri Nii
	Coordinate and facilitate with the SCC Student Services Coordinator to organize mentor mixers between SCC pre-service teachers and OUSD Education Pathway students	Spring 2016	Terri Nii Education Pathway teachers
Professional Development:			
Industry sector skills analysis	Attend advisory board meetings through Vital Link to maintain industry standards and identify future opportunities for Education Pathway students	2015-2016	Terri Nii Kathy Boyd
	Serve on advisory board for Education Pathway for OUSD	2015-2016	Terri Nii Education Pathway 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	2015-2016	Kathy Boyd Terri Nii
Pre-Service Professional Development	Coordinate with SCC to provide OUSD Education Pathway students with the following activities: One-week residential science/math enrichment institute at CSUF Workshops provided by CSUF Teacher Education and STEM faculty Attendance of annual SCC Future Teacher Conference	Spring 2016	Terri Nii Julie Roney Education Pathway teachers
Professional development for faculty	In-service and meet with all Education Pathway teachers to provide updating and information needed to support them through the year of growth in the OC TPP grant	2015-2016	Terri Nii
	Meet with OUSD counselors to inform them of and update them on OC TPP grant.	2015-2016	Terri Nii Kathy Boyd
	Facilitate and recruit CTE Education Pathway faculty, science and math faculty and offer the following professional development activities:	Spring 2016	Terri Nii Education Pathway

5.6 (17)
5-2(37)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Job shadowing/externships in expanded 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		teachers
Advisory group participation	Organize and coordinate advisory meetings with local business partners.	2015-2016	Terri Nii
	Participate in bi-annual Orange County Education Pathway Industry Council (EPIC) meeting to review progress of the OC TPP program	Spring 2016	Terri Nii
	Collaborate with OC TPP staff in regards to feedback regarding evaluation of program effectiveness	2015-2016	Terri Nii Kathy Boyd Education Pathway teachers

ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)
Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE
SUB-CONTRACTOR: Orange Unified School District

Exhibit C-1

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-Kind)		Budget Item Totals
		District Match	Business/Community Match	
1000 - Certificate Salaries				
Professional Development - Half day substitutes for math and science teachers to work with Santiago Canyon College math and science faculty to review and align math and science standards for entering freshmen and to review math placement testing criteria, 8 teachers x \$75 = \$600.	\$600			\$600
One day stipend for teachers to participate in the JPL/NASA facilities tour and STEM lesson training, 7 teachers x \$150 = \$1,050.	\$1,050			\$1,050
One day stipend for teachers to participate in CSUF inquiry-based instruction delivery systems and the Common Core standards, 7 teachers x \$150 = \$1,050.	\$1,050			\$1,050
One day stipend (summer) for JPL/NASA training inquiry-based STEM thematic lessons for use in CIE courses and Math/Science courses, 9 teachers x \$150 = \$1200.	\$1,350			\$1,350
Externships for CTE teachers in After School/Out of School Time programs, 4 teachers x 2 hours @ \$34.09 = \$272.72.	\$272.72			\$272.72
CTE course articulation with SCC pathway courses, 5 teachers @ \$32.54 x 2 hrs = \$285.	\$320.90			\$320.90
OC TPP project coordination stipend (Terri Nii) during the school year, 36 weeks x 10 hours per week @ \$40.27 = \$14,497.20	\$14,497.20			\$14,497.20
OC TPP project coordination stipend (Terri Nii) during the summer for total of 50 hours x \$40.27 = \$2,013.50	\$2,013.50			\$2,013.50
Youth Teach 2 Learn pathway classes offered at Orange and El Modena High Schools, 2 teachers – one period each @ \$10,560 = \$21,120 (1/6 of an average \$64,000 of certificated salary)	\$21,120			\$21,120
Careers in Education pathway classes, 3 sections x 180 hours @ \$32.54 = \$17,572.		\$17,572		\$17,572
Child Development pathway classes, 3 sections x 180 hours @ \$32.54 = \$17,572.		\$17,572		\$17,572
OC TPP Professional Internship classes, 2 sections (1 teacher for 2 semester sections) x 180 hours @ \$32.54 = \$11,714.		\$11,714		\$11,714

ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)
Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE
SUB-CONTRACTOR: Orange Unified School District

Exhibit C-1

Expenditures Code	Career Pathways Program (Dollar)	(Cash or In-Kind)		Budget Item Totals
		District Match	Business/Community Match	
Freshman Seminar at 2 high schools will be organized as an OC TPP cohort, 1 sections @ \$8,786 each = \$17,572 (1/6 of an average \$64,000 of certificated salary).		\$17,572		\$17,572
Subtotal - Certificated Salaries	\$42,274.32	\$64,430.00		\$106,704.32
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% = \$8,473.	\$8,473	\$10,908		\$19,381.00
Subtotal - Employee Benefits	\$8,473	\$10,908		\$19,381.00
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 (\$1000)on 8 sites 2 x per year = \$2000.	\$2040			\$2040
OC TPP pathway regular books and supplies @ \$892 (Perkins)		\$892		\$892
Subtotal - Books and Supplies	\$2,040	\$892		\$2,932
5000 - Services and Other Operating Expenditures (other than travel)				
OC TPP Students will be bussed to Santiago Canyon College for the annual Future Teacher Conference, 4 busses for 4 high schools, 4 x \$1,127.17 = \$4,508.68	\$4,508.68			\$4,508.68
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, 2 buses = \$800.	\$800			\$800
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, \$600 stipend x 36 students = \$21,600.	\$21,600			\$21,600
Subtotal - Services & Other Operating Expenditures	\$26,908.68			\$26,908.68
5200 - Travel and Conferences				
OC TPP CTE Teacher regular conferences and travel @ \$4000 (Perkins)		\$4000		\$4000
Subtotal - Travel and Conferences		\$4,000		\$4,000

ORANGE COUNTY TEACHER PATHWAY PROGRAM (OC TPP)
Budget Year: 2015-16 (Year 2) - BUDGET NARRATIVE
SUB-CONTRACTOR: Orange Unified School District

Exhibit C-1

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-Kind)		Budget Item Totals
		District Match	Business/Community Match	
7000 - Indirect Charges (CDE approved rates apply)				
Indirect Costs (4%) (excluded services contracts)	\$3,188	\$3,322		\$6,510
Subtotal - Indirect Charges	\$3,188	\$3,322		\$6,510
TOTALS	\$82,884	\$83,552		\$166,436

The percentage of Sources of Local Match with the total amount of funds requested

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

This second amendment (hereinafter "Amendment") is entered into on this 12th day of September 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Orange Unified School District (hereinafter "SUBCONTRACTOR") to amend that certain Agreement #DO-12-2501-04 dated October 13, 2014, and the First Amendment #DO-12-2501-04.01 dated August 17, 2015, between the parties with a term of July 1, 2014 through June 30, 2016 (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD received a grant award entitled "California Career Pathways Trust," Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through June 30, 2016, **shall be extended to September 30, 2016**, for the Grant year 2 (fiscal year 2015/2016). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years, from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

SUBCONTRACTOR with a balance of unspent Grant funds in year 2 (fiscal year 2015/2016) agrees to provide the Project Director with a budget narrative that identifies the spending plan for any remaining funds for year 2 for the Term of this Agreement.

SUBCONTRACTOR with a balance of match commitment funds in year 2 (fiscal year 2015/2016) agrees to provide the Project Director with a budget narrative that identifies matching costs for any remaining match balance for year 2 for the Term of this Agreement.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By: _____

Name: Peter J. Hardash
Vice Chancellor

Title: Business Operations/Fiscal Services

Date: _____

9/13/16

Board Approval Date: September 12, 2016

SUBCONTRACTOR: Orange Unified
School District

By: _____

Name: Claudio (Ide) Sorrera
Assistant Superintendent/CBO

Title: Business Services

Date: _____

95-6004968

Employer/Taxpayer Identification Number (EIN)

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

This third amendment (hereinafter "Amendment") is entered into on this 12th day of September 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Orange Unified School District (hereinafter "SUBCONTRACTOR") to amend that certain Agreement #DO-12-2501-04 dated October 13, 2014, the First Amendment #DO-12-2501-04.01 dated August 17, 2015, and the Second Amendment #DO-12-2501-04.02 dated September 12, 2016, between the parties with a term of July 1, 2014 through September 30, 2016 (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD received a grant award entitled "California Career Pathways Trust," Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-2**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through September 30, 2016, shall be extended to **June 30, 2017**, for the Grant year 3 (fiscal year 2016/2017). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years,

from July 1, 2014 - June 30, 2018 and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

Total Cost will be amended as follows:

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be **\$157,105.28** USD in accordance with the Budget and Budget Narrative for the Grant year 3 (fiscal year 2016/2017) (**Exhibit C-2**), which by this reference is incorporated into this Agreement.

Matching Cost will be amendment as follows:

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds of **\$122,184.00** USD as detailed in the Budget and Budget Narrative for the Grant year 3 (fiscal year 2016/2017) (**Exhibit C-2**) for the Term of this Agreement (refer to "Period of Performance").

Time Extensions will be amended as follows:

9. Time Extensions

As the full term of the Grant is from July 1, 2014 through June 30, 2019, and amendments to the Agreement will be developed on an annual basis for the entire term of the Grant, extensions will be addressed through annual modifications to the Agreement, 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. NOTE: As Grant funds are only available from July 1, 2014 - 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.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

By: 

Name: Peter J. Hardash
Vice Chancellor

Title: Business Operations/Fiscal Services

Date: 9/13/16

SUBCONTRACTOR: Orange Unified School District

By: 

Name: Claudio (Joe) Sorrera
Assistant Superintendent/CBO

Title: Business Services

Date: _____

Board Approval Date: September 12, 2016

95-6004968
Employer/Taxpayer Identification Number (EIN)

Orange County Teacher Pathway Partnership – Activities Plan - Program Year 2016-2017

Partner: Orange Unified School District

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Continue growth of Education Pathway courses	2016-2017 school year	Kathy Boyd Terri Nii HS counselors Education Pathway teachers P21 Pathway Instructional Specialist
	Continue with 2 nd year of Professional Internship- Education course- 1 section at EMHS	August 2016	Terri Nii
	Develop 2 additional Youth Teach 2 Learn-Science classes at OHS & VPHS	June/July 2016	Terri Nii Project Tomorrow Staff Education Pathway teachers
	Support Education Pathway teachers with academic support	2016-2017 school year	Terri Nii
	Attend all CTEp CAAP(Curriculum Alignment and Assessment Project) meetings to review and update Education Pathway course outlines, pacing guides and common assessments	2016-2017 school year	Terri Nii Education Pathway teachers
	Organize and facilitate 21 st Century Precision Exam assessments	2016-2017 school year	Terri Nii Education Pathway teachers
	Have Education Pathway teachers continue and grow placing of CIE students in work based learning experiences into our on-campus READ 180 classrooms	2016-2017 School Year	Terri Nii Education Pathway teachers
	OUSD will offer courses in the Education Pathway: Career Focus- Education classes at (1)EMHS, (1)OHS, (1)CHS, and (1)VPHS Careers in Education classes at (1)EMHS, (1)OHS, (1)CHS, and (1)VPHS Child Development classes at (2)EMHS, (1)OHS, (1)CHS, and (1)VPHS	2016-2017 School Year	Kathy Boyd Terri Nii 4 AP's at HS

5.7 (16)
5.6 (26)

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
	TEACH STEM-Science classes at (1)EMHS, (1) CHS (1) OHS, and (1) VPHS Professional Internship Courses at (2) EMHS		
	Recruit students (that have previously taken Human Development 120) for the Child Development 121	Spring 2017	Terri Nii Education Pathway Teachers P 21 Specialist
	Coordinate with SCC staff to Child Development 120 on the EMHS site in Fall	Summer 2016	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Child Development 121 on the EMHS site in Spring	Fall 2016	Terri Nii Education Pathway teachers
	Continue collaboration between Education Pathway teachers with OUSD Math and Science teachers and high school counselors to build out pathway and ensure the success of Education Pathway students	Fall 2016	Terri Nii Education Pathway teachers
	Continue conversations with HS Assistant Principals and MS & HS counselors regarding the Fall 2017 Freshman Seminar Cohorts	April 2017	Kathy Boyd Terri Nii
Soft skills contextualized in CTE	Professional Internship/CIE-support CIE teachers with soft skill resources	2016-2017 School Year	Terri Nii Education Pathway 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	2016-2017 School Year	Terri Nii Education Pathway teachers
	Coordinate discussions between CTE Education Pathway teachers and Project Tomorrow staff to manage 4 CTSO/Educators Rising on each high school campus	Aug.-Sept. 2016 and through the 2016-2017 School Year	Terri Nii Education Pathway teachers
Dual enrollment/early admission into aligned postsecondary career programs	Work with SCC to facilitate enrollment of students in dual enrollment of SCC course offered on the high school campus	2016-2017 School Year	Terri Nii Education Pathway teachers
	Organize and facilitate articulation meetings between SCC staff and OUSD Education Pathway teachers	2016-2017 School Year	Terri Nii Education Pathway teachers
	Assist in increasing the number of courses that are articulated with SCC for college credits to include: Careers in Education	2016-2017 School Year	Terri Nii Education Pathway teachers

5:7 (17)
5:6 (27)

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
	TEACH STEM-Science Professional Internship		
	Coordinate with SCC staff to offer Child Dev. 120 for the high school CAP students	August 2016	Terri Nii
	Coordinate with SCC staff to offer Child Development 121 for the high school CAP students	December 2016	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 2017	Terri Nii
Classed offered at alternative sites	Work with OUSD HS counselors to grow enrollment in HD courses on SCC campus through CAP Program	2016-2017 School Year	Terri Nii Kathy Boyd Education Pathway teachers 18 HS counselors
	MS counselor facilitate Career Exploration workshops at 5 MS	2016-17 school year	
Experiential Learning:			
Work-based learning and job-shadowing and volunteer opportunities	Work with elementary principals in OUSD to continue growth of CIE work-based learning program	2016-2017 School Year	Terri Nii Education Pathway teachers
	Organize and facilitate opportunities for Education Pathway teachers to participate in externships	Summer 2017	Terri Nii Education Pathway teachers
	Work-based learning- OUSD pathway students will participate in work-based learning through the following career pathway courses: Careers in Education TEACH STEM-Science Professional Internship	2016-2017 School Year	Education Pathway teachers
	Facilitate with SCC OC TPP staff to offer the OUSD Education Pathway students an opportunity to submit student volunteer hours towards the SCC <i>President's Volunteer Service Award</i>	Spring 2017	Terri Nii Career Techs
	Coordinate the collection of OUSD Education Pathway students volunteer hours for the submission to SCC for <i>the President's Volunteer Service Award</i>	Spring 2017	CTE teachers CTE Career Techs Career Techs

5.7(18)
5.6(28)

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
Paid or unpaid internships, employment opportunities	Train OUSD CARES teachers to participate in working with PI interns	October 2016	Terri Nii Diane Way Kristen Ballard
	Coordinate documentation that will be used for the PI interns, such as: Timecards Evaluation sheets Notebooks for employment documents	2016-2017 School Year	Terri Nii Kristen Ballard
	Oversee the process to provide OUSD PI students with scholarships	Jan. 2017 & June 2017	Terri Nii
Services:			
Support services, career exploration and planning, field trips, guest speakers	Plan and schedule support services between SCC and OUSD Education Pathway teachers	2016-2017 School Year	Terri Nii Education Pathway 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)	2016-2017 School Year	Terri Nii Education Pathway teachers
	Recruit students into the Education Pathway courses (career fairs, career days, etc.)	2016-2017 School Year	Terri Nii Education Pathway teachers
	Recruit OUSD HS Science teachers to participate in professional development offered through this grant (Youth Teach 2 Learn)	July 2016	Terri Nii HS AP's
	Work with college and business partners to provide additional opportunities such as mentoring, tutoring and possible employment opportunities	2016-2017 School Year	Terri Nii
	Secure guest speakers to discuss the following topics: Career Exploration Labor Market information and certificate/degree information Orientation to college , application process and placement testing information	December 2016 & May 2017	Education Pathway teachers
	Assist SCC OC TPP Student Service Coordinator to work with Education Pathway teachers with Early Welcome activities	Spring 2017	Terri Nii Education Pathway teachers

5.7 (19)

5.6 (29)

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
	Assist in identifying OUSD Education Pathway students needing additional assistance in Math & Science	2016-2017 School Year	Terri Nii Education Pathway teachers
	Coordinate study/tutoring sessions for OUSD Education Pathway students needing additional assistance in Math & Science	2016-2017 School Year	Education Pathway teachers
	Coordinate and facilitate with Project Tomorrow to support Educators Rising CTSO's on 4 high school campuses	2016-2017 School Year	Terri Nii Education Pathway teachers
	Coordinate with Project Tomorrow staff to organize a Educators Rising chapter at each of the 4 high schools	Fall 2016	Education Pathway teachers
	Facilitate the attendance of Educators Rising chapter members to attend the Educators Rising Regional Conference at SCC	Spring 2017	Terri Nii Education Pathway teachers
Transition Services	Coordinate with SCC OC 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 2017	Education Pathway teachers
	Recruit OUSD Education Pathway students and parents to attend the <i>Parent Information Night on Transition to College</i>	Oct.-Dec. 2016	Terri Nii Education Pathway teachers
Mentoring	Schedule and provide PLC meetings for Education Pathway teachers	2016-2017 School Year	Terri Nii Education Pathway teachers
	Work with SCC to develop service learning opportunities for CIE students to work in after school programs	2016-2017 School Year	Terri Nii
	Coordinate and facilitate with the SCC Student Services Coordinator to organize mentor mixers between SCC pre-service teachers and OUSD Education Pathway students	Fall 2016	Terri Nii Education Pathway teachers
Professional Development:			
Industry sector skills analysis	Attend advisory board meetings through Vital Link to maintain industry standards and identify future opportunities for Education Pathway students	2016-2017 School Year	Terri Nii Kathy Boyd
	Serve on advisory board for Education Pathway for OUSD	2016-2017 School Year	Terri Nii Education Pathway 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	2016-2017 School Year	Kathy Boyd Terri Nii

5.7 (20)
5.6 (30)

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
Pre-Service Professional Development	Coordinate with SCC to provide OUSD Education Pathway students with the following activities: One-week residential science enrichment institute at CSUF Workshops provided by CSUF Teacher Education and STEM faculty Attendance of annual SCC Future Teacher Conference	Spring 2017 July 2016	Terri Nii Education Pathway teachers Terri Nii
Professional development for faculty	In-service and meet with all Education Pathway teachers to provide updating and information needed to support them through the year of growth in the OC TPP grant	2016-2017 School Year	Terri Nii
	Meet with OUSD counselors to inform them of and update them on OC TPP grant.	2016-2017 School Year	Terri Nii Kathy Boyd
	4 Education Pathway Promotional Videos: High School Promotional Video Middle School Promotional Video Parent Promotional Video Parent Promotional Video-Spanish	Fall 2016	Terri Nii Alex Graham Andrew Gomez
	Develop Education Pathway Pee Chee folders & OUSD brochures outlining pathway and opportunities	Fall 2016	Terri Nii Alex Graham Andrew Gomez
	Facilitate and recruit CTE Education Pathway faculty, science and math faculty and offer the following professional development activities: Job shadowing/externships in expanded 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 2017	Terri Nii

5.7 (21)
5.6 (31)

Requirement	Activities to meet requirement	Program year 2016-2017	Person(s) responsible
Advisory group participation	Organize and coordinate advisory meetings with local business partners.	Jan. 2017	Terri Nii
	Participate in bi-annual Orange County Education Pathway Industry Council (EPIC) meeting to review progress of the OC TPP program	2016-2017 School Year	Terri Nii
	Collaborate with OC TPP staff in regards to feedback regarding evaluation of program effectiveness	Jan. 2017 & June 2017	Terri Nii Education Pathway teachers

5.7 (22)

5.6 (32)

**Form K: California Career Pathways Trust
2016-17 Budget Narrative (Year 3)
Partner: Orange Unified School District**

Exhibit C-2

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-kind)		Budget Item Totals
		District Match	Business/Community Match	
1000 - Certificate Salaries				
Professional Development - Half day substitutes for math and science teachers to work with Santiago Canyon College math and science faculty to review and align math and science standards for entering freshmen and to review math placement testing criteria, 8 teachers x \$75 = \$635.	\$635.00			\$635.00
One day stipend for teachers to participate in the JPL/NASA facilities tour and STEM lesson training, 9 teachers x \$161.00 = \$1,449.00.	\$1,449.00			\$1,449.00
One day stipend for teachers to participate in CSUF inquiry-based instruction delivery systems and the Common Core standards, 9 teachers x \$161.00 = \$1,449.00	\$1,449.00			\$1,449.00
One day stipend (summer) for JPL/NASA training inquiry-based STEM thematic lessons for use in CIE courses and Math/Science courses, 9 teachers x \$161.00 = \$1,449.00	\$1,449.00			\$1,449.00
Externships for CTE teachers in After School/Out of School Time programs, 4 teachers x 8 hours @ 35.46 = \$1,134.72	\$1,134.72			\$1,134.72
CTE course articulation with SCC pathway courses, 5 teachers @ \$35.46 x 4 hrs. = \$709.00	\$709.00			\$709.00
OC TPP project coordination stipend (Terri Nii) during the school year, 36 weeks x 15 hours per week @ \$41.88 = \$22,615.00	\$22,615.00			\$22,615.00
OC TPP project coordination stipend (Terri Nii) during the summer for total of 100 hours x \$41.88 = \$4,188.00	\$4,188.00			\$4,188.00
Youth Teach 2 Learn pathway classes offered at Canyon, Villa Park and El Modena High Schools, 3 teachers – one period each @ \$12,500 = \$21,120 (1/6 of an average \$64,000 of certificated salary)	\$21,120.00			\$21,120.00
Careers in Education pathway classes, 4 sections x 180 hours @ \$41.88 = \$30,153.00		\$30,153.00		\$30,153.00
Child Development pathway classes, 4 sections x 180 hours @ \$41.88 = \$30,153.00		\$30,153.00		\$30,153.00
OC TPP Professional Internship classes, 2 sections (1 teacher for 2 semester sections) x 180 hours @ \$41.88 = \$15,076.00.		\$15,076.00		\$15,076.00
Freshman Seminar at 2 high schools will be organized as an OC TPP cohort, 1 sections @ \$8,786 each = \$17,572 (1/6 of an average \$64,000 of certificated salary).		\$17,572.00		\$17,572.00
Addition of MS counselor stipends at \$1,500 to facilitate Career Exploration workshops at 5 MS + 1 COSA (Counselor on Special Assignment) for 2016-17 school yr.	\$9,000.00			\$9,000.00

**Form K: California Career Pathways Trust
2016-17 Budget Narrative (Year 3)
Partner: Orange Unified School District**

Exhibit C-2

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or in-kind)		Budget Item Totals
		District Match	Business/Community Match	
Stipend for April 28 th In-service at SCC (8 Education Pathway teachers + 6 MS counselors + 4 OUSD P21 Instructional Specialists +16 OUSD FTE teachers that work closely with our Education Pathway students + Terri Nii)	\$5,665.00			\$5,665.00
Stipend for 2 Summer PD and 2 additional PD's on Co-Teaching (8 Education Teachers + Terri Nii)	\$5,148.00			\$5,148.00
Stipend for 10.5 day PLC days for co-teaching collaboration and planning (8 Ed. Teachers + Terri Nii)	\$7,134.00			\$7,134.00
Stipend for 2 full day PD's Aric Bostic and Haberman STAR Teacher Assessments for (8 Ed. Teachers + Terri Nii)	\$2,915.00			\$2,915.00
Subtotal - Certificated	\$84,610.72	\$92,954.00		\$177,564.72
2000 - Classified Salaries				
Subtotal - Classified	\$0	\$0		\$0
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% = \$8,473.	\$15,889.89	\$17,456.76		\$33,346.65
Subtotal - Employee	\$15,889.89	\$17,456.76		\$33,346.65
4000 - Books and Supplies				
Textbooks for newly developed Career Focus- Education course School to Career ISBN 978-1-61960-304-2	\$6,843.11			\$6,843.11
Purchase YT2L curriculum from Project Tomorrow	\$20,000.00			\$20,000.00
OC TPP pathway books and supplies @ \$8,000 (Perkins)		\$7,368.30		\$7,368.30
Subtotal - Books and Supplies	\$26,843.11	\$7,368.30		\$32,211.41
5000 - Services and Other Operating Expenditures (other than travel)				
OC TPP Students will be bussed to Santiago Canyon College for the annual Future Teacher Conference, 4 busses for 4 high schools, 4 x \$1,127.17 = \$4,508.68	\$4,508.68			\$4,508.68
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, 2 buses = \$800.	\$800.00			\$800.00
4 Education Pathway Promotional Videos High School Promotional Video Middle School Promotional Video High School Promotional Video-Spanish Middle School Promotional Video-Spanish	\$5,432.05			\$5,432.05
Develop Education Pathway Pee Chee folders & OUSD brochures outlining pathway and opportunities	\$5,432.04			\$5,432.05

**Form K: California Career Pathways Trust
2016-17 Budget Narrative (Year 3)
Partner: Orange Unified School District**

Exhibit C-2

Expenditures Code	Career Pathways Program (Dollar Value)	(Cash or In-kind)		Budget Item Totals
		District Match	Business/Community Match	
Printing of Pathway Pee Chee folders & Marketing Brochures (printing by CaliLife) for all HS schools to promote and grow program	\$3,000.00			\$3,000.00
Subtotal - Services & Other Operating Expenditures	\$19,172.77			\$19,172.77
5200 - Travel and Conferences				
OC TPP CTE Teacher attend 2 regular conferences and travel @ \$7000 (Perkins)				\$7,000.00
Cost of 2 conferences for OC TPP Coordinator CCPT Grantee Network Institute NACTEP	\$4,924.88			\$4,924.88
Subtotal - Travel and Conferences	\$4,924.88			\$13,924.88
6000 - Capital Outlays				
Subtotal - Capital Outlays	\$0			\$0
7000 - Indirect Charges (CDE approved rates apply)				
Indirect Costs (4%) (excluded services contracts)	\$5,663.91	\$4,404.94		
Subtotal - Indirect Charges	\$5,663.91	\$4,404.94		\$10,068.85
TOTALS	\$157,105.28	\$122,184.00		\$279,289.28

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

This fourth amendment (hereinafter "Amendment") is entered into on this 14th day of November 2016, between Rancho Santiago Community College District (hereinafter "RSCCD") and Orange Unified School District (hereinafter "SUBCONTRACTOR") to amend that certain Agreement #DO-12-2501-04 (Grant year 1) dated October 13, 2014, the First Amendment #DO-12-2501-04.01 (Grant year 2) dated August 17, 2015, the Second Amendment #DO-12-2501-04.02 (Grant year 2 extension of term) dated September 12, 2016, and the Third Amendment #DO-12-2501-04.03 (Grant year 3) dated September 12, 2016, between the parties with a term of July 1, 2014 through June 30, 2017 (hereinafter "Term"). RSCCD and SUBCONTRACTOR may be referred to individually as a "Party" and collectively as the "Parties" in this Agreement.

WHEREAS, RSCCD received a grant award entitled "California Career Pathways Trust," Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work

SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-3**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

Total Cost will be amended as follows:

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall be amended from \$157,105.28 USD to **\$204,433.28 USD** in accordance with the Budget and Budget Narrative for the Grant year 3 (fiscal year 2016/2017) (**Exhibit C-3**), which by this reference is incorporated into this Agreement. This reflects an augmentation of Grant funds of \$47,328.00 USD.

Matching Cost will be amendment as follows:

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds as amended from \$122,184.00 USD to **\$129,184.00 USD** as detailed in the Budget and Budget Narrative for the Grant year 3 (fiscal year 2016/2017) (**Exhibit C-3**) for the Term of this Agreement (refer to "Period of Performance"). This reflects an augmentation of match commitment funds of \$7,000 USD.

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

SUBCONTRACTOR: Orange Unified
School District

By: 

By: 

Name: Peter J. Hardash
Vice Chancellor

Name: Claudio (Joe) Sorrera *mc*

Title: Business Operations/Fiscal Services

Title: Assistant Superintendent- Business Services

Date: 11/16/16

Date: _____

Board Approval Date: November 14, 2016

95-6004968
Employer/Taxpayer Identification Number (EIN)

Orange County Teacher Pathway Partnership - Activities Plan - Program Year 2016-17 – Revised 10/6/16

Partner: Orange Unified School District

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Continue growth of Education Pathway courses	2016-2017 school year	Kathy Boyd Terri Nii HS counselors Education Pathway teachers P21 Pathway Instructional Specialist
	Continue with 3rd year of Professional Internship- Education course- 1 section (twice a year) at EMHS	August 2016	Terri Nii
	Develop 1 additional Youth Teach 2 Learn-Science classes at VPHS	June/July 2016	Terri Nii Project Tomorrow Staff Education Pathway teachers
	Support Education Pathway teachers with academic support	2016-2017 school year	Terri Nii
	Attend all CTEp CAAP(Curriculum Alignment and Assessment Project) meetings to review and update Education Pathway course outlines, pacing guides and common assessments	2016-2017 school year	Terri Nii Education Pathway teachers
	Organize and facilitate 21 st Century Precision Exam assessments	2016-2017 school year	Terri Nii Education Pathway teachers
	Have Education Pathway teachers continue and grow placing of CIE students in work based learning experiences into our on-campus READ 180 classrooms	2016-2017 School Year	Terri Nii Education Pathway teachers
	OUSD will offer courses in the Education Pathway: Career Focus- Education classes at (1)EMHS, (1)OHS, (1)CHS, and (1)VPHS Careers in Education classes at (1)EMHS, (1)OHS, (1)CHS, and (1)VPHS Child Development classes at (2)EMHS, (1)OHS, (1)CHS, and (1)VPHS TEACH STEM-Science classes at (1)EMHS, (1) CHS, and (1) VPHS Professional Internship Courses at (2) EMHS	2016-2017 School Year	Kathy Boyd Terri Nii 4 AP's at HS
	Recruit students (that have previously taken Child Development 120A) for Child Development 120B	Spring 2017	Terri Nii Education Pathway Teachers P 21 Specialist

5.4(4)
5.6(38)

Exhibit A-3

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Coordinate with SCC staff to offer Child Development 120A on the EMHS site in Fall	Summer 2016	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Child Development 120B on the EMHS site in Spring	Fall 2016	Terri Nii Education Pathway teachers
	Continue collaboration between Education Pathway teachers with OUSD Math and Science teachers and high school counselors to build out pathway and ensure the success of Education Pathway students	Fall 2016	Terri Nii Education Pathway teachers
	Continue conversations with HS Assistant Principals and MS & HS counselors regarding the Fall 2017 Freshman Seminar Cohorts	April 2017	Kathy Boyd Terri Nii
	Develop an online class for future teachers- How to teach online classes	Spring 2017	Susie Cooper
Soft skills contextualized in CTE	Professional Internship/CIE-support CIE teachers with soft skill resources	2016-2017 School Year	Terri Nii Education Pathway 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	2016-2017 School Year	Terri Nii Education Pathway teachers
	Coordinate discussions between CTE Education Pathway teachers and Project Tomorrow staff to manage 4 CTSO/Educators Rising on each high school campus	Aug.-Sept. 2016 and through the 2016-2017 School Year	Terri Nii Education Pathway teachers
Dual enrollment/early admission into aligned postsecondary career programs	Work with SCC to facilitate enrollment of students in dual enrollment of SCC course offered on the high school campus	2016-2017 School Year	Terri Nii Education Pathway teachers
	Organize and facilitate articulation meetings between SCC staff and OUSD Education Pathway teachers	2016-2017 School Year	Terri Nii Education Pathway teachers
	Assist in increasing the number of courses that are articulated with SCC for college credits to include: Careers in Education Child Development TEACH STEM-Science Professional Internship	2016-2017 School Year	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Child Dev. 120A for the high school CAP students	August 2016	Terri Nii
	Coordinate with SCC staff to offer Child Development 120B for the high school CAP students	December 2016	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 2017	Terri Nii

5.4(5)

5.6(39)

Exhibit A-3

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Classed offered at alternative sites	Work with OUSD HS counselors to grow enrollment in HD courses on SCC campus through CAP Program	2016-2017 School Year	Terri Nii Kathy Boyd Beth Rodenbucher Education Pathway teachers 18 HS counselors
	MS counselor facilitate Career Exploration workshops at 5 MS	2016-17 school year	Beth Rodenbucher & 4 MS counselors
Experiential Learning			
Work-based learning and job-shadowing and volunteer opportunities	Work with elementary principals in OUSD to continue growth of CIE work-based learning program	2016-2017 School Year	Terri Nii Education Pathway teachers
	Organize and facilitate opportunities for Education Pathway teachers to participate in externships	Summer 2017	Terri Nii Education Pathway teachers
	Work-based learning- OUSD pathway students will participate in work-based learning through the following career pathway courses: Careers in Education TEACH STEM-Science Professional Internship	2016-2017 School Year	Education Pathway teachers
	Facilitate with SCC OC TPP staff to offer the OUSD Education Pathway students an opportunity to submit student volunteer hours towards the SCC <i>President's Volunteer Service Award</i>	Spring 2017	Terri Nii Career Techs
	Coordinate the collection of OUSD Education Pathway students volunteer hours for the submission to SCC for <i>the President's Volunteer Service Award</i>	Spring 2017	CTE teachers CTE Career Techs Career Techs
Paid or unpaid internships, employment opportunities	Train OUSD CARES teachers to participate in working with PI interns	October 2016	Terri Nii Diane Way Kristen Ballard
	Summer STEM Week training for teachers	Spring 2017	Terri Nii Kristen Ballard Jeanette Oehrlein Natalie Moore
	Facilitate STEM Week with 8 STEM TEACH students	Summer 2017	Kristen Ballard Jeanette Oehrlein Natalie Moore

5.4 (6)
5.6 (40)

Exhibit A-3

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Education Pathway teachers to attend Designing Integrated Curriculum Workshop	January 2017	7 Education Pathway teachers
	Coordinate documentation that will be used for the PI interns, such as: Timecards Evaluation sheets Notebooks for employment documents	2016-2017 School Year	Terri Nii Kristen Ballard
	Oversee the process to provide OUSD PI students with scholarships	Jan. 2017 & June 2017	Terri Nii
Services:			
Support services, career exploration and planning, field trips, guest speakers	Plan and schedule support services between SCC and OUSD Education Pathway teachers	2016-2017 School Year	Terri Nii Education Pathway 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)	2016-2017 School Year	Terri Nii Education Pathway teachers
	Recruit students into the Education Pathway courses (career fairs, career days, etc.)	2016-2017 School Year	Terri Nii Education Pathway teachers
	Recruit OUSD HS Science teachers to participate in professional development offered through this grant (Youth Teach 2 Learn)	July 2016	Terri Nii HS AP's
	Work with college and business partners to provide additional opportunities such as mentoring, tutoring and possible employment opportunities	2016-2017 School Year	Terri Nii
	Secure guest speakers to discuss the following topics: Career Exploration Labor Market information and certificate/degree information Orientation to college , application process and placement testing information	December 2016 & May 2017	Education Pathway teachers
	Assist SCC OC TPP Student Service Coordinator to work with Education Pathway teachers with Early Welcome activities	Spring 2017	Terri Nii Education Pathway teachers
	Assist in identifying OUSD Education Pathway students needing additional assistance in Math & Science	2016-2017 School Year	Terri Nii Education Pathway teachers
	Coordinate study/tutoring sessions for OUSD Education Pathway students needing additional assistance in Math & Science	2016-2017 School Year	Education Pathway teachers
	Coordinate and facilitate with Project Tomorrow to support Educators Rising CTSO's on 4 high school campuses	2016-2017 School Year	Terri Nii Education Pathway teachers

5.4 (7)

5.6 (41)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Coordinate with Project Tomorrow staff to organize a Educators Rising chapter at each of the 4 high schools	Fall 2016	Education Pathway teachers
	Facilitate the attendance of Educators Rising chapter members to attend the Educators Rising Regional Conference at SCC	Spring 2017	Terri Nii Education Pathway teachers
Transition Services	Coordinate with SCC OC 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 2017	Education Pathway teachers
	Recruit OUSD Education Pathway students and parents to attend the <i>Parent Information Night on Transition to College</i>	Oct.-Dec. 2016	Terri Nii Education Pathway teachers
Mentoring	Schedule and provide PLC meetings for Education Pathway teachers	2016-2017 School Year	Terri Nii Education Pathway teachers
	Work with SCC to develop service learning opportunities for CIE students to work in after school programs	2016-2017 School Year	Terri Nii
	Coordinate and facilitate with the SCC Student Services Coordinator to organize mentor mixers between SCC pre-service teachers and OUSD Education Pathway students	Fall 2016	Terri Nii Education Pathway teachers
Professional Development:			
Industry sector skills analysis	Attend advisory board meetings through Vital Link to maintain industry standards and identify future opportunities for Education Pathway students	2016-2017 School Year	Terri Nii Kathy Boyd
	Serve on advisory board for Education Pathway for OUSD	2016-2017 School Year	Terri Nii Education Pathway 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	2016-2017 School Year	Kathy Boyd Terri Nii
Pre-Service Professional Development	Coordinate with SCC to provide OUSD Education Pathway students with the following activities: One-week residential science enrichment institute at CSUF Workshops provided by CSUF Teacher Education and STEM faculty Attendance of annual SCC Future Teacher Conference	Spring 2017	Terri Nii Education Pathway teachers
		July 2016	Terri Nii
Professional development for faculty	In-service and meet with all Education Pathway teachers to provide updating and information needed to support them through the year of growth in the OC TPP grant	2016-2017 School Year	Terri Nii

5-4 (8)
5.6 (42)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Meet with OUSD counselors to inform them of and update them on OC TPP grant.	2016-2017 School Year	Terri Nii Kathy Boyd
	4 Education Pathway Promotional Videos: High School Promotional Video Middle School Promotional Video Parent Promotional Video Parent Promotional Video-Spanish	Fall 2016	Terri Nii Alex Graham Andrew Gomez
	Develop Education Pathway Pee Chee folders & OUSD brochures outlining pathway and opportunities	Fall 2016	Terri Nii Alex Graham Andrew Gomez
	Facilitate and recruit CTE Education Pathway faculty, science and math faculty and offer the following professional development activities: Job shadowing/externships in expanded 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 Aric Bostic and Haberman STAR Teacher Assessments Attend industry specific workshops at CTE Conferences Attend half-day tours for integrated Science/Math activities at JPL/NASA site	2016- 2017	Terri Nii
Advisory group participation	Organize and coordinate advisory meetings with local business partners.	Jan. 2017	Terri Nii
	Participate in bi-annual Orange County Education Pathway Industry Council (EPIC) meeting to review progress of the OC TPP program	2016-2017 School Year	Terri Nii
	Collaborate with OC TPP staff in regards to feedback regarding evaluation of program effectiveness	Jan. 2017 & June 2017	Terri Nii Education Pathway teachers

5.4(9)

5.6 (43)

**California Career Pathways Trust
2016-17 Revised Budget Narrative - Year 3
Partner: Orange Unified School District**

Expenditures Code	Year 3	Year 3	Sources of Local Match (Cash or In-Kind)		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/ Community Match	
1000 - Certificate Salaries					
* Professional Development - Half day substitutes for math and science teachers to work with Santiago Canyon College math and science faculty to review and align math and science standards for entering freshmen and to review math placement testing criteria, 8 teachers x \$75 = \$635.	\$ 635.00				\$ 635.00
* One day stipend for teachers to participate in the JPL/NASA facilities tour and STEM lesson training, 9 teachers x \$161.00 = \$1,449.00.	\$ 1,449.00				\$ 1,449.00
* One day stipend for teachers to participate in CSUF inquiry-based instruction delivery systems and the Common Core standards, 9 teachers x \$161.00 = \$1,449.00	\$ 1,449.00				\$ 1,449.00
* One day stipend (summer) for JPL/NASA training inquiry-based STEM thematic lessons for use in CIE courses and Math/Science courses, 9 teachers x \$161.00 = \$1,449.00	\$ 1,449.00				\$ 1,449.00
* Externships for CTE teachers in After School/Out of School Time programs, 4 teachers x 8 hours @ 35.46 = \$1,134.72	\$ 1,134.72				\$ 1,134.72
* CTE course articulation with SCC pathway courses, 5 teachers @ \$35.46 x 4 hrs. = \$709.00	\$ 709.00				\$ 709.00
* OC TPP project coordination stipend (Terri Nii) during the school year, 36 weeks x 15 hours per week @ \$41.88 = \$22,615.00	\$ 22,615.00				\$ 22,615.00
* OC TPP project coordination stipend (Terri Nii) during the summer for total of 100 hours x \$41.88 = \$4,188.00	\$ 4,188.00				\$ 4,188.00
* Youth Teach 2 Learn pathway classes offered at Canyon, Villa Park and El Modena High Schools, 3 teachers – one period each @ \$12,500 = \$21,120 (1/6 of an average \$64,000 of certificated salary)	\$ 21,120.00				\$ 21,120.00
* Careers in Education pathway classes, 4 sections x 180 hours @ \$41.88 = \$30,153.00			\$ 30,153.00		\$ 30,153.00
* Child Development pathway classes, 4 sections x 180 hours @ \$41.88 = \$30,153.00			\$ 30,153.00		\$ 30,153.00
* OC TPP Professional Internship classes, 2 sections (1 teacher for 2 semester sections) x 180 hours @ \$41.88 = \$15,076.00.			\$ 15,076.00		\$ 15,076.00
* Freshman Seminar at 2 high schools will be organized as an OC TPP cohort, 1 sections @ \$8,786 each = \$17,572 (1/6 of an average \$64,000 of certificated salary).			\$ 17,572.00		\$ 17,572.00
* Addition of MS counselor stipends at \$1,500 to facilitate Career Exploration workshops at 5 MS + 1 COSA (Counselor on Special Assignment) for 2016-17 school year	\$ 9,000.00				\$ 9,000.00
* Stipend for April 28th In-service at SCC (8 Education Pathway teachers + 6 MS counselors + 4 OUSD P21 Instructional Specialists +16 OUSD FTE teachers that work closely with our Education Pathway students + Terri Nii)	\$ 5,665.00				\$ 5,665.00
* Stipend for 2 Summer PD and 2 additional PD's on Co-Teaching (8 Education Teachers + Terri Nii)	\$ 5,148.00				\$ 5,148.00
* Stipend for 10 ½ day PLC days for co-teaching collaboration and planning (8 Education Teachers + Terri Nii)	\$ 7,134.00				\$ 7,134.00
* Stipend for 2 full day PD's Aric Bostic and Haberman STAR Teacher Assessments for (8 Education Teachers + Terri Nii)	\$ 2,915.00				\$ 2,915.00
* Develop an online class for future teachers- How to teach online classes—Susie Cooper		\$ 5,000.00			\$ 5,000.00
* Subs to cover 7 teachers for Designing Integrated Curriculum		\$ 1,300.00			\$ 1,300.00

**California Career Pathways Trust
2016-17 Revised Budget Narrative - Year 3
Partner: Orange Unified School District**

Expenditures Code	Year 3	Year 3	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	Augmentation Career Pathways Program (Dollar Value)	(Cash or In-Kind)		
			District Match	Business/Community Match	
* Summer STEM week training for teachers (3 teachers x 8 hours)		\$ 900.00			\$ 900.00
* Summer STEM- pay for 3 teachers (3 teachers x 5 days)		\$ 2,500.00			\$ 2,500.00
Subtotal - Certificated Salaries	\$ 84,610.72	\$ 9,700.00	\$ 92,954.00	\$ -	\$ 187,264.72
2000 - Classified Salaries					
*					\$ -
Subtotal - Classified Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
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% = \$8,473.	\$ 15,889.89	\$ 1,822.00	\$ 17,456.76		\$ 35,168.65
Subtotal - Employee Benefits	\$ 15,889.89	\$ 1,822.00	\$ 17,456.76	\$ -	\$ 35,168.65
4000 - Books and Supplies					
* Textbooks for newly developed Career Focus- Education course School to Career ISBN 978-1-61960-304-2	\$ 6,843.11				\$ 6,843.11
* Purchase YT2L curriculum from Project Tomorrow	\$ 20,000.00				\$ 20,000.00
* OC TPP pathway regular books and supplies @ \$8,000 (Perkins)			\$ 7,368.30		\$ 7,368.30
* Textbooks for newly developed Career Focus- Education course School to Career ISBN 978-1-61960-304-2 (Purchase texts for 1 additional school)		\$ 5,000.00			\$ 5,000.00
* YT2L curriculum development (8 students x \$200.00 each)		\$ 1,600.00			\$ 1,600.00
* 4 65" LED TV/Monitors & Mobile Cart		\$ 10,000.00			\$ 10,000.00
* Ellison educational equipment for 4 HS (4 HS's x \$2,500 = \$10,000)		\$ 10,000.00			\$ 10,000.00
* 7 iPad Airs (1 for each teacher to use with Apple TV) plus Shockwave covers for iPad Airs		\$ 4,500.00			\$ 4,500.00
Subtotal - Books and Supplies	\$ 26,843.11	\$ 31,100.00	\$ 7,368.30	\$ -	\$ 65,311.41
5000 - Services and Other Operating Expenditures (other than travel)					
* OC TPP Students will be bussed to Santiago Canyon College for the annual Future Teacher Conference, 4 busses for 4 high schools, 4 x \$1,127.17 = \$4,508.68	\$ 4,508.68				\$ 4,508.68
* 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, 2 buses = \$800.	\$ 800.00				\$ 800.00
* 4 Education Pathway Promotional Videos High School Promotional Video Middle School Promotional Video High School Promotional Video-Spanish Middle School Promotional Video-Spanish	\$ 5,432.05				\$ 5,432.05
* Develop Education Pathway Pee Chee folders & OUSD brochures outlining pathway and opportunities	\$ 5,432.04				\$ 5,432.04
* Printing of Pathway Pee Chee folders & Marketing Brochures (printing by CaliLife) for all HS schools to promote and grow program	\$ 3,000.00				\$ 3,000.00
* Bus Passes for PI- Education students		\$ 3,000.00			\$ 3,000.00
Subtotal - Services & Other Operating Expenditures	\$ 19,172.77	\$ 3,000.00	\$ -	\$ -	\$ 22,172.77
5200 - Travel and Conferences					
* OC TPP Teacher attend 2 regular conferences and travel @ \$7000 (Perkins)			\$ 7,000.00		\$ 7,000.00
* Cost of 2 conferences for OC TPP Coordinator CCPT Grantee Network Institute NACCTEP	\$ 4,924.88				\$ 4,924.88
Subtotal - Travel & Conferences	\$ 4,924.88	\$ -	\$ 7,000.00	\$ -	\$ 11,924.88

**California Career Pathways Trust
2016-17 Revised Budget Narrative - Year 3
Partner: Orange Unified School District**

Expenditures Code	Year 3	Year 3	Sources of Local Match		Budget Item Totals
	Career Pathways Program Dollar Value	Au mentation Career Pathways Program (Dollar Value)	Cash or In-Kind District Match	Business/ Community Match	
6000 - Capital Outlays					
•					\$ -
	Subtotal - Capital Outlays	\$ -	\$ -	\$ -	\$ -
7000 - Indirect Charges (CDE approved rates apply)					
• Indirect Costs (4%) (excluded services contracts)	\$ 5,663.91	\$ 1,706.00	\$ 4,404.94	\$ -	\$ 11,774.85
	Subtotal - Indirect Charges	\$ 5,663.91	\$ 1,706.00	\$ 4,404.94	\$ 11,774.85
TOTALS	\$ 157,105.28	\$ 47,328.00	\$ 129,184.00	\$ -	\$ 333,617.28

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Sixth Amendment to Sub-Agreement between RSCCD and Orange Unified School District for the California Career Pathways Trust Grant – Year 4	
Action: Request for Approval	

BACKGROUND

Rancho Santiago Community College District, on behalf of Santiago Canyon College, received a California Career Pathways Trust grant award from the California Department of Education for the Orange County Teacher Pathway Partnership (OC TPP) project. The partnership 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 articulated pathways to postsecondary education and establish connections among 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, be able to earn certificates and state-approved licenses for early entrance into employment as paraprofessionals, and will be in pathways that culminate 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 enclosed amendment to the agreement represents year 4 (FY 2017/18) of funding for this project to amend the performance period of July 1, 2014 through September 30, 2017, to be extended to June 30, 2018, and to increase the award amount for project partner Orange Unified School District as listed below:

<u>Sub-Contractor</u>	<u>Amendment No.</u>	<u>Grant Funds</u>	<u>In-Kind Match</u>
Orange USD	DO-14-2501-04.06	\$125,526.00	\$131,878.00

RECOMMENDATION

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

Fiscal Impact: \$125,526.00 (grant-funded)	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

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

This sixth amendment (hereinafter “Amendment”) is entered into on this 14th day of August 2017, between Rancho Santiago Community College District (hereinafter “RSCCD”) and Orange Unified School District (hereinafter “SUBCONTRACTOR”) to amend that certain Agreement #DO-12-2501-04 (Grant year 1) dated October 13, 2014, the First Amendment #DO-12-2501-04.01 (Grant year 2) dated August 17, 2015, the Second Amendment #DO-12-2501-04.02 (Grant year 2 extension of term) dated September 12, 2016, the Third Amendment #DO-12-2501-04.03 (Grant year 3) dated September 12, 2016, Fourth Amendment #DO-12-2501-04.04 dated November 14, 2016, and Fifth Amendment dated August 14, 2017, between the parties with a term of July 1, 2014 through September , 2017 (hereinafter “Term”). RSCCD and SUBCONTRACTOR may be referred to individually as a “Party” and collectively as the “Parties” in this Agreement.

WHEREAS, RSCCD received a grant award entitled “California Career Pathways Trust,” Prime Award #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 the 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 it is mutually agreed by the Parties to amend the following:

Statement of Work will be amended as follows:

1. Statement of Work
SUBCONTRACTOR agrees to perform the work described in the Scope of Work (**Exhibit A-4**) and in the Grant Application (*Exhibit B*), which by reference are incorporated into this Agreement.

Period of Performance will be amended as follows:

2. Period of Performance

The Term for this Agreement of July 1, 2014, through September 30, 2017, **shall be extended to June 30, 2018**, for the Grant year 4 (fiscal year 2017/2018). NOTE: The entire term of the Grant is for five years from July 1, 2014 - June 30, 2019, with Grant funds available for four years from July 1, 2014 - June 30, 2018, and a Grant sustainability cycle of July 1, 2018 - June 30, 2019. RSCCD will develop amendments to the Agreement on an annual basis, rather than for the entire Term.

Total Cost will be amended as follows:

3. Total Cost

The total cost to RSCCD for the Term of this Agreement shall not exceed **\$125,526.00** USD in accordance with the Budget and Budget Narrative for the Grant year 4 (fiscal year 2017/2018) (**Exhibit C-4**), which by this reference is incorporated into this Agreement. This amount reflects an increase of one-time funding of \$40,500.00 USD.

Matching Cost will be amendment as follows:

4. Matching Cost

SUBCONTRACTOR agrees to provide match commitment funds of **\$131,878.00** USD as detailed in the Budget and Budget Narrative for the Grant year 4 (fiscal year 2017/2018) (**Exhibit C-4**) for the Term of this Agreement (refer to “Period of Performance”).

Except as amended herein, all other terms and provisions of the Agreement, to the extent that they are not inconsistent with this Amendment, remain unchanged.

IN WITNESS WHEREOF, the Parties hereto certify that they have read and understand all the terms and conditions contained herein and have hereby caused this Amendment to the Agreement to be executed as of the date that both Parties have signed the Amendment.

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: August 14, 2017

95-6004968
Employer/Taxpayer Identification Number (EIN)

Orange County Teacher Pathway Partnership - Activities Plan - Program Year 2017-2018

Partner: Orange Unified School District

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Instruction:			
Integrated Academic and Career-based courses	Continue growth and enrollment in Education Pathway courses	2017-18	Kathy Boyd Terri Nii HS counselors Education Pathway teachers P21 Pathway Instructional Specialist
	Continue with 4th year of Professional Internship- Education course- 2 sections (semester-long courses) at EMHS	2017-18	Terri Nii Kristen Ballard
	Develop 1 additional Youth Teach 2 Learn-Science classes at OHS	2017-18	Terri Nii Project Tomorrow Staff Mary Ann Wenskoski Project Tomorrow staff
	Support Education Pathway teachers with academic support	2017-18	Terri Nii P21 Pathway Instructional Specialist District Instructional Support team OC TPP staff
	Attend all CTEp CAAP(Curriculum Alignment and Assessment Project) meetings to review and update Education Pathway course outlines, pacing guides and common assessments	2017-18	Terri Nii Education Pathway teachers
	Organize and facilitate <i>21st Century Precision Exam</i> assessments	2017-18	Terri Nii Education Pathway teachers
	Have Education Pathway teachers continue and grow placing of CIE students in work based learning experiences into our on-campus READ 180 classrooms	2017-18	Education Pathway teachers
	OUSD will offer courses in the Education Pathway: Career Focus- Education classes at (1)EMHS, (1)OHS, (1)CHS, and (1)VPHS Careers in Education classes at (1)EMHS, (1)OHS, (1)CHS, and (1)VPHS Child Development classes at (2)EMHS, (1)OHS, (1)CHS, and (1)VPHS TEACH STEM-Science classes at (1)EMHS, (1) OHS, (1) CHS, and (1) VPHS Professional Internship Courses at (2) EMHS	2017-18	Kathy Boyd Terri Nii 4 AP's at HS

5.7 (4)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Recruit students (that have previously taken Child Development 120A) for Child Development 120B	2017-18	Terri Nii Education Pathway Teachers P 21 Specialist
	Coordinate with SCC staff to offer Child Development 120A on the EMHS site in Fall	2017-18	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Child Development 120B on the EMHS site in Spring	2017-18	Terri Nii Education Pathway teachers
	Continue collaboration between Education Pathway teachers with OUSD Math and Science teachers and high school counselors to build out pathway and ensure the success of Education Pathway students	2017-18	Terri Nii Education Pathway teachers
Soft skills contextualized in CTE	Professional Internship/CIE-support CIE teachers with soft skill resources	2017-18	Terri Nii Education Pathway 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	2017-18	Terri Nii Education Pathway teachers
	Coordinate discussions between CTE Education Pathway teachers and Project Tomorrow staff to manage 4 CTSO/Educators Rising on each high school campus	2017-18	Terri Nii Education Pathway teachers
	Purchase and train Education Pathway teachers on the use of the new textbook	2017-18	Terri Nii Education Pathway teachers
Dual enrollment/early admission into aligned postsecondary career programs	Work with SCC to facilitate enrollment of students in dual enrollment of SCC course offered on the high school campus	2017-18	Terri Nii Education Pathway teachers
	Organize and facilitate articulation meetings between SCC staff and OUSD Education Pathway teachers	2017-18	Terri Nii Education Pathway teachers
	Continue discussions to keep courses that are articulated with SCC for college credits to include: Careers in Education Child Development TEACH STEM-Science Professional Internship	2017-18	Terri Nii Education Pathway teachers
	Coordinate with SCC staff to offer Child Dev. 120A for the high school CAP students	2017-18	Terri Nii
	Coordinate with SCC staff to offer Child Development 120B for the high school CAP students	2017-18	Terri Nii

5.7 (5)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Classed offered at alternative sites	Work with OUSD HS counselors to grow enrollment in HD courses on SCC campus through CAAP Program	2017-18	Terri Nii Kathy Boyd Beth Rodenbucher Education Pathway teachers 18 HS counselors
	MS counselors facilitate Career Exploration workshops at 6 MS	2017-18	Beth Rodenbucher & 6 MS counselors
Work-based learning and job-shadowing and volunteer opportunities	Work with elementary principals in OUSD to continue growth of CIE work-based learning program	2017-18	Terri Nii Education Pathway teachers
	Organize and facilitate opportunities for Education Pathway teachers to participate in externships	2017-18	Terri Nii Education Pathway teachers
	Work-based learning- OUSD pathway students will participate in work-based learning through the following career pathway courses: Careers in Education TEACH STEM-Science Professional Internship	2017-18	Education Pathway teachers
	Facilitate with SCC OC TPP staff to offer the OUSD Education Pathway students an opportunity to submit student volunteer hours towards the SCC <i>President's Volunteer Service Award</i>	2017-18	Terri Nii Career Techs
	Coordinate the collection of OUSD Education Pathway students volunteer hours for the submission to SCC for <i>the President's Volunteer Service Award</i>	2017-18	CTE teachers CTE Career Techs Career Techs
Paid or unpaid internships, employment opportunities	Train OUSD CARES teachers to participate in working with PI interns	2017-18	Terri Nii Diane Way Kristen Ballard
	Education Pathway teachers to attend Designing Integrated Curriculum Workshop	2017-18	8 Education Pathway teachers
	Coordinate documentation that will be used for the all interns, such as: Timecards Evaluation sheets Notebooks for employment documents	2017-18	Terri Nii Education Pathway teachers
	Oversee the process to provide OUSD PI students with scholarships	2017-18	Terri Nii

5.7 (6)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
Support services, career exploration and planning, field trips, guest speakers	Plan and schedule support services between SCC and OUSD Education Pathway teachers	2017-18	Terri Nii Education Pathway 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)	2017-18	Terri Nii Education Pathway teachers
	Recruit students into the Education Pathway courses (career fairs, career days, etc.)	2017-18	Terri Nii Education Pathway teachers
	Recruit OUSD HS Science teachers to participate in professional development offered through this grant (Youth Teach 2 Learn)	2017-18	Terri Nii
	Work with college and business partners to provide additional opportunities such as mentoring, tutoring and possible employment opportunities	2017-18	Terri Nii Education Pathway teachers
	Secure guest speakers to discuss the following topics: Career Exploration Labor Market information and certificate/degree information Orientation to college , application process and placement testing information	2017-18	Education Pathway teachers
	Assist SCC OC TPP Student Service Coordinator to work with Education Pathway teachers with Early Welcome activities	2017-18	Terri Nii Education Pathway teachers
	Assist in identifying OUSD Education Pathway students needing additional assistance in Math & Science	2017-18	Terri Nii Education Pathway teachers
	Coordinate and facilitate with Project Tomorrow to support Educators Rising CTSO's on 4 high school campuses	2017-18	Terri Nii Education Pathway teachers
	Coordinate with Project Tomorrow staff to organize an Educators Rising chapter at each of the 4 high schools	2017-18	Education Pathway teachers
	Facilitate the attendance of Educators Rising chapter members to attend the Educators Rising Regional Conference at SCC	2017-18	Terri Nii Education Pathway teachers
Transition Services	Coordinate with SCC OC 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.	2017-18	Education Pathway teachers
	Mentoring	Schedule and provide PLC meetings for Education Pathway teachers	2017-18
	Work with SCC to develop service learning opportunities for CIE students to work in after school programs	2017-18	Kristen Ballard Diane Way

5.7 (7)

Requirement	Activities to meet requirement	Program year	Person(s) responsible
	Coordinate and facilitate with the SCC Student Services Coordinator to organize mentor mixers between SCC pre-service teachers and OUSD Education Pathway students	2017-18	Terri Nii Education Pathway teachers
Industry sector skills analysis	Attend advisory board meetings through Vital Link to maintain industry standards and identify future opportunities for Education Pathway students	2017-18	Terri Nii Kathy Boyd
	Serve on advisory board for Education Pathway for OUSD	2017-18	Terri Nii Education Pathway 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	2017-18	Kathy Boyd Terri Nii
Professional development for faculty	In-service and meet with all Education Pathway teachers to provide updating and information needed to support them through the year of growth in the OC TPP grant	2017-18	Terri Nii
	Meet with OUSD counselors to inform them of and update them on OC TPP grant.	2017-18	Beth Rodenbucher Kathy Boyd
	Facilitate and recruit CTE Education Pathway faculty, science and math faculty and offer the following professional development activities: Job shadowing/externships in expanded 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.	2017-18	Terri Nii
	Attend Educators Rising Conference for Professional Development	2017-18	2 Education Pathway Teachers
Advisory group participation	Organize and coordinate advisory meetings with local business partners.	2017-18	Terri Nii
	Participate in bi-annual Orange County Education Pathway Industry Council (EPIC) meeting to review progress of the OC TPP program	2017-18	Terri Nii
	Collaborate with OC TPP staff in regards to feedback regarding evaluation of program effectiveness	2017-18	Terri Nii Education Pathway teachers

5.7 (8)

**California Career Pathways Trust
 2017-18 Budget Narrative (Year 4) plus Request for Additional Funds
 Consortium Name: Orange County TPP
 Partner: Orange Unified School District**

Expenditures Code	Original	Add'l Funds	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
1000 - Certificate Salaries					
♦ Professional Development - Half day substitutes for math and science teachers to work with Santiago Canyon College math and science faculty to review and align math and science standards for entering freshmen and to review math placement testing criteria, 8 teachers x \$82.43 = \$659.44 add 2	673				673
♦ One day stipend for teachers to participate in the JPL/NASA facilities tour and STEM lesson training, 8 teachers x \$138.16 = \$1,127.38	1,127				1,127
♦ One day stipend for teachers to participate in CSUF inquiry-based instruction delivery systems and the Common Core standards, 8 teachers x \$140.92 = \$1,127.39	1,127				1,127
♦ 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 \$140.92 = \$1,127.39	1,127				1,127
♦ Externships for CTE teachers in After School/Out of School Time programs, 4 teachers x 8 hours @ 40.86 = \$1,307.52	1,308				1,308
♦ CTE course articulation with SCC pathway courses, 5 teachers @ \$40.86 x 4 hrs. = \$817.20	817				817
♦ OC TPP project coordination stipend (Terri Nii) during the school year, 36 weeks x 10 hours per week @ \$48.26= \$17,373.60	17,374				17,374
♦ OC TPP project coordination stipend (Terri Nii) during the summer for total of 50 hours x \$48.26 = \$2,413.00	2,413				2,413
♦ Youth Teach 2 Learn pathway classes offered at Villa Park and El Modena High Schools, 2 teachers – one period each @ \$12,500 = \$25,000 (1/6 of an average \$64,000 of certificated salary)	25,000				25,000
♦ Stipend for 20 hours x 8 teachers PLC time for co-teaching collaboration and planning (160 hours x \$40.86)	6,538				6,538
♦ Addition of MS counselor stipends at \$1,500 to facilitate Career Exploration workshops at 6 MS + 1 COSA (Counselor on Special Assignment) for 2017-18 school year		10,500			
♦ Careers in Education pathway classes, 4 sections x 185 hours @ \$48.26 = \$35,712.40			35,712		
♦ Child Development pathway classes, 4 sections x 185 hours @ \$48.26 = \$35,712.40			35,712		
♦ OC TPP Professional Internship classes, 2 sections (1 teacher for 2 semester sections) x 180 hours @ \$48.26 = \$17,373.60			17,374		
♦ Career Focus- Education pathway classes, 4 sections x 185 hours @ \$48.26 = \$35,712.40			35,712		
Subtotal - Certificated Salaries	57,504	10,500	124,510	-	192,514

**California Career Pathways Trust
 2017-18 Budget Narrative (Year 4) plus Request for Additional Funds
 Consortium Name: Orange County TPP
 Partner: Orange Unified School District**

Expenditures Code	Original	Add'l Funds	Sources of Local Match		Budget Item Totals
	Career Pathways Program (Dollar Value)	Career Pathways Program (Dollar Value)	District Match	Business/Community Match	
2000 - Classified Salaries					
♦					-
Subtotal - Classified Salaries	-	-	-	-	-
3000 - Employee Benefits					
♦ Academic salary rate at 13.15% includes (3100-3600): <i>STRS fund 8.25%, Medicare 1.45%, Retire Fund 1.0%, SUI 0.050% and WCI 2.40% = \$8,473.</i>	17,270				-
Subtotal - Employee Benefits	17,270	-	-	-	17,270
4000 - Books and Supplies					
♦ OC TPP pathway regular books and supplies @ \$8,000 (Perkins)			7,368		7,368
♦ Career Focus –Education textbooks \$8,000		8,000			8,000
Subtotal - Books and Supplies	-	8,000	7,368	-	15,368
5000 - Services and Other Operating Expenditures (other than travel)					
♦ OC TPP Students will be bussed to Santiago Canyon College for the annual Future Teacher Conference, 5 busses for 5 high schools, 5 x \$1,359 = \$6,796	6,796				-
♦ Purchase YT2L curriculum from Project Tomorrow		15,000			15,000
Subtotal - Services & Other Operating Expenditures	6,796	15,000	-	-	21,796
5200 - Travel and Conferences					
♦ OC TPP CTE Teacher attend 2 regular conferences and travel @ \$7000		7,000			7,000
Subtotal - Travel and Conferences	-	7,000	-	-	7,000
6000 - Capital Outlays (per unit cost less than \$5,000)					
♦					-
Subtotal - Capital Outlays	-	-	-	-	-
7000 - Indirect Charges (CDE approved rates apply)					
♦ Indirect Costs (4%) (excluded services contracts)	3,456				-
Subtotal - Indirect Charges	3,456	-	-	-	3,456
TOTALS	85,026	40,500	131,878	-	257,404

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: August 14, 2017
Re:	Adoption of Resolution No. 17-19 – California Department of Education (Contract #CSPP-7356)	
Action:	Request for Adoption of Resolution No. 17-19	

BACKGROUND

Rancho Santiago Community College District received funding from the California Department of Education to provide preschool program services during the performance period of July 1, 2017 through June 30, 2018, in accordance with the funding terms and conditions of Contract No. CSPP-7356.

ANALYSIS

As part of the acceptance process, the California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any related contractual and amendment documents related to Contract No. CSPP-6333.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

RECOMMENDATION

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to **enter into this contract agreement** with the California Department of Education for the purpose of providing preschool program services in the Child Development Centers **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2017/2018.**

RESOLUTION NO. 17-19

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into the contract agreement number **CSPP-7356** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez, Ph.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____
<u>Enrique Perez, J.D.</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 14th day of August 2017, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Arianna Barrios, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Educational Services

To:	Board of Trustees	Date: August 14, 2017
Re:	Adoption of Resolution No. 17-20 – California Department of Education (Contract #CCTR-7162)	
Action:	Request for Adoption of Resolution No. 17-20	

BACKGROUND

Rancho Santiago Community College District received funding from the California Department of Education to provide child care and development services during the performance period of July 1, 2017 through June 30, 2018, in accordance with the funding terms and conditions of Contract No. CCTR-7162.

ANALYSIS

As part of the acceptance process, the California Department of Education requires that the Board of Trustees adopts a resolution designating and approving an authorized representative of the district to sign any related contractual and amendment documents related to Contract No. CCTR-7162.

The project administrator is Enrique Perez and the project director is Janneth Linnell.

RECOMMENDATION

It is recommended that the Board adopt this resolution with the California Department of Education and that the Chancellor or his designee be authorized to sign and enter into a related contractual agreement on behalf of the district.

Fiscal Impact: none	Board Date: August 14, 2017
Prepared by: Maria N. Gil, Senior Resource Development Coordinator	
Submitted by: Enrique Perez, J.D., Vice Chancellor of Educational Services	
Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RESOLUTION

This resolution is adopted in order to certify the approval of the Board of Trustees to **enter into this contract agreement** with the California Department of Education for the purpose of providing child care and development services in the Child Development Centers **and to authorize the designated personnel to sign related contract and amendment documents for the fiscal year 2017/2018.**

RESOLUTION NO. 17-20

BE IT RESOLVED that the Board of Trustees of the Rancho Santiago Community College District authorizes entering into the contract agreement number **CCTR-7162** with the California Department of Education and authorizes the person(s) listed below to sign the contract agreement and related documents on behalf of the Board of Trustees.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Raúl Rodríguez, Ph.D.</u>	<u>Chancellor</u>	_____
<u>Peter J. Hardash</u>	<u>Vice Chancellor</u>	_____
<u>Enrique Perez, J.D.</u>	<u>Vice Chancellor</u>	_____

PASSED AND ADOPTED THIS 14th day of August 2017, by the Board of Trustees of the Rancho Santiago Community College District of Orange County, California.

I, Arianna Barrios, Clerk of the Board of Trustees of the Rancho Santiago Community College District, of Orange County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

(Clerk's Signature)

(Date)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date:	August 14, 2017
Re:	Adoption of Board Policy		
Action:	Request for Approval		

BACKGROUND

Government Code 8855 outlines the requirements of public agencies with respect to debt issuance and management. Senate Bill 1029, an act to amend this section, added additional requirements effective January 1, 2017. The Rancho Santiago Community College District (RSCCD) is required to meet these requirements in the process of the sale of any future bonds. This policy was presented to the Board for a First Reading on July 17, 2017 and is now presented for adoption.

ANALYSIS

The District subscribes to the Policy and Procedure Service of the Community College League of California (CCLC). This service provides the district with model board policies that comply with state law, Title 5 regulations and address the relevant accreditation standards. CCLC provides the District with semi-annual updates to these policies, which reflect recent changes in law, state regulations and accreditation standards. CCLC recently created this new board policy and provided districts with the suggested language to comply with the requirements of Government Code Section 8855, added by Senate Bill 1029, effective January 1, 2017. The administration recommends BP 6307 – Debt Issuance and Management be adopted by the Board as presented.

RECOMMENDATION

It is recommended that the Board adopt this new board policy as presented

Fiscal Impact:	None	Board Date:	August 14, 2017
Prepared by:	Debra Gerard, Executive Assistant to the Chancellor		
Submitted by:	Debra Gerard, Executive Assistant to the Chancellor		
Recommended by:	Raúl Rodríguez, Ph.D., Chancellor		

BP 6307 Debt Issuance and Management

References:

Government Code Section 8855

The Chancellor shall establish procedures to ensure the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implement, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Adopted: xx, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

(Board of Trustees)

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Appointment to Community College League of California (CCLC) Advisory Committee on Legislation (ACL)	
Action: Request for Action	

BACKGROUND

The Community College League of California Legislative Office is requesting John Hanna to serve as a member of the Advisory Committee on Legislation for the 2017-2018 calendar year. Trustee Hanna has served as a member of this committee since the 2005-2006 calendar year.

ANALYSIS

Trustee Hanna is interested in continuing his membership on the Advisory Committee on Legislation.

RECOMMENDATION

It is requested that the board approve Trustee Hanna's appointment to the CCLC Advisory Committee on Legislation during the 2017-2018 calendar year.

Fiscal Impact: Minimal travel expenses to Sacramento since some meetings will occur via conference calls	Board Date: August 14, 2017
Prepared by: Anita Lucarelli, Executive Assistant to the Board	
Submitted by: Anita Lucarelli, Executive Assistant to the Board	
Recommended by: John Hanna, President, Board of Trustees	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DOCKET
MANAGEMENT/ACADEMIC

August 14, 2017

MANAGEMENT

Revised Job Description/Attachment #1

Vice President, Student Services
Santiago Canyon College
Academic Administrator
Grade Level A

Revised Job Description & Grade Level Change/Attachment #2

Executive Director, Digital Media Center
Educational Services
Classified Supervisory
From: Grade Level D
To: Grade Level C

Revised Job Descriptions & Title Changes/Attachments #3-4

From: Assistant Dean, Criminal Justice Academies
To: Associate Dean, Criminal Justice Academies
Human Services & Technology Division
Santa Ana College
Academic Administrator
From: Grade Level F
To: Grade Level D

From: Assistant Dean, Fire Technology
To: Associate Dean, Fire Technology
Human Services & Technology Division
Santa Ana College
Academic Administrator
From: Grade Level F
To: Grade Level D

MANAGEMENT (CONT'D)

Revised Job Description Title & Designation Change/Attachment #5

From: Executive Director
Los Angeles/Orange County Regional Consortium
To: Assistant Vice Chancellor
Economic & Workforce Development
Educational Services
District
From: Classified Supervisory
To: Classified Administrator
Grade Level A

New Job Description/Attachment #6

Director, Criminal Justice Academies Instruction
Criminal Justice Academies
Human Services & Technology Division
Santa Ana College
Academic Supervisory
Grade Level H

Employment Agreement/Attachment #7

Tran, Sheena D.
Assistant Dean
Financial Aid, Scholarships & Veterans
Enrollment & Support Services
Santiago Canyon College

Appointment

Bland, Antoinette
Chief, District Safety & Security
Business Operations & Fiscal Services
District

Effective: August 15, 2017
Salary Placement: D-7 \$138,433.66/Year

Verches, Richard
Director, Los Angeles/Orange County
Regional Consortia LA Director
Educational Services
District

Effective: August 15, 2017
Salary Placement: C-7 \$149,454.78/Year

MANAGEMENT (CONT'D)

Appointment to Interim Assignment/Employment of Retired PERS Member

Johnson, Tove
Interim Accounting Manager-Payroll
Fiscal Services
District
Effective: August 22 – December 29, 2017
Salary Placement: G-1 \$41.28/Hour

Appointment to Interim Assignment/Employment of Retired STRS Member

Comeau, Carol
Interim Vice President, Academic Affairs
Santa Ana College
Effective: August 21, 2017
Salary Placement: \$559.75/Day
(Not to Exceed 77 Days)

Interim Assignment

Melendez, Linda
Interim Director, Purchasing
Business Operations & Fiscal Services
District
Effective: August 1, 2017 – February 1, 2018
Salary Placement: F-1 \$91,529.46/Year

Ratification of Resignation/Retirement

Kincheloe, Diane
Accounting Manager-Payroll
Fiscal Services
District
Effective: December 28, 2017 (Last Day)
Reason: Retirement

Kudlik, Richard B.
Fiscal Services Manager
Fiscal Services
District
Effective: August 18, 2017 (Last Day)
Reason: Resignation

Lopez, Carlos L.
Vice President, Academic Affairs
Santa Ana College
Effective: August 25, 2017 (Last Day)
Reason: Resignation

Adjusted Salary Placement/Change in Grade Level

Abejar, Esmeralda
Campus Budget Manager
Administrative Services
Santa Ana College
Effective: July 18, 2017
From: H-5 \$98,803.94/Year
To: F-4 \$105,975.39/Year

FACULTY

Appointment

Ha, Michael
Assistant Professor/Counselor
Continuing Education Division
Centennial Education Center
Santa Ana College

Effective: July 31, 2017
Tentative Salary Placement: VI-4 \$80,124.94/Year
(Requisition #AC17-0612)

Ratification of Resignation/Retirement

Gutierrez, Violeta
Master Teacher
SAC Early Childhood Education Center
Child Development Services
District

Effective: July 21, 2017 (Last Day)
Reason: Resignation

Marecek, Lynn
Professor, Math
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: June 2, 2018 (Last Day)
Reason: Retirement

Valdez, Susanne
Professor, Human Development
Human Services & Technology Division
Santa Ana College

Effective: August 11, 2017
Reason: Resignation

Leave of Absence

Marecek, Lynn
Professor, Math
Science, Mathematics &
Health Sciences Division
Santa Ana College

Effective: January 29 – June 2, 2018
Reason: Banked Leave Withdrawal – 10.00 LHE

Rachi, Amber
Part-time Coordinator, Older Adults
Continuing Education Division
Centennial Education Center
Santa Ana College

Effective: August 17, 2017 – January 8, 2018
Reason: Maternity Leave

FACULTY (CONT'D)

Final Salary Placement

Bui, Annette
Assistant Professor/Counselor
Extended Opportunities Programs & Services
Student Services
Santa Ana College

Effective: July 31, 2017
Final Placement: III-5 \$73,948.15/Year
(Requisition #AC17-0602)

Carriger Lisa
Assistant Professor, Nursing
Science, Mathematics & Health
Sciences Division
Santa Ana College

Effective: August 21, 2017
Final Placement: V-7 \$77,968.32/Year
(Requisition #AC16-0597)

Lopez Mercedes, Jose
Assistant Professor, ESL
Continuing Education Division/CEC
Santa Ana College

Effective: August 21, 2017
Final Placement: IV-11 \$85,453.27/Year
(Requisition #AC17-0601)

Murphy, Ryan
Assistant Professor, English
Art, Humanities & Social Sciences Division
Santiago Canyon College

Effective Start Date: August 21, 2017
Final Placement: VII-11 \$93,756.93/Year
(Requisition #AC16-0583)

Quinn, Nicole
Assistant Professor, Anthropology
Humanities & Social Sciences Division
Santa Ana College

Effective: August 21, 2017
Final Placement: IV-11 \$85,453.27/Year
(Requisition #AC16-0589)

Extension of Interim Assignment

Chavez, Erika
Master Teacher (100%), SCC Child
Development Center
Child Development Services
District

Effective: July 1, 2017 – June 30, 2018
Salary Placement: MT/AA-3 \$39,633.13/Year

Contract Extension Days for 2016/2017

Pham, Elaine
Assistant Professor/Coordinator, ABE/HSS
Continuing Education Division
Santiago Canyon College

Effective: June 9 – June 30, 2017
Contract Extension: 14 Days
Contract Extension Rate: V-8 \$402.60/Day

FACULTY (CONT'D)

Contract Extension Days for 2017/2018

Salcido, Denise Effective: July 9 – August 10, 2017
Assistant Professor/Coordinator, ABE/HSS Contract Extension: 15 Days
Continuing Education Division Contract Extension Rate: II-9 \$374.43/Day
Santiago Canyon College

2017/2018 Contract Stipend

Jenkins, Robert Effective: August 21, 2017 – May 24, 2018
Professor/Coordinator, ESL Amount: \$500.00/Year
Continuing Education Division/CEC Reason: Coordinator Duties
Santa Ana College

Simbro, Teresa Effective: August 21, 2017 – June 2, 2018
Professor/Coordinator, Nursing/National Amount: \$1,000.00/Year
Council Licensing Examination/Technology Reason: Coordinator Duties
Science, Mathematics & Health Sciences Division
Santa Ana College

Vu, Binh Effective: August 21, 2017 – June 2, 2018
Associate Professor/Coach, Music Amount: \$6,000.00/Year
Arts Humanities & Social Sciences Division Reason: Coaching Duties
Santiago Canyon College

Beyond Contract/Overload Stipend

Adams, Richard Effective: July 6, 2017
Professor, English Amount: \$250.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

Corp, Richard Effective: July 3, 2017
Assistant Professor, Math Amount: \$300.00
Science, Mathematics & Health Reason: Professional/Staff Development
Sciences, Division (Project #1669)
Santa Ana College

Elchlepp, Elizabeth Effective: July 6, 2017
Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

FACULTY (CONT'D)

Beyond Contract/Overload Stipend (cont'd)

Freese, Amy Effective: July 6, 2017
Assistant Professor, Reading Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

Hall, Kathryn Effective: July 6, 2017
Assistant Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

Lennertz, William Effective: July 6, 2017
Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

Pecenkovic, Nidzara Effective: July 6, 2017
Assistant Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

Roe, Maureen Effective: July 6, 2017
Professor, English Amount: \$400.00
Arts, Humanities & Social Sciences Division Reason: Curriculum Development
Santiago Canyon College (Project #2058)

Romero, Martin Effective: July 3, 2017
Assistant Professor, Math Amount: \$1,600.00
Science, Mathematics & Reason: Program Facilitation-Math Teaching &
Health Sciences Division Learning Institute (Project #1669)
Santa Ana College

Part-time New Hire/Rehire

Campbell, Amanda D. Effective: August 21, 2017
Counselor Hourly Rate: II-3 \$49.54
Counseling & Student Support Services Division
Santiago Canyon College

Cheatum, Daven R. Effective: July 27, 2017
Instructor, Fire Technology/Wellness Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

FACULTY (CONT'D)

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

Cox, Kimberly A. Effective: August 21, 2017
Instructor, Child Development Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Human Services & Technology Division
Santa Ana College

Davis, Rachel H. Effective: August 21, 2017
Instructor, Water Utility Science Hourly Lecture/Lab Rates: III-3 \$61.20/\$55.08
Business & Career Technical Education Division
Santiago Canyon College

Ferguson, Crystal V. Effective: August 21, 2017
Instructor, Mathematics Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Mathematics & Sciences Division
Santiago Canyon College

Garcia, David M. Effective: August 21, 2017
Instructor, Automotive Technology Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Garcia, Rosa A. Effective: July 20, 2017
Instructor, Older Adults/Seminars Hourly Lecture Rate: II-3 \$49.91
Continuing Education Division (CEC)
Santa Ana College

Gutaskus, Mary L. Effective: August 14, 2017
Instructor, Mathematics Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Mathematics & Sciences Division
Santiago Canyon College

Jackson, Renae A. Effective: July 27, 2017
Instructor, Fire Technology/Wellness Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Jensen, Jeffery S. Effective: July 27, 2017
Instructor, Criminal Justice Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Le, Jimmy Q. Effective: August 21, 2017
Instructor, Diesel Technology Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

FACULTY (CONT'D)

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

Le, Vu H. Effective: August 21, 2017
Instructor, Computer Science Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Business Division
Santa Ana College

Mora, Nancy Effective: August 14, 2017
Instructor, High School Subjects Hourly Lecture Rate: I-3 \$48.69
Continuing Education Division (CEC)
Santa Ana College

Nguyen, Kieudiem Thi Effective: August 21, 2017
Instructor, Office Technology Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
And Business Administration
Business Division
Santa Ana College

Nguyen, Thanh Q. Effective: July 27, 2017
Instructor, Fire Technology/EMT Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

Oh, Suanne C. Effective: August 14, 2017
Instructor, Mathematics Hourly Rate: II-3 \$29.14
Science, Math & Health Sciences Division
Santa Ana College

Polhemus, Marcy W. Effective: August 21, 2017
Instructor, Business Applications/Technology Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Business Division
Santa Ana College

Pomeroy, Diana L. Effective: August 21, 2017
Instructor, Earth Science/Geology Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46
Science, Math & Health Sciences Division
Santa Ana College

Robinson, Katy R. Effective: August 21, 2017
Instructor, Fashion Design & Merchandising Hourly Lecture/Lab Rates: I-3 \$55.51/\$49.96
Human Services & Technology Division
Santa Ana College

FACULTY (CONT'D)

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

Smith, Sean S.
Instructor, Mathematics
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 14, 2017
Hourly Rate: II-3 \$29.14

Strodel, Vanessa E.
Instructor, English
Humanities & Social Sciences Division
Santa Ana College

Effective: August 28, 2017
Hourly Lecture Rate: II-3 \$58.29

Synicky, Christopher M.
Instructor, Art
Fine & Performing Arts Division
Santa Ana College

Effective: August 28, 2017
Hourly Lecture/Lab Rates: II-3 \$58.29/\$52.46

Van Wart, Adam T.
Instructor, Chemistry
Science, Math & Health Sciences Division
Santa Ana College

Effective: August 21, 2017
Hourly Lecture/Lab Rates: IV-3 \$64.25/57.83

Yniguez, Jaquely L.
Instructor, Child Development
Human Services & Technology Division
Santa Ana College

Effective: August 21, 2017
Hourly Lecture Rate: II-3 \$58.29

Non-paid Instructors of Record

Barr, Matthew J.
Instructor, Fire Technology/PSTF
City of Fountain Valley
Human Services & Technology Division
Santa Ana College

Effective: August 1, 2017

Browne, Michael
Instructor, Fire Technology/PSTF
City of West Covina
Human Services & Technology Division
Santa Ana College

Effective: August 1, 2017

Cass, Aaron E.
Instructor, Fire Technology/PSTF (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Effective: July 24, 2017

FACULTY (CONT'D)

Non-paid Instructors of Record (cont'd)

Dome, Bryan Effective: July 24, 2017
Instructor, Fire Technology/PSTF (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Dukellis, David R. Effective: July 24, 2017
Instructor, Fire Technology/PSTF (equivalency)
City of Fountain Valley
Human Services & Technology Division
Santa Ana College

Fountain, Michael K. Effective: August 1, 2017
Instructor, Fire Technology/PSTF
City of West Covina
Human Services & Technology Division
Santa Ana College

Farrell, Robert M. Effective: July 24, 2017
Instructor, Fire Technology/PSTF (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Metz, Scott R. Effective: July 24, 2017
Instructor, Fire Technology/PSTF (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

McGovney, Chadrick N. Effective: July 24, 2017
Instructor, Fire Technology/PSTF (equivalency)
City of Vernon Fire Department
Human Services & Technology Division
Santa Ana College

Non-paid Intern Service

Chatterfield, Taliah Effective: August 15, 2017 – June 30, 2018
Counseling Intern College Affiliation: San Diego State University
Counseling & Student Support Discipline: Educational Counseling
Services Division
Santiago Canyon College

FACULTY (CONT'D)

Non-paid Intern Service (cont'd)

Ebanculla, Micah
Athletic Trainer Intern
Kinesiology, Health & Athletics Division
Santa Ana College

Effective: August 15 – December 18, 2017
College Affiliation: CSU, Long Beach
Discipline: Athletic Training

Flores Garcia, Jose
Counseling Intern
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: August 15, 2017 – June 30, 2018
College Affiliation: University of La Verne
Discipline: Counseling

Gomez-Magana, Paula
Counseling Intern
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: August 15, 2017 – June 30, 2018
College Affiliation: CSU, Long Beach
Discipline: Counseling

Montero, Vanessa
Counseling Intern
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: August 15, 2017 – June 30, 2018
College Affiliation: University of La Verne
Discipline: Counseling

Tran, Kien
Counseling Intern
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: August 15, 2017 – June 30, 2018
College Affiliation: National University
Discipline: Counseling

Tufenkilan, Nicole
Counseling Intern
Counseling & Student Support
Services Division
Santiago Canyon College

Effective: August 15, 2017 – June 30, 2018
College Affiliation: Azusa Pacific University
Discipline: Counseling

**VICE PRESIDENT, STUDENT SERVICES
SANTIAGO CANYON COLLEGE**

GENERAL RESPONSIBILITIES

Reporting to the President, the Vice President of Student Services (VPSS) serves as the Chief Student Services Officer providing leadership for the Student Services Division. This college cabinet-level position serves as a leader and collaborator in the College's strategic planning and decision-making activities. Working collaboratively with college constituents, the VPSS is responsible for fostering a culture of student success by actively developing, implementing, and maintaining initiatives and core services that enrich student learning and advance the college's mission, vision, and goals. The Vice President serves as an advocate for student success and has a demonstrated commitment to diversity, equity and inclusion.

The VPSS will also provide leadership to the College Advancement Office and serves as the executive director of the college foundation. In this role, the VPSS directs and supervises college advancement staff; organizes and facilitates activities and meetings of the foundation volunteer board of directors and foundation committees. Assumes responsibility for coordinating and implementing programs and activities that generate community goodwill and financial support for the college.

SPECIFIC RESPONSIBILITIES

As the chief student services officer, the Vice President is responsible for providing vision, leadership, and strategic direction to the division of Student Services. The Vice President is responsible for the overall management planning, administration, and evaluation of the division's programs, services, personnel, policies and procedures development, facilities and budget. The VPSS, in accordance with the provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the District, performs the following functions:

DEVELOPMENT AND DELIVERY OF STUDENT SERVICES AND PROGRAMS

Overall responsibility for the planning, staffing, supervision, and delivery of all student services and related programs provided at the college. Provides leadership in these program areas for efficiency and effectiveness in serving the needs of a culturally and socio-economically diverse community. Collaborates with the Vice President of Academic Affairs and other institutional leaders in college-wide initiatives.

PERSONNEL

Directs, supervises and evaluates assigned academic and classified staff and responsible for the immediate supervision and performance evaluation of all reporting administrators. Recommends all personnel transactions in areas of responsibility; ensures the hiring of highly qualified and diverse staff, faculty, and administrators. Responsible for developing an effective and cohesive leadership team with a common commitment to and focus on student access and success.

STUDENTS

Develops programs that support inclusivity and success for the college's diverse student population. Responsible for reviewing, recommending and implementing district policies and administrative regulations pertaining to student services. Participates in district-wide Title IX initiatives and serves on the College's Title IX case management committee.

**VICE PRESIDENT, STUDENT SERVICES
SANTIAGO CANYON COLLEGE**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

BUDGET/FUNDING

Responsible for the overall preparation, monitoring and accounting for all budgetary matters in areas of responsibility including general fund, categorical, auxiliary and grant funding. Seeks maximum state funding and alternative revenue streams for assigned programs and services.

PLANNING

Responsible for overseeing and enhancing the assessment framework for all student services areas, including annual student learning outcomes and service area outcomes assessment and triennial program reviews to ensure results-oriented program planning and budgeting. Supervises and coordinates the attainment of Student Services goals within the College's Educational Master Plan and the District's Strategic Plan. Additionally, monitor and guide the implementation of the Foundation Strategic Plan and annual goals.

COMMUNITY ENGAGEMENT

Must be a highly visible educational leader actively engaged and participating in community, state, and regional organizations to enhance the presence and visibility of the college and to cultivate external resources. The VPSS will establish and maintain partnerships with external entities, including K-12 school districts, four-year universities, and community-based organizations to achieve student access and success.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing or participating in college and district committees and task forces related to duties. Participates in and supports the accreditation process.

REQUIRED SKILLS AND ESSENTIAL QUALITIES

Minimum Qualifications: Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications: Possession of a doctoral degree; and, a minimum of five years of senior-level management experience preferably in planning, implementing, evaluating, and advocating for a wide range of student programs; and, possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

Essential Qualities: The College seeks a student-centered, collaborative and innovative VPSS who can demonstrate the following:

Experience working with a diverse campus community and possess a commitment to equity and inclusion. Be a visible champion for student engagement and advocacy.

Experience in program planning, implementation, and administration, including management of budgets and personnel.

**VICE PRESIDENT, STUDENT SERVICES
SANTIAGO CANYON COLLEGE**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

Experience and commitment to partner with various college stakeholders to build effective collaborative relationships, within a multi-college district.

A strong personal orientation toward collaboration, teamwork, transparency, accessibility, accountability and delegation.

Demonstrated ability to work effectively with external constituencies, including K-12 school districts, four-year universities, and community based organizations.

Ability to engage in enrollment management initiatives that promote student recruitment and retention.

Excellent communication skills including the ability to effectively communicate, both verbally and in writing; possess the ability to listen to all points of view, build consensus, and inform others of policies and decisions.

Demonstrated competence in a collective bargaining environment.

Demonstrated commitment to the principles of shared governance and transparency.

Demonstrated ability to analyze and apply laws, rules and regulations concerning Title IX of the Education Amendments of 1972, as well as other state laws and district policies relating to sexual harassment, sexual misconduct, gender and interpersonal violence, and sexual assault. Ability to work cooperatively with Human Resources and District Safety & Security personnel.

Board Approval Date: August 14, 2017

EXECUTIVE DIRECTOR, DIGITAL MEDIA CENTER

CLASS SUMMARY

Responsible for the direction, management and marketing of the RSCCD Digital Media Center service as the primary manager, developing, implementing, and updating the plan for the facility, including the direct management of the digital media business incubator, overall facility management, and facilitation of interaction with other facility educational functions. Implements workforce and economic development operations in accordance with the goals and objectives of the California Community College Chancellor's Office, Workforce and Economic Development Division's Doing What Matters and Strong Workforce Program.

REPRESENTATIVE DUTIES

DEVELOPMENT AND IMPLEMENTATION OF INCUBATOR

Responsible for the success of the Digital Media Center facility and daily operations of the digital media/technology incubator. Develops and implements incubator activities and programs, including a plan for the recruitment and nurturing of entrepreneurial businesses to reside in the incubator. Manages the recruiting, growth, and promotion of incubated businesses. Obtains and facilitates support services for incubated businesses from appropriate partners and business services. Serves as primary spokesperson for the Digital Media Center to its Advisory Group, potential donors, business leaders, news media, and economic development agencies. Ensures coordination and interaction among the programs and functions of the facility. Interfaces with other facility functions and computer labs. Oversees primary coordination of facility maintenance and technology support. Manages incubator budget. Develops and manages a one-stop shop for entrepreneurs residing in the incubator that provides a model of business resources and support for exchange of a long-term venture return.

ADMINISTRATION AND MAINTENANCE OF PROJECTS

Works collaboratively with the community colleges Regional Consortia to align needs of employers with the programs and curricula offered. Collaborates with faculty to connect industry sector programs to employers, promote and strengthen curriculum aligned with the retail, hospitality and tourism industry. Builds partnerships with the Workforce Development Boards, employers and other industry leaders to determine skills gaps. Promotes integration of workforce training and employment, and development of learn and earn opportunities for students in retail, hospitality and tourism programs at the colleges. Administers third-party, industry-based training and certifications to students and faculty in partnership with corporate programs. Implements strategic support to the colleges, community and businesses with online training modules and learning systems that strengthen career pathways using CareerReady 101, KeyTrain and WorkKeys. Supervises the budget, auditing timelines, and program evaluations. Serves on committees at the local, state and national level. Conducts special trainings, workshops, and career exploration activities as needed. Establishes and maintains administration planning and organizational procedures in accordance with state codes and related laws. Prepares a variety of reports, agenda, proposals and agreements as required under the Doing What Matters and Strong Workforce Programs.

OTHER RESPONSIBILITIES

Plans, develops and implements strategic marketing and public relations campaigns in conjunction with the college and District marketing teams to promote the Digital Media Center. Promotes career pathways offered through the colleges' Career and Technical Education programs. Develops rapport and maintains membership with appropriate professional organizations. Participates in community activities related to areas of responsibility.

EXECUTIVE DIRECTOR, DIGITAL MEDIA CENTER

DESIRABLE QUALIFICATIONS GUIDE (CONT'D)

Writes clear and concise documents, reports, pamphlets and brochures. Develops content for website and social media accounts. Communicates effectively and works collaboratively with the community. Establishes strategic partnerships with governmental, educational, business and industry, and community agencies and organizations. Responsible for interpreting and implementing the rules and policies of the Board of Trustees and the directive of the Chancellor. Plans, develops and maintains the District's compliance with appropriate state and federal regulations and policies related to career and technical education programs. Maintains current knowledge of economic trends and labor market conditions to implement special projects.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the Vice Chancellor of Educational Services and supervises the Digital Media Center incubator, and special projects staff. Incumbent also works with internal and external workforce and economic development service providers, employers, community organizations and educational leaders.

REQUIRED SKILLS AND QUALIFICATIONS

Training and Experience: Any combination of education and/or experience equivalent to a Master's degree in business management, marketing or related field, and a minimum of five years of experience in management, administration of grant programs and/or experience in the marketing of vocational education, contract education or other economic development programs. Experience with business incubation and/or business start-ups is preferred.

Knowledge and Abilities

Thorough knowledge of: principles of supervision and management, marketing, leadership, record keeping, accountability and program documentation, business plan development and implementation, program budgeting and facility management; federal and state regulations governing workforce education; statistical and financial procedures; supervision and training principles for staff.

Ability to: make program and procedural analyses; maintain records and documentation subject to external audit; execute promotional, marketing and public relations campaigns; communicate effectively in oral and written form; write and manage grants, yield digital media productions and integrate new technologies relating to business, media, production studios, and higher education. Demonstrate outstanding organizational skills; supervise the work of others. Demonstrate ability to resolve conflicts and solve problems, identify opportunities to improve programs. Envision and implement programs for the incubator and special projects associated with student-centered and revenue-producing programs.

License: a valid California Motor Vehicle Operator's License.

**ASSOCIATE DEAN
CRIMINAL JUSTICE ACADEMIES**

GENERAL RESPONSIBILITIES

Responsible to the Dean, Human Services & Technology for the planning, development, delivery, staffing and evaluation of Criminal Justice Academies programs and services; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER EDUCATION PROGRAMS

Overall responsibility for all aspects of Criminal Justice Academies programs including planning, development, delivery, recruiting, marketing, curriculum, scheduling, equipping, staffing, funding, evaluation; negotiation of contracts including Instructional Service Agreements, training facilities contracts, vendor contracts, and partnership agreements; planning, development, and supervision of the Criminal Justice Training Center; admissions, graduation and compliance with and reporting of certification requirements; approval of curriculum proposals, course outlines, and instructional materials; supervising the effectiveness of all programs, activities and services and their responsiveness to the needs of a culturally diverse community; implementation of District policy and regulations, supervises program and personnel compliance with applicable laws and regulations; maintains records and submits reports; represents Santa Ana College with the Orange County Sheriff's Department (OCSA) Training staff as well as other participating law enforcement agencies, and Peace Officer Standards and Training (POST); works with OCSA and other law enforcement agencies to ensure proper scheduling of all courses/academies in appropriate facilities and in a timely manner in accordance with POST accreditation standards; projects and monitors the annual production of FTES as a result of academy/course operations; projects and monitors costs related to academy/course operations; assists in the Basic Academy selection process of non-affiliated academy students and monitors the progress of those students throughout the academy; advises individuals interested in a law enforcement career.

Identifies contract training opportunities, interviews prospects and develops proposals for contract education and funding; oversees the design, delivery, staffing, funding and evaluation of instruction to public and private safety entities pursuant to contracts; reviews programs for compliance with applicable laws, regulations, District policies and procedures; is responsive to the needs of a culturally diverse community in order to increase access to college programs.

PERSONNEL

Responsible for or effectively recommends the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction, evaluation and adjustment of grievances of all assigned staff; ensures compliance with district policies, rules, regulations, and collective bargaining agreements; monitors all personnel related to Criminal Justice Academies operations to insure proper processing and payment for services rendered.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records; identifies community needs for courses, and negotiates contracts for providing instruction and training within the parameters of written delegated authority.

**ASSOCIATE DEAN
CRIMINAL JUSTICE ACADEMIES**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budgets; collects revenues, maintains accurate records and prepares required reports; identifies and secures funding for programs and prospects for services provided under contract.

PLANNING

Responsible for evaluating potential offerings, opportunities, and means of maximizing instructional contract capabilities to public and private entities; analyzes demographics and proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials.

COMMUNITY CONTACT/REPRESENTATIVE

Maintains highly visible presence with public safety agencies including, but not limited to, attendance at the Orange County Training Managers meetings, Reserve Officer Coordinator meetings and semi-annual POST consortium meetings. Represents the District on local and state levels on matters related to the position to enhance Criminal Justice Academies training opportunities for the District.

OTHER PROFESSIONAL RESPONSIBILITIES

Responsibility for chairing and supervision of discipline advisory committees, district committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, budget, supervision, staffing, curriculum, scheduling, instruction, enrollment management, projections, and evaluation of the Criminal Justice Academies, Advanced Officer Training, and Instructional Service Agreement courses and training.
- B. Identifies and accurately analyzes needs and opportunities to market programs; aggressively markets, provides proposals and secures Instructional Service Agreements for courses and programs; coordinates the development of curriculum, staffing and evaluation of courses to be provided pursuant to agreements. Supervises administration of agreements and reviews curriculum, staffing, delivery and evaluation of these programs.
- C. Performs or supervises the performance of all personnel functions for assigned staff.
- D. Ensures compliance with California Education Code, Title 5 Regulations, accreditation standards, District policies and other state laws, regulations, and standards applicable to the discipline.

**ASSOCIATE DEAN
CRIMINAL JUSTICE ACADEMIES**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications: At least six years of full time management experience in law enforcement, corrections, probation or parole at the command level (Commander, Captain or Chief). Must possess POST instructor certification.

Required Skills: Ability to assess public safety training and educational needs and opportunities, to convincingly market and close contract, supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: August 14, 2017

**ASSOCIATE DEAN
FIRE TECHNOLOGY**

GENERAL RESPONSIBILITIES

Responsible to the Dean, Human Services & Technology for the planning, development, delivery, staffing and evaluation of Fire Technology programs and services; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER EDUCATION PROGRAMS

Overall responsibility for all aspects of Fire Technology programs including planning, development, delivery, recruiting, marketing, curriculum, scheduling, equipping, staffing, funding, and evaluation; negotiation of contracts including Instructional Service Agreements, training facilities contracts, vendor contracts, and partnership agreements; planning, development, and supervision of the Regional Fire Training Facility; admissions, graduation and compliance with and reporting of certification requirements; approval of curriculum proposals, course outlines, and instructional materials; supervising the effectiveness of all programs, activities and services and their responsiveness to the needs of a culturally diverse community; implementation of District policy and regulations, supervises program and personnel compliance with applicable laws and regulations; maintains records and submits reports; represents Santa Ana College with Joint Powers Training Center Central Net staff as well as other participating fire service agencies, and CAL FIRE – Office of the State Fire Marshal; works with CAL FIRE and other fire service agencies to ensure proper scheduling of all courses/academies in appropriate facilities and in a timely manner in accordance with CAL FIRE accreditation standards; projects and monitors the annual production of FTES as a result of academy/course operations; projects and monitors costs related to academy/course operations; advises individuals interested in a law enforcement career.

Identifies contract training opportunities, interviews prospects and develops proposals for contract education and funding; oversees the design, delivery, staffing, funding and evaluation of instruction to public and private safety entities pursuant to contracts; reviews programs for compliance with applicable laws, regulations, District policies and procedures; is responsive to the needs of a culturally diverse community in order to increase access to college programs.

PERSONNEL

Responsible for or effectively recommends the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation, and adjustment of grievances of all assigned staff; ensures compliance with district policies, rules, regulations, and collective bargaining agreements; monitors all personnel related to Fire Technology operations to insure proper processing and payment for services rendered.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records; identifies community needs for courses, and negotiates contracts for providing instruction and training within the parameters of written delegated authority.

**ASSOCIATE DEAN
FIRE TECHNOLOGY**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budgets; collects revenues, maintains accurate records and prepares required reports; identifies and secures funding for programs and prospects for services provided under contract.

PLANNING

Responsible for evaluating potential offerings, opportunities, and means of maximizing instructional contract capabilities to public and private entities; analyzes demographics and proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials.

COMMUNITY CONTACT/REPRESENTATIVE

Maintains highly visible presence with public safety agencies including, but not limited to, attendance at CCC Fire Directors meetings, Orange County (OC) Fire Chiefs Association meetings, OC Training Officers Association meetings, and Inland Empire Training Officers meetings. Represents the District on local and state levels on matters related to the position to enhance Fire Technology training opportunities for the District.

OTHER PROFESSIONAL RESPONSIBILITIES

Responsibility for chairing and supervision of discipline advisory committees, district committees and task forces.

ESSENTIAL FUNCTIONS

Supervises all aspects of the planning, budget, supervision, staffing, curriculum, scheduling, instruction, enrollment management, projections, and evaluation of the Fire Technology courses, Fire Academies, Fire Officer, Wellness and Instructional Service Agreement courses and training.

Identifies and accurately analyzes needs and opportunities to market programs; aggressively markets, provides proposals and secures Instructional Service Agreements for courses and programs; coordinates the development of curriculum, staffing and evaluation of courses to be provided pursuant to agreements. Supervises administration of agreements and reviews curriculum, staffing, delivery and evaluation of these programs.

Performs or supervises the performance of all personnel functions for assigned staff.

Ensures compliance with California Education Code, Title 5 Regulations, accreditation standards, District policies and other state laws, regulations, and standards applicable to the discipline.

**ASSOCIATE DEAN
FIRE TECHNOLOGY**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications: At least six years of full-time paid fire-related experience at the rank of Battalion Chief or above and possess California Fire Service Training and Education System certification as a Fire Instructor I or higher.

Required Skills: Ability to assess public safety training and educational needs and opportunities, to convincingly market and close contract, supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: August 14, 2017

**ASSISTANT VICE CHANCELLOR
ECONOMIC AND WORKFORCE DEVELOPMENT**

CLASS SUMMARY

Reports to the designated administrator and provides leadership in the planning, organization, administration, evaluation, and policy development for career technical education, economic and workforce development programs and initiatives for the Los Angeles Orange County Regional Consortium. Reports to the designated administrator and provides leadership and advocacy for the planning, organization, administration, evaluation, and policy support for career technical education, economic and workforce development programs and initiatives for the LAOCRC.

REPRESENTATIVE DUTIES

Serves as Executive Director of the Los Angeles Orange County Regional Consortium (LAOCRC) and the main point of contact for the LAOCRC Chief Executive Officers. Responsible for the overall management of the LAOCRC and accountable for all of its functions. Manages the LAOCRC in conjunction with the Los Angeles and Orange County LAOCRC Directors, including organizing LAOCRC-wide meetings, developing and managing budgets, meeting reporting requirements, representing the LAOCRC at statewide meetings and other operating duties of the LAOCRC, policies, procedures, systems and timelines for the LAOCRC. Leads the process for strategic planning and implementation across the Los Angeles and Orange County region and ensures plan alignment with the Strong Workforce objectives and regional metrics. Responsible for supporting the LAOCRC directors with strengthening and expanding partnerships between LAOCRC and including but not limited to: business, industry, chambers, workforce development boards and economic development corporations. Collaborates with the LAOCRC Chief Executive Officers to advocate for additional funding opportunities. Increases value of the LAOCRC to all LAOCRC districts, colleges, and other regional stakeholders. Oversees budget development and approval and ensures fiscal transparency of all LAOCRC funds. Facilitates the timely completion of the regional program in partnership with the LAOCRC CRLC. Facilitates implementation of California Community Colleges Chancellor's Office career technical education, workforce and economic development initiatives. Collaborates with career technical education, workforce and economic development initiative directors and various workforce and economic development agencies in the region to identify and develop strategies to determine work-based needs for student readiness. Leads region into a process of program development that is proactive and yields the greatest economic gains for students, business, industry, county, region and other regional stakeholders. Communicates regularly with LAOCRC Chief Executive Officers and LAOCRC oversight committees. Responsible for the oversight of regional projects and helps facilitate, monitor, and leverage inter and intra-regional collaborations amongst districts, colleges, deans, faculty, sector navigators, deputy sector navigators and other regional talent. Supervises, monitors and evaluates the Los Angeles and Orange County LAOCRC Directors. Coordinates efforts between LAOCRC colleges and other regional stakeholders to generate additional funding opportunities for the LAOCRC and its colleges.

**ASSISTANT VICE CHANCELLOR
ECONOMIC AND WORKFORCE DEVELOPMENT**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Vice Chancellor of Educational Services.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum qualifications

A Master's degree in education, public administration, business, or a related field. At least five (5) years of progressively responsible administrative experience in a leadership position including grant management, planning and resource development, preferably in a public educational agency in scope and size similar to the LAOCRC.

REQUIRED SKILLS AND ABILITIES

Required Skills. Thorough knowledge of California Chancellor's Office, federal and state regulations governing workforce education; statistical and financial procedures; administration, supervision and training principles for staff. Communicate actual and proposed changes in regulations; understand and apply changing policies procedures, and guideline; write and speak effectively; make program and procedural analyses; maintain records and documentation subject to external audit; knowledge in grant management, monitoring, reporting and compliance at the community college level and state-funded workforce and economic development initiatives, community college fiscal services, standard practices and procedures.

Ability to: provide leadership, communicate well with a diverse group of people; be able to organize complex process and systems and communicate them clearly; cultivate and maintain positive relationships with senior leadership, administrators and staff across the region; be able to interpret budget reports and analyze information to track and anticipate budget management issues; facilitate problem solving one-on-one with chief executive officers from the private and public sectors, directors, colleges, and with community stakeholders; be able to supervise and assign staff to ensure effective and efficient operations.

Board Approval Date: August 14, 2017

**DIRECTOR
CRIMINAL JUSTICE ACADEMIES INSTRUCTION**

GENERAL RESPONSIBILITIES

Responsible to the Associate Dean of Criminal Justice Academies for all aspects of criminal justice academies instruction; assists with other criminal justice education programs; also performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

CRIMINAL JUSTICE ACADEMIES INSTRUCTION

Works with the Orange County Sheriff's Department and other law enforcement agencies to ensure the efficient and effective operation and management of instruction including, scheduling of all courses in appropriate facilities, staffing, admissions, and compliance with and reporting of certification requirements; assists in the Basic Academy selection process of non-affiliated academy students; counsels individuals interested in law enforcement careers; ensures the effectiveness of all course offerings, activities, and services and their responsiveness to the needs of culturally diverse communities; recommends and implements policies and regulations; ensures compliance with applicable laws and regulations; maintains related records and submits related reports.

Supervises and coordinates Santa Ana College's Criminal Justice Academies presentations with law enforcement training partners; assists with the design, delivery, staffing, funding and evaluation of instruction to public and private entities pursuant to contracts. Performs as the Director of the Basic and Modular Academies, coordinates Advanced Officer Training programs, and supervises all academy faculty and classified staff. Coordinates, schedules and conducts In-Service Agreement site visitations as assigned. Assists the Associate Dean with site facility management assuring that all its systems are functioning properly. Performs other duties and special projects as assigned by the Associate Dean of Criminal Justice Academies.

PERSONNEL

Under the direction of the Associate Dean, the Director of Criminal Justice Academies is responsible for the supervision of assigned staff including the direction and evaluation of work, the adjustment of grievances and the administration of applicable collective bargaining agreements. Recommends the hiring, transfer, lay-off, recall, promotion, discipline, training, and professional development of assigned staff. Monitors part-time faculty LHE and assures compliance within contractual limits.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance and the maintenance of student records, in accordance with the policies and regulations set forth by the District.

**DIRECTOR
CRIMINAL JUSTICE ACADEMIES INSTRUCTION**

DESIRABLE QUALIFICATION GUIDE (CONT'D)

ESSENTIAL FUNCTIONS

Supervises all aspects of the operation of Criminal Justice Academies instruction, including all functions of assigned staff.

Assists in the preparation and management of budget for designated programs; identifies law enforcement training needs, and ensures compliance with California laws and Commission of Peace Officer Standards and Training (POST) certification requirements.

Maintains POST certification to serve as an academy instructor fulfills academy teaching assignments as needed.

Assists in the development of departmental curriculum and conducts program review.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possession of a bachelor's degree; and, at least six years of full-time experience in law enforcement, corrections, probation or parole at a command level (Lieutenant, Captain, Commander, Chief, or equivalent). Successfully completed POST Academy Instructor Certification course (AICC).

Required Skills: Ability to assess public safety training and educational needs and opportunities; supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: August 14, 2017

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District (“District”), on the one hand, and **Sheena D. Tran** (“Administrator”), on the other hand, hereby enter into this Educational Administrator Employment Agreement (“Agreement”) pursuant to sub-section “a” of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as “Party” and collectively as “Parties.”

2. **Position.** District hereby employs Administrator in the position of **Assistant Dean of Financial Aid, Scholarships & Veterans** (“Position”). Administrator is an “academic employee” as defined in sub-section “a” of Section 87001 of the *Education Code*, is an “educational administrator” as defined in sub-section “b” of Section 87002 of the *Education Code*, and is a “management employee” as defined in sub-section “g” of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing **July 11, 2017** and ending **June 30, 2019**. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor, or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board of Trustees may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator’s duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with the approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of **\$125,738.74** per academic year (July 1 through June 30), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Evaluation.** Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees.

15. **Retreat Rights.** If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990,

and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

16. **Return to Tenured Faculty Position.** If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

17. **Dismissal or Imposition of Penalties During the Term of this Agreement.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

18. **Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured.** Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

19. **Resignation.** Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees, or upon a shorter period of time as may be approved by the Board of Trustees.

20. **Buy-Out of Agreement.** Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Sections 17 or 18 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

21. **Medical Examination.** Upon request of the Board of Trustees or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board of Trustees or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

22. **Severability.** If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

23. **Entire Agreement.** This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

24. **Amendment.** This Agreement may be modified or superseded only by a written amendment executed by both Parties.

25. **Mandatory Mediation and Arbitration.** Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the *Education Code*, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation is unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

26. **Ratification.** The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board of Trustees.

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Administrator

Date

Board Approval Date: August 14, 2017

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

**HUMAN RESOURCES DOCKET
CLASSIFIED
AUGUST 14, 2017**

CLASSIFIEDNew Appointment

Morrison, Jessica	Effective: July 31, 2017
Development Coordinator (CL17-0960)	Grade 15, Step 1 \$55,105.65
College Advancement/ SAC	

Professional Growth Increments

Cardenas, Raul	Effective: September 1, 2017
Technical Specialist II/ ITS/ SAC	Grade 15, Step 5 + 3PG (1500) \$68,502.32

Del Valle, Claudia	Effective: September 1, 2017
Administrative Clerk/ EOPS/ SAC	Grade 10, Step 2 + 1PG (500) \$45,447.16

Gutierrez Lucero, Maria	Effective: September 1, 2017
Student Services Specialist/ Counseling/ SCC	Grade 10, Step 6 + 2.5%L + 2.5%Bil + 1PG (500) \$57,847.22

Hurtado, Veronica	Effective: September 1, 2017
Student Services Coord./ Counseling/ SCC	Grade 15, Step 6 + 7.5%L + 9PG (3750) \$79,362.22

Lozano Arriaga, Erick	Effective: September 1, 2017
Technical Specialist I/ ITS/ SAC	Grade 13, Step 4 + 4PG (1500) \$59,333.07

McAdam, Justin	Effective: September 1, 2017
Gardner/Utility Worker/ Admin. Services/ SAC	Grade 8, Step 4 + 5PG (2500) \$48,039.42

Nakagawa, Phyllis	Effective: September 1, 2017
Special Projects Specialist/ Counseling/ SCC	Grade 11, Step 3 + 5%L + 8PG (2500) \$54,223.34

Out of Class Assignment

Do, Vinh	Effective: 07/10/17 – 09/29/17
Skilled Maintenance Worker/ Admin. Services/ SCC	Grade 11, Step 1 \$44,689.66

Out of Class Assignment cont'd

McAdam, Justin Gardner/Utility Worker/ Admin. Services/ SAC	Effective: 07/01/17 – 07/31/17 Grade 11, Step 4 + 4PG (2000) \$47,539.42
Nolan, Leanna Executive Secretary/ Fiscal Services/ District	Effective: 08/01/17 – 02/01/18 Grade 14, Step 1 \$52,170.12
Palomares, Maria Senior Custodian/ Admin. Services/ SAC	Effective: 07/01/17 – 07/31/17 Grade 7, Step 5 + 2.5%L + 1PG (500) \$47,613.41

Change in Position

Gil, Maria From: Resource Dev. Coord. To: Senior Resource Dev. Coord (Reorg 1014)/ Educ. Services/ District	Effective: July 6, 2017 Grade 18, Step 5 + 5%L + 2PG (1000) \$84,979.47
McAdam, Justin From: Custodian To: Gardener/Utility Worker (CL17-0969) Admin. Services/ SAC	Effective: July 27, 2017 Grade 8, Step 4 + 5 PG (2500) \$48,039.42
Sanchez Moreno, Marisol From: Student Services/ SAC To: President's Office/ SAC (Reorg 1007)	Effective: June 7, 2017 Grade 8, Step 4 \$45,539.42
Truong, Kevin From: Accountant To: Senior Accountant (CL17-1032) Fiscal Services/ District	Effective: August 1, 2017 Grade 15, Step 5 + 2.5%L \$68,677.38

Change in Salary Placement

Bizon, Veronica Admissions & Records Specialist I/ Continuing Ed./ CEC	Effective: August 1, 2017 Grade 6, Step 2 + 5%L + 1PG (500) + 2.5%Bil \$41,482.56 <i>Add Bilingual Stipend</i>
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Leave of Absence

Esparza, Wendy
Student Program Specialist/ Continuing
Ed./ CEC

Effective: 07/27/17 – 09/14/17
Reason: Maternity Leave

Moya, Nicole
Student Services Coordinator/ Student
Services/ SAC

Effective: 07/19/17 – 12/11/17
Reason: Maternity Leave

Nguyen, Trinity
Science Lab Coordinator/ Science & Math/
SCC

Effective: 07/03/17 – 08/21/17
Reason: Maternity Leave/FMLA

Ratification of Resignation/Retirement

Campbell, Amanda
Transfer Center Specialist/Counseling/
SCC

Effective: August 11, 2017
Reason: Resignation

Yu, Young
Senior Accountant/ Fiscal Services/
District

Effective: August 25, 2017
Reason: Resignation

CLASSIFIED HOURLY

Change in Salary Placement

Alvarez, Julian
Instructional Assistant/ Continuing Ed./
CEC

Effective: August 1, 2017
Grade 5, Step A + 2.5%Bil + 1PG (250)
\$17.20/Hour + \$20.83/Mo. PG
Correction Bilingual Stipend

Professional Growth Increment

Gamboa, Dillon
Senior Clerk/ Continuing Ed./ SCC

Effective: September 1, 2017
Grade 8, Step A + 4 PG (1000)
\$18.81/Hour + \$83.33/Mo. PG

Romero, Guadalupe
Learning Facilitator/ EOPS/ SAC

Effective: September 1, 2017
Grade 8, Step A + 6PG (1500)
\$18.81/Hour + \$125.00/Mo. PG

Change in Position

Rebolledo, Karina
Intermediate Clerk/ Fine & Performing
Arts/ SAC

From: August 21, 2017
To: August 14, 2017
Change in start date

Out of Class Assignment

Barbery, Monika
Student Program Specialist/ Continuing
Ed./ CEC

Effective: 07/27/17 – 11/03/17
Grade 10, Step A + 5%L \$21.52/Hour

Leave of Absence

Butler, Aaron
Athletic Field/Grounds Worker/ Admin.
Services/ SAC

Effective: 07/01/17 – 07/31/17
06/01/18 – 06/30/18
Reason: Non Work Days for 10 Month
Contract

Connaker, William
Learning Assistant/ Tutoring Center/ SCC

Effective: 08/14/17 – 08/25/17
01/08/18 – 01/12/18
01/22/18 – 01/26/18
Reason: Non Work Days for 11 Month
Contract

Shah, Sumitra
Learning Assistant/ Tutoring Center/ SCC

Effective: 08/21/17 – 08/25/18
11/06/17 – 11/17/17
06/04/18 – 06/08/18
Reason: Non Work Days for 11 Month
Contract

Ratification of Resignation/Retirement

Demar, John
Learning Facilitator/ Humanities & Soc.
Sci./ SAC

Effective: August 15, 2017
Reason: Resignation

Torres Medina, Jo'an
Learning Facilitator/ Humanities & Soc.
Sci./ SAC

Effective: August 3, 2017
Reason: Resignation

Ratification of Resignation/Retirement cont'd

Vazquez, Alexis Student Services Specialist/ Student Services/ SCC	Effective: June 29, 2017 Reason: Resignation
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TEMPORARY ASSIGNMENT

Aguilar, Luis Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
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Araiza, Nicholas Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
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Arias, Juan Instructional Assistant/ Business & Career Tech./ SCC	Effective: 08/28/17 – 06/01/18
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Armijo, Konnor Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
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Avalos, Omar Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
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Avila, Jessett Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
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Brean, Corey Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
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Broadwater, Jeremy Instructional Assistant/ Science & Math/ SAC	Effective: 08/28/17 – 06/30/18
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Bustamante Ochoa, David Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
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Bustamante, Robert Student Services Specialist/ Student Services/ SCC	Effective: 08/15/17 – 06/30/18
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TEMPORARY ASSIGNMENT cont'd

Calzada, Juan Instructional Assistant/ Student Services/ SAC	Effective: 08/15/17 – 08/31/17
Campbell, Timothy Fine Arts & Theater Facilities Tech./ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 10/31/17
Carrizosa, Jason Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Chang, Grace Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Cooper, Laura Instructional Assistant/ Arts, Humanities & Soc.Sci./ SCC	Effective: 09/15/17 – 06/01/18
Daniels, Lani Library Clerk/ Library/ SAC	Effective: 08/28/17 – 12/31/17
Duprey, Karen Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Duronsiet, Denine Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Fisher, Ivette Library Clerk/ Library/ SAC	Effective: 08/28/17 – 12/31/17
Flanagan, Jackson Instructional Assistant/ Science & Math/ SCC	Effective: 08/21/17 – 12/15/17
Flores, Edgar Student Program Specialist/ Student Services/ SAC	Effective: 08/15/17 – 08/31/17
Flores, Vanessa Instructional Assistant-DSPS/ DSPS/ SAC	Effective: 08/21/17 – 06/01/18

TEMPORARY ASSIGNMENT cont'd

Fugate, Adam Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Garcia, Gilbert Video Tech./ Fine & Performing Arts/ SAC	Effective: 08/15/17 – 12/31/17
Gee, Paul Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Grajeda, Alexandria Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Guzman, Yanelly Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Hagle, Tyler Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Holcombe, Drew Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Huerta, Anthony Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Huynh, Kelly Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Kenney, Christopher Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Le, Kim Accompanist/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Le, Theodore Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Lira, Liliana Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Marin, Perla Student Program Specialist/ Student Services/ SAC	Effective: 08/15/17 – 08/31/17

TEMPORARY ASSIGNMENT cont'd

Matthews, Tracy Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Mejia, Jovannys Student Services Specialist/ Student Services/ SCC	Effective: 08/15/17 – 05/18/18
Meza, Joanna Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Molina, Paola Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Nezda, Stacey Costume Tech./ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Nguyen, Elizabeth Accompanist/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Nguyen, Michael Instructional Assistant/ Business Div./ SAC	Effective: 08/28/17 – 05/31/18
Okula, Matthew Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Olson, Tabitha Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Phan, Kevin Accompanist/ Arts, Humanities & Soc. Sci./ SCC	Effective: 08/28/17 – 06/01/18
Porter, Michael Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Pugh, Keith Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18

TEMPORARY ASSIGNMENT cont'd

Rafael, Rita Instructional Assistant/ Arts, Humanities & Soc. Sci./ SCC	Effective: 09/15/17 – 06/01/18
Rodarte, Patricia Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Rosales, Mauro Video Tech./ Fine & Performing Arts/ SAC	Effective: 08/15/17 – 06/30/18
Rudela, Katarina Instructional Assistant/ Science & Math/ SCC	Effective: 08/28/17 – 12/17/17
Saavedra, Juan Instructional Assistant/ Business Div./ SAC	Effective: 08/28/17 – 05/31/18
Sibley, Craig Fine Arts & Theater Facilities Tech./ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 12/31/17
Sullivan, Katey Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Than, Uyenphuong Accompanist/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Torres, Daniel Instructional Assistant/ Counseling/ SAC	Effective: 08/28/17 – 06/01/18
Truong, Trinh Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Vu, Janet Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Vu, Jennifer Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18
Weatherholt, Branden Learning Facilitator/ Science & Math/ SAC	Effective: 08/28/17 – 06/01/18

Additional Hours for Ongoing Assignment

Champion, Michael Instructional Assistant/ Science & Math/ SCC	Effective: 08/28/17 – 06/01/18 Not to exceed 19 consecutive working days in any given period.
Diaz, Diana Student Services Specialist/ Student Services/ SCC	Effective: 07/18/17 – 07/31/17 Not to exceed 19 consecutive working days in any given period.
Gandarilla, Aurea Intermediate Clerk/ Counseling/SAC	Effective: 07/18/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Geddes, Christopher Custodian/ District Facility Planning & Distr. Construction/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Hughes, Jessica Instructional Assistant/ Science & Math/ SCC	Effective: 08/28/17 – 12/17/17 Not to exceed 19 consecutive working days in any given period.
Luarte, Joseph Fine Arts & Theater Facilities Tech./ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Medina, Jennifer Cashier/ Bookstore/ SCC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Mora, Guadalupe Custodian/ District Facility Planning & District Construction/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Ordiano, Carlos Instructional Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Palomares, Vanessa Business Services Coord./ SBDC/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Panotes, Joel Custodian/ Facility Planning & District Construction/ District	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.

Additional Hours for Ongoing Assignment cont'd

Quinonez, Fernando Bookstore Storekeeper/ Bookstore/ SCC	Effective: 07/01/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Requena Ramirea, Raquel Career Tech./ Counseling/ SAC	Effective: 07/18/17 – 08/10/17 Not to exceed 19 consecutive working days in any given period.
Williams, Nichola Instructional Assistant/ Continuing Ed./ OEC	Effective: 07/03/17 – 08/17/17 Not to exceed 19 consecutive working days in any given period.

Substitute Assignments

Barbery, Monika Student Program Specialist/ Continuing Ed./ CEC	Effective: 07/27/17 – 11/03/17 Not to exceed 19 consecutive working days in any given period.
Barriga Orozco, Carlos Custodian/ Admin. Services/ SCC	Effective: 07/03/17 – 06/29/18
Cardenas, Maria Admissions & Records Spec. I/ Admissions/ Continuing Ed./ CEC	Effective: 07/03/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Duong, Quyen Instructional Assistant/ Continuing Ed./ CEC	Effective: 07/03/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Estrada, Gilberto Custodian/ Continuing Ed./ OEC	Effective: 07/10/17 – 06/30/18 Not to exceed 19 consecutive working days in any given period.
Mora, Guadalupe Custodian/ Admin. Services/ SCC	Effective: 08/02/17 – 06/29/18
Paz, Evelia Student Services Specialist/ Student Services/ SCC	Effective: 07/18/17 – 11/15/17
Perez, Rodolfo Custodian/ Admin. Services/ SCC	Effective: 07/10/17 – 06/29/18

Substitute Assignments cont'd

Rodriguez, Bobby Custodian/ Admin. Services/ SCC	Effective: 07/03/17 – 06/29/18 Not to exceed 19 consecutive working days in any given period.
Rosales Lopez, Jose Custodian/ Continuing Ed./ CEC	Effective: 07/17/17 – 12/09/17 Not to exceed 19 consecutive working days in any given period.
Santoyo Mireles, Monica High School & Comm. Outreach Spec./ Student Services/ SAC	Effective: 07/19/17 – 11/16/17 Not to exceed 19 consecutive working days in any given period.

MISCELLANEOUS POSITIONS

Abraham, Richey Community Services Presenter/ SAC	Effective: 07/01/17
Alderette, Xavier Model/ Fine & Performing Arts/ SAC	Effective: 07/03/17 – 07/27/17 08/28/17 – 06/30/18
Bentz, Marie Model/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Bentz, Paul Model/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Blackwell, Jana Model/ Fine & Performing Arts/ SAC	Effective: 07/03/17 – 07/27/17 08/28/17 – 06/30/18
Blackwell, Pamela Model/ Fine & Performing Arts/ SAC	Effective: 07/03/17 – 07/27/17 08/28/17 – 06/30/18
Bush, Nicholas Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 08/08/17 – 06/30/18
Childs, Wendy Sign Language Interpreter II/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Cole, John Model/ Fine & Performing Arts/ SAC	Effective: 07/03/17 – 07/27/17 08/28/17 – 06/30/18

MISCELLANEOUS POSITIONS cont'd

Dascenzo, Christina Sign Language Interpreter II/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Dehmobad Nasrabadi, Shahrzad Community Services Presenter/ SAC	Effective: 07/01/17
Depetris, Gina Sign Language Interpreter II/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Gil, Kim Yen Community Services Presenter/ Continuing Ed./ OEC	Effective: 07/24/17
Griego, Ariana Model/ Fine & Performing Arts/ SAC	Effective: 07/03/17 – 07/27/17 08/28/17 – 06/30/18
Hawkins, Jimmy Sign Language Interpreter VII/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Lanning, Joseph Residential Assistant III/ Student Services/ SCC	Effective: 07/12/17 – 07/27/17
Oshio, Gail Sign Language Interpreter IV/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Otterbach, Denise Sign Language Interpreter II/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Posada, Estela Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 08/08/17 – 06/30/18
Ramos, Jonathan Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18

MISCELLANEOUS POSITIONS cont'd

Samaniego, Adriel Community Services Presenter/ Continuing Ed./ OEC	Effective: 07/01/17
Shiba, Lisa Sign Language Interpreter IV/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Shields, Cindy Sign Language Interpreter IV/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Siegfried, Lauren Stage Assistant/ Fine & Performing Arts/ SAC	Effective: 08/08/17 - 06/30/18
Smith, Elizabeth Sign Language Interpreter V/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18
Turner, Tracey Model/ Fine & Performing Arts/ SAC	Effective: 08/28/17 – 06/30/18
Woolard, Caleb Sign Language Interpreter VII/ Student Services/ SCC	Effective: 07/01/17 – 06/30/18

Instructional Associates/Associate Assistants

Criminal Justice

Hoffman, Craig	Effective: 08/15/17
Lewis, Alessandra	Effective: 08/15/17
Rowe, Brian	Effective: 08/15/17
Wellenstein, Carrie	Effective: 08/15/17

Nursing

Blair, Karem	Effective: 08/15/17
Cullen, Cathy	Effective: 08/28/17

COMMUNITY SERVICE PRESENTERS

Stipends Effective July 1 – July 10, 2017

Dumon, Dori	Amount: \$ 140.00
Dumon, Dori	Amount: \$ 160.00
Krusemark, Leeanne	Amount: \$ 136.86
Maldonado, Sonia	Amount: \$ 560.00
Reyes, Alfred	Amount: \$ 500.00
Rivera, Rodrigo	Amount: \$ 310.20
Schutzka, Jennifer	Amount: \$ 90.24

SANTA ANA COLLEGE
STUDENT ASSISTANT LIST

Bacilio Dominguez, Jessica	Effective: 08/14/17-06/30/18
Bahena, Karol	Effective: 08/14/17-06/30/18
Barrero, Myriam	Effective: 08/28/17-06/30/18
Bernstein, Paula A.	Effective: 08/14/17-06/30/18
Bustamante Munoz, Maribel	Effective: 07/01/17-06/30/18
Casillas, Anthony J.	Effective: 08/28/17-06/30/18
Castaneda, Felipe	Effective: 07/01/17-06/30/18
Castelan, Odalis Y.	Effective: 07/01/17-06/30/18
Cordova Galdamez, Grecia E.	Effective: 08/28/17-06/30/18
Daniel, Halen L.	Effective: 07/01/17-06/30/18
Diaz, Crystal M.	Effective: 08/28/17-06/30/18
Doan, Linh T.	Effective: 08/28/17-06/30/18
Esqueda, Juan R.	Effective: 08/14/17-06/30/18
Flores, Zaira	Effective: 06/26/17-06/30/17
Flores, Zaira	Effective: 07/03/17-06/30/18
Fraga, Pamela	Effective: 07/11/17-06/30/18
Ly, Thu Huong T.	Effective: 08/28/17-06/30/18
Ngo, Thu T.	Effective: 08/28/17-06/30/18
Nguyen, Nancy	Effective: 08/28/17-06/30/18
Nguyen, Thuan D.	Effective: 08/28/17-06/30/18
Nguyen, Tuan T.	Effective: 08/28/17-06/30/18
Phan, My L.	Effective: 08/28/17-06/30/18
Turk, Daniel W.	Effective: 08/28/17-06/30/18

Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST

Alawneh, Sohybe	Effective: 08/01/2017 – 06/30/2018
Alcala, Katia	Effective: 07/03/2017 – 06/30/2018
Alvarez, Humberto	Effective: 07/24/2017 – 06/30/2018
Bevens, Keisha	Effective: 07/10/2017 – 06/30/2018
Blanco Moreno, Myriam	Effective: 07/10/2017 – 06/30/2018
Broad, Megan	Effective: 07/06/2017 – 06/30/2018
Cheung, Cassandra	Effective: 07/11/2017 – 06/30/2018
Choi, Brian	Effective: 08/21/2017 – 06/30/2018
Coronado Flores, Erika	Effective: 07/03/2017 – 06/30/2018
Dao, Nhi Thi Quynh	Effective: 07/05/2017 – 06/30/2018
Delgado Guzman, Abiezer	Effective: 08/21/2017 – 06/30/2018
De Rosas Carrera, Iris	Effective: 07/03/2017 – 06/30/2018
De Rosas, Maria	Effective: 07/03/2017 – 06/30/2018
Flores Sainz, Jaime Ernesto	Effective: 08/21/2017 – 06/30/2018
Galicia Vega, Victoria	Effective: 07/03/2017 – 06/30/2018
Garcia, Sara	Effective: 08/21/2017 – 06/30/2018
Gilmor, Andrew	Effective: 08/21/2017 – 06/30/2018
Guerra, Robert	Effective: 08/21/2017 – 06/30/2018
Harrington, Joseph	Effective: 08/21/2017 – 06/30/2018
Huynh, Tina	Effective: 08/21/2017 – 06/30/2018
Koenig, Samantha	Effective: 08/21/2017 – 06/30/2018
Leland, Olivia	Effective: 08/21/2017 – 06/30/2018
Maciel, Jacob	Effective: 08/21/2017 – 06/30/2018
Mai, Jake	Effective: 08/21/2017 – 06/30/2018
Martinez, Anissa	Effective: 08/21/2017 – 06/30/2018
Martins Schuch, Anna	Effective: 07/05/2017 – 06/30/2018
Matus Rojas, Grecia	Effective: 08/21/2017 – 06/30/2018
Mohseni, Amirsadra	Effective: 08/21/2017 – 06/30/2018
Mousavi, Kahren	Effective: 08/21/2017 – 06/30/2018
Nguyen, Halena	Effective: 08/21/2017 – 06/30/2018
Nguyen, Phuc	Effective: 08/21/2017 – 06/30/2018
Oregel, Maira	Effective: 07/03/2017 – 06/30/2018
Pacheco Osorio, Educarado	Effective: 08/21/2017 – 06/30/2018
Peker, Yusuf	Effective: 08/01/2017 – 06/30/2018
Piceno, Cristina	Effective: 07/03/2017 – 06/30/2018
Rintalan, Jeremy	Effective: 08/21/2017 – 06/30/2018
Sanchez, Samuel	Effective: 08/21/2017 – 06/30/2018
Sanson, Cameron	Effective: 08/21/2017 – 06/30/2018
Smith, Jesse	Effective: 08/21/2017 – 06/30/2018
Torok, Jacob	Revised start date: Effective: 08/01/2017 – 06/30/2018

Santiago Canyon College
STUDENT ASSISTANT NEW HIRE LIST cont'd

Tseng, Athena	Effective: 08/21/2017 – 06/30/2018
Tudela, Jovan	Effective: 08/21/2017 – 06/30/2018
Ty, Veng Hout	Effective: 08/21/2017 – 06/30/2018
Vanderpool, Hanna	Effective: 08/21/2017 – 06/30/2018
Vera Rodriguez, Roberto	Effective: 08/21/2017 – 06/30/2018
Wheeling, Hannah	Effective: 08/21/2017 – 06/30/2018
Williams, Darren	Effective: 08/21/2017 – 06/30/2018
Zaragoza Ziomara	Effective: 07/03/2017 – 06/30/2018

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of the California School Employees Association (CSEA) Chapter 579 Initial Bargaining Proposal to the Rancho Santiago Community College District	
Action:	Request for Approval	

BACKGROUND

Pursuant to Government Code Section 3547(a), the California School Employees Association (CSEA) Chapter 579 initial bargaining proposal to the Rancho Santiago Community College District was presented for information and public review at the July 17, 2017 Board of Trustees meeting. At that time, a public hearing on this proposal was scheduled for the August 14, 2017 Board of Trustees meeting.

ANALYSIS

After considering any comment received during the public hearing, the Board of Trustees may now take action to approve its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees approve the California School Employees Association (CSEA) Chapter 579 initial bargaining proposal to the Rancho Santiago Community College District.

Fiscal Impact: To be Determined	Board Date: August 14, 2017
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**California School Employees Association
and its
Ranch Santiago Community College
Chapter #579
Initial Re-opener Proposal
for 2017-18**

Dear Ms. Chitlik,

Please accept the following as CSEA's initial proposal for reopener negotiations for the 2017-18 collective bargaining agreement. Please feel free to commence with any notification requirements that the District may have.

Article 11 – Holiday Leave

CSEA has an interest in establishing permanence in currently practiced holiday times.
CSEA has an interest in extending spring break to encompass 5 business days.

Article 14 - Wages and Hours

CSEA is interested in a fair and reasonable wage increase commensurate with industry standards as well as discuss longevity increments.

Article 19- Health and Welfare

CSEA has an interest in discussing coverage and benefits expansion.
CSEA also wishes to increase the "fringe" cap by a reasonable and agreeable amount acceptable to both parties.

Article 23 - Layoffs

CSEA has an interest in clarifying and providing additional definitions to seniority and layoffs.

CSEA reserves the right to open additional articles during the negotiations process as allowable by law.

Sincerely,



Sheryl Martin

Chapter President

CSEA RSCCD #579

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Rancho Santiago Community College District Initial Bargaining Proposal to the California School Employees Association (CSEA) Chapter 579	
Action:	Request for Approval	

BACKGROUND

Pursuant to Government Code Section 3547(a), the Rancho Santiago Community College District's initial bargaining proposal to the California School Employees Association (CSEA) Chapter 579 was presented for information and public review at the July 17, 2017 Board of Trustees meeting. At that time, a public hearing on this proposal was scheduled for the August 14, 2017 Board of Trustees meeting.

ANALYSIS

After considering any comment received during the public hearing, the Board of Trustees may now take action to approve its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees approve the district's initial bargaining proposal to the California School Employees Association (CSEA) Chapter 579.

Fiscal Impact: To be Determined	Board Date: August 14, 2017
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL
OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TO THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 579
July 17, 2017**

Article 14 – Wages and Hours

- Maintain current salary schedule (14.1)

Article 19 – Health and Welfare

- Maintain district contributions at current levels (19.5a)

Article 24 – Corrective Action Procedures

- Update Language (24.5)
- Update Language (24.7.4)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date:	August 14, 2017
Re:	Approval of Rancho Santiago Community College District Initial Bargaining Proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD)		
Action:	Request for Approval		

BACKGROUND

Pursuant to Government Code Section 3547(a), the Rancho Santiago Community College District's initial bargaining proposal to the Faculty Association of Rancho Santiago Community College District (FARSCCD) was presented for information and public review at the July 17, 2017 Board of Trustees meeting. At that time, a public hearing on this proposal was scheduled for the August 14, 2017 Board of Trustees meeting.

ANALYSIS

After considering any comment received during the public hearing, the Board of Trustees may now take action to approve its bargaining proposal.

RECOMMENDATION

It is recommended that the Board of Trustees approve the district's initial bargaining proposal to the Faculty Association of the Rancho Santiago Community College District (FARSCCD).

Fiscal Impact: To be Determined	Board Date: August 14, 2017
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

**INITIAL BARGAINING PROPOSAL
OF THE
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
TO THE
FACULTY ASSOCIATION OF THE RANCHO SANTIAGO
COMMUNITY COLLEGE DISTRICT
July 17, 2017**

Article 5 – Health and Welfare Benefits

- Maintain District Contributions at current levels

Article 6 – Instructional Hours, Duties and Workload

- Develop 2018-2019 and 2019-2020 Instructional Calendars
- Increase Credit Instructional workweek from 15 LHE to 18 LHE (6.1.3.A and 6.1.4)
- Increase minimum weekly student contact assignment for Counselors from 25 to 35 hours per week (6.1.3C)
- Non-Credit Instructors will be assigned 25 teaching hours a week. Remove language: “No less than five hours of these teaching hours shall be released for program facilitation activities.” Add: All additional required hours will be on-site and approved by the appropriate administrator. (6.1.3B)
- Summer pay for Non-credit Instructors: Revise Summer Salary Schedule C commensurate with the Credit Faculty Summer Salary Schedule A
- Develop reemployment preferences for part-time, temporary faculty consistent with SB1379

Article 7 – Salaries

- Methodology for the calculation of 9th place ranking within a total compensation framework (7.1.1 A)
- Provide Step and Column Movement (7.1.1B)

Article 8 – Evaluation

- Establish evaluation process and procedures for Distance Education faculty
- Establish evaluation process and procedures for Department Chairs

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Human Resources

To:	Board of Trustees	Date: August 14, 2017
Re:	Approval of Agreement with Nicole Miller & Associates, Inc.	
Action:	Request for Approval	

BACKGROUND

The District periodically requires assistance with specialized safety and security issues. ASCIP, the district's property and liability insurance administrator, recommends Nicole Miller & Associates, Inc. as the company to assist its members with these issues.

ANALYSIS

Nicole Miller & Associates, Inc. has been providing specialized consulting services to school districts, community colleges, and county offices of education for the past ten (10) years.

RECOMMENDATION

It is recommended that the Board of Trustees authorize the Chancellor or his designee to execute an agreement with Nicole Miller & Associates, Inc.

Fiscal Impact: To be Determined	Board Date: August 14, 2017
Item Prepared by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Submitted by: Judyanne Chitlik, Vice Chancellor, Human Resources	
Item Recommended by: Raúl Rodríguez, Ph.D., Chancellor	

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
(2017/18 School Year)

SECURITY / INVESTIGATIONS CONSULTING AGREEMENT

THIS AGREEMENT is made and entered into this (Board Approval Date):

1st	day of	July, 2017
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by and between

Nicole Miller & Associates, Inc.

Independent Contractor, hereinafter referred to as "Consultant" and the Rancho Santiago Community College District, hereinafter referred to as "District."

WHEREAS the District is in need of special services and advice:

WHEREAS such services and advice are not available at no cost from public agencies;
and

WHEREAS Consultant is specially trained, experienced, and competent to provide the special services and advice required; and

WHEREAS such services are needed on a limited basis;

NOW, THEREFORE, the parties hereto agree as follows:

1. Services to be provided by Consultant:

Nicole Miller & Associates, Inc.

2. List of Other Supportive Staff or Consultants:

Nicole Miller, President & CEO Steve Doan, Senior Investigator / Security Martin Hanneman, Security Operations, Director Ara RaisDana, Lead Investigator Mackenzie Kintz, Lead Investigator Alyssa Jarvis, Lead Investigator Lisa Strachan, Lead Investigator Kalene VanHuss, Lead Investigator Brittney Hamilton, Associate Investigator Kristie Choi, Associate Investigator Jacqueline Lee, Associate Investigator Sarah McMahan, Associate Investigator
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3. Consultant shall commence providing services under this AGREEMENT on:

Date:	July 1, 2017
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and shall diligently perform as specified and complete performance by:

Date:	June 30, 2018
-------	---------------

Consultant shall perform said services as an independent contractor calling and not as an employee of the District. Consultant shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished.

4. District shall prepare and furnish the following information to Consultant, upon request, such information as is reasonably necessary to the performance of Consultant to this AGREEMENT:

Provide administrative services required for investigative process.

5. District shall pay Consultant for services rendered satisfactorily * See Exhibit A for details - (\$150.00 hourly) Payment shall be made 30 days after receipt of invoice. Consultant shall submit an invoice to District for approval.
6. District may at any time for any reason terminate this AGREEMENT. Written notice by the District's Vice Chancellor shall be sufficient to stop further performance of services by Consultant. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
7. Consultant agrees to and shall hold harmless and indemnify District, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - a. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, expense sustained by Consultant or any person, firm, or corporation employed by Consultant upon or in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of District, its officers, employees, or agents.
 - b. Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the District, arising out of, or in any way connected with the services covered by this AGREEMENT, whether said injury or damage occurs either on or off school district property, except for liability for

damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the District, its officers, agents, or employees in any action suit, or other proceedings as a result thereof.

8. This AGREEMENT is not assignable without written consent of the parties hereto.
9. Consultant and assistants shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including Worker's Compensation.
10. Consultant, if an employee of another public agency, certifies that Consultant shall not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to the AGREEMENT.
11. The following is a brief description of what will be achieved by Consultant as a result of this AGREEMENT:

Security & Investigative services

12. What are the technical reasons Consultant is being hired as an Independent Contractor rather than an employee?

Specialized services are required on an as-needed basis.

List any technical support that will need to be supplied by District:

none

**COMMON-LAW FACTORS
(IRS Revenue Rule 87-41)**

Mark all items that are true for the intended Consultant:

- No Instructions:** The consultant will not be required to follow explicit instructions to accomplish the job.
- No Training:** The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.
- Work Not Essential to the Employer:** The employer's success or continuation does not depend on the services of the consultant.
- Right to Hire Others:** The consultant is being hired to provide a result and will have the right to hire others for actual work, unless otherwise noted.
- Control of Assistants:** Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.
- Not a Continuing Relationship:** If frequent, will be at irregular intervals, on call, or whenever work is available.
- Own Work Hours:** Consultant will establish work hours for the job.
- Time to Pursue Other Work:** Since specific hours are not required, consultant may work for other employers simultaneously, unless otherwise noted.
- Job Location:** Consultant controls job location, under district discretion, whether on employer's site or not.
- Order of Work:** Consultant, rather than employer, determines order or sequence of steps in performance of work.
- No Interim Reports:** Only specific pre-determined reports defined in the consulting agreement.
- Basis of Payment:** Consultant paid for services rendered, if applicable (see Agreement #4); total compensation set in advance of starting the job.
- Business Expenses:** Consultant is responsible for incidental or special business expenses.
- Tools and Equipment:** Consultant furnishes the identified tools and equipment needed for the job.
- Significant Investment:** Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential, and adequate.
- Possible Profit or Loss:** Consultant does these (check valid items):
 - Hires, directs, pays assistants
 - Has equipment, facilities
 - Has a continuing and recurring liability
 - Performs specific jobs for prices agreed-upon in advance
 - Lists services in Business Directory
 - Other (explain) _____
- Work for Multiple Employers:** Consultant may perform services for more than one employer simultaneously, unless otherwise noted.
- Services Available to the General Public** (check valid items):
 - Maintains an office
 - Business license
 - Business signs
 - Advertises services
 - Lists services in Business Directory
 - Other (explain) _____
- Limited Right to Discharge:** Consultant not subject to termination as long as contract specifications are met, unless otherwise noted (see Agreement #5 and #11).
- No Compensation for Non-Completion:** Responsible for satisfactory completion of job; no compensation for non-completion.



PI 28276

SCOPE OF WORK AGREEMENT

Human Resource Investigations and
Safety and Security Assessments

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INTRODUCTION

Nicole Miller & Associates, Inc., is a private investigations firm based in Southern California that specializes in investigations safety and security assessments for California's educational institutions. Our firm is highly knowledgeable regarding the policies and procedures unique to governing such public entities as school districts, community college districts, JPAs, and county offices of education. Our investigators and security personnel are expertly qualified to provide a wide variety of services with the ultimate goal of preparing a comprehensive and legally defensible work product for our clients. This has earned our firm a reputation as the leading independent investigators for school districts in southern California.

We have conducted thousands of investigations for school districts, including uniform, human resource, and D.F.E.H. complaints involving a wide array of subject matter such as:

- Unlawful discrimination, harassment, intimidation, bullying, and hostile work environment
- Unlawful discrimination in employment
- Williams complaints
- Special education compliance (IEPs; 504)
- Career Technical Education Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Employee related investigations, including employee misconduct
- Parent and community member complaints
- Student related investigations
- Misappropriation of funds
- Coaching violations
- Policy compliance and audits
- Residency Verifications

Sincerely,



Nicole Miller
President & CEO

REFERENCES

Nicole Miller & Associates, Inc., has contracted with each of the following entities for school district related investigation and safety and security services. Collectively, we have worked with these clients on hundreds of investigations relating to a variety of school district matters.

Investigative Services

Long Beach Unified School District

1515 Hughes Way
Long Beach, CA 90810

Contact: Ruth Perez Ashley
Deputy Superintendent, Education Services
& Human Resource Services
(562) 997-8258
rashley@lbschools.net

Irvine Unified School District

5050 Barranca Parkway
Irvine, CA 92604

Contact: Eamonn O'Donovan
Assistant Superintendent, Human Resources
(949) 936-5135
eamonnodonovan@iusd.org

Orange County Department of Education

200 Kalmus Drive
Costa Mesa, CA 92626

Contact: Gina Lance
Director, Human Resources
(714) 966-4333
glance@ocde.us

McCune & Harber, LLP

515 S. Figueroa St. Suite 1150
Los Angeles, CA 90071

Contact: Steve Harber, Partner
(213) 689-2501
sharber@mccuneharber.com

Laguna Beach Unified School District

550 Blumont Street
Laguna Beach, CA 92651

Contact: Leisa Winston
Director, Human Resources and Public
Communications
(949) 497-7700
lwinston@lbusd.org

Newport-Mesa Unified School District

2985 Bear Street
Costa Mesa, CA 92626

Contact: Russell Lee-Sung
Associate Superintendent, Chief Academic Officer
(714) 424-8959
rleesung@nmusd.us

Atkinson, Andelson, Loya, Ruud & Romo

20 Pacifica Suite 1100
Irvine, CA 92618

Contact: Anthony P. De Marco, Partner
(562) 653-3560
ademarco@aalrr.com

Stutz, Artiano, Shinoff and Holtz

2488 Historic Decatur Rd. Suite 200
San Diego, CA 92106

Contact: Daniel R. Shinoff, Partner
(619) 232-3122
dshinoff@sashlaw.com

REFERENCES

Safety & Security Services

Anaheim Elementary School District

Leslie Coghlan
Director, Pupil Services
(714) 517-7526 ext. 4110
lcoghlan@acsd.us

Ontario-Montclair School District

Phil Hillman, CPA
Chief Business Official
(909) 418-6450
Executive Assistant: MARRISA FIELDS
marrisa.fields@omsd.net

Rancho Santiago Community College District

Judyanne Chitlik
Interim Vice Chancellor, Human Resources
(714) 480-7489
Chitlik_judy@rsccd.edu

Palos Verdes Peninsula Unified School District

Joan Lewis
Ridgecrest Intermediate School
(310) 544-2747 ext. 201

CLIENT TESTIMONIALS

SEE WHAT OUR CLIENTS HAVE TO SAY ABOUT OUR PEOPLE, SERVICES, AND WORK PRODUCT.

Please note, where necessary, client testimonials have been redacted for confidentiality.

PROFESSIONALSIM

“

“Thank you for **treating my daughter well** during the investigation... you did a great job!”

- Parent of a 12th Grade High School Student

“You said you would do a **fair investigation** and you did that. Thank you.”

- Attorney Representing a Community College Administrator

“Thanks again for your hard work, diligence and the **respect you demonstrated** for all involved.”

- Director of Certificated Personnel at a Southern California School District

“Your professionalism and calm ways have a way of **getting down to the nitty-gritty** substance of the matter.”

- Assistant Superintendent with a Southern California School District

”

KNOWLEDGE AND EXPERIENCE

“

“I want to thank you for the incredible job that you did on the [redacted for confidentiality] complaint. **No stone was left unturned** and you maintained an incredibly high level of **confidentiality** and **integrity** to the process throughout. I must tell you that [Employee Union Executive Director], who can be hypercritical of anyone questioning his members, was extremely complimentary of you two, stating that you two, “Do an amazing job!” **You are the best!**”

- Director of Certificated Personnel at a Southern California School District

“You provided **great analysis** of your investigation and your findings, and your contributions really made a difference!

- Superintendent of a Southern California School District

“I personally appreciate that you were able to **provide such insight** into all the various issues our board had to deal with today. Thank you for your help!”

- Superintendent of a Southern California School District

“Sitting in on your interviews is **always a pleasure.**”

- Assistant Superintendent with a Southern California School District

“I wanted to thank you for all your excellent work on the [redacted for confidentiality] matter... **You are better than the best.**”

- Partner at a Large Educational Law Office in Southern California

“Nicole, thank you so much for presenting to our leadership group last week. I know that it opened their eyes – in a good way! Again, we **enjoy our partnership** with you and your staff.”

- Assistant Superintendent with a Southern California School District

”

CALIBER OF WORK PRODUCT



"I greatly appreciate the **high caliber of work** that your firm conducts for us."

- Superintendent of a Southern California School District

"Excellent! Thanks to your team for doing a **thorough job** on this important matter."

- Associate with a Law Office in Southern California

"I appreciate your **clear writing and organization**. Thank you!"

- Assistant Superintendent with a Southern California School District

"You were both **so efficient and thorough**."

- Senior Level Administrator with a Southern California School District

"The strength of your team shows in the **quality work products** that you prepare for us and we are grateful."

- Deputy Superintendent for a Southern California School District

"Nicole, thank you for the thorough report on [redacted for confidentiality]. It was **very well done!**"

- Partner at a Large Educational Law Office in Southern California

"We're **thrilled with your work** on [redacted for confidentiality]. Thanks!"

- Partner at a Large Educational Law Office in Southern California

"Your **thoroughness was second to none**."

- Director of Certificated Personnel at a Southern California School District

"Wonderful job on the investigative report. Your writing is very smooth and 'clean' (i.e., free of typos), which makes **it a pleasure to read**... Thank you for the great job!"

- Partner at a Law Office in Southern California



CLIENT LIST

SCHOOL DISTRICTS AND INSURANCE COMPANIES

- Adelanto Elementary School District
- Alliance of Schools for Cooperative Insurance Programs (ASCIP)
- Alhambra Unified School District
- Alta Loma School District
- Alvord Unified School District
- Anaheim Elementary School District
- Anaheim Union High School District
- Azusa Unified School District
- Barstow Unified School District
- Bear Valley Unified School District
- Beverly Hills Unified School District
- Cajon Valley Union School District
- Calexico Unified School District
- Capistrano Unified School District
- Carlsbad Unified School District
- Central Union High School District
- Centralia Elementary School District
- Cerritos Community College
- Chino Valley Unified School District
- Claremont Unified School District
- Coast Community College District
- Colton Joint Unified School District
- Compton Community College District
- Compton Unified School District
- Corona/Norco Unified School District
- CorVel
- Covina-Valley Unified School District
- Cucamonga School District
- Culver City Unified School District
- Desert Sands Unified School District
- East Whittier City School District
- El Camino Community College District
- Etiwanda Unified School District
- Fullerton Joint Union High School District
- Grossmont Union High School District
- Inglewood Unified School District
- Irvine Unified School District
- Jurupa Unified School District
- Laguna Beach Unified School District
- Long Beach Unified School District
- Los Alamitos Unified School District
- Menifee Unified School District
- Mirman School
- Moreland Unified School District
- Moreno Valley Unified School District
- Morongo Unified School District
- Mt. San Antonio College
- Murrieta Valley Unified School District
- Newhall School District
- Newport-Mesa Unified School District
- Norwalk-La Mirada Unified School District
- Ocean View School District
- Orange County Department of Education
- Ontario Montclair School District
- Orange Unified School District
- Palisades Charter High School
- Palo Verde Unified School District
- Palos Verdes Peninsula Unified School District
- Paramount Unified School District
- Perris Elementary School District
- Perris Union High School District
- Placentia-Yorba Linda Unified School District
- Pomona Unified School District
- Poway Unified School District
- Rancho Santiago Community College District
- Redlands Unified School District
- Rio School District
- Riverside Unified School District
- Rowland Unified School District
- San Bernardino City School District
- San Bernardino County Superintendent of Schools
- San Jacinto Unified School District
- Santa Ana Unified School District
- Santa Monica-Malibu Unified School District
- Savanna School District
- State Center Community College District
- Tustin Unified School District
- Upland Unified School District
- Valley Center – Pauma Unified School District
- Victor Valley Union High School District
- Whittier Union High School District
- York Risk Services Group, Inc.

LAW FIRMS

- Atkinson, Andelson, Loya, Ruud & Romo
- Declues, Burkett & Thompson, LLP
- Fagan, Friedman, & Fulfroost, LLP
- Harbottle Law Group
- McCune & Harber, LLP
- Parker & Covert, LLP
- Stutz Artiano Shinoff & Holtz, APC
- Thompson & Colegate, LLP
- Yukevich Cavanaugh

SERVICES OFFERED

INVESTIGATIONS

Investigations originate from uniform complaints; human resources complaints; D.F.E.H. complaints; Williams complaints; and monetary and/or liability claims for damages or injuries. These complaints are commonly brought forth by employees, vendors, parents, or students. Our firm is well versed in a multitude of subject matter including but not limited to:

- Discrimination and harassment
- Professional misconduct
- Hostile Work Environment
- Retaliation
- Student safety and supervision, including bullying
- Misappropriation of funds/fraud/auditing
- Special education compliance (IEPs; 504 plans)
- Verbal, physical, and sexual misconduct
- Misuse of information technology
- CIF/ACLU violations
- Stewardship of student funds
- Policy and procedure violations

ADMINISTRATIVE INVESTIGATIVE TRAINING COURSES

Nicole Miller personally leads all investigative training courses and provides resources to empower administrators with the knowledge to correctly navigate all stages of an investigation. This will not only increase the value of your agency's management team, but will reduce overall cost to your agency by minimizing follow up complaints and litigious claims down the line.

- Investigation techniques
- Assessing credibility
- Summarizing findings
- Mandatory reporting
- Evidence review
- Avoiding common mistakes

ADDITIONAL INVESTIGATIVE SERVICES

- Pre-employment background checks
- Residency Verifications
- Witness Locating
- Sub Rosa and Surveillance
- School Board Presentations
- Social Media and Online Research

SAFETY AND SECURITY ASSESSMENTS AND TRAININGS

Educational facilities today face an increasingly complex security environment. Because of this, it is often unclear what threats are most prevalent or important. Just as there is a spectrum of threats facing schools, there are also a wide range of security solutions available.

- Violence in the Workplace Awareness Training
- Emergency Management Tabletop and Site Exercises
- Red Team Security Assessment
- Covert Mobile / Foot Surveillance
- Counter Surveillance Detection
- Special Event Safety and Security Risk Planning
- Special Event Operational Security Management
- School site security audits - Crime Prevention Through Environmental Design (CPTED)
- Tactical Search Techniques for Armed Security Training
- Active Shooter Response for Armed Security Training
- Risk and Vulnerability Site Assessments
- Threat Assessments
- Enhanced Situational Awareness Course
- Executive Protection Advance Assessments
- Electronic Security / Surveillance System Audits
- Emergency Planning Evaluations
- CPR and First Aid

GUARANTEE OF BEST PRACTICE

Our security assessors have years of military and law enforcement experience in countering a wide variety of threats, as well as specialized training in defeating security systems and in campus security techniques. Nicole's Safety and Security partner, Martin Hanneman, was selected to further develop their unique program for specific use by public agencies throughout Orange County. Martin subsequently led a county wide law enforcement project known as the Orange County School Assessment Project, which was designed to provide mini-assessments of every school site in Orange County by training School Resource Officers to complete them. These comprehensive techniques are now accepted as best practice by both the Orange County Sheriff's Department and the Orange County Department of Education.

WHY CHOOSE NICOLE MILLER & ASSOCIATES FOR YOUR INVESTIGATIVE NEEDS?

We believe that Nicole Miller & Associates, Inc., has several competitive advantages that make our firm an ideal fit for providing investigative services to your district.

1. **You want knowledgeable professionals experienced with the unique procedural requirements of a public agency** – We have over 80 combined years of experience conducting investigations on behalf of public agencies, including school districts. Our knowledge base of these policies and procedures enables our investigators to oversee all stages of the investigation while virtually eliminating the potential for negative backlash or follow up claims.
2. **You want a final work product that articulately explains the investigation in a manner that is comprehensive, legally defensible, yet unbiased** – Our team of investigators are highly skilled in developing a meticulous final work product addressing all parties' concerns in a manner that is fact-based yet also cognizant of your agency's interests specific to the matter at hand.
3. **You need these services to be provided in a thorough, expeditious, yet cost effective manner** – Our breadth of knowledge and experience allows for a competitive pricing structure. We offer unrivaled benefits to our clients such as often assigning two investigators per case at the same base rate; and completing interviews with the minimum amount of travel time yet never passing the cost of overtime to our clients. Each investigator carries a very small case load so that constant attention is focused on the client's concern. This means cases that might take up to six months to complete elsewhere can be expedited and completed by our investigators in as little as six weeks.

THE BREADTH OF OUR PROFESSIONAL EXPERIENCE IMPARTS VALUE

- ✓ All parties' concerns and complaints are investigated by an experienced and impartial third party.
- ✓ A well-written work product that is legally defensible provides administrators with the resources to make necessary personnel decisions.
- ✓ Investigations are completed in accordance with procedural deadlines.
- ✓ District administrators and management teams can focus on education, not on investigations.
- ✓ Investigations are conducted with the utmost professionalism, thereby reducing questions, gossip, and rumors.
- ✓ Our staff is trained to recognize criminal elements that must be reported to law enforcement.

OUR INVESTIGATIVE PROCESS

From the opening of the case to the final provision of our skillfully prepared written work product, your school district ("district") can trust that Nicole Miller & Associates, Inc., will expertly navigate all aspects of an investigation.

(1) Opening the Case

Because concerns within an agency can arise from a variety of sources, personnel, and departments, we begin by asking questions via an initial telephone conference with the administrator overseeing the investigation, at no charge to you as our client. We work to understand the nature of the concerns as well as the overall scope of the investigation.

- *Type of concerns and/or complaints received – what types of procedural deadlines are applicable?*
 - Uniform complaints; human resources complaints; D.F.E.H. complaints; Williams complaints; monetary and/or liability claims for damages or injuries; or any other method that has brought the concern to your agency's attention.

- *General allegations or concerns including, but not limited to:*
 - Discrimination and harassment
 - Professional misconduct
 - Hostile Work Environment
 - Retaliation
 - Student safety and supervision, including bullying
 - Misappropriate of funds/fraud/auditing
 - Special education compliance (IEPs; 504 plans)
 - Verbal, physical, and sexual misconduct
 - Misuse of information technology
 - CIF/ACLU violations
 - Stewardship of student funds
 - Policy and procedure violations

- *Key players*
 - Complaining parties; respondents; witnesses; supervisors; vendors or contractors; parents; or students.

- *General allegations or concerns*
 - What is the root of the concern?

- *Documentation and evidence*
 - Is there documentation or evidence provided by the complaining party or witnesses?

- *Extenuating circumstances*
 - e.g., Has the media become involved? Are there concerns of witness tampering or credibility?

- *Game plan*
 - Provision of contact information for complaining parties; witnesses; or point of contact at a specific school site.

- *Scope of investigation to be conducted*
 - The two most common styles of investigation are known as “complaint” and “disciplinary.”

<i>Complaint</i>	<i>Disciplinary</i>
In a complaint, our client has assigned us to make factual findings on the specific allegations raised by a complainant (employee, parent, student, etc.) with the knowledge of a requirement to provide a response in accordance with applicable law or policy.	In a disciplinary case, there is no complainant (or complaint policy or law) that we have to satisfy. The focus of the investigation is to determine whether there is sufficient evidence to establish just cause for discipline or dismissal.
Example:	
A classified employee files a UCP alleging discrimination by a supervisor.	An administrator is suspected of misappropriation of funds or embezzlement.

(2) Coordination of Interviews

Upon receiving approval from the district to proceed with the investigation, Nicole Miller & Associates will begin coordination of interview with the appropriate parties to the investigation. Depending on the nature of the concerns, your district may prefer that Nicole Miller & Associates coordinate the scheduling of interviews with complainants, witnesses, and respondents. However, we welcome collaboration with a specific contact person at your agency to coordinate a schedule that is considerate of your agency's resources while maintaining the thoroughness characteristic of our work product.

Our firm is knowledgeable regarding the important considerations for interview scheduling, such as:

- ✓ Offering union representation prior to the interview to qualified employees, particularly if the result of the investigation could potentially lead to discipline.

- ✓ Interviewing as many individuals at a location as possible, thereby reducing travel time and costs. Our firm never charges clients for overtime.
- ✓ Grouping interviews in such a way as to limit gossip between employees.
- ✓ Interviewing individuals in the appropriate order (complaining parties → witnesses → respondents)
- ✓ Obtaining contact information to coordinate telephonic interviews if necessary.
- ✓ Ensuring the interviews are conducted at a neutral location to the concerns.

(3) Conducting and Documenting Investigative Interviews

Our investigators are trained to ask the appropriate questions relevant to the case and in a manner that is comprehensive and respectful of an employee's position. Our investigative interviews are often conducted by two associates to ensure accurate documentation of statements made by an interview participant. In addition, if possible, we create detailed witness preparation documents so as to ensure all appropriate allegations are asked and answered.

We are cognizant of the multitude of factors to consider while conducting interviews, including but not limited to:

- ✓ Obtaining specific facts and recollections (dates, timeframes, locations, names)
- ✓ Clarifying employees' understandings of pertinent policies and procedures
- ✓ Identifying any criminal elements in statements and/or information required to be reported to law enforcement
- ✓ Maintaining confidentiality of other investigative participants and evidence
- ✓ Ensuring participants feel confident in the investigative process. Participants that leave the interview feeling heard and understood by the interviewer are more likely to trust in the results, thereby mitigating possible follow-up litigious claims.

(4) Document and Evidence Review

With any case, document and evidence review is critical to making thorough and fact-based findings. While the level of documentation varies from case to case, we maintain the same eye for detail whether a case has several pages, or thousands. We are well versed in either scenario and maintain strict adherence to confidentiality and document control procedures. All documents and evidence received are cited in our final report and included as copies in our final comprehensive electronic case file.

It is also a policy at Nicole Miller & Associates that any original documents received during the course of an investigation are returned to the District and/or appropriate recipient at the conclusion of any investigation.

(5) Research

Depending on the nature of the investigation, our investigators may deem it prudent to conduct further research beyond witness interviews. The most common types of research include:

- ✓ Background research into public records
- ✓ Internet and social media profiles
- ✓ Contacting relevant third-party witnesses or vendors to provide clarification or background information on a particular issue, without releasing any confidential or protected information that may alert the third-party to concerns.

(6) Investigator's Findings and Creation of Our Work Product

Our final work product, consisting of a comprehensive summary of findings and individual interview reports of those interviewed, is prepared in accordance with our firm's reputation for **exceedingly high standards in legally defensible report writing**. We are knowledgeable that our reports may become public record or may be discoverable during any subsequent civil or criminal proceedings.

Individual Interview Reports

We create individual interview summaries of each individual interviewed for purposes of the investigation. This interview summary contains a detailed accounting of the items addressed during their interview as well as their factual statements and recollections. These reports also include the investigator's credibility assessment, which touches on how honest and forthcoming the individual appeared during their interview and based on the totality of evidence collected.

Comprehensive Summary of Findings

The comprehensive summary of findings is our final work product that amalgamates all information related to the investigation in its entirety, as well as includes the investigator's findings and overall conclusion. The summary includes sections such as:

▪ Executive Summary

The executive summary provides a brief overview of the investigation's purpose, reported allegations, and findings.

▪ Investigative Procedures

Here, we provide information as to who we were retained by, who we interviewed and when, and what documents and evidence were reviewed. We also include information as to why we could not interview relevant witnesses (e.g., the witness refused to participate).

▪ Details

The details section provides a basic description of the events leading up to the investigation and explains why an investigation was initiated. This includes:

- Background of employees involved and any pertinent details of their job duties.
- Documentation of law enforcement involvement or child protective services.
- Timeline of events leading up to the filing of a complaint and the actions taken thus far by administrators or District personnel.
- Statement of purpose (to make factual findings).

▪ Credibility Assessments

We list detailed credibility assessments of the pertinent individuals (complainants; respondents; witnesses). This is critical as some findings may be supported (or not) by the credibility of those involved.

▪ Investigator's Findings

This section will contain the most vital information as it relates the specific allegations made by complainants, the witness statements, and the investigator's specific findings.

Allegations are written based on specific information reported to the investigator during interviews and in any written complaints. Allegations can only contain information that can be factually considered, therefore, perceptions are not considered appropriate allegations. For example, an employee may allege their supervisor is behaving "rudely" toward them because the supervisor used profanity. The investigator could not make a factual finding as to whether the supervisor behaved "rudely," as that is a perception; rather, the investigator would determine if there is sufficient evidence to support a finding the supervisor did or did not in fact use profanity.

As this is considered a civil matter, the investigator is required to base findings on a legal burden of proof known as the "*preponderance of the evidence*." This means an allegation can be substantiated only if the evidence indicates the allegation to be more likely true than not. If the evidence does not meet the standard of proof, the allegation is unsubstantiated. However, the investigator may also indicate the totality of evidence of the investigation renders the allegation plausible, implausible, highly unlikely, or unfounded. Findings may also include consideration of extenuating circumstances, such as the credibility of a respondent's answer to the allegation, or the complaining parties' intent in making the allegation.

▪ Ancillary Information

More often than not, additional information will come to light during the course of an investigation that may or may not be relevant to the matter at hand, but is necessary to bring to the attention of the school district. These items typically involve:

- work performance issues;
- handling of a prior investigation;
- employee perceptions and assessments, including rumors;
- anything that could represent potential future liability; or
- any mitigating circumstances.

▪ Conclusion

It is our firm's goal to provide a solid conclusion highlighting what allegations were or were not substantiated, as well as any pertinent information moving forward that may assist our client in making decisions:

- an overview of an employee as reported by their colleagues and supervisors;
- if any of the relevant parties are planning to leave the District or seeking alternate employment;
- if any of the parties are litigious;
- the actions of a supervisor in handling the situation; or
- what the complaining parties/respondents want moving forward in resolution.

Depending on the nature of the concerns, the investigator may also make a conclusive general finding as to whether the totality of evidence suggests the existence of misconduct; harassment; discrimination; or hostile work environment.

(7) Confidentiality

Applicable standards of confidentiality are maintained throughout our written work products. We do not include the names or personally identifiable information of any current or former students/parents in our reports, nor do we include any personally identifiable information of District personnel beyond their first and last names. Students and parents are simply referred to as "MALE STUDENT #1" or "FEMALE STUDENT #2" and a separate key is provided to the appropriate District representative containing identifiable information.

(8) Electronic Case File Compilation

Upon completion of the investigation, we promptly prepare an electronic DVD case file inclusive of the following PDF items:

- Comprehensive summary of findings
- Individual interview reports

- Documents, emails, exhibits, attachments, and/or any further contributing evidence to the investigation
- Witness key (if applicable)

Two copies of the DVD case file are mailed to the appropriate individual overseeing the investigation on behalf of the district.

(9) Optional: Presentation of Findings

Upon conclusion of the investigation and provision of written findings to the district, Nicole Miller & Associates welcomes the opportunity to present the findings in-person to any group recommended by the district. This may include the district's Board of Education; a group of complainants; or students and parents. The information included in each presentation will be at the direction of district personnel and in accordance with applicable confidentiality statutes.



Nicole Miller
President & CEO

Experience

After serving as a Deputy Sheriff for the Orange County Sheriff’s Department, Nicole began conducting investigations for school districts as the Chief Investigator for a Southern California investigative firm. She then began her own firm with the goal of continued exceptional service to their many clients served within the State of California. As a licensed private investigator dedicated to her profession and to the citizens of California, Nicole is a Subject Matter Expert for the California Bureau of Security and Investigative Services. She was selected to participate in the development of the occupational analysis for the Bureau’s Private Investigator Qualified Manager Licensing Examination, which is required for licensure in the State of California.

Expertise

- Uniform/Human Resource/D.F.E.H. Complaint Investigations: Discrimination; Harassment; Hostile Work Environment; Misconduct; Misappropriation of Funds, Special Education Compliance; etc.
- Developing and conducting beginning and advanced training classes for school site administrators and department managers on how to effectively conduct investigations
- Well versed in the presentation of results and recommendations to administrators, school boards, and Department committees
- Workers’ Compensation AOE/COE
- Sub Rosa and Surveillance



Martin Hanneman
Director, Security Operations

Experience

Martin Hanneman has been providing security services to California’s Educational Institutions for over a decade. After serving as a military pilot in the UK Commando Forces, Martin worked in the field of emergency services, gaining critical experience in multi-agency emergency response operations and disaster relief. Returning to California, Martin became a successful business program manager in the defense industry. Martin’s primary specialty is carrying out vulnerability and risk assessments for organizations and facilities. He has been responsible for carrying out security assessments on many facilities throughout Orange County, including churches, schools, Government facilities, factories and corporate offices, and he currently leads a county wide law enforcement project for improving school security.

Expertise

- Implementing protective security, training, and mitigation techniques against active shooter and terrorism threats.
- Sworn reserve law enforcement officer and Terrorism Liaison Officer, with extensive training in homeland security policies, procedures and tactics.
- Holds an active security clearance.
- Training in data assurance, system integrity, network hardening, disaster recovery, digital forensics, security policies and procedures.
- Creation of Risk Management Plans and tactical risk mitigation strategies for the protection of critical infrastructure, operations and major events based on analysis of vulnerabilities and threat security.



Steve Doan
Senior Investigator

Experience

Steve Doan is a former Division Commander for the Orange County Sheriff’s Department and his career spanned over 28 years. For seven years, Steve served as the Chief of Police for the City of Laguna Hills, California. His professional experience includes field/ patrol operations, criminal and traffic investigation, special operations, dignitary protection and intelligence, media relations, training, and law enforcement. Since retiring, Steve joined Nicole Miller & Associates, Inc., as a Senior Investigator.

Expertise

- Uniform Complaints/Human Resource Investigations: Professional misconduct
- Safety and security/threat assessments for a range of campus types
- Background investigations
- Personnel recruitment; staffing and deployment; in-service training



Ara RaisDana,
J.D., Senior Investigator,
Human Resources

Experience

Ara received a Bachelor’s Degree in Psychology at the University of Kansas and a Juris Doctor Degree from Thomas Jefferson School of Law. She has utilized her law degree to provide pro bono services to those in need of legal assistance; including mediating small claims cases at the Superior Court of San Diego County, assisting victims of domestic violence at the San Diego Family Justice Center, and providing legal aid at the Orange County Public Law Center. Ara has a keen ability to write well organized factual investigative reports and she is grateful to be in a position that allows her to serve clients as well as the public good.

Expertise

- Uniform Complaints/Human Resource Investigations: Professional Misconduct; Hostile Work Environment; Special Education Compliance; Harassment and Discrimination



Mackenzie Kintz

Senior Investigator,
Forensic Analytics

Experience

Mackenzie graduated Cum Laude from California State University, Fullerton, with a Bachelor’s Degree in Psychology, and is a member of PSI CHI, the International Honors Society in Psychology. Mackenzie’s previous work experience at a large public educational institution in Southern California provided her with a working knowledge of the relationship between administrators, and certificated and classified personnel, as well as the unique set of employment skills and practices that public sector work requires. Mackenzie’s natural curiosity and meticulous eye for detail, along with her dedicated, can-do attitude, have proven her a consummate investigator, who above all provides value to clients via her thorough and discerning written work product.

Expertise

- Uniform Complaints/Human Resource Investigations: Information Technology Analysis; Harassment and Discrimination; Special Education and 504 Compliance; Misappropriation of Funds
- AOE/COE Workers’ Compensation Investigations
- Background Research and Social Media



Alyssa Jarvis

Senior Investigator,
Educational Services
and Student Relations

Experience

Alyssa graduated Cum Laude from the University of Wisconsin-Eau Claire with a Bachelor's Degree in Psychology, and attained her Master's Degree in Marriage and Family Therapy from Wheaton College. With previous experience in social work and family therapy, Alyssa prides herself on maintaining an enthusiastic and compassionate attitude, thereby cultivating a strong rapport with education professionals, students, and parents. Her Graduate degree in Marriage and Family Therapy and passion for interpersonal justice engenders open and effective lines of communication with clients, which further promotes Alyssa's professionalism and impartiality when conducting a wide variety of public sector investigations.

Expertise

- Uniform Complaints/Human Resource Investigations: Special Education; Embezzlement; Misappropriation of funds; Sexual Harassment; and Enrollment Compliance.



Lisa Strachan

Senior Investigator,
Administrative and
Employee Relations

Experience

Lisa graduated Cum Laude from California State University, Long Beach, with a Bachelor's Degree in Journalism and a minor in Speech Communication. Her prior experience in the field of Human Resources has contributed to her knowledge of employment standards and practices, particularly in regard to policy compliance, performance issues and employee relations. Lisa has conducted a wide variety of school district investigations wherein her diligent work ethic and passion for writing are demonstrated by her ability to consistently produce a succinctly written, unbiased and fact-based work product, often within the confines of critical deadlines.

Expertise

- Uniform Complaints/Human Resource Investigations: Professional Misconduct; Hostile Work Environment; Bullying and Student Safety; Discrimination and Harassment

ADDITIONAL STAFF
Brittney Hamilton, J.D.

Lead Investigator

- Magna Cum Laude, Chapman University (B.A. Political Science)
- Pepperdine University School of Law (Juris Doctorate)

Brittney's experience as an attorney allowed her to develop keen writing, negotiating, critical thinking, and interpersonal skills; she also became proficient in evaluating large amounts of information for factors vital to any investigation, including factualness, relevancy, and credibility.

Kalene VanHuss

Lead Investigator

- Evangel University (B.A. English, Minor in Writing)
- Loyola Marymount University (Master's Degree in English Literature)

As a professional writer and researcher for private universities and investigative agencies, Kalene demonstrates expertise in locating and summarizing information succinctly and efficiently. Her studies in literature lend themselves to an aptitude for conducting careful, detailed research while approaching challenges with a creative eye, while her past teaching experience has provided her with insight into communication with faculty, administration, and students.

Shannon Cashin

Associate Investigator

- California State University, Fullerton (B.A. Comparative Literature)
- Fluent in Spanish

Shannon's previous work experience in the fields of law and human resources cultivated a thorough working knowledge of the importance of honest, effective communication when handling sensitive matters of employment. Shannon's affinity for building a rapport with a diverse range of individuals, while also remaining objective to the goals of the investigation, is her greatest asset as an investigator.

Kristie Choi

Associate Investigator

- New York University (B.A. English Literature, Minor in Political Science)
- Background in Civil Litigation

Kristie values providing the utmost quality of service to clients and carries over a passion for pursuing organizational justice with previous experience in human rights advocacy and social work. Her degree in Literature analysis has given her the foundation to analyze and craft the narrative of a case, offering an impartial and discerning perspective in conducting investigations.

Mercy Yang

Associate Investigator

- Northwestern University (B.A. Communication Studies and Political Science)
- Peking University, China (U.S. and China Foreign Policy, Advanced Chinese)
- Fluent in Mandarin Chinese and French

Mercy's infinite curiosity and commitment to the highest caliber work product have fostered a natural passion for investigations. With previous experience as an investigator for the U.S. Equal Employment Opportunity Commission and the U.S. Department of Labor, Office of Labor Racketeering and Fraud, Mercy has a strong foundation in all aspects of investigations, including interviewing witnesses, analyzing complex legal documents, and writing and producing comprehensive reports.

FEE SCHEDULE

Service Type	Hourly Rate
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INVESTIGATIVE SERVICES

\$150.00

- Investigations
- Pre-employment background checks
- Residency verifications
- Witness locating
- Sub Rosa and Surveillance
- School Board Presentations
- Social Media and Online Research
- Training for Administrators

SAFETY & SECURITY SERVICES

\$150.00

- Trainings (Violence in the Workplace; Tactical Search; Armed Shooter Response; Enhanced Situational Awareness)
- School Site Security Audits (CPTED)
- Emergency Management Tabletop and Site Exercises
- Security Assessments (Red Team; Risk and Vulnerability; Threat)
- Covert Mobile / Foot Surveillance and Counter Surveillance Detection
- Special Event Safety and Security Risk Planning
- Special Event Operational Security Management
- Executive Protection
- Electronic Security / Surveillance System Audits
- Emergency Planning Evaluations
- CPR and First Aid Training

OTHER TERMS

- Round trip mileage from the Nicole Miller & Associates office to a work site is charged at the standard IRS mileage rate.
- There are no mark-up charges for materials, supplies, travel expenses, etc., over the actual cost. All receipts will be provided.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Chancellor Restated and Amended Employment Agreement	
Action: Request for Approval	

BACKGROUND

The District has employed Raul G. Rodriguez ("Dr. Rodriguez" or "Chancellor") as Chancellor of the District by way of an employment agreement dated June 4, 2010 (the "Employment Agreement"). The District and Dr. Rodriguez wish to amend and restate the Employment Agreement, including provisions to include a termination date of June 30, 2019, unless terminated sooner by the Parties to the Employment Agreement. The District has previously recommended approval of a new Employment Agreement with the Chancellor, and the Board of Trustees (the "Board") gave their approval of an amended Employment Agreement at a Special Meeting on June 26, 2017. The Brown Act requires that the District consider approval of salaries and benefits in an agreement such as the Employment Agreement at a regularly noticed meeting. Therefore, the proposed amended and restated Employment Agreement will be placed on the agenda for Board consideration and approval at the August 14, 2017 board meeting.

ANALYSIS

After seven years of service under the June 4, 2010 Employment Agreement, the District and the Chancellor wish to restate and amend the Employment Agreement. Dr. Rodriguez is currently serving as Chancellor.

The material terms of the recommended employment agreement for Dr. Rodriguez include:

- An initial term of two years (July 1, 2017 to June 30, 2019);
- An annual salary of \$293,516 per academic year, pro-rated if he works less than a full academic year, paid on a monthly basis;
 - The annual salary includes previously identified relocation expenses of \$2,500 per month, which shall terminate one month prior to the termination of the Employment Agreement;
- Health and welfare benefits;
- Home technology benefits of \$100 per month;
- Two and one quarter vacation days for each month worked;
- Tax sheltered annuity of \$525 per month;
- Professional expenses of \$500 per month; and
- Buy-out agreement equal to payment of the Chancellor's salary multiplied by the number of months left under his term, at a maximum of eighteen months.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Employment Agreement and retain Dr. Rodriguez as Chancellor of the District, including the material terms outlined above.

Fiscal Impact: \$293,516 per year plus: \$1,125 per month in benefits, cost of health and welfare benefits, and vacation pay.		Board Date: August 14, 2017
Prepared by:	Ruben Smith, J.D., General Counsel	
Submitted by:	Ruben Smith, J.D., General Counsel	
Recommended by:	Ruben Smith, J.D., General Counsel	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
CHANCELLOR RESTATED AND AMENDED EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District ("District"), through the Board of Trustees ("Board") of the District, on the one hand, and Raul G. Rodriguez ("Chancellor"), on the other hand, hereby restate and amend the Chancellor Employment Agreement ("Agreement") previously entered into on June 4, 2010, pursuant to sub-section "a" of Section 72411 of the *Education Code*. District and Chancellor are referred to herein individually as "Party" and collectively as "Parties."

2. **Position.** District, pursuant to Board Policy 2431, hereby employs Chancellor in the position of chancellor of the District ("Position"). Chancellor is an "academic employee" as defined in sub-section "a" of Section 87001 of the *Education Code*, is an "educational Chancellor" as defined in sub-section "b" of Section 87002 of the *Education Code*, and is a "management employee" as defined in sub-section "g" of Section 3540.1 of the *Government Code*.

3. **Term.** This Agreement supersedes any and all prior written and oral agreements and shall be in effect for the two (2) year period beginning on July 1, 2017 and remain in effect until June 30, 2019, unless terminated sooner by the parties or by action of this Agreement. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement.

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Chancellor agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Chancellor by the Board. Chancellor is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board may adopt or amend the job description for the Position. Chancellor may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Chancellor or interfere with Chancellor's duties. In those cases in which Chancellor engages in outside professional activities which generate compensation for services provided, Chancellor shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Board, may transfer or reassign Chancellor to any position within the District for which Chancellor is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Chancellor due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Chancellor in the amount of two hundred ninety three thousand five hundred sixteen dollars (\$293,516.00) (the "Salary") per academic year (July 1st through June 30th), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Chancellor during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed or extended in the future. The Salary includes the previous relocation expenses, which were paid to Chancellor in monthly increments of Two Thousand Five Hundred Dollars (\$2,500.00) for a total of Thirty Thousand Dollars (\$30,000.00) per year. This portion of the Salary component shall end one (1) month prior to the termination of the Agreement, and the Salary for the last month of the Agreement shall be reduced by Two Thousand Five Hundred Dollars (\$2,500.00). Chancellor agrees that District also reserves the right to decrease the salary of Chancellor during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. If the full-time faculty at District receive a salary increase that is effective during the term of this Agreement, then District shall give Chancellor a salary increase that is equal to the percentage applied to the full-time faculty salary schedule. Chancellor is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Home Technology.** So that the Chancellor shall be able to perform work on behalf of the District at his home, the District shall provide a laptop computer, printer, and fax machine, to the Chancellor for the Chancellor's home office. Such equipment, including any required DSL line, shall be purchased, installed, and maintained at District expense. District shall also provide Chancellor with a cell phone reimbursement allowance of \$100 per month.

9. **Work Year.** Chancellor is a full-time employee of the District with a work year of 12 months per year. Chancellor is entitled to be absent during District-designated holidays.

10. **Health and Welfare Benefits.** District shall provide Chancellor with the same health and welfare benefits as currently approved or as subsequently modified by the Board for all District administrators.

11. **Vacation.** Chancellor shall accrue two and one-quarter vacation days for each month of service. Chancellor may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

12. **Leaves.** Chancellor shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

13. **Teaching Assignments.** Subject to Board approval, and presuming that Chancellor meets minimum qualifications, Chancellor may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Chancellor's service in the Position.

14. **Professional Meetings and Activities.** All reasonable and necessary expenses of attendance by Chancellor at such a meeting or activity shall be paid by District only if approved by the Board of Trustees.

15. Tax-Sheltered Annuity. During each academic year (July 1 through June 30) during the term of this Agreement, District shall contribute \$525 per month to a tax-sheltered annuity selected by Chancellor.

16. Professional Expenses Allowance. Because the Position requires attendance at various local professional activities on behalf of District, Chancellor shall receive \$500 per month to compensate Chancellor for costs associated with such activities. Reimbursement for conference expenses shall be paid in accordance with Board Policy and procedures.

17. Evaluation. Chancellor may be evaluated by the Board at any time. The Board's formal evaluation of Chancellor shall be pursuant to Board Policy 2435. In this regard, District and the Chancellor acknowledge that the employment relationship between the Board and Chancellor is unique, special and important. This relationship requires regular communication and feedback.

18. Retreat Rights. The faculty retreat rights for Chancellor, shall be in accordance with Section 87458 of the *Education Code*. Chancellor has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

19. Dismissal or Imposition of Penalties During the Term of this Agreement. Pursuant to Section 72411.5 of the *Education Code*, the grounds for dismissal or for imposition of penalties on Chancellor during the term of this Agreement shall be for dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Chancellor shall be entitled to due process protections as required by law.

20. Resignation. Chancellor may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board, or upon a shorter period of time as may be approved by the Board. Chancellor shall notify Board promptly if he becomes a finalist for any other position.

21. Buy-Out of Agreement. Pursuant to Section 53260 of the *Government Code*, except if District terminates this Agreement pursuant to Section 19 of this Agreement, the maximum cash settlement that Chancellor may receive shall be an amount equal to the monthly salary of Chancellor multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Chancellor multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of time as covered in the settlement or until Chancellor finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

22. Medical Examination. Upon request of the Board, Chancellor agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Chancellor is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board indicating whether Chancellor is able, with or without reasonable accommodation, to perform the essential functions of the Position.

23. Severability. If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

24. Entire Agreement. This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

25. Amendment. This Agreement may be modified or superseded only by a written amendment executed by both Parties.

26. Mandatory Mediation and Arbitration. Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the Education Code, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation is unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

27. Ratification. The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board.

28. Notice. All notice between the Parties must be in writing, and must be delivered by the parties by way of U.S. mail. Notice for the District and the Chancellor shall be delivered as specified below:

Address to District: Rancho Santiago Community College District
2323 N. Broadway, Suite 410
Santa Ana, California 92706-1640

Copy to: Ruben Smith, Esq.

1 MacArthur Place, Suite 200
Santa Ana, CA 92707

Address to Chancellor: Rancho Santiago Community College District
2323 N. Broadway, Suite 410
Santa Ana, California 92706-1640

The Parties have duly executed this Agreement on the dates indicated below.

For District

Date

Chancellor

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To: Board of Trustees	Date: August 14, 2017
Re: Approval of Educational Administrator Employment Agreement	
Action: Request for Approval	

BACKGROUND

After a nationwide search, Dr. John Hernandez was selected to serve as President of Santiago Canyon College. At its meeting of June 12, 2017 the Board of Trustees ratified this appointment and gave their approval of the Educational Administrator Employment Agreement at a Special Meeting on June 26, 2017. The Brown Act requires that the District consider approval of salaries and benefits in an agreement such as the Employment Agreement at a regularly noticed meeting. Therefore, the proposed amended and restated Employment Agreement will be placed on the agenda for Board consideration and approval at the August 14, 2017 board meeting.

ANALYSIS

The material terms of the recommended employment agreement for Dr. Hernandez include:

- An initial term of three (3) years (July 1, 2017 to June 30, 2020);
- An annual salary of \$213,928.16 per academic year, pro-rated if he works less than a full academic year, paid on a monthly basis;
- Health and welfare benefits;
- Two and one quarter vacation days for each month worked;
- Tax sheltered annuity of \$563.79 per month; and
- Buy-out agreement equal to payment of the Educational Administrator’s salary multiplied by the number of months left under his term, at a maximum of eighteen months.

RECOMMENDATION

It is recommended that the Board of Trustees approve the Educational Administrator Employment Agreement as presented, including the material terms outlined above.

Fiscal Impact: \$213,928.16 per year plus: \$563.79 in benefits, cost of health and welfare benefits, and vacation pay.	Board Date: August 14, 2017
Prepared by: Ruben Smith, J.D., General Counsel	
Submitted by: Ruben Smith, J.D., General Counsel	
Recommended by: Ruben Smith, J.D., General Counsel	

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
EDUCATIONAL ADMINISTRATOR EMPLOYMENT AGREEMENT**

1. **Parties.** The Rancho Santiago Community College District ("District"), on the one hand, and John Hernandez, Ph.D. ("Administrator" or "Dr. Hernandez"), on the other hand, hereby enters into the Administrator Employment Agreement ("Agreement"), pursuant to sub-section "a" of Section 72411 of the *Education Code*. District and Administrator are referred to herein individually as "Party" and collectively as "Parties."

2. **Position.** District hereby employs Dr. Hernandez in the position of President of Santiago Canyon College ("Position"). Administrator is an "academic employee" as defined in sub-section "a" of Section 87001 of the *Education Code*, is an "educational administrator" as defined in sub-section "b" of Section 87002 of the *Education Code*, and is a "management employee" as defined in sub-section "g" of Section 3540.1 of the *Government Code*.

3. **Term.** District agrees to employ Administrator, and Administrator agrees to serve in the Position, for the period commencing July 1, 2017 and ending June 30, 2020. If, prior to June 30 of any other year other than the last year of this Agreement the District does not send or deliver a written notice to Administrator that this Agreement shall not be extended for an additional year, then this Agreement automatically shall be extended for one more year. Any notice of non-reemployment in the position must be given by the District at least six (6) months in advance of the date of termination of this Agreement. If notice of non-reemployment is not given by the District at least six (6) months in advance of the date of termination of this Agreement, then the Agreement shall be extended for one (1) additional year pursuant to Education Code Section 72411(c).

4. **General Terms and Conditions of Employment.** This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are incorporated into this Agreement.

5. **Duties and Responsibilities.** Administrator agrees to perform all of the duties, and accepts all of the responsibilities, as specified in the job description for the Position, and all duties and responsibilities which may be delegated or assigned to Administrator by the Board of Trustees, the Chancellor or any supervising administrators. Administrator is expected to devote full efforts and energies to the Position. At any time during the term of this Agreement, the Board may adopt or amend the job description for the Position. Administrator may undertake outside professional activities, including consulting, speaking, and writing, either with or without compensation, provided that such activities do not impair the effectiveness of Administrator or interfere with Administrator's duties. In those cases in which Administrator engages in outside professional activities which generate compensation for services provided, Administrator shall utilize vacation days.

6. **Transfer, Reassignment, or Title Change.** The Chancellor, with approval of the Board of Trustees, may transfer or reassign Administrator to any position within the District for

which Administrator is qualified, and may change the title of the Position, during the term of this Agreement, but there shall be no loss of compensation by Administrator due to such discretionary transfer, reassignment, or title change.

7. **Salary.** District shall pay an annual salary to Administrator in the amount of two hundred thirteen thousand nine hundred twenty eight dollars and sixteen cents (\$213,928.16) per academic year (July 1st through June 30th), pro-rated if less than a full academic year, paid on a monthly basis. District reserves the right to increase the salary of Administrator during the term of this Agreement, but any such increase shall not be construed as an indication that this Agreement will be renewed. Administrator agrees that District also reserves the right to decrease the salary of Administrator during the term of this Agreement as long as such decrease, on a percentage basis, is no more than what is implemented on a general basis for regular, full-time faculty of the District. Administrator is an exempt employee and is not eligible for overtime pay or compensatory time off.

8. **Work Year.** Administrator is a full-time employee of the District with a work year of 12 months per year. Administrator is entitled to be absent during District-designated holidays.

9. **Health and Welfare Benefits.** District shall provide Administrator with the same health and welfare benefits as currently approved or as subsequently modified by the Board of Trustees for all District administrators.

10. **Vacation.** Administrator shall accrue two and one-quarter vacation days for each month of service. Administrator may not accumulate more than 54 days of unused vacation as of July 1 of any academic year.

11. **Leaves.** Administrator shall be entitled to leaves of absence as provided by law or Board Policy, as may be amended from time-to-time.

12. **Teaching Assignments.** Subject to Board approval, and presuming that Administrator meets minimum qualifications, Administrator may serve as an instructor in no more than one class per semester for additional compensation, provided that such teaching does not impair Administrator's service in the Position.

13. **Professional Meetings and Activities.** Prior approval by the Chancellor shall be obtained for Administrator to attend any meeting or activity related to Administrator's employment in the Position. The reasonable and necessary expenses of attendance by Administrator at such a meeting or activity shall be paid by District only if approved by the Chancellor and the Board of Trustees.

14. **Tax-Sheltered Annuity.** During each academic year (July 1 through June 30) during the term of this Agreement, District shall contribute Five Hundred Sixty Three Dollars and seventy nine cents (\$563.79) per month to a tax-sheltered annuity selected by Administrator.

15. Evaluation. Administrator shall be evaluated in writing at any time by Administrator's immediate supervisor, pursuant to Board Policy and procedures, utilizing established goals and objectives, self-assessments, the job description for the Position, and input from other employees

16. Retreat Rights. If Administrator's first date of paid service was prior to July 1, 1990, Administrator's rights to faculty tenure are governed by the laws of the State of California in effect as of June 30, 1990. The retreat rights for Administrator, if hired on or after July 1, 1990, and if Administrator does not have faculty tenure in the District, shall be in accordance with Section 87458 of the *Education Code*. Administrator has the responsibility to present the necessary transcripts and materials to District pursuant to Board policy and procedures in order to maintain any current faculty service area or acquire faculty service areas.

17. Return to Tenured Faculty Position. If Administrator has tenure in the District, and if Administrator has not been dismissed pursuant to Section 20 of this Agreement, then Administrator will be entitled to return to a tenured faculty position upon termination or expiration of this Agreement.

18. Dismissal or Imposition of Penalties During the Term of this Agreement. Pursuant to Section 72411.5 of the *Education Code*, if Administrator does not have faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be dishonesty, insubordination, incompetence, unsatisfactory performance, unprofessional conduct, inability to perform, persistent or serious violation of law or of Board Policy or procedures, or any material and substantial breach of this Agreement. Administrator shall be entitled to due process protections as required by law.

19. Dismissal or Imposition of Penalties During the Term of this Agreement If Tenured. Pursuant to Section 72411.5 of the *Education Code*, if Administrator has faculty tenure in the District, then the grounds for dismissal or for imposition of penalties on Administrator during the term of this Agreement shall be in accordance with the statutory provisions applicable to tenured faculty members as set forth in Section 87732 of the *Education Code*. Administrator shall be entitled to due process protections as required by law.

20. Resignation. Administrator may resign from District employment at any time during the term of this Agreement upon 90 days prior written notice to the Board of Trustees or Chancellor, or upon a shorter period of time as may be approved by the Board of Trustees.

21. Buy-Out of Agreement. Pursuant to Section 53260 of the *Government Code*, except if District or Chancellor terminates this Agreement pursuant to Sections 19 or 20 of this Agreement, the maximum cash settlement that Administrator may receive shall be an amount equal to the monthly salary of Administrator multiplied by the number of months left on the unexpired term of this Agreement. However, if the unexpired term of this Agreement is greater than 18 months, the maximum cash settlement shall be an amount equal to the monthly salary of Administrator multiplied by 18. Any cash settlement shall not include any other non-cash items except health benefits which may be continued for the same duration of

time as covered in the settlement or until Administrator finds other employment, whichever comes first. If the unexpired term is greater than 18 months, then the maximum time for continued health benefits paid for by District shall be 18 months.

22. Medical Examination. Upon request of the Board or the Chancellor, Administrator agrees to undergo a comprehensive physical and/or psychiatric examination to determine if Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position. The costs of any such examination shall be paid for by District. A confidential written report regarding any such examination shall be filed with the Board or the Chancellor indicating whether Administrator is able, with or without reasonable accommodation, to perform the essential functions of the Position.

23. Severability. If any provision of this Agreement is ruled to be contrary to law, all other provisions of this Agreement shall continue to remain in full force and effect.

24. Entire Agreement. This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

25. Amendment. This Agreement may be modified or superseded only by a written amendment executed by both Parties.

26. Mandatory Mediation and Arbitration. Except as otherwise prohibited by law, the Parties agree that any dispute, claim, or controversy arising out of the Parties' employment relationship, including, but not limited to, alleged violations of federal, state, or local statutes, including those prohibiting harassment and discrimination, and any other claims, including alleged violations of any provisions of the Education Code, which cannot be resolved through informal and confidential discussions, shall be submitted to mediation, and if mediation is unsuccessful, to binding arbitration before a neutral Arbitrator. The mediator and any necessary Arbitrator shall be selected through Judicial Arbitration & Mediation Services/Endispute (JAMS). Attachment "A" to this Agreement sets forth the procedures to be utilized and is hereby incorporated by reference into this Agreement as if fully set forth within. The Parties agree that they have carefully read Attachment "A," knowingly agree to all of its contents, and knowingly agree to the covenant to mediate and arbitrate all employment disputes contained in Attachment "A".

27. Ratification. The Parties agree that this Agreement is not binding or enforceable unless and until it is duly ratified by the Board.

28. Notice. All notice between the Parties must be in writing, and must be delivered by the parties by way of U.S. mail. Notice for the District and the Administrator shall be delivered as specified below:

Address to District:	Rancho Santiago Community College District
	2323 N. Broadway, Suite 410
	Santa Ana, California 92706-1640

Copy to: Ruben Smith, Esq.
1 MacArthur Place, Suite 200
Santa Ana, CA 92707

Address to Administrator: Rancho Santiago Community College District
Santiago Canyon College
8045 E. Chapman Avenue
Orange, CA 92869

The Parties have duly executed this Agreement on the dates indicated below.

Rancho Santiago Community College District

Dr. Raul Rodriguez
Chancellor

Date

Dr. John Hernandez

Date

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Office of the Chancellor

To:	Board of Trustees	Date: August 14, 2017
Re:	Discussion of Administrator Contracts	
Action:	Discussion	

BACKGROUND

The District is facing unprecedented fiscal challenges that require it to be more efficient, productive, innovative and responsive to the needs of our students, community and industry. Work is being done by all members of the district to reduce costs, find solutions, establish new partnerships and develop strategies to retain and attract students.

ANALYSIS

To insure good fiscal management in the district, one of the areas the board of trustees would like to evaluate is the use of the auto renewal clause in the administrator contracts.

RECOMMENDATION

It is recommended that the Board of Trustees conduct a discussion of the district's administrator contracts.

Fiscal Impact:	To be determined	Board Date:	August 14, 2017
Prepared by:	Ruben Smith, J.D., General Counsel		
Submitted by:	Ruben Smith, J.D., General Counsel		
Recommended by:	Ruben Smith, J.D., General Counsel		

ADMINISTRATOR EMPLOYMENT AGREEMENTS/CONTRACTS

TITLE	GROUP
Assistant Dean, Admissions & Records	Management
Assistant Dean, Disabled Students Programs & Services	Management
Assistant Dean, Financial Aid, Scholarship & Veterans	Management
Assistant Dean, Student Services	Management
Assistant Vice Chancellor, Educational Services	Management
Assistant Vice Chancellor, Facility Planning, District Construction & Support Services	Management
Assistant Vice Chancellor, Fiscal Services	Management
Assistant Vice Chancellor, Human Resources	Management
Assistant Vice Chancellor, Information Technologies Services	Management
Assistant Vice Chancellor, LAOC Regional Consortium	Management
Associate Dean, Business & Career Technical Education	Management
Associate Dean, Criminal Justice Academies	Management
Associate Dean, Disabled Student Programs & Services	Management
Associate Dean, EOPS	Management
Associate Dean, Financial Aid	Management
Associate Dean, Fire Technology	Management
Associate Dean, Health Science & Nursing	Management
Associate Dean, Instructional & Student Services	Management
Associate Dean, Student Development	Management
Chancellor	Cabinet
Dean, Arts, Humanities & Social Sciences	Management
Dean, Business	Management
Dean, Business & Career Technical Education	Management
Dean, Counseling	Management
Dean, Counseling & Student Support Services	Management
Dean, Enrollment & Support Services	Management
Dean, Fine & Performing Arts	Management
Dean, Human Services & Technology	Management
Dean, Humanities & Social Sciences	Management
Dean, Institutional Effectiveness, Library & Learning Support Services	Management
Dean, Instruction & Student Services	Management
Dean, Kinesiology, Health & Athletics	Management
Dean, Mathematics & Sciences	Management
Dean, Science, Mathematics & Health Science	Management
Dean, Student Affairs	Management
Director, Facility Planning, District Construction & Support Services	Management
Director, Workforce Education	Management
Executive Director, Adult Education Block Grant	Management
Executive Director, Child Development Services	Management
President, Santa Ana College	Cabinet
President, Santiago Canyon College	Cabinet
Vice Chancellor, Business Operations & Fiscal Services	Cabinet
Vice Chancellor, Educational Services	Cabinet
Vice Chancellor, Human Resources	Cabinet
Vice President, Academic Affairs	Management
Vice President, Administrative Services	Management

ADMINISTRATOR EMPLOYMENT AGREEMENTS/CONTRACTS

Vice President, Continuing Education	Management
Vice President, Student Services	Management